### 5 Service Rules, Policies and Procedures

The service rules and policies for the employees of the college are as follows:

#### 5.1 Recruitment

#### 5.1.1 Recruitment of Teaching Staff

#### **Appointment**

- 1. All appointments to any category of post in respect of teaching shall be made by Appointing Authority on the recommendation of the Selection Committee constituted by competent authority fulfilling the minimum AICTE norms wherever applicable.
- 2. The Appointing Authority may appoint, from time to time as per need, Guest/Part-time/Contract/Adhoc Teaching staff members.
- 3. The Appointing Authority may appoint experienced and highly competent experts (Academician & Executive) as Advisor/Adjunct Professor/Emeritus Professor and Non-Teaching staff for the growth and development of the Institute.
- 4. The non-teaching staff members are appointed by the Appointing Authority and some services, like Security, House Keeping etc., are taken from the vendor.

**Procedure for Recruitment** For initiating the process of regular staff recruitment, the institute normally advertises the posts in two leading newspapers, mentioning qualifications and experience required for the posts. However, the requisite qualification & experience of the faculty shall be as per the guide- lines of AICTE.

**Probation** Unless otherwise specified or decided by the Appointing Authority all Appointments against permanent posts will normally be on probation for a period of two years. The period of probation may be extended in individual cases if considered necessary by the Appointing Authority. Each extension of the probationary period, where considered desirable, shall be for one academic year.

#### Confirmation

- 1. On satisfactory completion of probation, an employee shall be considered for confirmation.
- 2. He/she will not be confirmed unless a letter of confirmation, specifying the date of confirmation, has been issued to him/her by the Appointing Authority.
- For confirmation of service the Reporting Authority should give his/her performance report and recommend to the Appointing Authority with justification/appraisal for confirmation.

#### **Appraisal**

1. Yearly increment is given to the regular staff.

9

PRINCIPAL
Bharati Vidyapeeth's
College of Engineering
A-4, Paschim Vihar,
New Delhi-63

leave.

4. The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave at its sole discretionfor reasons to be recorded in writing.

#### 5.4.22 Maternity Leave

Maternity leave on full pay may be granted to a female teacher with less than two surviving children for a period not exceeding 90 days from the date of its commencement. On request of staff member, it can be extended to 180 days on a without pay basis.

#### 5.4.23 Study Leave

- 1. Study leave may be granted to a regular staff member after a minimum of 3 years of continuous service, to pursue a special course of study or research directly related to his work in the college.
- 2. Study leave shall be granted by the Management on the recommendation of the Principal. Study leave shall not be granted for more than three years in one spell. In very exceptional cases where the Management is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the college, it can be extended.
- 3. Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- 4. Study leave may be granted not more than twice during one's career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.
- 5. Study leave may be granted to a regular staff member on a purely withoutpay basis.

#### 5.4.24

Teachers appointed on a contract basis will be granted leave in accordance with the terms of the contract.

#### 5.4.25

Any staff member who goes on long leave shall rejoin the college during the academic year starting or semester starting.

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New Della-63



Doc. No.: BV/FRADM/035

Issue No.: 02

Date of Issue: Ist Jan. 2011

### ON DUTY LEAVE FORK:

It is requested	I that	6	
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Name	Annu Pakas		
<b>Designation</b>	Assistant But	Deptt. BCE	
may kindly b	e granted Duty leave on th	e dates for the purpos	e mentioned below:
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### **Notice**

The 17<sup>th</sup> DRC part C and Special DRC of ECE, Dept. is scheduled on 09/05/23 and 10/05/23 respectively from 10am onwards in CVIP Lab, Dept. of ECE, IGDTUW.

### Schedule:

### 09/05/23 - 17th DRC Part-C

- 1. 10am 12 am Research Plan proposal of 05 scholars
- 2. 12 am onwards Selection of IGDTUW JRF
- 3. 1.00 pm-2.00pm Lunch
- 4. 2.00 pm onwards selection of IGDTUW JRF continues and other short agenda discussions.

All the scholars who requested for Research plan proposal evaluation and those who applied for IGDTUW, JRF needs to present on 09/05/23, failing which their candidature will be cancelled.

