



GNIOT
ENGG. INSTITUTE



**GREATER NOIDA INSTITUTE OF
TECHNOLOGY
(ENGINEERING INSTITUTE)**

(Approved By AICTE & Affiliated to UPTU, Lucknow)



INSTITUTE POLICIES

Add - Plot No. 7, Knowledge Park II,
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ANTI RAGGING POLICY

RAGGING & REGULATIONS / DIRECTIVES FOR BANNING

ANTI-RAGGING MEASURES

Aim

To root out ragging in all its forms from an institution, stringent anti-ragging measures and provisions for strict punishments to defaulters.

References

- Supreme Court Orders
- Uttar Pradesh Prohibition of Ragging in Educational Institutions Act, 2010
- UGC Regulations and Guidelines

What constitutes Ragging

Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student.

Indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological or physical harm or to raise fear or apprehension thereof in a fresher or a junior student.

Asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

Teasing, embarrassing, humiliating, assaulting or using criminal force or criminal intimidation, wrongful restraining or confining or causing grievous hurt, kidnapping, extortion or molesting or committing unnatural offences or causing death or abetting suicide, use of criminal force, criminal trespass and intimidation.

Prohibition of Ragging

- Ragging within the Institute Campus including its Departments and Hostels is strictly prohibited.

- Ragging in any form is prohibited also in the private lodges/buildings where the Institute students are staying.
- No person including students / staff / faculty shall participate or abet or propagate ragging in any form.

Punishments

Ragging is a cognizable offence under the law and the punishments to be meted out have to be exemplary and justifiably harsh to act as a deterrent. It may include:-

- Cancellation of admission, suspension, rustication or expulsion from the Institute / Hostel.
- FIR with the police and arrest.
- More severe punishment was justified such as fine / imprisonment etc.
- Collective punishment may be imposed where involved persons are not identified.

Measures for Curbing Ragging

a) Every student will submit, at the time of Fresh Registration and at the time of re-registration for 2nd/3rd/ 4th year two Affidavits as prescribed by the Institute on Rs. 10.00 stamp paper each, duly notarized, one signed by the student and the other signed by the parent. Draft of the Affidavits required are given at:-

- **Annexure I - By the student**
- **Annexure II - By the parent**

A student will not be registered/re-registered until the Affidavits mentioned in para 6 (a)(i) are submitted.

Every student, at the time of Registration/re-registration will be given information details of Anti-Ragging Regulations. It will give instructions on whom to contact in case of incidence or attempt at ragging. This would include contact mobile numbers of Proctorial Board, selected persons from General Administration, Anti-Ragging Committees / Anti-Ragging Squads and the Anti-Ragging Control Room.

b) Particulars required at the time of Registration

Every **non-hostel** student, at the time of Registration will provide full particulars of his stay during the semester, whether staying with parents, relatives, friends, hired hostel / PG accommodation. The details will include full address, name and contact number of the person.

General Instructions

- **Anti-Ragging Committees**

The Institute will form an “**Anti-Ragging Committee**” headed by a senior Professor. It will comprise of selected faculty members, students from the fresher’s category as well as seniors and selected non-teaching staff.

This Committee will be fully and totally responsible to ensure that no incidence of ragging as given in these regulations takes place and will also monitor and ensure that the instructions of these regulations are followed fully at all times.

The Committee will also maintain alert vigil at all times and ensure that the Anti-Ragging Squads/Anti- Ragging Control Room of the Institutions to carry out their functions properly.

- **Anti-Ragging Squads**

A number of Anti-Ragging Squads will be constituted. The number of squads will be based on the number of blocks / floors and strength of the students so that the Anti - Ragging Measures can be effectively implemented.

Anti-Ragging Squads will comprise of senior faculty members and responsible representatives of senior and fresher students. Its function will include going around / patrolling the Institution and the Campus common areas, maintain vigil at all times on all days by rotation as decided by Dean/HOD and take action if they notice any incidence of ragging either in their Department or any other Institution / or in the Campus.

The Squads will also have the responsibility to investigate incidences of ragging and to report to the Anti-Ragging Committee / Anti-Ragging Control Room for immediate action / punishment wherever required.

On the report of Anti-ragging Squad or any other person who witnesses the incidence of ragging or on the complaint of any fresher student, immediate action will be taken by the Anti -Ragging Committee to decide appropriate punishment from the list of punishments in the Regulations and award it with intimation to the Institute HQs.

Instructions specific to Hostels

- The fresher hostel blocks will be barricaded by boundary walls / barbed wire fences and entry into the fresher's hostel will be manned by security staff round the clock.
- No one, particularly senior students will be permitted to enter the fresher's hostel at any time. Similarly fresher students are not permitted to visit hostels of senior students.
- The responsibility for ensuring the above instructions will be of the security guard / guards on duty at the entry points to the fresher's hostels. Responsible security guards will be detailed by Director/In charge Security.
- All fresher students will report back in their respective hostel rooms latest by 09:00 PM.
- All senior hostel students will be in their respective hostels latest by 9:00 PM.
- Proper attendance of hostel students both fresher's and seniors will be taken at 9:00 PM respectively, daily by members detailed from the Anti-Ragging Squads and the attendance report submitted to - one copy to Anti-Ragging Control Rooms and one copy to In-charge Hostel Administration.
- All hostel students will abide by the Hostel Rules in addition to the Anti-Ragging Regulations.
- All Day Scholars are required to leave the Campus latest by 06:00 PM. Entry / presence of Day Scholars in the Campus will not be permitted beyond 06:00 PM and on holidays unless specifically allowed under the authority of the respective Dean/HODs. Strict disciplinary action will be taken if a day scholar is seen in the Campus after 06:00 PM or on holiday without proper authority.

Anti-Ragging Control Rooms

Anti-Ragging Control Room will be established in Institute Campus under the direction of Anti-Ragging Committee. The Control Room will be manned 24 hours.

Anti-Ragging Control Room will be equipped with land line and mobile telephone numbers which will be made widely known to all concerned.

Responsibilities and Reporting

The Anti-Ragging Committee, will be responsible and function under the overall direction of the Director of the Institute.

Action Procedure

Anti-Ragging Squads will immediately report any incidence of ragging or abetment of ragging noticed by them to the Anti-Ragging Committee.

The Anti-Ragging Committee will take immediate action as per the situation which may include:

- Immediate suspension of involved students
- Sending reinforcements or any medical help if required.

The Anti-Ragging Committee will recommend appropriate punishment which will be awarded after the approval of the **Director of the Institute**.

The process followed for the redressal of anti ragging complaint is shown in the following flowchart:

GENDER SENSITIZATION POLICY

Preface:

To promote knowledge and understanding of gender equality, gender sensitization involves changing one's behavior. The following are examples of sexual offenses: intimidation, harassment, molestation, exploitation, voyeurism, stalking, and sexual gestures. We follow a "culture of silence" in our society, which makes us hesitant to talk about sexuality or anything else on the list above. Let's end this silence right now.

The GNIOT (Engineering Institute) is dedicated to upholding an inclusive environment where professors, staff, and students can collaborate without being subjected to gender bias. Although the Institute encourages open communication and teamwork, it has a zero-tolerance policy on prejudice and stereotyping. The Engineering Institute established the GNIOT (Engineering Institute) Gender Sensitization Committee (GSC).

This group will ensure all women have equal treatment, gender equality, and opportunities. All parties involved in the institution, including faculty, students, employees, officers, and guests, must abide by this committee's policy. Additionally, all Institute stakeholders must uphold the word and spirit of this policy's guiding principles.

Guiding Principles of the policy: -

Support and promote gender equality, gender sensitivity, and equal opportunity for all as outlined in Articles 14, 15, and 21 of the Indian Constitution. International organizations have denounced violence and discrimination against women as an infringement on their right to life and liberty and a violation of human rights.

In addition to the laws above, UGC Saksham Measures for Women's Safety and Programs for Gender Sensitization in GNIOT (Engineering Institute).

III Policy objectives: -

The primary goal of this policy is to prevent violations of national laws that forbid injustices and violations of gender-based rights to guarantee equal opportunity for all women and the inclusion of other marginalized groups. To carry out this policy in letter

and spirit, GNIOT (Engineering Institute) is committed to instituting new methods for addressing challenges, including discrimination and gender-based violence.

IV The policy's territorial scope: -

This rule prohibits aggression, insensitivity, prejudice, and injustice towards female students, instructors, or GNIOT (Engineering Institute) employees. Activities and functions guided by this policy are as follows: -

- i) Committees are formed
- ii) The application and enrollment process
- iii) Staff development opportunities
- iv) The hiring procedure
- v) Promotions and leadership
- vii) Leave
- vii) Evaluation
- viii) The interaction between the teacher and students
- ix) The facilities and resources
- x) Participation

Not limited to the above

Implementing Recommendations: -

- i) GNIOT (Engineering Institute) will establish committees to carry out and accomplish the policy's objectives. The institute is putting these rules into practice. Any bias or prejudice will not be permitted.
- ii) To maintain the character of the policy, there must be an equal representation of men and women when hiring staff members (teaching or non-teaching).
- iii) Special focus will be paid to promoting female involvement in all academic fields at GNIOT (Engineering College).
- iv) Leaves specifically for women will be provided, such as maternity leaves.

- v) A newly formed committee must include an equal proportion of men and women.
 - vi) Regarding evaluation, both male and female students will be treated fairly and equally.
 - vii) Women staff members and students will be provided appropriate respect and representation when planning any program, including conferences, workshops, and meetings.
 - viii) The Institute's stakeholders will all go through workshops on gender awareness and sensitivity training.
 - ix) Gender-sensitive teaching and learning methodologies shall be used.
 - x) The GNIOT (Engineering Institute) will celebrate International Women's Day on March 8 with all of its stakeholders.
 - xi) Women's unique demands will be met throughout renovations or the construction of new infrastructure.
 - xii) Gender awareness programs will be organized, and the UGC's "Saksham" safety procedures shall be adhered to.
- i) Teacher-student sexual relationships will be considered an abuse of power by the teacher, mainly when the teacher is concerned with a mentor, adviser, evaluator, and supervisor of that student. This will not be seen as 'voluntary consent' by the student. The following guidelines are constituted to protect the rights of female students:
- a) Sexual relationships between teachers and students will be treated as an abuse of trust and a severe conflict of interest.
 - b) Teachers must maintain the boundaries between their personal and professional lives.
 - c) Teachers involved in such activities should be removed from supervision of evaluation to avoid the possibility of favoritism in assessment.

VI Gender Sensitization Committee (GSC)

A GSC will monitor this policy's execution by assessing all associated complaints. This committee will have equal numbers of male and female staff members and students. The committee will annually report to the institution's head on any complaints and initiatives taken to implement the policy.

VII. Policy Modification

- i) No changes may be made without seeking input from all parties involved, including female employees and students.
- ii) All recommendations for amending this policy should be distributed to all relevant parties, who should respond within a month.

VIII. Accountability and Transparency:

The following steps will be taken to guarantee accountability and transparency:

- i) According to this policy, constituting GSC is required.
- ii) Information about GSC members should be prominently published on the Institute website and campus.
- iii) The annual report of this committee and other information regarding its policies ought to be posted on the Institute's website.
- iv) To raise awareness of gender sensitization among all stakeholders, the GSC should provide meetings, workshops, and other research initiatives.

LIBRARY POLICY

About the library

A well stocked library with serene environment of an independent reading room is a unique feature of GNIOT library that has a well rounded collection of **105463** Volumes running into **9620** titles of books and these include textbooks, foundation books and books for subsidiary reading. Our aim has been to meet various authors on the same subject. The library is organized on Open Access system. Student has full access to book stacks to browse and select suitable books of their interest. The library is spread over **1312** sq meters and has seating capacity for **250** students.

Besides books on engineering and technology, management and subject we also have books in applied science, Humanities and social sciences. These books provide good in sight to students in enriching their knowledge in liberal arts and humanities.

Library Services:

GNIOT Central Library provides different type's services to the student and Staff

Members such as:

Sr. No.	Services
1	Books, Journals, e- Journals, Project & CD Access.
2	Reference Section with knowledgeable books
3	News Papers
4	OPAC Facility
5	Digital Library

LMS Details:

The Institute installed *Integrated Library Management System (ILMS)* namely “**VIDYA: LIBRARY MANAGEMENT SOFTWARE**” in the year 2015. Library has provision of s/w such as **VIDYA: LIBRARY MANAGEMENT SOFTWARE**’ software and OPAC (Online Public Access Catalogue) for students & faculty members to search books by title/ author name etc.

Library is automated using integrated Library Management system (ILMS):

- The ILMS software is ‘VIDYA: LIBRARY MANAGEMENT SOFTWARE’
- ‘VIDYA: LIBRARY MANAGEMENT SOFTWARE’ is a fully automated and multiuser included Web OPAC software along with ERP system.
- ‘VIDYA: LIBRARY MANAGEMENT SOFTWARE’ (ver. 2.03).

Modules:

- Administration
- Acquisition
- Circulation
- Periodical
- OPAC
- Barcode
- Statistics

GNIOT – LMS

Greater Noida Institute of Technology has developed well-organized library management software to provide information on any book present in library to all student and staff that consist of total three platforms:

- **LMS** – A web based system where we can manage books of different categories, manage Student/Staff of different types and manage issue/return of books easily.

- **VIDYA (LMS)** - Web LMS is deeply integrated with our legacy system Vidya Software (Offline) where it synchronized old Database to New online web system.
- **E-library (ERP)** - Login for each student and staff member in which there is an option of E-library in which Journals, Articles, e-Books link, White papers are available for all student and Staff member. With growing e-learning platform we have given feature to upload and provide video links too.

