

17.3.5 c- Progress against SDG5 –

(i) Relevant Clause in MoA for Gender Equality

(ii) Policy document on gender equality

(iii) Maternity Leave policy

(iv) Child care Policy

Relevant clauses, **extracted from the Memorandum of Association** of the sponsoring body of the Institution and the Rules and Regulations of the statutory body (University Grants Commission (UGC), New Delhi) implemented by the Institution, for the policy that ensures that access to various activities is accessible to all, regardless of ethnicity, religion, disability, immigration status or gender

The Objectives for which the Society is established shall be:- (Sponsoring Body)

6.1. To promote education of all types and grades among the people of the Country in General and in particular among the backward communities with a view to accelerate the liquidation of ignorance, superstition and illiteracy. The term “backward Community” shall mean and include Muslims and all other sections of the nation who are educationally, Socially and economically backward.

6.2. To provide for Research and for the advancement of dissemination of Knowledge on Scientific, Technical and Cultural and training among the people.

6.3 To establish, maintain, run, take over, develop, improve, grant, donate and to assist in the establishment, maintenance, running, development, improvement of Schools, or educational/training Institutions for the benefit of public at large irrespective of any caste, creed, sex or religion.

6..4. To grant Scholarships, Donations, Stipends or any aid for the education of poor and deserving students without distinction of caste, creed or religion.

6.5. To establish, run, manage, take over, Primary, Secondary, Higher Secondary and Montessori type of Schools/Training Centres, introducing modern methods for the dissemination and advancement of education and knowledge and provide the students with awareness about Society at large.

6.6. To establish, run, take over, maintain Colleges of all disciplines such as Arts & Science, Engineering, Medical, Paramedical Education, Hospital/s, Nursing Homes and Maternity homes, University/Universities, Deemed University/Universities, Vocational, Polytechnics, etc., and other educational organisations existing solely for educational purposes for the benefit of the poor without distinction of Caste, Creed, sex or Religion.

6.7. To provide educational assistance for the poor people, People who could not step into the School, School dropouts and more particularly to support the Higher education of the students who are not able to continue their studies after Higher Secondary without distinction of Caste, Creed, sex or Religion.

6.8. To start Libraries/Digital Libraries and reading rooms for the use of the Public in general.

- a) Internal Complaints Committee for prevention of Sexual Harassment
- b) Barrier Free access to persons with disabilities to all its facilities

41. Admissions and Fees Structure

41.01. No Institution Deemed to be University shall, for admission in respect of any course or programme of study conducted in such Institution, accept payment towards admission fee and other fees and charges,-

- (a) which is a capitation fee or donation in whatever nomenclature or form, either directly or indirectly
- (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,
- (c) more than the fee prescribed by the fee committee constituted as per fee regulations issued by the Commission.

(d) without a proper receipt in writing issued for such payment to the student admitted in such Institution.

41.02. (1) No Institution Deemed to be University shall charge any fee for an admission test other than an amount representing the reasonable cost incurred by it in conducting such test.

(2) Institution Deemed to be University shall be abided by UGC notification regarding refund of fees and non-retention of original certificate as amended time to time.

41.03. Admission of students to an Institution Deemed to be University, public or private, shall be strictly based on merit in the entrance exam prescribed by the appropriate statutory authority and in the manner specified in the prospectus, in case no entrance exam has been prescribed.

41.04. Every Institution Deemed to be University shall maintain the records of the entire process of selection of candidates, exhibit such records on its website, and preserve such records for a minimum period of five years.

41.05. Before the expiry of sixty days prior to the commencement of admission to any of its courses or programmes of study, every Institution Deemed to be University shall publish and upload on its website (in the form of an affidavit) its prospectus containing inter alia, the following:

- 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 of each course or programme of study for the academic year for which admission is proposed to be made;

iv. 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;

v. 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;

vi. 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.

41.06. No Institution Deemed to be University shall retain from the candidates seeking admission any original certificates of school leaving examinations, or degree or any other award; and shall, after due verification with the original certificates, retain only copies of such certificates self-attested by the candidates for its records.

42. Institution Deemed to be University open to all

42.01. Admission and employment in an Institution Deemed to be University shall be open to all citizens of India regardless of religion, race, caste, sex, place of birth or residence.

42.02. All policies and procedures, in matters of admission and employment as applicable to the university- level public and privately funded institutions respectively, shall apply to the appropriate category of institutions Deemed to be universities.