# Special DRC 10.05.23 CVIP Lab, Dept. of ECE, IGDTUW

1. 10am onwards - Pre-PhD seminar of 04 scholars as following:

S. No.	Dept/ Enrolment Number/Name	Supervisor/ Joint Supervisor	Topic
1.	01105022018/PT Ms. Annu Dabas	Dr., Richa Yadav/ Prof. Maneesha Gupta	Design of high performance Operational Frans- conductance Amplifier
2.	00905022018/SRF Ms. Ritu Kandari		Control of Microgrid with Large Scale Renewable Energy Generation
3	00405022017/FT Ms. Priya Singh	Prof. Ashwni Kumar/ Prof. Vandana Niranjan	Performance Improvement of CMOS Transimpedance Amplifier (TIA)
4.	Ms. Pooja Pandey 00205022017/PT	Prof. Nidhi Goel/ Dr. Rashmi Gupta (AIACTR)	Image Enhancement Method for Foggy Image

Those who wish to attend may join in CVIP lab.

Dr. Pankaj Gupta Coordinator, DRC, ECE

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New Delhi-63



Doc. No.: BV/FRADM/035

- Issue No.: 02

Date of Issue: Ist Jan. 2011

### ON DUTY LEAVE FORM

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Name	Rachna Nagula	2	
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	4)	Bharati Vidya College of Eng	
		A 4 Paschim	



Rachna Narula <rachna22csd003@ncuindia.edu>

### Presentation on 20.5.23

1 message

Prof. Prabha Sharma <prabhasharma@ncuindia.edu> To: Rachna Narula <rachna22csd003@ncuindia.edu>

Tue, May 16, 2023 at 10:23 AM

Your presentation for the Pre-PhD course, CLL750 is scheduled on 20.5.23, between 10.30am and 12.30pm. You Dear Rachna are requested to be present in the class for your predentation. With Best Wishes, Prabha Sharma

> PRINCIPAL Bharati Vidyapeeth's College of Engineering A-4, Paschim Vihar, New Delhi-63

(98)

# BHARATI VIDYAPEETH'S COLLEGE OF ENGINEERING NEW DELHI

Doc. No.: BV/FRADM/0

Issue No.: Date of Issue: Ist Jan. 20

## ON DUTY LEAVE FORM

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I (Name)		
Name Anu Yadav		
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College of Engineering	8	ESTA

111 SKeds CA MACO W.Ces Gmail Stide (compose **Drafts** Harred Wore Ore Shoozed £5 Q. Search in mail Dr. Yogita Gigras SRC related Meeting on 30th May 2023 atom x. Dear Anu, Regards Dr.Yogla You are required to must me on Monday (30th May 2023) to discuss the Ph.D work with ppt and Report for SRC. Reply Forward

PRINCIPAL
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College of Engineering
A-4, Paschim Vihar,
New Delhi-63

aw) 15, 6:07 PM (19 hours)

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Doc. No.: BV/FRADM/035

Issue No.: 02

Date of Issue: Ist Jan. 2011

### ON DUTY LEAVE FORM

It-is requeste	d that		
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Established under the Haryana State Private University Act 2006

Ph.D. 1st Sam Ph.D. 2nd Sem Course Morning (M): 10:00 AM to 11:00 AM Comprehensive RPE-901-22 RPE 3 25.05.2023 Ph.D. (May-2023) RPE-901-22 RPE-901-22 R ш Evening (E):02:00 PM to 3:00 PM 26.05.2023 Spel. Subject 3

1. Before answering the question paper the candidate should ensure that they have been supplied the correct question paper. Complaints in this regard, if any, shall not be entertained

Instructions: Import ant

2. Mobiles Phones, Programmable Calculators, Digital Watch are not allowed in the Examinations. All the students are required to report 20 minutes before the start of Examinations.

8. Notice Boards 5. All HOD'S

7. DPE

10. Transport Incharge

4. Dean Academics

1. Hon'ple Vice Chancellor (For Kind Information)

Registrar

2. Hon'ble Pro-Vice Chancellor

6\_Account Office Librarian

Controller of Examinations

Bharati Vidyapeeth's College of Engineering A-4, Paschim Vihar, New Delhi-63

Ref:MVNU/Exam/23/243

Doc. No.: BV/FRADM/035

1ssue No.: 02

Date\_of\_Issue: Ist Jan. 2011

### ON DUTY LEAVE FORM

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	yal Malik		
<b>Designation</b>	Assistante Profesor	2) Deptt	
may kindly b	e granted Duty leave on	the dates for the purpose	e mentioned below:
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Fwd: Reporting for Ph.D. progress work

payal malik <malik.88.p@gmail.com> Thu 11/24/2022 12:34 PM

To: Payal Malik <payai.rnalik@bharatividyape@th.edu>

Forwarded message -----From: ankit.vidyarthi <ankit.vidyarthi@jiit.ac.in>
Pate: Thu, Nov 24, 2022 at 12:27 PM
Subject: Re: Reporting for Ph.D. progress work
To: <MALIK.88.P@gmail.com>

Dear Payal

ு seet with ஒள் பு % 30 AM tomor வசர்வு Ph.D. work discussion.

