

MALPRACTICES/ USE OF UNFAIR MEANS- DURING EXAMINATIONS

1. Text books, notes and mobile cell phones are not allowed in the examination hall.

2. The Examination Halls are under CCTV surveillance. Any malpractice may lead to punishment ranging from fine to rustication.

3. During the University or college examination if a candidate is found in malafide possession of papers, books or notes or written notes on his clothes, body or table or chair, which is relevant to the examination(s) he may be punished or disqualified from appearing in any university exam for an unspecified period. If found having actually copied, may draw higher punishment.

4. If a candidate is found talking to another candidate or person inside or outside the examination hall without permission even after a warning, the answer book for that particular paper shall be confiscated.

5. If a candidate shows his / her answer book to another candidate or if he receives or attempts to receive help from any source, including consulting books, notes or papers or any other electronic means from outside the exam hall or has given help or attempted to give help, he / she shall be disqualified from appearing in any university exam as imposed by competent authority.

6. If a candidate swallows or attempts to swallow a note or paper or runs away with the paper or causes willful disappearance or destruction of any such evidence, the punishment may be expulsion / rustication.

7. Those guilty of smuggling in or out or of replacing answer book or additional sheet during or after the exam with or without the connivance of any staff or outsiders, he / she shall be liable to punishment decided by Vice-Chancellor, whose decision shall be binding.

8. If a candidate takes away the answer book outside the examination hall or intentionally tears off or otherwise disposes of his answer book or any part there of or additional sheet, he / she may be disqualified for an unspecified period.

9. Any serious misconduct in the examination hall or of misbehaviour towards the supervisory staff even outside the examination hall or any other place during the period while the examination is in progress, he / she may be summarily expelled.

10. If a person impersonates a candidate, the matter may be handed over to the police.

MISCELLANEOUS

BIHER University is a Tobacco-Free Zone.

Smoking, chewing of paan or tobacco, use of liquor or any allied psychotropic or narcotic substances is strictly prohibited in institutions/hostels and hospital premises. Students are not allowed to keep / carry weapons in the college, hostel or hospital.

Indoor / outdoor games are prohibited during college and hospital duty hours except with special exemption. Students are not allowed to use mobile cell phones during lecture, laboratory and clinical work.

All cases of sickness must be reported to the SUM Hospital authorities.

Every student shall abide by Hostel Rules imposed by the authorities, to be separately intimated.

In dealing with any breach of discipline, infringement of the rules and regulations mentioned above, the authorities may decide to order appropriate penalty including unconditional written apology, fine, temporary suspension from the institution, removal from the hostel, rustication (for limited period or permanent), police action or legal action.

Any defamatory statement (verbal/ written/ electronic/ media or indirect 'Likes' on social media) against the University or any of its officials by name or by designation shall invite legal action



Bharath
INSTITUTE OF HIGHER EDUCATION AND RESEARCH
(Declared as Deemed - to - be - University under section 3 of UGC Act 1956)

CODE OF CONDUCT

Important Information for Students & Parents

Bharath Institute of Science & Technology
173, Agaram road, Selaiyur,
Chennai -600073. Tamil Nadu.

CODE OF CONDUCT FOR STUDENTS

All students and parents are advised to read these rules carefully and abide by them. These are applicable to students of all Campuses/Faculties/Institutions under BIHER University. Violation of these rules tantamount to a serious breach of discipline which, if required will be prima facie investigated by senior members of the staff. If it is of serious nature it will be forwarded to the Disciplinary Committee or a specially constituted committee for further enquiry/investigation. Its recommendations will be forwarded to the competent authorities for further necessary action. Certain matters may be referred to the Academic Council for further directions. The contents of this document are not necessarily exhaustive. IT MAY BE NOTED THAT SPECIFIC SITUATIONS NOT LISTED HEREIN WILL BE DEALT WITH AS PER DIRECTIONS OF COMPETENT AUTHORITIES.

DISCIPLINARY COMMITTEES UNDER RESPECTIVE DEANS

Respective Institutional Disciplinary Committee authorities under Deans of Faculties concerned will keep effective watch over maintenance of discipline and code of conduct.

A team of Proctors, Teachers, Wardens and Hostel Superintendents and caretakers will remain vigilant and assist the disciplinary authorities. In addition, matters of serious or persistent indiscipline shall be routinely referred to the Vice Chancellor for appropriate and necessary action. In all matters pertaining to indiscipline/ malpractice, the decision taken by the authorities will be final and cannot be challenged. The quantum of punishment stated herein is only indicative. Fines may range from Rs.1000.00 to one full year's fees. Other penalties imposed shall depend on gravity of the offence and decided on a case to case basis. This includes expulsion/ rustication for varying periods. Ordinarily, precedents or parallels shall play no role.

GENERAL RULES

The students must display their identification tags while within the university/ institutions premises as well as while on field posting or representing the university in any event.

All students are to maintain decorum in institutional premises. Students are forbidden to sing, whistle, hoot, create noise, use abusive language, fight, and indulge in any unseemly, indecent or vulgar behavior or activity

Code of conduct for students within the campus at any time. Public display of affection will invite exemplary punishment.

No student is allowed to loiter and move around within and around institution/ hostel premises or while-away time in any manner whatsoever while classes/ practical's / clinic, etc. are in progress.

Punctuality to class timings and proper discipline in the classrooms, practical, demonstrations and tutorials should be of highest order. Students have to be present on time at any specified activity of the University/ Institution.

Chronic absentees' will be reported to their parents/guardians, who are expected to contact university authorities within a week.

Any damage to university property in any form caused by the students due to their negligence or deliberate act shall lead to exemplary fine and recovery of amount from the student / students responsible for negligence or vandalism. Walls, fixtures, models, specimens, charts, laboratory items, museum objects, electronic equipment, biometrics, CCTV cameras and etc should not be tampered with, defaced, mutilated or damaged in any way or form. Otherwise penal provisions will be beyond mere financial recovery.

Students' notices/messages will be displayed only on the notice boards placed by the college authorities. Use of electronic gadget including mobile phone in examination hall will be treated as cyber crime and punishable as per law.

This is also applicable in recruitment process of the students in campus selection.

It is the duty of each student to maintain highest degree of cleanliness of institutional premises and the hostels including toilets and kitchens like defacing walls, orders on notice boards, fixtures, furniture & use of electronic appliances is strictly prohibited.

BIHER is a RAGGING-FREE university. Any proven instance of ragging of a BIHER student by another BIHER student s likely to lead to expulsion of the latter.

Any instance of Gender Harassment within the university will be dealt with as per law of the land. Cyber-crimes committed within the university will be reported to the police.

ATTENDANCE RULES

For leave or absence, the students must apply in writing and state the reasons for his/her request. Medical certificates/ prescriptions or allied documents must belong to Hospital or be endorsed by a senior professor of the concerned specialty.

Repeated absence from the lectures, classes, seminars, demonstrations and from hospital ward will make a student liable to be penalized. To be eligible to appear in the professional examination, every student is required to attain at least 75% attendance at lectures, practical, clinics, workshops, field work and designated assignments.

The margin of 25% of absence from lectures, practical classes and demonstrations is intended to cover those absences, which result on account of sickness, special emergencies in families or unforeseen events. A written application should be sent to the Dean by the student or their parents in this regard. For any prolonged health related absence, a specially constituted medical board will be asked for opinion.

The attendance in each subject inclusive of theory and practical/clinical separately must not fall below 75%. Mass Bunking (where 75% or more students are absent from a class) will invite a flat fine of Rs. 500.00 per students per class, and will be automatically billed to the parents. Those present will be exempted from fine. Deans are empowered to make the mass bunking percentage more stringent. Specific rules/ regulations/ guidelines of regulatory authorities shall be applicable, if at variance with the above.

Bhaarath Medical College and Hospital

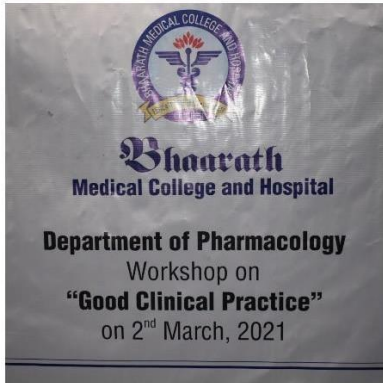
REPORT OF EVENTS CONDUCTED FOR FACULTY AND STUDENTS ON ETHICS

Workshop on “Good Clinical Practice”

Department of Pharmacology, BMCH organized a **workshop on “Good Clinical Practice”** on 2nd March, 2021 for all faculty members, research scholars and members of the Institutional Ethics Committee. Good clinical practice provides a framework of principles, which aim to ensure the safety of research participants and the integrity and validity of data. This workshop aimed to provide the researcher with the basic principles of GCP and how these principles can be applied practically in the research setting. The workshop started with welcome address by Dr. P. Elango, Organizing Secretary, department of Pharmacology, inaugurated by Dr. Edwin Joe, Dean, BMCH and felicitated by Dr. J. Mohana Sundaram, Vice Principal and Organising Chairman, and by Dr. S. Somasundaram, Medical Superintendent, BMCH. Dr P. Elango introduced honorable speaker Dr. Annabelle Rajaseharan, Director – Medical research, The Vinayaka Mission’s research foundation. It was followed by scientific session started with pre-test.

65 delegates participated in the workshop. All the delegates were taught about the importance of Good clinical Practice in conducting clinical research with practical examples followed by panel discussion participated by Dr J. Mohanasundaram, Dr Annabelle Rajaseharan and Dr N. S. Muthiah, Chair Person, BIEC. The delegates were asked to write post-test and to fill feedback form. The session was concluded by Vote of Thanks by Dr. Gomathi. G, Assistant professor, Department of Pharmacology and delegates were issued Certificates for their participation. Delegates were provided handouts of the

workshop. Feedback forms were evaluated and it reflected that the overall satisfactory index of the workshop was about 91.6%.



CADEVER ETHICS FOR STUDIES

The Department of Anatomy organized a programme on CADAVER ETHICS on 01.03.2021 in order to sensitize the students on role of cadavers in the process of learning anatomy. The session was inaugurated by our beloved Dean, followed by Dr.C.S.Janaki talk on the topic “LEARNING ETHICS FROM CADAVERIC STUDY”. Dr. Girija Sivakumar gave an elaborate review on “HISTORY OF CADAVERIC DISSECTION”. The session even focused on the role of simulation and its current trends in the study of anatomy. Dr. Ramanavar delivered his guest talk on IMPORTANCE OF BODY AND ORGAN DONATION”. He is the first Indian doctor to dissect his father’s embalmed body. Dr. J. Mohanasundaram, vice-principal who has wide experience in this field elaborated his experience in practically implementing the organ donation, which was a revelation for all the students. DR.Christilda spoke on “RESPECT TO CADAVERS” and gave a memorable experience. The students took the cadaveric oath and had the first experience of making incision under the guidance of Dr.C.Venkataramaniah, which was supported by all the faculties. The session concluded with vote of thanks as a concluding mark of the program.








BHAARATHMEDICAL COLLEGE&HOSPITAL

173,Agaram Main Rd, Selaiyur, Chennai, TamilNadu 600073
Contactnumber:044-22291014,Emailid:office@bmch.ac.in,dean@bmch.ac.in

CODE OF CONDUCT COMMITTEE-2020-2021

The committee for monitoring student code of conduct is constituted as follows

S. No	Name	Designation
1.	Dr. Arunachala D Edukondalu	Dean
2.	Dr. Vijayamalathi M	Associate Professor, Department of Physiology
3.	Dr. SreeRanjini	Professor, Department of Anaesthesia
4.	Dr. C.S.Janaki	Professor, Department of Anatomy
5.	Dr. Sangamithra	Professor, Department of Microbiology
6.	Dr. Kalaivani	Professor, Department of Community Medicine
7.	Mr. Raja K	Tutor, Department of Microbiology
8.	Mr. Rajesh	Administrative officer
9.	Mrs. Nivetha	Administrative officer


Dr. A. D. Edukondalu, MD
DEAN
BHARATH MEDICAL COLLEGE AND HOSPITAL
No.173, Agaram Main Road, Selaiyur,
Chennai-600 073.



Medical College & Hospital

173, Agaram Main Road, Selaiyur, Chennai 600073

Contact number: 044-22291014, Email id: office@bmch.ac.in, dean@bmch.ac.in

CODE OF CONDUCT COMMITTEE-2021-2022

The committee for monitoring student code of conduct is constituted as follows

S.No	Name	Designation
1.	Dr. Arunachala D Edukondalu	Dean
2.	Dr. Vijayamalathi M	Vice principal, student Affairs
3.	Dr.SreeRanjini	Vice principal ,Admin affairs
4.	Dr. Uma Maheshwari	Prof &HOD department of biochemistry
5.	Dr.C.S.Janaki	Associate Professor, Department of Anatomy
6.	Dr.Jamuna Rani	Professor, Department of Pathology
7.	Dr. Muthu Kumar	Associate Professor, Department of Community Medicine
8.	Dr. Aishwarya Ramanathan	Associate Professor, Department of Anaesthesia
9.	Mr. Lingeeshwaran	Administrative officer
10.	Mr. Krishna Kumar	Administrative officer
11.	Mr. Nirmal	Deputy hostel warden
12.	Mrs. Sasikala	Deputy hostel warden
13.	Mrs. Nivetha	Administrative officer


Dr. A. D. Edukondalu, MD
DEAN
BHAARATH MEDICAL COLLEGE AND HOSPITAL
No.173, Agaram Main Road, Selaiyur,
Chennai-600 073.

Bhaarath Medical College and Hospital

A constituent college of Bharath Institute of Higher Education and Research (BIHER)
(Declared as Deemed-to-be University under section 3 of UGC Act, 1956)

Annual Report of Code of Conduct Sessions

The undergraduate medical education programme is designed with a goal to create an “Indian Medical Graduate” possessing requisite knowledge, skills, attitudes, values and responsiveness. The institute appoints the committee decides upon on selecting a faculty for delivering the content. The medical education unit of Bhaarath medical college and hospital conducts code of conduct during the foundation course every year. So far, three MBBS batch students have undergone the code of conduct sessions.

During the foundation course, code of conduct is conducted for 3days at 1 hour per day. The session usually begins with the introduction to code of conduct committee members followed by briefing of code of conduct and institutional expectations from the students with obtaining feedback at the end of the session. The code of conduct sessions helps, the institute to maintain discipline in the campus.

PHOTOGRAPHS OF EVENT

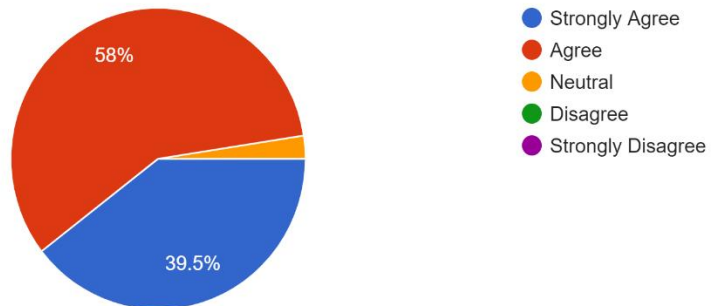




FEED BACK ANALYSIS REPORT OF CODE OF CONDUCT SESSION

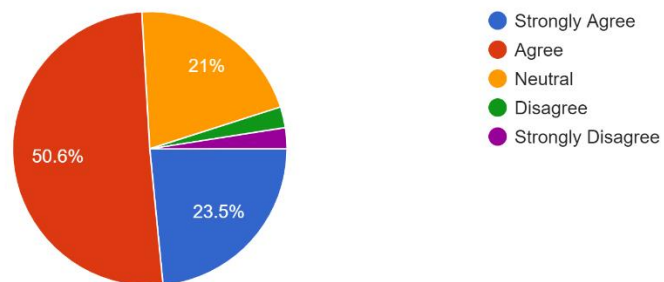
1. Learning objectives are clearly defined

81 responses



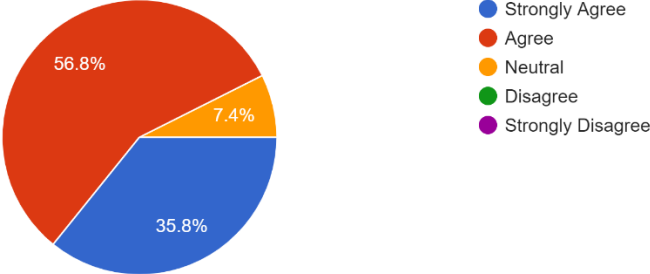
21. There is adequate provision for airing grievances and problems

81 responses



23. The Code of Conduct session gave a clear insight about the rules and regulations of the institute

81 responses



Bhaarath Medical College and Hospital

GREEN AUDIT





Swachhta Hi Sewa Hai
Swachh Bharat



एक कदम स्वच्छता की ओर

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4	Advantages of Conducting the Green and Environment Audit to the Institute
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Introduction

Bharath medical college and hospital aims at providing an eco friendly and sustainable environment, in this regard the initiatives taken to attain the same was an questionnaire based audit was undertaken by the stakeholders and also initiatives were taken to conduct workshops and to adapt to the government initiatives of **Swachh Bharat Abhiyan** and '**Green Campus And Clean Campus Mission**' established by the university grants commission .

Goal of environmental audit:

- Identification and documentation of green practices followed in the institution.
- Identify strength and weakness in green practices.
- Conduct a survey to know the ground reality about green practices
- Analyze and suggest solutions for problems identified from surveys.
- Identify and assess environmental risk.
- The long term goal of the environmental audit program is to collect baseline data of environmental parameters and resolve environmental issues before they get complex.
- To motivate staff for optimized sustainable use of available resources

Initiatives taken to Establish Green Environment

1. Swachh Bharath Abiiyan activity inside the campus
2. Awarding all faculty with a medicinal tree pot on doctors day
3. Conducting bicycle rally
4. Conduction sparrow conservative workshop
5. Ground level questioner auditing on green campus establishment
6. Pollution free environment certificate
7. Implementation of biomedical waste management
8. Implementation of e waste, solid waste, and general waste management appropriately

Advantages of Conducting the Green and Environment Audit to the Institute

- It would help to protect the environment in and around the campus.
- Empower the organization to frame a better environmental performance.
- It portrays a good image of the institution through its clean and green campus.
- To create pollution free campus and evolve health consciousness among the stakeholder
- Point out the prevailing and forthcoming complications
- Benchmarking for environmental protection initiatives
- Development of ownership, personal and social responsibility for the institution and its environment
- Developing an environmental ethic and value systems in youngsters.
- Green auditing should become a valuable tool in the management and monitoring of environmental and sustainable development programs of the institute.
- Finally, it will help to build a positive impression for through green initiatives the upcoming accreditation process.

Swachh Bharath Abiiyan activity inside the campus





Annexure 2

Awarding faculty with a medicinal tree pot on Faculty development Programmes



Annexure 3

Detailed Report on Environmental Awareness-Bicycle Rally

Activities conducted in the Program

- Bicycle rally for a distance of about 10 kms.
- Awareness quotes on benefits of cycling using placards.
- Sensitisation to the general public through media coverage.

