



**G.L. BAJAJ**  
**INSTITUTE OF TECHNOLOGY AND MANAGEMENT**  
PLOT NO. 2, KNOWLEDGE PARK-III, GREATER NOIDA

**BYE LAWS OF BOARD OF  
GOVERNERS**

(Approved in the 20th BOG meeting held on 19-05-2018 vide agenda Item no. 20.8)

Registrar

G.L. Bajaj Institute of Technology & Management  
Plot No. 2, Knowledge Park - III,  
Greater Noida - 201306 (U. P.)

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Managed By : Rajiv Memorial Academic Welfare Society, Mathura  
Approved By : All India Council for Technical Education, New Delhi  
Affiliated To : Dr.A.P.J. Abdul Kalam Technical University, Lucknow



## **BYE LAWS OF THE INSTITUTE**

(Note: Approved in the 20<sup>th</sup> BOG meeting held on 19.05.2018)

### **1. TITLE AND OBJECTIVE:**

Title : G.L. Bajaj Institute of Technology and Management Governing Board Bye-Laws.

Objective : Collective Efforts, Good Governance, Effective System, Transparency

### **2. DEFINITIONS:**

In these rules, the words and expressions defined below will have the meaning assigned to them except where the context required otherwise.

“COLLEGE” / “INSTITUTE” shall mean “G.L. Bajaj Institute of Technology and Management “

“UNIVERSITY” shall mean “Dr. A.P.J. Abdul Kalam Technical University, Lucknow”.

“STATE GOVERNMENT” shall mean “the Government of Uttar Pradesh”.

“BOARD” shall mean “Board of Governors / Management Board of the institute”.

“CHAIRMAN” shall mean “Chairman of Board of Governors”.

“DIRECTOR” shall mean “Director or Principal or Head of the Institute”.

“HEAD OF DEPARTMENT” shall mean “Head of an Academic Department of the institute”.

“SECTION HEAD” shall mean “Officer In-charge of the Section duly nominated by the Chairman”.

“EMPLOYEE” shall mean “a person serving in the College/Institute whether regular or temporary and drawing salary in lieu of that”.

“FACULTY MEMBER/TEACHER” shall mean “an employee who is appointed for teaching students of the College / Institute”.

“TEACHING SUPPORTING STAFF” shall mean “an employee serving in a laboratory and assists faculty members for functioning of laboratory and other academic activities”.

“ADMINISTRATIVE STAFF” shall mean “an employee who is appointed for administrative tasks”.

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### 3. BOARD OF GOVERNERS / GOVERNING BODY / BOARD:

#### 3.1 FORMATION:

- (i) The Board / Board of Governors (BOG) shall be the Governing Body of the G.L. Bajaj Institute of Technology and Management. The general superintendence, direction and control of all affairs of the institute and its income and property movable as well as immovable shall be taken care by this board.
- (ii) The constitution of Board of Governors, as directed by AICTE, shall be as follows:
- |  |                  |
|--|------------------|
| 1. Chairman of the Society of the Institute or his nominee   | Chairman         |
| 2. Member to be nominated by Society of the Institute  | Vice-Chairman    |
| 3. Member to be nominated by Society of the Institute  | Member           |
| 4. Member to be nominated by Society of the Institute  | Member           |
| 5. Nominee of AICTE – Regional Officer (Ex-officio)  | Member           |
| 6. Nominee of Dr. A.P.J. Abdul Kalam Technical University, Lucknow   | Member           |
| 7. Director of Technical Education, Uttar Pradesh (Ex-officio)   | Member           |
| 8. An Industrialist / Technologist / Educationist from the Region<br>Nominated by the U.P. State Government.   | Member           |
| 9. One faculty member to be nominated from amongst the regular<br>faculty member at the level of Professor     | Member           |
| 10. One faculty member to be nominated from amongst the regular<br>faculty at the level of Assistant Professor | Member           |
| 11. The Director of the Institute (Ex-officio)   | Member Secretary |
- (iii) The term of non-official members at S.No. 9 & 10 above shall be three years. The term of other nominated members shall be as prescribed by the nominating body.
- (iv) A member of the Board, other than the ex-officio members, shall cease to be a member if he dies or resigns, becomes of unsound mind, insolvent or is convicted for a criminal offence involving moral turpitude or if he is removed by the Society from membership of the Board.

#### 3.2 RESIGNATION:

- (i) A member other than ex-officio member may resign from the board by a letter addressed to the Chairman and such resignation shall take effect from the date it is accepted by the Chairman.
- (ii) Any vacancy in the Board shall be filled by appointment or nomination as the case may be, and the term of office of a member appointed or nominated to fill a casual vacancy shall continue for the remainder of the term of the member in whose place he is appointed or nominated.
- (iii) No act or proceedings of the Board shall be invalid merely by reason of the existence of any vacancy there in or of any irregularity in appointment or nomination of any of its members.

#### 3.3 BOARD MEETINGS:

- (i) The Board shall meet whenever the Chairman deemed fit, provided that the Chairman shall call a meeting of the Board on a written requisition of not less than six members.
- (ii) The Board shall ordinarily meet twice in a year.
- (iii) The meeting of the Board shall be convened by the Member Secretary on the approval of the Chairman in accordance of the clause no.3.3 (i).
- (iv) For every meeting of the Board shall be given fifteen-day notice, provided that in case of emergency the Chairman may reduce the period of notice to such period as he deems fit.
- (v) Six members of the Board shall constitute quorum for any meeting. No quorum applicable on those meeting which re-scheduled due to quorum.
- (vi) Each member of the Board shall have one vote and all the matters shall be decided by the majority of votes. In case of equability of votes, the Chairman shall have a casting vote.

