

SERVICE RULES AND CODE OF CONDUCT FOR EMPLOYEES

(Amended upto September, 2022)



BRCM COLLEGE OF ENGINEERING & TECHNOLOGY

Bahal – 127028, Distt. Bhiwani (Haryana)

VISION

To be a value based leading institution ensuring Academic Excellence, Research, Nurturing Innovation and Entrepreneurial Attitude to produce competent technocrats for service to Nation.

MISSION

To develop BRCM College of Engineering & Technology into a “Centre of Excellence” in the field of technical education by:

IM1: Providing state-of-the-art laboratories, workshops, research and instructional

IM2: Encouraging students to delve into technical pursuits beyond the curriculum.

IM3: Promoting Post-graduate teaching and research.

IM4: Creating an environment for all round integrated personality development of students suited for the era of converging technologies and skills.

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Chapter-I

SERVICE RULES AND CODE OF CONDUCT FOR EMPLOYEES

(Approved by the Governing Body vide Resolution No. 9 in its meeting held on 29th September, 2014)

A) SHORT TITLE AND COMMENCEMENT:

- a) These rules may be called 'BRCMCET Service Rules and Code of Conduct for Employees, 2014.
- b) The above rules have been adopted by Governing Body of the College (hereinafter called "GB") vide Resolution No. 9 of the meeting held on 29th September, 2014 and shall be implemented with effect from 1st October, 2014.
- c) The GB may amend, alter, modify, add or delete any provision(s) to all or any of these rules, from time to time, in conformity with the terms of Haryana Affiliated Colleges (Security of Services) Act, 1979 or the Service and Conduct Rules of the affiliating University.
- d) The Chairman, GB shall have the exclusive power to clarify and issue or to remove any doubt relating to these rules and/or implementation thereof.

B) DEFINITIONS:

- a) "BRCMCET or College or Institute" means BRCM College of Engineering & Technology, Bahal;
- b) "Staff or Employees" means staff members/employees of the College including Teaching, Teaching Supporting, Administrative and Service Staff;

SERVICE RULES

1. Every employee, appointed on regular basis against a substantive post shall sign a written agreement with the Institute.
2. The minimum qualifications/experience for the post of Director/Principal and the Teaching staff shall be as prescribed by AICTE and those for the Non-Teaching staff shall be as prescribed by the University or the State Govt from time to time. These shall also apply to a person appointed on adhoc/temporary/contractual basis.
3. The method of recruitment for the Director/Principal and the Teachers shall be as prescribed in the MD University Ordinance for Affiliation of Colleges while in the case of Administrative, Supporting and other Non-teaching posts it shall be at the discretion of the Board of Governors (BOG) of the Institute.
4. Every employee shall be paid according to the prescribed Pay Scale, DA at Haryana Govt rates as prescribed from time to time and other perks as per Institute rules.
5. (a) An employee appointed against a regular/permanent post may be kept on one years' probation, after which he/she will normally be confirmed if his work and conduct are found satisfactory. It shall be obligatory on the part of the BOG/Director/Principal to notify to the employee in writing before the expiry of the probationary period, whether he

has been confirmed or his period of probation has been extended. In absence of such a notice the employee would be deemed to have been confirmed.

- (b) The probationary period shall in no case be extended beyond two years. Provided further that the period of probation shall not be extended more than once.
6. All employees shall follow the Contributory Provident Fund Rules in accordance with the P.F Act and the Rules as may be applicable from time to time. The Institute shall contribute to the employees Contributory Provident Fund in accordance with rules of the P.F Act from time to time.
 7. All employees shall also subscribe towards Family Pension Fund as per PF Act and Rules.
 8. All employees shall be covered under 'Group Personal Accidental Policy' taken by the Institute.
 9. All employees shall be entitled to Medical Reimbursement facility according to the Institute's Medical Expenses Reimbursement Scheme.
 10. All confirmed employees shall be entitled to the benefit of Gratuity as per Haryana Government Rules.
 11. Every employee shall be paid his salary regularly, but in no case later than the 10th of the month following that for which salary is due.
 12. Annual increment shall be allowed to the regular employee w.e.f the 1st day of January/July in which the increment falls due.
 13. The Teaching load of the teachers will be as per AICTE/University Norms and Standards. In addition, each teacher shall undertake such co-curricular activities as may be assigned to him by the Director/Principal.
 14. **Payment for Summer Vacation Salary**
 - (a) Teachers working against permanent posts whether on probation or confirmed shall be paid full Summer Vacation Salary irrespective of the actual period spent on duty.
 - (b) Teachers appointed on purely temporary/ad-hoc basis against temporary posts or leave vacancies upto the end of the academic session only, shall not be entitled to any Summer Vacation Salary. However, teachers, if appointed for more than one session, against leave vacancies which are to continue after the commencement of the next session shall be entitled to Summer Vacation Salary as per rules given in **Appendix – I** below.
 - (c) Teachers on probation if terminated during the session shall be paid proportionate salary for the period upto the end of Summer Vacation. If terminated after the end of the session, full salary for the period upto the end of Summer Vacation be paid.
 15. (a) Every teacher shall stay in the College for at least seven hours including the recess, if any. Teaching work-load shall be as prescribed by the AICTE/University from time to time.
 - (b) The Librarian and other Library staff, DPE, Administrative staff and other Non-teaching employees shall be on duty normally for 7¹/₂ hours daily with lunch break. All Class IV employees shall be on duty for 8 hours. The actual duty hours for different categories of employees shall be determined by the Director/Principal.

16. **Leave Rules**

All employees working in BRCMCET shall be entitled to different kinds of leave as per rules given in **Appendix-I**.

17. **Vacations**

(a) All Teachers and Laboratory and other Teaching-Supporting (Technical) Staff shall be allowed Winter and Summer vacations as per the rules given in **Appendix-I**.

(b) Librarians, Ministerial Staff, Library Staff and Class IV employees shall be treated as Non-Vacation employees and shall be given the benefit of Earned Leave as per the rules given in Appendix-I.

18. **TA/DA Rules**

TA/DA Rules as given in **Appendix-II** shall be applicable to all employees of BRCMCET.

19. **Career Advancement Scheme (Rules for Teaching Staff):**

Career Advancement Scheme as given in **Appendix-III** shall be applicable to all faculty members of BRCMCET.

20. **Faculty Development Programme – Sponsorship Scheme**

Faculty Development Programme as given in **Appendix-IV** shall be applicable to faculty members.

21. **Norms/Rules for Encouraging Research & Academic Excellence**

Norms/Rules for Encouraging Research & Academic Excellence in the Institute as given in **Appendix-V** shall be applicable.

