



Service Rule Book

[Amended on: November 2023]



Bharati Vidyapeeth's College of Engineering

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

A-4, Paschim Vihar, New Delhi 110063 (INDIA)

Website: <https://bvcoend.ac.in/>

TEL: 011-25278444/25278443

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A-4, Paschim Vihar,
New Delhi-63.

4.12 Training and Placement Department (T&P) Functions and Responsibilities

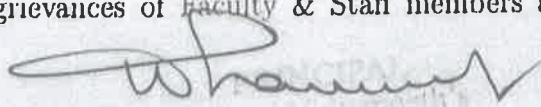
- To manage the placement activities of the students.
- To monitor higher study cell (HSC) of the college.
- To manage the industry institute cell (IIC) of the college.
- To keep a record of the graduates of the college for purpose of employment and training.
- To help graduates of the college in obtaining suitable jobs.
- To prepare students for the placement season, organize a comprehensive pre-placement boot camp that includes sessions on resume building, interview etiquette, mock assessments, mock interviews, and expert talks by industry professionals on emerging technologies.
- To conduct advanced data structures workshops and a dedicated series focused on enhancing problem-solving abilities and logical reasoning skills.

4.13 Examination Cell Functions and Responsibilities

- Conduction of Mid-Term and End-Term theory and practical examinations.
- Coordination with GGSIPU/ program coordination committee regarding all examination data.
- Official notification related to University Examination Conduct/Program coordination committee to students through Depts. / Notice board / College Website.
- Student Registration Chart (RC) activities.
- Distribution of Degree certificates, Provisional degrees, and Grade sheets of students received from University after the declaration of the result.
- Handling Student's queries related to examinations and results.
- Handling Student's grievances with the University for Various Matters pertaining to transcripts, migration, results of students, degrees, etc.
- Verification of student result data for College Training and Placement Activity and Companies / Govt. organizations as per their request.

4.14 Grievance Redressal Committee Functions and Responsibilities

The individual grievances of Faculty & Staff members are processed at the following levels:



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- **Department Level (Level 1):** Any aggrieved employee should first submit his/her grievance in writing to the Head of the Department. The necessary action should be taken by the concerned Department Head to resolve the matter at the earliest. If it remains unresolved even after 3 days, the employee or the HOD may route the grievance to the next level.
- **HOD's Level (Level 2):** In case the grievance was not resolved amicably at the Department Level due to the complexity of the matter or the aggrieved employee is not satisfied with the decision or fails to get a response within the stipulated time, the administrative office will intervene to reach a conclusion and settle down the matter at the earliest or maximum within 7 days of receipt of the application.
- **Management Level (Level 3):** In more sensitive matters, the principal may refer the case to the Management level and as per the recommendations of the management, the required action shall be initiated through the Administrative Office Department. The decision at this level shall remain final.

4.15 Internal Complaint/ Sexual Harassment Committee Functions and Responsibilities

The Internal Complaint/Sexual Harassment Committee functions under the grievance redressal cell and is open to all female staff/students of the college to promote a healthy atmosphere in the college.

4.16 Professor/Associate professor/Assistant Professor

- Teaching UG Degree courses including lectures, laboratory & tutorials.
- Students' Assessment & Evaluation including Examination work of the college.
- Participation in the Co-curricular & Extracurricular activities, Student guidance & counseling & helping their holistic development, innovation in Technical Education.
- Promoting & coordinating Continuing Education Activities.
- Self-development through Up-gradation of Knowledge & skills.
- Any academic and administrative work assigned by the college.

5 Service Rules, Policies and Procedures

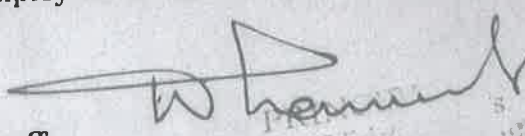
The service rules and policies for the employees of the college are as follows:

5.1 Recruitment

5.1.1 Recruitment of Teaching Staff

Appointment


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- The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time: Provided that no commuted leave shall be granted under the provision of these rules unless the authority competent to sanction leave has reasons to believe that the staff will return to duty on its expiry.
2. Half-pay leave up to a maximum of 180 days may be allowed to be commuted during the entire service (without production of a medical certificate) where such leave is utilized for an approved course of study certified to be in the public interest by the leave sanctioning authority.
- NOTE: Commuted leave may be granted at the request of the staff even when earned leave is due to him.

5.4.21 Extraordinary Leave

1. A permanent teacher may be granted extraordinary leave for good reasons:
 - when no other leave is admissible; or
 - When other leave is admissible, but the teacher applies for the grant of extraordinary leave.
2. Extraordinary leave shall always be without pay and allowances.
3. Extraordinary leave may be combined with any other leave except casual 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.

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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.

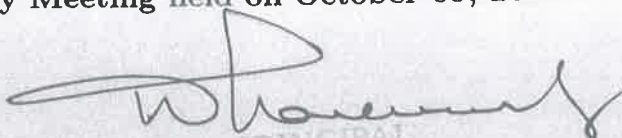
5.4.24

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.

