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1. INTRODUCTION

This HR policy details all the other policies, procedures, benefit statements, memoranda and other established written or oral practices.

The information in this HR policy is important to all of our Employees and they should read the manual and duly sign the report. Whenever there is a clarification on college policies and benefits HR policy should be referred.

This HR Policy book is a summary of some of the more important policies and may not have covered all the minute details of each policy.

You must check with your Head of the Department or the Management for clarifications if any. The Institute reserves the right to amend, modify, withdraw, delete, supplement or add to the provisions of this HR policy as it deems appropriate from time to time in its sole and absolute discretion. An attempt will be made to provide you with notification of any other changes as they occur.

2. DEFINITION

1. "Institute" means the Babu Banarasi Das Northern India Institute of Technology, Sector II, Dr. Akhilesh Das Nagar, Faizabad Road, Lucknow.
2. "Employer" means the Chairman who is in charge of the College or anyone duly authorized to act on his behalf.
3. "Notice" means a notice in writing required to be given or exhibited on the notice board for the purpose of these Standing Orders.
4. "Notice Board" means notice board installed at or near the main entrance of the Institute, Administrative Building etc.,
5. "Premises" means the institute buildings, administrative office, other ancillary offices and buildings as well as vacant spaces located within the college campus.

6. "Employees" means any person employed in the College to do any Technical and Non – Technical work.
7. "Work premises" includes the premises of the college or works and other places of work where a workman is deputed to work.
8. "Words importing the singular number shall include the plural number and vice versa".
9. Words importing the masculine gender shall include the feminine gender.

3. ABOUT THE INSTITUTE

Babu Banarasi Das Northern India Institute of Technology (BBDNIIT), earlier known as NIEC, was established by Mrs. Alka Das under the aegis of its Governing Society Babu Banarasi Das Northern India Institute of Technology, (formerly Smt. Vidyawati Devi Babu Ramji Lal Education Society) in the year 1999. The dedication and commitment of Mrs. Das, the Hon'ble Chairperson has shaped BBDNIIT into a 'Second to None' multi-disciplinary Technical Educational College of Northern India.

BBDNIIT offers Diploma, Under-Graduate and Post-Graduate Full-Time Technical & Professional Programme, approved by AICTE, MHRD-Government of India; PCI; BTE; AKTU; State Government and other statutory bodies as per the requirement of respective Programme.

The College provides state-of-the-art fully air-conditioned Computer Center and various Specialized labs for its faculty and students. The campus is connected by high-speed LAN and Internet facility is provided throughout.

The Library of the BBDNIIT aims to satisfy the needs of all Professional Programs. Its collection of Books, Periodicals & Journals (both National & International) meets the greater part of the student's academic and research needs.

The library has an e-LIBRARY section having its own Computers with 24-hour access to internet with IEEE, INDEST, and Science Direct & Bentham Subscriptions. E-Library also contains various Open Course Materials from NPTEL, Nalanda e-Consortium etc. The library also has Reprographic services and Reading Room facility.

The College has all the Laboratories and Workshops as per the syllabi of all the programs on offer.

Keeping in view the all-round development of students, various societies/clubs like Technical, Cultural, Literary and Fine Arts & Sports are working in BBDNIIT. BBDNIIT Pharmacy Club is a student body which is responsible for all the all-category events in the Institute around the year.

4. COURSES OFFERED

Diploma, UG & PG Degree Courses

- D. Pharm. : Diploma
- B. Pharm. : UG
- M. Pharm. (Pharmaceutics) : PG
- M.Pharm. (Pharm. Chem.) : PG
-

5. INSTITUTE VISION AND MISSION

Vision

To establish a multi-disciplinary environment with excellence in technical education and research for developing competent professionals who meet the challenges of industrial and societal development with human values and ethics.

Mission

M1. To provide an excellent environment with supporting infrastructure to prepare globally competent professionals acceptable to industry and society.

M2. To inculcate a spirit of research, innovation and entrepreneurship by exposing multi-disciplinary approach.

M3. To motivate aspiring graduates to solve real life problems with zeal of lifelong learning.

M4. To imbibe a healthy environment which helps to develop intellectual capabilities among graduates to transform them into professionals with human values and ethics.

6. ORGANIZATIONAL CHART:



7. SERVICE RULES

a. Classification of Employees

The employees are classified as

- i. Teaching Staff
- ii. Non-Teaching Staff including technical staff, ministerial staff and other non-technical staff

They are further classified as:

- i. Regular Employee: means employee who was initially on probation and has been regularized after successful completion of probation period.
- ii. Probationary Employee: means employee who is provisionally employed. On successful completion of probation, he shall be regularized. The probation period may be extended or service is terminated on unsuccessful results. The discretion lies with the institute management.
- iii. On Contract: Sanitation workers, canteen contractors, mess contractors etc. provide service on a mutually agreed term with the institute and the contract may or may not be renewed.
- iv. Temporary/Adhoc staff: means employees who are working on a temporary basis against a temporary vacancy which may have been created due to some circumstances.

b. Age

The age is normally prescribed by AICTE/PCI and affiliating university and the institute would abide by them.

