

# *GOVERNANCE*



# **B.S. ABDUR RAHMAN CRESCENT INSTITUTE OF SCIENCE AND TECHNOLOGY**

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## Memorandum of Association

### 1. NAME

The name of the Society shall be B.S. Abdur Rahman Crescent Institute of Science and Technology

Name of the Deemed to be University

The name of the institute shall be B.S Abdur Rahman Crescent Institute of Science & Technology (Deemed to be University) located at Seethakathi Estate, G.S.T Road, Vandalur, Chennai- 600 048.

### 2. OFFICE

The registered office of the society shall be situated at No. 4, Moores Road, Chennai - 600 006.

#### 2.1 Office of the Deemed to be University

The registered office of the deemed to be University shall be at Seethakathi Estate, G.S.T Road, Vandalur, Chennai – 600 048

### 3. OBJECTIVES

The objectives for which the institute is established shall be:

To provide higher education and training leading to excellence and innovation in branches of learning such as Engineering and Technology, Management, Applied Sciences, Humanities, Arts, Commerce, Social Science, Law, Medical Science, Dental Science, Paramedical Science, Agriculture and other disciplines as the Institute may deem fit.

To contribute to higher education leading to excellence and innovations in such branches of knowledge as may be deemed fit primarily at post-graduate and research degree levels fully conforming to the concept of university, namely, University Education Report (1948) and the Report of the Committee on Renovation and Rejuvenation of Higher Education in India (2009) and the Report of the Review Committee for Deemed to be Universities (2009).

To engage in areas of specialization with proven ability to make distinctive contributions to the objectives of the higher education system.

To provide high quality teaching and research for the advancement of knowledge and its dissemination through various research programmes undertaken in-house by full time faculty/research scholars (PhDs and Post Doctoral) in diverse disciplines.

To enable creation of institutions deemed to be university under the 'de novo' category devoted to unique and emerging areas of knowledge, not being pursued by conventional or existing institutions - particularly in specific areas

of study and research preferably sponsored by the Government of a State/UT or the Central Government regarded as important for strategic needs of the country or for the preservation of our cultural heritage, so determined by a well laid-out process of wide consultation with eminent peers of academic community.

#### **4. POWERS AND FUNCTIONS OF THE UNIVERSITIES**

To carry out the above objectives and for the management of the institute including its properties, the institute shall have the following powers:

To establish courses of study and research and to provide instruction in such branches of study as the institute deems appropriate for the advancement of learning and dissemination of knowledge in such branches.

To confer degrees and to grant Diplomas and / or Certificates to persons who have satisfactorily completed the approved courses of study and / or research as may be prescribed and shall have passed the prescribed examinations.

To institute and award visitorship, fellowship, exhibits, prizes and medals.

#### **5. INTERPRETATION OF THE OBJECTIVES**

The Institute is established for public benefit and accordingly the objectives of the institute as set forth above will be interpreted and restricted to objectives and purposes as are regarded in law to be public charitable in nature.

#### **6. INSTITUTE OPEN TO ALL**

- The Institute shall be open to all persons regardless of race, religion, creed, caste, class and geographical area of the country. No test or condition shall be imposed as to religious belief or occupation in admitting or appointing members, students, teachers, workers or in any other connection whatsoever.
- No capitation fee shall be charged in any form in consideration for admission.
- In the case of self-financing institutions, fees to be prescribed shall be as per the regulations prescribed under the UGC Act, section 26 (1) (I).
- No benefaction that involves conditions and obligations opposed to the spirit and objects of the institution shall be accepted by the institute.
- Admission and employment in an institution deemed to be university shall be open to all citizens of India regardless of race, religion, caste or creed and the area/place of residence in India.
- All policies and procedures, as applicable to the university level institutions of public and privately funded institutions respectively, shall

apply to the appropriate category of institutions deemed to be universities.

## 7. ADMISSIONS

Admissions shall be made on all India basis to the identical courses through a common entrance test conducted either by the University Grants Commission or by an Institution / Agency identified and approved by the UGC. This shall also apply to those institutions which have already been given the deemed to be university status.

The Institution shall not, for admission in respect of any course or programme of study, accept payment towards admission fee and other fees and charges:-

- a) which is a capitation fee or donation in whatever nomenclature or form;
  - b) other than such fee or charges for such admission, which has been declared by it in the prospectus for admission against any such seat, and on the website of the institution, provided if there are any fees prescribed in accordance with the fee regulations framed by the Government or by the commission from time to time, then the fees or other charges for admission shall not exceed the same;
  - c) Such fee shall not be levied without a proper receipt in writing issued for such payment to the concerned student admitted in such institution.
- (1) The Institution deemed to be university shall not charge any fee for an admission test other than an amount representing the reasonable cost incurred by it in conducting such test: Further, the institution shall not engage in commercialization of education in any manner whatsoever, and shall provide for equity and access to all deserving students.
- (2) In case an admitted student does not join the institution within 7 days of opening of the Institution, the Institution shall refund the fee:
- a. In case the student informs of his intention not to join the institution at least 7 days before the start of the academic session, then 100% of the fees collected minus the processing charges, which shall not be more than Rs. 10000, or any other amount fixed by UGC shall be refunded within 15 days of receipt of information from the student.
  - b. In case no such information is given by the student but the Institution is able to fill up the seat so vacated, then 100% of the fees collected minus the processing charges, which shall not be more than Rs 10000, or any other amount fixed by UGC. The same shall be refunded within 15 days of request of refund from the student or the expiry of 30 days after opening of academic session, whichever is later.

- c. In case no such information is given by the student and the Institution is not able to fill up the seat even by the end of 30 days after the opening of academic session, then 50% of the fees collected minus the processing charges, which shall not be more than Rs 10000, or any other amount fixed by UGC. The same shall be refunded within 15 days of request of refund from the student or the expiry of 30 days after opening of academic session, whichever is later.

(3) If a student joins the Institution, and then leaves it in mid-session then the entire fees collected shall be forfeited.

Admission of students to an institution deemed to be university shall be made in the following manner:

- 1) In case the appropriate statutory authority has specified the process of selection for admission to any course, or programme of study in any institution which includes conducting competitive admission test for ascertaining the competence of any person to pursue such course or programme of study, in that case, no person shall be admitted to such course or programme of study in such institution, except through an admission test conducted by a recognized body or such institution or a group of institutions, if such institution or group of institutions have been so authorised by the Central Government or a State Government or any statutory authority.
- 2) In case the process of selection for admission to any course or programme of study in the institution including conducting competitive admission test has not been specified under sub-clause (i), in that case, no person shall be eligible for admission to such course or programme of study in such institution except through inter se merit to be specified in the prospectus of each institution and the inter se merit so arrived at shall be published on the website of the institution, along with the scores attained by all individuals in each of the parameters taken into reckoning for arriving at such inter-se list :

Provided that admission of Non-Resident Indians (NRI)/Persons of Indian Origin (PIO)/Foreign students to institutions shall be governed by the Guidelines/Regulations framed by the Commission in this behalf from time to time.

The institution deemed to be university shall –

- a) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years;
- b) exhibit such records on its website; and

- c) be liable to produce such record, whenever called upon to do so by any statutory authority or by the Government under any law for the time being in force.

The Institution shall publish, before expiry of sixty days prior to the date of the commencement of admission to any of its courses or programmes of study, a prospectus containing the following for the purposes of informing those persons intending to seek admission to such institution and the general public, namely :-

- i) each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or a programme of study, and the other terms and conditions of such payment;
- ii) the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or programme of study and the time within, and the manner in, which such refund shall be made to the student;
- iii) the number of seats approved in respect to each course or programme of study for the academic year for which admission is proposed to be made;
- iv) the conditions of eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or programme of study, where so specified by the institution;
- v) the educational qualifications specified by the relevant statutory authority / body, or by the institution, where no such qualifying standards have been specified by any statutory authority;
- vi) the process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test;
- vii) details of the teaching faculty, including the educational qualifications and teaching experience of every member of its teaching faculty and also indicating whether such member is on regular basis or visiting basis;
- viii) the minimum pay and other emoluments payable for each category of teachers and other employees;
- ix) the ranking of the Institution under National Institutional Ranking Framework for the last three years (if available)



- x) information in regard to physical and academic infrastructure and other facilities including hostel accommodation, library, hospital or industry wherein the practical training to be imparted to the students and in particular the facilities accessible by students on being admitted to the institution;
- xi) broad outline of the syllabus specified by the appropriate statutory body or by institution, as the case may be, for every course or programme of study, including the teaching hours, practical sessions and other assignments;
- xii) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution, and, in particular, such discipline relating to prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made under the University Grants Commission Act, 1956 or any other law for the time being in force.

The institution shall publish information referred to in items (i) to (xi) of this clause on its website, and the attention of the prospective students and the general public shall be drawn to such publication on the website through advertisements displayed prominently in the different newspapers and through other media;

Provided further that the institution deemed to be university may publish prospectus in accordance with this clause at any time before the expiry of sixty days specified under this clause.

The Institution deemed to be university shall fix the price of each printed copy of the prospectus, being not more than reasonable cost of its publication and distribution and no profit be made out of this publication, distribution or sale of prospectus.

The Institution shall not directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a course or programme of study conducted by it.

No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or otherwise, for obtaining admission to any seat or seats in a course or programme of study in the Institution deemed to be university.

The Institution which has in its possession or custody, of any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such

institution, shall not refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue or avail any facility in such institution.

In case a student, after having admitted to the institution deemed to be university, for pursuing any course or programme of study in institution, subsequently withdraws from institution, the institution in that case shall not refuse to refund such percentage of fee deposited by such student and within such time as has been mentioned in the prospectus of the institution.

The Institution deemed to be university shall not issue or publish-

- a. any advertisement for inducing students for taking admission in the institution, claiming to be recognized by the appropriate statutory authority where it is not so recognized; or
- b. any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the institution, or person authorized to issue such advertisement on behalf of the institution knows to be false or not based on facts or to be misleading.

The Institution deemed to be university shall admit students to its approved academic programme, under its enrolment, only from the academic session that follows the notification issued by the Central Government.

## **8. INCOME AND PROPERTY OF THE INSTITUTE TO BE APPLIED FOR THE OBJECTIVES ONLY**

The income and property of the institution deemed to be university shall be utilized solely for promoting the objectives of that institution deemed to be university.

## **9. INCOME AND PROPERTY OF THE INSTITUTE NOT TO BE PAID OR TRANSFERRED BY WAY OF PROFIT.**

No portion of the income and property of the institution deemed to be university shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit to the persons who were at any time or are members of the institution deemed to be university or to any of them or any persons claiming through them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other person as consideration for any service rendered to the institution deemed to be university or for travelling or other allowances and such other charges.

## 10. MANAGEMENT OF THE INSTITUTE

Late Dr. B.S. Abdur Rahman shall always be referred as “Founder President” of the society which is sponsoring B.S. Abdur Rahman Crescent Institute of Science & Technology (Deemed to be University).

The following are the members of the society:

Name	Address	Occupation	Designation
Mr. Arif Buhari Rahman	No.4, Moores Road, Chennai – 600 006.	Business	President
Mr. Abdul Qadir A.Rahman Buhari	No.4, Moores Road, Chennai – 600 006.	Business	Secretary
Mr. Ahmed Buhari	No.4, Moores Road, Chennai – 600 006.	Business	Member
Mr. Ashraf A.Rahman Buhari	No.4, Moores Road, Chennai – 600 006.	Business	Member
Mr. Khalid A.K. Buhari	No.4, Moores Road, Chennai – 600 006.	Business	Member
Mr. Syed Mohammed Buhari	No.4, Moores Road, Chennai – 600 006.	Business	Member

## 11. REVIEW OF THE ACADEMIC ACTIVITIES OF THE INSTITUTION DEEMED TO BE UNIVERSITY:

The functioning of the institution deemed to be university may be reviewed after a period of every 5 years or earlier if necessary, by a Committee appointed by the Commission.

## 12. INSPECTION OF THE INSTITUTION DEEMED TO BE UNIVERSITY BY THE COMMISSION:

The University Grants Commission may cause an inspection, to be made by such person or persons as it may direct, of the institution deemed to be university, its buildings, fixtures and fittings, laboratories and equipment as also examinations, teaching and other work carried on or done and, if necessary, to cause an inquiry to be made in respect of any matter connected with the administration or finances of the institution deemed to be university.

The UGC shall, in every case, give notice to the institution deemed to be university of its intention to cause an inspection or inquiry to be made and on receipt of such a notice, the institution deemed to be university shall have the

right to make such representations to the Commission as it may consider necessary.

Where an inspection or inquiry has been caused to be made by the Commission, the institution shall be entitled to appoint a representative who shall have the right to be present and to be heard at such inspection or inquiry.

The Commission may communicate the result of such inspection or inquiry together with such advice as it may be pleased to offer as to the action to be taken by the institution deemed to be university to the Vice-Chancellor who shall communicate the same to the Board of Management.

The Board of Management shall give proper consideration to the said communication regarding the result of inspection or inquiry and the proposals for action by the institution deemed to be university and communicate to the Commission the action, if any, which it proposes to take or has taken upon the result of such inspection or inquiry.

Where the Board of Management does not, within a reasonable time, take any action to the satisfaction of the Commission, the Commission may, after giving due consideration to the explanation furnished or representation made by the Board of Management to it, issue such directions as it may think fit and the Board of Management shall comply with such directions.

The persons signed below are desirous to form the above Association under the Tamil Nadu Societies Registration Act 1975 on rules 1978.

<b>NAME</b>	<b>ADDRESS</b>	<b>OCCUPATION</b>	<b>DESIGNATION</b>
Late Dr. B. S Abdur Rahman	No.4, Moores Road, Chennai – 600 006.	Business	Founder
Mr. Arif Buhary Rahman	No.4, Moores Road, Chennai – 600 006.	Business	President
Mr. Abdul Qadir A. Rahman Buhari	No.4, Moores Road, Chennai – 600 006.	Business	Secretary
Mr. Ahmed Buhari	No.4, Moores Road, Chennai – 600 006.	Business	Member
Mr. Ashraf A. Rahman Buhari	No.4, Moores Road, Chennai – 600 006.	Business	Member
Mr. Khalid A.K. Buhari	No.4, Moores Road, Chennai – 600 006.	Business	Member
Mr. Syed Mohammed Buhari	No.4, Moores Road, Chennai – 600 006.	Business	Member
Mr. M. Mohamed Hassan	No.4, Moores Road, Chennai – 600 006.	Business	Member

## **RULES AND REGULATIONS OF B.S.ABDUR RAHMAN CRESCENT INSTITUTE OF SCIENCE AND TECHNOLOGY**

### **1. SHORT TITLES**

These rules shall be called the rules of the B.S. Abdur Rahman Crescent Institute of Science and Technology.

### **2 ADDRESS OF THE SPONSORING SOCIETY**

The registered office of the society shall be situated at No. 4, Moores Road, Chennai 600 006.

#### **Address of the Deemed to be University**

The registered office of the deemed to be University shall be at Seethakathi Estate, G.S.T Road, Vandalur, Chennai – 600 048.

### **3 DEFINITIONS**

In the rules unless the context otherwise requires

- i) Authorities means the authorities of the Institute
- ii) Board of Management means the Board of Management of the Institute
- iii) Academic Council means the Academic Council of the Institute
- iv) Chancellor means Chancellor of the Institute
- v) Pro-Chancellor means Pro- Chancellor of the Institute
- vi) Vice-Chancellor means Vice-Chancellor of the Institute
- vii) Commission means Universal Grants Commission
- viii) Govt. means the Govt. of India

### **4 DATE OF FORMATION: 15.06.2007**

### **5 WORKING HOURS: 09.00 AM TO 4.10 PM**

### **6 OBJECTIVES**

The Objectives for which the Institute is established are:

To provide higher education and training leading to excellence and innovation in such branches of learning such as Engineering and Technology, Management, Applied Sciences, Humanities, Arts, Commerce, Social Science, Law, Medical Science, Dental Science, Paramedical Science, Agriculture and other disciplines as the Institute may deem fit.

To provide for higher education leading to excellence and innovations in such branches of knowledge as may be deemed fit primarily at post-graduate and research degree levels fully conforming to the concept of university, namely, University Education Report (1948) and the Report of the Committee on Renovation and Rejuvenation of Higher Education in India (2009) and the Report of the Review Committee for Deemed to be Universities (2009).

To engage in areas of specialization with proven ability to make distinctive contributions to the objectives of the higher education system.

To provide high quality teaching and research for the advancement of knowledge and its dissemination through various research programmes undertaken in-house by full time faculty/research scholars (PhDs and Post Doctoral) in diverse disciplines.

To enable creation of institutions deemed to be university under the '*de novo*' category devoted to unique and emerging areas of knowledge, not being pursued by conventional or existing institutions - particularly in specific areas of study and research preferably sponsored by the Government of a State/UT or the Central Government regarded as important for strategic needs of the country or for the preservation of our cultural heritage, so determined by a well laid-out process of wide consultation with eminent peers of academic community.

## **7 AUTHORITIES OF THE INSTITUTE**

The following shall be the authorities of the institute:

- i) Board of Management
- ii) Academic Council
- iii) Planning and Monitoring Board
- iv) Finance Committee
- v) Board of Studies
- vi) Selection Committee
- vii) Such other authorities as may be declared by the bye-laws to the authorities of the institute

## **8 POWERS & COMPOSITION OF THE BOARD OF MANAGEMENT (Deemed to be University)**

The Board of Management shall be the principal organ of management in the Institute. It shall be a compact and homogeneous body enabling it to take and implement well considered decisions promptly and to effectively handle crisis situations.

## Powers

The board of Management shall be the principal organ of Management and principal executive body of the institute and shall in addition to all powers vested in it have the following powers namely:

To establish, on the advice of the Academic Council, Divisions and Departments for the academic work and functions of the institution deemed to be university and to allocate areas of study, teaching and research to them;

To create teaching and academic posts, to determine the number, cadres and qualifications thereof as approved by the Commission, and statutory body concerned and the emoluments of such posts in consultation with the Finance Committee;

To appoint such Professors, Associate Professors, Assistant Professors and other academic staff as may be necessary on the recommendation of the Selection Committee;

To lay down the duties and conditions of service of the Professors, Associate Professors and Assistant Professors and other academic staff of the institution deemed to be university in consultation with the Academic Council;

To provide for appointment of Visiting fellows and Visiting Professors;

To create administrative, ministerial and other necessary posts in terms of the cadres laid down and to make appointment thereof in consultation with the Finance Committee;

To constitute, for the benefit of the teaching, academic, technical, administrative and other staff, such pension, insurance, provident fund and gratuity as it may deem fit and aid in the establishment and support of Association, Institutions, Funds, Trusts and conveyances calculated to benefit the staff and the students of the Institution deemed to be university;

To regulate and enforce discipline among the employees of the institution deemed to be university and to take appropriate disciplinary action, wherever necessary;

To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the institution deemed to be university;

To grant leave of absence to the Vice-Chancellor and to make necessary arrangements for carrying on his/her functions during the period of absence;

To approve the award of degrees and diplomas based on the results of examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions;

To fix the emoluments and travelling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Academic Council and the Finance Committee;

To institute Fellowships, including Travel Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the Rules to be framed for the purpose;

To advise the Society/Trust/Company (if any) on matters regarding acquisition, management and disposal of any immovable property on behalf of the institution deemed to be university;

To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of the institution deemed to be university, on such terms and conditions as it may deem fit and proper, and to construct or alter and maintain any such building(s) or work(s);

To transfer or accept transfers of any movable property on behalf of the institution deemed to be university; provided that the Board of Management shall not transfer or alter ownership in any manner whatsoever of any movable or immovable property of the institution deemed to be university without the approval of the sponsoring Society/Trust/Company.

To execute in consultation with the Society/Trust/Company (if any) conveyance, transfer government securities, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, movable or immovable, belonging to the institution deemed to be university or to be acquired for the purposes of the institution deemed to be university;

To issue appeals for funds for carrying out the objectives of the institution deemed to be university and, consistent with the provisions of the objectives, to receive grants, donations, contributions gifts, prizes, scholarship, fees and other moneys, to give grants and donations, to award prizes, scholarships, etc.;

To raise and borrow in consultation with the Society/Trust/Company (if any) money on bonds, mortgages, promissory notes or other obligations or securities founded or based on any of the properties and assets of the institution deemed to be university, or without any



securities, upon such terms and conditions as it may think fit and to pay out of the funds of the institution deemed to be university, all expenses incidental to the raising of money and to repay and redeem the money borrowed;

To draw, accept and endorse discount and negotiate Government of India's and other promissory notes, bills of exchange, cheques or other negotiable instruments;

To maintain a fund to which shall be credited:

- a. all moneys provided by the Central or State/UT Government(s) /University Grants Commission;
- b. all fees and other charges received by the institution deemed to be university;
- c. all money received by the institution deemed to be university as grants, gifts,
- d. donations, benefactions, bequest or transfers and
- e. all money received by the institution deemed to be university in any other manner or from any other source;

To open account or accounts of the institution deemed to be university with anyone or more scheduled banks and to lay down the procedure for operating the same;

To deposit all moneys credited to the funds in scheduled banks or to invest them in consultation with the Finance Committee;

To invest the funds of the institution deemed to be university or money entrusted to the institution deemed to be university in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment;

To maintain proper accounts and other relevant records and prepare annual statements of accounts, including the balance sheet for every previous financial year, in such form as may be prescribed by the regulations/bye-laws;

To manage, regulate and administer the revenue, the finance, accounts, investments, properties, business and all other administrative affairs of the institution deemed to be university and for that purpose to appoint such agent or agents as it may deem fit;

To provide building or buildings, premises, furniture, fittings, equipments, appliances and other facilities required for carrying on the work of the institution deemed to be university;

To establish, maintain and manage residencies for faculty and staff and hostels for the students of the institution.

To recognize and maintain control and supervision on hostels owned and managed by other agencies for the students of the institution and to rescind such recognition;

To appoint such committees for such purposes and with such powers as the Board of Management may think fit and to co-opt such persons on these Committees as it thinks fit;

To appoint in order to execute an instrument or transact any business of the institution deemed to be university, any person as attorney of the institution deemed to be university with such powers as it may deem fit;

To appoint Auditor(s) for the ensuing year

To select an emblem and to have a common seal for the institution and to provide for the custody and use of such seal;

To delegate all or any of its powers to any Committee or sub-Committee constituted by it or the Vice-Chancellor of the institution deemed to be university or any other person;

To conduct all administrative affairs of the institution deemed to be university not otherwise specifically provided for;

To take all necessary decisions for the smooth and efficient functioning of the institution deemed to be university.

## Composition of the Board of Management The

board of Management shall consist of:

- i) Vice - Chancellor. Chairperson
- ii) Pro Vice - Chancellor (if applicable)
- iii) Deans of faculties not exceeding two (by rotation based on seniority)
- iv) Three eminent academics nominated by Chancellor
- v) Representative nominated by UGC from a panel of names selected through a Search Committee.
- vi) Two teachers (from Professors, Associate Professors) by rotation based on seniority
- vii) One teacher by rotation of the rank of Assistant Professor.
- viii) Maximum of four nominees of the sponsoring Society/trust/company
- ix) The Registrar shall be the Secretary

## Terms of Membership

All the members of the Board of Management other than the ex-officio members and the members of the teaching staff shall hold office for a term of three years and shall be eligible for reappointment.