A bicycle rally event was organised by the Department of Physiology in association with 1(TN) MED.UNIT NCC, on the occasion of World Bicycle Day observed on 3rd June 2022. The bicycle rally event had 80 participants including the students, faculty and non-teaching staff. The rally was headed by our Dean, Dr. Arunachala Edukondalu and his participation in the rally was a source of motivation and enthusiasm to the students. The cycle rally was flagged off at 07.00 AM from Bhaarath Medical College and Hospital, headed towards Santhoshpuram Police checkpoint and returned to the starting point covering a distance of about 10kms. The cyclists were provided with cycles, helmets for personal protection, T-shirts and refreshments. An ambulance accompanied the rally to provide emergency care. The police personnel of Selaiyur area extended their support and protection for the rally. The cyclists carried placards to create awareness among the public to adopt cycling in their daily lives for physical fitness and also to protect the environment. Our Dean and a student representative Ms. Benitta addressed the media about the rally and its importance. The event gained momentum among the public and the event was concluded by applauding the participants and organisers.

A bicycle rally event was organised by the Department of Physiology, Bhaarath Medical College and Hospital in association with 1(TN) MED.UNIT NCC, on the occasion of World Bicycle Day observed on 3rd June 2022. There were 80 participants who cycled for 10 kms from Bhaarath Medical College & Hospital till Santhoshpuram Police Checkpoint and returned back to the start point. The participants were provided with personal protective equipments and the rally was safe guarded by police personnel of Selaiyur area



Bharath
INSTITUTE OF HIGHER EDUCATION AND RESEARCH
(Declared as DEEMED-TO-BE-UNIVERSITY s/s 3 of the UGC Act, 1956)



1 (TN) MED.UNIT NCC

Bhaarath
MEDICAL COLLEGE AND HOSPITAL

Department of Physiology

in association with 1 (TN) MED.UNIT NCC

Cordially invites you for

Bicycle Rally
on
World Bicycle Day

Date : 3rd June, 2022 | Time : 07.00 TO 09.00 AM





GPS Map
Camera Lite

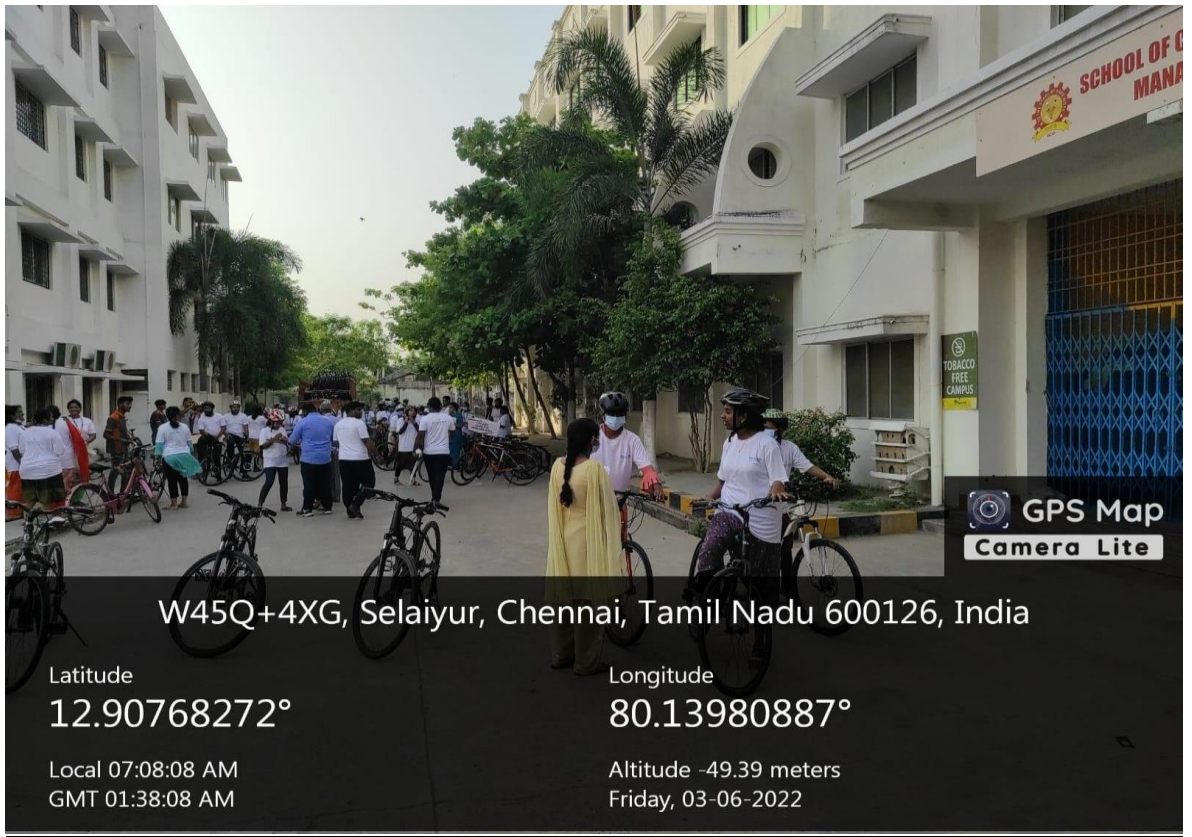
W45Q+9X8, Maruthi Ave 1st St, Selaiyur, Chennai, Tamil Nadu 600126, India

Latitude
12.90815316°

Longitude
80.13998486°

Local 07:18:54 AM
GMT 01:48:54 AM

Altitude -66.62 meters
Friday, 03-06-2022



GPS Map
Camera Lite

W45Q+4XG, Selaiyur, Chennai, Tamil Nadu 600126, India

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Longitude
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Local 07:08:08 AM
GMT 01:38:08 AM

Altitude -49.39 meters
Friday, 03-06-2022

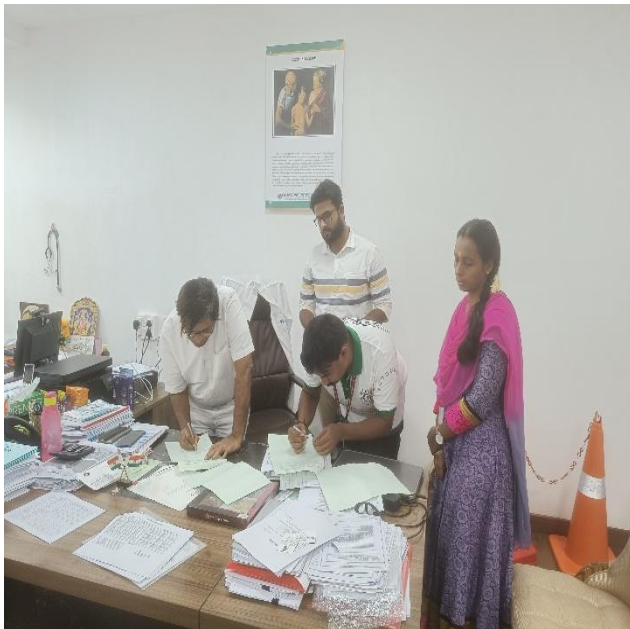
Annexure 4

Awareness about Conservation of the Endangering Species of Sparrows

Activities conducted in the Program

- Awareness talk was given by Mr Ganesan, Koodugal Trust, on sparrow conservation
- Materials for building a nest was given and participants were taught to make a nest
- Talk on how to install the nest and methods to maintain was given
- A whatsapp group was created for the participants for update about the sparrows at their household and to follow up with the team in future
- MoU was signed by BMCH and Koodugal trust for the future programs to make this a continuous process

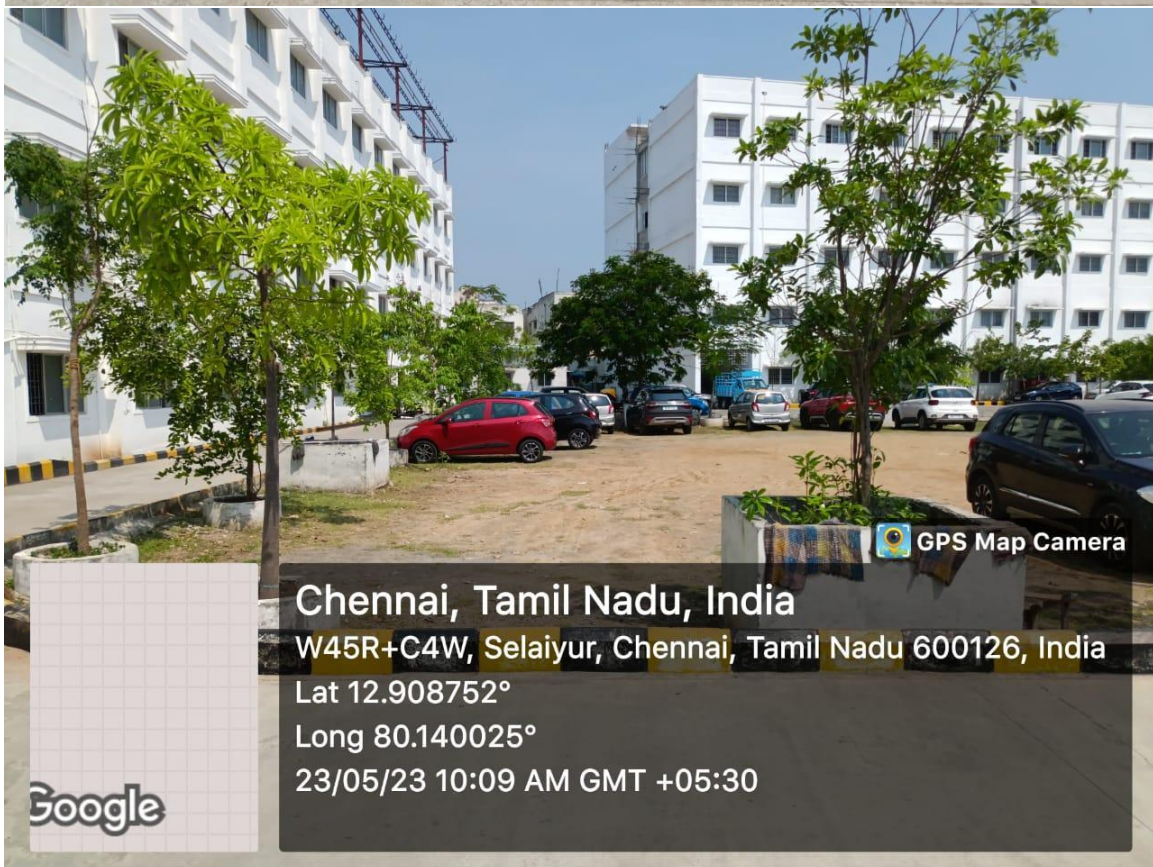
‘Spare the sparrows’ program was organised on a note of extending our support to build a sustainable environment by conserving the sparrows which are in the endangered species list. The program was organised on 04/06/2022 between 2.00pm – 4.00pm, at Bhaarath Medical College, Complex I, Lecture hall II. Awareness talk was given by Mr Ganesan, Koodugal Trust, on sparrow conservation with his experience and expertise. Followed by which materials for building the nest were given to the participants, and they were taught to make a nest. Once the nest was built a talk on how to install the nest and methods to maintain it, was explained. Furthermore, a whatsapp group was created for the participants to update about the sparrows at their household and to follow up with the team in the future. MoU was signed by Dean, BMCH and Koodugal Trust, for the future programs to make this a continuous process. Spare the sparrows’ program was organised on a note of a social responsibility of a college towards its environment. Awareness talk was given by Mr Ganesan, Koodugal Trust, on sparrow conservation, followed by which materials for building the nest were given to the participants, and they were taught how to make a nest. Once the nest was built a talk on how to install the nest and methods to maintain it, was explained. Furthermore, a whatsapp group was created for the participants to update about the sparrows in their household and to follow up with the team in the future. MoU was signed by Dean, BMCH and Koodugal Trust, for the future programs to make this a continuous process.





Annexure 5

Ground Level Questioner Auditing on Green Campus Establishment – Evidence of Success of Green Campus Establishment





GPS Map Camera



Chennai, Tamil Nadu, India

W45R+C4W, Selaiyur, Chennai, Tamil Nadu 600126, India

Lat 12.908752°

Long 80.140025°

23/05/23 10:15 AM GMT +05:30



GPS Map Camera



Chennai, Tamil Nadu, India

W45R+C4W, Selaiyur, Chennai, Tamil Nadu 600126, India

Lat 12.908752°

Long 80.140025°

23/05/23 10:15 AM GMT +05:30



Google

Chennai, Tamil Nadu, India

W45R+C4W, Selaiyur, Chennai, Tamil Nadu 600126, India

Lat 12.908752°

Long 80.140025°

23/05/23 10:08 AM GMT +05:30



Google

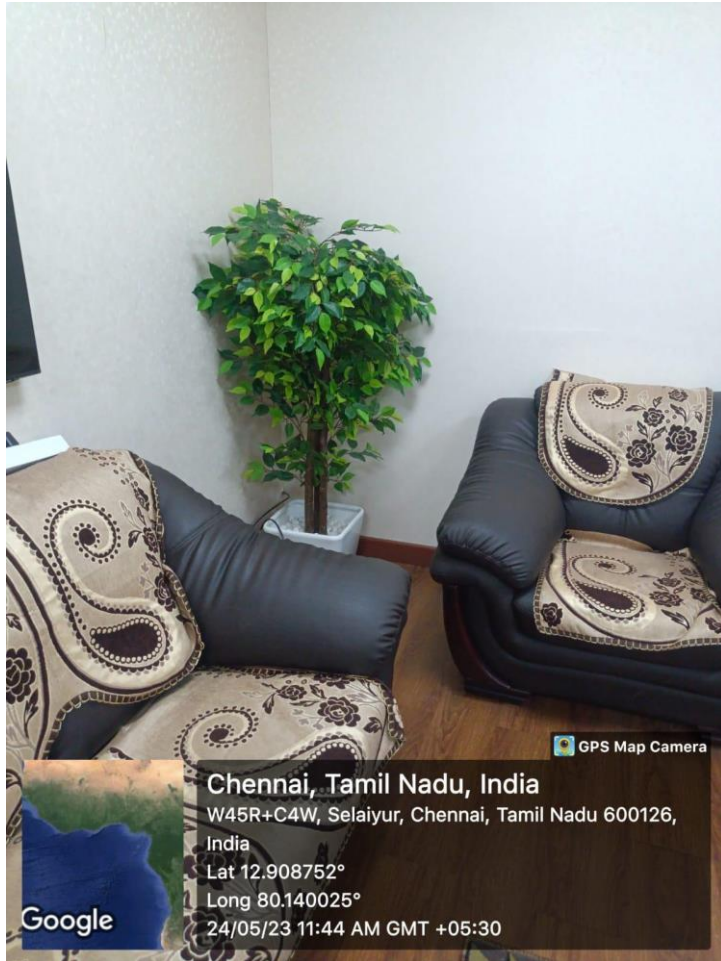
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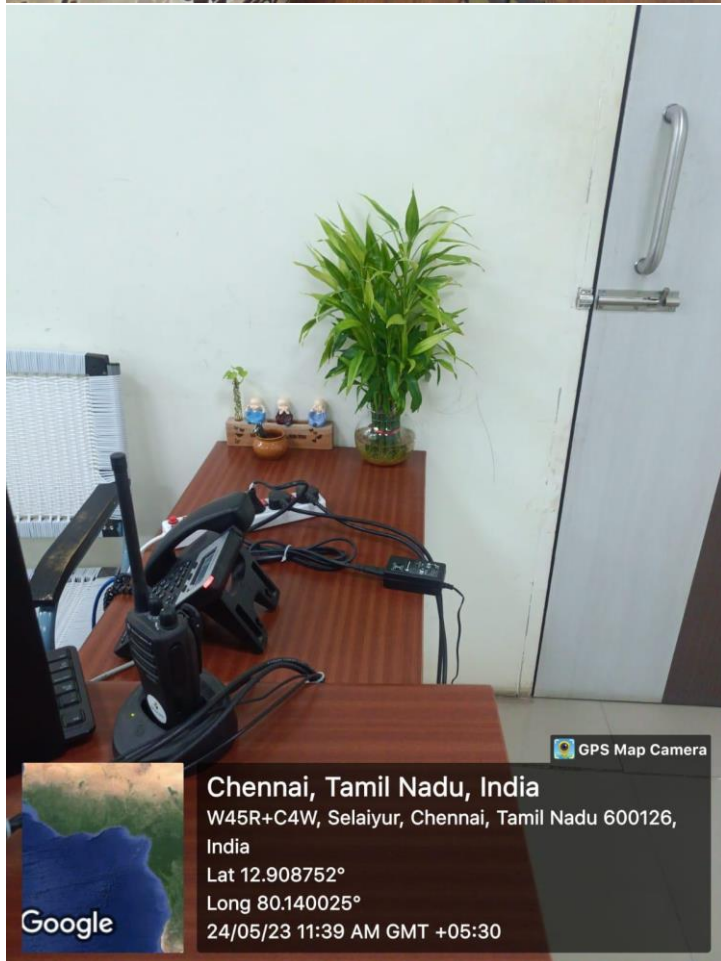
Lat 12.908752°

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 **Chennai, Tamil Nadu, India**
W45R+C4W, Selaiyur, Chennai, Tamil Nadu 600126,
India
Lat 12.908752°
Long 80.140025°
24/05/23 11:44 AM GMT +05:30




 **Chennai, Tamil Nadu, India**
W45R+C4W, Selaiyur, Chennai, Tamil Nadu 600126,
India
Lat 12.908752°
Long 80.140025°
24/05/23 11:39 AM GMT +05:30



Annexure 6

Pollution free environment certificate



TAMILNADU POLLUTION CONTROL BOARD

SPECIAL CONDITIONS

1. This renewal of consent is valid for operating the facility for the manufacture of products/processes (CM, 2) as per the (CM, 3) mentioned below. Any change in the products/production and its quantity has to be brought to the notice of the Board and fresh consent has to be obtained.

Sr. No.	Description	Quantity	Unit
Product Details			
1.	Education Institution with built up area	45000	sqm
By Product Details			
1.	Nil	0	
Intermediate Product Details			
1.	Nil	0	

2. This renewal of consent is valid for operating the facility with the below mentioned details for the discharge of sewage/trade effluent. Any change in the details and its quantity has to be brought to the notice of the Board and fresh consent has to be obtained.