Approved in Governing Body Meeting held on October 09, 2023



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Annexure #2
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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 Ritambhara Katoch

Designation Assistant Professor Deptt. TCE

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

Dates	Nature of Work	Venue of Work	Supporting Document*
11/10/2025 (a)	Ph.D	DTU	

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

Name

Signature

(i)

(ii) Dr. Saket Gupta

(iii)

(iv)

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

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

Date : 13/10/25

Signature : [Signature]

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

TO BE FILLED BY HEAD OF THE DEPARTMENT

Duty Leave from 11/10/25 to 11/10/25 recommended / not recommended.

Date : 13/10/25

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 11/10/25 to 11/10/25 from sanctioned / not sanctioned.

Date : 13/10/25

Signature of Principal [Signature]

Attach Separate Document Sheet if Necessary

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A-4 Paschim V
New Delhi-03

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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 Lalit Butra

Designation Assistant Professor Deptt. Applied Science

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

Dates	Nature of Work	Venue of Work	Supporting Document*
07/8/25 (half day)	Ph.D Progress Presentation	D.T.U	

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

	Name	Signature
(i)	<u>Dr. Saurabh K. Agrawal</u>	<u>[Signature]</u>
(ii)	<u></u>	<u></u>
(iii)	<u>N.A.</u>	<u></u>
(iv)	<u></u>	<u></u>

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

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

Date : 07/8/2025

Signature : [Signature]

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

TO BE FILLED BY HEAD OF THE DEPARTMENT

Duty Leave from 07/8/25 (half day) to recommended / ~~not~~
recommended.

Date : 07/8/25

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 07/8/25 (half day) to from sanctioned / not
sanctioned.

Date : 07/8/25

Signature of Principal [Signature]

Attach Separate Document Sheet if Necessary

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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 A.P. 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*
21-8-25 (half OD)	course work	NSUT, Dwarka	Attached.

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

	Name	Signature
(i)	<u>Dr. Mahesh Kumar</u>	<u>[Signature]</u>
(ii)	<u></u>	<u></u>
(iii)	<u></u>	<u></u>
(iv)	<u></u>	<u></u>

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

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

Date : 20-8-25 Signature : [Signature]

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

TO BE FILLED BY HEAD OF THE DEPARTMENT

Duty Leave from 21-8-25 to 21-8-25 recommended / not recommended.

Date : 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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Lab IT <itlab.302bvcoe@gmail.com>

(no subject)

Nisha Malhotra <nisha.jan89@gmail.com>
To: itlab.302bvcoe@gmail.com

Wed, Aug 20, 2025 at 11:40 AM

	A	B	C	D	E	F	G	H	I	J	K
	08:00-09:00	09:00-10:00	10:00-11:00	11:00-12:00	12:00-01:00	01:00-02:00	02:00-03:00	03:00-04:00	04:00-05:00	05:00-06:00	
Monday	RM & IPR	RM Tutorial				Soft Computing				Data Handling Lab	
Tuesday	RM & IPR	RM & IPR	RM Tutorial			Data Handling				Soft Computing Lab	
Wednesday	Ethics	Ethics	Soft Computing				Data Handling				
Thursday					Operating System			Soft Computing			
Friday								Data Handling			

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Date of Issue : 1st Jan. 2011

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A-4, Paschim Vihar,
New Delhi-63

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms/ Mrs/ Mr Ashutosh
is enrolled in PhD under my supervision. S/he has been called
to DTU, Delhi on 28/08/25 for discussion
related to the progress of her/ his work.

Name: Dr. Dheeraj Joshi

Designation: Professor

Department: EEE

Institute: DTU, Delhi


Signature:

Date: 28/08/25



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Andhra Pradesh - Vellore
New Delhi-65

12.12



Outlook

PhD progress discussion

From Harikesh <harikesh@dtu.ac.in>

Date Wed 4/18/2026 12:23 PM

To Jitender kumar <Jitender.kumar@bharativedyapeeth.edu>

Dear Jitender,

Met me on Monday regarding the Ph.D progress work.

With regards

Dr. Harikesh

Disclaimer :- <http://mail.bharativedyapeeth.edu/disclaimer.html>

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NEW DELHI**

Doc. No. : BV/FRADM/035

Issue No. : 02

Date of Issue : 1st Jan. 201

ON DUTY LEAVE FORM

It is requested that

I (Name)

Name Deepika Yadav

Designation Asst. Prof. 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*
9/5/26	Ph.D	MUN University	Attached

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

Name	Signature
(i) <u>Dr. Aarti</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 : 13/05/26 Signature : Deepika

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

TO BE FILLED BY HEAD OF THE DEPARTMENT

Duty Leave from 9/5/26 to 9/5/26 recommended / not recommended . (Half Day)

Date : 13/5/26 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

12.14

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



Meeting regarding your progress in research

Inbox



Dr. N. P. Singh

Profile picture

Dear Scholar,

A meeting has been scheduled to review the progress of your PhD research work and to discuss the subsequent course of action. The discussion will also address any challenges and ensure alignment with the overall research goals.

Kindly be present on time. I look forward to our discussion.

Date: 9th May 2026

Time: 10 AM sharp

Venue: IQAC Meeting Room

With regards,

Dr. N P Singh | Professor & Dean

School of Research Management and Leadership

MVN University

74KM Stone, NH-2, Delhi-Agra Highway, Palwal (Haryana)-121105

Mobile : +91 8397979222

Email ID : npsingh@mvn.edu.in

Website : www.mvn.edu.in

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