HUMAN RESOURCE POLICY MANUAL AND BYE-LAWS

Of

GREATER NOIDA INSTITUTE OF TECHNOLOGY (ENGINEERING INSTITUTE)

(A Unit of Shri Ram Educational Trust)

Plot No. 7, Knowledge Park – II,

Greater Noida (UP) 201 310

Preface

This **Service Rule book**, prepared by the department of Human Resources with due approval of Director, provides employees with a helpful, employee-related benefits, policies, and procedures that are in effect at the time this service rulebook is prepared. It includes an overview of the **Greater Noida Institute of Technology (Engineering Institute),** a summary of personnel policies and benefits, and highlights of the resources, services, and activitiesthat are available.

This service rulebook, however, cannot anticipate every situation or answer every question about employment. The personnel procedures and practices stated in this service rule book are subject to change. To maintain flexibility in the administration of personnel policies and procedures, the institute reserves the right to revise or rescind any provisions of this service rule book without notice.

If you have any questions/suggestions about policies and procedures that have not been specifically addressed in this service rule book, please contact the Head H.R for clarifications.

Revision No. 05 on 21/07/2025

Department of HR

INDEX

CHAPTER – 1.1   INTRODUCTION

Greater Noida Institute of Technology (Engineering Institute) It is a prominent educational institution located in Greater Noida, Uttar Pradesh. Established in 2001, it offers a range of undergraduate and postgraduate programs in engineering, management, and computer applications. The college is affiliated with Dr. A.P.J. Abdul Kalam Technical University (AKTU), Lucknow, and is approved by the All India Council for Technical Education (AICTE). *It has also received NAAC A+ accreditation.*

GNIOT has vision "To achieve excellence in technical education and create competent professionals for Industry & Socio-economic development to meet National and International needs." To achieve the vision, GNIOT has determined mission as follows:

➢ To achieve academic excellence in technical education through innovative teaching- learning processTo provide strong fundamental & conceptual knowledge with essential skills to meetcurrent and future needs

➢ To build strong industry academia connect through industrial & socially relevantprojects

➢ To inculcate right human values and professional ethics

This is leading GNIOT Group of Institutions to shape young minds with skill oriented and value-based education in Engineering, MBA, MCA, MCA (Integrated), M.Tech, BBA and BCA courses

GNIOT – Definition

➢ **Passionate** education provider in multi disciplines at undergraduate and post graduate level
➢ **Vibrant campus** with inspired and brilliant students
➢ The **best engineering Institute** and consistently maintaining the top position in Uttar Pradesh
➢ Highly **inquisitive students** who take risks, experiments and put novel ideas into action
➢ Sharpens the **Technical** as well as **Life Skills** of students – Developing youngleaders
➢ Use of **modern teaching aids** (animations, e-learning, videos etc.) in teaching & learning practices
➢ **Collaboration** with reputed **National and International Industries** & Corporate Houses. We make "DO Engineers"
➢ Consistently positioned as **top placement provider** for students from the all range of **companies** offering **best packages.**

- ➢ **Hi – Tech Campus** having beautiful, serene environment & students enjoying learning.
- ➢ Believes in relentless change and **desire to improve.**

1.2   Vision

- Be known globally for value-added education, innovation, and research at the intersection of disciplines in service of humankind"

1.3   Mission

- Place a multidisciplinary engineering education ecosystem that transforms learners into future innovators,entrepreneurs, and professional leaders.
- Create an ambiance of interdisciplinary research, innovation, and creativity to address regional and global challenges for benefit of human life and the environment.
- Provide the environment for enhancing knowledge, and inculcating critical & design thinking, life skillsthrough quality learning systems.
- Collaborate with globally renowned academic & research institutions and corporates for improving productivity and economics.

1.4   Quality Policy

Continuing to prosper a clean and healthy learning environment and culture of intelligence for staff and students that can encourage active teacher participation and foster a deep desire for students to provide anindustry readiness education and thus be a useful and confident person in the society

1.5   Department of Human Resource

Vision

To create, build and nourish the **Top Class passionate Intellectual Capital GNIOTian an Team** to excel and lead the education services having center of high-level **technological research and learning in the country.**

Mission

To create an **outstanding work ambience** with **Best-in-Class innovative HR Practices** globally to support intellectual capital growth through **competent, versatile, dynamic, research-oriented team** members.

Core Values

1. Innovation
2. Integrity
3. Shared Prosperity
4. People
5. Education
6. Transparency

1.6	Work Culture

- Open, transparent & process driven institution
- Empowerment of Deans/HODs and Faculty members on all academic matters
- Faculty encouraged to improve their qualification and professional skills
- Appreciation and recognition of high level of sincerity and dedication to the cause of student progression

S. No.	Area	Meaning
1	Focused clear and **SMART goals** for our team members (Faculty & Staff).	Our team members have clearly defined roles and responsibilities. They have clarity on the work assignment with SMART (Specific, Measurable, Attainable, Result Oriented and Time Bound) goal concept.
2	**Innovation and continuous improvement** in whatever we do for an Institute and the world.	The faculty and staff members working attitude is to innovate, explore, experiment, research, take risk, learn, improve and implement with excellence drives them to give "THE BEST IN HIM/HER". Innovation is present in every task we do to impart the best education with ease to our STUDENT and make them the future LEADERS of INDIA.
3	**Equal Opportunity** to all	GNIOT values diversity among our team members. Our all activities are conducted without regard to race, color, religion, gender identity or expression, sexual orientation, national origin, disability, age or caste.
4	**Performance and potential driven** environment	We nurture the talent with intelligence and integrity. GNIOT work atmosphere is charged up with performance and potential of team members (faculty & staff).
5	**Learning and Development** work atmosphere	GNIOT believes that each individual has the storage of unseen potential, Digging and polishing unseen individual's potential by providing learning and development atmosphere gives GNIOT immense energy to boost institute and individual's growth.

S. No.	Area	Meaning
6	**Career**	Each talent (Faculty & Staff member) hired has a growth-oriented journey at GNIOT. The faculty's career progression is based on AICTE norms. The team member walks on the career path, show the performance and progress on the same. The potential in the team member drives him/her to give the best performance which leads to enriched job responsibilities.
7	**Adaptable**	GNIOT is full of dynamic work force. We believe in giving flexibility, empowerment and independence to achieve the tasks in the competitive environment. Each team member (Faculty & Staff) at GNIOT is not just an employee rather shares the entrepreneurial flair and has fire to distinct the self from the mass and achieve the BEST. GNIOT make the work enjoyable for our team members (Faculty & Staff).
8	**Rewards & Recognition**	GNIOT respects and values each faculty and staff members effort to accomplish the work with desired parameters. GNIOT recognizes the efforts of the right team member at the right time at the right place.

1.7	Composition of Board of Governors (Governing Body)

Chairman *(Nominated the Trust)*	**Member** *(Educationist/Technologist nominated by the Trust)*
04 Members *(Nominated by the Trust)*	**Member** *(Educationist/Technologist nominated by the Trust)*
Member *(Nominee of University)*	**Member** *(Educationist/Technologist nominated by the Trust)*
Member *(Nominee of State Govt.)*	**Member** *(Industrialist nominated by the Trust)*

Member (Faculty Rep. of the Institute at the level of Professor, nominated by the Trust)	Member (Industrialist nominated by the Trust)
Member (Faculty Rep. of the Institute at the level of Assistant Professor, nominated by the Trust)	Member Secretary (Director of the Institute)

Organizational Chart and Process

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Research        Academic                          Corporate
Council         Council  <->  Director  <->  BoG   Council

IQAC    Admin   HR      T & P   Dean-    DSW   Dean-   Registrar  Head-     Hostel   CoE
Coord.  Head    Head    Head    Academic      R&D                Librarian Warden

Dy. Head  Admin   Staff  T&P      HoD   Proctor  Members   Dy.        Dy. Head  Asst.     Dy. CoE
&         Officer        Officers              & Acad.   Registrar, & Library  Warden &
Members                  and staff             Represent Accounts   staff     Sport I/C
                                               atives    officer &
All Acad./         Members &                                staff
Non-      Chief    Non-     Store   Faculty/ Members             Hostel    Executive
acad.     Security teaching Dept.   Lab Tech. and staff Finance   staff &   s
Cells/    Officer  staff            Officer   members
Committe
es/ Clubs
          Security          Store I/C                   Members
          staff &           & staff                     & staff
          Guards
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2.1	The Employee Code of Conduct Rules

Definitions

In this schedule unless the context otherwise requires:

"**Competent authority**" means:

(a) "**Governing Body**" in case of Director.
(b) "**Director**" in case of all other employees.

"**Employees**" means a person appointed to the service and posts inconnection with the affairs of the Institute.

"**Members of the family**" in relation to an employee include,

(a) the wife, son, step-son, unmarried daughter, or unmarried step- daughter of such employees whether residing with him or not and in relation to an employee who is a woman, the husband residing with her and dependent on her, and

(b) any other person related, whether by blood or by marriage to theemployee or to such employee's wife or her husband and wholly dependent on such employee, but does not include as wife or husband legally separated from the employee or a son, step-son, unmarried daughter or unmarried step-daughter who is no longer, in any way, dependent upon him or her, or of whose custody, the employee has been deprived by law.

"**Service**" means the service under the Institute.

2.0. General

Every employee shall at all times maintain absolute integrity and devotion toduty and also be strict, honest, and impartial in his /her official dealings.

An employee should, at all times, be courteous in his/her dealings with othermembers of the staff, students and members of public.

Unless otherwise stated specifically in the terms of appointment, everyemployee is the whole-time employee of the Institute and may be called upon to perform such duties as may be assigned to him by the competent authority beyond schedule working hours and on closed holidays and Sundays.
An employee shall be required to observe the schedule hours of work, during which he/she present at the place of his/her duty.

Except for valid reasons and under unforeseen contingencies no employee shall be absent from duty without prior permission.

No employee shall leave station except with the prior permission of the competent authority even during leave or vacation.

Whenever leaving the station, an employee shall inform the Head of the Department to which he/she is attached, or the Director if he/she himself/herself is the Head of the department, the address where he/she should be available during the period of his/her absence from the station.

3.0. Equal treatment for all

Every employee must treat people equally irrespective of their caste, creed, or religion.

4.0. Taking part in Politics & Elections

No employee shall be a member of or be otherwise associated with, any political part or any organization, which takes part in politics.

Employee shall canvass or otherwise interfere or use his/her influence in connection with, or take part in, an election to legislature or local authority. Provided that:

(a)   An employee qualified to vote at such election may exercise his/her right to vote.

(b)   An employee shall not be deemed to have contravened the provisions of this rule by reason only that he/she assists in the conduct of an election in due performance of a duty imposed upon him/her by or under any law for the time being in force.

5.0. Demonstrations and Strikes

No employee shall engage oneself or shall participate in any demonstration or resort to any form of strike in connection with any matter pertaining to his/her conditions of service.

Joining of Association by Employees

No employee shall join or continue to be member of any service Association of employees,

   (a) Which has not, within a period of one month from its formation, obtained therecognition of the Governing Body of the Institute.
   (b) Recognition in respect of which has been refused or withdrawn by the Governing Body of the Institution.

Connection with Media

No employee shall, except with the previous sanction of the competent authority, own wholly or in part, or conduct or participate in editing or managing of any news-paper or other periodical publication.

No employee shall except with the previous sanction of the competent authority or in bonafide discharge of his/her duties, participate in a broadcast or contribute any article or write any letter, either anonymously or in his/her own name or in the name of any other person to any news-paper or periodical except if such contribution is of a purely literary, artistic or scientific character.

Criticism of the Institute

No employee shall, in any broadcast or any document published anonymously or in his/her own name or in the name of any other person, or in any communication to the press or in public utterance, make any statement of fact or opinion.

(a) which has the effect of any adverse criticism of any decision of his/her superior officers, or of any current or recent policy or action of the Institute, or

(b) which is capable of embarrassing the relations between the Institute and any other Institution, University, Organization, state or central Governments, or any member of public, or

(c) which is capable of embarrassing the relations between the Central Government and the
     Government of any foreign state.

Provided that nothing in this rule shall apply to any statement made or views expressed by an employee in official capacity or in due performance of the duties assigned to him/her.

Evidence before a committee or any other authority

No employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry by any person, committee or authority.

6.0 Unauthorized Communication of Information

No employee shall, except in accordance with any general or special order of the competent authority or in performance in good faith of the duties assigned to him/her, communicate directly or indirectly any official document or information to any person to whom he/she is not authorized to communicate such document or information.

7.0 Subscriptions

An employee may, with the previous sanction of the competent authority, ask for or accept or participate in the raising of subscription or other pecuniary assistance for a charitable purpose connected with medical relief, education or other objects of public utility but itshall not be permissible for him to ask for subscription, etc., for any other purpose whatsoever.

8.0 Private Trade or Employment

No employee shall, except with the prior sanction of the competent authority, engage directly or indirectly, in any trade or business or undertake any employment.

Provided that an employee may, without such sanction, undertake honorary work of social or charitable nature or occasional work of literary, artistic or scientific character, subject to the condition that his/her official duties do not thereby suffer and that he/she informs the Director within one month of his/her undertaking such a work, but he/she shall undertake or discontinue such work if so, directed by the competent authority.

