



## **BYE LAWS OF BOARD OF GOVERNERS**

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

### **1. SHORT TITLE**

These Bye-Laws shall be called the **G.L. Bajaj Institute of Technology and Management Governing Board Bye-Laws.**

### **2. DEFINITIONS**

2.1. 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/Management Board of the institute”.

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

“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”.

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

#### **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 College 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 Nominated by the U.P. State Government.	Member
9. One faculty member to be nominated from amongst the regular staff at the level of Professor	Member
10. One faculty member to be nominated from amongst the regular staff 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 Sr. 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 once in every six months.
- (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) Five members of the Board shall constitute quorum for any meeting.
- (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.

### 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.
- (vi) The matters requiring approval of the Society of the College 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.
- (vii) 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 College.
- (ii) To prepare and execute detailed plans and programs for the development of the College 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 College with the approval of the State Government.
  - (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 College. Provided that the prior approval of the 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 College and to appoint persons thereon.
- (vii) To consider and pass resolutions on annual reports, the annual accounts and the budget estimates of the College for the next financial year as it deemed fit and sanction expenditure within the limits of the Budget.
- (viii) To appoint 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 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 College 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 Society.

#### **4. SELECTION COMMITTEE**

The Selection Committee shall,

- (a) Provide fair and transparent process / appropriate mechanism to fill the vacant positions.
- (b) To 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.
- (c) 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.

The Selection Committee as per university regulations (herein after in this rule referred to as committee) for direct recruitment / promotion at various faculty positions shall consist of:

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

The Selection Committee for Director/Principal shall be as follows:

- |  |          |
|--|----------|
| (i) Chairman of the Board  | Chairman |
| (ii) One member from society as nominated by Society             | Member   |
| (iii) University nominee not below the rank of Professor         | Member   |
| (iv) Two External Experts (Director / Ex-Director or equivalent) | 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 College	Convener
(iii) University nominee	Member
(iv) The Head of the Department	Member
(v) One subject experts out of the approved panel	Member

At least three 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) University nominee	Member
(iv) Three Professor nominated by the Director (Except Concerned Head of Department)	Member

At least four members shall constitute the quorum.

#### 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 appointing authority for all employees of the College. The Director shall place the matter of approval in the meeting of the Board. If meeting of the Board is not scheduled in near future, the 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 College 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 as per regulation of the University (herein after in this rule referred to as committee) shall consist of:

(a) Chairman or his nominee from Board	Chairman
(b) The Director (Ex-officio)	Member
(c) One Professor of the College (Nominated by the Board)	Member
(d) Estate Manager (Ex-officio)	Member
(e) Chief Administrative Officer (Ex-officio)	Member
(f) The Registrar (Ex-officio)	Member
(f) The Finance Officer (Ex-officio)	Member Secretary

(ii) The Finance Committee shall,

(a) Examine and scrutinize the annual budget of the College 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 Society.

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

(iv) Four 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:**

### **6.1 CENTRAL PURCHASE COMMITTEE (CPC)**

(i) There shall be a Central Purchase Committee (herein after in this rule referred to as committee) which shall consist of:

(a) Chairman of the Board or his Nominee	Chairman
(b) The Director	Vice-Chairman
(c) Finance Officer	Member
(d) Purchase Officer/Incharge	Member
(e) Chief Administrative Officer	Member Secretary

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

(iii) Head of Department shall prepare a list of equipments to be purchased for his department and take financial approval from Director/Chairman. He will invite quotations from the relevant firms and prepare Comparative Statement of the quotations received. A meeting of the Central Purchase Committee will be held with the consent of the Chairman and matter of purchase will be placed before the Committee for approval. The Purchase Officer will issue Purchase Orders to the relevant firms. The purchased items shall be received by the Stores Officer and after due verification from the Purchase Order he will make entry in the Stores Register and send purchased items to the concerned department for testing. On satisfactory testing the Head of Department will arrange entry in the Stores Register of the department and submit to the account section for the payments.

## **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 Secretary

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

## **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 Secretary

(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.

(c) To consider the recommendations of the sub-committees and take such action as circumstances 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.

(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 the 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.

(x) The minutes along with the amendments, if any, shall be placed for confirmation in the next meeting.

## **8. RESEARCH AND DEVELOPMENT COMMITTEE:**

(i) The Committee shall consist of:

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

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 Secretary |

(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:

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|--|------------------|
| (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 Secretary |

(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. GRIEVANCE 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)

### **11.1 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:

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|--|--------|
| (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 students 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.

**11.2 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

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

**11.3 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:

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|---|--------|
| (a) Professor rank female faculty member as nominated by the Chairman                             | Head   |
| (b) Two female faculty member at the level of Associate Professor<br>as nominated by the Director | Member |
| (c) Two female faculty member at the level of Assistant Professor<br>as nominated by the Director | Member |
| (d) Two other member as nominated by the Director   | 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.

#### **11.4 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 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 Secretary

#### **11.5. 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.

## **11. POWER AND DUTIES:**

### **(A) Chairman**

- (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**

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 the principal academic and executive officer of the College and shall be responsible for the proper administration of the College 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.
- (iii) 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.
- (iv) He shall be responsible for maintaining discipline and order among faculty, staff and students.
- (v) He shall submit annual report to the Board.
- (vi) 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.

**(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:

(a) 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.

(b) Arranging uploading of award lists following the schedule prescribed by the University.

(c) Compiling result of students and preparing analysis of result and submitting to the Director to be included in the annual report and to inform Chairman.

(d) Maintaining academic records like award lists, result of students, test answer scripts etc.

(e) 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:

(a) Providing congenial living environment in the campus including Hostels for the students.

(b) Monitoring of day to day essential support required for academic and co-curricular activities of students.

(c) To arrange for special care for the weaker and needy sections of students.

(d) To prepare plan and execute programmes for holistic development of the students.

(e) To nominate student representatives to various bodies of the Institute in consultation with HOD/Director.

(f) Taking into account their difficulties and socio-economic diversities against their cultural relativism, it provides them facilities to articulate their creativity and aspirations.

- (g) To enable students to participate effectively in the management of Hostels and also in organization of the students related activities.
- (h) To advice student / guardian as and when required.
- (i) To work with Hostel Wardens, Sport Officer, Cultural Activity coordinator for all matters related to students' Welfare.
- (j) To arrange students to participate events/programmes outside the Institute.
- (k) To keep in touch with the guardians as and when required.
- (l) To arrange for maintenance of students' discipline in the Institute.