Effluent No.	Description of Effluent	Maximum daily discharge in MLD	Point of disposal
Effluent Type - Sewage			
1.	Sewage	1.640	On land for gardening
Effluent Type - Trade Effluent			
1.	Nil	1.00	Not Applicable

RENEWAL OF CONSENT is hereby granted under Section 25 of the Water (Prevention and Control of Pollution) Act, 1974 as amended in 1988 (Central Act, 6 of 1974) hereinafter referred to as "The Act" and the rules and orders made there under to

The Managing Director
MS. BHARATH UNIVERSITY,
S. F. No. S.N.O. 3052,3053,3038,3044,3046,3021C,3022C,3062,3063,3064,3065,3051G,3042,3101,302,3101,303A,3065,3045,3047,3102,3051A,3022A,3053,3054,3022,3017,3018,301A,301B,3012,3017,3051A,3051E,3051F,3052,3049,3031,2,3157,3,3154B,2A,4D,3158, 6,3,1,3,1,5,1,3,1,5,1,5,1,5,4A,11,2,1,3,1,5,1,5,1,5,4B, SELLAIVUR Village, Thanjavur Taluk and Karaikal District - Renewal of Consent for the operation of the plant and discharge of sewage and/or trade effluent under Section 25 of the Water (Prevention and Control of Pollution) Act, 1974 as amended in 1988 (Central Act, 6 of 1974) - **Renewal Reg.**

REF: 1. C/O File No. F.0221MMNOL/DEE/TNCPB/AN/V/EA/0915 dated 20/09/015.
2. User's application for RCO through OCMMMS vide Appl.No. 1126/578 dated 31/10/2017.
3. LIC No. F.0221MMNOL/ADMMS/2017 dated 01/11/2017.

This RENEWAL OF CONSENT is valid for the period ending March 31, 2020

S. INDRAGANDH ^{Registered as a professional in the Government service}
District Environmental Engineer,
Tamil Nadu Pollution Control Board,
MARUMALAI NAGAR



TAMILNADU POLLUTION CONTROL BOARD

Additional Conditions:

1. The user shall maintain the Air pollution Control measures such as which attached to the Consent, not effectively as or to satisfy the Ambient Air Quality/Emission standards prescribed by the Board.

2. The user shall continue to develop green belt in and around the periphery of the unit.

3. In case of violation of consent by the Government, the user shall accept the difference to amount minimum one month from the date of notification. Failing to meet the amount for this consent order will be considered as default and further action will be initiated against the user as per law.

S. INDRAGANDH ^{Registered as a professional in the Government service}
District Environmental Engineer,
Tamil Nadu Pollution Control Board,
MARUMALAI NAGAR

To:
The Managing Director,
MS. BHARATH UNIVERSITY,
175, AGARAM ROAD, SELLAIVUR, CHEMMAR,
Pin: 609077

Copy to:

1. The Commissioner, TAMBARAM Municipality, Thanjavur Taluk, Karaikal District.
2. Copy submitted to the Member Secretary, Tamil Nadu Pollution Control Board, Chennai for review of kind information.
3. Copy submitted to the RCCE Monitoring, Tamil Nadu Pollution Control Board, Chennai for review of kind information.
4. File.



TAMIL NADU POLLUTION CONTROL BOARD

OFFICE OF: DSS/ MMN

DOC TYPE:

OFFICE CODE:

CODE:

CASH RECEIPT NO.

Date: 26/9/22 150968

ACCOUNTS				S.L.			

Received from M/s - Sri Coashmi Annual Educational
Trust, (Selaiyur)

The sum of Rupees fourteen lacs twenty eight
thousand only

Cash / by D.D. / Banker's Cheque No. 347024 dated 26/9/22

Drawn on PNB Payable at Chennai

Towards Cess / EMD / SD / Consent Fee to Air / Water / Analysis fees / AAQS /

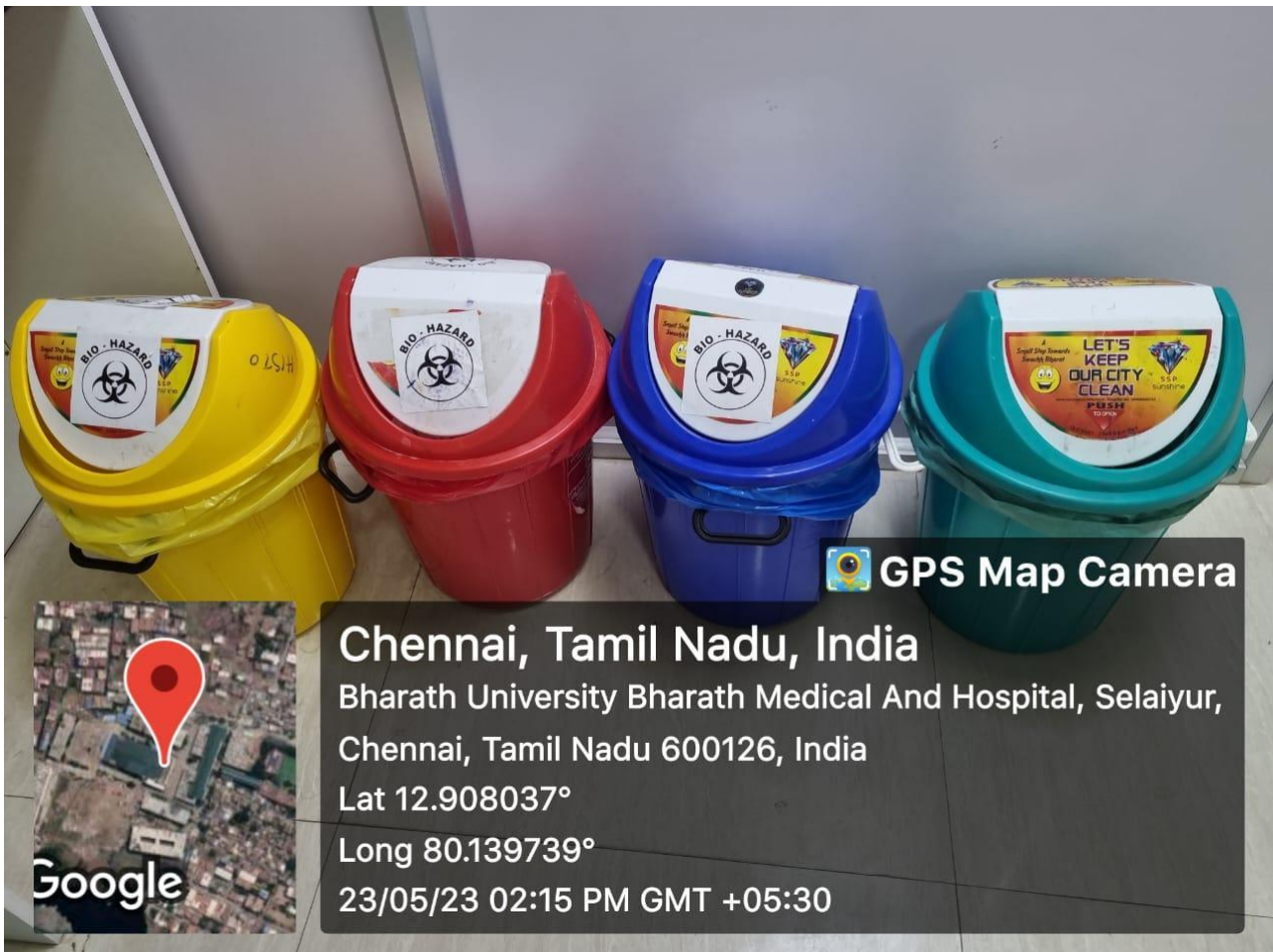
EM Test Fees / ETI / Other ETO - Direct - 2023 - 2025

Rs. 14,28,000/-

[Signature]
 District Environmental Engineer
 Tamil Nadu Pollution Control Board
 Chennai
 Chengalpattu District

Annexure 7

Implementation of biomedical waste management



Annexure 8

Implementation of e waste, solid waste, and general waste management appropriately





'Lifestyle for the Environment' Pledge

Certificate

This is to certify that

Manjani Bhaarat Medical College And Hospital

has taken the 'Lifestyle for the Environment' Pledge and committed himself/herself to consciously participate in taking up environmental lifestyle and inculcate long-term environment-friendly habits.

6983923354



October, 20 2022





Bharath

INSTITUTE OF HIGHER EDUCATION AND RESEARCH

Declared as Deemed-to-be-University u/s 3 of the UGC Act, 1956



Code of Conduct for Students



Bharath
INSTITUTE OF HIGHER EDUCATION AND RESEARCH
(Declared as Deemed - to - be - University under section 3 of UGC Act 1956)

CODE OF CONDUCT

(FOR STUDENTS)

173, Agaram Main Road, Selaiyur, Chennai, Tamil Nadu - 600073

CODE OF CONDUCT FOR STUDENTS

All students and parents are advised to read these rules carefully and abide by them. These are applicable to students of all Campuses/ Faculties/ Institutions under BIHER University. Violation of these rules tantamount to a serious breach of discipline which, if required will be prima facie investigated by senior members of the staff. If it is of serious nature, it will be forwarded to the Disciplinary Committee or a specially constituted committee for further enquiry/investigation. Its recommendations will be forwarded to the competent authorities for further necessary action. Certain matters may be referred to the Academic Council for further directions. The contents of this document are not necessarily exhaustive. IT MAY BE NOTED THAT SPECIFIC SITUATIONS NOT LISTED HEREIN WILL BE DEALT WITH AS PER DIRECTIONS OF COMPETENT AUTHORITIES.

DISCIPLINARY COMMITTEES UNDER RESPECTIVE DEANS

Respective Institutional Disciplinary Committee authorities under Deans of Faculties concerned will keep effective watch over maintenance of discipline and code of conduct. A team of Proctors, Teachers, Wardens and Hostel Superintendents and caretakers will remain vigilant and assist the disciplinary authorities. In addition, matters of serious or persistent indiscipline shall be routinely referred to the Vice Chancellor for appropriate and necessary action. In all matters pertaining to indiscipline/ malpractice, the decision taken by the authorities will be final and cannot be challenged. The quantum of punishment stated herein is only indicative. Fines may range from Rs.1000.00 to one full year's fees. Other penalties imposed shall depend on gravity of the offence and decided on a case-to-case basis. This includes expulsion/ rustication for varying periods. Ordinarily, precedents or parallels shall play no role.

GENERAL RULES

- The students must display their identification tags while within the university/ institutions premises as well as while on field posting or representing the university in any event.
- All students are to maintain decorum in institutional premises. Students are forbidden to sing, whistle, hoot, create noise, use abusive language, fight, and indulge in any unseemly, indecent or vulgar behavior or activity within the campus at any time. Public display of affection will invite exemplary punishment.
- No student is allowed to loiter and move around within and around institution/ hostel premises or while-away time in any manner whatsoever while classes/ practicals / clinic, etc. are in progress.
- Punctuality to class timings and proper discipline in the classrooms, practical, demonstrations and tutorials should be of highest order.
- Students have to be present on time at any specified activity of the University/ Institution.
- Chronic absentees' will be reported to their parents/guardians, who are expected to contact university authorities within a week.
- Any damage to university property in any form caused by the students due to their negligence or deliberate act shall lead to exemplary fine and recovery of amount from the student / students responsible for negligence or vandalism. Walls, fixtures, models, specimens, charts, laboratory items, museum objects, electronic equipment, biometrics, CCTV cameras and etc. should not be tampered with, defaced, mutilated or damaged in any way or form. Otherwise penal provisions will be beyond mere financial recovery.
- Students' notices/messages will be displayed only on the notice boards placed by the college authorities.
- It is the duty of each student to maintain highest degree of cleanliness of institutional premises and the hostels including toilets, common

CODE OF CONDUCT FOR STUDENTS

facilities and dining halls. Defacing walls, orders on notice boards, fixtures, furniture & use of electronic appliances is strictly prohibited.

- Wherever deemed necessary, an appropriate dress-code may be enforced.
- BIHER is a RAGGING-FREE university. Any proven instance of ragging of a BIHER student by another BIHER student is likely to lead to expulsion of the latter.
- Any instance of Gender Harassment within the university will be dealt with as per law of the land.
- Cyber-crimes committed within the university will be reported to the police.

ATTENDANCE RULES

For leave or absence, the students must apply in writing and state the reasons for his/her request. Medical certificates/ prescriptions or allied documents must belong to SBMCH Hospital or be endorsed by a senior professor of the concerned specialty.

- Repeated absence from the lectures, classes, seminars, demonstrations and from hospital ward will make a student liable to be penalized.
- To be eligible to appear in the professional examination, every student is required to attain at least 75% attendance at lectures, practical, clinics, workshops, field work and designated assignments.
- The margin of 25% of absence from lectures, practical classes and demonstrations is intended to cover those absences, which result on account of sickness, special emergencies in families or unforeseen events. A written application should be sent to the Dean by the student or their parents in this regard.
- For any prolonged health related absence, a specially constituted

medical board will be asked for opinion.

- The attendance in each subject inclusive of theory and practical/clinical must not fall below 75%. Mass Bunking (where 75% or more students are absent from a class) will invite a flat fine of Rs. 500.00 per student per class, and will be automatically billed to the parents. Those present will be exempted from fine.
- Specific rules/ regulations/ guidelines of regulatory authorities shall be applicable, if at variance with the above.

POLITICS

- Political activities of all types are prohibited in the institutional and hostel premises. Undertaking to that effect will be obtained from the students and their parents.
- No student should address any press conference or media briefing, nor write to the press on a politically sensitive topic or on matter concerned directly with the administration of the college or any government or other educational institution.
- Any student who wishes to make a representation on any subject has the right to directly access the concerned Dean at any time during official hours. Students are also allowed to Email their grievances directly to the concerned authorities.
- Submission of representations to State or Union authorities must be under intimation to the Registrar of the University.

**MALPRACTICES/ USE OF UNFAIR
MEANS-DURING EXAMINATIONS**

1. Textbooks, notes and mobile cell phones are not allowed in the examination hall.
2. The Examination Halls are under CCTV surveillance. Any malpractice may lead to punishment ranging from fine to rustication.
3. During the University or college examination if a candidate is found in mala fide possession of papers, books or notes or written notes on his clothes, body or table or chair, which is relevant to the examination(s) he may be punished or disqualified from appearing in any university exam for an unspecified period. If found having actually copied, may draw higher punishment.
4. If a candidate is found talking to another candidate or person inside or outside the examination hall without permission even after a warning, the answer book for that particular paper shall be confiscated.
5. If a candidate shows his / her answer book to another candidate or if he receives or attempts to receive help from any source, including consulting books, notes or papers or any other electronic means from outside the exam hall or has given help or attempted to give help, he / she shall be disqualified from appearing in any university exam as imposed by competent authority.
6. If a candidate swallows or attempts to swallow a note or paper or runs away with the paper or causes willful disappearance or destruction of any such evidence, the punishment may be expulsion / rustication.
7. Those guilty of smuggling in or out or of replacing answer book or additional sheet during or after the exam with or without the connivance of any staff or outsiders, he / she shall be liable to punishment decided by Vice-Chancellor, whose decision shall be binding.

8. If a candidate takes away the answer book outside the examination hall or intentionally tears off or otherwise disposes of his answer book or any part there of or additional sheet, he / she may be disqualified for an unspecified period.
9. Any serious misconduct in the examination hall or of misbehavior towards the supervisory staff even outside the examination hall or any other place during the period while the examination is in progress, he / she may be summarily expelled.
10. If a person impersonates a candidate, the matter may be handed over to the police.

MISCELLANEOUS

- BIHER University is a Tobacco-Free Zone.
- Smoking, chewing of paan or tobacco, use of liquor or any allied psychotropic or narcotic substances is strictly prohibited in institutions/ hostels and hospital premises.
- Students are not allowed to keep / carry weapons in the college, hostel or hospital.
- Indoor / outdoor games are prohibited during college and hospital duty hours except with special exemption.
- Students are not allowed to use mobile cell phones during lecture, laboratory and clinical work.
- All cases of sickness must be reported to the SUM Hospital authorities.
- Every student shall abide by Hostel Rules imposed by the authorities, to be separately intimated.
- In dealing with any breach of discipline, infringement of the rules and regulations mentioned above, the authorities may decide to order appropriate penalty including unconditional written apology,

CODE OF CONDUCT FOR STUDENTS

fine, temporary suspension from the institution, removal from the hostel, rustication (for limited period or permanent), police action or legal action.

- Any defamatory statement (verbal/ written/ electronic/ media or indirect 'Likes' on social media) against the University or any of its officials by name or by designation shall invite legal action.
- Any remark against any university official may invite summary expulsion.
- Parents/guardians are expected to cooperate with the authorities by prevailing upon and motivating their wards not to take part in any antisocial/ unbecoming activities.
- Parents/guardians are expected to respond to college authorities wherever so required. Telephone number of the office of authorities must be in the contact list of parents, any call from their numbers must be attended promptly. For all outstation students, there must be a local guardian identified by the parents and intimated to the authorities.

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Bharath
INSTITUTE OF HIGHER EDUCATION AND RESEARCH
(Declared as Deemed - to - be - University under section 3 of UGC Act 1956)

CONDITIONS OF SERVICE RULES



No 173, Agaram Road, Selaiyur, Chennai – 600073.

**BHARATH INSTITUTE OF HIGHER EDUCATION AND RESEARCH
(Deemed to be University)**

CONDITIONS OF SERVICE RULES

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BHARATH INSTITUTE OF HIGHER EDUCATION AND RESEARCH

(Deemed to be University)

NOTIFICATION

No. (Estt.)/Reggr./606(A)/BIHERU

In pursuance of Clause-21.0 of the Rules of Bharath Institute of Higher Education and Research (Deemed to be University) and in supersession of all Notifications in so far as they relate to matters provided hereunder, the Board of Management of Bharath Institute of Higher Education and Research (Deemed to be University) hereby makes the following Rules to regulate the conditions of service; maintenance of discipline; classification, emoluments, method of appointment etc. of the Teachers, Officers, Academic and other employees of the Bharath Institute of Higher Education and Research (Deemed to be University), namely: -

CHAPTER-I

PRELIMINARY

Short title, application commencement & definition

1. The compilation of these Rules may be called the "Bharath Institute of Higher Education and Research (Deemed to be University) Conditions of Service Rules
2. They shall apply to all full time officers, teachers and other employees of the Bharath Institute of Higher Education and Research (Deemed to be University) but shall not apply to Advisers, part -time employees, Casual employees, or to those recruited on contract basis.
3. They shall come into force with effect from the date of their Notification.
4. In these Bye-Laws, unless the context otherwise requires, - 'University' means the Bharath Institute of Higher Education and Research (Deemed to be University).
 - (i) 'University' means the Bharath Institute of Higher Education and Research (Deemed to be University).
 - (ii) 'Chancellor' means Chancellor of Bharath Institute of Higher Education and Research (Deemed to be University).
 - (iii) 'Vice-Chancellor' means Vice-Chancellor of Bharath Institute of Higher Education and Research (Deemed to be University).
 - (iv) 'Pro Vice- Chancellor' means Pro-Vice Chancellor of Bharath Institute of Higher Education and Research (Deemed to be University).
 - (v) 'Board of Management' means Board of Management of Bharath Institute of Higher Education and Research (Deemed to be University).
 - (vi) 'Teacher' means a person appointed or recognized by the University for the purpose of imparting instruction or conducting and guiding research.

(vii) 'Appointing authority in respect of an employee means the Board of Management, Vice-Chancellor or any Officer or Authority of the University empowered under the Rules of the University.

(viii) Duty includes-

(a) Service rendered as a probationer or apprentice, if such service is followed by confirmation or by regular appointment to University service.

(b) Period spent on casual leave duly authorized.

