

Assessment Period 2023-2024



B.M.S. COLLEGE OF LAW, BENGALURU
Bull Temple Road, Basavanagudi, Bengaluru-560019



**CRITERION 6—GOVERNANCE, LEADERSHIP AND
MANAGEMENT**

Key Indicator –6.2–Strategy Development and Deployment

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL



B.M.S. EDUCATIONAL TRUST

B.M.S. COLLEGE OF LAW

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Affiliated to Karnataka State Law University and Approved by Bar Council of India
Bull Temple Road, Basavanagudi, Bengaluru - 560 019.

Phone : 080-26679336, 26602430

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6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc

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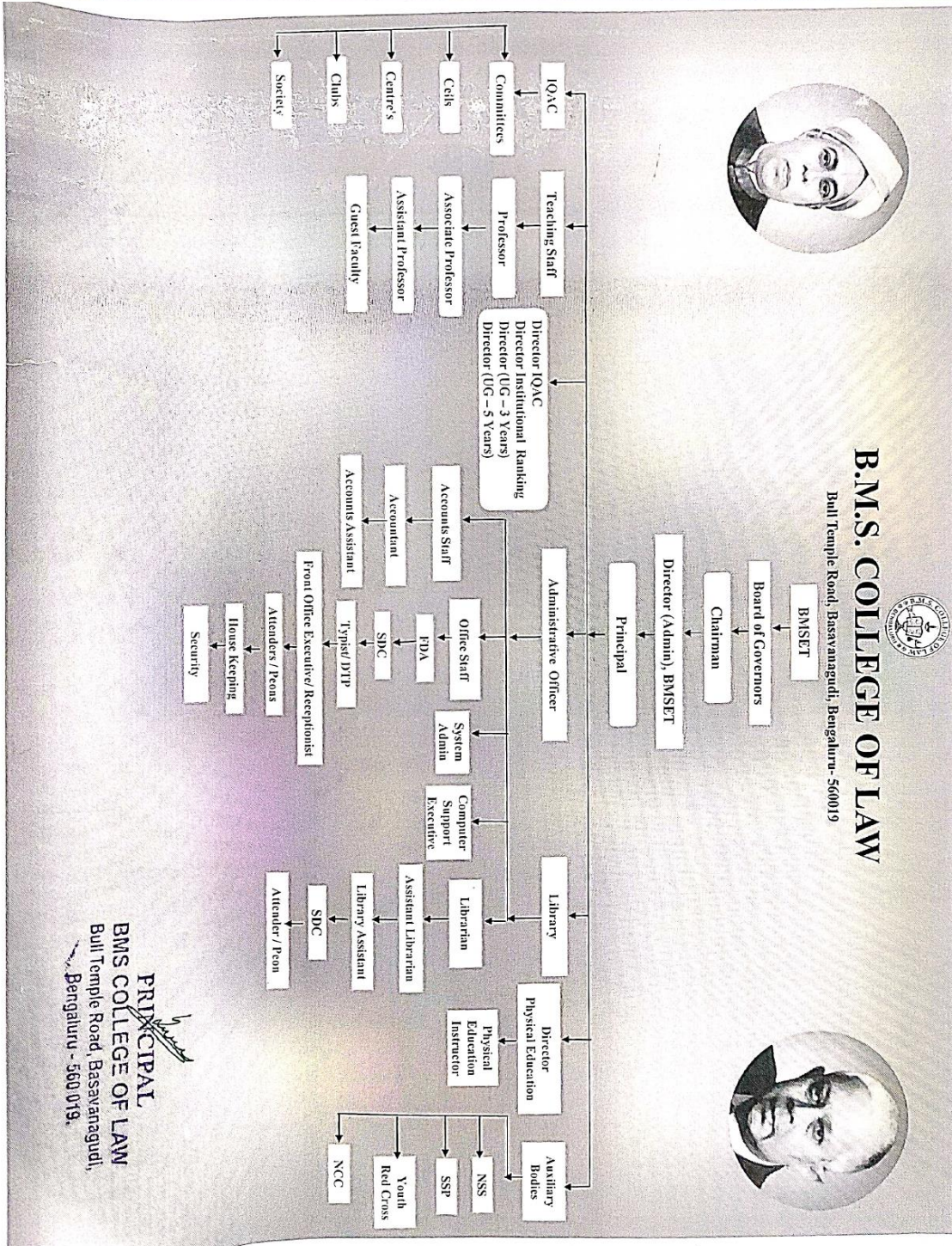
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Ref.: BMSCL / 78 / 2024-2025

Date: 16/04/2024

APPOINTMENT ORDER

Subject: Contractual Appointment

Reference: Approval from Chairman dated: 05 April, 2024

1. I am glad to inform that, you have been appointed as Guest Faculty to teach Pre-Law subjects on the following terms and conditions:
 - a) Your services will be on Contract basis from 06 May, 2024 to 31 August, 2024.
 - b) You are placed on a consolidated pay of ₹.25,000/- per month subject to statutory deductions.
 - c) You will have to teach Pre- Law subject (Kannada) for 5 & 3 -Year Degree Course for two hours per day as per the Time table allotment.
 - d) You are eligible for one day of casual leave for every completed month of service.
 - e) In addition to the regular assigned duties, you are required to attend to any other duties assigned by the Principal without prejudice to normal assigned duties.
 - f) You will be detailed for evaluation and other duties as and when required.
 - g) Your performance will be monitored through student's feedback system regularly.
 - h) You shall not divulge any confidential information of the Institution to anyone outside or inside the college who is not entitled for such information.
 - i) Your services may be terminated at any time during the above contract period if the performance falls short of expectation.
 - j) You may terminate the service with the Institution, by giving no less than one months' prior notice.
 - k) You will be governed by the disciplinary rules of the institution.

To,
Sri. Mahesh M
Guest Faculty
Bengaluru.

- Copy to,
- 1) The Chairman, BMSCL.
 - 2) The Director (Admin), BMSET.
 - 3) Senior Manager (Finance II), BMSCL.
 - 4) Office Copy.
 - 5) Accounts Department for payrolls.

[Handwritten Signature]
Principal
BMS COLLEGE OF LAW
Bull Temple Road, Basavanagudi,
Bengaluru - 560 019.

[Handwritten Signature]
PRINCIPAL
BMS COLLEGE OF LAW
Bull Temple Road, Basavanagudi,
Bengaluru - 560 019.



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Ref.: BMSCL / 75/2024-2025

Date: 16/05/2024

APPOINTMENT ORDER


Subject: Contractual Appointment

Reference: Approval from Chairman dated: 05 April, 2024

1. I am glad to inform that, you have been appointed as Guest Faculty to teach Law subjects on the following terms and conditions:
 - a) Your services will be on Contract basis from 06 May, 2024 to 31 August, 2024.
 - b) You are placed on a consolidated pay of ₹.25,000/- per month subject to statutory deductions.
 - c) You will have to teach Law subjects for 5 & 3 -Year Degree Course for two hours per day as per the Time table allotment.
 - d) You are eligible for one day of casual leave for every completed month of service.
 - e) In addition to the regular assigned duties, you are required to attend to any other duties assigned by the Principal without prejudice to normal assigned duties.
 - f) You will be detailed for evaluation and other duties as and when required.
 - g) Your performance will be monitored through student's feedback system regularly.
 - h) You shall not divulge any confidential information of the Institution to anyone outside or inside the college who is not entitled for such information.
 - i) Your services may be terminated at any time during the above contract period if the performance falls short of expectation.
 - j) You may terminate the service with the Institution, by giving no less than one months' prior notice.
 - k) You will be governed by the disciplinary rules of the institution.

To,
Sri. Naman Vankdari M
Guest Faculty,
BMSCL

- Copy to,
- 1) The Chairman, BMSCL.
 - 2) The Director (Admin), BMSET.
 - 3) Senior Manager (Finance II), BMSCL.
 - 4) Office Copy.
 - 5) Accounts Department for payrolls.


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Ref.: BMSCL / 740 / 2023-2024

Date: 30/09/2023.....

13. This appointment order is issued subject to any further conditions which may be imposed by the B.M.S. EDUCATION TRUST and B.M.S. COLLEGE OF LAW from time to time.
14. You are required to furnish 2 set Photo copies of all the Marks Cards, University Certificates, Identity Certificate and Service Certificate from current employer (if employed) at the time of joining the duty.

[Signature]
PRINCIPAL
BMS COLLEGE OF LAW
Bull Temple Road, Basavanagudi,
Bengaluru - 560 019.

To

Ms. Rajeshwi Pradhan
Bengaluru.

Copy to,

1. The Chairman, BMSCL.
2. The Director (Admin), BMSCL.
3. The Senior Manager (Finance II), BMSCL.
4. Office Copy for records.
5. Accounts Department for payrolls.

[Signature]
PRINCIPAL
BMS COLLEGE OF LAW
Bull Temple Road, Basavanagudi,
Bengaluru - 560 019.



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Ref.: BMSCL / 782 / 2023-2024

Date: 12/10/2023.....

13. This appointment order is issued subject to any further conditions which may be imposed by the B.M.S. EDUCATION TRUST and B.M.S. COLLEGE OF LAW from time to time.
14. You are required to furnish 2 set Photo copies of all the Marks Cards, University Certificates, Identity Certificate and Service Certificate from current employer (if employed) at the time of joining the duty.


PRINCIPAL
BMS COLLEGE OF LAW
Bull Temple Road, Basavanagudi,
Bengaluru - 560 019.

To

Ms. Pinky Banerjee
Bangalore

Copy to,

1. The Chairman, BMSCL.
2. The Director (Admin), BMSCL.
3. The Senior Manager (Finance II), BMSCL.
4. Office Copy for records.
5. Accounts Department for payrolls.


PRINCIPAL
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Ref.: BMSCL / ಸಹಿ / 2023-2024

Date: 30/09/2023

13. This appointment order is issued subject to any further conditions which may be imposed by the B.M.S. EDUCATION TRUST and B.M.S. COLLEGE OF LAW from time to time.

14. You are required to furnish 2 set Photo copies of all the Marks Cards, University Certificates, Identity Certificate and Service Certificate from current employer (if employed) at the time of joining the duty.


PRINCIPAL
BMS COLLEGE OF LAW
Bull Temple Road, Basavanagudi,
Bengaluru - 560 019.

To

Mr. Sumanth Kumar
Bengaluru.

Copy to,

1. The Chairman, BMSCL.
2. The Director (Admin), BMSCL.
3. The Senior Manager (Finance II), BMSCL.
4. Office Copy for records.
5. Accounts Department for payrolls.


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Ref.: BMSCL/773/2023-2024


Date: 11/10/2023

REVISED ORDER OF REPORTING

**Sub: Revised reporting date for Sri. Sumanth Kumar,
Assistant Professor, BMSCL.**

The reporting date 02 November, 2023 mentioned in the Appointment Order of Sri. Sumanth Kumar, Assistant Professor, bearing Order Number: BMSCL/741/2023-2024 dated 30/09/2023 stands revised to 16 October, 2023 in view of commencement of classes for I Semester students of B.A LL.B., B.Com LL.B., and BBA LL.B., (5 Year Degree Programme) for the Odd Semester of the academic session 2023-24.

All the other terms and conditions as envisaged in the Appointment Order No BMSCL/741/2023-2024 dated 30 September, 2023 will remain unchanged.



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Bull Temple Road, Basavanagudi,
Bengaluru - 560 019.

To

Sri. Sumanth Kumar
Bengaluru.

Copy to,

1. The Chairman, BMSCL.
2. The Director (Admin), BMSET.
3. Senior Manager (Finance II), BMSCL.
4. Office Copy for records.
5. Accounts Department for payrolls.


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Ref.: BMSCL / 712 / 2023-2024

Date: 30/09/2023.....

LETTER OF APPOINTMENT

I am glad to inform you that, you have been appointed as Assistant Professor (Law) on full time basis to teach Law subjects at BMS College of Law

1. You are placed on the State Scale pay band of ₹.22800-600-24600-700-28800-800-33660-900-39000-1050-43200/- with a Basic Pay of ₹.22,800/- plus all other admissible allowances, Gross Salary of ₹.45,259/- on the following terms and conditions: -
 - a) You are required to report to the Principal on 02 November, 2023 and submit proformas A & B enclosed, failing which the appointment order shall stand cancelled without any further notice.
 - b) You will be on probation for a period of two years from the date of joining which is 02 November, 2023. However, the completion of the said two years of probation shall not constitute confirmation of service unless a written order of confirmation is issued to that effect.
 - c) You are required to be present in the College premises from 08.30 AM to 04.30 PM on week days (Monday to Friday) and 08.30 AM to 02.00 PM on Saturdays, if necessary, for additional hours depending on the responsibilities entrusted.
 - d) In addition to the regular assigned duties, you shall attend to any other duties assigned without any prejudice.
2. You are required to clear UGC NET/SLET and register for Ph.D. and publish a minimum of two articles in reputed journals within a period of **One year** from the date of this appointment order.
3. You shall not divulge any confidential information of the Institution to anyone outside or inside the college who is not entitled for such information.
4. You are required to surrender Sanad to the State Bar Council before joining for duty and submit the copy of surrender certificate.

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Ref.: BMSCL/743 / 2023-2024

Date: 30/09/2023

LETTER OF APPOINTMENT

I am glad to inform you that you have been appointed as Assistant Professor (English) on full time basis to teach English subjects at B.M.S. College of Law.

1. You are placed on the State Scale pay band of ₹.22800-600-24600-700-28800-800-33660-900-39000-1050-43200/- with a Basic Pay of ₹.22,800/- plus all other admissible allowances, Gross Salary of ₹.45,259/- on the following terms and conditions: -
 - a) You are required to report to the undersigned on 16 October, 2023 and submit proformas A & B enclosed, failing which the appointment order, shall stand cancelled without any further notice.
 - b) You will be on probation for a period of two years from the date of joining which is 16 October, 2023. However, the completion of the said two years of probation shall not constitute confirmation of service unless a written order of confirmation is issued to that effect.
 - c) You are required to be present in the College premises from 08.30 AM to 04.30 PM on weekdays (Monday to Friday) and 08.30 AM to 02.00 PM on Saturdays, if necessary, for additional hours depending on the responsibilities entrusted.
 - d) In addition to the regularly assigned duties, you shall attend to any other duties assigned without any prejudice.
2. You are required to clear UGC NET/SLET and register for Ph.D. and publish a minimum of two articles in reputed journals within a period of **One year** from the date of this appointment order.


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Ref.: BMSCL / 744 / 2023-2024

Date: 30/09/2023

LETTER OF APPOINTMENT

I am glad to inform you that you have been appointed as Assistant Professor (Sociology) on full time basis to teach Sociology subjects at B.M.S. College of Law.

1. You are placed on the UGC Scale of pay of ₹.15600-39000/- with a Basic Pay of ₹.15600+6000 AGP, Gross Salary of ₹.57,208/- on the following terms and conditions:-
 - a) You are required to report to the undersigned on 16 October, 2023 and submit proformas A & B enclosed, failing which the appointment order, shall stand cancelled without any further notice.
 - b) You will be on probation for a period of two years from the date of joining which is 16 October, 2023. However, the completion of the said two years of probation shall not constitute confirmation of service unless a written order of confirmation is issued to that effect.
 - c) You are required to be present in the College premises from 08.30 AM to 04.30 PM on weekdays (Monday to Friday) and 08.30 AM to 02.00 PM on Saturdays, if necessary, for additional hours depending on the responsibilities entrusted.
 - d) In addition to the regularly assigned duties, you shall attend to any other duties assigned without any prejudice.
2. You are required to register for Ph.D. and publish a minimum of two articles in reputed journals within a period of One year from the date of this appointment order.
3. You shall not divulge any confidential information about the Institution to anyone outside or inside the college who is not entitled to such information.


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NAAC Accredited B⁺⁺

Ref.: BMSCL / 944 / 2023 - 2024

Date: 17/11/2023

APPOINTMENT ORDER

Subject: Contractual Appointment

Reference: Approval from Chairman dated: 20 October, 2023

1. I am glad to inform you that, you have been appointed as Guest Faculty to teach Law subjects at B.M.S College of Law, on the following terms and conditions: -
- Your services will be on Contract basis from 22 November, 2023 to 15 March, 2024.
 - You are placed on a consolidated pay of ₹. 25,000/- per month subject to statutory deductions.
 - You will have to teach Law subjects for B.Com LL.B., /LL.B., (5 & 3 -Year Degree Course) for three hours per day as per the subject and Time table allotment.
 - You are eligible for a day's casual leave for every completed month of service.
 - You will be governed by the disciplinary rules of the institution.
 - Your performance will be monitored through student's feedback system regularly.
 - Your services may be terminated at any time during the above contract period if the performance falls short of exception with one month's prior notice from either side.

To,

Sri. Sagar Nagaraj
Bangalore

Sri. Sagar Nagaraj
PRINCIPAL
BMS COLLEGE OF LAW
Bull Temple Road, Basavanagudi,
Bengaluru - 560 019.

Sri. Sagar Nagaraj
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E-mail : bmscl@yahoo.in Website : www.bmscl.ac.in

NAAC Accredited B⁺⁺

3. You shall not divulge any confidential information about the Institution to anyone outside or inside the college who is not entitled to such information.
4. You shall discharge any other academic/administrative work/activity which will be assigned to you from time to time by the Principal.
5. You shall be governed by the rules and regulations applicable to the institution, such as Disciplinary, Conduct, Establishment, PF, Medical and Leave.
6. Your appraisal will be monitored through student's feedback system regularly.
7. The decision to accept the resignation is the prerogative of the Principal/ Management. In no case you shall relinquish the post unless allowed to do so in writing by the Principal.
8. You may terminate the employment with the Institution, by giving no less than two months' prior notice in writing or salary in lieu thereof.
9. The appointment can be terminated by the Institution, without any reason, by giving a months' prior notice in writing or salary in lieu thereof.
10. The Institution reserves the right to terminate your service summarily without any notice period or termination payment, if it has reasonable ground to believe that you are guilty of misconduct, negligence or committed any fundamental breach of contract or caused any loss to the Institution or performance falling below the expected standard.


