



BNM Institute of Technology
Bengaluru
Autonomous Institution under VTU

Institutional Policies

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General Instructions:

- i) The policies apply to all regular teaching faculty, non-teaching staff and students of BNMIT.
- ii) The policies / guidelines are reviewed periodically to maintain relevance and effectiveness.
- iii) The Policies and other service conditions are subjected to revision time to time based on the need/requirement.

1. Financial Powers

(Effective from April 1, 2018)

(Revised and reinforced from February 2, 2026)

To Principal: Joint authorized signatory (with secretary) for operating all BNMIT bank accounts.

To HODs: Imprest of Rs.5000/- to all HODs.

The complete sanctioned amount is to be released once the same has been accepted and approved by designated / authorized persons.

Budget Allocation

1. During February each department and the administrative office prepares the budget estimate for the next financial year (April 1st – March 31st). This shall include
 - Recurring expenditure
 - Capital expenditure
 - Non-recurring expenditure
2. The Principal consolidates requirements of all the departments and the office prepares a budget for the entire college for the next financial year.
3. The budget estimate is presented to the finance committee and later presented before the Governing Body, for discussion and approval.
4. Modified and approved budget estimate incorporating Governing Body comments is sent to all departments.

Budget Utilization

1. Get budget estimate approved for the next financial year.
2. Assess the time when equipment / software is needed and procure by following the purchase procedure laid down in this regard.

3. All the departments shall send allocation and spent details to the Principal by the end of financial year once, and another in the middle of financial year which will help for budget reallocation and approval.

2. Student Scholarships and Insurance Cover

(Effective from April 1, 2017)

(Revised and reinforced from February 2, 2026)

The management is happy to provide scholarships for meritorious and economically weaker students / rural / farmers' children and insurance cover as per the details given below:

1. Students admitted through CET within top 1000 ranking will be given a special scholarship of Rs. 25,000/- at the time of admission
2. Students admitted through COMEDK within top 3000 ranking will be given a special scholarship of Rs. 25,000/- at the time of admission.
3. Topper/s in every branch every semester will get a Merit Scholarship.
4. Scholarship of Rs. 10,000/- to Rs. 40,000/- will be given to Rural and Farmer's Children as well as students from economically weaker sections.
5. Students who are selected to represent VTU in inter-university sports are awarded Rs. 10,000.
6. Students who are selected to represent Karnataka in any sports are awarded a scholarship of Rs. 25,000.
7. Student who is selected to represent our Country in any sport is awarded a scholarship of Rs. 50,000.
8. Cultural Scholarship of Rs. 10,000/- to Rs. 30,000/- among participants of VTU Youth Festival.
9. Economically Weak and meritorious students from the Maratha community will get Scholarship.

Gold Medals for merit students

- Students securing first rank in their respective programs and branches shall be conferred gold medal from the institution.
- Gold medals shall be awarded to students in various categories, as stipulated by the Endowment Fund.

Student Insurance: All Students are insured for Rs.100000/-

3. Medical Fund and Reimbursement
(Effective from April 1, 2017)
(Revised and reinforced from February 2, 2026)

The Management of BNMIT has instituted a Medical Fund to reimburse medical expenses for employees (teaching and non-teaching), arising from sudden illness or accidents that require hospitalization.

The fund is created from the monthly contributions made by the staff and matched by an equal contribution from the Institution. The combined amount is maintained in a Fixed Deposit, and the interest accrued is added to the fund.

Monthly contributions to the Medical Fund are as follows:

- Non-teaching staff: ₹50
- Teaching staff: ₹200

Contribution for the fund started on April 1, 2017, with an initial contribution of ₹10,00,000 (Rupees Ten Lakhs) provided by the Institution. This initiative got approval from the Governing Council in its meeting held on January 28, 2017.

The following are the general guidelines for disbursement of medical aid.

1. Reimbursement is for staff who have contributed at least for six months.
2. Reimbursement is only for hospitalization expenses and does not include other incidentals.
3. In each financial year the maximum amount that can be disbursed is limited to 50% of the funds available at the end of previous financial year. This amount shall be declared by the committee at the beginning of each financial year.

4. Maximum amount of aid shall be limited to two lakhs per person in a year.
5. The disbursement will be done with due verification from administrative office to ensure the same has not been claimed elsewhere.
6. The committee shall sanction a suitable amount subject to the maximum limit based on the severity of the medical condition.
7. The following committee shall meet within a week of the submission of claim and recommend the management committee to sanction.
8. The Medical Fund accounts shall be audited along with the college accounts.