(c) Any period which the Vice-Chancellor may, by order, declare that in the circumstances mentioned below or in similar circumstances a University employee may be treated as on duty: -

1. During a course of instruction or training.

2. During the interval between the satisfactory completion of the course and assumption of duties, provided that the interval between the receipt of orders and the assumption of duties does not exceed the amount of joining time admissible to a University employee.

(ix) "Emoluments" means payments made from the General Fund of the University in the shape of fixed additions to monthly pay and allowance and includes pay, special pay, compensatory allowance and dearness allowance but does not include honorarium.

(x) 'Employee' means a person employed by the Bharath Institute of Higher Education and Research Deemed to be University as full time employee on permanent, temporary, probation or ad-hoc basis, whether as an officer or as a teacher or otherwise and includes a teacher of a College managed by the Bharath Institute of Higher Education and Research Deemed to be University, a Government servant on deputation on foreign service term to work under the Bharath Institute of Higher Education and Research Deemed to be University but does not include a person engaged on contract basis. Provided that the Board may treat a teacher or a non-teaching employee of a School managed by the Bharath Institute of Higher Education and Research Deemed to be University to be an employee for the purpose of any or all of these Bye-laws.

(xi) 'Head of the Department' means a teacher designated as such by the Bharath Institute of Higher Education and Research Deemed to be University.

(xii) "Holiday" means a day on which the University is closed for transaction of business by notification issued by the University in this regard.

- (xiii) "Honorarium" means a recurring or non-recurring payment granted to an employee from the General Fund of the University as remuneration for special work of an occasional or intermittent character done beyond normal working hours without detriment to normal work.
- (xiv) 'Officiate' means an employee who officiates in a post where he/she performs the duties of a post on which another person holds a lien. An employee may, however, be appointed to officiate in a vacant post on which no other person holds a lien by the authority competent to make a substantive appointment to the said vacant post.
- (xv) 'The sphere of duty' of an employee means the local area within which his/her duties are ordinarily confined. In case of doubt the limit of a particular employee's sphere of duty may be prescribed by the Bharath Institute of Higher Education and Research Deemed to be University.
- (xvi) 'Vacation staff' means a teacher and any other employee permitted to be absent from duty during a vacation by an order.

CHAPTER-II
GENERAL CONDITION OF SERVICE

Classification of Posts

5. The employees governed under these Bye-laws shall be classified as in Schedule-A provided, however that the Board of Management may make amendments, additions or deletions to this schedule with changes in the recruitment or pay scale as may come into effect from time to time.

Age for appointment

6. The minimum age of a person at the time of his/her first appointment to the service of the Bharath Institute of Higher Education and Research Deemed to be University shall not be less than 18 years while the maximum age limit to any entry level post shall not exceed thirty-five years which may be relaxed by five years for reserved categories. Provided, however that the upper age limit may be relaxed by the Board in special cases for securing services of experienced and qualified persons.

Power and Manner of appointment & qualification

7. All regular appointment to posts of Officers of the Bharath Institute of Higher Education and Research Deemed to be University shall be made as per the UGC regulations.
8. In order to deal with appointment of Officers of the University, the following rules & procedures shall be followed.
 - (i) **Vice - Chancellor:**
 - a. Persons of the highest level of competence, integrity, morals and institutional commitment are to be appointed as Vice-Chancellor. The Vice - Chancellor to be appointed should be a distinguished academician with a minimum of ten years of experience as a professor in a University system or ten years of experience in an equivalent position in a reputed research and/or academic administrative organization.

- b. The Selection of Vice - Chancellor should be through proper identification of a Panel of three names by a Search - cum - Selection Committee through a Public Notification or nomination or a talent search process or in combination. The members of the above Search - cum - Selection Committee shall be persons of eminence in the sphere of higher education and shall not be connected in any manner with the Bharath Institute of Higher Education and Research Deemed to be University or its constituent Institutes. While preparing the panel, the Search Committee must give proper weightage to academic excellence, exposure to higher education system in the country & abroad, and adequate experience in academic and administrative governance to be given in writing along with the panel to be submitted to the chancellor.
- c. The Vice - Chancellor shall be a whole time salaried Officer of the University and shall be appointed by the Chancellor from a panel of three names suggested by a Search -cum-Selection Committee. The composition of the Committee shall be
1. A nominee of the Board of Management --- Chairman
 2. A nominee of the Chancellor
 3. A nominee of the Central Govt. (MHRD) who shall be an eminent academic nominated by the Government in consultation with the UGC.
- d. The Vice - Chancellor shall hold office for a term of 5 years. He may be considered for a second term, provided that in no case shall he /she hold office beyond the age of 70 years.
- e. 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 V.C, the senior most Dean, or if there is no Dean, the senior most Professor, as the Chancellor may decide, 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.
- f. The Vice -Chancellor shall have the powers and duties as prescribed by Rules of the Bharath Institute of Higher Education and Research Deemed to be University.

(iii) Pro Vice - Chancellor :

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

- a. The Pro - Vice Chancellor shall hold office co-terminus with the office of the Vice-Chancellor and at the pleasure of Vice-Chancellor.
- b. The Pro Vice-Chancellor shall have the powers and duties as prescribed by Rules of the Bharath Institute of Higher Education and Research Deemed to be University.

(iv) Registrar :

- a. The Registrar should be an academician with a minimum of five years experience as a Professor in the University system with exposure to Management of H.R & Finance and adequate experience in academic administration.

- b. The minimum qualifications for direct recruitment to the post of Registrar shall be a Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 Point Scale.
- c. The Registrar shall be a whole time salaried officer of the Bharath Institute of Higher Education and Research Deemed to be University and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following :
 - 1. Vice Chancellor - Chairperson
 - 2. One nominee of the Chancellor
 - 3. One nominee of the Board of Management.
 - 4. One expert appointed by the Board of Management who is not an employee the institution.
- d. 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.
- e. The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council, Planning & Monitoring Board, and Selection Committees but shall not be deemed to be a member of any of these authorities.
- f. The Registrar shall have the power and duties as prescribed by Rules of the Bharath Institute of Higher Education and Research Deemed to be University.
- g. The Controller of Examination shall be teacher who shall not be below the rank of an Associate Professor having sufficient experience in conduct of examination in a university system.
- h. The minimum qualification shall be a Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 Point Scale.
- i. The Controller of Examination shall be appointed by the Board of Management on the recommendation of the Selection Committee consisting of members as in (iv) above.

(vii) Deans of Faculties:

The Dean of a Faculty shall have at least 5 years of experience as a Professor or as may be prescribed by respective Regulatory Bodies from time to time.

The Deans of the Faculties shall be whole time salaried officers of the Bharath Institute of Higher Education and Research Deemed to be University and shall be appointed by the Board of Management on the recommendation of the Selection Committee consisting of the following

- 1. Vice - Chancellor Chairperson
- 2. One nominee of the Chancellor

3. Two Co-Opted members to be nominated by the Vice-Chancellor from among experts related to concerned Faculties.

(viii) Joint Registrar, Deputy Registrar, Deputy Controller of Examination & all other Officers under Group 'A' & 'B':

The minimum qualification for Joint Registrar, Dy. Registrar and equivalent posts shall be a Master's Degree with at least 55% of marks or its equivalent grade of 'B' in the UGC 7 Point Scale; along with -

- (a) In case of Joint Registrar - five years of experience in the rank of Dy. Registrar.
- (b) In case of Dy. Registrar/Dy. Controller of Exam. etc. - nine years of experience as Asst. Professor with experience in educational administration;
- (c) Or comparable experience in research establishment institution of higher education;
- (d) Or five years of administrative experience as Asst. Registrar/equivalent posts

Joint Registrar, Dy. Registrar, Deputy Controller of Examination and all other officers under Group 'A' & 'B' shall be appointed by the Vice-Chancellor on the recommendations of the Selection Committee consisting of the following members:

1. Vice Chancellor - Chairperson
2. One expert in academic administration

(ix) Employees under 'C' & 'D' Groups:

All employees under 'C' & 'D' groups shall be appointed by the Vice-Chancellor on the recommendation of the Standing Selection Committee which shall be composed of

1. Vice - Chancellor . Chairperson
2. A nominee of the Chancellor
3. Dean/HOD of the concerned Institute
4. Registrar

- (x) Two third members shall form quorum for selection of 'C' & 'D' Group employees.
- (xi) In case the Vice - Chancellor is unable to preside over the Standing Selection Committee for selection of Officers and employees under (viii)& (ix) due to unavoidable circumstances, he/she may nominate at his/her discretion any Officer of the Bharath Institute of Higher Education and Research Deemed to be University to preside over the said Standing Selection Committee.

(xii) The qualification of the Ministerial staff and other employees shall be the same as for similar posts under the State Government of Orissa bearing the same or equivalent scales of pay.

9.0 Appointment of Teachers

All regular appointment of Teachers of the Bharath Institute of Higher Education and Research Deemed to be University shall be made by the Board of Management on the basis of merit through all India advertisement and selection by Standing Selection Committees for different posts consisting of the following members:

9.1 Professor & Associate Professor:

- a. The Selection Committee for the posts of Professor and Associate Professor shall have the following composition
 - i. Vice - Chancellor .Chairperson
 - ii. An academician who is the nominee of the Chancellor, wherever applicable.
 - iii. Three experts in the concerned subject/field nominated by the Vice- Chancellor out of the panel of names approved by the Academic Council.
 - iv. Dean of the concern Faculty.
 - v. Head of the concerned Department provided he/she is a Professor / Associate Professor as may be applicable.
 - vi. An academician representing SC/ST/OBC/Minority/Women/ Differently - abled categories, may be nominated by the Vice- Chancellor, if any of the candidates representing these categories is the applicant and if any of the above member of the Selection Committee do not belong to that category.
- b. At least four members, including two outside subject experts, shall constitute the quorum.

9.2 Assistant Professor:

- a. The Selection Committee for the post of Assistant Professor shall have the following composition.
 - i. Vice - Chancellor..Chair person.
 - ii. Three experts in the concerned subject nominated by the Vice - Chancellor out of the Panel of names approved by the Board of Management of the University.
 - iii. Dean of the concerned Faculty.
 - iv. Head of the concerned Dept.
 - v. An academician nominated by the Chancellor wherever applicable.
 - vi. An academician representing SC/ST/OBC/Minority/Women/Differently - abled categories to be nominated by the Vice - Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the Selection Committee do not belong to that category.
- b. At least four members, including two subject experts shall constitute the quorum.

The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma, based on the Academic Performance Indicators (API) as given in Schedule-B. The minimum scores for APIs for recruitment of teachers and weightages in Selection Committee to be considered along with other specified eligibility and qualification etc are given in Schedule- B (1).

The PBAs Proforma for promotion of teachers under Career Advancement Scheme (CAS) are given in Schedule- C & C(1)

In order to make the system more credible, a teacher's ability for teaching and/or research aptitude may be assessed through an seminar or lecture in a class room situation or discussion at the interview stage. These procedures may be followed for both direct recruitment and CAS promotions.

9.4. The qualification and other requirement for appointment of teachers shall be as prescribed by U.GC & other concerned Regulatory Bodies like AICTE, MCI, DCI, NCI, PCI etc.

Appointment on Contract basis

10.0 The teachers should be appointed on contract basis only when it is absolutely necessary on the ground when student-teacher ratio doesn't satisfy the norms. The appointment should not exceed 10% of the total faculty strength and such appointment shouldn't be made initially for more than one academic session.

Common Procedure

- 10.0 The meeting of Selection Committees will be convened by Registrar under orders of the chairperson of the Selection Committees as and when necessary.
- 10.1 Where the Standing Selection Committee does not find any of the candidates appearing before it suitable for appointment, the matter shall be placed before the Board of Management and the Board shall be competent to appoint suitable person on deputation or on contract on such terms and for such periods as it may decide.
- 10.2 The Board may also consider cases of re-employment of University employees and outsiders under special circumstances.
- 10.3 Physical fitness is essential for any recruitment including in cases of re-employment. Certificate from the University's Hospital certifying that the candidate is medically /physically fit and free from all communicable diseases, is a pre-employment requirement.
- 10.4 The University shall have the right to verify the authenticity and correctness of academic certificates from the awarding institution including references to previous employers to ascertain the antecedents of an employee.

Pay, Allowance & Deductions

11.0 The scale of pay of Teachers & Officers shall be determined by the Board of Management taking into consideration the scale of pay prescribed by the U.G C, and respective Regulatory Bodies like

AICTE, MCI, DCI etc. from time to time.

- 11.1 The Scale of Pay of the ministerial and other employees shall be the same as applicable for State Govt. employees from time to time.
- 11.2 Pay of the employees shall be fixed by the competent authority. Pay may be fixed in a scale or may be consolidated with or without allowance depending on type of appointment.
- 12.3 In all cases, principle of "NO WORK NO PAY" will prevail and this will not be considered as a deduction of pay in any manner.
- 12.4 If 10 or more employees, acting in concert, absent themselves without permission, the management may deduct up to 8 days salary from them as per the provisions of the Payment of Wages act, 1936 and rules made thereunder.
- 12.5 In case of unclaimed salary of a deceased employee, the payment will be made to the legal heir of the deceased as settled by the university.
- 12.6 No Non-practicing allowance shall be allowed.

Pay fixation at initial appointment and increment

- 12.0 The initial pay of a person, other than one already in University service, when appointed to a post under the University shall be the minimum of the pay scale prescribed for the post unless otherwise decided by the appointing authority on the recommendation of the Selection Committee.

Provided further that-

- (i) The last pay drawn by a person who was in service under the University shall be protected while fixing his/her pay in the scale of pay to which he/she is appointed i.e his/her initial pay in the scale of pay of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing his/her pay in respect of the lower post by one increment at the stage at which such pay has accrued.
- (ii) In exceptional cases, such as in the case of appointment to specialized posts, the pay of a person from a Public /Joint sector enterprise or institutions or a private sector institution may also be suitably fixed on the recommendation of the Selection Committee.
- (iii) An increment in time scale shall ordinarily be granted to a University employee as a matter of course, unless it is withheld by the authority on ground of negligence of duty proved after enquiry.

Promotion

- 13.0 Promotion of employees will be considered after the employee completes specified year of service besides fulfilling other criteria.
- 13.1 Cases of promotion in respect of teachers shall be governed by the norms prescribed by UGC.
- 13.2 As an incentive to career development, promotional avenue shall be open for non-teaching

employees under group B, C & D.

- (i) Provided clear vacancy exists to which an employee is to be promoted.
 - (ii) Provided, when sufficiently experienced or meritorious candidates are not available for filling of any promotional post, the vacancy shall be filled up by recruitment as in initial appointment.
 - (iii) Provided further that the following posts of officers under group 'B' may be filled up by way of promotion subject to such condition as indicated below.
 - (a) Asst. Registrar & equivalent officers to the extent of 50% of such posts/vacancies.
 - (b) The percentage prescribed for promotion may be increased with approval of the Chancellor to meet any particular situation.
- 13.3 There shall be Departmental Promotion Committee (DPC) which shall be formed by the Vice-Chancellor from time to time to consider cases of promotion to any particular post(s). The committee shall make suitable recommendation to the Vice-Chancellor for his consideration.
- 13.4 The promotion in all cases shall be based on merit and suitability in all respects with due regard to seniority.
- 13.5 The DPC shall take into consideration the CCR/Annual Performance Appraisal Report of the employees, besides personal interviews.
- 13.6 The position assigned in the select list shall be treated as final for the purpose of fixing inter-se-seniority.

Counting of Past Services

- 14.0 Previous regular service, whether national or international as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional Organizations such as the CSIR, ICAR, DRDO, UGC, ICHR, ICMR, DBT etc, may be counted for direct recruitment and promotion under CAS provided that:
- (a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor as the case may be.
 - (b) The post is/was in an equivalent grade or in the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
 - (c) The candidate for direct recruitment has applied through proper channel only.
 - (d) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.

Probation

- 15.0 The persons appointed in the Bharath Institute of Higher Education and Research Deemed to be University's regular service against permanent vacancy either by direct recruitment or by promotion shall be on probation.
- 15.1 The period of probation of Bharath Institute of Higher Education and Research Deemed to be University employee in any appointment shall ordinarily be two years for direct recruitment and one year in case of promotion and save in exceptional circumstances as determined by the appointing authority, may be extended up to one more year.
- 15.2 During the probationary period an employee if he/she is directly recruited, may be discharged from service without assigning any reason.
- 15.3 A Promotee may however be reverted from the post to which he/she was promoted to his/her substantive post without assigning any reason.

Termination of Service

- 16.0 An employee desiring to leave the Bharath Institute of Higher Education and Research Deemed to be University, shall do so either by giving one month's prior notice to the University in the aforesaid manner or by paying one month's salary in lieu thereof, unless some special contract is executed otherwise.
- 16.1 During the aforesaid notice period of one month, the employee will not be granted any kind of leave except casual leave.
- 16.2 The Bharath Institute of Higher Education and Research Deemed to be University shall have the right to terminate the service of an employee at any time by giving one month's notice or by paying one month's salary in lieu thereof. The University may also terminate the service without notice if he/she indulges in gross misconduct involving moral turpitude; works against the interests of the University or certified by the University's Medical Board to be physically unfit for further continuance in University service.

Service Records & Seniority

- 17.0 Maintenance of Service records is very important which includes Service Books of the regular employees (on completion of probation period) in the prescribed manner as given in Schedule-D. These shall be maintained by the Heads of each constituent unit and by the Registrar in respect of employees of the Bharath Institute of Higher Education and Research Deemed to be University administrative office.
- 17.1 A complete and up-to date seniority list of each class of employees shall be maintained by the Bharath Institute of Higher Education and Research Deemed to be University basing on:-
- (a) The length of the continuous service of a person in a grade.
 - (b) Seniority of an employee in each grade shall be regulated by the order in which their names are included in the selection panel irrespective of their date of joining.
 - (c) If two or more persons have equal length of continuous service in a particular grade or the relative seniority of any person or persons is in doubt, the matter shall be placed before the

B.O.M whose decision shall be final.

Performance Appraisal

18.0 Comprehensive version of Annual Performance Appraisal Report-(APAR) in respect of different categories of employees of the University shall be maintained in the manner provided below:

18.1 (a) The Annual Performance Appraisal in respect of teachers shall be done through PBAS Proforma as given in Schedule-B or as may be prescribed from time to time.

19.1 (b) The APARs in respect of non-teaching employees of the University shall be recorded in the forms as given in Schedule-E or as may be prescribed from time to time.

19.1 (c) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/ state Government I Central Government Concerned Institutions, for such appointment.

19.1 (d) The previous appointment was not as guest Lecturer for any duration or on adhoc or in a leave vacancy.

