INDEX

6.2.1

1).Governing council record

2) Institution Committee records

3) Appointment & Service rules records HR policies and other policies, Up to Date Work Dairy of Staff.

6.2.1. The institution practices decentralization and participative management

Response:

Organizational Structure of the institution including governing body, administrative setup and functions of various bodies, services rules, procedure, recruitment, promotional policies as well as grievances redressal mechanism.

BLDEA's, New Arts College, Tikota

Board of Management

Sl. No	Name	Designation
01	Dr.Mallanagouda Basanagouda Patil	President & chairman
02	Shri. Gurugouda Kallappagouda Patil	Vice President
03	Shri .Sunilgouda Basanagouda Patil	General Secretary
04	Shri. Shashidhar Virupakshappa Hakkapakki	Member
05	Shri. Nijalingappa Siddappa Allolli	Member
06	Shri Hanamant Ramappa Biradar	Member
07	Shri Rajendra Babugouda Patil	Member
08	Shri.Ashok G Warad	Member
09	Shri .Kumar Chandrakant Desai	Member
10	Shri .Vidyadhar V Nimbal	Member
11	Shri.Amagonda Mudugouda Patil	Member
12	Shri.Arunkumar Manichand Shaha	Member
13	Shri.Somanath S Bagalkota	Member
14	Shri.Bsanagouda Mallanagouda Patil	Member
15	Shri.B B Patil (Chabanur)	Member

Governing body

BLDEA's Association is a pioneer educational institution which constitutes the apex body. The top management acts as an academic leader and makes strategies for academic development. The Sole Trustee, Chairman and Management, Committee Members frame the policies for the enhancement of the quality of education in the institution. It provides essential infrastructure for smooth functioning of the college.

Service Rules

All government service rules and regulations are followed. Promotions, increments, protection of seniority are maintained as per the rules and regulations of State Government and UGC.

Recruitment

The permanent full time recruitments are made as per the procedure of State Government recruitment policy and UGC guidelines for teaching faculty. First, the permission to fill up the vacant posts is obtained from the Commissioner of Collegiate Education, Bangaluru. After that, the advertisement of recruitment is given in noted daily news papers inviting applications. After receiving application and scrutinisation of applications, the call letters are sent to eligible candidates. The selection will be as per theguidelines of State Government & UGC.

Before the commencement of academic year, Principal submits the information about Part time teacher's vacancies to management for recruitment. Then by the permission of management, the recruitment advertisement is given in daily news papers. After that, the appointments are made through the interview and on the bases of merit and talent.

Promotional Policies

Promotions are given as per the rules and regulations of State Government and UGC guidelines.

Grievances and Redressal mechanism.

Any grievances of staff members are settled by both Principal & Management

PRINCIPAL
New Arts College,
Tikota. Dist Vijayapur

Government of Karnataka

Reg No.160/1914 **Date: 14/11/2025**

[Department of Co-Operation]

The District Registrar of Societies and Deputy Registrar of Co-Operative Societies, Vijayapur District, Vijayapur.

LETTER OF ACKNOLEDGMENT

Submitted Annual Reports for the Year **2024-25.**
Submitted Managing Committee for the Year **2025-26.**

BHARATIYA LINGAYAT DEVELOPMENT EDUCATIONAL ASSOCIATIONAL, VIJAYAPUR TQ//D// VIJAYAPUR. Presented by he President/Secretary of the Association on **13/11/2025**. Fees paid for the Documents,

8,91,875/- (In words) **Eighteen lack Ninety One Thousand Eight Hundred eventy Five** Rupees Only.

This Acknowledgment letter is subject to the following conditions.

1. If the activities of the Association are found to be in the interest of the public and against the law.
2. If it is held that the present documents filed by the Association are not valid at the court or before any authorities.
3. If any Association is found to be misappropriating all forms of subscription and membership fees not being used for Association Purposes.
4. If there are any objections/omissions in the records given by the Association or any complaints relating to the Association.
5. This receipt will be canceled if it is proved that there is a lower payment to be made to the government by informing them of account or income and expenditure.

Deputy Registrar of Societies & District Registrar of Societies VIJAYAPUR

The District Registrar of Societies and Deputy Registrar of Co-Operative Societies, Vijayapur.

Deputy Registrar of Co-op. Societies, Vijayapur District, Vijayapur.

& District Registrar of Societies, Vijayapur.

Vijayapur.

ಕರ್ನಾಟಕ ಸರ್ಕಾರ

ಸಹಕಾರ ಇಲಾಖೆ

ಸಂಘಗಳ ಜಿಲ್ಲಾ ನೋಂದಣಾಧಿಕಾರಿಗಳ ಹಾಗೂ
ಸಹಕಾರಿ ಸಂಘಗಳ ಉಪ ನಿಬಂಧಕರು ವಿಜಯಪುರ
ರೈಲ್ವೆ ಸ್ಟೇಷನ್‌ರಸ್ತೆ, ಡಾ॥ ಅಂಬೇಡ್ಕರ ವೃತ್ತದ ಎದುರಿಗೆ
ವಿಜಯಪುರ ಜಿಲ್ಲೆ, ವಿಜಯಪುರ.

ನೋಂದಣಿ ಸಂಖ್ಯೆ :-160/1914

ದಿನಾಂಕ:-14-11-2025

ವಾಲೆಪ ಸಂಖ್ಯೆ :

-:ಸ್ವೀಕೃತಿ ಪತ್ರ :-

ಕರ್ನಾಟಕ ಸಂಘಗಳ ನೋಂದಣಿ ಕಾಯಿದೆ 1960 ರ ಕಲಂ 13 ರನ್ವಯ ಸಲ್ಲಿಸಬೇಕಾದ ಸನ್ 2024-25 ನೇ ಸಾಲಿನ ಲೆಕ್ಕಪತ್ರಗಳು ಮತ್ತು ಸನ್ 2025-26 ನೇ ಸಾಲಿನ ಕಾರ್ಯಕಾರಿ ಸಮಿತಿ ಪಟ್ಟಿಯನ್ನು **ಭಾರತೀಯ ಅಂಗಾಯತ ಡೆವಲಪ್‌ಮೆಂಟ್ ಎಜ್ಯುಕೇಶನಲ್ ಅಸೋಸಿಯೇಷನ್, ವಿಜಯಪುರ ಶಾ॥ಜಿ॥ವಿಜಯಪುರ.** ಸಂಘದ ಅಧ್ಯಕ್ಷರು/ಕಾರ್ಯದರ್ಶಿಯವರ ದಿ:-13-11-2025 ರಂದು ಪ್ರಸ್ತಾವನೆ ಸಲ್ಲಿಸಿರುತ್ತಾರೆ. ಸದರಿ ದಸ್ತಾವೇಜುಗಳೊಂದಿಗೆ ಪಾವತಿಸಬೇಕಾದ ಶುಲ್ಕ ರೂಪಾಯಿ. 18,91,875/-(ಹದಿನೆಂಟು ಲಕ್ಷದಾ ತೊಂಬತ್ತೋಂದು ಸಾವಿರದಾ ಎಂಟ ನೂರಾ ಎಪ್ಪತೈದು) ರೂ ಗಳನ್ನು ಮಾತ್ರ ಪಾವತಿಸಿರುತ್ತಾರೆ.