43. Institution Deemed to be University to be Unitary

Once an institution is declared as Institution Deemed to be University, it shall be unitary in nature, and shall not affiliate any other institution nor shall add any constituent institutions.

44. Reservation Policy

- i. Institution Deemed to be University shall implement the policy on reservations in admissions and recruitment, in accordance with provisions of the Constitution of India and any Act of Parliament for the time being in force and disclose all such information on its website.
- ii. Institution Deemed to be University being a declared Muslim Minority Institution, University shall have the right to admit students of its choice as permitted under Article 30(1) of the Constitution of India.

45. Distance Education

Institution Deemed to be Universities may offer courses in the Open, Distance Learning / On Line mode in accordance with the UGC (Open and Distance Learning) Regulations, 2017, and UGC (Online Courses or Programs) Regulations 2018 as amended from time to time.

Provided that Institution Deemed to be University, which are already offering programmes of study, with the approval of the Commission, through the Open and Distance Learning mode, shall be permitted to continue such programmes subject to further approval by the Commission.

ADMISSION REQUIREMENT POLICY

1. INTRODUCTION

This Policy states the guidelines and procedures to be followed in matters relating to selection and admission of students in all UG and PG programmes offered by various Schools and Departments. This policy complies with relevant UGC regulation.

B.S.Abdur Rahman Crescent Institute of Science and Technology practices a transparent procedure in the admission process.

The Institute is committed to providing accurate Programme and admissions information which is clear, comprehensive and easily accessible for applicants and public. All the information are published on Institute Website. The information are updated whenever required.

The announcement of admission made in the form of advertisements in leading newspapers regarding the start of the admission process to all UG and PG programmes and the same is notified on the Institute website.

Eligibility criteria and fee structure for the various programmes are displayed on the Institute website.

For all the UG and PG programmes, online application facility is provided on Institute website. Candidates can apply online through the Institute website.

2. Admission Procedure for Under Graduate Programmes

2.1. B.Tech. Programmes

Eligibility

- ❖ Admission to B.Tech. Degree Programme is based on the performance of the candidate in Crescent Institute Engineering Admission Test (CIEAT) and in the qualifying examination. Candidates having JEE main score 100 and above are exempted from CIEAT.
- ❖ Crescent Institute Engineering Admission Test (CIEAT) is conducted in major cities all over India during the 4th week of April, every year.
- ❖ The result of CIEAT is published in the Institute website.
- ❖ Candidates are called for counselling based on their merit in the CIEAT and in the qualifying examination or JEE main score.

- ❖ Candidates should have passed 12th standard examination conducted by State Board / CBSE / ISC or equivalent examination with a minimum aggregate of 50% marks in Mathematics, Physics and Chemistry
- ❖ Candidates who have studied in Regular, Full time and Formal Education alone are eligible to apply.
- ❖ Age Limit: Candidates date of birth should fall on or after 1st July 1998.
- ❖ English as one of the subjects of qualifying examination
- ❖ Mathematics, physics and Chemistry as compulsory subjects
- ❖ Candidates completed A Levels, IB, STPM, HSC, WASSCE, NCEA Level 3, American High School Diploma, etc. with minimum 50% aggregate or equivalent grade in Physics, Chemistry and Mathematics and a pass in English
- ❖ Candidates studied under American High School system are eligible, if the above courses have been studied in the 11th and 12th grades or 'AP' (Advanced Placement) courses

2.2. B.Arch.

Eligibility

- ❖ Candidates for B.Arch. programme are selected through counselling based on the rank secured in the National Aptitude Test in Architecture (NATA) and in the qualifying examination
- ❖ Candidates should have passed 10 +2 examination (HSC/ CBSE /ISC etc.) or any other equivalent examination with a minimum aggregate of 50% of Marks in Mathematics, Physics and Chemistry. They should have studied English as subjects of study
- ❖ The candidates should have a minimum score with pass in NATA and a minimum aggregate of 50% marks in the qualifying examination
- ❖ Age Limit: Candidates date of birth should fall on after 1st July 1998

2.3. B.Des

Eligibility

A Pass in Higher Secondary Examination conducted by State or Central Board of Secondary Education or equivalent examination in any stream with a minimum of 50% overall aggregate of marks.

