

## 6.2.1 THE INSTITUTIONAL STRATEGIC/PERSPECTIVE PLAN IS EFFECTIVELY DEPLOYED

### Institutional Strategic Goals

1. Efficient Teaching erudition procedure
2. Effective Leadership and Participative management
3. Constant Internal Quality Assurance System
4. Ensuring effective governance
5. Student's Overall Development through Participation
6. Employees Advancement & Welfare
7. Escalating Placements
8. Proper Discipline
9. Women/Student/Faculty Grievance
10. Financial Planning & Management
11. Institute – Industry Interaction
12. Encouragement of Budding Entrepreneurs
13. Constant Growth in Research and Development
14. Boosting Internal Revenue Generation
15. Alumni Interaction and Outreach activities
16. Mounting Physical Infrastructure

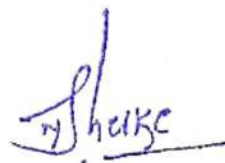




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## Strategic Planning

<p style="text-align: center;"><b>Efficient Teaching Erudition procedure</b></p>	<ul style="list-style-type: none"> <li>• Academic planning and preparation of Academic Calendar</li> <li>• Preparation of teaching plan as per Academic Calendar</li> <li>• Preparation of Lesson Plan based on CO &amp; PO mapping</li> <li>• Conduct training based on current demand analysis</li> <li>• Constant assessment to measure outcomes</li> <li>• Use of more practical methods of teaching</li> <li>• Use of e- learning resources &amp; ICT tools</li> <li>• Promote research culture &amp; facilities</li> <li>• Provide mentoring and individual support</li> <li>• Follow a transparent feedback system</li> <li>• Performance enhancement through workshops and seminars.</li> <li>• Implementation of best practices for students</li> <li>• Evaluation parameters and benchmarking</li> </ul>
<p style="text-align: center;"><b>Effective Leadership and Participative management</b></p>	<ul style="list-style-type: none"> <li>• Following reporting structure of faculties</li> <li>• Decentralization of the academic, administration and student related authorities &amp; responsibilities</li> <li>• All the Heads of the Departments conduct faculty meetings every fortnight</li> <li>• Portfolio assignments</li> <li>• The minutes of the meetings are communicated to the Principal who in turn consolidates all the suggestions and submits them to the Management for approval &amp; reference.</li> </ul>
<p style="text-align: center;"><b>Constant Internal Quality Assurance System</b></p>	<ul style="list-style-type: none"> <li>• Establishment of IQAC done</li> <li>• Develop, maintain and regularly update the QMS as the document of all the processes involved in the academic and administrative activities and the forms to implement the processes.</li> <li>• All the departments, with the teaching and non-teaching faculty carry out the activities as per the Processes and forms.</li> <li>• Customer satisfaction by collecting feedbacks from students, parents, alumni and industry and actions are taken to ensure that the college satisfies all its stakeholders.</li> <li>• Internal Audit - Regular internal audits are conducted at planned intervals to check the effectiveness of the implementation, maintenance and improvement of the QMS.</li> <li>• Monitoring and measurement of processes and products Continuous measurement and monitoring of the processes are done to identify appropriate corrective action to ensure conformity of service.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Control of non-conformity to prevent and get prepared for deviations and the actions to be taken Data analysis and continuous improvement.</li> <li>• External Audit.</li> <li>• Framing of Quality Policy</li> <li>• Educating &amp; Training of all employees</li> <li>• Periodic check &amp; guidance for quality improvement</li> <li>• Establishment of audit team and process</li> <li>• Audit for remedial measures</li> <li>• Release of Annual report preparation &amp; submission</li> </ul>
<p style="text-align: center;"><b>Ensuring Effective Governance</b></p>	<ul style="list-style-type: none"> <li>• To review the smooth running of the administrative activities of the college, discussing approval of new programs.</li> <li>• To review the examination results (Internal as well as External) of all programs; result analysis and their improvement strategies.</li> <li>• To approve the up gradation &amp; maintenance of the Infrastructure of the Institute.</li> <li>• To review the budget allocated for different purposes and their expenditure etc.</li> <li>• Promotion of various faculty career advancement programs, Approval for posts, Study leaves etc.</li> <li>• To review the Placement activities, Collaborations with Industry and R&amp;D programs.</li> <li>• Reviewing the Performance appraisal of faculty backed with the discussion. &amp; suggestions given by Faculty for improvements in the college.</li> <li>• To provide support for conducting all kinds of activities: - Co-curricular and Extra-curricular.</li> <li>• To review the awards and scholarships for students based on the performance in co-curricular and Extra-curricular activities etc</li> <li>• Evaluation of Institute's performance and benchmarking</li> <li>• Institutional strategic goals setting</li> <li>• Institutional Strategic Planning</li> <li>• Monitoring and Implementing the Quality Management Systems</li> <li>• Establishing E-Governance</li> <li>• Leadership development through decentralization</li> <li>• Establishing internal audit committee</li> <li>• Code of conduct and policy formulation, approval and</li> <li>• Establishing fair and effective performance appraisal System.</li> </ul>
<p style="text-align: center;"><b>Student's Overall</b></p>	<ul style="list-style-type: none"> <li>• The Student Representatives have the responsibility towards students to be available to listen to student views and concerns and actively represent them in an objective and accurate manner.</li> <li>• Budget framing and allotment for student development</li> </ul>