22. **Leave Travel Allowance and Medical Expenses Reimbursement**

Staff welfare measures as given in **Appendix-I & VI** shall be applicable.

23. **Superannuation**

(a) The age of retirement for Teachers including the Director/Principal shall be 60 years and thereafter no further extension shall be given. However, extension of maximum upto the age of 65 years (1 to 5 years) may be given at the sole discretion of the BOG. A teacher may, however, seek voluntary retirement after 20 years' continuous service in the Institute upon attaining 55 years of age, with the approval of the appointing authority.

(b) Every whole time Non-teaching employee shall retire upon attaining the age of 60 years. Thereafter no further extension shall be given. However, contractual appointment may be given upto the age of 65 years at the sole discretion of the BOG.

(c) The date of retirement shall be the last day of the month in which the retirement falls due.

CONDUCT RULES

24. Every employee of the Institute is committed to abide by the Code of Conduct (including the Supplement to Code of Conduct) prescribed by the College from time to time in letter and spirit and shall at all times serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.
25. Keeping in view the educational character of the Institute, its employees shall also follow the following conduct rules in addition to the Code of Conduct mention in Clause 26 above: -
- (i) Every employee shall maintain cordial relations with the pupils and their parents, the Director/ Principal of the Institute, Management of the Institute, other employees, other wings of BRCM Education Society/Trust, e.g. BRCM Public School (Vidyagram), BRCM Public School (Gyankunj), RDNL Vidya Mandir, GDC Memorial College, Manav Kalyan Hospital and other establishments of the Trust as well as the Affiliating University, Directorate of Technical Education Haryana, AICTE and other Government Offices concerned.
 - (ii) Unless otherwise provided for, the whole-time employee shall be at the disposal of the Institute and shall serve the Institute in such capacity and at such places as he may, from time to time, be directed by the Director/Principal/BOG, subject to such conditions as may be laid down by the Affiliating University.
 - (iii) The Director/Principal and all the teachers shall be obliged to do any Examination work, Invigilation work, Setting of Papers, Evaluation of scripts and Conduct of Practical Examinations that may be assigned to them by the Affiliating University.
 - (iv) The Director/Principal and all the teachers shall also extend necessary cooperation to the Affiliating University in carrying out such other assignments as members of the Inspection Committee, Admission Committee or to act as the University Observer, Flying Squads, Centre Supdt, Deputy Centre Supdt, etc as assigned to them by the University.
 - (v) No employee in the Institute shall apply for any other job or scholarship without the previous sanction of the Director/Principal or in case of the Director/Principal without the previous sanction of the BOG. Provided that a person appointed on contract basis may apply for a job if the job for which he is applying is to commence from a date after the expiry of the period of contract.
 - (vi) No employee shall, own wholly or in part, or conduct or participate in editing or managing of any newspaper or any periodical, or act as correspondent of a newspaper. However, this will not apply to literary and academic journals.
 - (vii) No whole-time employee shall, except with the previous sanction of the BOG/Director/Principal, engage directly, in any trade, occupation or business or undertake any employment or private tuition work. Provided that an employee may, without such sanction, undertake honorary work of a purely social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer, but he shall not undertake or shall discontinue such work, if so desired by the Director/Principal and in case of the Director/Principal if so directed by the BOG. Provided further that no permission shall be necessary for examination work of the Affiliating University or other Indian Universities when the total emoluments accruing from such work do not exceed Rs 1.00 lac per annum. For all examination work for which additional emoluments are accepted the previous permission of the BOG/Director/Principal shall be necessary.
 - (viii) No employee shall:-

- (a) without sufficient grounds refuse to undergo a course of training whenever required to do so; and
- (b) take part in any activity which in the opinion of the Director/Principal is calculated to lead to indiscipline in the College.
- (ix) No employee shall appear in an examination without the prior permission of the Director/Principal.
- (x) No employee shall write a guide or a help-book or cheap notes. He shall follow the procedure laid down by the University in case he intends to publish any work.
- (xi) No employee shall bring or attempt to bring any outside influence to bear upon the authorities of the Institute to further his interest in respect of matters pertaining to his service in the Institute.

26. Suspension

- (i) The Director/Principal may suspend a teacher or any other employee for whom it is the appointing authority, in case of serious misconduct or dereliction of duty.
- (ii) Serious misconduct for this purpose shall include:
 - (a) Abetting and instigating others to go on illegal or unlawful strike or abstaining from taking classes during strike or acting in any manner prejudicial to the smooth functioning of the College.
 - (b) Disobedience of any order, non-compliance of rule, habitual neglect of work, or refusal to do any University work.
 - (c) Theft, fraud or dishonesty in connection with the College property.
 - (d) Willful damage to the College property.
 - (e) Willful absence from duty.
 - (f) Willful absence from duty after the expiry of leave.
 - (g) Refusal to accept a charge-sheet, order or other communication.
 - (h) Conviction on a criminal charge under Indian Penal Code.
 - (i) Misbehavior, use of abusive language or insolvency, and
 - (j) An act involving 'Moral Turpitude'.

The expression 'Moral Turpitude' generally implies an act of baseness, vileness or depravity in the private and social duties which a person owes to his fellows or to society in general, contrary to the accepted and customary rules of right and duty between person and person. It has generally been taken to mean conduct contrary to justice, honesty, modesty or good morals.

- (iii) A suspended employee can make an appeal to the BOG within 30 days of the date of communication of orders of suspension.

- (iv) The period of suspension shall not exceed six months within which the case must be decided.
- (v) During the period of suspension, the suspended employee shall be paid half the pay plus allowances as subsistence allowance.
- (vi) If ultimately the suspended employee is removed from the service, notice for such removal shall not be required nor will any salary be paid in lieu thereof.

27. Termination

- (i) For termination or retrenchment in the case of a confirmed employee, at least three months notice shall be necessary on either side and in the case of an employee who is on probation or is a temporary or adhoc hand this period shall be one month or salary in lieu of the notice period.
- (ii) The period of summer vacation shall count towards notice period and the salary in lieu thereof shall not be in addition to the Summer Vacation salary, but the teacher shall be entitled to the Summer Vacation salary, as admissible under the rules, or salary in lieu of notice period whichever is higher.

28. Punishments

The following penalties may, for a good and sufficient reason, be imposed upon an employee in case of serious misconduct and dereliction of duty:

(a) Minor Penalties:

- (i) Censure.
- (ii) With-holding of increments or promotion.
- (iii) Recovery from pay of the whole or part of any pecuniary loss caused to the College by negligence or breach of orders. Annual increment shall not be withheld without assigning any specific reason in writing and without calling explanation of the employee concerned and in case the Director/Principal does not revive the order within 15 days of the employee's representation, he shall have the right to appeal to the BOG.

