

JB Institute of Technology

Service and Conduct Rules

About Organization

JB Institute of Technology Dehradun is committed to serve a community by recognizing the diverse need of the individuals of the region and all around. In addition to the academic achievements, the personal and professional development of a person is encouraged through respect, appreciation and commitment to quality education and as a foundation for life-long learning.

The great social reformers and educationist Shri. Laxman Das Singhal under the inspiration of Swami Vivekanand Ji established **Jai Bhagwan Education Society** and laid the foundation stone of JB Institute of Technology in the year 2009 with initial start of four engineering branches of engineering courses in the institute and has got a continuous improvement in the institute with the inclusion of two more engineering course in 2010, M.Tech program in 2010 and as well as B.Sc agriculture in 2016. In addition the institute's infrastructure has also been raised accordingly with best possible modern facilities. This institute attracts students not only from the nearby region but also from different state of our country India and neighboring countries at priority, being recognized as the best Institute providing maximum possible facilities to its students. The institute has good fame in maintaining a balance between academic and non academic activities for its students for their holistic development.

The institute maintains a congenial atmosphere for teaching-learning as well as extra-curricular and co-curricular activities etc. of its students to nurture their talent through support and guidance of experienced faculty.

The institute possesses a state of the art infrastructure with excellent ICT facilities, well equipped laboratories, modern computer center, four seminar halls, workshops, fully air conditioned with ample space Swami Vivekanand hall/auditorium, workshops, spacious and well furnished class rooms etc. and the institute is committed further to offer the best possible facility for its students to ensure a quality education.

The employees of the institute (teaching as well as non teaching) are continuously being inspired by the management/authorities to have sincere effort to put their best talent while discharging their duties in the institute both in academic and in respect of other

responsibilities assigned by the authorities in the interest of the institution. The employees of the institute always feel good while discharging their duties/responsibilities being observing full cooperation from all sectors. The employees are also encouraged to improve their professional qualification and to update themselves with latest techniques and advancement at par with the change of scenario of teaching learning and to grow themselves according to the present environment.

Following service and correct rule have been framed by the Governing body of the institute for performing all kind of administrative activities in the institute and concern for all kind of employees employed on the rolls of the institute on continuing positions.

1. **Preamble**

These service rules shall be called as “**Revised JBIT Service & Conduct Rules**” and shall be applicable to all the employees of JBIT institute Dehradun and shall come into force from October 2016 as notified by the Governing body of the institute. These rules supersede all previously existing rules in force.

It will be the first official version of the revised service and conduct rule of JBIT and may be changed in future by the competent authorities based upon the various enabling acts, Government Rules and Regulation, inputs of stake-holders’ and other important parameters which may evolve over the time frame.

2. **Applicability**

These revised service and conduct rules will be applicable only to regular and permanent employees (teaching as well as non-teaching) of the institute who have been placed in pay scales and will not be applicable to all other kind of employees or staff members employed as consultants, part time staff, daily wages/casual staff under contractual employment unless specifically mentioned in the service rules.

3. **Definitions**

For the purpose of the service and conduct rules the following terms are used in the sense as explained below:

- (a) **‘Institute’ means** JB Institute of Technology Shankapur, Chakrata road Dehradun.
- (b) **Management** means Governing Body of the JBIT institute duly constituted under the specific by laws of the **Jai Bhagwan Education Society, Dehradun** under which the institution has been established.

(c) **Director** means director of the institute or any other person authorized by the Governing Body/management to discharge the duties and responsibilities of the director whatever his/her designation, otherwise.

(d) **Employee** means a regular/continuous permanent employee employed by JB Institute of Technology to discharge the duties/responsibilities of the institute the employees employed in the institute have been broadly classified into two main categories: teaching and non teaching staff

i) **‘Teaching Staff’** means a person engaged in direct academic work of teaching learning and research and publication, other assign duties and so on in the institute. Teaching Staff and faculty member terms are used interchangeably means the same. Teaching staff generally comprise of the following categories.

Director/Directors/Dean/Professor/Head of Department.

Associate Professor/Assistant Professor

Lecturer/Teaching Assistant

Any other category of post declared so by the Executive authority of the institute.

ii) **‘Non-Technical staff’** means a person who may not be directly involved in the academic functions of The Institution and has been engaged in all the other activities which includes:

Director/Directors

Registrar/Administrative Officer

Training & Placement officer

Librarian/Accounts officer/Office Assistant

Technical Assistant/Lab Instructor (Technical Staff)

Supporting Staff

Other Position as may be decides by the Competent Authority of the institute based upon the need and the requirement.

iii) It is the discretion of the Competent Authority to fill up or not any created Post as per need and requirement of the Institution. It is not mandatory and will not be questionable by any person & any authority to fill up all posts at all times.

(e) **‘Salary’** means a sum total of the payments payable to the employee including Basic Pay, Dearness Allowance and House Rent Allowance and other allowances, if any, wherever applicable or consolidated pay without any allowances payable to an employee.

(f) **‘Service’** includes the period during which an employee is on duty as well as on permissible leave duly authorized by the competent authority, but does not include any period during which an employee is absent without salary/leave without pay.

(g) **Competent Authority:** Means an authority authorized for taking the administrative and all other decisions in the organization. He/She may be the Chairman/Secretary/Director(s)/Registrar of the Institute.

(h) **Disciplinary Authority:** The Chairman Governing Body JBIT is the disciplinary authority for all the employees employed in the Institution under the control of the Society. The Chairman may nominate any other person/employee to be the disciplinary authority for a certain class/category of employees. The person so nominated shall exercise the powers of the disciplinary authority in discharge of his/her duty.