Committee for fixing the reimbursement:

1. Principal (Chairman)
2. Head of the department concerned
3. One representative from the teaching staff
4. One representative from the non-teaching staff
5. Manager, Administration

Approval committee:

1. Chairman, Governing Body, BNMIT
2. Director, BNMIT
3. Additional Director, BNMIT
4. Principal, BNMIT
5. Dean, BNMIT
6. Deputy Director, BNMIT

4. Recruitment & Promotion

(Effective from June 1, 2013)

(Revised and reinforced from February 2, 2026)

Assistant Professors:

Policy: Recruitment as per prevailing AICTE norms.

- Minimum qualification for Engineering Courses: MTech in the relevant discipline, with First Class at the B.E. level. A professional experience of 2–3 years is desirable.
- Minimum qualification for MBA: Bachelor's degree in any discipline, and a First Class or equivalent Master's degree in Business Administration / PGDM / MCom or professional qualifications such as CA/ICWA/CS. A professional experience of 2 years after acquiring the Master's degree is required. Preference will be given to candidates qualified in NET / SLET.

Procedure:

1. The requirement of staff both teaching and non-teaching needed for the subsequent semester is determined by each HoD (as per VTU/AICTE guidelines) at the end of a semester and presented at the HoDs meeting.
2. The requirements are discussed in HoDs meeting and decision to appoint/recruit staff is taken.
3. Office sends out an advertisement in reputed newspapers.
4. The applications received are sorted and sent to respective departments for further action.
5. Department scrutinizes the applications and those eligible are shortlisted. They also add applications received during the previous semester for scrutiny.
6. Short listed candidates for asst. professors are called for a demonstration evaluated by HoD and at least three other senior faculties.

7. The listed candidates are interviewed by the Appointed Board consisting of Director, Additional Director, Principal, Dean, Deputy Director, nominee of the University / Commission, respective HoD and is chaired by Secretary, BNMEI.
8. Based on the performance, a merit list is prepared and the candidates are given appointment order.
9. Candidates not meeting the eligibility criteria for appointment as Associate Professor or Professor will be placed as Assistant Professors.

Associate Professors and Professors:

Policy: Recruitment as per prevailing AICTE norms.

The minimum qualification is Ph.D., in relevant field with minimum 8 years teaching / research experience for Associate professor and 10 years experience for Professors.

Procedure:

Largely these positions are filled by invitation / advertisement and interview by the Board of appointment mentioned above.

Recruitment of non-teaching staff:

All laboratory instructors are appointed following the procedure given above for Assistant professors except for an additional written examination and/or demonstration.

General guidelines are:

1. Diploma with 5 years' experience for Foreman.
2. Diploma with at least 2 years' experience for Lab. Instructor
3. ITI with at least 1year experience for a Mechanic / Assistant Instructor.

Promotional policies:

All promotions are based on requirement and faculty acquiring qualifications / experience prescribed by AICTE for the post. Preference will be given to internal staff to fill higher positions before considering outside candidates.

5. Purchase Procedure

(Effective from August 1, 2015)

(Revised and reinforced from February 2, 2026)

The procurement procedure of BNM Institute of Technology aims to ensure the procurement of high-quality goods and services at the best value, while maintaining the highest standards of ethics, transparency, and integrity in all dealings with suppliers. For this purpose, the department's indent shall be processed either by the department itself or by the department responsible for the specific items, after obtaining approval from the Principal/Director.

Purchase needs may arise in a variety of circumstances. In some cases, the Institution may engage prospective suppliers directly for preliminary discussions. In other cases, the Institution may request the concerned Purchasing Department to coordinate and communicate with prospective suppliers.

For purchases up to ₹5 lakhs, the Chairman of the Governing Body may take the final decision. For purchases exceeding ₹5 lakhs, quotations shall be invited from multiple vendors, and a comparative statement shall be prepared. The Purchase Committee shall evaluate and negotiate with the vendors and award the contract based on quality, durability, and quoted value, with appropriate justification for the final selection.

Only staff members or officials specifically authorized by the Institution shall be permitted to sign purchase agreements on its behalf.

