

BUDDHA INSTITUTE OF TECHNOLOGY

CL-1 , SECTOR-7, GIDA, GORAKHPUR 273209



Service Rules and Regulations 2022-23

Call Us: 0551-2990413 | +91-9648999954 | +91-9554559900
+919839621881 | +91-9554322226

Email: director@bit.ac.in

Website: <https://www.bit.ac.in/>

**SERVICE RULES & REGULATIONS
(2022-2023)**

INDEX

Chapter	Details	Page No.
Vision & Mission		
Service Rules and Regulations		
I	Scope of Application	1
II	Definitions	2
III	Appointments and Scales of Pay / Allowances / Increments	4
IV	General Conditions of Service	7
V	Leave Rules for Employees	9
VI	Employee Benefits / Schemes	13
VII	Employee Discipline & Conduct	14
VIII	Employee Promotions	20

VISION:

To be acknowledged as a leader in the area of providing technical education and research by developing technocrats with enough attributes to take up socio-economic challenges through in line with pedagogical changes and conforming the latest industry requirements.

MISSION:

- 1) To develop a culture of excellence to impart quality education.
- 2) To establish an environment of collaborative learning and expose faculty and Students to broad research & industry experience.
- 3) To relentlessly encourage contributing to society by inculcating professional ethics, humanity, social values and leadership.

SERVICE RULES & REGULATIONS

CHAPTER – I

SCOPE OF APPLICATION

Nomenclature: The rules, contained in this service manual, shall be called the ‘Buddha Institute of Technology Service Rules 2023’ (Governing the service conditions of teaching and non-teaching staff)

Application & Scope :

- a) These rules shall apply to all the employees of Buddha Institute of Technology, GIDA, Gorakhpur.
- b) With respect to matters not specifically mentioned in or provided for in these rules, the Governing Body, herein called Board of Governors, of the Institute shall be competent to issue such directions or orders as it may consider appropriate and such directions or orders shall be treated as part and parcel of, and shall have the same effect as these rules.
- c) Rules & regulations with respect to interpretation, or clarification, or any cases of doubt, shall be referred to the Governing Body whose decision shall be final and binding.

CHAPTER – II

DEFINITIONS

1. 'Institute' or 'College' or 'BIT' means the institute known Buddha Institute of Technology, GIDA, Gorakhpur'.
2. 'Governing Body' means the Board of Governors of the institute.
3. 'Chairman' means the Chairman of the Governing Body of the Institute as well as Chairman of the People Educational Society.
4. 'Secretary' means the Secretary of the Institute as well as Secretary of the People Educational Society.
5. 'Director' means the Director of the Institute.
6. 'Employee' means an Employee , including teaching and non-teaching staff of the Institute.
7. 'Authorities', 'Officers', 'Incharges' and 'Coordinators', respectively means Authorities, Officers, Incharges and Coordinators of the Institute.
8. 'Appointing Authority' means the authority empowered to make appointment to a post i.e. Chairman / Secretary of the Institute.
9. 'CEO' means the Chief Executive Officer, who is the Secretary of the Institute as well as Secretary of the People Educational Society for the execution of the overall operations of the Buddha Group of Institutions.

10. 'Competent Authority' means:
 - a) The Chairman / Secretary in the case of matters of the Directors.
 - b) Director in the case of matters all other employees.
11. 'Pay / Salary' means the amount drawn monthly by an employee as:
 - a) The pay which has been sanctioned for a post held by him / her substantively, or in an officiating capacity, or, to which he / she is entitled by reason of his / her position, and
 - b) Any other emoluments, which may be specially classified as pay by the Governing Body.
12. 'Teaching Staff: The teaching staff shall comprise the following
 - a) Director
 - b) Professors
 - c) Associate Professors
 - d) Assistant Professors
 - e) Lecturers / Teaching Assistants
 - f) Any other category of post declared by the Governing Body as Teaching Staff.
13. 'Non-Teaching Staff': All employees who do not come under the category of teaching staff deemed to be non-teaching staff.

