



## Service Rules

### Introduction

ABIT group was established in 1993 and the engineering wing Ajay Binay Institute of Technology was established in the year 1998. The institute was established with an objective of extending reach of technical education to rural Orissa and to provide high quality technical manpower for industry and academia. ABIT is AICTE approved and associated with Biju Patnaik University of Technology (BPUT), Orissa.

This document contains information about rules, regulations and operating guidelines for employees and associates of ABIT group. The institute will be governed with these guidelines and all faculty members, support & operational staff are expected to refer to this document for regulations.

### Vision

ABIT aims to extend reach of quality education to rural Odisha and excel technically to provide high capability technical manpower to industry.

### Courses Offered

ABIT offers the following courses:

#### 4 Year Degree Courses (B Tech)

1. Computer Science and Engineering
2. Mechanical Engineering
3. Electronics and Telecommunication Engineering
4. Electrical Engineering
5. Electrical and Computer Engineering
6. Civil Engineering

#### Post Graduate Courses

1. Master of Computer Applications (MCA)
2. Master of Business Administration (MBA)
3. Masters in Computer Science (M Tech)



# AJAY BINAY INSTITUTE OF TECHNOLOGY

## Administrative Structure

The Chairman of the Institute is the head of the Administration. The Principal and the Director - Administration of the Institute report all matters of the institute to the Chairman.

The Principal of the Institute is responsible for all Academic administration activities and the Director of Administration is responsible for all administrative functions, training and placement functions and extension services in the form of revenue earning programmes to be carried out by the Institute.

The Principal looks after the academic matters and reports to the Chairman. The Chief Proctor shall look after all matters relating to indiscipline and ragging problems. The Dean Students Welfare shall look after the welfare activities of the students. The coordinator of examinations shall be responsible for the smooth conduct of examinations. The HODs report to the Principal with regard to all the matters of their respective Departments.

## Service Rules

### General

These rules shall be called ABIT Cuttack's (Ajay Binay institute of Technology) "Service Rules". These rules apply to all employees, whether ad-hoc, temporary, part-time, contractual or permanent, in the service of any of the colleges of ABIT Group, which is or may hereinafter be established or managed, anywhere in India, by ABIT.

Such amendments, alterations, modifications, additions, deletions if any shall become binding on all the employees covered by these service rules from the date of their notification by the Chairman.

The Chairman shall have the exclusive power to clarify any issue or to remove any doubt relating to these "Service Rules" and or its implementation.

### Definitions

In these rules, unless there is anything repugnant to the subject or context:

- The ABIT Trust means "Ajay Binay Institute of Technology Trust " registered under the Societies Registrations Act of 1860, which is responsible for the establishment and management of ABIT Cuttack, Odisha.
- The Institute means "Ajay Binay Institute of Technology" and its sections, wings, departments and centres at Cuttack or at any other location in India, established or managed by ABIT.





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- The "Principal" means the person appointed by the Chairman who shall be the principle academic officer of the Institute and who shall be responsible for the proper and efficient administration of the Institute in accordance with the rules and guidelines laid down in this respect by the Chairman and for the imparting of instruction and maintenance of discipline therein.
- "Employee" includes all employees, without exception performing whatsoever function assigned to him/her and is in the whole or part time employment of the Institute, whether such employment is probationary, ad-hoc, temporary, permanent or contractual.
- "AICTE" means the All India Council of Technical Education, which is an autonomous body of Ministry of HRD, Government of India.
- "Affiliating University" means the BPUT (Biju Patnaik University of Technology, Rourkela) Odisha, which has extended affiliation to ABIT Cuttack.

## Code of Conduct

### Applicability to employees

The provisions contained in this schedule shall apply, without exception, to all employees of the Institute whether, ah-hoc, probationary, temporary, part-time, contractual or permanent.

Every employee of the Institute, whether ad-hoc, temporary, contractual, part-time or permanent shall be governed by the Code of Conduct, as specified herein and every employee, without exception shall be liable to strict disciplinary action, including suspension and or termination, for the breach of any provision(s) of the code of conduct.

The Head-GB shall initiate disciplinary proceedings for non-compliance of the code of conduct/service rules/leave rules or any other rules of the Institute that may be in force from time to time by any employee and shall have the power to appoint an enquiry officer(s) to conduct an inquiry into the charges against such an employee.

