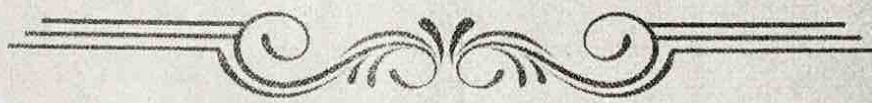


**REVISED BYE-LAWS
OF
DR. B. C. ROY ENGINEERING COLLEGE [SOCIETY]**

(Reg. No. S/93521 of 1998-1999)

w.e.f. 12 January 2019



Dr. B. C. Roy Engineering College, Durgapur

Management House, BCREC Campus, Jemua Road, Fuljhore, Durgapur - 713206.

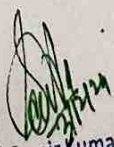
Contact: info@bcrec.ac.in




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Members of Dr. B. C. Roy Engineering College [Society], at their Annual General Meeting (XVIII th) held on 12th January, 2019 had discussed the modified and proposed Bye - laws and adopted the First Revision of the Bye - Laws for applicability at all the Colleges/Institutes managed and governed by the Dr. B. C. Roy Engineering College Society on the 12th. January, 2019.




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FIRST REVISION OF THE BYE - LAWS OF Dr. B. C. ROY ENGINEERING COLLEGE, DURGAPUR [SOCIETY] AND APPLICABLE TO ALL SUBSIDIARY COLLEGES/ INSTITUTES UNDER THE MANAGEMENT OF Dr. B. C. ROY ENGINEERING COLLEGE [SOCIETY], Durgapur.

- Dr. B. C. Roy Engineering College, Jemua Road, Fuljhore, Durgapur
- Dr. B. C. Roy College of Pharmacy & AHS, Bidhan Nagar, Durgapur
- Academy of Professional Courses, Dr. B. C. Roy Engineering College Campus
- Dr. B. C. Roy Polytechnic, Bidhan Nagar, Durgapur.

VISION

TO TRANSFORM THE INSTITUTION INTO A GLOBAL CENTRE OF LEARNING THROUGH SYNERGIC APPLICATION OF CREATIVITY, INNOVATION AND DISCIPLINE.

OUR MISSION

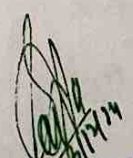
- ❖ Create ideal Ambience for Learning and Growth.
- ❖ Help Students inherit Value Systems, be Creative and Agile Thinkers.
- ❖ Establish Discipline; Value Added Education, Training and Placement as Three Core Values.
- ❖ Building Capabilities among Students to lead from the front as also be a team player.
- ❖ Building Capabilities among Students to lead from the front as also be a team player; *become leaders of tomorrow and accept emerging challenges of engineering industries, research and higher education. (Polytechnic in italics)*
- ❖ Develop a Symbiotic Relationship between the Institution, Society and Community for mutual betterment.
- ❖ Expand the vistas of Higher Learning in Technology and Management fields, including Post - Graduate Studies and Research.
- ❖ *Expand the vistas of higher learning in technological fields (for Polytechnic)*
- ❖ Encourage Global Vision and Integration with International best practices for Local, Regional and National Development.

QUALITY POLICY

WE ARE COMMITTED TO IMPART "QUALITY EDUCATION AND TRAINING" THAT SATISFY THE REQUIREMENT OF OUR STUDENTS IN THE FIELD OF "ENGINEERING, PHARMACY AND MANAGEMENT" AND OUR AIM IS TO BE AN INSTITUTE OF EXCELLENCE IN TECHNICAL EDUCATION THROUGH CONTINUAL IMPROVEMENT.

WE FACILITATE OUR FACULTY AND SUPPORT STAFF TO UPDATE THEIR KNOWLEDGE AND SKILL TO MATCH THE INDUSTRIAL AND TECHNOLOGICAL DEVELOPMENT.




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1.0 Preamble:

The first Society established and governed College - Dr .B. C. Roy Engineering College, Durgapur started its maiden journey in the academic year 2000 after receiving Approval from the All India Council for Technical Education , New Delhi and was initially affiliated to the University of Burdwan. The present Bye - Laws of Dr. B. C. Roy Engineering College (hereinafter named as College) was approved by The Board of Governors in the Second Meeting held on 29th September 2001.

From a fledgling engineering College with under - graduate engineering studies in four disciplines in 2000, Dr. B. C. Roy Engineering College blossomed into a thriving college offering engineering management and computer applications courses in under - and post - graduate levels. The student enrolment alongside employee strength have grown exponentially, signifying the social acceptance of the college, and its commitment to provide quality education consonant with the avowed policy adopted by the Society in tune with the evolving changes in the education delivery system.

In present context, education sector is a concerted and systematic activity centre, that requires constant cooperation of the Employer (in our case - the Society) and the Employees of Institutions/ Colleges that the Society manages. The education sector is a service - sector with the meaning of the term. It has been classified as an 'industry' by the United Nations Statistics Division Revision 3.0 (item 214).

Competent Courts in India have classified 'educational establishments' as Industries, as per Section 2(j) of the ID Act, though not all employees in employment of an educational establishments are termed as 'workmen'. A teacher in an educational establishment is not a "workman" with the meaning of the ID Act.

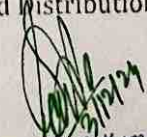
With the growth and development of the Society established and managed College(s) and Institutions (the term College and Institutions have been used interchangeably and would include Academies, as well), the need for revision of the Bye - Laws specifying Powers and functions of the Board(s), duties and responsibilities of various designated Officials and functionaries, has been keenly felt, particularly in the light of various Statutory enactments over the years, and to create a unified, modern system of management, in tune with the Vision, Mission and Quality of the Institute.