For staff not covered under the AICTE/PCI criterion, the management would decide the age for retirement based on qualification, experience etc.

There may be cases of premature retirement for some medical issues or something which hampers effective discharge of duties. The decision of the institute would be binding in the case.

c. Service Book

- i. A service book shall be maintained at the HR office of the institute.
- ii. The book shall be created on the day of joining of the employee.
- iii. The service book would normally contain all the records of the employee when in service. All the entries in the book must be authenticated by the Director or the supervisor of the employee.

d. Disciplinary action

- i. In the event of misconduct, the competent supervising authority of the staff may take corrective measures such as issuing warning letters, censure etc. after conducting an enquiry.
- ii. An employee may be suspended from his service pending investigation if found necessary by the competent authority. The authority would inform the management for consent and further action.

e. Relieving Process

- i. The outgoing member will hand over the charge as directed by his supervising authority along with all the materials of the institute. The member is required to surrender all the materials like pen drives, stationary facilities, files, identity card, instruments, SIM cards, mobile phones etc. which may have been given to him during the service

period. Any damage to valuables or missing items would be compensated as a cut from the salary or as deemed fit by the institute. No confidential material, database etc. shall be carried by the member in electronic form or other.

- ii. At the time of leaving, the member shall obtain the NO-DUES certificate from all the directed offices before proceeding to accounts for final clearance.
- iii. In case of non-compliance with the above, the institute has the right to withhold the employee's dues to make appropriate deductions therefrom or take necessary legal actions.

8. RESOURCE MANAGEMENT

Resource Management includes Recruitment and Selection, Induction, Goal-Setting, Performance Appraisal and Faculty Development Programs. These procedures aim to retain employees and foster their continuous development of skills and competencies to achieve institutional long-term goals and institutional objectives.

- i. **Recruitment and Selection:** Recruitment and Selection is the paramount importance in order to recruit staff with proper skills and attributes to enable the institution to fulfil its objectives. Being apart, the institution adheres to the AICTE/PCI Guidelines attracting the right talent through the panel of Staff Selection Committee.
- ii. **Induction:** The incumbent who got shortlisted will then join the Institute with proper on-boarding and induction formalities.
- iii. **Goal Setting:** Each faculty member prepares his/her profile in coordination with HOD/Director which details his/her attributes, research

activities, books published, etc and sets goals for the next year which is in line with institutional goals. It is imperative to understand the importance of goal setting, is to grow and expand the department in terms of its departmental goals, student success and own career.

- iv. **Performance Appraisal:** Faculties are being judged and evaluated by Students, HOD and Director all the time through Self Appraisal. The various parameters include the Results Analysis, Student Feedback, Conferences / Workshops attended, Research Areas, etc. so as to distinguish between Evaluation, Assessment and Review.
- v. **Faculty/Admin Staff Development Programs:** An individual's faculty development plan is fundamental to a faculty member's professional growth and successful performance in teaching, scholarly activity and service. Along the same lines, Administration Staff Development Program will ensure the effective functioning of all the stakeholders, maintaining a healthy environment and campus decorum in line with the betterment of the institution.

9. ATTRACTION AND RETENTION POLICY:

BBDNIIT is committed to Resource Retention to manage employee turnover and attract quality manpower to the institution. Apart from the Competitive pay and statutory benefits; the employees are treated with the proper workload, job security, clarity in role, rewards and recognition, sufficient resources & funding and above all, the best practices in employee management.

To name a few, the strategies that BBDNIIT imparts for attracting and retaining the best talent is the two-way communication, right selection, providing opportunities for development and growth, performance-based appraisal,

equitable and fair treatment for every employee, including juniors in decision making and transparency in accountability.

10. FACULTY PAY SCALES:

1. The pay scale of teaching staff is governed by AICTE/PCI pay scales. All payments are fixed in the appropriate grades and scales depending on qualification, experience and merit etc. as applicable. The pay is revised from time to time.
2. For non-teaching staff, the payment terms and conditions are decided by the management.
3. The management may employ persons on various posts under its control on a contract basis with consolidated pay or other as and when required.

Yearly increment

Employees are eligible for the increment prescribed at the end of 12 months of service in the College.

Additional increments shall be given to employees based on their performance appraisal, contributions and results achieved in the University Examinations at the discretion of the Top Management.

11. HOURS OF WORK

The hours of work and workweek, for both teaching, non-teaching staff and office staff are generally as outlined herein. However, management may alter or change the workday and workweek, for greater efficiency for any other reasons.