  
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<p><b>Development through Participation</b></p>	<p>programs and activities</p> <ul style="list-style-type: none"> <li>• Students Trainings &amp; Placement Activities</li> <li>• Formation of student council</li> <li>• Student's representation in various committee and cell</li> <li>• Participation in competitions</li> <li>• Organizing competitions</li> <li>• Rewards &amp; recognitions of achievers</li> <li>• Participation in extracurricular activities</li> <li>• Participating in social and welfare activities</li> </ul>
<p><b>Employees Advancement &amp; Welfare</b></p>	<ul style="list-style-type: none"> <li>• Recruitment Policy development &amp; implementation</li> <li>• Employees performance evaluation system</li> <li>• Regular Training for quality improvement</li> <li>• Healthy and supportive working environment &amp; infrastructure.</li> <li>• Proper established Code of conduct, service rules &amp; leave rules to be followed by all.</li> <li>• Staff welfare policy implementation</li> <li>• Career advancement schemes</li> <li>• Rewards, recognitions and incentives</li> <li>• Deputation for seminars, conferences and workshops etc.</li> <li>• Motivation for qualification enhancement</li> <li>• Support for research, consultancy, innovations</li> </ul>
<p><b>Escalating Placements</b></p>	<ul style="list-style-type: none"> <li>• The Central T &amp; P Committee plays a very important and key role in getting students their dream placement through counseling and guiding the students for their successful Career Placement.</li> <li>• It is a crucial interface between the stages of completion of academic program of the students and their entry into avenues of suitable employment through campus placement drives.</li> </ul>
<p><b>Proper Discipline</b></p>	<ul style="list-style-type: none"> <li>• Recommends Installation of CCTV Cameras at desired places and other measures to maintain the discipline.</li> <li>• Responsible for the entry of the students only with I-cards and proper uniforms.</li> </ul>
<p><b>Women/ Student/ Faculty Grievance</b></p>	<p>The grievance committee functions with the following purposes;</p> <ul style="list-style-type: none"> <li>• To make women, students, faculties &amp; staff members aware about their rights.</li> <li>• To help them in knowing the importance of good health and nutrition and facilities available for them.</li> <li>• To help them in developing decision making abilities and be self-dependent.</li> <li>• To help them in raising voice against all kinds of discrimination in a proper manner.</li> <li>• To help them in changing their mind setup.</li> </ul>

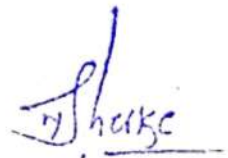
  
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	<ul style="list-style-type: none"> <li>• To assist them in overall development of their personality.</li> <li>• To help them (community women) in knowing about reproductive health care and child care.</li> <li>• The Student Representatives have the responsibility towards students to: be available and listen to student's views and concerns, and actively represent them in an objective and accurate manner.</li> </ul>
<b>Financial Planning &amp; Management</b>	<ul style="list-style-type: none"> <li>• Framing of financial budget according to multiple areas.</li> <li>• Department wise Budgeting</li> <li>• Forecasting of Revenue &amp; Expenditure</li> <li>• Effective purchasing through this committee</li> <li>• Contingency Fund allocation every year</li> <li>• Budget formulation &amp; approval through Budget Committee</li> <li>• Periodic Audit</li> </ul>
<b>Institute – Industry Interaction Cell</b>	<ul style="list-style-type: none"> <li>• Industrial Research &amp; Consultancy.</li> <li>• Research guidance from industry.</li> <li>• Short-Term Training Programmes.</li> <li>• Collaborative Educational Programmes.</li> <li>• Industry-Institute Human Resources Exchange.</li> <li>• Faculty and student exchange for knowledge sharing.</li> <li>• Training programmes / Short term assignments to the faculty members in industries.</li> <li>• Participation of industrial experts in curriculum design.</li> <li>• Student internships and industrial visits.</li> <li>• Formation of industry institute interaction cell</li> <li>• Support for internships, visits, trainings, guest lectures</li> <li>• Identifications of industry needs and advice on Curriculum for extracourses apart from curriculum.</li> <li>• Providing career guidance</li> </ul>
<b>Encouragement of Budding Entrepreneurs</b>	<ul style="list-style-type: none"> <li>• Establishment of Entrepreneurship &amp; Development Cell</li> <li>• Industrialists visit for seminar, lecture, workshop for entrepreneurship development</li> <li>• Promoting, sponsoring and facilitating entrepreneurship development</li> <li>• Providing training &amp; guidance for entrepreneurship development.</li> </ul>
<b>Constant Growth in Research and Innovation</b>	<ul style="list-style-type: none"> <li>• Dedicated R &amp; D facilitation center.</li> <li>• Establish and develop Laboratories with more research facility</li> <li>• Fund generation through Project proposals</li> <li>• Apply for Government/Non-Government industry, sponsored funds</li> <li>• Collaborations with Government &amp; Private Institutes, Universities and Research Organizations.</li> </ul>