6. Faculty Performance Evaluation

(Effective from the academic year 2017-18)

(Revised and Reinforced from February 2, 2026)

A. Based on Student Feedback

All teaching staff shall be evaluated on their teaching performance based on student feedback for the courses they teach. Students shall provide feedback online through the College Management System (CMS).

The Heads of Departments (HoDs) shall discuss the student feedback with each faculty member and provide appropriate comments, guidance, and recommendations for improvement.

Faculty members receiving student feedback of **70% or above but below 85%** shall be encouraged and advised to further improve their teaching effectiveness.

Basis for corrective actions:

1. If the student feedback is below 70% and/or the pass percentage in the corresponding theory course is below 70%, the faculty member shall be counselled by the HoD. The faculty member, in consultation with the HoD, shall identify and implement appropriate corrective actions for improvement. The implementation and outcomes of such corrective actions shall be duly documented. The faculty member may also be deputed to relevant training programmes to enhance teaching effectiveness and performance.
2. If the student feedback does not improve over consecutive semesters, the faculty member may be given additional time and appropriate support to demonstrate improvement.

B. Based on Self Appraisal

All teaching staff shall be evaluated annually through the **Self-Appraisal System** for the academic year from July to June. Each faculty member shall complete the Self-Appraisal Form, which shall be reviewed and authenticated by the respective HoD.

During August–September, the Director, Additional Director, Principal, Dean, and Deputy Director shall interact with each faculty member, along with the respective HoD, to review their performance and provide appropriate feedback, comments, and suggestions for improvement.

Basis for reward / encouragement

If the self-appraisal rating is **90% or above**, the faculty member shall be awarded a letter of appreciation, valid for the respective academic year, along with a cash incentive of **₹60,000 (₹5000 per month)**.

If the self-appraisal rating is between **80% to 89%**, the faculty member shall be awarded a letter of appreciation, valid for the respective academic year, along with a cash incentive of **₹42,000 (₹3500 per month)**.

If the self-appraisal rating is between **70% to 79%**, the faculty member shall be encouraged to improve their performance in the subsequent academic year.

Basis for corrective actions:

1. If the appraisal rating is **below 70%**, the faculty member shall submit an explanation to the HoD. Based on the explanation and other performance indicators reflected in the self-appraisal, the HoD shall communicate clear and specific action points for improvement in the subsequent academic year. A copy of the written communication shall be shared with the Principal and Secretary. The action plan may include one or more of the following:
 - Adopt innovative teaching methods, such as case studies, projects, simulations, and experiential learning.
 - Update subject content beyond the prescribed syllabus and enhance course delivery.

- Improve teaching effectiveness and student learning outcomes.
 - Increase research contributions through publications and pursue patents and research grants.
 - Strengthen industry–institute collaboration and explore consultancy opportunities.
 - Participate in co-curricular and extracurricular activities with students.
 - Attend FDPs, training programmes, workshops, and professional conferences.
 - Mentor students and guide them in academic projects and career development.
 - Contribute actively to departmental activities and other institutional initiatives.
2. If the appraisal rating does not improve in the subsequent year, the faculty member shall be provided **one additional year** to demonstrate improvement, with appropriate guidance and support.
 3. If the appraisal rating continues to remain below the required level for **two consecutive years**, the faculty member shall be referred to the Management for appropriate action, which may include advising the faculty member to seek alternative employment.

7. Research Promotion

(Effective from April 1, 2017)

(Revised and reinforced from February 2, 2026)

Preamble:

The need of the present day is that all higher educational institutions must contribute to research for sustained development to be at par with the top institutions and compete at the global level. Besides, research culture in the institution leads to quality graduates who can contribute to their employer companies and for sustainable growth at the national and global level.

The teachers who have only PG qualifications as the highest degree will be motivated to enroll for Ph.D. in a premier Institution / University. They will be allowed to go and meet their guide to discuss research topics as and when necessary, on OOD. They are also given reduced workload / leave during crucial period of their research like report writing, experimentation in R&D Institutions outside the College.

Teachers who have already completed their Ph.D. will be motivated to guide other teachers for their Ph.D., apply for funding from research funding organizations. If they get funding from the funding agencies the faculty will get reduced load (academics) based on the nature of work and involvement in the project.