(i) **Appellate Authority:** Where the disciplinary authority is being exercised by the Chairman, Governing Body JBIT will constitute an Appellate Authority; in all other cases, the Chairman will be the Appellate Authority.

(j) **Enquiry Officer:** Enquiry Officer is the person/committee appointed by the disciplinary authority of the institute to enquire into the charges leveled against an employee of the Institution.

(k) **Duty:** An employee is said to be “on duty” for the purpose of service benefits. When

i) An employee is discharging the duties of the post to which he/she is appointed or is undergoing training prescribed for the post.

ii) An employee is absent from duty on authorized holidays or permitted vacation or when availing leave other than extra-ordinary leave sanctioned by the competent authority.

iii) An employee is attending a conference/seminar/summer school etc with permission of the competent authority.

iv) An employee is directed to visit the different department for the institute’s work assigned to him or her by the competent authority.

v) An employee who has received invitation for performing examination duties including partials or other important academic activities at other institutes/colleges/universities dually sanctioned and approved by the competent authorities of the institute.

(l) **Leave:** Means leave granted/approved by the competent authority of the institute to an employee, for which he/she is eligible and entitled.

(m) **Year:** Means Calendar Year/Financial Year/Academic Year as the case maybe.

(n) **Grievance:** ‘Grievance’ Would mean complaint made by an affecting individual employee in writing to the competent authority in respect of his/her wages, facilities, injustice, leave, transfer, extension, promotion, seniority and working conditions being observed or faced by him/her.

4. Appointments, Probation & Termination of Service:

i) An Organization/an Educational Institution has following types of employees

(a) Regular/Permanent Employees: Means the qualified and skilled person employed on a regular post and has successfully completed the probation for and whose regular service has been confirmed in writing.

(b) Probationary Employee: It is a first step of appointment of an employee who is provisionally employed with a view to be considered for eventual absorption in the regular service of the Institute. The period of probation, however will be stipulated in the letter of appointment, which may be extended at the discretion of the Management/Governing Body based upon his/her review report about work and conduct of the preceding probation period. Further, before absorption of the concerned employee for a permanent absorption, it is considered essential that the performance of the probationer is objectively judged and evaluated in prescribed format by the HOD or Director, who recommends his/her service to confirm/extend probation or even for termination, if found not suitable, based upon the review report.

(c) Staff on contract: As per the urgent requirement the institute may engage certain kind of employees against Subordinate/secretarial/assistants/attendants/technical/mesons/labour/any other staff, whose service conditions will be as per mutually agreed terms of contract, with the Institute and whose contract may or may not be renewed.

(d) Temporary/Adhoc Appointees: Means the employees who are employed to do work essentially of temporary nature or who are employed in connection with the temporary increase in workload of a department or are employed against permanent employee or probationer who are temporarily absent due to any reason, including one permitted by the Institute to go on study leave.

ii) The Chairman shall be the authority for issuing appointment letter of the Director and Director shall be the authority for issuing appointment letter to all other employees appointed in the institute.

iii) All initial regular appointments for teaching and non-teaching posts shall ordinarily be made on probation for a minimum period of six months at the first instance.

iv) The Governing Body/Management on recommendations of the Director for valid and sufficient reasons may extend the probation period of an employee for such a period as may be found necessary.

V) The employee is deemed to have been on probation until the order declaring satisfactory completion of probation period is communicated to him/her, even if the stated period of probation is completed.

vi) The declaration of probation will not confer on the employee as a special right of permanence to continue on the post on which he/she has satisfactorily completed probation.

vii) The rules governing probation will not apply to appointments made on Adhoc/Contract/Temporary Basis.

viii) Resignation and Termination:

(a) If a confirmed/permanent employee of the institute at any time intends to resign, he/she shall give fifteen days notice in writing or pay fifteen days salary in lieu thereof. Similarly, the Management/Governing Body shall be competent at its discretion to terminate the services of any employee by giving similar notice or salary in lieu of notice.

(b) The Management/Governing Body shall also be competent to terminate the services of an employee in case of abolition of post or posts, due to closure of the Institution or reduction in the number of sections of a class or discontinuance of a teaching subject by giving fifteen days notice in writing or by paying fifteen days salary in lieu thereof.

(c) The management/Governing Body shall also be competent to terminate the services of an employee who is incapacitated to discharge his/her official duties or for misconduct in discharge of his/her official duties, by giving one month's notice or paying salary in lieu of notice.

5. Selection Procedure and Rules:

i) The qualifications required for filling a post shall be such as may be determined by the Management/Governing Body from time to time taking into consideration the regulatory norms prescribed by the State Government/UGC/Affiliating University & AICTE.

ii) The Management/Governing Body will sanction the different kind of teaching posts depending upon the workload and the requirement as purposed by director/registrar of the institute as per the norms and approval from the regulating authorities.

iii) The Management/Governing Body shall have the power to decide whether a particular post will be filled by open advertisement in newspapers/electronic media or by an invitation or from amongst the members of the existing staff in conformity with University Rules and Regulations.

iv) All regular appointments of teaching as well as non-teaching staff in the institution will be based on the recommendations of the Selection Committee duly constituted by the authorities of the institution in accordance with norms of the Affiliating University/State Government/AICTE.

v) Different selection committees have been constituted for different teaching as well as non-teaching posts as per guidelines of the regulating authorities including representatives of Government/University in addition to the institute's authorities to conduct the interview and to prepare the merit list of selected candidate in order of merit based on their interview performances.

vi) The selection committee may reject all the applicants if not found eligible or otherwise due to some other genuine reasons. Generally, for one post a panel of three candidates is prepared in order of merit.

vii) Recommendation of selection committees will be final after approval of The

Management/Governing Body.