CHAPTER – III

APPOINTMENTS AND SCALES OF PAY / ALLOWANCES / INCREMENTS

1. Recruitments / Appointments:

- a. Governing Body shall have the power to decide whether a particular post will be filled by open advertisement, or by invitation, or by promotion from amongst the members of the staff of the Institute.
- b. A Selection Committee for filling teaching posts by open advertisement shall be constituted by the Governing Body as per the AICTE / Affiliating Body or University rules in effect and subject experts will be invited from the affiliating University, i.e., AKTU or any other reputed University / Institute.
- c. A Selection Committee for non-teaching posts shall be constituted by the Governing Body.
- d. If the vacant post is to be filled by open advertisement, it shall be advertised by the Management in newspapers in circulation in region.
- e. Applications received shall be scrutinized by the Director / Head of the Department / Director HR for selecting the candidates to be called for interview.
- f. The selection committee shall interview the candidates called for the interview and make its recommendations to the Governing Body, the names of the selected candidates arranged in order of merit.
- g. Qualifications required for filling a post in the Institute shall be such, as may be determined by the Governing Body from time to time, taking into consideration of the norms prescribed by AICTE / U.G.C / Affiliating University.
- h. Chairman / Secretary shall be the appointing authority for all the posts in the Institute.
- i. The Selection Committee shall include:-
 - (a) In the case of recruitment of the Head of the Institute : -
 - (i) The Chairman
 - (ii) The Secretary
 - (iii) An educationist, nominated by the Governing Body, and
 - (iv) A person having experience of administration of institute, nominated by the Governing Body.
 - (b) In the case of recruitment of teaching faculty: -
 - (i) Chairman
 - (ii) Director
 - (iii) Director HR

- (iv) Head of the Concerned Department of the institute,
- (v) A subject expert.
- (c) In the case of recruitment of Clerical Staff / Lab Assistants : -
 - (i) Director
 - (ii) Director HR
 - (iii) The Head of the Concerned Department of the institute.
- (d) In case of recruitment of maintenance staff :-
 - (i) Director
 - (ii) Director Infrastructure
- j. HODs forward the staff requirement details to the Director, taking into consideration additional work load or staff leaving the institution. The Director forwards the requirement to the governing body for approval and further action.
- k. After consolidation of the requirements from various departments, the Principal with the concurrence of Director arranges for publishing advertisements in the newspapers, specifying the qualification, experience and other skills required for the post concerned.

4. Scales of Pay:

- a) Teaching Staff: AICTE scales of pay are applicable from time to time. Wherever there is no scale of pay for a particular teaching cadre, suitable scale of pay shall be prescribed by the Governing Body.
- b) Non-Teaching Staff: Scales, as prescribed by the Governing Body from time to time, shall be applicable.

5. Allowances:

Dearness allowance and house rent allowance shall be adopted as per State Government rates and ratified by the Governing Body.

6. Increments:

- a) All services shall count for yearly increments provided the teaching and non-teaching staff meets the performance indicators as per the performance appraisal policy.
- b) Chairman / Secretary shall be the authority to sanction the increment for the Principal and other staff.

7. Withholding of Increment:

When an increment of an employee is withheld as a disciplinary measure, the authority ordering the withholding of the increment shall state the reason and period

for which the increment shall be withheld.

8. Reduction of Pay:

When the pay of an employee is reduced by competent authority to a lower scale / grade, that authority shall specify in the order the period for which such reduction shall be effective.

CHAPTER – IV

GENERAL CONDITIONS OF SERVICE / TERMS OF EMPLOYEMENT

1. Probation:

- a. Every employee shall on initial appointment be on probation for a period of two years from the date of his/her joining the duties. The period of probation may be extended by a further period not exceeding one year. Services of an employee during probation may be terminated without assigning any reason by giving one month notice in writing or one month's salary including all allowances.
- b. If an employee desires to be relieved during the period of probation, it will be necessary for him/her to give one month's notice in writing or one month's salary including all .

2. Confirmation:

- a. If the work and conduct of an employee during the period of probation are found to be satisfactory, he/she will become eligible for confirmation on the expiry of the period of probation or the extended period of probation as the case may be, with effect from the date of expiry of the said period provided he/she fulfils other requisite conditions.
- b. The employee shall be informed of his/her confirmation after the completion of probation period.

