

## 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.

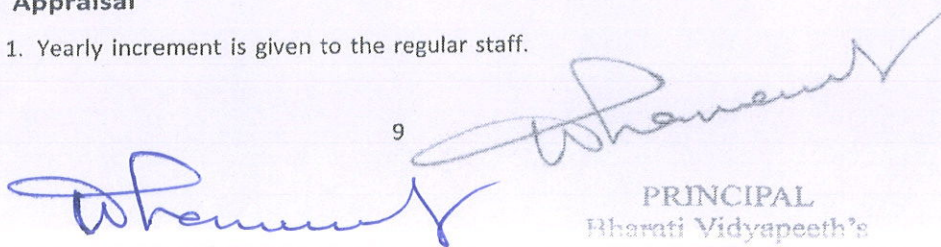
**Probation** Unless otherwise specified or decided by the Appointing Authority all Appointments against permanent posts will normally be on probation for a period of two years. The period of probation may be extended in individual cases if considered necessary by the Appointing Authority. Each extension 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.
3. 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.



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leave.

4. The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave at its sole discretion for 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

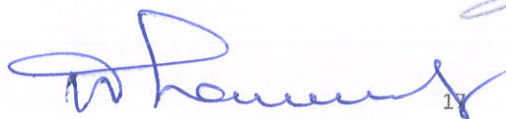
1. Study leave may be granted to a regular staff member after a minimum of 3 years of continuous service, to pursue a special course of study or research directly related to his work in the college.
2. Study leave shall be granted by the Management on the recommendation of the Principal. Study leave 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 without-pay basis.

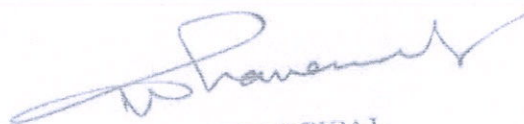
#### 5.4.24

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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# BHARATI VIDYAPEETH'S COLLEGE OF ENGINEERING, NEW DELHI

Doc. No. : BV/FRADM/035

Issue No. : 02

Date of Issue : 1st Jan. 2011

## ON DUTY LEAVE FORM

It is requested that

I (Name)


Name RAJAT GUPTA

Designation Assistant Professor Deptt. CSE

may kindly be granted Duty leave on the dates for the purpose mentioned below :

| Dates       | Nature of Work   | Venue of Work                | Supporting Document* |
|-------------|------------------|------------------------------|----------------------|
| 30 Nov 2023 | PhD Presentation | Shobhit University<br>Meerut | attached.            |

(a) My teaching and other duties on the above dates will be performed by:

|       | Name                   | Signature   |
|-------|------------------------|---|
| (i)   | <u>Mr. Vijay Kumar</u> |  |
| (ii)  | _____                  | _____   |
| (iii) | _____                  | _____   |
| (iv)  | _____                  | _____   |

(b) I have on teaching and other load on the above dates

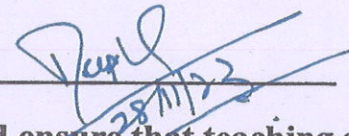
(Fill (a) or (b) above whichever is relevant.)

Date : \_\_\_\_\_ Signature : \_\_\_\_\_

Note : This application should be got sanctioned before availing Duty Leave.

### TO BE FILLED BY HEAD OF THE DEPARTMENT

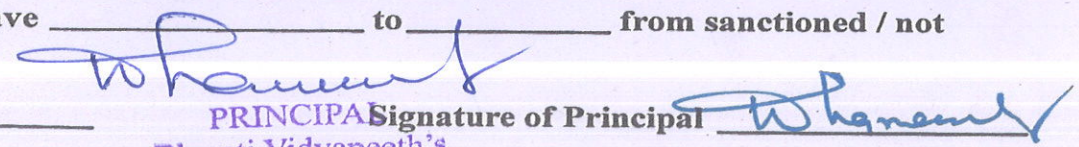
Duty Leave from 30/11/2023 to 30/11/2023 recommended / not recommended.

Date : \_\_\_\_\_ Signature of HOD : 

(Note : While recommending duty leave HOD should ensure that teaching and other loads have been properly arranged).

