

SERVICES RULES IN PRACTICE



**Bhagwan Parshuram
Institute of Technology**

PREFACE

This document contains the Service Rules, orders and notification issued time to time in order to follow the norms for smooth functioning of the institute, facilitate the staff and students in their functioning in a congenial and healthy environment; which promote their overall growth. Most of the rules and particularly concerning the salary and leave are as per the employees of Central Government University.

PART - I :	Services Rules in Practice	1
Chapter 1	Service Records	2
1.1.	Classification of Employees	2
1.2.	Employment of Near Relatives	3
1.3	Age	3
1.4	Record of Service	4
1.5	Service Conditions for the Staff	4
1.6	Termination of Service	7
Chapter 2	Method of Recruitment	8
2.1	Recruitment Procedure	8
2.2	Screening	8
2.3	Interview	9
2.4	Joining Formalities	9
2.5	Probation	10
2.6	Resignation and Termination	10
2.7	Retirement	10
2.8	Pay Fixation	12
Chapter 3	Leave Rules	13
3.1	Working Hours / Holidays / Vacation	13
3.2	Attendance And Punctuality	13
3.3	Personal Records	14
3.4	Code of Conduct-Leave Rules	14
3.5	Casual Leave (CL)	14
3.6	Vacation Leave (VL) For Teaching Staff	15
3.7	Earned Leave (EL) For Teaching/Non-Teaching Staff	16
3.8	Leave with Loss of Pay	17
3.9	Maternity Leave Rules	18
3.10	Out-Station Duty (OD)	18
Chapter 4	Medical Facilities	20
Chapter 5	Conduct & Discipline	21
5.1	Conduct	21
5.2	Discipline	22
5.3	Liability to Abide by the Rules and Regulations	24
5.4	Employee's Application for other Employment	24
5.5	Obligation to Maintain Secrecy	24
5.6	Absence from Duty without Prior Permission	25
Chapter 6	Annual Confidential Report	26
6.1	Appraisals	26
Chapter 7	Appeals and Review	27
Chapter 8	The Duties And Responsibilities of Teaching Faculty	28
8.1	General	28
8.2	Department	30
8.3	Class Room Teaching	31
8.4	Laboratory	33
8.5	Test / Exam	34
8.6	Student Faculty – Report	35
8.7	Undertaking by the Members	36
Chapter 9	Pay Scales and Travel Allowance	37
PART-II :	Office Order and Guidelines	38

Institute Rules

- 1. Appointing Authority:** The Authority to appoint a teaching and non-teaching staff will be the Chairman/Management of the Institute.
- 2. Technical staff in Laboratory and Workshops Helping in Teaching:** Laboratory and Technical Staff having requisite technical qualification from a recognized institution shall be recruited as Technical Assistant (Lab). There will be three categories of Technical Assistant (TA-1, TA-2 and TA-3).
- 3. Technical Maintenance Staff:** Technically qualified staff engaged for the maintenance of the infrastructure of the institute will be designated as Technical Assistants – Maintenance.
- 4. Library Staff:** Library Staff will be Librarian, Assistant Librarian, Library Assistant and Library Attendant.
- 5. Ministerial Staff:** All the staff engaged in secretarial, office, accounts, stores related work will be designated as Office Assistants.

Every Staff will be recruited through a formal selection process involving advertising the vacancies, inviting the applications, their scrutiny and short listing of candidates and finally the interviews. The interview will be conducted by the Selection Committee constituted by the Chairman. The Selection Committee will make a panel of selected candidates based on merit along with the minimum salary to be offered.

Initially a staff will be employed on contract for a period of one year or upto the end of second semester (whichever earlier). During the period of contract, if the services of the staff are found satisfactory (as per the observation and recommendation of HOD and the Principal/Director and based on students feedback & examination results etc.) will be appointed on a regular post with a probation of two years. The qualification of all the Staff will be as per the norms of AICTE/UGC/University (whichever, applicable).

Professors/Senior Scientists have Ph.D. qualification and superannuated with long experience of working in organization of national or international institutes, who have contributed significantly in field of their respective specialization may be employed as Emeritus/Adjunct Professor till one is in good health and is able to contribute for the cause of institution.

Technically qualified persons superannuated from institute of national repute or industry may be employed as Technical Assistant on contract.

The Institute will outsource certain services like reprography, house-keeping, sanitation, security, garden, maintenance, pest-control, maintenance of building & installations (generators, lifts), furniture, equipments, etc.