viii) For the Director the Chairperson Governing Body is authorized to issue the appointment letter while Director of the institution is authorized to issue the appointment letter to all other employees of the institute.

ix) For all kind of Non-Teaching regular posts, the different selection committees have been constituted by the institute's authorities as per the norms of the regulatory body/bodies including internal and external experts to conduct the interviews of the applicants who applied for these various posts. The suitable candidates will be selected by the selection committees and panels of selected candidates will be prepared in order of merit by the selection committee based upon their performance in the interview and weightage of their experience etc.

x) All other teaching posts (such as Teaching Assistants) and non-teaching posts, as well as all temporary and adhoc appointments shall be based on the recommendation of the Staff Selection committee duly constituted by Executive Body/Governing Body of the institute from time to time.

xi) Recommendations of the selection committee will only be finalized by the approval of the competent authorities of Governing Body/Management.

xii) The Director of the Institute or any other authority as decided by the Chairperson of Governing Body will be competent to issue the appointment letter to the selected candidate/s as per the requirement and need in the Institute.

xiii) All temporary/adhoc/daily wages labour etc. as and when required in the Institute for any urgent work of repairing, mechanical, gardening etc. shall be engaged by the authorities possibly on contract basis for the time being only for the specified tenure. The contract will automatically get terminated on the expiry of the contract period unless extended further.

xiv) JBIT has a well-established HR Department and that is primarily engaged in the appointment of all kind of teaching and non-teaching posts existing or required in the institute as per the sanction and approval of the competent authorities. The functioning of the HR department is based upon its HR policy document. HR policy of the Institute meets the requisition of norms, rules, regulations, procedure etc. required and specified by regulating authorities.

6. Pay, Allowances & Increments:

i) AICTE. Scales of Pay, as applicable from time to time, shall be adopted to all kind of teaching posts subject to approval of the Management/Governing Body. However, the Governance of the institute may temporarily appoint staff on consolidated pay in certain cases to meet the emergent needs.

ii) The scales of pay as approved by the Management/Governing Body shall also be adopted for all other kind of posts not falling under the category of teaching staff.

- iii) Dearness and House Rent Allowances as per State Government rates shall be adopted, but subject to approval of the Management/Governing Body.
- iv) Unless otherwise stated in the appointment order, an employee on appointment shall be eligible to draw pay at the minimum of time scale of pay for the post. However, in case of appointment by promotion from a lower post, his/her pay in the lower post at the time of promotion shall be protected in the time scale of pay of the higher post.
- v) Whole service period in a post on time scale of pay shall be counted for eligibility of increment of the employee.
- vi) Leave granted shall be counted as service duty period for the purpose of eligibility for increment. But leave granted on loss of pay, if it is for more than seven days in a month, shall not be counted as service for the purpose of eligibility of increment. If leave on loss of pay is granted for more than seven days, the date of subsequent increment is postponed by as many days as he/she was on leave on loss of pay.
- vii) Management/Governing Body shall have the authority to withhold an increment for a certain period not exceeding one year as a disciplinary measure for sufficient and valid reasons, and after the employee has been afforded a fair opportunity to defend his/her case. However, such withholding of an increment will not have cumulative effect. When an increment is withheld for a certain period, this period shall be exclusive of any interval spent on leave on loss of pay, if it is for more than seven days in a month.
- viii) The competent authority shall sanction normal increment in case of those staff on regular scales of pay whose personal files did not contain any adverse remarks, since the date of sanction of last increment. In all other cases, the Management/Governing Body shall be the competent authority to sanction normal increments.
- ix) The sanction of increment of any employee in the institute will be informed to the aspirant by the competent authority.

7. Conduct Rules:

Every employee in the institute shall be governed by the below mentioned rules and is liable for consequences in the event of any breach of these rules by him/her.

- i) At all the times every employee is required to maintain integrity, be devoted to his duty and also be honest and impartial in his/her official duties as well as be courteous and polite in his/her dealings with the Management, with other members of the staff, visitors, parents/guardians, students etc. He/she shall exhibit/utmost loyalty and shall always act in the interest of the Institute.
- ii) An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. Biometric method of attendance of an employee i.e. registering time while reporting for duty and leaving

the campus will be followed. No employee shall be absent from duty without prior permission or information to the competent authorities.

- iii) Whenever an employee leaves the station he/she shall inform the Director in writing through the proper channel, the address and contact number/s at which he/she would be available during the period of his/her absence from the institute/head-quarter.
- iv) No employee can engage directly or indirectly in any trade or any private tuition or undertake employment or consultancy outside his official assignment during/after his/her duty hours.
- v) No employee shall be a member of a political party or shall take part in politics or be associated with any party or organization which takes part in political activity nor shall subscribe or aid or assist in any manner to any political movement or activity.
- vi) No employee shall make any statement, publish or communicate through any source/media which amounts to an adverse criticism of any policy or action of the Institute or detrimental to the interests of the Institute.
- vii) No employee shall, except with prior permission of the competent authority, has recourse to law or to the press for the vindication of any official act of the Institute which has been the subject matter of criticism or attack of a defamatory nature.
- viii) Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any other platform unless the competent authority has rejected the claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.
- ix) An employee who commits any offence or dereliction of duty or does an act detrimental to the interests of the Institute will be subject to an enquiry by the competent authority as per rules and regulations with an opportunity provided to him/her to defend his/her case. However, any employee aggrieved with the decision can apply for reconsideration to the Management/Governing Body within 15 days of the receipt of the orders of the decision and the decision of the Management/Governing Body, thereon, will be final and binding on the employee.
- x) No employee shall engage in strike or incitements there to or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of this rule may amount to misconduct and accordingly will be dealt with seriously.
- xi) Prohibition of sexual harassment of working women: No employee shall indulge in any act of sexual harassment of any woman at her workplace in the institute.
- xii) HR policy document, regulations, related to all other remaining parameters not covered in above stated paras, may be applicable.