(b) Major Penalties:

- (i) Reduction to a lower post or time scale of a lower stage in the time scale.
 - (ii) Removal from service of the College which does not disqualify from future employment.
 - (iii) Dismissal from service of the College.
- (a) The appointing authority shall not determine the engagement of a confirmed member of the teaching/non-teaching staff whether summarily or otherwise, on a charge of moral turpitude or questionable integrity, without informing him in writing of the sufficient grounds on which it is proposed to take action and without giving him a reasonable opportunity of stating his case in writing and before coming to the final decision the appointing authority shall duly consider the staff member's statement and if he so desires shall give him a personal hearing. The same procedure shall be followed in the

case of a staff member, whose engagement during the period of probation is to be determined on a charge of moral turpitude or questionable integrity.

- (b) Any employee aggrieved by an order imposing any penalty on him/her other than dismissal, removal or reduction in rank may, within thirty days of the date of communication to him of such orders, prefer an appeal to the BOG in such form and manner as may be prescribed.

Provided that the Chairman, BOG may accept the appeal after expiry of the stipulated period of 30 days, if he/she is satisfied that the applicant was prevented by sufficient cause from filing the appeal in time.

- (c) Any action leading to dismissal or removal from service or reduction in rank shall be taken by the College authorities only in accordance with the terms of Haryana Affiliated Colleges (Security of Services) Act, 1979.

29. **Retrenchment**

Retrenchment of a teacher, in any subject, may be made, due to fall in the workload after following the procedure as laid down below:-

- (i) After the expiry of the last date for the admissions with late fee etc., if it is noticed by a College that there is fall in the workload, complete information about number of students admitted in the subject concerned in each class, the workload calculated strictly according to the Norms & Standards prescribed by the AICTE, the number of period allotted to each teacher in the subject concerned and the number of teachers proposed to be retrenched and their names shall be intimated to the BOG. The Chairman, BOG, if it thinks fit, may have an enquiry made into the matter.
- (ii) For calculation of the workload for the purpose of proposed retrenchment or making a teacher a part-timer, the maximum strength of each section shall be taken as 60 students for Under-graduate Classes and 18 students for Post-graduate Classes.
- (iii) The details of the workload shall also be supplied by the College to the teacher(s) concerned who will be at liberty to question the workload and may make representation to the College in this behalf.
- (iv) The retrenchment of a teacher shall be made only if the number of periods falls below the level of 8. If the number of periods remains in between 3 and 7 the teacher concerned shall be retained on part-time basis.
- (v) For the purpose of retrenchment, the junior-most teacher in the subject shall be affected. If the Workload increases due to the increase in the number of students or some vacancy is caused due to any other reasons during the next three sessions the retrenched teacher shall be adjusted.

GENERAL

30. **RESIDUARY MATTERS**

In regard to matters not specified or referred to in these Rules, the employees in the posts specified in the Schedule of Establishment shall be governed by the

decisions/regulations and other orders applicable to the employees of the College in general.

31. POWER TO RELAX

When the Chairman, Governing Body, BRCM-CET upon a recommendation made by the Principal, BRCM-CET to that effect is of the opinion that it is necessary or expedient to do so, it may, for reasons to be recorded in writing, relax any of the provisions of these Rules with respect to any class or category of posts or persons. All administrative orders/instructions providing for any relaxation, exemption etc., of the provisions of Service Rules and Code of Conduct for Employees issued with the approval of the GB prior to notification of these Rules shall stand superseded from the date of implementation of these Rules.

32. REPEAL AND SAVINGS

All the prior guidelines/decisions of the GB or any authority regarding the matters governing service rules and code of conduct of employees shall stand repealed. However, anything done in accordance with the repealed guidelines shall not be affected by this repeal in any manner.

33. INTERPRETATIONS

- (i) Any question relating to interpretation of these rules, the decision of the GB shall be final unless otherwise specifically included in these rules.
- (ii) Notwithstanding anything contained in these rules, the GB shall have the power to alter or modify or amend any of the provisions of these rules.

34. REMOVAL OF DIFFICULTY

If any difficulty arises in the implementation or operation of any of the provision of these rules, the Principal, BRCM-CET may, from time to time, issue with the approval of the GB, such general or special directions but not inconsistent with the provisions of these rules, which appeared to be necessary for the purpose of removing such difficulty.

BRCM EDUCATION SOCIETY, BAHAL

BRCM/ES/2016/1634

29 June, 2016.

CIRCULAR

In the last Coordination Committee Meeting held on 17th June, 2016 the Leave Rules/Policy of all institutions run and managed by the BRCM Education Society were discussed and revised. The revised norms and entitlement of various kinds of leaves for different groups/cadres of employees in individual institutions have been approved by the Management, as under:-

(a) Teaching & Teaching Supporting Staff (Vacational Staff):

Faculty members and Laboratory Instructors and Lab Assistants.

(b) Administrative Staff (Non-Vacational Staff):

Director, Principal & equivalent, Vice Principal, Headmaster, or equivalent, Registrar, Chief Finance Officer, Project Engineer, Dairy Manager, Nabard I/c, PA, Accounts staff, clerical staff and office attendants.

(c) Essential Services Staff (Non-Vacational Staff):

Dairy Farm Staff, Mess Staff, Security Staff, Electrical Staff, Horticulture Staff, Gardeners, Groundsman, Plumber, Carpenter, STP Operator, Welders, Pump Operators, Hostel Attendants, Hostel Staff, Horse Riding Staff, other facilities staff, Sweepers.

Summary of Existing & Revised Leaves for all Groups/Cadres of staff of all Institutions:-

S. No.	KIND OF LEAVE	EMPLOYEE GROUP	BRCM CET		GDC		VIDYAGRAM		GYANKUNJ		RDNL	
			Existing	Revised	Existing	Revised	Existing	Revised	Existing	Revised	Existing	Revised
1	Casual Leave	All Staff	15	12	15	12	10	10	10	10	10	10
2	Medical Leave	All Staff	10	10	10	10	10	10	10	10	10	10
3	Earned Leave	Administrative Staff	30	30	30	30	30	30	30	30	30	30
4	Academic Leave	Teaching Staff	10	10	10	10	NA	0	NA	0	NA	0
5	Maternity Leave	Female Staff	90	90	90	90	90	90	90	90	90	90
6	Compensatory Leave	Existing(all Staff) / (upto Asstt. Level)	1 : 1	1 : 1	1 : 1	1 : 1	1 : 1	1 : 1	1 : 1	1 : 1	1 : 1	1 : 1
7	Winter Break	Teaching Staff	7	7	7	7	21	14	15	10	15	10
8	Summer Break	Teaching Staff	30	30	30	30	40	40	40	40	40	40
		Teaching Supporting	23	23	NA	23	0	0	NA	0	NA	0
9	National & Festival Holidays	All Staff	16	14	16	14	16	14	16	14	16	14
10	Special CCL against Weekly Off	Essential Services Staff	0	30	0	30	0	30	0	30	0	30
11	EL Accumulation Limit	All Staff	180	120	180	120	120	120	120	120	120	120