PART - I
SERVICE RULES IN PRACTICE

CHAPTER 1 – SERVICE RECORDS

1.1 CLASSIFICATION OF EMPLOYEES

The employees are classified as follows:

- (i)** Teaching Staff
- (ii)** Non-Teaching staff including ministerial, technical supporting staff and other non-technical employees.

They are further classified as:

- (a)** Regular employee: means the qualified and eligible person employed in a regular post and has successfully completed the probation for a period of one year and whose regular service has been confirmed by the management.
- (b)** Probationary employee: is a qualified and eligible person who is provisionally employed with a view to being considered for eventual absorption in the regular service of the Institute. The period of probation, however, will be stipulated in the letter of appointment, which may be extended at the discretion of the Management. Further, before absorption of the concerned, it is considered essential that the performance of the probationer is objectively judged by the HOD or Principal, who recommends his/her service to confirm/extend probation or even for termination, if found not suitable.
- (c)** Staff on contract: Security Guards, Sanitation team and Canteen contractor are the out sourced persons on contract, their service conditions will be as per mutually agreed terms of contract, which they have entered with the Institute and whose contract may or may not be renewed.
- (d)** Temporary/Adhoc appointees: means employees who are employed for work which is essentially of temporary nature or are employed in a post of permanent employee who is temporarily absent due to any reason, including one permitted by the Institute to go on advanced studies. A person may be recruited by an internally constituted committee on adhoc basis.

(e) The Management shall fix the number of posts in institution according to requirement keeping in view the various norms in all categories from time to time and also prescribe, mode of recruitment etc., to each category of posts, which may be reviewed and revised by the Management from time to time, depending upon the exigencies. The pay scales of the Teaching Staff are covered under AICTE scales. Hence, their payments will be fixed in the appropriate grades and scales depending upon qualifications, experience, exposure and merit etc., as applicable and as amended from time to time, except the staff recruited temporarily or on adhoc basis or on consolidated contract basis.

(i) Notwithstanding anything contained in these rules and regulations, the Management may employ persons on a temporary/adhoc basis or on contract basis to different posts in the organization under their control on consolidated pay or on daily wages, wherever the necessity and circumstances so warrant.

(ii) For all the non-teaching staff, the terms and conditions with regard to pay etc. will be as decided by the management in consultation with Principal.

1.2 EMPLOYMENT OF NEAR RELATIVES:

As a general rule, it is the policy of BPIT to avoid employment of two or more members of the same family. Any exception to this policy must be approved by the Governing body.

1.3 AGE:

(i) Criterion for age is normally the one prescribed by AICTE and/or affiliating university. Age limit for the post of Director will be 65 years for faculty the age of retirement is 70 years.

- (ii) In case of the Staff, other than the staff covered under AICTE scales of pay, the Management may take appropriate decision based on the qualification, experience etc. for the age of retirement.

1.4 RECORD OF SERVICE

- (i) A service book for keeping the record of service of staff shall be maintained by principal office of the College.
- (ii) All activities of an employee in his/her official position shall be recorded in this service book, and each entry must be attested by the principal or his/her superior.
- (iii) The principal shall show the service book to each employee in the month of April every year and the employee shall sign in the service book after verification.

1.5 SERVICE CONDITIONS FOR THE STAFF:

- (i) Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.
- (ii) Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Principal/Designated Authority or other officers under whom he/she shall, from time to time, be placed. He / she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him / her or which are necessary to be done in his / her capacity as aforesaid.
- (iii) Every member of the staff shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing /

private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Chairman or principal.

- (iv) Notwithstanding anything contained above, whenever any consultation work for any private firm or institution is undertaken by the college, such members of the staff as are required will be commissioned by the college, with/without additional remuneration or honorarium as prescribed by the college, from time to time.
- (v) Any staff member, on appointment, except on contract, shall be on probation for a period of one year.
- (vi) All the teaching staff shall be paid AICTE scale of pay and other allowances as per College norms.
- (vii) Staff attendance should be signed every day, 15 minutes before the commencement of regular class hours, and at the end of the working hours for the day unless they are on duty outside the campus, or on leave. Late coming will be dealt with separately by the competent authority as per the regulations in force.
- (viii) Staff should be available in the college premises during the entire period of office hours, on all working days.
- (ix) If a staff member on any kind of leave has to be out of station, he / she should intimate the Principal/Designated Authority his / her exact out station address and phone numbers in his / her leave application.
- (x) No member of the staff shall apply, during the period of his / her service in this institution, for an appointment outside or send an application for study or training, except with the prior permission of the management and such application should be routed through the Principal/Designated Authority. Any breach of this rule will be viewed seriously and suitable disciplinary action will be taken. The management may permit not more than two such applications in an academic year, but reserves the right to

refuse the forwarding of such applications in case there is any bond for the employee for a particular period of service in the college.