The Management expects Faculty to execute at least any two of the following:

1. Publication of at least Two research articles in a reputed (Including Research Articles in reputed journals and Book Chapters as recognized by NAAC, NBA, NIRF etc. - Thomson Reuters, Scopus, WOS, Q-rated, ABDC, Web of Science, ASME etc.) journal per year.

2. At least two research publications per year in reputed journals or book chapters recognized by NAAC, NBA, NIRF etc., indexed in Thomson Reuters, Scopus, Web of Science, SJR, ABDC, ASME, and similar reputed databases.
3. One funded research project from funding agencies with a minimum amount of Rs. 2.5 Lakh once every three years.
4. One industry consultancy once every three years.
5. Help in setting up one Centre of Excellence in collaboration with any industry.
6. Apply / publish / grant of at least one patent once every year.

Research Overseeing Committee:

To oversee the progress of Research by the faculty opting for research and research activities in the institution, the following committee has been constituted.

Composition of the Committee:

- Director, BNMIT
- Additional Director, BNMIT
- Principal, BNMIT
- Dean, BNMIT
- Deputy Director, BNMIT
- HOD of respective department as the convener
- Research Advisors from renowned Central / National institutions and industry (Invitee).

Roles and Responsibilities of the Committee: The committee

1. Meet twice a year to evaluate the progress of faculty members and suggest course of action, if any.
2. Evaluates quality of publications and recommend teachers who have published quality papers for rewarding, to the Management.
3. Reports progress of research to the Management at institute level.
4. Addresses any other issues related to research in the institute.

7a. Incentives for Publication of Research / Technical papers by Faculty Members

(Effective from April 1, 2021)

(Revised and reinforced from February 2, 2026)

In alignment with the vision and mission of the institution, the management has decided to provide further impetus to research and development activities undertaken at BNMIT, and to the consequent publication of papers in reputed journals. Recognition of such contributions shall be in the form of cash incentives, as detailed below:

Q1 Rated Journals - Rs. 10,000/-

Q2 Rated Journals - Rs. 7,500/-

Q3 Rated Journals – Rs. 6,000/-

Q4 Rated Journals – Rs. 5,000/-

Scopus / WOS / ABDC Journals (A+, A and B category) – Rs. 4,000/-

Note: Q rated journal publications are considered for incentive only if indexed in Scopus or WOS. Additional incentives may be considered as per the discretion of the core committee, especially for Q1 / Q2 publications.

Cash incentives for books and book chapters shall be as follows:

- Scopus indexed book chapters: ₹4000 per chapter
- Full book (international publisher): ₹10000
- Full book (reputed national publisher with ISBN and ISSN): ₹5000

1. Faculty members are eligible to avail this benefit for a paper published in a given academic year (July-June).
2. The publication should be produced while working at BNMIT and must carry BNMIT's affiliation.
3. The paper must be submitted to the BNMIT library for archiving.

4. The incentive will be given to the first three authors only. The incentive given shall be equally divided among all the authors of the paper from BNMIT.
5. The selection of papers for incentive shall be done by Director, Additional Director, Principal, Dean and Deputy Director in the month of July every year from the list of works submitted by the faculties to the Secretary. The list of selected papers shall be published on the noticeboards.

7b. Financial assistance to Staff for Paper Presentation / Participation in Conference / FDP's / Workshops / Any Training Programs

(Effective from the academic year 2017-18)

(Revised and reinforced from February 2, 2026)

The Management is happy to provide financial assistance to the staff for paper presentation / participation in conference / FDP's / workshops / any training programs registration both in India and abroad.

The policy for providing such financial assistance shall be as follows:

1. The registration fee will be refunded only for papers that are accepted and successfully presented during the conference, and which are subsequently processed for inclusion in Scopus or Web of Science databases.
2. Presentation of all accepted papers is mandatory.
3. The registration fee for attending FDPs / Workshops / Other Trainings will be refunded as per the discretion of the Management based on the quality of the program and the organizing authority.

7c. Consultancy and Projects by Faculty Members

(Effective from July 1, 2017)

(Revised and reinforced from February 2, 2026)

BNMIT management would like to encourage consultancy by faculty members and take up research projects from different funding agencies. These activities should bring tangible benefits to the college such as industry projects for our students and other staff, placement opportunities to students, setting up facilities at college etc. While the Management is all for encouragement of the above it expects to be taken into confidence by the faculty before venturing into this activity of undertaking consultancy/project.