19.2 There shall be the following levels of assessment.

SI No	Employee reported Upon	Reporting Authority/ Recording Authority	Countersigning/ Reviewing Authority	Accepting Authority
1	Vice-Chancellor or	Chancellor	Chancellor	Chancellor
2	Registrar	Vice-Chancellor	V.C	V.C
3	Comptroller	Vice-Chancellor	V.C	V.C
4	Controller of Examination	Vice-Chancellor	V.C	V.C
5	Joint. Registrar	Registrar	Vice-Chancellor	Vice-Chancellor
6	Dy. Controller of Examination	Comp. of Examination	Vice-Chancellor	Vice-Chancellor
7	Asst. Adm. Officer/ Asst Registrar	Joint. Registrar	Registrar	Vice-Chancellor
8	Asst. Controller of Exam	Dy. Controller of Exam	Controller of Exam.	Vice-Chancellor
9	Asst. Accounts Officer	Comptroller	Comptroller.	Vice-Chancellor

CONDITIONS OF SERVICE RULES

10	All ministerial/'C' categories of staff	Asst. Registrar/Accounts Officer/Asst. Administrative Officer	Joint. Registrar/Comptroller /Controller of Exam.	Registrar
11	Deans/Medical Supdt., S.H	Self	V.C	V.C
12	Prof. / Asso. Prof./ Asst. Prof/Lecturers	Self/HODs	Dean	Vice-Chancellor
13	All technical/ ministerial 'C' Categories of staff	Head of Dept./Branch Head	Dean/Registrar/ Medical Supdt., S.H	Dean/ Registrar/ Medical Supdt., S.H
14	All class 'D' staff.	HODs/Branch Heads	Dean/Registrar/ Medical Supdt., S.H	Dean/ Registrar/ Medical Supdt., S.H

19.3 The Reporting Officer/Self Recording Officer shall initiate the A.P.A.Rs immediately after close of the academic year and submit it to the Countersigning/Reviewing Authority by 30th June. The Countersigning Authority will record his/her assessment and send it to the Accepting Authority by end of July.

19.4 The minimum period for recording remarks in AP.AR of an employee shall be three months in a year. The superior authority should not record his/her remarks about a subordinate's work unless the latter worked under him/her for a minimum period of three months.

19.5 The APARs after their receipt in Accepting Authority's office, shall be scrutinized and all adverse remarks including those on integrity and morality should be communicated directly to employee concerned by the following officers:

- (a) In respect of Registrar/ Comptroller /Controller of Examination /Joint. Registrar/Dy. Registrar/Dy. Cont. of Examination by the Vice-Chancellor.
- (b) In respect of all 'C' & 'D' categories of employees, by the Registrar
- (c) In respect of teachers and other employees in the Institute, adverse remarks should be communicated by the Dean/ Medical Superintendent.

19.6 For good and sufficient reasons, Vice-Chancellor may entertain a representation within 45 days of the communication, which will be disposed of within a period of six months. The order passed on the said representation shall be final.

19.7 Grant of annual increment shall be subject to satisfactory APARs/PBAS.

Travelling Allowance

20.0 Traveling Allowance and Halting/Daily Allowance shall be payable only when journeys are performed in connection with the University's work and approved by the competent authority at the rate as may be fixed by the Board of Management from time to time.

20.1 In all cases Traveling Allowance shall be allowed from the permanent headquarters of the person to the actual place of duty.

20.2 For the purpose of calculating Traveling Allowance, a journey between two places by the shortest routes shall be deemed to have been performed.

20.3 The following shall be travel entitlement to different classes of employees:

Mode	Employee	Class entitled	Approving Authority
Air	Vice-Chancellor, Dean/Director/ P.V.Cs /Registrar/Members of SOM & Statutory Bodies, Selection Committee/ Guests	Economy class Economy class	Self Vice Chancellor

CONDITIONS OF SERVICE RULES

Train	Vice-Chancellor, P.V.C/Dean/Director/ Registrar/Prof./Members of SOM & Statutory Bodies, Selection Committee/ Guests Other group 'A' employees Group 'B' employees Group 'D' employees	AC 1st Class AC 1st Class AC 2-Tyre AC Chair Car/AC 3- tire Sleeper Class	Self Vice-Chancellor -do- Registrar/ Deans/Medical Supdt. -do-
Road	Vice-Chancellor, P.V.C/Dean/Director/ Registrar /Prof./ Members of BOM & Statutory Bodies, Selection Committee/ Guests Other group 'A' & 'B' employees Group 'C' & 'D' employees	AC Taxi AC Taxi Taxi Public Transport	Self Vice-Chancellor Registrar/ Deans -do-

CHAPTER-III

LEAVE

General

21.0 Leave should always be applied for and sanctioned before it is taken except in case of emergency and for satisfactory reasons.

21.1 Leave cannot be claimed as a matter of right and when exigencies so demand leave of any description may be refused or revoked by authority empowered to sanction the leave.

Kinds of Leave

22.0 The following kinds of leave would be admissible to the employees of the Bharath Institute of Higher Education and Research Deemed to be University

Casual Leave

22.1 (a) Total Casual leave granted to a regular teacher/employee shall not exceed 8 days in an academic year.

(b) Casual Leave cannot be accumulated.

22.2 Casual leave cannot be combined with any other kind of leave. However, such casual leave may be combined with holidays including Sundays. For avoidance of doubt, holidays & Sundays falling within the period of Casual Leave shall not be counted as Casual Leave.

22.3 If an employee has not served for the full period during a calendar year, the casual leave admissible shall be worked out in proportion to the period of service rendered by him/ her during the year.

22.4 An employee may be granted half day's causal leave.

22.5 An employee, who is late in attendance by 15 minutes or more but not more than half an hour, shall forfeit one day casual leave for every 3 days of such late attendance in a month.

22.6 An employee late in attendance by more than half an hour without prior written permission shall forfeit half day's casual leave.

22.7 Where such an employee has no casual leave due at his/her credit, the period of such leave may be treated as Earned or Extraordinary Leave as the controlling authority may determine.

22.8 The sanctioning authority shall keep a record of casual leave of the employees.

Duty Leave (Special Casual Leave)

23.0 Duty leave of the maximum of 10 days extendable to 30 days under exceptional circumstances in the interest of the University in an academic year may be granted to a teacher for the following:

23.1 (a) Attending conferences, congress, symposia and seminars on behalf of the university or with the permission of the university.

(b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice - Chancellor.

(c) Working in another Indian or foreign university any other agency, institution or organization, when so deputed by the university.

(d) Participating in a delegation or working on a committee appointed by the Central Government,

State Government, the UGC, a sister or any other academic body; and

- (e) For performing any other duty for the Bharath Institute of Higher Education and Research Deemed to be University.
- (f) To conduct examination of a University/ PSC /Board of Examination or other similar bodies.
- (g) To inspect academic institution attached to a statutory body

23.2 (a) The leave may be granted on full pay, provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.

- (b) Duty leave may be combined with earned leave or extraordinary leave.
- (c) Duty leave should be given also for attending meetings in the UGC, DST etc where a teacher invited to share expertise with academic or government.

23.3 Norm for granting permissions for Duty Leave :

- (a) Faculty members may be permitted normally to attend Seminar, Symposium, Conference outside Headquarters once in a year provided they can be spared by their respective HODs & Deans. In special cases, Deans may recommend for participation more than once to any faculty if such participation will be in the interest of the Institute.
- (b) Priority for participation will be given to the faculty whose paper has been accepted for presentation in the Conference, Seminar, Symposium, etc. held in India or he/she is invited to Chair a session, or he/she is an office-bearer in the Organization Committee of the Seminar, Symposium, Conference, etc
- (c) Under no circumstances, more than 113rd of the existing faculty of a Department will be allowed to attend any conference;
- (d) Permission for attending the Conference, Seminar etc. inside the State may be granted by the Dean. Participation outside the State or International Conference involving no financial liability to the University shall be accorded by the Vice-Chancellor.
- (e) A faculty member may be normally permitted to attend International Conference only after serving the Institute for a minimum period of two years provided the expenses are borne by the organizers/sponsors.
- (f) The over stay abroad before and after the Conference needs to be approved by the competent authority for grant of leave of the kind due.
- (g) In computing the days of duty leave the days of actual journey, if any, to and from the place, may be excluded.
- (h) Sundays/Holidays can be prefixed/suffixed to the leave.
- (i) Sundays/Holidays falling during the period of the leave shall not be counted as part of the leave.
- (j) Presentation of a Seminar on the topic of the paper of the Conference before or immediately after the conference in the Department is absolutely compulsory.

- (k) While recommending an application, the Head of the Department shall see that the work of the Department does not suffer in any manner.

Earned Leave

24.0 Earned Leave with full salary may be granted to all regular teachers/employees on the following conditions:

24.1 Earned Leave admissible to a regular teacher/employees shall be

- (a) 1130th of actual service including vacation plus
- (b) 113rd of the period, if any, which the teacher/employee is required to perform duty during vacation.
- (c) For the purpose of computation of period of actual service, all periods of leave except casual & special casual leave and duty leave shall be excluded.
- (d) When a teacher combines vacation with Earned Leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.
- (e) Earned leave cannot be both prefixed and suffixed to vacation.

24.2 Earned leave at the credit of an employee (both teaching and non-teaching) shall not accumulate beyond 300 days.

24.3 The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however be, sanctioned in case of higher training, or leave with medical certificate.

Maternity Leave

25.0 Maternity Leave may be granted to a permanent woman teacher/employee on full pay subject to following conditions:

- 25.1 (a) Subject to conditions hereinafter specified maternity leave on full pay may be granted to a regular woman teacher/ employee for a period not exceeding 90 days to be available twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in one's career is not more than 45 days and the application for leave supported by medical certificate.
- (b) The period of leave when granted may extend up to the end of three months from the date of its commencement or to the end of six weeks from the date of confinement, whichever is earlier.
- (c) The teacher /employee availing maternity leave must have completed not less than one year of service and she shall execute a bond to serve the University for a minimum period of one year after expiry of the leave.
- (d) Request for maternity leave shall be supported by medical certificate.
- (e) Maternity leave is admissible twice in the entire career

- (f) Maternity Leave may be combined with earned leave, but not with Casual Leave if the request is supported by a medical certificate.

Study Leave

26.0 Study Leave may be granted to permanent teachers subject to following conditions:

26.1 Study Leave may be granted for the entry level appointees as Assistant Professor after a minimum of three years of continuous service, to pursue a special line of study of research directly related to his/her work in the University with due regard to the exigencies of the University service and specified need of the concerned Department provided that the sponsorship is limited to 10% of the existing staff position of the Deptt. inclusive of those who have already been sponsored.

26.2 Subject to the terms contained in sub - clause 26.1 in respect of granting study leave with pay for acquiring Ph.D in a relevant discipline while in service, the number of years of service to be put in after entry would be a minimum of two years keeping in mind the availability of vacant positions for teachers in the Deptt. so that a teacher entering service without Ph.D could be encouraged to acquire these qualifications in the relevant disciplines at the earliest rather than at a later stage of the career.

26.3 The pay period of study leave if requested for undertaking the Ph.D research work, may be the duration of the course or for duration of 3 years whichever is less, but two years may be given in the first instance, extendable by one more year, if so needed and recommended by the research guide. However, payment of full salary during 3rd year shall be at the discretion of the University.

26.4 Study leave shall be granted by the Board of Management on the recommendation of the concerned Head of the Department and Dean.

26.5 Study Leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.

26.6 Study leave may be granted not more than twice during one's career. Provided that, under no circumstances, the maximum of study leave admissible during the entire service should not exceed five years.

26.7 No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the prior permission of the Board of Management. When the course of study falls short of study leave sanctioned, the teacher shall resume duty immediately on the conclusion of such course of study, unless a prior approval of the Board of Management or to treat the period of shortfall as ordinary leave has been obtained.

26.8 No teacher shall be granted study leave for the second time unless he/she completes serving the Institute for the bond period.

26.9 The amount of scholarship, fellowship or other financial assistance that a teacher granted study leave, has been awarded will not preclude his/her being granted study leave with pay and

allowances but the scholarship, etc. so received shall be taken into account in determining the pay and allowances on to which the study leave may be granted. The foreign scholarship /fellowship would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the teachers, the salary would be forfeited.

- 26.10 Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- 26.11 A teacher granted study leave shall on his/her return and re-joining the service of the University may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/ she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- 26.12 Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the university on the expiry of his/her study leave.
- 26.13 Study leave granted to a teacher shall be deemed to be cancelled, provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- 26.14 A teacher availing himself/herself of study leave shall undertake that he/she shall serve the university for at least three years or double the period whichever is more, continuously to be calculated from the date of his/ her resuming duty on expiry of the study leave.
- 26.15 After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favor of the university, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause above and give security of immovable property to the satisfaction of the Comptroller or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become 'refundable to the university in accordance with sub-clause 26.14 above.
- 26.16 The teacher shall submit to the Registrar through the Supervisor and Dean, six monthly reports of progress in his/her studies from his/her Supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

Sabbatical Leave

27.0 Sabbatical Leave may be granted to a permanent teacher subject to following conditions:

27.1 Permanent, whole - time teachers of the university who have completed seven years of

service as Reader/ Associate Professor or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system.

- 27.2 The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- 27.3 A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave.

Provided further that sabbatical leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of such leave.

- 27.4 A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she, may however, be allowed to accept a fellowship or a research scholarship or adhoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Board of Management may sanction sabbatical leave on reduced pay and allowances.-

Extraordinary Leave

28.0 Extraordinary Leave (without salary) may be granted to a regular teacher/employee subject to following conditions:

28.1 A regular teacher/employee may under special circumstances, be granted Extraordinary Leave

- (a) When no other leave is admissible; or
- (b) When other leave being admissible the employee/teacher applies in writing for grant of such leave.

28.2 Extraordinary Leave shall not be admissible unless one has served the Institute/University for a period not less than two years.

28.3 Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:

- (a) Leave taken on the basis of medical certificates
- (b) Cases where the Vice -Chancellor is satisfied that the leave was taken due to causes beyond the control of the employees such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his/her credit;

- (c) Leave taken by a teacher for pursuing higher studies; and
- (d) Leave granted to accept an invitation to a teaching post or fellowship or research - cum-teaching post or on assignment for technical or academic work of importance.

28.4 Extraordinary leave may be combined with any other leave except casual leave and special casual leave. The total period of continuous absence from duty on leave (including periods of vacations when such vacation is taken in conjunction with leave) shall not exceed three years provided the leave is taken with prior approval of the University for pursuing study for higher Degree.

Leave Account:

A leave account shall be maintained for every University employee in their Service Books.

Power to Grant Leave:

Any Leave admissible may be granted to a University employee by following granting authorities:

SI No.	Granting Authority	
1	Chancellor	(i) Grants of leave of all kind to Vice Chan cellar
2	Board of Management	Grant of Study Leave/Sabbatical Leave to teachers.
3	Vice-Chancellor	Grant of all kinds of leave to Deans/Medical Superintendent / Principal Officers of University.
4	Registrar	(i) Grant of Casual Leave to all employees of the University Office.
5	Deans of Institutes	Grant of leave of all kinds to all employees of the Institute other than Study Leave/Duty Leave to teachers.
6	Medical Superintendent	Leave of all kinds except Study Leave / Duty Leave

CHAPTER-IV

CLASSIFICATION, CONTROL, DISCIPLINE & APPEAL

Nature of Penalties

31.0 The following penalties may for good and sufficient reasons be imposed on an employee:

- (i) Censure:
- (ii) Withholding of (a) increments, promotion
- (iii) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders.
- (iv) Reduction to a lower service, grade or post or to a lower pay-scale or to a lower stage in a time scale.
- (v) Termination of Services.
- (vi) Dismissal

Explanation: - The following shall not amount to a penalty within the meaning of these Bye-Laws:

Termination of Services-

- (i) of an employee appointed on probation during or at the end of the period of probation in accordance with the terms of his/her appointment ; or
- (ii) of a temporary employee in accordance with the terms of his/her appointment; or
- (iii) of an employee employed under an agreement in accordance with the terms of such agreement

Disciplinary Authorities:

- 32.0. (i) The appointing authority may impose any of the penalties specified in clause-31.
- (ii) Without prejudice to the provisions of sub-clause (i) above, any of the penalties specified in items (i) to (iv) of clause-31 may also be imposed on an employee by the following officers.
- (a) The Vice-Chancellor in respect of employees appointed by the Chancellor or the Board, provided that, he/she shall not impose any punishment except suspension on the staff coming under Group 'A' without prior approval of the B.O.M.
 - (b) The Registrar in respect of all Group-B -C and D employees with prior approval of the Vice-Chancellor.
 - (c) Dean/Principal/Medical Superintendent of the University in respect of Group D employees working under their control.

Procedure for imposing penalties

33.0. The penalties shall as far as may be possible, be imposed after an enquiry in the manner provided as under:

- (i) The disciplinary authority shall frame definite charges on the basis of allegation in which the enquiry is proposed to be held and such charges together with a statement of allegations on which they are based shall be communicated in writing to the University employee with the direction to submit within a specified time, a written statement of his/her defense and also to state if he/she desires to be heard in person.
- (ii) The employee if he/she requires for the purpose of preparing his/her defense, may be permitted to inspect and take extracts from such official records as he/she may specify provided that such permission may be refused with the reasons to be recorded, if in the opinion of the disciplinary authority such records are not relevant for the purpose or it is against the interest of the University.
- (iii) On receipt of the written statement of defense, or if no such statement is received within the specified time, the disciplinary authority may itself enquire into such charges as are not admitted or may appoint a Committee of Enquiry/ an Enquiring Officer to do so.
- (iv) The employee desiring to be heard in person may be so heard and if he/she desires that an oral inquiry be held or if the disciplinary authority so directs, an oral inquiry shall be held by the Enquiring Officer. At such enquiry evidence shall be heard and the employee shall be entitled to cross-examine the witness {es}, to give evidence in person and to have such witness called as he/she may wish. Provided that the Enquiring Officer may for reasons to be recorded in writing, refuse to call a witness.
- (v) At the conclusion of the enquiry, the Enquiry Officer shall prepare a report of enquiry recording its findings on each of the charges together with reasons therefore and it may recommend any of the prescribed penalties to be imposed on the University employee.
- (vi) The record of enquiry shall include-
 - {a) The charges framed against the University employee and the statement of allegation furnished to him/ her.
 - {b) His/her written statement if any.
 - {c) The oral evidence, if any taken in the course of the enquiry.
 - {d) The documentary evidence considered in the course of the inquiry.
 - {e) The order if any, made by the disciplinary authority and the Enquiry Officer in

regard to the enquiry.

- {f) A report setting out the findings on each charges and the reason therefor.
- {vii) After the enquiry is complete and the disciplinary authority having regard to its findings is of the opinion that any of the penalties as specified in sub-clause {i) to {vi) shall be imposed, it shall pass appropriate orders in that case.
- {viii) Provided that if the penalties come under sub-clauses {iv) to {vi), the employee charged shall on request be supplied with a copy of the report of enquiry and a statement of findings to enable him/her to prefer an appeal if he/she so feels.

Suspension

34.0 Having a regard to the nature of charges and the circumstances, if the disciplinary authority is satisfied that it is necessary or desirable to place a University employee on suspension, the said authority may pass an order placing the employee on suspension pending conclusion of the enquiry and passing of the final orders.

34.1 A University employee who is detained in custody whether on criminal charges or otherwise, for a period exceeding 48 hours, shall be deemed to have been suspended by the disciplinary authority.