3. Termination of Service:

- a) The appointing authority shall have the power to terminate the services (after confirmation) of any staff member appointed on a consolidated salary without any notice on the ground of gross misconduct.
- b) The Governing Body shall have the power to terminate the service of any member of regular staff by giving him / her, one month notice if the member's retention in service is considered undesirable on medical grounds or unsatisfactory performance on the job etc.
- c) The Governing Body shall have the power to terminate the service of any member of regular staff on grounds of retrenchment for reasons of economy by giving 'one month of notice' in writing to the person concerned.

4. Resignation:

- a) A member of the regular staff may resign from his / her post and terminate his / her engagement with the Institute by giving to the appointing authority 'one month's notice' or one months' pay in lieu thereof. The vacation enjoyed by such an employee during the notice period will not be counted as part of the notice period.

However, the appointing authority, may, for sufficient reasons, accept the notice for a lesser period also.

- b) Unless otherwise stated specifically in the terms of appointment, any employee on probation may terminate his / her engagement with the Institute by giving to the appointing authority “one month notice” or one month pay in lieu thereof. The vacation enjoyed by such an employee during the notice period will not be counted as part of the notice period. However, the appointing authority may, for sufficient reasons, accept the notice for a lesser period also.

5. Seniority of Service:

The seniority of an employee in a post shall be determined by the date of commencement of his / her probation in that post. In case of two or more persons selected for appointment at the same time to a category of post, the appointing authority shall fix the seniority among them, having regard to the order in which they have been placed by the selection committee, if any, which has included them in the panel.

CHAPTER – V

LEAVE RULES FOR TEACHING & NON-TEACHING STAFF OF THE INSTITUTE

1. General Rules

- a. **Class Adjustment:** any faculty going on CL/LWP/OD must adjust his/her class with other faculty members before going on leave and must inform the concerned HOD at least 1 day before. Faculty who will engage the class during the leave period is to ensure that he / she do not apply leave. Not engaging the class/lab will lead to non-conformance of academics and in such case strict disciplinary action will be initiated. Class adjustment form is to be attached with CL form.
- b. **More than 2 Leaves** of any kind/month when the classes are going on (Feb, March, April) in even semester and (August, September, October, November) in odd semester) are not allowed except in special circumstances to be approved only by Director. No leave will be approved if form is submitted after one week.
- c. Four leaves (CL/CO) is allowed for faculty having deviation in class of -3 or less in the month when leave is to be availed.
- d. In case of 5 or more leave salary will be put on hold.
- e. Deviation for faculty going on approved OD (Official Duty) for important college work shall be discounted for weakly deviation.
- f. Salary will be hold if DA (Daily Abstract) deviation is 6 or more
- g. **Leave should be taken at least one day before of date of leave:** If unavoidable to apply for leave on same day due to some emergency/sudden sickness, staff should communicate respective HOD about leave before 8:00 am so that HOD can arrange classes. Acceptance of leave on same day will be on discretion of HOD. Any communication to the HOD after 8:00 am will not be accepted.
- h. **All leaves forms to be submitted in department office** by all staff. Department will send all leaves forms to concerned Director office. Leaves dated more than one week will not be accepted by director office.
- i. **Sanctioning of leave** is on the discretion of Director.
- j. **If going on official duty** the documentary evidence of the same has to be submitted to HR department.
- k. **Leave cannot be claimed** as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind.
- l. Leave sanctioning authority **cannot alter** the kind of leave due and applied for.
- m. Leave will not be granted to **staff under suspension.**
- n. **Absence from duty after expiry of leave** entails disciplinary action.

- o. Absence without leave** will constitute an interruption in service.
- p. A staff on leave cannot take up any service or employment elsewhere** without obtaining prior sanction by the Director.
- q. Commencement and termination of leave:** Leave ordinarily begins from the date on which leave as such is actually availed and ends on the day preceding the date on which duty is resumed.
- r. Grant of leave in the event of resignation:** If any employee of the Institute resigns, he/she shall not be granted any sort of leave during the last month of resignation. CL will be calculated based on 1 CL/month for that semester.
- s. Rejoining duty before the expiry of leave:** Except with the permission of the authority who granted leave, no member of the staff on leave may return to duty before the expiry of the period of leave granted to him.

