



**Bareilly International University, Bareilly**

# **BAREILLY INTERNATIONAL UNIVERSITY**



## **SERVICE RULES 2016 (H.R. NORMS)**



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(Established Under Government of U.P. Act No. 26/2013, u/s 2(f) of the UGC Act 1956)  
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**BAREILLY INTERNATIONAL UNIVERSITY**  
**SERVICE RULES, 2016 (HR NORMS)**

[As enacted under Sections 26 and 27 of the BIU Act 2016]

**1. Short title and Commencement –**

- (a) These Rules may be called the “**Bareilly International University Service Rules, 2016**”.
- (b) They shall come into force with immediate effect from the date on which they are passed by the Board/Chairman of the university.

**2. Extent of application –** These rules shall apply to every person employed in the services of this University on a regular basis. However, some of its provisions may be applicable after certain period of service notified in the relevant rule.

**3. Definitions –**

- (a) ‘Competent Authority’ shall in relation to the exercise of any powers or rights, mean an authority to whom any power or right has been conferred or delegated by the Board / Chairperson.
- (b) ‘Completed years of service’ means continuous service of the specified duration without any break in service under the university, and includes period spent on duty outside the university.
- (c) ‘Holidays’ means a holiday notified as such by the university. It includes the RH (Restricted Holiday) & DH (Declared Holiday).
- (d) ‘Honorarium’ shall mean any non – recurring amount sanctioned or paid to any person for any casual or intermittent assignment of the University.
- (e) ‘Leave year’ means the calendar year i.e. the period commencing from 1<sup>st</sup> July to 30<sup>th</sup> June of particular calendar year.
- (f) ‘Probation’ shall mean a period of time during which a person who has been given fresh employment or promoted to a higher post is watched to ascertain his suitability for such employment or post.
- (g) ‘Reporting Officer’ in relation to an employee shall mean an officer to whom he generally reports for duty and to whom he is responsible for the efficient discharge of his official obligations.
- (h) ‘Resignation’ shall mean the act of leaving a job permanently.



- (i) 'Suspension' shall mean the act of keeping an employee away from his work temporarily.
- (j) 'Unauthorized Absence' shall mean absence from assigned duty/ work on any day/ for any period without prior permission may be treated as unauthorized absence.
- (k) 'Vacational staff' shall denote a University teacher whether he holds administrative positions or not and who are entitled to avail the summer and winter vacations. This category includes all Deans, Academic officers, faculty members and lab technicians.
- (l) Words and expressions used but not defined in these **rules** shall have the same meaning assigned to them in the **Act**.

**4. General Conditions of Employment or Appointment in the University:**

**4.1 Determination of vacancies or creation of posts:** The Manager Human Resource (Establishment & Recruitment) shall in the beginning of every academic session determine in consultation with Head of each department the number of vacancies academic and non – academic, to be filled during that session, with necessary details for the approval of the Board / Chairperson.

**4.2 Minimum Educational Qualifications:** The minimum educational qualification for-Teachers and Administrative officers shall be as per UGC norms. The minimum educational qualifications for appointment as an Office Assistant shall be graduate in any stream of any recognized university/ Institute and should be efficiently able to work on computer.

**4.3 Mode of Advertisement:**

- (a) All vacancies in the University shall be advertised in at least one national and one regional newspaper, provided that data for interview may be collected through web posting, job consultants and other like means and sources.
- (b) The advertisement shall specifically mention the minimum eligibility qualifications, age and other conditions for each post.
- (c) The fact that certain vacancies are reserved for SC/ST/OBC/ Women/ Differently Abled categories of candidates shall clearly be mentioned in the advertisement.



- (d) Relaxation, if any, in the essential qualifications, age etc shall be clearly stated in the advertisement.
- (e) The closing date of receipt of applications shall be not less than 15 days from the date of appearance of the advertisement in the newspaper.
- (f) The University may prescribe fee for applications.