The policy for consultancy and sponsored projects is as mentioned below:

1. Consultancy

a. Purely within the college:

When faculty takes up consultancy work during college working hours or using college facilities the revenue is shared between the college and faculty in the ratio of 40:60. However, the faculty must complete all the academic work assigned before venturing into consultancy.

b. Purely external, outside the working hours of the college: When faculty takes up consultancy work purely outside the college working hours and without using college facilities then the revenue is shared between the College and the faculty in the ratio of 30:70. However, all the academic requirements of the college must be fulfilled by the staff and written permission should be taken to carry out consultancy work and such work undertaken shall be with the knowledge of the institution.

Sanction: Prior sanction must be taken from the Head of the

institution for any consultancy project. Wherever possible, BNMIT students should also be associated with the consultancy project.

2. Sponsored research (External funding)

Incentive equal to 5% of the research project grant, limited to a maximum of Rs. One Lakh per project will be provided to Faculty for creating additional research facilities required on campus.

- a. Professors and Associate Professors will become eligible for incentives when the project grant is ₹7.5 Lakhs and above, and Assistant Professors shall be entitled to the incentives when the grant is ₹3 Lakhs or more.
- b. The incentives shall be disbursed on successful completion of the project upon submission of the Utilization Certificate to the funding agency.
- c. Faculty are supposed to have a regular report on the progress which they are supposed to submit to the Principal for transparency and accountability.
- d. In case of more than one investigator from the institution, the total eligible incentive shall be equally divided among the investigators.

3. Sponsored research (Internal, Intramural and Seed funding)

- a. **Internal Funding:** The scope of the fund/grant provides structured support for research projects:
 - Minor Research Projects – up to ₹1 lakh
 - Major Research Projects – between ₹ 1–2 lakhs
 - Applicants must be affiliated with BNM Institute of Technology (faculty or students).
 - Only one grant/funding is permitted per academic year. Awardees cannot apply for new funding until completion of the ongoing project.

- Proposals are evaluated on quality, relevance, feasibility, scale, and merit. Ethics committee approval is mandatory for all applicants.
- Funds may be used for equipment/materials after due diligence by the Institute Research Committee. Equipment, materials, software, gadgets, and books purchased remain property of the institution. Vendor quotations are required for all equipment requests.
- Awardees must submit a final report within the stipulated period; extensions require rigorous scrutiny.
- Institutional support must be acknowledged in all presentations and publications.
- Faculty members availing grants cannot take long-term leave during the funded project.

b. Intramural / Seed Funding:

The intramural research grants / Seed funding is open to students to conduct innovative and breakthrough research during their 2nd to 4th year of B.E course. Every year 20 projects will be selected across all the departments after a systematic screening of applications. The selected projects under this grant scheme should follow the mentioned guidelines. The project can have 2-4 students and one mentor (mandatory).

The funding is given in 5 levels as shown in the below table. Each level has a timeline of 3 months. The first level of funding is up to ₹25,000 (all at actuals). To reach the next level of funding, the project must achieve the defined deliverables. The maximum amount sanctioned per project is ₹5,00,000 for a period of 15 months.

Sl. No.	Timeline (in Months)	Amount sanctioned (in ₹)	Cumulative Amount (in ₹)	Deliverables / Outcomes
1	0-3	25,000	25,000	Proof of Concept (PoC) / Demonstratable Project + 1 Paper Publication
2	4-6	50,000	75,000	Prototype/working model +1 Paper Publication
3	7-9	75,000	1,50,000	Product stage 1 + Patent / Copyright
4	10-12	1,00,000	2,50,000	Product stage 2/ final
5	13-15	2,50,000	5,00,000	Commercialization- mass Production / technology transfer

4. Sabbatical / leave of absence

When a faculty wants to take leave of absence to work in an industry / University, it may be granted by the management depending on workload for a period not exceeding two academic years. During the period of absence, no salary will be paid, and the faculty need not share his/her remuneration with the college. However, request for grant of leave by the faculty should accompany appointment letter from the industry / University with details of position, nature of work, emoluments and any other details which the college may ask for.

