



Dr. B. C. ROY ENGINEERING COLLEGE, DURGAPUR

(Approved by AICTE & Affiliated to MAKAUT, WB)

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BCR/NOT/17/6592

Date: -24.07.2019

Office Order

The authorities of Dr. B. C. Roy Engineering College, Durgapur are now pleased to introduce the **Revised Service Rules** applicable to its employees of the college with effect from 1st July, 2019.

This is for information of all concerned.

(T. Bhattacharya)
General Secretary

Copy forwarded for information to: -

1. Director/BCREC
2. Principal/APC
3. All HODs
4. Registrar
5. Head (Admn.)
6. Campus Administrator
7. Sr. Manager (Finance)
8. Office Copy

Prepared by Registrar



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**

(Approved in the 39th meeting of the B.O.G. held on 16.02.2019 and effected from 01.07.2019)

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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.
- ❖ 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 1st 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.

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

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.

3.2.3 There shall be uniform date of increment which is being rationalized and the increment will be payable on 1st July (i.e. July - December) and 1st January (i.e. January - June).

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 @ 65% 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.

3.7.i. ESI: Employees of the Institute drawing less than Rs 21000/- per month shall be governed by the provisions of the E.S.I. Act 1948 in force or any amendment thereof.

3.7.ii. Mediclaim: Mediclaim facility is admissible to the regular employees of the Institute, drawing above than Rs 21000/- per month, for availing medical treatment at the best hospitals, in force or any amendment thereof.

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.

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 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.

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.

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 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 3rd 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.

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 BCREC 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 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:

- a) The Director/Principal (Chairman)
- b) Head of the Department concerned
- c) Chairman of Project Monitoring & Industrial Liasing Cell (PMIL).
- d) One senior faculty member as nominated by the Director
- d) The Registrar (Convener)

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

- a) Minimum Rs 5000 for attending National conferences/seminars for presentation of paper/s.
- b) Minimum Rs 10,000 for attending International conferences/seminars for presentation of paper(s) / publication of papers in recognized foreign journals; OR
- c) 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.

5.2 Working Hours

5.2.1 Normal working hours of the college for all programmes shall be from 10.00 a.m. to 5.30 p.m. All employees shall be present in the college during working hours and put their bio-metric attendance on entering and leaving the Institute in the specified kiosks. Members of staff reporting upto 10:20 a.m. would be marked '**Late**' and attendance for such relaxation may be permitted for a **maximum of 3 times a month**. CL would be deducted from fourth late attendance in a month. Persons found to be habitually late in attending the college would be dealt with as per Conduct Rules. Faculty/Staff members going outside the campus should put their bio-metric attendance at the kiosk kept at Main Gate.

5.2.2 Members of faculty having classes at 10:00 a.m. should report to the college at least 10 minutes earlier. Employees leaving the college for official purpose within the working hours need to submit the outdoor duty authorization slip, duly approved by HOD/SH prior to leaving the college.

5.2.3 Every employee should come to the college in proper attire. Informal dress should be avoided.

5.3 Festival Holidays

Total number of festival holidays shall be as per decision of the Society which will be notified well in advance.

5.4 Work load

5.4.1 Work Load for all faculty members will be around 40 hours per week of which teaching – contact hours shall be as follows, as per AICTE norms at present:

Principal	- 4 hours/week
Professors	- 8 hours/week
Associate Professors	- 12 hours/week
Assistant Professors	- 16 hours/week

5.4.2 For the above stipulations, two tutorial hours/two laboratory hours will be counted as one teaching hour. The teaching contact hours of teachers selected/promoted under the Career Advancement Scheme shall remain the same as those of the substantive posts they were occupying.

5.4.3 The work plan of all the employees 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/Institute. All employees shall be present in the Institute during the working hours unless engaged in official/academic work in other places, with prior approval of the Competent Authority. Every teacher would compulsorily submit through HODs and/All Laboratory Plan of the subjects to be offered in the next semester to the Principal/Director, preferably a week in advance ahead of the commencement of classes of that semester.

5.4.4 Work Distribution of Teaching Staff will be tentatively as follows:

Designation	Teaching	Research & Development	Administrative
Principal	10%	30%	60%
Head of the Departments	30%	30%	40%
Professor	30%	40%	30%
Associate Professor	40%	40%	20%
Assistant Professor	50%	30%	20%

5.4.5 All full-time employees are to devote their whole time to the service of the Institute and would not undertake any direct/indirect business or work for commercial gain, honorary or remunerative, as indicated in the Appointment Letter, except with the written permission of the Competent Authority.

5.4.6 Job responsibilities for different categories of staff –

Following guidelines are only indicative and not exhaustive. There will be flexibility in assignment of responsibilities either one level up or one level down. Besides, the Director/Principal will be empowered to change the duties and responsibilities assigned to a particular post, if the circumstances so warrant.

