



# DR. B. C. ROY ENGINEERING COLLEGE DURGAPUR

Jemua Road, Fuljhore, Durgapur-713206, West Bengal, India



## 1ST REVISION OF THE **SERVICE RULES**

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# Our Vision

**TO TRANSFORM THE INSTITUTION INTO A GLOBAL CENTRE OF LEARNING THROUGH SYNERGIC APPLICATION OF CREATIVITY, INNOVATION AND DISCIPLINE.**

# Our Mission

- ✓ **CREATE IDEAL AMBIENCE FOR LEARNING AND GROWTH.**
- ✓ **HELP STUDENTS INHERIT VALUE SYSTEMS, BE CREATIVE AND AGILE THINKERS.**
- ✓ **ESTABLISH DISCIPLINE, VALUE ADDED EDUCATION AND TRAINING & PLACEMENT AS THREE CORE VALUES.**
- ✓ **BUILDING CAPABILITIES AMONG STUDENTS TO LEAD FROM THE FRONT AS ALSO BE A TEAM PLAYER.**
- ✓ **DEVELOP A SYMBIOTIC RELATIONSHIP BETWEEN THE INSTITUTION, SOCIETY AND THE COMMUNITY, FOR MUTUAL BETTERMENT.**
- ✓ **EXPAND THE VISTAS OF HIGHER LEARNING IN TECHNOLOGY AND MANAGEMENT FIELDS, INCLUDING POST GRADUATE STUDIES AND RESEARCH.**
- ✓ **ENCOURAGE GLOBAL VISION AND INTEGRATION WITH INTERNATIONAL BEST PRACTICES FOR LOCAL, REGIONAL AND NATIONAL DEVELOPMENT.**



# Quality Policy

**WE ARE COMMITTED TO IMPART  
QUALITY "EDUCATION AND TRAINING"  
THAT SATISFY THE REQUIREMENT OF  
OUR STUDENTS IN THE FIELD OF  
"ENGINEERING & MANAGEMENT"  
AND OUR AIM IS TO BE AN INSTITUTE OF  
EXCELLENCE IN TECHNICAL EDUCATION  
THROUGH CONTINUAL IMPROVEMENT.**

**WE FACILITATE OUR FACULTY AND  
SUPPORT STAFF TO UPDATE THEIR  
KNOWLEDGE AND SKILL TO MATCH THE  
INDUSTRIAL AND TECHNOLOGICAL  
DEVELOPMENT.**

# SERVICE RULES OF DR. B.C.ROY ENGINEERING COLLEGE, DURGAPUR

## CONTENTS

CHAPTER 1	PREAMBLE
CHAPTER 2	APPOINTMENTS
CHAPTER 3	PAY SCALES/ALLOWANCES & PROMOTION/UPGRADATION
CHAPTER 4	LEAVE RULES
CHAPTER 5	JOB RESPONSIBILITIES
CHAPTER 6	CONDUCT, DISCIPLINE & REVIEW RULES

Dr. B.C. Roy Engineering College, Durgapur is the outcome of vision and enterprise of a team of philanthropic entrepreneurs who dreamt to help boost promotion of Engineering, Management, Technology and Pharmaceutical education in the sylvan surroundings of Durgapur and stop exodus of students from West Bengal to other parts of the country in quest of higher studies. Guided by the noble thoughts of Swami Vivekananda, Rabindranath Tagore and workmanship of Dr. Bidhan Chandra Roy to develop modern men and women with universal values, Dr. B. C. Roy Engineering College, Durgapur is determined to build brick by brick, an Institute of truly global standard to train and provide excellent quality '**human resource**' to our society in the fields of Engineering, Computer Science and Management.

**Vision of the institute [Dr. B.C Roy Engineering College, Durgapur] :**

To transform the Institution into a global centre of learning through synergic application of creativity, innovation and discipline.

**Mission of the institute [Dr. B.C Roy Engineering College, Durgapur] :**

- ❖ Create ideal ambience for learning and growth.
- ❖ Help students inherit value systems, be creative and Agile Thinkers.
- ❖ Establish discipline; value added education and training & placement as three core values.



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General Secretary  
Dr. B. C. Roy Engineering College  
Durgapur

- ❖ Building capabilities among students to lead from the front as also be a Team Player.
- ❖ Develop a symbiotic relationship between the Institution, Society and the Community, for mutual betterment.
- ❖ Expand the vistas of higher learning in Technology and Management fields, including post graduate studies and research.
- ❖ Encourage global vision and integration with international best practices for Local, Regional and National Development.

**Quality Policy of the institute [Dr. B.C Roy Engineering College, Durgapur]:**

- ❖ Dr. B.C Roy Engineering College, Durgapur is committed to impart quality **"Education and Training"** that satisfy the requirements of our students in the field of **"Engineering & Management"** and our aim is to be an Institute of Excellence in global terms in the field of quality technical education through continual improvement.
- ❖ The college facilitates its Faculty and Support Staff to update their knowledge and skill to match the dynamics of industrial and technological development.

In exercise of the powers conferred by the Society of Dr. B. C. Roy Engineering College, Durgapur, the Board of Governors of Dr. B. C. Roy Engineering College, Durgapur, **makes the following modifications in the Service Rules in harmony with the Vision, Mission and Quality Policy of the college.**

## PART – I

### CHAPTER 1: PREAMBLE

#### 1.1 Short Title and Commencement :

1.1.1 These service Rules shall be called the **"DR. B. C. ROY ENGINEERING COLLEGE, DURGAPUR, EMPLOYEES SERVICE RULE"**, and shall be applicable to all the employees of the DR. B. C. ROY ENGINEERING COLLEGE, DURGAPUR, JEMUA ROAD, FULJHORE, DURGAPUR – 713206 and which shall come into force with effect from 1<sup>st</sup> April, 2019.

1.1.2 This is the First Official version of the revised Service Rules. The Service Rules may be changed in future based on the various enabling Acts, Government Rules and regulations, Stakeholders' input and other parameters which will evolve over the time frame.

#### 1.2 APPLICABILITY

1.2.1 These Service Rules will be applicable to all full-time employees as well as such employees who are appointed on consolidated basis.

1.2.2 **These service rules will supersede all other Service Rule(s) created for DR. B. C. ROY ENGINEERING COLLEGE, DURGAPUR earlier.**

#### 1.3. Definitions :

In these Service Rules, unless there is anything repugnant to the context, the following terms shall mean and denote:

1.3.1 **"College"** means Dr. B.C. Roy Engineering College, Durgapur, having its Corporate office at Jemua Road, Fuljhore, Durgapur – 713206.

1.3.2 **"Society"** means the Dr. B.C. Roy Engineering College, Durgapur, Society, established under West Bengal Societies Registration Act, XXVI of 1961 (Registration No. S/93521 of 1998-99)

1.3.3 **"Board"** means the Board of Governors of Dr. B.C. Roy Engineering College formed as per guidelines of AICTE, Department of Higher Education, Government of West Bengal.

1.3.4 **"Chairman"** means the Chairman of the Board of Governors of Dr. B.C. Roy Engineering College, Durgapur.

1.3.5 **"Secretary"** means the Member-Secretary of the Board of Governors of Dr. B. C. Roy Engineering College, Durgapur.

1.3.6 **"Director/Principal"** means the Head of the college of Dr. B.C. Roy Engineering College, Durgapur.

1.3.7 **"Registrar"** means the Registrar of Dr. B.C. Roy Engineering College, Durgapur.

1.3.8 **"Rules"** and **"Regulations"** mean the rules and regulations of Dr. B. C. Roy Engineering College, Durgapur.

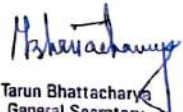
1.3.9 **"Employee"** means any person appointed by or deputed to the college as whole-time employee and includes all categories of staff.

1.3.10 **"Teaching staff"** means Professor, Associate Professor and Assistant Professor of the college.

1.3.11 **"Technical & Administrative staff"** means all categories of technical & supporting staff including administrative other than the teachers.

1.3.12 **"HOD"** means Head of the Department of any academic discipline.

1.3.13 **"SH"** means Sectional Head of any non-academic function.

  
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 Durgapur

1.3.14 '**Competent Authority**' in relation to exercise of any such powers under these Rules means the Society/BOG/Director/Principal or any authority to whom such powers are delegated by the Society/ BOG /Director/Principal.

1.3.15 '**Appointing Authority**' shall mean the General Secretary of the Society.

1.3.16 '**Academic Year**' means a period of twelve months as notified by the affiliating University in each calendar year.

1.3.17 '**Gross Pay**' means an employee's gross monthly earnings from the college, which includes all admissible allowances.

#### **1.4. General:**

1.4.1 The Service Rules are applicable to the employees on joining the services of the college.

1.4.2 The authority to administer these Rules shall vest with the Society/ BOG/ Director/Principal.

1.4.3 The terms contained in the Rules are for guidance and may not cover all eventualities. In case of doubt, reference should be made to the General Secretary of the Society and his decision shall be final and binding.

1.4.4 **All rules, regulations, terms and conditions of service mentioned herein and contained in the following chapters are subject to revision from time to time.**

**NOTE: Any expression in these rules denoting masculine gender includes feminine gender also and a singular noun includes plural noun and vice versa if the context so requires.**

### **CHAPTER 2: APPOINTMENTS**

#### **2.1 Notice inviting Applications:**

For initiating the process of recruitment, the college shall normally advertise the post in leading newspapers and in websites, wherever necessary. The requisite qualifications and experience for faculty and staff shall be as per AICTE norms and guidelines, as amended from time to time. The Competent Authority at its sole discretion may also authorize screening of applications, holding of selection tests and interview for appointment as may be considered fit and proper for different category of vacancies.