7d. Financial assistance to Staff for Product Development and Innovation / Patents / Copyrights / Trademarks / Collaborative IPR Initiatives / Technology Transfer & Commercialization

(Effective from April 1, 2017)

(Revised and reinforced from February 2, 2026)

BNMIT Management initiated this policy to foster a culture of innovation and knowledge creation by extending financial assistance to faculty engaged in product development, intellectual property generation, and collaborative research initiatives. By supporting patents, copyrights, trademarks, technology transfer, and commercialization efforts, the institution reiterates its commitment to empowering faculty to transform ideas into impactful outcomes. The policy underscores the value of protecting intellectual contributions, encouraging inter and cross-disciplinary collaboration, and promoting sustainable innovation that contributes to academic excellence and societal benefits.

1. Patents:

- A 50% ownership by BNMIT shall be on each patent filed in the name of BNMIT; the remaining 50% will be shared equally among the inventors.
- Application: All the patent applications will be examined for their commercial viability and their relevance to BNMIT's business plans by the BNMIT Research and IPR Committee.

2. Copyrights: 30% of the cost for the registration of copyrights will be reimbursed if BNMIT is one of the owners with at least 30% equity share in the copyright.

3. Trademarks: ₹10,000 will be awarded on successful registration of the trademark. BNMIT will have commercial usage rights on such copyrights whereas creators will have academic usage rights.

- 4. Technology Transfer and Commercialization:** The revenue realized through commercialization shall be shared in the ratio of 40:60 between BNMIT and the inventors. BNMIT will provide legal, marketing and business support for such activities.
- 5. Collaborative IPR Initiatives:** In the case of collaborative IPR efforts, at least 30% of IPR rights will be held by BNMIT.
- Any IPR that can be considered must be disclosed within a maximum of 30 days.
 - BNMIT Research and IPR committee shall review the application for IPR and make recommendations for suitable funding.
 - Submission by all employees is mandatory under these instructions. Non-compliance could lead to losing incentives and taking legal action.

8. Incentives for Students Winning Competitions / Hackathons at National / State level

(Effective from April 1, 2017)

(Revised and reinforced from February 2, 2026)

To recognize and reward excellence, BNMIT has established structured incentives for students achieving distinction in national and state-level competitions and hackathons.

National Level competition	₹ 3000/- for winning ₹ 2000/- for the 2nd Prize ₹ 1000/- for the third prize
State Level Competition	₹ 2500/- for winning ₹ 1750/- for the 2nd Prize ₹ 1000/- for the third prize
Hackathons / Project Competition	₹ 2000/- for winning ₹ 1500/- for the 2nd Prize ₹ 1000/- for the third prize

9. Other Financial Incentives for Students
(Effective from January 14, 2026)

1. Paper presentation and conference - National and International up to 50% of the registration fee, is limited to Rs.5000/- Conveyance - one person and accommodation - one person
2. Hackathon and other programs
50% of the registration fee or Rs.5000/- whichever is lower
3. Travelling and conveyance charges
3AC ticket charges or Rs.1500/- whichever is lower per person
Actual conveyance or Rs.150/- per day whichever is lower per person
4. Accommodation charges
Eligible up to Rs. 1 000/- per day per person

Conditions:

- Prior permissions from the Principal is a must
- The Amount will be paid after the event on producing of the original bill.
- The Group of a maximum of four people are eligible to avail the scheme

10. Skill Development Programme

(Effective from April 1, 2017)

(Revised and reinforced from February 2, 2026)

Preamble:

Industries / companies today recruit graduates based on skills acquired by them during the years of graduation. We have seen in the past that just scoring 70% and above marks does not guarantee job for students. Apart from looking for soft skills, industries want individuals who are ready to take up work immediately after joining their companies. Further, graduates with higher and better skills adjust / adapt to dynamic environment, and more effectively to the challenges & opportunities at work. Hence, there is a need to produce skilled and industry ready individuals in the domains of current interest. To address this issue, the institute has introduced Skill Development Programme (SDP) for all the students. The expected outcome of the programme is to mould students to be industry-read technocrats of tomorrow. This, in turn, would increase the employability of students in industries - particularly core industries.

Procedure for Conduct of SDPs:

The following procedure is adopted by the institute to be followed by the departments for the effective conduct of SDPs:

1. Engineering / Management departments based on the expertise advice and from industry identify 2-3 verticals / domains of current trends in which students must be trained.
2. Departments shall approach industries to collaborate with them to train students in the selected verticals/domains with hands on sessions.
3. Departments shall prepare course content in collaboration with concerned industry.
4. HoDs shall address the students with respect to SDPs of different

domains/verticals and take their options on similar lines of open elective.