## General Guidelines

1. Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his / her official dealings.
2. An employee should at all times be courteous in his / her dealings with other members of the staff, students and members of the public.
3. Unless otherwise stated specifically in terms of appointment, every employee is a whole-time employee of the Institute, and may be called upon to perform such duties as may be assigned





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to him/her by the Director or his/her higher officer, beyond scheduled working hours and on closed holidays, and Sundays. These duties inter alia shall include attendance at meetings of committees to which he/she may be appointed by the Institute.

4. An employee shall be required to observe the schedule hours of work, as may be notified from time to time, during which he/she must be present at the place of his/her duty. Unless otherwise stated, all employees of the Institute are required to work effectively for at least 39 hours per week.
5. Except for valid reasons and/or unforeseen contingencies no employee shall absent himself/herself from duty without prior permission of the designated authority.
6. No employee shall leave station except with the prior permission of the Director and in his/her absence, the Head of Department. For the sake of convenience to a large number of employees, Bhubaneswar and locations in 15 km radius of Cuttack will be considered 'In Station'.
7. Whenever leaving the station, an employee shall inform the Director and in his/her absence, the Head of the Department to which he/she is attached, the address where he/she would be available during the period of his/her absence from station.
8. All employees are expected to be exemplary in their public as well as private life. Their loyalty, sense of dedication and integrity should at all times be a model and inspiration to the youth and other learners committed to their care.
9. All employees are expected to behave according to the ideals of national integration showing love, concern, respect to all without any discrimination whatsoever of caste, creed or community. Any act or speech against this rule will be considered as a serious breach of discipline and will invite strict disciplinary action including suspension and /or termination from service.
10. Every employee shall strive to instil in the students under his/her care a high sense of values, social conscientiousness, and pride in their Institute and loyalty to the country. It is the sacred duty of all the employees to work for the intellectual, moral, social and physical development of all students.
11. Any association, active or passive by any employee with any unlawful organization is strictly forbidden.
12. Consumption or distribution of alcohol, drugs or any other intoxicant including smoking by whatsoever name called, by an employee within the Institute's premises, is strictly prohibited.
13. All correspondence addressed to an employee or by him/her or by the Institute including press and other such copies of correspondence, all vouchers, books including all notebooks





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containing all notes or records or prices or other data and apparatus, samples and/or other goods belonging to the Institute, circulars and all other papers and documents of any nature whatsoever, relating to the Institute's affairs which shall come into his/her possession in the course of his/her employment, shall be the absolute property of the Institute and he/she shall, at any time, during service or termination thereof or upon his/her leaving the services of the Institute for any reason whatsoever deliver up the same to the Institute on demand and without claiming any lieu thereon.

14. An employee shall receive all correspondence sent to him/her by ABIT and not refuse to receive it. Any such correspondence shall be deemed to have been served to him in the event of refusal or non-availability. It is the responsibility of the employee to ensure that the home address/telephone number etc. are kept up to date in the office of the Registrar by suitably informing the office.
15. Employee shall only be relieved from their duties upon resignation etc. at the end of the semester or upon fulfilment of their notice period whichever is later. For this purpose, end of semester shall be defined as the time when all attendance, marks, project evaluations etc. have been evaluated and submitted to the appropriate office.
16. No employee shall, except with the approval of the Chairman/Director/ Head GB, participate in/ manage articles/programmes in print / electronic media or any other mode of information dissemination. However, no approval is needed, if the broadcast/contribution is of a purely literary, cultural or scientific in nature. Employees can publish their original scientific works in journals of repute in India and abroad. They need to inform their HODs and Principal updated about the same. Such articles should not refer to any administrative matters of the institute and to be free from political leanings.
17. All employees to maintain information integrity and security. Employees to refrain from unauthorized communication of information.
18. Full-time employees cannot undertake employment outside his official assignments without prior approval from Chairman/Director/ Head GB
19. An employee who gets indicted by law for any offence will forfeit his employment

## Guideline for Faculty Members

No Faculty Member (Teacher) shall:

1. Knowingly or willfully neglect his/her duties.
2. Propagate through his/her teaching lesson or otherwise, a communal or sectarian outlook, or incite or allow any student to indulge in communal or sectarian activities.