Working Hours for teaching and non - teaching staffs

Working days	Working Hours	Break Time	Holiday
Monday - Saturday	9.00 - 5.00	1 Hour for Lunch	1 st , 2 nd & 4 th Saturday & All Sundays

12. LEAVE RULES:

1. RULES:

The rules explain employee entitlement of different kind of Leave. The leave entitlement will be on academic calendar year basis

2. GENERAL RULES:

2.1: Leave is a Privilege not a Right

Leave may be refused or revoked by authority empowered to grant it. Leave as applicable, would be granted unless the exigencies of the College/University so demand.

2.2: Leave Application

The application shall be submitted in prescribed form in advance and shall be got sanctioned before availing leave. The faculty member shall make alternate arrangement/internal adjustment among the faculty members of his /her

department or any other department so that teaching is not affected. Other than faculty shall also make their arrangements so that smooth functioning of day's activity is not affected.

2.3: **Sanctioning of Leave**

Normally, Leaves of employees of BBDNIIT will be sanctioned by respective HOD of the department and approved by the Director. Leave of HOD will be approved by the Director.

2.4: **Sanctioning of Leave on telephone**

No leave will be sanctioned on telephone except in case of extra ordinary Circumstances /sudden illness etc. However, such absence needs to be regularized on day of joining the duty in writing.

2.5: **No Leave can commence unless sanctioned**

Mere submission of Leave application does not authorize an employee to avail Leave applied for. Availing of Leave without getting the same sanctioned makes the employee liable to disciplinary action beside penal deduction. In extra ordinary cases, the leave application must be put up on the day of resuming the duty; otherwise, the entire period of absence will be treated as **LWP**.

2.6: **Clubbing of Leave**

One type of Leave can be availed at a time. No Leave can be combined with other type of Leave until /unless authorized by the competent authority.

2.7: **Continuous Absence of More than five days without intimation**

Continuous absence of more than five working days or habitual offender of absent without intimation may render an employee liable for disciplinary action including termination of service.

2.8: Where about of employee during Leave

The employee needs to fill the address on which he/she would be staying during Leave. The mobile number with alternative mobile number needs to be mentioned on Leave application so that the employee can be contacted in case of requirement.

2.9: Carry Forward of leave in next calendar year

Un-availed Portion of Leave of any kind cannot be carried forward in next academic year.

2.10: Acceptance of alternative employment

Employment /engaging oneself in any trade /business for personal gain during Leave or otherwise is not permitted and employee shall refrain from doing so.

2.11: Leave rule for the newly joined employee

Only Casual Leave, as per authorization in Leave rule, can be availed by newly joined employee until completion of regular one year service.

2.12: Conversion of Leave

On the request of the employee the sanctioning authority may convert any kind of leave including extraordinary leave, retrospectively into leave of a different kind which may be admissible as on day on which the employee proceeded on leave; but the employee cannot claim such conversion as a matter of right.

2.13: Submissions of Monthly statement of Leave/LWP for preparation of salary

Director of the Institute needs to be submit monthly statement of leave/LWP of the entire employee working under them by 10:30 AM of 21" of every month to HR

Office. If 21 of the month is Holiday, the statement needs to be submitted by cease work of 20th of the month. In case of any dispute, the attendance of Biometric would be the decisive factor.

2.14: Holding of Salary

In case the employee is found absent in the end of the month without proper intimation. the salary of the employee will be put on hold.

2.15: Leave during notice period/under suspension

No leave will be granted to employee under suspension and during notice period.

2.16: Availing of leave during teaching period

Teaching staff is not expected to be on leave, when the academic activities are on. However, they can avail leave subject to prior approval by Director in case of extraordinary circumstances.

2.17: Availing of Leave during non-teaching period

Teaching staff can avail their EL/CL during non-teaching period. In case, HOD is on leave, the staff can get their leave applications recommended by Director and approved by the Competent Authority.

2.18: Absence of employee beyond expiry of sanctioned leave entails disciplinary action with penal deduction.

3. TYPES OF LEAVE:

3.1: Casual Leave (CL)

3.2: Medical Leave (ML)

- 3.3: Earned Leave (EL)**
- 3.4: Special CL (Sp CL)**
- 3.5: Duty Leave (DL)**
- 3.6: On Duty Leave (OD)**
- 3.7: Study Leave (SL)**
- 3.8: Sabbatical Leave**
- 3.9: Vacation Leave**
- 3.10: Maternity Leave**
- 3.11: Leave without Pay (LWP)**
- 3.12: Compensatory Leave**

3.1 Casual Leave (CL):

- 3.1.1. CL is not earned; it may be granted to an employee not exceeding **12 (twelve) days** in an academic year.
- 3.1.2. If an employee joins after the expiry of first month of academic year, the number of casual Leave admissible to him her shall be proportionate to number of months left in the academic year. More ever, If Joining falls on or before 15th of the month, then the Joining month may be included while calculating the number of CL admissible to him/her.
- 3.1.3. A Minimum of half day and maximum of three days CL. can be availed at a time. Ordinarily, an employee shall not be allowed to avail more than Six CL in a Semester and three CL in a month.
- 3.1.4. CL will be lapsed after completion of the Academic Year.
- 3.1.5. CL can either be pre-fixed or suffixed with Weekly Off. Weekly Off and Holidays falling during period of CL may be counted as part of CL. CL cannot be combined with any other kind of leave.