Library Networking:

The library is automated at the functional level. There is a separate digital library for the access of E-resources recommended by the AICTE. Besides, there is a subscription of 143 National/International print journals/magazines and 14 newspapers. The library is spread over an area of 1312 sq. meters and comprises of three air conditioned reading halls with total seating capacity of 250 students. Online logging facility is available in the library to keep track of the visit of the students as well as faculty members in the library. Internet facility is available in the library to access the E-resources. The library is a lifetime member of the Nalanda e-Consortium, NDL, SWAYAM and possesses DELNET online databases. Facility for the NPTEL video/web lectures is available.

Function of VIDYA: Library Management Software

Sr. No.	VIDYA description
1	Student & Staff Membership Entries
2	Books Entries
3	Books Issue & Returns
4	News Paper Entries
5	Dues Collection
6	OPAC
7	Books Barcode Print
8	Books Spine Labels Print
9	Stock Checking
10	View the Reports

Reading Room

It is proposed that provision for a separate reading room may be mad. The students residing in the hostel can use reading room after library hours.

Acquisition Activities/Acquisition Section

Proper section/cabin is available for technical work such as accessioning, stamping and labeling etc.

Document Purchasing System

Documents will be purchased on the basis of the followings:-

- **Faculty Recommendation**

Books and other related material may be purchased on the basis of the faculty recommendations routed through their Department Heads/Library Committee and Director.

- **Price verification/availability of books**

Prices and availabilities of the recommended books will be checked by the library staff through publisher catalogue, publisher's websites, amazon.com, firststandsecond.com, gobooks.com and from other resources. After this process, the recommendations will be placed before the Library Committee for approval.

- **Vendor Selection**

Quotations may be asked from selected vendors for the supply of books and other materials. The Quotations may be placed before the Library Committee.

- **Order Placement**

The orders will be placed to the selected vendors. The order letter will contain the title, author, publisher, quantity, price and the terms, conditions for supplying the order and discount.

A special format has been prepared for this

- **Order Receiving**

Physical conditions, prices and the quantity of the books will be checked and verified after receiving the orders at Centre.

- **Book Accession**

Documents will be checked again before accessioning in the accession register. Library Stamp will be placed on the backside of the title page and the secret and last page of book. The librarian will decide the secret page.

- **Stamping and Pasting**

After accessing, the pasting of the due date slip and book pocket will be done in proper manner.

- **Classification/Cataloging**

After above process, books will be classified with the latest DDC classification scheme. DDC is a tool to classify documents in systematic manner. The classification system makes book searching easy. Further, the documents will be catalogued/entered in the Library Management Software

- **Shelving of books**

After technical processing, the books will be arranged properly in the stack area according to the classification scheme.

- **Subscription of Journals/Magazines**

GNIOT Knowledge Centre may subscribe Journals/Magazines. The librarian, requesting faculty members and director to recommend the above, will issue a circular. Selections of Journals/Magazines will be made on the basis of recommendations of the concerned faculty. The Library Committee will hold the power to approve the recommended Journals/Magazines. The List of Journals/Magazines will be reviewed every year in the Library Committee Meeting, which will be comprised the Dean(s), HOD(S), Senior Faculty Member(s), Librarian and the Assistant Librarians. Besides that, Library will keep proper record of the in the library management software.

- **Newspapers**

The Centre may subscribe newspapers from local vendor. These newspapers will be reviewed every year in Library Committee. Proper record will be maintained provided the Library Software possesses this facility.

- **Computerization**

The Knowledge Centre may be computerized because the manual system is sturdy and time consuming and it does not take the full advantages of the possibilities that are with computerization.

- **Digital Resource Server/Digital Library**

Digital resources, which are available, free at Internet and in other digital forms, will be stored in Web Server.

Windows NT/2000 and SQL Server will be used to access these resources through web. Further, a search engine will be developed to facilitate search of relevant articles. The server will remain accessible 24 hours in the campus through local network (Intranet). It will prepare a platform for Digital Library to meet the challenges of future.

- **Textbook Section**

Textbook section is separately. 5copies of each book is purchased for the same. These books will not be issued and will be used in the library.

- **Induction and Orientation Program**

Induction and orientation programs are conducted when new batches arrive. In addition, students and faculty members are given information about Library, staff and its collections. In addition, they are given information about "how to use knowledge resources".

- **Inter Library Loan**

LL is our need because no library is self-sufficient. So it is necessary. Through this service, books are exchanged from one library to another library. Besides that, other relevant resources could be used on demand.

- **Stock Verification**

The stock verification of the library may be done on the bases of order issued by Government of India as mentioned below:-

General Financial Rule (GFR) No 194, pages no 64.

- **Dispose – Off**

Books which are not of worth may be disposed off. Librarian will prepare and place list of such books before the Library Advisory Committee for approval.

- **Binding of Books/Journals**

Quotations may be asked from selected vendors as binding as binding is a tool to protect damaged books.

- **Feedback**

Users will be o fill in the feedback form at the end of the year. As the feedback is the best gift from the user and further it could be used as opportunity for improvement.

- **Manpower Requirement**

Three Library professionals may be appointed for the Knowledge Centre. It is proposed that three more professional may be appointed to discharge library services efficiently.

- **Training and Development**

Library staff is sent for training to update their knowledge and skills, which is useful for employees and GNIOT. In addition, they are allowed to attend seminars and conferences on behalf of GNIOT.

- **Member ship Eligibility:**

Library facility is for the students, faculty and visiting faculty of institute.

Issue of Books:

Category	Number of Books	Loan Period
B.Tech	3	15 Days
M. Tech	3	15 Days
MCA	3	15 Days
MBA	3	15 Days

- **Book Bank Policy:**

Category	Number of Books	Loan Period
B.Tech.	7	90Days
M. Tech.	3	90 Days
MCA	7	90Days
MBA	10	90 Days

- **Note**

If a book is not returned within the stipulated time as given in Circulation Rules, the students will be charged a fine of Rs. 2/- per day per book. In case of overnight issue RF Books on special circumstances, the fine will be of Rs. 05/- per day per book.

Students are eligible to get 2 extra books issued to them on the recommendation of their mentor.

Students belong to SC/ST Category is eligible to get 02 extra books issued from Social Welfare Section for entire semester.

- **Faculty/Staff**

Category of User	No. of Books	Lone Period
Faculty	5	Entire Semester
Gust Faculty	2	25 Days
Staff	2	30 Days

- **Circulation Rules:**

Borrowing facilities is only for the member of the library against Identity Card cum Library Card issued to them. Books are issued from the Counter on presenting the Identity Card. The Library cum Identity card is Non-Transferable. In case of misuse of Identity card students will be fined Rs. 100/-.

- All student members shall produce their Library cum Identity card on the counter at the time of issue and return of the books.
- New editions can only be issued after technical processing has been completed.
- If only a single copy of any document is available in the library then it will not be issued, the same can only be consulted in the library. However as special case, the permission of Dean /HOD is required for issue of the book.
- Renewal is not automatic. For renewal, it is necessary that the book shall be presented at the counter. If there is a pending demand for the book, the request for renewal may be turned down.
- The list of new arrivals will be displayed on the notice board and kept on display shelf for a week. Thereafter the new arrivals will be available for issue if not meant for Reference.

- If a book is not returned within the stipulated time as per library rule, the students will be charged a fine of Rs. 2/- per day per book. In case of overnight issue on special circumstances, the fine will be of Rs. 05/- per day per book.
- The defaulters will not be issued books in future.
- In the case of loss of book the borrower will have to replace the book along with fine as admissible. If he/she does not replace the book then he/she will have to pay current cost of the book.
- The library members are responsible for the Identity card issued to them. Loss ID card should be reported to the Librarian immediately. Duplicate ID card will be issued on payment of Rs. 100/-.
- All members should return the books borrowed from the library before they proceed on long leave.
- Librarian can recall books and publications any time to meet any urgent requirement.

General Rules:

- All library users must login in/out through ERP available with the PC at the library entrance.
- Members are expected to maintain silence and should not disturb others. Smoking/Eating/ talking /chewing are strictly prohibited in the library.
- Personal belongings are not allowed in the library. However, they may carry loose papers and a note book.
- The Library follows an Open-Access System. Books and other material taken from the library stacks should be left by readers, on the table for the library staff to arrange the books.
- Users of the library should not deface, mark, cut, mutilate or damage the reading material in any way. Person doing so will be fined heavily, apart from being asked to pay the cost of the damage document. In case a person repeats the offence for the second times, his/her Membership will be terminated.
- The members are expected to maintain the decorum of the library, any violation to be brought to the notice of the Dean (Academic).

- The members are to verify the books before leaving the issue counter. After the book is issued the member will be responsible for any damage etc.
- If any student found indulging in the process of book hiding, stealing, or mutilating, he/she will be fined as under after approval by Dean (Academic).

Book Hiding: Minimum fine Rs. 100/- and suspension of library membership for a period of one month. On re-occurrence of the act, minimum fine of Rs. 300/- and termination of library membership.

Book Damaging: Minimum fine Rs. 200/- and suspension of library membership for a period of one month. On re-occurrence of the act, minimum fine of Rs. 500/- and termination of library membership.

Book Stealing: Minimum fine Rs. 500/- and actual cost of the book, and suspension of library membership for a minimum period of one semester. On re-occurrence of the act minimum fine will be Rs. 5000/- and disciplinary action as deemed it.

Misbehaviour with Library Staff: Minimum fine will be Rs. 500/- on re-occurrence of the act, minimum fine will be Rs. 1000/- plus termination of library membership.

Casual dress is not allowed in library.

No Dues Certificate will be given only after clearing the all dues.

Library Policy on archiving of PhD Theses, Dissertations, and Project Reports in Physical and Digital form:

The following Library Policy must be followed by the Institute the physical and digital record of GNIOT (Engineering Institute) publications such as dissertations, and project reports:

The students have to submit a digital copy of dissertations and project reports to the designated Library In charges/Project Coordinators of the respective Institute in single PDF (Portable Document Format) file containing the complete dissertations/project reports along with all signed certificates and annexure as per the ethical rules of the Institute.

Certificate of Plagiarism of each Dissertation/Project Report is to be issued by the Librarian after checking the plagiarism through Authenticare.

The Soft copies of Dissertations and Project Reports for archiving in the Institutional Repository shall be handed over to the Librarian by using the handover form (GNIOT-LIB).

The Hard Copies of Project Reports and Dissertations shall be handed over to the Central Library by the Institute by using handover form (GNIOT-LIB).

Logbook of each entry of receiving of each publication has to be made by the Library staff, counter signed by the Librarian on handover form (GNIOT-LIB).

The Library will issue a No Dues Certificate to research scholars and students after ensuring that digital and physical copies of their thesis, dissertations, and project reports have been submitted to the Central Library through the proper channels and that a research scholar's PhD thesis has been uploaded on Shodhganga.

PLACEMENT POLICY

Vision:

To Empower the Graduating Students through Technical Education

Mission:

M1-To impart skill based technical education to meet the requirements of industry and Society

M2:To inculcate social & moral values among the students

M3: To be the first choice of employers through excel in technical education

All the students, interested to participate in placement drives (on/off Campus) must be registered with Training & Placement Department of the institute.

This is the responsibility of student to ensure to enter all appropriate information (all marks, percentage, backlog/s, Email ID and Contact details. etc) as required at the time of registration in Training & Placement Department.

Before appearing in any placement drive, all the students must ensure their eligibility defined by the respective company. If any, student has submitted any false information about his/her credentials for any campus placement/recruitment drive, in such condition disciplinary action may be taken by the placement department of the institute.

All announcements regarding placement/recruitment activities, the schedules and other information/notices will be shared via email to student placement coordinators, faculty placement coordinator. Circulation of such information/ notices in any form on respective mail groups will be considered as an official mean of communication between placement department and the students. The students are advised to frequently check their email and placement groups for all placement related updates.

Placement department will open registration form for the registration before every placement drive and publishes the list of eligible students for the placement drive. It is mandatory for all the registered eligible students to attend the drive as attendance is mandatory, any kind of absence from the drive without prior written information will be considered as indiscipline and disciplinary action will be initiated against such students.

Usage of mobile phones/laptops or any electronic devices, ringing of cell phones, talking or walking out during placement drive or any kind of disturbance in any mode by the students during the session/s is strictly prohibited.

Students are advised to report at least 15 minutes prior to the placement schedule and strictly follow the instructions during the placement drive/s. Any late reporting due to any reason during the drive will not be entertained.

Students are advised to be present at the designated venue during the placement drive and during the announcement of short listing for the next round, failing to do the same without prior information will not be tolerated and the respective student/s will not be allowed to appear in the next round of placement activity.

Once the student is shortlisted after the first round, the shortlisted students are advised to appear for all upcoming next rounds of recruitment process. If any, student found unavailable from the venue during the placement drive without prior information will be considered as indiscipline and student will not be allowed to appear in further rounds of placement drive.

Students are advised to maintain the decorum and discipline during on/off campus placement drives, if any student is found causing indiscipline or misbehaving with Company staff/ placement staff/faculty coordinators/student coordinator/participating students. He/she will be treated as a defaulter and disciplinary action will be initiated against him/her.

Students once placed(on/off) shall be eligible for other companies with a minimum package difference of 2.5LPA.

Students once placed need to submit their copy of offer letter/internship letter.

In case a student found involved in multiple indiscipline/misconduct cases, he/she will not be allowed in any of the on/off campus placement drive.