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3. Discriminate against any student or any other person on grounds of caste, creed, sex, language, place of origin, social and cultural background etc.
4. Indulge in or encourage any form of malpractice connected with the examination or any other activity of the Institute.
5. Show negligence in correcting term or assessments or exam work of the students.
6. While being present at the Institute, absent himself/herself, except with the prior permission of the HOD, from class which he/she is required to attend provided that where such absence without leave or without the prior permission of the Principal & HOD is due to reasons beyond the control of teacher, it shall not be deemed to be a breach of discipline and or the code of conduct, if on return to duty, the teacher has applied for and obtained, ex-post-facto, the necessary sanction for the leave availed.
7. Enter into any monetary transactions with any student or parent or accept gifts from students
8. Hesitate to provide individual attention to a student(s), if required. Besides academic problems, teachers are encouraged to solve behavioral problems of student(s) as well. If in any event student(s) does not show any improvement despite counselling and, if the teacher is convinced that the student(s) needs special help, he/she must immediately bring this fact to the notice of the Principal and in his/her absence the concerned student(s) and the Head of Department.
9. Not be unreasonable in his/her demands from student(s) and should avoid favoritism of any kind. Whilst the teacher may be firm and consistent with his/her students(s), every teacher must remember that student(s) have their self-respect and must not be subjected to any threat, ridicule, sarcasm, or unreasonable punishment.

### **Every Employee Shall:**

1. Be punctual in attendance and in respect of his/her class-work and also for any other work connected with the duties assigned to him/her by the Principal/ Head of Department.
2. Abide by the rules and regulations of the Institute and also show due respect to his/her higher authority.
3. Dress appropriately
4. On every working day sign the staff attendance register, or punch his card at the time of arrival and at the time of leaving the Institute, located at the gate or elsewhere as the case may be, and be ready at least, five minutes before the commencement of classes. Overwriting on the attendance register, or marking attendance wrongfully either the previous





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day or subsequently, impersonation in attendance or not punching the card is a serious violation of the rules.

5. Be responsible for the discipline of students even outside the classrooms. Since supervision during the break or off time is vital for the protection of the property of the Institute and its students, employees may, from time to time, allotted such duties to maintain discipline and orderliness at the Institute .
6. Be responsible for the proper care, operation and maintenance of all equipment and machinery, learning aids, furniture and fixtures and sports equipment etc. under their care. The appropriate authority should immediately be informed of any damage caused or any repairs / replacements that may be required.
7. Train students to make extensive use of the Library facilities and to take care of the property of the Institute including, books, journals, equipment and machinery, furniture, fixtures and fittings.
8. Ensure that no student(s) indulge in ragging, canvassing and/or cause harassment of any kind to other student(s) by whatsoever name called as it strictly prohibited under law
9. Not through any act of omission or any form of speech etc. disturb or vitiate, in any manner whatsoever, the peace, dignity and harmony of the Institute .

## Representation

Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him/her, he/she must forward his/her case through proper channel, and shall not forward such advance copies of his/her application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months. In such cases, appointment with appropriate authority needs to be taken and issue discussed.

## Disciplinary Action Suspension

The Director/ may place a member of the staff appointed at the Institute under suspension:

1. where a disciplinary proceeding against him is contemplated or is pending or;
2. where a case against him in respect of any criminal offence is under investigation or trial.



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3. An employee against whom disciplinary action is proposed or likely to be taken shall be given a charge sheet clearly setting forth the circumstances appearing against him/her, and a date shall be fixed for the inquiry.
4. Sufficient time of not less than one week shall be given to him/her to prepare and given his/her explanation, as also to produce any evidence that he/she may wish to tender in his/her defense. He/she shall be permitted to appear before the officer conducting the inquiry, to cross-examine any witness on whose evidence the charge rests. The employee will be permitted to produce evidence/witness in his/her defense.
5. At the conclusion of inquiry, the inquiry officer who shall be appointed by the Director/Principal in consultation with the Director shall prepare a report of the inquiry regarding the findings of each charge.
6. The Principal shall consider the findings of the inquiry and propose to the Chairman and Director to impose a major penalty, a minor penalty or no-penalty at all. The action taken by the Principal shall necessarily need to be ratified by the Director/Chairman

The following penalties may, for good and sufficient reasons, and as hereinafter provided, be imposed on any member of the staff:

1. censure;
2. withholding of increments or promotion;
3. recovery from the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders;
4. reduction to lower service, grade or post or to a lower time-scale or to a lower stage in a time-scale;
5. compulsory retirement;
6. removal from service which shall not be a disqualification for future employment in the Institute
7. dismissal from service which shall ordinarily be a disqualification for future employment in the Institute;

No order imposing on any member of the staff any of the penalties specified at (4) to (7) above shall be passed by any authority subordinate to that by which he was appointed and except after an enquiry has been held and the member of the staff has been given reasonable opportunity of showing cause of the action proposed to be taken in regard to him.