- (xi) The Principal/Designated Authority shall have the right to place any staff under suspension on charges of misconduct.
- (xii) In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his / her duties, the Principal/Chairman has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the principal/Chairman.
- (xiii) For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.
- (xiv) In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.
- (xv) Staff members should get prior permission from Management / Principal/Designated Authority to contact any outside agency or government departments for any matter related to the college / hostels.
- (xvi) Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned.
- (xvii) All members of the staff shall be governed by general rules / norms also practiced by college from time to time.

1.6 TERMINATION OF SERVICE

- (i) A member of the staff shall have his / her service terminated by giving one month notice or one month basic salary in lieu thereof, in case of temporary appointment or during probationary period. In case of permanent service three months notice or three months salary must be given.
- (ii) The Chairman shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons:

 - a. Serious misconduct and willful negligence of duty;
 - b. Gross insubordination;
 - c. Physical or mental unfitness; and
 - d. Participation in any criminal offence involving moral turpitude.

CHAPTER 2- METHOD OF RECRUITMENT

2.1 RECRUITMENT PROCEDURE:

- (i) Requisition of the teaching and non-teaching staff by HOD.
- (ii) Advertisement in leading newspaper
- (iii) Applications to be collected through mail and /or hard copies
- (iv) Listing of candidates along with the summary of their academic and other details.
- (v) Constitution of recruitment committee including external academic expert as per requirement
- (vi) Issuing call letters
- (vii) To conduct interviews
- (viii) Preparation of merit list by selection committee
- (ix) Selection of candidates as per merit and letters of appointment issued
- (x) Reporting of selected candidates to the duty

2.2 SCREENING

- (i) Recruitment is normally done twice in a year during June and December.
- (ii) Number of vacancies is notified by Principal/Designated Authority based on student strength / resignations or terminations of staff members, to the management for approval / information.
- (iii) Vacancies are advertised in leading newspapers in English.
- (iv) Screening of applications is done by the respective screening committee.
- (v) Short listed candidates are informed through call letters and over

telephones by HR Department./ Dean office/ Principal office.

- (vi) At times, walkin interviews are also conducted for immediate postings.

2.3 INTERVIEW

- (i) Interview Committee consists of Principal/Designated Authority, Academic Council members and respective Heads of the department and subject experts.
- (ii) Direct interview is conducted for senior posts. Selection committee shall be constituted by the Chairman as per the guidelines approved by the Governing Council.

2.4 JOINING FORMALITIES

At the time of joining, the new recruitee would have to furnish the following items to the Personnel Department:

- (i) Joining Report
- (ii) Medical check-up form
- (iii) Proof of Date of Birth
- (iv) Original Certificates supporting qualification/experience for verification with copies to be furnished.
- (v) Two passport size photographs
- (vi) Names and addresses of two persons for contacting in case of any emergency.

Keeping in view the occasional happenings of some teaching staff on probation/temporary period leaving the institution without notice of required period of one month or payment of one month's salary in lieu thereof, it has become necessary to insist for an initial deposit at the time of joining of a faculty member, an amount equivalent to his/her one month's gross salary to be built through month by month deduction from salary in the first six months. This

deposit will be refunded to the staff member with interest on completion of his/her services.

2.5 PROBATION:

Employees who are appointed in the institute on a regular basis he/she shall be required to be on probation for a period of one year.

The probationary period shall stand extended depending upon the performance of employee. The services of an employee on probation may be terminated either by giving one month's notice to the other party or one month' salary in lieu thereof.

2.6 RESIGNATION AND TERMINATION:

If an employee at any time after confirmation intends to resign, he/she shall give one months notice in writing or pay one month salary in lieu thereof. Similarly, it will be left to discretion of management to terminate the services of any employee by giving one months notice or one month salary in lieu of notice. Such a condition may arise if an employee enters into an act of misconduct even after due notices have been given to him/her.

