



DR. B. C. ROY ENGINEERING COLLEGE

DURGAPUR

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WEST BENGAL

SERVICE RULES

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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.



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.

SERVICE RULES

(Approved in the 5th meeting of the B.O.G. held on 30.12.2002 and effected from 01.01.2003)

PART – I

Preamble

1. As a part of the Human Resource Management and Development policy of Dr. B. C. Roy Engineering College, Durgapur, the college Management formulates and adopts the following service rules, keeping in view the best interest of different stake holders of the Institution.
2. Short title, extent and commencement
 - (i) It may be called the Service Rules for the members of teaching and non-teaching staff of Dr. B. C. Roy Engineering College, Durgapur.
 - (ii) It extends to the whole of Dr. B. C. Roy Engineering College, Durgapur.
 - (iii) It shall come into force with effect from the date on which the BOG approves the same.
3.
 - (i) Dr. B. C. Roy Engineering College, Durgapur means the college or an Institution affiliated to the West Bengal University of Technology in accordance with the provision of the Act constituting such Universities.
 - (ii) “Board of Governors” will be the governing body of the college relating to academic and administrative management of the college.
 - (iii) ‘Principal’ means head of the Institution i.e. Dr. B. C. Roy Engineering College, Durgapur.
 - (iv) “Rules” and regulations mean the rules and regulations of Dr. B. C. Roy Engineering College, Durgapur.
 - (v) “Teacher” means Professor, Assistant Professor and Lecturer of the college.
 - (vi) “Non-Teaching staff” means all other categories of administrative and supporting staff other than the teachers.

PART – II

Rules and regulations relating to the Appointment and terms and conditions of service of teaching and non-teaching staff of Dr. B. C. Roy Engineering College, Durgapur.

4.

- (i) **Appointment** of Teaching and Non-teaching staff on whole time basis including Principal should be made in accordance with the recommendation of the Selection Committee constituted for this purpose by the Society/Board of Governors and appointment letters to the teaching and non-teaching staff will be issued by the Secretary of the society. In respect of Principal, appointment letter will be issued by the Secretary of the Society after the same is approved by the Society of the College.

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.

- (ii) **Probation:** A teacher or non-teaching staff appointed against a vacancy and/or on whole time basis on a specified scale of pay will be ordinarily on probation for a period of one year from the date of joining the post. His/Her probation may be extended by one more year if his/her services were not found satisfactory. During the extended period of probation, the incumbent will not earn any increment. Even after two years of probation, if services rendered were not found satisfactory, after giving one month's notice, the services of the incumbent shall be terminated.
- (iii) On satisfactory completion of the period of probation, the service of a teacher/non-teaching staff shall be regularized and the incumbent will be allowed to continue.

5. **Commencement of period of Service:**

- a) In calculating the period of service of a teaching / non-teaching staff of the college in any post, for any purpose, service will be counted 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.
- (ii) Unauthorized absence in continuation of authorized leave of absence.
- b) **Age of Superannuation:** - Age of superannuation of both teaching and non-teaching staff shall be 60 years. Any member of teaching and non-teaching staff may be re-employed by the BOG/Society 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.

- c) Scale of Pay: - Teaching staff will be given AICTE/State Govt. scales of pay as applicable for degree level Engineering colleges. Recruitment requirement i.e. qualification, experience etc. as prescribed by AICTE/State Govt. for degree level engineering colleges have to be fulfilled by teaching staff.

In respect of non-teaching staff normally scales of pay prescribed by State Govt. for degree level colleges or prescribed by the Society of the college will be given to different categories of non-teaching staff.

All recruitments – both teaching and non-teaching – on regular scale of pay will be through open advertisement.

- d) Career Advancement :- In respect of Teaching staff, career advancement scheme prescribed by AICTE from time to time will be implemented in the college subject to fulfillment of all conditions stipulated by AICTE and Society of the college.

In respect of non-teaching staff, career advancement scheme may be implemented by the Society in consultation with BOG of college.

- e) Benefits for Higher Qualifications for Teaching Staff: - In respect of teaching staff of the college, who will be obtaining higher qualification – such as M.E./M.Tech/M.Phil/Ph.D./D.Phil and higher research degrees, BOG will take appropriate decision for sanctioning advance increment in the line as recommended by AICTE.

- f) Travelling Allowance: - TA/DA will be governed by Institute Rules issued from time to time.

6. Job Responsibility:

- a) A minimum of 40 hours/week is the work load of a teacher out of which contact hours would be as per decision of authorities of the college:

The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 work hours/week with regard to the roles, jobs and targets assigned to them by the Department/College. Teachers shall be present in the Institution during the working hours unless engaged in official work outside.