ಈ ಸ್ವೀಕೃತಿ ಪತ್ರ ಕೆಳಕಂಡ ಷರತ್ತಿಗೆ ಒಳಪಟ್ಟಿರುತ್ತದೆ

1. ಸಂಘದ ಚಟುವಟಿಕೆಗಳು ಸಾರ್ವಜನಿಕರ ಹಿತಾಸಕ್ತಿಗೆ ಹಾಗೂ ಕಾನೂನಿಗೆ ವಿರುದ್ಧವಾಗಿ ಕಾರ್ಯನಿರ್ವಹಿಸುತ್ತಿದೆ ಎಂದು ಕಂಡು ಬಂದರೆ.
2. ಸಂಘದ ಬಗ್ಗೆ ನ್ಯಾಯಾಲಯಗಳಲ್ಲಿ ಅಥವಾ ಯಾವುದೇ ಅಧಿಕಾರಿಯವರ ಮುಂದೆ ವಿಚಾರಣೆ ನಡೆದು ಸಂಘವು ಸಲ್ಲಿಸಿರುವ ಪ್ರಸ್ತುತ ದಾಖಲೆಗಳು ಸಿಂಧುವಲ್ಲವೆಂದು ದೃಡಪಟ್ಟರೆ.
3. ಸಂಘದಲ್ಲಿ ಸ್ವೀಕರಿಸಿರುವ ಎಲ್ಲಾ ರೀತಿಯ ವಂತಿಗೆ ಹಾಗೂ ಸದಸ್ಯತ್ವ ಶುಲ್ಕವನ್ನು ಸಂಘದ ಉದ್ದೇಶಗಳಿಗಾಗಿ ಬಳಸದೆ, ಯಾವುದೇ ರೀತಿಯ ಹಣದುರುಪಯೋಗವಾಗಿದೆ ಎಂದು ಕಂಡುಬಂದರೆ/ದೃಢಪಟ್ಟರೆ.
4. ಸಂಘವು ನೀಡಿರುವ ದಾಖಲಾತಿಗಳಲ್ಲಿ ಯಾವುದೇ ರೀತಿಯ ಆಕ್ಷೇಪಣೆಗಳು / ಲೋಪದೋಷಗಳು ಕಂಡು ಬಂದಲ್ಲಿ ಅಥವಾ ಸಂಘಕ್ಕೆ ಸಂಬಂಧಪಟ್ಟಂತೆ ಯಾವುದೇ ರೀತಿಯ ದೂರುಗಳು ಸಾಬೀತಾದಲ್ಲಿ.
5. ಲೆಕ್ಕಪತ್ರಗಳು ಅಥವಾ ಆದಾಯ ಮತ್ತು ವೆಚ್ಚಗಳಲ್ಲಿ ತಮ್ಮ ಮಾಹಿತಿ ನೀಡಿ ಸರ್ಕಾರಕ್ಕೆ ಪಾವತಿಸಬೇಕಾದ ಶುಲ್ಕದಲ್ಲಿ ಕಡಿಮೆ ಪಾವತಿಯಾಗಿದೆ ಎಂದು ಕಂಡುಬಂದಲ್ಲಿ/ಸಾಭೀತಾದಲ್ಲಿ ಈ ಸ್ವೀಕೃತಿಯನ್ನು ರದ್ದುಪಡಿಸಲಾಗುವುದು.

Deputy Registrar of Co-operative Societies & District Registrar of Societies VIJAYAPUR

ಸಂಘಗಳ ಜಿಲ್ಲಾ ನೋಂದಣಾಧಿಕಾರಿಗಳು
ಸಹಕಾರ ಸಂಘಗಳ ಉಪ ನಿಬಂಧಕರು ಹಾಗೂ
ಜಿಲ್ಲಾ ಸಹಕಾರ ಸಂಘಗಳ ನೋಂದಣಾಧಿಕಾರಿಗಳು,
ವಿಜಯಪುರ ಜಿಲ್ಲೆ, ವಿಜಯಪುರ.

ಭಾರತೀಯ ಲಿಂಗಾಯತ ಡೆವಲಪ್‌ಮೆಂಟ್ ಎಜುಕೇಶನಲ್ ಅಸೋಸಿಯೇಷನ್

ESTD - 1910

(ಈ ಹಿಂದೆ ಬಿಜಾಪುರ ಲಿಂಗಾಯತ ಡಿಸ್ಟ್ರಿಕ್ಟ್ ಎಜುಕೇಶನಲ್ ಅಸೋಸಿಯೇಷನ್ ಎಂದು ಕರೆಯಲ್ಪಡುತ್ತಿತ್ತು)

ವಿಜಯಪುರ-586 103(ಕರ್ನಾಟಕ)

ಸಂಖ್ಯೆ :

ದಿನಾಂಕ :

ಸಂಸ್ಥೆಯ ಆಡಳಿತ ಮಂಡಳಿಯ ಸದಸ್ಯರುಗಳ ಯಾದಿ

ಬಿ.ಎಲ್.ಡಿ.ಇ.ಸಂಸ್ಥೆಯ ಬಾಯಲಾಗಳಿಗೆ ಅನುಗುಣವಾಗಿ ಒಮ್ಮೆ ಆಯ್ಕೆಯಾದ ಪದಾಧಿಕಾರಿಗಳ ಅಧಿಕಾರ ಅವಧಿಯು 05 ವರ್ಷಗಳವರೆಗೆ ಇರುತ್ತದೆ, ಆಯ್ಕೆಯಾದ ವರ್ಷ 2025

ಪದಾಧಿಕಾರಿಗಳು

ಅ.ನಂ	ಹೆಸರು ಮತ್ತು ವಿಳಾಸ	ಪದನಾಮ	ವಯಸ್ಸು	ಷರಾ
01.	ಶ್ರೀ ಮಲ್ಲನಗೌಡ ಬಸನಗೌಡ ಪಾಟೀಲ ಬಿ.ಎಂ.ಪಾಟೀಲ ರಸ್ತೆ, ವಿಜಯಪುರ.	ಅಧ್ಯಕ್ಷರು	61 ವರ್ಷ	
02.	ಶ್ರೀ ಗುರುಗೌಡ ಕಲ್ಲಪ್ಪಗೌಡ ಪಾಟೀಲ ಪೊ: ತಿಕೋಟಾ ತಾ:ತಿಕೋಟಾ ಜಿ: ವಿಜಯಪುರ.	ಉಪಾಧ್ಯಕ್ಷರು	83 ವರ್ಷ	
03.	ಶ್ರೀ ಸುನೀಲಗೌಡ ಬಸನಗೌಡ ಪಾಟೀಲ ಅಕ್ಕಮಹಾದೇವಿ ರಸ್ತೆ, ವಿಜಯಪುರ.	ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿಗಳು	53 ವರ್ಷ	