  
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### **3.4 RESOLUTION:**

- (i) Agenda of the meeting of the Board shall be circulated to the members at least seven days before the meeting. A member of the Board may move a resolution at a meeting of the Board after giving a notice of one clear week or with the permission of the Chairman or the person presiding over the meeting.
- (ii) Ruling of the Chairman in regard to all the questions of procedure shall be final.
- (iii) The minutes of the proceedings of a meeting of the Board shall be drawn up and circulated amongst the members of the Board present in India. The minutes along with any amendments suggested shall be placed for confirmation at the next meeting of the Board.
- (iv) All orders and decisions of the Board shall be authenticated by the signature of Member Secretary / Director or any other person authorized by the Board on his behalf.
- (v) The matters requiring approval of the Society of the institute under these rules shall be submitted separately to the Society giving full exposition thereof along with a copy of the proceedings or proceedings of each of the meeting of the Board.
- (vi) A member of the Board or a Committee appointed by the Board shall be entitled to such traveling and daily allowances in respect of the journeys undertaken in connection with the business of the Society or the Board as approved by the Board of Governors from time to time.

### **3.5 POWERS AND FUNCTIONS OF THE BOARD:**

- (i) To take decision on the policies relating to administration and functioning of the Institute.
- (ii) To prepare and execute detailed plans and programs for the development of the Institute and carry on its administration, development and management.
- (iii) To frame, with the approval of the Society and affiliating University, Bye-Laws, Service Rules, Leave Rules and other policies which may provide for all or any on the following matters:
  - (a) The formation of department of teaching and learning.
  - (b) The fees to be charged for courses of study in the Institute.
  - (c) The creation of fellowships, scholarships, prizes and medals.
  - (d) The holding of seminars and scientific meets.
  - (e) The classification and methods of appointment and determination of the terms and conditions of employees other than teachers of the college as laid down in the service rules. In case of teachers, directions of AICTE, New Delhi shall be followed.
  - (f) The establishment and maintenance of hostels and residential quarters for teachers and other staff of the Institute.
  - (g) Levying of fees for residences and hostels and other charges.
- (iv) To receive, hold in custody and spend the funds for the institute and manage the properties thereof.
- (v) To purchase, take on loan or in exchange hire or otherwise acquire or dispose-off any property, whether movable or immovable or to take gift of any property for the purpose of the institute. Provided that the prior approval of the parent society shall be obtained before acquiring or disposing any immovable property or accepting any gift or any property, whether movable or immovable.
- (vi) To create teaching posts as per norms of AICTE as well as other posts in the institute and to appoint persons thereon.
- (vii) To consider and pass resolutions on annual reports, the annual accounts and the budget estimates of the institute for the next financial year as it deemed fit and sanction expenditure within the limits of the Budget.
- (viii) To approve formation of Finance Committee, Academic Committee, Administrative Committee, Purchase Committee and such other Committees for such purpose and with such powers as the Board may deem fit. The Board may co-opt such persons in such committees, as it may deem suitable.
- (ix) To delegate by resolution to a committee or the Chairman, such of its powers for the conduct of its business as it may deem fit subject to the condition that action taken by any committee or the

  
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Chairman under the power delegated to them under this clause shall be reported for confirmation at the next meeting of the Board.

- (x) To appoint such of the sanctioned staff as may be required for the efficient management of the affairs of the institute and regulate their recruitment. Provided that to exercise of its power and discharge of its function, the Board shall be guided by such directions on question of policy as may be given to it by the parent society.

#### 4. SELECTION COMMITTEE

The Selection Committee shall be responsible to:

- (a) Provide fair and transparent process / appropriate mechanism to fill the vacant positions.
- (b) Assess the comparative merit of each applicant and to recommend the appointment of the best person for the job. The deliberations of the selection committee should at all times remain confidential.

The Selection Committee for direct recruitment at various faculty positions shall consist of:

##### 4.1. Selection Committee for Director:

The Selection Committee for Director shall be as follows:

- |  |                        |
|--|------------------------|
| (i) Chairman of the Board  | Chairman               |
| (ii) One member from society as nominated by parent society      | Member                 |
| (iii) University nominee not below the rank of Professor         | Member                 |
| (iv) Two External Experts (Director / Ex-Director or equivalent) | External Expert member |

At least four members including two outside experts shall constitute the quorum.

In addition to other parameters, the Selection Committee should also take into account for assessment of aptitude for teaching and research, ability to communicate clearly and effectively and analyze and discuss.

##### 4.2 Selection Committee for various teaching cadre:

The Selection Committee for direct recruitment/promotion at all levels of teachers namely Assistant Professor, Associate Professor and Professor shall be as follows:

- |   |                        |
|---|------------------------|
| (i) Chairman of the Board or his nominee          | Chairman               |
| (ii) Director of the Institute                    | Convener               |
| (iii) University nominee                          | Member                 |
| (iv) The Head of the Department                   | Member                 |
| (v) One subject experts out of the approved panel | External Expert Member |

At least four members including one outside expert shall constitute the quorum.

In addition to other parameters, the Selection Committee should also take into account for assessment of aptitude for teaching and research, ability to communicate clearly and effectively and ability to analyze and discuss.

##### 4.3 Promotion Committee for various teaching cadre:

The Selection Committee for promotion at all levels of teachers namely Associate Professor and Professor will be as follows:

- |  |          |
|--|----------|
| (i) Chairman of the Board or his nominee   | Chairman |
| (ii) Director of the College   | Convener |
| (iii) Three Professor nominated by the Director<br>(Except Concerned Head of Department) | Member   |

At least four members shall constitute the quorum.

  
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#### 4.4 Selection/Promotion Committee for other than teaching cadre:

The Selection Committee for direct recruitment/promotion of employees other than teaching cadre shall be as follows:

- |   |          |
|---|----------|
| (i) Chairman of the Board or his nominee      | Chairman |
| (ii) Director of the College                  | Convener |
| (iii) Head of the Department/Section-Incharge | Member   |
| (iv) One expert in the related field          | Member   |

At least three members shall constitute the quorum

4.5. The Board shall be the final approval authority for all employees of the institute. The Director shall place the recommendations of selection committee for approval in the next meeting of the Board. If meeting of the Board is not scheduled in near future, the Chairman / Vice-Chairman shall provide approval and place the matter in the forthcoming meeting of the Board for formal approval.

