

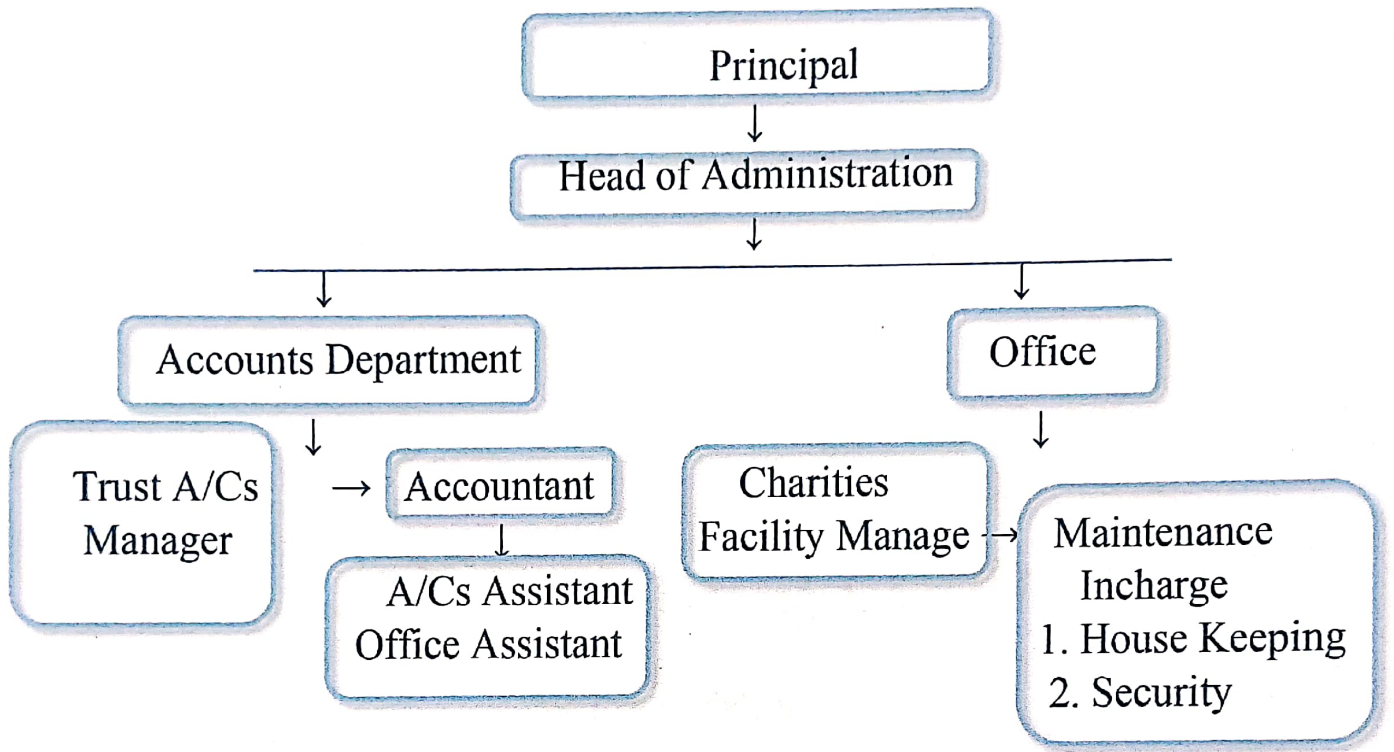
6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

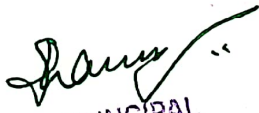
Sl.No	LIST OF DOCUMENTS
1.	Organogram showing Internal Administration
2.	Governing Council Record
3.	Service Rules and Code of Conduct for Teaching and Non-Teaching staff members.
4.	Leave Policy