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NAAC Accredited B⁺⁺

Ref.: BMSCL/942/2023-2024

Date: 17/11/2023

APPOINTMENT ORDER

Subject: Contractual Appointment

Reference: Approval from Chairman dated: 20 October, 2023

1. I am glad to inform you that, you have been appointed as Guest Faculty to teach Law subjects at B.M.S College of Law, on the following terms and conditions: -
 - a) Your services will be on Contract basis from 22 November, 2023 to 15 March, 2024.
 - b) You are placed on a consolidated pay of ₹.25,000/- per month subject to statutory deductions.
 - c) You will have to teach Law subjects for B.A LL.B., (5 Year Degree Course) for two hours per day as per the subject and Time table allotment.
 - d) You are eligible for a day's casual leave for every completed month of service.
 - e) You will be governed by the disciplinary rules of the institution.
 - f) Your performance will be monitored through student's feedback system regularly.
 - g) Your services may be terminated at any time during the above contract period if the performance falls short of exception/ with one month's prior notice from either side.

To,

Sri. Madhukar S
Bangalore

[Signature]
PRINCIPAL
BMS COLLEGE OF LAW
Bull Temple Road, Basavanagudi,
Bengaluru - 560 019.

[Signature]
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Bull Temple Road, Basavanagudi,
Bengaluru - 560 019.



B.M.S. EDUCATIONAL TRUST

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(Estd.: 1963)

Affiliated to Karnataka State Law University and Approved by Bar Council of India
Bull Temple Road, Basavanagudi, Bengaluru - 560 019.
Phone : 080-26679336, 26602430
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Ref.: BMSCL / 133 / 2024-2025

Date: 03/05/2024

APPOINTMENT ORDER


Subject: Contractual Appointment

Reference: Approval from Chairman dated: 24 April, 2024

1. I am glad to inform that, you have been appointed as Guest Faculty to teach Pre-Law subject on the following terms and conditions:
 - a) Your services will be on Contract basis from 13 May, 2024 to 14 August, 2024.
 - b) You are placed on a consolidated pay of ₹.15,000/- per month subject to statutory deductions.
 - c) You will have to teach Pre- Law subject (Kannada) for 5 & 3 -Year Degree Course for one hour per day as per the Time table allotment.
 - d) You are eligible for one day of casual leave for every completed month of service.
 - e) In addition to the regular assigned duties, you are required to attend to any other duties assigned by the Principal without prejudice to normal assigned duties.
 - f) You will be detailed for evaluation and other duties as and when required.
 - g) Your performance will be monitored through student's feedback system regularly.
 - h) You shall not divulge any confidential information of the Institution to anyone outside or inside the college who is not entitled for such information.
 - i) Your services may be terminated at any time during the above contract period if the performance falls short of expectation.
 - j) You may terminate the service with the Institution, by giving no less than one months' prior notice.
 - k) You will be governed by the disciplinary rules of the institution.

To,
Ms. Lakshmi U
Guest Faculty
Bengaluru.

- Copy to,
- 1) The Chairman, BMSCL.
 - 2) The Director (Admin), BMSET.
 - 3) Senior Manager (Finance II), BMSCL.
 - 4) Office Copy.
 - 5) Accounts Department for payrolls.


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Ref.: BMSCL / 32 / 2024-2025

Date: 06/04/2024

13. This appointment order is issued subject to any further conditions which may be imposed by the B.M.S. EDUCATION TRUST and B.M.S. COLLEGE OF LAW from time to time.

14. You are required to furnish 2 set Photo copies of all the Marks Cards, University Certificates, Identity Certificate and Service Certificate from current employer (if employed) at the time of joining the duty.


PRINCIPAL
BMS COLLEGE OF LAW
Bull Temple Road, Basavanagudi,
Bengaluru - 560 019.

To

Sri. Monish Chaturbujh Bhambhwani
Nagpur.

Copy to,

1. The Chairman, BMSCL.
2. The Director (Admin), BMSCL.
3. The Senior Manager (Finance II), BMSCL.
4. Office Copy for records.
5. Accounts Department for payrolls.


PRINCIPAL
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Bull Temple Road, Basavanagudi,
Bengaluru - 560 019.



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E-mail : bmscl@yahoo.in Website : www.bmscl.ac.in
NAAC Accredited B⁺⁺

Ref.: BMSCL / 739 / 2023-2024

Date: 30/09/2023...

13. This appointment order is issued subject to any further conditions which may be imposed by the B.M.S. EDUCATION TRUST and B.M.S. COLLEGE OF LAW from time to time.
14. You are required to furnish 2 set Photo copies of all the Marks Cards, University Certificates, Identity Certificate and Service Certificate from current employer (if employed) at the time of joining the duty.

Durga Prasad
PRINCIPAL
BMS COLLEGE OF LAW
Bull Temple Road, Basavanagudi,
Bengaluru - 560 019.

To

Ms. Namratha
Udupi.

Copy to,

1. The Chairman, BMSCL.
2. The Director (Admin), BMSCL.
3. The Senior Manager (Finance II), BMSCL.
4. Office Copy for records.
5. Accounts Department for payrolls.

K. S. Rao
PRINCIPAL
BMS COLLEGE OF LAW
Bull Temple Road, Basavanagudi,
Bengaluru - 560 019.



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5. You shall discharge any other academic / administrative work / activity which will be assigned to you from time to time by the Principal.
6. You shall be governed by the rules and regulations applicable to the institution such as Disciplinary, Conduct, Establishment, PF and Medical leave.
7. Your appraisal will be monitored through student's feedback system regularly.
8. The decision to accept the resignation is the prerogative of the Principal/ Management. In no case you shall relinquish the post unless allowed to do so in writing by the Principal.
9. You may terminate the employment with the Institution, by giving no less than two months' prior notice in writing or salary in lieu thereof.
10. The appointment can be terminated by the Institution, without any reason, by giving a months' prior notice in writing or salary in lieu thereof.
11. The Institution reserves the right to terminate your service summarily without any notice period or termination payment, if it has reasonable ground to believe that you are guilty of misconduct, negligence or committed any fundamental breach of contract or caused any loss to the Institution or performance falling below the expected standard.
12. On the termination of service for whatever reason, you shall return all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, blueprints, letters, notes, data and the like and confidential information, in your possession or under your control relating to the employment to the institution.



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Ref.: BMSCL / 1383 / 2023-2024

Date: 13/02/2024

OFFICIAL MEMORANDUM

REGULARISATION OF SERVICE

Sub: Establishment - Non-Teaching Staff (Office Assistant)
Ref: Note approved by the Chairman dated 09 February, 2024

Consequent to the above approval by the Chairman, the services of Sri. Rakshith N, working as Office Assistant on temporary basis from 04 years has been regularized on State Government Scale of pay of SDA – 21,400-42,000 with a basic pay fixed as ₹.21,400/- and gross pay of ₹. 38,967/- per month with effect from 17 February, 2024 along with all other admissible allowances subject to the following conditions:

1. The services will be on probation for a period of two years.
2. The provision of services is subject to immediate termination in the event of subpar performance.
3. Either party reserves the right to terminate this employment arrangement by providing one month's notice.
4. Leave entitlement aligns with the prevailing leave regulations of the institution.
5. Duties assigned by the Principal/Management are obligatory and do not supersede regular responsibilities.
6. Conformance to the institution's disciplinary and behavioural protocols is obligatory.


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Ref.: BMSCL / 145 / 2024-20 25

Date: 06/05/2024

13. This appointment order is issued subject to any further conditions which may be imposed by the B.M.S. EDUCATION TRUST and B.M.S. COLLEGE OF LAW from time to time.
14. You are required to furnish Original Marks Cards along with 2 sets of Photo copies, copy of Aadhar Card and Service Certificate from current employer (if employed) at the time of joining the duty.

[Signature]
PRINCIPAL
BMS COLLEGE OF LAW
Bull Temple Road, Basavanagudi,
Bengaluru - 560 019.

To

Sri. Tom Thomas
Kerala

Copy to,

1. The Chairman, BMSCL.
2. The Director (Admin), BMSCL.
3. The Senior Manager (Finance II), BMSCL.
4. Office Copy for records.
5. Accounts Department for payrolls.

[Signature]
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Ref.: BMSCL/ 739/2023-2024

Date: 30/09/2023

LETTER OF APPOINTMENT

I am glad to inform you that, you have been appointed as Assistant Professor (Law) on full time basis to teach Law subjects at B.M.S College of Law.

1. You are placed on the State Scale pay band of ₹.22800-600-24600-700-28800-800-33660-900-39000-1050-43200/- with a Basic Pay of ₹.22,800/- plus all other admissible allowances, Gross Salary of ₹.45,259/- on the following terms and conditions: -
 - a) You are required to report to the Principal on 02 November, 2023 and submit proformas A & B enclosed, failing which the appointment order shall stand cancelled without any further notice.
 - b) You will be on probation for a period of two years from the date of joining which is 02 November, 2023. However, the completion of the said two years of probation shall not constitute confirmation of service unless a written order of confirmation is issued to that effect.
 - c) You are required to be present in the College premises from 08.30 AM to 04.30 PM on week days (Monday to Friday) and 08.30 AM to 02.00 PM on Saturdays, if necessary, for additional hours depending on the responsibilities entrusted.
 - d) In addition to the regular assigned duties, you shall attend to any other duties assigned without any prejudice.
2. You are required to clear UGC NET/SLET, register for Ph.D. and publish a minimum of two articles in reputed journals within a period of One year from the date of this appointment order.
3. You shall not divulge any confidential information of the Institution to anyone outside or inside the college who is not entitled for such information.


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Ref.: BMSCL / 80 / 2024-2025

Date: 16/04/2024

APPOINTMENT ORDER

Subject: Contractual Appointment

Reference: Approval from Chairman dated: 05 April, 2024

1. I am glad to inform that, you have been appointed as Guest Faculty to teach Pre-Law subject on the following terms and conditions:
 - a) Your services will be on Contract basis from 06 May, 2024 to 31 August, 2024.
 - b) You are placed on a consolidated pay of ₹.15,000/- per month subject to statutory deductions.
 - c) You will have to teach Pre- Law subject (Kannada) for 5 & 3 -Year Degree Course for one hour per day as per the Time table allotment.
 - d) You are eligible for one day of casual leave for every completed month of service.
 - e) In addition to the regular assigned duties, you are required to attend to any other duties assigned by the Principal without prejudice to normal assigned duties.
 - f) You will be detailed for evaluation and other duties as and when required.
 - g) Your performance will be monitored through student's feedback system regularly.
 - h) You shall not divulge any confidential information of the Institution to anyone outside or inside the college who is not entitled for such information.
 - i) Your services may be terminated at any time during the above contract period if the performance falls short of expectation.
 - j) You may terminate the service with the Institution, by giving no less than one months' prior notice.
 - k) You will be governed by the disciplinary rules of the institution.

To,
Smt. Nandini S
Guest Faculty
Bengaluru.

- Copy to,
- 1) The Chairman, BMSCL.
 - 2) The Director (Admin), BMSET.
 - 3) Senior Manager (Finance II), BMSCL.
 - 4) Office Copy.
 - 5) Accounts Department for payrolls.

[Signature]
Principal
PRINCIPAL
BMS COLLEGE OF LAW
Bull Temple Road, Basavanagudi,
Bengaluru - 560 019.

[Signature]
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Ref.: BMSCL / 76 / 2024-2025

Date: 16.06.2024

APPOINTMENT ORDER

Subject: Contractual Appointment


Reference: Approval from Chairman dated: 05 April, 2024

1. I am glad to inform that, you have been appointed as Guest Faculty to teach Law subjects on the following terms and conditions:
 - a) Your services will be on Contract basis from 06 May, 2024 to 31 August, 2024.
 - b) You are placed on a consolidated pay of ₹.25,000/- per month subject to statutory deductions.
 - c) You will have to teach Law subjects for 5 & 3 -Year Degree Course for two hours per day as per the Time table allotment.
 - d) You are eligible for one day of casual leave for every completed month of service.
 - e) In addition to the regular assigned duties, you are required to attend to any other duties assigned by the Principal without prejudice to normal assigned duties.
 - f) You will be detailed for evaluation and other duties as and when required.
 - g) Your performance will be monitored through student's feedback system regularly.
 - h) You shall not divulge any confidential information of the Institution to anyone outside or inside the college who is not entitled for such information.
 - i) Your services may be terminated at any time during the above contract period if the performance falls short of expectation.
 - j) You may terminate the service with the Institution, by giving no less than one months' prior notice.
 - k) You will be governed by the disciplinary rules of the institution.

To,
Ms. Indulekha K
Guest Faculty
Bengaluru.

Copy to,

- 1) The Chairman, BMSCL.
- 2) The Director (Admin), BMSET.
- 3) Senior Manager (Finance II), BMSCL.
- 4) Office Copy.
- 5) Accounts Department for payrolls.


Principal
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Ref.: BMSCL / 193 / 2024 - 2025

Date: 14/05/2024

APPOINTMENT ORDER

Subject: Contractual Appointment

Reference: Approval from Chairman dated: 13 May, 2024

1. I am glad to inform that, you have been appointed as Guest Faculty to teach Law subjects on the following terms and conditions:
 - a) Your services will be on Contract basis from 13 May, 2024 to 14 August, 2024.
 - b) You are placed on a consolidated pay of ₹.15,000/- per month subject to statutory deductions.
 - c) You will have to teach Law subjects for 5 & 3 -Year Degree Course for one hour per day as per the Time table allotment.
 - d) You are eligible for one day of casual leave for every completed month of service.
 - e) In addition to the regular assigned duties, you are required to attend to any other duties assigned by the Principal without prejudice to normal assigned duties.
 - f) You will be detailed for evaluation and other duties as and when required.
 - g) Your performance will be monitored through student's feedback system regularly.
 - h) You shall not divulge any confidential information of the Institution to anyone outside or inside the college who is not entitled for such information.
 - i) Your services may be terminated at any time during the above contract period if the performance falls short of expectation.
 - j) You may terminate the service with the Institution, by giving no less than one months' prior notice.
 - k) You will be governed by the disciplinary rules of the institution.

To,
Sri. Kiran Thirumalesh J
Guest Faculty
Bengaluru.

Copy to,

- 1) The Chairman, BMSCL.
- 2) The Director (Admin), BMSET.
- 3) Senior Manager (Finance II), BMSCL.
- 4) Office Copy.
- 5) Accounts Department for payrolls.

Dnyes
PRINCIPAL

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Bengaluru - 560 019.

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Ref.: BMSCL / 740 / 2023-2024

Date: 30/09/2023

LETTER OF APPOINTMENT

I am glad to inform you that, you have been appointed as Assistant Professor (Law) on full time basis to teach Law subjects at B.M.S College of Law.

1. You are placed on the UGC Scale of pay of ₹.15600-39000/- with a Basic Pay of ₹.15600+6000 AGP, Gross Salary of ₹.57,208/- on the following terms and conditions: -
 - a) You are required to report to the Principal on 02 November, 2023 and submit proformas A & B enclosed, failing which the appointment order shall stand cancelled without any further notice.
 - b) You will be on probation for a period of two years from the date of joining which is 02 November, 2023. However, the completion of the said two years of probationary shall not constitute confirmation of service unless a written order of confirmation is issued to that effect.
 - c) You are required to be present in the College premises from 08.30 AM to 04.30 PM on week days (Monday to Friday) and 08.30 AM to 02.00 PM on Saturdays, if necessary, for additional hours depending on the responsibilities entrusted.
 - d) In addition to the regular assigned duties, you shall attend to any other duties assigned without any prejudice.
2. You are required to register for Ph.D. and publish a minimum of two articles in reputed journals within a period of One year from the date of this appointment order.
3. You shall not divulge any confidential information of the Institution to anyone outside or inside the college who is not entitled for such information.
4. You are required to surrender Sanad to the State Bar Council before joining for duty and submit the copy of surrender certificate.

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NAAC Accredited B⁺⁺

Ref.: BMSCL / 782 / 2023-2024

Date: 12/10/2023

LETTER OF APPOINTMENT

I am glad to inform you that, you have been appointed as Assistant Professor (Law) on full time basis to teach Law subjects at B.M.S College of Law.

1. You are placed on the State Scale pay band of ₹.22800-600-24600-700-28800-800-33660-900-39000-1050-43200/- with a Basic Pay of ₹.22,800/- plus all other admissible allowances, Gross Salary of ₹.45,259/- on the following terms and conditions: -
 - a) You are required to report to the Principal on 02 November, 2023 and submit proformas A & B enclosed, failing which the appointment order shall stand cancelled without any further notice.
 - b) You will be on probation for a period of two years from the date of joining which is 02 November, 2023. However, the completion of the said two years of probation shall not constitute confirmation of service unless a written order of confirmation is issued to that effect.
 - c) You are required to be present in the College premises from 08.30 AM to 04.30 PM on week days (Monday to Friday) and 08.30 AM to 02.00 PM on Saturdays, if necessary, for additional hours depending on the responsibilities entrusted.
 - d) In addition to the regular assigned duties, you shall attend to any other duties assigned without any prejudice.
2. You are required to clear UGC NET/SLET, register for Ph.D. and publish a minimum of two articles in reputed journals within a period of **One year** from the date of this appointment order.
3. You shall not divulge any confidential information of the Institution to anyone outside or inside the college who is not entitled for such information.

---1---


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Ref.: BMSCL / 441 / 2023-2024

Date: 30/09/2023

LETTER OF APPOINTMENT

I am glad to inform you that, you have been appointed as Assistant Professor (Law) on full time basis to teach Law subjects at B.M.S College of Law.

1. You are placed on the UGC Scale of pay of ₹.15600-39000/- with a Basic Pay of ₹.15600+6000 AGP, Gross Salary of ₹.57,208/- on the following terms and conditions:-
 - a) You are required to report to the Principal on 02 November, 2023 and submit proformas A & B enclosed, failing which the appointment order shall stand cancelled without any further notice.
 - b) You will be on probation for a period of two years from the date of joining which is 02 November, 2023. However, the completion of the said two years of probation shall not constitute confirmation of service unless a written order of confirmation is issued to that effect.
 - c) You are required to be present in the College premises from 08.30 AM to 04.30 PM on week days (Monday to Friday) and 08.30 AM to 02.00 PM on Saturdays, if necessary, for additional hours depending on the responsibilities entrusted.
 - d) In addition to the regular assigned duties, you shall attend to any other duties assigned without any prejudice.
2. You are required to register for Ph.D. and publish a minimum of two articles in reputed journals within a period of One year from the date of this appointment order.
3. You shall not divulge any confidential information of the Institution to anyone outside or inside the college who is not entitled for such information.
4. You are required to surrender Sanad to the State Bar Council before joining for duty and submit the copy of surrender certificate.