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No order imposing on any member of the staff any of the penalties specified at (1) to (3) above shall be passed by any authority subordinate to that by which he was appointed and unless the member of the staff concerned has been given an opportunity to make a representation to the Chairman through the Director.

Notwithstanding the above provisions, it shall not be necessary to follow the procedure mentioned above in the following cases:

1. where an employee is dismissed or removed or reduced in rank on the ground of conduct which has led to his conviction on criminal charges(s);
2. where the Director/Chairman is satisfied that, for some reason to be recorded by it in writing, it is not reasonably practicable to give that person an opportunity of showing cause.

Pending the outcome of an inquiry, the employee may be suspended and he/she may receive a subsistence allowance, as approved by the Director, from case to case, but shall not be paid salary when under suspension.

## Rotation of HODs:

To provide equal administrative opportunity to all faculty members, rotation of HOD function is allowed. The Principal decides on receiving requests from the concerned department, the rotation based on administrative and leadership capability of the individuals.

## Financial support to Employees:

Financial support is provided as an added facility to employees. The concerned employee sends a representation through the HR department. The employee is then called to make a representation and based on the appropriateness and need, financial assistance is provided.

## Leave Rules :

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions. Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads. Leave rules of the institution follows the leave pattern of the affiliating university i.e. Biju Patnaik University of Technology (BPUT).



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BPUT provides 34 days of holidays in a year, in addition to Sundays. The institute provides the following leaves

- Casual leave – for 12 days
- Summer vacation leave – for 10 days
- Duty Leave – prior approval needs to be taken for availing this leave
- Extra-ordinary leave
- Maternity leave
- Study leave
- Sabbatical leave

## Applicability

These leave rules apply to only permanent employees of the institute and cannot be obtained during probation. However, BPUT specified holidays will be availed during probation.

## General Principles Regarding Grant Of Leave

The provisions contained in these rules shall apply to all employees of the ABIT Group of Institution, Cuttack.

- Leave cannot be claimed as a matter of right. (Rule 131, OSC)
- Leave sanctioning authority may refuse or revoke leave of any kind. (Rule 131)
- Leave shall be earned by duty only. (Rule 133, OSC)
- Holidays can be prefixed / and or suffixed to leave. (Rule 137 (c) and (d), OSC)
- An employee may be permitted to combine vacation with leave either at the beginning or at the end thereof. (Rule 139, OSC)
- Casual leave once consumed cannot be renewed.
- Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.
- Absence from duty after expiry of leave entails disciplinary action.
- Absence without leave will constitute an interruption in service

A staff on leave should not take up any service or employment elsewhere without obtaining prior sanction of the competent authority





## AJAY BINAY INSTITUTE OF TECHNOLOGY

### *Request for writeup on contribution towards the following areas*

Dear \_\_\_\_\_,

Please submit a writeup on your contribution towards the following matters during your tenure at ABIT. This will be one of the inputs for the discussion on your career progression. This writeup can be submitted on or before Dt-\_\_\_\_\_.

Yours Faithfully,

Principal

1. Academic
  - a) Department / Institute Level leadership
    - Contribution towards academic development of the institute
    - Leadership towards academic development of the department : Teaching Methodologies, Research Guidance, Tracking Systems, Curriculum development.
  - b) Teaching Competence
    - Result for subjects taught
    - Extent of positive influence on students and student feedback
    - Overall ability to create a cordial atmosphere (relationship with students) with discipline and control
    - Paper / Book publications, Guidance for higher studies (PHD, M Tech Thesis) or any other advanced engineering/ departmental activities.
2. Consultancy
  - a) Consulting work conducted with other faculty members (Same or other departments), and students
  - b) Proposals for developing a lasting relationship with the industry and proposals executed
3. Student Development
  - a) Guidance towards industry projects
  - b) Guiding towards creative engineering projects (can be at department level), devising schemes for enhancing long term competence.
4. Faculty Development
  - a) Collaboration with other faculty members for evolving more effective teaching mechanisms.
  - b) Contributing towards development of other faculty members (in whatever way conceivable and feasible)
5. Laboratory Development
  - a) Involvement in modernizing laboratories
  - b) Planning and collaborating with others to ensure a properly functioning lab.
6. Contribution towards smooth department administration. (Protector activities, Dealing with matters of motivation/ discipline/ teaching quality etc.)