6.2.2 Organogram showing Internal Administration



Organogram Showing Internal Administration




PRINCIPAL
R.B.A.N.M'S First Grade College
No. 12, Annaswamy Mudaliar Road,
BANGALORE - 560 042.
Mob : 8048533572

6.2.2 Governing Council Record

RBANMs FIRST GRADE COLLEGE, BANGALORE-560042

Proceedings of RBANMs 44th Governing Council Meeting of FGC

Proceeding of 44th Governing Council Meeting of RBANMs FGC was held on 25th may at 11 am in the office of the principal. ²⁰²³

Members Present

Sri A A Sanjeev Narrain	chairman
Sri A S Arvind Narrain	Trust Board Member
M Venkatesh	University Nominee
Prof Priya K	Staff Representative
Dr Chethan Bajaj	Principal & convener

Dr Chethan Bajaj, welcome the chairman and members for the meeting. The agenda was taken up for the discussion.

- a) confirmation of proceedings of previous 42nd GCM held on 22nd Dec 2022.
- b) Action taken report on the agenda discussed in previous meeting held was read and noted.
- c) NAAC grade Certificate was presented and appreciated.
- d) 5 Years Strategic plan was presented: -
- *Internship Programme with attractive stipend to students earn and learn.
 - *Entrepreneurship/Incubator Cell gives training to the students for start-ups.

3) Plan to Introduce new programs at PG level such as MBA MCA BBA Aviation & Bcom with Accounting & Finance specialisation, Bcom Vocational.

4) Aggressive admission strategy has been adopted with a target of 200 new admissions.

5) Placement Opportunities have been strengthened with MOU's with placement consultant, trainers and Alumni Connect.

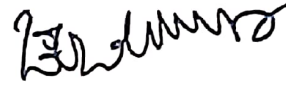
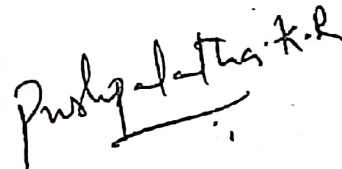
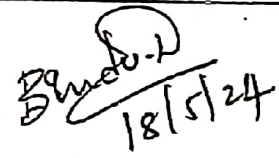
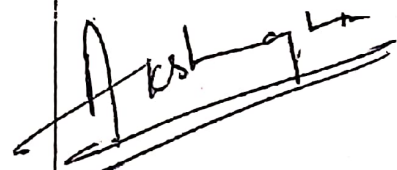
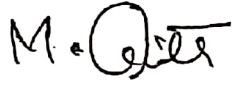
Principal & Convener
PRINCIPAL

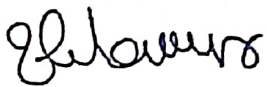
R.B.A.N.M'S First Grade College
No. 12, Annaswamy Mudaliar Road
BANGALORE - 560 042
Ph : 25312976

RBANM's FIRST GRADE COLLEGE

45th GOVERNING COUNCIL MEETING

30.04.2024

SL.NO	NAME	SIGNATURE
1	Ms. Chethana University Representative Bangalore City University, Bangalore-560001	
2	Dr. Chetan Bajaj Principal & Convenor RBANM's First Grade College Bangalore-560042	
3	Mrs. Pushpalatha Administration RBANM's First Grade College Bangalore-560042	
4	Prof. Bindu L Coordinator - IQAC RBANM's First Grade College Bangalore-560042	
5	Prof. Akshaya Kumari Staff Representative RBANM's First Grade College Bangalore-560042	
6	Prof. M. Nanditha Varma Staff Representative RBANM's First Grade College Bangalore-560042	



University Nominee

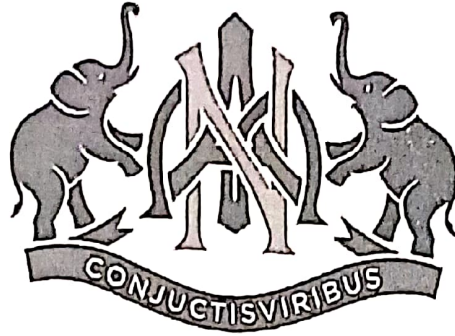
Prof. Dr. P.R. CHETANA
PG Dept. of Chemistry
Central College Campus
Bengaluru City University ..
Bengaluru - 560 001.