**4.4 Procedure for selection:**

- (a) The Manager, Human Resource Department shall prepare a list of eligible candidates after a careful scrutiny of the applications for interview.
- (b) The maximum number of candidates listed for interview may be ten for each vacancy.
- (c) The University shall have the right of short listing of candidates in order of merit in case the number of eligible applicants is exceedingly high.
- (d) The candidates shall be informed well in advance about the venue, date and time of interview by e-mail/ telephonically.
- (e) **For Ministerial posts:** The Human Resource Department shall conduct, if required, a computer test of all eligible candidates to test their skill in the use of computer and recommend the names of successful candidates, in order of merit mentioning marks / grades secured by each candidate to the selection committee for personal interview. The selection committee shall recommend candidates for appointment on the basis of aggregate of marks / grade obtained at the computer test and personal interview.

**4.5 Selection Board for Teachers:** The Chairperson shall constitute a selection committee consisting of the following for recommending candidates in order of merit, for the post of Professor, Associate Professor or Assistant Professor:

- (a) A member of the Board nominated by the Chairperson.
- (b) Vice Chancellor of the University.
- (c) One academician to be nominated by the Chairperson.
- (d) One subject expert, nominated by the Vice Chancellor.
- (e) Dean/Principal of the Faculty concerned.
- (f) One academician to be nominated by the Vice Chancellor, representing SC/ST/OBC/ Minority / Women / Differently – Abled categories, if any of



the candidates representing these categories is the applicant, and no member of the selection committee belongs to these categories.

At least four members, **including one outside subject expert**, shall constitute the quorum and the committee shall take decisions by majority.

**4.6 Selection Committee for Administrative officers:** The Chairperson keeping in view the provisions of already existing '**Bareilly International University Recruitment Board [BIURB]**', shall constitute a selection committee consisting of the following for recommending candidates for the post of Administrative Officers:

- (a) A member of the Board nominated by the Chairperson.
- (b) Vice Chancellor
- (c) Registrar or Head, Administrative department concerned.

**4.7 Selection Committee for Ministerial staff:** The Chairperson shall constitute, as and when required a selection committee consisting of the Vice Chancellor /Pro-Vice Chancellor or Registrar and officer of the concerned department.

**4.8 Special mode of appointment:** Notwithstanding anything contained in these rules, the Chairperson/ Vice Chancellor may invite a person of high academic distinction and professional attainments to accept a post of Director of School (s), Professor or Associate Professor or any other equivalent post in the University on such terms and conditions as the Chairperson deems fit and on the person agreeing to do so, appoint him to the post.

**4.9 Appointment and Probation:**

- (a) All appointments in the University shall be made only after approval by the Chairperson/ Vice Chancellor.
- (b) The Registrar shall issue appointment letter to candidates appointed for any post in the University clearly stating therein the period allowed for joining the service, and other terms & conditions.
- (c) A candidate who joins the services of the University shall submit a joining report along with all other original documents including a certificate of medical fitness from a registered medical practitioner to the HR Manager. The HR Manager shall return all the original documents after verification.



- (d) The HR Manager shall register new employee on Biometric Machine and also on my Bareilly International University portal.
- (e) HR office shall release the Employee no. and ID-Card as a proof of joining BIU.
- (f) New Employee should open a separate Bank Account as directed by HR office in which his/ her salary may be directly deposited by the university every month.
- (g) A person appointed to any post in the university shall be on **probation for a period of six month on duty**:  
Provided that the Chairperson may, at his discretion **reduce the probation to a period lesser than Six Month**.
- (h) If the services and performance of any employee is not satisfactory during the period of probation, the Chairperson, at his discretion, may
  - (i) Extend his period of probation by a specified period not exceeding one year, or
  - (ii) Terminate his services with one month notice.

**4.10 Confirmation:** A probationer, on satisfactory completion of the period of his probation and fulfilling requirements, if any, shall be confirmed to the post.