Students must wear institute uniform. They all need to strictly follow the dress code before attending any recruitment drive.

Student need to ensure the following:

For Girls-Hairs should be properly trimmed and combed/tied.

For Boys-Hairs and beard should be groomed properly.

Nails should be clean and uniform in size and shaped properly.

Shoes must be formal and well polished.

No fancy accessories are allowed.

Students need to bring their updated resume in a transparent/clear folder as per the prescribed format of the institute.

Students need to have brief idea about the company before appearing for any Placement Drive (on/off).

Violation of above-mentioned guidelines/instruction will lead to the strict disciplinary action.

QUALITY POLICY

The Quality Policy of GNIOT is

"Continuous Improvement of Professional Skills and Ethical Values of the Next Generation Human Society by means of Quality Education and Research"

The Core Values

The GNIOT has been known for its highest standards of education and its continuous efforts of nation building by skill development in the young generation of the nation.

The GNIOT believes and maintains the following Core Values in all its academic and management processes

Enthusiasm to Innovate

Quest for Excellence

Zeal to inspire the next generation of leaders

Openness and Transparency in communication

Trust, Dependability and Commitment

SCHOLARSHIP POLICY

1.	CENTRAL GOVERNMENT SPONSORED SCHOLARSHIP SCHEMES
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Web-site for application & guidelines: www.scholarships.gov.in

Sl.	Scheme Name	Purpose	Anex No.
1.	“Merit Cum Means Based Scholarship” Ministry of Minority Affair	The objective of the Scheme is to provide financial assistance to the poor and meritorious students belonging to minority communities to enable them to pursue professional and technical courses.	01
2.	“Prime Minister’s Scholarship Scheme for RPF” Ministry of Railway	The objective of the Scheme is to encourage higher technical and professional education for the dependent wards of Ex/Serving RPF/RPSF personnel and widows (below the Rank of Gazetted Officer	02

2.	STATE GOVERNMENT SPONSORED SCHOLARSHIP SCHEMES
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2.1 Ministry of Welfare Department Government of Uttar Pradesh

Web-site for application & guidelines: www.scholarship.up.gov.in

Sl.	Scheme Name	Purpose	Anex No.
1.	U.P. Scholarship	The objective of the Scheme is to provide financial assistance to the poor student of U.P. Domicile in the category of SC/ST/GEN/OBC/Minority to pursue professional and technical courses.	03

2.2 Government of Bihar

Web-site for application & guidelines : www.pmsonline.bih.nic.in

Sl.	Scheme Name	Purpose	Anex No.
1.	Post Matric Scholarship	The objective of the Scheme is to provide financial assistance to the poor student of Bihar Domicile in the category of SC/ST/OBC to pursue professional and technical courses.	04

2.3 Government of Jharkhand

Web-site for application & guidelines : www.ekalyan.cgg.gov.in

Sl.	Scheme Name	Purpose	Anex No.
1.	Post Matric Scholarship	The objective of the Scheme is to provide financial assistance to the poor student of Jharkhand Domicile in the category of SC/ST/OBC to pursue professional and technical courses.	05

1.4 Government of Tripura

Web-site for application & guidelines: www.scholarships.gov.in

Sl.	Scheme Name	Purpose	Anex No.
1.	Post Matric Scholarship	The objective of the Scheme is to provide financial assistance to the OBC/SC category student of Tripura Domicile to pursue professional and technical courses.	06

2.5 Government of Arunachal Pradesh

Web-site for application & guidelines: www.scholarships.gov.in

Sl.	Scheme Name	Purpose	Anex No.
1.	Umbrella Scheme for ST – Post Metric Students	The objective of the Scheme is to provide financial assistance to ST category student of Tripura Domicile to pursue professional and technical courses.	07

3.	ALL INDIA COUNCIL FOR TECHNICAL EDUCATION (AICTE) SPONSORED SCHOLARSHIP SCHEMES
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Web-site for application & guidelines: www.scholarships.gov.in

Sl.	Scheme Name	Purpose	Anex No.
1.	Pragati Scholarship Scheme for Girls Students	The objective of the Scheme is to provide assistance for advancement of Girls pursuing technical education	08
2.	Saksham Scholarship Scheme for Specially – Abled Student	The objective of the Scheme is to provide encouragement and support to specially-abled children to pursue technical education.	09
3.	Swanath Scholarship Scheme	The objective of the scheme is to provide encouragement and support to orphans, wards of parents died due to Covid-19, wards of Armed Forces and Central Paramilitary Forces martyred in action (Shaheed)	10

4.	DR ABDUL KALAM TECHNICAL UNIVERSITY, CHHATRA KALYAN NIDHI COMPENSATION
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Web-site for application & guidelines: www.aktu.ac.in

Sl.	Scheme Name	Purpose	Anex No.
1.	Chhatra Kalyan Nidhi	The objective of the scheme is to provide financial assistance to the student during their study with the University, if his/her father/earning parent dies in or due to an accident or otherwise at an age below 60 years during study of the student in the	11

5.	SCHOLARSHIP SCHEMES SPONSORED OF THE INSTITUTE
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Sl.	Scheme Name	Purpose
1.	KLG Sambal Scholarship	The objective of the Scholarship is to provide financial assistance upto 50% of the Tuition Fee to the student, whose father/earning parent died due to Covid during their study with the Institute The Scholarship will be provided till the completion of the course on the recommendation of Scholarship Committee.
2.	KLG Ashirwad Scholarship	The objective of the Scholarship is to provide financial assistance from Rs. 10,000/- to maximum upto Tuition Fee Waiver at the time of admission on the recommendation of Scholarship Committee based on the following criteria : To promote Girl Child education To promote meritorious students based on their percentage at Intermediate/Graduation Level

Sl.	Scheme Name	Purpose															
		<p>To promote student of paramilitary force personel child</p> <p>To promote student of financially weaker section</p> <p>To promote student of specially abled children</p> <p>To promote education of orphan student</p>															
3.	KLG Medhavi Protsaahan Scholarship	<p>The objective of the Scholarship is to provide appreciation reward to the students based on their Academic Performance in their University Examination result, as per details given below :</p> <table border="1"> <tbody> <tr> <td>1.</td> <td>Secure First Position in the Year/Course at Institute Level</td> <td>Rs. 5,100/-</td> </tr> <tr> <td>2.</td> <td>Secure Second Position in the Year/Course at Institute Level</td> <td>Rs. 3,100/-</td> </tr> <tr> <td>3.</td> <td>Secure Third Position in the Year/Course at Institute Level</td> <td>Rs. 1,100/-</td> </tr> <tr> <td>4.</td> <td>Secure First Position in University</td> <td>Rs. 1,00,000/-</td> </tr> <tr> <td>5.</td> <td>Secure Position (Second and onwards) in the Top Ten students of University per year</td> <td>Rs. 50,000/-</td> </tr> </tbody> </table>	1.	Secure First Position in the Year/Course at Institute Level	Rs. 5,100/-	2.	Secure Second Position in the Year/Course at Institute Level	Rs. 3,100/-	3.	Secure Third Position in the Year/Course at Institute Level	Rs. 1,100/-	4.	Secure First Position in University	Rs. 1,00,000/-	5.	Secure Position (Second and onwards) in the Top Ten students of University per year	Rs. 50,000/-
1.	Secure First Position in the Year/Course at Institute Level	Rs. 5,100/-															
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3.	Secure Third Position in the Year/Course at Institute Level	Rs. 1,100/-															
4.	Secure First Position in University	Rs. 1,00,000/-															
5.	Secure Position (Second and onwards) in the Top Ten students of University per year	Rs. 50,000/-															
4.	KLG Arjun Scholarship	<p>The objective of the Scholarship is to provide appreciation reward to the Rs. 51,000/- : Student, who have represented India in International Competitions/sports, namely Olympic Games, Commonwealth Games, Asian Games, are eligible for award of scholarship under this category against submission of participation Certificate issued by Competent Authority.</p> <p>Cash reward of Rs. 5,100/- : to the Student or Team, who have secured First Position in the State Level Sports/Tech/Cultural Fest organized by University</p>															

Sl.	Scheme Name	Purpose
		Cash reward of Rs. 3,100/- : to the Student or Team, who have secured First Position in the Zonal Level Sports/Tech/Cultural Fest organized by University

Note: **The above Institute Scholarship will be directly credited to the student fee account with the**

MAINTENANCE POLICY

Response:

There are systems and procedures in place to maintain and use physical and academic facilities, such as libraries, gymnasiums, and computer labs, central facilities etc. at the Greater Noida Institute of Technology (GNIOT). The maintenance of facilities is carried out by the respective departments with the help of in-house staff on a daily basis or periodically and through AMC. A supervisor is in charge of overseeing and maintaining the physical facilities as well as housekeeping. A brief description is presented below on the maintenance and utilization of the facilities.

1. Introduction

Maintenance of building is to keep, restore or improve the facilities of every part of a building, its services including horticulture activities to a currently acceptable standard and to sustain the utility and value of the facility.

The objective of maintenance is:

- To keep machinery, buildings, and services in proper working order.
- To try to restore and maintain it back to its original condition and standards, and
- To upgrade the amenities in accordance with technological advancements in building engineering.

Despite recent advancements in building technology, all structures decay from the time they are constructed. A variety of factors influence the rate of degradation. The inhabitants do not have complete control over all of the variables. When there are intrinsic flaws in the design and construction of a building, the maintenance costs rise disproportionately, and the expected life of the facility is shortened.

Maintenance seeks to keep the facility and services fully operational in an efficient and cost-effective manner. It necessitates a wide range of abilities, which are determined by the number of people in the building and the required degree of performance. Programming the work that has to be done to keep the building in excellent shape necessitates a high level of expertise. Maintenance feedback should be a continuous process for improving the design and construction stages.

2. Maintenance Services:

These generally consist of operations aimed at keeping buildings, services, and works in regular use in good working order. The purpose for which buildings are created is a major determinant of the required level of care.

Excessive updating should be avoided at all costs. At the same time, maintenance should guarantee the occupant's or the general public's safety while also adhering to legislative standards. The requirement is also determined by the level of consumption. The repair works are classified in under mentioned categories:

- Day to day repairs/service facilities
- Annual repairs
- Special repairs
- Preventive Maintenance

2.1 Day to day repairs

On the basis of daily complaints, different engineering sections in all the buildings and laboratory technicians under their care do day-to-day repairs.

The GNIOT does day-to-day repairs in all of the structures under its care. The activities that need to be done on a daily basis, such as clearing clogs in drainage pipes, manholes, restoring water supply, replacing blown fuses, repairing defective switches, watering plants, grass mowing, hedge cutting, leaf sweeping, and so on, are covered by day-to-day service facilities. The goal of this facility is to ensure that various services in the buildings continue to function properly. These services are offered after the engineering section receives a complaint from the users. Periodical complaints, such as white washing and painting, which are normally handled by contractors and cannot be handled on a daily basis, are transferred to the register of periodic repairs.

2.2 Annual repairs

Some activities, such as white washing, distempering, painting, cleaning of lines, tanks, and so on, are carried out on a regular basis to maintain the aesthetics of buildings and services as well as to prolong their life.

Annual repair works are those that are done on a regular basis, such as white washing, color washing, distempering, painting, and so on, and are usually done through a contracting system.

In addition, minor repairs to various pieces of work, replacement of glass panes, and replacement of wiring damaged due to an accident, replacement of switches, socket tiles, and gap filling of hedges/perennial beds are all included. Replacement/replanting of trees, shrubs, planting of annual beds, and trimming/pruning of plants, etc., which are not emergent and are deemed routine, can be collected and attended to for a group of households at a time and specific period of the financial year, depending on the urgency. Such work might also be done as part of routine maintenance.

Following guidelines shall be followed for planning and execution of annual repair works.

- The annual survey of the buildings shall be such as to highlight defects of structural nature in the buildings which require personal investigation by the GNIOT civil engineer.
- The entire exercise of finishing under annual repair should be carried out in a professional manner.
- School/Department shall carry out the annual repair work of labs, classrooms, tutorial rooms, seminar halls, studios, moot court, workshops, etc. and send the requirement to the Central Maintenance Committee (CMC).
- Payment for annual repairs is usually based on standard measures, so division officers shall be able to keep an eye on things. The engineer shall make it a point to physically evaluate all of the structures where annual repairs are to be performed. The engineer must keep a record of the number of residences where annual repairs are required, the dates of his inspections, and his observations on the quality of the work.

2.3 Special Repairs

These repair projects are carried out to replace existing building parts and services that have deteriorated as a result of the building's age. It is vital to prevent the structure and services from deteriorating and, to the extent possible, to restore them to their original state.

2.4 Preventive Maintenance

Preventive maintenance is done to keep machinery, devices, and equipment from breaking down and causing maintenance issues in buildings and services. Preventive maintenance is carried out based on frequent inspections and surveys.

Preventive maintenance is performed to avert mechanical failure or the onset of maintenance issues in structures and services.

In the case of buildings, preventive maintenance, such as against seepage, is essential. Preventive maintenance, on the other hand, is heavily reliant on frequent building and lab inspections and surveys. As previously said, examination of the building is required in order to do preventive maintenance. Before monsoon, the building must be inspected once a year.