Principal
PRINCIPAL
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RBANMS FIRST GRADE COLLEGE

Annaswamy Mudaliar road, Bengaluru -560042



REPORT

45th GOVERNING COUNCIL MEETING

DATE: 30.04.2024

TIME: 2:50 PM

ATTENDEES

1. Ms. Chethana, University representative
2. Dr Chetan Bajaj, Principal RBANM's FGC
3. Mrs. Pushpalatha, Administration- RBANM's FGC
4. Prof. Bindu. L, Coordinator – IQAC, RBANM's FGC
5. Prof. Akshaya, RBANM's FGC
6. Prof. M. Nanditha Varma, RBANM's FGC

Introduction:

Dr. Chetan Bajaj extended a warm welcome to the members of the trust board, University representatives including Chethana, administrative personnel led by Pushpalatha, and the IQAC coordinator Bindu L. He also acknowledged the esteemed presence of Professor Akshaya and Professor M. Nanditha Varma.

Action Report:

Dr. Chetan Bajaj then invited Professor Akshaya to elaborate on the proceedings regarding the Action Report.

Action Taken Report: Prof. Akshaya

Meeting Agenda:

1. Confirmation of proceedings from the 44th Governing Council Meeting
2. Action Taken Report:
 - Addressing NAAC recommendations and revising the 5-Year Strategic Plan
 - Initiating new program evaluation and admissions improvement.
 - Enhancing result presentation, placement opportunities, and alumni engagement.
 - Implementing student-centric initiatives for empowerment.

Dr. Chetan Bajaj himself highlighted key points from the report, including the

- Outcome base Education
- The formulation of a comprehensive 5-year strategic plan, and
- The introduction of new academic programs aimed at enhancing educational offerings and improving admissions processes.

Presentation: Dr. Chetan Bajaj transitioned the floor to Professor M. Nanditha Varma, who delved into the intricacies of the 45th Governing Council Meeting's agenda and content presentation.

Agenda:

Admission Improvements: Glad to project the information about drastic improvement in admissions count for the Academic year 2023-24

AICTE Affiliation: We have been registered AICTE under the norms of BCA and BBA programs.

Result analysis: In the academic year, our pass percentages for all streams are commendable. BA achieves a pass percentage of 73.1%, BBA follows with 82.3%, BCOM with 81.3%, and BCA leads with an impressive 90% pass rate.

Future Plans:

- a. **New Programs:** Beginning with Journalism, MBA, Data Science, AI, Cloud Computing, Data Analytics ,IOT
- b. **Pedagogy Innovation:** From Lecture to Flipped Classrooms, Faculty development programs.
- c. **Certificate and value added courses:** Skill Enhancement – Interdisciplinary Courses, Industry Relevant and courses on trends, Data Analytics – BCA and MCOM, Full Stack Development – BCA final years (2pm)
- d. **Placement and Internship focus:** Live Projects, Alumni Association, Pre Placement Training – Saturday, Campus Placement
- e. **Incubation and Entrepreneurship:** Innovation & Entrepreneurship Development, Registered - Institution Innovation

Conclusion: Dr. Chetan Bajaj illuminated significant changes, including advancements in result analysis, the revelation of future plans involving incubation and entrepreneurship initiatives, and a heightened emphasis on facilitating placement and internship opportunities for students. Embracing the "Go-Getter Attitude," Dr.Chetan Bajaj emphasized the importance of proactive engagement in seizing these opportunities. In his concluding remarks, he not only effectively summarized the proceedings but also encouraged students to embody this proactive mind set, ensuring that all participants departed with a clear understanding of the discussions and actionable outcomes identified.