Group/Cadre wise Leave Details:-

(a) Teaching & Teaching Supporting Staff (Existing & Revised Leaves) for all institutions:

S. No.	KIND OF LEAVE	EMPLOYEE GROUP	BRCM CET		GDC		VIDYAGRAM		GYANKUNJ		RDNL	
			Existing	Revised	Existing	Revised	Existing	Revised	Existing	Revised	Existing	Revised
1	Casual Leave	All Staff	15	12	15	12	10	10	10	10	10	10
2	Medical Leave	All Staff	10	10	10	10	10	10	10	10	10	10
3	Academic Leave	Teaching Staff	10	10	10	10	NA	0	NA	0	NA	0
4	Maternity Leave	Female Staff	90	90	90	90	90	90	90	90	90	90
5	Winter Break	Teaching Staff	7	7	7	7	21	14	15	10	15	10
6	Summer Break	Teaching Staff	30	30	30	30	40	40	40	40	40	40
		Teaching Supporting	23	23	NA	23	0	0	NA	0	NA	0
7	National & Festival Holidays	All Staff	16	14	16	14	16	14	16	14	16	14

(b) Administrative Staff (Existing & Revised Leaves) for all institutions:

S. No.	KIND OF LEAVE	EMPLOYEE GROUP	BRCM CET		GDC		VIDYAGRAM		GYANKUNJ		RDNL	
			Existing	Revised	Existing	Revised	Existing	Revised	Existing	Revised	Existing	Revised
1	Casual Leave	All Staff	15	12	15	12	10	10	10	10	10	10
2	Medical Leave	All Staff	10	10	10	10	10	10	10	10	10	10
3	Earned Leave	Administrative Staff	30	30	30	30	30	30	30	30	30	30
4	Maternity Leave	Female Staff	90	90	90	90	90	90	90	90	90	90
5	National & Festival Holidays	All Staff	16	14	16	14	16	14	16	14	16	14
6	Compensatory Leave	Only for (upto Asstt. Level)	1 : 1	1 : 1	1 : 1	1 : 1	1 : 1	1 : 1	1 : 1	1 : 1	1 : 1	1 : 1

(c) Essential Service Staff (Existing & Revised Leaves) for all institutions:

S. No.	KIND OF LEAVE	EMPLOYEE GROUP	BRCM CET		GDC		VIDYAGRAM		GYANKUNJ		RDNL	
			Existing	Revised	Existing	Revised	Existing	Revised	Existing	Revised	Existing	Revised
1	Casual Leave	All Staff	15	12	15	12	10	10	10	10	10	10
2	Medical Leave	All Staff	10	10	10	10	10	10	10	10	10	10
3	Earned Leave	Administrative Staff	30	30	30	30	30	30	30	30	30	30
4	Maternity Leave	Female Staff	90	90	90	90	90	90	90	90	90	90
5	National & Festival Holidays including 2 RH	All Staff	16	14	16	14	16	14	16	14	16	14
6	Special CCL against Weekly Off	Essential Services Staff	0	2:1	0	2:1	0	2:1	0	2:1	0	2:1

Important Notes:

(a) Earned Leave:

- i. Accumulation of Earned Leave shall be permissible upto 120 days only for encashment at the time of leaving service.
- ii. After attaining the maximum accumulation limit of 120 days, only 30 EL will carry forward in the next year, which shall automatically lapse at the end of the year, if not availed.
- iii. The existing employees who are already having more than 120 days EL in their Leave account shall be encashed the EL over and above 120 days.

(b) Medical Leave

The unavailed Medical Leave shall be permitted to accumulate upto 30 days and credited to the employee's leave account. Unavailed Medical Leave beyond 30 days shall automatically lapse.

(c) Compensatory Leave

Compensatory leave will be admissible only upto the level of Assistant. No other employee whether teaching/non-teaching or administrative will be given Compensatory Leave.

(d) Special Compensatory Leave against Weekly Off

The Staff working in the essential services categories like Mess, Security, Cleanliness, Diary Farm, Electrical Dept., Horticulture, Gardner, Grounds man, Plumber, Carpenter, STP Operator, Welder, Pump Operator, Hostel Staff, Horse Riding Staff, etc. who work whole year mostly without availing any weekly off.

Keeping in view the welfare of these employees 30 days Special Compensatory Leave will be allowed to them as under:-

- During Summer Vacation : 20 days
- During Winter Vacation : 10 days

(e) National / Festivals Holidays

National Holidays/Festival Holidays will be restricted to only 14 days in a year. No Restricted Holidays (RH) will be given.

The revised rules/policies will be effective from 1st July, 2016.

All the Heads of institutions should prepare Service Rules & Code of Conduct of Employees of their respective institutions keeping in view the latest guidelines of the statutory bodies, incorporating the revised Leave Rules and the same should be put up for approval in the next meeting of BOG/MC.



Dr. S.K. Sinha
Director

Cc to : All Heads of Various Institutions Managed by BRCM Education Society.

BRCM EDUCATION SOCIETY

Department of Human Resources

TA & DA RULES FOR EMPLOYEES W.E.F. 1st JANUARY 2022

A. Categories of Staff

GRADE-I	- Members of Governing Body, Director, Principal
GRADE-II	- Professors, CFO, Registrar
GRADE-III	- Associate Professor, Asstt. Professors, Deputy/Asstt. Registrar, Doctor, Engineer, PA, Accounts Officer & Other Deptt. Incharge
GRADE-IV	- Supervisory Staff, Technicians, Deptt. Assistants & Accountant
GRADE-V	- Class-IV Employees

B. Entitlement for Travelling

GRADE	Mode of Journey				LOCAL CONVEYANCE etc.
	AIR	RAIL	BUS	CAR/MOTORCYCLE	
GRADE-I	J-Class/Y-Class	1 st AC	AC Bus	By Car	Taxi/Own Car
GRADE-II	-	2 nd AC	AC Bus	By Car	Taxi/Own Car
GRADE-III	-	3 rd AC	AC Bus	By Car	Auto (Taxi with spl. Permission)
GRADE-IV	-	2 nd Sleeper	Semi Deluxe Bus	By Motorcycle	Auto Reckshaw
GRADE-V	-	2 nd Sleeper	Semi Deluxe Bus	-	Local Bus/Auto-Rickshaw