#### **2.2 Procedure for Selection:**

All appointments to any post in the college shall be made by the General Secretary of the Society generally on the strength of recommendations made by the Selection Committee constituted for the purpose as per norms of AICTE, Maulana Abul Kalam

Azad University of Technology (MAKAUT) and Government of West Bengal in case of teaching staffs. In case of non-teaching staffs, selection committee will be constituted as per norms of college/State Govt.

In case of any difference of opinion amongst the members of Selection Committee on any issue, it shall be referred to the General Secretary of the Society whose decision shall be binding on all concerned.

#### **2.3 Appointment:**

2.3.1 Appointment of Teaching and Non-teaching staff on full-time basis including Director/Principal will be made in accordance with the recommendation of the selection committee and appointment letters to the teaching and non-teaching staff will be issued by the General Secretary of the college. Appointment of Director/Principal will be informed to BOG in due course of time.

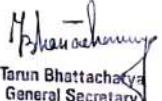
2.3.2 All appointment letters will contain scale of the post, basic pay on the date of joining, admissible allowances, probation period and all relevant information in this regard.

2.3.3 **Some permanent posts may be filled up by promotion from the existing permanent employees following the guidelines of CAS of AICTE in case of Academic Staff and college/state Govt. norms and the procedure of such selection will be formulated by the Principal/Director in consultation with Selection Committee, if so required and will be recommended to the General Secretary of the Society.**

#### **2.3.4 Submission of documents:**

An appointee shall submit the photocopies of following documents to the Registrar's office (along with originals for verification) before his joining in the Institute:

- i. Certificates and Mark sheets in support of educational and professional qualification(s) and experience.
- ii. Certificate/Document in support of Date of Birth.
- iii. Copy of Aadhaar Card
- iv. Copy of Voter ID Card as address proof.
- v. Copy of PAN Card (both sides).
- vi. Medical Fit Certificate.
- vii. Release order from his/her present employer, if employed elsewhere.
- viii. Two copies of passport size coloured photographs

  
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Durgapur

#### 2.4 Medical fitness:

No person shall be appointed to a post in the college without a medical fitness certificate in the prescribed format obtained from a Registered Medical Practitioner as may be acceptable to the appointing authority, certifying that the incumbent does not suffer from any communicable or other disease, constitutional affection or bodily infirmity which may hinder him/her from efficient discharge of duties.

#### 2.5 Age:

The age of a person at the time of his joining the service of the college shall be minimum 18 years. Every employee must declare on his first appointment, his date of birth according to the Christian era and produce confirmatory evidence like school leaving certificate or birth certificate issued by Municipality/Corporation in original for verification by the college.

#### 2.6 Residential Address and Contact No.:

An employee shall promptly communicate to the college any change of residential address and/or contact number/mobile number and/or email ID.

#### 2.7 Commencement of period of Service:

2.7.1 For calculation of the period of service of a teaching/non-teaching staff of the college in any post for any purpose will be calculated from the date of his joining the post of his first appointment as a probationer.

The following shall be treated as break of service:

- (i) Unauthorized leave of absence and
- (ii) Unauthorized absence in continuation of authorized leave of absence.

#### 2.8 Age of Superannuation:

2.8.1 All employees would superannuate as per college norms which is 60 years and the retirement benefits on superannuation will be in terms of the college rules in this regard which would be in force from time to time.

2.8.2 However, any member of teaching and non-teaching staff may be re-employed by the Society upon recommendation of Director/Principal, subject to mental and physical fitness of the incumbent, if his/her services are essentially required for the benefit of the college up to the age of 65 years.

2.8.3 Re-employment beyond sixty five years shall, however, be done **selectively**, for a limited period of 3 years i.e. the first instance and then for another further period of 2 years **purely on the basis of merit and without affecting selection or promotion prospects of eligible teachers.**

#### 2.9 Probation:

2.9.1 Unless otherwise specified, all appointments against regular posts will normally be on probation for a period of one year, or as stipulated by subsequent AICTE notification.

2.9.2 The period of probation may be extended in individual cases as considered necessary by the Appointing Authority. Each extension of probationary period, where considered desirable, shall be for a period up to one year and not more than one extension shall be allowed; thereafter, probationary services of the employee would stand dispensed with.

2.9.3 However, in exceptional cases, the Appointing Authority i.e. General Secretary on the recommendation of the Director/Principal **may waive the probationary period of an incumbent.**

#### 2.10 Confirmation:

2.10.1 On satisfactory completion of probation, an employee shall be considered for confirmation. Faculty member and Technical Assistants will have to appear before the Appraisal Committee for review of his performance during the probationary period.

2.10.2 A faculty member will be eligible for assessment by the Appraisal Committee on completion of teaching for one year.

#### 2.10.3 Procedure for confirmation:

A faculty/staff member on completion of his probation must submit the Self-Appraisal Report (SAR) available with the Convenor, Appraisal Committee to the concerned Head of the department, who will forward the same to the Appraisal Committee with his recommendation.

#### 2.10.4 Appraisal Committee for teaching staff shall comprise the following members:

- (i) Director/Principal of the Institute – Chairman
- (ii) Member of Society or his representative - Member
- (iii) Head of the concerned academic department of the Institute – Member
- (iv) One subject expert from renowned academic Institute – Member
- (v) One nominated Senior Professor of the Institute - Convenor
- (vi) One nominated Senior Professor of the Institute - Member

2.10.5 A faculty member being unsuccessful in the assessment process for the first time will have to re-appear before the Appraisal Committee after one year. In case of a

failure in the second appearance before the committee, services of the faculty member will be terminated.

2.10.6 An employee will not be regarded as having been confirmed until a letter of confirmation, specifying the date of confirmation has been issued to him by the appointing authority for the purpose.

#### **2.11 Termination of / Resignation from service:**

2.11.1 The college reserves the right to terminate the services of any employee by giving one month' notice in writing, without assigning any reason or by paying the Notice-Pay for the equivalent period, in lieu thereof.

2.11.2 The college shall have the right to dismiss an employee summarily without any compensation whatsoever, should the employee be found guilty of breach of trust, insobriety, addiction to drugs, dishonesty, and plural marriage, loss of mental balance, found guilty of sexual abuse, neglect of duty or conduct considered detrimental to the interests of the college, as per Conduct Rules of the college.

2.11.3 An employee also reserves the right to resign from the services of the college by giving the college one month's notice, exclusive of the period of vacation availed of during the notice period. Such notice of resignation should be given in writing or by paying equivalent salary including allowances, in lieu thereof. Faculty members and members of technical staff are normally not allowed to leave the services in the college during the continuance of a semester. **Legal steps may be taken in case an employee leaves without notice.**

**2.11.4 The resignation letter submitted by an employee, when a disciplinary case has been initiated against him, will not be accepted.**

2.11.5 The appointing authority will have the power to terminate the services of an employee by giving him one months' notice if, on medical grounds certified by a medical authority, his retention in service is considered undesirable by the appointing authority.

**2.11.6 The appointing authority may waive the notice period in deserving cases.**

2.11.7 Notice period is essential to arrange a suitable alternative of the employee to ensure the smooth functioning of the college particularly imparting education to the students.

2.11.8 At the end of the Notice period, the resignation of the employee is accepted and the employee will be released from the service subject to the following conditions:

2.11.8.1 An employee needs to obtain the necessary clearances from Library, Accounts, Stores and allied departments before accepting any resignation.

2.11.8.2 An employee needs to deposit the Identity Card, Library Card, Mediclaim Card, and Service rule issued to him and same will remain with the college.

#### **2.12 Transfer:**

An employee may be transferred according to the exigencies of work from one department/section to another or from one Group College to another under the same organization, provided the qualification matches with the required criteria. **Such transfer within the group colleges will not be considered as break of service or loss of seniority.**

#### **2.13 Exclusivity of Service:**

An employee shall not, at any time, work against the interests of the college and shall not take any employment in addition to his job in the college without the written permission of the Competent Authority.

#### **2.19 Grievance Redressal:**

All complaints arising out of employment including those relating to unfair treatment, wrongful application of the terms and conditions of the service, harassment and inter-personal co-ordination, shall be redressed through the grievance handling procedure mentioned in the Conduct Rules.

### **CHAPTER 3: PAY SCALES AND ALLOWANCES**

#### **3.1 Pay Scales:**

3.1.1 An employee on his appointment to a post in the college shall be placed in appropriate scale of pay which shall be as follows:

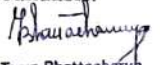
- i) For teaching staff - Scales of pay as per AICTE norms
- ii) For other categories of staff - Scale of Pay as per rules of the college/State Govt.

**3.1.2 Consolidated Pay: An employee may also be appointed on a consolidated monthly pay in the respective pay band with AGP.**

#### **3.2 Increments:**

3.2.1 An employee on confirmation and on completion of one year will get one increment according to scale of pay in which he is confirmed. For exceptional performance, on recommendation of the Director/Principal, General Secretary will have the discretion to sanction up to five additional increments.

3.2.2 Each advance increment shall also be at the rate of 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable and will be non-compoundable.

  
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Durgapur



3.2.3 There shall be uniform date of increment which is being rationalized and the increment will be payable on 1<sup>st</sup> July.

3.2.3 The annual increment, as mentioned above, shall be subject to satisfactory performance during the immediate preceding year, as assessed by the Competent Authority and shall not be automatic.

3.2.4 Employees appointed on a consolidated monthly pay are eligible for adhoc annual increment subject to satisfactory performance.

3.2.5 The number of additional increment(s) on placement at each higher stage of AGP shall be as per the existing scheme of increment on promotion from lower Pay Scale to higher Pay Scale; however, in view of the considerable raise in effective pay between the two Pay Bands, there will be **no additional increment on movement from the Pay Band of Rs. 15600-39100 to the Pay Band of Rs. 37400-67000.**

### 3.3 Dearness Allowance and House Rent Allowance:

Employees of the college shall be entitled **at present** to the Dearness Allowance @ 55% and House Rent Allowance @ 15%, as per the policy of the college, **which may be varied from time to time.**

### 3.4 Provident Fund:

Employees of the Institute would automatically become members of the Contributory Provident Fund and shall be governed by the provisions of the Employees Provident Fund and Miscellaneous Provisions Act 1952 in force or any amendment thereof.