**5. Salary and allowances:**

- 5.1 Consolidated salary:** Consolidated salary to be paid to any employee including all allowances shall be indicated in the appointment letter.
- 5.2 Performance Allowance:** 5% performance allowance is inbuilt in the salary of all employees, which can be deducted in any month if their performance is observed to be below average.
- 5.3 Date of Payment:** Normally the salary of each employee is directly transferred in his/her Bank Account.
- 5.4 Retention of One Month Salary:** Some of the employee particularly the faculty members leave the university services without giving prior notice of one month period. To discourage this practice, it is felt that some amount of each employee (One Month Salary) may be kept by the University as deposit / security. The University may deduct one month salary of each new employee in 12<sup>th</sup> monthly installments. This amount will be returned back to the employee leaving the



University services in a proper manner i.e. by giving one month notice and submitting **No dues certificate**.

**5.5 Rules for late coming/ early going:**

- (a) It is expected that each employee should join his/her duty 5 minutes before to his/ her scheduled time, however grace period of 30 minutes can be considered for all employees. Next five minutes to 1 hour will be counted as late. (Either coming or going).
- (b) For 5 times late coming or early going (5 min. to 30 minjuts) there will be no deduction in salary.
- (c) After that salary will be deducted at the rate of number of late coming or early going multiplied by 1/3<sup>rd</sup> salary of a day.
- (d) In case any employee on any day forget to swap while coming or going should inform to HR Manager/HOD in writing through proper channel otherwise he/she may be marked half day leave on that day.
- (e) If any employee perform duty for a week in excess of his duty time, he shall be entitled to take an additional leave or one day's pay with the permission of his department superior authority.

**6. Issuance of Certificates:**

- (a) The employee requiring any certificate should apply to Registrar office on prescribed format for issuance of any desired certificate one week before.
- (b) No certificate will be issued if the service period is less than two month.
- (c) In case the employee is leaving Bareilly International University then any certificate is to be issued only if the employee gives one month notice before leaving the job.
- (d) No certificate will be issued if the job of employee is terminated due to moral turpitude.
- (e) The Certificate (s) will be issued under signature of the **Registrar** as per authentic text prepared by **Registrar office**.

**7. Age of Superannuation:**

- (a) The age of superannuation for regular employees shall be 65 years which may be extended upto 70 years depending on the performance of individual employee.



- (b) In case the date of retirement of any faculty member is due after 31 December of any year, he/ she may be permitted to continue till the end of academic year i.e. 30 June.
- (c) The University may reemploy any of its superannuated employee on contract basis on terms and conditions as are stipulated by the parties to the contract.

## **8. Leave Rules:**

**8.1 Introduction:** Leave is a privilege not the employee's right. The University is committed to equality of opportunity in employment for its staff, and to developing work practices and human resource policies that support work-life balance. Leave is a provision to stay away from work for genuine reasons, with prior approval of the competent authorities. The general conditions for leave rules are given below.

### **8.2 General Conditions:**

- (a) Sanction of leave cannot be claimed as a matter of right and no appeal shall lie against the order refusing leave.
- (b) Leave shall be earned by duty only.
- (c) Ordinarily, leave should be applied for, well in advance. Leave on private affairs for a period exceeding one month should be applied at least 15 days in advance.
- (d) When the exigencies of service so require, it is open to the sanctioning authority to refuse or revoke leave of any description or to recall an employee to duty when he has enjoyed a part of his leave.
- (e) Unless the extension of leave is sanctioned by the competent authority, the willful absence from duty after the expiry of the leave originally sanctioned shall amount to misconduct and necessary disciplinary action will be taken against the employee.
- (f) An employee on leave may not be allowed to resume duty **before expiry of the leave unless he is permitted to do so by the sanctioning authority.**
- (g) Leave shall not be sanctioned to an employee who is under suspension.
- (h) An employee shall, before proceeding on leave, intimate his leave address to the authority concerned and also keep it informed of any changes thereof.