PRINCIPAL
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6.2.2 Service Rules and Code of Conduct for Teaching and Non-Teaching staff members.



Established in 1983

RBANM's FIRST GRADE COLLEGE

#12 Annaswamy Mudaliar Road, Opposite Ulsoor Lake, Bangalore 560042

Permanently Affiliated to Bengaluru City University, Re-accredited by NAAC

Recognized by Government of Karnataka and

Recognized under Section 2 (f) & 12 (B) of the UGC Act, 1956

SERVICE RULES

GUIDELINES ON SERVICE MATTERS APPLICABLE TO STAFF APPOINTED IN UN AIDED EDUCATIONAL INSTITUTION AND THOSE APPOINTED BY R.B.A.N.M'S MANAGEMENT AND NOT SUBJECT TO GRANT-IN-AID

1	Commencement and application	These Guidelines shall apply to staff appointed in schools, Colleges, in a R.B.A.N.M'S other than whose salary is paid by the State Government as grant-in-aid. These Guidelines shall be in force with effect from 01.07.2013 and subject to changes as may be brought into force from time to time.
2	Definitions	a) "Appointing Authority" means R.B.A.N.M'S The appointing Authority may designate any authority under the management to discharge the function of appointing authority b) "Cadre" means Teaching & Non-teaching staff Appointed by the Management c) "Management" means the authority competent to exercise this Guidelines i.e. Board of Trustees constituted under the Trust Deed drafted and registered. d) "Continuous Service" means service rendered by the staff without any break under the same Appointing Authority. e) "Contract" means the contract entered into in writing between a staff and the Management. f) "Duty" except where otherwise expressly provided includes - i) Service as a probationer. ii) Joining time. iii) Course of instructions or training authorised by the Competent Authority. g) "Emoluments" means, salary and allowance paid by the Management h) "Family" means the wife or husband of the employee as the case may be residing with him and legitimate children if residing with or wholly dependant on him. i) "Fund" means Staff Provident Fund and gratuity fund set up by R.B.A.N.M.S. j) "Holiday" means a Sunday, a weekly off or any other day declared as holiday by the Head of the Institution in consultation with the Management or Education Dept. of State Govt. of Karnataka. k) "Honorarium" means recurring or non recurring payment granted to the staff from the Management fund or remuneration for special work of occasional or of intermittent character. l) "Pay" means the amount drawn monthly by the staff as approved and sanctioned by the Management. m) "Leave" means permission to remain absent from duty granted by the Competent Authority by Head of the Institution/Management. n) "Probationer" means the staff appointed on probation for a stipulated period and on specific conditions for determination of his fitness for eventual substantive appointment to a permanent post.

**GUIDELINES ON SERVICE MATTERS APPLICABLE TO STAFF APPOINTED IN UN AIDED
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		c) "Management" means the authority competent to exercise this Guidelines i.e. Board of Trustees constituted under the Trust Deed drafted and registered.
		d) "Continuous Service" means service rendered by the staff without any break under the same Appointing Authority.
		e) "Contract" means the contract entered into in writing between a staff and the Management.
		f) "Duty" except where otherwise expressly provided includes –
		i) Service as a probationer.
		ii) Joining time.
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		l) "Pay" means the amount drawn monthly by the staff as approved and sanctioned by the Management.
		m) "Leave" means permission to remain absent from duty granted by the Competent Authority by Head of the Institution/Management.
		n) "Probationer" means the staff appointed on probation for a stipulated period and on specific conditions for determination of his fitness for eventual substantive appointment to a permanent post.
		o) "Temporary appointment" means an appointment of a staff on a purely temporary basis or for a stipulated period against a permanent post or a tenure post or a temporary post.