Members of teaching staff in the Board of Management shall hold office for a period of 2 years or till such time as they continue to be members of the teaching staff, whichever is earlier.

## Meeting of the Board of Management

The Board of Management shall meet at least four times a year. Not less than 15 days notice shall be given of a meeting of the Board of Management. Eight (8) members shall make the quorum for a Board of Management meeting.

Every meeting of the Board of Management shall be presided over by its Chairman and in his/her absence, by a member chosen by the members present, from amongst themselves.

Each member of the Board of Management, including its Chairman, shall have one vote and decisions at the meetings of the Board shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.

Any business which may be necessary for the Board of Management to perform may be carried out by circulating appropriate resolution thereon among its members and any resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution had been passed at the meeting of the Board.

A copy of the proceedings of each meeting shall be furnished to the Chancellor of the institution deemed to be university as soon as possible after the meeting.

## **9 CONSTITUTION OF STANDING COMMITTEE AND APPOINTMENT OF AD-HOC COMMITTEE BY THE BOARD OF MANAGEMENT**

Subject to the provision of the Rules of the Institution deemed to be University, the Board of Management may, by a resolution, constitute such Standing Committee or Ad hoc Committee or Committees for such purposes and with such powers as the Board may think fit for discharging any function, or for inquiring into, reporting and advising upon any matter of the Institution deemed to be university.

The Board of Management may co-opt such persons on the Standing Committees or Ad hoc Committees, as it may consider suitable.

## **10 TERMINATION OF MEMBERSHIP:**

If a member other than the Vice-Chancellor, and those representing the teachers, accepts a full time appointment in the Institution deemed to be

university or does not attend three consecutive meetings of the Board of Management, without proper leave of absence, he/she shall cease to be a member of the Board of Management.

## **11 DELEGATION OF POWERS OF THE BOARD OF MANAGEMENT**

The Board of Management may, by a resolution, delegate to the Vice - Chancellor or any other officer of the Standing Committee or the Ad hoc Committee such of its powers as it may deem fit subject to the condition that the action taken by the Vice - Chancellor or the officer concerned or the Standing Committee or the Ad hoc Committee concerned in the exercise of the powers so delegated shall be reported at the next meeting of the Board of Management.

## **12 ACADEMIC COUNCIL**

The Academic Council shall be the principal academic body of the institution and shall, subject to the provision of the Rules , have the control over and be responsible for the maintenance of standards of teaching, research and training, approval of syllabus, coordination of research activities, examinations and tests within the institution deemed to be university and shall exercise such powers and perform such other duties and functions as may be prescribed or conferred upon it by the rules of the institution.

### Composition of the Academic Council

The Academic Council shall consist of the following persons, namely:

- i) Vice-Chancellor (Chairperson).
- ii) Pro Vice-Chancellor (if any).
- iii) Dean(s) of Faculties.
- iv) Heads of the Departments.
- v) All Professors other than the Heads of the Departments.
- vi) Two Associate Professors from the departments other than the Heads of the departments by rotation of seniority.
- vii) Two Assistant Professors from the Departments by rotation of seniority.
- viii) Three persons from amongst educationists of repute or persons from any other field related to the activities of the institution deemed to be university who are not in the service of the institution deemed to be university nominated by the Vice-Chancellor.
- ix) Three persons who are not members of the teaching staff, co-opted by the Academic Council for their specialized knowledge
- x) The Registrar shall be the Secretary of the Academic Council

**Note:** *The representation of different categories shall be only through rotation and not through election. It may also be ensured that no particular faculty dominates the membership of the Council.*

## Term of Membership

The term of members other than the *ex-officio* members shall be two years.

## Powers and Function of the Academic Council

The Academic Council shall have the following powers and duties, namely

To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the departments/faculties and to take proper action thereon;

To exercise general supervision over the academic work of the institution deemed to be university and to give direction regarding methods of instruction, evaluation, and improvements in academic standards;

To promote research within the institution deemed to be university, acquire reports on such researches from time to time;

To prescribe courses of study leading to degrees and diplomas of the institution deemed to be university;

To make arrangements for the conduct of examinations in conformity with the bye-laws;

To appoint examiners, moderators, tabulators and such other personnel for different examinations;

To maintain proper standards of the examinations;

To recognize diplomas and degrees and to determine equivalence with the diplomas and degrees of the institutions deemed to be university;

To suggest measures for departmental coordination;

To make recommendations to the Board of Management on:

- a) measures for improvement of standards of teaching research and training;
- b) institution of fellowships, travel fellowships, scholarships, medals, prizes etc.;
- c) to recommend to the Board of Management, the establishment or abolition of departments/centres; and

d) To frame rules covering the academic functioning of the institution deemed to be university, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence etc.

To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management;

To consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require;

To take periodical review of the activities of the Departments / centres and to take appropriate action with a view to maintaining and improving standards of instruction;

To recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Board of Management; and

To recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Board of Management; and

To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the rules.

## Meeting of the Academic Council

The Academic Council shall meet as often as may be necessary but not less than three times during an academic year. Not less than 15 days' notice shall be given of a meeting of the Academic Council.

One third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.

Each member, including its Chairman, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.

Any business which it may be necessary for the Academic Council to perform, except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the

Academic Council, provided that at least one half of the total number of the members of the Academic Council have recorded their views on the resolution.

## **13 PLANNING & MONITORING BOARD**

The Planning & Monitoring Board shall be the principal planning body of the institution and shall be responsible for the monitoring of the development programmes of the Institution .

The Vice-Chancellor shall be the Chairman of the Planning & Monitoring Board. The Registrar shall be its Secretary. It may include seven internal members and three outside eminent experts, including one nominee of the UGC.

The constitution, powers and functions of the Planning & Monitoring Board shall be prescribed by the Rules.

The Planning & Monitoring Board would have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfilment of the objectives of the institutions deemed to be university.

13.5 The recommendations of the Planning & Monitoring Board shall be placed before the Board of Management for consideration and approval. Proposals relating to the academic matters may be processed through the Academic Council.

## **14 FINANCE COMMITTEE (FC)**

Composition of the Finance Committee

i) The Finance Committee shall consist of the following members:

ii) Vice Chancellor – Chairperson.

iii) Pro Vice-Chancellor(if any)

iv) A person nominated by the Society/Trust/Company.

v) Two nominees of the Board of Management, one of whom shall be a member of the Board.

vi) A representative nominated by UGC from a panel of names selected through a Search Committee.

vii) Finance Officer shall be the Secretary.

Terms of Office of the Finance Committee

All members of the Finance Committee other than ex-officio members shall hold office for a term of three years.

Powers and Functions of the Finance Committee

To consider the annual accounts and financial estimates of the institution deemed to be university and submit them to the Board of the Management for approval;

To consider and recommend the annual budget and revised estimates to the Board of Management;

To fix limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of the institution deemed to be university.

**Note:** No expenditure other than that provided in the budget shall be incurred by the institution without the approval of the Finance Committee.

Meetings of the Finance Committee

The Finance Committee shall meet at least twice a year to examine the accounts and to scrutinize proposals for expenditure. Five members shall constitute the quorum for the meeting.

## 15 BOARD OF STUDIES

There shall be one Board of Studies for each Department of the institution

The Board of Studies of each faculty/Department shall consist of:

- i) Dean of faculty/Head of the Department - Chairperson
- ii) All Professors of the faculty/Department
- iii) Two Associate Professors of the faculty/Department by rotation of seniority
- iv) Two Assistant Professors of the faculty/Department by rotation of seniority
- v) Not more than 2 persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned
- vi) The powers and functions of the Board of Studies shall be prescribed by the Rules of the Institution deemed to be University.

## 16 SELECTION COMMITTEE

- i) There shall be a Selection Committee for making recommendations to the board of Management for appointment to the post of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed in accordance with the UGC Regulations on Minimum Qualifications for the Maintenance of Standards in Higher Education, 2010 as amended from time to time.
- ii) Every Selection Committee shall be constituted in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and



Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time.

Meetings of the Selection Committee

The meetings of the Selection Committees shall be convened by the Chairman of the Selection Committee as and when necessary.

There shall be four members of the Selection Committee consisting of at least two experts shall form the quorum.

If the Board of Management is unable to accept the recommendations of the Selection Committee, it shall record its reasons thereof and require an appropriate review by a high power committee.

## **17 OFFICERS OF THE INSTITUTION DEEMED TO BE UNIVERSITY**

The following shall be the officers of the institution deemed to be university:

- a. Chancellor
- b. Pro - Chancellor
- c. Vice-Chancellor
- d. Pro Vice-Chancellor, ( if any)
- e. Registrar
- f. Finance Officer
- g. Controller of Examinations
- h. Dean of Faculties
- i. Head of Department
- j. Such other officers as may be prescribed in the rules of the institution deemed to be university.

Chancellor

The institution deemed to be university shall have a Chancellor who shall, when present, preside over the convocations of the institution but shall not be the Chief Executive Officer. The Chancellor, who will be appointed by the sponsoring Society/Trust/Company, shall hold office for a period of 5 years and shall be eligible for one more term.

Where power is conferred upon the Chancellor to nominate persons to authorities, he/she shall, to the extent necessary, nominate persons to represent the various interests for the furtherance of the objectives of the institutions deemed to be university.

Pro-Chancellor

The Sponsoring body of the Institution deemed to be university may also appoint a person as a Pro-Chancellor, whose role would be limited to

carrying out the tasks assigned to the Chancellor in these Regulations, when the latter is not available for carrying out the same. The Pro-Chancellor, if so appointed, shall hold office for a period of the Chancellor and shall be eligible to hold the post for maximum two terms.

Vice-Chancellor

- i) The Vice-Chancellor shall be a whole time salaried officer of the institution deemed to be university and shall be appointed by the Visitor/Chancellor from a panel of three names suggested by a Search-cum-Selection Committee.

Persons of the highest level of competence, integrity, morals and institutional commitment shall be appointed as Vice-Chancellors. The Vice-Chancellor to be appointed shall be a distinguished academician, with a minimum of ten years of experience as Professor in a University system or ten years of experience in an equivalent position in a reputed research and/or academic administrative organization.

The composition of Search-cum-Selection Committee shall be as under:

- a. A nominee of the Chancellor, who shall be the Chairperson of the Committee
  - b. A nominee of the Chairman, University Grants Commission
  - c. A nominee of the Syndicate/Executive Council/Board of Management of the Institution
- ii) The Vice-Chancellor shall hold office for a term of 5 years. He shall be eligible for a second term, provided that in no case shall he hold office beyond the age of 70 years.  
Provided that notwithstanding the expiry of the period of 5 years, he/she may continue in office for not more than six months or till his/her successor is appointed and the latter assumes office, whichever, is earlier.
  - iii) In case of the office of the Vice-Chancellor becoming vacant due to death, resignation or otherwise and in case of his/her absence due to illness or any other cause, the Pro Vice-Chancellor, and in his/her absence, the senior most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor is appointed, or the existing Vice-Chancellor resumes duties, as the case may be.
  - iv) The Vice-Chancellor shall not be a member of the sponsoring or managing Society/Trust/Company and/or a close relative of the

President or members of the sponsoring or managing society/trust/company.

## Powers of the Vice-Chancellor

- i) The Vice-Chancellor shall be the Principal Executive Officer of the institution deemed to be university and shall exercise general supervision and control over the affairs of the institution deemed to be university and shall be mainly responsible for implementation of the decisions of all the authorities of the Institution.
- ii) The Vice-Chancellor shall be the Ex-officio Chairman of the Board of Management, the Academic Council, the Finance Committee, the Planning & Monitoring Board and Selection Committees.
- iii) The Vice-Chancellor shall have the power to convene or cause to be convened meeting of the various authorities of the institution deemed to be university.
- iv) The Vice-Chancellor may, if he/she is of the opinion that immediate action is called for on any matter, he/she shall exercise any power conferred upon any authority of the institution deemed to be university under its regulations and rules, and take such action or proceed to take such action and shall report to the authority concerned on the action taken by him/her on such matters.
- v) Provided that if the authority concerned as mentioned in clause (ii) above is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final.
- vi) Provided further that if any person in the service of the institution deemed to be university is aggrieved by the action taken by the Vice-Chancellor under the said clause, he/she shall have the right to appeal against such decision to the Board of Management within 30 days from the date on which such action is communicated to him/her and thereupon the Board of Management shall call the meeting in a subsequent meeting and may confirm, modify or reverse the action taken by the Vice-Chancellor.
- vii) It shall be the duty of the Vice-Chancellor to ensure that regulations and rules of the institution are duly observed

and implemented; and, he/she shall have all the necessary powers in this regard.

- viii) All powers relating to the proper maintenance and discipline of the institution shall be vested in the Vice-Chancellor.
- ix) The Vice-Chancellor shall have the power to re-delegate some of his powers to any of his/her subordinate officers with the concurrence and approval of the Board of Management.
- x) The Vice-Chancellor shall exercise all other powers as may be delegated to him/her by the Board of Management.
- xi) The Vice-Chancellor shall exercise other powers and perform functions as may be prescribed by the regulations, rules and bye-laws.

#### Removal of Vice-Chancellor

If the Vice-Chancellor of the Institution does not have the qualification as required under these regulations and also UGC regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time or not appointed as per the procedure stipulated in these regulations or has committed any financial/administrative impropriety, the Vice-Chancellor can be removed on the recommendations of an Enquiry Committee constituted by the Chairman UGC, after due process. The Commission based on the report of enquiry committee will give direction to the Visitor/Chancellor to remove the Vice-Chancellor. However, in case of government controlled Institutions, the Commission will send its advice regarding removal of Vice-Chancellor to respective Ministries in Government of India/State Government/UT Government.

#### Pro Vice-Chancellor

The post of the Pro Vice-Chancellor may be created with the approval of the Board of management and the Central Government.

The Pro Vice-Chancellor shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor.

The Pro Vice-Chancellor shall hold office co-terminus with the office of the Vice-Chancellor and at the pleasure of Vice-Chancellor.

The Pro Vice-Chancellor shall have the powers and duties as prescribed by rules of the institution deemed to be university.

## Registrar

The Registrar shall be a whole time salaried officer of the institution deemed to be university and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following:-

- a. Vice-Chancellor - Chairperson
- b. One nominee of the Chancellor
- c. One nominee of the Board of Management.
- d. One expert appointed by the Board of Management who is not an employee of the institution deemed to be university.

The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by rules of the institution deemed to be university.

When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason, the duties and functions of the Registrar shall be performed by such other person as the Vice-Chancellor may appoint for the purpose.

The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council and the Planning and Monitoring Board, but shall not be deemed to be a member of any of these authorities.

The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his direction.

The following shall be the duties of the Registrar: -

- i) To be the custodian of the records and the funds and such other property of the institution deemed to be university as the Board of Management may commit to his/her charge;
- ii) To conduct the official correspondence on behalf of the authorities of the institution deemed to be university;
- iii) To issue notices and convene meetings of the authorities of the institution deemed to be university and all committees and sub-committees appointed by any of these authorities;
- iv) To maintain the minutes of the meetings of all the authorities of the institution and of all the committees and sub-committees appointed by any of these authorities;

- v) To make arrangements for and supervise the examinations conducted by the institution deemed to be university;
- vi) To represent the institution in suits or proceedings by or against the institution deemed to be university, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose;
- vii) To enter into agreement, sign documents and authenticate records on behalf of the institution ;
- viii) To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the institution deemed to be university;
- ix) To perform such other duties as may be specified in the rules or as may be assigned by the Board of management or the Vice-Chancellor from time to time.

## Finance Officer

The Finance Officer shall be a full time salaried officer of the institution deemed to be university and shall be appointed by the Board of Management.

The emoluments and other terms and conditions of service of the Finance Officer shall be as prescribed by the rules of the institution deemed to be university.

The Finance Officer shall work under the direction of the Vice-Chancellor and shall be responsible to the Board of Management through the Vice-Chancellor.

He/she shall be responsible for the preparation of annual budget, estimates and statements of account for submission to the Finance Committee and the Board of Management.

He/she shall be responsible for the management of funds and investments of institution deemed to be university, subject to the control of Board of Management.

## Controller of Examinations

The Controller of Examinations shall be appointed by the Board of Management.

The emoluments and other terms and conditions of service of the Controller of Examination shall be as be prescribed by rules of the institution deemed to be university.

The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic Council and

Vice-Chancellor in respect of examination and evaluation are complied with.

The Controller of Examinations shall be a permanent invitee to the Board of Management.

Dean

The Departments dealing with allied subjects could be grouped into faculties. Each faculty may be headed by a Dean.

Head of the Department

There shall be a Head of the Department for each of the Departments in the institution who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department.

17.9.1 Provided that if there is no Professor in the Department or there is only one Professor in the Department whose term as Head of the Department is ending, the Vice-Chancellor may appoint an Associate Professor as Head of the Department.

17.9.2 The term of the Head of the Department shall normally be 3 years and he/she shall be eligible for reappointment for one more term, but not for two consecutive terms.

17.9.3 The powers and functions of the Head of the Department shall be prescribed by rules of the institution deemed to be university.

## **18 DELEGATION OF POWERS**

Subject to the provisions of these regulations and rules, any authority or officer of the institution, with the approval of Board of Management, may delegate its power to any other authority or officer or person under their respective control and subject to the conditions that the overall responsibility for exercising the powers so delegated shall continue to rest in the authority or officer delegating such powers.

## **19 SENIORITY LIST**

In accordance with these rules if any person is to hold an office or to be a member of an authority of the institution deemed to be university by rotation of seniority, such seniority shall be determined according to the length of the continuous service of such person in the grade pertaining to other principles as the Board of Management may from time to time prescribe.

It shall be the duty of the Registrar to prepare and maintain in respect of each class/cadre of persons to whom the provisions of these rules apply

a complete and up-to-date seniority list in accordance with the provisions of the foregoing clause.

If two or more persons have equal length of continuous service in a particular grade/cadre or the relative seniority of any person or persons is in doubt, the Registrar may on his/her own notion and shall at the request of any such person, submit the matter to the Board whose decision shall be final and binding.

## **20 DISPUTE AS TO MEMBERSHIP**

If any question arises, whether any person has been duly nominated or appointed, as or is entitled to be a member of any authority or any committee of the institution deemed to be university, the matter shall be referred to the Chancellor, whose decision shall be final and binding.

## **21 GRIEVANCE REDRESSAL MECHANISM**

For individual grievances and complaints, every institution deemed to be university shall have a grievance redressal mechanism as prescribed by the UGC.

## **22 SPECIAL PROVISIONS**

The Institution shall have the following special provisions as per UGC norms:-

- i) Anti Ragging Cell
- ii) Anti discrimination Cell
- iii) Gender Sensitization Cell
- iv) Internal Complaints Committee for prevention of Sexual Harassment
- v) Barrier Free access in all places

The Institution shall be allowed to take credits earned from other institutions under Choice Based Credit System as per the norms of UGC. It shall review the syllabus every three years keeping in view the developments in the domains of knowledge.

The Institution shall adhere to all the Rules, Regulations, norms, guidelines, directions, etc. issued/notified by the UGC/Government of India from time to time.

The Commission can issue directions to an Institution deemed to be university for implementation of any law or government policy or in case of any violation of any law or policy.



## **23 RESIGNATION**

Any member other than an ex-officio member of any authority may resign by a letter addressed to the Registrar and the resignation shall take effect as soon as it is accepted by the Chancellor or the Chairman of the Board of Management, as the case may be.

## **24 ACTING CHAIRMAN OF THE MEETINGS**

Where no provision is made for a Chairman to preside over a meeting of an authority of the institution deemed to be university or any committee of such authority, or if the Chairman so provided is absent, the members present may select one from amongst themselves to preside at such meeting.

## **25 VALIDATION OF CERTAIN ACTIONS, DECISIONS**

No action or proceedings of any authority or anybody or any committee of the institution deemed to be university shall be invalid merely by reason of any vacancy therein.

## **26 DISQUALIFICATION**

A person shall be disqualified for being chosen as and for being a member of any of the authorities of the institution deemed to be university:

- i) if he/she is of unsound mind
- ii) if he/she is an un-discharged insolvent
- iii) if he/she has been convicted by a court of law of an offence involving moral turpitude.
- iv) if he/she has not been appointed as per the provisions of UGC Regulations.

If any question arises as to whether a person is or has been subjected to any disqualifications mentioned above, the question shall be referred for decision to the Chancellor and his decision shall be final.

## **27 FILLING OF CASUAL VACANCIES**

Casual vacancies among the members (other than ex-officio members) of any authority or any other committee of the Institute shall be filled as soon as it may be convenient by the person or the authority who appointed or co-opted the member whose place has become vacant and the person appointed or co-opted to a casual vacancy shall be member of such authority or committee for the residual term for which the person whose place he fills would have been a member.

## **28 FUNDS, ACCOUNTS, AUDITS AND ANNUAL REPORT**

The accounts shall be maintained in the name of the institution deemed to be university and not in the name of the sponsoring Society/Trust/Company. The accounts shall be kept in such forms as may be laid down by the Board of Management and shall conform to the rules, if any, prescribed by the Commission. In case of Institutions being funded by Central or State Government or their agencies fully or partially, then the accounts of such institutions deemed to be university shall be open for examination by the Controller and Auditor General of India. The accounts shall also be open for inspection by the Commission.

The annual financial statements and accounts shall be audited by the Chartered Accountant of the institution deemed to be university.

Provided that in case of reasonably credible reports being received of financial impropriety or of embezzlement or of illegal diversion of funds from the accounts of the University/Managing Society or of fees being collected against the provision of the regulations, then the Commission may order an additional audit to be done by a Chartered Accountant selected by the Commission and take further action deemed fit under the regulations based on the audit report.

Annual Reports and the Audit Reports shall be submitted by the institution deemed to be university to the Commission within nine months of the closure of the accounting year.

## **29 RULES OF THE INSTITUTION DEEMED TO BE UNIVERSITY**

Subject to the provisions of the regulations and the rules of the Commission, the Board of Management shall, in addition to all other powers vested in it, have the power to frame the rules of the institution deemed to be university that may provide for all or any of the following matters: -

- i) establishment of departments of teaching
- ii) courses of study to be laid down for all degrees, diplomas and certificates of the institution deemed to be university;
- iii) grant of academic awards (such as degrees and diplomas) and distinctions;
- iv) admission of students to the institution deemed to be university and their enrolment as such;
- v) the fees to be charged for courses of study and for admission to the examinations, degrees, diplomas and certificates of the institution deemed to be university;

- vi) conduct of examinations, appointment of examiners and approval and publication of results thereof;
- vii) institution of award of fellowships, scholarships, studentships, medals and prizes and prescription of the conditions thereof;
- viii) maintenance of discipline among the students;
- ix) maintenance of discipline among the employees;
- x) establishment of halls of residence and conditions of residence and health of the students;
- xi) classification, emoluments, method of appointment and determination of the terms and conditions of service of the staff;
- xii) such other powers, functions and duties of the Academic Council as are not mentioned elsewhere;
- xiii) constitution, powers and functions of the Planning & Monitoring Board;
- xiv) Powers and functions of the Board of Studies;
- xv) composition, powers and functions of the grievance redress mechanism;
- xvi) prescribing persons as such other officers of the institution deemed to be university;
- xvii) such other powers and functions of the Vice-Chancellor as are not specified elsewhere;
- xviii) emoluments, terms and conditions of service of the Register;
- xix) emoluments, terms and conditions of service of the Finance Officer;
- xx) constitution of pension, provident fund, insurance etc for the benefit of the officers, teachers, and the other staff;
- xxi) establishment of special centers;
- xxii) creation, composition and functions of any committees or body, which is considered necessary for the work of the institution deemed to be university;
- xxiii) procedure for preparation and submission of budget estimates;
- xxiv) procedure for convening of meeting of any authority or committee;
- xxv) laying down of procedures to be observed at any meeting of any authority or any committee;
- xxvi) constitution of any other body as an authority of the institution deemed to be university;
- xxvii) delegation of powers to any authority or officer;
- xxviii) all other matters by this Regulation or the Rules may be provided but no rule shall be made affecting the condition of residence, health,

discipline, admission, enrolment of students, conditions, mode of appointments, duties of examiners, conduct of and standard of examinations or any course of study without consulting the Academic Council.