-----1-----

PRINCIPAL
BMS COLLEGE OF LAW
Bull Temple Road, Basavanagudi,
Bengaluru - 560 019.



B.M.S. EDUCATIONAL TRUST

B.M.S. COLLEGE OF LAW

(Estd.: 1963)

Affiliated to Karnataka State Law University and Approved by Bar Council of India
Bull Temple Road, Basavanagudi, Bengaluru - 560 019.

Phone : 080-26679336, 26602430

E-mail : bmscl@yahoo.in Website : www.bmscl.ac.in

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5. You shall discharge any other academic / administrative work / activity which will be assigned to you from time to time by the Principal.
6. You shall be governed by the rules and regulations applicable to the institution such as Disciplinary, Conduct, Establishment, PF and Medical leave.
7. Your appraisal will be monitored through student's feedback system regularly.
8. The decision to accept the resignation is the prerogative of the Principal/ Management. In no case you shall relinquish the post unless allowed to do so in writing by the Principal.
9. You may terminate the employment with the Institution, by giving no less than two months' prior notice in writing or salary in lieu thereof.
10. The appointment can be terminated by the Institution, without any reason, by giving a months' prior notice in writing or salary in lieu thereof.
11. The Institution reserves the right to terminate your service summarily without any notice period or termination payment, if it has reasonable ground to believe that you are guilty of misconduct, negligence or committed any fundamental breach of contract or caused any loss to the Institution or performance falling below the expected standard.
12. On the termination of service for whatever reason, you shall return all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, blueprints, letters, notes, data and the like and confidential information, in your possession or under your control relating to the employment to the institution.


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NAAC Accredited B⁺⁺

Ref.: BMSCL/945/2023-2024

Date: 17/11/2023

APPOINTMENT ORDER

Subject: Contractual Appointment

Reference: Approval from Chairman dated: 31 October, 2023

1. I am glad to inform you that, you have been appointed as Guest Faculty to teach Law subjects at B.M.S College of Law, on the following terms and conditions: -

- Your services will be on Contract basis from 22 November, 2023 to 15 March, 2024.
- You are placed on a consolidated pay of ₹.15,000/- per month subject to statutory deductions.
- You will have to teach Law subjects for L.L.B., (3 -Year Degree Course) for one hour per day as per the subject and Time table allotment.
- You are eligible for a day's casual leave for every completed month of service.
- You will be governed by the disciplinary rules of the institution.
- Your performance will be monitored through student's feedback system regularly.
- Your services may be terminated at any time during the above contract period if the performance falls short of exception/ with one month's prior notice from either side.

To,

Sri. Raghava Partiasarathy
Bangalore


PRINCIPAL
BMS COLLEGE OF LAW
Bull Temple Road, Basavanagudi,
Bengaluru - 560 019.


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NAAC Accredited B⁺⁺

Ref.: BMSCL/745/2023-2024

Date: 30.09.2023...

11. On the termination of service for whatever reason, you shall return all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, blueprints, letters, notes, data and the like and confidential information, in your possession or under your control relating to the employment to the institution.
12. This appointment order is issued subject to any further conditions which may be imposed by the B.M.S. EDUCATION TRUST and B.M.S. COLLEGE OF LAW from time to time.
13. You are required to furnish two sets of Photocopies of all the Marks Cards, University Certificates, Identity Certificates, and Service Certificates from your current employer (if employed) at the time of joining the duty.

To

Mr. Yashwanth Kumar R M
Bengaluru.

[Signature]
PRINCIPAL
BMS COLLEGE OF LAW
Bull Temple Road, Basavanagudi,
Bengaluru - 560 019.

Copy to,

1. The Chairman, BMSCL.
2. The Director (Admin), BMSCL.
3. The Senior Manager (Finance II), BMSCL.
4. Office Copy for records.
5. Accounts Department for payrolls.

[Signature]
PRINCIPAL
BMS COLLEGE OF LAW
Bull Temple Road, Basavanagudi,
Bengaluru - 560 019.

-----3-----



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Ref.: BMSCL/719A/2023-2024

Date: 22/10/2023

APPOINTMENT ORDER

Subject: Contractual Appointment


Reference: Approval from Chairman dated: 20 October, 2023

I. I am glad to inform you that, you have been appointed as Guest Faculty to teach Pre-Law subjects at B.M.S College of Law, on the following terms and conditions: -

- Your services will be on Contract basis from 25 September, 2023 to 15 March, 2024.
- You are placed on a consolidated pay of ₹. 25,000/- per month subject to statutory deductions.
- You will have to teach Commerce subjects for B. Com LL.B., (5 -Year Degree Course) for two hours per day as per the subject and Time table allotment.
- You are eligible for a day's casual leave for every completed month of service.
- You will be governed by the disciplinary rules of the institution.
- Your performance will be monitored through student's feedback system regularly.
- Your services may be terminated at any time during the above contract period if the performance falls short of expectations/ with one month's prior notice from either side.

To,

Dr. Rekha Lakshman
Bangalore


PRINCIPAL
BMS COLLEGE OF LAW
Bull Temple Road, Basavanagudi,
Bengaluru - 560 019.


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Ref.: BMSCL / 34 / 2024-2025

Date: 06/04/2024

13. This appointment order is issued subject to any further conditions which may be imposed by the B.M.S. EDUCATION TRUST and B.M.S. COLLEGE OF LAW from time to time.
14. You are required to furnish 2 set Photo copies of all the Marks Cards, University Certificates, Identity Certificate and Service Certificate from current employer (if employed) at the time of joining the duty.

[Signature]
Principal
BMS COLLEGE OF LAW
Bull Temple Road, Basavanagudi,
Bengaluru - 560 019.

To

Ms. Nazrin A Khalam
Kerala.

Copy to,

1. The Chairman, BMSCL.
2. The Director (Admin), BMSCL.
3. The Senior Manager (Finance II), BMSCL.
4. Office Copy for records.
5. Accounts Department for payrolls.

[Signature]
PRINCIPAL
BMS COLLEGE OF LAW
Bull Temple Road, Basavanagudi,
Bengaluru - 560 019.



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NAAC Accredited B⁺⁺

Ref.: BMSCL/1383/2023-2024

Date: 13/02/2024

7. Unauthorized disclosure of confidential institutional information is strictly prohibited.
8. Compliance with both inherent and supplementary duties delegated by the Principal is anticipated.
9. The extension of service is contingent upon the demonstration of satisfactory performance monitored regularly through Staff Appraisal System.
10. All others terms and conditions envisaged in the Appointment Order BMSSA/2019-20/1363 dated 17 February, 2020 will remain unaltered.

[Signature]
Principal
PRINCIPAL
BMS COLLEGE OF LAW
Bull Temple Road, Basavanagudi,
Bengaluru - 560 019.

To,
Sri. Rakshith N,
Office Assistant, BMSCL

Copy to:

1. The Chairman, BMSCL.
2. The Director Admin, BMSET.
3. The Senior Manager (Finance-II), BMSCL.
4. Accounts Department for Payrolls.
5. Office Copy.



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NAAC Accredited B**

Ref.: BMSCL/134/2023-2024

Date: 01.02.2024

**REVISED APPOINTMENT ORDER – ALUMNI RELATIONS,
INTERNSHIP & PLACEMENT OFFICER**

Sub: Establishment Non-Teaching Staff – Alumni Relations,
Internship & Placement Officer

Dear Ms. Lourdhu Steena. N,

You are hereby notified of your appointment as the Alumni Relations, Internship and Placement Officer for a contractual term of six months, effective from 01 February, 2024. Your remuneration will be a consolidated amount of ₹.50,000/- (Rupees Fifty Thousand Only) per month, supplemented by additional incentives as specified below. This engagement is contingent upon adherence to the stipulated terms and conditions.

**Proposed Bonus structure – Alumni Relation, Internship & Placement officer –
Applicable from 01 February, 2024**

Alumni Network	Bonus (INR)	A
Building verifiable database of Alumni and steady growth of 5% per month / 15% in a quarter	5000	
Building verifiable database of Alumni and steady growth of 10% per month / 30% in a quarter	7500	
Building verifiable database Alumni and steady growth of 15% per month / 45% in a quarter	10,000	
Anything above 50%	12,500	
Internship (I/II/III/IV) Students	Bonus (INR)	B
90% of 1st year students placed in NGO's (For 2 semesters)	5000	
50% of students placed in law firms (2 nd Year onwards)	7500	
75% of students placed in law firms	10,000	
95% of students placed in law firms	12,500	
Placement for final year students	Bonus%	C
10 or more A category (Tier I & II) firms conducting placement/recruitment drive in one academic year	15% of annual CTC	
50% of eligible students placed with a CTC above 3.6L per annum	35% of annual CTC	
75% of eligible students placed	50% of annual of CTC	
90%< of eligible students placed	60% of annual of CTC	

1

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NAAC Accredited B⁺⁺

Ref.: BMSCL / 145 / 2024-2025

Date: 06/05/2024

LETTER OF APPOINTMENT

I am glad to inform you that, you have been appointed as Assistant Professor (Law) on full time basis to teach Law subjects at B.M.S College of Law.

1. You are placed on the State Scale pay band of ₹.22800-600-24600-700-28800-800-33660-900-39000-1050-43200/- with a Basic Pay of ₹.22,800/- plus all other admissible allowances, Gross Salary of ₹.45,259/- on the following terms and conditions: -
 - a) You are required to report to the Principal on 08 May, 2024 and submit proformas A & B enclosed, failing which the appointment order shall stand cancelled without any further notice.
 - b) You will be on probation for a period of two years from the date of joining which is 08 May, 2024. However, the completion of the said two years of probation shall not constitute confirmation of service unless a written order of confirmation is issued to that effect.
 - c) You are required to be present in the College premises from 08.30 AM to 04.30 PM on week days (Monday to Saturday) except on second and fourth Saturdays, if necessary, for additional hours depending on the responsibilities entrusted.
 - d) In addition to the regular assigned duties, you shall attend to any other duties assigned without any prejudice.
2. You are required to clear UGC NET/SLET, register for Ph.D. and publish a minimum of two articles in reputed journals within a period of **One year** from the date of this appointment order.
3. You shall not divulge any confidential information of the Institution to anyone outside or inside the college who is not entitled for such information.


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Ref.: BMSCL / 32 / 2024-2025

Date: 06/04/2024

LETTER OF APPOINTMENT

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1. You are placed on the State Scale pay band of ₹.22800-600-24600-700-28800-800-33660-900-39000-1050-43200/- with a Basic Pay of ₹.22,800/- plus all other admissible allowances, Gross Salary of ₹.45,259/- on the following terms and conditions: -
 - a) You are required to report to the Principal on 06 May, 2024 and submit proformas A & B enclosed, failing which the appointment order shall stand cancelled without any further notice.
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 - d) In addition to the regular assigned duties, you shall attend to any other duties assigned without any prejudice.
2. You are required to clear UGC NET/SLET, register for Ph.D. and publish a minimum of two articles in reputed journals within a period of **One year** from the date of this appointment order.
3. You shall not divulge any confidential information of the Institution to anyone outside or inside the college who is not entitled for such information.


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4. You are required to surrender Sanad to the State Bar Council before joining for duty and submit the copy of surrender certificate.
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NAAC Accredited B⁺⁺

Ref.: BMSCL / 132 / 2024-2025

Date: 03/05/2024

REVISED APPOINTMENT ORDER

Sub: Revised Consolidated pay for Smt. Nandini S, Guest Faculty BMSCL.
Reference: Approval from Chairman dated: 24 April, 2024

The Consolidated pay mentioned in the Appointment Order of Smt. Nandini S, Guest Faculty, of ₹.15,000/- per month bearing Order Number: **BMSCL/80/2024-2025** dated 16 April, 2024 stands revised to Consolidated pay of ₹.25,000/- per month w.e.f **13 May, 2024** in view of allotment of additional one hour of workload (Kannada) per day for the Even Semester of the academic session 2023-24.


All the other terms and conditions as envisaged in the Appointment Order No **BMSCL/80/2024-2025** dated 16 April, 2024 will remain unchanged.


PRINCIPAL
BMS COLLEGE OF LAW
Bull Temple Road, Basavanagudi
Bengaluru - 560 019.

To
Smt. Nandini S
Guest Faculty
Bengaluru.

Copy to,

1. The Chairman, BMSCL.
2. The Director (Admin), BMSET.
3. Senior Manager (Finance II), BMSCL.
4. Office Copy.
5. Accounts Department for payrolls.


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B.M.S. EDUCATIONAL TRUST
B.M.S. COLLEGE OF LAW
(Estd.: 1963)

Affiliated to Karnataka State Law University and Approved by Bar Council of India
Bull Temple Road, Basavanagudi, Bengaluru - 560 019.
Phone : 080-26679336, 26602430
E-mail : bmscl@yahoo.in Website : www.bmscl.ac.in
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Ref.: BMSCL / 77 / 2024-2025

Date: 16.04.2024

APPOINTMENT ORDER

Subject: Contractual Appointment

Reference: Approval from Chairman dated: 05 April, 2024

1. I am glad to inform that, you have been appointed as Guest Faculty to teach Pre-Law subject on the following terms and conditions:
 - a) Your services will be on Contract basis from 06 May, 2024 to 31 August, 2024.
 - b) You are placed on a consolidated pay of ₹.15,000/- per month subject to statutory deductions.
 - c) You will have to teach Pre- Law subject for 5 -Year Degree Course for one hour per day as per the Time table allotment.
 - d) You are eligible for one day of casual leave for every completed month of service.
 - e) In addition to the regular assigned duties, you are required to attend to any other duties assigned by the Principal without prejudice to normal assigned duties.
 - f) You will be detailed for evaluation and other duties as and when required.
 - g) Your performance will be monitored through student's feedback system regularly.
 - h) You shall not divulge any confidential information of the Institution to anyone outside or inside the college who is not entitled for such information.
 - i) Your services may be terminated at any time during the above contract period if the performance falls short of expectation.
 - j) You may terminate the service with the Institution, by giving no less than one months' prior notice.
 - k) You will be governed by the disciplinary rules of the institution.

To,
Dr. Rekha Lakshman
Guest Faculty
Bengaluru.

- Copy to,
- 1) The Chairman, BMSCL.
 - 2) The Director (Admin), BMSET.
 - 3) Senior Manager (Finance II), BMSCL.
 - 4) Office Copy.
 - 5) Accounts Department for payrolls.


Principal
PRINCIPAL
BMS COLLEGE OF LAW
Bull Temple Road, Basavanagudi,
Bengaluru - 560 019.


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Ref.: BMSCL / 74 / 2024-2025

Date: 16/04/2024

APPOINTMENT ORDER


Subject: Contractual Appointment

Reference: Approval from Chairman dated: 05 April, 2024

1. I am glad to inform that, you have been appointed as Guest Faculty to teach Law subjects on the following terms and conditions:
 - a) Your services will be on Contract basis from 06 May, 2024 to 31 August, 2024.
 - b) You are placed on a consolidated pay of ₹.25,000/- per month subject to statutory deductions.
 - c) You will have to teach Law subjects for 5 & 3 -Year Degree Course for two hours per day as per the Time table allotment.
 - d) You are eligible for one day of casual leave for every completed month of service.
 - e) In addition to the regular assigned duties, you are required to attend to any other duties assigned by the Principal without prejudice to normal assigned duties.
 - f) You will be detailed for evaluation and other duties as and when required.
 - g) Your performance will be monitored through student's feedback system regularly.
 - h) You shall not divulge any confidential information of the Institution to anyone outside or inside the college who is not entitled for such information.
 - i) Your services may be terminated at any time during the above contract period if the performance falls short of expectation.
 - j) You may terminate the service with the Institution, by giving no less than one months' prior notice.
 - k) You will be governed by the disciplinary rules of the institution.

To,
Sri. Madhukar S
Guest Faculty,
BMSCL

- Copy to,
- 1) The Chairman, BMSCL.
 - 2) The Director (Admin), BMSET.
 - 3) Senior Manager (Finance II), BMSCL.
 - 4) Office Copy.
 - 5) Accounts Department for payrolls.


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5. You shall discharge any other academic / administrative work / activity which will be assigned to you from time to time by the Principal.
6. You shall be governed by the rules and regulations applicable to the institution such as Disciplinary, Conduct, Establishment, PF and Medical leave.
7. Your appraisal will be monitored through student's feedback system regularly.
8. The decision to accept the resignation is the prerogative of the Principal/ Management. In no case you shall relinquish the post unless allowed to do so in writing by the Principal.
9. You may terminate the employment with the Institution, by giving no less than two months' prior notice in writing or salary in lieu thereof.
10. The appointment can be terminated by the Institution, without any reason, by giving a months' prior notice in writing or salary in lieu thereof.
11. The Institution reserves the right to terminate your service summarily without any notice period or termination payment, if it has reasonable ground to believe that you are guilty of misconduct, negligence or committed any fundamental breach of contract or caused any loss to the Institution or performance falling below the expected standard.
12. On the termination of service for whatever reason, you shall return all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, blueprints, letters, notes, data and the like and confidential information, in your possession or under your control relating to the employment to the institution.


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-----2-----



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4. You are required to surrender Sanad to the State Bar Council before joining for duty and submit the copy of surrender certificate.
5. You shall discharge any other academic / administrative work / activity which will be assigned to you from time to time by the Principal.
6. You shall be governed by the rules and regulations applicable to the institution such as Disciplinary, Conduct, Establishment, PF and Medical leave.
7. Your appraisal will be monitored through student's feedback system regularly.
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12. On the termination of service for whatever reason, you shall return all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, blueprints, letters, notes, data and the like and confidential information, in your possession or under your control relating to the employment to the institution.



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10. The appointment can be terminated by the Institution, without any reason, by giving a months' prior notice in writing or salary in lieu thereof.
11. The Institution reserves the right to terminate your service summarily without any notice period or termination payment, if it has reasonable ground to believe that you are guilty of misconduct, negligence or committed any fundamental breach of contract or caused any loss to the Institution or performance falling below the expected standard.
12. On the termination of service for whatever reason, you shall return all property: documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, blueprints, letters, notes, data and the like and confidential information, in your possession or under your control relating to the employment to the institution.


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---2---



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Ref.: BMSCL / 742 / 2023-2024

Date: 30/09/2023.....

13. This appointment order is issued subject to any further conditions which may be imposed by the B.M.S. EDUCATION TRUST and B.M.S. COLLEGE OF LAW from time to time.