3.1.6. Newly joined Employee can avail only day CL in a month during probation period.

3.2 Medical Leave (ML)

3.2.1. Medical Leave may be granted in case of sickness of an employee and not for his/her dependents.

3.2.2. Medical Leave shall not be granted for less than three days at a time and not more than three times in an academic year.

3.2.3. Weekly off may be prefixed or suffixed to MLs. Weekly Offs and Holidays falling during period of ML may be counted as a part of ML. No ML is allowed during Probation period.

3.2.4. 15 (Fifteen) days medical leave may be allowed in an academic year. ML will not be carried forward to next year.

3.2.5 Medical Leave may be combined with any other kind of permissible Leave (Except CL) subject to prior approval by Competent Authority.

3.2.6. The Employee availed Medical Leave is required to submit medical fitness certificate along with other paper of prescription etc. issued by authorized Doctor on the day of resuming the duty.

3.3 Earned Leave:

3.3.1 EL is admissible to all employees and it's credited after completion of one year of service.

3.3.2 Earned Leave is to be granted only after it is earned, one EL will be credited for every period of twelve days spent on duty subject to a maximum of 15 (fifteen)days in an academic year. EL will not be carried forward to next year.

3.3.3 Earned Leave can be either prefixed or suffixed with weekly off, subject to prior approval by Chief Executive Director. Weekly off and Holiday falling during the period of EL may be counted as a part of EL.

3.4 Special CL (Sp CL):

3.4.1. Special Casual Leave is admissible to all employees and it is credited after completion of one year of service. Special Casual Leave, not to be exceeded 10 days in a year, may be granted to an employee for one or more of the following purposes:

- a) Self Marriage and children marriage restricted up to one only.
- b) Natural Calamity
- c) Casualty of near & dear ones (spouse and Blood relation)
- d) **Any other reasons on compassionate grounds/ benevolence sanctioned by Competent Authority.**

3.5 Duty Leave:

3.5.1. **15 (Fifteen) days** Duty Leave may be granted subject to maximum of ten days in semester. The duty leave may be granted for one or more of the following purposes in an academic year.

3.5.2 Attending Conferences to present papers, Congresses, symposia and seminars on behalf of the Institute or with the permission of the Institute.

3.5.3 Delivering lectures in Institutions and university at invitation of such institutions or universities received by the institution and accepted by the Director.

- 3.5.4 To defend /attend project proposals /meeting of project related filed work/various funding agencies viz, UGC, DST, AICTE, AKTU etc.
- 3.5.5 To attend meetings in the UGC, AICTE, DST.AKTU etc, where a teacher is invited to share expertise with academic bodies, Government or NGO.
- 3.5.6 To participate in refresher/ Orientation and similar short term courses.
- 3.5.7 To inspect academic institutions on behalf of a statutory board/ University/UGC/ NAAC/AICTE/AKTU etc.
- 3.5.8 The application for duty leave shall be forwarded duly recommended by the HOD to the sanctioning authority after taking in to account, the academic needs of the Institute. While recommending the application, the HOD of the Institute will specify the alternate arrangement for the academic duties of the faculty concerned without asking for a substitute /extra academic position.

3.6 On Duty Leave (OD):

- 3.6.1. There is no specified period to be allotted for On Duty Leave. However, the duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- 3.6.2. On Duty Leave will be granted to faculty and staff to accomplish the task assigned by the Competent Authority, to be performed outside the campus.

3.7 Study Leave (SL):

- 3.7.1. Leave up to a maximum of **three years** may be granted once in the tenure of service for pursuing higher studies at a recognized Institute; however, the study Leave is unpaid.

- 3.7.2. Study Leave may be granted after an employee has rendered at least two years of service to the Institute.
- 3.7.3. The faculty and staff are entitled to study leave pursuing for Master's degree /PHD. Entitlement shall be **one month for each year of service subject to maximum of three months in an academic session. These leaves are also unpaid.** However, for full time Masters /PHD study leave shall be without salary. Employees having less than one year of service shall not be entitled for any study leave whatsoever. However, the discretion of sanctioning authority prevails.
- 3.7.4. Study leave may be granted up to a **maximum of 10%** of the sanctioned strength of any department.

3.8 Sabbatical Leave (SBL):

- 3.8.1. Sabbatical up to a period of **one year** may be granted to a faculty once in every five years for attachment to a research organization or an Institute of good standing with the sole aim of pursuing research Activity.
- 3.8.2. Although the employee will hold the lien with the parent Institution, yet he/she will not be entitled to draw salary from the Institute during the period of sabbatical Leave.