2. Kinds of Leave: The following kinds of leave shall be admissible to staff:

1	Casual Leave	CL	12 days (6 days per semester)
2	Vacation	Summer vacation	12(teaching staff), 6 days (nonteaching staff)
		Winter vacation	6(teaching staff), 3 days (nonteaching staff)
3	Compensatory Off	CO	As sanctioned by Director
4	Govt. / University declared holidays	Govt. Holidays	As per institute calendar
5	Official Duty	OD	As sanctioned by Director after making necessary adjustments w.r.t academic engagements
6	Maternity Leave	MT	60 days (max.) maximum twice

3. Authority empowered to sanction leave: Applications for leave shall be addressed to the following personnel as mentioned below:

S	Category	Sanctioning authority
1	Director	Secretary of the Governing Body
2	Dean, HOD	Director
3	Teaching staff	HOD, Director
4	Non-Technical staff	HOD, Director
5	Office staff	HOD, Director

6	Vocational staff (Driver)	Hospitality In charge, Director HR
7	Vocational staff (Security Guard)	Security In charge, Director Administration
8	Vocational staff (Electrician, Plumber, painter, Carpenter, Iron staff, Gardener)	Maintenance In charge, Director Infrastructure
9	Supporting staff	Respective HOD, Director Administration
10	Maintenance staff (Cleaning staff, sweeper)	Maintenance Incharge, Director Infrastructure

4. Leave Eligibility at a Glance:

S	Staff Category	CLs	Sundays	Holidays	Vacation
1	Teaching staff	Eligible	Eligible	Eligible	Eligible
2	Technical staff	Eligible	Eligible	Eligible	Eligible
3	Office staff	Eligible	Eligible	Eligible	Eligible
4	Vocational staff	NA	Eligible	NA	Eligible
5	Supporting staff	NA	Eligible	Eligible	NA
6	Maintenance staff	NA	Eligible	NA	NA

5. Casual Leave (CL): A staff on CL is not treated as absent from duty.

- a. CL cannot be claimed as a matter of right.
- b. HODs are not authorized to sanction more than 2 CL in a month when classes are going on.
- c. CL cannot be combined with joining time.
- d. CL will not be carried over in the next academic session.
- e. Balance of CL at the end of academic session can be availed any time before start of new academic year. Balance of CL can be used with summer/winter vacation.
- f. Under no circumstances, whatever may be the reason, CL is limited to 12, from 1st July to 30th June of next year. Any absence other than 12 CL will be taken as LWP (after adjusting 'compensatory off' or 'official duty' if any).
- g. A faculty joining in the middle of the academic year is eligible for a proportionate CL for that academic year: @ 1 CL/month (teaching staff), ½ CL/month (non-teaching staff).
- h. Any faculty/staff going outside of campus/hostel within institute working time have to take permission of respective HOD.

6. **Vacation:** The following personnel are eligible for vacation.

S	Category	Winter Break leave (WBL)	Summer Break Leave (SBL)
1	Teaching staff	6	12
2	Technical staff	3	6
3	Office staff	3	6

- a. Vacations should not be sanctioned to all staff of the department at the same time. The sanctioning authority will be respective Heads of the Department in consultation with the Director.
- b. All new appointees in the institute will avail vacation
- I. During Summer Break@ 1 vacation/month (teaching staff), ½ vacation/month (nonteaching staff).
 - II. During Winter Break@ 1/2 vacation/month (teaching staff), 1/4 vacation/month (nonteaching staff).
7. **Compensatory Off (CO):** Will be given if somebody is working on holidays, Sundays. CO will be sanctioned only by concerned Director. This has to be brought to the notice of the Director well in advance both while working as well as while availing. *However, the compensatory off will not be given if somebody works after or before college hours to finish the regular work of the Department / Institution.* No compensatory leave will be granted if the Institute is open by notification on any Sunday/Holiday.
8. **Official Duty (OD):** Staff members who go on work related to the University, Institute, and Govt. only will be treated as official duty. Prior permission should be taken from the Director.
9. **Maternity Leave:** Maternity Leave will be granted to a female staff with service of more than 2 years and less than two surviving children (not more than two deliveries), for a period of two months. During maternity leave, leave salary equal to last pay drawn is admissible. However, this will not be granted in cases of miscarriage or Abortion. Maternity Leave is not admissible for forced abortions.