5.5. Job responsibilities for Director/Principal

- 5.5.1 Director/Principal shall be the Principal Academic and Executive Authority of the Institute and shall carry on the objects and business of the Institute in accordance with the rules and regulations framed by the Society/BOG from time to time.
- 5.5.2 Exercise all powers as may be delegated to him by the Society/BOG.
- 5.5.3 Can re-delegate some of his responsibilities to any of his subordinate officers, but will remain accountable for such delegation of powers.
- 5.5.4 Can constitute committee(s)/sub-committee(s) for a specific purpose as also advisory committee(s) or body(ies) as may be necessary for the convenience of administration
- 5.5.5 Nominate experts for different bodies/committees whenever required.
- 5.5.6 Act as the Chairman of the Academic Council.
- 5.5.7 Act as the Member-Secretary of the BOG and prepare the Agenda depicting the total activities of the college during the interim period.
- 5.5.8 To interact with AICTE/MAKAUT/Govt. bodies.
- 5.5.9 To maintain and improve the level of excellence in all academic matters of the college for which purpose he shall have the right to give direction wherever necessary.
- 5.5.10 Oversee planning for diversification of academic activities in various directions and liaising with various funding agencies like AICTE, DST, DRDO, ISRO, CSIR, etc., for obtaining research grant.
- 5.5.11 To review Performance Appraisal Report (PAR) of all staff members.
- 5.5.12 To look after students' discipline and employee welfare for effective and better management.
- 5.5.13 To comply with statutory requirements of the AICTE Approval and Affiliation to MAKAUT and other directives received from MHRD, AICTE, Govt. of West Bengal and MAKAUT.
- 5.5.14 To look after the process and progress of NBA accreditation activities of various departments which are already accredited or which are under preparation for submitting application to NBA.
- 5.5.15 Supervising the research activities of the college conducted through Project Monitoring & Industrial Liaising Cell (PMIL) and providing guidance for submission of project proposals which are unique in nature and devoid of plagiarism.

- 5.5.16 Monitoring the academic excellence of the college conducted through Academic Council and oversee the decisions/measures adopted in the Academic Council with regard to teaching, research and publications are adhered to.
- 5.5.17 Advising the departments to conduct all academic and administrative activities of the department after discussing in the Departmental Academic Council (DAC).
- 5.5.18 Evaluation of implementation of MOOCs courses mandated by AICTE and MAKAUT through MOOCs Coordination Committee.
- 5.5.19 Preparation of Activities Calendar for Co-curricular and Extra-curricular activities as part of Mandatory Additional Requirements (MAR) prescribed by MAKAUT and oversee the organization of such activities throughout the semester.
- 5.5.20 Monitoring the conduct of classes as per class schedule and take necessary action in case of unauthorized absence of faculty members in the scheduled class.
- 5.5.21 Make sure that a cordial relation among all levels, faculty/staff members and the students are maintained.
- 5.5.22 Evaluation of performance of the faculty members through Appraisal Committee.
- 5.5.23 Forwarding with recommendation the purchase requirements of the departments after thorough scrutiny.
- 5.5.24 Establishment of On-line Grievance Redressal Mechanism and take appropriate measures to address grievances.
- 5.5.25 Take necessary steps to make the campus free of Ragging as per directives of Supreme Court of India and guiding the Anti-Ragging Committee as Chairman for preventive measures.
- 5.5.26 Take appropriate measures for students' indiscipline as Chairman of Disciplinary Committee.
- 5.5.27 Oversee the counseling activities of faculty members as Mentors and compliance of the directives of MAKAUT with regard to mentoring.
- 5.5.28 Recommend appointment of temporary/adjunct faculty if situation arises.
- 5.5.29 Sanction all types of leave except CCL/Special Leave to the teaching and non-teaching staffs.
- 5.5.30 To nominate any senior faculty member to officiate on his behalf during his absence with permission from the Society.
- 5.5.31 To exercise such other powers and perform such other functions as may be assigned to him by the Society.

5.6 Job responsibilities for Head of the Departments (HODs)

5.6.1. The Head of the Department has to be appointed on the basis of academic qualification, teaching, R&D and administrative performance evaluated by the Director/Principal in consultation with the General Secretary of the Society. The Head of every Department shall act under the general supervision and control of the Director/Principal of the College and his duties and function shall be to administer the academic and administrative affairs of the Department concerned in accordance with the guidance of the Director/Principal and as per the policy of the authority. HODs will actively participate in Teaching, Research & Development, Publication, and Administrative work as per work distribution mode envisaged in Clause 5.4.4.

5.6.2 HODs shall be the overall in-charge of the department and shall exercise general supervision over teaching and non-teaching members of the staff of the department.

5.6.3 The HOD shall always maintain the academic standard in the departments. In addition, to the allotment of classes to the teachers, he shall assess the workload of the teachers, lab Instructors and other technical persons in the department, requirements of staff members etc. He shall also maintain a liaison with the other departments. He shall keep vigil about the quality teaching in every theoretical and practical subject as per syllabi of the University, to keep the image of the college.

5.6.4 To take necessary action for holding of all classes regularly and for proper functioning and maintenance of the departmental laboratories and workshops.

5.6.5 To periodically convene meetings of Departmental Academic Council as Chairman with the agenda and the time of the meeting being decided upon in the preceding meeting so that no notice is circulated. The names of the members of the intra-departmental committee have to be submitted to the Director/Principal at the beginning of each Semester. The meeting should discuss and review the progress in classes, attendance of students and progress of research activities, achievement of students and the teachers in the departments.

5.6.6 To arrange to inform the students/parents and guardians regarding the attendance and the performance of the students in semesters on minimum two occasions.

5.6.7 To arrange for proper maintenance of stock book, issue register etc., in respect of equipment, consumables and stationery items.