Roofs, hutments, and bus shelters disturb power, water, and sewerage systems, bringing tremendous hardship to people as well as massive financial losses to the government and putting lives in jeopardy. To reduce such losses and eliminate threat to life, several specific pre-monsoon preventive steps must be taken:

i) Door /Window glazing:

All broken glazing should be replaced, and an adequate supply of glass window panes and ironmonger fittings should be maintained on hand in case of an emergency. The holts, hooks, and eyes on the tower, as well as other wind appliances, should all be in good operating order. During stormy weather, occupants should be reminded to keep doors and windows closed, especially at night.

ii) Checking buildings against seepage

All of the buildings' terraces may be inspected and any repairs made well ahead of the monsoon rains in June and December. To avoid clogs in roof gutters and rain water pipes, the roofs should be cleaned and debris cleared. Rainwater inlets should be inspected for damage and repaired if necessary. Vertical rainwater pipes must be securely fastened to the walls.

iii) Checking of sewers and sewage installations

To restore sewage flow, all inspection chambers, manholes, and sewer lines should be cleaned and flushed. Grit, sand, and sludge should be removed from sewage sumps. Wherever possible, oxidation pond bunds should be reinforced.

iv) *Checking of electrical installations*

Due to an increase in the groundwater level in some areas, it may be required to temporarily elevate electric pumping sets installed in wells and sump below ground water level to acceptable levels. It is important to ensure the availability of a standby power supply solution in case of a power outage during the monsoon or during cyclones. Diesel generators should be inspected and maintained in good operating order, and wiring should be examined for loose connections.

3. Means of Effecting Maintenance

3.1 *Engineering section/substation*

The GNIOT has been tasked with receiving and resolving maintenance complaints from various schools and departments. The above components are usually overseen by a distinct supervisor.

3.2 *Modalities of maintenance*

One of the following methods is used to carry out the maintenance work: -

- (i) Staff employed directly
- (ii) With contracts from third party

The nature of the following factors determines whether the task should be performed by a contract or by an in-house workforce:

- (a) Type of work
- (b) Amount of work
- (c) Urgency

i) Staff employed directly

For ordinary day-to-day maintenance, directly employed labour is the best option. The maintenance work is directly charged with the cost of establishment owed to personnel, such as their salaries, allowances, and so on.

ii) Through contracts

The annual maintenance tasks such as whitewashing, painting, and small repairs such as replacing glass panes, plaster repairs, and roof tile replacement are typically handled under contract. Special repairs, such as the installation of water proofing treatment, the repair of water supply pump sets, and equipment. The annual maintenance charge is used to outsource the upkeep of central facilities. Under the supervision of the GNIOT electrical

engineer and relevant supervisor, the approved vendor completes the maintenance of the central facilities covered by AMC, such as RO, genset, gardening, STP, UPS, and fire extinguishers.

4. Cleanliness in the Campus

The cleanliness of the campus shall be maintained. Waste accumulated during the execution of repairs in residences/buildings will not be permitted to remain at the worksite.

Suitable sites in the localities will be selected where waste created from day-to-day work will be kept by departmental staff or contractors' workers. It will be assured that waste is collected from the work site and disposed at the designated location after each shift. The agreement will include provisions for lifting waste from this selected location on a regular basis. There will be a safeguard in place to ensure that schools do not put waste on this Waste, as this would create unsanitary circumstances for the pupils.

Any leaks in the water supply line, sewers, or unfiltered water supply line that are discovered on campus shall be fixed as soon as possible. Water shall not be permitted to stagnate on roofs, courtyards, or roadside to serve as a mosquito breeding ground.

5. Civil Maintenance

The civil maintenance department is headed by the GNIOT civil engineer. This section maintains the plumbing, building, carpentry, and whitewashing work. Each division is headed by a supervisor and is employed by the respective skilled workers. Civil work, such as whitewash and mason's work are completed before the semester begins.

6. Electrical Maintenance

The GNIOT has an electrical section to ensure uninterrupted power supply and maintenance of electrical assets. The electrical maintenance section is headed by the GNIOT electrical engineer and supported by the electrical supervisor and electricians. The maintenance of equipment like general lighting, power distribution system, electric motors and machines, solar panels etc. are undertaken as per their preventive maintenance schedules and guidelines by the equipment supplier.

7. Computers and IT Maintenance

The GNIOT CMC is responsible for the maintenance of computers and smooth functioning of network and Wi-Fi facilities in the campus. Maintenance of computers,

LCD projectors, printers, scanners, CCTV, and other IT related items repair work collected from all departments and is resolved by the IT team headed by the IT manager. EPBX systems are maintained with the help of external agencies. In the case of major issues of maintenance vendors are hired for maintenance of the IT facilities.

8. Laboratory Equipment

The equipment, devices, and machineries in the laboratory/workshop are maintained by the lab in-charge /workshop in-charge with the advice of the Dean/HOD with the help the CMC team. Utilization of labs is maintained by lab technicians. For maintenance of equipment/devices/machines which are not repairable in house, Deans/HODs are asked to collect the quotations from the supplier and forward them to the CMC for further action.

Class Rooms: The class rooms are cleaned on a daily basis and monitored by the faculty in charge of the respective school.

9. Sport Complex/Ground/Equipment

A sport officer has been appointed to look after the all-sports related activities in the campus. The sports equipment/items (indoor and outdoor) are issued to the captain of the team as per the schedule of the events and to students for individual practice. If any equipment or ground gets damaged or needs repairs, the sports officer submits the requirement for maintenance to the CMC. Grounds-men and Grade IV staff are assigned for day-to-day maintenance and repair work.

10. Library

A librarian with supporting staff has been appointed to maintain the library. Academic year stock verification is done. In addition, the assistant librarian, and attendees helps the students for searching and lending of the books in the library. The maintenance requirements of library items submitted to the CMC by the librarian and a recommended list for the binding of old books and a list of condemned books. The librarian places an order with an approved vendor to bind the old books.

11. Medical Centre

The medical center of the GNIOT is governed by the School of Medical and Allied Sciences Dean. The doctor is supported by a team of pharmacists and nurses. The nurses are deployed by the school of nursing. The health center has well equipped medical

facilities and has enough space to cater to the needs of the patients. It is utilized by students, staff of the GNIOT and by the village around the GNIOT campus.

Annexure-1

Engineering Section.....

Complaint Registration Form

1. Room No./Labs/other:
2. Name of the Department:
3. Nature of Complaint:

Date

Signature & Name of the complainant

Received Complaint for Room No./Labs/Other.....

Date.....

Signature of Receiving Officer

Inspection of Buildings (Civil)

(a) Block No.:

(b) Date of Last Inspection:

(c) Date of Present Inspection:

S. No.	Item Name	Needs Replacement		Priority		
		Cost	Qty	Immediate	Annual	Routine Repairs
1	Wall					
1.1	Cracks					
1.2	Repair to plaster					
1.3	Repair to brick work					
1.4	Dampness					
2	Floors					
2.1	Cracks					
2.2	Settlement					
2.3	Slopes					
2.4	Skirting cracks					
2.5	Dados cracks					
3	Doors, Windows, Ventilators & Cupboards					
3.1	Glass panes broken					
3.2	Panels in shutters broken					
3.3	Panels fit					

	improperly					
3.4	Improper/missing fittings					
3.1.1	Hinges					
3.1.2	Handles					
3.1.3	Tower Bolts					
3.1.4	Aldrops					
3.1.5	Floor door stopper					
3.1.6	Knobs					
3.1.7	Cleats					
3.1.8	Hooks& Eyes					
3.1.9	Curtain Rods					
3.1.10	Pelmets					
4	Roofs					
4.1	Leakages/Damp patches					
4.2	Water proofing treatment					
4.3	Brick drip course					
4.4	Rain water pipe					
4.5	Regrading					
4.6	Top Layer of tiles					
5	Water Supply & Sanitary fittings					
5.1	Leakages in pipe joint					

5.2	Functioning of washers					
5.3	Functioning of traps in fittings					
5.4	Functioning of floor traps					
5.5	Functioning of overhead/low level cistern					
5.6	Air Locking					
5.7	Leakages in pipe joints					
5.8	Condition of overhead tank					
5.9	Cleaning of overhead tank					
5.10	Fittings					
5.10.1	Wash basin					
5.10.2	Soap container					
5.10.3	Mirror					
5.10.4	Glass shelf					
5.10.5	Towel rail					
5.10.6	Hangers					
5.10.7	Sinks					
5.10.8	Taps					
5.10.9	Pillar cocks					
5.10.10	Showers					

5.10.11	Cisterns					
5.10.12	Ball Valves					
5.10.13	Seat Cover					
5.10.14	Step					
6	External Services					
6.1	Manhole covers					
6.2	Covers to gully traps					
6.3	Cleaning of manholes					
6.4	Plinth protection					
6.5	Cleaning of storm water drain					
6.6	Approach roads					
6.7	Service lanes					
7	Finishing					
7.1	White washing/colour washing/distemper					
7.1 (a)	When was it done last?					
7.1 (b)	When is it due?					
7.1 (c)	Existing condition					
7.2	Painting					
7.2 (a)	When was it done last?					

7.2 (b)	Existing conditions					
7.2 (c)	When is it due					
8	Common Areas					
8.1	Railing to staircase					
8.2	Staircase steps					
8.3	Staircase nosing					
8.4	Shafts					

Inspection of Buildings (Electrical)

- (a) Block No.:
- (b) Date of Last Inspection:
- (c) Date of Present Inspection:

S. No.	Item Name	Needs Replacement		Priority		
		Cost	Quantity	Immediate	Annual	Routine Repairs
1	Switch Boards					
1.1	Regulator					
1.2	Switches					
1.3	Fixing of tiles					
2	Fans					
2.1	Canopy fixing					
2.2	Speed and noise					
3	Socket outlet points and connection					
3.1	Tile					
3.2	Switch					
3.2	Outlet connection if any					
4	Fittings					
4.1	Reflector					
4.2	Louvers/Perspex cover					
4.3	Suspension rod					

5	Exhaust Fans					
5.1	Speed and noise					
5.2	Louvers					
5.3	Connecting wires i/c ceiling rose					
6	Call bells					
6.1	Bell push					
6.2	Ball Buzzer					
7	Sub distribution boards/BDB/Main Board					
7.1	Switch covers					
7.2	Fuse KitKats					
7.3	Earth connection					
7.4	Fuse rating					
7.5	Interconnection					
7.6	Boards					

Inspection of Gardens**(A) LAWN:**

- i) Weeding
- ii) Patch repair
- iii) Renovation
- iv) Regressing

(B) HEDGE:

- i) Gap filling
- ii) Replacement

(C) PLANTING BEDS:

- i) Needs Replacement
- ii) Gap filling

(D) GARDENS:

- i) Gap filling of dead one
- ii) Replacement of damaged, weak
- iii) Replacement of stones
- iv) Thinning, trimming
- v) Redesigning of paths, maintenance of paths

(E) ROAD SIDE PLANTATION

- i) Gap filling Nos.
- ii) Trimming, pruning
- iii) Tree Guards not required & to be removed/repair/painting etc.
- iv) New plantation, digging of holes etc.
- v) Misc.

INSPECTION LIST**Substation equipment's, Generating Sets, Supply Co., Service
Connection, Place**

Date of Check:

Name of Electrical Engineer:

Time of start:

Time of completion:

Division No.:

H.S. Voltage:

S. No. Item

(A) Substation	Equipments	Position	Remarks
1.	General look of HT panels		
2.	How many incoming and outgoing panels?		
3.	How many in 'ON' position?		
4.	When were the contracts checked last?		
5.	When was the oil tested/replaced?		
6.	When were the Relays calibrated/tested?		
7.	General cleaning of panel		
8.	Functioning of Meters in panel		
9.	If trickle charger is provided, state of the same and battery and Maintenance of Battery.		
10.	Is there alternate Source of Supply and if so when was it tested?		
11.	Has DESU/NDMC been informed in advance of the program/function?		
12.	Are the voltage and supply and frequency within Limits of IE Rules. If not, any intimation given to supply Co.?		
13.	No. and capacity of transformers?		

14. How many of them are in operation at a time?
15. How often the transformers are switched 'ON' and 'OFF'?
16. How often the tap changers have been used?
17. When was the oil tested and if found not in order.
18. General condition of transformer oil leakages if any?
19. How often the transformer is cleaned?
20. Oil level check
21. Silica Gel check
22. Bucholtz Relay check if provided
23. Heating/Temperature Rise

(B) Generating Sets (Sand by Supply)

Yes/No Date

1. Change-over switch operated checked
(weekly)
2. Cable terminals connection checked
3. Cleaned/checked all terminals (weekly)
4. Generator operated
5. On no load
6. On connected load
7. Driving/V-belt checked
8. Radiator filled/no leakage
9. Filters clean
10. HSD oil tank full

11. Mobil oil checked
12. Battery fully charged
13. Terminal checked
14. Distilled water checked
15. AMF panel-relays contacts, terminals
16. Checked and for its operation.
17. Standby water filing arrangement is available

INSPECTION LIST**Electrical installations, lifts, water supply pumps, sewage pumps, Filtration Plants**

Place:

Date of check:

Name of Electrical Engineer

Name of civil Engineer Division:

A. Electrical Installations:**S. No.****Position****Remarks**

1. Power outlets for metal detectors
2. Power outlets for PA system
 - (i) Normal
 - (ii) Standby
3. Power supply
4. Power outlet
5. Power supply for security lights.
 - (i) Main
 - (ii) Stand by
6. State of
 - (i) Lamps
 - (ii) Fittings
 - (iii) Fans/Regulator
 - (iv) Power/Light socket outlets
7. Whether alternate source of supply available?
8. All cables test for insulation & healthiness from sub-station to feed pillar/outlets. **52**

9. (i) Cable connections, terminals checked.