CHAPTER – VI
EMPLOYEE BENEFITS / SCHEMES

1. Employee’s Provident Fund Scheme

All the employees of the Institute are covered by the “Employees Provident Fund Act”.

2. Accidental Group Insurance policy:

The management also provides Group insurance policy to the interested staff by contributing 50% of the premium amount.

3. Concession in Transport Fee:

Teaching and Non-Teaching staffs are provided local transport facility and reduced fare.

4. Gifts: All the Teaching and Non-teaching staff are presented with a gift on the occasion of Deepawali, Birthday, Marriage, Child Birth etc.

5. Employee Health Card: All the Teaching and Non-teaching staff are provided with a Health Card which enables them to have pathological Tests done at nominal rates.

6. Loan Schemes: All the Teaching and Non-teaching staff are given loans for the purchase of laptops.

CHAPTER – VII EMPLOYEE DISCIPLINE & CONDUCT

Staff Discipline:

1. **Formal Dress and ID Card** – concerned Director ensures that their all staff are in proper formal dress and wear ID card at all times during their stay in campus. All staff should wear formal dress from Monday to Friday (Males – pants and shirts, formal shoes) (Females – Salwar suit, Sari or Business pants and shirts). (No Jeans, T-Shirt & Sports shoes during Mon-Friday). On Saturdays, staff can wear casual dress like Jeans and T-shirts. ½ CL will be deducted if any staff is not found in proper dress or not wearing ID card during college timings.
2. **Staff Language and Behavior** –
 - a. It is expected from every staff to use decent polite language. Use of any abusive language will lead to a disciplinary action.
 - b. It is expected from every staff to have a cooperating and friendly behavior with other staff.
 - c. It is expected from every staff to have a strict professional relationship with students. Any staff found to be personally in appropriately involved with students may lead to his/her termination from service.
 - d. No staff is allowed to be consuming pan, pan - masala, gutka / liquor during college hours in the premises.
3. **Staff Discipline Issues-** A panel will be appointed by the Director HR for the same and based on panel recommendations, action will be taken. All the proceedings of the panel will be kept in red file.
4. **Warning Letter-** At the end of every semester as per staff appraisal and as per need staff/authorities not discharging their work satisfactorily will be issued a warning letter. Warning card and all staff explanations will be kept in the red file.
5. **General Rules**
 - a. Every employee shall, at all times, maintain integrity, be devoted to duty and also be honest and impartial in his / her official dealings. An employee shall, at all times, be courteous in his / her dealings with the management, with other members of staff, students and with members of the public.
 - b. Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the Institute and may be called upon to perform such duties as may be assigned to him / her by the competent authority beyond the scheduled working hours and on holidays and Sundays.
 - c. An employee shall be required to maintain the scheduled hours of work during which he / she must be present at the place of his / her duty. No employee shall be

absent from duty without prior permission. Even during leave or vacation, with the prior permission of the competent authority, whenever leaving the station, an employee should inform the Principal in writing, through the concerned Head of the Department, or the Principal directly, if the employee happens to be Head of the Department, giving the contact details at which he / she will be available during the period of his / her absence from the station.

- d. No employee shall make any statement, publish or write through any media which has effect of an adverse criticism of any policy or action of the Institute.

- e. No employee, except with the prior permission of the competent authority, engage, directly, or indirectly in any trade or business or any private tuition, or undertake any employment outside his official assignments.
- f. An employee, against whom criminal proceedings are initiated in a court of law, shall immediately inform the competent authority of the Institute regarding the details thereof.
- g. Whenever any employee wishes to put forth any claim or seeks redressal of any grievance, he / she must forward his / her case through the proper channel to the competent authority only.
- h. Every employee shall be governed by these rules and shall be liable for consequences in the event of any breach of the rules by him/her.