**30 INTERPRETATION CLAUSE**

In the event of conflict of opinion with regard to interpretation of Regulations or the Rules of the Commission, the opinion of the Commission shall be final.

**31 INCOME AND PROPERTY OF THE INSTITUTE TO BE UTILISED FOR ITS OBJECT ONLY.**

The income and property of the institute howsoever derived shall be utilized solely for promoting the objects of the institute as set out in this memorandum of association.

**32 BAR ON PAYMENT OF TRANSFERRING OF THE INCOME AND PROPERTY OF THE INSTITUTE BY WAY OF PROFIT.**

No portion of the income and property of the institute shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise however by way of profit to the persons who were at any time or are members of the institute or to any of them or any persons claiming through them or any of them provided nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other person as consideration for any service rendered to the institute or for traveling or other allowances and such other charges.

**33 ADJUSTMENT OF INCOME AND PROPERTY ON DISSOLUTION OF THE INSTITUTE.**

After, winding up or dissolution of the institute there shall remain after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the institute or any of them but shall be transferred to the institute, or to the sponsoring body All India Islamic Foundation, Chennai in consultation with the agencies concerned who have helped in creation of those assets.

## **34 LEGAL PROCEEDINGS**

For the purpose of Section 6 of the Societies Registration Act, 1860, the person in whose name the institution deemed to be university may sue or be sued shall be the Registrar.

No suit or legal proceedings shall lie against the Central Government or the Commission or the institution deemed to be university or an Officer of the institution deemed to be university or a member of the authority of the institution deemed to be university in respect of anything done or purported or intended to be done in pursuance of any of these Regulations.

## **35 ALTERATION, AMENDMENTS AND ADDITIONS TO THE RULES GOVERNING THE FUNCTIONING OF THE INSTITUTION DEEMED TO BE UNIVERSITY**

No rule and bye law governing the functioning of the institution deemed to be university may be altered, amended and added to by the Board of Management or such other competent body to the effect that it is in conflict with or to the detriment of the provisions of these regulations; and, no alteration, amendment or addition to the rules and bye laws shall be given effect to without the prior approval of the Commission in accordance with the provision of the Societies Registration Act, 1860 or the relevant Public Trust Act or Companies Act as in force for the time being.

## **36 FUNDS, ACCOUNTS, AUDITS AND ANNUAL REPORT**

- The funds of the Society shall be utilized solely for the purpose of the society.
- The accounts of the Institute shall be maintained in the name of the institute and not in the name of a particular society whether financing or sponsoring the institute or not. The accounts of the institute shall be kept in such forms as may be laid down by the Board of Management and shall conform to the rules, if any, prescribed by the University Grants Commission / the Government of India. The accounts of the institute will be opened to examination by the Comptroller, and Auditor General of the Government of India.
- All funds belonging to the institute or under the control of the Board of Management, shall be shown separately in the accounts of the institute.
- Annual Reports and the Audit reports shall be submitted to the Government of India within nine months of the closure of the accounting year for the purpose of being laid down on the table of the Parliament.

# GOVERNANCE

- The accounts of income and expenditure as also the annual financial statement and annual accounts shall be audited by the Comptroller and Auditor General of India through the Accountant General of the State concerned.

Name	Occupation	Designation	Signature
<b>Dr. B.S. Abdur Rahman</b>	Business	Chairman S/d	S/d
<b>Mr. Arif B.Rahman</b>	Business	Director	S/d
<b>Mr. Abdul Qadir A. Rahman Buhari</b>	Business	Director	S/d
<b>Mr. Ashraf A. Rahman Buhari</b>	Business	Director	S/d
<b>Mr. Khalid A.K. Buhari</b>	Business	Director	S/d
<b>Mr. Syed Mohamed Buhari</b>	Business	Director	S/d

**WITNESS :**

1. Jalauaddin N. Mohameed  
No.20, 82rd Street,  
Ashok Nagar,  
Chennai - 600 083.
2. S. Jaffar Ali  
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## ***corporate AS PER UGC 2017***

### **1. Short title, application and commencement:-**

- These regulations may be called the University Grants Commission (Promotion and Maintenance of Standards of Academic Collaboration between Indian and Foreign Educational Institutions) Regulations, 2017 (hereafter referred to as the Regulations). The University Grants Commission (Promotion and Maintenance of Standards of Academic Collaboration between Indian and Foreign Educational Institutions) Regulations, 2016 shall hereby stand repealed.
- These regulations shall apply to-
  - All Foreign Educational Institutions operating in India through collaboration with Indian Educational Institutions, other than Technical Institutions, prior to the coming into force of these regulations, or intending to operate through collaboration, for offering their programmes leading to award of degrees; and
  - Indian Educational Institutions, other than Technical Institutions, already collaborating prior to the coming into force of these regulations, or intending to collaborate with Foreign Educational Institutions for offering programmes of study leading to award of degrees.
- Any Indian Educational Institution or Foreign Educational Institution already having a collaborative arrangement shall comply with these regulations within a period of six months from the date of their coming into force.
- These regulations shall come into force on the date of their publication in the Official Gazette.

### **2. Definitions:-**

- “Act” means the University Grants Commission Act, 1956 as amended from time to time;
- “Assessment and Accreditation Agency”, in respect of Indian Educational Institutions means an agency recognized under the University Grants Commission (Recognition and monitoring of Assessment and Accreditation Agencies) Regulations, 2014.
- “Assessment and Accreditation Agency”, in respect of a Foreign Educational Institution, means an agency or body approved, recognized or authorized by an authority, established or incorporated under a law in

its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions;

- “Category I, Category II and Category III” means the category of university as laid down under UGC (Categorization of Universities for Grant of Graded Autonomy) Regulations, 2017
- “Collaboration”, for the purposes of these regulations, means an arrangement between an Indian Educational Institution and a Foreign Educational Institution, put into place through an instrument of written Agreement for the purposes of twinning leading to the award of degree(s);
- “Commission” means the University Grants Commission established under section 4 of the Act;
- “Degree” means a degree awarded by an Indian Educational Institution in accordance with the provisions of the section 22 of the UGC Act;
- “Franchise” includes the offering of degree programmes, formally or informally, by any person or institution or organization, other than the Higher Education Institution recognized under these regulations, on behalf of or in the name of the recognized Higher Education Institution, and the term ‘franchisee’ shall be construed accordingly
- “Foreign Educational Institution” means—(i) an institution duly established or incorporated in its home country and offering educational programmes at the undergraduate and higher levels in its home country and (ii) which offers or proposes to offer programme(s) of study leading to the award of degree(s) through conventional face-to-face mode, but excluding distance mode, in a twinning arrangement with any Indian Educational Institution;
- “Indian Educational Institution” means a university or college or institution, whether known as such or by any other name, (public and private), other than Technical Institution, recognized as such by the relevant Statutory Body for imparting education at undergraduate and higher levels;
- “Joint Degree”, for the purposes of these regulations, means a single degree jointly awarded by the Indian Educational Institution and the collaborating Foreign Educational Institution.
- “Statutory Body” means a body established or incorporated by or under a Central Act to regulate, coordinate, determine and maintain standards of teaching, examination and research in universities or programme(s)



of study, including professional programme(s) leading to the award of degree(s);

- “Technical Institution” means an institution as defined under clause (h) of section 2 of the All India Council for Technical Education Act, 1987 but excluding Technical Universities and Universities offering technical programmes;
- “Twinning Programme” means a programme of study whereby students enrolled with an Indian Educational Institution may complete their programme of study partly in India, complying with relevant UGC regulations, and partly in the main campus of a Foreign Educational Institution in its home country in which it is primarily established or incorporated.

In this Act, unless the context otherwise requires

- “alumni associations” means the associations of the alumni, constituted under section.
- “appointed date” means the date appointed by the BS Abdur Rahman Crescent Institute of Science and Technology ”
- “Board” means the Board of Management of the University constituted under section 4
- “Branch” means a Branch of the University established under section 12.03 & 12.04;
- “Finance Office”/“Bursar” means the principal financial officer of the institution, by whatever name called, appointed under section 6.7;
- “campus” means the area, together with all buildings or other structures thereon, which belong to or are used, whether permanently or otherwise, by the institution;
- “Chairman” means the Chairman of the Board appointed under paragraph 4.4;
- “Chancellor” means the Chancellor of the University appointed under section 6.1 and includes any other person, by whatever name called, who is appointed as the Head of the University, and “Pro-Chancellor” shall be construed accordingly;
- “Course of study” includes training programmes;
- “Degree” means the degree conferred on a person at a Bachelors level or a Masters level or a Doctorate level by the institution after his successful completion of a course of study which is designed to lead to the conferment of such degree or the equivalent thereof;

- “Fund” means the BS Abdur Rahman Crescent Institute Fund established under section 20.0;
- “Higher educational institution” means an educational institution—
  - whether or not established under any written law; or
  - whether within or outside India,

providing higher education leading to the conferment of a certificate, diploma, degree or the equivalent thereof;

- “prescribed” means prescribed by rules made under UGC regulation 2017;
- “Pro Chancellor” means the principal executive, administrative and academic officer of a Branch, by whatever name called, appointed under section 6.1.1;
- “Registrar” means the principal officer of the Registry of the University, by whatever name called, appointed under section 6.6;
- “HR” means Human Resource Hiring, training and administration
- “School or Centre” means the School or Centre of the University and includes a Faculty, a College, a Department or an Academy, of the University, and in relation to a Branch, includes any part of the School, Centre, Faculty, College, Department or Academy designated to such Branch;
- “Academic Council”/“Senate” means the Senate of the University constituted under section 1.1;
- “staff” means—
  - any officer or servant of the University;
  - any person appointed to be a lecturer by the Board, and includes a senior professor, professor, associate professor, assistant professor, reader, senior lecturer, assistant lecturer, and tutor; or
  - any person employed by the Board;
- “student” means a registered student of the institution who is following a course of study of any description,
- “Students’ Representative Committee” or “SRC” means the Students’ Representative Committee established
- “University” means the BS Abdur Rahman Crescent Institute of Science and Technology established under section 3 UGC act 1956
- “University” or “University College” means—
  - a University or University College established under the under section 3 UGC act 1956

- a University or University College established under the under section 3 UGC act 1956
- other Universities or University Colleges—
  - whether or not established under written law; or
  - whether within or outside Tamil Nadu;

“Vice-Chancellor” means the Vice-Chancellor of the University appointed under section 6.2 and includes any other person, by whatever name called, who has been appointed as the chief executive officer of the University, and “Pro Vice-Chancellor” shall be construed accordingly.

### 3. Eligibility criteria and conditions for collaborations:-

- A Foreign Educational Institution collaborating with Crescent Institution shall satisfy the following criteria or conditions-
  - Be accredited, by an Assessment and Accreditation Agency, with the highest grade (in case of grade accreditation) or threshold level (in case of threshold accreditation), in their homeland.
  - Figure in top five hundred of any of the world renowned ranking frameworks (such as the Times Higher Education World University Rankings or QS or Shanghai’s Jiao Tong University) or in top two hundred of its category under such world renowned ranking framework.
  - Have operative arrangements in India through Indian Educational Institution(s) by way of collaboration.
  - Abide by any other condition(s) prescribed by the Government of India and Statutory Regulatory Body(ies) from time to time.
- An Indian Educational Institution collaborating with Foreign Educational Institution(s) shall satisfy the following criteria or conditions-
  - At the time of Agreement for collaboration, the Indian Educational Institution shall have accreditation by an Assessment and Accreditation Agency with a grade not less than A or its equivalent grade (in case of grade accreditation) or threshold level (in case of threshold accreditation) with respect to the institution or programme whichever is applicable;
  - It shall have experience of at least six years or have at least two batches of students graduating, whichever is earlier, in offering educational programme(s) in India at the degree level;

Provided that the Indian Educational Institutions maintained by the Commission or Central/State/Union Territory Governments shall be

exempt from the requirement of six years experience or at least two batches of students graduating, whichever is earlier, in offering educational programme(s) in India at the degree level.

Provided further that any Indian Educational Institution which has signed a collaboration agreement with Foreign Educational Institution prior to the date of coming into force of the Regulations and not having the desired accreditation on the date of notification of these regulations, shall be required to obtain the accreditation, by a recognized accreditation agency, with a grade not less than A or its equivalent within one year after completion of six years from the date of the commencement of educational programme(s) or two batches of students graduating, whichever is earlier.

Provided further that within six months of notification of these regulations, the collaboration signed by an Institution which is not a Category I institution, shall be evaluated by a sub-committee of the Commission, which shall take into account a presentation by the Indian Higher Educational Institution. The sub-committee will include experts having experience in international jurisprudence; international academic background and also comprise representatives of Association of Indian Universities; All India Council of Technical Education, etc. In case of Category I Institution, it shall be sufficient if the Institution informs the Commission on such collaborations.

The Commission shall take a decision on the continuation or otherwise of the collaboration signed by an Institution which is not a Category I institution based on the recommendations of the sub-committee. In case of the decision of discontinuation of the collaboration, the Commission shall record the extenuating ground for its decision. The decision of the Commission shall be communicated to the institution.

- Its academic infrastructure, including laboratory and workshop facilities and library shall meet the requirements of the relevant professional Statutory Councils/ Bodies.
- The Indian Educational Institution, if it is an institution affiliated to a university, collaborating with Foreign Educational Institutions for conducting programme(s) of study leading to the degree(s) shall obtain prior approval from the affiliating university concerned.

- Provided that colleges declared autonomous by the Commission, need not take approval of the affiliating University and it would be sufficient if they inform the University of the same.
- All institutions (Indian or Foreign) involved in collaborative, twinning or other forms of partnership arrangements shall satisfy the following criteria and conditions:
    - The academic requirements and other details of the programme(s) of study shall be made public by displaying prominently in the website, before the commencement of the programme, by the Indian Educational Institution concerned.
    - No programme of study and/or research shall be offered which is against national security and territorial integrity of India.
    - The Educational Institution concerned shall also abide by any other condition(s) specified by the Government of India and Statutory Body (ies) from time to time.
    - Wherever foreign exchange is involved, the educational institution (Indian and/or foreign) shall abide by and comply with the relevant Regulations, Norms, Notifications and Instructions issued by the Reserve Bank of India from time to time.
    - Matters relating to the grievances of students including legal matters relating to the collaboration shall be addressed by the Indian Educational Institution entering into academic collaboration.

#### **4. Procedure for collaboration:-**

Any Indian Educational Institution collaborating with a Foreign Educational Institution(s) shall have to enter into a written Memorandum of Understanding or Agreement with the Foreign Educational Institution concerned:

Provided that no Memorandum of Understanding or Agreement shall be entered into by an Indian Educational Institution, which is not a Category I Institution, collaborating with a Foreign Educational Institution unless the Indian Educational Institution concerned has obtained prior approval of the Commission;

Provided further, that the Memorandum of Understanding or Agreement shall be signed by both the partnering institutions and a copy of such Memorandum of Understanding or Agreement shall be forwarded to the Commission and shall also be uploaded on its website by the Indian

Educational Institution. However, such signing shall take place, in case of Institution which is not a Category I institution, only after approval of the Commission.

## 5. Procedure for approval:-

For approval, the following procedure is required to be fulfilled; namely-

- The Indian Higher Educational Institution shall obtain the approval of its Board of Governors/Syndicate/ Executive Council for the academic collaboration with the foreign higher educational institution in accordance with the instructions of the Department of Higher Education, Government of India vide F.No. 6-2/2015-ICC dated 17th December, 2015 and its subsequent amendments, if any, issued from time to time.
  - The Indian Higher Educational Institution, which is a Category I Institution, shall inform at least forty days before starting the course online on the dedicated University Grants Commission portal and also upload along with a digitally certified copy of draft Memorandum of Understanding/ Agreement and details about the Foreign Educational Institution including the infrastructure facilities, facilities available for instruction, faculty, specified fee, courses, curricula, requisite funds for operations for a minimum period of three years and other terms and conditions of collaboration, if any.
  - On receipt of such information, the Commission shall examine the same and, if any deviation from these Regulations is found it would, inform the same to the Institution for rectification within thirty days  
Provided if no such communication is received from the Commission within thirty days, it shall be presumed that the Commission has no comments to offer.
  - The sub-clauses (b), (d), (e), (f) and (g) of this Clause shall not apply to Category I institutions.
- The Indian Higher Educational Institution, which is not a Category I institution, shall, thereafter, apply online on the dedicated University Grants Commission portal and also upload along with the application a digitally certified copy of draft Memorandum of Understanding/ Agreement and details about the Foreign Educational Institution including the infrastructure facilities, facilities available for instruction, faculty, specified fee, courses, curricula, requisite funds for operations for a minimum period of three years and other terms and conditions of collaboration, if any.

- The draft Memorandum of Understanding or Agreement should incorporate the provision that the credits, awarded by the Indian Higher Educational Institution under the degree programs covered in the collaboration, shall be accepted by the Foreign Higher Educational Institution not only for the collaboration but for all other purposes, including academic mobility. Further, the minimum duration of the program of study, covered under the collaboration, in the Foreign Educational Institution shall not be less than two semesters for undergraduate programs and one semester for the postgraduate programs.
- The Commission, after receiving the online application along with draft Memorandum of Understanding or Agreement shall acknowledge online the receipt of the application. Deficiencies in the proposal, if any, shall be communicated and additional documents, if any required, shall be asked for within a period of 30 working days.
- Once the Commission is satisfied that the proposal is complete in all respects, the proposal shall be placed before the sub-committee of the Commission, referred to in the third proviso to Regulation 3(2)(b), for examining such proposals. The recommendations of the sub-committee
- shall be placed before the Commission which shall take the decision to issue a letter of approval, after considering various factors including quality of education, overall merit of the proposal, fees to be charged, credibility of the Foreign Educational Institution as well as Indian Educational Institution. In case the Commission does not approve the proposal, a letter of rejection shall be issued on the designated University Grants Commission portal by the Commission stipulating the reasons there for. All communications received from the applicants shall be responded to by the University Grants Commission within a period of 60 working days from the dates of their receipt.
- The approval so granted shall be valid for two cycles of the minimum duration of the degree programmes covered under the collaboration or as specified otherwise.
- The Indian Educational Institution shall apply, on the designated UGC portal, for renewal of approval, granted under these regulations, before six months of its expiration.

## 6. **Miscellaneous conditions:-**

The other conditions required to be fulfilled are -

- A franchise arrangement, whether overtly or covertly, by whatever nomenclature used, between a Foreign Educational Institution and an Indian Educational Institution shall not be allowed under these regulations.
- The University Grants Commission shall maintain an updated list of approved collaborating institutions on its website.
- On commencement of these regulations, no Indian Educational Institution shall establish or operate its educational activity in India through collaboration with a Foreign Educational Institution leading to award of degree(s) without informing the Commission in case of category I Institution, and without the express permission or approval of the Commission in other cases.
- Within the country the degree of the student graduating from Indian Educational Institution, in collaborative arrangement with Foreign Educational Institution, shall be awarded only by the Indian Educational Institution and not by Foreign Educational Institution whatsoever. Joint degrees are not permitted. The degree awarded by the Indian Educational Institution shall carry its logo, seal and name alone as the awarding institution. The degree may incorporate a para that it is being awarded in collaboration with the Foreign Educational Institution to make it amply clear that the primacy and the award of the degree is by the Indian Educational Institution and that the degree awarded is not to be construed as a Joint Degree. The transcripts of credits obtained at the Foreign Educational Institution shall be issued by that Institution, and when jointly signed by the Indian Educational Institution, shall form part of the transcripts. The Foreign Educational Institution may also sign the transcript of credits earned in the Indian Educational Institution.

## 7. **Consequences of violation:-**

- The Commission shall, suo motu or on the basis of any complaint from any quarter may cause an inquiry, including physical inspection, of the collaborative arrangements and after having satisfied itself that the collaborating institution(s) is/are not functioning in accordance with these regulations, may revoke the approval for collaboration and while issuing such directions, the Commission shall ensure that the students, who have already enrolled for such course or programme are permitted to continue till they obtain requisite qualification; Provided that before



revocation of approval, an opportunity of being heard shall be given to the Indian Educational Institution concerned.

- If the institution concerned is found to have violated these regulations, the Commission shall take action as provided under section 14 of the Act and shall also notify on its website and also through media that the programme(s) offered or conducted through the said collaborative arrangements are not in conformity with these regulations.
- In case the Commission finds any Deemed to be University violating any of the provisions of these regulations, in addition to provisions made under clauses (a) and (b) above, the Commission may also recommend to the Central Government for withdrawal of Deemed to be University status.
- If an Indian Educational Institution issues an advertisement that it is offering a degree from a Foreign Educational Institution, and this collaboration has not been informed to the Commission in case of category I institutions or does not have the approval of the Commission in case of other institutions, the Commission shall conduct a preliminary inquiry and on finding prima-facie evidence of fraud inform the appropriate Central and State agencies, along with evidence, for initiating penal action.
- The Commission may also take further action against Indian Educational Institution(s) for violating the regulations.

## **8. Interpretation:-**

- Any question as to the interpretation of these regulations shall be decided by the Commission and its decision shall be final and binding in the matter.
- The Commission shall have the power to issue clarifications to remove any doubt, difficulty or anomaly which may arise in regard to the implementation of these regulations.
- Any dispute arising in relation to collaborative arrangement between Indian Educational Institution(s) and Foreign Educational Institution(s) shall be governed by the Indian law.
- Expenditure on foreign collaboration entered under these Regulations shall be met from own funds of the Institution and no responsibility shall lie on the Commission or the Government to give financial support to such a collaboration.