9.0 Registration, Promotion and Management of Companies

No employee shall, except with the previous sanction of the competent authority, take part in the registration, promotion or management of any Bank or other company registered under the Indian Companies Act, 1913, or under any other law for the time being in force.

Provided that employees may take part in the registration, promotion or management of a cooperative society registered under the Cooperative Societies Act or any other law for the time being in force, or of a literary, scientific or charitable society registered under the Societies registration Act, 1860 or under any corresponding law in force.

10.0 Insurance Business

No employee shall, except with the prior approval of the competent authority, act as an insurance agent or permit his wife or any other relative who is either wholly dependent on him or is residing within to act as an insurance agent in the district GB Nagar.

11.0. Guardianship of Minors

An employee may not without the prior approval of the competent authority act as a legal guardian of the person or property of a minor other than his/her dependent.

Insolvency, habitual Indebtedness and Criminal Proceedings

An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse insolvency or when it is found that most of his salary is continuously being attached, he may be liable to dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the competent authority of the Institute.

An employee who gets involved in some criminal proceedings, shall immediately inform the competent authority through the Head of the Department to which he/she is attached, irrespective of the fact whether he/she released on bail or not. An employee who is detained in police custody whether on criminal charges or otherwise for a period longer than 48 hours shall not join his/her duties in the College unless he/she has obtained written permission to that effect from the competent authority ofthe Institute.

12.0 Vindication of Acts and Character of employees

No employee shall, except with the prior sanction of the competent authority, haverecourse to any court or go to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

Provided that nothing in this rule shall be deemed to prohibit an employee from vindicatinghis/her private character or any act done by him/her in private capacity.

13.0 *Litigation on Service matters*

No employee shall attempt to seek in a court of law a decision on grievances arising out of his/her conditions of service, even in cases where such remedy is legally *admissible, without first exhausting the normal official channels of redress.*

14.0 Canvassing of Non-official or other outside Influence

No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his/her interests in respect of matters pertaining to his/her service.

14.0 Unauthorized Pecuniary Arrangements

No employee shall enter into any pecuniary arrangement with another employee or any other person so as to afford any kind of advantage to either or both of them in any unauthorized or against the specific, or implied, provisions of any rule for the time being inforce.

15.0   Proper Use of Amenities

No employee shall misuse, or carelessly use, amenities provided to him/her by the Institute to facilitate the Discharge of his/her duties.

Representations

Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him/her, he/she shall forward his/hercase through proper channel and shall not forward any advance copy of his/her application to the higher authority, unless the lower authority has rejected the claim, or refused relief, or disposal of the matter is delayed by more than three months.

No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

3.1	Official Notices

- The official notices are sent to all departments duly signed by competent authorityin the form of Office Orders, circulars and notices.
- Employees also receive information via official electronic mail and uploaded on HRportal

3.2	Documentation Norms

- The faculty and staff of the institute continuously keep upgrading their respective academic qualification. Completion of any higher qualification/ Degree, faculty mustsubmit the copy of documents e.g., degree certificate/provisional certificate within a week of its acquisition to HoD and Head-HR.

- All the documents self-attested with date related to personal file like (qualification degrees and mark sheets, PhD Progress report, research papers etc.) to be submitted in department of HR.

- The warning letters, show cause notices, advisories, documents related to performance and indiscipline needs to be duly approved by Director and then issuedand the copy to be kept in the personal file in the department of HR.

- Forms related to student feedback (original) need to be submitted in HOD office and copy in the office of registrar by respective departments.

- All certificates related to the career journey of the employee needs to be submitted with due signature of the Director (Experience certificates, NOCs, Confirmation letters etc.)

- The appreciation letters or recommendation letters on the letter head of the Institute needs to be duly approved by Director before issuing by the departmental Head.

- The certificates like offer letter, salary certificates, address proofs etc. to be issued by due signature of Head-HR.

3.3	Hours / Work Day

a. Unless otherwise stated specifically in the terms of appointment, every employee is the whole-time employee of the Institute and may be called upon to perform such duties as may be assigned to him by the competent authority beyond schedule working hours and on closed holidays and Sundays.

b. An employee shall be required to observe the schedule hours of work, during which he/she present at the place of his/her duty.

c. Except for valid reasons and under unforeseen contingencies no employee shall be absent from duty without prior permission.

d. Whenever leaving the station, an employee shall inform the Head of the Department to which he/she is attached, or the Director if he/she himself/herself is the Head of the department, the address where he/she should be available during the period of his/her absence from the station.

3.4	Holidays

Holiday means a day declared by a notification of the Institute to be closed day for all employees except those otherwise specifically asked to attend the Institute.

3.5	Attendance

An employee shall be required to observe the schedule hours of work, during which he/she present at the place of his/her duty.

Except for valid reasons and under unforeseen contingencies no employee shall be absent from duty without prior permission.

Process:

(a) Biometric attendance is marked.

(b) The Biometric machines are available in all departments and in common areas from where the faculty and staff can mark the attendance.

(c) Online attendance mechanism is working. The faculty and staff as an individual can see his/her daily attendance on HR Portal.

Guidelines for marking attendance:

1. Bio-metric scanners are universal so that faculty and staff can mark attendance from anywhere in emergency conditions.

2. Reception area is meant for marking attendance during URGENCY only.

3.6	HR PORTAL – Attendance / Leaves/Pay slip /Notices etc.

How to enter the portal:

☐ Open browser –Google Chrome

☐ Type in address bar –gniot.erp.com

☐ Open **ERP Portal link** on home page of GNIOT website

☐ You will reach to **LOGIN PAGE**

☐ Fill the LOGIN PAGE. User name is your Employee ID and password.

☐ Your HRMS Portal will be opened – Your home page of HRMS Portal is called as **"Your Dashboard"**

- □ Upload your recent pic – in TOP Right Hand side of Dashboard

- □ Click on **"Edit your profile"** adjacent to the PIC and **change the password** immediately and remember it. It is your personal INTERCATION PAGE.

- □ The dashboard will inform & interact with you about

- □ You will receive any circulars/notices from all authorized positions like Director/ DEANs/ HoD's/Functional Heads – category wise

- □ Important Announcements of any information will be published here

- □ You can write your suggestions – name wise or anonymous

- □ You can see your attendance per day/per month/late in /early exit – track it

- □ You can see your leave balance (data will complete by the end of this month)

- □ You can apply leaves online

- □ The HoD's dashboard will update them about the absenteeism/leave absence/lateentry/early in/time table occupancy/ online leave application approval etc.

- □ Pay slip can be generated by the portal

3.7	Late stay by Faculty & staff beyond Institute Academic hours & working on Sundays/ Holidays

i. No academic/ non-academic activity or students" function can be held in any department or section beyond working hours or on holidays without prior intimation and permission of the Director.

ii. As a rule, HoD's/ Section in-charges must ensure that lady faculty or lady staff is not asked for such overstay or working on Sunday / Holidays without prior approval of Director.

iii. Each dept./ Section of the institute is to maintain a register indicating the details of personnel staying beyond working hours or working on Sundays/ Holidays with specific reasons.

3.8	Pay Day

The salary of the employees of the Institute shall be paid seventh day of the month. The salary of the employee shall be subjected to statutory deductions at source, viz. Income tax, etc.

4.1	Leave Rules

1. **Definitions**

   Holiday: Holiday means a day declared by a notification of the Institute to be closed day for all employees except those otherwise specifically asked to attend theInstitute.

   Salary: salary means the monthly remunerations drawn by an employee including basic pay, dearness allowance, personal pay, special pay, HRA, etc.

   Average Pay: Average pay means the average of salary of last 10 calendar months.

   Vacation Employee: Vacation Employee means that employee who is entitled to summer/winter vacations.

   Retirement: The term refers to superannuation after attaining the age of 65 years.It has all other connotations as applied to a government dept. including pre-mature retirement.

   Release: The term refers to termination of employment in accordance with terms of employment.

2. **General**

   Leave is a privilege and not a right: It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service so demand.

   Leave Application: The leave application shall be submitted on prescribed form on-line via HR Portal well in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangements/internal adjustments among the faculty members of his/her any other department to keep the students engaged.

   No leave can commence unless it has been sanctioned: Mere submission of leave application does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employees liableto disciplinary action besides penal deductions.

   Acceptance of alternate employment/engaging in trade/business etc. causing him/her the monetary/personal gain is an offence and the employees shall refrain from the same.

   No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness, etc. This shall however, be regularized on joining the

duty in writing. One can apply leave within three days of joining duty.

Continued absence of more than three working days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.

3. **Types of Leave: -**

Sl.	Type	Max. Allowed
01.	Casual leave (CL)	12 per year
02.	Sick leave (SL) (Min 3 days and Medical Certificate required issued by the Hospital)	06 per year
03.	Earned leave (EL)	06 per year
04.	Extra-ordinary leave (EOL)	As required
05.	Official Duty leave (OD)	14 per year
06.	Study leave	03 Years
07.	Vacation leave (VL) Summer Winter	12 Working Days 06 Working Days
08.	Maternity Leave (ML)	03 Months
09.	Short Leave (SHL)	1 Hr. in a month
10.	Compensatory Leave (Comp Off)	As required
11.	Anniversary Leave	Half Day
12	Birth Day leave	Half Day

Casual Leave (C/L)

Every employee held on the roster of the Institute is entitled to (one) 01-day casual leave each month, subject to a maximum of twelve (12) days of casual leave in one academic year.

Every employee earns 1 CL each month, in case an employee joins on or before 5th of the month, C/Ls will be credited to his/her account for that month and if joins after 5th of the month, the CL for that month will not be credited to his/her account.

The Leaves will be credited on 21st day of every month in the leave account.

Availing of C/L in excess of credited C/L will be treated as absence without leaveand may attract disciplinary action besides penal deductions.

A minimum of half (1/2) day or a maximum of three (03) days of C/L can be availed of at one time. Half day C/L will not be granted on half working days.

C/L can be pre-fixed/suffixed with all types of holidays/leaves.

C/L up to total accumulated period but not exceeding seven (07) days may be granted under very special circumstances.

C/L will not be carried forward to next academic year and will lapse at the end of the ensuing academic year.

Sick Leave

06 Sick leave may be granted in case of sickness of the employee and not his/her dependents a certificate medical attendant or a registered medical practitioner would be required in case where more than one day the person was sick. However, for one day sickness no medical certificate is required.

Earned Leave

3.3.1. E.L. is admissible to all employees at the rate of 0.5 per month subject to a maximum of 06 days in a year.

3.3.2   Earned leave can be pre-fixed/suffixed with other holidays/leaves.

3.3.3.   Earned leave can be accumulated to a maximum of 60 days, which may be encased at the time of retirement/superannuation.

3.3.4   Earned leave shall not be sought by the employees during the commencement of semester. However, a maximum of 06 (six) days EL may be granted during the semester under exceptional circumstances.

Leave with-out Pay

No provision as such exists for the grant of leave without pay. However, for reasons beyond one's control, if an employee has to avail leave in excess of one's authorization, he may be granted, "Leave without pay" at the discretion of the Director/management subject to exigencies of service. Such leave shall not exceed 30 (thirty) days in an academic year subject to a maximum of 15 (Fifteen) days at a time.

Absence of an employee without sanctioned leave is a case of indiscipline and does not fall under this category.

"Leave without-pay" shall also be got sanctioned in advance as any other leave.

Extra Ordinary Leave

As the name suggests, this leave is granted under extra-ordinary circumstances only. This may include the following: -

Prolonged sickness of self or a family member.

Higher education.

Forced exile/renunciation.

Although there cannot be fixed guide line for the duration of such a leave, yet itshall not exceed 550 (five hundred fifty) days at the time.

Official Duty Leave

An activity of an employee which can bring recognition to the Institute may be considered for grant of this leave.

Official Duty leave may be granted for one or more of the following purposes:

To deliver academic lecture.

To work on behalf of the university.

To read/present a research paper in a conference/symposium of National/International level.
To attend selection committee or other such like committee meetings provide they are convened by a statutory body/university recognized by the govt.

To inspect academic institutions attached to a statutory body or a university recognized by the government.

The Official Duty leave will be restricted to a maximum of 15 (15) days during acalendar year subject to the following conditions:

There exists a written request from the competent authority.

The paper has been accepted for presentation and a communication to this effectreceived in writing.

Purpose of OD	Number of OD	Other Details
FDP/Seminar/Conferencee/ QIP/Workshop	7 days (lean period) & 1 day (Academics)	Twice in an academic year.
Ph.D. (Post registration till completion)	12 days in an academic year maximum to 4 years	Maximum 3 OD"s at a stretch (lean period) &1 OD on working Saturday during non-lean period

Miscellaneous work	7 days (Academic Year)	Chairing a session in National/International conference, Speaker/Guest Lecture in seminar/conference, BOS, Selection committee member of other eminent bodies, OD may be considered as an expert for M.Tech/Ph.D thesis (other universities) with prior approval only.

Study Leave

Leave for up to a maximum of THREE YEARS may be granted ONCE in the tenure of service for pursuing higher studies at the recognized institute.

Study leave may be granted after an employee has rendered at least 3 years of unblemished service to the Institute.