## AJAY BINAY INSTITUTE OF TECHNOLOGY

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### Policy for Temporary leave/ Movement outside the Campus

#### Policy Description

- a) The policy provides guidelines for employees of ABIT for temporarily moving outside the campus for some official work / personal emergencies during Institute's working hours.
- b) This is for all staff including teaching and non-teaching streams.

#### Guidelines

- a) All employees are expected to adhere to the Biometric attendance System here in college.
- b) Three late entry / early exits are treated as one C.L
- c) Temporary leave is allowed with due permission from HOD / Deans / Principal
- d) Temporary leave application with approval is mandatory to move outside the campus
- e) It will be further seen that as far as possible these leaves are uniformly distributed over the departments.
- f) If the staff is not leaving the campus on official duty, then compensation of the time maybe allowed after due prior discussion with the concerned HOD/ Dean / Principal.

DIRECTOR

AJAY-BINAY INSTITUTE OF TECHNOLOGY  
PILDO MOON COLLEGE, KALAHATI, ODISHA  
PLOT NO. 1/111A, SECTION-1, LDA  
CUTTACK-753014





# AJAY BINAY INSTITUTE OF TECHNOLOGY

## Leave Rules

### Introduction

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions.

Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads. Vacation and leave are governed by a set of rules and norms as laid down by the Government of Odisha.

The following leave rules and norms give details about the different types of leave and how they can be availed of in ABIT. Certain rules are common to both faculty and non-faculty of the Institute. Certain rules and norms have been stipulated specifically with reference to faculty of the Institute. These rules should be used for the better understanding and utilization of the leave rules and norms and are only complementary and explanatory in nature and is framed under the leave rules of the Government of Odisha 1966.

### Applicability

These leave rules shall be applicable to all the permanent employees of this Institute with effect from 05.07.2015 as approved by the Board.

### General Principles Regarding Grant Of Leave

The provisions contained in these rules shall apply to all employees of the ABIT, Cuttack.

- (1) Leave cannot be claimed as a matter of right. (Rule 131, OSC)
- (2) Leave sanctioning authority may refuse or revoke leave of any kind. (Rule 131)
- (3) Leave shall be earned by duty only. (Rule 133, OSC)
- (4) Holidays can be prefixed / and or suffixed to leave. (Rule 137 (c) and (d), OSC)
- (5) An employee may be permitted to combine vacation with leave either at the beginning or at the end thereof. (Rule 139, OSC)
- (6) Casual leave once consumed cannot be renewed.
- (7) Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.



# AJAY BINAY INSTITUTE OF TECHNOLOGY

- (8) Absence from duty after expiry of leave entails disciplinary action.
- (9) Absence without leave will constitute an interruption in service
- (10) A staff on leave should not take up any service or employment elsewhere without obtaining prior sanction of the competent authority

## Kinds Of Leave

The following kinds of leave shall be admissible to the members of the staff of this Institute.

- i. Casual Leave. (CL) :12 days in a calendar year, proportionate to one per month
- ii. Special Casual Leave.(SCL):In special circumstances special casual leave may be granted to the extent of 5 days in a year in addition to the normal casual leave of 12 days
- iii. Half-day Casual leave
- iv. Duty leave
- iv. Commuted Leave
- vi. Extra-ordinary Leave (EOL)
- vii. Maternity Leave
- ix. Sabbatical Leave
- x. Study leave

## Casual Leave

- Casual Leave is not earned by duty. The incumbent on casual leave is not treated as absent from duty and if a person is applying for a casual leave then he /she has to make suitable arrangements for his/her prior assignments like class adjustment or any other official work.
- This leave is admissible up to twelve days in a calendar year. Under special circumstances special casual leave of five days may be granted to an incumbent in a calendar year.
- Casual leave combined with special casual leave may not be allowed for more than seven days at a time. It may be combined with Sundays or any other authorized holidays provided the resulting period of absence from duty does not exceed 7 days.
- This leave is meant to meet the emergencies like illness, death of relatives , performance of religious rites etc.
- No Employee may be allowed to proceed on casual leave at short intervals.