3.9 Vacation Leave (VL) Semester Break:

- 3.9.1. Teaching Staff is entitled to **15 (fifteen) days** Summer or winter vacation subject to the completion of examination & evaluation activity and their being able to complete the preparations for the next semester. A non-teaching staff (Supporting staff) is entitled for seven

days' vacation leave, subject to arrangement of the institute for continuity of work. However, the short fall in period of vacation not availed by the employee will not be converted into any kind of Leave. This leave can only be availed on prior approval of Management/Administration.

- 3.9.2. The vacation period amongst the teaching staff members shall generally be staggered to ensure that the department /concerned office functioning is not hampered.
- 3.9.3. Like Earned Leave, Vacation Leave needs to be earned An employee needs to work at least one semester to become entitled for the vacation.

3.10 Maternity Leave (MTL):

- 3.10.1. A woman employee with less than two surviving children may be granted paid maternity leave of 3 months with approval from the sanctioning authority. MTL is admissible to all female employees after completion of one year of service.
- 3.10.2. Maternity Leave may be combined with any other kind of permissible leave. Such leave may be allowed two times in entire service.

3.11 Leave without Pay (LWP):

- 3.11.1. **There is no provision as such to grant leave without pay.** However, for reasons beyond control, if an employee has to avail leave in excess of one's authorization, he /she may be granted, "Leave without Pay" at the discretion of the sanctioning authority subject to exigencies of service. Such Leave shall not exceed thirty

days in an academic year subject to maximum of fifteen days at a time.

- 3.11.2. Absence of Employee without sanctioned leave will invite disciplinary action and penal deduction as well.
- 3.11.3. Leave without Pay should also be sanctioned in advance like any other Leave.
- 3.11.4. If Leave without Pay is both prefixed and suffixed with Sunday and Holiday, the entire Sunday and Holiday will also be treated a part of LWP. Thus, the penal deduction will be applicable for entire period of absence including Sunday & Holiday.

3.12 Compensatory Leave:

- 3.12.1. In case, the employee including teaching staff of BBDNIIT has worked on Weekly Off and Holiday unless it is declared working hours for entire group, the Compensatory Leave will be granted equal to the period served on Weekly Off and Holiday. The deployment of employee on Weekly Off and Holiday is to be approved in advanced by the Competent Authority.
- 3.12.2 Compensatory Leave can be either prefixed or suffixed with weekly off, subject to prior approval by Competent Authority. Weekly off and Holidays falling during period of Compensatory Leave may be counted as part of Compensatory Leave.

The management/administration reserves the right to restrict any kind of leave.

13. EMPLOYEE PERFORMANCE APPRAISALS & PROMOTIONS

Performance Evaluations – Periodic evaluations may be made to determine the individual progress, training needs, and potential pay increases. Pay increases depend on factors such as the staff member’s demonstrated job proficiency and the Institute’s ability to pay.

Faculty Appraisal

The faculty performance in academics is evaluated every semester. The academic performance is evaluated using the following parameters,

1. Teaching Performance
2. Continuing Education
3. Organizing Program
4. Research Activities and Publications
5. Memberships & Distinguished Achievement
6. Service to College, Department, Students

Promotions Policy

The chance to progress is important to each of us. By promoting from within our organization, when present employees are qualified and justified by our institute’s needs and growth, the institute offers as many opportunities for advancement as possible.

- Promotion will be on the basis of “Performance Based Evaluation”.

- Performance will be evaluated objectively against standards and targets.
- Evaluation will be undertaken every year.
- Evaluation for promotion from entry-level to next level will be considered only after two years of service at the entry-level, taking into account the performance in retrospect for the previous years. That is every year one has to perform in accordance with the target fixed for that level.
- Minimum requirement for promotion is 90% of the total marks specified for each level.
- If one achieves the targets fixed for a higher cadre, he/she can claim for promotion to that level.
- If one does not opt for promotion to the next level, he or she has to meet the targets specified for that level every year to continue in service.
- If targets are not achieved to continue in service, then the discretion of the Management shall be final.

Career Advancement Scheme (CAS)

The institute offers its employees the opportunity for self-growth under the Career Advancement Scheme. Employees fulfilling the requirements are eligible for promotion after successfully clearing the CAS process. The CAS details are available separately.

14. DISCIPLINE AND GRIEVANCE PROCEDURE

All faculty/staff must follow the guidelines as under.

DO'S

- Be at College before 09:00 AM.

- Strictly obey the instructions and circulars issued by the institution from time to time.
- Adhere to the class timings.
- Insist on timely submission of documents/tasks as detailed.
- Be ethical.
- Strive for academic excellence and up-gradation through continued self-education.
- Contribute to Institute activities.

DONT's

- Don't avail leave without prior sanction.
- Don't be absent from Lab or classes on any pretext.
- Don't avoid feedback.
- Don't get into an altercation with seniors and students.
- Avoid unethical exit.

Grievance Redressal

The Institute has an active Internal Complaint Committee, the details of which can be obtained from the office of the Director of the institute.

The committee is exclusively for registering any sort of grievances you may have. All grievances are addressed in a stipulated time frame.

