





**BIJAPUR LINGAYAT DISTRICT EDUCATIONAL ASSOCIATION,  
VIJAYAPUR-586103**

# **POLICY MANUAL HUMAN RESOURCE**

  
**IQAC, Co-ordinator.**  
S.B.Arts & K.C.P.Science College,  
Vijayapur.

  
**Principal,**  
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**VIJAYAPUR**

## **VISION**

To be an organization that would bring in significant change in the quality of life of people in North Karnataka through education and make a major contribution to nation-building through education and research across a broad-spectrum of disciplines.

## **MISSION**

To engage in continuously improving educational standards across multiple disciplines, establish new institutions, expand and strengthen research activities, adopt an inclusive approach in all activities, benchmark educational quality and explore new area of learning.

## **BLDEA HISTORY**

In the year 1942, a religious leader and a visionary Shri Shri Sanganabasaveshwar Maha Shivayogigalu of Banthanal, laid a firm foundation to BLDEA by way of establishing various educational institutes. He played a major role in developing the Association and established many Primary, Higher Secondary schools and colleges for Higher education.

In the 1960s another great visionary, Dr. B.M. Patil foresaw the potential and need of scaling up educational opportunities of the people of this region. With his vision and perseverance, he gave a new dimension to the functioning of the institutions under BLDEA and established new institutions to impart professional education. The Association established an Engineering College, Pharmacy College, Nursing College and a Medical College, along with a 1,000 bed teaching hospital, a first of its kind in the country.

A new era began in the 1990's, when the son of Dr. B.M. Patil, Dr. M. B. Patil, a young and dynamic leader, took over the reins of BLDEA. His primary objective was providing quality education with modern concepts of liberalization, globalization and tremendous expansion in various new courses. He conceived the need for establishing a University and strived to establish the BLDE University, which came into existence on 29th February, 2008.

The BLDEA is propagating education in Bijapur and Bagalkot districts, which are recognized as socially, economically and educationally backward areas by then British Government and by present UGC, State Government and Central Government.

BLDEA sponsors and runs 68 Institutions in both rural and urban areas of Bijapur (now Vijayapura) and Bagalkot Districts. It includes Primary schools, High Schools, Pre-University Colleges, Degree colleges of Arts, Science, Commerce, Law, Management, Education Science,

  
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Fine arts, Pharmacy, Nursing, Nursery, Sericulture, Engineering & Polytechnic, Medical Sciences with Post Graduate courses; and sponsors the BLDE University in detail.

## INTRODUCTION

The Bijapur Lingayat District Educational Association (BLDEA) was established in the year 1910. It is a not for profit organization catering to the educational needs of under privileged children and widening educational opportunities. Promoting religious, scientific and general literature is one of the important objective of the Association. BLDEA aims to achieve this objective by establishing schools, colleges and free student hostels for poor students. The Association with a rich history of more than a century is dedicating for multi-literary development through its wide educational and cultural institutions network.

Lower strata of the society and poor are the association's target group. BLDEA has successfully completed its 100 years of fruitful, influential and proud existence. Presently 75 institutions are functioning under the aegis of BLDEA in various streams starting from primary, secondary, high schools to PU Colleges, Autonomous Arts, Science & Commerce Degree Colleges, Engineering College, Medical College, Business Schools, Pharmacy College, Nursing College and professional institutions like Colleges of Education, Polytechnics & BLDE University. Thus, the Association has contributed significantly in development of educational sector to the country.


## ESTABLISHMENT

Dr. P. G. Halakatti, a native of Dharwad and a visionary, known as 'Vachana Pitamaha', who migrated to Bijapur (present Vijayapura) founded the association initially in the name of 'Bijapur Lingayat Educational Institute', on October 23, 1910. In the year 1917, the 'Bijapur Lingayat Educational Institute' took over the 'New English School', a school then run by German based Bashel Mission Company. About 83 students were studying in the school then. Later it was renamed as Siddeshwara Secondary Education School. Thus the journey of BLDEA in imparting education commenced. BLDEA is presently a pioneer institution of North Karnataka, which has gained wide reputation and popularity among the people. As the number of students grew, Dr. P. G. Halakatti felt the need of owning a new building. Knowing the perseverance of Dr. P. G. Halakatti and development of the school, the State Govt. granted six acres of land to the Association, soon after foundation was laid for the own school building.

Functioning with a concern for the overall development of North Karnataka, Dr. P. G. Halakatti established the Sri Siddeshwara Urban Cooperative Bank and started extending financial assistance


  
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to the poor people in the region. The mastermind behind the Cooperative Bank Dr. P. G. Halakatti along with extending various benefits to the poor, also strove to strengthen the cooperative sector. As a result a new era of empowerment in various areas like literature, social, educational and economical sectors began in North Karnataka.

  
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- d. Booking and reservations should be made in advance for all the planned travels through Admin Department. Fares are economical if booked early. Unnecessary charges should be avoided by checking if there is a cancellation fee or early/ late check-out fee prior to booking.

#### 4. GUIDELINES FOR LOCAL TRAVEL (INTRA CITY)

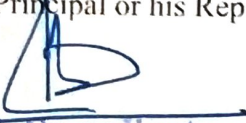
##### ❖ TRAVEL REIMBURSEMENT

- ❖ All employees will be reimbursed local conveyance expenses incurred on official work. Employees are expected to find out the most cost effective acceptable mode of travel available locally or transportation of Institution up to 80kms.
- ❖ Employees are expected to use fair judgement in choosing the mode of travel considering travel time, cost, safety and convenience.
- ❖ If more than one employee is travelling to the same location on the same day, they should explore possibilities of pooling.
- ❖ Principal and above may use their own transport to travel for official purposes within a city. For this purpose, the areas adjoining the city, but not included in the municipal limits will be treated as a part of the city. Employees will be reimbursed fuel expenses computed on a per km basis. The rate per km shall be Rs. 10 for four wheeler and Rs. 5 for two wheeler. Parking expenses, if any, shall be reimbursed at actuals (overnight parking charges will be evaluated and allowed in rare cases basis exception).
- ❖ Office boys and peons will be entitled to reimbursement of travel expenses using public transport.
- ❖ All approved expenses will be reimbursed upon submission of bill to finance department and reimbursement will happen by the month end.

