

SVMVV SANGHA'S
SHRI VIJAYA MAHANTESH ARTS AND COMMERCE COLLEGE FOR WOMEN , ILKAL
GOVERNING BODY OF COLLEGE 2020 -21

SL. NO	Name	Board Members
1	Shri. M.V.Patil	Chairman, Shri. Vijaya Mahantesh Vidhya Vardhaka Sangha, ILKAL
2	Shri.G.M.Bora	vice. Chairman, Shri. Vijaya Mahantesh Vidhya Vardhaka Sangha, ILKAL
3	Shri. Ashok. V. Bijjal	General Secretary, Shri. Vijaya Mahantesh Vidhya Vardhaka Sangha, ILKAL
4	Shri. Sharanappa. C. Akki	Chairman, College Governing Body, ILKAL
5	Shri. B.V. Maratad	Member
6	Shri. C. P. Indi	Member
7	Dr. K. V. Akki	Member
8	Shri. C.P. Salimath	Member
9	Shri. S. T. Amaravati	Member
10	Shri. R. N. Chillal	Member
11	Prof.V. V. Alegavi	Member
12	Shri C.R. Jadimath	Member
13	Shri.N.M. Gotur	Member
14	Shri. H.V. Mamuni	Member
15	Smt. Shakuntala. Channi	Member
16	Shri. B. N. Desai	Menmber
17	Shri. C. G. Shivabal	Member
18	Shri. D. H. Bora	Member
19	Shri . R. A. Shyavi	Member
20	Shri. B. C. Neralakeri	Member
21	Smt. Lalitabai. Sapparad	Member
22	Smt. Shantabai. M. Gaddi	Member
23	Smt. Rajeshwari. Shivanand. Ooda	Member
24	Shri. N. B. Hosamani	Member
25	Shri. S. B. Handaraal	Member
26	Shri. D. B. Handaraal	Member
27	Shri. S. B. Adavibavi	Member
29	Principal, Shri. B. B.Suggamad	Ex-Officio Secretary




Principal
S. V. M. Arts and Commerce
Women's College, ILKAL-587125

-- :- SHRI VIJAYA MAHANTESH VIDYA VARDHAK SOCIETY -- :-
ILKAL (DIST:BIJAPUR)

SERVICE CONDITIONS, RULES.

I. TITLE AND APPLICATION:

- (1) These Rules may be called S.V.M.V.V.Society Service Conditions, Rules, 1972.
- (2) They shall apply to all the employees whether serving in the Society or in any institution managed by the Society and they shall also apply to all the employees serving in the Society or in an institution of the Society prior to the date of these rules coming into force.

II. DEFINITIONS:

- (1) 'Society' means Shri.Vijaya Mahantesh Vidya Vardhak Society, Ilkal (Dist: Bijapur).
- (2) 'Management' means Board of management of the Society.
- (3) 'Governing' Body' means Governing Body of the S.V.M. Arts & Science College, Ilkal unless the context otherwise requires.
- (4) 'College' means S.V.M.Arts Science & Commerce College, Ilkal unless the context otherwise requires.
- (5) 'Chairman' means Chairman of the Board of Management of S.V.M.V.V.Society, Ilkal.
- (6) 'General Secretary' means General Secretary of the Society.
- (7) 'Year' means year starting from 1st April and ending on 31st March.
- (8) 'Principal' means Principal of College unless the context otherwise requires.
- (9) 'Employee' means employee serving in the Society or in any institution of the Society.

III. APPOINTMENT:

- (1) An employee will be first appointed on purely temporary basis. He shall be made permanent on the recommendation of the Principal, when his service is found to be satisfactory. A Head of the institution shall be made permanent on the recommendation of the General Secretary when his service is found to be satisfactory.

IV. PAY AND SCALE OF PAY:

- (a) An employee shall be paid according to upto date orders of Government, Pay and scale of pay that is held admissibel for Grant-in-aid by the Director of Collegiate Education, Bangalore.

(b) INCREMENTS:

The Periodical Increments to all the employees shall be sanctioned by the Chairman on the recommendation of the Head of the institution and in case of the Head of the institution on the recommendation of the General Secretary.

V. PROVIDENT FUND:

An employee shall subscribe to the Provident Fund according to the Government Rules in force for the employees of the college.