## AJAY BINAY INSTITUTE OF TECHNOLOGY

- Under ordinary circumstances, application for casual leave should be submitted three days prior to the date from which casual leave is required, unless it is necessary for unforeseen reasons for example sudden illness.
- If casual leave applied for exceeds 4 days at a stretch, then it should be reported to the HR manager of ABIT.
- Officials joining during the middle of a year may avail of CL proportionately.
- CL can be taken for half a day also( effective from the 1<sup>st</sup> august 1994),the lunch break is the dividing line. Half day casual leave is meant for urgent private work which does not require a full day CL. It may be granted in conjunction with full one day's casual leave.
- Half day Casual leave is subject to the maximum limit as prescribed for casual leave .
- Casual leave which is not recognized as a leave under the leave rules cannot be combined with any other kind of leave as admissible under the leave rules.
- One day CL should be debited from the CL account for three late attendance(late as admissible) or else early exit in a month.
- The unspent balance of casual leave in a calendar year will lapse at the end of the year.
- Every authority that grants leave shall maintain a register showing the following particulars.(i) Name and rank of the staff (ii)Date on which leave begins and ends(iii)period of leave sanctioned (iv) balance of credit(v)initial of the verifying officer. The register should be regularly verified by the inspecting officer.

### DUTY LEAVE

- Duty leave may be granted for attending conferences, congresses, symposia and seminars on behalf of the university or with permission of the university, for performing any other duty for the university.
- The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- The leave may be granted on full pay provided that if a 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.
- Duty leave may be combined with half pay leave or extraordinary leave.



## AJAY BINAY INSTITUTE OF TECHNOLOGY

### Commuted Leave

- Commuted leave is calculated at 10 days for every completed years of service. Service includes all periods of leave of all kinds.
- Commuted leave may be granted on medical certificate.
- Commuted leave during the entire service period may be restricted to a maximum of 240 days.
- Commuted leave can be granted only when the leave sanctioning authority is satisfied that there is a reasonable prospect of the staff returning to duty on it's expiry.
- Every application for leave on medical ground other than class-IV shall be accompanied by a medical certificate from a registered medical practioner. Such certificate should distinctly state the nature of illness, it's symptoms, probable cause and duration and the period of absence from duties considered to be absolutely necessary.
- The authority competent to sanction leave may at it's discretion secure a second medical opinion.
- Medical leave may be sanctioned to an applicant who undergoes an indoor treatment and leave is recommended for the period of hospitalization by (i) The medical officer in charge of the case not below the rank of an assistant professor, in the case of medical college Hospital and (ii) The Medical officer in charge of the hospital.
- Every application for leave on medical ground shall be accompanied by a medical certificate from a registered medical practioner. Such certificate should distinctly state the nature of illness, it's symptoms, probable cause and duration and the period of absence from duties considered to be absolutely necessary .
- The authority competent to sanction leave may at it's discretion secure a second medical opinion by requesting the CDMO or the medical officer of the station where the applicant falls ill.

Form of medical certificate attached in Annex-1

### Re-joining duty on return from Leave on medical grounds

- An employee who has been granted leave on medical certificate is required to produce a medical certificate of fitness before resuming duty.
- Leave sanctioning authority may secure second medical opinion, if considered necessary.

DIRECTOR  
AJAY BINAY INSTITUTE OF TECHNOLOGY  
PILDO MODI COLLEGE OF ARCHITECTURE  
PLOT NO. 1/17A, SECTOR-1, CUA  
CUTTACK-753014



# ASAX HINAI INSTITUTE OF TECHNOLOGY

Form to be filled by the employee applying for leave  
 Form No. HR/1/2020

No.	Type of leave	From/Through	Through	Remarks
1	Casual leave	Head of the Institution	HRM	1 day in advance
2	Medical leave	Head of the Institution	HR Manager	12 days in advance yearly on emergency

## Annex-1

Statement of the case of  
 Name to be filled in by the applicant in the presence of the Authorized medical  
 attendance