- b) Teachers of the college may be required from time to time to co-operate and assist in carrying out the functions relating to the academic responsibilities

of the college (such as assisting in admission, advising and counselling students and assisting in University and College examinations including supervision thereof.)

c) Job Responsibility of Teachers: A structured presentation

ACADEMIC	RESEARCH & CONSULTANCY	ADMINISTRATION	EXTENSION
Class Room Instruction	Research & Development Activities & Research Guidance	Academic and Administrative Management of the Institution	Extension Services
Laboratory Instruction	Industry sponsored projects	Policy Planning, Monitoring & evaluation and promotional activities both at Department and Institutional level	Interaction with Industry and Society
Developing Learning/Resource Material & Laboratory Development	Promotion of Industry – Institution Interaction and R & D	Preparing project proposals for funding in areas of R& D work. Laboratory Development, Modernisation, Expansion etc	Providing R&D support and consultancy services to Industry and other user agencies
Students Assessment & Evaluation including examination work of University		Administration both at Departmental & Institutional levels	Providing non-formal modes of education for the benefit of the community

Service Rule

ACADEMIC	RESEARCH & CONSULTANCY	ADMINISTRATION	EXTENSION
Participation in the Co-curricular & Extra curricular Activities		Development, Administration and Management of Institutional facilities	Promotion of entrepreneurship and job creation
Students Guidance & Counselling & helping their personal, ethical, moral and overall character development		Monitoring and Evaluation of academic and research activities	Dissemination of knowledge
Continuing Education Activities		Participation in Policy planning at the Regional/ National level for development of technical education	Providing technical support in area of social relevance
Keeping abreast of new knowledge and skills, help generate new knowledge and help dissemination of such knowledge through books, publications, seminars etc.		Helping mobilization of resource for the Institution Develop, update and maintain MIS. Plan and implement Staff Development activities	
Self development through upgrading qualification, experience & Professional activities		Maintain accountability. Conduct performance appraisal	
And any other relevant work assigned by the Principal/Management.			

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Service Rule

- d) Every teacher of the college shall sign a daily attendance register indicating the time of arrival and departure maintained for these purposes and such daily attendance register shall be counter-signed by the Principal.
7. In particular and without prejudice to the foregoing provisions, a teacher shall perform the following duties namely :
- a) Perform invigilation work in any examination for any course of study taught in the college.
 - b) Draw routines.
 - c) Carry out assignment for such field work as may be necessary for the course taught in the college.
 - d) Assist the Principal with regard to admission of students as well as disciplinary measures/organizing different student development programmes.
 - e) Assist the Principal in the management of hostels and messes attached to the college or recognized by it.
 - f) Undertake the internal assessment of the students.
 - g) Evaluate answer scripts of students for any examination conducted by the college / University.
8. The Salaries and scales of pay for whole time teacher and non-teaching staff will be fixed by the Board of Governors / Society subject to revision of scales and allowances from time to time. AICTE norms will form the basis for such scales, wherever necessary.
9. Subject to the existing terms and conditions, no teacher who is allowed to continue or non teaching staff of the college who is allowed to continue shall be entitled to terminate his service by voluntary resignation unless he submits in writing to the Principal/Secretary a notice of his intention to resign and such notice shall be filed :-
- a) In the case of resignation at the end of a calendar year at least one month in advance.
 - b) In the case of a resignation in any other time, at least two months in advance.

Any contravention of the provisions of paragraph (9) shall at the discretion of Principal / Secretary entail forfeiture of salary for the period by which the notice falls short of the requirement of clause (a) or clause (b) of paragraph (9).

10. Penalty

A. The following penalties may for good and sufficient reason and in the manner prescribed be imposed on the teacher/non-teaching staff by the Board of Governors of the college/Society namely.

- (i) Censure.
- (ii) Recovery of the whole or part of any pecuniary loss caused to the college by negligence or breach of any lawful order of the Board of Governors / Society.
- (iii) Withholding of increments.
- (iv) Suspension.
- (v) Compulsory retirement.
- (vi) Removal from service which shall not be a disqualification for further employment.
- (vii) Dismissal from service which shall ordinarily be disqualification for future employment.

B. No order imposing any of the aforesaid penalties shall be made without informing the teacher / non-teaching staff of the charges against him and giving him an opportunity of being heard and except after an enquiry held in the manner prescribed.

Provided that penalties specified in clause (vi) or clause (vii) of sub-section A shall not be imposed on a confirmed teacher except on ground of being persistently engaged in activities prejudicial to the academic or financial interest of the college or habitual dereliction of duty or physical infirmity likely to interfere with the normal discharge of his duties or mental derangement or moral turpitude.

11. Suspension of teacher / non-teaching staff

- (i) The Principal of the college may place a staff under suspension in consultation with Secretary.

- (ii) Where an enquiry against him is contemplated by the Society/Board of Governors or such an enquiry is pending or
 - (iii) Where a case against him in respect of any criminal offence involving moral turpitude is under investigation or trial.
 - (iv) 50% of total monthly salary will be paid to the incumbent during the period of suspension.
12. If exigencies of the situation is such that immediate action be taken as per provision of section 10, 11, the Principal / Secretary may take appropriate action but such action be ratified in the next meeting of the Board of Governors.