15. STAFF WELFARE

Fund

The staff of the Institute shall be entitled to the benefits of Funds maintained for persons in the service of the Institute in accordance with the provisions of the rules of the Fund.

Higher education for the Employee

Employees are sponsored for higher study on deputation under Quality Improvement Program Scheme. Employees can avail of study leave for completion of their course and the period will be considered for their experience in this institution. Non- Teaching staff members are also allowed for their higher studies with consideration.

Staff get-together

High tea/Lunch/Dinner is arranged for all teaching and non-teaching faculty members on New Year's Eve and on days of importance to the Institute.

Sweets are distributed to all the teaching and non-teaching faculty members for Diwali celebrations, Republic Day and Independence Day.

Awards

To recognize the services of a Staff in the College, the Management offers cash rewards, Certificates and felicitation functions for below:

- 10 Years of service completion
- 5 Years of service completion
- Staff producing 100% results in Academics
- Select personal achievements

Increments, Incentives and Allowances

- Special advantage for PhD holders.
- Share in Consultancy fees.
- Fee concession to the Faculty/Staff on enrolling in higher study courses in the Group.
- Highly subsidized transport for Faculty and staff members.

Medical Facilities

The Institute has a dedicated medical team of Registered Medical practitioner and nurses available in the Day Care emergency facility on the premises. The facility is available to all employees and students. The Institute also provides exclusive free-of-cost Ambulance service 7x24 hours for taking the patients when needed to the nearby hospital for treatment. The Institute also has tie-up with hospitals.

16. SAFETY

Safety is of paramount importance. All the employees must work safely and use all the safety devices provided to protect themselves. You should report any unsafe working conditions to the designated authority. All hazardous conditions will be investigated and appropriately corrected.

The college will carry out routine safety checks of critical installations for a consistent safety program, but its ultimate success will depend on your safety consciousness and your proactive response to the conditions necessitated.

17. TERMINATION OF SERVICE / RESIGNATION

The resignation will not be accepted during the academic session. It may be submitted on the last working day of the academic year i.e. 30th June except for exceptional cases.

Faculty/Staff members recruited will be on probation for a period of one year. During this period if a staff member wants to resign or the authorities like to terminate his/her service, one month's notice should be given from either side.

The probation period is deemed to be over after the period of one year unless otherwise extended or reduced by the management. After the probation period, if any faculty wants to resign three months' notice should be given from either side or an equivalent salary should be paid in lieu the of notice period.

The Management reserves the right to waive off / reduce the notice period.

18. CODE OF CONDUCT, MISCONDUCT, DISCIPLINE AND CONFIDENTIALITY

1. CODE OF CONDUCT

The faculties/staff play a very critical role in this aspect. Besides being trained and competent, it is important for them to be properly groomed and presentable at all times at work. A proper campus decorum must be maintained at all times. Therefore, in keeping with the dignity of their calling, this code of conduct is hereby laid down to be truly and faithfully observed.

a. The personal appearance, actions and impressions made – both during and after business hours are important to the continuing development of the Institute's image and reputation. There are no rigid rules for personal behavior, there exists a standard for personal conduct for every member. Members should exercise good taste, good judgment and moderation at all times. The members shall wear respectable attire, befitting society's expectations, keep up immaculate personal

hygiene at all times, never appear untidy, through the style of dressing, grooming of hair etc. A suitable business dress that is consistent with our profession should be worn during office hours that is neat and avoids ostentation or garishness.

b. All members shall strictly refrain from sexual harassment of any female employee.

c. Except to his/her direct superior authority, a member will not give out to any person any of the administrative and/or organizational matters of confidential/secret nature which it may be his/her personal privilege to know by virtue of being a member of the Institute. All books, records and articles belonging to the Institute shall remain in the office premises and it will be ensured that these are safely kept and maintained at the proper place. No record will be removed from the premises to any other place without the prior permission of the competent authority.

d. No member shall, except in accordance with any general or special order of the Institute, or in the performance in good faith of duties assigned to him, divulge or communicate directly or indirectly any official document or any part thereof, or other information whatsoever to any other person to whom he is not authorized to divulge or communicate such document or information.

e. During the period of employment with the Institute, no member would undertake any other direct/indirect business, work or assignment – honorary or remuneratory – or any further studies, examination or external academic course (including part-time or correspondence) except with prior permission of the competent authority.

f. No member shall engage himself/herself or participate in any demonstration or strike which is prejudicial to the interest of the Institute, or to the interest of public order, decency or morality.

g. No staff shall join or be a member of an association, the objects and activities of which are prejudicial to the interest of the Institute or the sovereignty and integrity of India.

h. No member shall in any electronic broadcast or any document published anonymously or in his own name, or in the name of any other person, or in any communication to the press, or in any public utterance, make any statement or express an opinion:

(i) which is in the nature of character assassination, reflection on the personal life of his superiors.

(ii) which is in the nature of criticism of an individual as distinct from policy decision.