- ❖ The institute conducts an entrance test to select candidates for admission to B.Des. programme
- ❖ Candidates should have passed 10 +2 examination (HSC/ CBSE /ISC etc.) or any other equivalent examination with a minimum aggregate of 50% of Marks
- ❖ Selection of candidates is based on the merit of the candidate in the entrance test and in the qualifying examination
- ❖ Age Limit: Candidates date of birth should fall on after 1st July 1998

Selection Criteria

- ❖ Students without maths and science marks are also eligible
- ❖ Candidates should pass the entrance exam conduct by the Crescent School of Architecture
- ❖ English as one of the subjects of qualifying examination
- ❖ Candidates completed A Levels, IB, STPM, HSC, WASSCE, NCEA Level 3, American High School Diploma, etc. with minimum 50% aggregate or equivalent grade
- ❖ Candidates studied under American High School system are eligible, if the above courses have been studied in the 11th and 12th grades or 'AP' (Advanced Placement) courses.

2.4. Integrated Law programmes

Eligibility

B.A. LL.B

- ❖ A Pass in Higher Secondary Examination conducted by State or Central Board of Secondary Education or equivalent examination with a minimum of 50% overall aggregate of marks. Candidates must have studied commerce or Statistics as one of the subjects of study.
- ❖ Candidate's date of birth should fall on or after 1st July 1998

B.B.A. LL.B

- ❖ A Pass in Higher Secondary Examination conducted by State or Central Board of Secondary Education or equivalent examination in any stream with a minimum of 50% overall aggregate of marks.
- ❖ Candidate's date of birth should fall on or after 1st July 1998

2.5. B.Pharm

Eligibility

- ❖ A Pass in Higher Secondary Examination conducted by State or Central Board of Secondary Education (HSC/ CBSE /ISC etc.) or equivalent examination with a minimum of 50% overall aggregate of marks.
- ❖ The candidates must have studied Physics, Chemistry and Mathematics (or) Biology. Any other qualification approved by the Pharmacy Council of India as equivalent to any of the above examinations.
- ❖ Candidate's date of birth should fall on or after 1st July 1998

2.6. B.C.A

Eligibility

- ❖ A Pass in Higher Secondary Examination conducted by State or Central Board of Secondary Education (HSC/ CBSE /ISC etc.) or equivalent examination with a minimum of 50% overall aggregate of marks. They should have studied Mathematics as subjects of study.
- ❖ Candidate's date of birth should fall on or after 1st July 1998.

2.7. B.Sc. Computer Science

Eligibility

- ❖ A Pass in Higher Secondary Examination conducted by State or Central Board of Secondary Education (HSC/ CBSE /ISC etc.) or equivalent examination with a minimum of 50% overall aggregate of marks. They should have studied Mathematics as subjects of study
- ❖ Candidate's date of birth should fall on or after 1st July 1998.

2.8. B.Sc. Biotechnology

Eligibility

- ❖ Candidates should have passed 10 +2 examination (HSC/ CBSE /ISC etc.) or any other equivalent examination with a minimum aggregate of 50% of Marks and Mathematics/ Biology, Physics and Chemistry as subjects of study.

- ❖ Candidate's date of birth should fall on or after 1st July 1998.

2.9. B.Com.

Eligibility

- ❖ A pass in Higher Secondary Examination conducted by the State / Central Board of Secondary Education or its equivalent examination, with minimum of 50% overall aggregate. Students must have studied Commerce / Accountancy / Mathematics as one of the subjects
- ❖ Candidate's date of birth should fall on or after 1st July 1998

2.10. B.B.A and B.A

Eligibility

- ❖ A Pass in Higher Secondary Examination conducted by State or Central Board of Secondary Education or equivalent examination in any stream with a minimum of 50% overall aggregate of marks.
- ❖ Candidate's date of birth should fall on or after 1st July 1998

3. Admission Procedure for Post Graduate Programmes

3.1 M.Tech. Programmes

Eligibility

- ❖ Bachelor degree in relevant Engineering programme.
- ❖ Selection of candidates for admission to M.Tech. Programmes is based on the merit of the candidates in Entrance Examination conducted by the respective departments or any other Nationally Recognized Entrance Examination.
- ❖ Selection is through counselling based on the rank secured in the Entrance Examination and also their merit in the qualifying examination.
- ❖ Candidates having valid GATE score are admitted directly

M.Tech. Programmes	Eligibility for Admission
1. Structural Engineering 2. Construction Engineering and Project Management	B.E. / B.Tech.in Civil Engineering / Structural Engineering or Equivalent