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<p><b>Boosting Internal Revenue Generation</b></p>	<ul style="list-style-type: none"> <li>• Formation of the committee to look after the financial needs of the various Departments, of the finances involved during functions and celebrations, for other administrative and infrastructure purposes.</li> <li>• Infrastructure creation for revenue generation</li> <li>• Policy for Incentives for Revenue generation plans</li> <li>• Successful implementation of Internal revenue generation plans</li> <li>• Advertising &amp; marketing</li> </ul>
<p><b>Alumni Interaction and Outreached Activities</b></p>	<ul style="list-style-type: none"> <li>• Configuration of Alumni association to increase their participation</li> <li>• Invitation for Guest Lecture/ Internship / Placement / Training / Entrepreneurship</li> <li>• Exploring Contributions</li> <li>• Sponsorships/scholarships/fund generation</li> <li>• Data base creation, Regular interaction with Alumni and net working</li> <li>• Recognition of successful alumni for appreciation and felicitation</li> </ul>
<p><b>Monitoring Physical Infrastructure</b></p>	<ul style="list-style-type: none"> <li>• Infrastructure building development &amp; modification</li> <li>• Functional facilities for e-learning</li> <li>• Safety &amp; Security management</li> <li>• Water facility</li> <li>• Hygiene, zero plastic &amp; green campus</li> <li>• Recycling of water</li> <li>• Smart Class rooms, Tutorials, Seminar halls</li> <li>• Modernization of Laboratory &amp; equipment</li> <li>• Library infrastructure up gradation</li> <li>• System up gradation</li> <li>• Medical facility</li> <li>• Development of sports (indoor/outdoor) facilities</li> <li>• Plantations</li> </ul>



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## Strategy Implementation and Monitoring

Once the planning part has been done the next step is its implementation. This stage is among the most imperative part and has to be implemented with proper supervision and cooperation.

### Implementation at Institute Level

Particulars/Functions	Deployment Authorities
Governance & Administration	Registrar / Administration Office
Branding /Expansion	Registrar / Administration Office
Infrastructure (Academics)	Principal, HODs
Teaching- Learning	Principal, HODs, Faculty and Staff
Infrastructure (physical)	BOG, Principal
Departmental Activities	HODs and Faculty
Training & Placements	Principal, TPO & HODs
Research& Development	Principal, Dean R&D, HODs
Students Development	Principal, Dean Students HODs
Quality Assurance	IQAC Team
Students Admissions	Principal, Registrar, HODs, Admission Cell, Students Section
Statutory Compliance	Principal, HODs, Coordinators

### Deployment

The plans articulated by the management and principal are communicated to the target groups like faculty, students, staff and other stakeholders through meetings, mails and other forms of communication.

The Principal's handbook serves as guideline at the institutional level to undertake these activities. The organizational procedure manual guides all the activities through well-defined policies and procedures for each of the activities.

  
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Faculty Hand Book of  
**HUMAN  
RESOURCES  
POLICY**



## About Society

The Society/college are named after GURU NANAK DEVJI MAHARAJ, the great teacher and the founder of the Sikh Religion. Guru Nanak taught us way of life.

**Nam Japa :** To meditate on God's Name and recite the Guru's hymns to clean the mind.

**Dharam di kirat Karni :** To work and earn by the sweat of the brow and practice truthfulness and honesty in all dealings.

**Vand Ke Chakna :** To share the firm's labors with other to give an inspiration and a support to the entire community.

## Mission:

1. To establish a proper & planned Post Graduation facility.
2. To prepare the students with the sound academic back up and also with the capacity of working innovatively on research projects.
3. To establish Industry-Institute interaction to bridge the gap between the requirements of industry and the inputs provided by the Institute.
4. To undertake consultation work from the nearby industries to generate resources.
5. Preparing students for self-employment with the support of innovative research projects and industrial atmosphere of the institute surrounding.

## Vision :

The constant Endeavour of Guru Nanak Institute of Technology is, to prepare professionally responsible and technically sound corporate citizens out of budding engineers.

## Quality Statement :

"We at Guru Nanak Institute Technology (GNIT) aspire to establish a system of Quality assurance, which on a continuous basis would impart, monitor and evaluate the quality of education innovatively and improve the teaching learning process in the direction to develop the institute as a Centre of Excellence in technical education."

## GOALS-SHORT TERM

1. Quality Assurance and Insurance through NAAC & NBA Accreditation by July 2019.
2. Achieve Academic Excellence by 100% results in the University Examinations.
3. Encourage students to actively participate in co-curricular, extra curricular and sports activities.
4. Help students to excel in communication, inter-personal and entrepreneur skills.
5. Provide environment and opportunities for students' multiskills development through value-added industrious oriented programme.
6. Organize programs on personality development and entrepreneurship to foster qualities of leadership and entrepreneurship in the students.
7. Arrange 100% placement for students i.e highly reputed organizational.
8. Enable scholarly vibrant environment for learning, teaching, research and development for students and staff for their personal and professional growth.