8. Disciplinary Action:

i) Punishments:

(a) All employees are liable for disciplinary action for disobedience, misconduct and/or dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a fair opportunity has been provided to the employee to defend himself/herself.

(b) As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of institution, after establishing the facts about dereliction/negligence of duties or otherwise.

i) Withholding increments/promotion

ii) Recovery from his salary whole or part of any pecuniary loss caused to the Institute due to negligence of duty of breach of orders

iii) Suspension

iv) Removal/Dismissal from service

9. Explanation:

(a) The discharge of a person engaged under contract in accordance with the terms of contract or of a person appointed other than under the contract to hold a temporary appointment, does not amount to removal or dismissal within the meaning of this rule.

(b) If the competent authority feels it necessary to constitute an Enquiry Committee as a part of the procedure for taking disciplinary action, the Enquiry Committee shall consist of at least three members, which may include the Director of the Institute and two other members appointed by the Management/Governing Body.

(c) Before any of the penalties specified above is imposed against an employee of the Institute it is necessary to give him/her a reasonable opportunity to show cause against the disciplinary action which is proposed to be taken against him/her, by intimating in writing to the employee concerned the grounds on which it is proposed to impose the penalty and by directing him/her to show cause why it should not be imposed. The employee shall be required to put in a statement in writing in his/her defense within a reasonable time and to state whether he/she desires an oral enquiry or only to be heard in person. If he/she desires an enquiry or if the authority concerned so directs, an oral enquiry shall be held. If no oral enquiry is held and if he/she had desired to be heard in person, a personal hearing shall be given to him/her. The proceedings shall contain sufficient record of the evidence and a statement of the findings and the ground thereof, duly signed by all concerned with the inquiry.

(d) The punishment given by a higher authority need not necessarily be the same as that proposed/recommended by the lower authority.

10. Grievances Redressal Mechanism:

In an organization the employees may have some grievances, real or imaginary, which if not heard and resolved expeditiously, may lead to frustration and discontentment among employees, affecting their moral and Institute's interests. Hence, in order to maintain harmonious relations between the employees/staff and the Management of the Institution, it seems to be necessary to formulate the following "Grievance Redressal Mechanism" in the Institution.

A Grievance Redressal has been constituted with representation of employees from all sectors of the institute under the chairmanship of the Director/senior faculty of the institute. The aggrieved person may in writing apply for the grievance he met to this committee which will resolve the issue within a stipulated time period on consultation with the concerned authority related to that grievance and inform the concerned person about its decision. This redressal will be conducted in a free and fair manner giving sufficient and reasonable opportunity to all concerned with this matter.

11. Responsibilities of the Employees:

a) Duties and Responsibilities of the Director/Principal of the institute:

- i) The Director/Principal shall be the chief academic and administrative head of the Institution.
- ii) Policy planning and leadership including total administration of the institute.
- iii) Coordinate various activities connected with admissions, recruitments, teaching, conduct of examinations, infrastructural development, collection of fees, publishing course files and manuals etc.
- iv) Communicating the vision, mission, objectives and all policies of the Governing authority to all employees of the institution.
- v) To maintain cordial relationship with the university authorities, Directorate of technical education, AICTE and such other policy making bodies who matter.
- vi) To conduct meetings of the Management/Governing Body as and when necessary and prepare its minutes. Regularly apprise of the management about the various activities held or scheduled to be held and prepare the proposed annual/semester wise budget for approval of management.
- vii) Monitoring and evaluation of teaching, research, publications, holding meetings of different committees/cells, HODs and performance evaluation of employees, FDP seminars, conferences Faculty Improvement Programs, Guest Lecturers etc.
- ix) To plan functions like Convocation, Independence Day, Republic Day, Fresher's Day, Cultural Fests, International Women's Day, other social activities etc.
- x) Any other responsibility assigned by the authority.

b) Duties and Responsibilities of Deans:

In an academic institute the responsibilities in academic and administrative fields of different kinds may be further delegated by the Director of the institute on the direction of the higher authorities to senior faculty members mainly based upon their field of interest, experience and working in their specific fields. This distribution of work certainly leads to easy access and quality improvement in an institution. Such senior faculty members who have been assigned important administrative duties are designated as Deans. There may be mainly three following Dean-ships in JB Institute of Technology with the approval of the Management/Governing Body:

- Dean Academics
- Dean(Research and Consultancy)
- Dean Student Welfare

Dean will be nominated by the Director from amongst the Professor/Associate Professors, but should not be Head of the Department. It may also be directly appointed. The following duties and responsibilities have been entrusted to the Deans

i) Dean - Academics:

- Dean academics has been appointed on the basis of experience, research achievements, administrative capability and the academic qualifications etc.
- Dean academics shall be under the general supervision of Director/Principal of the institute and administer the academic and administrative affairs of the institute.
- Coordinate admission process in the institute followed by conduct of induction program of the newly admitted students in various courses in the institute.
- Prepare the lists of students with roll numbers and maintain student profiles throughout their stay in the Institute.
- Maintain records of students' attendance and Sessional marks and have liaison with the universities and other higher authorities on all academic matters like schemes of instructions, syllabi, rules and regulations and such others.
- Coordinate the organization/conduct of research activities, seminars, workshops, FDPs, guest lectures, etc. by an active involvement of students and the faculty.
- Coordinate different activities of the institute for encouragement and upliftment of the staff and the students.
- To coordinate the proposals for new courses in the Institute and maintain liaison with university, AICTE and Government.
- Any other responsibility assigned by the authorities in the interest of students and the institution.

ii) Dean - Research & Development:

- A senior faculty in the institute will be given the responsibility of dean research and development based upon his/her an active involvement in research activities, should be Ph.D. with sufficient number of publications and other research activities.