ಆಡಳಿತ ಮಂಡಳಿಯ ಸದಸ್ಯರು

01.	ಶ್ರೀ ಅಶೋಕ ಜ ವಾರದ ಪೊ: ಸಿಂದಗಿ ತಾ: ಸಿಂದಗಿ ಜಿ: ವಿಜಯಪುರ.	ಆಡಳಿತ ಮಂಡಳಿಯ ಸದಸ್ಯರು	67 ವರ್ಷ	
02.	ಶ್ರೀ ಕುಮಾರ ಚಂದ್ರಕಾಂತ ದೇಸಾಯಿ ಪೊ: ಜೈನಾಪುರ ತಾ: ಬಬಲೇಶ್ವರ ಜಿ: ವಿಜಯಪುರ.	ಆಡಳಿತ ಮಂಡಳಿಯ ಸದಸ್ಯರು	51 ವರ್ಷ	
03.	ಶ್ರೀ ಅಮಗೊಂಡ ಮದುಗೌಡ ಪಾಟೀಲ ಪೊ: ಬಿಜ್ಜರಗಿ ತಾ: ತಿಕೋಟಾ ಜಿ: ವಿಜಯಪುರ.	ಆಡಳಿತ ಮಂಡಳಿಯ ಸದಸ್ಯರು	63 ವರ್ಷ	
04.	ಶ್ರೀ ಕಲ್ಲನಗೌಡ ಕಾಶೀರಾಯಗೌಡ ಪಾಟೀಲ ಪೊ: ತೊರವಿ ತಾ: ಜಿ: ವಿಜಯಪುರ.	ಆಡಳಿತ ಮಂಡಳಿಯ ಸದಸ್ಯರು	59 ವರ್ಷ	
05.	ಶ್ರೀ ಬಸನಗೌಡ ಮಲ್ಲನಗೌಡ ಪಾಟೀಲ ಬಿ.ಎಂ.ಪಾಟೀಲ ರಸ್ತೆ, ವಿಜಯಪುರ.	ಆಡಳಿತ ಮಂಡಳಿಯ ಸದಸ್ಯರು	32 ವರ್ಷ	
06.	ಶ್ರೀ ಸಂಗನಬಸಪ್ಪ ಗುರಪ್ಪ ಸಜ್ಜನ ಮಠಪತಿ ಗಲ್ಲಿ, ವಿಜಯಪುರ.	ಆಡಳಿತ ಮಂಡಳಿಯ ಸದಸ್ಯರು	71 ವರ್ಷ	
07.	ಶ್ರೀ ಸೋಮನಗೌಡ ಬಿ ಪಾಟೀಲ (ಸಾಸನೂರ) ಬಾಗಲಕೋಟ ರಸ್ತೆ, ವಿಜಯಪುರ.	ಆಡಳಿತ ಮಂಡಳಿಯ ಸದಸ್ಯರು	61 ವರ್ಷ	
08.	ಡಾ. ಅನೀಲಕುಮಾರ ಬಾಪುಗೌಡ ಪಾಟೀಲ (ಆರ್‌ಗಿಪಿಎಸ್) ಸರಕಾರಿ ಐಬಿಐ ಕಾಲೇಜ ಎದುರು, ಬಿ.ಎಂ.ಪಾಟೀಲ ರಸ್ತೆ, ವಿಜಯಪುರ.	ಆಡಳಿತ ಮಂಡಳಿಯ ಸದಸ್ಯರು	54 ವರ್ಷ	
09.	ಶ್ರೀ ಭೀಮನಗೌಡ ಶಿವನಗೌಡ ಪಾಟೀಲ ಪೊ: ಬಬಲೇಶ್ವರ ತಾ: ಬಬಲೇಶ್ವರ ಜಿ: ವಿಜಯಪುರ	ಆಡಳಿತ ಮಂಡಳಿಯ ಸದಸ್ಯರು	56 ವರ್ಷ	
10.	ಶ್ರೀ ಬಾಪುಗೌಡ ಭೀಮನಗೌಡ ಪಾಟೀಲ ಕಾಚೇಶ್ವರಿ ನಿಲಯ, ಕಾಂಗ್ರೆಸ್ ಆಫಿಸ್ ಹಿಂದುಗಡೆ, ಎಪಿಎಸ್‌ಪುರ, ಬಾಗಲಕೋಟ ರಸ್ತೆ, ವಿಜಯಪುರ.	ಆಡಳಿತ ಮಂಡಳಿಯ ಸದಸ್ಯರು	64 ವರ್ಷ	
11.	ಶ್ರೀ ಸಿದ್ಧರಾಮಯ್ಯ ನಿಜಗುಣಯ್ಯ ಮಠ (ವಕೀಲರು) ಜಯನಗರ ಕಾಲೋನಿ ವ್ಯಾಂಗ ಬಾವಡಿ,ವಿಜಯಪುರ.	ಆಡಳಿತ ಮಂಡಳಿಯ ಸದಸ್ಯರು	71 ವರ್ಷ	
12.	ಶ್ರೀ ಮಹೇಶ ಬಾಪುಗೌಡ ಪಾಟೀಲ ಸಿದ್ಧಾರ್ಥ ನಿಲಯ, ಶಾಂತಿನಿಕೇತನ ಕಾಲೋನಿ, ಬಾಗಲಕೋಟ ರಸ್ತೆ, ವಿಜಯಪುರ.	ಆಡಳಿತ ಮಂಡಳಿಯ ಸದಸ್ಯರು	60 ವರ್ಷ	

ಸಂಖ್ಯೆಗಳು ಸರಿ ಇವೆ.

ಸಹಕಾರ ಸಂಘಗಳ ಉಪ ನಿಬಂಧಕರು

ಜಿಲ್ಲಾ ಸಂಘಗಳ ನೋಂದಣಾಧಿಕಾರಿಗಳು,

ವಿಜಯಪುರ.

6.2.1

RECRUITMENT POLICY & PROCESS MANUAL

1. OVERVIEW

In line with our values of BLDE Association, we seeks to recruit the most talented and faithful people. Our commitment towards excellence will be achieved by creating the opportunity for people to achieve their goals with BLDE ASSOCIATION.