PART – III

LEAVE

1. Leave of absence from duty can not be claimed as a matter of right and may on application by a member of staff of the college, 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.
2. No member of staff who is under suspension shall be granted any leave.
3. Absence without leave shall render a staff subject to such disciplinary action as may be provided in the disciplinary rules.
4. All the applications for leave or for extension of leave shall be made in writing and addressed to the Principal and sanction for the leave or extension of leave applied for as the case may be shall be obtained before it is availed of.
5. (i) 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.
(ii) 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.

6. The 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.

7. 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.

8. Casual Leave:

(i) Casual leave on full pay may be allowed to a staff of the college up to a maximum of 12 days in any one academic year but such leave shall not be granted for more than three days at a time until special case arises.

(ii) Casual leave can not be combined to the puja holidays, summer and winter recess or to any other kind of leave.

(iii) Sundays or holidays preceding, falling within or succeeding the period of casual leave shall not be counted as part of casual leave.

(iv) All casual leave to which any member of the college may be entitled during any calendar year shall cease to be due to him at the end of such calendar year and shall not be accumulated or carried over to the year following.

(v) Casual leave can be availed for half day also, if required, subject to approval of Principal.

9. Maternity Leave:

(i) Maternity leave may be granted to a whole time woman staff of the college who has been in the services of the college after her regular appointment.

Total period of such leave shall not exceed 90 days including the period of confinement.

The total period of 90 days shall be subject to such adjustment in phases as may be required in any particular case in consideration of the actual date of confinement.

An application of maternity leave shall accompany a medical certificate from a registered medical practitioner.

- (ii) 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.
- (iii) Maternity leave as mentioned at paragraph (i) and (ii) shall be granted by the Principal.

10. Medical Leave:

- (i) Every whole time staff of the college shall be entitled to leave on half pay, which may be commuted on medical ground only.
- (ii) The amount of leave on half pay admissible to a whole time staff of the college shall be 10 days for each completed year of service.
- (iii) Commuted leave out of the total accumulation of leave on half pay, shall be limited to a maximum of 90 days during the entire period of services of a staff.
- (iv) When commuted leave is granted, twice the amount of leave on half pay due shall be debited against the leave account.
- (v) The amount of leave on half pay due may be granted on medical ground only on submission of certificate in this behalf from a registered medical practitioner.

11. Earned Leave:

In case any employee is retained by the Principal during Summer/Puja vacations for any official work, such employee will be entitled to one day's earned leave against every two days of such work. Such earned leave can be retained beyond calendar year in his leave account for future utilization.

12. Sabbatical Leave/Academic Leave/Study Leave:

Such leave can be granted to a permanent whole time teacher of the Institution who has completed at least 5 years of satisfactory service for a maximum period of one year at a time and two years in the entire career of such teacher as a very special case. Sanction of such leave including its terms and conditions will be solely at the discretion of the Board of Governors/Society of the college on recommendation by the Principal.

13. Extra – ordinary Leave:

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

14. Unless in consideration of the special circumstances of any particular case, if the Board of Governors / Society of the college decides otherwise, a teacher shall be deemed to have ceased to be in service of the college after he has been continuously absent from duty for a period of six months.

15. A leave account shall be maintained by the Principal of the college for every staff there of.

PART – IV

PROVIDENT FUND

Every whole time employee of the college shall subscribe to the college provident fund, subject to such rules as may be framed by the Society of the college from to time.

PART – V

Miscellaneous:

1. Minimum age of entry into service shall be 18 years.
2. The Secretary of the college shall be appointing authority in respect of appointment to all posts in different offices/departments of the college after approval by the Board of Governors.

Explanation: Appointing Authority shall mean the authority empowered to sign and issue the letters of appointment, order of promotion, transfer, suspension, punishment, appreciation and other communications about the staff of the college as may be authorized by the Board of Governors/Society.

3. The members of the non-teaching staff as are posted to the different departments/branches or units of the college shall be deemed to have been placed under the administrative control of the respective officer or the head of the department, who hold the overall charge of the department, branch/unit.

Provided that a member of non-teaching staff placed under the administrative control of a particular officer or the head of the department may be posted on

transfer to any other department, branch/unit of the college at any time. To help development of over all efficiency of such non-teaching staff, transfer will be regular and not occasional.

4. **Pay and Allowances:** Every member of staff of the college shall be entitled to pay and allowances conforming to scale of pay and rates of allowances as may be prescribed by the Board of Governors/Society of the college.

Discipline: Every member of staff of the college shall be governed by such rules of discipline as may be prescribed by the Society/Board of Governors of the college. The Secretary of the Society and / or Principal of the college are authorized to take disciplinary action, if exigencies of the situation so demand, but such actions be ratified in the next meeting of the B.O.G.