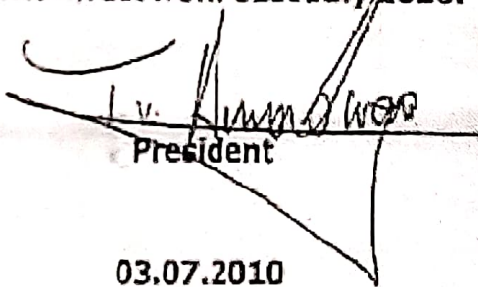
		p) "Time-scale of Pay" means pay which subject to any conditions prescribed in these Guidelines rises by periodical increments from a minimum to a maximum by the Management from time to time.
3	Procedure of appointment, Probationary period, Service Register, Working hours	1) "Procedure" –All appointments which are required to be made by nominations or by selection shall be advertised indicating the minimum academic or other technical qualifications, if any, experience required, posts, and the reasonable period (which shall not be less than 2 weeks from the date of advertisement. [Not mandatory] 2) Selection Committee shall consist of the following :- i) Chairman: President/his nominee ii) Hon' Secretary of the Management iii) Members of the Trust nominated by the Trust Board iv) Head of the Institution, (for posts other than the Head of the Institution) v) Subject Expert to assist the selection committee 3) "Probation" – The staff appointed to a post by selection shall be on probation. The probationary period shall be as decided by the Management from time to time and not less than one year. a) The Assessing Authority under whom the staff on probation is working, will at least three months before the expiry of probationary period, a report about the work and conduct of the staff with specific recommendations for confirmation in service or otherwise to the Hon' Secretary, R.B.A.N.M's Educational Charities b) On receipt of each report, the Hon' Secretary shall place the report to take follow-up action leading to:- i) Confirmation in service, ii) Extension of the probationary period, iii) Termination of service of staff, 4) Service Book – (i) A Service-book shall be opened and maintained for every person by the Head of the Institution for everyone. The service-book shall contain all essential events in his official career such as (i) his first appointment, (ii) his subsequent appointments (iii) increments (iv) stoppage of increments or other punishment with relevant office order in the matter, (v) all kinds of leave except casual leave, granted to him from time to time etc. (vi) any reward or appreciation of work. It shall be the responsibility of the H.M. or the Principal to keep service record up-to-date of a staff by making, within a reasonable time. 5) Working hours –The employee shall be required to discharge his/her duties and functions as required during the working hours prescribed for him/her by the Competent Authority from time to time
4	Guidelines for Leave and Kind of leave applicable	1) General Conditions:- 1) The leave cannot be claimed as a matter of right. Discretion to refuse or revoke leave of any kind is reserved by the Leave Sanctioning Authority may sanction or refuse the leave applied for. The employee shall have to apply for grant of leave, in the prescribed Forms. 2) KINDS OF LEAVE a) CASUAL LEAVE - The staff shall be entitled to 12 days casual leave in a calendar year:-