5.6.8 To prepare proposals in consultation with colleagues for purchase of equipment and forward the same to the Director/Principal

5.6.9 To initiate research activities, collaborative research projects in the department and encourage the faculty members to submit proposals to PMIL Cell to secure fund from external funding agencies.

5.6.10 To provide effective leadership towards Industry-Institution interaction and partnership for academic development of the students, organization of special lectures, seminar, workshops by the industry professionals for total development of the future professionals.

5.6.11 To give advice and suggestion regarding purchase and preservation of books or other resources in the Departmental Library.

5.6.12 To inspire the faculty members for publications in peer reviewed journals, National/international conferences keeping originality and devoid of plagiarism.

5.6.13 Faculty/Teaching Skill Development Program to be planned by the HOD based on need analysis of all the concerned faculty and technical staff members.

5.6.14 To give leadership in NBA accreditation activities of the department.

5.6.15 To advise the faculty members for outcome-based teaching-learning processes following the NBA guidelines.

5.6.16 As part of Research & Development activities, HOD shall encourage consultancy and project work amongst faculty members as per norms in consultation with the Director/Principal. The said activities, progress and achievement will be recorded in the meeting of the Departmental Committee.

5.6.17 HOD will also ensure that at least one seminar of State level is organized by his department in each semester.

5.6.18 To advise the faculty members to create on-line question bank following Bloom's taxonomy.

5.6.19 Participation in Academic Council and discuss the pertinent departmental issue for the benefit of teaching-learning process.

5.6.20 Conducting arrangement of on-line/off-line class tests as per academic calendar of MAKAUT.

5.6.21 To oversee the submission of assignments of the students as per schedule.

5.6.22 To evaluate the students' performance in the semester examinations and suggesting remedial measures for improving the performance.

5.6.23 To coordinate with T&P cell to facilitate students' professional training and placement opportunity.

5.6.24 To encourage the students to register for various MOOCs courses, NPTEL, Spoken Tutorial Project of IIT-Bombay, etc. mandated by AICTE and MAKAUT through MOOCs Departmental Coordinator to earn the B.Tech degree and B.Tech degree with honours effective from 2018-19.

5.6.25 To advise the students to participate in various Co-curricular and Extra-curricular activities as part of Mandatory Additional Requirements (MAR) prescribed by MAKAUT to earn the B.Tech degree and B.Tech degree with honours effective from 2018-19.

5.6.26 Releasing the faculty members to be the examiner of MAKAUT.

5.6.27 Participation in central meetings of Anti-Ragging Committee and Disciplinary Committee.

5.6.28 Encouraging the faculty members for the administrative duties of the college, viz. admission duties, anti-ragging duties, semester examination roving duties, duties on various co-curricular and extra-curricular activities of the college.

5.6.29 To guide the faculty members for the counseling activities as Mentors as per the directives of MAKAUT.

5.6.30 To take classes at PG levels/UG levels to have interaction with them which will help the growth of the department.

5.6.31 To participate in Selection Committee/Appraisal Committee.

5.6.32 Taking feedbacks from the students in informal way on regular basis and in a formal manner once in the semester for onward submission to the Director/Principal.

5.6.33 HOD will also ensure that faculty members hold regular (i.e. two meetings in each semester) interaction with Class Representatives (CR) in his presence, to resolve ongoing issues and healthy student-teacher relationship with all dignity.

5.7 THE PROFESSORS & ASSOCIATE PROFESSORS OF THE INSTITUTION:

5.7.1. Professors and Associate Professors will actively participate in Teaching, Research, Publication, Research & Development activities and Administrative work as per work distribution mode envisaged in clause 6.4.4

5.7.2. Professors and Associate Professors will assist HOD in academics and administration of the department and also contribute in Policy planning, Monitoring & Evaluation and promotional activities both at Departmental and Institutional level.

5.7.3. As far as management of the academic affairs of the Department concerned the Professors and Associate Professors will take active participation in the Departmental Committee as advised by the HOD.

5.7.4. As a part of academic affairs, the Professors and Associate Professors will impart knowledge to the students by taking regular classes, tutorial classes and remedial classes on regular basis. They will also guide the faculty members regarding the need of Laboratory Development and to improve the quality of the Lab classes and so on.

5.7.5. The Professors and Associate Professors will implement Faculty Development Programme, Conduct departmental Workshop and Seminar and also monitor and evaluate academic activities.

5.7.6 The Professors and Associate Professors will encourage the students to register for various MOOCs courses and to participate in various Co-curricular and Extra-curricular activities as part of Mandatory Additional Requirements (MAR) prescribed by MAKAUT to earn the B.Tech degree.

5.7.7. Professors and Associate Professors will also provide research guidance to the junior faculty members and the students of the department. Ensure Publication Work and also design and development of new programmes as suitable for the students.

5.7.8. Professors and Associate Professors are most suitable for Real world knowledge application, they will provide leadership In external revenue generation program such as consultancy, sponsored project, sponsored research, contract research, (including funding proposal), seminar, laboratory development; modernization, expansion, promotion of entrepreneurship and job creation, to implement brand building of the department, providing technical support etc.

5.7.9. To contribute to the industry readiness program organized by the T&P Execution Committee in the campus.

5.7.10. The Professors and Associate Professors must undertake the responsibility to bring sponsored research project and industrial consultancy work.