An employee will not be entitled to draw the salary during Study Leave. And Bond of 5 Years.

Vacation
Vacation-Faculty

1. Total of 12 working days (2 weeks) summer vacation may be availed by the faculty members for academic year.

2. Total of 06 working days (1 week) winter vacation may be availed by the faculty members for academic year.

3. Summer vacation to be availed in the notified lean period of summer vacation as communicated via circular every year.

4. Faculty members avail the summer vacation with due approval of the HoD so as to ensure that the department / Institute are functioning in smooth manner.

5. The faculty members who have worked for 1 year in that particular year (excluding maternity leave) from 1st June till 31st May (are entitled to 14 days summer break in the lean period.

6. The summer vacation will be calculated on the pro-rata basis for those faculty members who have worked less than a year till 31st May in that particular year.

7. All faculty members must ensure that their respective academic commitments are completed before they proceed on summer vacation.

8. Affiliated University evaluation work is mandatory and every faculty needs to attendand complete their assigned work.

9. To facilitate different activities of department viz. FDPs, Summer Schools and affiliated University work etc. HoD's can sanction summer vacation to few faculty members in extended period i.e. beyond lean period (Max: 30 days) without impacting department/institute work.

Vacation-Non-Teaching-Technical/Administrative staff

1. Total of 7 days (1 week) summer and 03 days winter vacation to be availed by the Lab Instructors/Lab Assistants/Lab Technician in one academic year.

2. Summer/Winter vacation to be availed in the notified lean period of summer/winter vacation.

3. The HoD's will approve the summer vacation of lab instructors so as to ensure that the department / Institute are functioning in smooth manner.

4. The lab instructors who have worked for a particular year (excluding maternity) from 1st June till 31st May are entitled for vacations in the lean period.

5. The summer vacation will be calculated on the pro-rata basis for those lab instructors who have worked less than a year till 31st May in that particular year.

6. All lab instructors must ensure that their respective academic commitments are completed before they proceed on summer vacation.

Lean Period

(a) Lean Period is notified every year via circular.

Maternity Leave

Maternity leave may be granted to a permanent female employee by the competentauthority for a period which may be 03 months

a) In case of miscarriage, including abortion, upto a total period of two/one weeks on each incided, provided that the application for the leave is supported by a certificate from the Institute Doctor.

Short Leave and Late in / Early Out Norms

A. Short Leave	B. Norms: Late in/Early Out norms
1. Purpose of Short Leave: Short leave is for the purpose of covering short periods of leave which may be in relation on the grounds of urgent private business without notice. The objective is to provide care and support to the employees for meeting urgent needs. **2. Entitlement of Short Leave:** • The employees can avail 1 short leave per month for 1.0 hour in a working day. • Beyond two one leaves ERP will automatically deduct half day per short leave. • This norm is applicable to all full-time employees (Faculty and staff) **3. Conditions of Leave:** • Short leave is for urgent private business that occurs without notice. • Short leave can be used for an emergency at home. • Short leave needs to be approved by HoD/FH.	**1. Objective** To encourage discipline in the Institute. **2. Applicable:** To all permanent employees (Facultyand Staff) of Institute. **3. Norms:** • The Institute's office hours are from 9:00 am to 5:00 pm. Every employee of the Institute is expected to be present for the duty at his work placeon time on all working days. • However to accommodate the delay which may be caused due to various reason the grace period of 10 minutes is available to each employee.
Compensatory Off • As per norms, all regular (full time employees) are entitled for compensatory offs. However, Deans/ HoD's/Functional Heads are not entitled for compensatory offs. • As per norms, if one works more than 1 hour but less than 4 hours on holidays/weekly offs, he/she is entitled to receive compensatory off for half day. • If one works more than 5 hours on holidays/weekly offs, he/she is entitled to receive compensatory off for 1 day. • One has to avail the compensatory off within 3 months of the accrued leave. • Compensatory Off will be generated in HRMS only after HoD has approved extra working hours. • Compensatory Off/leave will be treated like casual leave.	

5.1	Faculty contribution in Research & Development / Quality research publications/Funded Projects/ Patents)

GNIOT - RESEARCH POLICY: PART (A) - INCENTIVE FOR RESEARCHERS

GNIOT-GOI pools renowned academicians, researchers, and intellectuals, thus, aims to contribute to the IP worth of the nation and be recognized as a pioneer research-based academic institute. With reference to GNIOT-GOI/DG/2020-21 and in continuation of establishing Innovation Centre and other research promoting provisions, the Research Incentive Policy is incepted to further intensify research and innovation across GNIOT Institutions. This part of the Research Policy is designed to encourage faculty members to perform quality research work, publishing research papers in renowned journals, and other related activities.

SI No.	Category	Incentive Amount	Remarks
Journal Publications			
1	Nature, Science, American Mathematical Society, American Physical Society, American Society for Civil Engineers (ASCE), American Society for Mechanical Engineers (ASME), IEEE Transactions, Association for Computing Machinery (ACM) Transactions, Institute of Civil Engineering Publishing, London, Institute of Mechanical Engineering, London, American Society of Testing Materials (ASTM)	35000/-	**Research papers with more number of authors with GNIOT affiliations, Incentive to be divided as per ANNEXURE-1**
2	SCI/ SCIE/ SSCI journal ranked in Q1 and Q2 category	25000/-	
3	SCI/ SCIE/ SSCI/ WoS journal with a valid Impact Factor	20000/-	
4	Any other journal indexed by Scopus/ UGC Care	15000/-	

Conference Proc./ Book Chapters

1	Conference Proc. or Book Chapters published by IEEE, Springer, Elsevier, Wiley, Taylor & Francis, CRC press and indexed by Scopus.	8000/-	**Research papers with more number of authors with GNIOT affiliations, Incentive to be divided as per ANNEXURE-1, Point no-I**
2	Conference Proc. or Book Chapters published by other international publishers and indexed by Scopus.	6000/-	

Book Publications

1	Authored text/ reference books published by IEEE, Springer, Elsevier, Wiley, Taylor & Francis, CRC press and indexed by Scopus.	20000/-	**Text or Reference book with more number of authors with GNIOT affiliations, Incentive to be divided as per ANNEXURE-1**
2	All other Edited book/ authored text/ reference books published by International Publishers and indexed by Scopus.	15000/-	
3	Authored text/ reference books published by Reputed National Publishers with ISBN No.	8000/-	

Patent

1	Publication of Utility Patent	5000/-	**To be equally divided among inventors with GNIOT affiliations.**
2	Grant of Utility Patent	20000/-	
3	Publication of Design Patent	5000/-	
4	Grant of Design Patent	10000/-	

	SPONSORED PROJECTS				
2	Research Projects in Science, Engineering, Humanities & Management	50% of incentive on receiving the grant (as of the amount deposited in GNIOT), and the rest 50% after completion & submission of UC	6% to be distributed among PI & Co-PIs associated with GNIOT-GOIs & 10% to be used for advancing the research facilities of the concerned department(s)		
	Research Projects with Societal Relevance		8% to be distributed among PI & Co- Pls associated with		
			GNIOT-GOIs & 10% for advancing the research facilities.		
	Instrument Based Collaborative Projects	If the instrument is shifted to GNIOT-GOI Permanently	**1.5% of the Instrument's cost**		
		If the instrument is shifted to GNIOT for Project Period Only	**0.5% of the Instrument's cost**		
	CONSULTANCY PROJECTS				
3	Research Consultancy	50% of incentive on receiving the grant (as of the amount deposited in GNIOT-GOIs),and the rest 50% after submission of UC	35% for development of research facility, and 65% to be distributed among members of team involved		
	Design & Testing Consultancy				
	SPONSORED EVENTS				
4	Conferences, FDP, Workshops, Seminars, and other Curricular-Curricular Events	50% of incentive on receiving the grant (as of the amount deposited in GNIOT-GOIs),and rest 50% after completion & submission of Report	0.5-1.0Lakh	4000	
			1.1-5.0Lakh	8000	
			>5.0Lakh	5%	
		Unutilized fund to be used for the professional development of organizing committee members, and advancing of research facilities.			
	QUALITY IMPROVING SPECIAL TRAINING PROGRAMS				
5	Executive Training	50% of incentive on receiving the grant (as of the amount deposited in GNIOT-GOIs),and rest 50% after completion & submission of UC/Report	10% amount deposited in GNIOT-GOIs.		
	Management Training				
	Faculty Development		2000		

	Advance Training		
DEGREE RESEARCH /POJECT SUPERVISOR			
7	Quality Project for Conferred UG Degree	After evaluation of outcomes (Working, Application for Humankind, Indexing of Thesis, Publication of Research Papers & Patents, etc.) by the constituted committee.	4500
	Quality Project for Conferred PG Degree		6000
	Quality Project for Conferred Ph.D Degree		10000
HONORS/AWARDS, FELLOWSHIP, MENTORSHIP AND TRAVEL GRANTS, etc,			
8	International Fellowship	Minimum 6 weeks Stay	20000
	Post-Doctorate-Fellow Mentor	With GNIOT Affiliation	20000 per scholar
	Research Awards (Received from)	Internationally Approved Private Organization	8000
		International Public Organization	15000
		National Approved private Organization	5000
		National public Organization	10000
	Honors/ Membership (Received form)	Internationally Approved Private Organization	5000
		International Public Organization	8000
		National private Organization	2500
		National public Organization	6000
	Leave Travel	>1.0 Crore (Cumulative)	1.5Lakh per Crore Received
	Paper Citations	For Every 5 Cross Citations not related to Co-Workers	1000
	Membership of professional societies	50% of registration fee up to 5000	

PARTICIPATION IN EVENTS AND PRESENTATION OF RESEARCH PAPERS & ARTICLES

	Period of Association with GNIOT (Year)	Registration Fees,%	Travel,%	Boarding & Lodging,%
Presentation of	>0.5 - <1.0	20	0	0

9	Research Paper(s) at international conference (To be held in India), Maximum Funding up to 10000/- faculty/ academic semester.	>1.0 - <2.0	30	15	10
		>2.0	50	25	20
	Presentation of Research Paper(s) at international conference (To be held in Abroad), Maximum Funding up to 50000/- faculty/acade mic semester.	>0.5 - <1.0	25	10	0
		>1.0 - <2.0	40	20	10
		>2.0	60	30	20
	Presentation of Research Paper(s) at National conference, Maximum Funding up to. 2000/- faculty/acade mic semester.	>0.5 - <1.0	0	0	0
		>1.0 - <2.0	20	0	0
		>2.0	30	10	0
	Participation in an international FDP/ Workshop (To be held Abroad), Maximum funding up to 50000/- faculty/academi c semester.	>0.5 - <1.0	20	10	0
		>1.0 - <2.0	30	20	10
		>2.0	50	40	20

ANNEXURE-1

I	Research Papers with two authors	First Author	60%
		Second Author	40%
II	Research Papers with three or more authors	First Author	50%
		Remaining 50% to be divided equally among the rest of the Authors	50%
III	Research Papers with multiple authors, and one author with GNIOT affiliation	First/ Second Author	40%
	Research Papers with multiple authors, and one author with GNIOT affiliation	Third and above	30%
III	Research Papers with multiple authors, and more than one author with GNIOT affiliation	40% of amount to be divided equally among the rest of the Authors (Third and above)	40%

Remarks:

1. Incentives are to be given in Indian Rupees (INR,)
2. For entitlement of incentives, faculty must be associated with GNIOT, at least for the period of 6 months.
3. Individual faculty can claim incentive in any single category of authorship for the same article/ research paper/ book-chapter.
4. Extraordinary cases may be considered after the recommendation of the Research Award Committee and approval from the undersigned.
5. Faculty must apply for the incentives through HOD and Director concerned to the Research Award Committee.

5.2	Ph. D - Fee Reimbursement, OD & Incentives

A. PhD Fee Reimbursement – full time & part time

1. Faculty members **entering service without Ph.D** shall be encouraged to enroll themselves / acquire Ph. D in the relevant branch / discipline from Institutes/ Universities of repute.

2. **On acquisition of Ph. D** from institutes/ Universities of repute with minimum **one refereed journal publication of repute (SCI-Thomson Reuters),** a faculty may avail Ph. D tuition fee reimbursement on actual basis but not exceeding **Rs. 30,000/- per year (on prorate basis with salary) for three years.**

3. The faculty members, who are presently availing the Ph. D fee reimbursement, may apply for their remaining period of reimbursement on acquisition of Ph. D degree.

4. The faculty members who are regular and confirmed employee of GNIOT and those faculty members who are on study leave to pursue full time PhD are eligible for Ph. D fee reimbursement.

5. One needs to claim the Ph. D tuition fee reimbursement within a month after award of degree by submitting a copy of degree certificate and tuition fee paid slips.

6. For availing the above facility, a beneficiary may submit a bond for service of three years with the institute after Ph.D.

7. In case, the faculty member availing the fee reimbursement facility, and left the institute between completion of Ph.D, than he/she may refund the fee reimbursement amount received from the Institute.