### TO BE FILLED BY PRINCIPAL

Duty Leave \_\_\_\_\_ to \_\_\_\_\_ from sanctioned / not sanctioned.

Date : \_\_\_\_\_ PRINCIPAL Signature of Principal 

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A-4, Paschim Vihar  
New Delhi-63

Attach Separate Document Sheet if Necessary

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**Presentation on 30 Nov 2023.**

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**Aanchal Chaudhary** <[aanchal@shobhituniversity.ac.in](mailto:aanchal@shobhituniversity.ac.in)>

23 November 2023 at 12:39

To: "rajjatgupta2@gmail.com"

Dear Rajat Gupta,

All the scholars are informed to be prepared with their presentation on **Thursday, 30 November 2023** in the University Campus.

Please note presentations are integral part of PhD Coursework.

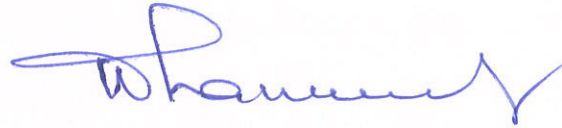
Regards,

Dr. Aanchal Chaudhary

Shobhit Institute of Engineering and Technology

(Deemed to-be-University)

NH-58, Modipuram, Meerut.



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New Delhi-63

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# BHARATI VIDYAPEETH'S COLLEGE OF ENGINEERING, NEW DELHI

Doc. No. : BV/FRADM/035

Issue No. : 02

Date of Issue : 1st Jan. 2011

## ON DUTY LEAVE FORM

It is requested that

I (Name)

Name Ritambhrg Katoch

Designation A.P Deptt. ICE

may kindly be granted Duty leave on the dates for the purpose mentioned below :

| Dates   | Nature of Work | Venue of Work | Supporting Document* |
|---------|----------------|---------------|----------------------|
| 9/11/23 | Ph.D work      | DTU           |                      |

(a) My teaching and other duties on the above dates will be performed by:

|       | Name            | Signature |
|-------|-----------------|-----------|
| (i)   | _____           | _____     |
| (ii)  | <u>A/O Lect</u> | _____     |
| (iii) | _____           | _____     |
| (iv)  | _____           | _____     |

(b) I have on teaching and other load on the above dates

(Fill (a) or (b) above whichever is relevant.)

Date : \_\_\_\_\_ Signature : R Katoch

Note : This application should be got sanetioned before availing Duty Leave.

### TO BE FILLED BY HEAD OF THE DEPARTMENT

Duty Leave from 9/11/23 to 9/11/23 recommended / not recommended.

Date : 8/11/23 Signature of HOD : A/C

(Note : While recommending duty leave HOD should ensure that teaching and other loads have been properly arranged).

### TO BE FILLED BY PRINCIPAL

Duty Leave 9/11/23 to 9/11/23 from sanctioned / not sanctioned.

Date : 8/11/23

Signature of Principal

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

Attach Separate Document Sheet if Necessary

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Ms/ Mrs/ Mr <sup>✓</sup> Ritambhara Katoch  
is enrolled in Ph.D under my supervision. S/he has been called  
to DTU on 9/11/23 for discussion  
related to the progress of her/ his work.

Name: Prof. Dhruvaj Joshi

  
Signature:

Designation: Professor

Department: EE

Institute: DTU

Date: 9/11/23



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# BHARATI VIDYAPEETH'S COLLEGE OF ENGINEERING, NEW DELHI

Doc. No. : BV/FRADM/035  
Issue No. : 02  
Date of Issue : 1st Jan. 2011

## ON DUTY LEAVE FORM

It is requested that

I (Name)

Name Nisha Malhotra

Designation Assistant Professor Deptt. I.T

may kindly be granted Duty leave on the dates for the purpose mentioned below :

| Dates    | Nature of Work                | Venue of Work       | Supporting Document* |
|----------|-------------------------------|---------------------|----------------------|
| 17/10/23 | Classes at NSUT (course work) | NSUT, Dwarka, Delhi |                      |

(a) My teaching and other duties on the above dates will be performed by:

|       |                        |                    |
|-------|------------------------|--------------------|
|       | Name                   | Signature          |
| (i)   | <u>Dr. Ajay Dureja</u> | <u>[Signature]</u> |
| (ii)  | _____                  | _____              |
| (iii) | _____                  | _____              |
| (iv)  | _____                  | _____              |

(b) I have on teaching and other load on the above dates

(Fill (a) or (b) above whichever is relevant.)