## GOALS-LONG TERM

1. To reach the status as provider of Quality Education and excellent Research Center on par with IISc and IITs.
2. To evolve as an autonomous institution offering viable programme of relevance for upliftment of rural students and populace.
3. To undertake Nationally and Internationally acknowledged research and development works in all disciplines by forging alliances with research organizations, government entities, industries and alumni.

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# 1. PLANNING

## 1.1 Human Resource Planning

- 1.1.1 The Principal/Vice Principal/Management shall assess in the month of April every year the staff requirement for the subsequent academic year.
- 1.1.2 The Principal/Vice Principal/Management shall obtain the staff requirement lists from all the Heads of Departments and arrive at the number of faculty members and administrative staff required with the following guidelines in mind.
- 1.1.3 The Principal/Vice Principal/Management may consider in appointment of a Professor/Asst Professor to be the Head of every discipline or departments, besides the number of Assistant Professors and Lecturers required in accordance with the teacher student ratio prescribed herein.
- 1.1.4 The teaching faculties shall comprise of Assistant Professors, Associate Professor and Professors to maintain the teacher to student ratio as 1:15 (desirable) to 1:20 (maximum) with cadre ratio of 4:2:1.
- 1.1.5 Workload of a teacher should not be less than 40 hours a week, of which teaching — contact hours should be as follows:

Principal	4 hours / week
Professors	8 hours / week
Associate Professor	12 hours / week
Assistant Professor	16 hours / week

- 1.1.6 The Principal/Vice Principal shall appoint a selection committee for recruitment in each discipline or department, headed by the HOD, one senior staff member and the Department's Advisors/Experts.

## 1.2. Recruitment

- 1.2.1 The selection committee shall prepare a job description and job specification for the candidate to be recruited.
- 1.2.2 The committee shall augment candidature in a ratio of 1:3 for every position to be filled, from any or all of the following sources:
  - 1.2.2.1 Advertisement in the Newspaper
  - 1.2.2.2 Files maintained for storing the unsolicited applications
  - 1.2.2.3 Campus recruitment
  - 1.2.2.4 District Special Employment Exchanges.
- 1.2.3 The committee deems it fit, may also conduct Walk in interviews for augmenting the required candidates.
- 1.2.4 The committee shall short list the candidates in the following process.
  - 1.2.4.1 Personal Interviews
  - 1.2.4.2 Aptitude tests, including class room demonstrations
- 1.2.5 The committee shall finalize the short listed candidates and submit their recommendations along with the Personal Data sheets of the candidates to the Principal and the Management who in turn shall interview the candidates and decide on the appointment.
- 1.2.6 An offer of Appointment shall be released by the Principal/Management in the Form I appended to this manual (see Annexures).
- 1.2.7 M.E./M.TECH. with 1st Class are eligible for appointment as Assistant

Professor in Engineering Department. M.Sc/M.A. with additional M.Phil. Qualification, 1st Class Graduates are eligible for appointment as Assistant Professor in Applied Science and Humanities Department.

1.2.8 Ph.D. with 1st Class in M.E./M.TECH. with five years of U.G.C approved experience is eligible for appointment as Associate Professor.

1.2.9 Ph.D. with 1st Class in or M.E./M.TECH. with thirteen years of teaching experience is eligible for appointment as Professor.

1.2.10 Original Certificate/s (maximum of two) is/are required to be submitted by the newly appointed faculty on pay scale with the college within a period of fifteen days failing which, his/her appointment may be cancelled with a further notice period of 15 days to do the same in a documented form.

1.2.11 The Principal/Vice Principal shall issue an undertaking on the college letter head/pad testifying the deposition of the certificates with the college within a period of one and a half months of joining of the faculty member.

1.2.12 Original certificates deposited by the appointed faculties with the college will be returned to them along with record of service/salary certificate on proper resignation/termination from service.

1.2.13 If an individual after submission of Original certificates, asks for the same for a short duration, one and half month's gross salary for Assistant Professor and above rank people or one month's gross salary is required to be deposited in lieu of the certificate/s for a period of not more than 20 days.

### **1.3 Orientation**

1.3.1 A newly appointed faculty member in the College shall be given a brief introduction about the College by the Principal/Vice Principal on the day of his/her joining.

1.3.2 The Principal/Vice Principal shall take him/her to the department of his/her work and introduced to the Head of the Department.

1.3.3 The HOD of the respective Department or discipline shall give a brief introduction of the department and introduce the new incumbent to all the teaching and non-teaching members of his/her team.

1.3.4 The HOD shall also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the college.

1.3.5 The HOD will also ensure that all the registration formalities, including submission of joining report etc. are completed within the day of his/her joining by obtaining the assistance of the Office team.

1.3.6 The HOD shall also introduce the new faculty member to the students in the first class he/she handles in every section of his/her assignment.