VI. MEMBERSHIP OF DIFFERENT ASSOCIATIONS:

- (a) No employee of the Institution shall join and become Member of any other society or organisation or body or association and shall not participate in the activities prejudicial to the institution and the management. The employees except the Heads of the institution shall not hold any post or become a member of the Managing Governing OR General Body of the Management even though he donates amount to the Society and even though Society accepts the donations from its employees.
- (b) No servant of the institution shall be a member, representative or officer of any Association representing or purporting to represent, institution servants or any class of servants or students of the institution unless such association is recognised by the Management.
- (c) A servant of the institution shall not contest any election to, or be a member of the Legislative Assembly or Council of State or of Parliament, without the previous permission of the Management. He can however, if he is qualified to vote in any elections, exercise his right to vote but he shall give no indication of the manner in which he proposes to vote or has ~~is~~ voted.
- (d) No institution servant shall be a member of, or be otherwise associated with, any political party or any organisation which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.
- (e) If any question arises whether any movement or activity falls within the scope of this rule, decision of the Management shall be final.
- (f) Teaching and non-teaching employees should not collect any funds or donations without the explicit permission of the management.

(e) STRIKES - No employee shall engage himself in any strike or incitement thereto. Refusal on the part of an employee to receive his pay will be deemed to be as a strike for purposes of this rule.

VII. DISCIPLINE:

The employee shall not take up any service, trade or profession elsewhere during the period of service and leave, without the written permission of the Head of the institution in which he is working. In addition to academic work in the institution he may be required to participate in and work for extra curricular and corporate activities of the institution including social service.

VIII.(a) An employee who remains absent without leave even for a single day renders his liable for dismissal. The Head of the institution shall call for an explanation from the servant so remaining absent. If he is not satisfied with the explanation or if it is not submitted within a month from the date of issue of notice calling for the explanation he shall refer the matter for consideration to the Governing Body, whose decision shall be final.

(b) The management expects of every employee a high standard of moral behaviour. His conduct even outside the institution should be absolutely above board. He should not whether in action or speech lay himself open to any sort of reproach. He should be careful in expressing his views on the matters of the institution or the Society while travelling in trains or buses or in places where persons unknown to him are present or to persons who may disseminate such views if they are in the nature of criticism of Society's policies or actions either intentionally or un-intentionally.

(c) CONNECTION WITH PRESS OR RADIO:

(1) No employee shall, except with the previous permission of the management own wholly or in part, or conduct or participate in editing or managing of, any newspaper or other periodical publication.

(2) No employee shall, except with the previous permission of the management, participate in a Radio board-cast or contribute any article or write any letter, either anonymously or in his own name or in the name of any other person to any newspaper or periodical. Provided that no such permission shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character.

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(d) INSOLVENCE AND HABITUAL INDEBTEDNESS:

An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee who becomes the subject of a legal proceedings for indebtedness or insolvency may be discharged from service.

(e) All representations of whatever nature from the employee in connection with his employment or in connection with his institution to any authority shall always be addressed through the Head of the institution.

IX. During the temporary period of service no employee is entitled for any other kind of leave except Casual Leave at one day for every completed month of service in the academic year.

X. During the temporary period if the work of an employee of the institution is not found to be satisfactory he will be discharged from the institution without notice assigning any reasons.

XI. A non-permanent employee shall give a month's notice before quitting service and if he quits without notice he shall forego one month's salary. In the case of permanent employee he shall give three month's notice and if he quits service without notice he shall give 3 months salary to the Society.

XII. It is obligatory on the part of every permanent employee to join the Provident Fund Scheme, Insurance and other schemes introduced by Government in his own interest.

XIII. AGE OF SUPERANNUATION:

The age of superannuation of all the employees shall be 60 years. A permanent employee may be discharged from service before he attains the age of superannuation if he is found physically and mentally unfit. No servant of the institution shall be retained in service beyond the age of 60 years.

XIV. TERMINATION OF EMPLOYMENT:

Except in case of gross misconduct, indiscipline, insubordination, or any act prejudicial to the proper management of the institution, the services of a member should not be terminated without three month's notice, if he is ^{confirmed} ~~terminated~~ ^{or} ~~terminated~~ without temporary, provided however, that when such notice is not given, the college authorities shall pay him an amount equal to the salary for the period of the notice. In the case of the permanent member whose services are so terminated, he shall have a right to appeal to the Syndicate.

XV. In the event of retrenchment of employees the services of permanent employees may be terminated by giving 3 months notice or in lieu thereof three months salary. Whenever such

retrenchment is effected in the service of the junior-most employee on the establishment shall be terminated.