#### **(F) Head of Department**

- (i) Each academic department shall be placed in the charge of a senior teacher who shall act as Head of the Department. Provided that in the best interest of the department the authorities of College 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 equipments in working conditions.
- (k) Identify weak/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.
- (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.

#### **(G) Examination Superintendent**

- (i) Examination Superintendent shall be nominated amongst the senior faculty of the College 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.

#### **(H) Registrar**

(i) Registrar shall be appointed by the Chairman.

(ii) Registrar shall:

(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) Be responsible for removing grievances of students for their result and other matters related to the University and fee & scholarship matters.

(i) Shall maintain leave record of all employees.

(j) Perform all such other duties as may be assigned to him by the Chairman/Director.

**(I) Finance Officer**

- (i) Finance Officer shall be appointed by the Chairman.
- (ii) Finance Officer shall:
  - (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) Be responsible for removing grievances related to accounts.
  - (h) Perform all such other duties as may be assigned to him by the Chairman/Director.

**(J) Chief Administrative Officer / Estate Officer**

- (i) Chief Administrative Officer / Estate Officer shall be appointed by the Chairman.
- (ii) He shall maintain record of building, equipments 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 equipments and other mobile properties after seeking approval of the Chairman.
- (v) He shall perform all such other duties as may be assigned to him by the Chairman/Director

### **(K) Purchase Officer**

- (i) He will be In-charge of Purchase and Stores Section.
- (ii) He will coordinate purchase of academic departments and sections.
- (iii) He will prepare purchase orders of equipments and other materials/items duly approved by the Central Purchase Committee for the purchase, get signed by the Director and issue to the relevant firms.
- (iv) He will review progress for procurement of equipments etc. and make efforts for fast procurement
- (v) On receiving equipments etc. he will physically verify and relevant departments/sections for testing. After satisfactory testing report entry of equipments etc. will be made in the Store Register.

### **(L) 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 cc with respective HOD.

(xv) At the end of session's detailed total compiled attendance along with feedback need to be submitted to undersign.

## **12. FUNDS :**

(i) The College shall maintain a fund to which shall be credited:

(a) All money received by way of Grants by the AICTE, UGC and other funding agencies.

(b) All fees and other charges received by the College.

(c) All money received by the College by way of gifts, donations, benefactions, bequest of transfers or from any other sources.

(ii) All money credited to the fund of the College 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 College shall be applied towards meeting its expenses including expenses incurred in the exercise of its powers and discharge of its duties.

(iv) The College 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.

**13. COMMON SEAL:**

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

**14. 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.

**15. ALL CONTRACTS FOR AND ON BEHALF OF THE COLLEGE:**

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



## **EMPLOYEE SERVICE RULES**

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

### **1. GENERAL:**

1.1 The Board of Governors of the G.L. Bajaj Institute of Technology and Management, herein after referred to as the "Board", has framed these rules and regulations to define and regulate the service conditions of the employees of his College.

1.2. These new revised service rules shall come into force with effect from 1<sup>st</sup> July 2018.

1.3. Service rules shall apply to all the employees who are either already in service of the College on the date these rules come into force and or have joined after the date of issue of these orders.

1.4. Except where it is otherwise expressed or implied, these Service Rules with such amendments and or additions and or alterations as may be affected by the Board from time to time, shall be applied to all the employees recruited by the Board for service. These rules shall not, however, apply to persons employed on part-time or honorary or ex-officio or casual workers on temporary basis.

1.5. The Board may delegate any of its powers under these Service Rules to the Chairman, Vice-Chairman or any other nominee to be the Competent Authority. No persons, other than those delegated with such powers, are the Competent Authority as prescribed under these rules to exercise such powers.

1.6. The Board shall have the right from time to time, to amend or to alter classification of the various cadres of non-teaching staff, their scales of pay, their academic qualifications, their age limit, their experience, mode of recruitment or any other matter governing their recruitment, promotion etc. If any question arising as to the interpretation of the service rules, the decision of the Board shall be final and binding on all such employees.

1.7. The cadres of teachers along with number in each cadre, their scales of pay, their academic qualifications, their age limit, their experience, mode of recruitment or any other matter governing their recruitment, promotion etc shall be as per regulations laid down by All India Council for Technical Education (AICTE), New Delhi from time to time.

1.8. Notwithstanding anything contained in these Service Rules, the Board may relax these Service Rules, either generally for any cadre of employee, or at any specific instance without violating regulations of AICTE.

1.9 The following general conditions shall apply to all appointments for service in the College.

1.9.1. No person shall be eligible for initial appointment unless he/she has completed the age of 18 years.

1.9.2. An employee shall not, except for reasons approved by the Board, be permitted to alter the date of birth as declared at the time of employee's appointment at the College.

1.9.3. No person shall be initially appointed unless his character and antecedents are such as to qualify him for such appointment.

1.9.4. No person shall be eligible for appointment who has previously been dismissed, removed or compulsorily retired from the Service of the College.

## **2. DEFINITIONS:**

2.1. In these rules, unless the context otherwise, require

“COLLEGE” means “ “ affiliated to the University

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

“STATE GOVERNMENT” means the State Government of U.P.

“BOARD” means Governing Board/Council of the College.

“CHAIRMAN/VICE-CHAIRMAN” means Chairman/ Vice-Chairman of the Management

“DIRECTOR” means the Head of Institute / Director of the College.

“HEAD OF DEPARTMENT” means Head of Academic Department of the College

“SECTION IN-CHARGE” means an Officer In-charge of the section duly nominated by the Chairman/ Director.

“EMPLOYEE” means a person serving in the College whether regular or temporary and drawing salary in a month.