Consistent with this approach is our commitment to equal opportunity. It is therefore the recruitment policy of Association to appoint the best candidate for the position based solely on merit. Existing employees are eligible to apply for positions for which they consider themselves to be suitable qualified.

2. APPLICABILITY

This policy is applicable to all the unaided present employees and any new hires in the BLDE Association.

3. TYPE OF RECRUITMENTS

BLDE Association has a range of programs in place aimed at attracting the highest caliber candidates. HR Committee manages all recruitment programs for the major institutions and provides advice and resource materials to other institutions.

- Entry Level – the entry point for people in profession
- Lateral Hires – Experience professionals
- Temporary Hires – Hire temporary resources to meet professional or faculty needs.

4. SELECTION SUPPORT

Experienced as well as entry level hires are managed either through BLDEA'S central recruitment committee. The central recruitment team will partner with the business to source and select the talented candidates.

5. BLDE ASSOCIATION RECRUITMENT PROCESS

It is the basic policy of the Association to select and place candidates on the basis of job related requirements, and to offer them maximum job satisfaction by placing them in positions where their ability, personal qualifications and interests can be developed to full advantage.

a. PROFILE SOURCING:

The following are the sources from which HR would support the sourcing of candidates:

- Advertising, in the press or posting in BLDE Association website
- Internal referrals by employees
- Resource Management Database
- External Consultants (only after exhausting all other sources of sourcing profiles)

b. SCREENING OF PROFILES:

All the received profiles through any sources would be screened by the local HR member of the college and invite the shortlisted candidates for interview.

c. INTERVIEW PROCESS:

i. Human Resources Interview

- HR member would invite the shortlisted candidate after the initial screening
- HR member to conduct first round of face to face interview and provide their feedback to the technical panel in an Interview assessment form and the application form filled by the candidate.
- HR Member will inform the rejected candidates from this stage.

ii. Technical Team Interview

- For teaching staff hiring the interview panel would consist of Head of the Department, Principal of the respective college, the Head HR & Technical Experts
- For Non-teaching staff hiring the interview panel would consist of Principal of the respective college & local HR member.
- All the panel members have to record their feedback about the candidate in the Interview assessment sheet for the records.
- The selected candidate documents should be shared with Head HR to decide on the final compensation for the candidate.

- Local HR member has to complete the reference check as per the reference check questionnaire template.
- On successful completion of the reference check, the local HR member has to make an initial verbal offer and upon acceptance, the formal written offer is sent to the candidate.
- In case of any discrepancy in the reference check, the HR member need to highlight the same to the Head HR.
- Based on the information received HR Head, the principal to decide on the offer of the candidate.

6. OFFER & APPOINTMENT LETTER

- The selected candidate will be provided with an offer letter before joining. He/ she should accept the offer within 7 days of the receipt of the offer and revert with the confirmation of the joining date.
- The offer would automatically stands cancelled if no confirmation received from the candidate with the defined timeline as per the offer letter. Any deviations for acceptance of offer should be approved by the head HR.
- The detailed appointment letter will be shared with the candidate on the date of his/ her joining.

7. JOINING FORMALITIES

- Joining formalities to be carried out for all the employees joining BLDE Association.
- Employee need to carry the original documents and the copies of those documents as mentioned in the offer letter to complete his/her joining formalities.
- The New joiner will be provided with a joining kit by the HR member with all the forms as mentioned below:
  - Joining Report
  - Employee Information Form
  - ID Card Form
  - PF Form 11 (PF Declaration Form)
  - PF Form 2 (PF Nomination Form)

- ESI Form 1 (ESI Declaration and Nomination Form)
- Gratuity Form F (Nomination Form)
- Confidentiality Agreement
- Any other Agreement standard for employees

- New joiner needs to submit the below mentioned documents mandatorily to complete their joining formalities:
  - Acceptance of Offer letter
  - Educational Qualification documents
  - Relieving letter/ Experience letter from institution (or all institution with whom he has worked)
  - Photographs (3-5 depending upon your requirement)
  - Permanent Address proof
  - Present / communication address proof
- The new Joiner should complete all the above mentioned forms and submit to HR member on the day of their joining the Association.

  The local HR member should create a mandatory personal file for every employee with all the documents above submitted by the employee as well as the list of documents collects during the phase of his / her employee, which are mentioned below:
  - Copy of resume
  - Resource requisition form
  - Employment application form
  - Interview assessment sheet
  - Salary proof of last company

8. EMPLOYEE REFERAL PROCESS:

As an organization we value our people and we trust that our employees understand the need of the association and would refer better candidates for any open vacancy at the Association.

- Every employee is eligible to refer their known people to the organization.

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POLICY ON CONFIRMATION, EXTENSION AND TERMINATION OF PROBATIONARY APPOINTMENT

1. PURPOSE

a. To assist an employee to develop his/her career in a manner which is both personally satisfying and consistent with the needs and goals of BLDE University/ Association.

b. To provide with an opportunity to assess the performance and future potential of the employee before deciding whether or not to confirm the Appointment.

c. To help identify the employee's training and development needs and provide appropriate development activities to assist in achieving his/her full potential.

2. APPLICABILITY

This policy covers all the areas for confirmation, extension of probation or termination of the probationary appointment of Teaching / Non-Teaching Staff.

3. GUIDELINES:

- Probation Period for all Unaided (full time) employees will be 2 years from the date of joining for fresher's
- Probation Period for all Unaided (full time) employees will be 2 years from the date of joining for fresher's
- Probation to confirmation process will attract no increment. Exception to the remaining people who have joined before roll out of this policy or as per norms.
- Probation Period can be extended maximum for a period of up-to 6 months.
- For further extension, management will review the case and use its own discretion.
- The employee will be eligible for performance appraisal increment only when she/he is confirmed.
- During the probation period, employee will be eligible for one leave month on month as per the leave policy.

4. EXTENSION OF PROBATION PERIODS

a. The probation period of a Senior Professional staff or of a Management Staff on a fixed term of probation cannot be extended.

b. HR Head may, at their discretion or at the written request of a reporting Reporting Authority with reasons for extension, extend the probation period of a continuing professional staff once only for a maximum period of six months.

5. PROBATION CRITERIA

a) The head of Institution will ensure that probation criteria are:

- Specified as definable goals
- Related to the Job Description for the position
- Related to the level and time frame of the appointment of the employee
- Designed to ensure that the employee works productively in the Association.

6. REPORTING AUTHORITY ROLE

A. The employees reporting Reporting Authority in the first weeks of employment:

a. Clarify probation criteria established in the contract of employment

b. Introduce the employee to the Performance Development Framework and clarify objectives and performance indicators and establish a development plan consistent with probation criteria.