C. Daily Allowance

1. Cities above 10 Lac Population / Metro Cities

Particulars	GRADE				
	I	II	III	IV	V
Daily Allowance	Rs. 500 Actual Exp.	Rs. 350	Rs. 250	Rs. 200	Rs. 150
Proposed	Rs. 600 Actual Exp.	Rs. 500	Rs. 350	Rs. 250	Rs. 200
Charges for Accommodation	Rs. 3000	Rs. 2000	Rs. 1000	Rs. 750	Rs. 500
	Actual Lodging expenses subject to the above ceilings				

Anish

S. P.

2. Cities other than above

Particulars	GRADE				
	I	II	III	IV	V
Daily Allowance	Rs. 300	Rs. 250	Rs. 175	Rs. 150	Rs. 125
Proposed	Rs. 400 Actual Exp.	Rs. 300	Rs. 250	Rs. 200	Rs. 150
Charges for Accommodation	Rs. 2000	Rs. 1000	Rs. 500	Rs. 300	Rs. 200
	Actual Lodging expenses subject to the above ceilings				

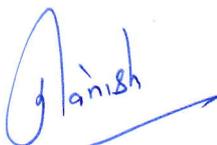
Actual expenses on Accommodation will be reimbursed subject to the above ceilings on production of payment receipts. No Lodging charges admissible for stay in own house or with friends/relatives.

D. GENERAL RULES AND DAILY ALLOWANCE

1. No journey shall be undertaken without the prior permission of the Director/Principal /CFO and Registrar.
2. All journeys should be performed by the shortest route, except when it is not possible to do so for any special reason.
3. TA bill must be submitted to Accounts Officer within 3 days from the date of completion of journey.
4. Mileage Allowance for travel by own Vehicle for Office work :
 - a) Car/Jeep (Petrol) : Rs. 7.00 per km
 - b) Motorcycle/Scooter : Rs. 3.00 per km

Proposed

- c) Car/Jeep (Petrol) : Rs. 9.00 per km
 - d) Motorcycle/Scooter : Rs. 4.00 per km
5. If the exigencies of work or the circumstances so warrant the Director /Principal may allow a person to travel by any special means of conveyance over and above his normal entitlement.
 6. Accommodation Charges mentioned above are the maximum permissible against the production of supporting vouchers.
 7. If supporting vouchers are not submitted along with the TA bill, the Director/Principal may authorise the payment depending upon merits of each individual case.





8. Under normal circumstances the expenses on Local travel should not exceed ½ day's DA. The Director may, at his discretion, sanction expenses on Local travel and /or accommodations in excess of the above entitlements depending upon the particular circumstances.

9. The DA will be admissible as under :

Upto 6 hours	:	No DA
From 6 to 12 hours	:	Half DA
Above 12 hours	:	Full DA

10. The Daily Allowance shall be reduced by ½, if Boarding and Lodging are provided in. at the place of half and by 3/4 if only Lodging is provided.

11. No Incidental Charges are admissible. To compensate for the same the Daily Allowance is payable for the period of total absence from Headquarter, including the time spent in journey. The Day shall be of 24 hours and shall be counted from the time a person leaves the Headquarter and returns on completion of the journey.

12. In case a person spends a part of the day at one place and a part of another place he would be paid DA for the place where he spends the major part of the day.

13. Members of the Governing Body will be paid Daily Allowances @ Rs. 500/- per day for attending meetings of the Governing Body. The outside members who do not draw TA from their own departments may charge traveling expenses either according of their own organizations or at the above rates, whichever is favorable to them.


CFO


Director

Copy : (For Information)

1. Principal, CET
2. Principal, GDC
3. Principal, LAW
4. Principal, BRCM Gyankunj School
5. Principal, BRCM Shishukunj School

CAREER ADVANCEMENT SCHEME (RULES FOR TEACHING STAFF)

(Approved by the Governing Body vide Resolution No. 9 in its meeting held on 5th October, 2012)

1. METHOD OF PROMOTION, SELECTION AND QUALIFICATIONS:
 - (i) The pay scales, qualifications, experience and other requirements prescribed for different Stages of CAS shall be as specified in the **Annexure-I**.
 - (ii) For promotion to various Stages (2 - 6) the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) shall be followed in all the selection processes. A PBAS proforma based on API evolved by the College is given in **Annexure-II**.
2. A teacher who wishes to be considered for promotion under Career Advancement Scheme (CAS) may submit in writing to the College, three months in advance of the due date, that he/she fulfills all qualifications under CAS and submits to the College the duly filled in prescribed Application proforma evolved by the College. In order to avoid delays in holding Screening Committee/Selection Committee meetings in various positions under CAS, the College shall immediately initiate the process of screening/selection, and shall complete the process within six months from the date of application.
3. Candidates who do not fulfill the minimum score requirement under the API Scoring System as given in the rules as per **Annexure-II** or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year from the date of last assessment in which he/she was rejected. The date of promotion shall be the date on which he/she has successfully got re-assessed.
4. CAS promotions from a lower grade to a higher grade of Assistant Professor shall be conducted by a "Screening Committee" adhering to the criteria laid out as API score in PBAS in the Tables of **Annexure-II**.
5. The "Screening Committee" for CAS promotion of Assistant Professor from one AGP to the other higher AGP shall consist of:-
 - a) The Principal of the College;
 - b) Head of the concerned department from the College;
 - c) Two subject experts in the concerned subject nominated by the Principal.

The quorum for the committee mentioned above shall be three Committee Members including the one subject expert need to be present.
6. CAS promotions of Associate Professor and Professor shall be conducted by a "Selection Committee" adhering to the criteria laid out as API score in PBAS in the Tables of **Annexure-II**.
7. The "Selection Committee" for CAS promotion of Associate Processor and Professor shall consist of:-
 - a) Chairman of the Governing Body of the College or his/her nominee;
 - b) Principal of the College;

- c) Three subject experts, not connected with the College, nominated by the Principal, out of which one preferably should be a senior professional from Industry.

The quorum for the meeting shall be four Committee Members of which at least two must be subject experts.