### 3.5 Gratuity:

Gratuity shall be paid to the employees according to the payment of Gratuity Act in force or any amendment thereof.

### 3.6 Income Tax:

The Institute will deduct Income Tax at source from the salary of the employees as per the applicable provisions of the Income Tax Act, 1961 from time to time. A salary certificate indicating details of salary paid and tax deducted & deposited shall be issued to the employee by the Institute in prescribed form by the end of April each year.

### 3.7 Professional Tax:

From the salary of all the members of staff of the college, Professional Tax, at the rates declared by the State Govt. from time to time, would be deducted every month and deposited in the Treasury or to such other authority as per the concerned Act and Rules.

### 3.8 Incentives for Higher Qualifications:

3.8.1 Two advance increments will be admissible **at the entry level of recruitment** to faculty members possessing the degree of Ph.D. awarded in the relevant discipline by a university following the process of registration, course-work and external evaluation as prescribed by UGC.

3.8.2 Faculty members who complete their Ph.D. degree **while in service** shall be entitled to two non-compounded increments if such Ph.D. is in the relevant branch/discipline and has been awarded by a university complying with the process prescribed by the UGC for enrolment, course-work and evaluation etc.

3.8.3 Two non-compounded advance increments will be admissible to College Librarian who is recruited at entry level with Ph.D. degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in library science.

### 3.9 Upgradation:

3.9.1 Candidates entering the teaching profession in the Institution will be designated as Assistant Professors and will be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs.6000.

3.9.2 An Assistant Professor **with completed service of 4 years, possessing Ph. D Degree** in the relevant branch/discipline will be eligible, for moving up to AGP of Rs. 7000.

3.9.3 Assistant Professors possessing Master's degree in the relevant branch/ discipline as defined for technical education will be eligible for the AGP of Rs. 7,000 **after completion of 5 years' service as Assistant Professor.**

3.9.4 The upward movement from AGP of Rs. 6000 to AGP of Rs. 7000 for all Assistant Professors **will be subject to their satisfying other conditions as laid down by AICTE.**

3.9.5 Assistant Professors **with completed service of 5 years at the AGP of Rs. 7000** will be eligible, subject to other requirements laid down by the AICTE, to move up to the AGP of Rs 8000.

3.9.6 Assistant Professors completing 3 years of teaching in the AGP of Rs. 8000 will be eligible, subject to other conditions, that may be prescribed by AICTE as applicable, to move to the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000 and to be designated as Associate Professor. No teacher other than those with a Ph.D. shall be promoted, appointed or designated as Associate Professor.

  
Tarun Bhattacharya  
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Durgapur

3.9.7 Associate Professor completing 3 years of service in the AGP of Rs. 9000 and possessing a Ph.D. degree in the relevant discipline will be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the AICTE. No teacher other than those with a Ph.D. shall be promoted, appointed or designated as Professor. The Pay Band for the post of Professors shall be Rs.37400-67000 with AGP of Rs. 10000.

3.9.8 The pay of a directly recruited Professor will be fixed at a stage not below Rs. 43000 in the Pay Band of Rs. 37400-67000, with the applicable AGP of Rs. 10000.

3.4.9 Ten percent of the posts of Professors may be allowed higher AGP of Rs. 12000, as per norms of AICTE; however, teachers appointed to the posts will continue to be designated as Professor. Eligibility for appointment as a Professor in the higher Academic Grade Pay will be as per rules of AICTE, which include publications in peer reviewed/referred Research Journals, and the requirement of at least 10 years of teaching as Professor and post-doctoral work of a high standard. No person appointed directly as Professor in the AGP of Rs. 12000 will be fixed at a stage less than Rs. 48000 along with the AGP.

3.9.10 Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and experience at the appropriate level, will be within the competence of the appropriate authority while negotiating with individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other specific factors.

**3.9.11 All advancements to higher grade pays in various cadres will be effected subject to completion of two AICTE approved refresher programs of not less than two weeks duration each and two one week each TEQIP sponsored programs.**

**3.9.12 Consideration has been made to rule no. 3.9.11 by AICTE relaxing two courses of one week duration each approved or conducted by AICTE/UGC/MHRD/programs of one week duration of DST/Central/State Govt. Universities/Institutes as alternative to TEQIP programs.**

#### **3.10 Pay Scales of Director/Principal:**

In respect of educational qualifications and teaching/research experience laid down by AICTE from time to time, the Director/Principal in service will be appropriately fixed in the Pay Band of Rs.37400-67000 with AGP of Rs. 10,000, plus a Special Allowance of Rs. 5000 per month.

#### **3.11 Promotion:**

3.11.1 **Promotion in respect of members of faculty** would be in tune with the guidelines of Career Advancement Scheme (CAS) formulated by the AICTE, i.e. **Performance Based Appraisal System (PBAS) and the minimum prescribed scores in academic performance indicators** will be the criteria.

3.11.2 AICTE has also prescribed constitution of Screening/Selection/Expert committee with the following members to assess the criteria of CAS for different stages:

(i) Director/Principal of the Institute – Chairman

(ii) Member of Society or his representative - Member

(iii) Head of the concerned academic department of the Institute – Member; provided that for the post of Associate Professor/Professor the HOD should not be a member of the Selection Committee if he is not a Professor.

(v) A nominee of the Maulana Abul Kalam Azad University of Technology, West Bengal not below the rank of Professor in a Technical Institute.

(vi.a) One subject expert from renowned academic Institute in case of promotion of Assistant professor from stage 1 to stage 2 i.e. (from 6000 to 7000) and from stage 2 to stage 3 i.e. (from 7000 to 8000);

(vi.b) two subject experts from stage 3 to stage 4 (Assistant Professor to Associate Professor from 8000-9000) and from stage 4 to stage 5 (Associate Professor to Professor 9000-10000)

3.11.3 At least four members including two outside subject experts will constitute the quorum.

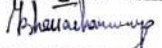
3.11.4 Promotion to stage 6 (AGP Rs 12000) on satisfying the required API score, will be subject to the approval of the Society upon recommendation of Director/Principal.

**3.12 Promotion in respect of all other categories of employee** shall generally be in line with the State Government norms in regard to promotion/Career Advancement Scheme.

#### **3.13 PROCEDURE FOR PERFORMANCE REVIEW OF STAFF MEMBERS:**

3.13.1 Performance Review will be carried out for regular employees of the college. The Performance Review should be objective and based on facts and measurement as far as possible.

3.13.2 Regular Performance Appraisal of faculty member and other staff members is an essential parameter for career and professional development; **hence the Performance Review will be conducted by the Appraisal Committee consisting of senior**

  
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Durgapur

academicians/ technocrats duly appointed by the Director/Principal and Society as and when required.

3.13.3 The Performance Review Report will be the Key Document for all Promotion, Salary adjustment and related issues. Hence, **it is essential to prepare the Performance Review Report each year preferably in the month of July** and the results may be declared preferably within three months after the Performance Appraisal is taken.

3.13.4 At the beginning of each academic year, all employees (including teaching and non-teaching employees) will sit with their HODs/supervisors and agree with a Goal Sheet where each Key Performance Area (KPA) in their respective work domain will be discussed, agreed and documented. **This Goal sheet approved by the Director/Principal, has to be submitted by the HOD of the departments to the Registrar's office during the middle of every Even Semester.**

3.13.5 **The Primary Key Performance Area (KPA) for faculty members will be as per their academic-administration work load viz. Teaching, Research, Publication, External Revenue generation and Administrative Support Work and Students' developments for campus recruitment process.**

3.13.6 **There will be multiple parameters in each KPA, e.g. Students' feedback, Performance of students in internal class tests and semester examinations in the relevant subjects, his/her contributions in research, publications, organizing/attending seminar/workshop, MOOCs and MAR activities (co-curricular activities and extracurricular activities, social and community development programmes), regular attendance in the college, etc.**

3.13.7 **The Primary Key Performance Area (KPA) for Non-Teaching employees will be as per the job assignment given by the Society from time to time.**

3.13.8 The Goal sheet will specify clearly for each KPA the minimum expectation, what will be considered as standard and what will be considered as excellent work so that both HOD/supervisor and employees are clear about the expectation and achievable performance.

3.13.9 **Performance Review will happen at the end of an Academic Year.**

3.13.10 Director/Principal, HOD and few nominated senior faculty members will be the competent authority to make the performance review of an employee.

3.13.11 Society may audit the review results, if required, and may change the rating if there are sufficient reasons to do so, which will be recorded in writing.

3.13.12 It will be duly considered whether the faculty member has contributed positively in real world knowledge applications i.e. his success in the field of bringing sponsored research projects and the fund from external agencies.

3.13.13 The Director/Principal will prepare the **format of Key Result Areas (KRAs)** and also prepare confidential report of the employees' annual performance at the end of each year.

### **3.14 PROCEDURE FOR HANDLING UNSATISFACTORY PERFORMANCE OF STAFF MEMBERS**

3.14.1 Unsatisfactory Performance of an employee will be determined during the performance review and will be marked as "Unsatisfactory".

3.14.2 **In case of Unsatisfactory Performance of a full-time employee, the same will be recorded in the Annual Performance Review and will be communicated to him with suggestive corrective measure.** Such employee will be personally counseled by his Supervisor and corrective action will be planned out. The supervisor is expected to review the performance of such employees continuously and give him feedback and suggestion for improvement.