B. The employees Reporting Authority will be at regular intervals or as necessary during the probation period:

- Meet the employees to monitor and discuss progress against objectives, and provide reasonable coaching and counseling wherever necessary.
- Provide reasonable training and professional development to support the employee undertake the role.
- Document progress against objectives.
- Alert the employee to the possibility of termination if it appears that the criteria are not being met and support the employee in achieving the required performance.

7. REVIEWS

i. There shall be a minimum of two formal probation review/interviews during the probation period, one around mid of the appointment and the final review at the beginning of the final month of the employee's probationary period.

ii. Human Resources will advise departments regarding dates for formal reviews as early as possible after the employee has started work at Association. Departments will be sent email reminders one month prior to the due date to conduct the review.

iii. Formal reviews/interviews should be set up in advance so that both parties have time to prepare for them and to ensure that meetings remain free of interruptions.

iv. Reporting Principal are advised to hold frequent informal meetings with their employee in order to ensure a good working relationship and feedback on the employee's progress. The frequency of these meetings should be determined locally according to the needs of the employee.

v. Any difficulties should be addressed as early as possible and reported to a HR Head as soon as possible (i.e. it is not necessary to wait for the next formal review).

vi. As part of the review, head of the institute should:

   a. Praise good performance/achievements
   b. Review timekeeping/attendance, including sickness absence.
   c. Discuss the employee's performance to-date against the objectives set at induction.
   d. Review/agree training/development needs, if necessary
   e. Provide constructive feedback on progress
   f. Identify aspects of performance/conduct that need improving.
   g. Explore problems the employee has encountered in their role.
   h. Provide guidance/support as appropriate, e.g. mentoring,
   i. Introduce/agree any changes to the objectives set.
   j. Set next review meeting (if applicable).
   k. It is the Reporting Reporting Authority responsibility to ensure that reviews are conducted within the timescale described in this policy and that HR is supplied with the appropriate documentation as soon as possible thereafter. If any issues or concerns are identified, Principal should seek advice from the HR Head.
   l. Written documentation is crucial to the probation as it will provide very helpful information for the forthcoming staff development review process when the probation period is completed successfully. Equally, it will indicate clearly the

reasons why an appointment is not to be confirmed in the case of unsuccessful probation.

m. During the final review, discussions should be held between the employee and their Reporting Authority about setting objectives and an individual development plan to be reviewed at their first appraisal meeting.

A probation form (made out of two sections – one for each stage of the process) should be completed to record details of each review (including agreed objectives and set review dates) after each formal meeting.

The form shall be completed by the Principal and signed by all the parties including local HR. In case of any concerned cases or grievances, local HR to inform the matter to Head HR and take their support in addressing the issue.

The form/appropriate section should be completed, signed and forwarded to the Human Resources Department within 10 working days of the meeting.

8. CONFIRMATION OF APPOINTMENT

(a) If the employee's performance, conduct, timekeeping and attendance have been satisfactory and fully meet university's/association expected standards for the relevant grade/post, the Principal shall complete the probation form appropriately and recommend that the appointment should be confirmed.

(b) Employees will be advised in writing of the successful completion of their probation period.

9. DEALING WITH UNSATISFACTORY PERFORMANCE

(a) Reporting Authority should seek advice from their designated senior member of the HR HEAD whenever an employee's performance/conduct gives cause for concern when problems first arise. If appropriate, the HR Head may be present at formal hearing reviews.

(b) Where problems with meeting the appropriate standard(s) are highlighted and/or needs for relevant training identified, appropriate opportunity/support shall be provided to improve performance.

(c) The Reporting Authority shall meet formally with the employee to:

1. Discuss any problems identified;
2. Explain what aspect of the work/conduct is not considered satisfactory

3. Explain which objectives/standards are not met and the shortfall between standards and timescales expected of the employee and those achieved;
4. What remedial guidance and training will be provided;
5. Give clear early warnings of what may happen if required standards are not met;
6. Give unambiguous indication of any necessary improvements.
7. Agree a course of remedial action and timescales.
8. Record the outcome of the meeting in writing and give a copy to the Employee
9. If the required standards are not met the disciplinary procedure may be invoked.

10. EXTENDING OF PROBATION PERIOD

Exceptionally, BLDE University/Association reserves the right to extend the probation period for the following reasons / under guidelines of Bye-Laws, UGC & MCI guidelines:

- The new employee has not performed to the expected standards of performance/conduct but there is evidence that the performance/conduct is likely to improve given the extra time.
- Due to the new employee's sickness or other authorised absence, it has not been possible to adequately assess the employee's performance. The probation period will not normally be extended if the period of absence relates to a disability or maternity leave. In this regard, due cognizance will be taken of Association's obligations under the Disability Discrimination Act and Maternity provisions within the Sex Discrimination Act.

Advice should be sought from the designated Human Resources Head for your area.

Where the probation is extended, the following must be discussed between the Principal and employee:

1. Reasons for the extension.
2. Length of the extension period.
3. Assistance/training that will be given during the period of extension.
4. Areas for improvement and indication of how these will be monitored and measured.
5. Appointment will be terminated at the end of extension period if the employee fails to meet standards of performance expected for their grade/post.

6. Any extension of the probation period will not exceed six months.

During the last month of the extended period, the Reporting Authority and their employee will meet formally to review progress.

During the extension Probation period, the employee will not eligible for any increments

If progress and performance/conduct are satisfactory at the end of the extended period, the Principal will recommend that the appointment should be confirmed and will complete the probation form as appropriate.

The employee will be advised in writing of the successful completion of their probation period.

If progress is still considered unsatisfactory, the Reporting Authority will inform the employee and make a recommendation that the appointment be terminated.

11. TERMINATING THE APPOINTMENT

Where an employee fails to achieve the expected standards of performance/conduct, for their grade/post, this shall result in the appointment being terminated, subject to notice or where appropriate, pay in lieu of notice.

(a) Prior to the final review meeting the employee will be informed in writing at least five days prior to this meeting:

- That this meeting constitutes the final review
- It will specify the areas where performance/conduct is not reaching the required levels
- It will specify the date, time and location of the review
- It will also state that the outcome of the review could be termination of the appointment.

(b) At the review meeting or extended probationary review meeting, it is the responsibility of the Principal conducting the review to:

- Ensure that the necessary investigations have been carried out;
- Ensure that the meeting is conducted fairly, in line with this procedure
- Ensure that, as far as possible, all relevant facts relating to the issues come out at the meeting;
- Decide what action, if any is reasonable and necessary based on the facts.

(c) If the appointment is terminated employees will be advised in writing that the appointment shall be terminated, inform them of their last date of service and of their right to appeal against the termination. Reasons for such a decision must be clearly explained to the employee and put in writing within three working days of the meeting. A copy of this letter must be sent to the Human Resources Department before the end of the probation period (or extended period).