Applicant

Age

Total service

Previous periods of leave of absence on medical  
 certificate

Habit

Disease



# AJAY BINAY INSTITUTE OF TECHNOLOGY

## Responsibilities of HOD

### 1. Academic

- a) Control academic calendar and ensure adherence to the calendar.
- b) Ensure that departmental lesson plans are complete. Periodically review lesson planning/ tracking document for actual progress. Inform / escalate issues as necessary to the principal in the weekly meeting.
- c) Manage department discipline : Ensure that departmental staff maintain college timing and are available for institutional activities during defined work hours (8:00 to 2:30 as of now) and beyond if necessary. Insist on leave planning from staff in a manner that will not disrupt the academic environment.
- d) Sticking to the planning calendar : Proactively take necessary care for smooth execution of the planned academic hours. Any unexpected change / disruption should be reflected in a replanning of the schedule of classes with appropriate communication on replacement classes to students.
- e) Have a communication channel open with students to understand strong and weak aspects of the department. Work towards improving the weak aspect of departments.

### 2. Ensure effective Proctoral system

- a) Guide the proctors so that they can effectively perform their duties.
- b) Plan and execute any follow up action is taken in time. Sort out issues which are escalated by the proctor and only if absolutely necessary escalate to the Principal and / or Management.
- c) Ensure that proctors coordinate with other departments for getting holistic information about students. (such as EEE dept. collecting information from ENTC)

### 3. Faculty Development

- a) Work towards developing academic strength of the department. Groom and plan faculty hiring as necessary.
- b) Provide performance feedback after every semester and work on an Individual Development Plan (IDP) for them. The HOD must establish a mechanism for collecting faculty feedback from students.

### 4. Department Infrastructure Maintenance and Planning

- a) Manage proactive maintenance of department infrastructure. Plan all procurements and installations in advance.
- b) Look for opportunity for departmental infrastructure upgrade by funding through schemes of AICTE, DST etc. Apply as necessary.

### 5. Examination, Operations and Placements

- a) Ensure review and submission of internal and sessional marks.
- b) Coordinate for operational issues such as student registrations, faculty registration with BPUT and any other academic operation activities.
- c) Ensure behavioural training participation and technical preparation of students for placements.

### 6. Support Institute level Initiatives and Interdepartmental Programs

- a) Provide requisite faculty capacity and ensure participation such programs including Centres of Applied Research.





## Professional Development Programs and Criteria

### 1. Policy Description

- a) This policy provides a guideline for the head of the institution and departments to initiate professional development of staff members.
- b) This has to include professional development of all staff including teaching and non-teaching streams.

### 2. Means of Professional Development

The following means of professional development is to be explored and planned for faculty members.

#### a) Provision for higher studies

- Programs while continuing in college

These are part time qualification enhancement programs and the program structure provides for continuing in the institute while justice is being done to the program.

- Programs with offtime from the institute

These are full time higher study programs

#### b) Periodic Faculty Development Programs - Academic

- Arranged within the institute

These are short term programs such as seminars and workshops, which the faculty participates in a periodic basis to gather contemporary academic concepts.

- Participation in programs of other institutes

These are also short term programs, however they are conducted by reputed institutes mostly in the eastern region and also in nearby institutes.

#### c) Other Development Programs

- Industry Interface programs
- Programs concerning Health and Wellbeing

### 3. Criteria for participation / nomination into the Program

#### a) Higher Study Programs

- Programs while continuing in the institute

Any faculty, who has completed the probation period and has shown interest in participating in a part time program that enhances relevant qualification / capability and does not hamper the academic schedule of the department is advised to provide



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a written application to the Principal through the HOD.

- Full time programs with study leave

Faculty members who have completed 3 years in the Institute may apply for study leave for relevant courses that requires full time presence for the program. The application should reach the HOD at least one semester before the commencement of such program and study leave. At any point of time, not more than 20% of the department strength will be allowed for this program and extensions beyond the planned study leave period will not be allowed.

## b) Periodic Faculty Development Program – Academic

- Arranged within the Institute

As these programs are mostly arranged during curricular break time, all departments and faculty who have association with the theme of the program are advised to participate.

For the development programs, which are conducted during the session time, discretion of the HOD and the Principal will determine the set of faculty who will attend the program.

- Participation in Programs of Other Institute

Decision on such participation will be done on a case to case basis at the discretion of the HOD and the Principal.

## c) Other Development Programs

- Industry Interface programs

All staff members from Training and Placement (T & P) as well as faculty representatives of the departments for T & P are eligible for this program. Most of these programs are conducted outside the institute as per the time availability of the Industry resource person and hence the HOD will accept requests for such program participation provided class adjustments can be done.