“FACULTY MEMBER TEACHER” means an employee who is appointed for teaching students of the College

“TEACHING SUPPORTING STAFF” an employee serving in a laboratory and assists faculty members for functioning of laboratory

## **3. CADRES**

Teaching Cadre (Regular Employment):

- a. Professor
- b. Associate Professor
- c. Assistant Professor



Other Cadres:

Administration: Registrar, Chief Administrative Officer, Deputy Registrar, Assistant Registrar, Administrative Officer, Personal Assistant, Office Assistant (Grade-1, Grade-2), Attendant

Library: Librarian, Deputy Librarian, Assistant Librarian, Cataloguer, Library Assistant (Grade-1, Grade-2) Library Attendant

Accounts: Finance Officer, Accounts Officer, Accountant (Grade-1, Grade-2), Internal Auditor

Laboratory: Laboratory Assistant (Grade-1, Grade-2), Laboratory Attendant

Workshop: Workshop Superintendent, Assistant Workshop Superintendent, Instructor (machine shop, fitting shop, welding shop, carpentry shop. Forging shop)

Civil works & Maintenance: Estate Officer, Assistant Engineer, Junior Engineer, Carpenter. Plumber, Electrician, Mason

Stores: Purchase Officer, Stores In-charge, Stores Assistant (Grade-1, Grade-2)

Games & Sports: Sports Officer, Assistant Sports Officer, PTI, Games & Sports Assistant

Dispensary: Medical Officer, Compounder

Hostels: Chief Warden, Assistant Warden, Care Taker, Office Assistant, Lady Attendant

#### **4 . QUALIFICATIONS & PAY SCALES:**

As per AICTE Norms

#### **5. ALLOWANCES:**

5.1. The following allowances may be granted to an employee:

(a) Dearness Allowance (DA)

(b) House Rent Allowance (HRA)

5.2. Dearness Allowance and House Rent Allowance shall be at such rates as decided by the Board from time to time.

5.3. In addition to the above allowances the Board may sanction payment of any other allowances or pay to any employee and or cadre of employees as may be prescribed from time to time.

## **6. INCREMENT:**

6.1. A single increment in the appropriate incremental scale shall normally acquire on completion of satisfactory service of one year on each stage of that scale (as per filled SAR), except where such increment has been withheld as a result of a penalty imposed under these Service Rules. However, higher increments may be sanctioned for showing meritorious performance as per SAR.

6.2. The increment in the incremental scale will however be so advanced as to fall due at the commencement of the month corresponding to the employment date or any other date which the Board deems to fit.

6.3. The Board shall have the right to sanction from time to time advance increment or increments, to any employee or cadres of employees for showing meritorious performance or for acquiring special qualifications, which may be useful in discharging their functions. The policy for sanction of such advance increment or increments shall be as prescribed by the Board from time to time.

6.4. No increment shall be withheld except as a disciplinary measure and each order withholding the increment shall state the period for which it is withheld and whether the withholding shall have the effect of postponing future increments.

6.5. On promotion from one cadre of post to another cadre of post, the basic pay of an employee in the higher cadre shall be fixed at the stage next above the pay notionally arrived at by increasing his pay in respect of the lower cadre by one increment at the stage at which such pay has accrued.

## **7. RECRUITMENT:**

All recruitment will be made through selection committee as mentioned below and subject to the final approval of Board.

### **7.1.1. Selection Committee for Director:**

The Selection Committee for Director/Principal will be as follows:

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

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

7.1.3. 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.

### **7.2.1 Selection/Promotion Committee for teaching cadre:**

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

(i) Chairman of the Board or his nominee	Chairman
(ii) Director of the College	Convener
(iii) University nominee	Member
(iv) The Head of the Department	Member
(iv) One subject experts out of the approved panel	Member

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

7.2.3. 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.

7.3.1 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

7.4. The Board shall be the appointing authority for all employees of the College. The Director shall place the matter of approval in the meeting of the Board. If meeting of the Board is not scheduled in near future, the Chairman shall provide approval and place the matter in the forthcoming meeting of the Board for formal approval.

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

## **8. JOB RESPONSIBILITIES OF AN EMPLOYEE:**

### **8.1. Teaching Cadre:**

The job responsibilities of a teacher shall in general comprise

8.1.1 Academic (classroom/laboratory instructions, design and development of new programmes, curriculum development, development of learning source materials and laboratories, students assessment and evaluation, examination work of the College and the University, participation in co-curricular and extra-curricular activities, students guidance and counseling and their development and continuing activities)

8.1.2. Research, development and consultancy ( students research guidance, project proposals and follow up for funding, executing and monitoring sponsored research, technology development and industrial consultancy)

8.1.3. Administration (academic and administrative management of the College, policy planning , promotional activities at departmental, College and University levels, headship, deanship, wardenship and committee work, participation at regional and national levels, etc.)

8.1.4. Extension services ( 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.).

8.1.5. 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/College/University.

8.1.6. 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.

8.2. Other Employees:

The job responsibilities for other employees shall be as decided by the Board.

## **9. APPOINTMENT LETTER:**

9.1. The appointment letters to the Director shall be issued by the Chairman and teachers and other employees shall be issued by the Director or the authorized person nominated by the Board.

9.2 The appointment letter shall include nature of appointment i.e. regular or part time or temporary or on contract, designation, pay scale with allowances and terms & conditions. A copy of service rules of the College shall be made available to all employees as and when they want to refer.

9.3 The employee shall deliver an acceptance letter duly signed to the Competent Authority within the period specified in the appointment letter.

## **10. PROBATION:**

10.1 Every employee of the Institute shall be on probation for a minimum period of one year from the date of joining.

10.2 Based on employee's performance the probation period can be extended by another one year. A letter of confirmation will be issued at the end of probation period and if such letter is not issued probation shall be deemed to have been extended by another one year.

10.3 Under any circumstances probation period cannot be extended beyond regular / continuous services of two years.

## **11. SENIORITY OF EMPLOYEE:**

11.1. Seniority of employee in the service shall be determined by the date of joining the appointment in the particular cadre.

11.2. If two or more persons have equal length of service in particular cadre, the relative seniority among such persons shall be determined by age, if both are new entrants; otherwise by seniority in the previous appointment in other college.

11.3. Seniority as determined above will be applicable only for the period a person holds the appointment in a particular cadre and will start a fresh in case of reappointment after a break.

11.4. Seniority of teachers availing study leave will not be affected by their period of absence from the college.

## **12. RESIGNATION BY EMPLOYEE:**

12.1. An employ may resign from the services of the institute by giving one-month notice.

12.2. If notice falls short of the requisite period, the Director:

- (a) may refuse provided the semester is continued and his/her presence is essential for smooth functioning of the semester.
- (b) may waive off the short fall in the notice period unconditionally
- (c) may waive off the short fall in the notice period on payment by the employee an amount equal to his/her salary and allowances for the short fall in the notice period. The decision shall be communicated to the employee failing which it will be presumed that the Board waived off short fall in the notice period unconditionally.

12.3. An employee shall tender resignation from his/her post through proper channel to the Director who will accept the resignation

12.4. The resignation of an employee shall not be effective unless the Competent Authority accepts it. The Competent Authority shall have the right to refuse the resignation of an employee in following circumstances:

- (a) If disciplinary proceedings have been initiated against the employee.
- (b) If the employee is under an obligation to serve the College for a specified period that has not expired.
- (c) The employee owes the College any sums of money.
- (d) Or for any other sufficient grounds to be recorded in writing.