6. GRIEVANCE REDRESSAL COMMITTEE:

- a. This committee deals with all the grievances directly which is related to the common problems at Institute level both academic and administrative.
- b. The aggrieved individual (Faculty/ Staff) shall indicate the details of his/her grievance in a prescribed format (designed for the purpose) and submit the same to the Director, who in turn will refer the same to Chairman of the concerned Redressal Committee.
- c. The grievance of the individual will be given fair and reasonable opportunity to be heard to be in detail before the Chairman and other members of the concerned committee, in a peaceful and conciliatory environment depending upon the issue and if need be, appropriate evidence in the form a material evidence or personal witness maybe introduced by the aggrieved person.
- d. The Chairman of the committee, in consultation with the other member's will submit the report to the Director, at the earliest possible time.
- e. The Director in turn, depending upon the nature, magnitude and jurisdiction of the issue, will arrange for the appropriate and early measure of Redressal of the grievance, under direction of the management and the same will be communicated to the "Aggrieved Person".
- f. All the preceding of the grievance, mechanism will be suitably documented and recorded.
- g. In case of sensitive matters, related matters related to offences-pertaining to sexual discrimination are damage to any particular individual the matter is kept confidential.

- h. Hearing of Grievance Committee is done in such a way that no information populates out before action is taken.
- i. In case of any penalty is awarded to any faculty members it is recorded and kept in personal file of the concerned faculty or staff.

CHAPTER – VIII EMPLOYEE PROMOTIONS

1. PROMOTION POLICY FOR TEACHING STAFF

Objective: This faculty appraisal process takes into account all the aspects of performance parameters for faculty in the deliverance & of academics. The process will help identifying the effective attributes of the concerned faculty and give insight to focus on the areas that need improvement for the continued growth the faculty member.

Scope: The appraisal process is applicable to all teaching staff who is assigned the academics and lab work / workshop.

Appraisal Process: The performance appraisal of the concerned teacher will be done on the following parameters as per assigned responsibilities subject to assessment & Audit of the following files:

- Personal Achievements File(Academic Qualification, Experience, Personal Details, Academic Achievements)
- Academics File (Time table, Syllabus, Lesson Plan, Evaluation Scheme, Evaluation Sheets (Theory Evaluation Sheet / Lab Evaluation Sheet), Lecture Notes, Power Point Presentation Files, 5 Year University Question papers, Solved Tutorial Sheets, Lab Manual, Video Lectures, CO-PO Mapping & Attainment Sheet)
- Examination File (Result Analysis, Result Graph)
- Student Welfare File (List of Students Allotted, Attendance Register, Weekly Phone Calling Sheet, Extra Class Attendance Sheet, List of Slow & Fast Learners, Follow up on Slow Learners, PTM Report, Parents Feedback, Course Exit Feedback, Mentee Birthday List, Mentor-Mentee Register)
- Research File (Paper Publication (Indexed/Non-Indexed), Paper Presentation (In-campus/Out-campus), Projects Guided, Project Participation(In-campus/Out-campus), Consultancy, Research Grant, Patent, Start-up, Book/Chapter Written, Book / Journal Reviewed, Invited Talks, Conference/ Workshop Organized, Conference/ Workshop Attended & Webinars Attended)
- Additional Responsibilities File (BGI Level, Institute Level & Department Level)
- Additional Contribution File (Contribution in – Placements/ Admission School Data Collection etc)

- Human Resource File (Internal FDP Score Sheet, Absent Record, Warning Letter, Reviews by – HOD, Dean, Director & Students)

Assessment Process:

- Step1 (Self Evaluation): Self evaluation by the concerned faculty on the assigned parameters.
- Step 2 (Evaluation by HOD): On the basis of the parameters assigned.
- Step 3 (Evaluation by Director): On the basis of Evaluation report by HOD.
All the files (academic, research, student welfare, extracurricular, sports etc) shall be assessed and audited by a team comprising (Director, Chief Academic Coordinator & HOD)
- Step 4 (Evaluation by Management): On the basis of Evaluation report by the above mentioned team, management will hold an appraisal meet with the faculty member and discuss the appraisal outcome. On the basis of this appraisal interview appraisal outcomes (promotion/ demotion, increment/ decrement, warning or termination shall be made)

Appraisal Period & Cycle:

The annual appraisal period shall be for the previous academic session and shall be based on the assessment/ audit of the faculty member / faculty file in the two semesters of the previous academic session, including 3 assessment / audit per semester.

2. PROMOTION POLICY FOR NON-TEACHING STAFF

The promotion decision for the non-teaching staff shall be on the basis of their performance and recommendation by the respective head. The director in consultation with the concerned head shall take decision regarding the promotion and consequently increment in the salary of the non-teaching staff.