1.0.1 Powers and Functions of the Society:

Society being the prime mover in the establishment of the Colleges/ Institute, and normally through the General Secretary of the Society who has been delegated the responsibility as per Memorandum of Association of the Society, shall perform the following broad functions:

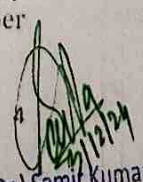
- (i) Create a safe, secure and healthy environment for the propagation of education consonant with the Society's Memorandum of Association.
- (ii) Maintain Bank Accounts for the respective Colleges/Institution.
- (iii) Allocate physical, material, financial resources, land and infrastructure requirement and human resources necessary for the smooth functioning of Colleges/Institute established by the Society.
- (iv) Comply with all Government regulations, AICTE , PCI and University stipulations that may be conveyed by the affiliating and approval authorities from time to time.
- (v) Consider increase /decrease in intake capacity as per the market scenario in technical, pharmaceutical sciences, management and computer applications education and comply with the requirements, thereto.
- (vi) Ensure adequate supply of water and electricity to the Colleges/Institutions and various student hostels located within the College Campuses and such other establishments through Government Authorities like the Municipal Corporation, the Development Authorities, Power Supply and Distribution Companies.




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- (vi) Provide for Communication facilities through Sanchar Nigams and such other Service Providers.
- (vii) Appoint qualified Human Resources in various teaching positions as per the directives of All India Council for Technical Education and/or University.
- (ix) Appoint qualified personnel as Library - In - Charge, Deputy Librarians, Library Assistants, Technical Assistants, and make such other ancillary appointments in various Departments, Workshop Superintendents and Instructors.
- (x) Ensure and comply with specified requirements of Books, Journals and such other reading materials for the students meeting the Title and Volume requirements specified by AICTE/ University and other Statutory Bodies.
- (xi) Allocate funds for laboratories/ equipment/plants and machineries, Computers and Software for attaining educational objectives.
- (xii) Make necessary provisions for allocation of Funds for the various Colleges/ Institute/Departments and divisions, as required under enactments.
- (xiii) May outsource specific functions like Security/ Conservancy/Catering to competent agencies licensed by the Government Authorities to undertake such functions.
- (xiv) Ensure welfare of Students/ Faculty and Staff enrolled and employed at the Colleges/ Institutes.
- (xv) Ensure compliance of AICTE stipulations in the formation of Board of Governors for the various Colleges/ Institutions set - up and managed by the Society.
- (xvi) Monitor the performance of employees recruited by the Society at various levels so as to meet the educational objectives and for the betterment of the educational environment.
- (xvii) Ensure and Maintain " Employer and Employee" relationship to attain the objectives for which the Society has been instituted. The Society may periodically review the Service Conditions, amend or rescind old provisions to suit the requirements of the Statutory Authorities.
- (xviii) The Society may :
- (1) Make Regular appointments of Teaching Employees as per AICTE/ PCI/ University requirements, in appropriate Pay Bands.
 - (2) Make Part - time, Adhoc Appointments in Teaching positions, as stipulated by the AICTE.
 - (3) Engage Teaching and Non - Teaching employees on Consolidated remunerations.
 - (4) Make regular appointments for Non - Teaching Staff as per State Government stipulations (ROPA, 2009).
 - (5) Make temporary appointments for specific job - functions depending on requirement.
 - (6) Take suitable administrative action if it is found that the employees so engaged are involved in activities detrimental to the objectives of the educational institutes. The norms, procedures and processes shall be outlined in the Service Rules applicable to all employees.
 - (7) *The Society may, if the situations so warrant, dispense with the services of any employee if it is prima- facie' found that the employee concerned has been engaged in activities that jeopardize the interests and functions of the Society, without assigning any reasons or without providing the customary notice.*
- (xix) The Society shall not engage any person who is less than Eighteen(18) years of age; all persons seeking employment in the Colleges/Institutes managed by the Society shall furnish documentary evidence of age (Birth Certificate or Secondary School Certificate) that mentions the Date of Birth of the person concerned as per Christian Calendar. Horoscopes shall not be taken as Birth Certificates.




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- (xx) The applicant must furnish his/her residential address with documentary evidence like Aadhar Card/ EPIC in support and contact number at the time of applying for any position.
- (xxi) If considered for appointment, the selected candidate will be required to submit a Medical Certificate from a Registered Medical Practitioner that he/she is fit for the job selected, and that the candidate is not suffering from any communicable diseases.
- (xxii) The Society may make internal transfers between Society - managed Colleges /Institute/ Departments within the College such employees - faculty and non - teaching employees who have commensurate and requisite qualifications and experience.

1.1 Bye- laws :

Unless repugnant to the context, the following terms shall mean and signify:

1.1.1 "College and/or Institute" collectively means (1) Dr. B. C. Roy Engineering College, Jemua Road, Fuljhore, Durgapur - 713 206, (2) Dr. B. C. Roy College of Pharmacy and Allied Health Sciences, Dr. Meghnad Saha Sarani, Bidhan Nagar, Durgapur 713 206, (3) Academy of Professional Courses, Jemua Road, Fuljhore, Durgapur 713 206 and (4) Dr. B. C. Roy Polytechnic, Dr. Meghnad Saha Sarani, Bidhan Nagar, Durgapur 713 206.

1.1.2 "Society" shall mean Dr. B. C. Roy Engineering College, Durgapur - a Society established under West Bengal Societies Registration Act XXVI of 1961, bearing Registration No. S/ 93521 of 1998-99, and having its Corporate Office at "Management House", Dr. B. C. Roy Engineering College, Jemua Road, Fuljhore, Durgapur 713 206.

1.1.3 "Board" means the Board of Governors constituted as per the guidelines of the Statutory Authorities like AICTE, Higher Education Department of the Government, University and such other Statutory Authorities conveying approval and affiliation to the Colleges/ Institutions established and managed by the Society.

1.1.4 "Chairman" means the Chairman of the Board of Governors of the Colleges/ Institutions formed by the Society.

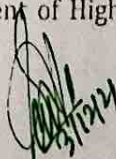
1.1.5 Formation of The Board of Governors for the various Colleges/Institute that mandates AICTE and PCI Approval, as well (in the case of Dr. B. C. Roy College of Pharmacy & AHS, Bidhan Nagar) :

The Board of Governors shall be constituted as per the guidelines contained in the Approval Process Hand Book of AICTE and/or the guidelines provided by the PCI/ University.