(iii) Over heating at joints?

10. Sub Distribution Boards checked for

(i) Cleanliness

(ii) All MCBs/MCCBs in working order

(iii) Neutral/earth properly connected

(iv) Signs for overheating/sparking

B. Lifts

1. No. of Lifts

2. Make/Passenger capacity

3. Type(manual/automatic with or without Attender)

4. Type of control

5. No. of floors served

6. Whether under comprehensive/service

Name of Firm:

7. Operation

(i) Landing call buttons

(ii) Car buttons

(iii) Emergency stop

8. Functioning of all safety devices

9. Car light/fan

10. Intercom working & checked

11. Condition of rope(s)

12. Condition of trailing cable

13. Condition of sheave

14. Governor functioning

15. Smooth/Jerk free operation
16. Leveling accuracy
17. Doors opening key availability
18. Overload safety for Car
19. Last servicing done in machine room. Date
20. Proper illumination in the lift shaft
21. Seepage in the lift pit
22. Condition of Buffers
23. Working of limit switches
24. Proper lighting ventilation in M/c Room & proper approach
25. Proper illumination at all car landing
26. Operation of controller
27. Operation of floor detector
28. Whether switch available in the car to prevent any unauthorized person from operating the Lift in the case of attendant operated Lifts.

C. Water Supply Pumps

1. No. of Pumps
 - (i) Electric Drive
 - (ii) Diesel Drive
2. Make, H.P. of each
3. Rated current actually drawn
4. Voltage at terminals
5. Type of starter
6. Foot Valve Condition
7. Priming arrangement
8. Condition of flexible coupling

9. Greasing of bearings
10. Vibration of Motor
11. Overheating of Motor
12. No. of hours normally run
13. Sump water level indicator
14. Pressure at pump delivery

D. Sewage Pumps

1. Type of Pump
2. Make
3. H.P./rated current
4. Current actually drawn
5. Type and condition of Starter
6. Last service on:

E. Filtration Plants

1. Type of Plants
2. Make
3. Medium used for filtration
4. Frequency of change of filter medium
5. Motor H.P./rated current

STUDENT GRIEVANCE REDRESSAL POLICY

Objective:

This policy has aimed to address and effectively resolve grievances of the students related to administrative matters such as Infrastructure, food, sanitation, transport, medical etc. issues and other central services. The ultimate aim of this policy has to provide conducive environment to the students in the campus so that they will emphasis on their academic and overall performances.

Formation of Students Grievance Redressal Committee (SGRC) for Resolving Issues

The student grievance redressal committee (SGRC) is to be constituted by the Institute Director

i). Constitution of Committee:

The Director of institute constituted the student's grievance redressal committee (SGRC), which comprises following members;

- **Selection of Convener and Co-Convener:** – Professor/Associate Professor selected by the Director of the institute.
- **Selection of Faculty members** – Faculty members are selected by the Director in consultation with convener and co-convener.
- **Selection of Students Representative** – Student representatives are selected by the Director, convener, co-convener in consultation with faculty members from various departments.

The composition of SGRC is under –

Convener – 01

Co- Convener – 01

Faculty member – 01 from each Department

Student Member - 01 from each Department

ii). Procedure for Redressal of Grievances of the students

- (i) A complaint from aggrieved student related to the institute administrative matters shall be addressed to the convener in writing (Form, Annexure-I), to the student grievance redressal committee (SGRC).
- (ii) SGRC immediately bring this complaint to the knowledge of the Director and look into the matter, ask to the concerned authority/department, process it and resolve the grievance within 05 working days or before, if possible.
- (iii) After resolving the matter Convener shall communicate the decision of SGRC to the aggrieved student.
- (iv) If student is not satisfied with the solution, he/she can also appeal to the Director of the Institute giving the reasons for his/her dissatisfaction with the decision within a week of receipt of the decision of Convener, SGRC at director@gniot.net.in.
- (v) If the Director feels that the problem/arguments/facts given by the student are genuine then he shall conduct a meeting with SGRC Convener with committee members within a week from the receipt of appeal of the student and shall review the decision and pass an appropriate order.
- (vi) Finally, SGRC maintain all records/documents.

Complaint Form for the Student

Ref. No.: GNIOT/SGRC/20 /

Dated:.....

For the Student

Student Name:..... Department:.....

Roll. No: Sem: ... Session:.....

Description of the Problem:.....

.....
.....
.....

Signature of the Student

.....

For Office Use Only

Convener Remarks:

Concerned Authority/Department Statement:.....

.....
.....

Action Taken:

Convener Name and Signature

ENVIRONMENT POLICY

GNIOT Environment Sustainable Policy

Policy

GNIOT (Engineering Institute) dedicated to minimizing the negative effects of its operations on the environment, minimizing pollution, and supporting the sustainability of the natural resources on which we rely, all while offering top-notch programmes that satisfy the demands of our students and researchers.

Our Institute is dedicated to enhancing our environmental performance continuously and to complying with or exceeding all relevant environmental laws and regulations.

Goal

This policy is intended to govern the decisions and actions of the GNIOT (Engineering Institute) officials, employees, faculty members, students, scholars and other beneficiaries.

Objectives

- To embrace, whenever possible, living and working practices that have less of an adverse impact on the earth's biophysical systems, keeping in mind the potentially terrible consequences for all of us if the resilience of these systems is exceeded.
- To work in concert with the larger community, whenever practicable, to implement environmental policies at all scales, from the local to the international.
- To contribute to the growth of knowledge and experience regarding implementing environmentally sustainable types of development in the nation or anywhere else.
- To advocate for the necessity of environmentally sustainable development methods and to raise awareness of them within the nation and elsewhere.
- To promote the creation of policies, programmes, and initiatives that advances the goals of environmental sustainability.

Principles

GNIOT (Engineering Institute) policies, activities, and projects all actively promote environmental sustainability.

Implementation

- Effective energy and water management and conservation.
- Consider including the outdoors.
- Promote more material and supply recycling.
- Reduce any unfavourable effects.
- Increase environmental awareness
- Reduce reliance on non-renewable resources
- Conserve electricity

ENERGY AND WATER CONSERVATION POLICY

Purpose

The goal of this policy is to make sure that the college runs in a sustainable manner by regulating energy and water use and using those resources properly. This policy helps the Institute accomplish its commitments and objectives in terms of energy and water expenses, as well as greenhouse gas emissions from energy use.

The Institute has established a target to cut its yearly energy and water use by 5% in order to comply with its greenhouse gas reduction targets, which are detailed in the Climate Action Plan.

Our Institute is commitment to environmental sustainability is strengthened and supported by this policy, which also promotes adjustments to individual behaviors, actions, and campus procedures.

Principles

In addition to offering a top-notch environment for learning, teaching, and research, the Institute is dedicated to serving as a sustainable role model and practicing prudent management of institutional resources.

Scope of this policy

Students, researchers, instructors, and other members of the campus community are all covered by this policy. There are no exclusions when it comes to the types of water or energy used, which include but are not limited to chilled water, natural gas, electricity.

Policy

In order to sustain all work, study and research, institute must have access to energy and water. Every member of the campus community will make an effort to use water and energy as efficiently as possible. All departments can control how much energy and water they consume by being aware of them and using the best practises.

With the aim of continual development and lower operating costs, the campus community shall make educated decisions to reduce the institution's ecological impact related to energy and water use.

Procedures

- The proper responsible officials should examine and execute adjustments to any process, technique, or piece of equipment that does not use energy or water efficiently.
- Reviewing the specifications for energy and water consumption should be a part of every equipment buying decision. The most efficient models should always be chosen.
- The Vendor, respective supervisor will offer guidance and information on how to save energy.
- Each department of the institution must identify energy and water inefficiencies and work towards ongoing improvement and reductions.
- All the students and faculties are instructed to monitor the classrooms and corridors, after the classes completion, wherever classrooms were vacant, the electrical devices/appliances such as fans, lights, ACs must be in off mode. This will not only save the conservation of energy but also gives the monetary savings.

Best Practices

- Turn off the lights in any vacant rooms you pass by or when you leave them. To the same effect, exhort others.
- Turn off or disconnect lab equipment, laptop computers, displays, and office equipment while not in use, particularly after hours and on weekends. Equipment that is not regularly used should be unplugged.
- In order to prevent the loss of conditioned air, turn off fume hoods and bio safety cabinets when not in use.
- It is strongly advised against using devices that chill with water only once.
- Create effective, resource-conserving research procedures.

- Dress for the weather each season. Personal heaters and air conditioners are not recommended.
- Select energy-saving settings for your computer and other devices.
- Call the admin supervisor of each building blocks and report water leaks, if any immediately.
- All offices/faculty cabins should be equipped with LCD or LED bulbs.
- Keep fleet vehicles from idling.

Institutional best practices include

- Create policies and practices that emphasize continual improvement while also being energy and water efficient.
- Include unambiguous delegation of responsibility for managing energy and water use in organizational structure.
- Create an energy management plan for campus-wide adoption.
- Create financial avenues to support the financing of initiatives for energy and water conservation.
- Create a communication strategy to inform the campus community about energy efficiency, water efficiency, and other topics.
- Create engagement and awareness campaigns with ongoing public relations efforts.
- Put in place an energy management information system to track consumption, calculate savings, and validate them.

GRIEVANCE REDRESSAL FACULTY & STAFF POLICY

Objective

This Policy focuses on resolving disputes between faculty/staff members. The formal procedures elaborate in this policy are intended to be used only when matters cannot be resolved informally. The afflicted faculty/staff member should first seek an informal resolution at the department level, and when problem is not resolved then give complaint in writing.

Grievance Redressal Mechanism for faculty/Staff

The Grievance Redressal committee suggests/implement and overview the harmonious atmosphere among all stake holders at the Institute level, keeping in mind;

- Upholding the dignity of the Institute by ensuring a cordial atmosphere fairly and freely without any fear of being victimized among the colleagues.
- Faculty and staff have to respect the rights of every individual and show restraint and patience whenever a rift or interpersonal issues will arises.
- Also advising faculty member to refrain from vindictive action

I. Definitions

A. **Grievance:** A written complaint filed by a faculty/staff member alleging a violation on Institute/department, or established practice.

B. **Faculty:** It includes all teaching fraternity employees in the GNIOT.

C. **Staff:** A full time non teaching employees of the Institute including, lab technicians, various offices staff such as registrar office, accounts section staff, library staff, and other administrative staff etc.

D. **Practice:** Actions taken by the administrator within an administrative or academic unit based on customs or standards in that unit that are usually unwritten but of longstanding duration, and for whose existence the grievant can offer evidence.

F. **Violation:** A breach/misinterpretation/misapplication of existing policy or established practice.

II. Mechanism for Redressal of Grievances of Faculty/Staff

- The following two tier approach for grievance redressal is constituted at the Institute
- Department Level Grievance Committee
- Institute Level Grievance Committee

Composition of the Department Level Grievance Redressal Committee

- i. The HoD: Convener
- ii. Senior faculty members of the Department: 03

Composition of the Institute Level Grievance Redressal Committee

1. Director: Convener
2. Registrar
3. Deans, All HoDs

III Scope of the Grievance Committee

The committee shall deal with grievance(s) received in writing about any of the following matter;

- Academic issues including course allocation/workload/examinations, question paper setting and moderation, website related issues, adherence to academic schedules , plagiarism
- Interpersonal conflicts
- General: Insubordination, violation of Institute schedules, impersonation, another form of malpractice.

IV Grievance Procedure

A faculty /staff member who feels aggrieved may discuss his/her complaint in a confidential meeting with his/her Head of the Department.

1. the specific policy or established practice that has allegedly been violated;
2. the date of the alleged violation and the date on which the grievant became aware of the alleged violation;
3. the facts relevant to the alleged violation;

4. the person(s) against whom the grievance is filed and
5. The grievant must also submit documents to the grievance as evidence, if possible.

V The department level Grievance Committee/Institute level Grievance committee shall verify the following:

1. Whether the grievance has been filed in a timely fashion:
2. Whether the grievance adequately identifies the existing policies and/or established practices alleged to have been violated
3. Whether the grievance contains a reasonably adequate statement of the facts relevant to the complaint.

VI Grievance Enquiry: Procedures

1. Enquiry shall be scheduled as expeditiously as possible and with due regard for the schedule of both parties.
2. The Convener of the committee shall provide written notice of the time and place of the enquiry, the names of panel and copies of any documents submitted by the parties and deemed relevant, to each party at least three (3) days before the hearing/meeting.
3. The enquiry meeting shall be conducted in good faith and must be completed within 7 calendar days unless the Convener (Director/HoD) determines that an extension of time is necessary.
4. Minutes of the enquiry shall be maintained. A party may request and obtain a copy minutes.
5. The privacy of confidential records used in the enquiry shall be respected.
6. Concerned parties may present their cases in person and may call witnesses on their behalf.
7. A party may elect not to appear, in which event the enquiry will be held in his or her absence. Absence of a party shall not be prejudicial to the enquiry.
8. The grievant has the responsibility of proving that there has been a violation of policy or established practice. The committee shall decide whether the preponderance of the evidence supports the allegations made by the grievant.

9. The Committees shall resolve any issues raised by the parties, after providing each party the opportunity to be heard on such matters.
10. When an enquiry panel sustains an allegation made in a grievance, it shall recommend appropriate redress consistent with existing policies, procedures, and practices. While dealing with complaint, the committees will observe the law of natural justice.