## HR Manual

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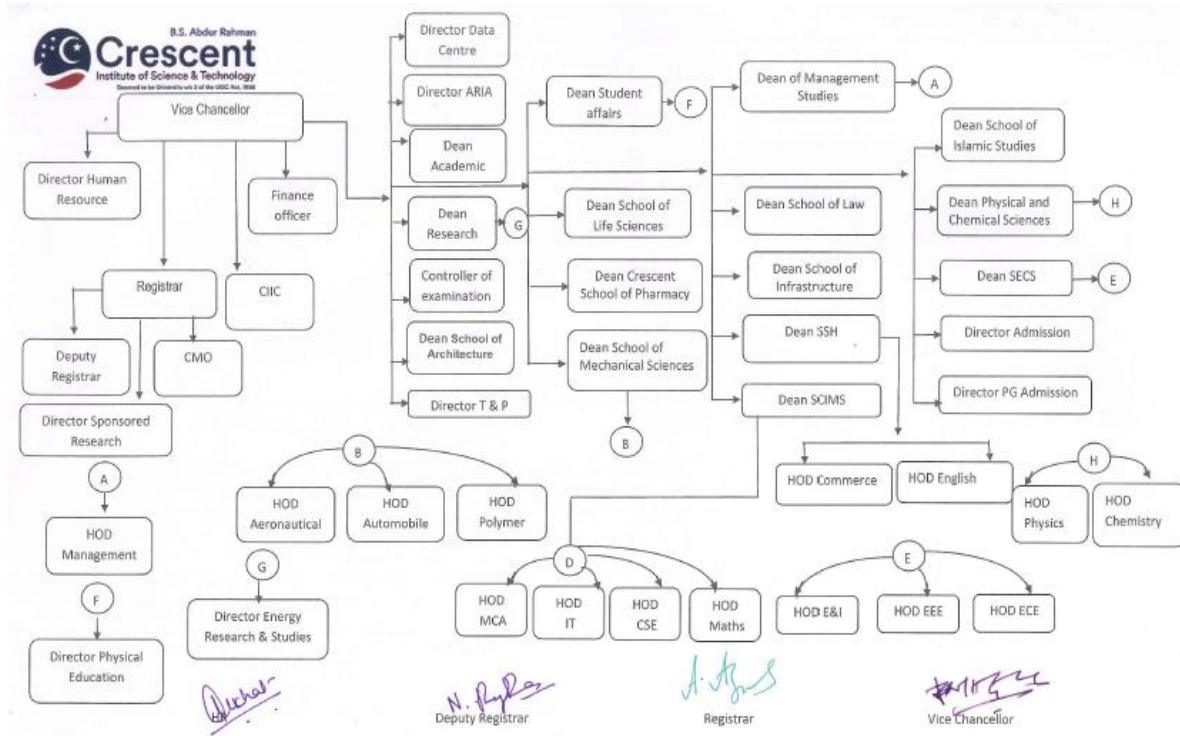
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## ORGANISATION STRUCTURE



### 1. CONDITIONS OF SERVICE POLICY

#### 1.1 Contract of Employment

A Contract of Employment stipulating all the conditions of employment shall be signed by all employees on their first day of employment.

#### 1.2 Working Hours

The workweek comprises of minimum 42 hours, beginning from Monday and ending with Friday of 1<sup>st</sup>, 2<sup>nd</sup> and 4<sup>th</sup> week of every month. However, the 3<sup>rd</sup> Saturday of every month is a working day. The official working hours are from 9.00 am to 04.15 pm with a half-hour break between 11.45 and 12.15 for lunch (Break may vary from school to school). Each employee is required to put in at least seven hours per day. However, the nature of work may require some variation and extension of these times.

#### 1.3 Duty Station

The duty station shall be stated in the letter of appointment and any transfer to another field department shall be communicated in writing. However, Employees should report to the HR office before proceeding to their place of posting.

#### 1.4 Confidentiality

# GOVERNANCE

All information related to BS Abdur Rahman Crescent Institute of Science and Technology's operations or future endeavours shall be treated with the utmost confidentiality.

## 2. RECRUITMENT AND SELECTION POLICY

### 2.1 Introduction

Recruitment and Selection aim to search and hire suitable candidates to fill vacancies in BS Abdur Rahman Crescent Institute of Science and Technology with the view to satisfying human resources needs. The search may be internal and/or external.

Any position within BS Abdur Rahman Crescent Institute of Science and Technology that becomes vacant will be filled, on an application of requisition form by the immediate HOD's. Restructured or newly created positions will only be activated upon approval from the Dean & Management.

The success and adaptability of an Institute depend upon the recruitment of employees who are flexible, adaptable and committed to the success of the BS Abdur Rahman Crescent Institute of Science and Technology.

### 2.2 Objectives

To promote and maintain high standards of professional recruitment practice by adhering to best practices.

Its objectives are to:

- Ensure that recruitment is considered an essential part of the human resource. Strategy and consequently an integral part of the overall business strategy;
- Ensure and explain best practice for all types of recruitment;
- Maintain professional standards whether recruits are easy to find; Ensure that equality of opportunity is considered an integral part of good recruitment practices and procedure;

### 2.3 Recruitment Authorization Procedure

<b>Policy Title:</b>	<b>Recruitment and Selection Policy</b>
Policy No.:	
Last updated on:	
Approved By:	Board of Management & VC, BS Abdur Rahman Crescent Institute of Science and Technology
Applicability of Policy:	All the faculty members of BS Abdur Rahman Crescent Institute of Science and Technology

Policy Purpose:	Recruitment and Selection Policy aims to search and hire suitable candidates to fill vacancies in BS Abdur Rahman Crescent Institute of Science and Technology with the view to satisfying human resources needs.
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All authorization procedures detailed below must be completed prior to the commencement of any recruitment procedure.

- Prior to the employment of any employee, the Employment Authorization Form must be completed.
- The employment of all individuals for budgeted positions within BS Abdur Rahman Crescent Institute of Science and Technology must be authorized by the Vice-Chancellor
- The respective school administrative office will complete the Employment authorization form.
- The respective Deans will be responsible to ensure correct authorization.
- The Deans will provide the Human Resources department with a fully authorized employment authority form (Approved and Signed by the Vice-Chancellor and Registrar) and instruct commencement of the recruitment.
- The Human Resources department will control that the correct authorization has been obtained by cross-checking the workload. When all is in order, they shall commence the recruitment process.

#### **2.4. Employment Procedure**

- The Human Resources department shall receive all applications for employment and shall acknowledge receipt thereof. All applicants for employment shall be addressed to the Head of Human Resources.
- The Human Resources office shall shortlist all applications that meet the minimum appointment requirements as advertised and then call the candidate for an interview for first round of screening. The interview could be either a personal interview or an online interview (for the outstation candidate).
- The Dean & HOD's, in consultation with the Head of Human Resources, shall draw up the shortlisted candidates for interview.
- BS Abdur Rahman Crescent Institute of Science and Technology shall bear subsistence and travel and travel expenses of shortlisted candidates from places other than the duty station (if applicable). A summary of the interviews shall be prepared by the Head of Human Resources and kept for record purposes (for a group).
- The Head of Human Resources shall ensure that a reference check on shortlisted candidates is done, and then offer employment in consultation with the Vice-chancellor and Registrar to the selected candidate who upon acceptance shall be



followed by an appointment letter signed by the Vice-Chancellor/ Registrar.  
Once the selected candidate has accepted the employment offer.

- **Employment Interview Panel (Final Round)**

The Employment Interview Panel shall be provided with the ground rules and procedures for interviewing (by the Human Resource Director) prior to the actual commencement of interviews.

The constitution of the Panel shall be from the following persons:

- Vice-Chancellor
- Dean, Respective Faculty of Studies
- Head of Department,
- Director, HR Department
- For Management Positions the BOM shall attend.
- External subject expert

## 2.5. Appointment

All staff will be appointed by the BS Abdur Rahman Crescent Institute of Science and Technology, Board of Management as delegated.

**2.6.1. Letters of Appointment:** The formal letter of appointment will bear the signature of the Registrar. The letter shall require the signature of the appointee before the appointment is considered effective.

**2.6.2. Job Description:** On appointment, an employee shall be given a job description. This shall specify the scope and terms of reference for their position. Each member of staff is expected to devote their time and attention to their work and not engage in activities that may conflict with BS Abdur Rahman Crescent Institute of Science and Technology interests or negatively affect their performance. Job Descriptions shall be reviewed yearly.

**2.6.3. Probation:** Any appointment made on BS Abdur Rahman Crescent Institute of Science and Technology shall be subject to a probation period for a minimum one year or as specified in the letter of appointment. One month towards the end of the probation period, the employee's Deans/HODs shall make an appraisal report recommending a confirmation or termination of the employee's services. If necessary, the probation period may be extended by BS Abdur Rahman Crescent Institute of Science and Technology. An employee who is on probation may have his appointment terminated at any time without notice. Confirmation of the appointment is done only by the recommendation from the Deans/HODs, the Registrar shall in writing, confirm the appointment.

**2.6.4. Duration of employment:** Unless otherwise stated, employment for all staff shall be on a permanent basis subject to the satisfactory completion of the probation period.

- 2.6.5. Personal Data:** On acceptance of an appointment, the new staff member is required to complete the Employee Personal Data form. New employees must also furnish BS Abdur Rahman Crescent Institute of Science and Technology with a declaration of dependents, that is the spouse and own children, and provide photocopies of certificates and other testimonials. Any changes in personal status shall be reported promptly to the Director of Human Resources / HR office by completing a fresh Personal Data Form. Staff records and related correspondence shall be treated confidentially at all times.
- 2.6.6. Induction:** All new staff shall undergo induction training to assist them in the process of becoming integrated into the institution within the shortest time possible. Director HR shall conduct induction training.

## **Disclaimer:**

**This policy may get revised from time to time on approval of the Vice-Chancellor, shall come in to force and shall be binding to the teaching, non-teaching staff, all authorities of the School and others concerned.**

## **2.7 Newly Created or Restructured Positions**

Authority shall be vested in the Board to consider a request for the activation of a newly created or restructured position.

- Activation of a position shall be allowed by the submission of an Employment Requisition Form by the Dean to the Director of Human Resources.
- Once the need to fill a vacancy has been identified, the Dean will submit a motivated recommendation to the Board for the activation of the position.
- Internal Advertisements shall be sent via e-mail or other means to all employees by the Human Resources Office, while external advertisements shall be placed in specified local newspapers.

## **2.8 Age**

BS Abdur Rahman Crescent Institute of Science and Technology shall not employ any person under the age of 18 years and above the age of 60. In special case, candidate above 60 years of age will be considered.

## **3. PERFORMANCE MANAGEMENT POLICY**

### **3.1 Introduction**

Decisions concerning career development, promotion, succession planning and compensation depend on the information provided through effective performance management. The BS Abdur Rahman Crescent Institute of Science and Technology will, therefore, ensure that all new employees understand the requirements of their jobs as well as the expected results. The actual assessment of how well they have performed will be undertaken at the end of each year through a comprehensive appraisal of their performance in relation to these expectations.

### **3.2 Objectives**

Staff appraisal is often viewed as a punitive measure where most junior staff looks it as a time when their seniors would get even with them for whatever reason. BS Abdur Rahman Crescent Institute of Science and Technology will, therefore, seek to promote a healthy understanding of this process in terms of being an avenue to promote dialogue between staff and management as well as a system through which the specific needs of staff are identified and brought into the limelight. Specifically, the appraisal process at BS Abdur Rahman Crescent Institute of Science and Technology will be undertaken to:

- review the performance of the staff against assigned tasks and responsibility;
- identify the areas of weaknesses and provide positive feedback to the staff on their individual and team performance;
- identify the areas of strength in each staff;
- identify staff who can be developed to take up increased responsibilities;
- identify the staff training needs;
- create a basis for rewarding superior performance;
- plan for the following year;

### **3.3 The Performance Management Process:**

Performance Management shall be a continuous process.

#### **3.3.1. Performance Planning:**

A Performance Plan is a written document among an employee, the team and the respective HODs. The performance plan describes what has to be done during the performance cycle, how well it has to be done, and how the accomplishment will be measured.

#### **Performance Summary from previous year**

- HODs provide a consolidation of employee accomplishments throughout the performance cycle, synopsis of formal feedback received during the performance cycle, and highlights of developmental activities undertaken during the period.

- Employee provides a self-assessment of accomplishments (outcomes/expectations and developmental activities) completed during the performance cycle.
  - Description of Actual Performance
  - Major Accomplishments - Identify the most important accomplishments achieved during this performance cycle that applies directly to your position.
  - Other Accomplishments - Identify other accomplishments achieved during this performance cycle.

### **Performance Plan jointly developed for an upcoming year**

- HODs provide work assigned to the department, work assigned to employee, goals/objectives for Department (cascaded down from organizational goals), and any other needs for the accomplishment of department goals/objectives.
- Employee provides own objectives for the accomplishment of BS Abdur Rahman Crescent Institute of Science and Technology /Departments goals/objectives and individual developmental needs, if any, for upcoming performance cycle.
- Required resources to accomplish the assigned work and objectives that are identified within the jointly developed performance plan.
- Check the performance plan for reasonableness against the plan based on 3 months experience, modify if necessary
- An employee can inform their HOD of resource needs, if any, required to accomplish agreed-upon performance plan
  - Examples: Skillset; time; equipment etc.

### **Mid-cycle meeting**

- Formal feedback session
- HODs supply upward feedback to their Deans.

**Requirements for Temporary Positions:** A performance plan should be established in all cases where the duration of a temporary employee is uncertain. A new performance plan must be established when an employee is scheduled to work for longer.

### **3.3.2. Monitoring**

Monitoring is the process of making accurate and objective performance observations based on the outcomes and expectations contained in an employee's performance plan. In addition, the HOD's will provide timely feedback throughout the performance cycle to encourage employees to maximize their performance. Performance observations will be provided from multiple sources.

#### **Employee's role:**

Provide self-evaluation twice per performance cycle, and provide upward feedback once during the performance cycle. If applicable, provide performance input as a peer, or key members of cross-functional teams/interface groups.

#### **HOD's role:**

Collect data, provide feedback, make performance observations, document results, and manage the overall process.

## **Application to teams:**

When using this process in a team setting, the following need to be considered:

A team needs to have a strong peer input feedback mechanism in place. Each team member must be willing to supply self-evaluation of the team's performance.

## **Managing unacceptable performance:**

If at any time during the performance cycle, the employee is not performing to the level agreed upon in the performance plan, the employee is placed into an opportunity to demonstrate performance, or any other applicable performance improving tool, in an attempt to increase the employee performance up to an acceptable level.

### **3.3.3. Performance Summary**

The performance summary is a consolidation, discussion, and acknowledgement of employee accomplishments and effectiveness throughout the performance cycle.

- It provides an assessment of actual achievements based on the outcomes and expectations contained in the performance plan.
- Includes a synopsis of formal feedback received during the performance cycle.
- It contains highlights of developmental activities undertaken during the period.

The performance summary represents the review of the record for the performance cycle.

#### **Purpose:**

Performance summaries may be used for:

- Identifying developmental needs.
- Determining compliance with the agreed-upon performance plan.
- Analyzing individual [or team] performance.
- The basis for individual recognition.
- The basis for team acknowledgement/recognition.
- A point of consolidation of feedback from the performance cycle.

#### **Performance summaries may not be used for:**

- Merit promotion eligibility.
- Reduction in force.
- Automatic triggers for increases to base pay and/or cash awards.

#### **Frequency:**

Typically the performance summary is an annual process of documentation and discussion between a Deans, HODs and employees. This discussion shall occur within 30 days from the end of the performance cycle.

There are several conditions under which a performance summary may occur more frequently. They include instances where

- The performance plan represents a cycle shorter than a year.
- The performance plan changes significantly during the year.
- An employee transfers to another job, department, section, team, division, etc.
- An employee is on a temporary basis for a minimum of 90 days.

- An employee's Dean/HOD transfer to another job within the institution or leaves BS Abdur Rahman Crescent Institute of Science and Technology

**Time underperformance plan:**

An employee must be in his or her current performance plan for 90 days to receive a performance summary. This 90-day requirement also applies to details. If a performance cycle includes detail of 90 days or greater, the performance summary for the performance cycle may include the performance summary for the detailed period.

**Documentation:**

A narrative discussion of the individual performance compared to the outcome(s)/expectations(s) as spelt out in the performance plan. The summary is a narrative describing employee accomplishments of the agreed-upon outcomes/expectations in the performance plan. The relationship between the narrative and the plan represents the employees' annual performance review.

**Recordkeeping requirements:**

The performance summary of records shall be maintained in the Personnel File or separately

**Relationship to performance-based pay systems:**

The performance summary may be used as a factor in determining eligibility for a pay increase in a performance-based pay system.

**Application to Teams:**

Teams can receive performance summaries; however, the accomplishments of a team cannot be a primary or secondary outcome of an individual's performance plan. Additionally, a team performance summary does not eliminate the requirement for an individual performance summary.

**Requirements for departing / transferring employee:**

A departing/transferring employee should provide a performance summary for each of his or her employees before leaving. In a situation, where an employee leaves his or her position within the last 90 days of a performance cycle, the departing/transferring employee should close the current performance cycle by completing and providing a performance summary for each of his or her employees. As a result, the new performance cycle may cover up to 15 months.

### 3.4 Recognition

It is a means of acknowledging employees for sustained outstanding performance/service and providing incentives to continue providing outstanding performance/service. Recognition should be linked to performance outcomes. For example, employees should be recognized/rewarded for being results-oriented and outcome-focused. Other contributing factors could be increased morale, contribution to team cohesiveness, contribution to the success of the performance management process, etc. Recognition does not necessarily have to be linked to a bonus system, but can be for e.g.; time off, chance to attend conferences of choice etc.

# GOVERNANCE

## 4. TRAINING AND DEVELOPMENT POLICY

### 4.1 Introduction

BS Abdur Rahman Crescent Institute of Science and Technology strongly believes that a well-trained and efficient workforce is crucial for the development of any institution. BS Abdur Rahman Crescent Institute of Science and Technology will always strive to attract and retain employees of the highest calibre.

To achieve this, the institution will recruit all levels of staff strictly on merit. After their engagement, the institution will further provide them with opportunities to advance skills and professional expertise as well as give them adequate exposure.

### 4.2 Objectives

The objectives of the Training and Development Policy are to:

- Explicitly communicate the commitment of BS Abdur Rahman Crescent Institute of Science and Technology 's Board Members, Vice-Chancellor, and Management through training to all employees, primarily customized to suit the business philosophy, mission, vision, and Business Plan;
- Ensure that continues training and development are offered to all employees of BS Abdur Rahman Crescent Institute of Science and Technology;
- Recognize the fact that training and development can only take place when matching resources are properly planned and budgeted for and be utilized exclusively for training;
- ensure that need-based training and development interventions are equitably distributed to all categories of staff and at all levels of BS Abdur Rahman Crescent Institute of Science and Technology, with particular emphasis on the lower ranks;
- Ensuring equal opportunity in training and development within all Department of BS Abdur Rahman Crescent Institute of Science and Technology ;
- Develop and maintain a pool of suitably qualified staff (technical, administrative and professional) at BS Abdur Rahman Crescent Institute of Science and Technology ;
- Create an environment that is conducive to self-development and career advancement of staff members;

### 4.3 Process and Criteria

BS Abdur Rahman Crescent Institute of Science and Technology will handle staff training as an integral part of its institutional development. It will endeavour to train its staff continuously and impart them with new skills, through some of the following ways:



- BS Abdur Rahman Crescent Institute of Science and Technology will encourage staff to pursue further training on their own, which it could support whenever there are funds available;
- Training or development programme shall only be offered after a thorough needs assessment by the Human Resources Office in consultation with the School Deans/Hods
- BS Abdur Rahman Crescent Institute of Science and Technology places a high premium on human resources training and development. Hence, nominees are obliged to attend courses nominated for and agreed upon. Failure by a nominee to attend a course amounts to misconduct and will be dealt with in accordance with the Disciplinary Code.
- In the event where a nominee cannot attend a particular course for one or the other reason, such nominee should inform the Human Resources Office in writing at least five working days before the commencement of the course through his/her Deans/HOD. Shorter notice through the same procedure shall only apply in the event of unforeseen circumstances, such as illness, death, unplanned leave, and the like.
- Trainees shall be nominated by their respective immediate senior with relevance to their Performance Plan, whereupon the Human Resources Office will consider such nominations for confirmation, or otherwise.

Any training identified by individuals shall also be considered. Where these activities are deemed important by BS Abdur Rahman Crescent Institute of Science and Technology, an equitable selection process of who shall attend the course shall be made and BS Abdur Rahman Crescent Institute of Science and Technology shall fully fund the activity subject to the following conditions:

- The employee must submit a formal application to HoD
- The application shall be forwarded by the HoD, with his/her recommendations and comments to the Dean
- Approval will thereafter have to be obtained from the Human Resources Office.

The sequential process of the Human Resources Office shall be to:

- determine training and development needs that currently exist and projected future needs by ensuring that all employees have their own Individual development plans which are to be developed by the immediate senior with Reference to Performance Plans;
- select and write training and development objectives in order to determine and sequence course contents per employee;
- produce and procure suitable training and development programmes;
- conduct training and/or coordinate training to be provided by others from within or outside the BS Abdur Rahman Crescent Institute of Science and Technology ;

# GOVERNANCE

## 5. LEAVE POLICY

### 5.1 Purpose of leave:

Leave is granted to employees with the good intention of providing rest, recuperation of health and for fulfilling social obligations. This provides a healthy and efficient staff for the BS Abdur Rahman Crescent Institute of Science and Technology.

### 5.2 Leave year and applicability:

- Leave is not a matter of right.
- Sanctioning of leave is at Management discretion based on exigencies of business or seriousness of the case.
- Leave year is from 1<sup>st</sup> January to 31<sup>st</sup> December.
- Eligible leave is credited to the employees on the 1<sup>st</sup> of January every year.
- The different types of leaves given under the policy are:
  - Casual Leave (CL-12)
  - Sick Leave (SL-10)
  - Earned Leave (EL-12 after completion of one year)
  - Maternity Leave (ML-45 days after completion of 2 years for 2 Children)
  - Leave without Pay (LOP)
- The Leave policy is applicable for all permanent staff of the BS Abdur Rahman Crescent Institute of Science and Technology.
- Employees who are appointed during the course of the year shall be entitled to the above leaves on a pro-rate basis.

### 5.3 Casual Leave

#### Eligibility:

All permanent staff

Casual leave is calculated for a period of one year (January to December)

#### Entitlement:

- 12 days of Casual Leave in a calendar year.
- It is up to the Management's discretion to sanction more than 3 days of CL at a stretch.
- National / Festival / Declared / weekly off days can be prefixed and/or suffixed to CL.
- Intervening National / Festival / Declared holidays will NOT be counted as part of the leave.
- Balanced CL remaining unutilized as on 31<sup>st</sup> December will lapse.
- When leave is taken without prior sanction (under certain unavoidable circumstances), the absence should be notified to the respective Deans/HODs on the same day through the phone and apply in TCS.

## 5.4 Medical Leave

### Eligibility

All permanent staff

### Entitlement:

- 10 days of Medical Leave (ML) in a calendar year only in case of hospitalization.
- it has to be applied with a Doctor's certificate & Discharge summary attached.
- In case adequate number of ML is not available with an employee, she/he can club CL with it. If CL is also not available then EL else it will be treated as LOP.
- Intervening National / Festival / Declared holidays will be counted as part of the leave.
- Balance ML unutilized as on 31<sup>st</sup> December will not be carried forward to the next year
- Inability to attend office because of any sickness should be notified to the respective Dean/HODs on the same day and apply in TCS.

## 5.5 Maternity Leave (MAL)

### Eligibility:

All-female staff after completion of 2 years of service with the institute

### Entitlement:

- 45 days of paid Maternity Leave is allowed only from the date of delivery for first 2 children, an employee can club all CL,EL,ML during this period
- Before availing this leave, a certificate from the gynaecologist has to be submitted, mentioning the expected date of delivery, after delivery they have to submit the hospital document to process the leaves
- Intervening National / declared / festival / weekly off days will be counted as part of leave
- If, because of any complication, leave has to be extended, it can be done but will fall under LOP.