- To work out the various plans to give a boost to R&D activities in the various departments of the college.
- To coordinate all the proposals for research schemes submitted by the faculty of different departments/subjects to be forwarded to various funding agencies.
- To process the documentation process and other formalities for necessary permissions from the university and other authorities for the research projects and other research related activities.
- To coordinate the procurement of different equipment and apparatuses needed for the research purpose in all these research projects.
- Any other duties assigned by the higher authorities in the interest of the institution.

iii) Dean- Student Welfare

- To organize orientation/induction programs to enlighten the newly admitted students (freshers) in the institute in all streams, about the rules, regulations, activities, functioning etc. of the institute.
- To initiate effective steps with the assistance of proctorial committee to prevent ragging or any other kind of harassment to the students.
- To coordinate the activities connected with the fresher's day, annual day celebrations and such other functions.
- To monitor the all kind of activities of the institute conducted by involvement of students and staff for the enlightenment, motivation and upliftment of the students.
- To monitor the sports and athletic activities of the institute.
- To maintain the record of academic prizes given away annually to meritorious students of each class.
- To monitor and organize different activities and programs to create awareness and holistic development among students both boys and girls etc.
- Any other duties assigned by the higher authorities in the interest of the institution.

c) Registrar - Duties and Responsibilities:

- A senior faculty of the institute may be assigned the duty of Registrar of an institute who is well aware of the office working of the educational institute or Registrar may be directly appointed by the authorities of the institute.
- The Registrar is responsible to the Director for the proper discharge of his functions/duties.
- He/She is the custodian of college record and the common seal of the Institute and such other Property of the Institute as the Management/Governing Body deems to entrust under his/her charge.
- He/She deals with legal matters pertaining to administration of the institute.

- He/She will be the head of the non-teaching staff of the institute. He/She is the non-teaching authority next to the Director and Reporting Officer to Director/higher authorities.
- Registrar is supported by the following different authorities of the institute with their specific designation based upon their working for the smooth functioning of the office administration of the institute.
- Any other duty related to the welfare of the institute may also be assigned to the Registrar by the competent authority.

i) Deputy/Assistant Registrar (Establishment):

- To deal with all the matters pertaining to personal management/establishment of the staff appointed on regular, temporary, ad-hoc or contractual engagement.
- Maintain record of every individual on the strength of the institute, whether permanent or temporary.
- Maintain Service Book record and process the matters pertaining to appointment, engagement, promotion, service conditions, disciplinary matters, leave, deputation of staff on official duties, preparation of salary bills, and any other matter assigned by the authorities and to supervise, monitor and guide the subordinates working under him/her, in performance of their duties.

ii) Deputy/Assistant Registrar (Academic):

- Deals with all academic matters such as admission (UG and PG), enrolment etc.
- Issuing of Identity Cards, maintaining personal records of students admitted.
- Assisting in preparation and maintenance of Academic calendar, conduct of internal and external examinations.
- Conduct of annual function/other functions in the institute, convocation, award of degrees, awards, medals etc.
- Issuing transfer certificate, migration certificate, bona fide certificate, Grade cards, degrees, and maintaining the record of legal cases arising out of academic matters.

iii) Assistant Registrar (Finance & Accounts):

- Assisting in preparation of Annual budget, revised budget estimates, maintaining every financial transaction, dealing with Income Tax of the employees, Professional Tax and other taxes, disbursement of salary, scholarships, remunerations, contractual amounts, payment against bills.
- Liaisoning with banks having Institute's accounts, and coordination with the chartered accountant related to audit of accounts of the institute.
- The Assistant Registrar also carries out the activities such as Supervising, monitoring and providing guidance to the sub-ordinates working in Accounts Section.

d) Responsibilities of Head of the Departments:

- i) The duty of Head of the department is assigned to a senior faculty member of that department on the basis of his/her academic qualifications and experience and shall act under general control of the Director/Principal.
- ii) Administer the department in respect of regularity, punctuality, distribution of teaching work and laboratory work according to time table amongst the staff and ensures completion of syllabus in time.
- iii) Maintain vacation duty statement and will arrange substitute for the classes whose teachers are on leave.
- iv) Maintain the relevant topic-wise course files, laboratory manuals and such other documents and updating them from time to time.
- v) HOD should be well informed about the activities and programs of other similar professional institutions of the area.
- vi) HOD will maintain good contacts with all faculty of his/her department.
- vii) Ensure compilation of students' attendance and sessional marks as and when required during Semester/Academic Year and maintain the relevant files and records for future reference.
- viii) Development of various laboratories and arrange for regular maintenance, updating the laboratories by procuring the equipments required to perform all experiments listed in the syllabus.
- ix) Maintain laboratory-wise stock registers for all kind of equipments, chemicals, laboratory wares, fixtures etc.
- x) Coordinate the activities of Technical Associations, Seminars & Conferences and Refresher Courses, expert lectures etc. to encourage the faculty and students.
- xi) Will motivate and engage the faculty members of the department for R & D activities and publication of more number of research papers and patents. HOD will maintain cordial relations and contacts with industries and R & D organizations in the country.
- xii) Extend all possible help to the students of the department for training / project work/ professional employment, industrial visits, field visits etc.
- xiii) In addition to completion of normal curriculum will enlighten students to develop communication skills, report writing, debating and group discussions etc.
- xiv) Efforts are to be put in to enhance the computing skills of the students of the department and organize bridge courses to make up deficiencies.
- xv) Any other responsibility assigned by the authorities in the interest of students and the institution.

e) Controller of Examinations (COE):

A senior faculty may be assigned the additional duty of controller of examination who should be well aware of all kind of norms/procedures related to conduct of examinations (internal as well as external). There may be a direct appointment of a senior academician for the post of Controller of Examination in the institute.