## **2. Academic and Administrative Hierarchy**

2.1 The College will have the following positions of hierarchy in the teaching departments :

a. Principal

b. Special positions, including Vice Principal, Deans and Directors

c. Professors

d. Associate Professor

e. Assistant Professors

- 2.2 In addition, each department shall have support staff like Lab Assistants, Department Clerk and Department Attendant.
- 2.3 The College Office will have the following positions of hierarchy in the administrative department.
  - a. Administrative Officer, Special Officer, Secretary to Management/Director, establishment officer.
  - b. Cashier, Accountant, Receptionist, Office Superintendent.
  - c. Clerical Assistants, Office Assistants.

### **3. SALARIES AND INCENTIVES**

#### **3.1 Payscale**

3.1.1 The Scales of pay for various teaching positions will be as follows:

- a. Principal and other Special Positions Pay as per AICTE norms, commensurate with the qualifications and experience.
  - b. Professor Rs. 37,400 - 67000/-; AGP Rs. 10,000/-
  - c. Associate Professor Rs. 37,400 - 67000/-; AGP Rs. 9000/-
  - d. Assistant Professor Rs. 15,600 - 39,100/-; AGP Rs. 6000/-
- VRS/RETIRED Professional or as Professor based on their Qualification and experience, with asalary of Rs. 24000 or Rs.32000/- per month.

3.1.2 Scales of Pay for non-teaching positions shall be as follows:

- a. AO / SO / Secretary Rs. 35,000/- and above
- b. Cashier / Accountant Rs. 25,000/- and above
- c. Clerical Assistant Rs. 15,000/- and above
- d. Office Assistant Rs. 12,000/- and above
- e. LAB Assistant Rs. 6,000/- and above

3.1.3 In addition, staff can be given additional benefits of two increments for his / her additional skills or Bachelor or Master Degrees

3.1.4 Lab Assistants shall be given Rs. 6500 or Rs. 6000 based on their diploma or ITI Qualification and experience.

3.1.5 Necessary incentives shall be given to the non-teaching staffs for the duties assigned to them other than their duty responsibilities.

3.1.6 The Principal / Vice Principal / Management may decide on a pay higher than the prescribed pay of any faculty member at their discretion.

#### **3.2 Dearness Allowance**

3.2.1 In addition to the Basic Salary a monthly dearness allowance shall be extended to Faculties in the following manner:

- a. Professors shall be extended full DA as per State Govt. rules.
- b. Associate Professors with Ph.D Qualification in Engineering shall be extended full DA w.e.f date of joining at GNIT.
- c. Assistant Professor with PG Qualification in Engineering shall be extended full D.A during their one year of service at GNIT
- d. Others are eligible full D.A. on completing 2 years of services at GNIT

3.2.2 This comes into effect from the academic year 2016-2017.

3.2.3 Management can also decide higher D.A components and other allowances for Associate Professor, Professor, Principal, special posts and other designations.

### 3.3. Yearly Increments

3.3.1. Staff members are eligible to the increments prescribed at the end of 12 months service in the institution. The increments will be effected at the beginning of every academic year i.e. in the month of June with arrears.

3.3.2. Additional increments shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management.

### 3.4. Staff Benefits

3.4.1. All Faculties and Staff Members are covered under Group Insurance Policy.

3.4.2. The Management shall provide subsidized mess and transport facilities to all faculty and staff members either on scale or consolidated pay. Those who don't seek the facility of transport provided to the faculty member shall be entitled for reimbursement of TA (i.e. Rs. 1600).

3.4.3. Staff members cannot avail the loan facility unless the previous amount is recovered in total.

### 3.5. Incentives and Rewards

3.5.1. Staff Members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the institution. Points to large applicable to staff members with minimum 2 year of service at the institution.

a. For producing 100% results in a theory paper : Rs.1500/- Cash Award.

b. For producing 90% results in a theory paper: Rs.800/- Cash Award.

c. For producing 80% results in a theory paper: Rs.400/- Cash Award.

d. Department-wise, Yearly, BEST TEACHER AWARD: Rs.3000/- Cash Award.

e. Professional Society Life Membership Fee-50% paid by the Management for Faculties either on scale or consolidated pay (Maximum One Professional Society membership per Staff Member).

f. Paper publications in National Conferences-50% registration fees.

g. Paper publications in International Conferences 100% Registration Fees.

h. Faculties undergoing Full-time, higher Education (PhD) Fees 100% and 50% Salary against 4/2 Years Service Agreement on completion of degree.

i. Faculties undergoing part-time higher education (PhD) - Fees 100% (Fees or as interest free loan) and 100% Salary against 2 Years or 1 Year Service Agreement on completion of degree.

j. Summer/Winter Schools/Seminars/Conferences 50% Fees and On Duty for faculties with less than 2 years experience. 100% TA, 100% Fees Payable for faculties with more than 2 years experience at the institution.

### 3.6. Staff Welfare Fund

3.6.1. Faculty members may subscribe to Rs. 3000/- (Assistant Professor with UG Qualification) and 10% of Basic Pay (others) for staff Welfare Funds (SWF) which will be returned to them after 24 months of continuous service at GNIT (effective from June 2016).

3.6.2. Faculties leaving the institution during the period of these 24 months shall be

entitled for 75% refund and 25% of the SWF shall be forfeited.