5.7.11 Professors and Associate Professors will devote significant time and energy for the mentoring of the students round the year as allotted year-wise.

5.7.12. Any other responsibility given by the Director/Principal or by the HOD.

5.8 THE ASSISTANT PROFESSORS OF THE INSTITUTION:

5.8.1. Assistant Professors will actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work as per work distribution mode envisaged in clause 6.4.4.

5.8.2. Assistant Professors will also be closely involved in the semester examination process as per guidance of In-charge Examination Cell and HOD.

5.8.3. Assistant Professors will take regular classes, tutorial classes and remedial classes on regular basis, laboratory development and lab classes, preparation of lesson plan, teaching materials, publications and full implementation of online examination system.

5.8.4. As a part of academic affairs, the Assistant Professors will participate in Faculty Development Programme, departmental workshop, seminar for continuous quality improvement of teaching learning process.

5.8.5. Assistant professors will be actively involved in Research and Project, Publication work, and design/development of new programmes as suitable for the students.

5.8.6. Assistant Professors will actively take part in extracurricular, cultural and social service activities of the college as member of respective college committees and cells.

5.8.7. Assistant Professors will devote significant time and energy for the mentoring of the students round the year as allotted year-wise.

5.8.8. Assistant Professors will involve themselves in research and development. They must try to publish research papers and engage themselves accordingly for research work.

5.8.9 Assistant Professors will take active role in the Departmental Committee as directed by the HOD.

5.8.10 Assistant Professors will help the students for MOOCs' registration.

5.8.11 Assistant Professors will guide the students through counseling activities as Mentors as per the directives of MAKAUT.

5.8.12 Any other responsibility given by the Director/Principal or HOD.

5.9 TECHNICAL ASSISTANT, LAB INSTRUCTOR, WORKSHOP SUPERINTENDENT OF THE INSTITUTION:

5.9.1. The Technical Assistants, Lab Instructors and Workshop Superintendents will actively participate in laboratory development, preparation of laboratory manual, charts and conducting lab/workshop classes with full practical knowledge duly guided by concerned faculty members, who are in charge of the laboratory.

5.9.2. Workshop/Laboratory staff who may be attached to one or more laboratory/laboratories or workshop/workshops shall be responsible for the following functions:

5.9.2(i) primarily maintaining the equipment, instruments, glass wares, tools etc., ready for use and causing repair/cleaning of the same as and when necessary or so instructed

5.9.2(ii) assisting the Faculty-in-Charge in preparation of process / instruction sheets/ manuals of experiments to be performed by students as also in keeping the experiments ready for classes.

5.9.2(iii) assisting the Faculty-in-Charge in the conduct of continuous assessment and in the conduct of class test, as and when asked for.

5.9.2(iv) preparation of purchase indents for workshop/laboratory materials as per decision of the Faculty-in-Charge.

5.9.2(v) issuance & receipt of materials/tools/instruments, as required.

5.9.2(vi) maintenance of stock records in respect of all instruments / equipment and consumables used in the workshop / laboratories

5.9.2(vii) assisting members of faculty in carrying out Research/Project Work, as and when asked for.

5.9.3. In case any other assignments given by the respective teachers, he/she shall always participate in the activities/events related to college affairs.

5.9.4. They will also be actively involved in multiple college activities as member of various cells duly nominated by HODs.

5.9.5. In the event of modification in the syllabus the concerned technical staff members need to be updated and trained by the senior faculty members to implement the modifications appropriately.

5.9.6. Any other responsibility given by the Director/Principal or by the HOD.

5.10 In-charge of Examination Cell:

5.10.1. Conducts examination process in line with University regulations.

5.10.2. Liaison with University regarding all matters of examinations.

5.10.3. Arrange for submission of on-line internal marks and dispatching to University.

5.10.4. Handles review petition and interaction with the University regarding gradation of semester result.

5.10.5. Receiving and issuing Admit Cards.

5.10.6. Receiving and issuing Grade Cards.

5.10.7. Issuing provisional pass certificate to final year pass-out students.

5.10.8 Conducts external examinations, as directed by the Society.

5.11 THE LIBRARY INCHARGE OF THE INSTITUTION :

5.11.1. Library Incharge will be responsible for smooth and effective operation of the college library.

- 5.11.2. Implementation of the appropriate systems required for providing Library Services to the students, teachers and other categories of staff.
- 5.11.3. General administration of the standard library functions.
- 5.11.4. Maintenance of records for all books/journals /periodicals.
- 5.11.5. Will manage the planning, administrative and budgetary functions of library.
- 5.11.6. Establish and implement library and information policies and procedures;
- 5.11.7. Will be responsible for procurement planning in consultation with respective HODs and the Director/Principal.
- 5.11.8. Develop and manage convenient, accessible library and information services.
- 5.11.9. Prepare and manage the budget for library.
- 5.11.10. Order materials and maintain records for payment.
- 5.11.11. Analyze and evaluate library requirements.
- 5.11.12. Prepare reports related to library services, resources and activities.
- 5.11.13. Smooth and effective operation of the library.
- 5.11.14. Procurement planning in consultation with Director/ Principal and HOD
- 5.11.15. Software Implementation/up gradation.
- 5.11.16. Will provide effective access to library collections and resources, maintain the organization of library materials.
- 5.11.17. Provide library services in response to the information needs of library users and perform other related duties.
- 5.11.18. Any other responsibility given by the Director/Principal and HOD.
- 5.14.3 Shelving of books and reading materials
- 5.14.4 Pasting/stamping and other processing of books
- 5.14.5 Any other jobs as directed.