### **13. DEPUTATION TO OTHER PLACE:**

13.1. An employee of the College can be sent on deputation to any other institution / organization governed by the same Society. He /She will be entitled to all promotions, pay and other protections as per the Service Rules. The College will, however, not be responsible for post-retirement benefits or other benefits that are payable / applicable to him/her in that organization and not permissible as per the Service Rules of the College.

### **14. CONTRACT APPOINTMENT:**

14.1. A person can be appointed on a particular post on contract basis for a specific period, the conditions of such contract appointment shall not be in consistent with the conditions as laid down in the Service Rules and shall be clearly mentioned in the appointment letter. On the expiry of the contract, the person may enter in to a further contract by mutual agreement.

### **15. PROMOTION:**

15.1 All deserving employees will be promoted under career advancement scheme as and when they become eligible for promotion as per AICTE or the College rules whichever applicable. Internal Screening Committee shall review the confidential report of the employee on the basis of SAR. If necessary, the employee can be called for interview to present his/her case before the Selection/Promotion Committee. The recommendations of the Selection/Promotion Committee will be approved by the Board/ Chairman.

### **16. RETIREMENT:**

16.1. All employees except teachers will retire with effect from the afternoon of the last day of the month in which he/she completes the age of 65 years.

16.2. However, an employee who has completed 65 years of age may be permitted by the Board to continue and serve up to the age of 70 years provided he/her is efficient and his/her health permits him to do so.

16.3. An employee leaving the service of the College as a result of termination, resignation, dismissal, retirement or otherwise shall account for and hand over to the Competent Authority all the property of the College and or documents/books/charts/ correspondence etc., which were entrusted to him or which were in his/her possession. In event of his/her failure to do so, the College shall have the right, without prejudice to its other rights in respects of such failure, to withhold any sums of money that may be due to the employee from the College.

### **17. TRANSFER:**

17.1. The Director / Competent Authority shall have the right to transfer a non-technical employee from one department to another department or from one post to another equally

ranking post or from one office to another office of the College without giving any notice or assigning any reason whatsoever.

## **18. APPLICATION FOR HIGHER STUDIES:**

18.1. An employee who wishes to apply for higher studies shall forward his/her application through the Head of Department / Section In-charge who has got the discretion either to forward the same or to withhold it because of genuine reasons.

## **19. CONDUCT AND DISCIPLINE RULES:**

19.1. Every employee of the College shall conform to and abide by the Service Rules and comply with and obey all orders and directions which may from time to time be given to him by and person or persons under whose jurisdiction, superintendence or control he/she is placed.

19.2. Every employee shall maintain the strictest secrecy regarding the College affairs and the affairs of its constituents. Every employee shall also sign a declaration of fidelity and secrecy in such form as the Board as laid down.

19.3. Every employee shall serve the College honestly and faithfully and shall to its utmost endeavors to promote the interest of the College and shall show due courtesy and attention to one and all.

19.4. No employee shall take an active part in politics or in any political demonstration or stand for election to a local body or Legislative Body of the State or Parliament without proper approval of the Board.

19.5. No employee shall contribute to the press, Radio, TV, Journals or any other publications except technical or literary publications, without the prior approval of the Competent Authority or without such approval make public or publish any document, paper or information which are against the spirit of the College.

19.6. No employee shall misuse or carelessly use amenities and resources of the College.

19.7. If an employee absents himself/herself from duty without prior permission for leave or overstays his/her sanctioned leave except under circumstances beyond his/her control, for which he/she must at the earliest, tender a satisfactory explanation, shall not be entitled to draw any pay and allowance during such absence or overstay and this shall be without prejudice to such disciplinary actions as the Competent Authority may take. The period of such absence or overstay may, if not followed by termination of service or dismissal under these service rules or otherwise regularized as leave to which he is eligible be treated as break in service.

## **20. DISCIPLINARY ACTION:**

20.1. An employee who is detained in custody, whether on criminal charges or otherwise, for a period exceeding 48 hours, shall be deemed to have been suspended with the effect from the date of detention, by an order of the Competent Authority and shall remain under suspension until further orders of the Competent Authority. However, the employee shall be eligible for subsistence allowance equal to half of the gross salary drawn in the previous month.

20.2. An order of suspension made or deemed to have been made under this rule may at any time be revoked by the Competent Authority or by any higher authority.

20.3. Without prejudice to the provisions of the other rules, an employee who commits breach of these Rules, or who is (1) negligent or (2) inefficient or indolent or (3) knowingly does anything detrimental to the interest of the College in conflict with its instructions or (4) commits a breach of discipline or (5) is guilty of any other act of misconduct, shall be liable to face disciplinary action.

20.4. When it appears prima facie that the act of an employee falls under Section 20.3 an enquiry shall be conducted. An enquiry committee consisting of three persons will be constituted by the Competent Authority. A Charge- sheet shall be issued to the employee by the enquiry committee and a minimum two week time will be given to submit his/her response. If needed, the employee may also be called to appear in person before the enquiry committee to defend his/her case. If the enquiry committee finds that the employee is guilty, the enquiry report shall clearly mention the type of misconduct done by the employee and also give clear recommendations about the punishment to be awarded. The enquiry report shall be submitted in closed envelope to the Competent Authority who will take appropriate decision based on the recommendations. The employee may be awarded any one of the following punishment based on the gravity of the misconduct:

- (a) Delay or stoppage of increment without cumulative effect or promotion
- (b) Reduction to a lower stage in his incremental scale
- (c) Degradation to a lower post
- (d) Termination from service

## **21. TERMINATION FROM SERVICE:**

21.1. The service of any employee, who is on probation period, can be terminated any time giving one-month notice without assigning any reason. No approval from the Board is required.

21.2. The services of an employee on a contract can be terminated on the basis as per the terms & conditions mentioned in the contract / appointment letter issued to him/her without assigning any reason what so ever.

21.3. The services of an employee (after the completion of probation period) can be terminated by giving one-month notice or pay in lieu of the notice period without assigning, any reason. In case of teacher permission from the Board is required.



21.4. The Board has right to terminate the service of an employee without giving him any notice or salary in lieu of if such termination is a result of a disciplinary proceeding.

21.5. An employee who is convicted by a Competent Court of Criminal Offence which, in the opinion of the Competent Authority, involves moral turpitudes or has bearing on any of the affairs on the College, or in the discharge of duties in the College by the employee, the Competent Authority may dismiss such employee without any notice and or assigning any reason.