## 5.6 Leave Without Pay (LOP)

- LOP can be applied by an employee when no other leave is available.
- During the period of LOP, the employee is not entitled to any pay or allowance.
- A maximum of 1 month of LOP can be availed on the approval of the management.
- If the employee fails to report to duty on the specified date after the sanctioned LOP, it is deemed that the employee has abandoned his service with the BS Abdur Rahman Crescent Institute of Science and Technology on his own accord.

- LOP can be implicated on disciplinary grounds with regard to attendance by the management regardless of the availability of the other types of leave.

## 5.7 Compensatory Off (Management Decision)

- If an employee is required to work on any important assignment on a National / Festival / Declared / weekly off day, he is eligible for Compensatory off on any other working day.
- Official approval is required from the department head/management to work on such National / Festival / Declared / weekly off days. No compensatory offs will be entertained when worked on these days without proper approval.

## 5.8 Leave Application and related clauses

### Procedure for Applying for Leave

The available leave balance is to be checked by the employee in TCS. All the leaves shall be applied through TCS only.

### Cancellation of Leave

- The department head can also cancel the once sanctioned leave on a situational / need basis. If an employee proceeds to avail of the cancelled leave then those days will be treated as absence from duty and the rules pertaining to absence from duty will be applied.

### Extension of Leave

- As it is necessary to get prior approval for leave so it is also for extension of leave. The employee has to apply to his/her department head for extension of leave well in advance and get it sanctioned to avail them.

### Absence from Duty

- When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty.
  - The days of absence will be treated under LOP.
  - The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again.
  - If an employee is absent from duty continuously for more than 7 days (including any National / Festival / Declared / weekly off days which may fall in-between), official correspondence from the personnel department will be sent to him asking to report to duty and to provide an explanation for his absence.
  - Based on the enquiry any action deemed fit would be taken by the management.
  - If there is no response from the employee within the stipulated time mentioned in official correspondence, it would be assumed that the employee

# GOVERNANCE

has withdrawn his service from the BS Abdur Rahman Crescent Institute of Science and Technology on his own accord and recorded accordingly.

## **Leave Settlement during Resignation / Retirement / Termination**

- If an employee to be relieved has availed more CL against the number of months he has worked, then the excess CL will be deducted during his final settlement.

## 6. DISCIPLINARY CODE

### 6.1 Introduction

- Discipline is a system designed to promote orderly conduct.
- Formal disciplinary action should be the final course of action in rectifying employee behaviour.
- Disciplinary action should be supported through investigation, reasonable evidence of guilt and careful consideration of the circumstances of each case before formal action is taken.
- Disciplinary action should always be prompt, fair and firm.
- While every attempt has been made to ensure that this disciplinary code is applicable to general disciplinary instances in BS Abdur Rahman Crescent Institute of Science and Technology, the requirement for use of discretion within the framework of and in accordance with the spirit of the code may be required.
- A successful disciplinary system and environment depend upon the good judgement, understanding and consistent treatment of the parties involved in disciplinary action.

### 6.2 Procedure and Documentation

When an offence is alleged to have been committed, the senior concerned will investigate or have the matter investigated, and take any form of the following actions:

- Dismiss the case;
- Counsel the employee;
- Give a verbal warning;
- Give a recorded warning;
- Initiate a formal disciplinary enquiry;

#### 6.2.1. Informal disciplinary action

It is desirable for sound interpersonal relations within BS Abdur Rahman Crescent Institute of Science and Technology that senior where possible resolve disciplinary matters by means of informal disciplinary action. Informal disciplinary action can take the form of either a verbal warning or counselling.

An employee found to have committed an offence of a minor nature should be counselled by the Dean, without an entry being made on the employee's personal record. The Dean may, however, make a record of the counselling session to allow for an assessment of the employee's performance record, should this be necessary at the time, and with the employee's knowledge and understanding thereof, formulate a plan of corrective action.

During the counselling, the senior should ensure that the employee is made aware of the nature of the offence and the standard of the conduct or performance that will be expected in the future.

## **6.2.2. Procedure for formal complaints**

- A Dean handling a formal complaint must investigate the case with the assistance of the Director of Human Resources, where possible, and ensure that the relevant sections of the complaint form are correctly completed within 48 hours of the offence having been committed or the Dean having been made aware of the fact that an offence has been committed
- A copy of the complaint form should be passed without delay to the Director of Human Resources who will advise whether the accused should be suspended pending full investigation (if this has not already been done) or advise the Dean on whether to continue with a formal complaint

## **6.2.3. Disciplinary Inquiries**

The Director of Human Resources will be responsible for the overall application of the code and should where possible:

- Advice and guide all employees on the Disciplinary Code
- Ensure that the code is applied fairly and consistently in all cases

## **6.3 Special Cases**

### **6.3.1. Suspension**

- An employee may be suspended from work immediately if he/she has allegedly committed or is allegedly involved in any one of the following offences:
  - Assault/attempted assault
  - Desertion
  - Sleeping on duty
  - Negligent driving, damage or misuse of BS Abdur Rahman Crescent Institute of Science and Technology property
  - Abuse of electronic/data facilities
  - Sexual Harassment
  - Fighting
  - Riotous Behavior
  - Alcohol and drug offences
  - Willful loss, damage or misuse of BS Abdur Rahman Crescent Institute of Science and Technology property
  - Theft/Unauthorized possession of BS Abdur Rahman Crescent Institute of Science and Technology property
  - Breach of Trust
  - Offences related to dishonesty



- Offences related to Industrial Action
- Any act or omission which intentionally endangers the health or safety of others, or is likely to cause damage to BS Abdur Rahman Crescent Institute of Science and Technology property
- Interference with disciplinary and/or grievance investigations
- Abusive or provocative language (when it is likely to cause a disturbance)
- Insubordination (if the situation shows signs of getting out of control)
- Persistent refusal to obey instructions.

### **6.3.2. Poor Work Performance**

Cases involving substandard or deteriorating work performance are to be treated differently from those regarded as transgressions of misconduct.

The following guidelines should be considered when dealing with such cases. An attempt should be made to resolve alleged poor work performance by means of counselling the individual involved. Where senior identifies work performance, the following procedural action should be considered:

- Investigate and identify the problem area(s)
- Communicate this to the individual concerned, and jointly agree on the appropriate plan of action in order to resolve the matter. If deemed necessary and relevant, norms should be established by arranging appropriate task lists and the time duration allowed for the completion of each task;
- Consideration should be given to the appointment of a coach or mentor to assist the employee to improve performance;
- Accurately minute the agreed contents of any agreement put in place and provide the Human Resources Office with a copy for record-keeping purposes;
- Regular evaluation and follow up on the agreed plan of action should be made;
- Should counselling fail to produce the desired improvement, alternative action should be considered in liaison with the Director of Human Resources. Alternative action could include but is not limited to, termination of the employment contract on the grounds of incapacity, demotion or a transfer to an alternative position. The employee, throughout this process, will be entitled to representation.

### **6.3.3. Offences outside normal working hours**

BS Abdur Rahman Crescent Institute of Science and Technology reserves the right to take any action it may deem appropriate against employees who are, in the opinion of BS Abdur Rahman Crescent Institute of Science and Technology, guilty of gross misconduct not merely in their working situations. This is particularly so where the nature of the misconduct may affect the employment relationship with any other party. Actions that directly relate to the nature of the business are also liable for disciplinary action.

#### **6.3.4. Court Actions**

Where an employee has been criminally charged or legal action has been instituted for an employment-related breach, BS Abdur Rahman Crescent Institute of Science and Technology reserves the right to take disciplinary action against the employee for the alleged offence, in terms of this Code.

#### **6.4 Classification of Offences:**

Offences are classified into five major categories.

##### **6.4.1 Absenteeism**

Absenteeism in the disciplinary context means being absent from work for an entire working shift, or part thereof, without the expressed permission from a HOD.

A sanction of dismissal can apply for the first offence of being absent without permission provided that the employee was absent for three continuous working days without a valid reason.

- Absent without leave;
- Desertion: Leave the workplace without intending ever to return; leave without help or support; abandon; leave without authority or permission.

##### **6.4.2 Offences related to Control at Work**

- Poor Time Keeping and related offences
- late for work
- Leaving work early
- Extended or unauthorized breaks during working hours
- Persistently committing all or any of the above.
- Sleeping on duty

Any employee who is found asleep on duty, whether or not such an action constitutes a hazard to the safety and health of the offender or others or leads to damage to BS Abdur Rahman Crescent Institute of Science and Technology property, shall be deemed guilty of an offence.

- Negligent Loss, Driving, Damage or Misuse of BS Abdur Rahman Crescent Institute of Science and Technology property
- Negligent loss of BS Abdur Rahman Crescent Institute of Science and Technology property: any act whereby an employee, through carelessness or negligence, loses BS Abdur Rahman Crescent Institute of Science and Technology property or is unable to account for it satisfactorily.
- Negligent driving; driving a BS Abdur Rahman Crescent Institute of Science and Technology owned or rented vehicle without due care, whether such an act results in an accident or not.

- Negligent damage to BS Abdur Rahman Crescent Institute of Science and Technology property: any act whereby an employee through carelessness or negligence causes or allows BS Abdur Rahman Crescent Institute of Science and Technology property to become damaged.
- Misuse of BS Abdur Rahman Crescent Institute of Science and Technology property: using BS Abdur Rahman Crescent Institute of Science and Technology property for a purpose other than that for which it was intended.
- Unsatisfactory Work Performance
  - Carelessness: Performance of a task or duty without the exercise of due care and attention.
  - Negligence: Failure to exercise proper care and regard to the manner of discharging the duty to the extent that tasks have to be repeated or equipment or persons are at risk of damage or injury.
  - Inefficiency: failure to carry out work at the required standard or failure to complete tasks within the given reasonable time limits, without reasonable cause. This includes poor supervision.
  - Loafing: passing time idly or failing without reasonable cause to complete tasks set.

### **6.4.3 Offences Related to Indiscipline or disorderly behaviour**

- Disobedience and related offences
- Refusing to obey an instruction: deliberate refusal to carry out a lawful and/or reasonable instruction given by a person in authority and within the area of his jurisdiction.
- Failing to obey an instruction: failure to obey a lawful instruction given by a person in authority and within the framework of his/her jurisdiction.
- Non-compliance with established procedure/standing instructions: failure to follow established procedures.
- Abuse of electronic / Data facilities: excessive use/abuse of e-mail and communication facilities; storage and/or transmission of the material of discriminatory nature; storage and/or transmission of pornographic material; unauthorized monitoring and interception of electronic documentation.

#### **Abuse and related offences**

- Abusive Language:

The uttering of any words or the publication of any writing expressing or showing hatred, ridicule or contempt for any person or group of persons. The offence is more serious when it is wholly or mainly because of his/her/their nationality, race, colour, ethnic origin, sex, marital status, religion, creed, political opinion, social or economic status, degree of physical or mental ability, sexual orientation or culture.
- Insubordination:

Insolence towards a superior shown by action or words.

**Disorderly behaviour:**

Indulging in rough or unruly behaviour or practical jokes whether or not such behaviour endangers the safety or health of others or the smooth running of the workplace.

**Threatening violence:**

Threatening to do physical injury to any other person.

**Fighting:**

Physical contact between two or more persons, engaging in or inciting a group of persons to indulge in disorderly behaviour or willfully to damage BS Abdur Rahman Crescent Institute of Science and Technology property.

**Riotous behaviour:**

Unruly behaviour between two or more persons, engaging in or inciting a group of persons to indulge in disorderly behaviour or willfully to damage BS Abdur Rahman Crescent Institute of Science and Technology property.

**Sexual Harassment:**

Any unwanted or unwelcome sexual advances, requests for sexual favours and other verbal or physical conduct of a sexual nature when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, causes unreasonable interference with an individual's work performance or creates an intimidating, hostile or offensive work environment.

**Discrimination:**

Any act whereby an employee discriminates against any other employee or group of employees on the grounds of nationality, race, colour, ethnic origin, sex, marital status, religion, creed, political opinion, social or economic status, degree of physical or mental ability, sexual orientation or culture.

**Willful loss, damage or misuse of BS Abdur Rahman Crescent Institute of Science and Technology property**

*Willful loss:* any act whereby an employee willfully or deliberately loses or causes BS Abdur Rahman Crescent Institute of Science and Technology property to be lost.

*Willful damage:* any act whereby an employee willfully or deliberately damages, or allows or causes damage to B. S. Abdur Rahman Crescent University property.

*Willful misuse:* any act whereby an employee willfully or deliberately misuses BS Abdur Rahman Crescent Institute of Science and Technology property.

#### **6.4.4 Offences Related to Dishonesty**

Disciplinary cases involving the following offences must be reported to the Human Resources Officer.

**Bribery or Corruption**

Giving or receiving or attempting to give or receive any bribe or inducing or attempting to induce any person to perform any corrupt act.

**False Evidence**

Deliberately giving untrue, erroneous or misleading information or testimony whether verbally or in writing.

### **Forgery and uttering**

Falsifying or changing any documentation with fraudulent intent or attempting to do so. Uttering or attempting to utter Fraudulent or false statements or documents.

### **Misappropriation**

Applying or attempting to apply to wrong use or for any unauthorized purpose, any funds, assets or property belonging to BS Abdur Rahman Crescent Institute of Science and Technology.

### **Theft of or unauthorized**

Possession of BS Abdur Rahman Crescent Institute of Science and Technology property Stealing or attempting to deprive BS Abdur Rahman Crescent Institute of Science and Technology permanently of its rightful ownership. Being in possession or disposing of BS Abdur Rahman Crescent Institute of Science and Technology property without due authorization.

### **Fraud**

The unlawful making of misrepresentation with intent to defraud, which causes actual or potential prejudice to another party.

### **Breach of Trust**

Actions or conduct of an employee that cause a reasonable suspicion of dishonesty or mistrust and for which there exist extraneous evidence to prove a breakdown in the relationship of trust between the concerned employee and BS Abdur Rahman Crescent Institute of Science and Technology. This will include a situation where the conduct of the employee has created mistrust, which is counterproductive to BS Abdur Rahman Crescent Institute of Science and Technology's commercial activities or to the public interest, thereby making the continued employment relationship an intolerable one.

## **6.5 Penalties**

### **6.5.1 Verbal Warning**

Any senior may, at any time and at his discretion, reprimand an employee without completing a complaint form, in which case there will be no entry made on the employee's disciplinary record. When a verbal warning is given, the senior must ensure that the employee being reprimanded is made aware of the existence and function of the Disciplinary Code. A verbal warning is usually issued where the offence is of a minor nature.

### **6.5.2 Recorded Warning**

**Application:** This may be given for a repetition of an offence for which an unrecorded warning has been given, or it may be given for a first offence.

**Validity Period:** The employee must be informed that the warning will remain in force for a period of six months.

### 6.5.3 Severe Warning

**Application:** Given for a repetition of the same offence or similar offence during a period when a recorded warning is still in effect, or for the first offence of a more serious nature.

**Validity Period:** The employee must be informed that the warning will remain in force for a period of nine months.

### 6.5.4 Final Warning

**Application:** Given for a repetition of the same offence or a similar offence during a period when a severe warning is still in effect or depending on nature thereof, for the first offence of a serious nature. In the case of an employee being found guilty of an offence of a dissimilar nature within the prescribed period, the hearing official may, at his discretion, issue a comprehensive final warning on the understanding that if any offence is committed within the next 12 months, it will render him liable for dismissal.

**Validity Period:** A final warning is effective for a period of twelve months. The employee is advised in writing by the official hearing the case of the period applicable and reminded that a repetition of the offence or the committing of any similar serious offence within the prescribed period will render him liable for dismissal. A copy of the notice shall be forwarded to the Human Resources Department.

### 6.5.5 Dismissal

**Application:** Dismissal is the final sanction and should be used:

- when other forms of disciplinary action have failed;
- when an employee on a final warning commits a serious offence;
- when the offence committed is of such a serious nature that it amounts to a serious breach or repudiation of the employee's contractual obligations;
- in cases relating to dishonesty e.g. theft, fraud or corruption;
- in the case of any employee who is absent from work without permission for a period of six continuous working days or more. In this case, the employee will be dismissed in absentia after the sixth day if no reason for such absence is received. If the employee returns to work after he has already been dismissed, he may request that the case be reopened.

Once an employee has been dismissed in accordance with the procedure contained in this Code, under no circumstances will he be considered for re-employment should he re-apply at a later stage. If it is discovered that a dismissed employee has obtained re-employment with BS Abdur Rahman Crescent Institute of Science and Technology either inadvertently or through deception, his services will be terminated immediately.

## 6.5.6 Demotion

Demotion is not an acceptable corrective action and is, therefore, not used as a punishment for a specific offence. It is used only where the employee is unable to meet the requirements of his present job but is suitable for continued employment in a lower capacity.

## 6.5.7 Transfer

A transfer is not permitted as a tool for disciplining employees. A transfer shall only be effective in terms of B.S. Abdur Rahman Crescent Institute of science and technology's Conditions of Employment and Service. Transfer, as the result of the outcome of disciplinary action, will be considered in special circumstances.

## 6.5.8 Alternative Penalty to Dismissal

A comprehensive final warning may be considered at the discretion of the Hearing Chairperson as an alternative penalty to dismissal in instances where an employee is found guilty of an offence of a dissimilar nature to a valid final warning on his personal record.

The sanctioning of a comprehensive final warning will only be considered in circumstances warranting corrective action and liaison between the Hearing Chairperson and the Director of Human Resources is encouraged before such a penalty is imposed.

A comprehensive final warning will be valid for twelve months from the date of the imposed penalty.

## 6.5.9 Dismissal Procedure

- A direct Department Senior may recommend that an employee be dismissed.
- For the purpose of the dismissal procedure, a direct Department senior is defined as an employee graded D-lower or above who has a senior link to the employee concerned.
- Following a disciplinary hearing outcome being advised to the employee who results in the recommendation for a dismissal and the employee accepts the recommendation; the Hearing Official will refer the case documentation for review to the relevant Head of Department of the department concerned.
- The relevant Head of Department will endeavour to review the case within forty-eight hours/two working days and endorse or reject the recommendation.
- If the recommendation for dismissal is endorsed, the hearing official shall refer the recommendation to the Head of Human Resources who will review the case with the relevant Head of Department.
- If the recommendation for dismissal is rejected, the case shall be referred to the Human Resources Office and the original hearing official.

- The Head of Department may sanction the recommendation in writing, thereby affecting dismissal, or reject it.
- The employee shall be notified of the decision verbally by the Hearing Official. If the employee is dismissed, the employee will be notified in writing. This notification shall be signed by the relevant Executive Committee Member.
- Every employee has the right to appeal against a decision to dismiss him/her.

## **6.6. The Role of the HR Officer**

The maintenance of workplace discipline is strictly a function of line management. Human Resources Officer should be available to assist line management where required. As far as possible, the Human Resources Officer should, in consultation with the official chairing the hearing, ensure that disciplinary action taken is procedurally and substantively fair.

The Human Resources Officer should be available to advise and assist all employees on all disciplinary matters.

The Human Resources Officer must not impose penalties, nor hear appeals in respect of own subordinates.

### **6.6.1. Responsibility of Human Resource Officer**

- Ensuring that the complaint form properly identifies the offence and is otherwise correctly completed
- Ensuring that the alleged offender is aware of the charges against him/her
- Interviewing and taking statements from the Complainant, accused and any witnesses
- Investigating the domestic circumstances of the alleged offender, when necessary
- Ensuring that all facts are collated marshaled and presented without bias.
- Advising the Complainant, accused, witness (as) and representative of their roles and rights
- Ensuring that documentation pertaining to the hearing is forwarded to the appropriate officials
- Advising the accused and his representatives of progress made for cases that are pending or in recess.

The Human Resources Officer may at his/her discretion recommend that a concluded disciplinary case be reopened in instances where gross non-compliance to the Disciplinary Code is evident.

## **6.7. The Role of the Representative**

- Any employee, against whom formal disciplinary proceedings are held may at his request, be accompanied at the initial and any subsequent hearing by a colleague



from the same working section, or in the case of an employee who is represented by a properly constituted consultative committee, by a member of such a committee. The representative has no right to insist on the employee being accompanied if he does not wish it; that is, a representative will attend a disciplinary hearing only at the request of the employee. He will be invited to comment on the evidence.

- The representative may ask question and cross-question during the disciplinary hearing, but may not give evidence during such hearings.
- The representative may make submissions to the hearing official on the guilt or otherwise of the accused prior to the hearing official making his finding. He may also make submissions to the hearing officials on the mitigating factors to be considered and on the penalty to be imposed.
- Should the representative's comments at the hearing be of such a nature as to warrant re-consideration of certain matters or further investigations, time should be allowed for this and, if necessary, the enquiry recessed.

## **6.8 Disciplinary Appeal Procedure**

- Every employee has the right to appeal against any decision which involves any entry on his/her disciplinary record and which may thus affect his future employment prospects.
- Any employee who wished to appeal against the outcome of any disciplinary hearing against him/he must notify the Human Resources Office in writing within two days of being notified of the outcome of the disciplinary hearing. The right of appeal must be based on one or more of the following appeal grounds.
- Dispute of Guilt
- Severity of Penalty/Mitigating Factors
- Procedural Inconsistencies
- New Evidence

## 7 GRIEVANCE POLICY

### 7.1 Introduction

Grievances may be real or imagined, but in either case, it is essential that the grievance is brought to light, discussed and the matter resolved to the satisfaction of all concerned. Failure to do so will only result in the grievance becoming a worsening source of conflict and eventually ending in a far more serious problem.

BS Abdur Rahman Crescent Institute of Science and Technology regards it important that all its employees will have sufficient knowledge of such procedure and easy access to it. To this effect, BS Abdur Rahman Crescent Institute of Science and Technology has formulated a grievance procedure, which has as its main objective the speedy resolution of grievances and thereby eliminating possible and unnecessary causes of conflict.

### 7.2 Objectives

- The Grievance Procedure is aimed at resolving work-related grievances within BS Abdur Rahman Crescent Institute of Science and Technology as fairly and as swiftly as possible. Grievances are feelings of injustice or dissatisfaction affecting an employee.
- This Procedure is not used for appeals against disciplinary action. Such is to be carried out in accordance with Disciplinary and Appeal Procedure and Code.
- Employees may lodge grievances without fear of victimisation.
- Grievances should be resolved at the lowest possible level within BS Abdur Rahman Crescent Institute of Science and Technology.
- An employee can lodge grievances with Deans of respective departments. Employees lodging grievances have the right to be represented by a fellow employee of his/her choice.
- Records will be kept of all statements and decisions.

### 7.3 Procedure and Guideline

The Grievance Procedure will be implemented as follows:

#### Step 1 - HOD

- In step 1 the employee must discuss his grievance with his HOD in the event of a grievance
- The HOD must endeavour to solve the problem within two working days and inform the employee.
- Should the employee not satisfied with the outcome, he may proceed to Step 2.

#### Step 2 - Dean

- The Department head shall endeavour to solve the problem within two working days and inform the employee.

- Should the employee not be satisfied with the outcome, he may proceed to step 3.

### **Step 3 - HR**

- The matter is referred to the Head of HR by handing her/him the grievance detail together with any other further relevant written information.
- The Head of HR shall convene a grievance hearing with the grievance committee and attempt to resolve the matter within a period of ten working days by discussing with management and that decision will be final.