4.6. Notwithstanding anything contained in rule above, appointments may also be made on any post/category of posts in the Institute on special contracts for specific periods subject to such terms and conditions as the Board as laid down from time to time.

#### 5. FINANCE COMMITTEE

(i) The Finance Committee shall consist of:

- |  |                  |
|--|------------------|
| (a) Chairman or his nominee from Board                       | Chairman         |
| (b) The Director (Ex-officio)                                | Vice-Chairman    |
| (c) One Professor of the Instituted (Nominated by the Board) | Member           |
| (d) Chief Operating Officer (Ex-officio)                     | Member           |
| (e) Chief Administrative Officer (Ex-officio)                | Member           |
| (f) The Registrar (Ex-officio)                               | Member           |
| (f) The Accounts / Finance Officer (Ex-officio)              | Member Secretary |

(ii) The Finance Committee shall,

(a) Examine and scrutinize the annual budget of the Institute prepared by the Director and make recommendations to the Board

(b) Give its views and make its recommendations to the Board either on the initiative of the Board or of the Director or on its own initiative on and financial question affecting the parent society.

(iii) The Committee shall meet at least once in a year.

(iv) Five members of the Committee shall form a quorum for the meeting.

(v) The Chairman, if present, shall preside over the meeting of the committee, in his absence, the Director, will preside over the meeting, in his absence, the members present shall elect one from amongst themselves to preside over the meeting.

(vi) A copy of the minutes of every meeting of the Committee shall be sent to the Board for approval.

#### 6. PURCHASE COMMITTEE:

The Purchase committee shall:

- Support the teaching and learning activities by providing necessary infrastructure for its smooth and effective functioning.
- Procure material at the reasonable cost consistent with quality required.

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- c) Provide prompt, courteous and effective service to all the stake holders.
- d) Maintain standards of quality and suitability of equipment, materials, supplies.

As an effective measure, there shall be two levels of procurement system:

#### 6.1 CENTRAL PURCHASE COMMITTEE (CPC)

(i) There shall be a Central Purchase Committee shall consist of:

- |  |                    |
|--|--------------------|
| (a) Chairman of the Board or his Nominee | Chairman           |
| (b) The Director                         | Vice-Chairman      |
| (c) Head / Member – Coordinator DPC      | Member             |
| (d) Accounts / Finance Officer           | Member             |
| (e) Chief Administrative Officer         | Member Coordinator |

(ii) All purchases above Rs. 50000/- shall be made by the Central Purchase Committee.

(iii) The CPC shall be accountable for purchases as per the procurement policy of the institute.

#### 6.2 DEPARTMENTAL PURCHASE COMMITTEE (DPC)

(i) There shall also be Departmental Purchase Committee for each department consisting of the following:

- |  |                    |
|--|--------------------|
| (a) The Head of Department                       | Chairman           |
| (b) Two faculty Member nominated by the Director | Member             |
| (b) Purchase Officer                             | Member             |
| (c) Departmental Procurement Coordinator         | Member Coordinator |

(ii) Purchase up to Rs. 25000/- pertaining to a particular department/section would be made on the recommendation of the Departmental Purchase Committee.

(iii) Purchase up to Rs. 5000/- pertaining to a particular department/section would be made by the Head of Department / Section – I/c of respective departmental.

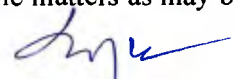
#### 7. ACADEMIC COMMITTEE:

(i) The Academic Committee shall consist of:

- |   |                    |
|---|--------------------|
| (a) The Director                              | Chairman           |
| (b) All the Heads of Academic Departments     | Member             |
| (c) Professor In-charge, Training & Placement | Member             |
| (d) Professor In-charge, Library              | Member             |
| (d) Dean Academic Affairs                     | Member-Coordinator |

(ii) The Committee shall perform the following functions:

- (a) To make arrangement for the conduct of all internal examinations and work associated with the same, as well as, work associated with the University Examination, as and when assigned by the University to the College.
- (b) To appoint Sub-committee from amongst the members of the Academic Committee, other teachers of the College and expert from outside on such specific matters as may be referred to such sub-committee by the Committee.

  
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- (c) To consider the recommendations of the sub-committees and take action on merit of each case may require including making of suitable recommendations to the Board.
- (d) To make periodical review of the activities of the departments and if necessary suitable recommendations to the Chairman.
- (e) To advise on the working of Academic Departments, Library, Workshop, Computer Center, Language Lab etc.

- (iii) The Committee shall meet as often as necessary as but not less than two times during the semester.
- (iv) Meetings of the Committee shall be convened by the Member Secretary on instructions of the Chairman
- (v) Half of the total number of the members of the Committee shall form the quorum for the meeting of the Committee.
- (vi) A written notice of every meeting together with the agenda shall be circulated by the Member Secretary to the members of the Committee at least one day before the meeting. The Chairman of the Committee may permit inclusion of any item on the agenda for which due notice could not be given.
- (vii) Not-with-standing anything contained in sub-rule (vi), the Chairman may call an emergent meeting of the Committee at short notice to consider urgent or special issues.
- (viii) The ruling of the Chairman of the Committee in regard to all questions of procedure shall be final.
- (ix) The minutes of the proceedings of the Committee shall be drawn up by the Member Secretary or a Member Nominated by the Committee and circulated amongst all members. Provided that any such minutes shall not be circulated, if the Committee considers such circulation prejudicial to the interest of the College.

