



SERVICE RULES

CHAPTER – I

PREAMBLE

1.1. SHORT TITLE AND COMMENCEMENT :

- i. These rules shall be called the **BHAVAN'S INSTITUTE OF MANAGEMENT SCIENCE (BIMS)SERVICE RULES**
- ii. These Rules shall come into force with retrospective effect from April 2007

1.2. SCOPE :

These rules shall apply to all employees of the **Bharatiya Vidya Bhavan Institute of Management Science, Kolkata.**

1.3. DEFINITIONS :

- i. 'Institute' means "**Bhavan's Institute of Management Science**".
- ii. 'Director' OR 'Principal' means the Director OR Principal of the Institute
- iii. 'Employees' means any person appointed by the Institute as an employee and includes all category of staff.
- iv. 'Competent Authority' in relation to exercise of any such powers under these Rules means any authority to whom such powers are delegated by the Director / Principal.
- v. 'Appointing Authority' shall means the Executive Secretary of the Bharatiya Vidya Bhavan OR any Officer authorized by him.
- vi. 'Pay' means an employee's gross monthly earnings from the institute, which includes all admissible allowances.

1.4. GENERAL :

- i. The Service Rules are confidential between the Institute and its Employees and are issued on joining the services of the Institute.
- ii. The authority to administer these Rules shall vest with the Director / Principal and / or the Competent Authority.
- iii. The terms contained in the Rules are for guidance and may not cover all eventualities. In case of doubt, reference should be made to the Registrar through Controlling Officer.
- iv. In case of doubts regarding the interpretation of the contents of this Rules, the decision of the Director of the Institute will be final and binding.
- v. All rules, regulations, terms and conditions of service mentioned herein and contained in the following chapters are subject to revision from time to time.
- vi. Any amendment to the terms and conditions of service recorded herein will require approval of the Governing Body (hereinafter call GB) except in such cases where the Director / Principal is authorized by the GB to do so.
- vii. The GB reserves the right to add, modify amend or withdraw any of the rules as deemed fit and all such revisions shall take effect from the date stated therein.
- viii. These Rules supersede all existing instructions on the subjects covered in this Service Rules.

NOTE : Any expression in these rules denoting masculine gender includes feminine gender also and a singular noun includes plural noun and vice versa if the contest so requires.

CHAPTER – II

APPOINTMENTS

2.1. NOTICE INVITING APPLICATIONS :

For initiating the process of recruitment, the Institute shall normally advertise the post in leading news papers and wherever necessary, may request employment exchange / placement consultants for sending name of the persons eligible for the post.

The requisite qualifications and experience for teaching staff shall be as per AICTE norms. And for all other categories of staff, State Govt. norms shall be followed (vide Schedule – A).

The competent authority at its sole discretion may also be authorized for screening of applications, holding of selection tests and interview for appointment as may be considered fit and proper for different category of vacancies.

2.2. PROCEDURE FOR SELECTION :

All appoints to any post in the Institute shall be made on the strength of recommendations made by the Selection Committee constituted for the purpose as per norms of AICTE, Maulana Abul Kalam Azad University of Technology (MAKAUT) W.B.

2.3. AD-HOC APPOINTMENT :

Ad-hoc appointments may be made against permanent posts depending on exigencies of Institute's work for a period of not more than one year. Such appointments, unless ratified by the Selection Committee within a reasonable time, shall automatically be treated as null and void after the expiry of stipulated period.

2.4. TEMPORARY APPOINTMENTS :

Temporary appointments may be made to cater to the specific non-routine requirements of the Institute for a period of not more than six months. However, such appointments may be renewed for another term of six months if the Appointing Authority is satisfied about the performance of the incumbent and the need for such extension.

2.5. VISITING PROFESSOR / ADJUNCT PROFESSOR / GUEST FACULTY / SPECIAL OFFICER :

The competent authority may appoint Visiting Professor / Adjunct Professor / Guest Faculty / (fulfilling minimum AICTE norms) / Special Officer for a limited period, against honorarium (session-wise or term-wise) / contractual payment mutually agreed upon for conducting theoretical classes / laboratory work / administrative work.