### **Procedure to be followed by a Group of Employees**

If a grievance to be raised affects not one employee, but a group then a spokesman for the Group, accompanied (if she/he so wishes) by a delegation of not more than ten of the employees concerned, should proceed with Step 2 as for an individual grievance.

## **8 TERMINATION OF EMPLOYMENT POLICY**

### **8.1 Termination by Notice**

An employee who has given the notice to resign will be required to liquidate all loans with BS Abdur Rahman Crescent Institute of Science and Technology (where applicable) before their last month's dues is paid to them.

#### **Notice Period**

An employee on probation period can be terminated any time if the offence is serious or one month notice period can be given depends on the situation.

### **8.2 Retirement**

**Age:** The normal retirement age shall be 60 years. An extension of appointment beyond this age requires authority from the Board of Trustees.

**Medical grounds:** BS Abdur Rahman Crescent Institute of Science and Technology may, on the basis of a medical opinion from a qualified medical practitioner, call upon an employee to retire on medical grounds.

### **8.3 Death of Staff member**

In the event of the death of a staff member, BS Abdur Rahman Crescent Institute of Science and Technology shall notify the labour office in the prescribed form all wages and terminal benefits due shall be paid to the next of kin, as specified in the Personal Data Form.

### **8.4 Certificate of Service**

Certificate of Service shall be issued to each staff member on resignation. This certificate is neither a reference nor a statement of the staff performance.

### **8.5 Discharge Form**

All employees leaving BS Abdur Rahman Crescent Institute of Science and Technology employment will be required to submit duly filled discharge form to the Personnel and Administration Department before their dues are paid to them.

## 9 HEALTH AND SAFETY POLICY

### 10.1 Security

- A number of measures are in place to ensure adequate security around the office. The entrance to the premises is guarded round the clock.
- The doors to the building as well as those of individual offices are locked after working hours. Staff members expecting to work late or over the weekend should obtain a key and an authority to operate.
- Staff members working after hours should ensure that all the windows are closed and the lights turned off before leaving.
- No money or valuables should be left unattended.

### 10.2 First Aid

BS Abdur Rahman Crescent Institute of Science and Technology will provide a first aid kit and ensure that at least two staff members are trained on how to use the aid adequately.

### 10.3 Visitors

All visitors should report to the reception

### 10.4 Smoking

Smoking shall not be allowed inside the building. All employees are urged to make sure that their visitors adhere to this.

### 10.5 Emergencies

In the event of an emergency, e.g. fire...

- raise the alarm
- inform the relevant authority e.g. in the case of fire, inform the Fire Brigade or the Police explaining what kind of fire it is.
- disconnect all machinery and close all the windows.
- Evacuate the building. Do not leap out of the windows.
- Evacuate the building immediately. Do not stop to clear your desk or collect personal effects.

### 10.6 Office Services

All computers should be strictly used for official purposes. Only authorized persons may access computers. **Games and restricted websites are strictly prohibited.** Private pen drive is not allowed to be used on BS Abdur Rahman Crescent Institute of Science and Technology computers except with granted permission and upon scanning for viruses. Permission must be sought from the Management for the borrowing of portable computers equipment or accessories. E-Mail service is available for official use

# GOVERNANCE

but staffs are allowed to use it for personal mail, strictly only during the work breaks- lunch break or at the end of the day.

## 11. HIV/AIDS POLICY

### 11.1 Introduction

BS Abdur Rahman Crescent Institute of Science and Technology strives to ensure a working environment where HIV positive employees are protected from unfair discrimination and stigmatisation; and all employees have access to training, information and counselling services relating to HIV/Aids.

### 11.2 Objectives:

- Prevent unfair discrimination and prejudice against HIV positive employees. Minimize fear and panic among employees.
- Ensuring stability and productivity in the workplace.
- Encourage disclosure by HIV positive employees without fear of victimization or prejudice.
- Enable line management to respond appropriately in the event of:
  - An employee reporting that he/she is HIV positive;
  - Rumours that an employee is HIV positive;
  - Employees refusing to work with an HIV positive colleague.
- Minimize BS Abdur Rahman Crescent Institute of Science and Technology 's liability for wrongful conduct by its employees in relation to HIV and Aids.
- Prevent the spread of HIV and Aids by educating and training of employees.

### 11.3 An HIV positive employee has the same rights as all other employees and therefore will be:

- Protected against unfair discrimination.
- Treated with dignity, compassion and respect.
- Managed in the same way as employees with other disabling conditions, diseases or terminal illnesses.
- Entitled to employee benefits as determined by the rules of such schemes.
- Allowed to continue his/her normal work as long as he/she is able to maintain the required performance standards of the job.
- Expected to meet the same performance requirements that apply to other employees.
- When necessary, provided with reasonable accommodation to enable him/her to meet established performance standards.
- Transferred to another department only if his/her doctor requests this in writing for medical reasons.
- Employees refusing to work with HIV-positive colleagues could face disciplinary action in line with B.S.Abdur Rahman Crescent Institute of Science and Technology's disciplinary process.

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**Note:** Grievance procedure of BS Abdur Rahman Crescent Institute of Science and Technology will apply to HIV- or Aids-related grievances.



## 12. SUCCESSION PLAN POLICY

### 12.1 Introduction

The staff complement of BS Abdur Rahman Crescent Institute of Science and Technology is very limited and thus the need to have succession planning in place. If an employee is not available one should always have someone skilled and ready to act as a replacement.

### 12.2 Objectives

- To identify replacement needs
- To provide opportunities for high potential staff (retention)
- To increase the pool of promotable employees
- To encourage the advancement of diverse groups
- To improve the ability to respond to changing environmental demands
- To improve employee morale

### 12.3 Procedure

- Assess the potential vacancies in leadership and other key positions
- Assess the readiness of current staff to assume the positions (competencies, Training and Development)
- Develop strategies to address these needs based on the skill gaps.

## DUTIES & RESPONSIBILITIES AND CODE OF CONDUCT OF TEACHING FACULTY

### 1 PURPOSE AND SCOPE

As faculty members of B.S. Abdur Rahman University, they are responsible for contribution and sustenance of the standards of the institution. They should comply with the relevant policies, rules, regulations, norms and standards set to guide their work. While every individual member is accountable for his/her action, as member of the University community, they are collectively accountable for upholding those standards of behaviour and for compliance with all applicable rules, regulations and code of conduct.

This document details the rules and regulations that every faculty member should follow and the code of conduct they should adopt in the discharge of their professional duties. These rules and regulations are not exhaustive and hence, the detailed instructions issued from time to time and the modifications made in these due to necessities have to be adopted by the faculty members.

### 2 APPLICABILITY AND INFRINGEMENTS

These rules and regulations and code of conduct prescribed applies to all full time faculty members, visiting faculty members, faculty members on contract/part-time employment, research scholars given teaching assignment attached to all schools/departments of B.S. Abdur Rahman University.

Adherence to these rules and regulations and code of conduct makes the faculty members responsible for bringing suspected infringement of any of the provisions to the attention of appropriate authority of the University. Raising such concern is a service to the Institution and will not jeopardize one's position or employment. Confirmed violations will result in suitable disciplinary action up to and including termination from employment or other relationships with the University. If need be, legal recourse may also be resorted against the concerned individuals.

### 3 CURRICULAR RELATED

#### a. Teaching and Learning

A faculty is responsible for,

- i. Teaching of both core and elective courses in the field of his/her specialization as allocated by the Head of the Department for various programmes offered by the University.

- ii. Conducting laboratory courses, tutorials and seminars of the programmes assigned to him/her in an effective manner, so as to improve the practical knowledge of the student.
- iii. Providing proper guidance and supervision of the project work undertaken by students and development of proper rapport with the industry/organization if the project is industry related .
- iv. Making the teaching more effective and interesting to the students by the use of multimedia teaching aids.
- v. Making the laboratory and seminar classes more purposeful by examining the students orally either before or after the experiment/seminar to improve the student's understanding of the subject.
- vi. Conducting the core / elective course as project based / experimental / activity based learning.
- vii. Inculcating peer-assisted learning.
- viii. On the whole, the teaching learning shall be learner centered ensuring learning outcome of different courses.

**b. Course Planning and Material Preparation**

- i) The faculty member is required to plan and make complete preparation well in advance to effectively teach the theory and practical courses.
- ii) He/she should prepare the schedule of lectures with topics, tests, assignments, demonstrations, screening of video or powerpoint presentation etc., in advance and the students should be informed of the same.
- iii) The faculty member has to design experiments for laboratory classes so as to improve the student's creative skills besides properly understanding the physical phenomena or concept.

**c. Examination, evaluation and grading**

- i) A faculty is required to set standard question papers to test the knowledge / analytical thinking of students and evaluate the answer scripts of courses not only taught by him/her, but also that is assigned to him/her by the Dean/Head of Department/Controller of Examinations of the institution.
- ii) A faculty is required to conduct and invigilate any exam/test in the university. Such test/exam may be for the course taught by him/her or for any other course assigned by the Head of Department/Controller of Examinations of the Institution.
- iii) A faculty member while evaluating answer scripts, oral examination/project work evaluation, should scrupulously be objective in

his/her performance only. Besides, he/she should indicate the mistakes on the script except for end semester examination, where no marking is permitted to be made on the script.

**d. Maintenance of Records**

- i) Each faculty member is required to maintain the record of class work, attendance and continuous assessment neatly, properly and on time. This should be produced to the Head of the Department (HOD) as and when called for or immediately after the test for scrutiny and should be handed over to the HOD after the academic audit.
- ii) Each faculty member is required to keep a file containing question papers set by him/her for the course handled, copy of answer sheets of the students after evaluation, for production to the academic audit.
- iii) If the faculty member is assigned to be the Class Adviser by the HOD, he/she should maintain the list of students under him / her, their parent/local guardian contact address/phone/mail ID etc., so that the student's progress could be monitored and communicated to them. The Class Adviser shall also maintain cumulative record of attendance for the courses undergone by the student course-wise. The Class Adviser should also help the HOD in counselling poorly performing students and the follow up action taken to improve the students' performance.

**e. Monitoring of students' progress**

- i) The faculty of any course is required to watch the attendance and academic performance of each student of his/her course and take necessary steps at his/her command to improve the student's progress. If his/her effort fails, the faculty member should bring it to the notice of the HOD and the Class Adviser so that the information can be sent to the parents/guardians.
- ii) A faculty member is required to attend/organize the Class Committee Meeting either as a course teacher and/or as chairperson of the class committee and should actively participate in the deliberations there to improve the teaching-learning process.
- iii) A faculty member may be required to be a Faculty Adviser to a group of students. He/she is then really a mentor for the students in his/her group. He/she has to keep account of the courses registered/enrolled by them and advice and counsel the students.
- iv) A faculty member has to be thorough with the regulations of the academic programme offered by his/her Department and other

instructions issued from time to time so that he/she can effectively guide the student.

- v) As a Faculty Adviser, the faculty member is required to motivate students under his/her care and also help them while they face any other general problems till they leave the University.

**f. Participation in Academic Developments**

- i) A faculty member should actively participate in curriculum preparation for new programmes/modification of existing programmes.
- ii) Contribution to the preparation of new syllabus or updation of existing syllabus is also the responsibility of a faculty member pertaining to his/her specialization.
- iii) A faculty is expected to be creative so as to contribute to the introduction of new academic programmes in the emerging areas relevant to the society, innovative curriculum and new methodology of teaching and evaluation.
- iv) In order to be an effective faculty, he/she is required to update his/her knowledge by attending faculty development programmes, short-term courses, professional society meetings, National / International Conferences, reading recent technical journal articles and periodicals and going through the web sites of world class Universities. They may also enroll in one or more Professional Societies/Associations.

**g. Punctuality and regularity**

- i) The faculty member shall not permit any student to attend the class after the stipulated time specified by the institution so as to ensure punctuality in attending class by the students.
- ii) A faculty member is required to make alternative arrangement to handle his/her scheduled course work and other works whenever he/she goes on leave.
- iii) As far as possible a faculty member should not miss the scheduled class and only under unavoidable circumstances alternative arrangement can be made. This will ensure better compliance of scheduled classes.
- iv) A faculty member shall be punctual in attending classes and leave the classroom only after his/her class is over . He should also wait till the arrival of the faculty for the next period, or instruct the students to go to the laboratory/workshop for practical classes, as the case may be.
- v) The faculty member shall carry out any other academic related activity that may be assigned to him by the HOD/Higher Authorities from time to time.

## **4 RESEARCH AND DEVELOPMENT**

### **a. Academic research**

- i. As research is an inherent component of the functions of a University, every faculty member shall take active efforts to make research contributions in his/her field of specialization.
- ii. A faculty member should identify specific aspects relating to his/her area of specialization in which there is considerable scope for further work, so that he/she either does it by himself/herself or motivate undergraduate and postgraduate scholars or a junior colleague to take up the study under his/her supervision.
- iii. Faculty members who act as Research Supervisors should spare adequate time to the research scholars for discussion and monitor their progress, so that not only the quality of work is improved but also time over-run can be avoided.
- iv. As the scope for doing further research work from the undergraduate and postgraduate students' project work is ample, active involvement of the faculty member in the student's project work is very essential.
- v. If the student's project work is industry related, the faculty member shall visit the industry to know the problem in its perspective so that he/she can guide effectively. In fact, this will help to develop contact with the industry.
- vi. Interdisciplinary and collaborative research is assuming enormous proportions. In this regard, a faculty should take efforts to identify such area(s) by interaction with his/her colleagues in other departments or researchers in established R&D laboratories for collaborative research purposes.
- vii. Faculty members can act as research supervisor for other Universities only with the prior permission of the University. External research supervision will be permitted, only under special circumstances.

### **b. Research publications and books**

- i) As research publications in refereed journals of international importance not only improve the individual's image but also of the institution, every faculty member should strive to bring out such quality publications.
- ii) Faculty members should publish their research output only in SCI or SSCI journals and publications in non-refereed journals will not be recognized.
- iii) Faculty members shall also strive to file patents if their research output is novel.

- iv) Depending upon the research content, the faculty member may also present papers in International/National level conferences, but the impact they command compared to publications in refereed journals is considered much less.
- v) Faculty member should also take efforts to bring out his/her research work other than refereed journal papers, in the form of books or chapters in the books published by the international/National level publishers with ISBN/ISSN numbers.
- vi) The faculty members will be provided financial incentives for publications in refereed journals taking into account the impact factor, total citations, immediacy index, half-life, etc.

**c. Sponsored and funded research projects**

- i) An important source of financing and professional recognition to the University is sponsored and funded research projects. Therefore, every faculty member should browse the web sites of various funding agencies, advertisement, etc., periodically and submit research proposals in the proper format to those agencies to secure funding assistance for research and acquiring facilities such as equipment, instruments, etc.
- ii) The faculty member, who is a Principal Investigator, could employ Project Associates, if the project proposal contemplates and the funding agency approves, can also use the services of students and research scholars, wherever possible.
- iii) Many funding agencies provide funding assistance for establishment of centres of excellence. A faculty member may also examine and send proposal pertaining to his/her department or interdisciplinary ones for establishment of such centres.
- iv) Students should also be encouraged by faculty members to submit proposals for securing funding assistance for student projects from Science and Technology Councils of the State and Centre and other agencies.
- v) The effort of the faculty member must be to convert his/her creative idea into a product either physical, conceptual or a computer software. In order to get recognition not only for the faculty, but also, for the institution, he/she should take efforts to obtain Patent/Intellectual Property Right (IPR) so that nobody could copy them.
- vi) Cash incentives, as may be decided by the Management, will be given to those faculty members for funded research/projects secured, research papers and books published and patents obtained.

## **5 CONSULTANCY AND EXTENSION ACTIVITIES**

### **a. Consultancy projects**

- i. Executing consultancy works for the state and private organizations is another important source of financial resource to the University.
- ii. A faculty member should take efforts to secure consultancy works in his/her area of specialization from industries and business or from State agencies.
- iii. To secure consultancy work, the individual's capability in solving practical problem in his/her area of specialization besides development of good rapport is very essential. Guiding industry oriented student projects is an easy way of establishing contacts with the industry counterparts. Hence, faculty member guiding such project works should establish proper, healthy and positive rapport with the concerned industry from where such project work is undertaken.
- iv. A faculty member should constantly update his/her knowledge, familiarize himself/herself with the problem of industry by going through industry publications, attending professional society meetings etc., to establish contact and get to know the problem of industry.
- v. Attending seminars and conferences organized by professional institutions such as Confederation of Indian Industry (CII), Federation of Indian Chamber of Commerce & Industry (FICCI), The Institution of Engineers (IEI), Institute of Electrical and Electronics Engineers (IEEE) or other Industrial Associations will also help to understand the problem of industry.

### **b. Extension activities**

- i) A faculty member should take efforts to organize refresher courses, seminars and workshops not only for the benefit of faculty members but also for participants of industry and society at large. Such programmes could be self supporting or sponsored ones.
- ii) Conduct of continuing education programmes/structured courses to meet specific requirement of the industry and society is yet another way of augmenting resource for the University. A faculty member can organize such programmes either one time or on continual basis year on year.
- iii) Extension activities could include various community oriented services, preferably using the expertise in the field of science and technology, and addressing the requirements of weaker sections of the society.



## **6 INVOLVEMENT IN DEVELOPMENT ACTIVITIES**

### **a. Laboratory Development & Maintenance**

- i) A faculty member is required to involve in the laboratory development activities of the Department by introducing innovative experimental setups/instruments/computer software/computer control of machines or processes.
- ii) Whenever new courses or new topics are proposed in the curriculum and syllabi in the emerging areas, the faculty member can design and fabricate or assemble new experimental setup for use by students.
- iii) As a member of the faculty, he/she should ensure that the various machinery and equipment in the laboratory and workshop are maintained , in good working condition and are used effectively both for academic requirement, project works and research related activities.
- iv) In case, a faculty member is assigned to be in charge of laboratory or workshop, he/she has to oversee the work of technical staff of the laboratory, besides arranging for periodical maintenance/repair and re-calibration wherever necessary.
- v) As one in charge of laboratory, he/she has to ensure proper maintenance of stock registers, both consumable and non-consumable, periodical stock verifications, and proposal for replacement of over aged/unserviceable equipment, besides their safe custody.

### **b. Purchase of items for the laboratory**

- i) As one in charge of laboratory has to prepare budget every year after taking into account the academic course requirements, research needs and discuss with the HOD and finalise it before inclusion in the overall budget proposal of the Department.
- ii) As one in charge of laboratory has to initiate proposals for the purchase of consumables and equipment for his/her laboratory and take follow up action till it is procured and taken into stock.
- iii) The faculty member should help the Professor in charge of purchase or the HOD in finalizing the specifications of equipment to be purchased calling the quotations and evaluation and tabulation of bids to be placed before the Purchase Committee.
- iv) Once the budget proposals are approved by the management, the faculty in charge of the laboratory/workshop is responsible for the compliance of the budget proposal, unless it is altered or revised. If necessary, he/she has to prepare revised budget proposal through the HOD.

- v) The faculty member shall follow the detailed guidelines/procedure issued by the University with regard to purchase of consumable and non-consumable items both indigenous as well as imported items.

**c. Co-Curricular activities**

- i) A faculty member is required to arrange guest lectures, seminars etc., to supplement regular lectures and also help in the conduct of faculty development programmes, short-term programmes, workshops, open houses, exhibitions organized by the Department or University.
- ii) A faculty member is required to organize industrial visits, educational tours and accompany the students to visits/tours as and when required by the HOD.
- iii) A faculty member if nominated as an Office-bearer such as Treasurer, Adviser of Professional Society functioning in the Department/University he/she shall perform such duties accordingly.
- iv) A faculty member is required to help the Professional Societies in organizing annual events such as symposium, technical contest, quiz, and also in the interaction with the parent bodies (e.g. ASME, IEEE etc.) to promote the student chapter of the professional bodies.
- v) A faculty member is required to coordinate National / International conferences / seminars / symposium / workshop.
- vi) A faculty member should submit project proposals to the funding agencies for financial assistance to conduct seminars, conferences, etc.

**d. Extra-curricular activities (Co-administrative Activities)**

- i) A faculty member should see that the classrooms, department buildings, laboratories and surroundings are kept neat and tidy with the help of personnel assigned for this purpose.
- ii) A faculty member should ensure that lights and fans are switched off after the class is over, and if there is no lecture class for the students in the next period to save energy consumption.
- iii) As discipline in the campus is very essential, every faculty member should interfere if they notice indulgence by students in activities of condemnable nature.
- iv) A faculty member if required to help the HOD in all administrative matters like distribution of hall tickets, mark sheets etc., and in compilation of departmental replies to higher authorities etc.
- v) The faculty member has to serve as a member of any enquiry committee or as a member of various committees whenever the Department/University organizes major events such as Sports Day, Annual Day, Technical and Cultural Festivals, etc.

- vi) Faculty members are liable to be assigned the responsibility of Residential Tutor/Deputy Warden of the hostels run for the benefit of students for a specific period of time and for this service they shall be given perquisites in addition to their salary.
- vii) All faculty members are expected to oversee the students go to the class on time and not loitering in the campus.
- viii) Faculty members should also take part in activities related to NCC, NSC, NSO, Red Cross Society, Alumni Association, etc., as office bearer/organizer and shall discharge the duties assigned to the position.
- ix) Any other activity(s) related to Department or Institutional Development that may be assigned to the faculty member depending on the need.

## **7 WORKLOAD NORMS**

### **a. Working hours**

- i. All full-time faculty members should perform a minimum of 40 hours of work per week for the University on a 5 day week basis. The University has the right to fix the working hours and days depending upon the exigency.
- ii. The 40 hours is only the minimum, but a faculty member is expected to devote more time in connection with execution of sponsored and funded projects, consultancy work, continuing education, summer courses, etc.,
- iii. The minimum working hours may vary in the case of part-time and visiting faculty depending upon their condition of employment.

### **b. Teaching-contact workload**

Of the minimum workload of 40 hours per week, the teaching-contact hours for different categories of faculty members are as follows:

Assistant Professors	: 20 hours/wee
Associate Professors	: 16 hours/wee
Professors	: 12 hours/wee
Deans/HODs/Directors	: 6 hours/wee

The above mentioned is only minimum contact hours be assigned by the HOD. However, the faculty member is expected to devote his/her time for research, lesson preparation, valuation of test/assignment etc. He/she shall be present in the department during the working hours of the institution, unless, otherwise he/she goes on other official duties with prior permission from the concerned authority.

A faculty member shall follow detailed instructions issued in this regard from time to time by the Management.