- Examination committee under the guidance of authorities of the institute and controller of examination will prepare a calendar of CIE (Continuous Internal Examinations).
- The date-sheet for internal examination will be decided by the academic committee in consultation with the COE and after approval from the Director of the institute is circulated among the students and the staff and placed on notice board.
- The rules and regulation for the staff on examination duty and the students appearing as examinee are pasted on the notice boards by the COE just before the commencement of the examination.
- After examination the answer sheets of students are distributed equally among the teachers of the concerned subject and course for evaluation. After evaluation and showing them to students, the answer sheets along with award lists are returned to the COE office.
- The grievance regarding evaluation of answer sheet is resolved as per the prescribed procedure.
- Coordinate the conduct of all end semester examinations of affiliating University as per the schedules given by the university.
- Coordinate all the laboratory examinations and send the award list received from the various departments to the university.
- Announce schedules and conduct of mid sessional examinations.
- In general, to coordinate all activities connected with the university examinations and also the internal examinations of the Institute.

f) Responsibilities of Teaching Staff/Faculty:

Besides teaching, all the teachers or the faculty members are expected to spend their time and efforts for various other activities of the institute and contribute their maximum for the betterment of self and the Institute. They are required to necessarily cooperate in students' counseling, give support to the administration and involve themselves in R&D/Consultancy and extensions activities etc and to contribute in teaching-learning and all other activities of the institute. As per the AICTE norms the spending time for Professors, Associate Professors and Assistant Professors has been stipulated. The Heads of Departments, Deans and other officers in charges of Administrative and Academic Units of the Institute are required to spend more time in planning, streamlining and structuring the various activities at every level in their concerned department/unit and institute as a whole.

Academic Responsibilities:

- Class Room Instructions & Laboratory Instruction of high quality in line with the syllabus prescribed by concerned University and relevant advanced topics beyond syllabus be incorporated for the betterment of students.

- To develop curriculum, learning resource materials and Laboratories.
- To actively participate in co-curricular and extra - curricular activities of the Institute and those organized by other institutions.
- Excellent guidance and counseling to promote personal, ethical, moral and overall character of the students.
- To keep abreast and help to generate new knowledge and skills, and disseminate such knowledge through publication of papers, books and seminars etc.
- Self-development through up-gradation of qualification and participation in professional activities.
- In addition to all above said duties the authorities of the institute may assign other additional duties as and when the need arise in the interest of the students and the institution.

Administrative responsibilities:

- To participate actively in academic and administrative management of the institution and also in policymaking to help mobilization of resources.
- Planning, monitoring and evaluation and promotional activities at departmental and institutional level.
- To design and develop new Programs of high quality including technical Education.
- To prepare project proposals for funding in vital areas of R &D.
- Laboratory Development and Modernization as per new syllabus.
- To plan and implement staff development activities.
- To maintain accountancy and to conduct performance appraisal.

Research & Consultancy

- To actively involve in Research and Development Activities, Research guidance and Industry sponsored research.
- To provide consultancy and testing services by providing extension services and participating in community services.
- To provide non-formal modes of education for benefit of community and dissemination in community services.
- To promote the spirit of entrepreneurship with an aim for creation of jobs.
- And any other relevant work assigned by the head of the institution.

In this contest the institute has developed a research policy document which has been revised keeping in view the latest instructions issued by the government, institute, research funding agencies etc and to motivate and enlighten the staff and the students of the institute towards research and research related activities like publication of research papers, enrollment in Ph.D. programs and submission of patents etc.

g) Librarian:

- He/She shall maintain the record of the books and journals available in the library and extend the book facilities to staff and students.
- He/She shall maintain the record of books under different heads and procure the books as per the requisitions received from the staff and Institute authorities.
- He/She shall provide the reading room facility to the staff and students and shall be responsible for security of the books and other material.
- He/She shall provide the facilities approved by the Management such as Book Bank facility to all the students of first year/new entrants and, books to needy students.
- He/She shall update the library as per the requirement. He shall supervise the circulation/transaction through Assistant Librarian and other staff.
- He/She is also required to supervise, monitor and guide the sub-ordinates working under him/her, in performance of their duties in the library.

For the smooth and efficient working of the library in JBIT certain rules have been framed in the institute regarding the issuance and return of books, book bank, retention of books, e-books, digital library etc. The details are as below:-

Library Rules: i) Library Membership

The membership is open to all regular students, Faculty members and non teaching staff of JBIT and any person associated with the Institute or permitted by the Institute's authority and may be admitted to use Library facility. Members must carry his/her membership card on every visit to the Library, and produce it whenever demanded by the library staff. Unauthorized use of other members' Library membership cards for using Library service is illegal and may be liable for disciplinary action. The Library Assistant at the entrance is authorized to examine everything including belongings that passes into and goes out of the Library.

ii) Borrowing Privileges

Only registered members are entitled to borrow books from the library. 4 books will be issued to the students for a specific period, Book Bank Facility is also available in the library for the students. Faculty members are entitled to borrow 03 books, and Administrative staff members are entitled to borrow 02 books. The books will be issued to the students for 15 (fifteen) days only. Faculty members can keep books for maximum 30 days, and Administrative staff members can keep books for maximum 30 days. Reference books, bound periodicals/ journals and loose issues of periodicals shall not be issued. The Librarian may at his/her

discretion stop the issue of any book. It is the responsibility of the student to return the books within the stipulated due date. No reminders will be issue by the Library.