14. You are required to furnish 2 set Photo copies of all the Marks Cards, University Certificates, Identity Certificate and Service Certificate from current employer (if employed) at the time of joining the duty.


PRINCIPAL
BMS COLLEGE OF LAW
Bull Temple Road, Basavanagudi,
Bengaluru - 560 019.

To

Mr. Joshua Thomas V J
Bengaluru.

Copy to,

1. The Chairman, BMSCL.
2. The Director (Admin), BMSCL.
3. The Senior Manager (Finance II), BMSCL.
4. Office Copy for records.
5. Accounts Department for payrolls.


PRINCIPAL
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Ref.: BMSCL/743/2023-2024

Date: 30/09/2023...

11. On the termination of service for whatever reason, you shall return all property: documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, blueprints, letters, notes, data and the like and confidential information, in your possession or under your control relating to the employment to the institution.
12. This appointment order is issued subject to any further conditions which may be imposed by the B.M.S. EDUCATION TRUST and B.M.S. COLLEGE OF LAW from time to time.
13. You are required to furnish two sets of Photocopies of all the Marks Cards, University Certificates, Identity Certificates, and Service Certificates from your current employer (if employed) at the time of joining the duty.


PRINCIPAL
BMS COLLEGE OF LAW
Bull Temple Road, Basavanagudi,
Bengaluru - 560 019.

To

Ms. Shrivani R
Bengaluru.

Copy to,

1. The Chairman, BMSCL.
2. The Director (Admin), BMSCL.
3. The Senior Manager (Finance II), BMSCL.
4. Office Copy for records.
5. Accounts Department for payrolls.


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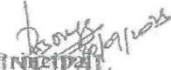
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E-mail : bmscl@yahoo.in Website : www.bmscl.ac.in
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Ref.: BMSCL / 44 / 2023-2024

Date: 30/07/2023

12. This appointment order is issued subject to any further conditions which may be imposed by the B.M.S. EDUCATION TRUST and B.M.S. COLLEGE OF LAW from time to time.
13. You are required to furnish two sets of Photocopies of all the Marks Cards, University Certificates, Identity Certificates, and Service Certificates from your current employer (if employed) at the time of joining the duty.



PRINCIPAL
BMS COLLEGE OF LAW
Bull Temple Road, Basavanagudi,
Bengaluru - 560 019.

To

Mr. M Naveen Kumar
Bengaluru.

Copy to,

1. The Chairman, BMSCL.
2. The Director (Admin), BMSCL.
3. The Senior Manager (Finance II), BMSCL.
4. Office Copy for records.
5. Accounts Department for payrolls.


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Ref.: BMSCL/ 946 / 2023-2024

Date: 17/11/2023.....

APPOINTMENT ORDER

Subject: Contractual Appointment

Reference: Approval from Chairman dated: 31 October, 2023

1. I am glad to inform you that, you have been appointed as Guest Faculty to teach Law subjects at B.M.S College of Law, on the following terms and conditions: -

- Your services will be on Contract basis from 22 November, 2023 to 15 March, 2024.
- You are placed on a consolidated pay of ₹.15,000/- per month subject to statutory deductions.
- You will have to teach Law subjects for B.A LL.B., (5 -Year Degree Course) for one hour per day as per the subject and Time table allotment.
- You are eligible for a day's casual leave for every completed month of service.
- You will be governed by the disciplinary rules of the institution.
- Your performance will be monitored through student's feedback system regularly.
- Your services may be terminated at any time during the above contract period if the performance fails short of exception/ with one month's prior notice from either side.

To,

Ms. Indulekha K
Bangalore

PRINCIPAL
BMS COLLEGE OF LAW
Bull Temple Road, Basavanagudi,
Bengaluru - 560 019.

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Ref.: BMSCL / 943 / 2023-2024

Date: 17/11/2023.....

APPOINTMENT ORDER

Subject: Contractual Appointment

Reference: Approval from Chairman dated: 20 October, 2023

1. I am glad to inform you that, you have been appointed as Guest Faculty to teach Law subjects at B.M.S College of Law, on the following terms and conditions: -

- Your services will be on Contract basis from 22 November, 2023 to 15 March, 2024.
- You are placed on a consolidated pay of ₹.25,000/- per month subject to statutory deductions.
- You will have to teach Law subjects for B.Com LL.B., /LL.B., (5 & 3 -Year Degree Course) for two hours per day as per the subject and Time table allotment.
- You are eligible for a day's casual leave for every completed month of service.
- You will be governed by the disciplinary rules of the institution.
- Your performance will be monitored through student's feedback system regularly.
- Your services may be terminated at any time during the above contract period if the performance fails short of exception/ with one month's prior notice from either side.

To,

Sri. Naman Vankdari M
Bangalore

[Signature]
PRINCIPAL

BMS COLLEGE OF LAW
Bull Temple Road, Basavanagudi,
Bengaluru - 560 019.

[Signature]
PRINCIPAL

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Ref.: BMSCL / H/572023-2024

Date: 30/09/2023

LETTER OF APPOINTMENT

I am glad to inform you that you have been appointed as Assistant Professor (Management) on full time basis to teach Pre-Law (Commerce & Management) subjects at B.M.S. College of Law.

1. You are placed on the State Scale pay band of ₹.22800-600-24600-700-28800-800-33660-900-39000-1050-43200/- with a Basic Pay of ₹.22,800/- plus all other admissible allowances, Gross Salary of ₹.45,259/- on the following terms and conditions: -
 - a) You are required to report to the undersigned on 16 October, 2023 and submit proformas A & B enclosed, failing which the appointment order, shall stand cancelled without any further notice.
 - b) You will be on probation for a period of two years from the date of joining which is 16 October, 2023. However, the completion of the said two years of probation shall not constitute confirmation of service unless a written order of confirmation is issued to that effect.
 - c) You are required to be present in the College premises from 08.30 AM to 04.30 PM on weekdays (Monday to Friday) and 08.30 AM to 02.00 PM on Saturdays, if necessary, for additional hours depending on the responsibilities entrusted.
 - d) In addition to the regularly assigned duties, you shall attend to any other duties assigned without any prejudice.
2. You are required to clear UGC NET/SLET and register for Ph.D. and publish a minimum of two articles in reputed journals within a period of One year from the date of this appointment order.

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---1---



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Ref.: BMSCL / 34 / 2024-2025

Date: 06/04/2024

LETTER OF APPOINTMENT

I am glad to inform you that, you have been appointed as Assistant Professor (Law) on full time basis to teach Law subjects at B.M.S College of Law.

1. You are placed on the UGC Scale of pay of ₹.15600-39000/- with a Basic Pay of ₹.15600+6000 AGP, Gross Salary of ₹.57,208/- on the following terms and conditions: -
 - a) You are required to report to the Principal on 06 May, 2024 and submit proformas A & B enclosed, failing which the appointment order shall stand cancelled without any further notice.
 - b) You will be on probation for a period of two years from the date of joining which is 06 May, 2024. However, the completion of the said two years of probation shall not constitute confirmation of service unless a written order of confirmation is issued to that effect.
 - c) You are required to be present in the College premises from 08.30 AM to 04.30 PM on week days (Monday to Saturday) except on second and fourth Saturdays, if necessary, for additional hours depending on the responsibilities entrusted.
 - d) In addition to the regular assigned duties, you shall attend to any other duties assigned without any prejudice.
2. You are required to register for Ph.D. and publish a minimum of two articles in reputed journals within a period of **One year** from the date of this appointment order.
3. You shall not divulge any confidential information of the Institution to anyone outside or inside the college who is not entitled for such information.
4. You are required to surrender Sanad to the State Bar Council before joining for duty and submit the copy of surrender certificate.

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Ref.: BMSCL / 1344 / 2023-2024

Date: 01.02.2024

*The current database will form a base/reference for calculation. Quarter end numbers will become the reference for the next quarter


*Eligibility for any bonus requires a minimum achievement of 15% weighted score in a single academic session across A,B and C

*Focus shall be on building Alumni Database prior to the academic year 2010.

Terms of Contract:

1. This appointment is of a temporary nature and shall endure for a span of six months commencing from your joining on the **01 February, 2024**.
2. The provision of services is subject to immediate termination in the event of subpar performance.
3. Either party reserves the right to terminate this employment arrangement by providing one month's notice.
4. Leave entitlement aligns with the prevailing leave regulations of the institution.
5. Operational hours extend from 10:00 AM to 05:30 PM, Monday through Saturdays (excluding second and fourth Saturday). Additional hours may be obligatory based on assigned responsibilities.
6. Duties assigned by the Principal/Management are obligatory and do not supersede regular responsibilities.
7. Conformance to the institution's disciplinary and behavioural protocols is obligatory.
8. Unauthorized disclosure of confidential institutional information is strictly prohibited.
9. Compliance with both inherent and supplementary duties delegated by the Principal is anticipated.
10. Mandatory reporting and submission of requisite documents on the 01 February, 2024; failure to comply will result in appointment annulment.
11. The extension of service is contingent upon the demonstration of satisfactory performance.
12. Submission of photocopies of academic certificates, service certificate, photo ID proof, PAN Card and Aadhar Card is obligatory upon commencement.

To,
Ms. Lourdhu Steena N
Bangalore.


PRINCIPAL
BMS COLLEGE OF LAW
Bull Temple Road, Basavanagudi,
Bengaluru - 560 019.

Copy to:

1. The Chairman, BMSCL.
2. The Director Admin, BMSET.
3. The Senior Manager (Finance-II), BMSCL.
4. Accounts Department for Payrolls.
5. Office Copy.


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7. Your appraisal will be monitored through student's feedback system regularly.
8. The decision to accept the resignation is the prerogative of the Principal/ Management. In no case you shall relinquish the post unless allowed to do so in writing by the Principal.
9. You may terminate the employment with the Institution, by giving no less than two months' prior notice in writing or salary in lieu thereof.
10. The appointment can be terminated by the Institution, without any reason, by giving a months' prior notice in writing or salary in lieu thereof.
11. The Institution reserves the right to terminate your service summarily without any notice period or termination payment, if it has reasonable ground to believe that you are guilty of misconduct, negligence or committed any fundamental breach of contract or caused any loss to the Institution or performance falling below the expected standard.
12. On the termination of service for whatever reason, you shall return all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, blueprints, letters, notes, data and the like and confidential information, in your possession or under your control relating to the employment to the institution.



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**CANDIDATES LIST APPEARING FOR THE FINAL INTERVIEW FOR
THE POST OF ASSISTANT PROFESSORS - LAW
05 APRIL, 2024**

SIGNATORY FORM

SL. NO.	NAME OF CANDIDATE	SIGNATURE
1.	Sri. Pranav Varma M	<i>[Signature]</i> 05/04/24
2.	Ms. Sarangi Anilkumar	<i>[Signature]</i>
3.	Ms. Monica Potnuru Potnuru Monica	<i>[Signature]</i>
4.	Ms. Saagarika M	<i>[Signature]</i>
5.	Ms. K.M. Nanditha	<i>[Signature]</i>
6.	Ms. Namitha Thomas	<i>[Signature]</i>
7.	Sri. Gaurav Dhawan	— ONLINE —
8.	Sri. Rajnish Lather	— ONLINE —
9.	Ms. Emayaval N	— ONLINE —
10.	Ms. Pooja M Jain	— ONLINE —
11.	Sri. Benny Joseph	— ONLINE —
12.	Ms. Shrivalli Ghosh	— ONLINE —

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13.	Ms. Nazrin A Khalam	— ONLINE —
14.	Sri. Md Asadullah	— ONLINE —
15.	Sri. Ritul Aryan	— ONLINE —
16.	Sri. Tom Thomas	— ONLINE —
17.	Sri. Monish Bhambhwani	— ONLINE —


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The above resolution is passed unanimously by the Selection Committee and accordingly the same has to be recommended to the Board of Management of B.M.S. College of Law, for its consideration.

Sl. No.	Selection Committee Members		Signature
1.	Sri. Aviram Sharma, Trustee, BMSET, Chairman, BMSCL, BMSIT&M and BMSCC&M	Chairman	<i>Aviram Sharma</i>
2.	Dr. B S Ragini Narayan, Donor Trustee & Chairperson BMSET, Chairman, BMSCW and ICD	Member	<i>Ragini Narayan</i>
3.	Sri. Gautham V Kalathur, Chairman, BMS Hospital Trust, Chief Technology Officer, BMSET, Bangalore.	Member	—
4.	Prof. Dr. M K Ramesh, Professor (Retd.) NLSIU, Bangalore	Subject Expert	<i>M K Ramesh</i>
5.	Dr. K B Kempe Gowda, Principal, Vivekananda College of Law, Bangalore	University Nominee	<i>K B Kempe Gowda</i>
6.	Wg. Cdr. R A Raghavan, Director Administration, BMSET & BMSCL	Member	<i>R A Raghavan</i>
7.	Dr. Anitha D'Souza, Principal	Member Secretary	<i>Anitha D'Souza</i>

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17 candidates (Law) appeared before the Selection Committee for considering their academic qualification, qualifying in UGC/NET, Teaching experience and Interview Performance.

All the members of the Selection Committee unanimously selected the following candidates as per the ranking list herein below:

LAW:

Sl. No.	Name	DoB	Cat	Qualification	University	UGC NET/ KSET	Teaching Experience	Pay Scale
1.	Sri. Monish Bhambhwani	23/02/1994	GM	LL.M (Constitutional Law)	Govindrao Wanjari College of Law, Nagpur	-	9 Months	State
2.	Sri. Ritul Aryan	16/02/1999	GM	LL.M (Criminal Law)	Chanakya National Law University, Patna	UGC NET JRF	-	Rejected the offer
3.	Ms. Nazrin A Khalam	06/11/1999	OBC	LL.M (Corporate Law)	Hidayatullah National Law University, Raipur	UGC NET	9 Months	UGC
4.	Ms. Emayaval N	09/10/1998	OBC	LL.M (Public Law & Legal Theory)	NALSAR University of Law	UGC NET	-	UGC
5.	Waiting List: Sri. Pranav Varma M	08/01/1997	GM	LL.M (Intellectual Property & International Trade Law)	Christ University, Bangalore	-	1 Year 3 Months	Rejected the offer
6.	Ms. Shrivalli Ghosh	27/03/1996	GM	LL.M (International and Comparative Laws)	West Bengal National University of Juridical Sciences, Kolkata	-	1 Year	State
7.	Sri. Tom Thomas	19/05/1996	GM	LL.M (Corporate & Commercial Law)	School of law Christ University	-	7 Months	State

The Selection Committee unanimously resolved to appoint the above candidates initially on contractual basis for a period of 02 Years thereafter to extend the service on full time basis subject to satisfactory performance of duties.


Dr. Anita P. Souza
Principal


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RESOLUTIONS PASSED BY THE COMMITTEE FOR SELECTION OF FULL TIME ASSISTANT PROFESSORS HELD ON FRIDAY 05 APRIL 2024, AT THE BOARD ROOM OF B.M.S. COLLEGE OF LAW, BULL TEMPLE ROAD, BASAVANAGUDI, BENGALURU - 560019.

The following members are present in the Committee for Selection of Assistant Professors, on the basis of Merit, Demo and Vice-Voce.

Sl. No.	Selection Committee Members		Signature
1.	Sri. Aviram Sharma, Trustee, BMSET, Chairman, BMSCCL, BMSIT&M and BMSCC&M	Chairman	<i>Aviram Sharma</i>
2.	Dr. B S Ragini Narayan, Donor Trustee & Chairperson BMSET, Chairman, BMSCW and ICD	Member	<i>Ragini Narayan</i>
3.	Sri. Gautham V Kalathur, Chairman, BMS Hospital Trust, Chief Technology Officer, BMSET, Bangalore.	Member	—
4.	Prof. Dr. M K Ramesh, Professor (Retd.) NLSIU, Bangalore	Subject Expert	<i>M K Ramesh</i>
5.	Dr. K B Kempe Gowda, Principal, Vivekananda College of Law, Bangalore	University Nominee	<i>K B Kempe Gowda</i>
6.	Wg. Cdr. R A Raghavan, Director Administration, BMSET & BMSCCL	Member	<i>R A Raghavan</i>
7.	Dr. Anitha D'Souza, Principal	Member Secretary	<i>Anitha D'Souza</i>

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5

'29 lakh cases settled in Lok Adalat'

BENGALURU, DHNS: The National Mega Lok Adalat held across the state on March 16, 2024, has recorded settlement of 29,00,312 cases, including 2,52,277 pending and 26,48,035 pre-litigation cases. Justice K. Somashekhar, executive chairman of Karnataka State Legal Services Authority, said around Rs 2,541 crore was paid as settlement/compensation. Justice Somashekhar said 77 matrimonial cases got settled and 28 couples were reunited due to conciliation held in the Lok Adalat. An inter-caste dispute case at Hubballi was settled and 200 employees were taken back into service by the TATA Marceglio Company in Dhawad. An inter-caste dispute case at Hubballi was settled and 200 employees were taken back into service by the TATA Marceglio Company in Dhawad. An inter-caste dispute case at Hubballi was settled and 200 employees were taken back into service by the TATA Marceglio Company in Dhawad. An inter-caste dispute case at Hubballi was settled and 200 employees were taken back into service by the TATA Marceglio Company in Dhawad.

Attack on shorkeeper: Hindutva activists chant Hanuman Chalisa

Tejasvi Surya, Shobha detained by police

BENGALURU, DHNS: Hundreds of Hindutva activists on Tuesday gathered at the narrow Siddamma Lane in central Bengaluru to protest against the arrest of a 'shorkeeper' who was playing the Hanuman Chalisa and show solidarity with the Hindu community. The gathering came against the backdrop of the alleged assault on a shorkeeper at the locality on Sunday evening by six people. The activists claimed that the shorkeeper, Malesh, was attacked by Muslim youths since he played the Hanuman Chalisa. Five people were arrested by the Halasuru Gate police after Malesh was assaulted over a 'loud noise' on a portable speaker. While the FIR made no mention of Hanuman Chalisa, Malesh later told reporters that the suspects raised objections over his playing the hymn. Starting around 10 am and lasting similar flags with 'Jai Shri Ram' printed on them, the activists shouted slogans such as 'Jai Shri Ram', 'Bharat Mata Ki Jai', 'Beti Beta Nyata Behtari' and 'Mare Jai'. Around noon, Udupi-Chikmagalur MP Shiba Karande was detained by the police at the spot, as they said the gathering was against the model code of conduct enforced by the Election Commission ahead of the Lok Sabha elections. This was followed by scores of activists sitting down on the road and chanting the Hanuman Chalisa. Around 12.45 pm, as the police were trying to disperse the crowd, BJP Bengaluru South MP Tejasvi Surya arrived at the spot. Surya reiterated that they had gathered to condemn the assault on a Hindu shorkeeper for "playing the Hanuman Chalisa". Soon after, he was also detained. Earlier, his counterpart from Bangalore Central P C Mohan was also detained by the police at a different location. "The gathering is to condemn the assault on a Hindu man by Muslim youths," said Jagadhish, BJP Mandal vice-president, Chamrajpet. Some protesters also claimed he had participated in a similar protest on Monday night in the locality.