The current stipulations of the AICTE specify:

- i) The Board of Governors, hereinafter called the Board, shall have at least eleven (11) members including the Chairman and the Principal/ Director of the College(s) / Institutes who shall also be the ex- officio Member Secretary of the Board. The total membership of the Board shall not exceed twenty- one (21) as prescribed in the Approval Process Hand Book which may be re - defined by the Statutory Authorities from time to time.
- ii) The Chairman shall be nominated by the Society, and he should preferably be a technical person/ Entrepreneur/Industrialist or an Educationist of repute, and who is interested in the promotion of technical education.
- iii) The Society may nominate four/ five members from the Society.
- iv) Other ex- Officio members of the Board shall be :
 1. Nominee of the Affiliating University/ State Council.
 2. Regional Director and ERO, Eastern Region , AICTE.
 3. Nominee of the AICTE.
 4. Nominee of the State Government - Department of Higher Technical Education.




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5. An Industrialist/ Technologist / Educationist from the Region nominated by the Higher Education Department of the State Government.
6. Two Faculty Members to be nominated from the Regular Staff- one at the level of Professor, and the other at the level of Assistant Professor.

1.1.6 Powers and functions of **The Chairman of the Board of Governors:**

- a) He shall preside over the Meeting of the Board of Governors. The meeting of the Board shall be organized with his consent.
- b) Accept resignation of any member of the Board who are otherwise not ex - Officio members nominated by the Affiliating University/AICTE/ State Government nominees etc. The resignation shall be effective from the date the Chairman accepts the resignation.
- c) While each member of the Board, including the Chairman, has equal voting rights (one vote each), in the case of a tie, the Chairman shall have an additional casting vote.
- d) The Chairman may resign his Office by a letter addressed to the General Secretary of the Society, and his resignation shall be effected from the date the resignation is accepted by the Society.

1.1.7 Cessation of Membership :

1. On death of the Member.
2. On resignation, if the member is not otherwise in the capacity of an "Ex-Officio" member of the Board.
3. On becoming incapacitated - physically or mentally.
4. On grounds of insolvency.
5. On being convicted of Criminal Offence by a Court of Law involving moral turpitude.
6. *On accepting employment in the College(s) managed by the Society.*
7. *If any member of the Board, not otherwise in "EX - OFFICIO" capacity acts, in any manner, that is prejudicial to the interest of the College(s)/Institutions, he may be asked by consensus opinion of the Board to resign, or otherwise, be removed by an unanimous decision of the Board.*

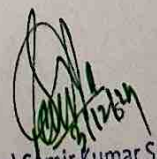
1.1.8 Casual Vacancies arising out of resignation:

Any Casual Vacancy arising out of resignation of members shall be filled up by appointment or nomination of member by the Appropriate Authority entitled to make such appointments/nominations and the Member so nominated or appointed to fill up the Casual Vacancy shall hold Office for the remainder of the term. The term of Office of the Board of Governors is usually **three years**.

1.1.9 Meetings of the Board:

- (A) The Board shall ordinarily meet thrice or four times a year. The Chairman may, call for a Special Meeting on receipt of written requisition of at least three members of the Board, The Members requisitioning the Special Meeting must specify the Agenda of discussion, and the Chairman must be satisfied of the genuine causes that have been specified in the Agenda.
- (B) Regardless of any Casual Vacancy that may arise due to resignation of Members or due to defects in the appointment or nomination of Members, the proceedings and acts of the Board shall not be questioned merely on grounds of vacancy or defects in appointment/ nominations.
- (C) Minimum fifteen days notice shall be served on Members indicating Date/Time /Venue and Agenda of the proposed Board meeting.
- (D) Attendance of One - third (including the Chairman) members shall constitute Quorum.




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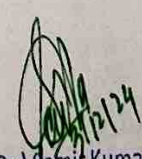
- (E) In case of difference of opinion among members, the members shall have right to vote, each member having one vote each, and the majority decision shall prevail.
- (F) In case of absence of the Chairman at a particular Board meeting, the members may choose among themselves, as to who shall carry out the functions of Chairman for the said meeting.

1.1.10. Powers and functions of the Board:

Subject to the provisions of Memorandum of Association of Dr. B. C. Roy Engineering College Durgapur [Society], the powers and functions of the Board shall be :

1. The Board of Governors is a policy - forming body of the Institute/College relating to academic administration ; and the various functions of the Board are:
2. to prepare detailed plans and programmes for efficient functioning of various Colleges/ Institutions set up by the Society, and ensure effective management and administration of the Colleges/Institutions.
3. to formally approve the Budget of the various Colleges/ Institutions set up by the Society, *but the fiduciary limits shall be at the consideration of the Society*
4. to discuss and approve the Annual/ Activity Report(s) of the various Colleges/ Institutes that depicts the functioning of the Colleges/ Institutes the proper utilization of funds allocated by the Society during the financial year under review. These reports shall be prepared by the Colleges/ Institutes within three months at the end of the financial year. The approved reports shall be consolidated and submitted to the Registrar of Societies along with the Audited Financial Statement of Accounts by the Society.
5. to prescribe and conduct various courses of study, training and research in different branches of Engineering and Technology, Management, Computer Applications, Pharmaceutical Sciences that require approval from AICTE.
6. to implement and observe various statutory requirements of the Approval Authorities and such other Government directives that may be advised by such statutory authorities from time to time.
7. to ensure that all University Examinations are held as per Schedule, without any disruption, and make necessary arrangements that have been stipulated in Statutes and/or Regulations of the University, AICTE and State Government, and provide directions to employees of Colleges/Institutes for the safe and efficient conduct of Examinations.
8. to suggest measures that may have a direct bearing on employability of students, and to encourage Faculty in Research activities or in Professional undertakings.
9. to delegate to the extent necessary and appropriate, such powers and functions to any Officer or Committees for some specific jobs/ activities after consultation with the Society.
10. to provide guidance and direct Officials of the Colleges/ Institutes for smooth and efficient management of academic activities and functions in furtherance of the objectives of the Colleges/ Institutions.
11. to provide for effective administrative set - up to supervise the Hostels, Residences, Health and well - being of student - boarders.
12. to institute and award Scholarships, prizes and medals.
13. to draw up standard force of Faculty (as per AICTE and University norms) and for other non- teaching Staff, as per requirement projected in consultation with the Society.