3.14.3 **In case of three Unsatisfactory Performance Review report, the authority may terminate his service with the appropriate notice period or salary in lieu of.**

### **3.15 PROCEDURE FOR PROMOTION OF FACULTY MEMBERS**

3.15.1 Promotion will be carried out only for regular employees.


3.15.2 Acquiring eligible qualification, Annual Performance review report and experience will be considered during the promotion review, **however it does not establish right to be promoted to higher cadre. Depending upon available vacancy and other criterion the candidate will be considered along with other eligible candidates.**

3.15.3 If disciplinary proceedings have been initiated against an employee or if an employee is suspended because of any reason, he will not be eligible for promotion till such proceeding are over or suspension withdrawn.

3.15.4 Promotion of Faculty positions will be decided as per the following procedures:

3.15.4.i. Availability of sanctioned vacant posts which is to be decided by the Society upon the recommendation of Director/Principal.

3.15.4.ii. Society will constitute a Selection Committee following the norms of CAS of AICTE mentioned above in Rule 3.11.1 for consideration of internal cases suitable for promotion to fill up the vacant sanctioned posts.

  
Tarun Bhattacharya  
General Secretary  
Dr. B. C. Roy Engineering College  
Durgapur

3.15.5 An employee who had been awarded a "Poor" or "Unsatisfactory" rating in any of the last three Annual Performance Reviews will not be eligible for promotion unless he had acquired two excellent rating out of which, one has to be in last performance review.

3.15.6 Application of eligible candidates will be scrutinized by the Selection Committee including Annual Performance review report.

3.15.7 Based on the recommendation of the Selection Committee, the competent authority may issue the promotion order to the deserving candidates; however, it is not mandatory or essential for the competent authority to issue the promotion letters once the interview is taken.

3.15.8 Society reserves the right to promote any employee after discussing with the Director/Principal without going through the procedure enumerated above.

### 3.16 PROCEDURE FOR PROMOTION OF NON-FACULTY MEMBERS

3.16.1 Availability of sanctioned vacant posts is to be decided by the Society.

3.16.2 Society will constitute a Selection Committee for consideration of internal cases suitable for promotion to fill up the vacant sanctioned posts.

3.16.3 On fulfillment of stipulated condition of regulatory body and/or norms of the College, the candidate will be eligible to appear before Selection Committee.

3.16.4 An employee who had been awarded a "Poor" or "Unsatisfactory" rating in any of the last three Annual Performance Review will not be eligible for promotion unless he had acquired two excellent rating out of which, one has to be in last performance review.

3.16.5 Application of eligible candidates will be scrutinized by the Selection Committee. Promotion of a non-teaching staff from lower to higher scale shall be as far as possible on seniority-cum-merit basis. The Committee will consider the Seniority and Annual Performance Review Report along with other points, as deemed fit.

3.16.6 Based on the recommendation of the Selection Committee, the competent authority may issue the promotion order to the deserving candidates; however, it is not mandatory or essential for the competent authority to issue the promotion letters once the interview is taken.

3.16.7 Society reserves the right to promote any employee based on the recommendation of Director/Principal without going through the procedure enumerated above.

## CHAPTER 4: LEAVE RULES

### 4.1 General

4.1.1 These rules shall apply to all full-time employees of the college (appointed on scale or on consolidated pay). Applications for all types of leave should be submitted to the respective controlling officer (HOD/Sectional Head) for consideration by the Director/Principal. **Leave of absence from duty cannot be claimed as a matter of right.** On application by a member of staff of the college, leave may be granted only when satisfactory grounds have been shown. When the exigencies of service so require, the authority competent to grant leave may refuse leave of any description or when any such leave is granted, revoke such leave or part thereof. Unless otherwise specified, leaves will generally be calculated as per calendar year except Casual Leave.

4.1.2 No member of staff who is under suspension shall be granted any leave.

4.1.3 No leave will be granted when an employee submits his resignation which is well accepted by the Authority and he is serving under the notice period.

4.1.4 Absence without leave shall render a staff subject to such disciplinary action as may be provided in the Conduct and Disciplinary Rules.

4.1.4 All the applications for leave or for extension of leave shall be made in writing and addressed to the Director/Principal and sanction for the leave or extension or leave applied for as the case may be shall be obtained before it is availed of.

4.1.5 Leave shall ordinarily commence on the date with effect from which it is availed of and terminate on the day preceding the date of resumption of duty.

Provided that Sundays and other holidays may be prefixed or affixed to leave, but for the purpose of prefixing or affixing the leave, holidays exceeding three days or the puja holidays, summer recess, winter recess, previous sanction of the authority competent to grant the leave shall be obtained.

4.1.6 Except with previous permission of the competent authority to grant the leave, no staff on leave shall return on duty before the expiry of the period of leave granted to him.

4.1.7 The Director/Principal of the college may at his discretion recall to duty at any time, any staff of the college who may be on leave except on medical ground.

4.1.8 When a staff of the college has been granted leave to which holidays or recess has been affixed and such has been offered and such a staff absent himself from duty



Tarun Bhattacharya  
General Secretary  
Dr. B. C. Roy Engineering College  
Durgapur

beyond the expiry of such holidays or recess, the entire period of his absence from duty after the expiry of such holidays or recess shall be treated as absence from duty without leave and he shall not be entitled to his salary or allowances for such period unless and until the period is covered by the grant of appropriate leave.

#### 4.2 Definitions

In these rules:

"LEAVE" includes Casual Leave (CL), Sick Leave (SL) and other Special types of Leave like, Earned Leave (EL), Compensatory Casual Leave (CCL), Maternity Leave (ML), Paternity Leave (PL), Study Leave, Extraordinary Leave, Special leave on injury on duty/disability Leave or social occasion, etc., to be calculated during an a calendar year, unless otherwise specified.

"Completed years of service" means continuous service of specified duration in the Institute and includes period spent on duty as well as on leave including extra ordinary leave but will not include absence from duty, not specifically authorized by the college.

#### 4.3 Combination of leave:

**Any kind of leave under these Rules specified below may be granted in combination with or in continuation of any other Leave, except Casual Leave.**

#### 4.4 Casual Leave (CL)

4.4.1 Casual leave on full pay may be allowed to a staff of the college (regular, engaged on scale or consolidated pay and probationer) up to a maximum of 12 days in any one academic year for short periods not exceeding 3 days at a time during a calendar year. It can be combined with weekly off days (i.e., Sundays & Mondays) and other holidays, but not with Puja holidays, Winter and Summer Recess.

4.4.2 Casual leave can be availed for half day also, if required, subject to approval of Director/Principal.

4.4.3 Casual Leave cannot be carried forward to the next calendar year.

4.4.4 Pro-rata basis CL will be allowed to the employees on joining the service.

#### 4.4 Sick Leave (SL)

4.5.1 Every full-time staff of the college (engaged on scale or consolidated pay) shall be entitled to leave on **half pay**, which may be commuted on medical ground only. The amount of leave on half pay admissible to a whole time staff of the college shall be 20 days for each completed year of service.

4.5.2 Sick Leave can be carried forward to the next academic year.

4.5.3 Commuted leave out of the total accumulation of Sick Leave shall be limited to a maximum at 120 days during the entire period of services of a staff.

4.5.4 The probationers will be entitled for the Sick Leave after one year, i.e. after confirmation in the services; however, the employees engaged on consolidated pay will be entitled for Sick Leave since his accumulated leave will be carried forward.

4.5.5 When commuted leave is granted, twice the amount of leave on half pay due shall be debited against the leave account.

4.5.6 The amount of leave on half pay due may be granted on medical ground only on submission of medical certificate from a registered medical practitioner.

#### 4.6 Maternity Leave (ML):

Maternity leave as mentioned below shall be granted by the Director/Principal.

4.6.1 ML is admissible to female employees of the college who has been in the services of the college after regular appointment on full pay for a period of 90 days (including pre and post natal), from the date the staff desires to proceed on maternity leave or from the date of actual confinement, whichever is earlier. Any long vacation will also be covered within this ML, if it coincides with the same.

4.6.2 An application of maternity leave shall accompany a medical certificate from a Registered Medical Practitioner.

4.6.4 ML will not be debitable to the leave account. The leave can be granted only twice during the service period of an employee and there must be a gap of at least 2 (two) years between the two periods of ML. In case of 3<sup>rd</sup> and subsequent confinement, 45 days' ML will be granted.

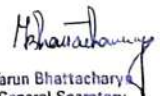
4.6.5 Maternity leave may also be granted to a whole time woman staff of the college in cases of miscarriage including abortion, subject to the condition that in such a case, such leave shall not exceed 45 days and that the application for leave shall be supported by a medical certificate from a registered medical practitioner.

#### 4.7 Earned Leave (EL)

4.7.1 In case any employee is retained by the Director/Principal during Summer/Puja vacations for any official work, such employee will be entitled to one day's earned leave in lieu of two days' work.

4.7.2 Earned leave can be retained beyond calendar year in his leave account for future utilization.

4.7.3 EL for less than a day will not be allowed.

  
Tarun Bhattacharya  
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Dr. B. C. Roy Engineering College  
Durgapur

#### 4.8 Compensatory Casual Leave (CCL)

4.8.1 If the service of an employee is requisitioned by the Competent Authority on weekly off days and public holiday, he would be granted one CCL for each day of extra work.

4.8.2 For this purpose, a CCL account will be opened for every member of staff of the Institute and, during submission of application, the date of presence against which CCL is sought should be clearly indicated.

4.8.3 CCL earned in a year, should be availed of within 6 months from the date the employee has worked for the Institute.

4.8.4 The following shall not be eligible for grant of CCL: (i) invigilation duty for University Semester Examination/assessment of answer sheets and (iii) Attending Seminars/Workshops on a weekly off-day or public holiday.

4.8.5 Maximum CCL admissible at a time is for 3 (three) days. It can be combined with weekly off days (i.e., Sundays & Mondays), other holidays and CL, but not with Puja holidays, Winter and Summer Recess.

