



Swamy Vivekananda Vidya Samsthe (R), Shikaripura

ಕುಮದ್ವತಿ ಶಿಕ್ಷಣ ಮಹಾವಿದ್ಯಾಲಯ

KUMADVATHI COLLEGE OF EDUCATION



Aided, Permanently Affiliated to Kuvempu University, Recognised by NCTE & UGC Act 2(f), Section 12(B) & NAAC Accredited with B Grade (2.70 CGPA)

Shivamogga Road
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Shikaripura – 577 427

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INSTITUTIONAL POLICY



2022



SILVER JUBILEE YEAR
Swamy Vivekananda Vidya Samsthe (R)



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Shivamogga Road **Shikaripura – 577 427** Shivamogga District
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INSTITUTIONAL POLICY

FOR CAS, WORKSHOPS, PAPER PRESENTATIONS, PUBLICATIONS, LEAVE, PATENTS, RESEARCH PROJECTS, BOOK PUBLICATIONS, EXCURSION, SPORTS & CULTURAL PROGRAMMES

It is hereby informed to note that Kumadvathi college of Education has revised the scheme to sponsor faculty members for attending workshops, seminars, conferences, and symposiums, FDPs, QIPs and/or any other training programme in order to upgrade teaching, learning and research skills, which will benefit teaching and learning processes at Kumadvathi College of Education. The amount shown is for a Financial Year starts from 1st Apr and ends on 31st of March. The details of the schemes are as follows:

(1) Paper Presentations, workshops, FDPs, Symposiums, QIPs, paper publications (IEEE, Scopus Elsevier UGC/AICTE approved and indexed) & any other training programmes:

Kumadvathi College of Education

A total of Rs 25,000/- has been approved to be utilized annually with a maximum of Rs.2,500/- per faculty annually.

Terms and Conditions:

- ✓ In case if the amount reserved is found insufficient; additional amount may be sanctioned on specific recommendations and it shall be through proper channel in writing.
- ✓ If the amount is not used in any FY; the unutilized amount cannot be carried forwarded to the next FY.
- ✓ Head of institutions need to check the quality of the workshops, seminars, conferences, symposiums, FDPs and QIPs before it is forwarded in writing for clarity.
- ✓ Applications of the faculty member shall be processed through proper channel with relevant documents and copies.
- ✓ In case of sponsored QIPs, FDPs etc HODs/institution/s to sanction SCLs only.

- ✓ Prior approval is required and documents/certificate for having attended and completed the course shall be submitted to Accounts/HR through proper channel.
- ✓ The amount shown may be changed and/or withdrawn any time at the discretion of the Management.

(2) Performance Based Self-Appraisal System (PBSA) :

Every year institution also receives individual Performance Based Self-Appraisal Report of the faculty as per UGC Guidelines revised Career Advancement Scheme (CAS).

If the faculties are lagging behind to submit their individual performance based self appraisal with respect to their publication of research paper/thematic papers, book publications, and participation in seminars, They were instructed to upgrade the same within the stipulated period.

(3) Patents:

An invention relating to a product, a paper or a process that is new, can be patented. After filing the application for the grant of patent and after the examination; a report is issued; the applicant is given an opportunity to meet the objections raised in the report. The Applicant has to comply with the requirements. If the requirements of the examination report are not complied with within the prescribed period of 12 months, then the application is treated to have been abandoned by the applicant. After the removal of objections and compliance of requirements, the patent is granted and notified in the Patent Office Journal in India. (For more details you may long on to: <https://ipindia.gov.in/patents.htm>) Management is pleased to honor such faculty member/s with a clear title of patent obtained during the working tenure with Rs.20,000/- per patent. If the numbers of faculty members are more than one in a patent publication; prize amount shall be shared between or amongst the faculty members. If the faculty member/s is/are from different institute, the share of our faculty member will be given as decided by the competent authority on a proportionate basis.

