



STAFF WELFARE POLICY

The management has extended all the statutory welfare benefits to the staff of BMS Institute of Technology and Management. In addition, the benevolent management has extended the following welfare measures:

Medical Insurance: The management has covered all the regular staff under group insurance scheme that covers the spouse and children of the employee. A medical coverage upto Rs.2,00,000/- is extended for treatment as in-patient in any of the empanelled hospital. Medical Insurance Card is given to every employee every year which, on production at the hospital, would enable the employee to obtain the treatment.

Assistance for Higher Education for children: Priority in allotment of seats in BMS institutions at subsidised Fees: The management provides seats in BMS group of Institutions under the management quota at concessional tuition fees for the children of the employees. Employees are notified to apply for the benefit during the month of June. The applications are sent to BMS Educational Trust office with recommendation of the Principal. The admission committee issues allotment order at concessional fee.

Educational Loan: The management provides educational loans to the employees (towards their children's education through the Alumni Association of BMS College of Engineering.

Loan for purchase of Laptops: Loans are provided to the staff for purchase of laptop free of interest.

Loans upto a maximum of Rs.50,000/- or as per the proforma invoice is allowed, recoverable in 20 monthly instalments. Applicant should have one surety. Once the loan is sanctioned, the employee should buy the laptop within 15 days and produce the same with the tax invoice to the HOD MCA for certification.

Reimbursement of Tuition fee: The management has been extending other benefits like reimbursement of tuition fees paid to the children of the non-teaching staff upto a maximum limit of Rs.10,000/- p.a.

Family Welfare Fund: Every employee contributes Rs.100/- per month towards contributory welfare fund.

1. The Family Welfare Fund [FWF] consists of a monthly contribution of Rs.100/- from all the staff with equal matching grant from Management. The following financial assistance will be extended from the fund accumulated and also from the management to those who completes 15 years of service.
2. Financial assistance of Rs.50000/- to a staff on his/her superannuation from service.
3. Financial assistance of Rs.1,00,000/- to the spouse of a staff who decease while in service.

Residential Accommodation to staff at subsidised rent: BMS Educational Trust has procured 18 flats opposite to the BMSIT&M campus in two apartment complexes namely 'DS MAX Streak' and 'DS MAX Streak Nest', both the apartment complexes are just across the road in front of the institute.



BMS INSTITUTE OF TECHNOLOGY & MANAGEMENT

The flats are intended to be allotted to the officers in-charge of essential services and faculty members, as a welfare measure by the benevolent BMS Educational Trust. Such a welfare measure is aimed at providing the facility to the faculty members/ officers who could contribute to the activities of the institute besides enhancing their skill & knowledge by way of research activities which may necessitate spending time in the campus beyond the normal working hours of the institute.

The allotment will be made by the "Residential Accommodation Overseeing Committee (RAOC)" constituted by the management.

The rent and deposit are very very low compared to the market prices and have been reduced as below:

Type of accommodation	PREVIOUS		MODIFIED	
	Rent (Rs. / month)	Deposit (Rs.)	Rent (Rs. / month)	Deposit (Rs.)
2 BHK	8,000/-	50,000/-	6,000/-	30,000/-
3 BHK	11,000/-	60,000/-	9,000/-	45,000/-

BMSET Employees' Credit Co-operative Society: The BMS Educational Trust established this society for a benefit to its employees to get personal loans at a reasonable interest of 12.5%.

- ✓ An employee with one year of service can become a member (share holder) of the society by paying a membership fee of Rs.50/- and buying shares at Rs.1,000/- per share.
- ✓ A member can avail personal loan upto a maximum of Rs.5 lakhs or 10 times of his/her gross salary whichever is less.
- ✓ The loan with an interest of 12.5% will be recovered through 50 equated monthly instalments.

Festival Advance: The staff members can avail an interest free advance of Rs.5,000/- for celebrating festivals like, Ugadi, Gowri- Ganesha Festival, Deepavali, Christmas and Bakrid. The advance will be recovered from the salary of the employee in 10 monthly instalments

AD 16/3/16

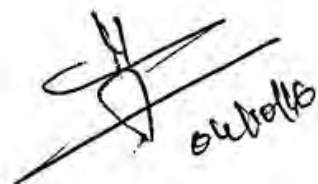


**BMS INSTITUTE OF TECHNOLOGY & MANAGEMENT
YELAHANAKA, AVALAHALLI, BANGALORE.**

**POLICY FOR THE IMPLEMENTATION OF FESTIVAL ADVANCE TO
THE STAFF OF BMSIT.**

As per the approval dtd.6-9-2012 given by The Chairman, Board of Governors, BMSIT & vide The Government of Karnataka Order No: AE 6MKMU 2012, Bangalore dtd. 18-6-2012 have enhanced Interest free Festival Advance from Rs.3500/- to Rs.5000/-. This is implemented in our Institute as indicated below:

1. As per the policy of the Management any welfare benefit will be extended to an employee who has served the Institute for more than one year.
2. The Festival Advance is extended before the important festival like Ugadi, Gowri Ganesh Festival, Deepavali, Christmas & Bakrid.
3. An advance of Rs.5000/- (Rupees Five thousand) only is paid to the eligible employee which is interest free and recoverable in ten equal monthly installments from the salary payable from the subsequent month.
4. Applications are collected at least one week before the day of festival and complied in the Accounts section. The same is put up for sanction to the Principal in batches. The application in the prescribed proforma shall contain a surety. (Regular employee of the Institute).
5. The sanctioned advance is paid to the employee through his SB A/c in the Allahabad Bank.
6. The recovery is indicated to the employee in his salary slip.