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14. to make, adopt, amend and modify or rescind Service Rules of the Colleges/ Institutes with due concurrence of the Society. Such decisions shall be adopted by simple majority.
15. to provide directions to the various College/ Institution Officials in maintaining cordial relationship(s) with Government Bodies, Approving and Affiliating Authorities.
16. The Board shall ratify appointments of Principals/ Directors and other senior - level appointments made by the Society.
17. The enlisted functions are not exhaustive and the Board may consider other relevant issues for the betterment of Colleges and the stake - holders.
18. The Chairman and Board Members will be entitled to travelling and daily allowances for the discharge of their Official functions and for attending Board Meetings at Society determined amounts.

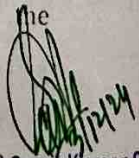
The Principal / Director

1.1.11 "Principal/Director" shall mean the Principals and Directors of the Colleges/ Institutes established by the Society. They shall receive directions from the Board and implement various decisions of the Society/ Board and report to the Society and The Board. He/ She shall be the Chief Academic and Administrative Head of the College(s)/Institutions.

1.1.12 The specific areas of responsibilities of the Director/Principal shall be :

- a) To percolate the Vision, Mission, Quality Policy of the Colleges to all employees of the College(s).
- b) Provide leadership and guidance to employees under his/her direct control.
- c) Brief the Society and the Board the progress of academic and other related affairs of the College.
- d) Ensure maintenance of disciplinary standards among students and employees for better management of the education system.
- e) Comply with statutory requirements of the Approval and Affiliating Authorities and other Government directives.
- f) Policy Planning, Goal - setting for departments, teaching and Non- teaching employees.
- g) Meet the requirements of Accreditation Bodies, and monitor progress of departments that are accredited or departments that have to undergo accreditation processes.
- h) Monitoring and evaluation of Teaching, Research, Publication(s) of Teachers, Open - source Online Courses, co-curricular and extra- curricular activities.
- i) Monitoring the academic environment and presiding over The Academic Council of the College, and to set standards and goals of academic activities.
- j) To set ethical standards and precepts that are in consonance with the Approval Authorities in matters of Research and plagiarism, and ensure observance by Faculty/ Staff and students engaged in Research and Project work.
- k) Monitoring and evaluating performance(s) of Teaching and Non - teaching employees, and taking remedial/ deterrent measures to improve deficiencies, if any.
- l) The Director/Principal may form Departmental and Academic Councils for the smooth administration of academic activities. He/She may also set up Committees for realization of objectives.
- m) He/ She shall monitor the proceedings of the Academic and Departmental Councils attached to the various departments, and oversee the implementation of measures suggested and adopted at the Academic/Departmental Councils.




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- n) Ensure and maintain harmonious relationship between Student and Faculty and Faculty, Faculty and Non - teaching employees.
- o) Act as the Member Secretary of the Board of Governors, and present current state of affairs at the Board Meeting. He/ She shall also prepare Agenda for discussion, and apprise the Board of the Action - Taken Report had been entrusted by the Board at the previous Board Meetings.
- p) The Principal/ Director shall draw up material and equipment requirements of the various departments in consultation with the Departmental Heads of the User Departments, and advise the Society of procurement action justify the procurement. In this regard, he/she shall be assisted by the Head of Department placing requisition/ requirement.
- q) In terms of the Approval Process Handbook, the Principal/Director shall be responsible to put in place a Grievance Redressal Mechanism that can be accessed On - line, and take adequate measures to address grievances.
- r) The Principal/ Director shall also take necessary preventive measures to curb "Ragging" at the Colleges/ Institutes as per directives of the Hon'ble Supreme Court of India.
- s) The Principal/ Director acting in good faith shall not be responsible for the execution of any Contracts for and on behalf of the College.
- t) The Principal/ Director is vested with the powers to institute appropriate disciplinary action against any delinquent employee by way of issuing Show-Cause, examine the explanation(s) of the delinquent employee, and advise the Society (Employer) the disciplinary action that should be taken against the erring employee.
- u) The Society, however, shall decide on the circumstances, merits and gravity of the "offences" purportedly committed by the delinquent employee, and take appropriate decisions/measures in the interest of the College/Institution. This shall be conveyed in writing to the concerned employee.
- v) He/ She may exercise all powers delegated by the Society/ Board, and may sub-delegate to any subordinate any responsibilities. But he/she shall remain accountable for the responsibilities so sub - delegated.
- w) For temporary absence, the Principal/ Director may nominate a suitable officer of the Department/ any Senior Teacher to officiate on his behalf for a temporary duration. In case the post of the Principal/ Director remains vacant for considerable duration due to any reason, the Society shall take suitable action to appoint a Principal/Director, and all such appointment shall be reported to the Chairman of the Board of Governors and the Board at the next meeting of the Board.
- x) The Principal/Director may, subject to availability of suitable and desirable Faculty, rotate the Head of Departments. By doing so, he /she will be able to position to create a pool of Faculty adept at Administrative functions.
- y) The aforesaid primary functions are not exhaustive and may encompass other functions/activities that further the objectives of the education system.

1.1.13 HEAD OF DEPARTMENTS:

- a) **Purpose:** To support and maintain the College/Institution reputation for providing quality teaching/ learning processes.
- b) **Research:** In relevant subject areas through originality and contribution to the advancement of learning, collaboration with other institutes or organizations for learning, by :
 - i) Identifying research topics, determining methodologies and adapting to new methodologies.