STARTUP POLICY (GIISP)

1. INTRODUCTION:

The Ministry of Human Resource Development in 2019, released the National Innovation and Startup Policy 2019 for students and faculty of Higher Education Institutions (HEIs). The Policy is in line with the focus of Central Government on entrepreneurial projects. The framework was created to enable the institutes to actively engage students, faculties and staff in innovation and entrepreneurship related activities. The Guidelines on National Innovation & Startup policy 2019 were published to provide required direction and support in handling, Innovation Startup and Intellectual Property rights related issues.

The framework designed facilitate Ministry of Education Development in bringing uniformity across HEIs in terms of Intellectual Property ownership management, technology licensing and institutional Startup policy, thus enabling creation of a robust innovation and Start up ecosystem across all HEIs.

Innovation and Entrepreneurship must emerge as one of the focal points of today's education system with focus on creation of economic hubs so that the nation aspires to become a five trillion-dollar economy in the near future. To achieve this milestone, systems and mechanisms must be evolved to convert the present demographic dividends into high quality technical human resources, which could eventually create wealth generation hubs through Startups and entrepreneurship.

2. INSTITUTE INNOVATION AND STARTUP COUNCIL (IISC)

IIEDC is being worked upon to provide technical as well as financial assistance to the student's startups, idea generators, and casual grass-root innovators, Start-ups/ entrepreneurs. The Centre in a very short span of time has not only created the right voice within the GNIOT Campus.

3. VISION:

To provide a vibrant environment for startups/enterprises having innovative entrepreneurial ideas through well known policies and tactical investments.

4. MISSION:

To provide adequate support inculcating a vibrant Start-up ecosystem resulting in entrepreneurship driven employment and economic growth.

5. SHORT TERM OBJECTIVES:

Encourage, facilitate and support development of technological start-ups at institute innovation council of GNIOT. The goal of the center is to promote and support technology based entrepreneurship spirit among the graduated, graduating students and outsiders.

6. LONG TERM OBJECTIVES:

Extend support to start-ups developing innovative technology solution for high social impact in sectors like education, food, clean energy, sanitation, healthcare, etc. The Policy would provide guidance and management structure to facilitate the development of entrepreneurship.

7. Focus

The focus of the proposed incubator shall be to help the students of institute as well as the local economic players to augment their products and offerings, by raising the technology quotient. By augmentation, it is meant to either upgrade the existing processes or propose an alternative process using the latest technologies. At the same time, products in the state prepare institute for Atal Ranking of institutions on innovation achievement framework.

1. Thrust Area

S.No.	Plan
1.	Strategies & Governance for Promoting Innovation & Entrepreneurship
2.	Creating Innovation Pipeline and Pathways for Entrepreneurs
3.	Building Organizational Capacity, Human Resources and Incentives

4.	Collaboration Co-creation and Business Relationship and Knowledge Exchange
5.	Norms for Faculty & Students Driven Innovations and Start-ups
6.	Incentivizing Faculty & Students for Entrepreneurship
7.	Norms for Faculty Start-up
8.	Incubation & Pre-Incubation support
9.	IP Ownership Rights for Technologies Developed at GNIOT
10.	Pedagogy & Learning Interventions for Supporting Innovations & Start-ups
11.	Entrepreneurial Performance Impact Assessment

8. Governing Board

- 1.) Chair-Director General, GNIOT Group of Institutions
- 2.) Co-Chair- Director, GNIOT
- 3.) Member Secrelury -Dean, R&D, GNIOT
- 4.) Member – Industry Expert
- 5.) Member-All members of R&D Council, GNIOT

Some of the key responsibilities of the governing board shall be:

- Defining the overall strategic roadmap for the MSMEIC.
- Deciding on various proposals received for strategic alliance and partnerships for the benefit of incubatees.
- Constitution of committees with respect to procurement of equipments, infrastructure and other assets for the centre.
- Appointment of expert committees and evaluation committees as per the incubation process laid down in this document.
- Relaxations of any nature in terms of extension of tenure of incubatee, etc., that may be brought to notice for necessary approvals.

9. GIEC

This is the first level of evaluation of business proposals' committee entrusted with evaluating the proposals based on techno-commercial feasibility. The Committee with a maximum of 5 members, shall comprise of:

- i. Representative of GNIOT, (at least of Associate Professor Rank).
- ii. Representative Member of Governing Board.
- iii. Representatives from Industry, Academia, other Incubators as deemed fit by the Governing Board.

min Finance

10. Infrastructure Support:

i. **Incubation Support:** Pre-incubation & Incubation support will be offered to the start-ups by students, staff, and faculty for a period of one year at the initial stage which can latter be extended after due approval. However, in case the institute doesn't have a dedicated facility/ infrastructure, it enables incubation facilities in other HEIs in order to facilitate access to their students, staff and faculty.

ii. **Attendance:** Students involved in setting up of startups shall be given a relaxation in attendance up to 20% .

ii. **Financial Assistance:**

a. Minimum 2% fund of the total annual budget of the institution would be allocated for funding and supporting innovation and Startups related activities through creation of separate 'Innovation fund' and managed by the Chair, GIEC funding to the Start-ups would be taken up on case-to-case basis.

b. To support technology incubations within the institute, the institutes may approach private and corporate sectors to generate funds, under Corporate Social Responsibility (CSR) as per Section 135 of the Company Act 2013.

c. Institute would also raise funding through sponsorships and donations.

d. Institute would actively engage alumni network for promoting Innovation & Entrepreneurship.

IV Accommodation: The institute would explore provision of accommodation to the student entrepreneurs within the campus for some period of time, depending upon availability of accommodation.

11. Physical Incubation:

- i. All the Pre-Incubation/Incubation facilities would be accessible to students, staff and faculty of all disciplines and departments across the institution.
- ii. The institute infrastructure in form of machines, equipment's, tools, testing facilities and other resources available in various departments, workshops, laboratories, centres etc. would be utilized for pre-incubation and incubation for nurturing innovators and start-ups, without hampering the normal academic schedule of the departments and centres.

12. IPR Facilitation:

One of the important mandate of GNIOT is to bring excellence to education, research and innovation, However, it is equally important that protect the Intellectual property. Therefore, it is important that the information with regards to rights over intellectual property is disseminated at the earliest. This policy should be applicable to all invention and innovations belonging to GNIOT and covers all different classes of Intellectual Property - Patent, Copyright, Design, Registration, Trademark, and Confidential Information.

The IPR provisions are created to provide a conducive environment leading to development of intellectual property. When institute facilities funds are used substantially or when IPR is developed as a part of curriculum/ academic activity, IPR would be jointly owned by inventors and the institute. Inventors and institute could together license the product / IPR to any commercial organization, with inventors having the primary say. License fees could be either / or a mix of

- a. Upfront fees or one-time technology transfer fees
- b. Royalty as a percentage of sale-price
- c. Shares in the company licensing the product

The institute would allow licensing of IPR from institute to start up: Ideally students and faculty members intending to initiate a start-up based on the technology developed or co-developed by them or the technology owned by the institute, should be allowed to take a license on the said technology on easy term, either in terms of equity in the venture and/ or license fees and/ or royalty to obviate the early stage financial burden.

If product/ IPR is developed by innovators not using any institute facilities, outside office hours (for staff and faculty) or not as a part of curriculum by student, then product/ IPR will be entirely owned by inventors in proportion to the contributions made by them. In this case, inventors can decide to license the technology to third parties or use the technology the way they deem fit.

If there is a dispute in ownership, a minimum five member committee consisting of (having developed sufficient IPR and translated to commercialization), two of the institute's alumni/ industry experts (having experience in technology commercialization) and one legal advisor with experience in IPR, will examine the issue after meeting the inventors and help them settle this, hopefully to everybody's satisfaction. Institute can use alumni/ faculty of other institutes as members if they cannot find sufficiently experienced alumni / faculty of their own.

13. Capacity Building Programs:

- i. The institute would encourage training and development of faculty and staff involved in innovations and entrepreneurship development activities in the institute.
- ii. Faculty and departments of the institutes have to work in coherence and cross-departmental linkages would be strengthened through shared faculty, cross-faculty teaching and research in order to gain maximum utilization of internal resources and knowledge.
- iii. Periodically some external subject matter experts such as guest lecturers or alumni would be engaged for strategic advice and bringing in skills, which are not available internally.
- vi. Faculty and staff would be encouraged to do courses on innovation, entrepreneurship management, and venture development.
- vii. In order to attract and retain right people, institute would develop academic and non-academic for all staff and stakeholders that actively contribute and support entrepreneurship agenda and research activities.

- viii. The reward system for the staff may include sabbaticals, office and lab space for entrepreneurial activities, reduced teaching loads, awards, trainings, etc.
- ix. The recognition of the stakeholders may include offering use of facilities and services, strategy for shared risk, as guest faculty, fellowships, associate ships, etc.
- x. A performance matrix would be developed and used for evaluation of annual performance.

14. Collaborations and Knowledge Exchange:

The Institute has to collaborate and forge alliances with each and every important ecosystem member to result in the best of synergies.

One of the fundamental tenets on which the incubator is envisioned is collaborating extensively with the stakeholders to derive synergies resulting in optimal outcomes.

The support expected from the stakeholders is listed below: -

- Funding for CAPEX and OPEX investments.
- Integration with start-up ecosystem.
- Extension of existing start-up programmes helping incubators to build resources.
- Technology expertise.
- Incubation expertise and best practices adoption.
- Promotion of incubation centre in industry, academia and funding ecosystem.
- Collaboration amongst incubators.
- Virtual incubation.
- Recognition of incubates and the incubator.

15. Salient Features:

The scope of this document is to define the policies and procedures for the operational matters and covers the following processes:

- I. Eligibility
- II. Admission procedure

- III. Infrastructure and Services provided to incubate
- IV. Mandatory Mentorship
- V. Period of Incubation/ Exit
- VI. Intellectual Property Evaluation
- VII. Seed Funding
- VIII. Periodic Assessment
- IX. Conflicts of interest
- X. Disclaimer
- XI. Agreements

The policy is subject to periodical review and amendments. Companies admitted to update themselves from time to time on amendments in policy and procedures. GNIOT reserves the rights to make an exception of all or any of the terms of the policy on case to case basis.

Eligibility

1. Startups/Enterprises may be taken up by students, staff, faculty, alumni and outside applicants.
2. A company if promoted by regular staff or employee of an organization shall be granted startup only upon submission of 'No Objection Certificate' from the competent authority or employer.

Admission procedure

All the applicants shall have to read and agree to the terms and conditions of the innovation startup.

Application for admission will be made available on college website.

STAGE 1: Submit Executive Summary/ Business Plan

As a first step in the admission process, the prospective individual should submit an application containing the Business plan. IIC would then submit the details to an internal review committee for comments on technical and business feasibility and marketability of the idea.

STAGE 2: Presentation to Evaluation Committee of IIC

If the initial evaluation of the business plan / executive summary is positive, IIC will arrange a meeting with the prospective founders for a presentation. After the presentation, a final decision will be made regarding the startup/enterprise entry into the institute innovation cell. Presentation through video conferencing is also permitted.

Non-Disclosure:

IIC, GNIOT will adhere to confidentiality throughout the application process. However, IIC, GNIOT will not sign any 'non-disclosure' agreements.

Infrastructure and services provided to startups/enterprise

Upon admission to IIC, following facilities will be offered:

- Office space
- Computers – One. More than one can be availed at market rates
- Broad Band Internet Connection (wired and wireless)
- Standard Furniture as decided by IIC.
- Accommodation to Director/Promoter depending upon the availability.

Common Infrastructure: IIC provides a common pool of hard and soft infrastructure to be shared by all startup companies. The following resources are provided:

- Photocopying machine.
- Document Scanner.
- Printer
- Access to college Library: Management Books, Subscription to IT, Business, Management and Trade journals and news papers.
- Meeting/Conference room with Audio and projection equipment.

Institute infrastructure: IIC may facilitate access to the Institute infrastructure or laboratories as per the norms worked out with IIC, GNIOT & Startup/Enterprise.

Services: IIC may associate with professionals for accounting, IP, legal and management expertise on a part-time basis. The startups/enterprises can avail their services. Services provided through outsourcing would have to be paid for by the startup/enterprise to the service provider.

IIC will also provide soft infrastructure and business service. The possible services and support items are listed as follows:

- Common secretarial pool/staff.
- Intern Support: To provide support in Technology and management, startups/enterprises may be assigned support from B. Tech, M. Tech, MCA and MBA student, if desired.

Mentoring and Advisory Services:

- IIC Head will meet the startup/enterprise CEOs at least once a month for strategy reviews and discussion of operational issues.
- Startup/Enterprise may take a faculty advisor as a mentor on technology issues.
- Specialized mentors will also be made available to the companies to assist with particular strategic areas or to provide project-oriented consultation through paid outsourcing as per mutual understanding.
- Startups/Enterprises may also avail the consulting services by empaneled professionals on their own.

Mentorship

One of the objectives of IIC is to utilize the technical expertise and lab infrastructure of GNIOT. Therefore, every company that is offered startup/enterprise at IIC may select one faculty member from the Institute who shall act as a mentor and guide the startup/enterprise on product development. In such an event startup/enterprise has to offer a minimum of 2% of share equity to GNIOT as a consideration of mentorship. Out of this 2% amount a reasonable amount will be paid to Mentor.

Industry Mentor

IIC has a database of Industry mentors. Every startup/enterprise at IIC may select one Industry mentor within six months from the date of joining the centre. In case the startup/enterprise opts for an industry mentor, the company has to offer a minimum 1% of equity to the mentor as a consideration of mentorship

Tenure of startup/enterprise

The startup/enterprise will be permitted to stay in the campus for a period of three years. They may be granted maximum two extensions for 6 months each at a time at the sole discretion of the Institute.