Appeal & Review:

35.0 No appeal shall lie against an order inflicting punishment by the Board of Management.

- {i) An appeal shall lie from every order imposing a penalty within a period of three months from the date of communication of the order appealed against as indicated below.
 - {a) To the Board in respect of any original order passed by the Vice-Chancellor.
 - {b) To the Vice-Chancellor in respect of any original order passed by any other officer. Provided that there shall be no appeal or review from an appellate order.

CHAPTER-V
CODE OF CONDUCT

General

36.0 (a) Every employee shall at all times maintain absolute integrity, decorum of conduct and devotion to duty and shall not commit any act which amounts to personal immorality or failure to discharge duties properly.

(b) The employee shall at all times be courteous in his dealing with other employees, students and members of public.

(c) Every employee is a whole time employee of the University and may be called upon to perform such duties as may be assigned to him by competent authority, beyond schedule working hours and on closed holidays and Sunday.

(d) An employee shall be required to observe the scheduled hours of work during which he must be at the place of his duty.

(e) No employee shall leave station except with previous permission of proper authority, even during leave or vacation.

(f) Whenever leaving the station the employee shall inform the sanctioning authority, the address where he/ she would be available during the period of absence from the station.

Restriction regarding private business and Code of Conduct

37.0. Unless otherwise provided in these Bye-laws every employee is a whole-time employee of the Bharath Institute of Higher Education and Research, deemed to be University and shall be at the disposal of the Bharath Institute of Higher Education and Research, deemed to be University during the period of such employment and he/she will not engage himself/herself in any trade, business, occupation/private tuition or in any work other than that of his/her office without previous permission of the Vice-Chancellor whose orders on the matter shall be final and that he/she will not {except in case of accident or sickness certified by the competent medical authority) absent himself/herself without obtaining prior permission in writing of persons authorized in this behalf by the University.

Marriage, etc

38.0 No employee who has spouse living, shall contract another marriage without first obtaining the permission of the B.O.M not withstanding that a subsequent marriage is permissible under the personal & religious law. Violation of this shall terminate him from University service forthwith.

Taking Part in Politics & Election

- 38.1 (i) No employee shall take part in politics or be associated with any party or organization which takes part in political activity nor shall subscribe in aid of or assist in any manner any political movement or activity.
- (ii) No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to legislative body or local authority provided that an employee of the Institute qualified to vote may exercise his/her right to vote in such election.

Criticism of the University

38.2 No employee of Bharath Institute of Higher Education and Research, Deemed to be University shall indulge in criticizing the Institute in any media which may tarnish the image of the University.

Unauthorized Communication

38.3 No employee shall indulge in communication directly or indirectly of any official document or information to any person to whom she is not authorized to communicate such document or information

Strikes etc.

- 38.4 (i) No employee shall join any procession or other form of agitation against any policy of the University which is likely to cause breach of public tranquility.
- (ii) No employee shall take recourse to strike to ventilate his/her grievances whether such grievances are individual or general in characters. However, he/she may bring it to the notice of the competent authority who shall make all efforts to mitigate genuine grievances.

Unruly Conduct, damage, theft etc. of University Property

- 38.5 (i) Misbehavior /unruly conduct inside or outside the University by any employee will be treated as gross misconduct and shall be dealt with accordingly.
- (ii) It will be a serious breach of conduct if an employee is found to indulge in damage / theft of University properties directly or indirectly.

Criminal Proceedings

38.6 An employee who is detained in police custody whether on criminal charges or otherwise for a period longer than 48 hours, shall not join his duties in the institute without written permission from the competent authority of the University.

Code of Professional ethics for teachers and their responsibilities

39.0 Whoever adopts teaching as a profession assumes the obligation to conduct himself /herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which

have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- (ii) Manage their affairs in a manner consistent with the dignity of the profession.
- (iii) Seek to make professional growth continuous through study and research.
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge.
- (v) Maintain active membership of professional organizations and strive to improve education and professional through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

39.1 Teachers and The Students

Teachers Should:

- (i) Respect the right and dignity of the student in expressing his/her opinion.
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics,
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- (v) Inculcate among student's scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- (vii) Pay attention to only the attainment of the student in the assessment of merit.

- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

40.0 Teachers and Colleagues

Teachers Should:

- (xi) Treat other members of the profession in the same manner as they themselves wish to be treated.
- (xii) Speak respectfully of other teachers and render assistance for professional betterment
- (xiii) Refrain from lodging unsubstantiated allegations against colleague's to higher authorities; and
- (xiv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

41.0 Teachers and Authorities:

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- (vi) Should adhere to the conditions of contract.
- (vii) Give and expect due notice before a change of position is made; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

42.0 Teachers and Non-Teaching Staff

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution, and
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

CHAPTER-VI

RETIREMENT/ TERMINAL BENEFITS

Retirement

43.0 The date of retirement of a non-teaching University employee shall be the date on which he/she completes the age of sixty two years.

Provided that persons holding regular non-teaching position against sanctioned post may on the recommendation of the Head of Office/ Institutes /College and Vice - Chancellor, be considered by the Board of Management for reemployment upto the age of 65 years, against sanctioned vacant post, if such posts are not filled up by regular candidates. However, such reemployments beyond 62 years of age shall be done only after screening which shall include medical fitness certified by IMS & SH.

43.1 The date of retirement of a University teacher shall be the date on which he/she completes the age of 65 years. Provided that a teacher may as per requirement of the University, be considered by Chancellor for reemployment beyond 65 years upto the age of 70 years (three years at first instance), against sanctioned vacant post if such posts are not filled up by regular candidates. Such reemployment shall be subject to medical fitness certified by Principal IMS & SH.

43.2 An employee shall retire on the last day of the month irrespective of the date on which he/she completes the age of retirement.

Terminal Benefits

44.0 The benefits of Employees' Provident Fund and Employees' Pension Scheme as framed under Employees' Provident Funds and Miscellaneous Provisions Act, 1952 shall be applicable to the full time regular employees of the University, on option.

CHAPTER - VII

MISCELLANEOUS

Relaxation

45.0 Where the Chancellor is satisfied that the operation of any provision of these bye-laws causes undue hardship in any particular case, he / she may dispense with or relax the requirements of such provision to such extent and subject to such conditions as may be considered necessary for dealing with the case in a just and equitable manner.

Power to issue instructions

46.0 If on any particular point the Bye-laws are silent, the Chancellor may supplement the bye-laws by issuing administrative instructions not inconsistent with the provisions of the rules of the " Bharath Institute of Higher Education and Research deemed to be University"

CLASSIFICATION OF POSTS

Group-A

1. Registrar
2. Deans
3. Directors & equivalent ranks
4. Principals & Medical Superintendent
5. Professors / Assoc. Prof./Asst. Prof./Lecturers
6. Comptroller of Finance
7. Controller of Examination
8. Deputy Registrar/Dy. Controller of Exam & officers of equivalent rank

Group-B

1. Asst. Registrar
2. Account Officer
3. Administrative Officer/ Asst. Adm. Officer/Asst. Controller of Exam.
4. Librarian & other officers equivalent in rank to the officers listed above.
5. Section Officer/Jr. or Asst. Accounts Officer/Jr. or Asst. Administrative Officer
6. Nursing Superintendent/ Nursing Matrons

Group-C

1. Sr. Technical Asst.
2. Tech.Asst.
3. Lab.Assistant /Pharmacist
4. Tutors
5. Sr.Assistant/Store Keeper
6. Jr.Assistant
7. Research Assistant
8. Demonstrator
9. Programmer
10. Asst. Programmer/ Program Asst.
11. Asst. Librarian

12. Paramedical Staff/ Nurse
13. DTP Operator
14. Lab. Technician
15. Mechanic
16. Coaches
17. Care Take
18. A.N.M
19. Store-Keeper
20. Driver (Heavy/Light)
21. Other employees equivalent in rank to those listed above.

Group-D

1. Pasting Clerk
2. Daftary including Binder-cum-Daftary
3. Matron
4. Bearer/Lab. Attendants
5. Library Assistant
6. Peon
7. Attendant
8. Watchman /Choukidar
9. Helper
10. Sweeper
11. Cleaner

Other employees equivalent in rank to those listed above.

**BHARATH INSTITUTE OF HIGHER EDUCATION AND RESEARCH
(Deemed to be University)**

**Annual Self -Assessment for the Performance Based Appraisals system (PBAS)
Session / Year ---**

(To be completed and submitted at the end of each academic year)

PART A: GENERAL INFORMATION

1. Name (in Block Letters):

--

2. Father's Name /Mother's Name:

--

3. Department:

--

4. Current Designation & Grade Pay:

--

5. Date of last Promotion:

--

6. Address for correspondence

(with Pin code)

--

7. Permanent Address (with Pin code)

Telephone No:

--

Email:

--

8. Whether acquired any degrees or fresh academic qualifications during the year:

9. Academic Staff College Orientation / Refresher Course attended during the year:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

PART B: ACADEMIC PERFORMANCE INDICATIONS

(Please see detailed instructions of this PBAS proforma before filling out this section)

CATEGORY: I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i) Lectures, Seminars, Tutorials, Practical's, Contact Hours (give semester - wise details, where necessary)

Sl.No.	Course / Paper	Level	Mode of teaching*	Hours per week allotted	% of classes taken as per documented record

*Lecture (L), Seminar (S), Tutorial (T), Contact Hours(C)

	API Score	
(a)	Classes Taken (max 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)	
(b)	Teaching Load in excess of UGC norm (max score:10)	

(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students

Sl. No.	Course/ Paper	Consulted	Prescribed	Additional Resource provided
API score based on Preparation and imparting of knowledge / instruction as per curriculum & syllabus enrichment by providing additional resources to Students (max, score: 20)				API score

(iii) Use of Participatory and Innovative Teaching -Learning Methodologies, Updating of Subject Content, Course Improvement etc.

Sl.No.	Short Description	API Score
Total Score (Max Score:20)		

(iv) Examination Duties Assigned and Performed

Sl.No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
Total Score (Max: 25)				

CONDITIONS OF SERVICE RULES

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

(A) Published Papers in Journals

Sl.No.	Title with Page nos.	Journal	ISSN/ISBN Nos.	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	API Score

(B)(i) Articles/ Chapters published in Books

Sl.No.	Title with Page nos.	Book Title, editor & publisher	ISSN/ISBN Nos.	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score

(ii) Full Papers in Conference Proceedings

Sl.No.	Title with Page nos.	Details of Conference Publication	ISSN/ISBN Nos.	No. of co-authors	Whether you are the main author	API Score

(iii) Books Published as single author or as editor

Sl.No	Title with Page nos.	Type of Book & Authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed._	No. of co-authors	Whether you are the main author	API Score

(III C). Ongoing and Completed Research Projects and Consultancies

(c) (I & II) Ongoing Projects /Consultancies

Sl.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs lakh)	API Score

(c) (iii & Iv) Completed Projects/ Consultancies

Sl.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs lakh)	Whether policy document /patent as outcome	API Score

(D) Research Guidance

Sl.No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M.Tech. or equivalent				
Ph.Dor equivalent				

CONDITIONS OF SERVICE RULES

(E) (i) Training Courses, Teaching - Learning - Evaluation Technology programmes, Faculty Development Programmes (not less than one-week duration)

SI.No.	Programme	duration	Organized by	API Score

(E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

SI.No.	Title of the Paper Presented	Title of Conference /Seminar	Organized by	Whether International /national/state / regional/ college or university level	API Score

(E)(III) Invited Lectures and Chairmanships at national or International conference /seminar etc.

SI.No.	Title of Lecturer/ Academic Session	Title of Conference / Seminar etc	Organized by	Whether International / national	API Score

IV. SUMMERY OF API SCORES

	Criteria	Last Academic. Year	Total-API Score for Assessment Period	Annual Av. API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities			
II	Co-curricular, Extension, Professional development etc			
	Total I +II			
III	Research and Academic Contribution			

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contribution, and awards received etc, not mentioned

SI.No.	Details (Mention Year, Value etc. where relevant}

LIST OF ENCLOSURES: (Please attach, copies of certificates, sanction orders, papers et. (wherever necessary)

- | | |
|---|----|
| 1 | 6 |
| 2 | 7 |
| 3 | 8 |
| 4 | 9 |
| 5 | 10 |

I certify that the information provided is correct as per records available with the university and/or documents enclosed along with the duly filled **PBAS** proforma.

Signature of the HOD

Signature of the faculty with Designation,
Place & Date

Signature of the Dean of the faculty

N:B: The Annual Self-Assessment proforma duly filled along with all enclosures will be verified by the university /college and information filed with IQAC.

OFFICE USE ONLY

BHARATH INSTITUTE OF HIGHER EDUCATION AND RESEARCH
DEEMED TO BE UNIVERSITY

Instructions for Filling up Part B of the PBAS Proforma

Part B of the Proforma is based on Appendix III, Table I of the UGC Regulations 2010. It is to be filled out for the recently completed academic year.

The proforma is to be filled as per these tables and self-assessment scores given. For each category, maximum scores that can be given or carried forward is indicated in the Table.

The self-assessment scores are further to be based on the indicators/activities given below.

NB. The self-assessment scores are subject to verification by the university/college, and by the Screening cum Verification Committee or Selection Committee as the case may be.

I. Teaching and Evaluation Related Performance

(i) a.

Lectures/Practical's/Tutorials/Contact classes taken should be based on verifiable records. No score should be assigned if a teacher has taken less than (say) 80 % assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements would ordinarily be made. Maximum score in here is 100 % achievement	Max Score : 50
---	----------------

b.

If teacher has taken classes exceeding UGC norm, then two point to be assigned for each extra hour of classes

(iv) Examination Related Work

Indicators	Max.
College/University end semester / Annual Examination work as per duties allotted. (invigilation - 10 points; Evaluation of answer scripts - 5 points; Question paper setting - 5 points). (100% compliance = 20 points)	20
College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance= 10 points)	10
Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance = 10 points)	10
Maximum Aggregate Limit B	25

Max. Score: 10

II: Co-curricular, Extension and Profession Related Activities and Participation in the Corporate Life of the institution

(i) Extension and Co-Curricular Related Activities

Responsibility for, or participation in committees for Students \I\Welfare, Counseling and Discipline (5 each)	10
Organization of Conference training: International (10 points); national/regional (5 points).	10
Maximum Aggregate Limit	15
Institutional Co-curricular activities for students such as field studies/educational tours, Industry, training and placement activity (5 point each).	10
Positions held/Leadership role played in organization linked with Extension Work and National Service Scheme (NSS), NCC or any other similar activity (Each activity 10 points)	10
Students and Staff Related Socio Cultural and Sports Programmes, campus publications (departmental level 2 points, institutional level 5 points).	10
Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper; flood or, drought relief, small family norms etc. (5 points each)	10
Maximum Aggregate Limit	20

ii) Contribution to Corporate Life and Management of the Institution

Contribution to Corporate life in Universities/colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 point each). >	10
Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator (10 points each)	10
Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5 point each).	10

(iii) Professional Development Related Activities

Indicators/ Activities	Maximum Score
Membership in profession related committees at state and national level a. At national level: 3 points each b. At site level: 2 points each	10
Participation in subject associations, conferences, seminars without paper Presentation (Each activity: 2 point)	10

CONDITIONS OF SERVICE RULES

Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity: 5 points)	10
Membership/participation in Bodies/Committees on Education and National Development (5 each).	10
Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks etc. (1 point each).	10
Maximum Aggregate Limit	15

CATEGORY: III. Research and Publications and Academic Contribution

SL.No	APIs	Max.Points	
III(A)	Research Papers published in	Referred Journals (i) indexed journals by 5 points; (ii) papers with impact factor between 1 to 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; and (iv) papers with impact factor between 5 and 10 by 25 points	15/publication
		Non-referred but recognized and reputed journals and having ISBN/ISSN numbers	10/publication
		Conference proceedings as full papers etc. (Abstracts not to be included)	10 / Publication
III(B)	Research Publications (books, chapters, chapters in books, other than referred journals articles)	Text or Reference Books Published by international Publishers with an established peer review system	50/sole author, 10/chapter in an edited book
		Subjects Books by National level publisher's/ State & Central Govt. Publications with ISBN/ISSN numbers.	25/sole author, and 5/chapter in an edited book

	Subjects Books by Other local publishers with ISBN/ISSN numbers.	15/sole author and 3/chapter in edited books.
	Chapters contributed to edited knowledge based volumes published by International Publishers.	10/Chapter
	Chapters in knowledge based by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directors.	5/Chapter

CONDITIONS OF SERVICE RULES

III(C)	RESEARCH PROJECTS		
III (C)(i)	Sponsored Projects carried out/ongoing	(a) Major Projects amounts mobilized with grants above Rs. 30.0 lakhs (Engineering, Science and Medical)/Rs. 5.0(Humanities, Social Science and Management)	20/ each Project
		(b) Major Projects amount mobilized with grants above Rs.5.0 lakhs up to Rs. 30.00 lakhs (Engineering, Science aid Medical)/Rs.3.0 lakhs up to Rs. 5.0 lakhs (Humanities, Social Science and Management)	15/each Project
		(c) Minor Projects amount mobilized with grants above Rs. 50,000 up to Rs.5 lakh (Engineering, Science and Medical)/Rs 25,000 up to Rs. 3.0 lakh (Humanities, Social Science and Management)	10/each Project
III(C) (ii)	Consultancy Projects Carried out / ongoing	Amount mobilized with Minimum of Rs. 10.00 Lakh	10 per every Rs. 10.0 lakhs and Rs. 2.0 lakhs, respectively
III (C) (iii)	Completed projects Quality Evaluation	Completed project Report (Acceptance from funding agency)	20/each major project and 10/each minor project
III (C) (iv)	Projects Outcome / Outputs	Patent/Technology transfer /Product/ Process	30/each national level output or patent /50/each for International level.
III (D)	REASERACH GUIDANCE		
III (D) (i)	M.Phil	Degree awarded only	3/each candidate
III (D) (ii)	Ph.D	Degree awarded	10/each
III	Refresher courses,	(a) Not less than two weeks duration	20/ea:h

CONDITIONS OF SERVICE RULES

(iii)	Methodology workshops, Training, Teaching-Learning Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	{b) One week duration	10/each
III (iv)	Papers in Conference / Seminars workshops etc.	Participation and Presentation of research papers (oral/poster) in	
		(a) International conference	10 each
		(b) National	7.5 I each
		{c) Regional/ State level	5 / each
		(d) Local- University /Cdlege level	3/ each
III (iv)	Invited lecturers or presentations for conferences	(a) International	10/each
		(b) National level	5

Notes: The API of the joint publications will have to be calculated in the following manner: of the total score for the relevant category of publication by the concerned teacher, the first/principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all authors.

III. Summary of API Scores

The summary must take into account the maximum score limits for each set of indicators as given in Appendix III, Table 1

SCHEDULE- 8(1)

(Rule-9.3)

Minimum Scores for APIs for direct recruitment of teachers in University Departments / Colleges, and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulation.