## **22. EMPLOYEE PROVIDENT FUND:**

As per government norms in this regards

## **23. DECLARATION:**

At the time of joining service, every employee shall sign a declaration in the form prescribed by the Institute.

## **24. JURISDICTION CLAUSE:**

Dispute, if any, will be subjected to **District Gautam Budh Nagar** jurisdiction only

**Issued by the approval of competent authority of the Institute**

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## **LEAVE RULES**

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

### **1. SHORT TITLE:**

These rules shall be called the G.L. Bajaj Institute of Technology and Management Leave Rules.

### **2. DEFINITIONS:**

In these rules, unless the context otherwise, requires

“COLLEGE” means “G.L. Bajaj Institute of Technology and Management “

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

“VICE-CHANCELLOR” means Vice-Chancellor of the University

“STATE GOVERNMENT” means the State Government of U.P.

“BOARD” means Governing Board/Council of the College.

“CHAIRMAN/VICE-CHAIRMAN” means Chairman/Vice-Chairman of Governing Board

“DIRECTOR” means Head of Institute / Director of the College.

“HEAD OF DEPARTMENT” means Head of Academic Department of College

“SECTION IN-CHARGE” means an Officer In-charge of the section duly nominated by the Chairman / Director.

“EMPLOYEE” means a person serving in the College whether regular or temporary and drawing salary in a month.

“FACULTY MEMBER TEACHER” means an employee who is appointed for teaching students of the College

“TEACHING SUPPORTING STAFF” an employee serving in a laboratory and assists faculty members for functioning of laboratory

“COMPETENT AUTHORITY” Director will be the Competent Authority for all employees of the college. However, Director on his discretion may delegate sanctioning power to any officer of the college for a particular group of employees. In case of Director, the Competent Authority will be the Chairman / Vice-Chairman of the Board

“FORWARDING AUTHORITY” Head of Department/ Section In-charge will be the forwarding authority for employee of his/her Department/ Section respectively. If Head of

Department/ Section In-Charge does not exist, the senior most faculty member/ coordinator will be the forwarding authority present on that day.

“LEAVE” means an authorized absence from the duty.

“LEAVE YEAR” means the academic year of the College commencing from 1st July of present year to 30th June of the successive year.

“ACADEMIC YEAR” means a year from 1st July to 30th June.

“CALENDAR YEAR” means a year from 1st January to 31st December.

“MONTH” means a calendar month for calculating a period expressed in months and days. Complete calendar month, irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently.

### **3. GENERAL:**

3.1. Leave cannot be claimed as a matter of right. It may be sanctioned, refused, curtailed, revoked or postponed according to exigencies of the work.

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

3.3. Except for valid reasons and for unforeseen contingencies, no employee shall be absent from duty without prior permission. In such cases, intimation for absence along with reasons shall be communicated to Competent Authority at the earliest opportunity.

3.4. As far as practicable “Link Person Pairs” shall be identified in each unit of work and care will be taken by the Link Pair Employees not to be absent simultaneously. The Head of Department/Section In-charge shall ensure that the Link Pair Employees are not on leave at a time so that the work should not suffer adversely.

3.5. No employee shall leave station without prior permission of the Competent Authority even during leave or vacation.

### **4. KINDS OF LEAVES ADMISSIBLE TO EMPLOYEES:**

The following kinds of leaves shall be admissible to an employee:

#### **4.1. CASUAL LEAVE:**

4.1.1. All employees will be eligible for availing 12 days Casual Leave in an academic year.

4.1.2 Casual Leave will not ordinarily be combined with other leaves. It may be combined with holidays and Sundays.

4.1.3. Holidays or Sundays falling within the period of Casual Leave shall not be counted as casual leave.

4.1.4. Casual Leave will lapse after expiry of the academic year i.e 30<sup>th</sup> June.

#### **4.2. MEDICAL LEAVE:**

4.2.1. An employee shall be eligible for Medical Leave under special circumstances, such as injury in the body or serious disease forcing him/her on bed rest. For short illness Medical Leave usually will not be permissible. However the Competent Authority will examine seriousness of incidence and his/her decision will be final.

4.2.2. All employees will be entitled for 10 days Medical Leave with full pay shall be admissible in an academic year on the basis of medical certificate of the District Hospital or registered medical practitioner.

4.2.3. An employee is also eligible for additional Medical Leave of 10 days with half pay in an academic year, provided Medical Leave with full pay is not available.

4.2.4. The employee will be required to submit his fitness certificate at the time he/she resumes his/her duty.

4.2.5. Sundays, holidays and off days falling before and after the leave shall not be counted as a part of the Medical Leave.

#### **4.3. MATERNITY LEAVE:**

4.3.1. A female employee shall be eligible for 90 days Maternity Leave with pay in case of pregnancy.

4.3.2. Maternity Leave shall be admissible for only two occasions in total service period.

4.3.3. Maternity Leave facility will be admissible to only those female employees who have completed one year of service in the institute.

4.3.4. A female employee who has been on Maternity Leave shall produce a medical certificate of her fitness when she resumes her duty from the concerned hospital or a registered medical practitioner.

4.3.5. A female employee will also have to sign a bond certificate to serve the institute for at least two years after availing such leave.

4.3.6. One and half month pay will be paid on resuming her duty and one and half month pay after two years from the date of resuming duty.

#### **4.4. COMPENSATORY LEAVE:**

4.4.1 An employee may be called upon to perform such duties as may be assigned to him / her by the Competent Authority, beyond scheduled working hours and on holidays and Sundays without any extra remuneration. For such whole day assignment Compensatory Leave may be granted at the discretion of the Competent Authority. The Compensatory Leave should

preferably be availed within two months. If extra remuneration is paid for such duties then no Compensatory Leave will be allowed.

#### **4.5. SHORT LEAVE AND HALF DAY LEAVE:**

4.5.1. During the scheduled hours of work an employee must be present at the place of his/her duty. Coming late or leaving early will be considered an act of indiscipline. For unavoidable circumstances, Short Leave of two hours and Half Day leave are permissible. One Casual Leave will be deducted from Casual Leave Account for 4 Short Leaves or 2 Half Day Leaves.

4.5.2. Casual and Restricted Leave Record: The Competent Authority shall maintain record of Casual and Restricted Leaves of their employees and shall be made freely available to employees as and when they want to check their leave record.