4.8.6 Admission duties/Anti-Ragging duties will come under the purview of CCL.

4.8.7 Any examination duty with paid service will not be treated as CCL.

4.8.8 CCL can be availed of for less than a day.

#### 4.9 Sabbatical Leave /Study Leave

4.9.1 Study leave for acquiring higher qualifications like Ph.D. from a University / an Institute of higher learning located outside Durgapur will be admissible only to a confirmed member of faculty provided he has put in not less than 5 (five) years of service in the Institute.

4.9.2 Study Leave may be granted initially for a period of not more than 2 (two) years which can be extended by a further period of one year when the circumstances justify such extension.

4.9.3 Study Leave can be granted twice during the entire period of service life maintaining a gap of 4 (four) years in between two Study Leaves.

4.9.4 During the period of Study Leave, the employee will be on Leave without pay (LWP) subject to consideration and written approval of the competent authority.

4.9.5 The employee, before proceeding on Study Leave, shall be required to execute a bond to the effect that on return he shall resume in the same grade as he was at the time of proceeding on such leave and thereafter would serve the Institute continuously

for a) a period of at least 3 (three) years in case of 2-year study leave; or, b) a period of at least 2 (two) years in case of 1-year study leave.

4.9.6 The college shall not be liable for any financial liability whatsoever, incurred by the employee during his study leave for the purpose of study leave.

4.9.7 Keeping in view the overall interest of the college, not more than 10% of existing members of faculty of a department applying for study leave would be allowed to avail of the same, on the basis of seniority, at any point of time.

4.9.8 No substitute will be arranged by the college for such Study Leave.

4.9.9 **Academic Leave for pursuing higher studies:** Permission for attending day courses for pursuing higher studies related to one's work through rearrangement of classes at the college may be granted to faculty member/Technical Assistant subject to consideration and written approval of the competent authority. The concerned employee, prior to joining such programmes, shall have to execute a bond to serve the Institute for at least 3 (three) years after completion of the programme or pay the sum of Rs. 3,00,000/(Rupees three lakhs only) in lieu thereof.

4.9.10 **Permission for attending part-time evening courses for pursuing higher studies** related to one's work through rearrangement of afternoon classes at BCRC may be granted to an employee subject to consideration and written approval of the competent authority. The concerned employee, prior to joining such programmes, shall have to execute a bond to serve the Institute for at least 1 (one) year after completion of the programme or pay the sum of Rs. 1,00,000/- (Rupees one lakh only) in lieu thereof.

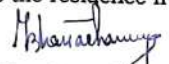
#### 4.10 Special Leave for social occasion (SL)

4.10.1 In case of social occasion like marriage of the employee concerned, 5 days' leave will be granted on submission of marriage invitation card, subject to consideration and written approval of the competent authority. Weekly off days (i.e., Sundays & Mondays) and other public holidays preceding, falling within or succeeding the period of Special Leave will not be counted as part of Special Leave.

4.10.2 In case of death of parents or parent-in-laws, leave of 5 days will be granted, subject to consideration and written approval of the competent authority. Weekly off days (i.e., Sundays & Mondays) and other public holidays preceding, falling within or succeeding the period of special leave shall not be counted as part of Special Leave.

#### 4.11 Special Leave for Accident/Disability/Injury on Duty

Special Leave will be admissible to employees when an employee faces any kind of accident while coming to the college from residence or going back to the residence from

  
Tarun Bhattacharya  
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Durgapur

the college, provided the employee is coming straight from home or going back straight to home. Any halt in between going or coming will not be considered. Number of days sanctioned for such leave will be the sole prerogative of General Secretary upon recommendation of Director/Principal.

#### 4.12 Participation in Training Programmes / Seminars / Conferences / Workshop etc.

##### 4.12.1. CONFERENCE/SEMINAR/JOURNAL PUBLICATION GRANT:

All applications for attending Conference/Seminar and journal publication grants shall be examined and scrutinized by a Committee consisting of the following:

- The Director/Principal (Chairman)
- Head of the Department concerned
- Chairman of Project Monitoring & Industrial Liaising Cell (PML).
- One senior faculty member as nominated by the Director
- The Registrar (Convener)

Subject to approval of the above committee, each faculty member is eligible once per year for registration:

- Minimum Rs 5000 for attending National conferences/seminars for presentation of paper/s.
- Minimum Rs 10,000 for attending International conferences/seminars for presentation of paper(s) / publication of papers in recognized foreign journals; OR
- Leave with pay for attending conferences/seminars/workshops, as the case may be.

##### 4.13 Extra - Ordinary Leave:

If no leave can be granted to an employee under any rules, General Secretary will have the discretion to grant extra-ordinary leave with pay or leave without pay on the merit of the case.

##### 4.14 Semester Break:

All the employees will be entitled to have Semester Break in a year in two phases after the odd semester examination in June-July and even semester examination in December-January to be declared by the Director/Principal as per academic calendar of MAKAUT, with the approval from Society. **However, the authorities may requisition any staff member for any purpose during the vacation for which they will be entitled for EL as per rules.**

##### 4.15 Sanctioning Authority:

Sanctioning Authority for any kind of leave shall be as follows:

- 4.15.1 For Teaching Staff - Director/Principal in consultation with concerned 'HOD'.
- 4.15.2 For Non-teaching Staff - Director/Principal in consultation with concerned HOD/SH.
- 4.15.3 For Campus Administrative Staff - Campus Administrator in case of Deputy Campus Administrator/Asstt. Proctors/hostel Wardens/Matrons.
- 4.15.4 For Management House/CRO - General Secretary.

##### 4.16 Procedures to treat unauthorized Leave of Absence:

4.16.1 If any employee remains absent without approved leave he/she will lose lien on his service until and unless he reports to the office within 7 days and/or he/she communicates the reasons for his absence with supporting documents to the full satisfaction of the competent authority.

4.16.2 To this effect a letter will be issued by the Director/Principal communicating the **"LOSS OF LIEN ON HIS/HER SERVICE"** and seeking explanation within 7 days.

4.16.3 If no explanation is received within stipulated period it will be deemed that such employee is ceased to exist as an employee of the College. The same will be communicated to the concerned employee vide a letter duly signed by the Director/Principal of the College.

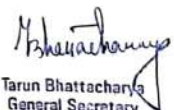
**4.16.4 If an employee remains absent for consecutive six months, his case shall be treated as cessation of service.**

4.17 Leave records of faculty members will be maintained at Director/Principal's Office and those of Technical, Non-Teaching & Administrative Staff will be maintained at Registrar's Office. For Proctorial Staff, leave records are to be maintained by the Proctor's office. In Management House, leave records are to be maintained by Manager (Admn.) and in Corporate Office such records will be maintained at Manager (Corporate Affairs)'s office.

## CHAPTER 5: JOB RESPONSIBILITIES

### 5.1 Working Days

The working days of the college for all programmes shall normally be from Tuesday to Saturday while Sundays and Mondays shall be considered as weekly holidays. However, unless otherwise stated specifically in terms of appointment, every full-time employee may, if the exigencies of work so demand, be called to perform such duties as assigned to him, whether within scheduled working hours or beyond or on any holiday to observe a minimum of 182 teaching days in a year.

  
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Durgapur



## Dr. B. C. Roy Engineering College, Durgapur

### Report on Career Advancement Scheme

#### Background:

The prevailing Career Advancement Scheme (hereto mention as CAS), monitored by Prof. Ranajit Dhar, was limited to confirmation of faculty member after probation period. After retirement of Prof. R. Dhar, faculty appraisal committee was constituted by Director, BCREC (ref.: BCR/PR/ /2018 dated December 20, 2018).

#### Members of Faculty Appraisal Committee:

1. (Dr.) Chandan Kumar Ghosh, Professor( ECE), Member Secretary
2. (Dr.) Chandan Chattoraj, Professor (ME), Member
3. (Dr.) Jayanta Pal, AP and HoD (HU), Member

#### Objective:

The CAS of BCREC may be modified as part of the periodic revision.

- (a) Teaching effectiveness should be judged by the quality and extent of student learning.
- (b) Faculty should accept the obligation to improve their teaching skills as part of their personal commitment to professional excellence.
- (c) In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may require assistance to improve their academic performance, or to overcome a disadvantage.
- (d) Faculty should engage himself/herself along with students in various research and development activities.
- (e) The self-assessment score should be based on objectively verifiable records.





## Dr. B. C. Roy Engineering College, Durgapur

### Stages of Confirmation/Promotion

Stage	Designation with AGP	Essential Requirements
Entry Level Stage-I	Assistant Professor, AGP: 6000	AS per AICTE norms
Stage-II	Assistant Professor, AGP: 7000	5 years Teaching Experience in the post of Stage-I
Stage-III	Assistant Professor, AGP: 8000	5 years Teaching Experience in the post of Stage-II and Ph. D  OR 8 years Teaching Experience of which 5 years in the post of Stage-II
Stage-IV	Associate Professor (Asso P), AGP: 9000	5 years Teaching Experience in the post of Stage-III and Ph. D
Stage-V	Professor, AGP: 10000	5 years Teaching Experience in the Stage-IV
Stage-VI	Senior Professor	5 years Teaching Experience in the post of Stage-V and at least 8 research publications in SCI journals/UGC/AICTE approved journals, should have at least 2 successful Ph. D guided as Supervisor/Co-Supervisor as a Professor.

#### [Entry Level, Stage-I, Level-10] Minimum Qualifications for Confirmation as an Assistant Professor]

##### (a) Engineering / Technology

B. E. / B. Tech. / B. S. and M. E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees.

##### (b) Management

Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C. A. / ICWA/ M. Com. with First Class or equivalent and two years of professional experience after acquiring the degree of Master's degree.



## Dr. B. C. Roy Engineering College, Durgapur

### (c) Pharmacy

B. Pharm. and M. Pharm. in the relevant specialization with First Class or equivalent in any one of the two degrees.

### (d) MCA

B. E. / B. Tech. / B. S. and M.E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with First Class or equivalent in any one of the degrees.