04/10/12

CIRCULAR

Sub: Interest free loan for purchase of laptop.

The following procedure will be adopted for availing the interest free loan.

1. The staff who are on regular pay scales and have completed one year of service at BMSIT are eligible to apply for interest free loan for purchase laptop.
2. The prescribed loan application form can be obtained from Accounts department.
3. The loan will be sanctioned as per the actual amount requested subject to a maximum limit of Rs.50,000/-
4. The loan should be utilized for purchase of laptop and not for any other purpose.
5. If the actual value of laptop is less than the loan sanctioned the difference shall be remitted back to the institute immediately. The invoice value will be considered as loan and the same will be recovered in ten installments from the following month of the loan availed.
6. After availing the advance, the applicant should submit the original invoice indicating the make and model, SI.No. of the laptop and produce the laptop to ensure that the advance has been utilized for the purpose for which the advance is availed.
7. After purchase of laptop the invoice should be produced with in 15 days along with the certificate from HOD MCA in prescribed format with in 15 days from the date of interest free loan availed.

Rayth R.V.
PRINCIPAL


To:All HODs with a request to circulate among their staff.



**BMS INSTITUTE OF TECHNOLOGY & MANAGEMENT
YELAHANAKA, AVALAHALLI, BANGALORE.**

**POLICY FOR THE IMPLEMENTATION OF MEDICAL ADVANCE TO
THE STAFF OF BMSIT.**

As per the practice of BMS Engineering College, Basavangudi, have extended one month's gross salary as Interest free Medical Advance to the staff of our Institute. This is implemented in our Institute as indicated below:

1. As per the policy of the Management any welfare benefit will be extended to an employee who has served the Institute for more than one year.
2. The Medical Advance is extended to the staff of BMSIT on the production of medical certificate from the Doctors.
3. An advance of One month's gross salary only is paid to the eligible employee which is interest free and recoverable in 20 equal monthly installments from the salary payable from the subsequent month.
4. The application given by the employee is put up for sanction to the Principal. The application in the prescribed proforma shall contain a surety. (Regular employee of the Institute).
5. The sanctioned advance is paid to the employee through his SB A/c in the Allahabad Bank.
6. The recovery is indicated to the employee in his salary slip.

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04/10/16

DHARMAPRAKASHA RAJAKARYAPRASAKTA

B. M. Sreenivasaiah Educational Trust

Bangalore-560 019

POST BOX NO. 1908, BULL TEMPLE ROAD

Ref. No.: ET/40-45/2011-2012

Date : 20-04-2011

To

The Principal
BMSCE / BMSIT / BMSECE /
BMSCL / BMSCW / BMSSA



Vasappa
AO
Lal

Sir,

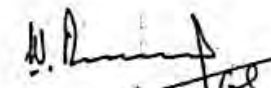
Sub: Extension of ESI Act

The Government of Karnataka has extended the provisions of ESI Act 1948 to all Educational Institutions (Aided & Unaided) with effect from 16.03.2011. A copy of the Notification released to the News papers is enclosed herewith for perusal.

As per the said Act all employees drawing a Gross salary of Rs.15,000/- and below will be covered under the Act. As per the existing rates an employee has to contribute 1.75% of his Gross salary and the Employer will have to contribute 4.75% of the Gross salary paid. Since this involves financial implication, the subject is being placed before the Trust for their directions.

Consequent to the issue of these orders, Insurance Inspectors from ESI Corporation have visited some of our colleges and issued Notices to them to submit the Registration forms within seven days of their inspection. Since this is a short notice, you are advised to write to ESI and seek extension of time to submit the details. Further directions on this issue will be conveyed to you in due course.

Yours faithfully,


Administrative & Liaison Officer
Dharmaprakasha Rajakaryaprasakta
B. M. Sreenivasaiah Educational Trust
Bangalore-19



BMS INSTITUTE OF TECHNOLOGY & MANAGEMENT.
Avalahalli, Doddaballapura Road, Yelahanka, Bangalore-64.

EDUCATIONAL AID TO NON-TEACHING STAFF

BMS Institute of Technology and Management has been extending the educational aid to the non teaching staff based on the proceedings of the meeting of the council of Trustees of BMSET held on 22.03.2014 on the following norms. This benefit has been Implemented from the year 2014.

- a. This benefit has been extending to the non teaching staff who have completed one year of service at BMSIT.
- b. The maximum benefit is Rs.10,000/- per employee for one child only.
- c. Employee should apply prescribed format through HOD along with original fee paid receipt.
- d. After getting principal's approval we will release the same.

[Handwritten signature]
04/10/16