2.6. AGE :

The minimum age of a person at the time of his joining the service of the Institute shall not be less than 18 years. The upper age limit for any particular post shall be prescribed by the Appointing Authority. Every employee must declare on his first appointment, his date of birth according to the Christian era and produce confirmatory evidence like school leaving certificate or birth certificate issued by Municipality / Corporation in original for verification by the Institute. The date of birth once declared and admitted shall not thereafter be altered on any ground whatsoever.

2.7. PROBATION :

- i. Unless otherwise specified, all appointments against permanent posts will normally be on probation for a period of one year.
- ii. The period of probation may be extended or curtailed in individual cases as considered necessary by the Competent Authority. Each extension of probationary period, where considered desirable, shall be for six months and not more than two extensions shall be allowed where after, probationary services of the employee would stand dispenses with.

2.8. CONFIRMATION :

On satisfactory completion of probation, an employee shall be considered for confirmation. He will not be regarded as having been confirmed until a letter of confirmation, specifying the date of confirmation has been issued to him by the appointing authority or by any officer authorized by him.

2.9. PROMOTION :

- i. Promotion of all the teachers to the next higher post would be strictly as per AICTE career advancement scheme in vogue, for which a selection committee to be constituted. The promotion will be granted as per their recommendation, strictly on the basis of performance , competence, ability and eligibility.
- ii. Promotion of all other category of employees will be purely on the basis of their merit and the recommendation of the competent authority.

2.10. TERMINATION OF SERVICE :

- i. The Institute reserves the right to terminate the services of any employee by giving due notice in writing, without assigning any reason or by paying the Notice-Pay for the equivalent period, including all allowances, in lieu thereof, as per the terms of appointment letter.
- ii. The institute shall have the right to dismiss an employee summarily without any compensation whatsoever, should be employee be found guilty of breach of trust, or other misconduct.

2.11. SUPERANNUATION :

Teaching and non-teaching staff will attain superannuation as per AICTE / MAKAUT Policy in vogue, respectively.

CHAPTER – III
PAY SCALES & ALLOWANCES AND PRIVILEGES

3.1. PAY SCALES :

An employee on his appointment to a post in the Institute shall be placed in appropriate scale of pay which shall be as follows :

- a. For teaching Staff : AICTE scales of Pay
- b. For other category of staff : Institute Scale of Pay
[Corroborating State Govt. Scale of Pay]

Designations for various category of staff and corresponding Pay Scales are detailed in Schedule – B.

3.2. INCREMENTS :

Increments are normally given annually after confirmation of service as per the Scale of Pay.

3.3. INCENTIVES FOR HIGHER QUALIFICATIONS :

A teacher will be eligible for two advance increments as and when he acquires a Ph.D Degree in his /her service career and produce it before the competent authority.

3.4. DEARNESS ALLOWANCE, HOUSE RENT ALLOWANCE & MEDICAL ALLOWANCE :

Employees of the Institute shall be entitled to the “Dearness Allowance”, House Rent Allowance & Medical Allowance as per the policy of the State Government.

3.5. PROVIDENT FUND :

Employees of the Institute would automatically become eligible of the Contributory Provident Fund and shall be governed by the rules of the Fund at the rate prevailing from time to time. Current rate of contribution by both the employer and the Employee is 12% of the Basic Pay Plus Admissible D.A.

3.6. GRATUITY :

- i. Gratuity shall be paid to the employees according to the payment of Gratuity Act in force or any amendment thereof, if applicable.
- ii. Gratuity Ceiling has been amended by the management of BIMS in the Board meeting held on 30-4-2019 & the current ceiling shall be of Rs.10 Lakhs after modifying the Existing Ceiling of Rs.6 Lakhs.

3.7. PRIVILEGE :

A confirmed teaching staff may be entitled to conduct consultancy work as an Individual Consultant (with surplus-sharing basis i.e. 70% share for consultant and 30% share for institute) or participate in Institute's consultancy work (where shares will be determined in case to case basis).

The above privileges could only be availed with the prior written permission from the competent authority, in case, that does not conflict with the interest of Institute's normal academic activities.

3.8. INCOME-TAX :

The Institute will deduct Income Tax at source from the Salary of the employees as per the applicable rates and terms declared by the Government of India from time to time. A certificate to that effect will be issued by the Institute.

CHAPTER – IV LEAVE & ATTENDANCE RULES OF BIMS

4. LEAVE :

General :

Applications for all types of leave should be submitted to the Administrative Officer for consideration by the competent authority. No staff shall avail of leave as a matter of right and the leave will be sanctioned subject to exigencies of the Institute's work.