Exit

Startup/enterprise will leave the premises under the following circumstances:

- Completions of three years stay (if no extension granted).
- Underperformance or non-viability of business proposition as decided by IIC on case to case basis.
- Irresolvable promoters dispute as decided by IIC on a case to case basis.
- Violation of GNIOT policy.
- When the startup/enterprise enters in an acquisition, merger or amalgamation or reorganization deal resulting in a substantial change in the profile of the company, its promoters, directors, shareholders, products or business plan.
- Change in promoters'/ founders' team without concurrence of IIC.
- Any change of more than 50% of equity ownership would require a prior approval of IIC.
- Any other reason for which IIC may find it necessary for startup/enterprise to leave.
- Notwithstanding anything written elsewhere, IIC's decision in connection with the exit of an incubated company shall be final and shall not be disputed by any company.
- Exit Modalities:
- Startup/Enterprise will be permitted to exit after completion of time limit provided financial commitments are met.

- Exit will be permitted only after seed fund is settled off as per the option chosen.
- Premature exit will also be permitted with mutual consent as long as there is no financial liability on part of startup/enterprise.

Periodic Assessment

A committee set up by IIC will evaluate the performance of startup/enterprise every 3 months. The emphasis of evaluation will be on checking if the milestones specified in the business plan are met.

Conflicts of Interest

In case of any conflicts of interests, the decision of the Institute shall be final and binding upon the parties.

Disclaimer:

IIC, GNIOT does not guarantee success and/or feasibility of the technology. IIC/GNIOT or any person representing them shall not be liable for any acts or omissions of the startup/enterprise.

Agreements:

Startup/Enterprise shall enter into the following agreements with the Institute:

1. Startup Agreement: Contain rules and other incubation startup norms, consideration, equity holding, etc. (Applicable to all.)
2. Seed-Fund Agreement: Contain rules of disbursement and repayment. (Applicable to startup/enterprise availing seed-fund.)
3. Technology Commercialization Agreement: Applicable to startup/enterprise using technology or IP developed by GNIOT

Intellectual Property:

IIC and the startup can together license the product/IPR and the mode of share can be mutually agreed upon. In case of any dispute five member committee would address the

situation. The committee would comprise with 2 faculty members, two alumni and one legal expert. Faculty and alumni also to have knowledge in IPR.

Seed Funding

IIC may provide seed loan subject to the availability of funds/ grants/ schemes meant for this purpose. Funds are proposed to be allocated by GNIOT to the tune of 2% of GNIOT's budget for a year. Seed loan will be based on the merits of each startup/enterprise. Admission to IIC does not automatically entitle the startup/enterprise for seed loan.

Startup/Enterprise desirous of getting seed loan would be required to submit an application for seed fund after three months of activity at IIC. The seed loan will be sanctioned based on the eligibility criteria as decided by IIC as per the terms mutually agreed upon. It would also be subject to the terms stipulated as per the Seed funding Guidelines issues from time to time.

One of the criteria for approval of the seed loan will be the contribution brought in by the promoters to the capital of their startup/enterprise. Preference will be given to the companies who already have some sources of revenue or some customer order booking. IIC will have the sole discretion to sanction or reject an application for seed loan and the decision of IIC shall be final in this regard.

Repayment Options: The repayment options would be as follows

Option I:

Full amount would be paid back with interest, which will be prime lending rate of SBI (on the date of sanction) less 4% and remains fixed for the tenure of the loan.

Option II:

50% of the total seed fund sanctioned will be interest free loan and remaining 50% would be convertible into equity(@ 5% equity against loan up to ₹ 5 lakh); repayment would start after 18 months from the date of first disbursement.

Option III:

75% of the total seed fund sanctioned will be a loan and will be paid back with an interest of PLR less 6%.

25% of the seed fund sanctioned would be convertible into equity (@ 3 % equity against loan up to ₹ 5 lakh) at par

Option IV:100 % of the seed fund sanctioned would be convertible into equity (@ 10% equity against loan

ETHICS STRENGTHENING POLICY

PREAMBLE

Greater Noida Institute of Technology (GNIOT) lauds the efforts of all stakeholders to imbibe the spirit behind creating an image of GNIOT as ‘No Tolerance Institution’ towards disregarding acts and statements against genuine contributions. Everyone is appropriately educated to imbibe upon the Institution’s Ethics Strengthening Policy (ESP) in order to understand what humans ought to do as disciples, researchers, examinees, contestants or while performing social responsibilities as citizen of a nation. The ESP explains every bit of information that may be needed by either a freshmen student or a new employee to cope himself/herself with the working culture at GNIOT. The overall objective of ESP is to prepare all GNIOT stakeholders sensitive towards emotions of fellow students, colleagues, external contributors who help in building GNIOT as an institution of excellence and hence assist in nation building. The execution of policy is backed by software support like Turnitin and Win. The policy implementation is broadly discussed into five categories:

- a) Academics,
- b) Research,
- c) Assessment,
- d) Cultural,
- e) Social outreach.

All these five parts collectively lay the foundation of an ideal character building of a technological student that prepares him/her to start contributing in building a great nation

This Policy

- a) Establishes a procedure for character building among all stakeholders specially students.
- b) aware all stakeholders about the Institute's wider framework of rights and principles;
- c) adheres to the fundamentals of intellectual freedom crucial in building a great nation,
- d) properly informs a researcher/analyst for taking care of all study participants, as well as keeps Institution equally alive towards ethical obligations,
- e) Is in accordance with stipulated legislative procedures of most regulatory

bodies/professional societies/councils, etc.

- f) Includes all aspects of wholesome growth of a student and faculty carrying academic, research, cultural and social outreach endeavours.
- g) ensures an ideal working behaviour among all stakeholders under the umbrella of professional conduct and patience to express as well as conditions supporting the production and clarifying of current information within a formal situation, such as gratitude towards all contributors in a particular piece of work or an activity.
- h) Dictates the need of preserving records and data: all evaluated answer scripts, project reports, patent applications, copyrights, etc. are kept in a secure and confidential environment for a period of five years. Digital data backup is must for a period of 5 years and access must be limited with authorities as described by the Chairman/Director of the Institution. This is for the purpose of offering an opportunity of challenge by any stakeholders in a period of not exceeding more than 5 years after a particular activity generates.

(A) Academics

1. Students are advised to make their own notes from the class-room based learning and develop an attitude of revising the contents covered on everyday basis.
2. Students are encouraged to ask questions/raise queries without any hesitation.
3. A stipulated time for mutual discussion is provided in every lecture so that randomly generated irrelevant discussions do not appear.
4. Students are advised to take a note of queries those might emerge while revisiting the topic covered in the class and discuss with faculty member in the future lectures or beyond lecture hours.
5. Students are encouraged to concentrate on the board discussion in the class room and develop their notes accordingly.
6. Students are also encouraged to use their original thought process and expression of explaining a particular concept and are appreciated frequently for this practice.
7. Students are trained to take practical learning with utmost dedication and are

encouraged to design a new approach of obtaining results and new experiments with a theme of treating laboratories as workshops not routine lecture classes.

8. Students are advised to record real-time observations in the laboratory without bothering about upcoming gross error in results and then analyse the error and reasons those caused quantum of error to emerge.

i) Research

1. All students are trained to become 'Critical Readers' first then to convert themselves into an ethical writer.
2. Research methodology is a routine topic of elaboration across all departments where students are encouraged to explore their inherent quest via contributing quality reports based on sound survey of literature.
3. GNIOT provides efficient quality tools like Turnitin to help all incubating writers to be aware about original writing skills and value the global contributions by duly referring as and when needed.
4. All stakeholders are advised to maintain reports in proper formats like latex, IEEE, Chicago, APA (American Psychological Association), MLA (Modern Language Association) formats as and where demanded.
5. All students involved in writing research papers are trained to acknowledge each contribution that was received in order to help them writing a piece of work. Footnotes are advised to refer web references apart from known sources like doi based literature, print media etc.
6. Consent for joint authorship or acknowledged contributions in projects: All authors are advised to communicate the findings of their project or research work after obtaining formal consent of all authors mentioned in the report or manuscript. This formal mode can be hard copy official letterhead or via e-mail (personal as well as official). Any type of fraud practice for the creation of fake email ids of noted personalities or hacking of their e-mail ids will be treated as per the cyber laws scope and the Constitution of India.
7. Conflicts of Interests: The first and corresponding authors are required to submit physically/digitally sign the statement that all authors have no conflicts

of interests with the piece of work to be published and may raise their concern within 15 days of receiving manuscript acknowledgment e-mail.

8. Acknowledgement: All scholarly reports must have acknowledgement section owing to the contributions of all individuals; institutions helped the authors directly or indirectly while carrying out the research. These are all those contributors who have expressed desire for not mentioning/use their names as authors for the work to be published.
9. Credit Author Statement: Each work must have information about actual contributions of each author like writing first draft, performed experiments, collected data, reviewing, editing, designing of the problem, etc.
10. Privacy: All authors must be careful for not sharing the original draft and data without obtaining permission from the publisher and before receiving digital object identifier (doi). Authors must carefully discuss for selective licences with publisher in order to become eligible for sharing the data in future.
11. Similarly for marketing of the published work, only ‘authorized’ link sent by the publisher must be used on social media platform
12. Declared use of research funding: The financial assistance received from any external/internal source cannot be used for random expenses. Prior approval from competent authorities like External Agency, Dean R&D and Director is MUST for executing any change of budget after receiving grants. Such practices shall always be discouraged though a justified request will be considered by authorities.
13. Submission of ‘Utilization Certificate UC’ is a mandatory enclosure of project progress report for projects involving financial assistance provided by any external body/internally. Without UC, progress report will not accepted/forwarded for evaluation and approval.

(A) Assessment

The objective of ESP for this section is to prepare budding learners free from bad practices of cheating during examinations, to become fair to ‘themselves’, and understand the process as an assisting tool for them to prepare for complex future circumstances those might test their perseverance.

1. Assignments are categorised into two types: discussion based and no-discussion based.
2. Discussion based assignments may/may not take the format like 'Open Book Test' those are given normally during lecture hours and for a typical duration of 15-20 minutes.
3. Sometimes, discussion based assignments are given for homes/hostels those are normally elaborative and need more than 1 standard book to perform.
4. No-discussion based assignments are only given during lecture hours where students' retention capacity is tested from academic contents covered in previous lectures/years of education.
5. Students are advised to record their weaknesses while solving assignments and discussed with outperforming peers.
6. Students are provided a series of scheduled undeclared short test papers during lecture hours enabling their capacity to handle unforeseen circumstances and build their confidence in problem solving.
7. Students are provided a series of university referred tests/pre-university examinations in an identical final examinations atmosphere.
8. An occasional practice of self-evaluation is also adopted for a few test papers answered by students to provide them a close realization of role performed by an examiner.

(B) Cultural

- 1) Students are provided large number of sports and cultural activities for realizing their individual potential to work in an 'Isolated' manner as well as like a 'Team'. It is always good to have a Team to solve a problem as it assists in building good relationships between members and offers solutions to a particular problem in question in a short time still ESP believes in nurturing leadership with equal weight age. Thus, each type of volunteering initiative, as an 'Isolated' one or as a 'Team' is welcomed and promoted.
- 2) For any group activity, each participant is adjudged for his/her individual performance.

- 3) Each faculty mentor works with every student to inculcate the spirit of healthy competition where every participant does not hesitate to help fellow competitor if a weird unfair situation arises.
- 4) Faculty mentors keep close watch on psychological state of their mentees and counsel them time and again especially when their mentees face defeat/loss/rejection at competitions/recruitment drives and are prone to damage their mental health. At all such stages, faculty mentors are advised to take help from cultural part of system to divert the sinking attitude of their mentees.

(C) **Social Outreach**

- 1) Higher Education Institutions are supposed to be more sensitive towards spirit of 'paying back' to the society hence nation. To pursue the nurturing of this spirit GNIOT stakeholders couple themselves in number of extension activities for the society like NSS, Blood Donation, Adult Education, Girl Child Education, Women Awareness, Gender Equity, Hygiene and Health Awareness, Narcotics Free Nation etc. All these activities are driven by enthusiastic student volunteers selected in unbiased manner on the basis of First Come-First Serve.
- 2) Moreover, there is no restriction of number of student volunteers opting to serve for this noble cause. Rather they are encouraged and assigned tasks in groups.
- 3) They are trained to adopt the working culture that one may not chance each time when an activity is conducted but they would surely be provided enough opportunities as per the occasion.
- 4) Reducing risk with vulnerable participants: Some participants, such as small children, sick people, and orphans, should be immediately deemed vulnerable due to their restricted capacity to offer permission to participate in a social outreach activity. When including vulnerable individuals in research initiatives, extra precautions and approval protocols must be devised and implemented.
- 5) Respect for participants: Any social outreach activity or research analysis/survey must be carried under the consideration of domestic and international norms and standards on gender parity, religious values, and underprivileged sections of the society, etc. The theme is to NOT harm the sentiments of people selected for some outreach activity or survey problem. Any type of violation of this section will be treated as per civil laws and GNIOT will not be responsible for any such action.