#### 8. RESEARCH AND DEVELOPMENT COMMITTEE:

(i) The Committee shall consist of:

- |   |                    |
|---|--------------------|
| (a) The Director  | Chairman           |
| (b) Two Faculty Member nominated by the Director<br>(not below the rank of Associate Professor) | Member             |
| (c) Dean/Professor In-charge, Research & Development  | Member-Coordinator |


ii) The committee shall perform the following functions:

- (a) The committee will meet as often as necessary but at least twice in each semester.
- (b) To recommend Research & Development (R&D) proposals submitted by academic departments for submission to funding agencies. AICTE, DST, UGC, UPST etc.
- (c) To periodically review the progress of R & D activities as per R&D policy.
- (d) To monitor R & D activity of academic departments.
- (e) To provide suggestions to the Board/Chairman to enhance R & D activities.
- (f) To encourage faculty to organize seminar, workshop, conference, research publications, attain consultancy project, sponsored research project etc.
- (g) To recommend teachers for attending seminars/conferences and recommend the amount to be paid to the teachers towards registration and meeting TA expenses.

#### 9. TRAINING AND PLACEMENT COMMITTEE:

(i) The Training & Placement Committee shall consist of:

- |   |                    |
|---|--------------------|
| (a) The Director  | Chairman           |
| (b) Professor In-charge, Training & Placement   | Member             |
| (c) One faculty member from each academic department<br>nominated by Head of Department | Member             |
| (d) Training & Placement Officer  | Member Coordinator |

  
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(ii) The committee shall meet as often as necessary to enhance the training and placement activities and perform the following functions:

- (a) To formulate action plan for placement of final year students and arrange interviews of various firms
- (b) To prepare a team of volunteers for conducting campus interviews.
- (c) To prepare database of all pre-final and final year students for placement purposes.
- (d) To counsel students for choosing a professional carrier.
- (e) To arrange periodically special training programs for development of soft skills, mock interviews, group discussions etc.
- (f) To maintain a data bank of Alumni, Invite Alumni for delivering lectures and to arrange Alumni meet.
- (g) To arrange summer training of students in consultation with concerned Heads of Departments.
- (h) To arrange industrial visit of students.
- (i) To invite industry personnel for delivering lecturers.

#### 10. LIBRARY COMMITTEE

(i) Library Committee shall consist of:

- |  |                    |
|--|--------------------|
| (a) The Director   | Chairman           |
| (b) Professor In-charge Library  | Member             |
| (c) One representative from each department<br>nominated by Head of Department | Member             |
| (d) The Librarian  | Member Coordinator |

(ii) The committee shall meet at least once in every semester to review the progress of Library. The committee shall be overall responsible for the development of Library and perform of the following functions:

- (a) To prepare a List of text books, books for Book-Bank to be purchased by the Central Library in each semester.
- (b) To prepare annual budget of Library.
- (c) To review the functioning of Digital Library.
- (d) To guide the Librarian for selecting books and journals.
- (e) To advise the BOG for development and improving functioning of the Library.

#### 11. INTERNAL QUALITY ASSURANCE CELL (IQAC)

The Prime objective of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution. The cell shall consist of:

- |   |                  |
|---|------------------|
| (a) The Director / Head of the Institution                        | Chairman         |
| (b) Representatives from the Faculty Members (3 to5)              | Member           |
| (c) Senior Administrative Staff Members (2 to 3)                  | Member           |
| (d) Nominee from – Students, Local society, Alumni (3 to5)        | Member           |
| (e) Nominees from - Employers, Stakeholders, Industrialists (2-3) | Member           |
| (f) A Professor nominated by the Director                         | Head/Coordinator |

- i. Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Institute.

  
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- ii. Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- iii. Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes and best practices.
- iv. Dissemination of information on the various quality parameters of higher education.
- v. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- vi. Documentation of the various programmes/activities of the institute, leading to quality improvement.
- vii. Acting as a nodal agency of the institute for coordinating quality-related activities, including adoption and dissemination of good practices
- viii. Development and maintenance of institutional database through MIS for the purpose of maintaining / enhancing the institutional quality;

## 12. GRIENANCE REDRESSAL MECHANISM

The following cell / committees have been constituted to redress the various grievances arise at the Institute level:

- i. Students Grievance redressal cell (SGRC)
- ii. Employee's Grievance redressal cell (EGRC)
- iii. Women Grievance redressal cell (WGRC)
- iv. Proctorial Board Committee (PBC)
- v. Anti-Ragging Committee (ARC)

### 12.1 Students Grievance Redressal Cell (SGRC)

Grievances of students related to academics and personal grievances of students within campus and hostel may be addressed to Head, Students Grievance Redressal Cell / Director. Email id: studentgrievance@glbitm.org

Students Grievance Redressal Cell shall consist of:

- |  |        |
|--|--------|
| (a) The Dean – Student Welfare                   | Head   |
| (b) Two Faculty member nominated by the Director | Member |

#### Duties and Responsibilities:

- To take corrective & effective measures to address students and parents Grievances.
- To enhance learning and development of students with specific focus on student's problems
- To form and provide a mechanism to supervise activities of Students grievances
- To provide right direction and counsel whenever required and guide them for improvement.
- Meeting schedule: once in a semester or as per need.