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such person shall not be allowed to take part in or speak during the inquiry proceedings unless such person is a witness to the complaint.

- ✓ **Confidentiality**: Complaints of Sexual Harassment shall be handled with utmost confidentiality. The facts should be made available only to those who require to know them in order to investigate and resolve the matter. However, the Internal Complaints Committee members have a responsibility to gather required information and come to a resolution. Once the names of the parties involved are given to them, the Internal Complaints Committee members will keep the information confidential, unless there is a grave danger presented by the alleged harassment, so as to justify taking extraordinary steps, such as immediate administrative intervention. It is imperative that the parties involved be discreet and limit their conversations about the alleged incident, only to those who have a role in resolving the complaint.
- ✓ The Parties are bound to maintain confidentiality of the proceedings conducted and the final report under this policy and shall execute a confidentiality undertaking at the commencement and the end of the proceedings.

7. AN EMPLOYEE'S RESPONSIBILITIES UNDER THIS POLICY:

A. If You Are Sexually Harassed:

- o Don't be ashamed and don't blame yourself.
- o Say 'NO' clearly. Inform the offender that his/her attentions are unwanted.
- o Make it clear that you find the behaviour offensive. If it persists, write a memo to the offender asking him to stop; keep a copy.
- o Remember that Sexual Harassment is against the Institution's policy and is also against the law.
- o Know your rights under this policy.
- o Keep a written, dated record of events. Write down each incident including date, time and place, details of what happened and your response.
- o Confide in the Ethics Officer or one of the Committee members.
- o Get help. Don't delay.
- o Do not hesitate to raise the issue with the Chief Administrative Officer and Chief of Operations or any one of the members of the Internal Complaints Committee for appropriate redressal of the issue.

B. **It is important that each and every employee who:**

- Believes to have been subjected to Sexual Harassment, or subject to retaliation which is in violation of this policy; raises the issue with the Internal Complaints Committee and avails of appropriate relief and redressal of the grievance.
- Has been told about or witnessed conduct that may violate this policy;
- with the written consent of the Aggrieved Person, raises the issue or assists the Aggrieved Person to raise the issue with the Internal Complaints Committee;
- At the request of the Aggrieved Person and in consultation with the Internal Complaints Committee assists the Aggrieved Person to initiate action under the Indian Penal Code.

8. THE INSTITUTION SHALL

a) provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;

b) Display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting, the Internal Complaints Committee;

c) Organise workshops and awareness programmes at regular intervals for sensitising the Employees on issues relating to Sexual Harassment;

d) Provide necessary facilities for dealing with the complaint and conducting an inquiry;

e) Assist in securing the attendance of the Respondent and witnesses;

f) Make available to the Internal Complaints Committee such information, as may be required in relation to the complaint made;

g) provide assistance to the Aggrieved Person if he/she so chooses, to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force;

h) cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the Respondent, or if the Aggrieved Person so desires, where the Respondent is not an Employee, in the workplace at which the incident of Sexual Harassment took place;

i) Treat Sexual Harassment as a misconduct and initiate action for such misconduct;

j) Monitor the timely submission of annual reports of the investigations conducted in each calendar.

k) The Organisation reserves the right to alter, add to, vary or substitute any of the provisions of this policy at any time.

l) If any of the provisions contained herein are found to be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired.

9. DETAILS OF THE COMMITTEE

A. Members of the Committee:

1. External Neutral Member (NGO)- Chairperson
2. Convener (Preferably Executive HR)
3. Internal Committee Member
4. Internal Committee Member
5. Internal Committee Member
6. Internal Committee Member

B. Quorum: The quorum for the meeting is 50% of the members with the chairperson being mandatory and that for passing any resolution is 2/3rd of the members.

C. Frequency of meeting: Members of the committee meet once in four months.

D. Common minimum agenda:

- Review of Previous minutes of meeting.
- Medical audit review
- Any other related issues

E. Terms of office:

The committee will be appointed for a period of one Year. The management of Association office / University Office will have the right to reappoint all or any of the said members and appoint new members and/or to fill any vacancy, howsoever caused.

F. Records and retention period of records:

- Minutes of meeting
- Attendance sheet

The records shall be maintained for minimum of 2 years.

The Internal Complaints Committee for Women meeting minutes are circulated amongst the members and any other department as deemed necessary.

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REWARDS AND RECOGNITION POLICY MANUAL

1. OBJECTIVE

The objective of the reward and recognition policy is to motivate the employees for their out of the way contributions in terms of creativity and innovation to the organisation.

2. APPLICABILITY:

This policy is applicable to all the employees of Association, who are On-roll, Contract, Consolidated, temporary at all levels of the organisation.

a. Periodicity:

Assessments and recommendations can be done on Quarterly / Half yearly / Yearly Basis and one employee can be nominated multiple times in different quarters. Further spot achievement awards can be recommended during shorter terms of Quarterly basis. For ongoing performance achievements these awards can be Assessed yearly basis.

b. Performance Management Link:

A special consideration and weightage can be given in Performance Based Incentive (Incentives/Bonus) for Employee's winning rewards & awards in appraisal year. This can be an additional Incentives increase over and above the recommended PBI by Appraisers During yearly Appraisal process.

3. REWARD CRITERIA:

In order to align employee's performance to Association values, Employee's showcasing exceptional examples of leading these values can be considered for Reward and Recognition Program. The Award for best Teaching and Non Teaching criteria are

- Innovation award – New ideas and thoughts in any areas and process improvement.
- Student Focus award – Concentration towards student performance improvements other than the regular classes.
- Accountability & Team work award – Person who has taken up responsibility and execution of the work with complete accountability and team work
- Full Attendance award – who attains 95% of attendance for the year.

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TRANSFER POLICY

1. OBJECTIVE:

Internal transfer gives employee an opportunity to widen their exposure and pursue professional growth & continue their association with the organisation. It enables the association to deploy employees with right knowledge and skills and meet with critical talent exigencies to the areas where they can best contribute to achieve the manpower planning and requisition of the Institution. This helps the employee to request for transfer for any open position to address his / her personal needs of any location transfer and role transfer

2. PURPOSE:

Transfer Policy aims to ensure smooth understanding of the transfer needs by the employee and the process of following transfers:

1) Organisation initiated transfer
2) Employee Initiated Transfer

3. APPLICABILITY:

The policy is applicable for all the employees across BLDE Association who are on ermanent rolls at all the levels in the organisation.