HC stays Centre's circular banning breeds of 'ferocious dogs' in Karnataka

BENGALURU, DHNS: The High Court on Tuesday granted interim stay on the operation of the March 12, 2024 notification, issued by the union government to ban certain breeds of dogs. While doing so, the court had clearly indicated that the union government shall after consulting all the stakeholders, decide the representation of the petitioners, as expeditiously as possible, within three months from the date of receipt of the order. The High Court of Delhi had permitted the union government to consider the representation of the petitioners in the PIL. While doing so, the court had clearly indicated that the union government shall after consulting all the stakeholders, decide the representation of the petitioners, as expeditiously as possible, within three months from the date of receipt of the order. The High Court of Delhi had permitted the union government to consider the representation of the petitioners in the PIL. While doing so, the court had clearly indicated that the union government shall after consulting all the stakeholders, decide the representation of the petitioners, as expeditiously as possible, within three months from the date of receipt of the order.

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Five Cong ministers' kids...

For Dwaragere, the Congress has decided to field senior MLA Shanmugasubramanian's daughter, the law Prabhakar Mallikarjun. Her husband SS Mallikarjun is the union & govt. minister. Former IIM Bangalore professor M Rajeev Gowda, who was earlier a Rajya Sabha member from Bangalore North circle. In Bangalore Central, the Congress is fielding Hanumanthiah, son of former Rajya Sabha member and former Union Minister H S Shivacharya Reddy of Mandya district. The trial court had overruled the over-riding evidence available against Sharma. The court observed that the high court also upheld the conviction and life sentence imposed by the trial court on 13 persons including policemen, and quashed the conviction and life sentence of six other accused. Twenty-two persons, including 13 policemen, were charged for the murder of Lakshmi Narayan. The sessions court in 2013 acquitted Sharma due to lack of evidence. The sessions court in 2013 acquitted Sharma due to lack of evidence. The sessions court in 2013 acquitted Sharma due to lack of evidence.

Naxals spotted in Kodagu forest; Hassan on high alert

MADHAKERHASSAN, DHNS: A probe into the suspicious movement of a group of people in a forest in Kodagu district, Karnataka border has not only revealed them to be Naxals but has also confirmed that they have again started their operations in the area. That apart, they have also appealed to the people to support them as "they are fighting for the poor". Kodagu Superintendent of Police K Narangan said, "It is almost confirmed that one of the four leaders in Karnataka border has not only revealed them to be Naxals but has also confirmed that they have again started their operations in the area. That apart, they have also appealed to the people to support them as "they are fighting for the poor". Kodagu Superintendent of Police K Narangan said, "It is almost confirmed that one of the four leaders in Karnataka border has not only revealed them to be Naxals but has also confirmed that they have again started their operations in the area. That apart, they have also appealed to the people to support them as "they are fighting for the poor".

Two more arrested for assault over playing loud music

BENGALURU, DHNS: The suspects and the victim knew each other, say cops. The police arrested two more persons in connection with the alleged assault on a shorkeeper at Siddamma Lane in Central Bengaluru over 'loud sound speaker' on Sunday. With this, the total arrests in the case go up to five. The arrested are Salim, Shah Nawaz, Rohit and Tanu. All their early versions. The FIR suggests a minor suspect was yet to be identified. The incident occurred at around 6.20 pm when the suspects argued with Malesh, 26, who ran Krishna Telecom as Siddamma Lane. Malesh was playing 'loud sound speaker' on his portable speaker and the suspects asked him to lower the volume as it was time for exam, a police officer said. DFI, adding that an argument ensued, which led to a scuffle. The suspects and the victim knew each other, the officer said. "In the past, some of them went to his shop asking for chargers. One of the suspects, Salim, has two prior cases." Meanwhile, Malesh gave an additional statement to the police on Tuesday claiming that he was playing the Hanuman Chalisa when the suspects arrived at his shop and asked him to lower the volume as it was time for exam and then assaulted him after an argument, well-placed police sources said. The arrested were booked under IPC sections 506 (punishment for criminal intimidation), 504 (intentional insult with intent to provoke breach of the peace), 149 (every member of unlawful assembly guilty of offence committed in prosecution of common object), 323 (punishment for voluntarily causing hurt), and 324 (voluntarily causing hurt by dangerous weapons or means).

Govt scraps fixed quota, redefines...

Minority, From Page 1. Citing the 2011 Census, the order pointed out that 98.03 lakh, or 16.29% of the state's population belonged to minority religions: 78.24 lakh Muslims, 11.43 lakh Christians, 4.4 lakh Jains, 88,000 Buddhists, 28,000 Sikhs and 1,100 Parsis. "Because the population of Muslims, Christians, Sikhs, Jains, Buddhists and Parsis is low, finding the regional percentage of students for the declaration of religious minority educational institutions is difficult," it stated. Secretary (Minority Welfare)...

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Study linking intermittent fasting-heart risk raises eyebrows

Fasting, From Page 1. The researchers led by Victor Zhang of the Shanghai Jiao Tong University School of Medicine analysed data from about 20,000 adults included in the US Centre for Disease Control and Prevention's National Health and Nutrition Examination Survey. The study looked at answers to questionnaire along with death data from 2002 through 2019. Because it relied in part on forms that required patients to recall what they ate over two days, scientists said there was room for potential inaccuracies. About half of the participants were men and the median age was 48. It wasn't clear how long the participants followed the intermittent fasting, though the researchers confirmed they kept up, according to Zhang. The fasting patterns were more likely to be seen among those with a higher BMI and fast...

Govt scraps fixed quota, redefines...

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WEATHER table with columns for Interior South, Interior North, Coastal, and other regions, listing Max, Min, and Rain.

Recruitment notification for Assistant Professor in Law, Sociology, Political Science & English. Includes details on qualifications, pay, and application process.

Kristu Jyanti College advertisement for Assistant Professor positions in various fields like Commerce, Management, Statistics, etc.

B.M.S. College of Law advertisement for Faculty Recruitment, listing departments and requirements.

Bengaluru Law College advertisement for Assistant Professor positions, mentioning affiliation with Karnataka State Law University.

GSSS Simha Subbama Halakshmi First Grade College advertisement for Principal position, detailing qualifications and salary.

KLE Technological University advertisement for Required Placement Officer (For BCA / MCA Programs), listing requirements and application details.



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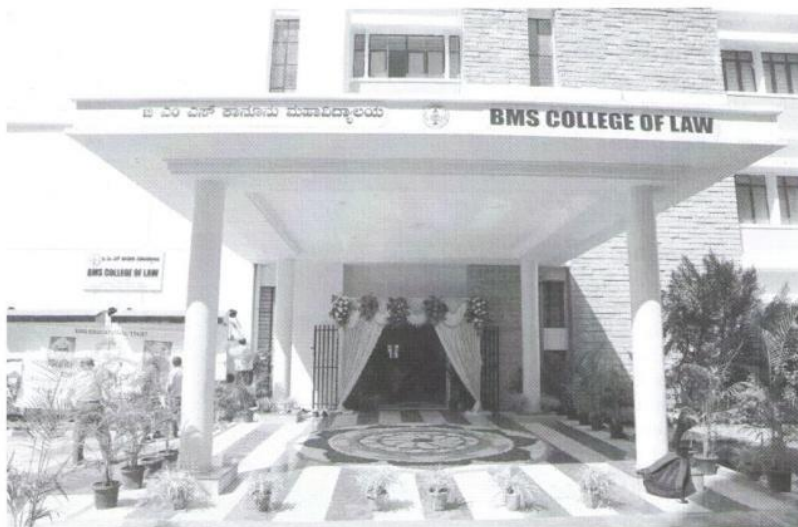
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PREFACE

Founder



In the history of Karnataka, the name of late **Businayana Mukundadas Sreenivasaiah (BMS)** occupies a prominent place as a philanthropist and visionary educationist. The Maharaja of Mysore honoured him with the titles of **Dharma Prakasha & Raja Karya Prasaktha**. He started the BMS College of Engineering in 1946. He had foreseen the urgent need for high quality technical education in India even before independence. The ideals for which B.M. Sreenivasaiah stood, continued to inspire the inheritors of his legacy.

Donor Trustee



After the demise of Sri. B.M. Sreenivasaiah, Shri B.S. Narayan, the dynamic and enterprising son of the founder, took over the reins of the college. Under his able guidance, the institution started growing from strength to strength. He was also instrumental in starting BMS College for Women, BMS Evening College of Engineering. He was also responsible for initiating international collaborative programmes such as cross culture programmes with Melton Foundation and training foreign students under International Co-operation Division. He formed the BMS E1963-64 under the aegis of the Trust. A kind and farsighted man, he was adored by the staff and his peers for his gentle manners and humane approach. The Indian legal profession is considered to be one of the largest in the world and plays a crucial role in our democratic set up. As per the Right to Information (RTI) response by the Bar Council of India (BCI), there were about 1.3 million registered lawyers in India in the year 2011 alone; these figures might have been augmented since then.

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CHAPTER – 1 PRELIMINARIES

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1.1 Title, Commencement & Application:

1.1.1 The Administrative & Service Manual shall be called
“BMS College of Law Employees Administrative & Service
Manual”.

1.1.2 This shall come into force from the date of approval by the
Board of Governors of BMS College of Law.

1.1.3 This shall apply to all the employees of BMS College of Law.

1.2 **Definitions:** - In this Administrative Manual unless the context otherwise/
means:

1.2.1 “**University**” means Karnataka Law University, Hubli established
in 2009.

1.2.2 “**Trust**” means Council of Trustees of BMS Educational Trust,
Bull Temple Road, Bangalore-560 019, registered under Societies
Act No. 2944/57-58 dated 31.03.1958.

1.2.3 “**Board of Governors**” means the Governing Body of
BMS College of Law constituted by the BMS Educational Trust to
administer and manage the college.

1.2.4 “**College**” means BMS College of Law.

1.2.5 “**Chairman**” means the Chairman of the Board of Governors of
the College.

1.2.6 “**Principal**” means Principal of the BMS College of Law duly
appointed by Management and the Chief Executive who is also
Ex-Officio Secretary of the Board of Governors.

1.2.7

a. “**Academic Authority**” means freedom granted by the
University to a college in all aspects of conducting its
academic programmes, for promoting excellence.

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b. “**Controlling Authority**” means the Board of Governors in relation to all the academic staff.

1.2.8 “**Appointing Authority**” means the authority competent to make appointments to any post as indicated in the schedule.

1.2.9 “**Enquiry Committee**” means the Committee constituted by the Board of Governors of the College.

1.2.10 “**Employee**” means the person in the service of the college in any post and includes the academic staff.

1.2.11 “**Academic Staff**” means any member of the staff engaged wholly or partly in teaching or research in the college.

1.2.12 “**Permanent Employee**” means a person permanently employed in the service of the college in any post, duly confirmed by the Management.

1.2.13 “**Temporary Employee**” means a person in the service of the college purely on temporary basis subject to such terms and conditions if any, prescribed and appointed for a period less than one year which may be further extended or terminated.

1.2.14 “**Appendix**” means Appendix to this Manual.

Note: All other expression that has not been defined shall have the same meaning in the Byelaws of the Society.

1.3 Maintenance of Important Books, Journals, Orders etc.

The College shall maintain the following Books, Texts, Orders, Journals and Enactments for reference.

- a. Karnataka Civil Service (General Recruitment) Rules, 1977.
- b. Karnataka Civil Service (Probation) Rules, 1977.
- c. Karnataka Civil Service (CCA) Rules, 1957.
- d. Karnataka Civil Service (Conduct) Rules, 1966.

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- e. Karnataka Government Servants (Seniority) Rules, 1957.
- f. State Government Pay Scale Books
- g. Karnataka Education Act 1983 and Rules enacted thereunder.
- h. Karnataka Civil Service (Performance) Rules, 2000
- i. The Employees' Provident Fund & Miscellaneous Provisions Act, 1952.
- j. Karnataka State Universities Act, 2000
- k. Office Manual.
- l. Karnataka Societies Registration Act, 1960.
- m. UGC Act
- n. Karnataka State Law University Act, 2009.
- o. Dictionaries (Big, Small & Pocket type)
 - a. English – English
 - b. English – Kannada
 - c. Kannada – English
 - d. Kannada – Kannada
- p. Examination Regulations and Rules and Manual of Karnataka State Law University.
- q. Kacheri Kaipidi.
- r. Kannada Office Terminologies

Note: All the above laws, rules, regulations, orders etc., for the time being in force shall be updated as and when they are amended.



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CHAPTER – 2 APPOINTMENTS, CONFIRMATION, TERMINATION & RETIREMENT

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2.1 Duty Timings & Holidays:

- 2.1.1 All employees are required to work for a minimum of six days a week and 8 hours a day. Saturday being half working day.
- 2.1.2 Duty hours in the different departments and sections of the institution are to be followed as notified from time to time.
- 2.1.3 The duty hours notified may be changed as per the requirement of the institution from time to time and the employee shall attend duty accordingly.

2.2 Attendance:

- 2.2.1 All employees shall mark their attendance in respective attendance registers maintained in the department/office of the college or as per Bio-Metric system installed.
- 2.2.2 On arrival for duty, the employee shall initial their names against the appropriate date. The attendance register will not be available for such initialing after lapse of 10 minutes from the time fixed for the commencement of duty. In case of electronic attendance monitoring, it will be closed after 10 minutes or as programmed.
- 2.2.3 No employee reporting 10 minutes later from the time fixed for commencement of duty will be allowed to attend duty unless permission is given by the Principal.
- 2.2.4 All employees are expected to be at their allowed place of work throughout their duty timings.
- 2.2.5 Any employee found absent from his/her place of work during working hours without prior permission of the Principal / AO, is liable to be treated as absent for the duty.
- 2.2.6 Employees are liable to be searched by any person authorized on this behalf by the Management at any time and also while entering



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or leaving the institute premises. Women employees shall be searched only by a woman.

2.3 National & Festival Holidays:

Institution can follow holidays as per Government of Karnataka as notified by the Head of the Institution. However, the employee has to be present for the flag hoisting ceremony compulsorily on 15th August and 26th January and also other important college functions.

2.4 Appointments:

All appointments will be taken up constituting a Selection Committee with adequate expert members / members of the BOG, depending upon the selection for Teaching / Non-Teaching faculty. Chairman will head the Selection Committee with Donor Trustee & Member Secretary, BMSET and Director (Administration), BMSET as permanent members.

2.4.1 All selections & appointments shall be endorsed by the Board of Governors. The Board of Governors shall appoint Selection Committee for the recruitment process.

2.4.2 A candidate appointed by direct recruitment shall assume charge of the post for which he / she was appointed within the period specified in the appointment order.

2.4.3 A candidate promoted under career advancement scheme or any other scheme shall have their appointment effective from the date they are eligible.

2.4.4 At the time of joining, the candidate shall complete the following formalities.

2.4.5 Submission of Joining Report

2.4.5.1 Submission of attested copies of Educational Certificates along with originals for verifications.

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3.3.5. When an efficiency bar is prescribed in a time scale, the increment next above bar, shall not be given to an employee without specific sanction of the BOG

3.3.6. The conditions under which service counts for increments in a time scale are as follows

3.3.6.1. All duty in a post on a time scale counts for increment in the scale

3.3.6.2. All leave except extraordinary leave (Leave without Pay & Allowance) count for increment in the time scale applicable to a post in which an employee was officiating at the time of proceeding on leave

3.3.6.3. Extra ordinary leave (Leave without Pay & Allowance) on medical grounds duly supported by medical certificate shall count for increment

3.3.6.4. The period spent on probation shall count for increment

3.3.6.5. Time passed while on suspension does not count towards the increments, if the period of suspension is treated as such

3.3.6.6. Period of unauthorized absence not regularized but treated as such shall not count for increment in the time scale

3.3.7. If the pay of an employee is reduced as a measure of penalty to a lower stage in his/her time scale, the authority ordering such reduction, shall state the period for which it shall be effective and whether on restoration it shall operate to postpone future increments and if so to what extent.



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- 2.4.5.2 Submission of Relieving Letter or proof having complied the conditions of appointment with the previous employer.
- 2.4.5.3 Submission of Evidence of date of birth / proof of age.
- 2.4.5.4 Nomination for Provident Fund/Gratuity in prescribed form (if eligible)
- 2.4.5.5 Application for Identity Card along with three passport size photographs.
- 2.4.5.6 Application for opening Bank Account prescribed by the College
- 2.4.6 Any of the following documents may be accepted as evidence of date of birth / proof of age.
- 2.4.6.1 Secondary School Leaving Certificate.
- 2.4.6.2 Where a person is non-SSLC, certified extract from Registrar of Births & Deaths or any other valid document acceptable to the Management.
- 2.4.7 The age of employee verified with reference to any of the above shall be the sole evidence of the age of the employee for all purposes concerning his/her employment including retirement. The date of birth once furnished and accepted by the Management and entered in the service Register shall be final and conclusive and under no circumstance, the request for correction of the same will be entertained at a later stage.
- 2.4.8 The Institution may verify the antecedents of the candidate either directly or through agency by referring to the previous organization in which the candidate was working in the event it is found that the candidate had suppressed material information or furnished wrong information, the employee is liable for summary termination of employment.



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2.4.9 All appointments shall be subject to the candidate being medically found fit and the candidate shall produce Medical Certificate from the Doctor specified by the Institution, which is BMS Hospital, Bull Temple Road, Basavanagudi, Bengaluru 560004. If on examination the employee is found suffering from any disease or complaint that is infectious or medically objectionable and detrimental to the healthy functioning of the institution or to the health of the other employees, students and staff of the Institute, may terminate his/her services for being found medically unfit.