Date : 16/10/23 Signature : [Signature]

Note : This application should be got sanctioned before availing Duty Leave.

### TO BE FILLED BY HEAD OF THE DEPARTMENT

Duty Leave from 17/10/23 to \_\_\_\_\_ recommended / not recommended.

Date : 15/10/2023 Signature of HOD : [Signature]

(Note : While recommending duty leave HOD should ensure that teaching and other loads have been properly arranged).

### TO BE FILLED BY PRINCIPAL

Duty Leave \_\_\_\_\_ to \_\_\_\_\_ from sanctioned / not sanctioned.

Date : \_\_\_\_\_ Signature of Principal [Signature]

Attach Separate Document Sheet if Necessary

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New Delhi-63


|      | 09:00              | 10:00              | 11:00 | 12:00 | 01:00                          | 02:00                          | 03:00              | 04:00                          | 05:00                          | 06:00 |
|------|--------------------|--------------------|-------|-------|--------------------------------|--------------------------------|--------------------|--------------------------------|--------------------------------|-------|
| Mon  | FCMG101            | FCMG101<br>Batch 2 |       |       | FCMG101<br>Batch 1             | FCMG102                        |                    |                                |                                |       |
| Tue  | FCMG101<br>Batch 1 | FCMG102            |       |       | FCMG101<br>Batch 1<br>Tutorial | FCMG101<br>Batch 1<br>Tutorial |                    |                                |                                |       |
| Wed  | FCMG101<br>Batch 2 | FCMG101            |       |       | FCMG101<br>(T) Batch<br>1      | FCMG101<br>(T) Batch<br>2      | FCMG101<br>Batch 2 |                                |                                |       |
| Thrs |                    |                    |       |       |                                |                                | FCMG101            | FCMG101<br>Batch 2<br>Tutorial | FCMG101<br>Batch 2<br>Tutorial |       |
| Fri  |                    |                    |       |       |                                |                                | FCMG101<br>Batch 1 |                                |                                |       |

|        | Course Code | Course Name   | Faculty Assigned |             | L | T | P | Hours |
|--------|-------------|---|------------------|-------------|---|---|---|-------|
| PhD    | FCMG101     | Research Methodology and Intellectual Property Rights | Nidhi Jain       |             | 3 | 1 | 0 | 5     |
| PhD    | FCMG102     | Research and Publication Ethics                       | Nidhi Jain       |             | 2 | 0 | 0 | 2     |
| M Tech | FCMG101     | Research Methodology and Intellectual Property Rights | Hema Khanna      | Hema Khanna | 4 | 0 | 0 | 4     |

Batch Division for M. Tech

Batch 1 Branches: BSE, CSE, EE, Mech

Batch 2 Branches: ECE, IT, Civil

  
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# BHARATI VIDYAPEETH'S COLLEGE OF ENGINEERING, NEW DELHI

Doc. No. : BV/FRADM/035

Issue No. : 02

Date of Issue : 1st Jan. 2011

## ON DUTY LEAVE FORM

It is requested that

I (Name)

Name Amrita Ticku

Designation A.P Deptt. CSE

may kindly be granted Duty leave on the dates for the purpose mentioned below :

| Dates      | Nature of Work | Venue of Work | Supporting Document* |
|------------|----------------|---------------|----------------------|
| 28.10.2023 | Phd work.      | MVN UNIV.     | Attached.            |

(a) My teaching and other duties on the above dates will be performed by:

|       | Name                       | Signature |
|-------|----------------------------|-----------|
| (i)   | <u>Dr. Rakhi Lalit</u>     | _____     |
| (ii)  | <u>Ms. Deepika Deepika</u> | _____     |
| (iii) | _____                      | _____     |
| (iv)  | _____                      | _____     |

(b) I have on teaching and other load on the above dates

(Fill (a) or (b) above whichever is relevant.)

Date : 28.10.2023 Signature : Amrita

Note : This application should be got sanctioned before availing Duty Leave.

### TO BE FILLED BY HEAD OF THE DEPARTMENT

Duty Leave from 27/10/23 to 27/10/23 recommended / not recommended.