2.7 RETIREMENT:

Every employee shall retire from service on attaining the age of superannuation, i.e., 65 years in case Director and Principal and 70 years in case of other cadres of faculty. Provided that the Management, in the interest of the organizations may extend the period of services of the employee concerned by such period as determined depending on the mental and physical condition of such an employee. However, as per AICTE norms the Director/Principal may continue up to the age of 65 years and faculty members may continue teaching till the age of 70 years.

The employees in all categories of posts shall retire from services after attaining the age of superannuation w.e.f. the afternoon of the last day of the month in which their date of retirement falls.

The following guidelines may be laid down for seeking reemployment in the Institution after attaining the age of superannuation:

- (a) In case an employee desires to serve the Institution after superannuation, he/she may apply, in writing, to the Principal to continue him/her in the service.
- (b) On receipt of such an application, the Head of the Department concerned may be asked to offer his/her remarks on the mental and physical condition of the employee and whether there is a need to continue him/her in service, duly indicating the work load to be assigned to such an employee.
- (c) The Principal may offer his remarks and make his specific recommendation on the necessity and desirability or otherwise of continuing such an employee and indicating the terms and conditions of his/her re-appointment such as:
 - (i) Tenure of appointment
 - (ii) Consolidated salary to be paid per month. To arrive at the consolidated salary to be paid, the last pay drawn by the employee may be taken into account, which may be rounded off to the next hundred.
 - (iii) Such employees are not entitled for any other leave except casual leave, unless specially permitted by the Management in specific cases.
- (d) In addition it is the prerogative of management to extend the services of an employee without his/her raising an application for it.

This may happen if the management values the importance of the

retiring person to the advantage of the institute.

2.8 PAY FIXATION

- (i) Pay for the selected candidates is fixed by the selection committee as per the pay scale approved by the Governing Council for the respective post based upon the qualification and experience of the candidate.
- (ii) Higher Pay Packages for exceptional and experienced candidates are fixed by the selection committee subject to the approval of the Chairman of the Trust.

CHAPTER 3 - LEAVE RULES

3.1 WORKING HOURS / HOLIDAYS / VACATION:

The working hours of the employees are determined and notified by the Institute from time to time, based on the work / service requirements, fulfillment of Institute's obligation to students and such other expediencies. The Institute will observe National/Festival holidays as may be notified by the university from time to time. In case the services of an employee are required on a holiday or during the vacation period he/she may be called by the Principal or HODs. Such employees will be granted due compensation for the same. Employees notified will be available for work on said holidays and those working on the holidays will be granted compensatory off (as per the convenience of the Institute). As per AICTE norms a weekly working of 40 hours per person in a week in the institute is required.

The Institute also observe vacation as per the academic calendar issued by affiliating university which is notified from time to time.

3.2 ATTENDANCE AND PUNCTUALITY:

Each employee in the Institute has an important role in ensuring smooth and efficient handling of classroom and maintenance of discipline as well required for the smooth functioning of the Institute. They are, therefore, expected to be at their respective allotted places on time on each working day. Employees are expected to be present for duty on all working days, except on the days of authorized leave. Arrival and departure of every employed person in the institute is recorded through a punching machine.

3.3 PERSONAL RECORDS:

There is a personal file maintained for all the teaching staff members. The files are confidentially maintained with complete update of his/her data from time to time. Such a file contains data regarding the permission granted to him/her for proceeding for higher qualification or presenting paper or attending workshops etc.

3.4 CODE OF CONDUCT- LEAVE RULES:

Leave shall not be claimed as a matter of right.

A member of the staff shall not normally or on any pretence absent himself/herself from his/ her duties without prior permission of his / her superior officer authorized to give permission.

Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave.

In case of absence on Medical grounds, intimation should be sent to the Principal/Designated Authority within 12 hours of start of medical attention and a Medical Certificate shall be produced at the time of joining after leave.

Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the employee.

3.5 CASUAL LEAVE (CL):

All employees are eligible for 8days of casual leave per year

Probation period staff members are allowed to take leave after completion of the respective months only.

Carryover of lapsed CL is not permissible.

Permission for short absence not exceeding two hour on any working day may be granted at the discretion of the designated authority.

If the number of permissions for short absence exceeds 2 in a month, it shall be considered as half a day CL for 3 permissions and one day CL .

3.6 VACATION LEAVE (VL) FOR TEACHING STAFF

These rules govern the availing of vacation leave for each semester. The maximum duration and number of days shall be decided by the Principal/Designated Authority.