Definitions :

- "LEAVE" includes Earned Leave, Casual Leave & other Leaves like, Sick Leave, Maternity Leave, Compensatory Leave and Extra-ordinary Leave.
- A confirmed employee / trainee availing such leave must get the sanction from the competent authority by applying in the prescribed format

4.1 CASUAL LEAVE :

- i. A confirmed employee / trainee is entitled for 12 days of Casual Leave in a financial year which is restricted within that financial year;
- ii. Employees / trainees who are appointed after the commencement of a year shall be entitled for casual leave at the proportionate rate of one day per month;
- iii. Unless extra-ordinary circumstances warrant, no employee / trainee shall be granted more than three consecutive days of casual leave;
- iv. Casual Leave cannot be linked with any form of holidays at both the ends;

Following are the rules of CASUAL LEAVE, which should be noted :

- a. leave rules will be as per norms & standards of "Service Rules" of BIMS;
- b. Any kind of Leave taken or to be taken, should apply to the Principal/Sanctioning Authority **before or on the day of joining after leave positively;**
- c. CL will not be combined with any other kind of leave;
- d. ***CL can also be taken as :-***

Half day (Either For Forenoon Or Afternoon Session)

- e. At the time of applying CL for Afternoon Session, staff member should ensure that he/she will attend office next day.
- f. Anyone, who is intending to apply for half day CL for the Forenoon, he/she is required to come office by 2 pm.; similarly for half day CL in the afternoon, one has to stay office till 1.30 pm.
- g. Half day CL will not be granted, if any one come late to the office.
- h. Any one take permission to attend personal work during office hours, permission will be granted depending upon the nature & urgency of work. Personal work more than total of three hours per month will be treated as half day/one day C/L as the case may be.

4.2. OUTDOOR DUTY :

- **In case of faculty/staff members, attending conferences, seminars, workshop etc. duly approved, will also be treated as O.D.**
- **Any employee entrusted with official duty (O.D.) outside the Campus, he/she shall take prior approval and apply in leave application form in the OD column (extreme right hand column).**

4.3. EARNED LEAVE :

- a. A confirmed employee / trainee is entitled for 30 days of Earned Leave for every completed year;
- b. Whenever any such E.L. is availed by an employee and granted / sanctioned by the competent authority, such employee is entitled for full salary along with other benefits like, Provident Fund etc;
- c. Earned Leave cannot be taken in more than three spells, which should not exceed 30 days, he / she entitled to, in a year. This can be sanctioned by the competent authority provided it does not affect the normal work
- d. An employee wants to avail EARNED LEAVE, should apply for the same in the prescribed format at **least 10 days in advance.**

4.4. ACCUMULATION OF EARNED LEAVE RULES

CALCULATION :

1. Earned Leave account of each employee will be credited in advance of 30 days each on the first day of April of each financial year;
2. The unutilized E.L. at the close of previous year would be carried forward to the next year subject to the condition that the accumulation do not exceed the maximum limit of 300 days;
3. The maximum E.L. that can be granted at a time will be 120 days, subject to the prior intimation and approval of appropriate authority and must be with a strong logical reasons for such pray.

ENCASHMENT :

1. At the time of retirement from the service in this Institute, an employee will be eligible to get a cash equivalent of accumulated EARNED LEAVE, not exceeding 300 days, calculated on the basis of the last pay drawn (i.e. Basic & Grade Pay) Plus Dearness Allowance as admissible.
2. The above benefit will be given even to an employee who have served in this Institution for a minimum period **of five years and leaves the Institute.**

4.5. SICK LEAVE :

A confirmed employee shall be entitled for 10 days of sick leave in a year, against production of Medical Certificate citing the necessity of such leave;

The S.L. can be accumulated upto 20 days in a year.

DIFFERENT KIND OF LEAVE

5.1. MATERNITY LEAVE :

A confirmed female employee with less than two surviving children may be granted maternity leave for a maximum period of 12 weeks i.e. normally, 6 weeks prior to the delivery and 6 weeks after the delivery

5.2. COMPENSATORY CASUAL LEAVE :

In case, an employee works a full day on a scheduled holiday, he will be entitled to enjoy a Compensatory Casual Leave (CCL) which is Casual Leave in nature, within 30 days of such work and with the prior sanction by the competent authority and can not be adjusted with any earlier absence.