XVI. GENERAL CONDITIONS OF SERVICE:

- (a) All the employees shall during the period of their service employ themselves honestly and efficiently under orders of the Head of the institution under whom they may be placed and shall make themselves in all respects generally useful to the institution and the Society. They shall devote their whole time to the duties of the institution. A full-time employee shall be on the premises, the premises of the institution for any number of hours in a week as prescribed by the Head of the institution from time to time.
 - (b) No employee shall ordinarily absent himself from his duties without having first obtained the previous permission of the Head of the institution.
 - (c) Every employee shall carry out such duties pertaining to the institution and the Society as may be assigned to him from time to time by the Head of the institution.
- XVII. The Management may appoint an employee on any other terms and conditions not specified in the rules provided such conditions and terms are reduced to writing and signed by the employee. (Special service or on Contract basis).
- XVIII. If an employee commits breach of any of the service conditions or rules the Head of the institution shall hold an enquiry and if the breach is proved the Head of the institution may warn the employee or ~~with~~ withhold promotion or increment for a period not exceeding 4 years (1 to 4 years) or inflict any other punishment as deemed fit including any amount of fine. In case of damage or loss to the movable or immovable property of the institution the same shall be made good by the person causing such damage or loss.
- XIX. The employee of the Teaching staff shall not be eligible, for the vacation salary unless he remains in service till the end of the academic year and is present on the last working day and the re-opening day of the college after vacation. The permanent or temporary employee who quits his service at the end of the academic year, or ~~either~~ either after Ist term or IInd term shall not be eligible for the vacation salary.
- XX. All employees except those on special or contract service shall be eligible to join P.F. and other schemes approved and sanctioned by Government.

- XXI. No appointment of an employee of the institution shall be valid unless an application has been submitted giving the necessary details and a letter of appointment has been issued by the management.
- XXII. The appointment of an employee shall not be confirmed unless he is certified as fit by the Registered Medical ~~Practitioner~~ Practitioner named by the management.
- XXIII. PRIVATE TUITION:
No teacher shall be allowed to do private tuition except with the explicit permission of the Head of the institution.
- XXIV. LEAVE RULES:
Leave cannot be claimed as a matter of right. Discretion to refuse or ~~revoke~~ revoke leave rests with the Head of the institution or the management as the case may be.
- XXV. The Head of the institution is authorised to sanction Casual Leave. All ~~the~~ other kinds of leave except Casual Leave shall be sanctioned by the Chairman of the Governing Body on the recommendation of the Head of the institution and in case of the Head of the institution on the recommendation of the General Secretary. Casual leave may be given in special or unforeseen circumstances upto 15 days in the ~~the~~ academic year, subject to the condition that ordinarily not more than seven days can be enjoyed at a time. It shall not be prefixed or suffixed to other kind of leave and vacation. But it can be combined with Sundays and other declared holidays so that the total period shall not exceed ten days.
- XXVI. Casual leave to temporary employees ~~will~~ will be granted in the same manner as those holding permanent appointment. But in the case of new ~~new~~ entrants, who have not put in at least one year's service casual leave will be granted in proportion to their service at the rate of one day for every completed month's service.
- XXVII. The Members of the Teaching Staff are not entitled for any kind of leave other than casual leave. Taking in view of the exigence of a member of the Teaching Staff the Chairman of the Governing Body may at his own discretion shall sanction leave other than Casual Leave.
- XXVIII. The Earned Leave admissible to permanent non-teaching employees in respect of any year in which they are prevented from availing themselves of the full vacation is in proportion to the following periods as the number of days and vacation not taken ~~to~~

- (a) To an employee other than Class IV service 30 days; and
- (b) to an employee in class IV service 15 days, provided that such an employee will cease to earn such leave when the earned leave due amounts to 120 days.

XXIX. Head of the institution shall detain a minimum number of non-teaching employees during vacation according to the exigencies, with the explicit permission of the Chairman.

XXX. Extra-ordinary leave (Leave without pay and allowances (This applies to both Class III and Class IV servants) may be granted to an employee in special circumstances when no other leave is by rule admissible or when other leave is admissible but the employee applies in writing for the grant of extra-ordinary leave. In the case of permanent employee such leave shall not exceed 3 month's ordinarily at any one occasion. The authority empowered to grant leave may commute ~~xxxxxx~~ retrospectively periods of absence without leave into extra-ordinary leave.

XXXI. Study leave not exceeding two years (ordinarily) be granted by the management on such terms and conditions as may be laid down by the management.

ILKAL.
21-7-1972

Sd/-
General Secretary,
S.V.M.V.V.Society, Ilkal

Sd/-
Chairman,
S.V.M.V.V.Society,
Ilkal.

TRUE COPY

Bajantri.

Principal
S.V.M. Arts and Commerce
Women's College

Copy w.c. to all the Head of the Institutions.

① The heads of the institution ^{are} requested to circulate the said rules among the members of the teaching and non-teaching staff for their information and useful action.

② The rules ^{found} in the agreement about 91kal of employees ^{are} mandatory.
 91kal
 27-12-91



Copy w.c. to Chm. S.A. Halli A.O. S.V.M.V.V. Society, ^{Ilkal} for information.
 91kal
 7-12-91

Shree Vijay Mahantesh
V.V. Society, ILKAL
Chairman.
Shree Vijay Mahantesh
V.V.



GPS Map Camera

Ilkal, Karnataka, India

Unnamed Road, Ilkal, Karnataka 587125, India

Lat 15.966689°

Long 76.110909°

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