Vacation Leave (VL) is applicable to only the members of the Faculty (teaching staff) with eligible service.

The total number of VL days for members of faculty (teaching staff) is limited to 30 (Thirty days), for a continuous service of 12 months in the institution.

However, vacation leave shall be availed as per the circulars issued then and there in this regard, indicating the slots in the period identified for winter or summer vacation, to ensure smooth functioning of the institution.

A staff member becomes eligible for VL only after rendering a continuous service of one full academic year as on 31st May. ie. from 1st June of a calendar year to 31st May of the following academic year.

However, in special / deserving cases, VL can be sanctioned after 6 (six) months of continuous service, including the following vacation period, on pro rata basis. In such cases, staff members are required to serve the institution for a further period of six months or one semester, so that total service of one year can be obtained.

In case a staff member, after availing VL does not complete the full term of 6 months or one semester, the leave availed will be treated as Leave on Loss Of

Pay (LOP) and proportionate salary will be deducted from any payment due to him / her or will be recovered from the said staff member.

If any staff member is prevented from availing VL in the interest of the college by the orders of the Principal/Designated Authority, compensation at the rate of 1:2, ie, one day's pay for every three days of eligible vacation leave shall be considered. Such consideration rests solely at the discretion of the Principal/Designated Authority.

Any unused part of VL cannot be carried over to the next academic year.

While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included.

3.7 EARNED LEAVE (EL) FOR TEACHING/NON-TEACHING STAFF

The number of days of EL for Teaching Staff is restricted to 5 days per year which should be availed within the corresponding year.

The number of days of EL for Non-Teaching Staff is restricted to 30 days per year which should be availed within the corresponding year.

A staff member becomes eligible for EL only after rendering a continuous service of one full academic year as on 31st May. ie. from 1st June of a calendar year to 31st May of the following academic year.

However, in special / deserving cases, EL can be sanctioned after 6 (six) months of continuous service, including the following vacation period, on pro rata basis. In such cases, staff members are required to serve the institution for a further period of six months or one semester, so that total service of one year can be obtained.

In case a staff member, after availing EL as per does not complete the full term of 6 months or one semester, the leave availed will be treated as Leave on Loss Of Pay (LOP) and proportionate salary will be deducted from any payment due to him / her or will be recovered from the said staff member.

If any staff member is prevented from availing EL in the interest of the college by the orders of the Principal/Designated Authority, equivalent compensation shall be considered. Such consideration rests solely at the discretion of the Principal/Designated Authority.

Any unused part of EL cannot be carried over to the next academic year.

While calculating the number of days of earned leave, all intervening declared holidays and Sundays will be included.

3.8 LEAVE WITH LOSS OF PAY

Any Leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LOP). If the quantum of LOP is more than 10 days in an year, it will be considered as a Break in Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Principal/Designated Authority shall be final in such cases.

If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LOP. Such absence will also be considered as a Break-in-Service.

Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LOP. Such absence will also be considered as a Break-in-Service.

Two such breaks in service within a period of one year will make the staff member ineligible for increment in pay and also for availing VL/EL in the semester in which the second break in service occurs.

3.9 MATERNITY LEAVE RULES

A woman employee of the institution, who has completed at least one year of continuous and satisfactory service, after the completion of the probation period, is eligible for Maternity Leave (ML) for a maximum of 3 month, subject to prior approval of the Principal/Designated Authority.

In addition to the above, a maximum of 3 months can be availed as Maternity Leave in lieu of Vacation Leave (VL) available as credit to the employee. Any short fall in VL credit will be considered as Leave on Loss of Pay (LOP).

Any additional leave beyond the above will be reckoned as leave on LOP.

An employee can avail ML only on two (2) occasions in her entire service period.

The ML sanctioned shall be availed on a continuous basis and cannot be availed in installments.

The decision of the Principal/Designated Authority will be final in sanctioning of ML.

Employees are advised to contact HR department to know the leave record and then apply for leave.

3.10 OUT-STATION DUTY (OD)/ Special Casual Leave

OD will be granted when staff members are required to go out on official duties or to participate in seminars, etc. as approved by the Principal/Designated Authority. When staff members go for examination work for Universities other than IP University, OD will not be granted.

Number of days on OD for Exam duty is limited to 4 days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff.