	Assistant Professor/ equivalent cadres (Stage:- 1)	Associate Professor I equivalent cadres (Stage-4)	Professor I equivalent cadres (Stage - 5)
Minimum API Scores	Minimum Qualification as stipulated in these regulations	Consolidated API score requirement of 300 points from category III of APIs	Consolidated API score requirement of 400 points from category III of APIs.
Selection Committee criteria/ weightages (Total Weightages = 100)	(a) Academic Record and Research Performance (50%) (b) Assessment of Domain Knowledge Teaching Skills (30%) (c) Interview performance (20%)	(a) Academic background (20%) (b) Research performance based on API score and quality of publications (40/o) (c) Assessment of Domain Knowledge and Teaching Skills (20%) (d) Interview performance (20/o)	(e) Academic background (20%) (f) Research performance based on API score and quality of publications (40%) (g) Assessment of Domain Knowledge and Teaching Skills (20%) Interview performance (20%)

**BHARATH INSTITUTE OF HIGHER EDUCATION AND
RESEARCH**

(Deemed to be University)

Chennai, 600073

**PBAS Proforma for Promotion under CAS
PART A: GENERAL INFORMATION AND ACADEMIC
BACKGROUND**

1. Name (in Block Letters) : _____
2. Father's Name /Mother's Name: _____
3. Department: _____
4. Current Designation & Grade Pay: _____
5. Date of last Promotion: _____
6. Which position and grade pay are you an applicant under CAS ? : _____
7. Date of eligibility for promotion: _____
8. Date and Place of Birth: _____
9. Sex: _____
10. Marital status: _____
11. Nationality: _____
12. Indicate whether belongs to SC/ST/OBC category: _____

13. Address for correspondence
(with Pin code) :

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14. Permanent Address (with Pin code):
Telephone No:

--

Email:

15. Academic Qualifications (Metric till post-graduation):

Examinations	Name of the Board/ University	Year of Passing	Percentage of marks obtained	Division/ Class/Grade	Subject
High School / Matric					
Intermediate/+2					
Graduation ()					
Post-Graduation ()					
Others examination, if any					

16. Research Degree(s)

Degrees	Title	Date of award	University
M.Phil.			
Ph.D./D.Phil.			
D.Sc/D.Litt			

17. Appointments held prior to joining this institution

Designation	Name of Employer	Date of Joining		Salary with Grade	Reason of leaving
		Joining	Leaving		

18. Posts held after appointment at this institution:

Designation	Department	Date of actual Joining		Grade I
		From	To	

19. Period of teaching experience: P.G. Classes (in years) : U.G. Classes (in years)

20. Research Experience excluding years spent in M. Phil/ Ph. D. (In years) : _____

21. Fields of Specialization under the Subject/Discipline (a)

22. **Academic Staff College Orientation/Refresher Course attended:** Name of the

Course/ Summer School	Place	Duration	Sponsoring Agency
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PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS profonna before filing out this section)

CATEGORY: L TEACHING, LEARNING ANDEVALUA110N RELATED ACTIVITIES

(i) Lectures, Seminars, Tu1orials, Practical, Contact Hours (semester-wise details, were necessary)

S.No.	Course/Paper	Level	Mode of teaching*	Hours per week allotted	¾ of classes taken as per documented record

		API Score
(a)	Classes Taken (max 50 for 100 % performance & proportionate score up to 80% performance, which no score may be given)	
(b)	Teaching Load i1 excess of UGC norm (mac score: 10)	

*Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

S.No.	Course/Paper	Consulted	Prescribed	Additional Resource Provided
API score based on Preparation and imparting of knowledge /Instruction as per curriculum & syllabus enrichment by providing additional resources to Students (max. score : 20)				API Score

CONDITIONS OF SERVICE RULES

- (i) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.

S.No.	Short Description	API Score
	Total Score (Max Score : 20)	

- (ii) Examination Duties Assigned

S.No	Type of Examination Duties	Duties Assigned	Extent which carried out (³ / ₄)	API Score
	Total Score (Max: 25)			

CATEGORY: II CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Please mention your contribution to any of the following:

S.No	Type of Activity	Average Hrs/week	API Score
	(i) Extension, Co-curricular & field based Activities		
	Total (Max: 20)		
	(ii) Contribution to Corporate Life and Management of the Institution	Yearly/Semester wise responsibilities	API Score
	Total (Max: 15)		
	(ii) Professional Development Activities		
	Total (Max: 15)		
	Total Score (1 + ii+ iii) (Max: 25)		

CONDITIONS OF SERVICE RULES

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A) Published Papers in Journals

S. No.	Title with page nos.	Journal	ISSN/ISBN No	Whether peer reviewed, Impact Factor, if any	No. of co-authors	Whether you are the main author	API Score

S. No.	Title with page nos.	Book Title, editor & publisher	ISSN /ISBN No	Whether peer reviewed.	No. of co-authors	Whether you are the main author	API Score

Full Papers in Conference Proceedings

S. No.	Title with page	Details of Conference Publication	ISSN.IISBNNo	No. of co-authors	Whether you are the main author	API Score

Books Published as single author or as editor

S. No.	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ ISBN No	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score

(iii) (C). Ongoing and Completed Research Projects and Consultancies
 (c) (I &II) Ongoing Projects/ Consultancies

S. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs lakh)	API Score

(c)(iii & iv) Completed Projects/ Consultancies

S. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs lakh)	Whether policy document/patent as outcome	API Score

(D) Research Guidance

S.No	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M. Phil or equivalent				
Ph.D. or equivalent				

(E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

S. No.	Programme	Duration	Organised by	API Score

(E) (i) Training, Courses, Teaching-Learning-Evaluation Technology Development Programmes
(not less than one-week duration)

S. No	Title of the Paper presented	Title of Conference / Seminar	Organised by	Whether international /national/ state /regional /college or university level	API Score

E(iii) Invited Lectures and Chairmanships at national or international conference/seminar etc.

S. No	Title of Lecture/ Academic Session	Title of Conference / Seminar etc	Organised by	Whether international /national	API Score

IV. SUMMARY OF API SCORES

	Criteria	Last Academic Year	Total-API Score for Assessment Period	Annual Av. API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities			
II	Co-curricular, Extension, Professional development etc			
	Total I+ II			
III	Research and Academic Contribution			

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

S. No.	Details (Mention Year, value etc. where relevant)

LIST OF ENCLOSURES: *(Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)*

- | | |
|---|----|
| 1 | 6 |
| 2 | 7 |
| 3 | 8 |
| 4 | 9 |
| 5 | 10 |

I certify that the information provided and/or the documents enclosed along with the duly filled PBAS proforma are correct as per records.

Signature of the HOD

Signature of the
faculty with
Designation,
Place & Date

Signature of the Dean of the faculty

N:B: The individual PBAS proforma duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the university as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment/ verification.

Instructions for Filling up Part B of the PBAS Proforma

Part B of the Proforma is based on Appendix-III, Table 1 of the UGC Regulations 2010.

B(I) is based on API scoring for Category I of the Table. Detailed information for 2009-10 or most recent assessment year is to be provided.

B(II) is based on Category II of the Table. Detailed information for 200S-10 or most recent assessment year is to be provided.

B(III) is based on Category III of the Table. Detailed information for the entire assessment period is to be provided.

The proforma is to be filled as per these tables and self-assessment scores given. For each category, even though several avenue of activities and their API scores are given to provide choice/opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/area is indicated in the Table-1 of the UGC Regulations.

NB. The self-assessment scores are subject to verification by the university, and by the Screening cum Verification Committee or Selection Committee as the case may be.

CATEGORY: I. Teaching, Learning and Evaluation Related Activities

(i) (a)

Lectures/Seminars/Practical's/Tutorials/Contact classes taken should be based on verifiable records. No score should be assigned if a teacher has taken less than 80 % of the assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements have been made. Maximum score of 50 if there is 100 % performance.	Max Score: 50
---	------------------

(b) If teacher has taken classes exceeding UGC norm, then two points to be assigned
 Max. Score: for each extra hour of classes/credit 10

(ii)

Imparting of knowledge / instruction <i>as per curriculum</i> with the prescribed material (Text book / Manual etc), syllabus enrichment by providing additional resources to students (100% compliance= 20 points)	Max Score: 20
--	------------------

(iii) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.

Indicators/ Activities	Maximum Score
Updating of courses, design of curriculum, (5 per single course)	10
Participatory & Innovative T/L Process with materials for problem based learning, case studies, Group discussions etc., Interactive Courses: 5 points/each Participatory Learning modules: 5 points/each Case studies: 5 points/each	10

(iv) Examination Related Work

Indicators	Max. Score
College/University end semester / Annual Examination work as per duties allotted. (Invigilation - 10 points; Evaluation of answer scripts - 5 points; Question paper setting - 5 points). (100% compliance= 20 points)	20
College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance= 10 points)	10
Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance= 10 points)	10
Maximum Aggregate Limit B (iv)	25

CATEGORY: II. Co-curricular, Extension and Professional Development Related Activities

(i) Extension and Co-curricular & field based Activities.

Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity (5 point each).	10
---	----

Positions held/Leadership role played in organization linked with Extension Work and National Service Scheme (NSS), NCC, NSO or any other similar activity (Each activity 10 points)	10
Students and Staff Related Socio Cultural and Sports Programmes, campus publications (departmental level 2 points, institutional level 5 points).	10
Community work such as values of National Integration, Environment democracy, socialism, Human Rights, peace, scientific temper; flood or, drought relief, small family norms etc. (5 points each)	10
Maximum Aggregate Limit	20

(ii) Contribution to Corporate Life and Management of the Institution

Contribution to Corporate life in Universities/colleges through meetings, popular lectures, subject related events, articles in college magazine and University volume.	10
---	----

CONDITIONS OF SERVICE RULES

Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator (10 points each)	10
---	----

Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5 point each).	10
Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline (5 each)	10
Organization of Conference /Training as Chairman/Organizational Secretary/Treasurer: (a) International (10 points); national/regional (5 points) (b) as member of the organizing committee (1 point each)	10
Maximum Aggregate Limit	15

(iii) Professional Development Related Activities

Indicators/ Activities	Maximum Score
Membership in profession related committees at state and national level a. At national level: 3 points each b. At site level: 2 points each	10
Participation in subject associations, conferences, seminars without paper presentation (Each activity: 2 point)	10
Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity: 5 points)	10
Membership/participation in State/Central Bodies/Committees on Education, Research and National Development (5 each).	10
Publication of articles in newspapers, magazines or other publications (not covered in category 3) radio talks; television programmes (1 point each).	10
Maximum Aggregate Limit	15

CATEGORY: III. Research and Publications and Academic Contributions

SL.No	APIs		Max.Points
III(A)	Resear Papers ch publish ed in	Referred Journals (i) indexed journals by 5 points; (ii) papers with impact factor between 1 to 2 by 10 points; (iii) papers with impacts factor between 2 and 5 by 15 points; and (iv) papers with impact factor between 5 and 10 by 25 points	15/publication
		Non-referred but recognized and reputed journals and periodicals having ISBN/ISSN numbers	10/publication
		Conference proceedings full papers etc. as (Abstracts not to be included)	10/Publication
III(B)	Research Publications (books, chapters, chapters	Text or Reference Books Published by International Publishers with an established peer review system	20/sole author, 10/chapter in an edited book

	in books, other than referred • journals articles)	Subjects Books by National level publishers/ State & Central Govt. Publications with ISBN/ISSN numbers.	25/sole author, and 5/chapter in an edited book
		Subjects Books by Other local publishers with ISBN/ISSN numbers.	15/sole author and 3/chapter in edited books.
		Chapters contributed to edited knowledge based volumes published by International Publishers.	10/Chapter
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directors.	5/Chapter
III(C)	RESEARCH PROJECTS		
III (C)(i)	Sponsored Projects carried out/ongoing	(a) Major Projects amounts mobilized with grants above Rs. 30.0 lakhs (Engineering, Science and Medical)/Rs. 5.0(Humanities, Social Science and Management)	20/ each Project
		(b) Major Projects amount mobilized with grants above Rs.5.0 lakhs up to Rs. 30.00 lakhs (Engineering, Science and Medical)/Rs.3.0 lakhs up to Rs. 5.0lakhs(Humanities, Social Science and Management)	15/each Project

CONDITIONS OF SERVICE RULES

		(c) Minor Projects amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh (Engineering, Science and Medical)/Rs 25,000 up to Rs. 3.0 lakhs (Humanities, Social Science and Management)	10/each Project
III(C) (ii)	Consultancy Projects Carried out / ongoing	Amount mobilized with Minimum of Rs. 10.00 Lakh	10 per every Rs. 10.0 lakhs and Rs. 2.0 lakhs, respectively
III (C) (iii)	Completed projects Quality Evaluation	Completed project Report (Acceptance from funding agency)	20/each major project and 10/each minor project
III (C) (iv)	Projects Outcome / Outputs	Patent technology transfer /Product / Process	30/each national level output or patent /50/each for International level.
III (D)	REASERACH GUIDANCE		
III (D) (i)	M.Phil	Degree awarded only	3/each candidate
III (D) (ii)	Ph.D	Degree awarded	10/each
III(E)	TRAINING COURSES AND CONFERENCE/ SEMINAR/ WORKSHOP PAPERS		
III (E) (i)	Refresher courses, Methodology	(a) Not less than two weeks duration	20/each
		(b) One week duration	10/each
		Participation and Presentation of research papers (oral/poster) in	
		(a) International conference	10 each
		(b) National	7.5 I each
		(c) Regional/ State level	5 / each
		(d) Local - University/ college level	3/ each
		(a) International	10/each
(b) National level	5		

Notes: The API of the joint publications will have to be calculated in the following manner: of the total score for the relevant category of publication by the concerned teacher, the first/principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all authors.

III. Summary of API Scores

As stated in the UGC Regulations 2010, the API scoring will be progressively rolled out for categories I and II, beginning with assessment of one year for selection committees in 2010-2011, annual averages of two years in 2011-2012 and so on. But for Category III, scores will be computed for the entire assessment period as already indicated in the Regulations.

MINIMUM APIS AS PROVIDED IN UGC REGULATION 2010 FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS, AND WEIGHTAGES FOR EXPERT ASSESSMENT

SL. N.		Assistant Professor/ equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor/ equivalent cadres (Stage- 2 to Stage 3)	Associate Professor (Stage 3) to Associate Professor/ equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor / equivalent cadres (Stage 5)	Professor (Stage 5) to Professor (Stage 6)
I	Teaching -learning Evaluation Related Activities (Category I)	75/Year	75/Year	75/Year	75/Year	75/Year
II	Co-curricular. Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories I & II*	100/Year	100/Year	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III) -	10/Year (40/assessment period)	20/Year (100/assessment period)	30/Year (90/assessment period)	20/Year (100/assessment period)	50/Year (500 I assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee	Expert Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total Weightage = 100.	No separate points. Screening committee to verify API scores.	No separate points. Screening committee to verify API scores.	30% - Contribution to Research 50% - Assessment of domain knowledge and teaching practices.	50% - Contribution to Research 30% - Assessment of domain knowledge and teaching practices. 20% - Interview performance.	50% - research. 50% - Performance evaluation and other credential by referral procedure.
	Minimum required for promotion is 50)			20% - Interview performance	Page 64	

CONDITIONS OF SERVICE RULES

Minimum academic performance and service requirement for promotion, of Teachers In University

Service Requirement	Assistant Professor in Sage 1 and completed four years of service with Ph.D or five years of service who are with MPhil/PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc, M.D QC six years of service who are without Ph.D/M.Phil/P. G Degree in Professional Courses.	Assistance Professor with Completed service of five years in Stage 2.	Assistance Professors with three years in Sage 3.	Associate Professor with three years of competed service in Sage 4.	Professor with ten years of completed service (universities only)
Minimum Academic Performance Requirements and Screening Selection Criteria.	O) Minimum API scores for the assessment period as per the name provided in Table II(A) /II(B) of Apperdix III Oi) One Orientatation and one Refresher/Research Methodology	(i)Minimum API scales for the assessment period as per the norms provided in Table II (A)/II(B) of ,Appendix III	(i) Minimum API scales for the assessment period as per norms provided in Table IIA/II(B) of ,Appendix III. (ii) f.t. least three publications in the entire period as Assistant Professor (twelve years).	(i) Minimum early / cumulative API scores fa the assessment period as per the norms provided in Table II (A) / II (B) ct ,Appendix III. Teachers may combine two assessment periods On stages 2 and 3) to achieve minimum API scales, if required. (ii) A Minimum of five publications since the period that the teacher	(i) Minimum early / cumulative API scales for the assessment period as per the noams provided in Table II(A) of ,Appendix III.
©IQAC, BIHER	Course of 2/3 weeks duraticn.			Page 65 is placed in Sage 3.	

CONDITIONS OF SERVICE RULES

		(iii) Screening cum Verification process for recommending promotion	(iii) Screening cum Verification process for recommending promotion.	<p>(iii) One course/ programme from among the categories of methodology workshops, Training, Teaching- Learning - Evaluation Technology Programmes, Soft - Skills development Programmes and Faculty Development Programmes of minimum one week duration.</p> <p>(iv) A selection committee process as stipulated in this regulation and in Tables II (A) and II (B) of Appendix III.</p>	(iii) A selection committee process as stipulated in this regulation and in Tables II(A) and 11(8) of Appendix III.	<p>(ii) Additional credentials are to be evidenced by (a) post - doctoral research outputs of high standard; (b) awards/ honours/ recognitions / patents and IPR on products and processes developed / technology transfer achieved and (c) Additional research degrees like D.Sc, D.Litt, L.L.B etc.</p> <p>(iii) A review process by an Expert Committee as stipulated in this regulation and in Tables II(A) and II(b) of Appendix III.</p>
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Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification are Assistant Professors in Stage 2, the requirement of publication may be adjusted pro rata. For all others who enter Stage 2, subsequent to this notification, the requirement of three publications, as defined in these regulations, will be applicable.

Note: For universities for which Sixth PRC Awards (vide Appendix 2) are applicable, Stage 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7,000, 8000, 9000, 10000 and 12000 respectively.