8. All the promotion/selection procedures outlined in these rules shall be completed on the day of the Screening Committee/Selection Committee meeting, wherein the minutes are recorded alongwith PBAS scoring proforma and recommendation made on the basis of merit and duly signed by all members of the Screening/Selection Committee in the minutes.
9. CAS promotions being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation/resignation of the individual incumbent, the said post shall revert back to its original cadre. The incumbent teacher promoted under these rules will carry forward with him/her teaching work load of substantive post.
10. The past experience of the teachers prior to joining BRCM-CET will not be considered for the purpose of CAS Promotion.
11. The service and experience of teachers who are appointed on Adhoc or Temporary or fixed term or part time or against leave vacancy will not be counted for CAS promotion. The service and experience of only regular teachers shall be counted for CAS promotion. Further, the incumbent teacher must be on the roll and active service of the Institute on the date of consideration by the Screening/Selection Committee for CAS promotion. The teacher who is on leave without pay and joins service elsewhere, the period of leave without pay will not be counted for CAS promotion.
12. In the final assessment, if the candidate does not either fulfill the minimum API scores in the criteria as per PBAS proforma or does not succeed in expert assessment in Screening / Selection Committee, wherever applicable, such candidates will be re-assessed only after a minimum period of one year from the date of last assessment in which he/she was rejected.
- 13 (a) If a candidate applies for promotion on completion of the minimum eligibility and is successful, the date of promotion will be from the date of his/her minimum eligibility.
 - (b) If, however, the candidate/s find that he/she fulfills the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from that date of application fulfilling the criteria.
 - (c) If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his/her promotion will be deemed to be from the later date of successful assessment.

**RULES AND REGULATIONS FOR PROMOTION OF FACULTY AND
EQUIVALENT POSITIONS UNDER CAREER ADVANCEMENT SCHEME**

S.No.	Assessment Category	Assistant Professor from AGP Rs. 6000/-(Stage-1) to Rs. 7000/-	Assistant Professor from AGP Rs. 7000/- to Rs. 8000/-	Assistant Professor from Pay Band 15600 - 39100 with AGP Rs. 8000/- to Associate Professor in Pay Scale 37400-67000 with AGP of Rs. 9000/-	Associate Professor at Stage-4 to Professor with AGP of Rs. 10000/-
1	Stage	2	3	4	5
2	Pay Scale	Rs. 15600 - 39100	Rs. 15600 - 39100	Rs. 37400 - 67000	Rs. 37400 - 67000
3	Service and Qualification requirements	Asstt. Professor with completed service of 2 yrs with Ph.D. or 3 yrs with PG degree or 4 yrs of service who are without Ph.D/PG degree in relevant course, at BRCM-CET.	Asstt. Professor with completed service of 3 yrs at AGP of Rs. 7000/- at BRCM-CET.	Asstt. Professor with 3 yrs of completed service in the AGP of Rs. 8000/- at BRCM-CET and having Ph.D. degree in relevant course.	Associate Professor with 3 yrs of completed service in the AGP of Rs. 9000/- at BRCM-CET.
4	Academic performance requirements	One Orientation and one Refresher/Research Methodology/Faculty Development Programme (FDP) organized by government approved bodies. Total duration of the programmes/courses must be four weeks . Efforts for innovative laboratory development. Publication in refereed journal/s desirable.	One course/ programme from among the categories of refresher courses, methodology workshops, training, teaching-learning- evaluation technology programmes, soft skill development programmes and faculty development programmes of 2/3 weeks duration in reputed institutions, i.e. organized by government approved bodies. Efforts in getting funding from external agencies for conducting academic programmes.	At least three Publications in the entire period as Assistant Professor. However, an exemption of one publication will be given to Ph. D. holders. One course/programme from among the categories of methodology workshops/ training/ teaching-learning- evaluation Technology programmes/ faculty development programmes of minimum one week duration. Contribution to academic and research development - at least one research	Minimum 5 publications since the period that the teacher is placed in Stage-3. Guide to at least one Ph. D and three M. Tech scholars. Contribution to academic and research development - at least one research project grant/seminar grant/FDP grant/MODROBS, etc during the period under assessment (3 years). Membership of professional societies. Capability to develop curricula + vision in chosen subject.

			Registration for Ph. D. At least two publications in refereed journal/s. Active researcher. Capability to develop syllabi, courses, labs.	project grant/seminar grant/FDP grant desirable, at least efforts should have been made. Guidance at Ph.D. level desirable.	
5	Minimum Average Yearly Cumulative API Scores using PBAS scoring proforma.	As per Appendix-II	As per Appendix-II	As per Appendix-II	As per Appendix-II
6	Expert Assessment System	Screening Committee process.	Screening Committee process.	Selection Committee process.	Selection Committee process.
7	Research and academic contributions	Based on the teacher's self assessment (Category - I: Teaching-Learning Evaluation related activities, Category-II: Co-curricular, Extension and Professional related activities, Category-III: Research and Academic Contribution, Category-IV: Training Courses and conference/seminar/workshops organized, Category-V: Awards/Fellowships), API scores are proposed for research and academic contributions . The minimum API score required by teachers from this category is different for different levels of promotion. The assessment score will be based on verifiable criteria and will be finalized by the screening/selection/expert committee.			
8	Period of Assessment to be considered for APIs under the PBAS	Complete assessment period. In case a teacher becomes eligible for CAS promotion in 2012-13, two years average API scores for 2010-11 & 2011-12 will be required for assessment and so on leading progressively for the complete assessment period.-			

Faculty Assessment Format

GENERAL INFORMATION

1	Name Designation and Department of the faculty member	
2	Communication Address/E-mail/ Telephone/Mobile	
3	Year of Assessment	July - June.....

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Sr. No.	Nature of Activity	Maximum Score		
		Score allotted	Self-appraisal Score	Verified Score
1	Lectures / tutorials taken (as per lecture plan) Minimum lectures -40	40		
2	Students examination result (Performance)* Above 60% =20 marks 50% - 60% = 15 marks Below 50% = 10 marks * On average basis of subjects taken.	20		
3	Feed back forms students* Above 4 = 10 marks 3 – 4 = 08 marks Below3 = 06 marks * On Five point scaling (only one subject).	10		
4	College examination duties (Question paper setting, evaluation of answer scripts, invigilation, evaluation duties for internal/ continuous assessment work) as per duties allotted.	10		
5	Development of resource/ learning materials	15		
6	Record Maintenance : Students record = 8 marks Other records = 7 marks	15		

CATEGORY II: CO-CURRICULAR AND PROFESSION RELATED ACTIVITIES

Sr. No.	Nature of Activity	Maximum Score		
		Score allotted	Self-appraisal Score	Verified Score
1	Institutional Co-curricular activities for students such as student welfare, mentoring, field studies/ educational tours, industrial visit, training and placement activities.	25		
2	Institutional Governance responsibilities like, Heads, Warden, Mess in charge, * Sports In charge, In charge of various committees assigned by the institute.	25		
3	Membership of Professional bodies at national level	05		
4	Participation in conferences, seminars With paper presentation = 6 marks Without paper presentation = 3 marks	10		