Provided that nothing in this rule shall apply to any statement made or views expressed by a faculty in his official capacity, or in the due performance of the duties assigned to him, on academic matters.

i. No member shall:

(i) borrow money from his subordinate or students.

(ii) enter into any pecuniary arrangement with any other faculty or student of the Institute, as the case may be, so as to afford any kind of advantage to either or both of them, in any unauthorized manner, or against the specific or implied provisions of any rule for the time being in force.

(iii) engage himself in any private tuition for which a fee/ remuneration is charged either within or outside the precincts of the Institute or Institution in which he is working.

j. No member will seek membership in any local or public body/ Association without obtaining prior written permission from the competent authority. Also, no employee shall join or continue to be a member of an organization, the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India, or public order, or morality.

k. While all members are encouraged to write articles, participate in professional forum and give talks on professional subjects, they should discuss the details with the Director/concerned authority of the institute in advance and ensure

compliance with the guidelines. Unless authorized by the competent authority, no member is permitted to interact with the media, on behalf of the organization.

l. No member shall bring or attempt to bring any political or other influence to bear upon any senior executives to further his/her interests in respect of matters pertaining to service in the organization.

m. Each member is expected to take proper care of all office property, equipment, papers or files. He/she should not take any office assets, books or working papers away from the office without the approval of the Director concerned. The office is not responsible for any loss of personal effects, including cash, of any member.

n. Personal calls should be kept brief, to free lines for office business. No long-distance calls should be made without a competent authority's approval.

o. As a matter of policy, office letterheads and stationery are not to be used for personal correspondence.

p. On entering or leaving the office premises, all members are liable for search by the Administration and Security personnel, provided that the female members can be searched by female staff, or such other persons as may be nominated on behalf by the organization.

q. As the Institute practices flexibility and continuous improvement in work processes and practices, the employees' roles, duties and responsibilities may vary from time to time. Every employee is liable to transfer from one post to another, one job to another, from one department to another without, however, affecting the total amount of gross salary payable to him exclusive of incentive, etc.

r. A member may, during the course of his employment, be given any assignment that the Institute, in its subjective judgment, feels is suited to his/her background, qualifications and expertise.

s. Any complaint arising out of employment including that relating to unfair treatment, or wrongful exaction on the part of the Institute or its authorized representative, shall be addressed to the appropriate authority concerned for

redressing the grievance through the proper channel. The employee shall not forward advance copies of his representation to any higher authority, unless the lower authority has rejected the claim, refused relief, or disposal of the matter is delayed by more than one month.

t. No employee shall be a signatory to any joint representation addressed to the authorities for redressal of any grievance or for any other matter.

2. MISCONDUCT

If during the period of service, the management comes to the conclusion that a member has committed any misconduct, his/her services are liable to be terminated. Without prejudice to the generality of the term "Misconduct", the following acts of omission and commission shall be treated as misconduct:

- a) Theft, fraud, dishonesty or misappropriation in connection with the business or property of the organization or of property of another person within the office premises.
- b) Willful insubordination or disobedience, whether alone or in combination with others, of any lawful and reasonable order of the superior executive in connection with the organization's work.
- c) Habitual absence without leaves or overstaying the sanctioned leave without sufficient grounds.
- d) Habitual negligence or neglect of work including slowing down of work.
- e) Habitual late or irregular attendance.
- f) Interference or tampering with any devices installed in or about the premises of the organization, or willful damage to any property of the organization.
- g) Furnishing false information regarding name, age, father's name, qualifications, previous service or any other matter germane to the employment, at the time of employment or during the course of employment.

- h) Drunkenness or riotous or disorderly behavior in the office premises or outside such premises where such behavior is related to, or connected with, the employment.
- i) Gambling within the office premises.
- j) Smoking within the office premises where it is prohibited.
- k) Sleeping or dozing while on duty.
- l) Commission of any act which amounts to a criminal offence involving moral turpitude.
- m) Commission of any act which is generally subversive of discipline or good behavior.
- n) Breach or violation of the rules, regulations or orders applicable to the member.
- o) Commission of any act of sexual harassment of female members such as physical contact and advances, sexually colored remarks, showing pornography, sexual demand and any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- p) Abetment, or attempt to abetment, of any act which amounts to misconduct.
- q) Obtaining or attempting to obtain a leave of absence on false pretext.
- r) Refusal to work on holidays or on off-days when required to do so in the exigencies of the Institute's work.
- s) Breach of confidentiality or loss of confidence by an act against the interests of the organization.
- t) Absence from the work-place without permission of the Competent Authority.
- u) Interference, tampering with records, attendance registers etc., either pertaining to himself or to any other employee.
- v) Willful non-cooperation with fellow employees for proper discharge of duty at any time.
- w) Attempting to obtain any benefit under a false pretext, or by making false statements.

- x) Refusal to accept any communication/order from the management either in person, or by post.
- y) Interfering in the work of any other employees and/or the management.
- z) Any other act or omission subversive of discipline or prejudicial to the interest of the Institute.