**OR**

B. E., B. Tech. and MCA with First Class or equivalent in any one of the two degrees.

**OR**

Graduation of three years' duration with Mathematics as a compulsory subject and MCA with First Class or equivalent with 2 years of relevant experience after acquiring degree of MCA.

### (e) **Qualifications for Faculties in Science and Humanities:**

A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.

Beside fulfilling the above qualifications the candidate must have cleared the National Eligibility Test (NET) or an accredited test (State Level Eligibility Test SLET/SET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions. Further SLET/SET shall be valid as minimum eligibility for direct recruitment in the respective state only.

That candidate who have been awarded a Ph. D. degree in accordance with the University Grant Commission Regulation, 2009 or 2016 shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or any equivalent position.

**Note:** Candidates who have done Ph.D. after the Bachelor's Degree from institution of National importance with GATE/ GPAT/ CEED shall be eligible for the post of Assistant Professor.

Confirmation/Promotion/Continuation Process:

- A) Self-Appraisal Report
- B) Students' Feedback
- C) HOD's Report



## Dr. B. C. Roy Engineering College, Durgapur

D) Interaction/Interview

### Proforma for Performance Based Faculty Appraisal System (Career Advancement Scheme)

#### [A] Self-Assessment Report

##### General Instructions:

- (a) The self-assessment score should be based on objectively verifiable records.
- (b) The applicant may use additional sheet/s, if required.
- (c) The applicant should not leave any field blank; instead, mention as 'Not Applicable'.

##### 1. General Information

NAME		DATE OF BIRTH	
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DEPARTMENT		DATE OF JOINING	
------------	--	-----------------	--

CURRENT DESIGNATION with GRADE PAY		DATE OF LAST PROMOTION, IF ANY	
------------------------------------	--	--------------------------------	--

Current Highest Qualification			
-------------------------------	--	--	--

E-mail ID		CONTACT No.	
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Specialization:			
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Which position and grade pay are you an applicant under CAS?			
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# Dr. B. C. Roy Engineering College, Durgapur

## CATEGORY I: ACADEMIC QUALIFICATION

### 1. Academic Qualification (Maximum Score- 95)

Maximum score for each examination is 17 and the scores will be calculated as follows:

For Examination Marks $\geq 75\%$	Score- 17
$\geq 60\%$	Score- 12
$\geq 50\%$	Score- 7
$<50\%$	Score- 2

For M. Phil Score is 17, for Ph. D Score is 27 but for both M. Phil and Ph. D Total Score is 27.

*Signature of Applicant*

### Class / Division

If a class / division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class / division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below.

Grade Point	Equivalent Percentage
6.25	55 %
6.75	60 %
7.25	65 %
7.75	70 %
8.25	75 %



## Dr. B. C. Roy Engineering College, Durgapur

Sl. No.	Examination	Board/ University	Subjects	Year of Passing	% of Marks	Division/ Class/ Grade	Score
1.	Secondary or Equivalent						
2.	Higher Secondary or Equivalent						
3.	BA/B.Sc./ B. Tech.						
4.	MA/M.Sc./ M. Tech						
5.	M. Phil/Ph.D						
	<b>Total Score</b>						

2. **Additional Qualification** (relevant to the concerned Department, and not included in the previous table):(Maximum Score- 5)

Sl. No.	Examination	Board/ University	Subjects	Year of Passing	% of Marks	Division/ Class/ Grade	Score

Attach extra sheet, if necessary.

<i>Total Score in Category-I [ S1]</i>	
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*Signature of Applicant*



## Dr. B. C. Roy Engineering College, Durgapur

### CATEGORY II: TEACHING EXPERIENCE

#### 1. Teaching Experience at the time of Joining (Maximum Score-20)

[2 is assigned for UG and 3 for PG as score for each year, however maximum score is 5]

Course Taught	Name of the Institute/ College/ University	From:	To:	Duration	Score
UG					
PG					
Any Other					
<b>Total Score</b>					

#### 2. Teaching Experience after joining (Maximum Score-80)

[Applicable for promotion/continuation; 5 is assigned for UG or PG as score for each year]

Course Taught	From:	To:	Duration	Score
UG/PG				
<b>Total Score</b>				

<b>Total Score in Category-II [ S2]</b>	
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*Signature of Applicant*



## Dr. B. C. Roy Engineering College, Durgapur

### CATEGORY III: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Sl.No.	Nature of Activity	Score Allotted	Score Claimed
1.	Lectures, seminars, tutorials, practical, taken as percentage of lectures allocated. [For last 2 semester]	50	
2.	Preparation and Imparting knowledge/ instruction as per curriculum, syllabus enrichment by providing additional resources to students. [For last 2 semester]	20	
3.	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	15	
4.	Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.	15	
TOTAL		100	

#### Guidance for Category-III:

1. Lectures, seminars, tutorials, practicals, taken as percentage of lectures allocated.

Lectures, Tutorials, Practical, Seminars, Contact classes taken should be based on verifiable records. If a teacher has taken 75% assigned classes, score will be 45 60% and less than 75% assigned classes, score will be 40 50% and less than 60% assigned classes, score will be 30 No score should be assigned if a teacher has taken less than 50% assigned classes.	<b>Max Score: 45</b>
If teacher has taken classes exceeding AICT/UGC norm, then one point to be assigned for each extra hour classes	<b>Max Score: 5</b>

*Signature of Applicant*



## Dr. B. C. Roy Engineering College, Durgapur

2.Preparation and Imparting knowledge/ instruction as per curriculum, syllabus enrichment by providing additional resources to students

Lecture notes, Lesson plan, Faculty diary	<b>Max Score:</b> <b>15</b>
Topics taught as beyond syllabus (relevant to the subject)	<b>Max Score: 5</b>

3.Use of Participatory and Innovative Teaching-Learning methodologies, Updating of Subject Content, Course Improvement etc. **(Max. Score: 15)**

Updating of course content/Preparation of resource material/Laboratory Manual	<b>Max Score: 2</b>
Developing and imparting Remedial courses/ Make up classes/ Summer & Winter School/ Soft skills/ Communication skills/ Personality development courses, etc.	<b>Max Score: 9</b>
Conduction of computer assisted teaching/web based learning/e-library skills to students	<b>Max Score: 4</b>

### 4.Examination Duties Assigned & Performed

**(Max. Score: 15)**

Invigilation / flying squad duties/any exam related duties 100% compliance: 10, less than 100% no score.	<b>Max Score: 10</b>
Evaluation of answer script, preparation of award list in time as specified by Examination Section : 100% compliance: 2, less than 100% no score.	<b>Max Score: 2</b>
Question paper setting in time as specified by Examination Section: 100% compliance: 3, less than 100% no score.	<b>Max Score: 3</b>

<b>Total Score in Category-III</b> <b>[ S3 ]</b>	
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*Signature of Applicant*





## Dr. B. C. Roy Engineering College, Durgapur

### CATEGORY IV: CO-CURRICULAR, EXTENSION AND CORPORATE LIFE ACTIVITIES

Sl.No.	Nature of Activity	Score Allotted	Score Claimed
1.	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling).	40	
2.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	60	
TOTAL		100	

#### Guidance for Category-IV:

Institutional co-curricular activities for students such as NSS, NCC, or any other similar activity. Institutional extra curricular activity for students such as sports, cultural fest, technical fest, picnic, educational tour, industry visit, publication of magazine/newsletter in departmental as well as institutional level or any other similar activity. Community work such as National integration, secularism, humanism, flood and drought relief, orphanage home and old age home relief, small family norms or any other similar activity.	<b>Max Score: 40</b>
Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. (for <75% attendance in meetings, no score) Academic Committees [Chairperson/Coordinator -30, member-25] Administrative committees [Chairperson/Coordinator -30, member-25]	<b>Max Score: 30</b> <b>Max Score: 30</b>

<i>Total Score in Category-IV [</i> <i>S4]</i>	
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*Signature of Applicant*



## Dr. B. C. Roy Engineering College, Durgapur

### CATEGORY V: RESEARCH AND ACADEMIC CONTRIBUTIONS

Sl.No.	Nature of Activity	Score Allotted	Score Claimed
<b>PUBLICATION</b>			
1.	Research papers (in related area/subject) published in recognized and reputable journals (SCI journals/Patent) and periodicals, having ISBN/ ISSN numbers. For each SCI/Patient score = 5 For each UGC/AICTE approved Journals = 2	20	
2.	Each Conference proceedings (in related area/subject) with presentation = 2.5	10	
3.	Book/Chapter (in related area/subject)	5	
4.	Popular article (in related area/subject) in newsletter of learned bodies/societies or Newspaper.	5	
<b>RESEARCH PROJECT</b>			
5.	Sponsored project (carried out/on-going)	5	
6.	Consultancy (carried out/on-going)	5	
<b>RESEARCH GUIDANCE</b>			
7.	Under Graduate project (completed)	15	
8.	Post Graduate project (completed)	10	
9.	Ph.D (completed)	5	
<b>TRAINING COURSES &amp; CONFERENCES/SEMINARS/WORKSHOPS</b>			
1.	<b>Courses Attended/Participated:</b>  Refresher courses, Methodology, workshop, Training, [Max score:5]  Soft Skills development Programme, [Max	15	



## Dr. B. C. Roy Engineering College, Durgapur

	score:5] Faculty Development Programme (off-line) or on line MOOCS (NPTEL/SWAYAM) [Max score:5]		
2.	<b>Courses Organized/Delivered:</b> Refresher courses, Methodology, workshop, Training, Teaching- Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes	5	
3.	Invited lectures/special lecture	5	
TOTAL		100	

<b><i>Total Score in Category-V [ S5]</i></b>	
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*Signature of Applicant*



## Dr. B. C. Roy Engineering College, Durgapur

### CALCULATION OF TOTAL SCORE (based on weightage):

Category	I Academics	II Experience	III Teaching- Learning	IV Corporate life	V R&D	TOTAL SCORE	Cut- off Score
Assistant Prof.-I	$S1 \times 25\%$	$S2 \times 5\%$	$S3 \times 50\%$	$S4 \times 10\%$	$S5 \times 10\%$		
Assistant Prof.-II	$S1 \times 25\%$	$S2 \times 10\%$	$S3 \times 45\%$	$S4 \times 10\%$	$S5 \times 10\%$		
Assistant Prof.-III	$S1 \times 25\%$	$S2 \times 10\%$	$S3 \times 45\%$	$S4 \times 10\%$	$S5 \times 10\%$		
Associate Professor	$S1 \times 25\%$	$S2 \times 15\%$	$S3 \times 30\%$	$S4 \times 15\%$	$S5 \times 15\%$		
Professor	$S1 \times 25\%$	$S2 \times 15\%$	$S3 \times 25\%$	$S4 \times 15\%$	$S5 \times 20\%$		
Senior Professor	$S1 \times 20\%$	$S2 \times 10\%$	$S3 \times 25\%$	$S4 \times 15\%$	$S5 \times 30\%$		

1. What areas do you most need to improve and how? [No Score]

2. Any other information/ suggestions from your end. [No Score]



## Dr. B. C. Roy Engineering College, Durgapur

### 3. Declaration:

I hereby declare that if my service is confirmed, I will register myself (if not yet registered) for Ph. D work to any University/ Recognized Institute within a year after my confirmation.