	Weekly seminar attended = 1 mark (each)			
5	Participation in short term training courses – one week duration sponsored by AICTE / UGC/ICSSR in concerned areas.	05		
6	Membership of professional associations, Committees, Boards of Studies, Faculty, editorial committees of journal etc. * Admission In charge.	05		

CATEGORY –III: RESEARCH AND RELATED CONTRIBUTIONS

Sr. No.			Score allotted	Self-appraisal Score	Verified Score
1	Research publication * (Journals)	In Refereed Journals One Publication = 25 marks In non- refereed Journals with ISBN/ ISSN number One publication = 13 marks * Publication marks may be carry forward / brought forward.	25		
2	Publication (Books)	Text or Ref. Book Published = 10 marks Chapters in Books = 04 marks	10		
3	Sponsored projects carried out / ongoing	Major Project = 15 marks Minor Project = 08 marks	15		
4	Consultancy/ summer and winter courses	Consultancy Assignment and Summer / Winter courses	10		
5	Completed Project	Completed Project Report (project report submitted to funding agency)	15		
6	Patent/ proposal submission to founding agencies	Patent developed/ = 10 marks Proposal submission to funding agencies regarding Research project, Conference, Seminar, Workshop, Short term course etc. = 05marks (each)	10		
7	Ph.D / M.Phil	Degree awarded Ph.D/M.Phil = 10/5 marks Thesis submitted Ph.D/M.Phil =05/3 marks Annual seminar presentation by scholar (progress) =02 marks (each) Guiding Ph.D Scholar =03 marks (each)	10		

CATEGORY –IV: TRAINING COURSES AND CONFERENCE /SEMINAR/ WORKSHOP ORGANISED

1	Activities	National /International Conference/	10		
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		Seminar /Research Methodology workshop etc. At National /Intl. level =10 marks At Institutional level =05 marks			
2	Invitations	For Conference /Seminars / Workshops/ Academic Staff College to deliver lectures or chair sessions.	05		

CATEGORY – V: AWARDS / FELLOWSHIPS

1	Awards and Fellowships	By National: UGC, AICTE, CSIR, DST, DBT, ICAR, ICSSR & other Government bodies, And Fellowship by Foreign Universities and above bodies.	05		
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Any Other Contribution.

TOTAL MARKS EARNED:

(Signature of the Faculty Member)

If earned less than required marks, please give reasons and nature of efforts will be made in future:

Minimum required marks:

Professor 175/300
Associate Professor 170/300
Assistant Professor 150/300

FACULTY DEVELOPMENT PROGRAMME

SPONSORSHIP SCHEME

In order to provide opportunities for career advancement to members of the Teaching faculty, the College Management has planned to sponsor its Teachers for pursuing higher studies/engaging in research in various institutions of repute particularly IITs, NITs, RECs, BITS Pilani and Thapar Institute of Technology. Special arrangements have been worked out to sponsor our Teachers for higher degrees of BITS, Pilani. The broad policy guidelines for such sponsorship will be as under: -

- i) The interested Teacher(s) will apply for higher studies through proper channel.
- ii) He/she may have to appear for written test/interview to be conducted by the host University at his/her own cost.
- iii) If selected for admission he/she will be entitled to following facilities under the Sponsorship Scheme:-
 - a) The Tuition Fee and Registration/Admission Fee paid for higher study will be reimbursed by the College in a phased manner after the sponsored teacher rejoins service on completion of higher studies/research.
 - b) The service of the sponsored teacher will remain secured and he will deem to be in continuous service upon rejoining the College.
 - c) The interse seniority of the sponsored teacher(s) will remain unchanged.
 - d) Upon rejoining service after higher studies the sponsored teacher(s) will be given benefit of Annual Increment(s) that became due during the period of sponsored Studies.
 - e) In addition to above, one additional increment for completing ME/M.Tech degree and two additional increments for completing Ph.D degree will also be granted to the sponsored teacher(s).
- iv) The sponsored teacher(s) will report back to the College on completion of two/three semesters of the M.E/M.Tech course.
- v) He/she will carry out his Project of the 3rd /4th semester in BRCM College itself and simultaneously take up some teaching load.
- vi) Sponsored teacher may be allowed to deliver guest lecture as per college rules.
- vii) Sponsored teacher may be allowed to take classes during the vacation period as & when needed.

Refund of Fees:

The Fee paid by the teacher(s) for higher studies under the Sponsorship Programme will be reimbursed on production of the original receipts, as under: -

- a) One-third of the fee amount after completion of one year of satisfactory service in the College.
- b) One-third of the fee amount after completion of two years of satisfactory service in the College.
- c) One-third of the fee amount after completion of 3 years of satisfactory service in the College.
- d) If a teacher leaves the service before completion of 3 years after the sponsored studies, he/she will have to refund the full amount of fee paid by the College alongwith interest, plus the salary for 3 months' Notice period.

Selection Criteria for Sponsorship under the MOU with BITS Pilani:

- i) The sponsored teacher has to appear for interview to be conducted by BITS / IIT / NIT on a mutually agreed date.
- ii) The result of the interview will be communicated directly to the College by the BITS/Institute.
- iii) A teacher may be sponsored for higher degree of BITS, IIT, NIT or REC at the sole discretion of the College Management.

Terms and Conditions: -

- i) For the sponsorship, a teacher should have put in atleast 3 years' regular satisfactory service in the College. However, the College Management may relax this requirement at its sole discretion.
- ii) Before proceeding for sponsored studies/research the selected teacher(s) will have to execute a Service Bond on appropriate Stamp Paper undertaking to serve the College for a minimum period of 3 years after completion of higher studies.
- iii) The course of study selected by the sponsored teacher must be relevant to the discipline in which he/she is employed in this College.
- iv) During the sponsorship period the teacher will have to maintain rapport with the College and keep the College regularly informed about his/her academic progress.

(FORM OF AGREEMENT FOR SPONSORSHIP)

I,son/daughter of Shri..... resident of
.....Police Station.....
Distt..... State.....presently serving as
..... in BRCM College of Engineering & Technology, Bahal, Distt Bhiwani,
have been granted Study leave (without pay) for 2 years w.e.f. Vide letter No.
..... dated for doing M.Tech/ M.E. Course in
..... at
....., under the
Sponsorship Scheme (Faculty Development Programme) of the College on the following terms & conditions.