Date : 27/10/2023 Signature of HOD : Deepika

(Note : While recommending duty leave HOD should ensure that teaching and other loads have been properly arranged).

### TO BE FILLED BY PRINCIPAL

Duty Leave \_\_\_\_\_ to \_\_\_\_\_ from sanctioned / not sanctioned.

Date : \_\_\_\_\_

Signature of Principal Whanem

Attach Separate Document Sheet if Necessary

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New Delhi-63



# Meeting regarding your progress in research Inbox



MVNU Research &... 7:57 am  
to me



Dear Scholar,  
Kindly come to my office on 26th October to discuss on further course of action on your research article with your guide. Your reporting time will be 11 AM. Please be there on time.  
Date : 26th oct 2023  
Time: 11AM  
Venue : IQAC Meeting Room

With regards

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

Reply   Reply all   Forward





# BHARATI VIDYAPEETH'S COLLEGE OF ENGINEERING

(Affiliated to Guru Gobind Singh Indraprastha University, Approved by AICTE, New Delhi)  
(An ISO 9001:2015 Certified Institute)

A-4, Paschim Vihar, Rohtak Road, New Delhi -110063  
☎ 25278443, 25278444, 9289792621, 9650435096  
E-mail : coedelhi@bharatividyaapeeth.edu  
Website : www.bvcoend.ac.in



FOUNDER :  
Dr. Patangrao Kadam  
M.A., LL.B., Ph.D

SECRETARY :  
Dr. Vishwajit Kadam  
B.E. (Comp.), M.B.A., Ph.D

PRINCIPAL :  
Dr. Dharmender Saini  
B. Tech., M. Tech, Ph.D

Ref. No.: BVCOE/ND/ 200 /2023 – 2024

Date: 30/07/2024

## NO OBJECTION CERTIFICATE TO WHOMSOEVER IT MAY CONCERN

It is certified that Mr. Jatin Gaur is working as an Assistant Professor in Electronics & Communication Engineering Department in Bharati Vidyapeeth's College of Engineering, New Delhi, from 29.07.2024 to till date. This certificate is being issued to him for pursuing part time Ph.D. from NIT, Delhi.

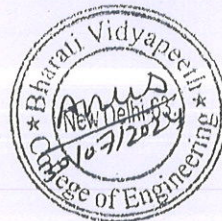
He is very sincere, hard working and bears a good moral character.

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New Delhi-63

Principal

Bharati Vidyapeeth  
College of Engineering  
New Delhi-110063

Received  
on. 30/07/2024



To,

DATE: 30/07/2024

The Principal,  
BVCOE,  
Paschim Vihar, New Delhi.

**Sub: Request for No Objection Certificate (NOC) to Join Ph.D. Program at NIT Delhi.**

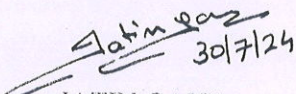
I am writing to seek your kind approval and issuance of a No Objection Certificate (NOC) for pursuing my Doctor of Philosophy (Ph.D.) at the National Institute of Technology (NIT), Delhi.

I have been selected for the Ph.D. (Part-Time) at NIT Delhi, and the registration process of course is scheduled to commence from **1-Aug-2024**. I assure you that I will manage my responsibilities effectively and ensure that my work commitments are not compromised due to my academic pursuits.

I kindly request you to grant me the No Objection Certificate to facilitate my admission process at NIT Delhi. Enclosed herewith are my admission offer letter and other relevant documents for your reference.

Thank you for considering my request. I look forward to your positive response.

Yours sincerely,

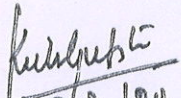
  
JATIN GAUR

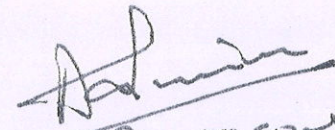
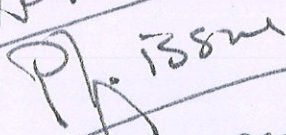
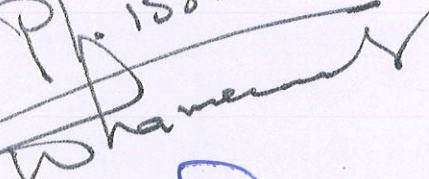
Assistant Professor

Department of ECE

9013009249

forwarded

  
27/7/24.