3.6.3. In case of re-joining of the faculty member, he/she shall subscribe to the SWF afresh.

3.6.4. In case of the termination of the faculty member, he/she shall be eligible for 100% withdrawal of amount which was being deposited.

#### **4. LEAVE**

##### **4.1. Annual/Earn Leave**

4.1.1. The teaching staff of the college will be eligible for annual leave / earn leave on completing the years of service on the following basis.

- |  |                |
|--|----------------|
| a. For the first year of service               | 7 days/annum   |
| b. For the second year of service              | 10 days/annum  |
| c. From the third year to 10 years of service. | 15 days/annum  |
| d. After 10 years of service                   | 21 days/ annum |

4.1.2. The annual leave can be availed during the annual vacation period, unless under special circumstances the Principal grants it on the basis of the merit of the case.

4.1.3. The annual leave can also be offset against leave due to sickness or maternity.

4.1.4. In addition, the Management gives 45 days paid maternity leave.

4.1.5. The annual leave can be accumulated up to 120 days during the service.

4.1.6. Where the staff member leaves the service under the circumstances that he/she had left the College causing any pecuniary loss to the college, encashment of leave at the time of separation will not be available.

##### **4.2. Casual Leave/Medical Leave**

4.2.1. All the staff members will be eligible for 8 day of casual leave with pay every year. It can be accumulated and availed with Principal's/Vice Principal's approval.

4.2.2. All the staff members will be eligible for 10 days medical leaves with pay every year after completion of one year of service in the institute with proper submission of medical certificate from registered medical officers.

##### **4.3. Study leave**

4.3.1. The teaching staff of the College will be granted leave for advancement of their education in India or abroad.

4.3.2. The teacher who is going on leave as aforesaid will have lien on employment, and is eligible for 50% (Full-time) or 100% (part-time) pay during such leave of absence.

4.3.3. The teacher will sign an agreement with the college specifying the terms and conditions of leave as aforesaid, as determined by the Principal/Management on case to case basis.

4.3.4. The Management, at its discretion will extend assistance towards higher education fees, as interest free loan or as 100% assistance.

4.3.5. Staff members availing facilities for full time study need to sign agreements with the management to serve the institution for four years (Ph.D) or two years (M.E./M.TECH. or Ph.D. course work), along with sureties. In case of breach of agreement, staff member shall repay the fees and salary availed along with bank

interest.

4.3.6. Staff members undergoing part time programs need to sign agreements with the management to serve the institution for One year after obtaining the qualification along with sureties. In case of breach of agreement, staff member has to repay amount equivalent towards on duties or six months' salary whichever is higher, to compensate losses incurred by the management and towards breach of faith.

4.3.7 Staff members undergoing part-time programs can have flexible timing and On-Duties. They can't leave the institution during the program tenure and in case of any pre-mature departure; they have to repay the amount as per the stipulation 3.3.6.

4.3.8. Higher educational programs need to be completed in stipulated time of two or three years.

#### **4.4. On duty Assignments**

4.4.1. The College can permit any staff member to take special assignments with other colleges or industrial units, for specific period of time or to attend seminars or training programs.

4.4.2. The period of absence due to such assignments shall be treated in the following manner.

a. Where the assignment is under arrangement between the college and the other unit, the staff will continue to receive the pay and perquisites from the college.

b. Where the assignment is arranged by the individual faculty member, with terms and conditions defined by him / her with the unit in which the assignment is to be carried on, he/she may be eligible for the pay and perquisite from the college at the discretion of Principal/Vice Principal or Management.

Under such circumstances, the Principal/Vice Principal/Management shall decide the leave of absence, based on current responsibilities and requirements in the college.

Where the staff is proceeding on a training programme duly sponsored by the college, the entire period will be treated as on duty and he/she will be eligible for the pay and perquisites as though he/she has been working in the college during such period.

### **5. PROMOTIONS**

#### **5.1. Promotion Policy**

5.1.1. All promotions shall be considered on the basis of merit-cum-seniority basis.

5.1.2. The Principal shall appoint a committee for promotion, in which he shall be the Management, with two Professors and invited experts from Industries/Other Institutions.

5.1.3. The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidates for promotion, for any misconduct he/she has committed during the service.

5.1.4. Under norms circumstances the senior most member of the staff shall be considered for promotion to the next higher level position based on the Promotion Committee Decision, subject however, he/she had completed the years of service as prescribed below and should have obtained AICTE prescribed qualification.

a. Associate Professor: 5 years U.G.C service with Ph.D.

b. Professor: 5 years of service at Associate Professor level with Ph.D.

5.1.5. Those who are promoted shall be fitted in the Scale of Pay applicable to that category.

5.1.6. All decision on promotions shall be taken up from the month of June every year.

## **6. RETIREMENTS**

### **6.1. Retirement from Service**

6.1.1. All teaching and non-teaching staff shall retire on completing the age of superannuation, which is 65 for teaching and 60 non-teachings, which can be relaxed by the Management.

6.1.2. When a faculty member completes the age of superannuation on a day falling during the academic year, he/she shall be retired on the 1<sup>st</sup> of May of the succeeding year.