Bharatt Vidyapeeth's
Bharatt Vidyapeeth's
College of Engineering
A-4, Paschim Vihar,
A-63
New Bellui-63

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Doc. No.: BV/FRADM/035

Issue No.: 02

Date of Issue: Ist Jan. 2011

### ON DUTY LEAVE FORM

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Name	Malesh Kimar		
Designation	Assistent P	ro-Deptt. IT	
may kindly b	e granted Duty leave on t	the dates for the purpo	se mentioned below:
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A-4, Paschim Vihar, New Delhi-63

# Call for Final Submission of PhD Thesis

Inbox

cl

Dr. Devender Vashisth <devenderkumar@bmu.ac.in>

Nov 17, 2022, 10:59 AM (2 days ago)

to me

Dear Mahesh,

This is regarding final submission of your PhD thesis for evaluation as per schedule. As you have completed the research work, you are hereby informed to submit your thesis at the earliest.

Dr. Devender Kumar Research Supervisor, Associate Professor Baba Mastnath University, Rohtak

PRINCIPAL

Bharati Vidyapeeth's College of Engineering A-4, Paschim Vihar,



### Q Search mail

#### Compose

# Inbox 235

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Important

Sent

Drafts 267

Categories

Social 2

Updates 19

Forums

Promotions

More

# Call for Final Submission of PhD Thesis



Dr. Devender Vashisth <devenderkumar@bmu.ac.in>

to me

Dear Mahesh,

This is regarding final submission of your PhD thesis for evaluation a

Dr. Devender Kumar Research Supervisor, Associate Professor

Baba Mastnath University, Rohtak



Mahesh Kumar Malkani <maheshmalkani@gmail.com>

to priyadarshi.prakhar

Dear Sir,

This is the mail I got from the guide

### Labels

Best to read

HOD (CSE)

Live Lecture Plan

os - cse-4th sem

More

Reply

Forward

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Bharati Vidyapeeth's

College of Engineering A-4, Paschim Vihar,

• Doc. No. : BV/FRADM/035

Issue No.: 02 Date of Issue: Ist Jan. 2011

### ON DUTY LEAVE FORM

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A	4-4, Paschim Vihar,	

Date: 01 08 22.

The Principal

Bharati Vidyapeeth's College of Engineering

New Delhi – 110063

Subject: Certification of presence at IIT Delhi for meeting with Dr. Brejesh Lall

Respected Sir,

This is to certify that I was in IIT Delhi for a discussion with Dr. Brejesh Lall to discuss the work that would be done as part of my PhD in the next week.

Yours truly

Monica Bhutani

Assistant Professor

**ECE** Department

PRINCIPAL

Bharati Vidyapeeth's
College of Engineering
A-4, Paschim Vihar,

New Delhi-63

IIT Delhi

Electrical Engineering Deptt.



Doc. No.: BV/FRADM/035

Issue No.: 02

Date of Issue: Ist Jan. 2011

### ON DUTY LEAVE FORM

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Name Sumit Chawla Designation Aut. Prof.	Deptt	lied - Scrence
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Delhi Technological University - PhD Six Monthly Progress Report

### Six Monthly Progress Report of Ph.D. work

Progress Report No.:

Name of the Research Student	Sumit Chawla
Name of the Supervisor Name of the Co Supervisor	Proif. Ranganath M. Singari
Place of Research	Department of: Mechanical engineering Delhi Technological University
Date of Registration	21/07/17
Title of the Ph.D. Research Topic	Prioritization and Efficient rowe selection in automotive parts manufacture
Report for the Period	From Jan 2022 To June 2022
Date of Earlier Report	July 2021 to Dec 2021

Pred	ise Report of the Research work done during the above period	7
1	Published I SCIE Paper in JER on 16th March 20	22,
2	PrePhD was conducted on 13th April 2022.	
3	Thesis submitted for evaluation (online) to exam cell by	mailon
4	one paper is in under seview in JSIR.	7 m July 2027

Symit Signature of Research Student

Signature of Supervisor/Research Guide

Signature of HoD

Signature of DRC Chairman

Remarks	of the Research Guide		•
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		PRINCIPAL	Page 2 of 2
		Bharati Vidyapeeth's College of Engineering	2 8 No. 191
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	and the second	New Delhi-63	12 <sup>4</sup> 3 2.3