- Programs concerning Health and Wellbeing

These are only conducted during the non-curricular time and all staff – teaching and non-teaching are required to attend this program.

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## Recruitment Rules

### Introduction

This document provides a list of roles for which suitable candidates are usually hired and then provides the rules and regulations associated with the hiring process.

There are two categories of faculty/staff members:

1. Academic
  - a) Professor, Associate Professor, Assistant Professor,
  - b) Lecturer, Lab Assistant, Demonstrator, Librarian, etc.
2. Technical : Electrician, Plumber

The appointment of senior faculty/staff members at an Institution shall be made as often as required, by following an open and transparent selection procedure, including:

1. Issue of advertisement for the posts at State-levels;
2. Setting up Screening Committees to identify candidates to be interviewed;
3. Setting up Selection Committees to interview the identified candidates;
4. Placing the Selection Committee Reports before the Board for approval;
5. Issue of Appointment Letters to selected candidates.

### Positions

The various positions of the Institution are summarized below:

**PROFESSOR, ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR, LECTURER:**

The persons assigned to these positions shall perform functions such as, teaching, research, extension, continuing education, scientific & industrial consultancy and others, which may be assigned to them by the Institution from time to time. They may also be delegated certain administrative and/or other functions/responsibilities at the Institution.

**VISITING PROFESSOR :** These positions shall be available at the Institution to supplement its regular faculty strength by engaging the services of retired senior faculty members and by inviting senior industry professionals, for specific academic assignments at the Institution, so as to benefit from their expertise and experience.



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The cadre and qualification requirements are as per the requirements of AICTE and is listed below.

PROGRAMME	CADRE	QUALIFICATION
Engineering Technology MCA	Assistant Professor Assistant Professor	B.E/B.Tech and M.E/M.Tech in relevant branch with first class in either B.E/B.Tech or M.E/M.Tech B.E/B.Tech and M.E/M.Tech in relevant branch with first class in either B.E/B.Tech or M.E/M.Tech OR B.E/B.Tech and MCA with first class or equivalent in either B.E/B.Tech or MCA OR MCA with first class or equivalent with 2 years of experience
MBA	Assistant Professor	First class or equivalent with masters degree in business administration or equivalent and 2 years of experience
	Associate Professor	Qualification as above that is for Assistant Professor as applicable and Ph.D or equivalent in appropriate discipline
	Professor	Qualification as above that is for the Post of Associate Professor as applicable Minimum 10 years of teaching/industry/research out of which 5 years as associate professor OR Minimum 13 years of experience as teaching/industry/research

*[Signature]*  
DIRECTOR





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## SELECTION COMMITTEES

### Assistant Professor:

The Selection Committee for the post of Assistant Professor shall have the following composition:

1. Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
2. The Principal of the College
3. Head of the Department of the concerned subject in the College.
4. Two subject-experts to be nominated by the Chairperson of the governing body of the college .

### Associate Professor

The Selection Committee for the post of Assistant Professor shall have the following composition:

1. The Chairperson of the Governing Body or his or her nominee, from among the members of the Governing body to be the Chairperson of the Selection Committee.
2. The Principal of the College.
3. The Head of the Department of the concerned subject from the college.
4. Two subject-experts to be nominated by the Chairperson of the governing body of the college .

### Principal

The Selection Committee for the post of College Principal shall have the following composition:

1. The Chairperson of the Governing Body or his or her nominee, from among the members of the Governing body to be the Chairperson of the Selection Committee.
2. Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
3. Three experts consisting of the Principal of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Director - Administration of the college).



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## Recruitment of Lecturers, Lab Assistant, Demonstrator, Librarian

Selection Committees for the posts of Deputy Directors, Assistant Directors Physical Education and Sports, Librarians, Deputy Librarians and Assistant Librarians shall be the same as that of Professor, Associate Professor and Assistant Professor respectively, except that the concerned expert in Physical Education and Sports or Sports Administration or Library, practicing Librarian/Physical Director, as the case may be, shall be associated with the Selection Committee as one of the subject experts.

## Technician Recruitments :Electrician,Plumber

These recruitments are need based and selection is on the basis of demonstration and the process is determined considering the need at the point of recruitment. The supervisor validates the selection after actual work for a duration of 3 months.

DIRECTOR

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