5.3. EXTRA-ORDINARY LEAVE :

A confirmed employee may be granted an **extra-ordinary leave without pay and allowances**, in case, he/she has not any other kind of leave at the credit of his/her account. This will be decided by the competent authority.

5.4. APPLICATION FOR LEAVE :

- a. Application for leave must be submitted on the day of joining the institute, after the leave, unless those are already sanctioned earlier.
- b. If two holidays are connected by any leave, the number of lesser side of holidays will be adjusted with the respective leave account.

- c. If any holiday/s be preceded and succeeded and succeeded together by two leaves, the entire period will be adjusted with the respective leave account.

5.5. DISAPPROVAL OF LEAVE :

The Institute shall have the right to reject the leave requested for by an employee subject to the exigencies of the work.

6. ATTENDANCE :

- i. Unless otherwise stated the working hours of the Institute will be between 10.30 a.m. to 6 p.m.
- ii. The sub-staff or supportive staff will report half an hour before this time.
- iii. All the employees must use the **Bio-Metric Attendance System** at the time of arrival and departure.
- iv. A late attendance will be accepted upto ONE HOUR of the scheduled time of attendance, after which it will be considered as an absent.
- v. Late Attendance will be accepted upto 20 minutes of the scheduled time of Arrival & Departure both.

Two such late attendance in a month may be considered, but every three late attendance in a month will be adjusted with **ONE DAY CASUAL LEAVE** or in case, no Casual Leave exists in the credit of the employee's account, one day's salary will be deducted.

CHAPTER – V

7. WORKING DAYS :

The working days of the Institute shall be from Tuesday to Saturday while Sundays and Mondays shall be considered as weekly holidays. The Institute shall observe a minimum of 90 teaching days per semester which means at least 180 teaching days during an academic year.

8. WORKING HOURS :

Normal working hours of the Institute shall be from 11.00 a.m. to 6.00 a.m. and the supporting staff, the timing should be half an hour before it at present. This may be rescheduled, if required.

9. FESTIVAL HOLIDAYS :

The list of festival holidays to be observed during a year will be provided at the beginning of each year.

10. WORK LOAD :

- i. Work Load of an employee will be 40 hours per week or as allotted by the Competent Authority from time to time, if needed, of which teaching / contact hours shall be as follows :-

Principal	4 hours / week
Professors	8 hours / week
Assistant Professors	14 hours / week
Lecturers	16 hours / week

- ii. The teaching / contact hours of teachers under the Career Advancement Scheme shall remain the same as those of the substantive posts they are occupying.
- iii. The work iplan of all the employees shall ensure in the most productive manner, the utilization of stipulated working hours per week, with regard to the rules, jobs and targets assigned to them by the Institute. All Employees shall be present in the Institute during the working hours unless engaged in official / academic work in other places, with prior approval of the competent authority.
- iv. All full-time employees are to devote their whole time to the service of the Institute and would not undertake any direct / indirect business or work, honorary or remunerative except with the permission of the Competent Authority.

11. JOB RESPONSIBILITIES FOR DIFFERENT CATEGORY OF STAFF

Principal :

- i. Planning for Expansion & Consolidation
- ii. Academic & Administrative Management
- iii. Liaison with different Regulatory bodies
- iv. Interaction with professional bodies & Industry through Seminars / Workshop
- v. Promotion of Industry-Institute partnership in the areas of Training, Research and Development

Teaching Staff :

The job responsibilities of the Teaching staff will be allotted to the respective employees by the competent authority and will be guided by the AICTE and Bhavan's Rules viz.:

Academic :

Class room / Lab Instructions, curriculum development, learning process development, students assessment and evaluation including university exam work, students guidance and counseling, participating in extra curricular activities, upgrading own academic / professional abilities.

Research & Consultancy :

Research & Development activities and guidance, conducting Industry sponsored Consultancy, promoting Industry-Institute inter-face.

Administration :

Helping in academic & administration management, participation in Designing, Monitoring and Evaluation of Institute's Academic & Research work. Exploring the funding / resource mobilization for different research work, maintaining accountability and conducting performance appraisal.

Others :

Participating in Student's Welfare Activities, Co-operating in the Placement Services.