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- ii) Securing external funds from funding agencies - this may include developing detailed project reports.
- iii) Monitoring progress and writing reports to appropriate bodies about progress of research, if the funding agencies so require.
- iv) Leading and coordinating the activities of the research team, if the research requires team-work.
- v) Research - publications in journals, books and other materials, taking care that the publications do not infringe on copy-rights and plagiarism avoidance.
- c) **Teaching** - designing and developing innovative approaches to teaching/learning processes, with emphasis on learning outcomes. This shall include under - graduate and Post - graduate levels.
- d) **Providing necessary guidance in research work of Post - graduate students and Project work of under - graduate students.**
- e) Participate in Committees, and Councils like the Departmental Committee or the Academic Council of the College/ Institution.
- f) **Administration** - determining teaching requirements like laboratories, books and journals. Monitoring and evaluating student' performances in class - room assignments, class -tests and University examinations and taking appropriate remedial action.
- g) Leading and guiding team of academicians like Associate Professors, Assistant Professors, and Technical staff associated with the teaching/ learning process, so that a team - work - environment is fostered and achieved.
- h) Complying with the requirements of the Approval and Affiliating Bodies like the AICTE or the University.
- i) He/She will be responsible for compliance of University guidelines regarding conduct of Examinations/ evaluation of Scripts and submission of scores (marks) by Faculty members under his/her control. The guidelines of the University relating to such activities shall be circulated by the Examination Cell of the College. Deviation, if any, may attract criticism/strictures by the University, and should be scrupulously avoided.
- j) Undertake appropriate duties - like external examiner as appointed by the University, reviewer of peer -reviewed journals etc.
- k) Taking classes at the UG and PG levels - this will enable the Professor to know his students well, and also make assessments of the performance of other teachers in the department, through feed -backs received from the Students, and also to set standards regarding teaching, evaluation, attendance of students etc.
- l) **Ensure realization of Fees and other Charges from Fee -defaulting students**, as notified by the Finance Department of the College/ Institute, as such fees are the only "Revenue" for the College/ Institute.
- m) Whenever called upon to be a member of the Selection group in the recruitment process of Assistant Professors or Technical Assistants, the Professor may willingly participate in the process and record his/ her views.
- n) He/She may assign to himself appropriate teaching load, as per AICTE norms.
- o) He/She will be reportable to the Principal/Director of the Colleges/Institutes.

1.1.14 The Registrar:

- i. "Registrar" shall mean the Registrar or other Administrative personnel appointed for the various Colleges/ Institutes managed by the Society. He/She shall work under the direct control and supervision of the Principal/ Directors, and assist them in administrative affairs of the Colleges.



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- ii. The Registrar shall be primarily responsible for complying with the requirements laid down from time to time by the AICTE and the University so that approval and affiliation processes are not unduly delayed.
- iii. The Registrar shall take necessary measures to comply with State Government's policy requirements in procedural matters of scholarships of disadvantaged groups and such other groups notified by the State Government.
- iv. The Registrar, in consultation with the General Secretary of the Society and the Principal/ Director, shall take necessary and timely action in filling up vacancies of Faculty/ Staff so that academic activities are not in jeopardy.
- v. The Registrar shall maintain Personal Files, Promotional and Leave records of all employees of the College/ Institutes to which they are attached.
- vi. The Registrar shall prepare Appointment letters/ letters relating to confirmation and regularisation of services of employees in consultation with the General Secretary of the Society.
- vii. The Registrar shall notify The Principal/ Director and The General Secretary of the Society of any observed delinquency on the part of employees; and if the situation so warrants, conduct enquiries on the advice of the Principal/ Director and the General Secretary of the Society.
- viii. Regular administrative functions shall be the responsibility of the Registrar. He/ She shall also be responsible for wage/salary administration.
- ix. It has been experienced that law - enforcing authorities interact with the Registrar in specific cases of unwelcome behaviour of students/ staff of the Colleges/ Institutions. The Registrar shall assist the authorities in such situations.
- x. To meet the requirements of National Academic Directory that has been envisaged by the Ministry of Human Resources Development and to comply with the data requirements specified in All India Surveys on Higher Education.
- xi. To submit to appropriate authorities like the Affiliating University or the Higher Technical Education Department of the State Government Faculty details/data as may be required from time to time.
- xii. The Registrar shall perform all such functions and any other duties/ responsibilities assigned to him/her by the Principal/ Director , and the Society, from time to time.

1.1.15 The Campus Administrator : He shall be administratively under the control of the Society, and functionally under the Director/ Principal.

The Campus Administrator shall have the following functions:

1. To be the Overall In-Charge of the various College Campuses at Fuljhore and Bidhan Nagar (including Hostels for Boys and Girls).
2. General upkeep and Maintenance of the Campus and its environment.
3. To oversee and control the activities of Contract Security personnel, as the Security has been outsourced to Security Services.
4. To monitor the attendance of Contract Security personnel and to take suitable administrative action in case of lapse.
5. To suggest to the Management of the College effective measures for the Security of the Campus and of Hostel inmates.
6. To maintain high standard of discipline within the College Campus, and to prevent unauthorized activities by a section of students' within the Campus.
7. To oversee the functions of the College Hostels and the Wardens/Matrons who are presently looking after the affairs of the College Hostels.