5.12.3 Administrative Staff

5.12.3 Registrar

The Registrar shall be a whole-time officer of the college and shall be appointed by the Society in consultation with the Principal/Director. His appointment however has to be intimated to the Board in due course. The Registrar shall be directly responsible to the Director/Principal of the College for the proper discharge of his duties and functions. The Registrar shall exercise such powers and perform such duties as may be delegated or assigned to him by the Director/Principal.

5.12.3.1 Assist the Director/Principal in all activities of Academic-Administration of the Institute.

- 5.12.3.2 Oversee maintenance & supervision of class rooms, laboratories, hostels, canteen, etc.
- 5.12.3.3 Comply with statutory requirements of the AICTE Approval and Affiliation to MAKAUT and other directives received from MHRD, AICTE, Govt. of West Bengal and MAKAUT.
- 5.12.3.4 Comply with all MAKAUT statutory requirements, CWMS (FIS and IIS), etc.
- 5.12.3.5 Comply with directives of Higher Education Department, Govt of West Bengal, for admission related data and preventive ragging measures.
- 5.12.3.6 Submit the on-line data related to All India Survey on Higher Education to MHRD.
- 5.12.3.7 Develop/maintain a semester-wise manpower plan for academic & non-academic members of staff.
- 5.12.3.8 Take necessary action for issuance of appointment orders by the General Secretary for all regular and contractual employees of the Institute.
- 5.12.3.9 Coordination with Staff Appraisal Committee and takes action for regularization of services of the employees and issuance of the confirmation orders by the General Secretary after completion of probationary period.
- 5.12.3.10 Maintain all employment records (Personal files, upgradation/promotion) including attendance/leave records etc., and employee database.
- 5.12.3.11 Be responsible for providing information pertaining to compliance of employment related statutory requirements
- 5.12.3.12 Ensure staff discipline and good work practices. If any misbehavior is observed on the part of the employees, should inform the Director/Principal and the General Secretary and act as per their advice.
- 5.12.3.13 Be responsible for salary administration/revision as per directives of AICTE and MAKAUT in consultation with Director/Principal and General Secretary.
- 5.12.3.14 Send monthly leave records to the Accounts Section for disbursement of salary every month.
- 5.12.3.15 Act as a Convenor of the Disciplinary Committee and shall interact with Law enforcing Authorities, if situation warrants.
- 5.12.3.16 In case of execution and implementation of any decision regarding general administration within college, the Registrar should act in close coordination with the Director/Principal.

- 5.12.3.17 All admission shall be done, as per regulation, through the Registrar under the direct supervision of the Director/Principal and Society.
- 5.12.3.18 All other personnel will work under supervision of The Registrar/ Administrative Officer.
- 5.12.3.19 Will maintain all the records as per the university norms & will be custodian of all records and statues.
- 5.12.3.20 Will look after student's affairs of the college and hostel including discipline as well.
- 5.12.3.21 Will look after the day- to -day administration of the college in consultation with Director/Principal.
- 5.12.3.22 arrange for admission and registration of students in different courses offered by the Institute.
- 5.12.3.23 Look after the scholarship matters of the students (WBFS, NSP, Bihar, Jharkhand, U.P., etc.).
- 5.12.3.24 look after issuance of identity cards of the students and the staffs.
- 5.12.3.25 be responsible for supervision and control of all non-teaching members of staff of the Institute and have the power to allocate duties to non-teaching staff in different areas.
- 5.12.3.26 review Performance Appraisal Report (PAR) of Non-teaching members of staff.

5.13 HEAD (ADMINISTRATION)

- 5.13.1 Administrative functions allocated by Director/Principal and the Society.
- 5.13.2 Liaise with local and civil administration in case of requirement.
- 5.13.3 Preparation of Annual Report of the Society.
- 5.13.4 Recording of Minutes of the meeting of the Society.
- 5.13.5 Look after all legal matters of the college.
- 5.13.6 Prepare MOU between the college and any other Institute/Industry.
- 5.13.7 Make arrangements for transport facilities for staff members and the students.
- 5.13.8 Take care of Mediclaim facilities for staff members.
- 5.13.9 Arrange for selection process including Interview for appointment of Faculty member and staff.
- 5.13.10 Maintains student database for vocational training of eligible students.

6.13 MANAGER – PUBLIC RELATIONS

- 6.14.1 Responsible for all corporate communication.
- 6.14.2 Looks after publicity in different media, hoardings and banners.

6.14.3 Conduct Press Conferences / Meetings.

6.14.4 Organize Career Fair.

6.14.5 Arranges for visits of dignitaries.

5.14.6 Organizing College events.

6.14.7 Liaison with key persons of local administration and industries.

6.14.8 Participation in activities of Entrepreneurship Development Cell.

5.14.9 Participation in activities of Industry Institute Partnership Cell.

5.14.10 Participation in Hostel Committee.

5.14.11 Participation in Disciplinary Committee.

5.15 HEAD OF TRAINING AND PLACEMENT

5.15.1 Head of the Training & Placement will be responsible for all activities related to training of the students to enhance their interview winning skill in consultation with the Director/Principal and Head of the T&P Execution Committee (Campus) and Head of the Departments.