4. ELIGIBILITY

Any movements within departments in the same location or across locations to same or different departments will be considered as Transfer. The duration of the transfer must exceed beyond six (6) months

5. PROCESS OF TRANSFER:

Organisation Initiated transfer:

i. Association or University HR team to share the open positions circular to all the Offices under them for any internal transfer opportunity seeker
ii. In case of Organisations finding any relevant profile internally for the transfer to another department, The Principal would discuss the opportunity with the employee.
iii. After receiving the consent from the employee, Principal will inform HR with the details of the transfer including date of transfer, new location, duration and new reporting structure for the HR to complete the transfer process.

iv. Annually 25% of employees will be transferred from Group - D

Employee initiated transfer:

i. In the employee initiated request for transfer, the employee should have completed 24 months in the organisation from the time of joining or from the date of last transfer in the department, whichever is latest.

ii. On account of completing the above requirement, employees would have to approach to their reporting authority and discuss about this open position / Opportunity. Upon receiving the written approval from the present principal, the employee can forward the transfer request to HR department for further processing. Employee will have to go through an interview process with the new department to win the new position as published.

iii. On completion of the interview process, the principal/reporting authority would provide their feedback to HR about the internal candidate.

iv. On successful completion of the interview, HR will revert to the employee and the present principal about the transfer action and request for a transfer date from the present principal.

v. Transfer from one department to another department should be completed in 60days time. Additional approvals are required from the management level for any further delay in transfer by the current manager with specified reasons.

vi. The principal should be informed about the delay in transfer.

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	1:15	BA	P-I		Age-specific	
	5:15	V	B-II		mortality rate	
1/25	8:30				Library	
	9:15				News paper reading	
	9:15	BA			Migration laws	
	10:00	IV			of Ravenstein	
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association grants financial assistance up to Rs. 1.0 Lakh to the principal investigator. It is also mandatory to send half-yearly progress report to the Administrative office. For this purpose, every year the management earmarks financial budget under each institution. The limit for Sanction of IRPs is 10% of the total permanent faculty of the institution.

EXTERNALLY FUNDED RESEARCH PROJECTS

Faculty members can submit Major Research Project proposals to different funding agencies. These proposals will be scrutinized by the central research committee before submitting the same to a funding agency, after getting the approval from the committee; the faculty can submit the same to funding agency. The association provides all kinds of infrastructure facilities available to take up the sanctioned project.

The management has mechanism through which it shall monitor the progress of Research Projects funded by an external agency, maintain its accounts and submit the utilization certificate in time to the funding agency as per the requirement of the funding agency. At the same time the progress of the project should be submitted to central committee on half yearly basis.

TRAINING FOR RESEARCH AND PUBLICATIONS

Generally, faculties are eager to conduct research, but because of the lack of expertise to write a research proposal or having insufficient research skills, they are unable to channelize their efforts effectively. Hence, in many cases, a research proposal is rejected by a funding agency. Even for publication of papers because of the lack of knowledge about how to write a paper and under which format it should be submitted, sometimes the papers are not accepted. Therefore, the association/Institutions shall organize rigorous training programmes for researchers in the identified areas.

PUBLICATION OF PAPERS AND JOURNALS

Publication of papers is critical for the effectiveness of the Institutes. Faculty members must publish continuously in quality journals. Therefore, the BLDE Association encourages the publication of papers by the faculty with a targeted aim.

Research papers to be published in identified journals and to be presented at national and international conferences shall be scrutinized and guided by a research committee comprising senior professors. Each institution shall be encouraged to publish a quality journal and organize conferences, from time to time to boost research activities in the institute and to contribute to the existing body of knowledge.

8. PATENTS AND IPR

The BLDE Association would like to strengthen the research, leading to filing of patents. If any innovation is done, the association shall encourage the researchers and scholars to patent it. However, when a faculty/scholar files for a patent, a thorough scrutiny will be carried out at Department level, institution level and at the management level committee. The BLDE Association shall bear expenditure for filing application for patent which are genuine. If the patent is commercialized the sharing of earning is to be done between researcher and the BLDE Association as per the guideline developed from time to time. The Association/Institutions shall create awareness about intellectual property rights among faculty, researchers and scholars from time to time.

9. CENTERS OF EXCELLENCE

The BLDE Association would like to create an environment for each department and an institution, where they work in a specific research area and be known as a specialist organization. This will conduce to focus on specific research activities in the specialized areas. Through these efforts, the Association shall promote a particular department or an institution as the 'Centre of Excellence' in due course for a specialized thrust area.

10. CODE OF ETHICS FOR RESEARCH

BLDE Association promotes research that benefits the larger section of society and so all institutes under the association are committed to research focused on people, organization and industry. To honor the trust placed in researchers by research participants, funding organizations and society, the researchers should at all times act correctly and in ways that respect the rights and dignity of the participants, organizations and industry. In this regard all faculty members, researchers and students undertaking research are bound by code of research ethics.

1. Academic honesty: One should be honest in all scientific communications, honestly report data, results, methods and procedures, and publication status. They are not suppose to fabricate, falsify, or misrepresent data.

2. Integrity: One should keep the promises and agreements; act with sincerity; strive for consistency of thought and action.

3. Carefulness: Please avoid careless errors and negligence; carefully and critically examine the research data and the work of peers. Keep good records of research activities, such as data collection, research design, and correspondence with agencies or journals.

4. Intellectual Property: One should honor patents, copyrights, and other forms of intellectual property. Do not use unpublished data, methods, or results without permission. Give credit where credit is due. Give proper acknowledgement or credit for all contributions to research. Never plagiarize.

5. Confidentiality: Protect confidential communications, such as papers or grants submitted for publication, personnel records, trade or military secrets, and patient records.

6. Social Responsibility: Strive to promote social good and prevent or mitigate social harms through research, public education, and advocacy.

7. Competence: Maintain and improve professional competence and expertise through lifelong education and learning; take steps to promote competence in science as a whole.

8. Legality: Know and obey governmental policies, relevant laws and institutional rules and regulations.

9. Animal care: Show proper respect and care for animals when using them in research. Do not conduct unnecessary or poorly designed animal experiments.

10. Human subject's protection: While conducting research on human subjects, the care should be taken to minimize harms and risks and maximize benefits; respect human dignity, privacy, and autonomy; take special precautions with vulnerable populations; and strive to distribute the benefits and burdens of research fairly.

11. PLAGIARISM

BLDE Association aspires to facilitate the highest standards of knowledge and skills through its academic and research programmes. The aim of BLDE Association is to prepare graduates who will be able to take their expertise to the society. As a part of this preparation, the faculty/students are required to work on assignments, project/seminar reports, thesis, research papers, cases, etc. At the same time, it is expected that the faculty members should contribute in generation and dissemination of knowledge through research projects, by publishing/presenting research papers/articles/cases/books etc. In this context, plagiarism assumes importance as it undermines basic objective of higher education and harms the reputation of the institutions. It is therefore important to sensitize faculty, students and research staff regarding plagiarism, performed either willfully or ignorantly. The Association shall strive to have 'Zero Tolerance' against plagiarism. In this direction, BLDE Association has subscribed the ***"Turn-it-in"*** software to check the plagiarism and all the institutes have been supplied with user ID and password. The institutions should make best use of this tool.