- to set and maintain standards of Food served at the College Hostels by the Contractors, and maintain a daily record of food consumption by the Boarders, through the respective Wardens/ Matrons attached to each Hall of Residence.
- To take appropriate action in case of any deviation in norms and standards of Food being served, and to ensure general hygiene and cleanliness of the Hostels, the Food preparation area, the Washing Bays at the Hostels.
10. Ensure to take a stock of electrical installations/equipments/appliances affixed in the various hostel rooms through Wardens/Matrons attached to each Hall of Residence. In case of willful damage caused by students, the responsibility should be apportioned and penal action taken. Where the blame cannot be pinpointed after due enquiry, all the boarders of the specific room shall be made to make good the losses incurred by the College. Where boarders leave the Halls of Residence /Hostels and/or are shifted to other Halls of Residence, the reconnaissance should be conducted immediately and appropriate action taken.
 11. To organize and control vehicular movement within the Campus so as to prevent untoward incidents.
 12. Prepare emergency and disaster mitigation plans and educate all students/employees/faculty.
 13. Ensure fire-fighting equipments are in functional order.
 14. Prepare maintenance plans for Hostels, especially terrace doors and windows affixed in other floors that need essential repairs to be undertaken, and advise the Society suitably so that the maintenance jobs can be undertaken at the appropriate time.
 15. Suggest Campus Beautification plans and once approved, ensure that the plans are implemented. Also ensure Waste disposal as per Municipal Norms.
 16. Liaise with Government Agencies like the Police, Sub-Divisional Magistrate, Municipal Corporation etc.
 17. Maintain records relating to Hostels/Campus development activities/ Security etc. as required under AICTE, NBA norms.
 18. Be the Administrative Head of Staff/Officers under his control.
 19. Report to the Principal/ Director and the General Secretary of the Society on all matters (routine and exceptional) for the smooth functioning of the Colleges/ Institutes.
 20. Ensure that the Students turn out in prescribed Uniforms. No boarders should remain at the Hostels during College Hours, unless he/she is sick/incapacitated/indisposed, duly authenticated by the Medical Officer of the College and/or a Registered Medical Practitioner.
 21. As regards Hostel inmates, take appropriate decisions regarding the boarders in consultation with Hostel Superintendents, Principals/ Directors, and the General Secretary of the Society.
 22. Honour confidentiality and integrity of decision making levels.

4.16 Head, Training and Placement (CRO):

Training and Placement activities in a technology college/institution is the hall - mark of a well - run establishment, and is indicative of the level of interaction the College has with the Industry at large.

1. To look after the training and placement activities of students.
2. Organizing Counselling and Group - Interaction Sessions with eligible students.
3. To have close liaison with industry for placement of students
4. To work in consultation with Coordinator, Industry-Institute Interaction for organizing lectures from the professionals from industry.
5. To collect feedback from the companies coming for placement.
6. Arrange Training programmes for soft skills and for interview facing skills for the students using institutional and external expertise.
7. Maintaining a data base of prospective employers in Core and Service Industries.



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8. Maintaining a data base of alumni who are gainfully employed in various industries and service organizations.
9. Effective liaison with Training and Placement establishments of other Colleges/ Institutions .
10. Regular updating of Institute/ College website regarding placements achieved.
11. Maintaining records of employment of College students - wherever possible with the appointment letters that have been issued by the recruiters.
12. Dissemination of Campus Placement Opportunities when firmed, on "Need to Know" basis.
13. Gathering information about job fairs/ student fairs and all relevant recruitment advertisements made by potential recruiters/ UPSC and other statutory authorities , through the websites and /or print media.
14. Coordinating with companies to learn about their requirements and recruitment procedures
15. Identifying the needs and expectations of the companies to assist them in recruiting suitable candidates.
16. Organizing pre-placement training/workshops/seminars for students.
17. Arranging periodic meetings with Human Resources Department of companies and TPO's to promote our institute. Also arrange for "mock" interviews through HR Officials of Companies .
18. To provide resources and activities to facilitate the career planning process.
19. To act as a link between students, alumni and the employment community.
20. Highlighting articles on departmental notice boards regarding Competitive & Industrial Care Opportunities.
21. Inform students about the available job opportunities in government sectors and off campus drives.
22. Keeping in view the industry requirements, the training curriculum is to be appropriately and effectively designed for preparing the students as entry level Graduate Engineer Trainees Organizations:

- ❖ Personality Development
- ❖ Communication Skills & Vocabulary
- ❖ Resume Preparation & Email Writing
- ❖ Group Discussion
- ❖ Interview Skills
- ❖ Aptitude Training & Practice Tests
- ❖ Guidance for preparation for Interview by arranging mock sessions.


23. He/She will be reportable to the Society administratively & functionally to the Director/Principal.

1.1.17 Head of Administration: He / She will be responsible for the following functions, and shall report to the General Secretary of the Society :

The broad areas of activity, are:

- a. Administrative functions that may be assigned by the General Secretary of the Society to the Director/Principal of the College from time to time.
- b. Prepare MoU between the College/Society on the first part and other parties on the second part.
- c. Process legal documents on behalf of the College / Society and liaise with advocates on legal issues.
- d. Arrange of Vocational Training of eligible students in Industries / establishments.
- e. Make arrangements for Transport facilities for Faculty / Staff and students for educational purposes approved by General Secretary / Director / Principal.
- f. Arrange for meeting of the Society and Recording of the MoM of the Society.
- g. Prepare Annual Report of the Society.
- h. Arrange for holding of Interview for the selection of Teaching and non-teaching staff and when required.




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3. Adequately fumigate the stacking areas/racks and such other areas so that the books are preserved.
 4. Keep abreast of the journals/magazines and literary supplements that are regularly published by leading publishing houses.
 5. Cataloguing and Maintaining inventory of books purchased and the periodicity of Usage readership.
 6. Process requisitions made by User Departments. Readability aspect should be kept in mind during such processing, as funds are limited.
 7. Prepare the Library Budget.
 8. Ensure that least-used/read books, and journals/magazines are not re-purchased.
 9. All requisitions of Books, Journals and magazines must be vetted by Director/Principal before seeking of financial sanctions from the Society.
 10. Cooperate with the duly constituted Library Committee.
 11. Any other functions that may be assigned by the Director/Principal of the College/Institution and will report to Principal/Director of the Colleges/Institutes.
- This is not an exhaustive list, and ancillary assignments may be assigned by the Director/Principal Society.