#### **4.6. DUTY LEAVE:**

4.6.1. Duty Leave may be granted for:-

- i. Attending conference/ seminar and workshop.
- ii. Delivering lectures at other colleges or universities on invitation.
- iii. Attending meeting at the University.
- iv. Conducting any examination work or any other duty assigned by the University.
- v. Conducting Ph.D. dissertation of other universities/ institutions.
- vi. Official work assigned by the Chairman/ Director in the interest of the College.

4.6.2. The duration of leave will be such as may be considered necessary by the Competent Authority on each occasion. However, Duty Leave up to a maximum period of 15 working days of on full pay will normally be admissible in a semester.

4.6.3. Duty Leave can only be availed with prior approval of the Director.

4.6.4. Duty Leave will be granted subject to the condition that the academic programme of the college is not adversely affected by the absence of the concerned person. The Forwarding Authority shall ensure alternative arrangement made before forwarding the application for the duty leave.

#### **4.7. VACATION:**

4.7.1. A teaching staff member will be entitled for a Vacation of 7 days in winter and a Vacation of 15 days in summer in an academic year. Vacation shall be paid leave

4.7.2. A minimum of three month service will be needed in the college to avail winter or summer Vacation.

4.7.3. Availing Vacation is not a right of a faculty member /teaching supporting staff. Head of the Department can recommend detention of any faculty member / teaching supporting staff. The Competent Authority may cancel part or whole of the Vacation, already sanctioned in the interest of college.

4.7.4. All faculty members/ teaching supporting staffs in any department will not be allowed to avail Vacation during the same period. Head of Department will recommend period of Vacation to faculty members/ teaching supporting staffs in batches such that during Vacation adequate faculty members/teaching supporting staffs will always be available for College/Department work, such as, Time-Table preparation, Lab Development work, ISO/NBA preparation etc.

4.7.5 Non-Teaching staff members will be entitled for earned leaves. However, if Head of Department / Section Head can grant vacation of 7 days in winter and a Vacation of 15 days in summer in an academic year with a condition that there will be no earn leave for the same period.

#### **4.8. EARNED LEAVE:**

4.8.1. Earned Leave admissible to an employee (other than teaching staff members) shall be one-eleventh of the period spent on duty in an academic year (maximum 22 days).

4.8.2 Teaching staff members who avail full vacation (summer and winter) will not be eligible Earned Leave. However, if a teaching staff could not avail full vacation due to some official task will be eligible earn equal Earned Leave with a condition that these leaves can only be availed during non-academic period.

4.8.3. Earned Leave may be accumulated up to 180 days.

4.8.4. Earned Leave cannot be availed before six month of service. The leaves credited more than 180 days on the last working day of the academic year will be lapsed automatically.

4.8.5. The maximum period of Earned Leave that can be granted to an employee at a time shall be 30 days.

4.8.6 An employee, who wishes to avail Earned Leave, will have to apply 15 days in advance and will proceed on leave only after it has been sanctioned. Outstation address and contact numbers must be provided in the application, if applicable. The employee is required to hand over charge to another employee nominated by the Head of the Department/Section In-charge.

4.8.7. Earned leave cannot be clubbed with casual leave. However, in special circumstances, it can be availed with Medical Leave, Maternity Leave or Study Leave. Sunday and holidays falling before and after the Earned Leave shall be granted as prefix and suffix holidays.

#### **4.9. STUDY LEAVE**

4.9.1. A faculty member shall be eligible for Study Leave for:-

- (a) Pursuing regular Ph.D. programme
- (b) Pursuing part-time Ph.D. Programme needing leaves to credit pre-Ph.D. courses and to discuss with supervisor or to perform experimentation or other related work for short-time as and when needed.

4.9.2. Study Leave shall be admissible to a faculty member on completion of three year service for regular Ph.D. Programme.

4.9.3. Study Leave for two years can be granted for regular Ph.D. programme

4.9.4. Full pay Study Leave will be admissible for a faculty member for pursuing part-time Ph.D. Programme up to the extent of 90 days.

4.9.6. A faculty member shall have to sign a bond on a Rs 100 non-judicial stamp paper to serve the College for a least three years after availing Study Leave for regular/part-time Ph.D. programme.

4.9.7. A faculty member will be required to send application for admission to higher study through duly recommended by the Head of Department and forwarded by the Director to the University/College where he/she wants to be applicant. On receiving acceptance, he/she will be required to submit application for Study Leave along with relevant documents of admission/sponsorship undertaking on the bond-paper.

4.9.8. Study Leave shall be counted as the duty leave for the purpose of annual increment, promotion and other benefits.

#### **4.10. EXTRA-ORDINARY LEAVE:**

4.10.1. Extra-ordinary Leave will be granted to an employee under exceptional circumstances.

4.10.2. When no other leave is admissible.

4.10.3. When other leave is admissible but the employee concerned applies in writing for the grant of Extra-ordinary Leave, due to prolonged sickness, for attending legal matters or for personal affairs.

4.10.4. Leave needed for higher study.

4.10.5. Extra-ordinary Leave initially may be sanctioned up to one year and may be further extended for another one year.

4.10.6. Extra-ordinary Leave will be admissible without pay. The annual increment or promotion will be delayed equivalent to duration of Extra-ordinary Leave.

#### **4.11. LEAVE WITHOUT PAY:**

4.11.1 If the leave applied for is not due or it has been availed without sanction and /or rejected by the Competent Authority shall be treated as Leave without Pay.

4.11.2. If the Competent Authority finds that the employee has absented intensely to avoid duty assigned to him or he/she is in the habit of abstaining himself without due sanction of leave, then, such act shall invite disciplinary action as deemed fit.

#### **4.12. SPECIAL DISABILITY LEAVE:**

4.12.1. Special Disability Leave may be granted to an employee under special circumstances when there is no leave due and the disability is such that it is not reasonably possible for the employee to attend his/her duty.

4.12.2. Special Disability Leave can be granted up to a maximum of 180 days with or without pay as the Board decides.



## **PROCUREMENT POLICY**

1. The Procurement policy of the institute is to ensure transparency, fairness and fraud prevention, equal opportunity, economy and efficiency through effective means.
2. The Procurement processes consist of identification of requirements, developing specifications, identifying suppliers/service providers, inviting bids/proposals, evaluating and awarding contracts, contract management, receipt and certification of goods/services.
3. Goods can be procured by the following three ways in the institute;
  - a) Direct purchase less than Rs. 25000 (exclusive GST) is allowed with approval of Director-GLBITM and it must be raised through respective Departmental Procurement Committee (DPC).
  - b) Direct Contract –All Proprietary items
  - c) Shopping – Items worth less than Rs. 10 Lakhs (exclusive GST) by way of calling minimum 2 different vender quotations.
4. All procurements will be fully processed and monitored through Central Procurement committee (CPC) and any procurement outside it will have no recognition.
5. Important Aspects of Shopping are:
  - a) No need for advertisement in newspapers, however the advertisement can be displayed in the institution website.
  - b) Minimum two quotations of different vender should be received.
  - c) After approval of chairman CPC, an advance payment, i.e. 50% of the payable amount can be made and the balance 50% amount will be paid after receiving, installation & testing of goods within 3 month of items delivery or as per the recommendation of CPC.