- (i) No employee who has been granted leave on medical certificate may be permitted to join duty without first producing a fitness certificate from a Registered Medical Practitioner. Similarly, the authority granting the leave may require production of fitness certificate in the case of any employee who has been granted leave for reasons of health even though such leave was not actually granted on medical certificate.
  - (j) An employee who unauthorisedly absents himself from duty shall be liable to loose his **lien in the appointment unless he resumes his duty within 3 days (three days)** and personally explains to the authority competent to grant him leave the circumstances under which he absented himself from duty.
  - (k) No leave shall be granted beyond the date on which an employee must retire.
- 9. Kinds of leave:** Following types of leave are admissible to the employee of the university:
- 9.1 Declared Holidays (DH) :** Declared holidays are such holidays, which are so declared by the University in the Academic Calendar/ List of holidays. Any holiday/ Gazetted holiday declared by the State administration will be observed as University holiday, only if it is so declared exclusively by the Registrar/competent authority.
- 9.2 Restricted Holidays (RH):** The University may also declare certain Restricted Holidays, and permit the employee to choose to avail some of these, (maximum two) based on the provisions given in the relevant notification issued by the Registrar.
- 9.3 Casual Leave (C.L.):**

- (a) **Introduction:** The object of this leave is to enable the employee to attend some urgent or unforeseen contingencies. Employee on casual leave is not treated as absent. Casual leave cannot be claimed as a matter of right, and its grant is always subject to the exigencies of service.
- (b) **Eligibility:** Casual leave will be limited to 12 in a year.
- (c) **Duration of Leaves at any time:** CL may be availed only after completion of initial one month of service in the university. The CL for a period of more than 03 days at any one time may normally not be granted, even if due, unless the Competent authority is satisfied with the reasons for requesting leave for longer duration.



**(d) Combination of Leave:**

- (i) Intervening Sundays and holidays shall not be counted as casual leave.
- (ii) Casual leave cannot be combined with any other kind of leave.
- (iii) However, casual leave can either be prefixed or suffixed with vacation.
- (e) CL application must reach the **Competent Authority** at least **2 days** in advance, and the employee should ensure that leave is sanctioned, before he/she proceeds on leave. In case of any emergency, if employee proceeds on leave without prior approval, then the Competent Authority should be informed accordingly, through telephone before schedule reaching time and after joining the duty the employee must submit the application within 24 hours of his return to duty.

**9.4 Medical Leave:**

- (a) The employees of the university are entitled to medical leave under “serious health conditions” that make them unable to perform the duties of their position. The employee can avail total 12 paid medical leaves in a year or 16 half pay medical leaves, after the approval of competent authority.
- (b) Unveiled medical leave by any employee in any year may be credited to his/ her medical leave account, on approval of the competent authority.

**9.5 Maternity Leave (ML):**

- (a) **Introduction:** All women employed by the university are supported in their personal obligations and in particular in their responsibilities as a mother. Recognizing the importance of the aforesaid need the university has made a provision wherein all female employees who have expressed the intention to return to work following child birth are eligible for maternity leave provision. The maternity leave shall not be debited from the leave account and will not be treated as absence.
- (b) **Eligibility:** Maternity leave can be availed only once during the entire service tenure of the female employee. Maximum 90 days of maternity leave may be sanctioned out of which only one month leave will be paid leave. In order to qualify for the maternity leave provision, at the 15<sup>th</sup> week before the expected week of child birth female employee should:-
  - (i) Hold a current contract of employment with the university.



- (ii) have served with the university for at least one year
  - (iii) Apply for leave with application which should be duly supported with medical certificate from a certified Gynecologist.
  - (iv) Certify her intent to return to work following the birth of her baby.
- (c) Miscarriage/ Abortion:** Leave may be also be granted in case of miscarriage including abortion maximum upto 15 days out of which 5 days leave will be paid leave.
- (d) Paternity leave:** A male university employee may be granted paternity leave once during entire service tenure for a period of 5 days during confinement of his wife due to birth of child.