B. OD's – For PhD progression (Post Registration till completion – Max. 4 years @ 12 per academic year)

a) The maximum total number of ODs (Official Duty) for completing PhD is 12 per academic year/leave year for maximum 4 years.

b) Maximum 3 ODs at a stretch are given to faculty in a month during lean period while faculty members who are at Course Work stage of PhD may avail 1 OD on working Saturday during non-lean period provided the number of count of OD"s for academic/leave year remains 12 in number and the Institute's work does not hamper due to the absence. Submission of attendance report/progression report for availing OD for that day to be submitted to RC to approve the OD.

c) Faculty may avail the facility of OD for completing Ph.D immediately post joining GNIOT.

d) If the course work of Ph. D program falls during summer break, then faculty must consume their summer vacation first (two weeks) and rest will be treated as OD provided the count remains 12 ODs per academic/leave year.

C. Incentives – On Award of PhD Degree

a) Cadre Assistant Professor is eligible for incentives in terms of increments post award of degree as per AICTE norms/UGC Regulations, 2019 and assessed by screening committee.

b) Further on completion of Ph.D, candidate will be rewarded with Rs. 10,000/- (consolidated) salary increment in their present pay

5.3	Guidelines for Consultancy by Faculty

Following guidelines have been approved by the Institute Management with respect toconsultancy by faculty.

IDENTIFICATION OF FACULTY

In order to handle a given Consultancy Project, the HODs will supply list of suitable faculty members who are competent and willing to undertake Consultancy / R & D work depending upon their special areas of interest.

HODs will also provide information about the special academic infrastructure available in their respective departments along with special needs if any, in order to handle a givenConsultancy/ R & D work.

Based upon the information contained in Para 2.1 and 2.2, HODs will identify the names of Consultant In charge and Co-Consultant In- charge under intimation to Dean (R&D) in order to complete the Consultancy Proposal and Agreement Form (copy of the form is enclosed with this Order).

CONSULTANCY CHARGES

HODs would also intimate to the Dean (R&D), the estimated amount of Consultancy charges in Consultation with Consultant In charge and Co-Consultant In charge so that the amount may be indicated in the Consultancy Proposal and Agreement Form.

Consultancy Charges will be deposited in a separate Bank Account.

DISTRIBUTION OF CONSULTANCY CHARGES

The R&D and Consultancy includes Analytical / Experimental work.

In case the work is Analytical only, then 80% is to be shared between the persons doing andhelping in the work and the remaining 20% goes to GNIOT.

In case the work is Experimental in nature, then 70% is to be shared between the persons doing and helping in the work and the remaining 30% goes to GNIOT, provided the infrastructure facilities of GNIOT are used, failing which the distribution of money shall be as per provision of Para 4.2.

4.6.　In case the work is both Analytical and Experimental, then 75% is to be shared between the

persons doing and helping in the work and the remaining 25% goes to GNIOT, provided the infrastructure facilities of GNIOT are used, failing which the distribution of money shall be as per provision of Para 4.2.

UNFORESEEN ISSUES

Notwithstanding anything stated in these Rules, for any unforeseen issues arising, and / or not covered by these Rules, or in the event of differences of interpretation, the Research Council may take a decision, after obtaining, if necessary, the opinion/advice of committee consisting of senior faculty members in the relevant field. The decision of the Director shallbe final.

STANDARD TERMS AND CONDITIONS OF CONTRACT FOR CONSULTANCY

These terms and conditions are to cover projects for the development of products, processes, field studies, model studies, calculations, economic and technical consulting and other forms of project of specific nterest to the client. The conditions are binding unless otherwise agreed upon in a separate document.

1. **PROJECT PLANNING:** The Institute shall, together with the Client, prepare work plan and budget for the project or parts of the project wherever the project size or subject makes this necessary. the Client before commencement of the work on the project shall normally accept this plan. The Institute shall supply information regarding the progress of the project at any time at the Client's request. The Client may, with the agreement of the Institute, follow the progress of the project personally, or through a third party named by the Client. The Institute and the Client shall agree on the form and frequency of formal reports concerning the progress and the results of the project.

2. **Responsibility:** The Institute undertakes to carry out the project as conscientiously as conditions allow, but accepts no economic responsibility, should the work not lead to expected results. The Institute accepts the project on condition that the Client renounces all right to claim damages for losses sustained directly or indirectly in consequence of the work done by the Institute.

3. **DISCRETION**: The Institute undertakes to handle with discretion reports, results, the identity of the Client, and all material, which the Client places atthe disposal of the Institute in connection with the project.

4. **SUB-CONTRACTING**: The Institute reserves the right to allow any work, experimental or otherwise to be carried out by a third party provided this does not result in the danger of information of a confidential nature coming into the

hands of unauthorized persons.

5. **RESULTS OF THE PROJECT**: The results of all work done by the Institute in connection with the project, incorporated in written reports in accordance with paragraph 1, shall remain the property of the Client. Results arrived atwith little or no involvement on the part of the Client are available free of charge for the Client's own use. However, the Institute reserves the right to use such results in connection with activities outside the scope of the project. Inventions are covered in paragraph 6. If the Client consists of several individuals, all questions of Client, rights between the Clients must be settled between such individuals, and are of no concern to the Institute. Unless otherwise agreed, all reports are to be sent to the Client in triplicate. The Institute has the right to retain a copy.

6. **INVENTIONS:** All reports of Institute on the project are the property of the Client. This includes patentable inventions while working on the project.

7. **PUBLISHING THE RESULTS/ OUTCOME OF THE CONSULTANCY**: The results/outcome of the consultancy must not be exploited by the client organization for its business interests by using GNIOT's name/logo through press advertisements/publicity material or in any other manner. Both parties before publication shall vet manuscripts of academic papers, brochures, advertisements or other form of published material, which refer to or quote the propriety results of the project.

8. **COMMUNICATION OF RESULTS TO A THIRD PARTY**: The institute may not, without the written agreement of the Client, communicate the results of the project to a third party. The Client shall arrange the necessary agreement of all parties on the Client's side' who may have publication rights with respect to the project.

9. **PROJECTS FOR OTHER CLIENTS**: The institute may normally undertake other projects in the same field provided - to the best of the Institute's knowledge and belief - there exists no danger of information of a confidential nature coming into hands of a third party. Any agreement to restrict the Institute from undertaking similar projects during or after the life of the project shall be covered by a separate contract.

10. **APPARATUS** : Instruments and/or equipment obtained in connection with the project and charged to the client remain the property of GNIOT, unless

11. **TERMINATION OF THE PROJECT**: The client has a right to terminate the project at any time, but shall be liable for all reasonable expenses incurred in connection with halting work already in progress according to the agreed work programme. The Institute has the right to terminate the project with three months' notice except where otherwise agreed upon. The client

in this case will not be liable for any expenses incurred after the period of notice.

12. **NORMAL TERMS OF PAYMENT**: The payment of the Institute charges for the consultancy projects are required to be deposited in full (unless otherwise it is specifically agreed by the Institute) before the start of the work, through a crossed bank draft! cheque (Bank drafts in the case of private organizations and by draft/cheque for others). **The draft/cheque is to be drawn in favor of "GNIOT Greater Noida" and sent to The Dean, Industrial Research and Development (IR&D) and drawn on any bank in greater Noida.**

13. **DISPUTES:** In the event of any dispute or difference between the parties hereto, such dispute or differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to an outside arbitrator to be nominated by the Director of the Institute for a reasoned Award. The award of the arbitrator shall be binding on the parties to the dispute, under jurisdiction of Greater Noida. '

14. **SERVICE TAX**: As per Service Tax Act of G.O.I., the service tax plus education cess @ 10.36% or as applicable will be levied on total consultancy charges and this amount is to be borne by the client organization.

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Intellectual Property Rights (IPR) Policy
GNIOT

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Purpose

GNIOT needs to adopt an IP policy to establish the respective IP rights and obligations of GNIOT, its faculty, students, employees and other stakeholders and startup/incubate in IP.

The Policy Objectives:

a) To foster, stimulate and encourage creative activities in the widest sense in the areas ofscience & technology and management.

b) To protect the legitimate interests of GNIOT, faculty, scholars, students and other members and TBI-GNIOT"s incubate and also resolve the possibility of conflicts of opposinginterests.

c) To facilitate wide transfer of useful IP to society for public benefit.

Whom Is This Meant For?

This policy is applicable to GNIOT only. The document is meant for all those who are, directly or indirectly, engaged in scientific research, s activities, creative pursuits and management of innovation. It covers all its employees, faculty, staff, researchers and inventors, students, incubate companies and startups.

Intellectual Property

It is the product of the mind that qualifies for legal protection under relevant legislations regulating and governing various forms of IP, provided it fulfills the basic criteria as contained in the respective legislations and conforms to all other requirement provided therein. Rights relating to IP are conferred by the Government of a country to its citizens and are protected in accordance with the provisions of the respective Acts.

With respect to the GNIOT the relevant IP forms are the following: -

a. **Patents**
b. **Copyright**
c. **Trademark**
d. **Design**

a) All potentially protectable forms of I.P. where the inventor, creator, designer, author or

originator from GNIOT group of institution shall be disclosed and assigned to GNIOT.

b) All inventors shall undertake public disclosure such as publications, presentations,

participating in conferences, workshops and fairs only once the IP is protected.

Jurisdiction

As a policy, all agreements to be signed by GNIOT will be subject to the jurisdiction of the courts in Greater Noida and shall be governed by appropriate laws of India.

(For detail policy kindly refer the mail issued from the office of Director)

| 6.1 | Recruitment / Selection / Documentation Policy- Appointment |

PART – 1   :   POLICY

1   **Policy Statement**

It is the policy of **Greater Noida Institute of Technology (Engineering Institute)** to recruit and retain Staff of the highest caliber with the qualifications and experience necessary to provide an efficient and effective service to the Institute. This is achieved through the application of a detailed and transparent recruitment procedure and through the application of all relevant employment legislation. The short- listing, interview and recruitment process follows best practice in relation to equal opportunities.   Selection for appointment is based on merit recommended by the Selection Committee.

2   **Policy Purpose**

2.1   The aim of the policy is to outline the relevant steps in the recruitment process and to assign individual responsibilities for each of these steps. Also the purpose of this policy is to specify the main principles for GNIOT external recruitment and define Institute rules, process and practices, from attracting potential applicants to the first day of newcomer integration.

3   **Policy Scope**

3.1   This policy is intended for all staff who are involved in the recruitment process within GNIOT.

3.2   This policy outlines all procedures concerned with recruitment. It is to ensure that all aspects of recruitment are carried out in a proper and efficient manner.

4   **Description of Terms**

GNIOT	Means Greater Noida Institute of Technology (Engineering Institute)
Staff	Means Faculty (an employee who is appointed for teaching students), Technical Staff (an employee serving in a laboratory and assisting faculty members for functioning of laboratory) and Administrative Staff
Applicant	Means candidate applied for any vacancy in the Institute
AICTE	Means All India Council for Technical Education, Delhi

Governing Body	Means Regulatory and Approving Authority of the Institute for policies and approvals.

5. General Principles

The GNIOT is committed to guarantee a strong and equitable level of services to all recruitment stakeholders:

➢ **Candidates: GNIOT** guarantees equity of treatment, process transparency, respect of data privacy, respect of indigenous rights, fair compensation package and first class health & safety conditions.

➢ **Employees: GNIOT** is committed as a priority to promote and manage internal mobility, and to guarantee equal opportunities for all its employees as such internal application is evaluated first.

➢ **Authorities: GNIOT** respects and participates in the highest standards definition recommended by All India Council for Technical Education (AICTE),

➢ **Management: GNIOT** HR is committed to serve staffing Institution requirements, and to guarantee equity across the organization and full process visibility from request to integration of the new employees.

6. Roles & Responsibilities

6.1 All staff involved in recruitment must adhere to this policy.

6.2 The Head of the Human Resource Division (HR) will amend this policy in the event of changes to legislation with the prior approval of the Academic Council.

6.3 HR will ensure this policy is accessible.

6.4 The Lead Person will liaise with HR in the recruitment process, including input into the selection of the Interview Panel.

7. Cadre Ratio, Qualifications and Pay Scales

The Institute will follow AICTE Regulations on Pay Scales, Service Conditions and Minimum Qualifications for the Appointment of Teachers and other Academic Staff and measures for the maintenance of standards in Technical Education – Degree Regulation, 2019 and subsequent amendments/new Regulations issued by AICTE from time to time. However, preference will be given to candidates fulfilling the AICTE norms and having Research and Industry Experience.

PART – 2 : PROCEDURE

8. **Decision to Recruit**

The recruitment process to fill a new or existing vacant post will not commence without the approval of the Head of the Institution.

9. **Preparation of Job Description & Person Specification**

9.1 In advance of a vacant post being advertised, the H.R. Manager will prepare a person specification and job description (as per guidelines of AICTE) to support the recruitment and selection process, and ensure the best possible outcome to meet the needs of people we support.