In addition to the above a faculty member is eligible for 7 days OD/ Special casual leave to participate in Conferences, Seminars, Workshops, etc., including paper presentation. or as decided by principal/ management of the institute

The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

CHAPTER 4: MEDICAL FACILITIES

The College is providing 10 full or 20 half medical leaves in a year A Registered Medical practitioner shall be visiting the Medical Centre on call. On emergency, the medical practitioner will be called to the campus to attend to the patient. The college provides an exclusive vehicle for the purpose of taking the patients when needed to the nearby hospital

CHAPTER 5: CONDUCT & DISCIPLINE

5.1 CONDUCT

Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational institution.

Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence or control, he/she is placed.

Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.

Every employee shall endeavour to promote the interest of the College and shall not act in any manner prejudicial thereto.

No employee shall be a member , or be otherwise associated with, any political party or any organization which takes part in politics, nor shall he/she take part in, subscribe in aid of, or assist, in any other manner any political movement or activity.

No employee shall join, or continue to be a member of an association the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality. If any question arises whether a party is a political party or whether any organization takes part in politics or whether any organization engages in activities prejudicial to the interests of the sovereignty and integrity of India or public order or morality, the College shall follow the decision taken by the State Government.

No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain prior permission of the authority.

An employee of the College shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.

Obligation to maintain secrecy: Every employee shall maintain the strictest secrecy regarding the College's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.

An employee of the College shall not, without the prior permission of the Chairman, engage in any trade or business or adventure by himself or through any member of his family, undertake, accept, engage, solicit or seek any outside employment or office while on duty or on leave, whether stipendiary or honorary.

No employee of the College shall enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the College, except with the prior permission of the Chairman.

Acceptance of gifts: An employee shall not solicit or accept any gift from a constituent of the College or from any subordinate employee, provided that such gifts, grants and donations shall be received by an employee in the official discharge of his duties for the College.

5.2 DISCIPLINE

The Chairman or any other competent authority may place an employee under suspension when disciplinary proceedings against him are contemplated or are

pending or a case against him in respect of any criminal offence is under investigation, inquiry or trial.

An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention / conviction by an order of the Chairman and shall remain under suspension until further orders.

An order of suspension made or deemed to have been made under this byelaw shall continue to remain in force until it is modified or revoked by the authority competent to do so.

- a) Every employee is expected to maintain a certain standard of discipline as envisaged by the Institute policies in force from time to time, failing which, he/she renders himself liable for such action as may be taken against him/her. Every employee shall take all possible steps as may be required of him/her to ensure and to protect the interests of the Institute and perform his/her duties with utmost integrity, honesty, devotion and diligence.
- b) Every employee shall show courtesy in his/her interactions with other employees, students, parents of the students, suppliers and others dealings with the Institute.
- c) Every employee shall strive to develop and impart such an education to the students of the Institute to develop expertise in their respective fields and to groom them to be adaptable to any environment requiring leadership qualities, positive attitudes, loyalty and integrity towards the organization wherever they are going to be employed.

5.3 LIABILITY TO ABIDE BY THE RULES AND REGULATIONS:

Every employee shall conform to and abide by such rules and shall observe, comply with and obey all orders and directions issued by the Management from time to time, with utmost endeavor to promote the interest of the organization wherein he/she is working by showing courtesy and attention in all transactions.

5.4 EMPLOYEE'S APPLICATION FOR OTHER EMPLOYMENT:

(a) No employee shall apply for other employment or signify his/her willingness to accept such employment or office, whether stipendiary or honorary or otherwise without the prior written permission of the Management.

(b) No employee, whether on leave or in active service of the Institution, shall undertake a part time job, However an employee, with the written permission of the Management, may undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that such work does not interfere with his/her official duties.

5.5 OBLIGATION TO MAINTAIN SECRECY:

Every employee shall maintain secrecy in regard to the affairs of the Institution and its constituents and shall not divulge directly or indirectly any information of a confidential nature, either to a member of the public or any other external agency unless compelled to do so by judicial or other legal authority or unless instructed to do so by the Management.

5.6 ABSENCE FROM DUTY WITHOUT PRIOR PERMISSION:

An employee shall not absent himself / herself from his/her duties without obtaining prior permission of the competent authority. In case of unavoidable circumstances, a message or an e-mail should be sent on a subsequent day, giving the reasons of his/her sudden absence.

In case the employee is not medically fit and is absent for a long time he/she should submit a medical certificate from a registered medical practitioner.