5.15.2 Head of the Training & Placement shall maintain all databases of the students necessary for placement of the students.

5.15.3 Head of the Training & Placement will take the initiative along with his team members to make visit to different Companies in order to build up a good Industry-institute relationship.

5.15.4 Coordinate with T&P Execution Committee (Campus) for arranging training programmes for; **i. Soft skills, ii. Aptitude, iii. Group Discussion, iv. Essay writing, v. Mock interviews,** etc. through in-house team and experts from outside, if required.

5.15.5 Organize pre-placement training/seminar/workshop to facilitate the students for proper grooming.

5.15.6 Inform the students of core streams, particularly Mechanical, Civil and Electrical about the scope of job opportunities in Government Sector and PSUs.

5.15.7 Head of the Training & Placement should advise his team to keep the students informed about all activities of his/her Cell, which are related to students training & placement.

5.15.8 Will advise his team to update the website of the Institute with latest results, achievements and placement records.

5.15.9 Will maintain records of employment of the students with appointment letters.

5.15.10 Will attempt hard to achieve employment percentage as per requirement of NBA.

- 5.15.11 Will send his team members to collect information about prospective job fairs.
- 5.15.12 Head of the Training & Placement before taking any final decision shall always consult the General Secretary/Director/Principal and Head of the T&P Execution Committee (Campus).
- 5.15.13 Head of the Training & Placement will maintain all records needed by the corporate for placement of the students.

5.16 CAMPUS ADMINISTRATOR

- 5.16.1 Campus Administrator will report to the General Secretary of the Society and will have following functions:
- 5.16.2 Overall Incharge of BCREC college campus to maintain total discipline within the campus including students' discipline in the hostels in close coordination with Chief Hostel Superintendant and other Hostel Superintendants.
- 5.16.3 General Upkeep and Maintenance of the campus including beautification of the campus.
- 5.16.4 Will be responsible to look after the functions of Wardens and Matrons who look after the hostels.
- 5.16.5 Look after the activities of Outsourced Contract Security Personnel deputed in the campus including their attendance, performance, lapses and report to the Society.
- 5.16.6 Take effective measures for the security of the campus as well as the security of the boarders of the hostels.
- 5.16.7 To take up with the Vendors for serving quality foods to the hostels.
- 5.16.8 To look after hygiene and cleanliness of the kitchen, food preparation area and washing bays in the hostels.
- 5.16.9 To control vehicle movement in the campus to avoid any untoward incident.
- 5.16.10 To deal with the Administrative Authorities like Police, SDM's office, etc. in case any disciplinary issue arises in the campus.
- 5.16.11 Be prepared to manage any emergency/crisis/disaster in the college campus.
- 5.16.12 Take care of fire-fighting equipments so that they remain functional.
- 5.16.13 In-charge of maintaining all data related to hostel/security/campus maintenance as per AICTE norms.
- 5.16.14 Report to the General Secretary on all issues for smooth functioning of the college at odd hours.
- 5.16.15 Be prepared to face any eventuality in the campus.

5.17 HOSTEL WARDENS

5.17.1 It is the duty of the Hostel Warden to look after following regular matters relating to hostel discipline;

5.17.2 food served at dining hall, quality of food cooked, quality of raw materials used, adherence to menu chart.

5.17.3 hygiene and cleanliness of kitchen and Dining Hall.

5.17.4 to look after amenities of the students in the hostel

5.17.5 to look after maintenance job as per the complaint received from the students.

5.17.6 to maintain record of attendance and leave of temporary absence or weekend leaves of inmates (abiding by Hostel Rules).

5.17.7 to maintain hostel discipline and take appropriate, prompt and corrective actions to prevent any act of indiscipline (including ragging), as and when arises.

5.17.8 to attend to the immediate complains of the students and arrange for redressal and corrective action and if need be to take up with the higher authorities.

5.17.9 to make arrangement of attending to medical needs of the inmates and if need be to arrange for hospitalization.

5.17.10 to inform the parents/guardians periodically about the conduct of the student in the hostel.

5.18 HOSTEL SUPERINTENDENTS

5.18.1 It is the duty of Hostel Superintendents to visit the hostels regularly and oversee the activities of the Hostel Wardens/Matrons and assist them whenever necessary.

5.18.2 to guide the Wardens/Matrons in all hostel related matters.

5.18.3 to sit with the students along with Wardens/Matrons whenever any problem arises regarding hostel related issues and sort it out amicably.

5.18.4 to call the meetings of Hostel Committee and prepare proceedings and take action in consultation with the higher authorities.

5.19 HEAD OF THE FINANCE OF THE INSTITUTION:

5.19.1 Head of the Finance and the staffs of Finance & Accounts section will report to the Treasurer of the Society.

5.19.2 Head of the Finance shall deal with all the financial matters related to the Institute.

5.19.3 He will prepare and report financial statements, establish internal procedures and controls, and evaluate business performance and segment productivity.