Terms and Conditions:

- ✓ Faculty member should have got the patent published during tenure of service at KCE.
- ✓ HODs and Heads of institutions need to check the patent certificate and its genuineness and then only they will have to recommend for sponsorship.
- ✓ If the patent publication is sponsored by some other agencies, then the faculty is not eligible for this incentive.
- ✓ Faculty member will have to process the application through proper channel with a copy of the patent published in writing.

- ✓ Fulfilling the terms and conditions as mentioned the Indian Patents Act, 1972 is the sole responsibility of the patentee/s and strictly adhering to the norms of the Patents Act, 1972 is also the duty of the patentee/s. Kumadvathi College of Education is not responsible for any communication from Patents office. Kumadvathi College of Education will not directly communicate with patents office. Any details asked by the patent's office shall be fulfilled / submitted by the Principal Investigator and Co investigator.
- ✓ The amount shown may be changed and/or withdrawn any time at the discretion of the Management.

(4) Book Publication with ISBN:

In order to encourage writing and authorships amongst the faculty members. KCE is introducing the best practices and therefore has decided to honor the authors with a cash prize for book publication with ISBN. Authors can also submit the copy of self-publications (if any) for consideration under this scheme. If the numbers of authors are more than one; prize amount may be shared between or amongst the authors.

Terms and Conditions:

- ✓ Authors can submit a written application through proper channel with two copies of the book.
- ✓ Faculty member should have got the book published during tenure of service at KCE
- ✓ If the book is a self-publication, it will still be considered. Author can file an application with 2 copies of the books. This is subject to approval by the management.
- ✓ This is applicable only for the book publication not for the study material being given to the students or the study material written for other institutes or Universities of distance education.

(5) Sports (Indoor and Outdoor), Games and Cultural Programmes:

KCE liberally encourages Sports (Indoor and Outdoor), Games and Cultural Programmes within KCE Campus amongst the employees of KCE once in a year without disturbing the academics and classes.

Winners of the Sports (Indoor and Outdoor), Games and Cultural Programmes shall be felicitated. KCE sponsors dinner for all the employees and felicitates the winners with mementos.

Department of Physical Education and the Principal to take lead in organizing these programmes in consultation with CCA for the benefit of all employees of KCE.

(6) Excursion/Pleasure Trips:

KCE encourages excursions of not more than 24 hours including to and fro journey. Staff in charge will have to take the lead in organizing excursions in consultation with Principal. All the employees are eligible. Participating in excursion is optional. Excursion will be sponsored by KCE once in a year especially on Sundays and holidays.

(7) Leave Related Rules and Polices : (As per KCSR)

- **Earned Leave:** Subject to the provisions of rule 9, and sub-rule (2) of this rule, the maximum earned leave that can be granted to a member of the service at a time shall be 180 days. Provided that earned leave granted as preparatory to retirement shall be subject to a maximum of 300 days.
- **Maternity Leave :** (Applicable for 2 Children 180 days each under AIS (Leave rules) 1955 sub rule 18(1)) Maternity leave may be granted to a woman member of the Service with less than two surviving children on full pay up to a period of 180* days from the date of its commencement. During such period, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- **Paternity Leave:** (15 days within 6 months of Child Birth as per sub rule 18 (b) only for 2 children's) A male member of the Service (including a probationer) with less than two surviving children, may be granted paternity leave by an authority competent to grant leave for a period of 15 days, during the confinement of his wife for childbirth, i.e. up to 15 days before, or up to six months from the date of delivery of the child.

(8) Our Philosophy and Values:

KCE is committed to a set of educational values based on our philosophy of equal opportunity, fair treatment and creation of a very effective motivation and performance, recognition, reward and open-door communication which facilitates meaningful exchange of ideas.

This policy is effective from **01/01/2022**. We encourage all employees to utilize opportunities and benefits of this policy.

This has been approved by the Management.

Copy FWCs for records and compliances:

To the Principal and Accounts Section


Principal
Kumadvathi College of Education
Shikaripura