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Doc. No.: BV/FRADM/035

Issue No.: 02

Date of Issue: Ist Jan. 2011

### ON DUTY LEAVE FORM

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	Α	4, Paschim Vihar,	





# Department of Electrical Engineering Delhi Technological University (Formerly Delhi College of Engineering)

29th July, 2022

Notice - Progress Monitoring of PhD Students for January-June 2022 period

All the supervisors are requested to arrange the Ph.D. progress presentation of their respective Ph.D. students on the date and time mentioned against their name. They are requested to invite the respective panel for the same. They may also invite the respective SRC members (within EED and outside EED department of DTU). They are further requested to submit the signed progress report (hard copy) to the HOD EED office on or before 10<sup>th</sup> August 2022 for onward submission to Dean (PG) office by 12<sup>th</sup> Aug 2022.

#### Note:

- The duration of presentation for each student is 10 minutes.
- If any student's name is missing or has completed/submitted their PhD, please include/exclude them accordingly.

DRC Chairperson (EED)

#### Enclosures:

(1) Notice

(2) Six monthly PhD progress report

PRINCIPAL

Bharati Vidyapeeth's

College of Engineering A-4, Paschim Vihar,

14   Dr. M.M.   1.   Poras Khetarpal (PT)   2K20/PHDE/504     Prof. Uma Nangia   Prof. N.K Jain   Prof. Startyndra Kumar   Srivastava (PT)   2K19/PHDE/507   Prof. Uma Nangia   Prof. N.K Jain   Dr. M.M Rayguru   Roomerace Room), First floor, EED   Prof. Startyndra Kumar   Srivastava (PT)   2K19/PHDE/507   Prof. Uma Nangia   Prof. Startyndra Kumar   Prof. Startyndra Ku						4
7. ASHUTOSH (FT) 2K20/PHDEE/504  14 Dr. M.M. Tripathi Professor  2. Satyendra Kumar Srivastava (PT) 2K18/PHDEE/15  3. Vedanshu (PT) 2K19/PHDEE/507  4. Chetan Gusain (FT) 2K20/PHDEE/501  15 Dr. J. N. Rai Professor  16 Dr. J. N. Rai Professor  17 Dr. J. N. Rai Professor  18 Prof. Uma Nangia Prof. N.K. Jain Dr. M.M Rayguru Dr. M. Rayinesh Nangia Dr. S.T Nagarajan Conference Room), First floor, EED  18 Dr. J. N. Rai Professor  19 Dr. J. N. Rai Professor Dr. I. Mr. Ravi Choudhary (PT) 2K18/PHDEE/16 Dr. Indra Chaudhary Dr. Indra D						
14   Dr. M.M.   1.   Poras Khetarpal (PT)   2K18/PHDEE/07   Prof. Uma Nangia   Prof. N.K. Jain   Dr. M.M. Rayguru   Prof. S.T.   Roberts   Prof. S.T.   Roberts   Prof. S.T.   N. Rai   Prof. S.T.   N. Rai   Prof. S.T.   N. Rai   Prof. S.T.   N. Rajneesh   Sharma (PT)   2K18/PHDEE/17   Prof. Prof. S.T.   Nagarajan   Prof. Prof. S.T.   Nagarajan   Prof. Pr			2K20/PERTEE/II2			•
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Professor  2K18/PHDEE/17  2. Mr. Rajneesh Sharma (PT) 2K19/PHDEE/16  3. Sukhbir (PT) 2K19/PHDEE/10  4. Sheersh Kumar Garg (PT) 2K19/PHDEE/08  5. Kuldeep Kumar Swarnkar (PT) 2K19/PHDEE/07  6. Ms. Nisha Singh (PT) 2K20/PHDEE/08  7. Mr. Ivan Carol-Bhengra (PT) 2K18/PHDEE/20  Prof. Uma Nangia  3 PM to 4:30 PM, TW1-FF9 (Conference Room), First floor, EED  3 PM to 4:30 PM, TW1-FF9 (Conference Room), First floor, EED  Prof. Uma Nangia  3 PM to 4:30 PM, TW1-FF9 (Conference Room), First floor, EED  Prof. Uma Nangia  3 PM to 4:30 PM, TW1-FF9 (Conference Room), First floor, EED  Prof. Uma Nangia  Prof. Uma Nangia  7 Mr. Ivan Carol-Bhengra (PT) 2K18/PHDEE/20  PRINC PAL Bharati Vidyapeeth's College of Engineering A-4, Paschim Vihar,	40	D. I.N. Dai	1 Mr. Pavi Choudhary (PT)	Tidiigid	Prof. Rachna Garg	03 <sup>rd</sup> August 2022
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