### 12.2 Employee's Grievance Redressal Cell (EGRC)

Any employee having any specific grievance other than academic activities (as all academic grievances will be redressed by the HOD/Dean/Director directly) can address his/her problem to the Head - Employee's Grievance Redressal Cell in writing. Genuine grievances of the employee will be considered and remedial measures will be taken by the concerned departments/authorities. Email id: grievancecell@glbitm.org

  
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Employee Grievance Redressal Cell shall consist of:

- |  |        |
|--|--------|
| (a) Professor rank faculty member as nominated by the Chairman | Head   |
| (b) Two Faculty member nominated by the Director               | Member |

Duties and Responsibilities:

- To collect all grievance reports from the staff.
- To consolidate all the report and send the report to the Higher Authorities for perusal.
- To take feedback to the staff concerned/solution for their grievances.
- Meeting schedule once in semester or as per need

### 12.3 Women's Grievance Redressal Cell (WGRC)

The following committee has been formed against prevention of sexual harassment on women and provides a mechanism to redress women's grievance:

Women's Grievance Redressal Cell shall consist of:


- |   |                   |
|---|-------------------|
| (a) Professor rank female faculty member as nominated by the Chairman                           | Presiding Officer |
| (b) A female faculty member at the level of Associate Professor<br>as nominated by the Director | Member            |
| (c) A female faculty member at the level of Assistant Professor<br>as nominated by the Director | Member            |
| (d) Two member from non-teaching staff as nominated by the Director                             | Member            |
| (e) A representative from NGO   | Member            |
| (f) Three student representative  | Student Member    |

Duties and Responsibilities:

- To examine and grievance letter received from the women staff/ students regarding the sexual harassment.
- To examine and investigate on each complaint received from the women staff/students by collecting the required information/data from connected people.
- To give their recommendation to the Director for further action.
- To counsel the women staff/students concerned/ to a possible solution for their grievances.
- The committee will record such grievances received from the women staff/students, in a separate register maintained exclusively for this purpose.
- Action taken by the committee to the women staff/students for grievance should also be recorded.
- The committee should suggest a suitable solution a problems faced by the women staff/students in regards to matters relating to sexual harassment to the concerned authorities.
- Meeting Schedule: General Meeting once in the semester or as per the need.
- Head-WGRC is requested to hold a meeting on last Friday of every month between 03.00 P.M. to 04.00 P.M. in her Office to meet the girl students.

### 12.4 Proctorial Board Committee (PBC)

An education Institute or organization is governed by certain rules and regulation. The rules and regulation are to be maintained at most level to maintain the Academic and cordial environment in the campus. Every student and staff, employee of the Institute has to follow these rules/guidelines as per their cadre to fulfill the union of the Institute. The Proctorial Board of the Institute is headed by a chief

  
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proctor/proctor who is the main disciplinary authority of the Institute and is chaired by the Director. Some of the main objectives of this board are as:

- To make ensure that the disciplinary rules are followed by all the members of Institute.
- To help the Student, Faculty members and non-teaching staff in case of any difficulty, related to discipline.
- To help and support in planning and coordinating student counseling discipline and conduct.
- To maintain Liaoning with student parent/guardian.
- Daily matter related to student discipline.

Proctorial Board Committee shall consist of:

- |                             |                    |
|-----------------------------|--------------------|
| (a) The Director            | Chairman           |
| (b) Dean-Student Welfare    | Member             |
| (c) All Head of Departments | Member             |
| (d) Chief Procter / Procter | Member Coordinator |

### 12.5. Anti –Ragging Committee (ARC)

The anti-ragging committee shall be constituted and function as per guidelines of Hon'ble Supreme Court of India and Anti Ragging Act 2005.

### 13. DUTIES AND RESPONSIBLTIS:

#### (A) Chairman – Board of Governors

- (i) The Chairman shall ordinarily preside at the meeting of the Board. It shall be the duty of Chairman to ensure that the decisions taken by the Board are implemented.
- (ii) Not-with-standing anything contained in the bye-laws the Chairman, shall have power to fix, on the recommendations of the Selection Committee set up by under the bye-laws, the initial pay of incumbent at a stage higher than the minimum of scale in respect of posts to which appointment are to be made by the Board.
- (iii) The Chairman shall have the power to send teachers of the College for training or for a course of instructions subject to such terms and conditions as may be laid down in the study leave rules.
- (iv) The Chairman shall exercise such powers as may be delegated to him by the Board.
- (v) In emergent cases the Chairman may exercise the powers of the Board and inform the Board of the action taken by him for its approval.

#### (B) Vice-Chairman – Board of Governors

The Vice-Chairman shall exercise such powers and perform such duties as may be assigned or delegated to him by the BOG or the Chairman.

#### (C) Director

- (i) The Director shall be appointed by the Board/Chairman.
- (ii) The Director shall be ex-officio member of board of governors as Member-Secretary
- (iii) The Director shall be the principal academic and executive officer of the institute and shall be responsible for the proper administration of the institute and for the imparting of instructions and maintenance of the discipline therein and shall perform such other duties as may be delegated to him by the Board of Governors.



Registrar

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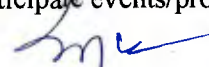
- (iv) He will provide leadership, guidance and help in implementation and monitoring all the academic activities and to conduct periodical and end semester examination as prescribed by the University.
- (v) He shall be responsible for maintaining discipline and order among faculty, staff and students.
- (vi) He shall submit annual report to the Board.
- (vii) He shall monitor the expenditure, subject to the budgetary provisions made for the specific purpose, in accordance with the procedure as laid down by the Board from time to time.
- (viii) He shall perform all such other assignment given by the BOG/Chairman/Vice-Chairman

**(D) Dean - Academic Affairs**

- (i) Dean Academic shall be nominated amongst the senior faculty of the College by the Director.
- (ii) He shall be responsible for monitoring and compiling attendance of students, displaying on notice board and sending reports to parents of the students who are short of attendance every month.
- (iii) He shall be responsible for arranging uploading of award lists following the schedule prescribed by the University.
- (iv) He shall be responsible for compiling result of students and preparing analysis of result and submitting to the Director to be included in the annual report.
- (v) He shall be responsible for maintaining academic records like award lists, result of students, test answer scripts etc.
- (vi) He shall perform all such other academic works, assigned by the Chairman/Director.