5. This programme is mandatory for all the students. However, it is optional for slow learners.
6. Students can opt for any vertical / domain offered by any department of the institute.
7. One / two slots (hands on sessions) of 2½ hour each are allotted per week in regular timetable.
8. Faculty members have been made in-charge for each vertical / domain in teacher-student ratio of 1:15 to 1:20
9. Students and the faculty in charge will be trained by industry experts for approximately 100 hours per year.
10. Role of Faculty in-charge: Faculty in-charge will
 - a. Maintain attendance of students.
 - b. Continuously assist & monitor his/her batch of students during the sessions to cope with the pace of the instructor.
 - c. Evaluate weekly student assignments and document the same.
 - d. Assist trainers to design assessment methods, tools, evaluation schemes and evaluate them.
11. Successful students will get certificates, issued jointly by the company and the Institution.

11. Innovative Project Lab (IPL)
(Effective from April 1, 2017)
(Revised and reinforced from February 2, 2026)

Preamble:

The team spirit, creative thinking, self-learning, lifelong learning and communication skills in students are the essential attributes of Engineers to fulfil dynamic industry requirements. To inculcate these attributes in students, the institution provided a platform for B.E. students to take up projects of their choice and execute through Innovative Project Lab (IPL). Students shall come up with an idea and develop an executable model which has a good societal impact.

Procedure for Conduct of IPL:

The following procedure is adopted by the institute for the effective conduct of IPL:

1. Students form a group of 3-4 members.
2. Each Student Group is mentored by a faculty member. Academic units are allocated for faculty members for mentoring.
3. The IPL session consisting of 2 hours per week has to be allotted in regular timetable. During these sessions each mentor interacts with his/her group in a batch approximately for 40 minutes.
4. Role of Faculty Members: The Faculty Member
 - Guides student group/s to execute project of their choice and suggests a project for student group who are unable to identify projects.
 - Continuously monitors the progress of the project at pre-defined intervals and proper timelines.
 - Evaluates projects based on well-defined evaluation scheme and rubrics.
 - Maintains attendance of students and other details of project till the completion with a brief project report.

12. Placement Policy

(Effective from 2021-2022)

(Revised and reinforced from February 2, 2026)

General Eligibility Criteria and Instructions for Placement:

1. Students are informed that the general eligibility criteria in IT and core companies are as follows:
 - a. Students should maintain an aggregate CGPA of 6.00 & above in B.E. along with 60% & above in 10th, 12th standard / PUC / Diploma.
 - b. Students should not have any active backlogs.
2. It is mandatory for every student to register for Campus Placement 2025-26.
3. Students who are not willing to take up a job should submit a letter with the signature of parents and HoD stating the reason, to Training & Placement (T&P) Department before the registration process.
4. While registering for placements, students should enter accurate details including their Email ID, mobile number, postal address, alternate number etc.
5. Marks entered during placement registration should match with the mark's cards issued by the university / board. If any discrepancies are found during verification, he / she will be debarred from placement activities.
6. It is mandatory to mention backlog details at the time of placement registration. Also, it is compulsory for students to update their backlog status or change in marks to their placement coordinators as and when they clear through revaluation / re-examinations.
7. The mobile number / Email id entered at the time of placement registration should not be changed under any circumstances as those details will be shared to various companies for recruitment activities.

8. The students are responsible for the data they provide during registration. In the event of any discrepancies, students will be held responsible and as a consequence, may have to face any kind of disqualification or rejection of offers.
9. Students who register for campus placement should compulsorily attend all the training programs and recruitment activities conducted by T&P Department.
10. During the Campus Placement season, a series of training programs and assessments would be scheduled for the enhancement of employability skills. It is advised for all the students to keep a track of the same and attend all such programs without fail.
11. It is advised for all the students to take part in various Hackathon events shared by T&P Dept.

Job Offer Details:

Every student is eligible for 3 offers.

- 1 Dream Company Offer – (Offer with highest package)
- 1 Core/Product Company Offer – (Offer related to the stream)
- 1 Service Company Offer – (Offer for development roles / technical support)

Note:

- If a student is selected for a Dream Company, he/she will not be allowed to take up any other offer.
- If a student is selected for a Core Company, he/she will be allowed to take only the dream company offer.
- If a student gets an offer from a Product Company before appearing for Service Companies, then the student is not eligible to attend any service company drives.
- Students placed in a Product / Service Company will be allowed for a dream Company Offer only if there is a minimum difference of ₹ 5.00 lakhs and above from their existing offer.