6.1.3. The College will communicate in writing before 6 months of retirement, as a measure of assistance to the retiring employee.

6.1.4. If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal and appropriate sanction by him.

6.1.5. The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

### **6.2 Resignation/Termination of employees:**

6.2.1 During the period of probation an employee may be terminated or he/she can resign giving one month notice through proper channel i.e. Head of the department Dean Academics, Principal or one month's salary in lieu of such notice. Similarly in case of termination employee shall be served one month notice or one month salary lieu of notice.

6.2.2 After declaration of probation, an employee may be terminated or he/she can resign giving three month notice on either side or three month's salary in lieu of such notice.

6.2.3 Two weeks absence without leave attracts termination of an employee without giving any notice.

6.2.4 Permanent disability, or any other action, resulting in his / her being unfit for service, the employee may be terminated by serving a notice in.

6.2.5 Resignation during the instruction period will not be accepted. Three months notice is required to be given to be relieved in last month of instruction period.

## **7. DISCIPLINE AND GRIEVANCES**

### **7.1 Code of Conduct for Teachers.**

#### **7.1.1 Behaviour:**

1. Employee shall not use disrespectful language while speaking. Due respect should be given to the superiors as well as subordinates for their position, rank, qualifications and knowledge.

2. Employee should not indulge in any derogatory loose talk against college, members of management, his or her colleagues, superiors, subordinates or students.

3. Gifts: College employee shall not accept or permit any member of his family to accept from any person any gift which places him in any form of official obligation.

4. Subscriptions: No College employee shall, without obtaining the previous sanction of the Principal, ask for or accept or in anyway participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine farewell and felicitation functions connected with the college.

5. All employees are expected to deal kindly with the students within the framework of rules and without sacrificing discipline. Any action on the part of any employee, whether teachers or supporting staff members or members of the ministerial staff, which results in obstruction in the normal work and or puts the administration / management in an embarrassing situation or causes tarnishing of the image of the college in the eyes of the University or general public, shall be seriously dealt with.

6. It shall be the duty of every one of the employees to honor the confidence reposed in him by the college and not to divulge any information obtained by him in the course of his official duties to any unauthorized person or to make any improper use thereof. An employee connected with examination work is specially required to be very cautious in the observance of this rule and should not under any circumstances divulge any information that passes through his hands in the discharged of his duties, to unauthorized persons.

7. College employees shall not either in any document published by them or in any communication made by them to the Press or in any public criticism of the college administration. In such manner as is repugnant to the dignity of the college employee and causes embarrassment to the administration in its relations with its staff or the students of the College or the University or the government or any other agency.

8. Faculty and Lab Staff shall not use mobile phones while conducting classes and laboratory practical's. They shall not carry mobiles/pagers/phones to classes/laboratories.

9. No faculty member shall use mobile/pager/phone while the meeting is held at any level.

### **7.1.2. Dress**

7.1.2.1. All employees shall be dressed appropriately at all occasions. Uniform where applicable should be worn with pride.

7.1.2.2. All employees will wear Identity Cards in the College premises.

### **7.1.3. Punctuality**

7.1.3.1. All employees shall be punctual to their duties and shall strictly adhere to the College timings.

7.1.3.2. All the employees shall strictly obey the instructions and circulars issued by the authorities from time to time.

7.1.3.3. Teachers shall be at the appointed classroom at the appointed time without any exception.

7.1.3.4. Every teacher shall take attendance at the beginning of the teaching hour.

7.1.3.5. Every teacher shall close the hour punctually at the end of the hour.

7.1.3.6. A teacher finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be taking

correctional action fit is within his/her power or reporting the matter to the Principal/Vice Principal.

7.1.3.7. Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.

7.1.3.8. Faculties and staff members shall not engage themselves in other activities/businesses, which affect their effective contribution in the department and the college.

7.1.3.9. Faculties and Staff members shall not receive gifts of any kind from the students or their parents for any favoritism.

7.1.3.10. Teachers shall maintain a respectable work conduct in terms of

a. Preparation for the particular day's classes, with latest information added to earlier course content.

b. Keeping all teaching and material required for conducting the class in an orderly manner.

c. Going according to session plan for the day and completing the syllabus for the semester without any backlog.

d. Following up assignments and tests given to students, evaluating in time and giving feedback to the students.

e. Ensuring the orderly arrangement of class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.

f. Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.

7.1.3.11 Teachers shall observe good personal conduct in terms of

a. Not using any abusive language towards students, fellow teachers, parents and other members of public.

b. Not entering into quarrels, fights or any act of disrespectable nature.

c. Not engaging in any activity / business inside the college premises including money lending, canvassing for the sale of any articles or distribution of any commodity.

d. Not to affiliate with any political organization, which may cause conflict of interest with the duties of a teacher and the reputation of the institution.

7.1.3.12 Faculties shall confirm to the ethical standards of a teacher as described in Annexure 6.

## **7.2 Discipline**

7.2.1. Any teacher who is violating the code of conduct defined in Section 7.1 of his manual will be subjected to appropriate disciplinary action by the Principal/Management.