**(E) Dean – Student Welfare**

- (i) Dean - Student Welfare shall be nominated amongst the senior faculty of the College by the Director.
- (ii) He shall be responsible for Providing congenial living environment in the campus including Hostels for the students.
- (iii) He shall be responsible for monitoring of day to day essential support required for academic and co-curricular activities of students.
- (iv) He shall be responsible for arrangement for special care for the weaker and needy sections of students.
- (v) He shall be responsible to prepare plan and execute programmes for holistic development of the students.
- (vi) He shall be responsible to nominate student representatives to various bodies of the Institute in consultation with HOD/Director.
- (vii) He shall be responsible for taking into account their difficulties and socio-economic diversities against their cultural relativism, it provides them facilities to articulate their creativity and aspirations.
- (viii) He shall be responsible to enable students to participate effectively in the management of Hostels and also in organization of the students related activities.
- (ix) He shall be responsible to advice student / guardian as and when required.
- (x) He shall be responsible for working with Hostel Wardens, Sport Officer, Cultural Activity coordinator for all matters related to students' Welfare.
- (xi) He shall be responsible for arranging students to participate events/programmes outside the Institute.

  
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- (xii) He shall be responsible for keep in touch with the guardians as and when required.
- (xiii) He shall be responsible to arrange for maintenance of students' discipline in the Institute.
- (xiv) He shall perform all such other works assigned by the Chairman/Director.

**(F) Dean – Research and Development**

- (i) Shall work to promote quality research in the institute and coordinate overall research development activities in the institute.
- (ii) Initiation of R&D projects and monitoring them.
- (iii) Guiding faculty for proposal submission for funding research projects.
- (iv) Shall coordinate and facilitate submission of research project proposals to various funding agencies by Principal Investigators and would also be responsible for their internal monitoring. For this purpose, a Projects and Planning Cell would be created which would be function under Research and Development Cell would be responsible for timely disposal of all matters, including financial issues related to research projects, fellowships and scholarships.
- (v) Shall prepare and recommend recurring and non-recurring budget of R&D Cell.
- (vi) Shall be responsible to sign the Utilization Certificates of research projects and timely submission of utilization certificates to concerned funding agencies.
- (vii) Shall provide necessary guidance and encourage teachers/researchers to write research project proposals and suggest incentives/other initiatives to the Director for the purpose.
- (viii) Shall liaison with relevant international, national, regional agencies / organizations / group / individuals for financial support and promotion of quality research.
- (ix) Shall supervise and promote the quality of research publication by the faculty and student of the institute.
- (x) Representation and promotion of ongoing significant research / research related initiatives internally and externally.
- (xi) Shall prepare an annual research report and identify the initiatives to be taken for promoting/maintaining quality of the research work.
- (xii) Shall keep track of research / visiting schemes advertised by various funding agencies, both national and international, and shall sensitize the institute faculty and other stakeholders including research scholars/students to the need for making use of these schemes which would promote his/her individual talent and professional career.
- (xiii) In absence of the Director, Dean R&D shall chair the meeting of R&D Committee or any other Committees related to research.
- (xiv) Communicate approval to the proposals of Heads of the Departments for deputing delegates from the institute to conferences, seminars and workshops after these are recommended by concerned HODs and formally approved by the Director.
- (xv) Shall be responsible for effective utilization of grants from various agencies for development of research related infrastructure.
- (xvi) Execution of GLBITM Ethics Policy for students and faculty members.
- (xvii) Providing directions, resource and oversight in the preparation of scientific proposals in accordance with government funding agencies.
- (xviii) Shall be responsible for timely purchase/procurement of scientific equipment in consultation with a duly constituted Purchase/Technical Committee to be nominated by the Director.
- (xix) Foster and facilitate proposal development and promote interaction for large multi-disciplinary faculty and student research opportunities.
- (xx) Shall supervise and carryout and other work related to the research to be assigned by the Director.

  
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### (G) Chief Proctor

- (i) The Chief Proctor shall be responsible to maintain discipline among Institute students.
- (ii) Responsible for monitoring the disciplinary environment prevailing in the student's community.
- (iii) Responsible for taking preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline.
- (iv) Responsible to collect relevant facts about the incidents of indiscipline, evaluate the evidences and decide / recommend the quantum of punishment to be imposed on the erring students. Wherever considered necessary the Chief Proctor has to place the relevant information before the Director or the Discipline Committee for their decision.
- (v) Responsible to issue all orders relating to disciplinary proceedings against student.
- (vi) Responsible to maintain liaison with the District Administration in matters regarding the law and orders situation in the Institute campus.
- (vii) The Chief Proctor shall perform such other functions as the Director may direct from time to time.

### (H) Head of Academic Department

- (i) The Head of Department shall be appointed by the Director or nominated amongst the senior faculty of the department. Provided that in the best interest of the department the authorities of institute may nominate any person other than the senior most to act as such.
- (ii) The Head of the Department shall be responsible for the entire working of the Department.
- (iii) It shall be the duty of the Head of Department to see that the decisions of the Chairman / Director are faithfully carried out.
- (iv) He shall perform such other duties as may be assigned by the Chairman / Director.
- (v) He shall be responsible for:
  - (a) Preparation of teaching schedule, work load for all the teachers of his department.
  - (b) Recommending to the Library, the list of books, journals and magazines to be purchased.
  - (c) Conducting all the theory course work, laboratory work, project and other related work and supervising the faculty to prepare lesson plan and course file for each course properly.
  - (d) Monitoring course coverage and academic schedule to run as per the academic calendar.
  - (e) To maintain overall good behaviour and discipline among faculty, staff and students of the department.
  - (f) Submitting performance appraisals of faculty and staff at the end of each semester and their counseling in case need arising from feedback.
  - (g) Preparing and submitting departmental annual report to the Director at the end of academic session.
  - (h) Arranging co-curricular activities and all activities related to the professional bodies in the department.
  - (i) Arranging expert lectures, conducting seminars, workshops etc. in the department.
  - (j) Up-keeping laboratories and ensuring all equipment in working conditions.
  - (k) Identify week/defaulting students, counsel them and seek assistance from their parents, experts for improving the performance of such students.
  - (k) Working on the mission and vision of the college and department.