		i) Permission for casual leave shall ordinarily be obtained before the day from which casual leave is required. In exceptional circumstances where application of casual leave cannot be submitted before the leave begins ex-post-facto sanction for casual leave shall be obtained by the staff.
		ii) A member of the staff shall be entitled to not more than three days casual leave at a time. The same may be prefixed or suffixed with holidays and Sundays provided that the period of total absence does not exceed five days at a time. However, the total period of casual leave and holidays enjoyed in continuation at one time should not exceed five days, save only in exceptional circumstances, it may be extended upto seven days.
		iv) Casual leave cannot be combined with any other kind of leave.
		b) Earned Leave: Teaching Staff
		i) Teaching staff are eligible for 10 days of Earned Leave in a year. This can be credited on Jan:05 days, July 05 days in a year
		ii) Maximum Earned Leave is shall be accumulated upto 90 days
		b) Earned Leave for Non-teaching Staff:
		i) Non-teaching staff are eligible for 15 days of Earned Leave in year.
		ii) Earned Leave can be accumulated upto 90 days
		Other than C.L all other leaves will be with prior sanction unless under extraordinary circumstances.
		3) Leave Sanctioning Authority:-
		a) All kinds of leave other than Casual leave will sanctioned by the Management on the recommendations of Head of the Institutions
		b) Casual Leave may be sanction by the Head of Institution
		c) Casual Leave and any other kind leave applied by the Head of the Institution may be sanctioned by Management or any other person authorised to do so.
5	Guidelines to staff working in private Un Aided and Self Financing Educational Institutions	i) Definitions:- As defined in this chapter- 1 unless the context other wise requires-
		ii) "Controlling Authority means Board of Trustees of R.B.A.N.M's. Educational Charities (R)
		2) Qualification for staff:- The minimum staff qualification for recruitment, age of recruitment and retirement for staff in Private Unaided and Self Financing Educational Institutions shall be prescribed by the management from time to time
		3) Age:- The age limit prescribed for recruitment shall be as prescribed by the management, in confirmation with Govt. Regulations.
		4) Pay and allowance : The pay and allowance shall be as decided by the Management from time to time.
		5) Summer salary payment: The newly appointed temporary staff will get their summer salary only after confirmation of their probationary period or after regularise their service in next academic year as decided by the Management in each case.
		6) Retirement:- i) Superannuation retirement shall be at the age of 60 years. The staff shall deemed to retire at age of 60 years.
		7) Retirement Benefits:- On Super annuation or voluntary retirement the staff will get the contributing provident fund and gratuity as per the Guidelines issued by the management.

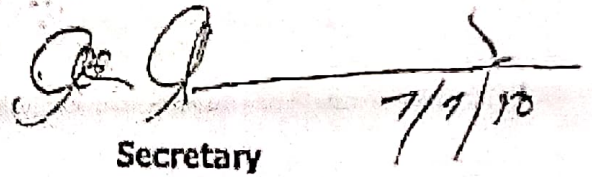
		8) Termination:- (1) The services of an staff employed for a specified period will automatically get terminated at the end of the period (2) Service of any staff may be terminated by payment or surrender of salary three months or advance notice on either side.
		9) Resignation:- The staff may resign from service by giving three month's notice in writing to the appointing authority or three month's salary in lieu thereof. Such notice shall be send to the Head of the Institution or a person authorized by him. The contents of resignation notice shall be forward it to the Hon'Secretary for acceptance, if the resignation is found to be voluntary.
6	Code of Conduct	1) Code of Conduct for staff of Educational Institutions:- To maintain absolute integrity, devotion to duty and do nothing which is unbecoming of an staff of an Educational Institution.
		1) Professional Duties:-
		1) (a) Every employee shall;-
		i) be punctual in attendance in respect of his work and any other work connected with the duties assigned of him by the end of the Institution.
		ii) Abide by the Guidelines and regulations of the Institution and show due respect to constituted authority.
		b) no staff shall
		i) knowingly or willfully neglect his duties:
		ii) remain absent from the Institution without leave or without the previous permission of the head of the Institution;
		iii) Include in, or encourage, any form of mal-practice connected with examinations or any othe school activity;
		2) The following also constitute mis-conduct of the staff attract disciplinary action from the management
		i) indulging in communal activities or propagating casteism;
		ii) Ill-treatment of students, other employees and indulging in rowdy or disorderly behaviour or violence;
		iii) Joining an Association, the object of which is prejudicial to the interest of the educational Institution or Management
		iv) participating in a demonstration or strike
		v) Accepting contribution or raising collection without previous sanction of the management;
		vi) Becoming Insolvent and / or getting into habitual indebtedness;
		vii) Consumption of intoxicating drugs or drinks.
7	Guidelines for Disciplinary action and Imposing Penalties	1) Nature of Penalties: One or more of the following penalties for good and sufficient reasons may be imposed on the staff namely:-
		(1) fine, in the case of 'D' group staff.
		(2) Censure;
		(3) Withholding of increments; with / without cumulative effect.
		(4) Withholding of promotions;
		(5) Recovery from pay of the staff in whole of part of any pecuniary loss caused by negligence or breach of orders of the Board of Management.