2.4.10 The staff pattern, the method of recruitment and the minimum qualification applicable shall be as enshrined in Karnataka Civil Service (General Recruitment) Rules, 1977 read with cadre and recruitment rules enacted by the State Government. The details of the staffing pattern, qualification and mode of recruitment in terms of the norms of the Bar Council of India and Karnataka State Law University and in the Cadre and Recruitments Rules of the State Government. The scales of pay applicable to the Principal and other faculty under the existing UGC & Karnataka State Government Scales, pay scale shall be as under, and as revised from time to time.

Sl. No.	Name of the Post	Pay Scale
1	Principal	37,400- 67,000 + AGP of Rs 10,000
2	Professors (Direct Recruitment)	37,400 – 67,000 + AGP of Rs 10,000
3	Professors (Under CAS)	37,400 – 67000 + AGP of Rs 9,000
3	Associate Professors	37,400 – 67,000 + AGP of Rs 9,000
4	Asst. Professors	15,600 – 39100 + AGP of Rs 6,000



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The scale of pay applicable to non teaching, administrative & other staff in the existing state pay scale shall be as under:

Sl. No.	Technical Staff	Pay Scale
A	Librarian (SG)	37,400 – 67,000 + AGP 10,000
B	Librarian	15600-39100 AGP 6000
C	AO	28100 – 50100
D	Registrar	21600 – 40050
E	Superintendent	20000 – 36300
F	FDA	14500 – 26700
G	SDA	11600 – 21000
H	Driver	11000 – 19000
I	'D' Group	10400 – 16400

The Management at its discretion may appoint other officers and offer higher salaries depending on the need for exceptionally experienced / talented persons.

- 2.5 **Probationary Period:** All employees, other than temporary, shall ordinarily be on probation for a period of two years or as specified in the appointment order. The probationary period may be extended for a further period of one Year or any part thereof, notice of extension of probation will be given to the employee in writing before the expiry of the probationary period. However, if such extension notice is not given, he/she will not consider deemed to be confirmed. On satisfactory completion of probation, the BOG shall confirm the employee in service in writing.
- 2.6 **Service Records:** A Service Register shall be maintained for every employee showing among other things, his / her permanent address, date of appointment, consolidated salary, scale of pay on which he / she was appointed, increments given from time to time, leave availed, transfers,

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2.8.5. When promotion to a class of post or cadre is made by selection at the same time, the seniority shall be in the order in which the names or candidate are arranged in the order of merit.

2.8.6. Seniority of direct recruitment shall be determined as follows:

2.8.6.1. When the recruitment is made through the process of written test and interview, the seniority shall be in the order of position in the merit list.

2.8.6.2. If the appointments are made without written test and or interview the date of joining of the candidate shall be the date for reckoning seniority.

2.9. **Resignation:** When an employee tenders resignation to the post held by him/her, the following points shall be verified before accepting the resignation.

2.9.1. Whether the resignation is in the middle of the academic session prescribed by Affiliating University.

2.9.2. Whether the required notice or salary equivalent to the notice period has been paid.

2.9.3. If the resignation is before completion of three years of service, it should also be seen whether the employees has been paid salary for the vacation period and if so such salary drawn for the immediate preceding vacation period is also to be refunded.

2.9.4. Whether no dues certificate has been obtained from different departments/sections of the Institution.

2.9.5. If the conditions of 2.9.1 to 2.9.4 are fulfilled the Head of the Institution shall forward the resignation letter to the BOG with suitable opinion/remarks for orders/acceptance.



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may terminate the employee. In case of medical unfitness, the opinion of the Medical Board as decided by the BOG shall be obtained.

- 2.12 **Superannuation:** All employees shall retire on attaining the age of 60 years. The BOG may at its discretion grant extension of service of one year or more at a time beyond the superannuation on the merit of each case, subject to the conditions that the extension of service so granted shall not exceed 5 years in any case. Such extensions are subject to the approved of the Council of Trustees.
- 2.13 **Voluntary Retirement of Service:** An employee after completion of fifteen years of service may opt for retirement. The BOG may in special cases, order an employee to retire from service any time after he/she completes fifteen years of qualifying service in the interest of the institution by giving notice in writing in this behalf at least three months before the date on which he/she is required to retire from service.
- 2.14 **Provident Fund & Pension Scheme:** The employees appointed are covered by the Employee's Provident Fund and Miscellaneous Provisions Act 1952. The applications of these rules are mandatory to all management employees. According to these rules the employee shall contribute towards PF contribution at the rates prescribed in the rules and matching share of contribution shall be paid by the management and both shares of PF contributions shall be remitted to the Regional Provident Fund Commissioner, Karnataka, Bangalore every month towards crediting the amount to PF account and pension fund account.
- The payment of contributions shall cease on the employee quitting from the services either on resignation, dismissal or by retirement.
- The accumulated PF contribution will be paid to the employee directly by the Regional Provident Fund Commissioner, Karnataka, Bangalore.



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For details with regard to PF and pension benefits, the employees Provident Fund and Miscellaneous Provisions Act 1952 be referred to which they are operative.

2.15 Miscellaneous Provisions:

2.15.1. Transfer: Every employee is liable to be transferred from one institution to another institution managed by the same society provided that such transfers do not entail any reduction in salary and position.

2.15.2. Joining Time: When an employee is transferred from one institution to another under the same management, he/she should join the institution to which he/she is transferred immediately. If he/she is relieved in the morning, he/she must join in the afternoon. Similarly, if he/she is relieved in the afternoon he/she must join in the forenoon of the following immediate working day.

2.15.3. An employee who does not join his/her post within the joining time is not entitled to salary for the entire period till the date of joining, treating that period as absence. Absence from duty after the expiry of joining time will render the employee liable to disciplinary action for misconduct, except where the employee establishes to the satisfaction of the Chairman, Board of Governors, that he/she was unable to join duty for reasons beyond control.

2.16 Maintenance of Annual Performance Report.

Head of the Institution will ensure that the Confidential Annual Performance Report (CAPR) of all Teaching / Non-teaching staff who are permanent / non-permanent are initiated every year by 01 July covering the period from 01 July to 30 June, for e.g., (01 July 2017 to 30 June 2018) and a report initiated to the Chairman on the completion by



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15 of July every year. AO/ Superintendent in consultation with the Principal, will take necessary action to release the CAPR forms to all concerned. Head of the Institution /AO/ Office Superintendent may hold the custody of these documents as agreed upon.



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CHAPTER – 3 PAY & ALLOWANCES



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- 3.1. **Regulation of Emoluments:** The pay and allowances admissible to the permanent employees shall be at the rates and scales of pay sanctioned by the Board of Management from time to time. All appointments shall be made at the minimum of the relevant pay scale, provided the pay above the minimum of pay scale may be fixed at the discretion of the BOG on the merit of each case. The allowances admissible to the permanent employees shall be DA, HRA & CCA as per the UGC / State Government norms as applicable.
- 3.2. **Charge Allowance:** When an employee is assigned with additional duties in addition to his/her own duties and the charge entails a substantial increase of responsibility and some additional work, he/she may be paid additional allowance in the form of charge allowance to be fixed by the BOG. The charge allowance shall generally not exceed one tenth of the minimum of the pay applicable to the post of which an employee is placed in additional charge or independent charge.
- 3.2.1 No charge allowance is admissible unless the incumbent has actually given/taken over charge of the office under the orders of the Head of the Institution
- 3.2.2. The minimum period required for claiming charge allowance under this rule shall be one month
- 3.2.3. Charge allowance in respect of only one additional post is admissible even though an employee is placed in additional charge of the duties of more than one post concurrently. In such case, the charge allowance is admissible at a rate of one tenth of the minimum pay of the post carrying highest scale.



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3.2.4 However, higher charge allowance, can be approved by BOG as and when the need may arise

3.3. Fixation of Pay:

3.3.1. When an employee is promoted to a post or appointed to an ex-cadre post and such promotion or appointment involves assumption of duties involving higher responsibilities than those of the post held by him/her, initial pay in the time scale of the higher post shall be fixed at the stage next above the pay in the time scale of the lower post at the time of such fixation

3.3.2. An increment may be withheld from an employee by the institution, if his/her conduct/performance has not been satisfactory

3.3.3. Where under the circumstance of his/her service, an employee has to pass any service examination or test before earning an increment, he/she shall not earn the increment until he/she passes such examination or test. These examinations or tests may be made mandatory, if these check the level of competence of a post which may change from time to time (Computer Hardware and Software knowledge- Operating System, MS WORD, POWERPOINT, EXCEL, TALLY Etc.). If the employee fails in the examinations declared mandatory by BOG, within the prescribed duration specified by BOG he/she may be demoted/terminated after giving sufficient chance to improve

3.3.4. After passing the examination or test, his/her pay shall be fixed in the time scale at the stage at which he/she would have drawn the pay, if the earning of the increment had not been deferred, but the increased pay shall be given from the date of passing the examination or test.

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3.3.5. When an efficiency bar is prescribed in a time scale, the increment next above bar, shall not be given to an employee without specific sanction of the BOG

3.3.6. The conditions under which service counts for increments in a time scale are as follows

3.3.6.1. All duty in a post on a time scale counts for increment in the scale

3.3.6.2. All leave except extraordinary leave (Leave without Pay & Allowance) count for increment in the time scale applicable to a post in which an employee was officiating at the time of proceeding on leave

3.3.6.3. Extra ordinary leave (Leave without Pay & Allowance) on medical grounds duly supported by medical certificate shall count for increment

3.3.6.4. The period spent on probation shall count for increment

3.3.6.5. Time passed while on suspension does not count towards the increments, if the period of suspension is treated as such

3.3.6.6. Period of unauthorized absence not regularized but treated as such shall not count for increment in the time scale

3.3.7. If the pay of an employee is reduced as a measure of penalty to a lower stage in his/her time scale, the authority ordering such reduction, shall state the period for which it shall be effective and whether on restoration it shall operate to postpone future increments and if so to what extent.

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CHAPTER – 4 LEAVE RULES

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4.1. General:

Leave cannot be claimed as a matter of right. However, leave can be granted at the will and discretion of the superior depending upon the urgency and necessity.

4.1.2. Leave can be refused by the leave sanctioning authority without assigning any reason.

4.1.3. Leave granted can be curtailed and the employee can be called back for duty at any time quoting office exigency.

4.1.4. If the employee reports sick, the organization reserves the right to ask him to depose before a medical referee appointed by them so as to ascertain the true nature of sickness or so.

4.2 Earned Leave:

4.2.1. The minimum and maximum days of earned leave that shall be availed is 5 days and 60 days respectively with the prior sanction of the management.

4.2.2. Earned Leave can be accumulated up to 300 days at any time

4.2.3. If prefix and suffix days happen to be holidays, then the earned leave includes one of the holidays also.

4.2.4. The following employees are considered as non-vacation enjoying staff

- i. Principal
- ii. Non-Teaching Staff (Technical & Administrative)
- iii. Placement & Training Officer.
- iv. Library Staff

4.2.5. Employees in teaching staff category and working in vacation Departments shall be entitled to earned leave of ten days in calendar year

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4.2.6. The leave account of every employee shall be credited with earned leave in advance in two installments of five days each on the 1st January, and 1st July every year

4.2.7. If a vacation enjoying employee is refrained to avail the vacation because of the developmental works in the department, such employee is eligible to get one day EL for every 5 days of working during vacation period.

4.2.8. Employees working in non teaching category shall be eligible for 30 days of earned leave in calendar year. The account of these employees shall be credited in two installments of 15 days each on 1st January and 1st July of every year.

4.2.9. Employees are entitled to Earned leave only after having put in a minimum of 1 year of service.

4.3 Encashment of Earned Leave:

4.3.1. Both teaching and non-teaching category of employees may be allowed to en-cash the earned leave by surrendering the earned leave at their credit and to receive salary for the leave so surrendered subject to the conditions that encashment of earned leave by Group 'D' employees is permissible once every year for a maximum of 15 days any time of the calendar year. Group 'A', 'B', & 'C' employees can avail the same facility between April and December only.

4.3.2. The employee may surrender earned leave at his/her credit subject to a minimum of ten days provided that the conditions of grant of earned leave shall mutatis mutandis; apply for surrender of leave for purpose of encashment.

4.3.3. The availing of the earned leave and encashment, if both benefits availed, should not exceed 30 days in a calendar year.

In other words, for encashment of 15 days EL, only 15 days will be

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admissible for availing of EL in a calendar year.

4.3.4. The leave salary payable shall be calculated at the rate of 1/30th of the monthly salary irrespective of number of days in the month in which the leave surrendered

4.3.5. When an employee retires on attaining normal age of retirement under the terms and conditions governing the service, the authority competent to grant leave shall suo-moto issue an order granting cash equivalent of leave salary for earned leave, if any at the credit of employee subject to maximum to 300 days.

4.4. Half Pay Leave

4.4.1. The non-teaching staff shall be eligible for 20 days of half pay leave in respect of each completed year of service and the said leave could be availed on account of illness duly supported by Medical Certificate or on private affairs.

4.4.2. Commuted Leave not exceeding half the number of half pay leave due may be granted on medical grounds or on private affairs to the following conditions namely: -

4.4.2.1. The employee should have completed three years of service as on date of application for leave.

4.4.2.2. No commuted leave should be recommended unless the recommending authority has reason to believe that the employee will return to duty on expiry of leave.

4.4.2.3. The maximum days of commuted leave that may be granted shall not exceed 120 days at a time.

4.4.2.4. Commuted leave during the entire period of service should be limited to a maximum of 120 days.

4.4.2.5. If the commuted leave is combined with earned leave the total period of leave should not exceed 180 days.

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- 4.4.2.6. When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave account.
- 4.4.2.7. When commuted leave is granted to an employee and he/she subsequently intends to retire or resign on expiry of such leave, the commuted leave should be converted into half pay leave and the difference between the salary in respect of commuted leave and half pay leave should be recovered. If the retirement or resignation is voluntary, refund of excess salary paid shall be enforced but if the retirement or termination of service is compulsorily trust upon him/her no refund or excess salary be insisted upon.
- 4.4.2.8. The half pay leave and commuted leave should not be sanctioned when other kinds of leave are admissible.

4.5. Casual Leave

- 4.5.1. The permanent employees are eligible for 15 days casual leave with full pay in each calendar year and casual leave credit shall be allowed in 2 installments at 7 days on 1st January and 08 days on 1st July.
- 4.5.2. An employee during his first year of service can avail casual leave at the rate of one day of each completed month of service.
- 4.5.3. Casual leave could be availed for half a day either in the morning session or in the afternoon session any working day. Casual leave may be either prefixed or suffixed but the intervening Sundays and other holidays shall not be treated as Casual Leave.

4.6. Special Casual Leave

- 4.6.1. Special Casual leave may be granted to an employee for a period not exceeding thirty days in any one calendar year for the following purposes. The period of absence in excess of thirty days should be treated as regular leave of any kind admissible to the

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persons concerned. For this purpose, the special casual leave is permitted to be combined with the other kinds of leave.

4.6.1.1. For participation in Sports & Educational Programmes (e.g. Seminar/ Conferences/ Workshops) events of University/State/National or International Importance.

Only one event of its kind in a year is permitted.

4.6.1.2. When the employee is selected for such participation in respect of International sports events of any one of the recognized sports associations as a member of a team which is accepted as representative on behalf of the College/University/State/Country.

4.6.1.3. Special Casual leave not exceeding thirty days in each calendar year may be granted to the employees who are chosen by any University for attending the examination work. They will not be eligible for TA & DA from the Institution.

4.6.1.4. Special casual leaves not exceeding seven days may be allowed to married employees of both sexes in any calendar year who undergo vasectomy or tubectomy operation on the strength of the medical certificate granted by the Medical Officer performing the operation.

4.6.1.5. Natural Calamities, Bandhs- the head of the institution may grant SCL to employees unable to attend to office due to dislocation of traffic arising out of natural calamities, bandhs, curfew etc. If, however, the leave had been applied for medical grounds for the days of bundh, he may not be granted SCL but leave admissible including CL.

4.7 Extra Ordinary Leave (Leave without Pay)

4.7.1. Extra Ordinary Leave (Leave without salary) may be granted to an employee in the following circumstances:

4.7.1.1. When no other leave by rule is admissible or



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4.7.1.2. When other leave is admissible, but the employee concerned applies, in writing for grant of extraordinary leave.

4.7.1.3. When an employee is undergoing treatment for cancer & Mental illness/pulmonary tuberculosis/pleunsy of tuberculosis origin/Leprosy, the BOM may at its discretion sanction the required extraordinary leave (leave without salary) for the treatment of such illness if the application is supported by the Medical Certificate issued by the Medical specialist treating the concerned disease.

4.7.2. If an employee has availed extra ordinary leave/Leave without allowance of some period of absence, has been treated as dies non i.e. non-duty during a half year, the credit of earned leave to be credited to his/her leave account shall be reduced by one tenth of the period of such leave and/or non-duty, subject to a maximum of five days.

4.8 Maternity Leave

4.8.1. A female permanent employee may be granted maternity leave for a maximum period of twenty six weeks.

4.8.2. A female staff appointed on consolidated salary on adhoc basis under Management for a minimum term and a staff who have actually worked for a period of not less than 160 days in the twelve months preceding the date of her expected delivery may be granted maternity leave for period of twelve weeks (six weeks prior to the date of delivery and six weeks from the date of delivery or twelve weeks at a stretch from the date of delivery as per the request of female staff member.)

4.8.3. Maternity leave may also be granted in case of miscarriage or abortion including abortion induced under the Medical Termination of Pregnancy Act, 1971 subject to the following conditions:

4.8.3.1. The leave does not exceed six weeks.

4.8.3.2. The application for leave is supported by medical

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certificate from a Registered Medical Practitioner.

- 4.8.4. A female employee who legally adopts a child below the age of three months or a commissioning mother shall be entitled to maternity benefit for a period twelve weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be.
- 4.8.5. Maternity leave may be combined with vacation or any other kind of leave.
- 4.8.6. Maternity leave shall not be debited to the leave account.
- 4.8.7. The salary payable during the maternity leave shall be equal to full of the salary drawn immediately before proceeding on leave.
- 4.8.8. No leave beyond the expiry of maternity leave will be granted, however, in exceptional cases where the female employees are not in a position to join duty immediately on expiry of maternity leave due to weakness or other illness Extraordinary leave (Leave without salary) not exceeding 30 days may be granted on production of medical certificate. Further leave beyond 30 days may be considered at the discretion of the BOG.
- 4.8.9. If the female employee does not return to duty on the expiry of maternity leave, the salary paid for the period of maternity leave shall be refunded/recovered.
- 4.9 Paternity Leave**
- 4.9.1. A male staff may be granted paternity leave during the confinement of his wife for a period of 15 days from the date of its commencement.
- 4.9.2. It shall not be admissible to male staff who has two or more than two living children.
- 4.9.3. It may be combined with any other kind of leave except casual leave. It cannot be en-cashed or merged with earned leave.