Date:

*Signature of Applicant*

Place:

Employee Code:

### List of Documents Enclosed:

*Signature of Applicant*

### 4. Verification of the statement by the HOD of respective department

All the above Statements are Checked & Verified

**Signature of Head of the Department with Office Seal**

Date:



## Dr. B. C. Roy Engineering College, Durgapur

### [B] STUDENTS' FEEDBACK

The student's feedback assessment data (on the basis of the assessment of Institutional student feedback system by Institution) will be supplied by the respective HOD during forwarding the CAS file to the Faculty Appraisal Committee.

#### Summary Statement of Student's Feed Back

Sl. No.	Course Code	Number of Students Participated	Average Marks Obtained out of 100
1			
2			
3			
4			
5			
6			
	<b>Average</b>		

#### Supporting documents:

- a) Three Samples of students' feedback (best, medium and low) on each theory paper;
- b) Report on Analysis of students' feedback with action taken.

#### Recommended/ Not recommended

for Next Step



## Dr. B. C. Roy Engineering College, Durgapur

Signature of Members of DAC with Date

- 1.
- 2.
- 3.

### [C] HOD's Confidential Report

HOD's observation on overall performance with justification considering the points-acceptability, regularity & punctuality, active participation & involvement in departmental meeting/ activities, attitude towards the students, etc.

<b>Strongly Recommended (Score: 80-100)</b>	<b>Recommended (Score: 60-79)</b>	<b>Not Recommended Now (Score: 0)</b>

**Justifications:**

Signature of Head of Department with Office Seal



## Dr. B. C. Roy Engineering College, Durgapur

Date:

### Total Score on CAS [A + B + C]

CAS Parameters	Score * Weightage	Weighted Marks
[A] Self-Assessment Report	A * 70%	
[B] Students' Feedback	B * 20%	
[C] HOD's Confidential Report	C * 10%	
Total(API)		

CAS Parameters	Yes/No
[A] Score on SAR is above cut-off	
[B] Score on Students' feedback is above cut-off	
[C] Score on HOD's CR is above cut-off	

**Recommended/Not-recommended for interview**

**Signature of Members of Appraisal Committee**

1.

2.

3.





## Dr. B. C. Roy Engineering College, Durgapur

### [D] Interaction / Interview

NAME		DEPARTMENT	
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CURRENT DESIGNATION with AGP	
------------------------------	--

Which position and grade pay are you an applicant under CAS?	
--	--

MEMBERS	TEACHING ABILITY AS FACILITATOR TO STUDENTS LEARNING (50)	DEPTH OF KNOWLEDGE (15)	CONTRIBUTION TO DEPARTMENT (20)	RESEARCH INCUMBENT (15)	SCORE (100)
1.					
2.					
3.					
4.					
5.					

**OVERALL PERFORMANCE:**

$API \times 0.6 + D \times 0.4$	
---------------------------------	--



## Dr. B. C. Roy Engineering College, Durgapur

Signature of the Board Members with date

1.

2.

3.

4.

5.

**Recommended / Not recommended**

Signature of the Chairman with official seal & date

### STUDENT'S FEEDBACK FORM

*(To be used by institutions)*

Academic Year:		Name of the Faculty	
Course Name		Semester	
Course Code		Date of the feedback	

**For getting filled in through student**

S. No.	Description	Very Poor	Poor	Good	Very Good	Excellent
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## Dr. B. C. Roy Engineering College, Durgapur

		(1)	(2)	(3)	(4)	(5)
1	Has the Teacher covered entire Syllabus as prescribed by University/ College/ Board?					
2	Has the Teacher covered relevant topics beyond syllabus					
3	Effectiveness of Teacher in terms of:					
	(a) Technical content/course content					
	(b) Communication skills					
	(c) Use of teaching aids					
4	Pace on which contents were covered					
5	Motivation and inspiration for students to learn					
6	Support for the development of Students' skill					
	(i) Practical demonstration					
	(ii) Hands on training					
7	Clarity of expectations of students					
8	Feedback provided on Students' progress					
9	Willingness to offer help and advice to students.					
	<b>Total</b>					

## Criteria for assessment of Upgradation/Promotion

Name of the Faculty Member:

Department:

Scores of Assessment: 100

Cut-Off Marks: 70

Date:

	Criteria	Marks	Allotted Marks
1.	Power Point Presentation & Question-Answers on PPT	15	
2.	Subject Knowledge & Skill	30	
3.	Ability to deliver lectures & Communication Skills	20	
4.	Research Contribution/Paper Publication/Newsletter	20	
5.	Engagement in other departmental/institutional activities (MAR, MOOCs, Exam, Placement, NBA, NAAC, NIRF)	15	
	Total:	<b>100</b>	

Remarks :

Signature of Expert:

## **Brief Particulars of the Assessee**

**Name :**

**Department:**

**Present Position:**

**Experience : (Years with BCREC/Other Places)**

**Qualifications: (10<sup>th</sup>/12<sup>th</sup>/UG/PG)**

**Publications: (Journals/Conference Proceedings)  
(Name of Author/Vol./Year/Page No. etc.)**

**Research activities while at BCREC:**

**Any achievement/award:**

**Departmental activities:**

**Brief description of duties/responsibilities:**

**Any points to be mentioned before the Board (in brief):**

To:

Date: November 19,2018

I have been advised to inform you that an interview will be held on 6<sup>th</sup> December, 2018 at Director's Conference room at 10.30 am for upgradation/promotion to the post of "**Senior Technical Assistant**".

You are advised to appear before the Interview Committee with all your credentials.

Please be informed that you will have to give a presentation (maximum 8 slides in Powerpoint) for 10 minutes before the Committee members. Topic of the presentation may be as per your choice.

To:

Date: October 17,2019

.....

I have been advised to inform you that an **Assessment** will take place on November, 16/19/20/21, 2019 at Director's Conference room at 10.30 am for upgradation/promotion to the post of "**Assistant Professor – Grade I/II/III**".

You are advised to appear before the Assessment Board with all your credentials and supportive documents including your regular class load vetted by the concerned HOD.

Please be informed that you will have to give a presentation (maximum 8 slides in Power point) **strictly** for 10 minutes before the Board members. Topic of the presentation should be on the subject areas taught by you.

**Registrar**

I have been advised to inform you that an **Assessment** will take place on November, 16, 2019 at Director's Conference room at 10.30 am for upgradation/promotion to the post of "**Assistant Professor – Grade II**".

You are advised to appear before the Assessment Board with all your credentials and supportive documents including your regular class load vetted by the concerned HOD.

Please be informed that you will have to give a presentation (maximum 8 slides in Power point) **strictly** for 10 minutes before the Board members. Topic of the presentation should be on the subject areas taught by you.

**Registrar**



I have been advised to inform you that an **Assessment** will take place on November, 16, 2019 at Director's Conference room at 10.30 am for upgradation/promotion to the post of "**Assistant Professor – Grade III**".

You are advised to appear before the Assessment Board with all your credentials and supportive documents including your regular class load vetted by the concerned HOD.

Please be informed that you will have to give a presentation (maximum 8 slides in Power point) **strictly** for 10 minutes before the Board members. Topic of the presentation should be on the subject areas taught by you.

**Registrar**

I have been advised to inform you that an **Assessment** will take place on November, 16, 2019 at Director's Conference room at 10.30 am for upgradation/promotion to **higher Grade**.

You are advised to appear before the Assessment Board with all your credentials and supportive documents including your regular class load vetted by the concerned HOD.

Please be informed that you will have to give a presentation (maximum 8 slides in Power point) **strictly** for 10 minutes before the Board members. Topic of the presentation should be on the subject areas taught by you.

**Registrar**

I have been advised to inform you that an **Assessment** of the following faculty members will take place on November, 16, 2019 at Director's Conference Room at 10.30 am for upgradation/promotion to the post of "**Assistant Professor – Grade II**".

1)

2)

3)

You are requested to be kindly present as an Expert/ Head of the Department/Member of the Appraisal Committee of the Assessment Board at the above mentioned date, time and venue.