## **HOD**

### **Key Responsibilities and Accountabilities:**

- a. The prime role of the Head of the Department is to provide strong academic leadership.
- b. The Head of Department is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities.
- c. Maintain the general discipline of the students and staff of the Department.
- d. To oversee the smooth functioning of the department and ensuring consistent provision for academic ambience.
- e. To manage and motivate all departmental staff, to enable the students to receive skilled education in the subject, in a positive, encouraging and effective working environment.
- f. To ensure the development of Curriculum to keep up to date with relevant changes and to encourage a wide range of activities to learn the subject with practical skill.
- g. Responsible for designing the regulations, curriculum and syllabi.
- h. Shall act as Chairman, Board of Studies for Commerce Department.
- i. Inculcate Industry Internship and Value added courses to the B.Com degree.
- j. To attend meetings when required by Senior Management.
- k. Prepare the annual budget in consultation with Dean of the School for the financial year and submit to the Registrar before the end of January of each year with necessary justification for the proposed additional laboratory spaces, if any and procurement of equipment, machinery, instrument, computer, software, etc.
- l. Appoint Class committees, Class Advisors, Faculty Advisors, etc. for the department and arrange to make teaching learning student-centric.
- m. Arrange to pass the semester end examinations results by the Class Committee and forward it to the Controller of Examination / Dean, Academic Courses for publication and record.
- n. Propose new programmes / courses and increase the in intake in consultation with Dean of the School and faculty.
- o. Oversee the teaching performance, research activities and funded projects of all faculty of his/her department.

- p. Organize Seminars / Conferences / Symposium / Workshop / training programmes in topics of relevance and importance to the department with financial support from external agencies.
- q. Be responsible and accountable for setting and advancing the academic strategy of the Department in line with Faculty and University strategic plans and direction
- r. Promote the visibility of the University both internally and externally.
- s. To ensure all essential resource material is available for use as required.
- t. Carry out any other function as assigned by the Vice-Chancellor and Registrar.

## **Job Description for Director (Admissions)**

**Eligibility: Candidate should have Masters Degree with good exposure to other countries she/ he should be fluent in communication.**

### **Job Purpose:**

To attract students to the University by proper planning strategies; promoting the University Nationally and Internationally for student admission; directing the staff working under Admissions Office to handle parents and students smoothly and in a hassle free manner.

### **Required Skill Sets:**

Director of Admissions must be a superb leader and excellent communicator. He/she must be extremely organized and detail-oriented as well. Dependable, hardworking and possessing a strong work ethic are also vital.

### **Duties and Responsibilities:**

1. To Plan and implement various strategies to attract quality students and enhance the number of admissions every year.
2. To work in tandem with Vice Chancellor, Registrar and Deans to set criteria and standards for admission.
3. To organise tours around campus to potential students and their parents to showcase the infrastructure facilities and the expertise of faculty.
4. To guide Chief Marketing Officer to organize exhibition and open house for school students and their parents at BSAU Campus and other places.
5. To plan and execute student admissions from various parts of the country and from abroad.

6. To organize periodic visit to school campuses and polytechnic colleges and to provide potential students with information about the academic programme.
7. To assist Chief Marketing Officer to create marketing materials like brochures, pamphlets, banners, merchandise, hoardings, etc.
8. Support Chief Marketing Officer to finalise materials for newspaper advertisements, education fairs and digital media.
9. To supervise the staff working in the Admissions Office and motivate them to bring out their best.
10. Ensure that adequate hospitality is extended to the parents and students at the time of admission.
11. Coordinating the activities of staff members involved during admission session.
12. To arrange standard question papers for entrance examination, schedule the online Entrance Examination dates and oversee the smooth conduct of the examination.
13. To coordinate the evaluation of Entrance Examinations and to prepare Merit List of candidates based on 12<sup>th</sup> standard MPC marks and Entrance Examination Marks.
14. To schedule the counseling of students and parents and complete the admission process smoothly.
15. Finalise scholarship for deserving and quality students.

## **Job Description for University Librarian**

### **Job Purpose:**

To select, purchase, organize, catalogue and classify library resources as per the contemporary library systems. To be a specialist in computer applications in order to establish and maintain digital library.

### **Required Skill Sets:**

The Librarian should possess excellent organizational and interpersonal skills. He / She should also possess strong IT skills and familiarity with use of databases and the internet. Teamwork and management skills are required .

### **Duties and Responsibilities:**

1. To develop and manage convenient, and accessible library with cost effective information services.
2. To liaise with departments/ schools for acquiring the right books, periodicals and journals.
3. To coordinate with departments / schools for the purchase of e-books and e-journals.

4. To manage the allocated budget and resources.
5. To develop IT facilities and establish digital library.
6. To support researchers in the Institution with adequate journals.
7. To manage the library staff including new recruitment, training and supervisory of staff in the library.
8. To promote the library resources to users.
9. To establish and implement library and information services.
10. To provide effective access to library collections and other resources.

## **Responsibilities of Proctor & Team**

### **Staff Training and Management**

- Train the staff (Hostel, Security and students)
- Create specific task lists for each position
- Ensure team morale and motivation
- Request feedback and ideas from each team member
- Conduct performance evaluations

### **Reception**

- Conduct check-in and checkout procedures
- Interact with guests
- Respond to emails
- Assist with transportation requests Record and respond to guest concerns Maintain accurate reservation information Update room allocation for online booking sites

### **Housekeeping**

- Ensure quality standards for cleanliness
- Conduct spot evaluations
- Oversee activities such as Make beds, cleaning and organizing bathrooms, dormitories, common areas and Wash laundry and dishes
- Ensure that regulations for safety and sanitation are being met
- Organize and implement a rotating schedule for deep cleaning each area of the hostel
- Submit a list of maintenance issues that are found while cleaning

### **Maintenance**

- Maintain the hostel facilities and ensure that they are in proper working order
- Respond to guest and staff feedback regarding broken or malfunctioning items
- Arrange and implement a preventative maintenance schedule

Conduct routine site inspections to identify and resolve problems with the facilities

## **Accounting and Budgeting**

Establish and follow an operational budget

Maintain accurate records of expenses and revenue

Pay bills and collect debts in a manner that maintains a positive cash flow

Create monthly Profit and Loss reports

Organize and distribute payroll checks

## **Entertainment, Atmosphere, Activities**

Create and follow a plan to maintain the desired atmosphere in the hostel

Organize and execute activities and special events

Record duties, expenses, challenges, successes and areas for improvement for each event for replication

Engage guests directly

## **Quality Control**

Outline standards of quality and devise a method to measure and evaluate each one

Conduct regular audits to ensure quality

## **Duties of Chief Financial Officer :**

- 1 To determine accountabilities of manpower of the accounts department, communicating and enforcing values, policies, and procedures and training them.
- 2 Develop finance Institutional strategies by contributing financial and accounting information, analysis and recommendations to strategic thinking and direction; establishing functional objectives in line with Institutional objectives.
- 3 Established finance operational strategies by evaluating trends; establishing critical measurements;
- 4 Develops Institutional prospects by studying economic trends and revenue opportunities; projecting acquisition and expansion prospects; analyzing institutional operations; identifying opportunities for improvement, cost reduction, and systems enhancement; accumulating capital to fund expansion.
- 5 Develops financial strategies by forecasting capital, facilities, identifying monetary resources; developing action plans.
- 6 Monitors financial performance by measuring and analyzing results; initiating corrective actions; minimizing the impact of variances.



- 7 Maximizes return on invested funds by identifying investment opportunities; maintaining relationships with the investment community.
- 8 Reports financial status by developing forecasts; reporting results; analyzing variances; developing improvements.
- 9 Accomplishes finance and institutional mission by completing related results as needed.

### **Chief Financial Officer Skills and Qualifications:**

Financial Planning and Strategy, Managing Profitability, Strategic Planning, Vision, Quality Management, Forecasting, Corporate Finance, Developing Budgets, Financial Skills.

### **Role of Pro Vice-Chancellor (Academic)**

- The key responsibility of this role is the leadership of the overall academic direction of the University. The successful candidate will ensure that all aspects of the broad academic portfolio continue to develop, by motivating and engaging staff at all levels, communicating proactively, and influencing internal stakeholders and external partners on behalf of the University.
- General Responsibilities
- The Pro Vice-Chancellor (Academic) will be required to:
- Participate and accept shared responsibility for the corporate leadership, management and development of the University.
- Represent the University as appropriate by chairing or serving on internal and external committees, working and advisory groups as required by the Vice-Chancellor.
- Foster cross-university co-operation in the furtherance of the University's Mission Statement and Strategic Plan and in the effective utilization of University resources.
- Encourage and promote the generation of external income, including the provision of research and consultancy services by members of the University staff.
- Support the further development of the University and respond to the needs of a diverse student body, external funders and stakeholders.
- Promote and implement the University's policies.
- Specific Responsibilities
- The Pro Vice-Chancellor (Academic) will be responsible to the Vice-Chancellor and the Governing Body and will be required to:

- Contribute to the setting of the corporate plan and ensure it is translated into appropriate, ambitious and realistic goals and objectives that are delivered successfully through the Faculties and Deaneries for which the role holder has line management responsibility. Line manager of designated post holders and responsibility for the performance review and development of the Deans.
- Maintain and develop external links with a range of local, regional, national and international academic institutions and other organizations for a range of purposes.
- Champion models of delivery and behavior to encourage the further enhancement of the quality of all academic programmes and services to students and other stakeholders.
- Provide executive leadership of externally funded programmes or projects as appropriate.
- Represent and deputise for the Vice-Chancellor as required
- Undertake other responsibilities and duties as the Vice-Chancellor and/or Governing Body may determine from time to time.

## **Responsibilities of the attender**

- Cleaning the office
- Taking care of the office and attend to the various basic needs of the office
- Ability to do bank jobs etc
- Ability to read and write
- Should be willing to come to office before time and leave the office after everyone leaves

## 4. TRAINING AND DEVELOPMENT POLICY

### Introduction

BS Abdur Rahman Crescent Institute of Science and Technology strongly believes that a well-trained and efficient workforce is crucial for the development of any institution. BS Abdur Rahman Crescent Institute of Science and Technology will always strive to attract and retain employees of the highest caliber.

To achieve this, the institution will recruit all levels of staff strictly on merit. After their engagement, the trust will further provide them with opportunities to advance skills and professional expertise as well as give them adequate exposure.

### Objectives

The objectives of the Training and Development Policy are to:

- Explicitly communicate the commitment of BS Abdur Rahman Crescent Institute of Science and Technology 's Board Members, Chief Executive Officer, and Management to the training and development of all employees, primarily customized to suit the business philosophy, mission, vision, and Business Plan;
- Ensure that training and development are offered to employees of BS Abdur Rahman Crescent Institute of Science and Technology;
- Recognize the fact that training and development can only take place when matching resources are properly planned and budgeted for and be utilized exclusively for training;
- ensure that need-based training and development interventions are equitably distributed to all categories of staff and at all levels of BS Abdur Rahman Crescent Institute of Science and Technology , with particular emphasis on the lower ranks;
- Ensuring equal opportunity in training and development within all Department of BS Abdur Rahman Crescent Institute of Science and Technology ;
- Develop and maintain a pool of suitably qualified staff (technical, administrative and professional) at BS Abdur Rahman Crescent Institute of Science and Technology ;
- Create an environment that is conducive to self-development and career advancement of staff members;

## Process and Criteria

BS Abdur Rahman Crescent Institute of Science and Technology will as much as is possible handle staff training as an integral part of its institutional development. It will endeavor to train its staff continuously and impart them with new skills, through some of the following ways:

- BS Abdur Rahman Crescent Institute of Science and Technology will encourage staff to pursue further training on their own, which it could support whenever there are funds available;

Training or development programme shall only be offered after a thorough needs assessment by the Human Resources Officer in consultation with the Department Principal

BS Abdur Rahman Crescent Institute of Science and Technology places a high premium on human resources training and development. Hence, nominees are obliged to attend courses nominated for and agreed upon. Failure by a nominee to attend a course amounts to misconduct and will be dealt with in accordance with the Disciplinary Code.

In the event where a nominee cannot attend a particular course for one or the other reason, such nominee should inform the Human Resources Officer in writing at least five working days before the commencement of the course through his/her HOD. Shorter notice through the same procedure shall only apply in the event of unforeseen circumstances, such as illness, death, unplanned leave, and the like.

Trainees shall be nominated by their respective immediate senior with relevance to their Performance Plan, whereupon the Human Resources Officer will consider such nominations for confirmation, or otherwise.

Any training identified by individuals shall also be considered. Where these activities are deemed important by BS Abdur Rahman Crescent Institute of Science and Technology, an equitable selection process of who shall attend the course shall be made and BS Abdur Rahman Crescent Institute of Science and Technology shall fully fund the activity subject to the following conditions:

- The employee must submit a formal application to his senior
- The application shall be forwarded by the senior, with his/her recommendations and comments to the Principal

- Approval will thereafter have to be obtained from the Human Resources Officer

The sequential process of the Human Resources Officer shall be to:

- determine training and development needs that currently exist and projected future needs by ensuring that all employees have their own Individual development plans which is to be developed by the immediate senior with Reference to Performance Plans;
- select and write training and development objectives in order to determine and sequence course contents per employee;
- produce and procure suitable training and development programmes;
- conduct training and/or co-ordinate training to be provided by others from within or outside the BS Abdur Rahman Crescent Institute of Science and Technology ;

## 5. LEAVE POLICY

### **Purpose of leave:**

Leave is granted to employees with the good intention of providing rest, recuperation of health and for fulfilling social obligations. This provides for a healthy and efficient staff for the BS Abdur Rahman Crescent Institute of Science and Technology .

### **Leave year and applicability:**

- Leave is not a matter of right.
- Sanctioning of leave is at Management discretion based on exigencies of business or seriousness of the case.

The leave details to the staff are detailed below

### • **Teaching Staff**

- Casual Leave - 12 days / Calender year
- Earned Leave - 12 days / Calender year
- Medical Leave - 10 days / Calender year
- Vacation Leave - 30 days / Academic year

### • **Non-Teaching Staff (Including Technical staff)**

- Casual Leave - 12 days / Calender year
- Earned Leave - 12 days / Calender year
- Vacation Leave - 15 days / Academic year
- Medical Leave - 10 days / Calender year

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- **Estate Office**

- Casual Leave - 12 days / Calender year
- Earned Leave - 15 days / Calender year
- Medical Leave - Nil / Calender year

- **On Duty Leave**
  - On Duty (OD) can be availed only if.
- Attending FDP, seminar conference, workshop
- Member of the Doctoral Committee.
- Official work related to Academic, examination related activities etc.
- HODs / Deans / Directors / Professors and Associate Professors are not entitled to take Compensation Leave
- Special Leave can be availed only in case of faculty is a member of NAAC,UGC,AICTE or any other statutory bodies.
- Casual Leave can be clubbed with any kind of leave.
- Combining Vacation and Earned Leave with the Government declared holiday is not permitted in form of a sandwich.
- Medical leave can be availed only in case of hospitalization (after submitting the proof).
- Maternity leave can be clubbed with any leave.

**NOTE:**

- Vacation Leave can be availed only after the permission is granted in December and May. (Vacation leave is treated for the Academic Year July to June)
- The Leave Period Calculation for CL&EL will be for the calendar year (i.e.) January to December.
- No OD will be given during vacation/holidays.
- Only the Staff who have completed one year of service alone are eligible for Earned/Vacation Leave
  - The Leave policy is applicable for all permanent staff of the BS Abdur Rahman Crescent Institute of Science and Technology .
  - Employees who are appointed during the course of the year shall be entitled to the above leaves on pro-rate basis.
  - Employees whose date of joining service falls between 1<sup>st</sup> to the 15<sup>th</sup> of a month are entitled to get the leave credit for that month.
  - Employees whose date of joining service falls between 16<sup>th</sup> to the end of the month are not entitled for the leave credit for that month.
  - If an employee is relieved on any day between 1<sup>st</sup> to 15<sup>th</sup> of a month, then he / she is not entitled for leaves due for that month.
  - If an employee happens to leave on any day between 16<sup>th</sup> to the end of the month then he / she is entitled for leaves due for that month.

## Casual Leave

### Eligibility:

All permanent staff

Casual leave is calculated for a period of one year (January to December)

### Entitlement:

- 12 days of Casual Leave in a calendar year.
- If CL extends beyond 3 days, then the excess days taken will be treated under LWP.
- It is upto the Management's discretion to sanction more than 3 days of CL at a stretch.
- National / Festival / Declared / weekly off days can be prefixed and / or suffixed to CL.
- Intervening National / Festival / Declared holidays will NOT be counted as part of the leave.
- Balanced CL remaining unutilized as on 31<sup>st</sup> December will lapse.
- When leave is taken without prior sanction (under certain unavoidable circumstances), the absence should be notified to the respective HODs on the same day through phone.
- Approved leave application should reach the Personnel department within 3 working days of rejoining.

## Sick/Medical Leave

### Eligibility

All permanent staff

### Entitlement:

- days of Sick Leave (SL) in a calendar year.
- A minimum of half SL can be availed & a maximum of whatever is required or whatever is available, whichever is lesser
- If SL extends beyond 3 days, it has to be accompanied with a Doctor's certificate
- In case adequate number of SL are not available with an employee, he can club CL with it. If CL is also not available, then it will be treated as LWP.
- Intervening National / Festival / Declared holidays will be counted as part of the leave.
- Balanced SL remaining unutilized as on 31<sup>st</sup> December will be carried forward to the next year
- Inability to attend office because of any sickness should be notified to the respective HODs on the same day through phone.



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- Approved leave application should reach the Personnel department within 3 working days of rejoining.

## **Maternity Leave (ML)**

### **Eligibility:**

All married female staff after completion of 2 year of service with the institute

### **Entitlement:**

- 45 days of paid Maternity Leave is allowed to females who have to deliver a child
- A female employee can adjust this leave before and after the delivery of child totaling it to 45 days
- Before availing this leave, a certificate from the gynaecologist has to be submitted mentioning the expected date of delivery
- Intervening National / declared / festival / weekly off days will be counted as part of leave
- If, because of any complication, leave has to be extended, it can be done but will fall under LOP

## **Leave Without Pay (LOP)**

- LOP can be applied by an employee when no other leave is available.
- During the period of LOP, the employee is not entitled for any pay or allowance.
- A maximum of 1 month of LOP can be availed on the approval of the management.
- If the employee fails to report to duty on the specified date after the sanctioned LOP, it is deemed that the employee has abandoned his service with the BS Abdur Rahman Crescent Institute of Science and Technology on his own accord.
- LOP can be implicated on disciplinary grounds with regard to attendance by the management regardless to the availability of the other types of leave.

## **Compensatory Off (Management Decision)**

- If an employee is required to work on any important assignment on a National / Festival / Declared / weekly off day, he is eligible for Compensatory off on any other working day.
- Official approval is required from the department head / management to work on such National / Festival / Declared / weekly off days. No compensatory offs will be entertained when worked on these days without proper approval.

## **Leave Settlement During Resignation / Retirement / Termination**

If an employee to be relieved has availed more CL against the number of months he has worked, then the excess CL will be deducted during his final settlement.

## **Procedure for Applying Leave**

The available leave balance is to be checked by the employee in TCS. All the leaves shall be applied through TCS only.

## **Cancellation of Leave**

- The department head can also cancel the once sanctioned leave on situational / need basis. If an employee proceeds to avail the cancelled leave then those days will be treated as absence from duty and the rules pertaining to absence from duty will be applied.

## **Extension of Leave**

- As it is necessary to get prior approval for leave so it is also for extension of leave. The employee has to apply to his/her department head for extension of leave well in advance and get it sanctioned to avail them.

## **Absence From Duty**

- When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty.
  - The days of absence will be treated under LOP.
  - The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again.
  - If an employee is absent from duty continuously for more than 7 days (including any National / Festival / Declared / weekly off days which may fall in-between), an official correspondence from the personnel department will be sent to him asking to report to duty and to provide explanation for his absence.
  - Based on the enquiry any action deemed fit would be taken by the management.
  - If there is no response from the employee within the stipulated time mentioned in official correspondence, it would be assumed that the employee has withdrawn his service from the BS Abdur Rahman Crescent Institute of Science and Technology on his own accord and recorded accordingly.

## 6. DISCIPLINARY CODE

### Introduction

- This document is an expression of BS Abdur Rahman Crescent Institute of Science and Technology 's policy on discipline and a guide to all BS Abdur Rahman Crescent Institute of Science and Technology employees.
- Discipline is a system designed to promote orderly conduct.
- Formal disciplinary action should be the final course of action in rectifying employee behaviour.
- Disciplinary action should be supported through investigation, reasonable evidence of guilt and careful consideration of the circumstances of each case before formal action is taken.
- Disciplinary action should always be prompt, fair and firm.
- While every attempt has been made to ensure that this disciplinary code is applicable to general disciplinary instances in BS Abdur Rahman Crescent Institute of Science and Technology , the requirement for use of discretion within the framework of and in accordance with the spirit of the code may be required.
- A successful disciplinary system and climate is dependant on the good judgement, understanding and consistent treatment of the parties involved in disciplinary action.

### Procedure and Documentation

Action of senior when an alleged offence has been committed or is reported to have been committed

When an offence is alleged to have been committed, the senior concerned will investigate or have the matter investigated, and take any form of the following actions:

- Dismiss the case;
- Counsel the employee;
- Give a verbal warning;
- Give a recorded warning;
- Initiate a formal disciplinary enquiry;

### Informal disciplinary action

It is desirable for sound interpersonal relations within BS Abdur Rahman Crescent Institute of Science and Technology that senior where possible resolves disciplinary matters by means of informal disciplinary action.

Informal disciplinary action can take the form of either a verbal warning or counselling.

An employee found to have committed an offence of a minor nature should be counseled by the Dean, without an entry being made on the employee's personal record. The Dean may however, make a record of the counseling session to allow for an assessment of the employee's performance record, should this be necessary at the time, and with the employee's knowledge and understanding thereof, formulate a plan of corrective action.

During the counselling, the senior should ensure that the employee is made aware of the nature of the offence and the standard of the conduct or performance that will be expected in the future.

### **Procedure for formal complaints**

- A Dean handling a formal complaint must investigate the case with the assistance of the Human Resources Officer, where possible, and ensure that the relevant sections of the complaint form are correctly completed within 48 hours of the offence having been committed or the Dean having been made aware of the fact that an offence has been committed
- A copy of the complaint form should be passed without delay to the Human Resources Officer who will advise whether:
- The accused should be suspended pending full investigation (if this has not already been done)
- Advise the Dean on whether to continue with a formal complaint

### **Disciplinary Inquiries**

The Human Resources Officer will be responsible for the overall application of the code and should where possible:

- Advise and guide all employees on the Disciplinary Code
- Ensure that the code is applied fairly and consistently in all cases

### **Special Cases**

#### **Suspension**

- An employee may be suspended from work immediately if he/she has allegedly committed or is allegedly involved in any one of the following offences:
  - Assault/attempted assault
  - Desertion
  - Sleeping on duty

- Negligent driving, damage or misuse of BS Abdur Rahman Crescent Institute of Science and Technology property
- Abuse of electronic/data facilities
- Sexual Harassment
- Fighting
- Riotous Behavior
- Alcohol and drug offences
- Willful loss, damage or misuse of BS Abdur Rahman Crescent Institute of Science and Technology property
- Theft/Unauthorized possession of BS Abdur Rahman Crescent Institute of Science and Technology property
- Breach of Trust
- Offences related to dishonesty
- Offences related to Industrial Action
- Any act or omission which intentionally endangers the health or safety of others, or is likely to cause damage to BS Abdur Rahman Crescent Institute of Science and Technology property
- Interference with disciplinary and/or grievance investigations
- Abusive or provocative language (when it is likely to cause a disturbance)
- Insubordination (if the situation shows signs of getting out of control)
- Persistent refusal to obey instructions.

## **Poor Work Performance**

Cases involving substandard or deteriorating work performance are to be treated differently from those regarded as transgressions of misconduct.