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

3. DISCIPLINE

The competent authority may place an employee under suspension when disciplinary proceedings against him are contemplated or are pending or a case against him in respect of any criminal offence is under investigation, inquiry or trial. An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention / Conviction by an order of the Chairperson and shall remain under suspension until further orders. An order of suspension made or deemed to have been made under this bye-law shall continue to remain in force until it is modified or revoked by the authority competent to do so.

a) Every employee is expected to maintain a certain standard of discipline as envisaged by the Institute policies in force from time to time, failing which, he/she renders himself liable for such action as may be taken against him/her. Every employee shall take all possible steps as may be required of him/her to ensure and protect the interests of the Institute and perform his/her duties with utmost integrity, honesty, devotion and diligence.

b) Every employee shall show courtesy in his/her interactions with other employees, students, parents of the students, suppliers and others dealings with the Institute.

c) Every employee shall strive to develop and impart such an education to the students of the Institute to develop expertise in their respective fields and to groom them to be adaptable to any environment requiring leadership qualities, positive attitudes, loyalty and integrity towards the organization wherever they are going to be employed.

4. LIABILITY TO ABIDE BY THE RULES AND REGULATIONS:

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

5. EMPLOYEE'S APPLICATION FOR OTHER EMPLOYMENT:

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

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

6. OBLIGATION TO MAINTAIN SECRECY:

Every employee shall maintain secrecy in regard to the affairs of the Institution and its constituents and shall not divulge directly or indirectly any information of

a confidential nature, either to a member of the public or any other external agency unless compelled to do so by judicial or other legal authority or unless instructed to do so by the Management.

7. ABSENCE FROM DUTY WITHOUT PRIOR PERMISSION:

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

19. ANNUAL CONFIDENTIAL REPORT APPRAISALS

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

(a) Promotion

(b) Regularization of service.

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

All the staff members are required to submit their Self Evaluation Report at the end of every academic year in the prescribed format. The Head of the institution shall write confidential report for all staff and submit to the Chairperson for approval.

20. THE DUTIES AND RESPONSIBILITIES OF TEACHING FACULTY

1. GENERAL:

The Faculty Member should come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 10 minutes after the end of the last hour.

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

(i) Director 4 hours / week

(ii) Dean / Professor 8 hours / week

(iii) Associate Professor 12 hours / week

(iv) Assistant Professor 16 hours/week

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

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

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

Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students.

2. DEPARTMENT

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

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

- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD in academic, co-curricular or extracurricular activities.
- Every Faculty Member must give seminar on some topic at least once in each semester to other faculty.
- Every Faculty Member should maintain student's attendance records.
- Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
- The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.

3. CLASS ROOM TEACHING

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

The Faculty Member should get the lesson plan and course file approved by HOD and Director or as directed.

The course file consists of preface, previous year university question papers, notes, handouts, PPT, test/exam question papers, two model answer scripts for each test/exam, Assignments (if any), Weak students list, feedback analysis report etc.

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

4. WHITE BOARD PLAN

- The Faculty Member should engage the full lecture time and should not leave the class early.
- The Faculty Member ideally should recapture for first 5 minutes the lessons of the last lecture, tell what is going to learn in another 2 minutes, then explain the lecture well and in the last 5 minutes conclude and say what will be in the next class. Faculty must mention industrial application of the topic giving some hands-on assignments.
- The Faculty of Member should cultivate to include humor in the lecture, to break the monotony.
- The Faculty Member should make use of LCD projector, Smart board, Models and other innovative methods of teaching learning, as teaching aids.
- The Faculty Member should encourage students asking doubts / questions.
- The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.
- The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.
- In problem-oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least in week in advance of actual class.
- The Faculty Member should interact with the class coordinator or counselor and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.
- The Faculty Member should always aim for 100% pass and quality results in his / her subjects and work accordingly.
- The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.

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

5. LABORATORY

The Faculty Member going for laboratory class must perform the experiments in advance before asking the students to conduct the experiments. Whenever possible, additional experiments to clarify or enlighten the students must be given. The lab observations/records must be corrected then and there or at least by next class.

6. TEST / EXAM

While setting question paper, the Faculty Member should rationalize the paper that all the bright and weak students can attempt the questions while maintaining the prescribed standard of question paper.

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

The faculty members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department / college and on similar occasions, it should be done strictly as per the prescribed norms.

7. STUDENT - FACULTY REPORT

The Faculty Member should have a good control of students. As soon as the Faculty Member enters the class, He / She should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of

repeaters or habitual latecomers the teacher should try to correct the student through personal counseling and if it does not bring any change, the student must be directed to meet the class coordinator, HOD.

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

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

21. UNDERTAKING BY THE MEMBER:

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

I have read and understood all the rules above and agree to abide by them without any lapse. I also understand that in case of noncompliance with any of the above I will be relieved from the employment of Babu Banarasi Das Northern India Institute of Technology.

Signature: Name & Designation:

Date:

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