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4.10. Over Staying after the Leave

4.10.1. An employee who remains absent after the expiry of his/her originally granted or subsequently leave is entitled to no salary for the period of such absence. Absence from duty after the expiry of leave will render the employee liable to disciplinary action for misconduct except where the employee establishes to the satisfaction of the leave sanctioning authority that he/she was unable to join duty for reasons beyond his/her control.

4.11. **Employment during the Leave:** An employee who is on leave shall not take service or accept any work/profession/consultancy/employment in any capacity either honorary or otherwise, without obtaining permission from BOM in writing. Any violation of the rule attracts disciplinary action against such employees.

4.12. **Part-time Employees:** Part-time employees are not entitled to any other kind of leave admissible under this chapter except casual leave which shall be limited to one day for every month of service in each calendar year to vacation staff and fifteen days in each calendar year to non-vacation staff.

4.13. **Prefixing and Suffixing of Holidays:** The leave under these rules (except casual leave) may be either prefixed or suffixed or both by Sundays/Holidays but the intervening Sundays/Holidays shall be included in such leave.

4.14. **Leave for Employees on Contract / Adhoc:** For the members of staff who are appointed on contract basis for a minimum period of one year, leave will be allowed as follows:

4.14.1. Leave on full pay for 30 days and leave on half pay on medical certificate for 15 days for every year of the period of contract. Provided that no leave on full pay be granted to those working in vacation departments, however they work

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during any part of the leave on full pay in accordance with the provisions of these rules.

4.14.2. Three months extra-ordinary leave without pay may also be granted provide that the period of contracts is for at least three years.

4.14.3. Casual leave as indicated in rule 4.4 of these rules.

4.14.4. **Punctuality-**

4.14.4.1. Half a day's C/leave will be deducted for each late coming.

4.15. Vacations & Payment of Salary during Vacation

4.15.1. The educational institution shall remain closed after every semester as prescribed by the head of the Institution.

4.15.2. The following procedure shall be followed for the payment of salary for the period of vacation to the teaching staff: -

4.15.2.1. For all teaching staff who have not completed one year of service and not relieved but continued in service as on date of the commencement of vacation, 15 days salary only for the vacation months shall be paid or if the staff is prevented availing the vacation, full month salary shall be paid.

4.15.2.2. The balance of 15 days salary of each month of the vacation period shall be paid, after reporting for duty on re-opening of the institution after vacation in three monthly installments. Provide that salary for the vacation period shall not be drawn and paid for the months in which duty salary is drawn and paid.

4.15.3. The payment of salary for the vacation period is subject to the following conditions:

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- 4.15.3.1. Such teaching staff shall be present on duty on the last working day of commencement of vacation and the first working day on re-opening after vacation.
- 4.15.3.2. They should have deposited all their education certificates (Original) with the Head of the Institution before drawl of the vacation salary.
- 4.15.3.3. The Head of the Institution shall record a certificate in the bill that he has secured the original certificates from the employee for whom vacation salary is drawn in this bill and kept in safe custody.
- 4.15.3.4. They shall refund the vacation salary drawn for the first year in case they resign form service before completion of the second academic year. Similarly, they shall refund the vacation salary drawn for the second year in case, they resign before completion of third academic year. Thus they shall continue in service for three years in order to avail the full benefit of the vacation salary.
- 4.15.3.5. In case, they desire to take back the original certificates within three years of service they have to deposit two month's salary as the case may be in addition to the vacation salary drawn for the preceding vacation period such deposits will be refunded on depositing of the original certificates.
- 4.15.4. The above clauses are not applicable to those teaching staff who have completed three year of services as on the date of commencement of summer vacation.
- 4.16. Deputation of Employees for Higher Studies:** No employee shall have right to claim for deputation for higher studies, however any employee applies for sponsoring his/her candidature for higher studies permission

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at the discretion of the BOG may be given for higher studies subject to the following conditions:

- 4.16.1. The higher studies shall be voluntary and at his/her own request
- 4.16.2. Full or partial salary shall be granted for the period of study in case of Management employees.
- 4.16.3. Full or partial salary paid to the employees will have a bearing that they must serve the Institution after the completion of the studies at least for 5 years.

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CHAPTER – 5 DUTIES & RESPONSIBILITIES OF VARIOUS CADRES

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5.1. Chairman

- 5.1.1. Responsible for smooth and efficient functioning of the college keeping in view of the Vision and Mission of the institution within the frame work of the provisions of Trust Deed.
- 5.1.2. To ensure smooth admission process as per the Trust Deed, Rules & Regulations of UGC & Karnataka State Law University or concerned Regulatory Authority.
- 5.1.3. To preside over and conduct proceedings of BOG and all the sub committees.
- 5.1.4. To initiate and follow up action of all the BOM resolutions.
- 5.1.5. To review periodically all the financial, academic and other matters pertaining to the college.
- 5.1.6. To review service records of Principal of the college and to write confidential reports of the Principal.
- 5.1.7. To approve any of the tours within the country and abroad and to sanction all types of leave to the Principal in consultation with the Director subject to ratification of the BOG.
- 5.1.8. To sanction all types of permissible advances.
- 5.1.9. To give approval to the Principal/Director for certain specific actions of urgent nature subject to ratification by BOG.
- 5.1.10. To examine and approve proposals of Principal/Director on academic and administrative matters of the college subject to ratification by BOG.
- 5.1.11. To examine and approve the non-recurring expenditure exceeding rupees one Lakh submitted by Principal.
- 5.1.12. To undertake any policy/function delegated by BOG/BMSET
- 5.1.13. To initiate action on any matters of interest to the college subject to ratification by BOG.

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5.2. Director

- 5.2.1. The Director shall be responsible for overseeing the academic and administrative aspects of the management of the college, subject to the policies and guidelines issued by the BOG and BMSET.
- 5.2.2. He shall be a member of the BOG and all Sub-Committees.
- 5.2.3. To issue instructions and provide guidance to the Principal and other functionaries on the overall functioning of the college.
- 5.2.4. All the non-recurring financial related papers less than 1 Lakh shall be approved by the Principal and Director.
- 5.2.5. All policy matters/proposals like starting of new courses, alteration of intake, starting of new research centers are prepared in consultation with Director.
- 5.2.6. Construction/renovation of the buildings, are to be prepared in consultation with the Director and approval shall be obtained from the Building Committee/BOG/BMSET if required.
- 5.2.7. For all important policy matters the Principal is required to get the approval from the Chairman, routed through the Director.
- 5.2.8. Admission of management quota seats will be through BOG or any committee approved by BOG. Principal and Director will be members of this committee.
- 5.2.9. Director is specially responsible to oversee the implementation of policies and programmes directed by Govt. KSLU, Bar Council of India, UGC, BOG and BMSET.
- 5.2.10. To liaise with apex institutions like Bar Council of India, KSLU, UGC, to mobilize financial as well as technical support for building the institution
- 5.2.11. To oversee and counsel the teachers on teacher evaluation by students. Plan and overseeing & monitoring of semester wise activities of different courses.

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- 5.2.12. Any other duty and responsibilities assigned by the Chairman, BOG from time to time

5.3. Principal

- 5.3.1. The Principal is the Chief Executive of the College and is responsible to the Board for all academic, administrative and financial matters of the college.

- 5.3.2. He / She is to function as the Member Secretary of the Board of Governors.

- 5.3.3. To be a link between BOG, Chairman and Director on one hand & the college administration, staff and students on the other hand.

- 5.3.4. To provide the interface to Project the activities of the college as decided by the BOG/BMSET to all external agencies.

- 5.3.5. To ensure extension of all facilities and support for the conduct of the programmes of both 3 year LL.B., & 5 year BA/B. Com LL.B., or any other agency as decided by the BOG/BMSET

- 5.3.6. As the Principal is the Member Secretary of the Board, he/she is the functionary, legally responsible on behalf of the college in all matters.

- 5.3.7. To transact matters pertaining to academic and administration with all the departments and organizations concerned by bringing to the notice of Director and Chairman.

- 5.3.8. To furnish periodical statements (Say Quarterly) of financial, academic and other matters pertaining to the college through the Director to the Chairman.

- 5.3.9. To obtain approval of the Chairman on behalf of the Board subject to the ratification of BOG for any urgent action to be taken by him in consultation with the Director regarding the administration of the college.

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- 5.3.10. To oversee the service record of faculty and non-teaching staff and get the service records periodically updated through the AO and the office superintendent. The time gap in the entry of such service register should not exceed one year and get it verified by the concerned staff at the end of the financial year.
- 5.3.11. To write the confidential reports of all the faculty and maintain them in custody. However, the CRs of non-teaching staff (including Class IV will be written by the AO (as an IO) and submitted to the Principal (as RO) & for CRs safe custody with the Principal.
- 5.3.12. To oversee and ensure that the academic and administrative functioning of the college is smooth and satisfactory.
- 5.3.13. To ensure cohesiveness and active participation for smooth functioning of all the faculty members both teaching and non-teaching by interacting with them on a regular basis.
- 5.3.14. To interact with all external agencies such as industries and other professional organizations as could be decided by the Board/Trust in consultation with the Chairman/Director.
- 5.3.15. To take necessary legal advice and follow up action whenever required on behalf of the college.
- 5.3.16. To interact and pursue for effective and fruitful follow up of all matters concerning the academic, financial & administration of the college in consultation with Director. To this extent, to have close liaison with the State, Central Government Department, Bar Council of India and Karnataka State Law University.
- 5.3.17. To conduct periodic, monthly review meeting with the faculty and the administrative staff of the college to ensure effective internal follow up of all matters discussed at such meetings.

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- 5.3.18. To act as sanctioning authority for all tours of all faculty and staff members excluding himself/herself to keep the Director or the Chairman informed of all such tours approved.
- 5.3.19. To act as sanctioning authority for all the leave exceeding 5 days of all staff members excluding himself and to keep the Chairman/Director informed of the position in matter.
- 5.3.20. To sanction delegate's fee and permission for staff to present papers at National Conferences in consultation with the Director/Chairman.
- 5.3.21. To obtain the approval of the Chairman for the participation at National & International Conferences / National Moot Competition with information to the Director.
- 5.3.22. As regards participation in other activities outside the normal schedule of the college, prior intimation is to be given to the Director/Chairman.
- 5.3.23. To ensure admission of students to the Under Graduate and Post Graduate courses as per the norms prescribed by University and also, the State Government within the stipulated time schedule and obtaining the approval of the appropriate authorities for such admissions as and when PG Courses commence.
- 5.3.24. To ensure effective and satisfactory conduct of the academic activities by continuous monitoring of faculty and other facilities available and to put up proposals in this behalf in consultation with Director to Chairman of the Board for provision of necessary facilities such as staff requirements, purchase of equipment, books etc., through properly coordinated committees appointed for this purpose.
- 5.3.25. To receive examinations application forms for appearance at respective examinations and forwarding the same to the affiliated

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- University and to ensure satisfactory and prompt conduct of University examinations are per norms stipulated by the University and subsequently receive the results from the University and announce the same.
- 5.3.26. To ensure appropriate documentation through committees, whenever required of planning and development proposals for funding agencies, consultancy & collaborative organizations and any other material required by academic & administrative authorities such as the KSLU, BCI, State and Central Governments in consultation with Director.
- 5.3.27. To arrange for necessary collection of approved fees from students at prescribed rates and arrange for disbursement of stipends/scholarships to eligible students.
- 5.3.28. To ensure follow up and receive the appropriate grants from the various funding agencies.
- 5.3.29. To prepare Budget Estimates for capital and recurring expenditure in respect of the UG Courses in consultation with the Director.
- 5.3.30. To make payments towards the various activities of the college as per the approved Budget after scrutiny by the Director (Finance).
- 5.3.31. To oversee maintenance of proper records for receipts, payments and register of all assets of the college. Counter signature of the daily cash book with regard to financial transactions made to check at least in a fortnight.
- 5.3.32. To prepare the annual accounts and statements for purposes of audit by the chartered accountant and the statutory authorities, forwarding utilization certificates and the progress to the relevant funding authorities.
- 5.3.33. To ensure maintenance of proper discipline both among students and staff.

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- 5.3.34. To attend to the problems of the staff and students through appropriately constituted committees and holding of Town Halls for prompt redressal of the problems.
- 5.3.35. To ensure proper maintenance of the campus and arrangements for security for the assets of the institution
- 5.3.36. To attend the all matters pertaining to the Board. To arrange for the preparation of agenda and the meetings of the Board in consultation with the Director. To prepare the draft minutes of Board meetings for final approval by the Chairman. To take suitable steps for the implementation of the resolutions of the Board meetings and convey to the Board, the actions taken by him of the College in consultation with the Director.
- 5.3.37. Perform any other function that may be assigned by the Director/Chairman or the Board from time to time.

5.4. In charge Principal

- 5.4.1. During leave of more than 7 days or vacancy of Principal, any of the Senior Faculty members can be placed as in charge Principal with the approval of Chairman BOG who shall discharge all the duties and responsibilities of the Principal.
- 5.4.2. Any work entrusted by the Principal, Chairman and BOM

5.5. Professor

- 5.5.1.1. Design / Revision and up-gradation of Courses.
- 5.5.1.2. Instruction and conduct of the examinations as per the norms of the University in consultation with the Principal.
- 5.5.1.3. Academic and Administrative Planning and Developmental Work.
- 5.5.1.4. Making alternate arrangements when a faculty member is absent.
- 5.5.1.5. Coordination of NAAC activities.

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- 5.5.1.6. Curriculum Development and Developing Resource Materials
- 5.5.1.7. To improve Teaching Research Methods to the students and to have definite plan for every lesson, incorporate Case Laws in the lecture and make the class rooms fully interactive.
- 5.5.1.8. Assist the Principal in implementation of the goals of Strategic plan.
- 5.5.1.9. To conduct PT Meeting and document the same when conducted
- 5.5.1.10. To ensure training to faculty members in his/her Subject of Specialization.
- 5.5.1.11. To identify the students who are academically and emotionally disturbed and to conduct Counseling for them.
- 5.5.1.12. Co-curricular and Extracurricular activities
- 5.5.1.13. Conduction of Workshops/Seminars/Conferences and liaison with Industry and R & D organizations.
- 5.5.1.14. Conduct Remedial Classes.
- 5.5.1.15. Conducting Bridge Courses for Slow Learners.
- 5.5.1.16. Providing Leadership in PG Courses in his/her Field of Specialization.
- 5.5.1.17. Policy Planning and Monitoring.
- 5.5.1.18. Design/revision and up-gradation of courses.
- 5.5.1.19. Monitoring (Proctoring) students.
- 5.5.1.20. Publish at least two papers in a conference in a year (Either National or International)

In addition to the above, the Professor shall co-operate carefully and faithfully with the Head of the Institution and other members of the teaching staff in order to promote of an atmosphere of academic excellence, in the performance of extra duties and devoting extra time which is required for the welfare of the students and for the development of the Institution.

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5.6 Associate Professors

- 5.6.1. Deliver lecture, practical skills, methods and techniques to students using innovative methods & technology. Each faculty member must have definite plan for every lesson, incorporate Case Laws in the lecture and make the class rooms fully interactive.
- 5.6.2. To follow e-Teaching methods and use of PPT will be done efficiently.
- 5.6.3. Prepare course material, lesson plans for the courses assigned.
- 5.6.4. Students Assessment, Evaluation and Conduction of Examinations with utmost integrity.
- 5.6.5. Involving in Co-Curricular and Extra-Curricular Activities.
- 5.6.6. Proctoring, Mentoring and Guidance to the students.
- 5.6.7. Assisting in Conducting of Seminars, Workshops, Training, Conferences and Collaboration with Industries.
- 5.6.8. Assisting in Administration and other Developmental Works.
- 5.6.9. Publish at least two papers in conference in a year in international/national repute.
- 5.6.10. Keep abreast of current developments / affairs in their respective fields and discuss these as a subject in the class rooms.

5.7 Assistant Professors

- 5.7.1. Prepare course material, lesson plans for the courses assigned.
- 5.7.2. Deliver lectures using innovative methods & technology in teaching. Each faculty member must have definite plan for every lesson, incorporate Case Laws in the lecture and make the class rooms fully interactive.
- 5.7.3. To follow e-Teaching methods and use of PPT will be done efficiently.
- 5.7.4. Assist students for improving their learning in academics.
- 5.7.5. Monitor (Proctoring) students and maintain appropriate records.

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- 5.7.6. Conduct internal tests, semester end examinations & University examination with utmost integrity.
- 5.7.7. Attend at least one FDP (workshop / conference / STTP) during the lean period / vacation / semester breaks (minimum duration shall not be less than a week).
- 5.7.8. Involve in all College activities.
- 5.7.9. Any other duties & responsibilities assigned by the Principal from time to time.
- 5.8.10. Publish two papers in a year in referred Journals only.
- 5.8.11. To keep abreast and stay relevant in the current developments and discuss the issues with the students.

In addition to the above, it will be ensured that all the teaching faculty shall co-operate with the Principal / Vice Principal in promoting an atmosphere of academic excellence, in the performance of extra duties and devoting extra time which is required for the welfare of the students and for the development of the department and Institution.

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CHAPTER – 6
CONDUCT RULES, PENALTIES
&
PROCEDURE TO LEVY THEM

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6. Code of Conduct for Teachers:

6.2.1 No Teacher Shall:

- 6.2.1.1. Knowingly or willfully neglects his / her duties.
- 6.2.1.2. Propagate through his/her teaching lessons or otherwise communal or sectarian outlook or incite or allow any student to indulge in communal or sectarian activity.
- 6.2.1.3. Discriminate against any student on the ground of religion caste, creed, language, gender, place or origin, social and cultural background of any of them.
- 6.2.1.4. Indulge in or encourage any form of malpractices connected with the examination or other activities of the institution.
- 6.2.1.5. Make any sustained neglect in conducting class work or home work done by the students.
- 6.2.1.6. While being present in the institution, absent himself/herself except with the prior permission of the Head of the Institution from the class which he / she is required to attend.
- 6.2.1.7. Remain absent from the Institution without leave or without prior permission of the Head of Institution, provided that where such absence without leave or without the prior permission of the Head of the Institution is due to reasons beyond the control of the teacher (serious emergencies) it shall not be deemed to be breach of the code of conduct if on return to duty, the teacher has applied for leave and obtained post facto approval for the necessary sanction for the leave is required.
- 6.2.1.8. Accept any job of a remunerative or any non- remunerative character from any source other than the Institution or give private tuition to any student or other person or engage himself / herself in any business unless permitted by the Head of Institution.