#### **9.6 Academic Leave (AL):**

- (a) Introduction:** The academic leave may be granted to a staff member (i) to present a research paper in a seminar/conferences, (ii) to deliver a **Key-note speech** in the seminar/conference/ workshop (iii) to participate in an academic function of any other University/ Institution as **Chief Guest/ Guest of Honour**, (iv) to serve as an **examiner** in any other University/ Institution.
- (b) Eligibility:** This leave may be sanctioned to such faculty members who have completed six months of **continuous** service in the University.
- (c) Duration of Academic leave:**
- (i) Only 6 days AL per calendar year will be admissible, subject to prior approval.
  - (ii) AL sanctioned to faculty presenting research paper in seminar/ conference, will be limited to TWO presentations in one semester. Registration charges of the seminar/ conference may be paid by the University, if name of Bareilly International University is mentioned in the research paper (Documentary evidence to be submitted). This will be paid for maximum two paper presentations in a semester. No TA/ DA or other expenses will be paid. While taking/ sanctioning such leaves, academic schedule of the university should be taken care of and must not be disturbed. Administration of AL on this account will be controlled by the office of **Vice Chancellor/ Pro-Vice Chancellor**.



- (iii) For delivering a Key-note speech/ participating as Chief Guest or Guest of Honour in another University's function the decision will be taken on a case to case basis.

**(d) Applying for Academic Leave:**

- (i) The purpose of academic leave should be compatible with the academic interests of the university or the faculty member;
- (ii) Alternate arrangement for applicant's duties during leave period nhas to be made by the applicant.
- (iii) It is ensured that the individual intends to return to university service after the period of leave.
- (iv) Academic Leave may be combined with any other kind of leave except casual leave.

**9.7 Duty Leave/ On Duty (OD):**

- (a) **Introduction:** If an employee is required to go out of University campus on account of work related to BIU, the absence from the campus will be treated as OD.
- (b) **How to apply for OD:** If an employee is required to go out of campus on account of work related to BIU, he/ she will submit an intimation letter to HR along with the approval/ relevant order of the Competent Authority.

**9.8 Extraordinary Leave Without Pay (LWP):**

- (a) **Introduction:** A leave without pay is any period of leave that is completely without any salary paid to the employee. Grant of LWP may be requested in the prescribed form when an employee is unable to work due to (i) his/her own medical condition, which is likely to be recovered in a definite period of time or (ii) the circumstances which compel him/her to remain away from duty for a definite period of time. This leave may be sanctioned only to those, who have completed one year of service in the University.
- (b) **Appointments at Other Institutions:** Employee on LWP may be permitted to serve any other University/ Institute/ organization for a definite period keeping his/ her lien in the university.



- (c) Reviewing a Request for Leave without Pay:** In making the decision to approve or deny a LWP request, consideration will be given to the employee's contributions to the University, LWP taken previously, and any other relevant factor which the Competent authority deems fit.
- (d) Intervening Sundays and holidays:** The entire LWP period, including Sundays and holidays, between the date on which the employee has availed the LWP and the date of his/her joining back the duty will be treated as the period of LWP.

#### **9.9 Other leaves:**

- (a) Marriage leave:** In case marriage of any regular employee, leave upto 15 days may be granted by the university.
- (b) Parental death:** In case of death of Parent/ Spouse/ Children, leave upto 15 days may be granted to its regular employee by the university.

#### **9.10 Vacation/ Break:**

- (a)** Employee of the university are not entitled for Vacation/ Break, unless he/ she has completed one full year of continuous service.
- (b)** The vacational staff shall be entitled to the vacation/ break declared by the university as per following norms:
- (i) Winter break – Maximum one week**
- (ii) Summer vacation – Maximum 15 days**

#### **9.11 Earned leave:**

##### **(a) Eligibility:**

- (i)** The Non-vacational staff will be entitled for EL by virtue of serving the University. No EL will be admissible in the first completed Month of service. Thereafter, EL will be credited to the leave account of non-vacational staff at the rate of one EL per month of continuous service without Break.