1. CAD – CAM 2. Manufacturing Engineering	B.E./B.Tech.in Mechanical /Auto / Manufacturing / Production / Industrial / Mechatronics / Metallurgy / Aerospace / Aeronautical / Material Science / Marine Engineering or Equivalent
Polymer Technology	B.E./B.Tech. in Polymer / Plastics / Rubber Technology/ Material Science and Engineering Or M.Sc. Chemistry / Applied Chemistry / Material Science or Equivalent
Power Systems Engineering	B.E. / B.Tech.in EEE/ECE/EIE/I&C/ Electronics / Instrumentation or Equivalent
1. Communication Systems 2. VLSI and Embedded Systems	B.E. / B.Tech. in ECE / /EIE /ICE /EEE/ Electronics or Equivalent
Computer Science and Engineering	B.E./B.Tech. in CSE/IT/ECE/EEE/EIE/ICE/Electronics / MCA or Equivalent
Information Technology	B.E. / B.Tech. in CSE/IT/ECE/EEE/EIE/ICE/Electronics/ MCA or Equivalent
Biotechnology	B.Tech / B.E. in Chemical Engineering, Biochemical Engineering, Industrial Biotechnology, Leather Technology, B.Pharm Or M.Sc., in Biotechnology, Life Sciences, Botany/Zoology, Biochemistry, Microbiology, Genetics

3.2. MBA

Eligibility

- ❖ Candidates with any UG degree from UGC recognized Universities and Institutions
- ❖ To be considered for selection, the student should have either appeared for Management Aptitude Test (MAT), Institute Aptitude Test or any other nationally recognized entrance test.
- ❖ Selection is based on the combined scores obtained by the candidate in the entrance test, degree marks, group discussion and personal interview.

3.3. MCA

Eligibility

- ❖ Bachelor's Degree in Computer Applications / Computer Science/ Information Technology
- ❖ Selection of candidates is based on their performance in the qualifying examinations and Institute Entrance Exam

3.4. M.Sc. Programmes

Eligibility

- ❖ Bachelor degree in the relevant programme of study.
- ❖ Selection of candidates will be based on their performance in the qualifying examinations and interview

3.5. Research Programmes (Ph.D)

- ❖ Candidates, who satisfy the criteria prescribed by UGC, are called for an entrance test and interview. Selection is based on the previous academic performance and the performance in the entrance test and/or interview.

4. International Students Admissions Procedure

Categories of International Students

Foreign Students: Students holding passports issued by foreign countries including People of Indian Origin who have acquired the nationality of foreign countries are included as foreign students.

PIO And PIO CARD HOLDER (Persons of Indian Origin): A person who or whose any of ancestors was an Indian national and who is presently holding another country's citizenship/nationality i.e. he/she is holding foreign passport. A person registered as PIO card holder under MHA's scheme vide notification No 26011/4/98-F.I dated 19.08.2002 falls into this category.

Overseas Citizen of India (OCI): A person registered as Overseas Citizen of India (OCI) under section 7A of Citizenship Act.

Non-Resident Indian (NRI): An Indian citizen who is residing outside India and holds an Indian Passport. Only those Non-Resident Indian students who have studied and passed the qualifying examinations from schools or colleges in foreign countries will be included as international students. This will include the students studying in the schools or colleges situated in foreign countries even if affiliated to the Boards of Secondary Education or Universities located in India, but will not include students studying in those schools or colleges (situated in India) and affiliated to the Boards of Secondary Education or Universities of the foreign countries. Students passing the qualifying examinations from Boards or Universities located in foreign countries as external students and dependents of NRI studying in India will not be included as international students.

Direct Admission

International candidates can apply directly through international category for admission to all the UG and PG programmes.

Eligibility

- ❖ International candidates should fulfil the following minimum eligibility criteria to seek admission under the international category.
- ❖ For International candidates: English as one of the subjects in the qualifying Examination.
- ❖ Candidates should have completed 12 years of schooling (equivalent to 10+2 system of Indian education) with Physics, Chemistry, Mathematics/ Biology as compulsory subjects. The candidates should have a minimum average of 50% marks in Physics, Chemistry and Mathematics / Biology.
- ❖ Candidates whose date of birth should fall on or after 1st July 1998 are eligible to apply
- ❖ For candidates having NRI status, the Sponsorship should be given only by the parent (either father or mother ONLY) living abroad or by the county government. The Sponsorship by relative/friend is not acceptable.

Documents Required for International & NRI Admissions

1.VISA

All the international students will require a student visa endorsed by this Institution for joining full-time courses. No other endorsement is acceptable. The visa should be valid for the prescribed duration of the course.