1.1.21 Professor - In - Charge, Research and Development Cell:

The R & D activities include:

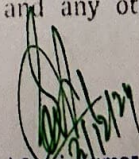
1. Arrange for Publication of Research Papers of Faculty/ Students in the Dr. B. Roy Engineering College Journal - "The Bulletin of Engineering and Science"
2. Guiding Students and Faculty in Research activities.
3. Preparation of Project Proposals for submission to Funding Agencies and Statutory Bodies.
4. Project Monitoring and Industrial Liaisoning activities.
5. Evaluating and Recommending purchase of Equipment/Instruments for Industrial Projects.
6. Preparation of MODROB Projects for submission to AICTE.
7. Arranging Seminars/Conferences/ Technical Discussions and Workshops.
8. Guiding students in publication of technical papers in indexed journals essential to secure admission for higher studies in foreign Universities.
9. Guiding Faculty in PhD Studies in related disciplines.
10. He/She will be reportable to the Director/Principal of the Colleges.

1.1.22 Professor - in - Charge (Examination Cell).

Roles and Responsibilities of the Examination In-charge :

1. Responsible for the due custody of the records pertaining to his/her work.
2. Shall have administrative control over the staff working under him/her.
3. Shall conduct the Examinations (college and university) and therefore make all other arrangements and be responsible for the due execution of all processes connected therewith.
4. To ensure that final year Grade cards are issued only to such students who produce a clearance certificate from the concerned authorities.
5. Notify and update Director/Principal about University mandates on Examinations as may notified by the University from time to time.
6. Ensure timely submission of Marks related to "internal examinations". Prepare precise and lucid instructions regarding (a) pattern of question paper (b) types of questions (c) ratio marks allotted to different types of questions (d) language of instruction etc
7. Circulation of circular to the teachers signed by the Principal /Director regarding submission of question papers, uploading marks on time and any other required documents as per the University notice.




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- Preparation of Question Bank:- In charge prepares subject wise question bank in coordination with subject teacher as per the notification of University.
9. Form a subject expert committee to ensure the quality of question paper that shall be submitted by question – setters.
 10. Preparation for Examination:-Ensure requisitioning of necessary items to conduct examinations i.e. question paper, answer sheets, Mark sheets, thread and other stationary items. Give advance requisitions to the concerned Purchase Section.
 11. Seating Arrangement:-Making proper seating arrangement for students for different examinations.
 12. Time-table:-Making examination time table with the consent from Principal/ Director as per Examination Schedule of University.
 13. Ensure compliance of guidelines contained in the University Circular No. Regis/25/4081 dated 31.8.2018 and any other related guidelines on the subject.
 14. Duty charge:-Prepare examination duty charts for the faculty & staff members.
 15. Records keeping:-Keeping records of all the examination held in the college in soft as well as hard copy.
 16. He will report to the Director/Principal of the Colleges.
 17. Outside Examination:- Conduct examination from other agencies and making proper arrangement for the conduct of such examinations where the College has been designated as an Examination Centre. Consent of the Principal/Director and the Society must be taken in advance with a brief indication of the cost – outlay and the revenue receipts for holding such external examinations.

1.1.23 Duties, Responsibilities and Functions of Faculty Members (Assistant Professors/ Associate Professors and Professors)

The primary function of the Faculty Members who have been selected in conformity with the norms established by AICTE/ Affiliating University will be to impart education in the related fields and as per syllabi designed by the University. With the introduction of MOOCs and MAR by the University/AICTE, the Faculty members will be responsible for observance of laid – down requirements. The duties and responsibilities shall be covered under the Service Rules. They shall report to the concerned HOD but remain administratively under the control of the Director/Principal of the Colleges.

1.1.24 Systems Manager (or Administrator) - With extensive computerisation of activities/laboratories , software requirements and networking, the Systems Manager (Administrator) shall be responsible for upkeep and maintenance of Computer Labs, assess the requirements of licensed software that are requisitioned by User Departments, and advise the Director/Principal and the Society of the necessity for procurement. The above duties and responsibilities are prime, and he may be entrusted with associated jobs in this area by the Director/Principal/ Society.

He shall also maintain an Inventory of Desktops/Laptops/Printers/ Projectors and ancillaries like UPS.

1.1.25 Technical Assistants/ Laboratory Assistants: Duties and functions:

Technical Assistants/ Laboratory Assistants have been appointed to carry out the following functions:

1. Maintain a record of laboratory equipments, consumables and usage.
2. Maintain stock – position of consumables and raise requisitions for consumables when the stock position is critical.
3. Assist the Teacher in conducting Lab. Experiments.
4. Adhering to safety norms at the Laboratories and advising students to that effect.



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5. Prepare "Do's and Don'ts" and arrange for proper display for User - Students : consultation with HoD's
6. He / She shall ensure that the equipments are kept in clean, dust and grime - free condition
7. Safe storage of equipments/consumables not in use.
8. Any other job that the Teacher conducting Lab. Classes may request him to conduct.
9. Any other assignments that the HoD may assign.
10. They are administratively and functionally under the control of the Departmental Head.

1.1.26 : Workshop Instructors/ Workshop Superintendents/ Demonstrators

The Workshop Instructors/ Superintendents attached to Mechanical Engineering Department(s) of the College/ Institute have the following broad functions:

1. Imparting Craft - based training to B. Tech and Diploma students as per curricula the University.
2. Ensure serviceability of Machines/ Equipment required for training.
3. Carry - out periodic maintenance of such machines.
4. Formulate and devise "Workshop Do's and Don'ts" and arrange for proper display so as to achieve Safety standards. In this aspect, the suggestions from the Head The Department/ Senior Faculty Members may be taken
5. Ensure stocks of consumables are readily available. Timely requisitions for replenishment must be submitted through the Departmental Head for procurement.
6. They will report to the Head of the Department concerned.

The aforesaid list of functional positions are not exhaustive, and the Society may create position(s) according to the needs of the Society/ Colleges/Institution. Their duties and responsibilities shall be indicated in the respective Appointment Order.