9.1.1 **Job Request Process**

Sl.	Particular
1.	H.R. Deptt. will issue a notice to Dean (Academics) for forwarding their staff requirements (if any) for the upcoming Session.
2.	Dean (Academics) will require to submit their staff requirement (if any) alongwith job description and specialization to the H.R. Deptt. alongwith the proposed teaching/administrative load and allocation of faculty & Staff (existing or new appointment) for the upcoming semester
3.	On receipt of requirement from the Dean (Academics), the H.R. Committee, consisting of following members, will review/analysis the load and finalize the vacancies for the upcoming Session, as per AICTE guidelines and also finalize the Institute nominated External Experts for different departments : (i) Director : Chairman (ii) Dean (Academics) : Member (iii) Registrar : Member (iv) H.R. Head : Convener

10. **Preparation & Placement of Advertisement**

10.1 Based on the approved vacancies, HR Manager will be responsible for preparation and placement of the advertisement in the newspaper/institute web-site/and other social networks by giving minimum 10 days for submission of application through "Career Link" available in the Institute web-site.

HR takes the requirement and prepares the **Job Description** of the position and uses the sources like

- Print Media
- Job Portals
- References

- GNIOT Portal
- Consultants
- Social Networking sites like LinkedIn, Facebook etc.

10.2   The advertising must be done in a cost-effective manner, the budget and the amount to be spent on advertising is pre-decided and approved by HR. The ambition for a robust recruitment process should be such that it does not turn out to be a very costly affair.

11.   **Confirmation of Interview Dates**

The H.R. Head in consultation with members of Interview Panel will finalize the dates for the interview.

12.   **Short-Listing Process**

12.1   The criteria to be used in short-listing prospective Candidates are agreed in advance of the vacancy being advertised, and are transparent and directly relevant to the post.

12.2   All applications will be screened for eligibility using essential qualifications, experience and skills criteria that are outlined in the person specification.

12.3   The first stage in the short-listing process is the screening stage, whereby applicants who do not have the required qualifications, or otherwise fail to meet the essential standard for the post, are eliminated.

12.4   The second stage is to reduce the number of qualified Candidates, if it is not practical to interview all applicants. This should be carried out by the HOD of respective Department using clear and consistent criteria.

12.5   All applications for posts will be treated in strict confidence.

12.6   Screening of CVs GNIOT norms:

1.   Throughout first class from 10th till PG.

2.   Academic Average 10th + 12th + UG+PG = above 60%

3.   The first preference is given to the candidates who have high academic average.

4.   Quality of Institutes and Universities to be given preference after step 3defined above.

5. Quality of experience to be given importance.

6. Relevant Industry experience is calculated as half to bring it to the equivalence of teaching experience.

7. Experience less than 6 Months is not counted as teaching experience.

8. Experience in degree colleges or schools is not counted as teaching experience

9. Post M.Tech experience is counted as teaching experience.

10. Based on the above criteria's, the department of HR completes screening of the CVs and screened CVs are sent to the relevant department for further screening by HoD.

11. The HoD screens the CVs and mentions the reasons for short listing and not short listing the candidates.

12. The screened candidates from HoD's get finally approved by the Director for inviting them for the interview.

13. The candidates are invited in the ratio of 1:5 i.e., for 1 position, first 5 candidates are invited. If they do not confirm, the next candidate is invited.

14. On the day of interview, the candidates are facilitated by department of HR.

15. The decision of the selection committee on the day of interview isconsidered a final decision.

13 **Correspondence to Short-Listed Interviewees**

13.1 HR Department will be responsible for the preparation and transmission of all correspondence to be sent to those short-listed candidates for interview on or before minimum 10 days through e-mail/telephone calls. The correspondence should include the invitation to the interview, and the job description for the post.

14. **Arrangements for Interview**

The H.R. Head will be responsible for organizing interview on the scheduled dates. The H.R. Head will be responsible for making all arrangements in the Interview Room like availability of stationery, writing board and hospitality.

15. **Interview Panel**

15.1 The Panel appointed to interview Candidates, will have the relevant knowledge, experience and skills to select the best possible Candidate to fill the vacancy.

15.2 The H.R. Head will ensure selection/finalization of Interview Panel in consultation with H.R. Committee and from the list of duly approved Subject Expert by the Governing Body.

15.3 The Interview Panels must consist of the following members :

A. For Faculty Recruitment

1.	University Nominee	:	Member
2.	Three Subject Experts (To be nominated by the Institute)	:	Member
3.	Director of the Institute	:	Convener

B. For Non Teaching/Administrative Staff Recruitment

1.	Director	:	Member
2.	Dean (Academic)	:	Member
3.	HOD of the concerned Deptt.	:	Member
4.	Registrar	:	Convener

15.4 The Interview Panel will be responsible for devising a list of core questions to ask each Candidate, with a corresponding marking scheme.

15.5 It will be the responsibility of the Interview Panel to question all candidates being interviewed on any employment gaps in their C.V/Application Form and to document the reason/s for the gap. The marks accorded to each candidate will be signed and dated by each member of the Interview Panel.

15.6 The result and decision of the Interview Panel will be communicated by the Convener of the Interview Panel to H.R. Head.

15.7 At the end of the interview process, the Convener will ensure that all documentation held by all members of the Interview Panel is returned to H.R. Deptt. It is recommended that any rough notes made by a member of the Interview Panel should not be retained after the selection process, but should be destroyed by shredding.

16. **Appointment of Candidate**

16.1 Before a Candidate can be appointed:

The H.R. Deptt. will issue a Offer Letter to the selected candidates. The letter will include, the date of joining the Institute and the list of documents required to be submitted in photocopy (alongwith original for verification only) before the date

of joining. The offer letter will clearly highlighted that all the new employees undergo a Probationary Period. In most cases this will be for one year from the date of appointment.

16.2 On the date of joining of the candidate, the H.R. Deptt. will ensure :

(a) 01 day Induction Program of the candidate by providing all needed information to facilitate the newcomer familiarization with his/her working environment such as Institution vision, strategy, values, Code of Conduct, policies and manuals, environment, safety and security rules.
(b) Issue of Appointment Letter
(c) Issue of Institute Identity Card
(d) Issue of Institute email i.d in institute domain
(e) Issue of Login & Password for Institute ERP
(f) Issue of Library Registration Form
(g) Issue of Stationary

17. Retention of Records

17.1 Recruitment and selection procedures are subject to the provisions of the Freedom of Information Acts 1997/2003 and the Data Protection Acts 1988/2003. It is therefore important that the decision making process is clearly documented/ recorded, and that all documents relating to the recruitment and selection process are returned to HR Department.

17.2 One copy of the following Records relating to the process should be retained for a period of 18 months:

(i)   Job Description/ Person Specification;
(ii)   Advertisement;
(iii)   Application Forms/ Curriculum Vitae;
(iv)   Signed and dated Shortlist Assessment Forms and Rating Criteria;
(v)   Signed and dated Interview Assessment Forms and Rating Criteria;
(vi)   Recommendations and Decision of the Interview Panel signed and dated by the members.

6.2	Policy for Past Industrial Experience of Faculty

It has been observed that number of candidates having industrial experience apply for the appointment of faculty. In order to give benefit of industrial experience to such candidates,guidelines followed are appended below: -

1.   As a general rule every two years of industrial experience may be taken as an

equivalent to one year of teaching experience. However, while deciding this equivalence, following parameters must be examined so as to moderate the number of years accordingly.

(a) Level of appointment in the industry e.g., Floor level/ Managerial level/ Sr. Executive level.

(b) Type and status of industry served e.g., Local /National /MNC/ Manufacturing/R & D.

2. The equivalence has to be decided at the time of Interview Board only. The decision of the Board needs to be mentioned clearly in the selection committee minutes and also shared with the candidate.

3. After joining the institute, there shall be no change in the status of seniority (for having industrial experiences) once decided at the time of appointment.

6.3	Documentation Policy (Appointment)

Submission of Relevant Documents, Certificates and Photographs by the candidate and forwarding of file at the time of appointment of a faculty/ staff member.

After the interview board, the file for the selected candidate is to be prepared. This file must possess following enclosures along-with any other additional documents: -
   (i)   Copy of minutes of Interview Board.
   (ii)   Copy of Experience certificates (if applicable)
   (iii) Proof of last salary drawn (if applicable)
   (iv)   Copy of Marks sheets & Certificates in support of academic qualification
   (v)   Date of Birth Certificate
   (vi)   Character Certificate
   (vii) Medical Certificate
   (viii) PAN Number (if available)
   (ix)   Aadhar Card
   (x)   Residence Proof
   (xi)   Identity Proof (e.g., Voter ID Card, Driving license etc.)
   (xii) Passport size photographs (02 copies)
   (b)   HoDs/ section In charge will put up this file with a Note to the Director through Head HR. Head HR will carry out necessary checks/ verifications of the enclosed documents of the selected candidate and forward the file immediately to Director (after having been satisfied with the enclosed documents).

It is also brought out that the candidates are to be asked to join the institute only after obtaining the necessary approval of the Management members on the file. **Only under the exceptional circumstances** (considering urgency of situation), verbal approval from Management for joining of a specific candidate may be sought through Director before receipt of file.

Joining Checklist-Current (HR Policy)

Particulars	Details
Educational Certificates (Degree as well asMark Sheets of all semester)	A. Doctorate (If Applicable) – Post-Graduation (M. Tech/M.E./M. Sc) all Semesters B. Graduation (B. Tech/B.E./B. Sc) – all semesters/years C. 12th Standard or equivalent D. 10th Standard {Original for verification **and Photocopiesare required**}
Service and/or Experience Cum RelievingLetter from all previous organizations	If applicable {Original for verification **and Photocopies are required}**
Last Salary Certificate	Last paid salary slip
Medical Certificate	Certificate signifying that the individual is medically/physically fit.Should be from a M.B.B.S Doctor
Government issued ID Proof – Permanent &Present Address & ID Proof – 02 copies	Passport/Voter ID/Driver's License/PAN Card/Aadhar Card In case of Present Address (if on rent) – Rent Agreement need to be provided {Original **and Photocopies are required**}
Passport Size Photographs	02 copies

7.1	Induction & Orientation Process

1. The new joinees are given welcome Kit by the department of HR.
2. The new joinees get the detailed welcome note describing GNIOT from department of HR in his/her official mail ID.
3. The information about the new joinees is released by department of HR to an organization via Welcome note via mail having photograph and details of new joinees.
4. The HR related induction training is imparted to the new joinee on the same day in the department of HR.
5. The formal Induction Training is organized in lean period with detailed agenda wherein all-important functionaries of GNIOT impart training to all new joinees in planned manner for minimum 2 days.
6. The Induction lunch is organized for all new joinees with all the important functionies.
7. The salary account, ID Cards making is facilitated by department of HR for all new joinees.
8. The new joinees are handed over to the department in formal way.
9. The HoD's assign mentors to the new joinees for making them understand the department's academic and non-academic work like (time table making, ISO, NBA quality related tasks, Industry – academia connect work, alumni work, placement work, evaluation work, course file making, subject allocation, how to uploadstudent class attendance in portal, student feedback, departmental communication method for delegating information or departmental meeting schedules, research related activities, introduction to labs, beyond the curriculum activities if going on, summer/winter schools, examination duties, internal CT/assessments and its impact, classroom conduct, remedial classes, student mentoring etc.)
10. The HoD sets the SMART Goals to the new joinees with an objective to bring focus and clarity in the tasks.
11. Formal induction feedback in writing is taken from the new joinees in the prescribed form.
12. The new joinees meet with the Director after 3 months is organized as feedbackmeet.

7.2	Probation Period

Subject to the provisions of the Rules and Bye-laws, all appointments to posts under the Institute shall ordinarily be made on probation, after which period the appointee, ifconfirmed, shall continue to hold his office till he/she attains the age of superannuation.

The appointing authority shall have the power to extend the period of probation of any employee of the Institute as may be found necessary.

Process:

- The Probationary Assessment review form is raised before the date of confirmationto respective HoD's/Functional Heads.
- Based on the recommendation of reporting officer and Annual Appraisal Report, theconfirmation case is duly assessed and approved by the Director.
- The probation period may be extended to minimum six months to maximum oneyear only one time during assessment.
- Based on due approval from the management, the communication on confirmationof an employee is made.
- The confirmation letters duly signed by Director are given to the employee.

PROMOTION / REVISION OF SALARY DURING PROBATION PERIOD

During the probation period, no promotion or upward revision of salary will be considered unless it has been clearly mentioned in the minutes of the selection board and spelt out in the Note on file for appointment. Also, during the probation period there will be no review of terms of appointment.

8.1	Annual Increment – Faculty & Staff

Increment Policy

The Increment Policy outlines the principles, guidelines, and procedures governing salary increments for employees. This policy ensures fairness, transparency, and alignment with organizational goals, employee performance, and market standards.

Objectives

- To recognize and reward employee performance and contribution.
- To ensure increments are aligned with organizational growth and financial capacity.
- To establish a fair, transparent, and consistent approach to increments.
- To enhance employee motivation, satisfaction, and retention.

Eligibility

- All confirmed employees of the organization are eligible for increments.
- Employees serving probation, under disciplinary action, or with unsatisfactory performance may not be eligible.
- The eligibility period for consideration will be one year from the date of joining or last increment.

Increment Criteria

- Performance appraisal ratings.
- Contribution to departmental/organizational goals.
- Market competitiveness and salary benchmarking.
- Attendance, discipline, and adherence to college policies.

Increment Cycle

- Increments will generally be awarded on an annual basis, subject to organizational discretion.
- The increment cycle will align with the September–October.