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- 6.2.1.9. Prepare or publish any book or books, articles in press and media, whether directly or indirectly without the permission of the Principal.
- 6.2.1.10. Ask for or accept (except with the previous sanction of the Principal) any contribution or otherwise associate himself/herself with the raising of any funds or make any other collections, Whether in cash or in kind, in pursuance of any object whatsoever.
- 6.2.1.11. Engage himself/herself as selling agent or canvasser for any publishing firm or trader.
- 6.2.1.12. Enter into any monetary transactions with any student or parent nor shall he / she exploit his/her influence for personal matters in such a manner that he / she has to incur a debt beyond his/her means to repay.
- 6.2.1.13. Accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift from any student, parent of any student with whom he/she comes into contact by virtue of his/her position in the institution/college.

Explanation:

- a. The expression gift shall include free transport, boarding, lodging or any service or any other pecuniary advantage when provided by person other than near relation or personal friend having no dealings with him/her in connection with institution.

On occasions, such as weddings, anniversaries when the making of a gift is in conformity with the prevailing social practice, provided directly or indirectly it does not form act of corruption.

- 6.2.1.14. Practice or incite any student to practice casteism, communalism or un-touchability.
- 6.2.1.15. Cause or incite any other person to cause any damage to institution property.

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- 6.2.1.16. Behave or encourage or incite any student, teacher or other employee to behave in a rowdy or disorderly manner in the institution premises.
- 6.2.1.17. Be guilty of or encourage, violence or any conduct which involves moral turpitude.
- 6.2.1.18. Be guilty of misbehavior or cruelty towards any parent, guardian, student, teacher or other employee of the institution.
- 6.2.1.19. Organize or attend any meeting during the institution hour except where he/she is required or permitted by the Principal to do so.
- 6.2.1.20. No teacher shall undertake private tuition or any other assignment in any other Institution/Government departments / NGOs etc., without explicit permission from the head of the institution.
- 6.2.1.21. No teacher shall be permitted to inflict corporal punishment on a student.

6.2.2.

- 6.2.2.1. Be punctual in attendance and in respect of his/her class work and also for any other work in connection with the duties assigned to him/her by the Principal of the Institution.
- 6.2.2.2. Abide by the rules and regulations of the institution and also show due respect to the constituted authority.
- 6.2.2.3. Take prior permission from the BOM for contesting/ canvassing for any election and obey any direction issued by the BOM.

6.2.3 Nothing containing in sub rules of 6.2 shall be deemed to take way or bridge the right of a teacher/employee.

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- 6.2.3.1. To appear for any examination to improve his/her qualifications
- 6.2.3.2. To become or to continue to be a member of any literary scientific or professional organization.
- 6.2.3.3. To make any representation for the redressal of any bonafide, grievance, subject to the conditions that such representation is not made in any rude or indecorous language.
- 6.2.3.4. To organize or attend any meeting outside the institution hours subject to the conditions that such meeting is held outside the institution premises provided such meetings are not detrimental to the interests of the institution.
- 6.2.4. The breach of any condition specified in sub rules of 6.2 shall be deemed to be breach of the code of conduct.
- 6.2.5. The code of conduct specified for teachers shall apply to all other employees of the institution.
- 6.2.6. The staff shall discharge the responsibilities diligently in honest and un-biased manner with total commitment.
- 6.2.7. The staff shall maintain confidentiality. They shall not give or pass any information to any person unless he or she has been authorized to do so.
- 6.2.8. The staff shall ensure the safety of all the files, office equipment and other properties of the college under their custody.
- 6.2.9. The staff will not tamper or alter any records / documents without the approval of the Head of the Institution.
- 6.2.10. The staff will work to ensure that all necessary assistance is provided to the Head of the Institution to meet the necessary deadlines noticed by competent authority.
- 6.2.11. The staff shall not act in a manner amounting to insubordination, breach of trust, fraud etc.,

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6.2.12. The staff shall conduct themselves in a professional, cooperative and ethical manner and maintain the highest standards of decorum in the office.

6.2.13. They will assist the authorities in conduct of various programs & events in the college.

6.2.14. No representations will be forwarded direct to the higher officials but only through proper channel.

6.2.15. No staff member shall seek the interview directly with the higher officials unless the authority down the line has been exhausted.

In other words, the interview of the higher officials should be sought through immediate superior (proper channel). Any violation will attract disciplinary action.

The BMSET/BOG shall authorize the Principal of BMSCL to take appropriate steps/actions against the employee who does not adhere to the above said rules.

6.3 Misconduct & Suspension:

6.3.1. Misconduct: Without prejudice to the general meaning of the term, amongst others the following acts and omissions shall be treated as misconduct.

6.3.1.1. Theft, fraud and dishonesty in connection with the property of the institution.

6.3.1.2. Demanding/accepting or offering bribe or any illegal gratification whatsoever.

6.3.1.3. Drunkenness, fighting, notorious or disorderly or indecent behavior within the premises of the institution.

6.3.1.4. Willful insubordination or disobedience whether individually or in group with others to any lawful and reasonable order of a superior.

6.3.1.5. Sleeping while on duty.

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- 6.3.1.6. False statement made in the application for employment subsequently.
- 6.3.1.7. Anywhere within the establishment causing or threatening to cause mental and/or physical pain or injury to other employees either individually or collusion with others.
- 6.3.1.8. Committing any act likely to harm or endanger the institutions property.
- 6.3.1.9. Deliberately destroy or damage equipments or building.
- 6.3.1.10. Conviction for any criminal offence including moral turpitude.
- 6.3.1.11. Refusal to accept any communication charge sheet from the authority of institution.
- 6.3.1.12. Abstaining from appearing before any enquiry/authority/committee.
- 6.3.1.13. Failure to produce documents/papers etc., when called for
- 6.3.1.14. Habitual neglect of work
- 6.3.1.15. Smoking, Chewing tobacco/Gutaka/Pan Masala/Chewing gum and any other prohibited material whining the institution.
- 6.3.1.16. Habitual indiscipline or loitering.
- 6.3.1.17. Refusal to work any bonafide assignment, not attending to evaluation duty or other academic assignment assigned by the Principal, University or BOG.
- 6.3.1.18. Habitual irregularity in attendance.
- 6.3.1.19. Gambling within the premises of the institution.
- 6.3.1.20. Leaving the institution before time without permission.
- 6.3.1.21. Engaging or abetting in abusing and causing physical violence with another employee at any time in the institution.
- 6.3.1.22. Habitual absence without leave or overstaying when on leave.
- 6.3.1.23. Holding of unauthorized meetings in the institution.
- 6.3.1.24. Discourteous behavior.
- 6.3.1.25. Causing sexual harassment.

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6.3.1.26. Wearing objectionable dress and indecent exposure of the body.

6.3.1.27. Attending nature's call/spitting in open in the institution.

6.3.2 Suspension

6.3.2.1. The BOM or any other Competent Authority specified by the BOM may place an employee under suspension.

6.3.2.1.1. Where a disciplinary proceeding against the employee is contemplated or is pending.

6.3.2.1.2. Where a case against the employee in respect of any criminal offence is under investigation, enquiry or trial.

6.3.2.1.3. An order of suspension shall be in writing and shall take effect from the date of the order or such other date as may be specified therein.

6.3.2.1.4. An order of suspension made under this Rule shall remain in force until it is modified or revoked by the authority which made the order or by any superior authority.

6.3.3 Subsistence Allowance

6.3.3.1 An employee under suspension shall be entitled to draw subsistence allowance equal to 50% of the monthly gross emoluments drawn on the date immediately prior to the date on which the employee is suspended.

6.3.3.2 Where the period of suspension exceeds six months the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period, subsequent to the period of the first six months as follows.

6.3.3.2.1. The amount of subsistence allowance may be increased to 75% of the emoluments referred to in sub rule 6.3.3.1 if in the opinion of the said authority, the period of suspension has been prolonged due to the reasons to be



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recorded in writing not directly attributable to the employee under suspension.

6.3.3.2.2. The amount of subsistence allowance may be reduced to 25% of such emoluments if in the opinion of the said authority the period of suspension has been prolonged due to the reasons to be recorded in writing directly attributable to the employee under suspension.

6.3.3.3.3. No subsistence allowance is payable to the employee unless the management is satisfied that the employee was not engaged in any other employment, business, profession or vocation during the period of suspension.

6.3.4. Treatment of period of Suspension: If the concerned employee is honorably acquitted and reinstated, the fully pay and allowance which he would have been entitled to if he had not been suspended or reduced by the subsistence allowance already allowed to him/her be paid.

6.4. Discipline & Penalties:

6.4.1. **Penalties:** The BOG or any other authority empowered in his behalf herein called the "Disciplinary Authority" may for good and sufficient reasons impose one or more penalties on employees as detailed below:

6.4.1.1. Fine in the case of Class IV employees.

6.4.1.2. Censure.

6.4.1.3. Withholding of Increments.

6.4.1.4. Withholding of Promotion.

6.4.1.5. Recovery from pay of the whole or part of any pecuniary loss caused by the negligence of breach of the administration of the authority to whom the services of the employee had been lent.

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6.4.1.6. Reduction to a lower stage in the time scale of pay for specified period with or without the effect of postponing the future increments of his/her pay.

6.4.1.7. Reduction to a lower time scale of pay, grade, post or service which shall unless otherwise directed by a bar to the promotion of the employee to the time scale of pay, grade, post of service from which he was reduced with or without direction regarding:

6.4.1.7.1. Seniority and pay in the scale of pay, grade or post or service from which the employee was reduced.

6.4.1.7.2. Conditions of restoration of the scales of pay, grade or post of service from which the employee was reduced and his seniority and pay and such restoration to that scale of pay, grade, post of service.

6.4.1.8. Compulsory retirement from service.

6.4.1.9. Removal from service which shall not be a disqualification for future service elsewhere.

6.4.1.10. Dismissal from service.

Note: The Principal is authorized to impose the penalty mentioned in clause 6.4.1.1 & there shall be no appeal against his/her decision.

6.4.2. The following shall not amount to a penalty within the meaning of this rule:

6.4.2.1. Withholding an increment of an employee for failure to pass a prescribed departmental of language examination.

6.4.2.2. Stoppage of an employee's pay at the efficiency bar in the time scale on the ground of his unfitness to cross the bar.

6.4.2.3. Non-promotion to a higher post, whether in a substantive or officiating capacity after consideration of his case.

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6.4.2.4. Reversion to a lower post while officiating in a higher post on the ground that he is considered after trial to be unsuitable for such higher service, grade or post or on administrative grounds unconnected with his conduct.

6.4.2.5. Compulsory retirement in accordance with provisions relating to his superannuation or with the abolition of department or work related to his qualification.

6.5 Termination of the Service:

6.5.1. The BOG or any other authority empowered by it in this behalf may place an employee under suspension where a disciplinary proceeding against him is contemplated or is pending or where a case against him in respect of any criminal offence is under investigation or trial. During the period of suspension, the employee may be paid subsistence allowance as per Karnataka Civil Service Rules enforce.

6.5.2. Where on the conclusion of the enquiry, the BOG makes an order fully exonerating or acquitting him, the period of suspension shall be treated as period of duty and he be entitled to full pay and allowances due to him.

6.5.3. Where the BOG makes an order imposing any penalty, other than compulsory retirement, removal from service or dismissal, the employee shall be paid for the period of suspension such portion of his pay and allowances as the BOG may in its discretion specify and period of suspension shall count as duty unless the BOG has otherwise directed.

6.5.4. Where the BOG makes an order imposing the penalty of Compulsory retirement, removal from service or dismissal the employee shall be paid for the period of suspension such portion of his pay and allowance as the BOG may in its discretion, specify.

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6.6. Procedure for imposing Penalties: No order shall be passed imposing any of the penalties specified in clause (6.4.1.4 to 6.4.1.10) in this chapter except after an inquiry held in the following manner as per provisions of KSC(CCA) rules.

6.6.1. Definite charges should be framed on the basis of the allegations and which the enquiry is proposed to be held and a copy of the charge sheet with a statement of allegations on which they are based shall be furnished to the employee and he/she shall be required to submit his/her written explanation within a specified time limit and also to state if he/she desires to be heard in person.

6.6.2. For the purpose of preparing his/her offence, the employee may be allowed to offer explanations (concerning self) required by him/her at the discretion of the disciplinary authority. He/she may be allowed to take copies of such.

6.6.3. On receipt of the explanation within the time limit, the disciplinary authority may itself enquire into such of the charges as are not admitted or appoint a committee of inquiry or an inquiry officer for the purpose.

6.6.4. The employee may present his/her case before the inquiring authority with the assistance of another employee (approved by the disciplinary authority) but may not engage a lawyer.

6.6.5. The enquiring authority shall consider such documentary evidence and take such oral evidence as may be relevant in regard to the charges. On behalf of the employer a presenting officer shall present the case before the enquiring authority. The employer shall provide all the documents in support of the charge. The witnesses appearing in support of the defense may be cross examined by the person presenting the case of the charges namely the presenting officer.

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6.6.6. On the conclusion of the enquiry, the inquiring officer shall Prepare and submit a report on its findings in respect of each of the charges to the disciplinary authority. In case the disciplinary authority decides to accept the report of the enquiring authority for imposing any of the major penalties specified in clause 6.4.1 chapter-6 Supra, copies of the findings and of the report of the inquiring authority and of the documents relied upon by the enquiring authority for its findings shall be furnished to the employee notifying the action proposed to be taken by disciplinary authority by way of imposition of any of the afore said major penalties and the employee shall be given a reasonable opportunity to submit any representation in writing that he/she may wish to make against proposed penalties if the employee desires he/she may be permitted to make personal presentation also before the disciplinary authority in support of his/her written representation. The disciplinary authority shall take in to consideration such representation made by the employee before passing orders.

6.6.7. In regard to imposition of minor penalties specified in clause 6.4.1 of Chapter 6, the procedure to be followed is as follows

6.6.7.1. The employee should be informed of the allegations and the action or proposed action to be taken and he/she should give an opportunity to make any representation that he/she may wish to make.

6.6.8. The disciplinary authority shall consider such representations before passing an order.

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- 6.7. Notwithstanding the aforesaid rules, such other rules that are made and shall be made by the Board of Governors and other competent authority are made applicable to the employees of the BMS College of Law.
- 6.8. Principal is the disciplinary authority, Chairman of BOG is the Appellate Authority, an appeal must be filed within in 30 days from the date of the order of the disciplinary authority. The BOG is the Reviewing Authority in respect of disciplinary measures.
- 6.9. A review from the order of the Appellate Authority with Council of Trustees, within 30 days from the date of passing of the order by Appellate Authority.

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CHAPTER – 7

DELEGATION OF FINANCIAL POWERS

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7. Sub-committee and their financial powers:

All purchases of equipment's and furniture are to be procured through the Departmental Purchase Committee (sub-committee)/Institutional Purchase Committee as applicable.

7.1. Internal Purchase Committee: up to Rs 25,000/-

- | | |
|--------------------------------------|--------------------|
| a. Principal | : Chairman |
| b. Deputy Director | : Member |
| c. Registrar / Office Superintendent | : Member |
| d. Administrative Officer | : Member Secretary |

7.2. Institutional Purchase committee above Rs 25,000/-

- | | |
|-------------------------------|--------------------|
| a. Chairman, BMSCL | : Chairman |
| b. Director / Principal BMSCL | : Member |
| c. Deputy Director | : Member |
| d. Director (Finance 2) | : Member |
| e. Administrative Officer | : Member Secretary |

7.3. Holding of Imprest Amount:

- | | |
|-----------|----------------|
| Principal | : Rs. 15,000/- |
|-----------|----------------|

7.4. Honorarium towards guest & invited lectures.

As per the approvals obtained from the Chairman on a noting for various categories and to be updated once, every year.

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CHAPTER – 8 MISCELLANEOUS

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8. Miscellaneous

8.1 Laptop Loans

All teaching staff are eligible for grant of Personal Computer Advance (PC) not exceeding Rs 50,000.00 to be recoverable in 10 equal installments.

8.2 Medical Advance

8.2.1 80% of medical advance will be admissible for treatment/tests/investigation to all employees, if the case is of chronic ailment and certified by the authorized BMS Hospital Doctor and on the condition that the treatment is not available in BMS Hospital.

8.3 Children Education Aid

8.3.1 All employees of BMSCL are eligible for tuition fees for Rs 10,000/-PA.

8.3.1.1 This aid will be given up to Graduation level

8.3.1.2 Education Aid is to be provided to one child per employee.

8.3.1.3 Employees who have availed the fee concession for their wards who are studying in any of the BMS Institutions will not be considered for any educational aid for the second child.

8.3.1.4 The reimbursement will be from nursery to twelveth which include classes I to XII.

8.3.1.5 The School/Institution should be recognized by the Government.

8.3.2 In the case of spouse employed/earning, the employee has to furnish an undertaking that reimbursement of Children Educational Aid has not been claimed in respect of the child by any person other than the claimant.

8.3.3 E receipts produced as a proof of payment of fee, may be treated as original and claim for reimbursement of CEA.

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8.4. Travelling Allowance

8.4.1 Travelling Allowance will be applicable as per the BMSET rules in force.

8.5 Regularization of Staff on Contract and Adhoc Appointment

8.5.1 The Non teaching staff, their length of service, present consolidated salary paid etc., working on contract basis in the Institutions under BMSET, may be regularized after putting up four years of continuous service subject to the satisfactory performance and yearly performance reports as an adhoc employee.

All such employees will be screened by a Committee comprising of Chairman, Principal, Administrative Officer, the Director (Admin) for their suitability.

8.6 Promotion Policy

8.6.1. The promotions will be governed in accordance with the KCSR (Regulation of Promotion, Pay and Pension) Act 1973 in respect of Non teaching staff and UGC norms for teaching staff.

8.6.2. Cases for promotions will be screened by convening a Board of Promotion Committee (BOPC) to be nominated by the BOG.

8.6.3. The criterion for promoting an employee will be both seniority and earning of three consecutive Annual Performance Reports for consideration to the next higher grade.


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