CHAPTER 6 - ANNUAL CONFIDENTIAL REPORT

6.1 APPRAISALS:

There is a system of annual performance appraisal of Institute's faculty on a regular basis. The main objective of this scheme is to evaluate the performance of faculty systematically, so that at any point of time, it is possible to assess his/her capabilities. The performance appraisal report has an important bearing on the:

- (a) Promotion
- (b) Confirmation of service.
- (c) Self-appraisal also serves as an opportunity for an individual to introspect him/her self to realize his/her own and weaker, strengths to appraise one's own on their goals/targets gives an opportunity to explain what he/she has done and factors that helped and / or hindered his/her performance.

All the staff members are required to submit their Self Evaluation Report at the end of every academic year in the prescribed format.

The format of SER & ACR (Annual Confidential Report) for the teaching staff is given in Annexure II.

The Head of the institution shall write confidential report for all staff and submit to the Chairman for approval.

CHAPTER 7 - APPEALS AND REVIEW

The staff members of the College are welcome to submit their appeals or grievances if any to the PRINCIPAL / CHAIRMAN for review and redress and to BPIT website.

CHAPTER 8: THE DUTIES AND RESPONSIBILITIES OF TEACHING FACULTY

8.1 GENERAL:

The Faculty Member should come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.

All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.

The work load of all the staff shall be fixed by the management. The work load of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows:

- (i) Principal, 4 hours / week
- (ii) Dean / Professor 8 hours / week
- (iii) Associate Professor 12 hours / week
- (iv) Assistant Professor/SL/Lecturer 16 hours/week

For the above stipulations, two tutorial hours/two laboratory/Drawing hours will be counted as one teaching hour.

The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.

Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.

The Faculty Member must strive to prepare himself/herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.

Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings

8.2: DEPARTMENT

The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.

The teaching load will be allotted by the HOD after taking into account of the Faculty Member's interests.

In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extra curricular activities.

Every Faculty Member must give seminar on some topic at least once in each semester to other faculty.

Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted everyday in the Master attendance Register maintained in the Department as soon as the classes/laboratory hours are over.

Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.

The Faculty Advisor must update the student's personal file regularly and put up for inspection by HOD/Principal as the case may be.

8.3: CLASS ROOM TEACHING

Once the subject is allotted the Faculty Member should prepare the lecture hour wise lesson plan.

The Faculty Member should get the lesson plan and course file - approved by HOD and Principal.

The course file consists of preface, previous year university question papers, notes, hand outs, OHP sheets, test/exam question papers, two model answer scripts for each test/exam, Assignments (if any), minute paper, feed back analysis report etc.,

The Faculty Member's Diary must be regularly updated and put up for inspection by HOD/Principal as the case may be.

The Faculty Member should refer to more books than textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The Faculty Member should not dictate the notes in the class.

The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.

The Faculty Member should engage the full 50 minutes and should not leave the class early.

The Faculty Member ideally should recapture for first 5 minutes the lessons of the last lecture, tell what is going to learn in another 2 minutes, then explain the lecture well up to 40 minutes and in the last 3 minutes conclude and say what we will see in the next class.

The Faculty of Member should cultivate to include humour in the lecture, to break the monotony.

Should practice/rehearse the lecture well before going to the class.

The Faculty Member should make use of OHP, Models etc., as teaching aids.

The Faculty Member should encourage students asking doubts / questions.

The Faculty Member should get the feed back from students and act / adjust the teaching appropriately.

The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.

In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least in week in advance of actual class.

The Faculty Member shall give possible 2-mark questions with answers for each unit.

The Faculty Member should sign in the class log book every day after he/she finishes the lecture.

The Faculty Member should interact with the class coordinator or counselor and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.

The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.

The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.

The Faculty Member should make himself / herself available for doubt clearance.

The Faculty Member should motivate the students and bring out the creativity / originality in the students.

8.4: LABORATORY

The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.

Whenever possible, additional experiments to clarify or enlighten the students must be given.

The lab observations/records must be corrected then and there or at least by next class.

8.5: TEST / EXAM

There shall be 1/ 2 midterm exams and one end term exams in every semester for theory as well as practicals as per university norms

While setting question paper, the Faculty Member should also prepare the detailed answer and marking scheme and submit to HOD for approval.

During invigilation, the Faculty Member should be continuously moving around. He/She should not sit in a place for a prolonged time. He/ She should watch closely so that nobody does any malpractice in the exam/test.

Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the University Representative / Chief Superintendent. (Class coordinator and HOD concerned in the case of cycle test / Model Examination).

The test papers must be corrected within ten days from the date of examination and marks submitted to the HOD for forwarding to exam incharge/ Principal with remarks.

The faculty members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department / college and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations, etc.

8.6: STUDENT - FACULTY REPORT

The Faculty Member should have a good control of students.

As soon as the Faculty Member enters the class, He / She should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual latecomers the teacher should try to correct the student through personal counseling and if it does not bring any change the student must be directed to meet the class coordinator, HOD.

The Faculty Member should act with tact and deal with insubordination by students maturely.

The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of the students.

8.7: UNDERTAKING BY THE MEMBER:

Every member of the faculty should carefully read and understand the above “*Duties and Responsibilities*” and undertake to abide by them. As a mark of such commitment the member at the time of joining the service should sign and give an undertaking as below:

I have read and understood all the rules above and agree to abide by them without any lapse. I also understand that in case of non-compliance with any of the above I will be relieved from the employment of Bhagwan Parshuram Institute of Technology.

Signature:

Name & Designation:

Date:

CHAPTER 9: PAY SCALES AND TRAVEL ALLOWANCE

Pay Scales and salary as per AICTE norms.

S. No.	Designation	Scale
1	Professor	Rs 37400-67000+10000 AP
2	Associate Professor	Rs 37400-67000+9000 AP
3	Assistant Professor Grade III	Rs 15600-39100+8000 AP
4	Assistant Professor Grade II	Rs 15600-39100+7000 AP
5	Assistant Professor Grade I	Rs 15600-39100+6000 AP
6	Assistant Librarian	Rs 9300-34800+4200 GP
7	Technical & Administrative Grade IV	Rs 5200-20200+2800 GP
8	Technical & Administrative Grade III	Rs 5200-20200+2400 GP
9	Technical & Administrative Grade II	Rs 5200-20200+1900 GP
10	Technical & Administrative Grade I	Rs 5200-20200+1800 GP
11	Supporting Staff in Lab & Office Grade II	Rs 4440-7440+1650 GP
12	Supporting Staff in Lab & Office Grade I	Rs 4440-7440+1300 GP

DA is enhanced once in a year w.e.f. July at the same rate as given to Central Government Employees on the date of implementation.

Travel allowance actually incurred on official duty.

PART – II
OFFICE ORDER AND GUIDELINES

BPIT Bhagwan Parshuram Institute of Technology

A Unit of Bhartiya Brahmin Charitable Trust (Regd.)

(Approved by AICTE, Ministry of HRD, Govt. of India)

(Affiliated to Guru Gobind Singh Indraprastha University, Delhi for B. Tech. & Management Courses)

PSP Area No.-4, Sector-17 (Opp. Sector-11), Rohini, Delhi 110089

Tel. Ph.-011-27571080, 27572900, Fax No.-011-27574642

Email-bpitindia@yahoo.com, Website:www.bpitindia.com

No. F.1/BPIT/Mgt./Leave Rules/2023/6088

Dated: 20/12/2023

ORDER

Sub: ADDENDUM TO SERVICE RULE OF BPIT CHAPTER-4 UNDER THE HEADING "MEDICAL FACILITIES"

In Chapter-4, under the heading Medical Facilities, it is provided that "The College is providing 10 full or 20 half pay medical leaves in a year". After this line the Management is pleased to add as under:

"All employees of the Institute shall be eligible for 10 full or 20 half pay leaves in a year, which will be credited to his account after completion of one year of successful service. The balance medical leave will be carried forward to next year and can be accumulated up to a maximum limit of 60 days (Full). Medical Leave will be sanctioned on production of Medical Certificate and Certificate of Fitness issued by a registered medical practitioner/MBBS doctor. The Institute reserves every right to verify the genuineness of Medical Certificate and refer to Medical Board of Govt. Hospital for second opinion. Un-availed Medical Leaves will not be encashable under any circumstances."

Other contents of Chapter-4 & contents of all kind of leaves as provided in the Service Rules of the Institute shall remain unchanged.

The provision of accumulation of Medical Leaves shall be applicable w.e.f. 1st January, 2024.

CC: Programmer to upload the Order on the Institute' website.



(VINOD VATS)

CHAIRMAN/BPIT

Bhagwan Parshuram Institute of Technology

Office orders and guidelines issued time to time and here been in practice since the date of respective order/ notification.