LIBRARIAN :

- Selecting, developing, cataloguing and classifying library resources
- Answering readers' enquiries
- Using library systems and specialist computer applications
- Liaising with academic staff, external organizations and suppliers
- Ensuring that library services meet the needs of teaching staff and students
- Supporting independent research and learning
- Developing IT facilities
- Assisting students and academic staff to use computer equipment, conduct e-journal searches etc.
- Promoting the library's resources to user

LIBRARY ASSISTANT :

- Compile records, sort, shelves, issue and receive library books, IT material
- Locate library material /books / journal for lending and replace material in shelving area, stacks, or files according to identification number and title
- Register of Faculties / students to permit borrow books, periodicals and other library materials
- Instruct staff / students that how to use reference sources card catalogue and automated information systems
- Open and Close computers
- Answer routine enquiries of students / staff members
- To assist the librarian
- Enter information iitc software programs, e-mail, attend telephone.

SYSTEM CO-ORDINATOR :

- Design & overseas LAN & WAN and network segmentations
- Installing, upgrading and monitoring software and hardware daily
- Maintain operating systems, business application, security tools, web-server, laptop, desktop
- Attain e-mail and reporting to the Principal daily
- Make recommendations for future up gradations
- Maintain network and system security
- Maintain network facilities in individual machines, and lab, classroom such as drivers and setting of computers and printers
- Assign routine protocols and routing cable configuration
- Prior permission from higher authorities to purchase computer, software & components
- Administer servers, laptop and desktop computers, printer, routers, switches, CUG, software deployment, security update and patches
- Institute website updating
- Necessary guidance to be provided to all the students while they are in the computer LAB as per their schedule of work.
- Doing job of On-line filling of form as and when required by the students and as per the directions by the Principal / higher official
- Participation of all programs like seminar / workshop / fest etc.

SYSTEM TECH. COORDINATOR :

- Run Scandisk utility / maintain operating system daily
- Attend e-mail every day. Delete all e-mail messages that we do not need
- Check for critical windows updates
- Install anti-virus and keep them update weekly
- Maintained of IT component (key board, monitor, mouse, desktop unit) from dust and debris
- Attend immediately any problem arising out into the class room / office IT systems & Audiovisual
- Check electrical connection with computer / components as and when required
- Ensure that unauthorized programs are not being downloaded or run on the system by the anybody else of BIMS.
- Bringing the Defective Systems to LAB for Repairing Purpose as and when required.
- Necessary guidance to be provided to all the students while they are in the computer LAB as per their schedule of work.
- Doing job of On-line filling of form as and when required by the students & Official alongwith the directions by the Principal / higher official
- Participation of all programs like seminar / workshop / fest etc.

EXAMINATION :

[OFFICE EXECUTIVE]

- Correspondence (University, Students)
- Maintenance of records (examination, students')
- Filing of official documents
- Student's attendance
- Preparation of Class time-table
- Participating in students' welfare activities, co-operating in placement services as and when required
- Internal & MAKAUT Examinations Related Works.

OFFICE ATTENDANT :

- Movement of files and official documents from one desk / departments to other;
- Service tea & snacks to higher authorities / staff / faculties;
- Keeping file orderly & systematic-way
- Opening & Closing of office / Class Rooms
- Making sure to the higher officials / faculties / office assistant for having the basic requirements at their desk / table;
- Making entries of the incoming documents / letters of other offices;
- Outdoor duties for University work / Bank Jobs / others as and when required;
- Monitoring & controlling of Security Guard / Functioning including Room opening / closing.
- Monitoring the job of Safaiwala / House keeper

SUPPORTING STAFF / ELECTRICIAN :

- Maintaining of examination documents / record (Mark sheets, Certificates)
- Distribute mark sheet, certificates to students with the help and guidance of office assistant (examination)
- Maintaining of students' attendance
- Maintaining of visiting faculties attendance
- Attending of electrical fault / repairing including class rooms / checking
- Attending of air-conditioning machine fault / repairing
- Generator maintenance & activation
- Participating in the students' welfare activities, cooperating in the placement services as and when required
- Monitoring / controlling for Switching OFF & ON of light, fan, AC etc. of class rooms & office rooms with the help of Security Guard / Safaiwala, particularly when not in use.