	(6) compulsory retirement;
	(7) dismissal from service which shall ordinarily be a disqualification for future employment
	2) Disciplinary Authorities:- 1) The Board of Management may impose any of the penalties specified under this Guidelines on any staff:
	(a) The Head of the Institution may impose any of the penalties specified in clauses (1), (2) and (3) with prior approval of the Management
	(b) The Board of Management may impose any of penalties specified in clauses (4) and (7) under this guidelines.
	(b) The Board of Management shall be competent to impose penalties specified (1) to (7) on any staff.
	(e) Procedure to impose penalties :- The disciplinary authorities will follow the principles of natural justice while conducting enquiry and imposing penalties as stipulated in this Guidelines and the same shall be placed before the management for consideration and final approval.
	3) Communication of Management orders to staff:
	The Management imposing any penalty or otherwise affecting this condition of service to his prejudice shall be communicated to the staff by the Hon. Secretary by Regd. Post Acknowledgement due;

Draft approved in the Trust Board meeting held on 03rd July 2010. These regulations come into effect from 01st July 2010.


President

03.07.2010


Secretary

6.2.2 Leave Policy



Hon Secy No H.O./3/34

1st Jan 2023

Head of all Institutions
Under the Charities

LEAVE POLICY FOR RBANM'S MANAGEMENT EMPLOYEES

Leave is a matter of privilege and not a right. Leave can be granted to an individual if his/her absence does not adversely affect the functioning of the Institution. When a person avails leave, it is his/her responsibility to ensure that the charge he/she holds or the duties he/she performs are properly handed over to another person approved by the Head of the Institution. If the individual proceeding on leave holds keys, sensitive documents, cheques, stamps etc., they must be handed over to another person approved by the Head of the institution. The whole idea is that no work or duty should be held up when any individual proceeds on leave. It is the responsibility of the Head of Institution to regulate leave evenly throughout the year to avoid bunching during certain months or festivals.

The leave policy for RBANM's Management employees effective from January 1st, 2023 is given in the succeeding para.

1. Teaching Staff

Since the teaching staff have vacation during summer and Dusshera holidays, they will be entitled to take leave in a calendar year as under:-

- a) CL - 10 days
- b) EL - 05 days

2. Non-Teaching Staff

Staff members of Charity Office, Schools, and Colleges are non-vocational, work throughout the year and do not avail vacation. Hence they are entitled leave as under:-

- a) CL - 12 days
- b) EL - 10 days (minimum 3 days)

3. Carry forward of EL to next academic year is not permitted

Encashment of EL as a welfare measure and to encourage Teaching/ Non-Teaching staff of Charity Office, Schools and Colleges to work for more number of days, encashment of un-utilised EL will be permitted. Outstanding EL can be encashed at the end of the same year. Payment will be done along with the salary of January of the next calendar year.

4. Contract Employees

a) Contract Lecturers are not eligible for PL for the first year of their service. From the subsequent years they are eligible for:

a) PL - 05 days

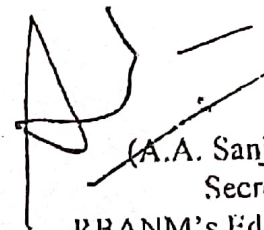
b) Contract Lecturers in the first year are eligible for one day CL for every completed month of their service.

b) CL - 12 days

Part time Lecturer

Part time lecturers are not eligible for any leave. However, they may be allowed to adjust the classes an avail CL by compensating the work on some other day during the same month with the permission of the Head of Institution.

Maternity leave as per Government rule. Management full time employees and contract employees are eligible from 2nd year onwards.



(A.A. Sanjeev Narrain)
Secretary
RBANM's Educational Charities

Copy to:

- 1) RBANM's FAC-D
- 2) RBANM's FAC-E
- 3) RBANM's PUC-D
- 4) RBANM's PUC-E