**Registrar**

## **Brief Particulars of the Assessee**

**Name :**

**Department:**

**Present Position:**

**Experience : (Years with BCREC/Other Places)**

**Qualifications: (10<sup>th</sup>/12<sup>th</sup>/UG/PG)**

**Publications: (Journals/Conference Proceedings)  
(Name of Author/Vol./Year/Page No. etc.)**

**Research activities while at BCREC:**

**Any achievement/award:**

**Departmental activities:**

**Brief description of duties/responsibilities:**

**Any points to be mentioned before the Board (in brief):**



Ruma Mitra &lt;ruma.mitra@bcrec.ac.in&gt;

**(no subject)**

3 messages

**Ruma Mitra** <ruma.mitra@bcrec.ac.in>

Sat, Oct 19, 2019 at 2:50 PM

To: Jayanta Pal &lt;jayanta.pal@bcrec.ac.in&gt;, BABUL TEWARI &lt;babul.tewari@bcrec.ac.in&gt;, dola sinha &lt;dola.sinha@bcrec.ac.in&gt;

Dear Sir/Madam,

I have been advised to inform you that an **Assessment** will take place on Friday, November, 22, 2019 at Director's Conference room at 12.30 PM for **upgradation/promotion to next higher grade**.

You are advised to appear before the **Assessment Board** with all your credentials and supportive documents including your regular class load vetted by the concerned HOD.

Please be informed that you will have to give a presentation (maximum 8 slides in Power point) **strictly** for 10 minutes before the Board members. Topic of the presentation should be on the subject areas taught by you.

Best wishes

Registrar

Dr.B.C. Roy Engineering College, Durgapur



Reply

Reply all

Forward

**Ruma Mitra** <ruma.mitra@bcrec.ac.in>

Sat, Oct 19, 2019 at 2:52 PM

To: Jayanta Pal &lt;jayanta.pal@bcrec.ac.in&gt;, BABUL TEWARI &lt;babul.tewari@bcrec.ac.in&gt;, dola sinha &lt;dola.sinha@bcrec.ac.in&gt;

Please note the time is 2.30 PM. Sorry for the inconvenience.

Registrar

[Quoted text hidden]

**Ruma Mitra** <ruma.mitra@bcrec.ac.in>

Fri, Jul 24, 2020 at 3:44 PM

To: Sanjay Sengupta &lt;sanjay.sengupta@bcrec.ac.in&gt;

----- Forwarded message -----

From: **Ruma Mitra** <ruma.mitra@bcrec.ac.in>

Date: Sat, Oct 19, 2019 at 2:50 PM

Subject:

To: Jayanta Pal &lt;jayanta.pal@bcrec.ac.in&gt;, BABUL TEWARI &lt;babul.tewari@bcrec.ac.in&gt;, dola sinha &lt;dola.sinha@bcrec.ac.in&gt;

[Quoted text hidden]



Ruma Mitra &lt;ruma.mitra@bcrec.ac.in&gt;

---

**Assessment for upgradation/promotion to the post of "Assistant Professor – Grade II"**

2 messages

**Ruma Mitra** <ruma.mitra@bcrec.ac.in>

Sat, Oct 19, 2019 at 12:37 PM

To: ruma ghosh &lt;ruma.ghosh@bcrec.ac.in&gt;, Arindam Ghosh &lt;arindam.ghosh@bcrec.ac.in&gt;, poulomi tewari &lt;poulomi.tewari@bcrec.ac.in&gt;

Dear Sir/Madam,

I have been advised to inform you that an **Assessment** will take place on Tuesday, November, 19, 2019 at Director's Conference room at 12.30 PM for upgradation/promotion to the post of "**Assistant Professor – Grade II**".

You are advised to appear before the **Assessment Board** with all your credentials and supportive documents including your regular class load vetted by the concerned HOD.

Please be informed that you will have to give a presentation (maximum 8 slides in Power point) **strictly** for 10 minutes before the Board members. Topic of the presentation should be on the subject areas taught by you.

Best wishes

Registrar

Dr.B.C. Roy Engineering College, Durgapur

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**Ruma Mitra** <ruma.mitra@bcrec.ac.in>

Fri, Jul 24, 2020 at 3:37 PM

To: Sanjay Sengupta &lt;sanjay.sengupta@bcrec.ac.in&gt;

[Quoted text hidden]



Ruma Mitra &lt;ruma.mitra@bcrec.ac.in&gt;

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**Assessment of faculty members for Upgradation/Promotion**

2 messages

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**Ruma Mitra** <ruma.mitra@bcrec.ac.in>  
To: Jayanta Pal <jayanta.pal@bcrec.ac.in>

Tue, Nov 5, 2019 at 3:59 PM

Dear Sir,

I have been advised to inform you that an **Assessment** of the faculty members will take place during November 19-22,2019 at Director's Conference Room for upgradation/promotion to the post of "Assistant Professor – Grade II/III & Associate Professor".

You are requested to be kindly present as an Expert of the Assessment Board on November 19, 2019 at **11.30 am & 3.30 pm**, November 20, 2019 at **11.30 am, 12.30 pm, 2.30 pm & 3.30 pm** at the said venue.

Ruma Mitra  
Registrar & Convenor  
Assessment Board

---

**Ruma Mitra** <ruma.mitra@bcrec.ac.in>  
To: Sanjay Sengupta <sanjay.sengupta@bcrec.ac.in>

Fri, Jul 24, 2020 at 3:41 PM

[Quoted text hidden]

**DR. B.C.ROY ENGINEERING COLLEGE, DURGAPUR**

**Assessment Date : 19/11/2019**

	NAME	DEPT.	Time	Director	Registrar	HOD (BSH)			HOD(R&D)	Dr. C. Chattoraj	
1	MS. JAYA MUKHOPADHYAY (GR.I to II)	BSH	10.30 AM								
2	DR. ABHIJIT KUMAR GHOSH(GR.I to II)										
3	SHRI. AVIJIT DE(GR.I to II)										
	NAME	DEPT.	Time	Director	Registrar	HOD (CSE)	HOD(IT)	ADV.(C&IT)	HOD(R&D)		Dr. J. Pal
4	SYED ZAHIR HASAN(GR.I to II)	CSE	11.30 AM								
5	MS. ANANDAPROVA MAJUMDER (GR.I to II)										
6	SHRI. ARINDAM GHOSH (GR.I to II)			12.30 PM							
7	MS. RUMA GHOSH(GR.I to II)										
8	SMT. POULOMI TEWARI(GR.I to II)										

**Assessment Date : 20/11/2019**

	NAME	DEPT.	Time	Director	Registrar	HOD (CE)	HOD(ME)		HOD(R&D)	Dr. C. Chattoraj	
9	SHRI. PRAKASH MONDAL (GR.I to II)	CE	10.30 AM								
10	SHRI ARIJIT KUMAR BANERJEE (GR.I to II)										
11	DR. SANJAY SENGUPTA (GR.I to II)										
	NAME	DEPT.	Time	Director	Registrar	HOD (IT)	HOD(CSE)	ADV.(C&IT)	HOD(R&D)		Dr. J. Pal
12	DR. GOUR SUNDAR MITRA THAKUR (GR.I to II)	IT	11.30 AM								
13	SHRI. PRABAL KUMAR SAHU(GR.II to III)										
14	MD. KERAMOT HOSSAIN MONDAL(GR.II to III)										
	NAME	DEPT.	Time	Director	Registrar				HOD(R&D)	Dr. C. Chattoraj	Dr. J. Pal









**Schedule of Interview for Upgradation/Promotion to  
the post of “Senior Technical Assistant” on Thursday,  
6th December, 2018.**

<b>Name of the department</b>	<b>Time</b>	<b>Name of the TA</b>	<b>Inside Experts</b>
ME	10.30 am	Anupam Kr. Chakraborty	HOD(ME), HOD(CE), Dr.C.Chattoraj
CE	10.45 am	Ajitesh Bhattacharjee	
	11.00 am	Surajit Sen	
EE	11.15 am	Rathin Roy	HOD(EE), HOD(AEIE),Dr. Sumit Banerjee
	11.30 am	Moloy Chatterjee	
	11.45 am	Sougata Rudra	
	12.00 pm	Rajib Karmakar	
AEIE	12.15 pm	Kallol Chattrjee	HOD(AEIE), HOD(EE), Dr. S. G. Pain
	12.30 pm	Santanu Goswami	
	12.45 pm	Sourav Hazra	
ECE	1.00 pm	Dolan Das	HOD(ECE), Dr. C. K. Ghosh, Dr. D.P. Mukherjee
	1.15 pm	Samar Nath Rajak	
	1.30 pm	Sandip Bhattacharjee	
BSH	1.45 pm	Debabrata Moulick	HOD(BSH), Dr. J. Pal, Dr. D.P. Mukherjee

**Schedule of Interview for Upgradation/Promotion to  
the post of “Senior Technical Assistant” on Thursday,  
6th December, 2018.**

<b>Name of the department</b>	<b>Name of the TA</b>	<b>HOD (ME)</b>	<b>HOD (CE)</b>	<b>Dr.C.Chattoraj</b>	<b>Registrar</b>	<b>Director</b>	<b>Total</b>
ME	Anupam Kr. Chakraborty						
CE	Ajitesh Bhattacharjee						
	Surajit Sen						
EE		<b>HOD (EE)</b>	<b>HOD (AEIE)</b>	<b>Dr. Sumit Banerjee</b>	<b>Registrar</b>	<b>Director</b>	
	Rathin Roy						
	Moloy Chatterjee						
	Sougata Rudra						
	Rajib Karmakar						
		<b>HOD (AEIE)</b>	<b>HOD (EE)</b>	<b>Dr. S. G. Pain</b>	<b>Registrar</b>	<b>Director</b>	
AEIE	Kallol Chatterjee						
	Santanu Goswami						
	Sourav Hazra						
		<b>HOD (ECE)</b>	<b>Dr.C. K. Ghosh</b>	<b>Dr. D.P. Mukherjee</b>	<b>Registrar</b>	<b>Director</b>	
ECE	Dolan Das						
	Samar Nath Rajak						
	Sandip Bhattacharjee						
		<b>HOD (BSH)</b>	<b>Dr. J.Pal</b>	<b>Dr. D.P. Mukherjee</b>	<b>Registrar</b>	<b>Director</b>	
BSH	Debabrata Moulick						