  
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- (l) Motivate faculty and students for research, innovation activities and consultancy projects from the Industry.
- (m) Create center of excellence and Industry Institute Interaction Cell.
- (n) Perform all such other academic works, assigned by the Chairman/Director.

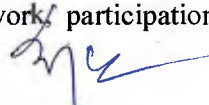
**(I) Faculty Coordinator**

- (i) Availability during the Training Program and attend all Coordinator meetings as per the Information.
- (ii) Serve as a contact person for the students and the Vendors. Talk with students and parents when needed.
- (iii) Regularly Meet with Training programme coordinator to review and communicate or provide feedback any issues or concerns.
- (iv) Acquire knowledge of the Process flows, Person Involved, timeline for sessions, availability for students.
- (v) To ensure the presence of students in sessions
- (vi) Informing students if any update regarding the training program
- (vii) Performance tracking of each individual in the PDP session
- (viii) Coordinate the students to maintain the decorum and discipline, along with punctuality and formal dressing (No T-shirts and Chappals ), throughout the training program.
- (ix) Maintain the attendance of each session with date & time and uploading the same on SIM daily.
- (x) Necessary follows up the students in case he/she is irregular in the classes
- (xi) In case of teacher / trainer is delayed (10-20 min), the Faculty Coordinator need to engage the students in the classes.
- (xii) Faculty Coordinator also has to coordinate with trainers for availability of e-sources and Xerox of training material to avoid last minute hassles.
- (xiii) Faculty coordinator needs to sit in APT/Soft skills for a while to monitor the students and their response.
- (xiv) Continuous feedback need to be taken and communicate accordingly to undersigned and copy with respective HOD.
- (xv) At the end of session's detailed total compiled attendance along with feedback need to be submitted to undersign.

**(J) Faculty Member / Teacher**

The job responsibilities of a faculty member / teacher shall in general comprise

- (i) Academic: classroom/laboratory instructions, design and development of new programmes, curriculum development, development of learning source materials and laboratories, student's assessment and evaluation, examination work of the Institute and the University, participation in co-curricular and extra-curricular activities, student's guidance and counseling and their development and continuing activities.
- (ii) Research, development and consultancy: students research guidance, project proposals and follow up for funding, executing and monitoring sponsored research, technology development and industrial consultancy.
- (iii) Administration: academic and administrative management of the Institute, policy planning, promotional activities at departmental, Institute and University levels, headship, deanship, wardenship and committee work, participation at regional and national levels, etc.



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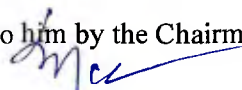
- (iv) Extension Activities: organizing courses, participating as faculty in courses in continuing education programmes for teachers and persons from industry, organization and participation in community services, promoting entrepreneurship, providing technical support to social development, etc.
- (v) Work Plan: The work plan of a teacher shall ensure, in modest productive manner, the utilization of stipulated working hours per week with regard to roles, jobs, and targets assigned to him/her by the Department/Institute/University.
- (vi) Contact Hours: The contact hours per week of a teacher shall be as prescribed by AICTE from time to time. For the purpose of counting contact hours, two tutorial hours/ two laboratory hours will be counted as equivalent to one teaching hour.

**(K) Examination Superintendent / Head – Examination Cell**

- (i) Examination Superintendent shall be nominated amongst the senior faculty of the institute by the Director.
- (ii) He shall be responsible for:
  - (a) He shall be In-charge of the Examination Cell and shall be responsible for all related activities and records.
  - (b) He shall prepare schedule of mid-term examination and schedule of end semester practical examination in consultation with Heads of Departments and coordinate practical examinations.
  - (c) He shall be responsible for collecting question papers with required number of copies from Heads of Departments.
  - (d) He shall prepare a list of invigilators for mid-term and end semester Examinations and get approved by the director.
  - (e) He shall be responsible for making seating arrangement and smooth Conduct of examinations.
  - (f) He shall arrange uploading sessional and practical examination marks in consultation with Dean Academic Affairs.
  - (g) He will prepare report for rectification of incorrect/incomplete result of Students and submit to the Registrar for arranging correction from the University.

**(L) Registrar**

- (i) Registrar shall be appointed by the Chairman/Vice-Chairman.
- (ii) Registrar shall be:
  - (a) Responsible for implementing the all-academic and administrative policies as formulated by the Board.
  - (b) Responsible for Establishment / Affiliation related records.
  - (c) Maintain record of personal files of all employees and students.
  - (d) Make necessary arrangement for conducting interviews of faculty positions and other posts.
  - (e) Arrange filling of Enrolment forms of newly admitted students and submits to the University.
  - (f) Arrange filling of Examination forms of students in every semester and upload to the university website.
  - (f) Arrange filling of fee and scholarship forms of eligible students of all categories and submit to the appropriate offices.
  - (h) Responsible for removing grievances of students for their result and other matters related to the University and fee & scholarship matters.
  - (i) Responsible for maintaining leave record of all employees.
  - (j) Ex-officio member of Finance Committee.
  - (k) Perform all such other duties as may be assigned to him by the Chairman/Director.