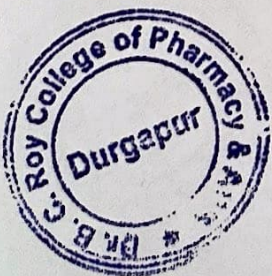
1.1.27 Selection Process of Faculty : Faculty Selection Norms in Engineering and Pharmacy Colleges and Institution:

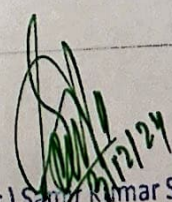
This process has been highlighted in the Service Rules. However, it is to be expressly understood that selection and recruitment in Faculty positions are mandated by the Approval Authority - India Council for Technical Education, New Delhi, The Pharmacy Council of India, New Delhi and University/ Council to which the Colleges/Institute are affiliated.

1.1.28 Faculty Selection Norms for Dr. B. C. Roy Polytechnic, Durgapur.

In respect of Dr. B. C. Roy Polytechnic, Bidhan Nagar, which is AICTE Approved and Affiliated to The West Bengal State Council of Technical and Vocational Education and Skill Development, Faculty Norms, stipulated by AICTE and notified by the Government of West Bengal in the Kolkata Gazette by the Department of Technical Education and Training for Polytechnic Branch :

Category	Qualification Norms	Desirable
Lecturer in Engineering disciplines	<ol style="list-style-type: none"> 1. First Class Bachelor's degree in the relevant subject. Where DGPA is awarded, the equivalence of First Class will be $(DGPA - 0.75) \times 100\%$. 2. For EE/ETC/ME/CE - the relevant degree shall be Electrical, Civil, Mechanical, Electronics & Telecommunication or Electronics and Communications Engg. 3. For CST, the relevant degree shall be Computer Sciences and Engineering. Degree in Information Technology will not be the equivalent for CST. 	<ol style="list-style-type: none"> 1. If the applicant holds a Masters degree, first class award should be either at the Bachelors or Masters level.

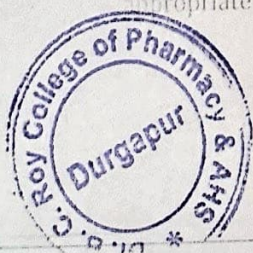



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Workshop independent Lecturers in Sciences Humanities Demonstrator in Labb. (also termed as Junior Lecturers in some of (Technics)	At par with Lecturers	
Physics/Chemist Lab. Demonstrator	First Class Masters Degree in Maths., Physics/Chemistry and English with first class or equivalent at Bachelor's level	
Workshop Instructor for Mechanical Engg.	1st. Class Polytechnic Diploma in relevant Engg. Discipline.	
Head of Departments (Engg.)	Higher Secondary (10+2) with Science (not Bio-Science)	B.Sc with Physics and Chemistry as subjects of study.
Principal	Madhyamik followed by ITI Trade certificate - Fitter, Machinist, Welding, Carpentry etc.	Higher Secondary
	BE/BTech and ME/M.Tech in appropriate branch in Engineering/Technology with First Class or equivalent either in Bachelor or Masters level and minimum 10 years experience in teaching/industry/research. <i>If the incumbent holds PhD in appropriate discipline in Engineering /technology, the minimum experience is 5 years in teaching/industry/research.</i>	Flair for Management and Leadership
	Qualification Same as HoD with 10 years relevant experience in teaching/industry/research, of which 3 years must be as HoD and PhD in Engg./Technology.	Flair for Management and Leadership

1.1.29: Employee Welfare Measures:

1. Every employee engaged by the Society in regular vacancies, whether in appropriate pay Band or on consolidated pay/remuneration will be entitled to Contributory Provident Fund till he/she attains the age of superannuation.
 2. Employees in receipt of remuneration not exceeding Rupees Twenty- Thousands per mensem are automatically covered under the ESI Scheme with nominal deduction from their salary as prescribed under the Act.
 3. Employees in receipt of remuneration exceeding Rupees Twenty One Thousands per mensem shall be covered under the Group Medical Benefit Scheme. The coverage shall include the Employee, Spouse and one Child who has not exceeded twenty one years of age, last birth day.
 4. Where Husband and Wife are employed by the Society, the One- child policy per family shall be considered under the Group Medical Benefit Scheme.
 5. Employees, who are entitled to Gratuity as per the enabling Act, are covered under the Gratuity Scheme.
 6. Depending on the financial position of the Society (the Employer), Dearness Allowance is reviewed and extended periodically.
- House Rent Allowance shall be extended to employees recruited against regular vacancies in appropriate Pay Bands. Where Husband and Wife are employed by the Society, HRA will be



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extended on per- family basis, either to the Husband or to the Wife. HRA admissit employees shall not exceed Rupees Six Thousand per mensem.

1.1.30 Retirement:

All employees recruited against regular vacancies shall retire on attaining Sixty (60) age. They may however, apply for re - engagement, provided in the opinion of the they are physically and mentally fit to undertake job - responsibilities, and the decision in this regard shall be final and binding.

1.1.31 Leave:

Leave entitlement of employees are covered under the Service Rules.

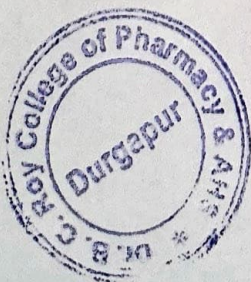
1.1.32: Out - Station Duty, Travelling and Daily Allowance:


Employees who are detailed on tour/ temporary duty at outstations are entitled to Trav Daily Allowance, the provisions and quantum thereof shall form a part of suitable adm and financial order(s) framed and revised from time to time (here Outstation shall mean Cities/ Stations that are beyond thirty (30) Kilometres from Durgapur).

For performance of duties within Thirty (30) Kilometres of Durgapur, actual trans expenses, and/or Meal Allowances may be reimbursed to such employees, provided timings necessitate consumption of meals at such places.

1.1.33 Administrative and Financial Delegation of Powers:

The Society, through the General Secretary, may from time to time, frame, modify and/ the Administrative and Financial Delegation of Powers of Key Functionaries , and this inst Delegation shall be conveyed in writing to the Key functionaries.




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