The following guidelines should be considered when dealing with such cases. An attempt should be made to resolve alleged poor work performance by means of counseling the individual involved. Where senior identifies work performance, the following procedural action should be considered:

- Investigate and identify the problem area(s)
- Communicate this to the individual concerned, and jointly agree on the appropriate plan of action in order to resolve the matter. If deemed necessary and relevant, norms should be established by arranging appropriate task lists and the time duration allowed for the completion of each task;
- Consideration should be given to the appointment of a coach or mentor to assist the employee to improve performance;

- Accurately minute the agreed contents of any agreement put in place and provide the Human Resources Officer with a copy for record keeping purposes;
- Regular evaluation and follow up on the agreed plan of action should be made;
- Should counseling fail to produce the desired improvement, alternative action should be considered in liaison with the Human Resources Officer. Alternative action could include, but is not limited to, termination of the employment contract on the grounds of incapacity, demotion or a transfer to an alternative position. The employee, throughout this process, will be entitled to representation.

### **Offences outside normal working hours**

BS Abdur Rahman Crescent Institute of Science and Technology reserves the right to take any action it may deem appropriate against employees who are, in the opinion of BS Abdur Rahman Crescent Institute of Science and Technology, guilty of gross misconduct not merely in their working situations. This is particularly so where the nature of the misconduct may affect the employment relationship with any other party. Actions that directly relate to the nature of the business are also liable for disciplinary action.

### **Court Actions**

Where an employee has been criminally charged or legal action has been instituted for an employment – related breach, BS Abdur Rahman Crescent Institute of Science and Technology reserves the right to take disciplinary action against the employee for the alleged offence, in terms of this Code.

### **Classification of Offences:**

Offences are classified into five major categories.

Absenteeism

Offences related to Control at Work

Offences relating to indiscipline or disorderly behavior

Offences related to dishonesty

Absenteeism

Absenteeism in the disciplinary context means being absent from work for an entire working shift, or part thereof, without the expressed permission from a senior

A sanction of dismissal can apply for the first offence of being absent without permission provided that the employee was absent for three continuous working days without a valid reason.

- Absent without leave;
- Desertion: Leave the work place without intending ever to return; leave without help or support; abandon; leave without authority or permission.

#### Offences related to Control at Work

- Poor Time Keeping and related offences
- late for work
- Leaving work early
- Extended or unauthorized breaks during working hours
- Persistently committing all or any of the above.
  
- Sleeping on duty  
Any employee who is found asleep on duty, whether or not such an action constitutes a hazard to the safety and health of the offender or others or leads to damage to BS Abdur Rahman Crescent Institute of Science and Technology property, shall be deemed guilty of an offence.
- Negligent Loss, Driving, Damage or Misuse of BS Abdur Rahman Crescent Institute of Science and Technology property
- Negligent loss of BS Abdur Rahman Crescent Institute of Science and Technology property: any act whereby an employee, through carelessness or negligence, loses BS Abdur Rahman Crescent Institute of Science and Technology property or is unable to account for it satisfactorily.
- Negligent driving; driving a BS Abdur Rahman Crescent Institute of Science and Technology owned or rented vehicle without due care, whether such an act results in an accident or not.
- Negligent damage to BS Abdur Rahman Crescent Institute of Science and Technology property: any act whereby an employee through carelessness or negligence causes or allows BS Abdur Rahman Crescent Institute of Science and Technology property to become damaged.
- Misuse of BS Abdur Rahman Crescent Institute of Science and Technology property: using BS Abdur Rahman Crescent Institute of



Science and Technology property for a purpose other than that for which it was intended.

- Unsatisfactory Work Performance
  - Carelessness: Performance of a task or duty without the exercise of due care and attention.
  - Negligence: failure to exercise proper care and regard to the manner of discharging duty to the extent that tasks have to be repeated or equipment or persons are at risk of damage or injury.
  - Inefficiency: failure to carry out work at the required standard or failure to complete tasks within the given reasonable time limits, without reasonable cause. This includes poor supervision.
  - Loafing: passing time idly or failing without reasonable cause to complete tasks set.

Offences Related to Indiscipline or disorderly behavior.

- Disobedience and related offences
- Refusing to obey an instruction: deliberate refusal to carry out a lawful and/or reasonable instruction given by
  - person in authority and within the area of his jurisdiction.
- Failing to obey an instruction: failure to obey a lawful instruction given by a person in authority and within the framework of his/her jurisdiction.
- Non-compliance with established procedure / standing instructions: failure to follow established procedures.
- Abuse of electronic / Data facilities: excessive use / abuse of e-mail and communication facilities; storage and/or transmission of material of discriminatory nature; storage and/or transmission of pornographic material; unauthorized monitoring and interception of electronic documentation.

### **Abuse and related offences**

- Abusive Language:

The uttering of any words or the publication of any writing expressing or showing hatred, ridicule or Contempt for any person or group of persons.

The offence is more serious when it is wholly or mainly because of his/her/their nationality, race, color, ethnic origin, sex, marital status, religion, creed, political opinion, social or economic status, degree of physical or mental ability, sexual orientation or culture.

- Insubordination:

Insolence towards a superior shown by action or words.

## **Disorderly behavior and related offences**

### **Disorderly behavior:**

Indulging in rough or unruly behavior or practical jokes whether or not such behavior endangers the safety or health of others or the smooth running of the workplace.

### **Threatening violence:**

Threatening to do physical injury to any other person.

### **Fighting:**

Physical contact between two or more persons, engaging in or inciting a group of persons to indulge in disorderly behavior or willfully to damage BS Abdur Rahman Crescent Institute of Science and Technology property.

### **Riotous behaviour:**

Unruly behavior between two or more persons, engaging in or inciting a group of persons to indulge in disorderly behavior or willfully to damage BS Abdur Rahman Crescent Institute of Science and Technology property.

### **Sexual Harassment:**

Any unwanted or unwelcome sexual advances, requests for sexual favours and other verbal or physical conduct of a sexual nature when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, causes unreasonable interference with an individual's work performance or creates an intimidating, hostile or offensive work environment.

### **Discrimination:**

Any act whereby an employee discriminates against any other employee or group of employees on the grounds of nationality, race, colour, ethnic origin, sex, marital status, religion, creed, political opinion, social or economic status, degree of physical or mental ability, sexual orientation or culture.

Willful loss, damage or misuse of BS Abdur Rahman Crescent Institute of Science and Technology property

*Willful loss:* any act whereby an employee willfully or deliberately loses or causes BS Abdur Rahman Crescent Institute of Science and Technology property to be lost.

*Willful damage:* any act whereby an employee willfully or deliberately damages, or allows or causes damage to B. S. Abdur Rahman Crescent University property.

*Willful misuse:* any act whereby an employee willfully or deliberately misuses BS Abdur Rahman Crescent Institute of Science and Technology property.

## Offences Related to Dishonesty

Disciplinary cases involving the following offences must be reported to the Human Resources Officer.

### **Bribery or Corruption**

Giving or receiving or attempting to give or receive any bribe or inducing or attempting to induce any person to perform any corrupt act.

### **False Evidence**

Deliberately giving untrue, erroneous or misleading information or testimony whether verbally or in writing.

### **Forgery and uttering**

Falsifying or changing any documentation with fraudulent intent or attempting to do so. Uttering or attempting to utter Fraudulent or false statements or documents.

### **Misappropriation**

Applying or attempting to apply to a wrong use or for any unauthorized purpose, any funds, assets or property belonging to BS Abdur Rahman Crescent Institute of Science and Technology .

### **Theft of or unauthorized**

Possession of BS Abdur Rahman Crescent Institute of Science and Technology property Stealing or attempting to deprive BS Abdur Rahman Crescent Institute of Science and Technology permanently of its rightful ownership. Being in possession or disposing of BS Abdur Rahman Crescent Institute of Science and Technology property without due authorization.

### **Fraud**

The unlawful making of a misrepresentation with intent to defraud, which causes actual or potential prejudice to another party.

### **Breach of Trust**

Actions or conduct of an employee that cause a reasonable suspicion of dishonesty or mistrust and for which there exist extraneous evidence to prove a breakdown in the relationship of trust between the concerned employee and BS Abdur Rahman Crescent Institute of Science and Technology . This will include a situation where the conduct of the employee has created mistrust, which is counterproductive to BS Abdur Rahman Crescent Institute of Science and Technology 's commercial activities or to the public interest, thereby making the continued employment relationship an intolerable one.

## Penalties

### Classification of Penalties:

- Verbal Warning
- Recorded Warning
- Severe Warning
- Final Warning
- Dismissal
- Demotion
- Transfer
- Alternative Penalty to Dismissal

### Verbal Warning

Any senior may, at any time and at his discretion, reprimand an employee without completing a complaint form, in which case there will be no entry made on the employee's disciplinary record. When a verbal warning is given, the senior must ensure that the employee being reprimanded is made aware of the existence and function of the Disciplinary Code. A verbal warning is usually issued where the offence is of a minor nature.

### Recorded Warning

**Application:** This may be given for a repetition of an offence for which an unrecorded warning has been given, or it may be given for a first offence.

**Validity Period:** The employee must be informed that the warning will remain in force for a period of six months.

### Severe Warning

**Application:** Given for a repetition of the same offence or similar offence during a period when a recorded warning is still in effect, or for a first offence of a more serious nature.

**Validity Period:** The employee must be informed that the warning will remain in force for a period of nine months.

### Final Warning

**Application:** Given for a repetition of the same offence or a similar offence during a period when a severe warning is still in effect or depending on the nature thereof, for a first offence of a serious nature. In the case of an employee being found guilty of an offence of a dissimilar nature within the prescribed period, the hearing official may, at his discretion, issue a comprehensive final warning on the

understanding that if any offence is committed within the next 12 months, it will render him liable for dismissal.

**Validity Period:** A final warning is effective for a period of twelve months. The employee is advised in writing by the official hearing the case of the period applicable and reminded that a repetition of the offence or the committing of any similar serious offence within the prescribed period will render him liable for dismissal. A copy of the notice shall be forwarded to the Human Resources Department.

## Dismissal

**Application:** Dismissal is the final sanction and should be used:

- when other forms of disciplinary action have failed;
- when an employee on a final warning commits a serious offence;
- when the offence committed is of such a serious nature that it amounts to a serious breach or repudiation of the employee's contractual obligations;
- in cases relating to dishonesty e.g. theft, fraud or corruption;
- in the case of any employee who is absent from work without permission for a period of six continuous working days or more. In this case the employee will be dismissed in absentia after the sixth day if no reason for such absence is received. Should the employee return to work after he has already been dismissed, he may request that the case be reopened?

Once an employee has been dismissed in accordance with the procedure contained in this Code, under no circumstances will he be considered for re-employment should he re-apply at a later stage. If it is discovered that a dismissed employee has obtained re-employment with BS Abdur Rahman Crescent Institute of Science and Technology either inadvertently or through deception, his services will be terminated immediately.

## Demotion

Demotion is not an acceptable corrective action and is therefore, not used as a punishment for a specific offence. It is used only where the employee is unable to meet the requirements of his present job but is suitable for continued employment in a lower capacity.

## Transfer

Transfer is not permitted as a tool for disciplining employees. A transfer shall only be effective in terms of B.S. Abdur Rahman Crescent Institute of science and technology's Conditions of Employment and

Service. Transfer, as the result of the outcome of a disciplinary action, will be considered in special circumstances.

#### Alternative Penalty to Dismissal

A comprehensive final warning may be considered at the discretion of the Hearing Chairperson as an alternative penalty to dismissal in instances where an employee is found guilty of an offence of a dissimilar nature to a valid final warning on his personal record.

The sanctioning of a comprehensive final warning will only be considered in circumstances warranting corrective action and liaison between the Hearing Chairperson and the Human Resources Officer is encouraged before such a penalty is imposed.

A comprehensive final warning will be valid for twelve months from the date of the imposed penalty.

#### **The Role of the HR Officer**

The maintenance of workplace discipline is strictly a function of line management. Human Resources Officer should be available to assist line management where required. As far as possible, the Human Resources Officer should, in consultation with the official chairing hearing, ensure that disciplinary action taken is procedurally and substantively fair.

The Human Resources Officer should be available to advise and assist all employees on all disciplinary matters.

The Human Resources Officer must not impose penalties, nor hear appeals in respect of own subordinates.

#### **The Human Resources Officer is responsible for:**

- Ensuring that the complaint form properly identifies the offence and is otherwise correctly completed
- Ensuring that the alleged offender is aware of the charges against him/her
- Interviewing and taking statements from the Complainant, accused and any witness
- Investigating the domestic circumstances of the alleged offender, when necessary
- Ensuring that all facts are collated marshaled and presented without bias.

- Advising the Complainant, accused, witness (as) and representative of their roles and rights
- Ensuring that documentation pertaining to the hearing is forwarded to the appropriate officials
- Advising the accused and his representatives of progress made for cases that are pending or in recess.

The Human Resources Officer may at his/her discretion recommend that a concluded disciplinary case be reopened in instances where gross non-compliance to the Disciplinary Code is evident.

## **The Role of the Representative**

Any employee, against whom formal disciplinary proceedings are held may at his request, be accompanied at the initial and any subsequent hearing by a colleague from the same working section, or in the case of an employee who is represented by a properly constituted consultative committee, by a member of such a committee. The representative has no right to insist on the employee being accompanied if he does not wish it; that is, a representative will attend a disciplinary hearing only at the request of the employee. He will be invited to comment on the evidence.

The representative may ask question and cross-question during the disciplinary hearing, but may not give evidence during such hearings.

The representative may make submissions to the hearing official on the guilt or otherwise of the accused prior to the hearing official making his finding. He may also make submissions to the hearing officials on the mitigating factors to be considered and on the penalty to be imposed.

Should the representative's comments at the hearing be of such a nature as to warrant re-consideration of certain matters or further investigations, time should be allowed for this and, if necessary, the enquiry recessed.

### **Dismissal Procedure**

- A direct Department Senior may recommend that an employee be dismissed.
- For the purpose of the dismissal procedure, a direct Department senior is defined as an employee graded D-lower or above who

- Following a disciplinary hearing outcome being advised to the employee who results in the recommendation for a dismissal and the employee accepts the recommendation; the Hearing Official will refer the case documentation for review to the relevant Manager for the department concerned.
- The relevant Manager will endeavor to review the case within forty-eight hours/two working days and endorse or reject the recommendation.
- If the recommendation for dismissal is endorsed, the hearing official shall refer the recommendation to the Human Resources Officer who will review the case with the relevant Head of Department.
- If the recommendation for dismissal is rejected, the case shall be referred to the Human Resources Officer and the original hearing official.
- The relevant Manager may sanction the recommendation in writing, thereby affecting dismissal, or reject it.
- The employee shall be notified of the decision verbally by the Hearing Official. If the employee is dismissed, the employee will be notified in writing. This notification shall be signed by the relevant Executive Committee Member.
- Every employee has the right to appeal against a decision to dismiss him/her.

## **Disciplinary Appeal Procedure**

Every employee has the right of appeal against any decision which involves any entry on his/her disciplinary record and which may thus affect his future employment prospects.

Any employee who wished to appeal against the outcome of any disciplinary hearing against him/he must notify the Human Resources Officer in writing within two days of being notified of the outcome of the disciplinary hearing. The right of appeal must be based on one or more of the following appeal grounds.

- Dispute of Guilt
- Severity of Penalty/Mitigating Factors
- Procedural Inconsistencies
- New Evidence



## 7 GRIEVANCE POLICY

### Introduction

Grievances may be real or imagined, but in either case, it is essential that the grievance is brought to light, discussed and the matter resolved to the satisfaction of all concerned. Failure to do so will only result in the grievance becoming a worsening source of conflict and eventually ending in a far more serious problem.

BS Abdur Rahman Crescent Institute of Science and Technology regards it important that all its employees will have sufficient knowledge of such procedure and easy access to it. To this effect BS Abdur Rahman Crescent Institute of Science and Technology has formulated a grievance procedure, which has as its main objective the speedy resolution of grievances and thereby eliminating possible and unnecessary causes of conflict.

### Objectives

- The Grievance Procedure is aimed at resolving work related grievances within BS Abdur Rahman Crescent Institute of Science and Technology as fairly and as swiftly as possible. Grievances are feelings of injustice or dissatisfaction affecting an employee.
- This Procedure is not used for appeals against disciplinary action. Such are to be carried out in accordance with Disciplinary and Appeal Procedure and Code.
- Employees may lodge grievances without fear of victimisation.
- Grievances should be resolved at the lowest possible level within BS Abdur Rahman Crescent Institute of Science and Technology .
- Employee can lodge grievances with Deans of respective departments. Employees lodging grievances have the right to be represented by fellow employee of his/her choice.
- Records will be kept of all statements and decisions.

### Procedure and Guideline

The Grievance Procedure will be implemented as follows:

#### Step 1 - HOD

- In step 1 the employee must discuss his grievance with his HOD in the event of a grievance
- The HOD must endeavour to solve the problem within two (2) working days and inform the employee.

- Should the employee not satisfied with the outcome, he may proceed to Step 2.

## **Step 2 - Dean**

- The Department Manager shall endeavour to solve the problem within two (2) working days and inform the employee.
- Should the employee not be satisfied with the outcome, he may proceed to step 3.

## **Step 3 - HR**

- The matter is referred to the Head HR by handing him the grievance detail together with any other further relevant written information.
- The Head HR shall convene a grievance hearing and attempt to resolve the matter within a period of ten (10) working days by discussing with management and that decision will be final.

## **Procedure to be followed by a Group of Employees**

If a grievance to be raised affects not one employee, but a group then a spokesman for the Group, accompanied (if he so wishes) by a delegation of not more than ten (10) of the employees concerned, should proceed with Step 2 as for an individual grievance.

## **8 TERMINATION OF EMPLOYMENT POLICY**

### **Introduction**

#### **Termination by Notice**

An employee who has given notice to resign will be required to liquidate all loans with BS Abdur Rahman Crescent Institute of Science and Technology (where applicable) before their last month's dues is paid to them.

#### **Notice Period**

Employee on probation period can be terminated any time if the offence is serious or one month notice period can be given depends on the situation.

### **Retirement**

**Age:** The normal retirement age shall be 60 years. An extension of appointment beyond this age requires authority from the Board of Trustees.

**Medical grounds:** BS Abdur Rahman Crescent Institute of Science and Technology may, on the basis of a medical opinion from a qualified medical practitioner, call upon an employee to retire on medical grounds.

### **Death of Staff member**

In the event of the death of a staff member, BS Abdur Rahman Crescent Institute of Science and Technology shall notify the labour office in the prescribed form all wages and terminal benefits due shall be paid to the next of kin, as specified in the Personal Data Form.

## **Certificate of Service**

Certificate of Service shall be issued to each staff member on resignation .  
This certificate is neither a reference nor a statement of the staff performance.

## **Discharge Form**

All employees leaving BS Abdur Rahman Crescent Institute of Science and Technology employment will be required to submit duly filled discharge form to the Personnel and Administration Department before their dues is paid to them.

## **9HEALTH AND SAFETY POLICY**

### **Security**

- A number of measures are in place to ensure adequate security around the office. The entrance to the premises is guarded round the clock.
- The doors to the building as well as those of individual offices are locked after working hours. Staff members expecting to work late or over the weekend should obtain a key and an authority to operate.
- Staff members working after hours should ensure that all the windows are closed and the lights turned off before leaving.
- No money or valuables should be left unattended.

### **First Aid**

BS Abdur Rahman Crescent Institute of Science and Technology will provide a first aid kit and ensure that at least two staff members are trained on how to use the aid adequately.

### **Visitors**

All visitors should report to the reception

### **Smoking**

Smoking shall not be allowed inside the building. All employees are urged to make sure that their visitors adhere to this.

### **Emergencies**

In the event of an emergency, e.g. fire:

- raise the alarm
- inform the relevant authority e.g. in the case of fire, inform the Fire Brigade or the Police explaining what kind of fire it is;
- disconnect all machinery and close all the windows;
- evacuate the building. DO NOT LEAP OUT OF THE WINDOWS; if the situation is life threatening;
- Raise the alarm;

- Evacuate the building immediately. DO NOT STOP TO CLEAR YOUR DESK OR
- COLLECT PERSONAL EFFECTS.

## **Office Services**

Equipment

Computers

All computers should be strictly used for official purposes. Only authorized persons may access the computers. GAMES ARE STRICTLY PROHIBITED. Private diskettes are not allowed to be used on BS Abdur Rahman Crescent Institute of Science and Technology computers except with granted permission and upon scanning for viruses. Permission must be sought from the Management for borrowing of portable computers equipment or accessories

Telephone

Use of mobile is prohibited. In case of emergency the employee can move out of the building and talk.

E-mail and Internet Facilities

An E-Mail service is available for official use but staff is allowed to use it for personal mail, strictly during the work breaks-lunch break or at end of the day.

## **10. HIV/AIDS POLICY**

### **Introduction**

BS Abdur Rahman Crescent Institute of Science and Technology strives to ensure a working environment where:

HIV positive employees are protected from unfair discrimination and stigmatisation; and All employees have access to training, information and counseling services relating to HIV/Aids.

### **Objectives:**

- Prevent unfair discrimination and prejudice against HIV positive employees. Minimize fear and panic among employees.
- Ensuring stability and productivity in the workplace.
- Encourage disclosure by HIV positive employees without fear of victimization or prejudice.
- Enable line management to respond appropriately in the event of:
  - An employee reporting that he/she is HIV positive;
  - Rumors that an employee is HIV positive;
  - Employees refusing to work with an HIV positive colleague.
- Minimize BS Abdur Rahman Crescent Institute of Science and Technology's liability for wrongful conduct by its employees in relation to HIV and Aids.
- Prevent the spread of HIV and Aids by educating and training of employees.

**An HIV positive employee has the same rights as all other employees and therefore will be:**

- Protected against unfair discrimination.
- Treated with dignity, compassion and respect.
- Managed in the same way as employees with other disabling conditions, diseases or terminal illnesses.
- Entitled to employee benefits as determined by the rules of such schemes.
- Allowed to continue his/her normal work as long as he/she is able to maintain the required performance standards of the job.
- Expected to meet the same performance requirements that apply to other employees.
- When necessary, provided with reasonable accommodation to enable him/her to meet established performance standards.
- Transferred to another department only if his/her doctor requests this in writing for medical reasons.
- Employees refusing to work with HIV-positive colleagues could face disciplinary action in line with B.S.Abdur Rahman Crescent Institute of Science and Technology's disciplinary process.

BS Abdur Rahman Crescent Institute of Science and Technology grievance procedure will apply to HIV- or Aids- related grievances.

## **11. SUCCESSION PLAN POLICY**

### **Introduction**

The staff complement of BS Abdur Rahman Crescent Institute of Science and Technology is very limited and thus the need to have succession planning in place. If an employee is not available one should always have someone skilled and ready to act as a replacement.

### **Objectives**

- To identify replacement needs
- To provide opportunities for high potential workers (retention)
- To increase pool of promotable employees
- To encourage the advancement of diverse groups
- To improve ability to respond to changing environmental demands
- To improve employee morale

## Procedure

- Assess the potential vacancies in leadership and other key positions (who is of retirement age? Which positions/departments/divisions are most affected?)
- Assess the readiness of current staff to assume the positions (competencies, Training and Development)
- Develop strategies to address these needs based on the skill gaps.