A visa is not required for NRI students. Persons of Indian Origin (PIO), Overseas Citizen of India (OCI) who possess either OCI (Overseas Indian Citizenship) or PIO card do not require Indian Visa. OCI and PIO card gives them the freedom to visit India without a visa. OCI and PIO cards are a multi-purpose lifelong visa for visiting India. However, those PIOs who do not have PIO or OCI card have to apply for the student visa.

2.NRI candidates should produce Employer Certificate of the sponsor – either Father or Mother.

3.Application form with all details furnished.

4.Photocopies of the following

- i. NRI bank account passbook (front page photocopy)
- ii. Passport copy of the parent having NRI status.
- iii. Passport copy of student (except for NRI-S candidates)

5.Equivalence Certificate issued by the Association of Indian Universities (AIU)

6.NRI Status Certificate in respect of father/mother.

7.Certificates of Educational Qualifications

10th Std/12th Std/Degree/Transfer Certificate / Migration Certificate (as applicable to specific programme).

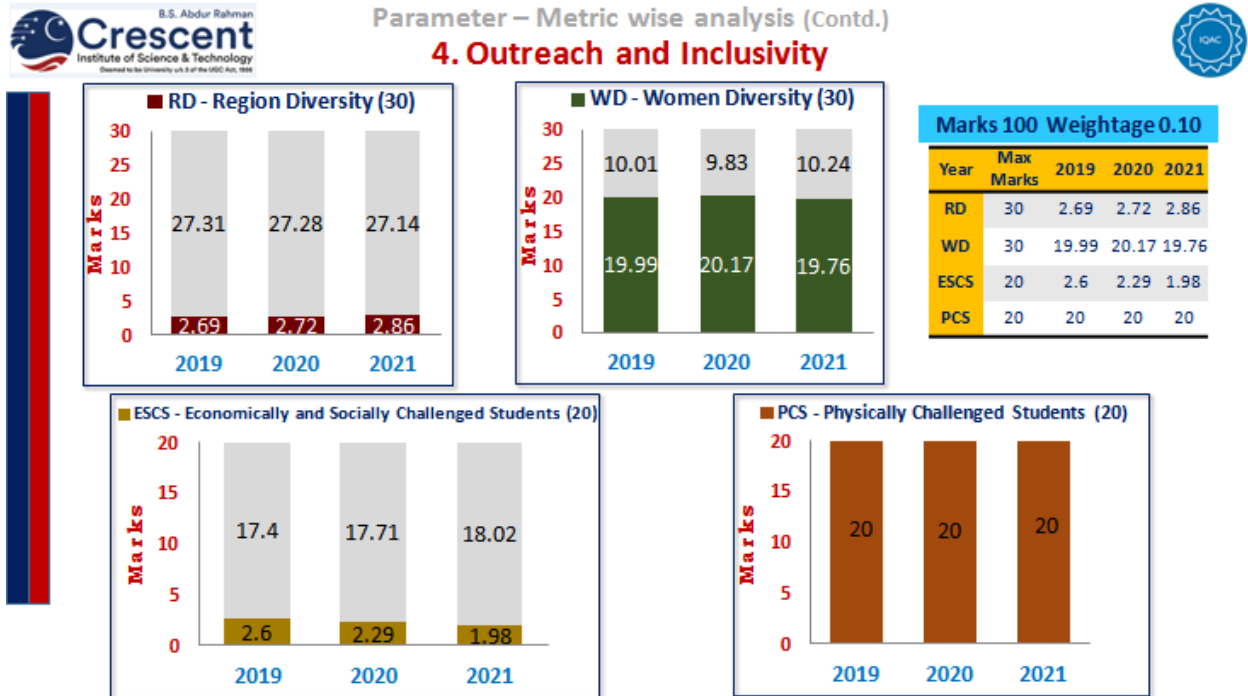
8.Medical Fitness Certificate

9.Undertaking Duly Countersigned By Parent/Guardian.

Reservation Policy

The Institute follows the Reservation Policy of UGC.

WOMEN DIVERSITY:



POLICY DOCUMENT ON GENDER EQUALITY

Women and girls represent half of the world's population. Gender equality is considered basically as a fundamental human right and is very essential to achieve peaceful societies, with full human potential and sustainable development. Moreover, it has been shown that empowering women spurs productivity and economic growth as well to the Institute.