Reference Books

Journals, bound Volumes, loose issues of journals and the latest available issues of the magazines are to be referred within library premises and are not available for issuing out. Thesis/Dissertations/Project works submitted by students are not issuable.

Library timings (Subject to change):

Library timings for all kind of stakeholders are same as that of the institute i.e. on all working days: 09:00 AM - 05:00 PM

Text Books Loan Scheme (TBS)

The TBLS is open only for the old batch of B-Tech, Diploma students for 3rd / 5th /7th semester's regular students. Students will get a set of recommended books (Printed/eBooks) through the textbook Loan scheme for a semester. The printed course books will be returned to the library after the end of semester examination as notified by the Institute. If any student fails to return the books in time, he / she will not be allowed to register for the next semester. In case the course book is available in E-books format, the library will not issue any hard copy to students.

Loss of Books

In case the books are lost, damaged or not returned, the concerned member will have to replace the latest edition of the new book. Else he / she will have to pay double the printed cost of the book. Photocopies / old books will not be accepted as replacement if the book lost or damaged is one of the volumes of a set, the member shall have to compensate for the cost of the whole set.

Library Fine

An overdue charge of Rs. 2- per day / per book for the overdue books issued from the library stock will be charged from the students."No Dues- certification will be cleared from the library only after the library dues are fully paid up upon completion of the program

Discipline, Security-General Rules & Regulations

The Library Assistant at the entrance is authorized to examine everything that passes into or goes out of the library. Books removed from the shelves by students / Faculty, if not required for reference, should be kept on the book trolley or on the table nearest to them. Please do not try to shelve them yourself. The members shall

satisfy themselves about the physical condition of the books before borrowing. No plea that the book was already damaged will be entertained at the time of the return of the book. Beverages, eatables, drinking, smoking and usage of cell phones are strictly prohibited inside the library. Members should not deface, mark, cut, mutilate or damage library resources. Students are advised not to issue books to others against their names.

- All personal belongings except Laptop, purses, Notebooks and other valuable items (Such as camera, ATM Card etc.) shall be deposited at the library / Property Counter.
- All users are requested to maintain dignified silence in the library.
- All users are requested to keep their mobiles switched off or in silent mode in the Library.
- The disfiguring of Library furniture e.g. writing on tables, newspapers, etc. would result in the cancellation of library membership and also amounts to forfeit the refundable security deposit.
- During Examination time, one copy of a personal book is allowed in the library (other than library documents) during library hours.

Theft / Misuse of Library Resources:

The theft of Library resources like books, journals issues, reports and dissertations will be viewed very seriously. Each case will be examined to ascertain its genuineness and the matter will be reported to the Discipline Committee, for further necessary action.

Digital Library

- Digital Library is to be used for academic purposes only.
- Online chatting in the digital library is not allowed.
- Browsing of social networking sites is strictly prohibited. Strict disciplinary action may be taken against the defaulters.
- Playing games on computers is strictly prohibited in the entire library premises.
- Unplugging the Desktop and changing the user ID and Password is a punishable offence.
- Changing the settings and display of the computers are not permitted.

h) Non — Teaching Staff duties and responsibilities:

The duties and responsibilities of non-teaching staff are in accordance with the place of their duty and the work nature at the seat where he/she is performing his/her duty. All the non-teaching employees of the institute may be working at any position in any department will be required to maintain peace and harmony among their fellow colleagues and teaching staff and other authorities of the institute.

They will have to maintain discipline and maximum workability while performing his/her duty at a place in respect to nature of their work. The work and conduct rules as applicable to teaching staff excluding teaching-learning, research activities etc. will also be applicable to the non-teaching staff.

The working timings in the institute will be from 9:30 AM to 5:00 PM in general and may be altered by the orders of the competent authority/management. However, any known teaching employee of the institute may be retained beyond the specified working hours if the need arise. Every employee is supposed to perform his assigned duty in an honest and responsible manner.

The fourth class employees including peons, gardeners, lab. attendant/ bearers, are required to report half an hour earlier than normal arrival time and to leave half an hour late to normal departure time.

The contractual employees and security guards will perform their duties in accordance with their terms and conditions of contract.

For any other category of non-teaching employees which have not been covered above will be performing their duties and responsibilities as directed by the Registrar/Director/competent authority of the institute.

12. Leave Rules

General:

These rules shall be called the JBIT Group of Institutions, Leave Rules and have been specified in the HR policy of the Institutions. The JBIT group of Institutions comprise of:

JBIT Institute of Technology

JBIT College of Applied Sciences

JBIT College of Pharmacy

- a) A leave account shall be maintained for each employee in the office of the Institute and Leave cannot be claimed as a matter of right.
- b) The sanctioning authority has full discretion to refuse or revoke leave of any kind when the exigencies of service so demand.
- c) The sanctioning authority may recall any employee to duty before the expiry of his/her leave/s if an emergent need arises.
- d) Unauthorized absence from duty may be treated as misconduct inviting disciplinary action.
- e) An employee on leave shall not take up any service or accept any employment.

f) Leave need to be applied by any employee on the prescribed Performa as far as possible except in case of emergency.

Kinds of Leave

The following kinds of leave may be granted to an employee in JBIT:

- a) Casual leave
- b) Maternity leave/Paternity Leave
- c) Special Leave
- d) Compensatory leave
- e) Medical/Sick Leave
- f) Academic Leave/ On Duty Leave and
- g) Short Leave
- h) Miscellaneous

a.) Casual Leave:

- An employee (teaching and non-teaching) of the Institute on Casual Leave will not be treated as absent from duty and his/her pay will not be interrupted. Casual Leave will not be earned by duty.
- Sundays and other holidays as per the calendar of the Institute may be prefixed, inter-fixed and suffixed with the casual leaves.

i.) Teaching staff

Teaching Staff will be entitled to avail one Casual Leave per month. He/She may accumulate his/her leaves and avail them together any time during the running academic year (July to June). Extra leave availed will be considered leave without pay (LWP).