I undertake to fulfill these following conditions:-

1. That I will render guaranteed service to the College for a minimum period of three years after the completion of my higher studies M.Tech / M.E. Course in) at
2. That If I fail to rejoin the College after the completion of my M.Tech / M.E. Programme, I will pay to the College a sum of amount equivalent to my 3 years salary at the rate last pay drawn by me from the College.
3. That the Tuition Fee / Registration Fee / Admission Fee paid by me for the said course to will be reimbursed by the College in a phased manner as per rules of the College under the Sponsorship Scheme after rejoining service in the College on completion of my higher studies on production of the original receipts.
4. That If I leave the service of the College before completion of 3 years guaranteed service, I will:-
 - i) Refund the full amount of fee paid by the College to me along with the due interest.
 - ii) Refund the amount of extra increments granted to me during my absence while pursuing M.Tech / M.E. Programme.
 - iii) Refund the full amount of salary for short fall in three years guaranteed service after the sponsored studies.
5. That during my sponsorship period I will maintain full rapport with the College and keep the College regularly informed about my academic progress.
6. that I will report back to the College on completion of three semesters of the M.Tech / M.E. Course and carry out project work in the College itself, if allowed by

Principal
BRCM College of Engg. & Technology,
Bahal

Signature of the Teacher
Name of the Teacher:
Designation:

Place: Bahal

Dated:

Two Witnesses:-

1.

2.

NORMS/RULES FOR ENCOURAGING RESEARCH & ACADEMIC EXCELLENCE
(Approved by Board of Governors in its meeting held on 5th October, 2012)

In order to encourage academic excellence and research activities in BRCM-CET, it is proposed to extend following facilities and incentives to the teaching faculty.

1. Technical Papers Publications/Presentations:

- a. A faculty member, whose paper is accepted for presentation at a National Level Conference, will be provided leave to present the paper as on duty. The college will also sponsor him/her for registration at the Conference upto a maximum Registration Fee of Rs. 2000/- once in a year. Same norms would be applicable if an International Conference is held in India.
- b. For a paper accepted for presentation at an International Conference/Symposia/Seminar held abroad, the college will provide Registration Fee upto maximum of US\$ 200 and also grant leave (as on duty) once in two years.
- c. For publishing a full-length technical paper in a National Journal, an incentive of Rs. 1000/- (Maximum upto Rs. 2000/- in a year) will be given. In case of multiple authorship, the incentive will be shared by the authors. A 'short note' published in recognized National Journal will carry an award of Rs. 500/- only.
- d. For publishing a full length technical paper in an International Journal with Impact Factor > 1, an incentive of Rs. 3,000/- and an appreciation letter shall be given. In case of multiple authorship, the incentive will be divided equally among the authors. A 'short note' published in an International Journal will fetch Rs. 1000/-.
- e. For registering a Patent, the faculty member shall be given an award of Rs. 10,000/-. In case of multiple members the Incentive will be shared equally among the members.

2. Merit Cash Award for Excellence in Teaching:

The faculty members will be awarded with the following Cash Awards per subject per semester if the pass percent in the concerned theory subject is more than 80% in University Exams and:-

- | | | | |
|-------|-----------------------------|---|---------------------|
| (i) | Average 70% marks and above | - | Rs. 5000/- |
| (ii) | Average 65% < 70% marks | - | Rs. 2000/- |
| (iii) | Average 60% < 65% marks | - | Appreciation Letter |

3. Incentive for conducting Short Term Training Programmes for Students & Staff:

An incentive shall be given to a faculty member(Organizing Secretary) for organizing a short term/ refresher/ continuing education programme/course/symposium/workshop/seminar or any other training/courses for the students such as Java, Dot Net, 'C' Language, Embedded System, ProE, Catia, PCB Design, VLSI, etc. if it is not sponsored by the organizing Agency as follows:-

- | | | | |
|-------|--------------------------|---|------------|
| (i) | For One day | - | Rs. 1000/- |
| (ii) | For Two to three days | - | Rs. 2000/- |
| (iii) | For More than three days | - | Rs. 3000/- |

For organizing a sponsored course/training, 65% of the grant/sponsorship amount will be spent as honorarium to the faculty and staff members involved in organizing the Course as decided by a

Committee and remaining 35% to the College if the infrastructure such as Labs, Electricity and other resources of the Institute are used for the purpose.

4. **Sponsored Project:**

The college will allow to use its laboratories, existing infrastructure and machines for execution of a Sponsored Project (from industry) by a teaching faculty (or a team of faculty members) provided the cost of the Project is shared 50 : 50 with the college. Any damage caused to the college property due to negligence in the execution of the Project shall have to be borne by the faculty (or team) executing the project.

5. **In-house Development Project:**

Teaching faculty is exhorted/ encouraged to undertake in-house development projects either individually or in groups (teams). The interested faculty/team would initially conduct a feasibility study and submit the project proposal to the Departmental Committee which, in turn, would send the proposal to the Principal, with its views/ recommendations. In-house project will be undertaken only after its approval by the Principal. The incentive for the successful completion and utility of the project will be decided by the academic council depending upon the merit of the case.

Enhanced Perks and Staff Welfare Measures

Entitlement

Employees who complete one year's Regular service in the BRCM Institutions will be reimbursed Medical expenses equivalent to 15 days Basic Pay every year.

Modalities

Reimbursement of Medical expenses will be governed by the following rules:-

- I. Any employee who joins in mid session would be reimbursed Medical expenses on pro rata basis according to the service put in upto 31st March of the concerned year provided that he/she has completed minimum 6 months' service upto 31st March. Prorata Medical expenses admissible upto 31st March will be released only after the employee completes one year service in the Institution.
- II. In Case of Consolidated salary the Basic will be calculated after deducting the prevailing DA from the consolidated salary. In such cases the derived basic + DA should amount to the consolidated salary.
- III. Payment towards Medical expenses will be made in the month of April.
- IV. No Medical expenses will be admissible for service of less than 6 months upto 31st March of the respective year. For subsequent service the entitlement will be considered from 1st April onwards without any credit for the service in the preceding year.
- V. No Medical expenses will be admissible to employees who leave service in mid session. In other words any employee who is not in service of the Institution on 31st March will not be entitled to Medical Reimbursement for the concerned year.
- VI. Reimbursement of Medical expenses will be subject to an upper Ceiling of Rs. 10000/- per annum. The minimum reimbursement will be Rs. 1000/-p.a.

The above policy will become effective from 1st April, 2006 i.e. from the financial year 2006-07.

The Teaching Supporting Staff will be allowed 7 days Winter Break and 23 days Summer Vacation in a year in maximum two 2 phases. Teacher will have to avail the vacation as and when notified by the College authority. The vacation leave cannot be claimed outside vacation period.

Vacation leave will be allowed to a Teaching Supporting Staff as per period of service during the academic session as given in the following table:-