7.2. 2. If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, any one can report in writing to the Principal.

7.2.3. The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.

7.2.4. If the Principal is satisfied with the facts of the Complaint on such enquiry, he

shall proceed with the disciplinary process, depending upon the veracity of such violation.

7.2.5. He shall proceed with issuing a Show Cause Notice, fully describing the office and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.

7.2.6. On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.

7.2.7. The course of action for disciplining a teacher shall be under the following categories:

a. Memo and Censure.

b. Warning in writing, with recovery of amount, where financial loss is involved in the act.

c. Suspension from work without remuneration.

d. Dismissal or discharge from service.

e. Any staff member receiving more than two memo or warning will be given punishments mentioned in cord.

7.2.8. Where the punishment proposed is in the categories c or d under Section 7.2.7, the Principal shall constitute a one man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.

7.2.9. The Principal/Vice Principal shall report the proceeding periodically to the Management.

### **7.3. Grievances**

7.3.1. The Principal/Vice Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.

7.3.2. The Grievance Committee shall be composed of three persons in the ranks of Head of the Department, Principal/Vice Principal/Director/Dean and Management.

7.3.3. The Principal/Vice Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.

7.3.4. The grievance committee shall:

Have a member secretary, to monitor the proceedings Meet once every week on a stipulated day and time.

7.3.5. Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.

7.3.6. The member Secretary of the Grievance Committee shall include such grievance as an item of the agenda in the next week meeting unless the seriousness of the grievance warrants a meeting to be commissioned immediately.

7.3.7. The grievances shall be redressed immediately by the committee and by the Management.

7.3.8. The Member-Secretary shall record and maintain the minutes of meetings.

## **8. CONSULTANCY, R & D AND TEACHING ASSIGNMENTS**

### **8.1 Consultancy, R & D.**

8.1.1. The College encourages its teachers to take consultancy and R & D

assignments within Institution, with other institutions or industries, appropriate to the teacher's competence.

8.1.2. The teacher shall undertake such assignments.

a. When the College is approached for such help and the College assigns such engagement to the particular teacher or

b. When the teacher himself/herself is approached by the outside agency for such help.

8.1.3. In either case the teacher shall take up the assignment by obtaining the approval of the Principal/Vice Principal/Management in writing.

8.1.4. The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignments.

8.1.5. The teacher shall also associate other members of the faculty in working on the assignments.

8.1.6. The teacher shall levy such professional charge on the benefiting agency; however, the charges shall be shared with the college on the following basis.

a. Where it is a project or R & D type assignment, involving the infrastructure facilities and work time, it shall be 60:40 (40% to College).

b. In all other cases like consultancy assignments, it shall be 80:20 (20% to college).

8.1.7. Principal/Vice Principal/Management, where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium by the faculty appropriately, in the presence of the

8.1.8. The Project -coordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

## **8.2 Teaching Assignments**

8.2.1. The College permits its teachers to take up teaching assignments with other educational institutions subject to the conditions stipulated in this section.

8.2.2. A teacher, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal who will go through the nature of the assignment and approve the same.

8.2.3. Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

8.2.4. The teaching staff on scale pay shall not take any teaching assignment in private teaching institution/coaching classes without prior permission of Principal/Management.

## **9. IN HOUSE R & D AND SEMINARS/ WORKSHOPS**

### **9.1 In house R & D**

9.1.1. The College encourages its faculties to undertake department wise R & D activities along with students and other staff members.

9.1.2. Each Department is given a sanction of Rs.50000/- in a year towards in-house R & D activities.

9.1.3. Staff members can submit their proposals through the head of the Department and can avail a maximum of Rs.10000/- per project, towards developing a prototype or model.

## **9.2. Seminars/Workshops**

9.2.1. The College encourages its faculties to organize AICTE/ISTE founded Seminars and Workshops for the benefits of fellow teachers and students.

9.2.2. The Management provides additional 100% funds for any AICTE/ISTE funded programs and 50% funds for other programs organized by the Department (maximum of Rs. 35000/- per Department).

## **10. INCENTIVES STUDENTS**

### **10.1. Students - Incentives and Rewards**

10.1.1. The students shall be eligible for the rewards as per the following scheme:

a. Students securing 1<sup>st</sup> and 2<sup>nd</sup> ranks in a semester per discipline, Rs.1000/- and Rs.500/- Cash awards and additional library tokens provided that the marks secured are above 75%.

b. Students achieving/maintaining 1<sup>st</sup> and 2<sup>nd</sup> ranks are eligible for 25% FEES WAIVER during the subsequent year (But have to maintain minimum 75% Marks).

c. For any University Rank holder discipline/department-wise (Top 3 positions), 25% Fees shall be refunded

d. There will be a BEST-OUTGOING STUDENT AWARD.

e. There will be BEST STUDENT AWARD (Department wise).

f. 50% of Professional Society Fees (annual) will be paid by Management for Students with 70% aggregate.

g. There will be free personality development, entrepreneurship, ethics and communication skills, computing skills and placement specific programs for students.

h. There will be free and subsidized add-on skills programs as per industrial requirements.