SCHEDULE-D
(Rule -18.0)

SERVICE BOOK OF



BHARATH INSTITUTE OF HIGHER EDUCATION AND RESEARCH

(Deemed to be University)

No 173, Agaram Road, Selaiyur, Chennai - 600073,
Tamilnadu, India

BHARATH INSTITUTE OF HIGHER EDUCATION AND RESEARCH
DEEMED TO BE UNIVERSITY

1. Name:
2. Permanent Residence :
3. Date of birth by Christian era :
4. Educational qualifications :
5. Exact height by measurement :
6. Personal mark for identification :
7. Parents' name and residence :

Photograph

8. Left hand thumb and finger impression of the employee :

Little Finger-

Ring Finger-

Middle Finger-

Fore Finger-

Thumb Finger-

Employees Code :

9. Signature of the employee-

10. Signature and designation of the Head of the office, or other Attesting Officer

Note-

1. The entries in this page should be renewed or re-attested at-least every five years, and the signatures in lines 9 and 10 should be dated.
2. Finger prints need not be taken afresh every five years

CONDITIONS OF SERVICE RULES

1	2	3	4	5	6	7
Name of the post & scale of pay	Whether substantive or officiating	Pay in substantive post	Additional pay for officiating	Date of appointment	Signature of the employee	Signature & designation of the head of office or other Attesting Officer

CONDITIONS OF SERVICE RULES

8	9	10	11	12	13
Date of termination of appointment	Reasons of termination (such as promotion, transfer, dismissal etc.)	Signature of the Head or other Attesting Officer	LEAVE Nature & duration of leave taken	Signature of the Head of Office or other Attesting Officer	Reference any record of punishment censure of reward or prize of the Employee

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CONDITIONS OF SERVICE RULES

Name of the Employee

Designation

Date of commencement of continuous service

EARNED LEAVE								
DUTY			Leave earned (in days)	Leave at credit (in days column 9+4 subject to the appropriate limit)	Leave taken			Balance of return from leave (columns 5-8)
From	To	No. of Days			From	To	No. of Days	
1	2	3	4	5	6	7	8	9

CONDITIONS OF SERVICE RULES

LEAVE ACCOUNT

Date of Birth :

Date of compulsory retirement:.....

MEDICAL LEAVE/MATERNITY LEAVE								STUDY LEAVE				
Length of Service			Leave earned (in days)	Credit Leave				From	To	No. of Days	Remarks	
10	11	12		From	To	No. of Days	Leave at credit					
10	11	12	13	14	15	16	17	18	19	20	21	22

ANNUAL PERFORMANCE APPRAISAL REPORT

{For Group A & B Non-Teaching Employees}

PART-I

{To be filled in by person reported upon}

1. Name {in Block Letters):
2. Designation & Grade:
3. Date of Birth:
4. Date of joining to the present post:

PART-II

{To be filled in by Reporting Authority}

1. What are the tasks assigned to the Officer and what are the achievements?
2. How do you assess the professional/technical competence of the Of-fleer?
3. Leadership qualities of the Officer.
4. Comment on the management qualities of the Officer

5. Has the employee an adequate sense of responsibility?

6. Decisions making ability of the Officer

7. Communication skill (written & ward) of the Officer

8. Inter-personal relation & team work

9. Honesty & Integrity

10. Reliability

11. Grading:

(Below average, average, good, very good, outstanding- an employee should not be graded 'Outstanding' unless his/her performance is considered exceptional and the reason for such grading should be clearly mentioned)

Date:

Signature of the Reporting Officer
(Full name in Block Letter)

Designation

PART-III
Remarks by the Reviewing Authority

Date:

Signature of the Reviewing Authority
(Full name in Block Letter)

Designation

Remarks of the Accepting Authority

Date:

Signature of the Accepting Authority
(Full name in Block Letter)

Designation

**BHARATH INSTITUTE OF HIGHER EDUCATION
AND RESEARCH**
(Deemed to be University)

ANNUAL PERFORMANCE APPRAISAL REPORT

(For Ministerial staff under Group 'C')

PART-I

(To be filled in by person reported upon]

Rule-19.1(b)

1. Name (In Block Letter) :
2. Designation & Grade :
3. Educational Qualification :
4. Year of Assessment :
5. Period served :
6. Officer under whom working :

PART-II

[To be filled in by Reporting Officer]

6. Whether his/her case was taken up for promotion or if he/she faced any test for the purpose during the last one year period and with what result?	
--	--

Item-wise Assessment

7. (Please put a tick mark() under the grade which the employee deserve in each item.)

Sl.No	Particulars	Below Average	Average	Good	Excellent
i.	Noting & Drafting Skill				
ii.	Maintenance of Proper Record				
iii.	Knowledge in University ac-counts/ Rules & Procedure				
iv.	Computer operation knowledge				
v.	Willingness to take up responsibility				
vi.	Conduct & Integrity				

CONDITIONS OF SERVICE RULES

	Total Score				
--	-------------	--	--	--	--

8. Promotional potential of the employee:

Please put a tick mark () under the appropriate box

Promotable	To be considered after training or more years of experience	No capability for higher position.

Date _____

Signature of the Reporting Authority
Full Name & Designation

REMARKS OF THE COUNTERSIGNING AUTHORITY

Date _____

Signature of the Countersigning Authority
Full Name & Designation

REMARKS OF THE ACCEPTING AUTHORITY

Date _____

Signature of the Accepting Authority
Full Name & Designation

**BHARATH INSTITUTE OF HIGHER EDUCATION
AND RESEARCH
(Deemed to be University)**

**ANNUAL PERFORMANCE APPRAISAL
REPORT**

(For Technical Personnel under Group 'C')

PART-I

(To be filled in by person reported upon)

1. Name (in Block Letter)
2. Designation & Grade
3. Year of Assessment
4. Period served
5. Officer under whom working

ASSESSMENT OF THE REPORTING OFFICER.
PART-II

(To be done by Head of Division/Section)

1. What are the tasks assigned to the officer during the period under report?

2. What is your assessment of the officer's performance of the tasks as-signed to him/her and his/her technical competence?

3. Does he/she have adequate sense of responsibility?

4. Has he/she shown any professional/Supervisory ability or organizing capability?

5. General Assessment (Put a tick mark under the desired column).

General Assessment	Below Av-erage	Average	Good	Outstand-ing
(i) Initiative				
(ii) Industry and Conscientious-ness				
(iii) Physical capacity for duty.				
(iv) Promptness in disposal of work.				
(v) Punctuality.				
(vi) Ability to discipline				
(vii) Relation with a) Subordinates b) Colleagues c) Public				
(viii) Co-operative and team spirit and work				
(ix) Integrity				

6. Has the Officer been reprimanded for any reason during the period under report? If so, please give brief particulars.

7. Does the Officer possess any special merit skill or higher profession-al/academic qualification to justify his/ her career advancement? If so, please indicate the reason.

Date_____

Signature of the Reporting Authority
Name in block letters

Designation

REMARKS OF THE REVIEWING

OFFICER PART- III

1. Please state whether you accept the assessment recorded by the Re-orting Officer. If you differ from the Reporting Officer in any respect, the fact should be clearly stated.

Date_____

Signature of the Reviewing Authority
Name in block letters

Designation

REMARKS OF ACCEPTING AUTHORITY

Date . _____

Signature of the Reviewing Authority
Name in block letters

Designation

**BHARATH INSTITUTE OF HIGHER EDUCATION AND RESEARCH
(Deemed to be University)**

ANNUAL PERFORMANCE APPRAISAL REPORT

(For Group 'D' Employees)

1. Name (In Block Letter)
2. Designation & Grade
3. Educational Qualification
4. Year of Assessment
5. Period served
6. Officer under whom working

Item-wise Assessment

7. (Please put a tick mark() under the grade which the employee deserve in each item.)

Sl.No	Particulars	Below Average	Average	Good	Excellent
i.	Punctuality & Regularity				
ii.	Knowledge of work				
iii.	Quality of Work				
iv.	Communication Skill				
v.	Willingness to take up responsibility				
vi.	Conduct & Integrity				
vii.	Health				
	Total Score				

8. Promotional potential of the employee:

(Please put a tick mark() under the appropriate box

Promotable	To be considered after training or more years of experience	No capability for higher position.

Date _____

Signature of the Reporting Authority
Full Name & Designation

REMARKS OF THE COUNTERSIGNING AUTHORITY

Date _____

Signature of the Countersigning Authority
Full Name & Designation

REMARKS OF THE ACCEPTING AUTHORITY

Date _____

Signature of the Accepting Authority
Full Name & Designation

BHARATH INSTITUTE OF HIGHER EDUCATION AND RESEARCH

173, Agharam Road, Selaiyur, Chennai - 600073

CODE OF ETHICS AND CONDUCT MONITORING COMMITTEE

2021-22

MEMBERS LIST**BIST:**

SI.No	Name of the members	Designation	Mail-ID
1.	Dr.J. Hameed Hussain	Dean Engineering	dean.engg@bharathuniv.ac.in
2.	Dr. S. Nedunchelivan	Dean/ CSE &IT	dean.cse@bharathuniv.ac.in
3.	Dr. M. Sundararaj	Dean/Student Affairs	hod.aero@bharathuniv.ac.in
4.	Dr.S.Prakash	HOD/EEE	Prakash.eee@bharathuniv.ac.in
5.	Dr.Dayakar P	HOD/ Civil Engineering	hodcivil@bharathuniv.ac.in
6.	Dr.R.Vasuki Ramesh	Dean/ Biomedical Engineering, Admission	hod.bme@bharathuniv.ac.in, dean.admissions@bharathuniv.ac.in
7.	Dr. L. Jeyanthi Rebecca	HOD/ Agricultural Biotechnology	jeyanthi.bt@bharathuniv.ac.in
8.	Dr.V.Balambica	HOD/ Mechatronics	hodece@bharathuniv.ac.in

SLIMS:

SI.No	Name of the members	Designation	Mail-ID
1.	Dr. Kalarani	Professor/OBG	drkalarani@gmail.com
2.	Dr. Maheswari	Professor/Paediatrics	maheshwaripmer@gmail.com
3.	Dr. Dantuluri SVV Narasimha Raju	Professor/Paediatrics	naveen_1975@yahoo.com
4.	Dr.Nithianandam. S	Professor/Anaesthesiology	nithyanandan53@yahoo.co.in
5.	Dr. G. Sathiesh	Professor/Orthopaedics	sathiesh@gamil.com
6.	Dr. V. R. Shridhar	Professor/Psychiatry	drsrimanasa@gmail.com
7.	Dr.S.Jayapradha	Asst. Prof/ Microbiology	jayapradhasekar@gmail.com
8.	Dr.Geethalaxmi	Professor/Pathology	drpsinha@gmail.com
9.	Dr.Pammy Sinha	Professor/Pathology	drpsinha@gmail.com

SBMCH:

SI.No	Name of the members	Designation	Mail-ID
1.	Dr.K. Vani	Professor & HOD/ Obstetrics & Gynaecology	saraswathi.k@bharathuniv.ac.in
2.	Dr .S. Sundari	Professor & HOD/ Paediatrics	Sundari.s@bharathuniv.ac.in
3.	Dr.M.K. Rajasekar	Professor & HOD/ Oto Rhino Laryngology	Rajasekar.k@bharathuniv.ac.in
4.	Dr Arul Amutha Elizabeth	Professor & HOD/ Pharmacology	arulamutha@bharathuniv.ac.in
5.	Dr N N Anand	Professor & HOD/ General medicine	anand.nn@bharathuniv.ac.in
6.	Dr S. Mary Lilly	Professor & HOD/ Pathology	MaryLilly.s@bharathuniv.ac.in
7.	Dr R. Uma Devi	Professor & HOD/ Community Medicine	umadevi.r@bharathuniv.ac.in
8.	Dr A. Savior Selva Suresh	Professor & HOD/ Forensic Medicine	SaviorSelvaSuresh.a@bharathuniv.ac.in
9.	Dr. K. S. Ravishankar	Professor & HOD/ General Surgery	Ravishankar.ks@bharathuniv.ac.in

DENTAL:

SI.No	Name of the members	Designation	Mail-ID
1.	DR. S. Kishore Kumar	HOD/ Vice Principal – Orthodontics	kishore@bharathuniv
2.	DR. Shoba. T	HOD/General Pathology	tshoba@bharathuniv.ac.in
3.	DR. M. Anitha	HOD/Public Health Dentistry	dranitha.nnr@gmail.com
4.	DR.M.S. Kannan	HOD/Orthodontics	kannance@yahoo.co.in
5.	DR. A.Julius	HOD/ BioChemistry	:juliusamaldas@yahoo.co.in
6.	Dr. Sanjna Ramesh Verma	HOD/ Prosthodontics	nayarsanjna@gmail.com
7.	DR. A. Radhakrishnan	HOD/General Medicine	radhakrishnan.doctor@gmail.com
8.	DR. Mohan Valliathan	HOD/Periodontics	mohan211@hotmail.com

The following points were discussed:

- Committee discussed about the responsibilities of teachers, parents and Students.
- Committee members discussed about the exam rules and regulations.
- Committee members discussed about the admission process
- Committee members discussed about the research activities
- Committee members discussed about the leave policies and Procedures.
- Committee members discussed about the Appraisal procedure
- Committee members discussed about the Awareness programs on Anti Ragging, Code of Conduct, professional ethics, human values and ethics, Code of Conduct for faculty, staff and administrators, Professional ethics to faculty, staff and administrators.

Code of Ethics and Conduct Monitoring Committee

The faculty members are expected to exhibit a good conduct so that the students consider them as role models. Similarly, the staff and students are also expected to discharge their responsibilities with diligence and contribute in a big way to strengthen this institution. The code of conduct committee monitors the implementation of code of conduct and code of ethics for both students and staff Code of Conduct which has been formulated and approved by the board of management. This document provides the core values and principles of good governance. The effective implementation of this will lead to effective utilization of manpower, infrastructure and facilities available in the institute and thereby enhance and upgrade the quality of education from time to time. These guidelines which are written in the manual will lead to transparency, accountability and

clarity in the routine administration. The main function of the Monitoring Committee is to oversee the implementation and the practice of the code of conduct for administrators/ staff/ students and ensure adherence to rules and regulations that govern the management and administration of the College. The monitoring committee will be responsible for educating and creating awareness about the code of conduct that governs all stakeholders. The committee will initiate disciplinary action on erring members and ensure the wellbeing of all stakeholders. The expected benefits due to implementation of good governance through these guidelines presented in this manual will lead to achieve the goals in terms of Human Rights and Duties Education, Promotion of Ethics and Human Values.

Objectives of the committee:

- To provide the code of conduct of the institute to the stakeholders
To provide the information duties, Procedures & Responsibilities of Stakeholders
- To strengthen the existing practices, implement transparency at all levels of governance in academics and administration
- To follow integrity in appointments at all levels and comply with rules and regulations of all statutory bodies
- To provide transparency in the process and procedure set by the institute
- To create student centric learning environment to prepare them to succeed in achieving their educational, professional and entrepreneurial goals
- To develop a spirit of social commitment amongst students and staff of the institute.
- To build the confidence and competence amongst the students by conducting courses on personality development and professional ethics.
- To collaborate with other academic institutes and industries around the world to strengthen the education, industry connect and research ecosystem.

Responsibilities:

- The Teaching and non-teaching staff members are expected to be at the place of work during the specified working hours. If, for any important reason, one has to leave the work place, Staff members should take Prior written permission from the Director/Academic Coordinator.

- The Teaching and non-teaching staff members shall not involve themselves in other activities/businesses, which affect their supportive contribution in the Department and the college.
- The staff members shall not engage in offering private tuitions.
- Staff members are motivated to take up Consultancy/Research projects by the prior permission of the Management.
- The teaching and Non-teaching staff shall prohibit any kind of offerings from the students / parents / companies having business transactions with the college.
- During working hours' staff members are not supposed to involve themselves in political activities.
- Any confidential documents such as student feedback forms and self-performance appraisal reports given by the individual shall not to be disclosed
- The Teaching and Non-teaching staff members are supposed to follow the dress code of the college.
- Any misconduct or misdemeanour by violating the above rules a may lead to the suspension / termination. To pass the resolutions made by the management council viz. Local Management committee/College Development Committee
- To make strategic policy decisions related to expansion, recruitment, HR policies related to promotion and appraisal Various policies with respect to academic excellence, research and entrepreneurship are being decided in the Governing body meeting
- All the major financial transactions are analysed and verified by the governing body under different heads like research & development, training, library, furniture, equipment & repair and maintenance
- Governing body reviews and approves the proposal and forwards the proposal to the Chairman/Secretary (Management).
- Adhere to a responsible pattern of conduct and demeanour expected of them by the community
- Manage their private affairs in a manner consistent with the dignity of the profession
- Seek to make professional growth continuous through study and research
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge

- Maintain active membership of professional organizations and strive to improve education and profession through them
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of
- University and College examinations, including supervision, invigilation and evaluation
- Participate in extension, co-curricular and extra-curricular activities including community service.
- Orientation program to all I-year UG and PG students to give awareness on course structure and academic regulations.

ACTION PLAN OF THE CODE OF CONDUCT COMMITTEE:

- Conducting Orientation Program
- Conducting awareness programs on Code of Conduct for students.
- Conducting awareness programs on Human Values for students.
- Conducting awareness programs on Code of Conduct for faculty, administrators and staff.
- Conducting Professional Ethics programs for students.
- Conducting Professional Ethics programs for faculty, administrators and staff.

GENERAL RULES AND CODE OF CONDUCT FOR STUDENTS:

- Self-discipline is the best discipline. All students are expected to observe rules & regulations so as to ensure the smooth functioning of the college. Violation of the rules will invite disciplinary action as per the UGC regulations.
- Students should wear uniform on Monday, Wednesday and Friday and official occasions such as Guest Lectures, Industrial Visits, various activities and formal functions etc. and other days should wear decent and presentable attire in the campus.
- Students are expected to avoid any form of attire (Dress code) or behaviour which could be considered indecent/unsuitable in the judgment of any faculty or member.
- Students are required to display the ID cards given by the college during their

stay in the Campus. The security persons in this regard will have the full authority to check the ID cards and personal belongings. Refusal by a student to produce ID card as and when demanded shall result in disciplinary actions.

- While in the campus, student behaviour must at no point disturb the conduct of lecture.
- It is the responsibility of the student to read notices regularly.
- Smoking, Drinking and gambling in any form within the campus premises is strictly prohibited.
- Cell phones or other such device should not be used within the college premises except in the Canteen or the Boys/Girls Common room.
- No society or associations will be formed in the college as no person will be invited to address a meeting without the written permission of the Director.
- No student shall communicate or write any information regarding the college/ University in any manner to the Press or Media.
- 75% attendance is mandatory. Attendance shall not be waived off on account of employment.
- Students should refrain from any type of unruly/undisciplined/indecent behaviour either inside or outside campus and be only concerned about enhancing the reputation and image of the College. Any unwelcome behaviour brought to the notice of the management will invite disciplinary action.
- Students are NOT allowed to occupy or use Director's room, Faculty rooms, Conference rooms or Administrative department without the explicit permission from the concerned authority.
- Prior permission from the management is required to be taken for organizing any Get together/ Function/ Party or any other event and use of college facilities.
- Ragging in any form is strictly prohibited within the premises of the
- college/department/classroom as well as on public transport. Any individual or group of individuals who indulge in an act or practice of ragging constitutes gross indiscipline and such individual/ groups shall be dealt with as per the ordinance. This includes individual or collective acts or practices that involve physical assault or threat or use of physical force, which violate the status, dignity, and honour of any student. Any complaints regarding ragging should be brought to the notice of the ANTI RAGGING COMMITTEE members. The names and the telephone numbers of the members are displayed in the Campus.

- Sexual Harassment is an important issue in the University. In case of such issue the students are requested to contact the **SEXUAL HARASSMENT COMMITTEE**.
- Do not post offensive statements, pictures or videos on the web which can be harmful and offensive to an individual and harassment of an individual strictly prohibited and in accordance with same the strict disciplinary action will be taken by Discipline Committee.