HAZARDOUS POLICY

Institute has no tolerance for Sexual Harassment cases. For any sexual harassment cases, the following are the redressal methods:

Grievance redressal Mechanism:

A committee of ICC members is made for the redressal of sexual harassment cases as per the guidelines of UGC as follows:

- (a) A Presiding Officer who is a female senior Faculty
- (b) Two faculty members (who are also female Faculty)
- (c) Two Non-teaching experienced employees;
- (d) Three students from UG/ PG

Responsibilities of Internal Complaints Committee (ICC) –

The Internal Complaints Committee has to:

- a. Provide help if an employee or a student chooses to file a complaint with the police;
- b. Provide an approach of dispute redressal and communication to predict and handle the issues through unbiased and impartial conciliation without wearing away the complainant's rights, and reduce the need for inflicting perspective that can lead to dissatisfaction, isolation, or violence ahead;
- c. Avoid disclosing the identity of the complainant for the complainant's safety, and give relief by transferring to a different department providing a sanctioned leave, relaxation of attendance requirement, or supervising as required during the lawsuits of the complaint, or also provide for the transfer of the offender;
- d. Make sure that the victims or witnesses are not discriminated and victimized against while dealing with the complaints of sexual harassment; and
- e. Make sure of prohibition of recrimination or inimical action against a covered individual because the employee or the student is involved in protected activity.

The process for filing the complaint and conducting Inquiry – The ICC will comply with the process as prescribed in the Regulations and the Act for filing a complaint and inquiring into the complaint within a specify time period.

Process of filing a complaint of sexual harassment –

1. An aggrieved person is required to submit a written complaint to the ICC within 90 days from the date of the incident, The Presiding Officer or any Member of the ICC shall render all reasonable help to the person for making the complaint in writing; in that case where such a complaint cannot be made in written form.
2. If aggrieved person is unable to make a complaint because of physical or mental incapability or death. Relatives, Co-students, Colleagues Friends, Psychologists, or any other associate of the victim is allowed to file the complaint

Process of conducting the Inquiry-

1. ICC will conduct a preliminary enquiry on receiving the complaint so as to work out the truth by recording the statements of any possible witnesses along with the complainant with finding the evidence as possible. ICC shall then submit the preliminary report on allegation to the Director along with all the original documents cited during the preliminary enquiry proceedings. On the bases of preliminary enquiry if the allegations are not in the nature of sexual harassment, ICC shall refer complaints to the Registrar or to the Grievance Redressal cell.
2. On receiving of the complaint, the ICC shall send a copy of the complaint to the respondent within a period of seven days of receiving it.
3. Upon receiving the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.
4. The inquiry shall be completed within ninety days from receiving the complaint. The inquiry report along with recommendations, if any, has to be submitted to the Director within ten days from the completion of the inquiry.

5. On receiving a report, the institute authority shall further act on the recommendations of the committee within one month from the receipt date, unless an appeal against the findings is filed within that time by either party.
6. Either party may file an appeal against the findings or /recommendations of the ICC before the Executive Authority within a month from the date of the report submission.
7. If the institute authority chooses not to take action as per the recommendations of the ICC, then the institute needs to be conveyed to ICC and both parties with a written record stating the reasons for the same., If institute decides to act as per the recommendations of the ICC, then a show cause notice answerable within ten days, is served on the party against whom the action to be taken is decided.
8. If ICC finds that the allegations made were false or the complaint was made knowing it to be untrue or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the relevant provision of the above-mentioned UGC Regulations 2015.
9. The identities of all the parties will not be made public or disclosed especially during the process of the inquiry.

Interim redressal: The Authority of the institute may,

- a. To minimise the risks of contact or interaction, institute may transfer complainant or the respondent to a different section or department.
- b. Institute may grant a leave to the aggrieved person with full protection of status and benefits for a period up to three months;
- c. Bar the respondent from reporting on or checking the work or performance or tests or examinations of the complainant;
- d. Notify offenders to maintain a distance from the aggrieved, and warned if there is a definite threat, restrain their entry into the campus;

10. Punishment and compensation:

1. Anyone found guilty of sexual harassment is punished in accordance with the service rules of the Higher Educational Institute if the offender is an employee.

2. In case the respondent is a student, on the bases of the severity of the offense, the institute may:
 - a. Hold advantages such as transportation, identity card; access to the library, and auditoria of the student.
 - b. Suspend from the institute campus for a specific period of time;
 - c. Expel the name from the rolls of the institution, including denial of readmission,
 - d. Advise reformative punishments like mandatory counselling or, the performance of community services.
 - e. Restrict the allowances and scholarships,
3. The aggrieved person is entitled to a payment of compensation. The institute shall issue guidelines for remuneration as the compensation recommended by the committee which shall be recovered from the offender. The remuneration payable shall be determined on grounds of the loss of mental, physical, social, and professional condition of aggrieved person.

ICC POLICY

Objective

An **Internal Complaints Committee (ICC)** is a group established by an organization to address and resolve complaints of sexual harassment in the workplace. It is mandated by the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, which applies to all workplaces with more than 10 employees.

The ICC is responsible for receiving, investigating, and resolving complaints of sexual harassment at the workplace. It consists of both internal and external members, and at least half of the members must be women. The members of the ICC should be trained to handle complaints in a sensitive and impartial manner.

Employees who have experienced sexual harassment can make a complaint to the ICC. The ICC is required to complete the investigation and submit a report to the employer within days. If the ICC finds the complaint to be true, it can recommend action to be taken against the perpetrator, such as warning, suspension, transfer, termination of employment, or even filing a police complaint.

The ICC is an essential mechanism for preventing and addressing sexual harassment in the workplace and ensuring a safe and respectful work environment for all employees.

CLEAN & GREEN CAMPUS POLICY

Introduction

GNIOT Engineering Institute is committed to being a Clean and Green Campus that promotes environmentally responsible behavior both on and off-campus. By instilling environmental ethics among faculty, employees, and students, the Institute aims to take the lead in reinventing its environmental culture. GNIOT encourages individuals to adopt and practice eco-conscious behaviors, which they can then spread throughout their communities. Human activity has a significant impact on the environment, which is why unprecedented effort is required to reduce negative effects and protect the planet.

Vision

The Vision of GNIOT Engineering Institute is to educate the public, particularly young people, about various environmental issues, protect local wildlife and natural resources, and promote environmentally friendly living.

Mission

The Mission of GNIOT Engineering Institute is to educate students about the environmental risks, instill a sense of responsibility to protect the environment, and encourage students to take small steps to help the environment.

Objectives

- Raise awareness among faculty and students about the need to use environmentally friendly goods and services.
- Teach children the value of cleanliness in maintaining a healthy lifestyle
- Raise public awareness of environmental issues through events, rallies, awareness campaigns, debate competitions, clean-up drives, seminars, workshops, presentations, tree-planting drives, wildlife photography competitions, rangoli competitions, essay competitions, bird-watching programs, excursions, study tours, guest lectures and talks, and other activities.
- Educate students and employees about speaking out against harmful practices that

harm the environment and encourage them in society.

Initiatives Taken to Implement the Clean and Green Campus Policy

GNIOT Engineering Institute is committed to managing its campus in accordance with its Clean and Green Campus Policy by establishing the following infrastructure and carrying out the following activities:

- Ban on Single-Use Plastic
- Clean and Green Campus Policy
- Solid Waste Management
- Rain water harvesting
- Landscaping with Trees and Plant
- Energy Use and Conservation
- Green Audit
- Liquid Waste Management
- E-waste Management
- Paperless Office and Communication
- Restricted Use of Automobiles
- Ban on Single-Use Plastic

Ban on Single-Use Plastic

Single-use plastics are completely banned on the GNIOT campus, including in the classrooms, laboratories, canteen, dormitories, and other areas. To reduce the use of plastics on campus, the college provides environmentally friendly alternatives such as stainless steel, washable, and reusable tumblers at all water units. The canteen serves food exclusively in stainless steel or paper plates, glasses, and cups.

Clean and Green Campus Policy

The campus is kept clean and tidy, and students are given strong instructions to maintain it.

Several quotes displayed on campus highlight the importance of a clean and green environment. A gardener and full-time support personnel are appointed to maintain a litter-free and clean environment.

IT POLICY

1. Introduction

It is the purpose of the Greater Noida Institute of Technology (Institute) IT policy to preserve, protect, and guarantee the legal and appropriate utilization of the information technology Infrastructure, that was developed by the Institute on the campus.

In 2001, the Institute (Engineering Institute) took the initiative to develop fundamental network infrastructure within the Institute academic complex.

Not only has the number of people actively using the network facilities increased significantly over the past few decades, but also the number of people using web-based apps has grown. This is an improvement that should be made to the academic atmosphere at the Institute.

About 855 network connections are spread across Institute's four buildings, making the entire campus accessible. The Institute's internet and intranet services are both managed by the Internet Unit, which is the department that has been charged with taking on this role.

The Computer Centre is responsible for the management of the Institute network as well as the operation of the Firewall security system, DHCP, DNS, email, web, and application servers.

Megatel Network is providing Institute with bandwidth for its Internet connection. The total bandwidth that is available comes from Tata at 1.0 Gigabits per second (leased line), while Tata provides a backup line with 1Gegabit per second. This dedicated line, which was offered by Megatel Network Communication.

The IT Policy of Greater Noida Institute of Technology (GNIOT) ensures confidentiality, integrity, and availability of all information assets (data, systems, networks, and intellectual property). It applies to all faculty, staff, students, departments, and authorized visitors. Violations may lead to disciplinary action.

The following categories make up the subsets of the present IT policy:

- The Policy Concerning IT Services
- A policy for backing up data applicable to faculty, staff, and students
- The Installation Protocol for IT Hardware
- Guidelines for the Acquisition and Activation of Software Licenses
- The helpdesk policy for IT Services

- Guidelines for the Use of Networks (Including the Internet and Intranet)
- The Acceptable Use Policy for Email Accounts
- The Hosting Policy for Websites
- Guidelines for the Use of the Institute Database
- A Policy for the Use of CCTV Surveillance
- Power Backup protocol for information technology hardware
- Protection of Privacy and Data in Cyberspace

2. The Policy Concerning IT Services

IT Services provides computing, networking, telecommunications, software, and support to staff and students. Goals include efficiency, cost-effectiveness, user satisfaction, and continuous improvement. A helpdesk and 24/7 support system ensure problem resolution and feedback collection.

Complaints and Feedback

Feedback from Users

Please let us know as soon as possible if you are an end-user who would like to provide Feedback or are not pleased with the services that we provide. This will allow us to do everything in our power to make things right. Management reads through every comment in Order to assess the level of user satisfaction and ensure that our services are continuously improved. Please utilize our E Mail- manager.it@gniot.net.in

3. Data Backup Policy

Backups are mandatory to secure institutional data against disasters, errors, or misuse. Data is stored across primary, secondary, and tertiary locations, with cloud integration. Mission-critical data must always be replicated. Each department is responsible for validating and maintaining its own backups.

4. IT Hardware Policy

Desktops, laptops, and peripherals have a 3-year lifecycle. Replacement is based on warranty expiry, new requirements, or repeated failures. Only one system is allowed per staff member. All procurement is centralized through IT management. E-waste is disposed of as per Government rules.

5. Software Installation & Licensing Policy

Departments must maintain records of licensed software. Unauthorized software is prohibited. The Institute encourages the use of free/open-source tools, licensed applications, and virtual environments. Periodic audits ensure compliance.

6. IT Helpdesk Policy

Helpdesk operates Mon–Sat (9 AM–5 PM) through ERP, email, phone, or direct visits. Users must provide proper details for faster resolution.

7. Network Usage Guidelines

Institute owns and manages all network resources. Users must maintain password confidentiality, use authorized software only, protect systems with antivirus and firewalls, and avoid illegal software or data sharing. Firewall and UTM appliances ensure security and bandwidth management.

8. Email Usage Policy

Institute email IDs are mandatory for official communication. Emails must be used responsibly (no spam, harassment, or unauthorized sharing). Large attachments, phishing emails, and mailbox overuse should be avoided. Identity theft via email is a serious violation.

9. Website Hosting Policy

Institute’s official website and intranet allow departments to host pages. Faculty may host affiliated or e-learning pages with approval, following website creation guidelines.

10. Database Usage Policy

Institute owns all institutional data. Departments act as custodians and administrators. Data is restricted for internal use only and cannot be shared externally without Registrar’s approval. Tampering, unauthorized access, or data leaks will invite strict disciplinary/legal action.

11. CCTV Surveillance Policy

CCTV cameras are installed at key campus points for safety and crime prevention. Data is monitored in a secure control room, with access only to authorized staff/law enforcement. Recordings are stored for 10 days unless required for investigations. Unauthorized use is prohibited.

12. Disaster Recovery Policy

Critical systems must have disaster recovery plans (DRP) with periodic backups, annual reviews, and risk assessments. DRPs ensure restoration of essential services in case of system failures, disasters, or cyberattacks.

13. Power Backup Policy

Institute maintains 380 KVA generators (10-hour backup) and centralized UPS for data centers and academic buildings. Substations ensure continuous power availability.

14. Cybersecurity & Privacy Policy

Users must protect passwords, maintain backups, use authorized antivirus, and prevent unauthorized software use. Idle systems must be secured by logging out or using password-protected screensavers. Data confidentiality is a shared responsibility.

15. Policy Review & Changes

The IT Policy will be reviewed annually by a committee (Vice Director, CEO, Registrar, Chief Proctor, Deans, IT Manager, Head of Security, and student representatives). Updates will consider laws, technology changes, and institutional requirements.

Conclusion

The GNIOT IT Policy provides a structured framework to ensure secure, efficient, and responsible use of IT infrastructure. By adhering to these policies, the Institute safeguards its information assets, ensures business continuity, and fosters a safe digital environment for teaching, research, and administration.