#### 5. GUIDELINES FOR OUTSTATION TRAVEL

##### ❖ MODE OF TRAVEL:

- a. Employees are expected to use fair judgement in choosing the mode of travel between Rail / Road where distance between the cities is less (Example – Pune to Mumbai or Chandigarh to Delhi or Baroda to Ahmedabad or Kolkata to Jamshedpur or Chennai to Bengaluru). In case there is a compelling business reason for air travel between cities where the distance is less a Principal or his Reporting Authority should approve of this travel

  
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- b. Air travel for Professors and below should be approved by the respective Principal or Reporting Authority, Chief Administrative Officer and Chief of Operations

❖ **ACCOMMODATION:**

- a. Employees will be reimbursed expenses incurred towards hotel accommodation at actuals on submission of actual bills. Financial limit and accommodation eligibility for room charges per night are mentioned under entitlements.
- b. Employees can stay at defined star category hotels if the room charge per night (excluding taxes) is within the defined financial limit. If more than one employee participates in a conference/Faculty Training and development program, the employee at the higher career level is expected to exercise discretion regarding staying at the same hotel.
- c. In case the individual arranges his/ her own accommodation he/she will be allowed to claim overnight stay allowance (per night) mentioned under entitlements.
- d. Incidental expenses like tips, purchase of newspaper, magazine, water, toll charges etc. can be claimed during outstation travel against entitlements.
- e. As per tax guidelines claims against per diem are expected to be on actual expenditure. Employees may be asked to produce necessary evidence if required.

❖ **LOCAL CONVEYANCE:**

Local conveyance while on outstation travel is same as the Intra City travel policy.

  
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## 7. OUTSTATION TRAVEL

MODE OF TRAVEL: AIR (ECONOMY), RAIL (2ND AC) OR ROAD.

Career Level	Acomadation(Per Day)	Meals per day	Local Mode of Transport per day	Overnight Stay Allowance/per night
	All cities			
Officer and above	2,000/-	Actuals	Actuals	500/-
Principal and Operations Head	1,500/-	Actuals	Actuals	500/-
Head of the Departments	1,200/-	150/- Breakfast: 400/- Lunch/ dinner	300/-	300/-
Up to and including Teaching and Non-Teaching Employees	1,000/-	150/- Breakfast: 400/- Lunch/Dinner	300/-	300/-

The above figures exclude taxes.

Note: 1. Overnight Stay Allowance will be applicable for stay with Family/Relatives


2. Above mentioned charges may will be revised every year on financial basis

## 8. INTERNATIONAL TRAVEL POLICY

The policy details below are divided by the expected duration of the assignment.

Policy details related to official trips of up to 4 weeks for meetings, conferences, and training or knowledge transfer fall into the International Official Travel category.

- Accommodation:** Temporary housing or hotel accommodations will be reimbursed for the duration, employees may hire a room in 3 or 4 star hotels and the booking will be done by Admin Coordinator (Office Superintendent in BLDE Admin Office). If an employee stays with either friends or relatives, he shall be paid US\$ 50 per day for the period of stay with friends/relatives.

  
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- ii. **Local Conveyance:** Local transportation is paid for the full duration of the Employee's stay. Reimbursement occurs upon submission of receipts. This is not a cash entitlement or Credit Card will be provided from the organisation with the limit for local purchase
- iii. **Airline Tickets:** Employees to level of Principal and Head of Operations will receive an economy / coach class roundtrip tickets for themselves only. Officer Level and above may avail of business class if the air journey (take-off time to landing time) exceeds 3 hours.
- iv. **Advance:** An option of cash advance equivalent to a maximum of 7 days expected actual expenditure is available to all employees traveling overseas. The advance, if taken, must be settled within 15 days of return or use of Credit card. must be settled within 15 days of return.
- v. **Medical Insurance:** All employees are responsible to get themselves medically insured before commencing any foreign travel. If the travel is expected to exceed 1 month, the medical insurance should also cover dental insurance. The insurance premium will be bore by the organization. And the medical insurance will be done by Admin Coordinator

### **Part III: Reporting expenses**

#### **2. Reporting expense process**

All official expenses must be reported within seven (7) calendar days from the completion of travel to the correct expense type and Admin Department/HR Coordinator will collect all the expense report and submit to the Accounts. Each individual is responsible for the timeliness and accuracy of submitting expense reports with supporting documents.

### **Part IV: Governance and Validity**

The Institution reserves the right to add, delete, amend, or modify in any manner any of its policies bearing in mind the circumstances from time to time.

The decision of the Institution's management shall be final and binding on all concerned on any matter that needs resolution.

All clarifications with regard to this policy can be obtained from the IIR Department; similarly all suggestions for improvement of the scheme should be addressed to them.

  
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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.

#### 5. 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.

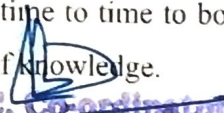
#### 6. TRAINING FOR RESEARCH AND PUBLICATIONS

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.

#### 7. 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.

  
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## 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.

  
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### 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.

  
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