- A total of Twelve (12) Casual Leaves will be permitted per year i.e. one leave per month. If the date of joining of any employee is before the 15th day of the month, Casual Leave will be granted else not.
- Teaching Staff will be entitled to avail a maximum of 12 days off in summer after the completion of even semester and 04 days off in winters after the completion of odd semester subject to the orders of the competent authorities.
- Vacation leave will be decided by the authorities keeping in view the need and requirement of the staff in the institute.
- The dates of vacation leave will be declared by the Director of the institute keeping in view the urgency/requirement of the employee in the institute.
- The vacation leaves will be given to the employees alternatively, some earlier others later in slots.

- Advisor(s)/Director(s)/Dean(s)/Registrar of the institute will get his/her leave approved by the Chairman of the Institute or his nominee designated by the chairperson of the management. For all other employees of the institute Director will be competent to approve the leaves for all Teaching staff.
- In case of emergency, intimation regarding the same need to be given to the Director/Registrar and approval sought at the earliest available opportunity and submit the leave accordingly.

ii.) Non Teaching Staff

- Non Teaching Staff will be entitled to avail one Casual Leave per month. He/She may accumulate his/her leaves and avail them together any time during the running academic year (July to June). Extra leave availed will be considered leave without pay (LWP).
- A total of Twelve (12) Casual Leaves will be permitted per year i.e. one leave per month. If the date of joining of any employee is before the 15th day of the month, Casual Leave will be granted else not.
- Non Teaching Staff of the institute will be entitled to avail a maximum of 06 days off in summer after the completion of even semester and 03 days off in winters after the completion of odd semester subject to the orders of the competent authorities.
- The dates of vacation leave will be declared by the Director of the institute keeping in view the urgency/requirement of the employee in the institute.
- The vacation leaves will be given to the employees alternatively, some earlier others later.
- All non-teaching staff of the institute will get their leave(s) sanctioned by Director/Registrar of the institute.
- In case of emergency, intimation regarding the same will be given to Director/Registrar and approval sought at the earliest available opportunity followed by submission of leave after approval.

b. MATERNITY LEAVE/ PATERNITY LEAVE

- All the confirmed women employees of the JB Institute of Technology may be granted maternity leave for a maximum period of 3 months.
- Such leave application must be supported by medical certificate of a qualified doctor (M.B.B.S. / M.D.).
- Any leave applied for in continuation of maternity leave may be granted only if it will be supported by a medical certificate, that too without pay (LWP).

- Maternity leave may be combined with other kinds of leave and will not be debited to any other kind of leave(s).
- The payment of maternity leave duration will only be released when the women employee re- joins her duty and produces an undertaking of the effect that she will be serving the institute for a minimum period of one year w.e.f. her re-joining date after availing maternity leave.
- Maternity leave must be applied at least 3 months in advance and will only be granted to a woman employee provided she submits an undertaking that she has two or less than two surviving children.
- Male staff members will be eligible to avail 6 days paid paternity leave subject to submission of an undertaking immediately after the delivery of his wife that he has been blessed with a child and no any other person is available at his home to look after his wife and the infant/s.

C. Special leave

- Special leave of a particular duration maximum of four days may be granted by the Director/Registrar to an employee for self-marriage (once only). This can be clubbed with the balance C.L. (s) of that employee.
- Incise of marriage of the Lady staff a Kanya Daan worth Rs. 2100/- (two thousand one hundred) and for Gent staff a Shagun worth Rs. 1100/- (one thousand one hundred) will be gifted from the management side and a representative will be sent for the purpose to attend the occasion.
- Special leaves of four days as uncounted leave may be granted by the Director/Registrar of the Institute in case of death of own dependents (own parents, own children or legally wedded spouse and real brother/sister) and can be clubbed with the balance C.L. (s).
- Special leaves will only be sanctioned after getting approval of the Chairperson of the institute or his/her authorized representative.

d. COMPENSATORY LEAVE

- In lieu of working on closed day(s) by the employee (Teaching and Non-Teaching), he/she will be granted Compensatory Leave which can be availed within 60 days of working and after this period it/those will lapse.
- Regarding working on closed day(s) an earlier information/sanction will be required (oral/written).

e. MEDICAL/SICK LEAVE

- A maximum of seven days medical leave may be granted / availed in case of accident, hospitalization or getting operated due to serious illness of employee on submission of proper documentary evidence.
- This leave may be combined with the balance C.L. (s) of the employee.

f. Academic Leave/On Duty Leave

- A faculty in the institute will be entitled to avail a maximum of 14 days Academic Leaves in an academic session for academic and research activities. These leaves will be approved by the Director of the institute.
- Academic Leave will also include the participation of a faculty in research papers/patents presentation in seminars, conferences, workshops, FDPs, university concerned activities (BOS, BOE etc.).
- An employee of the institute asked by authorities to visit the University, Government Offices and other departments/ organizations for any kind of institute's work etc. will be considered on duty.
- All kind of Academic Leave and On Duty (OD) Leave will be paid leaves.
- For duty leave assigned by the institute the remuneration comprising of TA and DA will be paid to the employee as per the rules of the institute.

g. Short Leave

- Maximum of two short leaves of duration two hours each will be permissible every month. The short leave when availed can also be clubbed with the lunch timings.
- The short leaves will be allowed to be availed separately and not collectively as far as possible.
- The short leaves will only be granted after duly sanctioned by the competent authority on the prescribed Performa.