In case any employee of the university is detained in writing by the competent authority for some administrative/ academic work during the holidays/ vacation/ break may be granted earned leave in proportion of 1:1 i.e. one days earn leave for one full day duty subject to maximum of 12 days in a calendar year.



(ii) **Unavailed leave:** To encourage the employees of the university to avail their due leaves in case of emergency only, the following provision has been made:

“Unavailed casual leave at the end of each academic year shall be credited to their earned leave account”.

**(b) Duration of Leave Sanctioned:**

- (i) Availing EL shall not be a right of the employee. The employee can take EL in such a way that the work of the University does not suffer.
- (ii) Before taking the EL during the semester, prior approval of competent authority is necessary.
- (iii) EL may be taken for maximum period of **10 days** at a time.

**(c) Combination of Leave**

- (i) With the exception of ML & LWP other leaves cannot be granted in combination with or in continuation of EL.
- (ii) Intervening Sundays and holidays shall be counted as part of Earned Leave.
- (iii) Example:- Saturday (If working) + Sunday + Monday = 03 days leave  
- Friday + Saturday + Sunday + Monday = 04 days leave

**(d) Accumulation & Carry Forward of Earned Leave:**

- (i) **Un-availed** EL will not lapse, and can be carry forwarded to subsequent years & **accumulated up to 150 Days**.
- (ii) The earned leave may be credited to the leave account of an employee at the close of the calendar year, in proportion to the period of **continuous service** rendered in the University during that calendar year. If the employee is marked **ABSENT** in any month of the year, he will not earn any EL for that month. EL may be carried to the next year & accumulated, subject to the condition that the leave carried forward plus the leave credited for the year do not exceed the maximum limit fixed by the University.

**9.13 Leave Encashment:**



**(a) Eligibility:**

- (i) Minimum 6 month of continuous service is required for being eligible for leave encashment.

**(b) Leave encashment during the service period:**

- (i) The encashment of leave is permitted to the employee up to maximum of 30 days at a time.

**Summary of Declared leaves/ Holidays:**

S. No.	Leave Permissible	No. of Days in an year/ service period	Applicability
1	Casual Leave (CL)	12 days in a year	Applied to all staff
2	Medical Leave (ML)	12 days in a year	Applied to all staff
3	Restricted Holidays	2 days in a year	Applied to all staff
4	Maternity Leave	Maximum 90 days (30 days paid leave, rest unpaid ), Once during entire service period	Female Staff
5	Miscarriage/Abortion	Maximum 15 days(5 Days paid leave, rest unpaid), Once during entire service period	Female Staff
6	Paternity Leave	5 days, Once during entire service period	Male Staff
7	Parental Death (Death of Parent/ Spouse/ Children)	15 days, As per contingency	Applied to all staff
8	Marriage Leave (Marriage of an employee)	15 days, Once during entire service period	Applied to all staff
9	Winter Break	One week in a year	For Academic/Admi. Staff
10	Summer Vacation	10 days in a year	For Academic/Admi. Staff

**9.14 Competent leave sanctioning authority:**



The competent authorities for the sanction of different kinds of leave admissible to University employees:

- Note:**
1. An application for leave shall be submitted to the Head of department of the employee in the prescribed format who shall, if competent, sanction the leave and in other cases forward same to the authority competent to sanction such leave.
  2. The leave record of every employee shall be maintained by the Manager, Human Resource Department for purposes of payment of salary and consolidation of leave record.