FRONT DESK / RECEPTIONIST :

- Answering of visitors' all queries
- Directing / monitoring to the visitors to the proper destination / table to meet concerned person
- Shorting & handling of mails
- Attending & answering of all incoming calls of EPBAX
- Setting appointment for admission / others as per higher authority / faculty requirements
- Data entry of telephone calling as per higher authority / faculty requirements
- Security guard monitoring / controlling for visiting students, visitors identification, issuing of visitors pass and looking after of unusual happenings or any suspicious persons activities at front desk office
- Monitoring smooth functioning of Canteen

CHAPTER – VI
CONDUCT, DISCIPLINE & REVIEW RULES
PART – I : CONDUCT RULES

12. GENERAL :

- a. Every employee shall conform to and abide by the rules incorporated herein and shall observe, comply with and obey all orders and directions which may from time to time, be given to him in the course of his official duties by any person or persons under whose jurisdiction, superintendence and control he may, for the time being, be placed.
- b. Every employee shall use his utmost endeavor to promote the interest of the Institute and shall show courtesy and attention in all transactions.
- c. No employee should do anything which is not proper of an employee to do.

13. INTEGRITY :

- a. Every employee will at all times maintain integrity and devotion to duty and act to the best of his judgment in the performance of his official duties or in the exercise of powers conferred on him.
- b. Every employee shall also take all possible steps to ensure the integrity and devotion to duty of all the employees for the time being under his control and authority.

14. MISCONDUCTS :

Without prejudice to the generality of the term “misconduct”, the following acts of omission and commission shall be treated as misconduct :-

- i. Theft, fraud or dishonesty with the activities or property of the Institute or of the property of another person.
- ii. Taking or giving bribes or any illegal gratification.
- iii. Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
- iv. Acting in a manner prejudicial to the interest of the Institute.
- v. Willful insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of his controlling officer and / or competent authority.

- vi. Absence without leave or over-staying the sanctioned leave without sufficient grounds or proper or satisfactory explanation.
- vii. Habitual late or irregular attendance.
- viii. Neglect of work or negligence in the performance of duty.
- ix. Conducting private tuition or coaching classes.
- x. Any relationship with the students with a direct / indirect motive of financial / non-financial advantages.
- xi. Damage to any property of the Institute.
- xii. Drunkenness or riotous or disorderly or indecent behaviour in the premises of the Institute or in a public place
- xiii. Commission of any act which amounts to a criminal offence involving moral turpitude.
- xiv. Commission of any act subversive of discipline or of good behaviour.
- xv. Going on illegal strike or abetting, inciting, instigating or acting in furtherance thereof.
- xvi. Unauthorized use of Institute's premises, quarters or land.
- xvii. Use of Institute's equipment and or working time for personal gain / business / profession.
- xviii. Threatening, abusing or assaulting and / or obstructing employees in the discharge of their duties or instigating other employees to act against the Institute.
- xix. Malicious or false allegation against any employee of the Institute.
- xx. Tampering with official records of the Institute.
- xxi. Violation of any rule or regulation including Conduct Rules that have been prescribed.

NOTE : The above instances of misconduct are illustrative in nature, and not exhaustive.

PART – I DISCIPLINE & REVIEW RULES

Disciplinary measure may be taken in case of any misconduct committed by an employee.

1. Disciplinary Authority :

Disciplinary Authority means the authority competent to impose any of the penalties. Disciplinary Authority for various grades of employees shall be as follows :-

For Principal	Chairman of GB / Director
For Staff in Lecturer grade and above	Director / Principal
For other staff	Principal

2. Measures :

Penalties : The following penalties may be imposed on an employee for misconduct committed by him/her or for any other good and sufficient reasons :-

Minor :

- a. Censure / Warning
- b. Recovery from Pay or other amounts as may be due to him/her of the whole or part of any pecuniary loss caused to the Institute by negligence or breach or orders.
- c. Withholding of promotion for a specified period

Major :

- a. Demotion to a lower post or to a lower salary slab
- b. Dismissal or removal from service

3. Suspension :

- I. **The appointing authority or any authority to which it is subordinate or the disciplinary authority may place an employee under suspension –**
 - a) Where the disciplinary proceedings against him/her are contemplated or are pending or,
 - b) Where a case against him/her in respect of any criminal offence is under investigation or trial.
- II. Where a penalty of dismissal or removal from service imposed upon an employee under suspension is set aside on reviewed under these Rules or by a decision of a court of law and the case is remitted for further enquiry or action or with any other directions, the order of his/her suspension shall be deemed to have been continued in force on and from the date of original order of dismissal or removal and shall remain in force until further orders.
- III. The date, on which the order of suspension is issued, will be the deemed date of suspension in respect of employees who willfully try to evade it.
- IV. An order of suspension made or deemed to have been made under this rule may at any time be revoked by the authority which made or is deemed to have made the order.