It is of paramount importance to end the multiple forms of gender violence and secure equal access to quality education and health, economic resources and participation in political life for both women and girls and men and boys. It is also essential to achieve equal opportunities in access to employment and to positions of leadership and decision-making at all levels.

No Discrimination

The Institute does not show any kind of discrimination among the students. In the application of admissions for UG, PG or PhD, the gender column shows three options to choose from – Male, Female and Trans genders. All the students are treated equally within the Institute.

Being a Muslim minority institution, the Institute believes in the concept of educating a woman is equal to educating a family and for that purpose special privileges are provided to the female candidates during the admission process to ensure their active participation in studies.

Women Empowerment

Empowering a woman through education is something the Institute always try to achieve. For that purpose, several women empowerment strategies are founded by the Institute. As part of women empowerment, fifty percentage of the staff are female members and fifty percentage of the students are female. All the staff members are

given equal opportunity at every stage of their career, be it promotion, incentives etc. The Institute always thinks one step ahead for the empowerment of the female members.

In the senior administrative bodies, women members are given importance. In the Board of Management two members are from the faculty members of the Institute and later the same has been increased to four members, out of which two members should be female members. The same has been made mandatory. BoM, being one of the highest governing Council wants to empower the female members.

Academic Tracking Mechanism

Starting from admission till the graduation process, tracking mechanism for female candidates is employed by the Institute for assessing the progress of female students. There are more than 8000 students in the campus and for each and every individual student, History card is kept as a record which consists of all the details of the students including their personal details, performance of students in CAT 1, CAT 2, End Semester Examinations, their scholastic activities, co curricular activities etc. All the details are kept as a record for assessing the performance of the students.

Women support

Some branches like Mechanical Engineering and others, the admissions taken by the female candidates will be very less. So in such a situation, the Institute provides additional support to the female candidates who wish to join these streams without any hesitation.

Women related Cells and Committee

In the case of women candidates, there are several bodies created for their safety. A Women Empowerment Cell is established with the motive of empowering the students as well as the staff. Then an Internal Complaints Committee is established so that the female staff or students if they have any grievances, the same will be addressed. Several subordinate bodies like Anti Sexual Cell, Grievances Cell is also

established by the Institute for the women and female students. The Dean, Research has taken a lot of specific measures when it comes to women empowerment.

Measures taken in relation to women empowerment

- ❖ If a female student is qualified for JRF or SRF, she will be getting an additional amount of Rs.1,000/- per month in addition to the amount received as stipend.
- ❖ Maternity leaves are provided by the Institute to the students, PhD scholars, supporting staff, faculty members etc.
- ❖ There is also a provision of paternity leave if the male wants to support his family or have to take care of the children.
- ❖ If a student enrolls in PhD course, the minimum time limit for completing the course is six years, but in case of female candidates an additional time of two years is granted which makes it to eight years. So the Institute provides eight years for the female candidates to complete PhD course.
- ❖ Child care leave up to two hundred and forty days are provided to the female research scholars.
- ❖ Additional support is also provided to the female members to compete with the other gender.
- ❖ Separate toilets adequate in number are provided for women in the campus.
- ❖ A safe and secure accommodation with 24 x 7 security is available in the ladies hostel for women within the campus.

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 1st January to 31st December.
- Eligible leave is credited to the employees on the 1st 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 31st December will lapse.
- When leave is taken without prior sanction (under certain unavoidable circumstances), the absence should be notified to the respective eans/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 must 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 31st 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 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.

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can guide up to a maximum of four Ph.D. scholars (both Full Time and Part Time put together).

10.0 DURATION OF PROGRAMME

10.1 The duration of the programme and the time for submission of thesis are counted from the date of registration vide clause 6.3. The minimum and maximum period for submission of thesis and the duration of the programme shall be as under:

- (i) The minimum duration of the programme in Engineering & Technology, for Full Time and Part Time shall be three years. However, a Full Time scholar can submit thesis after completion of two years of registration, provided all other requirements are satisfied.
- (ii) The minimum duration of the programme in Science / Social Sciences & Humanities for Full Time / Part Time shall be three / four years respectively.

10.2 The minimum duration of the programme in Management Science for Full Time / Part Time shall be as in clauses 10.1(i) and 10.1(ii) for scholars with Engineering and Science / Social Sciences & Humanities background respectively.

10.3 The maximum duration for all the above programmes shall be six years.

10.4 However, a relaxation up to a maximum of two additional years shall be provided for (i) Women Research Scholars and (ii) Male and Female research scholars with more than 40% Disability.

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