## **GUIDELINES TO BE ADOPTED FOR INITIATING PROCUREMENT PROCESS**

**The entire procurement process is divided into four stages, which are as detailed below:**

**Stage-1:** Proposal by the concerned faculty/group of faculty (proposer/s)

**Stage-2:** Departmental Procurement Committee (DPC)

**Stage-3:** Central Procurement Committee (CPC)

**Stage-4:** Post Procurement Process (PPP)

### **STAGE-1: Proposal by the concerned faculty/group of faculty**

The request for any procurement of equipment/item shall be initiated by an individual faculty or group of faculty members within a department or cluster; hereinafter called as the PROPOSER(S).

It is the primary responsibility of the PROPOSER/PROPOSERS to follow the guidelines of the institution while preparing a proposal. The PROPOSER/PROPOSERS shall initiate the process by submitting a duly filled Procurement Form-1(PF-1) to the concerned HOD. In case, the proposers are faculty members of a cluster, then the Procurement Form-1 shall be submitted to the Chairperson of the cluster. If the proposers are from multi-disciplines then it shall be submitted to the Director-GLBITM with approval of respective DPC.

A proposal submitted without following above guidelines shall be liable for reversion by the appropriate authorities (DPC/CPC) and may be advised for resubmission of the proposal.

### **STAGE-2: Departmental / Local Procurement Committee (DPC)**

#### **a) Composition of the committee:**

- |                                       |                 |
|---------------------------------------|-----------------|
| 1. Concerned HOD                      | Chairperson     |
| 2. Two faculty members*               | Member          |
| 3. Purchase Officer                   | Member          |
| 4. Department Procurement Coordinator | Member-Convener |
| 5. PROPOSER(S)                        | Invitee(s)      |

\*Two faculty members may be drawn from the same department or from cluster or any other department in the institute (deciding factor would be the knowledge & experience of the faculty in respective field). If there is a need of one/two external experts, DPC can opt the same.

**Note:** Four members constitute the quorum (Presence of Respective HOD, one faculty & DPC-Member Convener is mandatory).

- b) **Responsibility:** The DPC shall evaluate & ensure that the proposal conform the guidelines of the institution. The DPC may accept/reject the proposal by recording its observation. The proposal will be forwarded to the Director-GLBITM with the recommendation of respective DPC.
- c) **Functions:** After receiving the proposal (stage-1), the DPC-convener will place it in front of DPC (stage-2). The DPC will evaluate & ensure that the submitted proposal conforms to the guidelines of the institution. The DPC has the power to accept/reject a proposal in the event of non-conformation to the guidelines specified. The DPC shall record its observation (Minutes of the Meeting) and return the proposal seeking resubmission. The proposal will be forwarded to fill Procurement Form (PF-2) by the Chairperson of the DPC, if and only if the proposal is recommended by the DPC.

Based on the recommendations of the DPC, quotations will be called by the Central store/Department. (Central store will call quotations for central facilities and will purchase goods under guidance of Director)

After receiving the quotations, the Department shall prepare the comparative statement as per the guidelines. After this, the matter will be referred to the CPC for its consideration.

### **STAGE-3: Central Procurement Committee (CPC)**

#### **a) Composition of the committee:**

1. Director-GLBITM	Chairman
2. Dean Academic - GLBITM	Associate Chairman
3. Concerned HOD	Member
4. Purchase-officer	Member
5. Accounts-officer	Member
6. Chief Admin-officer	Convener

**Note:** The CPC may be headed either by the Chairman or Associate Chairman (to be decided by the Chairman of CPC). Three members shall constitute the quorum (Presence of concerned HOD is mandatory).

**b) Responsibility:** The CPC shall ensure that the proposal has been made in accordance with guidelines of the institution. The CPC shall verify that all the committees have accorded necessary recommendation.

**c) Function:** The CPC will review the proposal for its correctness in all respects. If everything is ok, the chairman of CPC has to approve and recommend for filling the Procurement Form 3 (PF-3). After approval, the Purchase Office shall generate the Purchase Order (PO). The PO duly signed by the Director-GLBITM shall be sent to the concerned vendor and a copy to the concerned HOD. It is the responsibility of the Purchase Officer to follow up the matter, since it is time bounded.

### **STAGE-4: Post Procurement Process (PPP)**

It is the responsibility of the Purchase Office for the follow-up action pertaining to the supply of goods by the vendor. It is also the responsibility of the concerned department to arrange for the post procurement process after procurement of goods. Purchase officer/Store officer will receive goods/items from the vender.

The HOD and proposer

- a) Shall receive the goods/items from the central store as per the PO & record the date & time of receipt of the goods on the delivery challan.
- b) Shall certify that all the goods/items received are as per the PO.

- c) Shall record & inform any deviations in the supply immediately to concerned office for further action.
- d) Shall ensure proper commissioning/installation.
- e) Shall label the goods/items/equipment
- f) Shall make appropriate entries in the Stock ledger.

After all the above actions, the HOD/Purchase Officer shall make necessary entries and recommend for passing bills for payment to the chairman CPC [refer Procurement Form 4 (PF-4)]. In all financial respect i.e. advance/balance payment of the vender; account officer will only be responsible. After payment by account department, a copy of the same should be sent to concern HOD for record purpose. The Purchase office/ Accounts office shall maintain the acknowledgement for the payments made in the respective files for a scrutiny of the entire process by the internal auditors.

**NOTE: This Procurement process is to be followed against the budget sanctioned during the financial year for the purchase of items approved by the institute Financial/Governing committee. The department has to produce the MOM of the Financial / governing committee approving the budget / purchase of the items.**

## **FACULTY APPRAISAL AND DEVELOPMENT POLICY**

### **1.0 Introduction**

The role of teachers is critical in enhancing education standards in any academic institution. Improving the quality of education depend in large measure, on ensuring that teachers are well qualified, highly skilled, well-resourced and motivated to perform with aplomb. The success of any institution depends on the quality of its teachers. Therefore, those institutes which have quality teachers are the winners.