4. Review :

- i. The disciplinary Authority or the next higher authority, may on its own review the order of punishment imposed or suspension order.
- ii. An employee may make a request to the Disciplinary Authority or the next higher authority, for a review of the order imposing upon him / her any of the penalties or against the order of suspension referred along with a written statement containing the grounds on the basis of which he/she wishes to get his/her case reviewed. Request for a review of penalty shall be made within one month from the date of the communication of the order against which review is requested. The authority reviewing the case may pass an order confirming, enhancing, reducing or setting aside the penalty or remitting the case to the authority which imposed the penalty or to any other authority with such direction as it may deem fit in the circumstances of the case.

**QUALIFICATION FOR VARIOUS TEACHING &
NON-TEACHING POSITION AT BIMS**

TEACHING :

SL.No.	Cadre	Qualification	Experience	Experience of the staff member from Industry & Profession
1	Lecturer	First Class Master's Degree in Business Management / Administration / other relevant management related discipline		3 yrs. Industrial experience for the candidates who have not cleared the NET/SLET
2	ASST. Professor	Ph.D Degree OR a Fellowship of IIMs, ICA OR ICWA with First Class Master's Degree in Business Management / Administration / other relevant management related discipline	5 yrs experience in Teaching / Industry / Research / Industry / Profession.	Candidates from Industry / Profession First Class Masters' Degree in Business Management / Administration / other relevant management related discipline AND Professional work which is significant and can be recognized at national / international level as equivalent to Ph.D degree & with 5 yrs. experience in Industry / Profession, would also be eligible.
3	Professor	Ph.D Degree or a Fellowship of IIMs, ICA or ICWA with First Class Master's Degree in Business Management / Administration / other relevant management related discipline	10 yrs experience in Teaching / Industry / Research / out of which 5 yrs must be at the level of Assistant Professor and or equivalent	Candidates from Industry / Profession First Class Masters' Degree in Business Management / Administration / other relevant management related discipline AND Professional work which is significant and can be recognized at national / international level as equivalent to Ph.D degree & with 10 yrs. experience of which at least 5 yrs. Should be at a Senior Level comparable to that of an Assistant Professor Level.

SL.No.	Cadre	Qualification	Experience	Experience of the staff member from Industry & Profession
4	Principal	Ph.D Degree (with First Class at Bachelor's OR Master's Level) in any branch of Engineering / Technology / Management. In addition the candidate should be an eminent person in the field	15 yrs. In Teaching / Industry / Research out of which 5 yrs. Must be at the level of Professor or above.	Candidates from Industry / Profession with First Class Master's Degree in appropriate branchy of Engg / Tech & Professional work, which is significant and can be recognized as equivalent to Ph.D Degree with 15 yrs. Experience of which 5 years should be a Senior Level comparable to Professor would also be eligible. Administrative experience in a responsible position is desirable.

LIBRARY STAFF :

SL.No.	Cadre	Qualification	Experience
1	librarian	Minimum 55 % in M.Lib. Science OR equivalent CGPA and consistently good academic record & Acquaintance of Library Software	Minimum 15 yrs. Of experience in a similar Library
2	Library Asst.	B.Lib. Science from a recognized University & Acquaintance of Library Software	1 yr experience in a similar Library

ADMINISTRATIVE STAFF :

SL.No.	Cadre	Qualification	Experience
1	Administrative Officer / Registrar	Graduation in any discipline (preferably Management Degree) from a recognized University / Institute OR equivalent	Minimum 15 yrs. experience in any Administrative Position+
2	Executive / Co-ordinator	Graduation in any discipline preferably with P.G.Degree or Diploma in relevant Operating Area and knowledge in Computer Operations	Minimum 3 yrs. in a respective / similar fields.
3	Office Assistant	Graduation in any discipline from a recognized University & knowledge in Computer Operations	Minimum 2 yrs. in a respective / similar fields.
4	Subordinate / Supportive Staff	Completed Class VIII standard	NIL