  
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**(M) Chief Administrative Officer**

- (i) He shall be appointed by the Chairman/Vice-Chairman.
- (ii) He shall maintain record of building, equipment and other immovable and movable properties of College and related documents.
- (iii) He shall be responsible for up-keeping and maintenance of building, immobile and mobile properties.
- (iv) He shall arrange for write-off of unserviceable equipment and other mobile properties after seeking approval of the Chairman.
- (v) He shall be responsible for all procurement and ex-officio convener of Central Purchase Committee.
- (vi) He shall be ex-officio member of Finance Committee.
- (vii) He shall perform all such other duties as may be assigned to him by the Chairman/Director

**(N) Chief Operating Officer**

- (i) He shall be appointed by the Chairman/Vice-Chairman.
- (ii) He shall maintain record of new construction and related documents.
- (iii) He shall be reporting officer for all construction staff and contractors.
- (iv) He shall be responsible for all procurement of all type of material related to new construction.
- (v) He shall be ex-officio member of Finance Committee.
- (vi) He shall perform all such other duties as may be assigned to him by the Chairman/Director

**(O) Accounts / Finance Officer**

- (i) Accounts / Finance Officer shall be appointed by the Chairman/Vice-Chairman.
- (ii) Responsibilities of Accounts / Finance Officer are as follows:
  - (a) He shall maintain proper accounts of income received from all sources and expenditure under various heads.
  - (b) He shall monitor the expenditure under the various heads under the provision of the annual financial budget approved by the Board.
  - (c) He shall assist in the preparation of annual budget for the next financial year.
  - (d) He shall prepare an annual statement of accounts including the balance sheet in such form as may be prescribed by the Board/Chairman.
  - (e) He shall arrange the audit of accounts by a Chartered Accountant.
  - (f) He shall be custodians of all the financial records.
  - (g) He shall be responsible for removing grievances related to accounts.
  - (h) He shall be ex-officio member of Central Purchase Committee and ex-official Convener of Finance Committee.
  - (i) Perform all such other duties as may be assigned to him by the Chairman/Director.

**14. Funds:**

- (i) The Institute shall maintain a fund to which shall be credited:
  - (a) All fees and other charges received from the students.
  - (b) All money received by way of Grants by the AICTE, UGC and other funding agencies.
  - (c) All money received by the institute by way of gifts, donations, benefactions, bequest of transfers or from any other sources.

  
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(ii) All money credited to the fund of the shall be deposited in such banks or invested in such manner as the Board may, with the approval of the Society, decide.

(iii) The fund of the institute shall be applied towards meeting its expenses including expenses incurred in the exercise of its powers and discharge of its duties.

(iv) The institute shall maintain proper accounts and other relevant records and prepare an annual statement of accounts including the balance sheet in such form as may be prescribed by the Society in accordance with the law.

(v) The accounts shall be audited by a Chartered Accountant, or by a person authorized by him on his behalf and any expenditure incurred in connection with such audit at such rates, as may be determined by the Chairman shall be payable to the Chartered Accountant.

#### 15. Delegation of financial and other administrative powers for effective governance

The delegation of powers for various functionaries is tabulated in the table below. The various sub-committees and their financial powers, expenses towards hospitality for meetings and guests for various cadres, expenses towards industrial visits, honorarium towards guests and invited lecturers are indicated.

#### Financial limits

Designation	Consumable	Non-consumable	Temporary Advance	Project, Innovation on social issues
Chairman / Vice-Chairman (BOG)	No Limit	No Limit	No Limit	No Limit
Director	20,000	1,00,000	1,00,000	1,00,000
Dean / HoD /Section In-charge	5,000	50,000	-	-

#### Powers Delegated under different Heads

S. No.	Description	Director	Dean / HoD / Section I-c
<b>A</b>	<b>R &amp; D and Consultancy</b>		
1.	To permit staff to carry out research work in the institution under grants provided by the, AICTE, DST, AKTU or other funding agency	Approval	Recommend
2.	Appointment of part time or Expert Lecturers	Approval	Recommend
3.	Appointment of Staff for PDP and other Special Classes	Approval	Recommend
4.	Patent filing and IPR related applications	Approval	Recommend
<b>B</b>	<b>Exam Work</b>		
1.	To permit the acceptance of remuneration by college officials for work as examiners for various examinations of Universities	Approval	Recommend
<b>C</b>	<b>TA &amp; DA</b>		
1.	To sanction TA to officials for attending meetings	Approval	Recommend
2.	To sanction conveyance for office related work	Approval	Recommend
3.	To authorize subordinate officials to proceed on duty	Approval	Recommend
4.	To sanction in exceptional cases, road mileage / air fare (one or both ways) journeys made by subordinate officials	Approval	Recommend

  
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5.	To sanction daily allowance for halts on tour at a place	Approval	Recommend
<b>D</b>	<b>Arrear and Other claims</b>		
1.	To sanction arrear claims of subordinate officers	Approval	Recommend
2.	To sanction advances for contingent expenditure to Faculty/Staff	Approval	Recommend
3.	To permit in special circumstances the remittance of pay, traveling allowance employed out of way places	Approval	Recommend
4.	To accord administrative approval to works against funds provided in the budget.	Approval	Recommend
5.	Countersigning of all bills	Approval	Recommend
<b>E</b>	<b>Refund and Remittance</b>		
1.	To sanction refunds of revenue including fees, fines etc.	Approval	Recommend
2.	Sanction of Industrial visits for students and staff	Approval	Recommend
3.	Sanction of study tour programme	Approval	Recommend
<b>F</b>	<b>Library</b>		
1.	Purchase of Book	Approval	Recommend
2.	To sanction charges for copying/photo copying	Approval	Recommend
3.	To sanction charges in connection with the publications of handbooks and leaflets	Approval	Recommend
4.	Subscription to the periodicals and journals for each department	Approval	Recommend
5.	To sanction book binding charges for old and worn-out library books	Approval	Recommend
<b>G</b>	<b>Purchases</b>		
1.	All purchases will be governed by the Purchase Rules approved by the B.O.G.		

#### 15. COMMON SEAL:

The Institute shall have a common seal and shall sue and sued in the name of the Director.


#### 16. MODIFICATION OF THE RULES:

These rules may be altered at any time by a resolution passed by a majority of the members present at any meeting of the Board duly convened for the purpose.

#### 17. ALL CONTRACTS FOR AND ON BEHALF OF THE INSTITUTE:

All contracts for and behalf of the institute shall be expressed to be made in the name of the parent society and shall executed by the Chairman or a person authorized by him.

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 Registrar  
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