Approval Process

- HoD to recommend increment based on performance appraisal.
- HR Department to verify eligibility and process recommendations.
- Final approval by the Director.

Exceptions

- Any deviations from this policy will require approval from the Board of Governer.
- Exceptional increments may be considered for outstanding performers.

Policy Review

This policy will be reviewed periodically to ensure relevance and effectiveness, and may be amended at the discretion of Board of Governor.

8.2	Promotion Policy – Career Advancement Scheme (CAS)

Career Advancement Scheme or Promotion Policy

1. **Definition**

   Promotion of the faculty member is defined as career advancement from one Academic grade pay to another in the same scale or different scale as per AICTE norms for Engineering, MBA, MCA and Applied Science and Humanities.

2. **Objective**

   To recognize the good, differentiated consistent performance of the faculty member based on the Annual Appraisal report.

3. **Applicability**

   The policy is applicable to all regular full time faculty members of the Institute.

4. **Eligibility**

   - The faculty member should have basic eligibility qualification & experienceas per AICTE regulations.
   - The faculty member should be regular full-time employee of the Institute.
   - The faculty member should have minimum 1 year of regular service at Institute.
   - The faculty member should be confirmed employee of the Institute.

5. **Non- eligibility for promotions:**
   - Regular employees who are on long leave without pay for a period of more than 3 months.
   - Regular employees who are on study leave, sabbatical – must have given 9 months of that academic year to become eligible for annual increment/ promotions etc.

6. **Scheme**
   (d) The promotions are annual based on annual appraisal report and the consistency ofdifferentiated performance in the Annual Appraisal report.
   (ii) The promotions will be with effect from 1st September.
   (iii) All the promotions are vacancy based as per AICTE/UGC norms.
   (iv) The vacancy will be declared open via advertisement.
   (v) There are only three designations in respect of teachers, namely, Assistant Professors, Associate Professors and Professors.
   2. The other position associate with teaching is "Teaching Assistant" who is pursuing M. Tech and may be given lab classes as per AICTE norms.
   3. For grant of promotion and continuation of the same, a holistic assessment is made covering quality of performance, length of service, results, student feedback and annual appraisal. Differentiation based on performance should be a key factor in grant of promotion.

1. DISBURSEMENT

The disbursement of promotion will be annual with effect from 1st September.

2. PROMOTION/REVISION OF SALARY DURING PROBATION PERIOD

During the probation period (i.e., first one year after appointment), no promotion orupward revision of salary will be considered unless it has been clearly mentioned in the minutes of the selection board and spelt out in the Note on file for appointment.Also, during the probation period there will be no review of terms of appointment.

3. **Career Advancement – shown in tabular form as summary** guidelines are as follows:

4. SELECTION BASED PROMOTIONS:

(a) Promotions are vacancy and selection based.
(b) The Career Advancement Scheme promotions from a lower grade to a higher grade of Assistant Professor/Associate Professor/Professor shall be conducted by a "Screening –cum-Evaluation Committee".
(c) Following is the constitution of Screening – cum – Evaluation Committee:

   (a) 03 External Experts (to be nominated by the Institute)

(b) Director of the Institute

a) Key result areas of the screening – cum – evaluation **committee is to review the following:**

- Academic Qualification
- Research Publications
- Contribution to projects & Research
- Past Academic Performances & contribution to GNIOT
- Overall suitability for the assignment.

b) **Meet** the candidate and then assess his/her suitability for posting as Professor/Associate Professor/ Assistant Professor at stage 1, 2 or 3.

9.1	Training Policy

GNIOT believes in continuous development of the human resource (Faculty & Staff). The institute focuses on following four areas for designing training objectives:

- **Individual Objectives** – help employees in achieving their personal goals, which in turn, enhances the individual contribution to an organization.

- **Institute's Objectives –** assist the Institute with its primary objective by bringing individual effectiveness.

- **Functional Objectives –** maintain the department's contribution at a level suitable to the institute's needs.

- **Societal Objectives** – ensure that an institute is ethically and socially responsible to the needs and challenges of the society.

The training objectives for faculty are as follows:

S. No.	Objectives	Focus Areas
1	Pedagogy: Principles & Methods of Teaching for Fresh New Joinees (Induction Training)	Institute's Objective
2	To raise the subject competence	Functional Objective
3	To develop Laboratory	Functional Objective
4	Enhance Research Competence	Functional Objective
5	To raise management Skills	Individual's and Institute's Objective
6	Professional Development – Up gradation in qualification/Certifications new technology: Career Development	Individual's Objective
7	Implementation of Consultancy	Functional Objective
8	General Training for Personality Grooming etc.	Individual's Objective
9	Institute Social Responsibility	Societal Objective

To meet the above objectives, GNIOT provides the training and development to faculty and staff by following methods:

- Faculties attend workshop and conferences – National/International
- Faculties participates in FDP"s (Internal/External)
- Internal Trainings at departmental level.
- Training at Institute Level for Faculty & Staff

Training Procedure

1. The training needs are identified by various process like:

   - Annual Appraisal (Self and Reporting Boss)
   - Based on the Institute's need – Inputs from Director Office/Market etc.

2. The training needs are compiled and categorized as follows:

   - Strategic Training Needs
   - Functional Training Needs
   - Behavioral Training Needs

3. Based on the above the area of trainings is identified (Soft Skills, HR, Policy, Administrative, Technical, Academics etc.)
4. Out of total training needs, the needs are prioritized
5. The internal/external trainer is identified and duration of the program is decided
6. Based on the same, the training calendar is prepared for a semester andcommunicated to all for implementation.
7. The trainings are imparted and the attendance and feedback are collected forfurther improvement.
8. The feedback collected is shared with the trainer for further improvement.

Monitoring of Effectiveness of Training Imparted
1.. Following outputs are monitored for effectiveness of training imparted like:
a) The improvement or decrease in the student feedback.
b) The improvement in the result of the same subject – quality of result, clear pass %age,external average, number of back papers etc.
c) Increase/Decrease in the Annual Appraisal Rating – HoD's remarks
d) HoD's assessment for various academic roles given to the faculty/staff– researcher/teacher/administrator etc.

2. The above inputs define that skills/competency required as per the job description/Key result areas are improved or decreased.

CHAPTER- 10 – SEPARATION

10.0	Separation Policy/Resignation

- If an employee decides to separate with an organization, he/she should submitresignation in writing to the head of the department duly signed with the date.

- The Head of the department will discuss the same with the employee and submit the recommendation to the Director via the department of HR.

- The Director will approve the resignation for all faculty members as per the appointment terms.

- The resignations of Professors and department heads will be approved by the Director/General Secretary of the Institute.

- Based on the approval, the department of HR will send the "Acceptance of resignation" to the employee citing the relieving date.

- The leaves during notice period are restricted with an objective to transfer the charge to the Institute. During emergency, the employee may avail CL/SL with due approval during notice period.

- The separation documents like "No-Dues Form" and "Charge handing and taking over form" will be given the separating employee 2-3 days before the relieving date.

- The stakeholders of "No-Dues" form will be informed by department of HR about the separating employee on the day of releasing the "No-Dues" form.

- Duly signed separating documents will be submitted in the department of HR.

- The exit form will be filled by the employee on the relieving date and exit interviewwill be conducted on the same day by department of HR.

- The separating employee's full and final settlement will be completed in next 10-15 days and their due full and final settlement amount via cheque and experience cum relieving certificate will be handed over to the separating employee. The information of collecting the documents will be sent by department of HR to the separating employee.

- The separating employee can authorize to collect his/her documents via authorization letter duly signed by him/her.

11.0	**Workplace Guidelines**

11.1. Dress Code
   For Males/Females

- Formals on all working days

11.2. Good Housekeeping

Keep your surrounding neat, clean and safe

Drug Free Work Place

Smoking/consuming Alcohol in the Institute campus is strictly prohibited

Confidentiality

No employee shall, except in accordance with any general or special order of the competent authority or in performance in good faith of the duties assigned to him/her, communicate directly or indirectly any official document or information to any person to whom he/she is not authorized to communicate such document or information.

12.1	I-Cards

- For creating the new ID cards the old ID cards need to be submitted in HR.
- Those who have lost the ID card need to deposit **Rs.100/-** for creating new ID card.
- Those who are promoted and designation is changed, submission of an old ID card isnecessary otherwise you need to deposit Rs. 100/- for its creation.

12.2	Grievance Redressal / Ticketing (Online) Procedure

The module "Grievance Redressal" is working online on HR Portal or Mail @ **hr@gniot.net.in**

- ☐ The category of grievance is defined related to the employee's career journey at GNIOT.
- ☐ Ticketing System is working online which manages the complaints related to all service departments.

12.3	Medical Insurance: Group Policy

The Institute provides Accidental Policy for the Coverage of Rs. 5.0 Lakhs per year.

12.4	Bus/Cab facilitation

1. We have bus facility available for students, faculty and staff.
2. We have facility available for to and from stop defined on bus route to GNIOT,as per office hours.
3. The bus facility is available for Ghaziabad, Noida, Indirapuram, Anand Vihar etc.
4. Each bus has bus coordinator.
5. The bus facility ownership lies with Administrative Officer.

12.5	Vehicle Parking

- ☐ We have in campus employee's vehicle parking area at separate places.

12.6	Suggestion Box

- The Library and reception has suggestion box, kept for students.
- Students can anonymously put their suggestions in the same.
- AO has the ownership to take the suggestions and submit the same with report to DEAN (A).
- HR has suggestion box for employees.
- Online Suggestion Cell is also working for employees
- HR has the ownership to make a report on the suggestions received in hard form via suggestion box or in soft form via official mail id hr@gniot.net.in and report the same to"Director".

12.7	Cafeteria Services

- We have a cafeteria and three food points at differentplaces opened during office hours
- One can have snacks, lunch and tea as per the requirement.

12.8	Book Store / Library

- The library rules are defined for students and faculty.

12.9	Counselor Facility

GNIOT offers free counseling session for students, faculty and staff members in case they face any problems related to emotional, behavioral & psychological or academic nature whichmay create obstacles in their lives or career growth.

12.10	Multipurpose Complex / Identified Areas

We have multipurpose complex having many facility like presence of sports room withamenities, gym, medical room with the facility of 24x7 medical assistance and doctorvisit in evening hours from 3:30 p.m to 5:30 p.m.
- We have multipurpose shop with all basic things present.

12.11	Gym / Recreational Fitness Activity

- We have Gym facility available having gym instructor for students and faculty in multipurpose complex.

12.12	E-mail Policy

1. General

E-mail is a critical mechanism for communications at the GNIOT. Use of GNIOT electronic mail systems and services is a privilege, not a right, and therefore must be used with respect and in accordance with the rules, regulations, and policies of GNIOT.

The objectives of this policy are to outline appropriate and inappropriate use of GNIOT e-mail systems and services in order to minimize disruptions to services and activities, as well as to comply with applicable policies and laws.

2. Scope

This policy applies to all e-mail systems and services owned or operated by GNIOT, all e- mail account users/ holders at GNIOT (both temporary and permanent), and all Institute e- mail records.

3. Account Activation/Termination

E-mail access at GNIOT is controlled through individual accounts and passwords. Each user of GNIOT e-mail system is required to read and sign a copy of this E-Mail Acceptable Use Policy prior to receiving an e-mail access account and password. It is the responsibility of each user to protect the confidentiality of their account and password information. Substantial changes to this policy may require users to read and sign an updated copy of this Use Policy.

All staff and faculty at GNIOT will receive an e-mail account.

All terms, conditions, and restrictions governing e-mail use must be in a written and signed agreement. E-mail access will be terminated when the e-mail account holder terminates his or her association with GNIOT, unless other arrangements are made.

4. Rights and Responsibilities

The Institute often delivers official communications via e-mail. As a result, staff and faculty at GNIOT with e-mail accounts are expected to check their e-mail in a consistent and timely manner so that they are aware of important Institute announcements and updates, as well as for fulfilling organizational and role-oriented tasks.

5. Disclaimer

GNIOT assumes no liability for direct and/or indirect damages arising from the user's use of GNIOT e-mail system and services. Users are solely responsible for the content they disseminate. GNIOT is not responsible for any third-party claim, demand, or damage arising out of use the GNIOT e-mail systems or services.

6. User Responsibilities

E-mail users are responsible for mailbox management, including organization and cleaning.

All faculty and staff must check their respective mail three times in a day.

E-mail users are expected to remember that e-mail sent from the Institute's email accounts reflects on the Institute. Please comply with normal standards of professional and personal courtesy and conduct.

Individuals at GNIOT are encouraged to use e-mail to further the goals and objectives of GNIOT.

7. Acceptable Use of GNIOT e-mail systems include:

Communication with fellow employees within the context of an individual's assigned responsibilities;

Participation in educational or professional development activities.

Mass mailing for disseminating the official information to all GNIOTians is to be done by approved authorities only (HoD's, DEAN(s) and functional Heads). They have to take the authorization from IT Operations department – Head to open the facility of mass mailing to all GNIOT for the same for them.

The mail received from an individual employee will be treated as official copy since the e-mail signature will be treated as individual's signature. It will be used as document for official purpose.