5.19.4 He will look after the Cash Inflow and Outflow.

5.19.5 He shall maintain all financial records for smooth functioning and as per regulations of the Institution shall submit it regularly to General Secretary/Treasurer of the Society.

5.19.6 He shall be responsible for fees collections, reconciliation, monitoring of due fees in close coordination with Registrar's Office and all departments.

5.19.7 He will look after all statutory payments viz. Income Tax, Professional Tax, Provident Fund, ESI, Group Gratuity, Mediclaim, Insurances, etc.

5.19.8 He will prepare budgets based on departmental budgets.

5.19.9 Will take care of salary disbursement to all group colleges.

5.19.10 He shall assist the Audit team for Financial Audit.

5.19.11 He shall keep liaison with the Bank(s), where the accounts of the college is maintained.

5.19.12 Submit the Annual Report of the Society to Statutory Authorities.

5.19.13 Any other function assigned by the Society.

CHAPTER 6: CONDUCT, DISCIPLINE & REVIEW RULES

PART I: CONDUCT RULES

6. General

6.1.1 Every employee shall conform to and abide by the rules incorporated herein and shall observe, comply with and obey all orders and directions which may from time to time, be given to him in the course of his official duties by any person or persons under whose jurisdiction, superintendence and control he may, for the time being, be placed.

6.1.2 Every employee shall put his utmost endeavour to promote the interest of the Institute and shall show courtesy and attention in all transactions.

6.2 Integrity:

Every employee will at all times maintain integrity and devotion to duty and act to the best of his judgment in the performance of his official duties or in the exercise of powers conferred on him.

6.3 Misconduct

Without prejudice to the generality of the term "**misconduct**", the following acts of omission and commission shall be treated as misconduct, which may be either minor or major:

Minor:

6.3.1 Acting in a manner prejudicial to the interests of the Institute

- 6.3.2 Absence without leave or over-staying the sanctioned leave without sufficient grounds or proper or satisfactory explanation
- 6.3.3 Irregular attendance
- 6.3.4 Habitual absenteeism
- 6.3.5 Neglect of work or negligence in the performance of duty
- 6.3.6 Damage to any property of the Institute
- 6.3.7 Violation of any rule or regulation including Conduct Rules that have been prescribed
- 6.3.8 Commission of any act subversive of discipline or of good behavior

Major:

- 6.3.8 Theft, fraud or dishonesty with the activities or property of the Institute or of the property of another person
- 6.3.9 Taking or giving bribes or any illegal gratification
- 6.3.10 Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment
- 6.3.11 Commission of any act which amounts to a criminal offence involving moral turpitude.
- 6.3.12 Arrest by Civil Authorities and conviction by a Court of Law for criminal acts
- 6.3.13 Going on illegal strike or abetting, inciting, instigating or acting in furtherance thereof
- 6.3.14 Drunkenness or riotous or disorderly or indecent behaviour in the premises of the college.
- 6.3.15 Unauthorised use of college's premises, quarters or land
- 6.3.16 **Willful insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of his controlling officer and/or Competent Authority**
- 6.3.17 Threatening, abusing or assaulting and/or obstructing employees in the discharge of their duties or instigating other employees to act against the Institute or any of its officials
- 6.3.18 Malicious or false allegation against any employee of the college
- 6.3.19 Tampering with official records of the college
- 6.3.20 Sexual harassment and causing gender-sensitive issues amongst lady employees
- 6.3.21 Anti-communal and Anti-national activities

6.3.22 Extending corporal punishments to the students

6.3.23 To maintain confidentiality and disclosure of any information related to work place

NOTE: The above instances of misconduct are illustrative in nature, and not exhaustive.

PART II: DISCIPLINE & REVIEW RULES

6.4 Disciplinary Authority:

6.4.1 Disciplinary Authority means the authority competent to impose any of the penalties specified in Rule 6.5.

6.4.2 Disciplinary Authority for all categories of employees shall be the General Secretary in consultation with Director/Principal with regard to misconduct coming under the purview of "**Major Penalties**". Director/Principal will be the Disciplinary authority in case of "**Minor misconduct**", who may refer the matter to General Secretary depending on the gravity of the case.

6.5 Penalties

The following penalties may be imposed on an employee for misconduct committed by him or for any other good and sufficient reasons:

6.5.1 Minor:

6.5.1.1 Censure/warning in writing which will be noted in his personal file

6.5.1.2 Recovery from pay or any other dues in part or whole the pecuniary losses suffered by the college

6.5.2 Major:

6.5.2.1 Withholding of promotion for a specified period

6.5.2.2 Withholding of increments for a specified period

6.5.2.3 Demotion to a lower post or to a lower salary slab

6.5.2.4 Removal from service which will not be a disqualification for future employment

6.5.2.5 Dismissal with disqualification which will affect his future prospects.

6.6 Suspension

6.6.1 The Appointing Authority may place an employee under suspension

6.6.2 where the disciplinary proceedings against him are contemplated or are pending

6.6.3 where a case against him in respect of any criminal offence is under investigation by civil authorities.

6.6.4 Where a penalty of dismissal or removal from service imposed upon an employee under suspension is set aside or reviewed under these Rules or by a decision of a court

of law and the case is remitted for further enquiry or action or with any other directions, the order of his suspension shall be deemed to continue in force on and from the date of original order of dismissal or removal and shall remain in force until further orders.