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New Delhi-63



राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली  
NATIONAL INSTITUTE OF TECHNOLOGY DELHI

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)  
(An autonomous Institute under the aegis of Ministry of Education, Govt. of India)  
Plot No. FA7, Zone P1, GT Karnal Road, Delhi-110036, INDIA  
दूरभाष/Tele: +9111-33861000, 1001, 1005 फेक्स/ Fax: +9111-27787503  
वेबसाइट/Website: www.nitdelhi.ac.in

31.05.2024

**Advt. No. NITD/R&C/01/PhD/2024-25**  
**List of provisionally selected candidates of PhD programme**  
(Autumn Semester, Academic Year: 2024-25)

Part-Time

| S. No. | Name of Candidate & Father's Name                  | Category | Department  |
|--------|--|----------|-------------|
| 1.     | AMIT MISHRA<br>S/O VISHAMBHAR DAYAL MISHRA         | GEN      | Civil Engg. |
| 2.     | S SANGEETHA<br>D/o G SRINIVASAN                    | OBC      | ECE         |
| 3. ✓   | JATIN GAUR<br>S/O PARVESH KUMAR GAUR               | UR       | ECE         |
| 4.     | SIVAKUMAR VENKAT VEPAKOMMA<br>S/O V.TYAGARAJU      | UR       | ME          |
| 5.     | DINESH KUMAR KHANDELWAL<br>S/O RAMDAYAL KHANDELWAL | UR       | ME          |
| 6.     | MUKESH PATHELA<br>S/O J R PATHELA                  | UR       | ECE         |
| 7.     | SOURABH JAIN<br>S/O PADAM CHAND JAIN               | UR       | ECE         |
| 8.     | AMRENDRA KUMAR<br>S/O RAJNARAYAN TIWARY            | UR       | CSE         |

*Dean Research & Consultancy*

NIT Delhi  
011-33861104

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New Delhi-63



# BHARATI VIDYAPEETH'S COLLEGE OF ENGINEERING

(Affiliated to Guru Gobind Singh Indraprastha University, Approved by AICTE, New Delhi)  
(An ISO 9001:2015 Certified Institute)

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☎ 25278443, 25278444, 9289792621, 9650435096  
E-mail : coedelhi@bharatividyaapeeth.edu  
Website : www.bvcoend.ac.in

Estd. 1964  
Celebrating  
**50**  
and Beyond  
BHARATI VIDYAPEETH

FOUNDER :  
Dr. Patangrao Kadam  
M.A., LL.B., Ph.D

SECRETARY :  
Dr. Vishwajit Kadam  
B.E. (Comp.), M.B.A., Ph.D

PRINCIPAL  
Dr. Dharmender Saini  
B. Tech., M. Tech, Ph.D

Ref. No.: BVCOE/ND/Staff/181/2023 – 2024

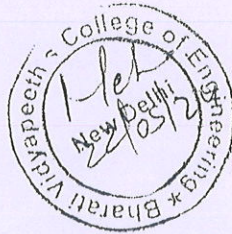
Date: 22/05/2024

## NO OBJECTION CERTIFICATE

### TO WHOMSOEVER IT MAY CONCERN

It is certified that Ms. Akanksha Kochhar, is working as Assistant Professor in Computer Science & Engineering Department at Bharati Vidyapeeth's College of Engineering, New Delhi since 27.02.2023.

The college has no objection in her applying for Ph.D. Programme at Netaji Subhash University of Technology.



*Dharmender Saini*  
**Principal**  
Bharati Vidyapeeth  
College of Engineering  
New Delhi-110063

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

*Received*  
*Anand*

To

The Principal

BVCOE, New Delhi

22 May 2024

Subject:- Requirement of NOC for PHD

Respected Sir,

I am writing to formally request a No Objection Certificate (NOC) to pursue my PHD at Netaji Subhas University of Technology.

I kindly request you to grant me the NOC to facilitate my admission process.

Thankyou for considering

Yours sincerely,

Akanksha Kulkarni

(Assistant Professor)

(CSE)

Admin

Pl. issue.

Whannant

Whannant

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