#### **10. CODE OF CONDUCT FOR EMPLOYEES:**

- 11.1 Every employee shall, at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his official dealings. Every employee shall follow dress code applicable in the University from time to time.
- 11.2 An employee shall at all times be courteous in his dealings with other members of the staff, students and general public.
- 11.3 Unless otherwise provided specifically in the terms of appointment, 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 the concerned authority or officer, beyond scheduled working hours and on holidays and during vacations. These duties shall inter alia include attendance at meeting of committees to which he may be appointed by the University.
- 11.4 An employee shall be required to observe the scheduled hours of work, during which he is required to be present at the place of his duty.
- 11.5 Except for valid reasons and/ or unforeseen contingencies, no employee shall be absent from duty without prior written permission.
- 11.6 No employee shall leave station except with the previous written permission of proper authority, even during leave or vacation.
- 11.7 Whenever leaving the station, an employee shall inform the Head of the Department to whom he is attached, or Dean of Faculty if he is himself the



Head of a Department, of the address where he would be available during the period of the absence from station.

- 11.8 No employee shall take active part in politics in the campus of the University or exploit his official position or permit the use of University facilities for political purposes.
- 11.9 No employee shall, in any broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion:
  - (a) which has the effect of an adverse criticism of any policy or action of the University; or
  - (b) which is capable of embarrassing the relations between the University and the Central Government or any State Government or any other Institution or organization or members of public; or
  - (c) which exploits the name of the University or his position therein; and/ or
  - (d) Nothing in this paragraph shall apply to any statements or views expressed by an employee in his official capacity or in due performance of the duties assigned to him. Save as provided in the Statutes.—
    - (i) no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any person, Committee or authority.
    - (ii) no employee giving such evidence shall criticize the policy or any action of the University or the Central Government or any State Government.
    - (iii) nothing in this paragraph shall apply for :—
  - (e) evidence given at any inquiry before any authority appointed by the University, by Parliament or by a State Legislature; or
  - (f) evidence given in any judicial inquiry; or
  - (g) evidence given at any departmental enquiry ordered by the University authorities.
- 11.10 No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or



information to any person to whom he is not authorized to communicate such document or information.

- 11.11 No employee shall, except with the previous written permission of the competent authority, engage directly or indirectly, in any trade or business or undertake any employment outside his official assignments.
- 11.12 No employee shall speculate in any business nor shall make or permit his spouse or **any members of his family to make** any investment likely to embarrass or influence him in the discharge of his official duties, and shall lend money at interest to any person nor shall he borrow money from any person with whom he is likely to have official dealings.
- 11.13 An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his salary is continuously being attached, he may be liable to dismissal. Any employee, who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the University authorities.
- 11.14 In case any employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not, and the employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his duties in the University, unless he has obtained written permission to that effect from the Principal/ Director of the Institution/ school.
- 11.15 Every member of the staff shall, if so required by the University, on first appointment in the University service and thereafter at such intervals as may be prescribed by general or special orders of the competent authority, submit return in such form as the University may prescribe in this behalf, of all movable and immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.
- 11.16 No employee shall, except with the previous sanction of the competent authority, have recourse to any court of law or to press for the vindication of



any official act which has been the subject matter of adverse criticism or an attack of defamatory character:

Provided nothing in this para shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.

- 11.17 Whenever an employee wishes to put forth any claim, or seeks redress of any wrong done to him, he shall forward his case through proper channel, and shall not forward such advance copies of his representation 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; Provided that no employee shall be signatory to any joint representation addressed to the authorities for redress of any grievances or for any other matter.
- 11.18 An employee shall be governed by the provisions of the Statutes made by the University subsequently regarding imposition of penalties for breach of any conduct rules or otherwise and preferring an appeal against any such action taken against him.

## **12. CONSULTANCY & TESTING RULES:**

BIU will follow following rules for Consultancy & Testing services provided by its faculty.

- (a) There shall be a Consultancy & Testing cell (CTC) in the University, which will keep a centralized record of all such services provided by the University.
- (b) Each School will identify the services, which can be offered by its departments, and will also fix the charges for them in consultation with the HODs.
- (c) The CTC will centrally notify to the prospective industry/ institutions/ organizations the availability of all such services/ facilities along with the rates/ charges.
- (d) The consultancy & testing work may also be accepted directly by the school/ individual faculty, but intimation to the same will be given to CTC.
- (e) There shall be a Principal Investigator for every consultancy & Testing work to be identified by the Dean/ Director/ Principal of the School.