8. Inappropriate Use

GNIOT e-mail systems and services are not to be used for purposes that could be reasonably expected to strain storage or bandwidth (e.g., e-mailing large attachments)

Individual e-mail use shall not interfere with others" use and enjoyment of GNIOT e-mail system and services.

E-mail use at GNIOT shall comply with all applicable laws, all GNIOT policies,and all GNIOT contracts.

The individual employees are not authorized to mass mail any information to GNIOTians or group of GNIOT employees by using the short cut of applying cut-copy-paste the e-mail ID"s of all GNIOT employees and mailing the same keeping them in "To" or "cc" or "bcc".

The following activities are deemed inappropriate uses of KNIOT e-mail systems and services and are prohibited:

It is NOT ACCEPTABLE to:

i. Use e-mail for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (e.g., spreading of computer viruses);

ii. Use e-mail in any way that violates GNIOT"s policies, rules, or administrative orders, including, but not limited to, the GNIOT Acceptable UsePolicy.

iii. View, copy, alter, or delete e-mail accounts or files belonging to GNIOT oranother individual without authorization;

iv. Send unreasonably large e-mail attachments.

v. Open e-mail attachments from unknown or unsigned sources.

vi. Forge or attempt to forge email messages.

vii. Disguise or attempt to disguise your identity when sending mail.

viii. Send email messages using another person's email account.

ix. Share e-mail account passwords with another person, or attempt to obtain another person's e-mail account password. E-mail accounts are only to be used by the registered user;

x. Make excessive personal use of GNIOT e-mail resources. GNIOT allows limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with productivity, pre-empt any organizational activity, or consume more than a trivial amount of resources.GNIOT prohibits personal use of its e-mail systems and services for **unsolicited mass mailings**, non-GNIOT commercial activity, political campaigning, dissemination of chain letters, and use by non - employees.

Note that attachments are the primary source of computer viruses and should be treated with utmost caution.

9. **Reporting Misuse**

Any allegations of misuse should be promptly reported to the person responsible for operating the GNIOT e-mail systems by sending an e-mail to: admin@GNIOT.edu. If you receive an offensive e-mail, do not forward, delete, or reply to the message. Instead,report it directly to the individual designated above.

10. **Content Sensitivity and Disclosure**

Use extreme caution when communicating confidential or sensitive information via e- mail. Keep in mind that all e-mail messages sent outside of GNIOT become the property of the receiver. A good rule is to not communicate anything that you

wouldn"t feel comfortable being made public. Demonstrate particular care when usingthe "Reply" command during e-mail correspondence to ensure the resulting messageis not delivered to unintended recipients.

11. Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at GNIOT.

Allegations of misconduct will be adjudicated according to established procedures.

12. Sanctions

Sanctions for inappropriate use on GNIOT"s e-mail systems and services may include, butare not limited to, one or more of the following:

1. Temporary or permanent revocation of e-mail access;
2. Disciplinary action according to applicable GNIOT policies;
3. Termination of employment and/or
4. Legal action according to applicable laws and contractual agreements

13. Best Practices

GNIOT Group of Institutions considers email as an important means of communication and recognizes the importance of proper email content in conveying a professional image. Users should take the same care in drafting an email as they would for any other communication. Therefore the Institute wishes users to adhere to the following email guidelines:

Writing emails:
a. Write well-structured emails and use short, descriptive subjects.
b. Institute's email style is informal. This means that sentences can be short and to the point. You can start your email with „Hi", or „Dear", and the name of the person. Messages can be ended with „Best Regards". The use of Internet abbreviations and characters such as smileys however, is not encouraged.
c. Signatures must include your name, job title and Department.
d. Users must spell check all mails prior to transmission.
e. Users must read official mails daily and reply/acknowledge the same maximum in24 hours.
f. Do not send unnecessary attachments. Compress attachments larger than 1 MB before sending them.
g. Do not write emails in capitals.
h. Do not use cc: or bcc: fields to send a mailing to multiple recipients.
i. Only send emails of which the content could be displayed on a public notice board. If they cannot be displayed publicly in their current state, do

not send the same

j. Only mark emails as important if they really are important.

14. Declaration

I have read, understand and acknowledge receipt of the Email Policy. I will comply with the guidelines set out in this policy and understand that failure to do so might result in disciplinary or legal action.

Name   --

Signature   --

Date   --

12.13	TA / DA Rules

1. General

The traveling and daily allowance rules are framed to ensure that an employee is able to perform his/her duties at the outstation effectively. The TA/DA shall be regulated in accordance with TA/DA rules laid down here under and will be amended from time to time.

2. Approval

2.1   All journeys must be got approved by the competent authority (Director/An Executive member of the Managing Committee) in writing. If, however, time does not permit to obtain written permission in advance it shall be done immediately on return from tour/temporaryduty, Approval form is attached at Annexure- A.

3. The journey on tour may be performed by any of the following modes:

a) Air
b) Rail
c) Road
d) Combination of the above

Journey by Air : May be performed in exception circumstances with the prior approval of Director/ one of the Executives of the managing Committee.

By the Rail: The entitlement of the class of journey by rail is given below:

Professors and equivalent   : IInd A/c

Assistant/Associate Professor   : IIIrd A/c

Technical Assistant and equivalent   : IInd Class

Journey By Road: The entitlement is given below: -

Faculty & equivalent: Institute" Car/Taxi/Own Vehicle

Teach. Asst. and equivalent: Bus

4. Mileage Allowance

Mileage allowance is admissible when the journey is performed by own vehicle. It is admissible at the following rate:

Own Car : **Rs. 10.0 per Km.**

No mileage allowance is, however, admissible when the journey is performed within a radius of 10 Km. from Institute. Actual expense may, however, be charged rendering an appropriate certificate.

5. Daily Allowance for Halts at Out Station.

D.A. at the prescribed rates for each full day of halt for a maximum of 30 days of halt at one station except under special circumstances is admissible. However, when an employee enjoys free boarding and lodging at the expense of the Institute/host organization/government, he is entitled to draw only one fourth rate of full rate of D.A. Faculty & staff deputed for counseling agency. Additional arrangements may, however, be made under special circumstances.

5.1 The D.A. rates are given gelow :

5.1.1 Professors and equivalents : Rs. 500/- per day.

5.1.2 Associate Professors and equlvalents : Rs. 400/- per day

5.1.3 Assistant Professor and equlvalents : Rs. 350/- Per day

5.1.4 Tech. Asst. and equlvalents : Rs. 250/- per day

6. Incidental Charges.
Incidental charges are admissible as under:-

Transportation from residence to railway station/Airport, Airport/Railway station to place of duty: Actual expenses will be admitted.

Taxi charges for traveling to other offices in town: Actual expenses will be Admitted.

7. Lodging at the Out Station.

It is expected that the faculty in general will be able to arrange accommodation in the guest house/hostel of the host organization. In such a case, no additional allowance will be admitted. However, if the employee has to make his/her own arrangements of accommodation, following are the entitlements:

Type of City Prof	Professor & equivalent	Associate/Assist. Professor
A) Class A city	Rs. 2000/- per day	Rs. 1200/- per day

| B) Class B city | Rs. 1500/-per day | Rs. 1000/- per day |

In such a case D.A. shall be reduced by 25% of the entitlement

Hotel charges will be paid against actual bills & most practical means of transportation shall generally be resorted to. Full day taxi shall not be hired unless unavoidable.

8. **Advance**

    Advance may be drawn with the approval of the sanctioning authority.

Settlement of TA/DA claim

TA/DA claim must be settlement with in <u>7 days</u> from the date of return from tour. TA/DA claim shall be got countersigned by the HOD and submitted to the Accounts Officer, who in turn shall check for entitlement and get it approved by the Director. All claims must be accompanied with bills etc. In case of non-settlement within prescribed time, advance drawn will be deducted from the salary.

CHAPTER – 13 – FUNCTIONAL OPERATIONALS (ROLES AND RESPONSIBILITY)

13.1   DIRECTOR

1. Responsible for overall administration and academic function of the institution in keeping with policies of the management as well as mandatory regulations and stipulations of the related statutory authorities.
2. Evolve quality policy, formulate quality system, enforce implementation and adherence, monitor effectiveness, and promote quality improvement in teaching, learning, evaluation and support systems. All the academic activities of the institution including maintaining existing affiliation and recognition and promoting new affiliations and recognition for which the institution is deemed eligible.
3. Maintenance of academic records, arrangement for examination, arrangement of evaluation of teaching faculty, coordinating with university, statutory authorities and related institutions, campus selection and placement
4. Overall administration of institution which includes establishment, account, security and maintenance services.
5. Evaluation of vendors and suppliers continuously, maintenance of stores which includes proper storage, optimum utilization and minimum wastage.
6. Maintenance of equipment, devices, instruments and accessories, maintenance and up-gradation of library service.
7. In addition to the duties of basic planning and oversight, boards of trustees must address such as tuition affordability, job placement for graduates, quality of education, and competition with other institutions offline and online learning programs.
8. Responsibility for excellent faculty recruitment, maintain the retention, support and rewarded in their work.
9. Responsibility to encourage and support the organization to awarded with NBA, NAAC, NIRF and other accreditation for institutional growth.

13.2   REGISTRAR

Executive Responsibilities

1. Directly responsible to the college Director.
2. Assists the Director in translating the college vision into an action plan
3. Works as a team member with other administrative personnel of the college in the development of administrative practices and regulations.
4. Assists the Director in administering and leading the college within the policy framework developed by the College Academic Committee (CAC).
5. Supervises at the direction of the Director and assists in the completion of

administrative details and tasks required to maintain an efficient operational pattern for the college.

6. Maintaining all records pertaining to students, faculty and staff

Administrative Responsibilities:

The Registrar along with the Dean, Academic may assist the Director in:

1. Developing job descriptions for faculty and other staff by emphasizing a candidate's knowledge, skills, values, and commitment.
2. Completing the student admission process of all programs of the college.

The Registrar assists the Director in

1. **Improving quality of working of faculty, staff, and students by:**

   i.   Ensuring effective utilization of transportation services to students, staff, and faculty
   ii. Ensuring safety and security to all in the college.
   iii. Promoting multicultural interactions and understandings among students, staff, and faculty.

2. **Obtaining and developing personnel by:**

   i. Planning, directing, scheduling and coordinating in-service training program for nontechnical non-teaching staff. ii. Supervising and evaluating administrative personnel.

Maintaining effective interrelations with the community by:

   i.   Maintaining student reporting procedures to parents.
   ii. Interacting with parents and other citizens.
   iii. Preparing information to be disseminated to parents, students, other stakeholders and public.
   iv. Preparing special reports and bulletins for general distribution.

3. **Providing and maintaining funds and facilities by:**
   i.   Determining the need and planning for facility maintenance, and renovation expansion
   ii. Determining specifications for supplies and equipment.
   iii. Inventorying and distributing supplies and equipment.
   iv. Preparing reports/grant applications for AICTE, University, etc.

4. **Assumes such other responsibilities as may be assigned by the Director from time to time.**

   Responsible for overall administration of the office.

Monitoring student admission work, examination work, purchase activities, accounts and establishment activities.

13.3 DEAN (ACADEMICS)

Dean Academic shall be nominated amongst the senior faculty of the Institute by the Director. He/She shall be responsible for :

1. Monitoring and compiling attendance of students, displaying on notice boards and sending reports to parents of the students who are short of attendance every month.
2. Arranging uploading of award lists following the schedule prescribed by the University.
3. Compiling results of students and preparing analysis of result and submitting to the Director to be included in the annual report and to inform Chairman.
4. Maintaining academic records like award lists, result of students, test answer scripts etc.
5. He shall perform all such other academic works, assigned by the Chairman/Director.

13.4 HEAD OF DEPARTMENTS (HODS)

1. Allocate the subjects to the faculty members well in advance before commencement of the semester/year.
2. Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
3. Make sure that the time tables are prepared as per the guidelines given by the Director and inform the faculty members and students at least one day before the commencement of the class work.
4. Interact with students (Section wise) of their branch 15 days once, identify the problems and find solutions in consultation with the Director.
5. Verify the student attendance registers maintained by the staff members once a week and submit to the Director for verification once in a fortnight.
6. Instruct the faculty members to set the question papers as per instructions from the Director and to maintain the confidentiality and also to evaluate the scripts promptly to meet the dead line given by the Director. The evaluated answer sheets along with award sheet filled by the concerned faculty member have to be submitted to the exam section as per the schedule given. Softcopy of the

Assignment Exams & Assignment test also to be submitted to the exam branch as per schedule.

7. Observe the dress code among students and instruct the respective class advisors to implement the dress code among the students.

8. Convene departmental faculty/staff meeting once in a week or fortnightly on the day allotted and record the minutes of the meeting.

9. Collect the student feedback about the faculty member's subject wise (for all the subjects taught to the students of their branch) and communicate the feedback to the concerned faculty members in the standard format as decided by Director. Communicate a copy to the Director. If any subject is handled by the other department faculty members, communicate one copy to the respective HOD. Guide the faculty members to improve their performance based on the feedback and also monitor whether the faculty members are improving from year/semester to year/semester.

10. Advise the class teachers to prepare Master registers meant for posting attendance and internal marks within one week after the commencement of class work for the semester/year.

11. Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of class advisors.

12. Counsel the students who are absent for the mid test or irregular to the class work.

13. Form and coordinate the student batch/group and allotment of the project coordinator/supervisor or guide for the improvement of students project development and research publications as per the guidelines given by the Central Project & Research Committee (CPRC).

14. Route all the correspondence through the office of the Director.

15. Designate faculty member who will be the Head I/c during his/her absence and make sure that all files and records are available for Head in- charge. Give contact telephone number to enable the authorities to consult them in emergency when he/she is away from headquarters.

16. Allocate the students to the teacher-mentors in the beginning of the academic year.

17. Inform the concerned authorities of any important information of events taking place in the Department from time to time

18. Arrange special classes if necessary for the benefit of below average students.

19. Ensure academic discipline in the department.

20. Follow the guidelines / instructions given by the Director from time to time.

21. Maintain and update the files as listed in the Enclosure I

22. Make arrangements to lock and seal all the laboratories before leaving the premises.
23. Plan and conduct the on-line course of studies (MOOC) meeting regularly and prepare minutes of the meeting. Also, communicate the minutes of the meeting to the members concerned and also to the Director.
24. Provide necessary inputs to the Director for conducting Academic Council / Governing Council Meeting.
25. Listed the research target and ensure all the research activity.

13.5   LIBRARIAN

1. To facilitate the students, faculty, and staff with all the literature that may be needed for their scholarly activities.

2. To manage library as well as digital library of the college.

3. Arranges to prepare the library budget and policies relating to the library/Digital library.

4. To encourage widespread usage of available information access facilities.

5. To be continuously in touch with the students and faculty to understand/assess their needs of Books/Journals/Magazines/CDs etc. and apprise the Dean, Academics about the same for procurement

6. Ensures procurement of books, CD-ROMs, Software, Journals etc., which are essential and/or recommended by the faculty.

7. Provides URL links/resources for information on various study material

8. Weeding out obsolete study material as per the college norms

9. Disposal of weeded out material

10. Ensures availability of reprographic facilities

11. Maintaining the books in good condition

12. Seeks reviews on books recommended

13. Seeks suggestions / feedback on databases used.

14. Provides digital library access from anywhere on campus.

15. Establishes specialized search facilities for faculty's teaching and research needs.

16. Establishes a repository of cases and keeps adding new cases on a continuous basis.

17. Provides adequate access and borrowing facilities to faculty pursuing Doctoral program.

18. Provides content page service.

19. Encourages use of smart card for library services.

20. Facilitates conduct of reading sessions.

21. Organizes various functions and activities such as library week or to install clubs such as reading club essentially to develop a very interactive and vibrant reading culture among the students, faculty and staff.

22. Makes arrangements in the library for hooking up laptops.

23. Develops a system for posting new additions online.

24. Any other work related to library that may be assigned from time to time.

25. Ensures availability of previous years question papers (semester end examination), academic regulations, course files, lab workbooks, syllabus copies, thesis/dissertation reports

26. Coordinates with departmental library in-charge for smooth functioning of department's library.

27. Provides all statistical information pertaining to the library

13.6	SYSTEM ADMINISTRATOR

The Systems Administrator shall discharge the duties under directions of the Head concerned i.e. Head, Computer Centre; He/she shall broadly perform the following duties:

1. Performing systems requirements and related activities pertaining to obtaining quotations for procurement of h/w and s/w
2. Administering and configuring servers and System performance tuning
3. Facilitating development and maintenance of institute's websites and updating the same
4. Installation and maintenance of software for the systems in the campus including operating system updates, patches, and configuration changes
5. Installing and configuring new hardware and software
6. Administering campus wide LAN and Internet services thereby ensuring that the network infrastructure is up and running
7. Facilitating conduct of periodic computer awareness/literacy courses/training programs for the students, and other staff in the college
8. Identify and help implement installation of ICT and MIS requirements for the institute
9. Analyzing system logs and identifying potential issues with computer systems.
10. Introducing and integrating new technologies into existing data centre environments.
11. Performing routine audits of systems and software.
12. Performing backup of data and files.
13. Adding, removing, or updating user account information, resetting passwords, etc.

14. Answering technical queries
15. Be responsible for security of systems and network
16. Any other work assigned from time to time.

13.7	ADMINISTRATIVE OFFICER

Administrative officer is the over-all in charge of administrative functions, responsible to Registrar/Director for Transport, Campus maintenance, Security of college property, and personnel, canteen operations, Public relations, Health Centre, among others. His specific duties and responsibilities are as follows:

1. Assists the Registrar in the day-to-day administrative functions of the college, and also in developing policies, procedures, and systems which ensure productive and efficient operations.
2. As the custodian of the college property records, manages the filing, storage and security of documents.
3. Assists in the preparation of contract agreement/document for canteen operations, Security services, general maintenance, supply of Private Vehicles by Travel agencies, as required.
4. Oversees and manages the transport operations with the assistance of Transport-in-charge and ensures provision of convenient, safe and hassle-free transport to the students and staff as per the college policy and in conformance with RTA rules.
5. Makes logistic arrangements for College Day, Graduation Day, Traditional Day, FDPs, placements, conferences, BoS meetings, Governing Body meetings, Academic Council meetings, faculty selection interviews, Industrial visits, and such other events.
6. Liaisons with consulting architects/engineers for translating college's needs into specific requirements.
7. Co-ordinates provision of, and maintains, the campus infrastructure, installations, office equipment like class room, staff rooms, laboratories , washrooms, electrical installations, RO plants, borewells, furniture, campus green cover, transport vehicles, telephones, photo copiers, Fax machines, Air conditioners, Computers, Printers, Cash Counting Machines, CC Cameras, Water Coolers etc.
8. Manages admission process of students for "B" Category seats and spot admission for unfilled convener quota seats for all the programs.
9. Ensures campus security and safety of personnel through administering the Agreement with security service providers, comprising monitoring of the work of security staff, enforcing the terms of the agreement, and compliance with the instructions issued by the college from time to time.

10. Oversees the functions of Caretaker, responsible for care and upkeep of buildings, grounds, offices etc.

11. Monitors CC TV and other surveillance equipment, if any, to guard against vandalism, break-ins and promptly reports such incidents to Registrar, Director, and management, and to Police, with proper approvals.

12. Oversees canteen services, administers canteen service contract, with the assistance of Canteen committee.

13. Serves as the primary point of contact and liaison with public, state Government departments, MROs, Police, Election Commission, student organizations, and other entities for administrative information about the college.

14. Represents the college at meetings convened, Social welfare department, Minority Welfare department, or other Government departments/bodies on matters relating to scholarship, election duties, conduct of TPSC examinations, NSS, Swach Bharat etc.

15. Co-ordinates response to legal notices, filing of petitions and liaisons with advocates representing the college.

16. Co-ordinates disposition/resolution of individual problems and disputes involving students, staff, faculty, or members of the general public as they arise.

17. Manages distribution of incoming mails, and dispatch of out-going mails.

18. Identifies training needs of office staff, and organizes staff development programmers.

19. Recruits ministerial, contingency staff, and drivers in co-ordination with HR department, following proper procedures.

20. Carries out periodical shuffling of ministerial and contingency staff across departments/sections, in co- ordination with HoDs/ Sections-in-charge, following proper procedures.

21. Prepares capital and operating budgets for Administration department, exercises budgetary control so as to regulate expenditure to the levels of provision in the approved budget.

22. Monitors fuel efficiency of transport vehicles periodically and takes corrective actions as required.

23. Monitors and controls repairs and maintenance expenses towards vehicles, furniture, sanitary fittings, plumbing work, etc.

24. Keeps an inventory of office equipment and furniture, identifies them with unique asset Nos., co-ordinates annual verification of the assets.

25. Convenes meetings with Bus-In charges, at least once in 2 months, to review transport operations, acts promptly to resolve issues, if any, and forwards a copy of the minutes to Registrar and Director.

26. Convenes meeting of General Services Committee, at least once in 3 months, acts on the problems, if any, with promptness and forwards a copy of the minutes to Director and Registrar.
27.   Reviews the working of Transport section, Maintenance section, Security, Canteen on a regular basis and prepares quarterly reports on the performance vis-à-vis set goals (preferably physical), suggestions/complaints received and closed, future plans for improvement in line with the college's motto of "striving towards perfection" requiring continuous improvement.
28. Guides and assists Transport-in-charge in fixing bus routes, allocating buses and drivers on the routes, factoring in the seating capacity, age of vehicles, route distance and experience of drivers, ensuring optimum use of college resources,
29. Any other functions assigned by the Registrar /Director from time to time.

13.8	EXAMINATION CONTROLLER

Facilitates the Director by carrying out the following functions:
1. Coordinates with Dean-Admin., to receive the details of the Fresh Batch of students.
2. Coordinates with respective HoD and ensures receipt of question paper sets and schemes of evaluation for all Internal Examinations.
3. Arranges to issue appointment letters as examiners for the conduct of practical, theory (under autonomous) and project work viva-voce.
4. Receives the filled in Examination Application forms from the students.
5. Arranges to circulate the schedule of internal and semester examinations for all programs and display the same on Notice Boards.
6. Arranges to prepare the list of candidates and the courses for which they are appearing for.
7. Arranges for the issue of Hall tickets.
8. Receives the Internal marks (finalized) and the attendance of each section of students from respective Head of the Department and arranges to forward the same to Director.
9. Conducts the examinations on behalf of the Chief Superintendent and publication of results within one month after the completion of examinations.
10. Arranges to inform examiners for the spot valuation of answer scripts .
11. Arranges to receive the Mark Statements and the Consolidated Mark Statements of students .
12. Arranges for the conduct of Advanced supplementary Examinations for outgoing students after the publication of final year results.
13. Arranges to forward the applications of students for the recounting and revaluation of answer scripts as the case may be.

14. Informs the Chief Superintendent with regard to the malpractice cases, if any, and forwards the same to the Director to take decisions.
15. Arranges to get the Provisional Certificates and Degree Certificates of the graduated students from the University.
16. Conducts result analysis and provides the same to each HoD, Dean, Academics, Registrar, and Director
17. All examination concerned records to be kept in safe custody and be made available as and when required
18. Any other task, which may be assigned by the Director from time-to-time

13.9   FINANCE OFFICER

1. Promotes the financial well-being of the Institute by providing budget management, monitoring appropriate investments of temporary cash balances, exercising executive control over University budgets, and safeguarding all financial assets of the University.
2. Recommends to the Management and members of the Board of Governors on issues relating to the financial status of the Institute serving as a member of the Director, preparing financial information at Board of Governors meetings, and preparing reports, recommendations, findings, and other correspondence as required.
3. Helps to ensure achievement of the goals and objectives of the Institute by overseeing the preparation of an annual appropriations and overseeing the preparation of an internal budget using budget models to project future revenue and following well established policies for expenditures.
4. Facilitates an effective working relationship with state officials by ensuring Institute compliance with state fiscal policies, finance and accounting procedures, maintaining open channels of communication with appropriate state officials, facilitating an exchange of information on these subjects, and implementing all relevant state policies regarding fiscal operations.
5. Ensures compliance with professional accounting standards, rules, regulations, and laws by directing, supervising, and facilitating the preparation and maintenance of required and appropriate financial records, monthly and annual financial reports, and all other financial reporting as may be required by Central, state, local agencies, or established accounting standards.
6. Facilitates the governance of the Institute by providing financial information to the Management and implementing the Board's decisions through the establishment of policies, procedures, and guidelines.

7. Prevents Institute liability in financial operations by facilitating the access of the independent auditors to requested records during the conduct of the Institute annual audit.
8. Ensures that Financial Services has the resources necessary to provide financial information to support the academic program, such as preparation of financial reports and the development of incentive funding and cost recovery models that support innovation and growth.
9. Ensures efficient and effective operations of the procurement function, risk management, financial, insurance analysis and transactions.
10. Overseeing the preparation and implementation of the annual budget for Financial Services.
11. Remains competent and current by reading professional journals and literature, developing professional contacts with Peers.
12. Ensures that miscellaneous assignments related to Financial Services are completed in the best interests of the Institute by accepting and accomplishing all other tasks assigned by the Management.
13. Work experience in ERP systems is necessary.
14. Preparation & Maintenance of accounting books, records and documents.
15. Liaising with Statutory auditors & internal auditors.
16. Internal controls and compliance requirements with all laws.
17. Budgeting, MIS & relevant financial analysis.
18. Monitoring expenditure, appropriations and overruns.
19. Cash flow & treasury management.
20. Policies & procedures including projects, procurements.
21. Understanding of GST & TDS laws.
22. Knowledge in FCRA compliances is important Skills: Strong leadership and strategic planning abilities. PowerPoint and MS Excel skills. The ability to project a strong positive image of the University through interaction with all constituencies conducting business with the University. Excellent analytical and Problem-solving skills. Ability to organize and manage complex finance and accounting activities. Hands on experience in using financial management software which are commonly used in higher education. Excellent written, verbal, communication and presentation skills are required. Demonstrated experience promoting a diverse workforce is preferred. A successful track record of innovation is preferred. Maintain high level of integrity and Confidentiality.

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