12. MERIT INCENTIVES FOR PROMOTION OF RESEARCH

The faculty members are honored with an incentive in the form of cash for various distinguished research /merit activities in the field of academics and research. Merit Incentives is applicable only for Confirmed Employees.

The details are as follows:

A. Merit Incentives to faculty members for research grants projects from external funding agencies:

The policy of merit incentive to faculty for getting research grants from external funding agencies like DST, AICTE, CSIR, ICMR, UGC, VGST, RGUHS, BRNS, DRDO etc. or any other research organizations is proposed. The breakup of the merit incentive in the form of cash is as follows:

Name	Incentive
Principal investigator/Programme coordinator	3% of the sanctioned fund (excluding fellowships, remuneration, contingency and institute overhead charges)

Note: The principal investigator receives his 50% share of merit incentive as and when the sanctioned amount is received by the Institute from the funding agencies with undertaking to complete the project in stipulated period. The remaining 50% share will be released after completion/submission of audited reports/ project completion certificate.

B. Merit incentives for books publications and patents:

Sl. No	Type of work	Incentive
01	Full book/monogram published with reputed publisher having ISBN no.	Rs. 5000=00
02	For each Full Book/ Monogram (with chapter or partial contribution) published with reputed publisher having ISBN No.	Rs. 3000=00
03	For each patent (Granted) * Expenses for patent filing, drafting and other office fees will be borne by the BLDE Association for genuine patentable works.	Rs. 10,000=00

In case of multiple authors, the cash will be given to corresponding author.

C. Research publications in journals:

Sl. No	Journal type	Incentive
01	For papers published in journals having impact factor 5.1 - 10	Rs. 5000=00
02	For papers published in journals having impact factor 2.1 - 5.0	Rs. 3000=00
03	For papers published in journals having impact factor 1.1 - 2.0	Rs. 2000=00
04	For papers published in journals having impact factor 0.6 - 1.0	Rs. 1500=00
04	For papers published in journals having impact factor 0.0 – 0.5	Rs. 1000=00

Note:

- Impact factors calculated by Thomson reuters/JCR will be considered; journal's own impact factor calculation will not be taken into consideration.
- Papers published in non-indexed/non-refereed journals will not be considered.
- On-line open access journals will not be considered until and unless they are indexed and possess impact factors by Thomson reuters/JCR.
- The BLDE Association will not pay the publication charges for papers published in Paid journals.
- In case of multiple authors, cash will be given to corresponding author

D. Presentation of research papers in conferences:

Type of conference	Nature of support	Frequency
For presenting papers in national conferences/seminars	Travel allowances and registration fees for presenting author	Max. of one in an academic year
For presenting papers in international conferences organized in India	Travel allowances and registration fees for presenting author	Once in two Years
For presenting papers in international conferences organized outside India.	Maximum of Rs 50,000=00 or Registration fees, whichever is lesser for presenting author.	Once in three years

Note:

- Travel allowances will be paid for sleeper class travelling by train within India.
- For abroad travel (international conferences), the travel allowances to be borne by the candidates or through funding agencies.

PRINCIPAL,
NEW ARTS COLLEGE.
TIKOTA. Dist:Vijayapur

ಸಂ	ಹಾಜರಿದ್ದ ಸಂಖ್ಯೆ	ಮಾಡಿದ ಪಾಠ ಪ್ರವಚನದ ನಿರೂಪಣೆ	ನೋಟ್ಸ್ ಬರೆಸಿದ್ದರೆ ವಿವರಗಳು
		ಉಚ್ಚಾರದಲ್ಲಿ ಅನ್ವಯವನ್ನು ಹೇಳಿಕೊಟ್ಟಿಲ	
		ಸೀಲೆಯಲ್ಲಿ ಮುತ್ತು ಸೀಲೆಯಲ್ಲಿಬಿದ್ದ, ಕಾಯುವುದೆ ಸಂಬಂಧಿಸಿದಾ ಪ್ರಯುಕ್ತ ದುಃಖದಿಂದ ಉಳಿಸಿದ್ದಿ ಮುಂತಾದ, ಪದಗಳನ್ನು ಬಿಡಿಸಿ ಹೇಳಲಾಯಿತು.	
		ಗ್ರಂಥಾಲಯದಲ್ಲಿ ಅನ್ವಯವನ್ನು ಮಾಡಿದೆ.	
		ಸೀಲೆಯಲ್ಲಿ ವಿದ್ಯಾರ್ಥಿಗಳ ಕಾರ್ಯಗಳು, ಆಚರಣೆಗಳ ಬಗ್ಗೆ ತಿಳಿಸಲಾಯಿತು.	
		ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಕ್ಷೇತ್ರ ಅನ್ವಯವನ್ನು ಹೇಳಿಕೊಟ್ಟ ಬಗ್ಗೆ ತಿಳಿಸಲಾಯಿತು.	

ದಿನಾಂಕ	ವೇಳೆ	ವರ್ಗ	ಒಟ್ಟು ವಿದ್ಯಾರ್ಥಿಗಳ ಸಂಖ್ಯೆ	ಹಾಜರಿದ್ದ ವಿದ್ಯಾರ್ಥಿಗಳ ಸಂಖ್ಯೆ	ಮಾಡಿದ ಪಾಠ ಪ್ರವಚನದ ನಿರೂಪಣೆ	ನೋಟ್ಸ್ ಬರೆಸಿದ್ದರೆ ವಿವರಗಳು
28-2-26	8:30				ಗ್ರಂಥಾಲಯದಲ್ಲಿ ಅನ್ವಯವನ್ನು	
	9:30					
	10:00				ಉಚ್ಚಾರದಲ್ಲಿ ಉಳಿಸಿ ಶಿಲಾಶಾಸನಗಳನ್ನು ಮಾಡಲಾಯಿತು.	
	12:30					
	12:30				ಚಿಕ್ಕಬಳ್ಳಾಪುರ ಜಿಲ್ಲೆ ಮುಖ್ಯ ಸಂಪನ್ಮೂಲ-2026- ಉಪಯುಕ್ತದ ಕ್ಷೇತ್ರ ವೀಕ್ಷಣೆಯಲ್ಲಿ ವಿದ್ಯಾರ್ಥಿಗಳು ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ನಿರ್ದೇಶನ ನೀಡಲಾಯಿತು.	
	1:00					
	1:00	B.A			ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಉಪಯೋಗಿಸಿ ಕ್ಷೇತ್ರಗಳ ಬಗ್ಗೆ ತಿಳಿಸಲಾಯಿತು.	
	3:00	6th				
		P-T				