- (f) All charges/ money paid for consultancy & testing work will be deposited centrally in the accounts office of the University and will be distributed from there itself.
- (g) All the expenditure (travel, contingency etc.) related to the consultancy & testing work shall be first deducted from money and the balance amount shall be distributed as indicated below.

Distribution of Money	% Share when University facility (such as computer center, Lab ) are used	% Share when University facility (such as computer center, Lab ) are not used
Share of the University	50%	25%
Share of Faculty & PI	35%	60%
Share of Technical/ Support staff including Accounts staff	15%	15%

- (h) The maximum total amount which can be paid to any individual from consultancy & testing work in a Calendar year will be limited to an amount equivalent to the total salary of that calendar year.

### **13. Awards, Prizes and Extra Increasements**

#### **13.1 Best Faculty/Employee Award**

- (a) To create a healthy competition among the faculty members and employees for giving their best output, the University has declared Best Faculty/ Employee Award. All the faculty members and employees will be assessed every year. There will be 3 (2+1) awards 2 for Academics & 1 for non Academic.
- (b) The awards will be based on the performance of its employees (Academic and Non-Academic).
- (c) The award may be cash of Rs 5000/- or equivalent prize.

#### **13.2 Extra Increment for MD /MS/ Ph.D**

To promote the faculty members to upgrade themselves they will be entitled to get benefit of getting higher degree from the time of submission of their relevant document as mentioned below:



- |   |                                    |
|---|------------------------------------|
| (a) For completion MD /MS/ Salary p.m.  | Rs. 2000/- increase in             |
| (b) For Completing Ph.D Degree          |                                    |
| (i) In the Faculty of Medical & Science | Rs. 5000/- increase in Salary p.m. |
| (ii) In any other Faculty               | Rs. 5000/- increase in Salary p.m. |

### **13.3 To create Research Atmosphere in the University**

The Faculty members are encouraged to involve in Research Activities through the under mentioned provisions:

#### **(a) Publication of Research Papers**

- (i) The faculty members getting their Research paper published at Journal of International\* repute will be awarded with a cash prize of Rs. 5000/-
  - (ii) The faculty members getting their Research paper published in Overseas & National\* Level Journals will be awarded with a cash prize of Rs. 2500/-
  - (iii) The faculty members getting their Research Paper published in any Journal may be awarded with a cash prize of Rs. 1000/-
- \* List of International & National Journals of repute will be released separately.

#### **(b) Book Writing**

- (i) A book published by any faculty member through an ISSN No. will be awarded with cash prize of Rs. 7000/-
- (ii) A book published by any faculty member through an ISBN No. will be awarded with cash prize of Rs.4000/-

### **14. Relieving Notice**

- (a) In case an employee wants to get relieved he/she may apply to HR Department by giving one month notice in writing.
- (b) During last month the concerned employee should collect 'No-Dues-Certificates' in the prescribed format from all concerned department, viz. Accounts, HOD of home department and Library for submission to HR office.
- (c) On submission of the above documents, the employee will be relieved after one month & will be entitled to get all the required certificates, documents and dues.

### **15. Suspension & Termination Process**



An employee may be suspended if he/she is indulged in any activity which is not permissible as per HR norms of BIU including

- (a) Misbehavior with the seniors
- (b) Unethical approach
- (c) Below average performance

HR office may send the case to **Disciplinary Inquiry Committee** for investigation and for hearing of employee.

If the committee reaches the decision that the said employee has done breach of Norms of BIU HR Rules or if found guilty under HR norms, he/she shall be terminated. In case of termination, **no certificate will be issued and no other benefits will be given except due salary.**

[Bears approval of the Competent Authority]

Bareilly

**27 January 2017**

**Registrar**  
[For & On behalf of the Board  
of Management, BIU]