6.6.5 An order of suspension made or deemed to have been made under this Rule may at any time be revoked by the authority.

6.7 Subsistence Allowance

6.6.1 An employee under suspension shall be entitled to draw subsistence allowance equal to 50% of his basic pay. In addition, he shall be entitled to Dearness Allowance admissible on such subsistence allowance and other allowances of which he was in receipt on the date of suspension.

6.6.2 The scale and extent of other service benefits of the suspended employee would depend on the merit of each case, for which orders would be issued on consideration of the application of the suspended employee.

6.8 Treatment of the period of suspension

6.8.1 When the employee under suspension is reinstated, the Disciplinary Authority may grant to him the following pay and allowances for the period of suspension:

6.8.2 if the employee is exonerated and not awarded any of the penalties mentioned in Rule 6.5, the full pay and allowances which he would have been entitled to if he had not been suspended, less the subsistence allowance already paid to him and

6.8.3 if, otherwise, such proportion including full amount of pay and allowances as Disciplinary Authority may prescribe.

6.8.4 In case falling under sub-clause 6.5.1, the period of absence from duty will be treated as a period spent on duty. In case falling under sub-clause 6.5.2, it will not be treated as a period spent on duty unless the Disciplinary Authority so directs.

6.8.5 No increment will be allowed during the period of suspension.

6.9 Procedure for imposing penalties

6.9.1 Where it is proposed to impose any of the minor penalties specified in clauses 6.5.1.1 to 6.5.1.2 of Rule 6.5, the employee concerned shall be issued a "Show-Cause" of the imputations of misconduct or misbehaviour against him and given an opportunity to submit his written statement of defence within a specified period not exceeding 7 days. The defence statement, if any, submitted by the charged employee shall be taken into consideration by the Disciplinary Authority before passing orders. The record of the case shall include –

6.9.1.(i) a copy of the statement of imputations of misconduct or misbehaviour, delivered to the employee;

6.9.1.(ii) his defence statement, if any;

6.9.1.(iii) the orders of the Disciplinary Authority together with the reasons there for.

6.9.2 On the basis of the material available with the Disciplinary Authority, if he comes to a provisional conclusion that a penalty as provided for under rule 6.5.2.1 and 6.5.2.2 is to be imposed on an employee, he shall frame a charge sheet which would also indicate the allegations on which the charges are based along with such other material that he considers relevant to the various charges.

6.9.3 The employee proposed to be proceeded against shall be served with this charge-sheet within 180 days of suspension and the charge-sheeted employee shall furnish his reply in writing within a period specified in the charge-sheet.

6.9.4 If the charge-sheeted employee accepts the charges then the Disciplinary Authority shall record his findings on each charge. If the charge-sheeted employee does not plead guilty to the charges, the Disciplinary Authority shall hold an enquiry by himself or by any other committee constituted for this purpose and the Enquiry Officer should not be below the grade of charge-sheeted employee.

6.9.5 The Enquiry Officer may make use of all the evidence already collected, either documentary or oral, and, if needed, can collect further evidence which could also include the examinations of the concerned employee and such other evidence as the charge-sheeted employee may desire to produce and the Enquiry Officer considers relevant to the charges. He shall then submit his findings on the various charges to the Disciplinary Authority.

6.9.6 If the employee does not submit his written statement of defence referred to in sub-rule 6.9 B(ii) on or before the date specified for the purpose and does not appear in person, or otherwise fails or refuses to comply with any of the provisions of these Rules or purposely delays the enquiry, the Enquiry Officer may hold the enquiry ex-parte.

6.9.7 Suspended or Charge-sheeted employee will not be allowed to submit his resignation during the process of enquiry.

6.10 Action on the Enquiry Report

6.10.1 The Disciplinary Authority shall, if he disagrees with the findings of the Enquiry Officer on any of the charges, record his reasons for such disagreement and record his own findings on such charge, if the evidence on record is sufficient for the purpose.

6.10.2 If the Disciplinary Authority having regard to his findings on all or any of the charges is of the opinion that major penalties specified in Rule 6.5 should be imposed on the employee, then he shall make an order imposing such penalty.

6.10.3 If the Disciplinary Authority having regard to his findings on all or any of the charges is of the opinion that a major penalty is not called for, then he may pass an order imposing any of the other penalties if called for, or exonerate the employee concerned.

6.10.4 If the employee is acquitted, then he may be entitled to get pay and allowances for the interim period

6.11 Communication of orders

Orders made by the Disciplinary Authority under Rule 6.10 shall be communicated to the employee concerned in writing.

6.12 Review

6.12.1 The Disciplinary Authority or the next higher authority may, on his own, review the order of punishment imposed.

6.12.2 An employee may make a request to the Disciplinary Authority or the next higher authority, for a review of the order imposing upon him any of the penalties specified in Rule 6.5 along with a written statement containing the grounds on the basis of which he wishes to get his case reviewed.

6.12.3 Request for a review of penalty shall be made within one month from the date of the communication of the order against which review is requested.

6.12.4 The authority reviewing the case may pass an order confirming, enhancing, reducing or setting aside the penalty or remitting the case to the authority which imposed the penalty or to any other authority with such direction as he may deem fit in the circumstances of the case.

6.12.5 The appeal for review will be time-barred by limitation after six months from the date of order of punishment.