- If any student is not meeting the above criteria but still wants to participate in any Product / Dream Company drive, he/she may approach the T&P Dept for consideration.

It is mandatory for every student to carefully understand the Job Offers rules and adhere to the same.

Drive Instructions:

- Once the Campus Placement season commences, students must compulsorily register before they appear for selection process of each company.
- If students register for a drive, it is mandatory to appear for the selection process failing which strict actions will be taken against those students.
- Once the student is placed in a company, he/she will have to confirm his/her offer acceptance and adhere to their decisions. If they are not able to join the company for any genuine reasons, they have to submit a letter duly signed by them and their parents. Such students will not be allowed for any further campus recruitment.
- Companies conduct online tests as a part of their recruitment process. Mobile phones are strictly prohibited during these online tests.
- It is strictly advised not to spread any false rumors about company recruitment drives. Anyone found spreading false rumors and misleading information will be treated with disciplinary action.
- Only the eligible students should sit in the recruitment process. If any student found sitting for the recruitment process of any company for which he/she is not eligible, then they shall be blacklisted for future placements and strict departmental action will be taken.

13. Performance Enhancement (PE) Classes

(Effective from 2021-2022)

(Revised and reinforced from February 2, 2026)

Preamble:

A slow learner is a student who has the ability to learn necessary academic skills but at the rate and depth below average than same age group. Generally, in a class of 60, 5-10 students are slow in learning due to number of reasons viz lack of interest/concentration, low grasping power, rural background and lateral entry to the course. If slow learners are hand held and guided, they will perform well in both internal and external assessment, leading to prolific increase in overall pass percentage in examination. Placing such students in companies becomes easy. Such students can be brought to the main stream by personalized coaching through effective conduct of performance enhancement classes.

Procedure for the Conduct of Performance Enhancement Classes:

The following procedure will be adopted by the institute to be followed by departments for the effective conduct of performance enhancement classes:

- a. Slots for performance enhancement classes are to be included in regular timetable. At least one-hour slot per subject per week shall be provided and more slots to be added, if necessary for some subjects.
- b. The academic units are located for faculty for handling performance enhancement classes.
- c. Departments shall identify slow learners based on their performance in previous internal and external assessments / PUC (for I year students).
- d. Course teachers shall prepare notes/material consisting of

module- wise question bank and is to be approved by the Program Assessment and Audit Committee (PAAC). This material must be shared with slow learners at the beginning of each semester.

- e. Slow learners shall attend performance enhancement classes specially scheduled and get their doubts cleared. If any student is not attending performance enhancement classes regularly, course teacher is instructed to bring him/her to the Principal/Dean through HoD for counselling.
- f. Course teachers must maintain attendance of performance enhancement classes in the same class register in a separate page.
- g. Principal / Dean will visit departments frequently to check the effective conduct of classes and interact with each course teacher during the visit.

14. Staff Leaves
(Effective from July 1, 2024)

(Revised and reinforced from February 2, 2026)

1. Casual Leave

- 13 days per year
- 01 day for Gowri festival
- 01 day for Varamahalakshmi festival
- Total 15 days

2. Vacation

Teaching staff shall be entitled to 15 days of vacation per year, as per the academic calendar and within the designated vacation slots.

3. Earned Leave: For Teaching staff - 10 days per year

- For Non-Vacation Teaching staff - 25 days per year
- Non-Teaching staff - 15 days per year

Note:

- Staff members may avail earned leave only with the prior approval of the Principal.
- Earned Leave will be credited to staff members only after completion of 1 year and 6 months of continuous service.
- Staff members are not entitled to Earned Leave during the probationary period.

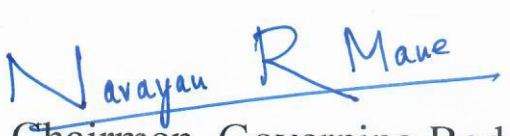
4. On Office Duty (OOD): Staff members may avail earned leave only with the prior approval of the Principal.

5. Special leaves

- Marriage leave - 10 days
- Sick leave - 5 days (Hospitalisation)


Additional Director & Principal
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Chairman, Governing Body
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