In ancient Indian literature four attributes for teachers are advocated, namely, “**Sadvartanam**” (holy/pious/good conduct), “**Vidwat**” (knowledge based on expertise, practice and experience), “**Adhyapana Kaushalyam**” (teaching skills) and “**Shishyapriyatwam**” (love and affection for pupil). **Vidwat** & “**Adhyapana Kaushalyam**” are path dependent. It is essential to know the strengths of teachers (“**Vidwat**” & “**Adhyapana Kaushalyam**”) and their performance which could be further developed through a structured **Faculty Appraisal and Development Policy**.

From this perspective, a system of faculty appraisal and development policy is a vital step in the drive to improve the effectiveness of teaching & learning and in raising the educational standards of the Institute

Meaningful teacher evaluation involves an accurate appraisal of the effectiveness of teaching, its strengths and areas for development, followed by feedback, counseling, support and opportunities for professional development. It is also essential to recognize and reward the work of a teacher.

The goal of assessing teachers is to determine their effectiveness in teaching and to identify and to correct deficiencies within the operating system of the institution. Faculty Appraisal and Development Policy, therefore, is meant to highlight areas where faculty members have encountered difficulties in the discharge of their duties, and to identify appropriate remedies.

In this context, following policy and procedures are formulated for implementation of Faculty Appraisal and Development Policy. (This is in tune with the Affiliating University / UGC / AICTE / Government of Uttar Pradesh norms).

## **Roles & Responsibilities of Teachers:**

Teachers have the responsibility to ensure that students gain the knowledge and skills they require to become effective learners and ultimately become a responsible citizen. They also have a responsibility to meet high professional standards as per the need of the industries and complying the requirements of the statutory bodies such as Affiliating University, UGC, AICTE, NBA and Government of Uttar Pradesh. The responsibilities listed below provide guidance to teachers in executing their duties in three different broad areas - Administration, Research and Teaching.

- ❖ Teaching in classroom and laboratory
- ❖ Administration (Academic related)
- ❖ Learning resource development
- ❖ Research, development and innovation.
- ❖ Self-development and acquisition of knowledge and skill
- ❖ Consultancy / interaction with industry
- ❖ Extension services/ Outreach activities
- ❖ Any other duty assigned by the appropriate authorities.

## **2.0 Policy:**

### **2.1 Statement**

“Every teacher shall submit Self-Appraisal Report (SAR) with computed Academic Performance Indicators (API) to the Director through HOD for evaluation at the end of each academic year / period of appraisal and the Director shall prescribe the necessary remedial measures for overall professional growth after review of SAR”

2.2 This policy is applicable to all teachers of the Institute. It is developed to regularly evaluate the performance of teachers. It helps to determine whether teachers' performance meet the required standards of statutory bodies time to time.

2.3 The policy is formulated to:

- ❖ Identify both strengths and deficiencies of teachers
- ❖ Encourage continuous professional growth.
- ❖ Indicate remedial measures wherever necessary
- ❖ Ensure accountability

2.4 It stipulates the curricular, co- curricular and other profession related activities of teachers and the involvement of teachers in such activities (Refer Table-I).

2.5 It also prescribes the minimum API scores to be secured by teachers for the award of service benefits as given in Table-II

2.6 The Self-Appraisal Report (SAR) of each teacher shall be maintained by the Registrar Office with a copy in the department.

### **3.0 Procedure:**

3.1 The Faculty Appraisal and Development Policy consists of:

- ❖ Self-Appraisal by the teacher
- ❖ Appraisal of the teacher by Head of the Department
- ❖ Appraisal of the teacher by Director
- ❖ Feedback from the Director in terms of appreciation / observation / remedial measures, if any, to be communicated to the concerned teacher through HOD.

3.2 Every year, every teacher shall submit the SAR to his/her HOD in the prescribed format, which defines API.

3.3 The HOD will verify SAR in consultation with the teacher concerned. In case of any disagreement, the HOD shall record his/her evaluation/observations clearly indicating the reasons for variation in API scores in Section B of the SAR. Remedial measures, if any, shall also be mentioned in this Section.

3.4 The Director shall review SAR of each teacher and take suitable measures and record the same in Section C of SAR.

3.5 Every teacher shall give a presentation on his/her performance and accomplishments before Apex Academic Committee once in three years.

3.6 Additional increment(s) shall be given as special incentives, if API scores recorded are very good.

### **4.0 Failure to comply with the expected standards or requirements mentioned in clauses 1 to 3 of FADP.**

If any faculty fails to comply with the requirements / standards as enunciated in clauses 1 to 3 of Faculty Appraisal and Development Policy, such a faculty member shall be issued a show-cause notice.

### **4.0 Promotion Policy of AICTE shall be applicable while considering the promotion cases in all faculty cadres.**

**Table I: Documents / attributes to be considered for evaluation of appraisal. (MM: 200)**

<b>Category I : Teaching, Learning and Evaluation related activities</b>		
<b>Activity</b>	<b>Basis for Appraisal documents / attributes</b>	<b>Max. API Score</b>
Classroom instructions, laboratory and classes taken against allotted hours	Attendance register , Lesson plan , Course material, Test books , Marks statements / Academic Results, Students feedback, Class coordinator	<b>120</b>
Learning resource development		
Evaluation related activities		

	report, Remedial action taken on identified weak students	
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<b>Category II : Co-curricular and profession related activities including administration</b>		
<b>Activity</b>	<b>Basis for Appraisal</b>	<b>Max. API Score</b>
Participation in FDPs/Refresher Courses	Appraisal to be done on the basis of work allotted to & executed by individual teacher and other relevant documents	<b>35</b>
Participation in Conference / Seminar		
Organization of workshops, seminars, training programmes, conferences etc., for faculty members		
Organization of training programme, Seminars, guest lectures, workshops, Field or Industrial Visits for students		
Contribution as a member or coordinator in various Departmental and Institutional committees		
Institutional governance responsibilities like HOD, Dean, Center Supdt. Student Welfare Officer, Chief Proctor etc.		
Membership of Academic / Professional bodies of other institutions like Governing Board, Advisory Board, Academic Council, Board of Studies, Editorial Board of Journals & Institutional Publications/Resource Person		

<b>Category III : Research and academic contributions</b>		
<b>Activity</b>	<b>Basis for Appraisal</b>	<b>Max. API Score</b>
Books published	Based on relevant Documents	<b>45</b>
Research Publications		
Research projects		
Patents		
Consultancy projects		
Research guidance (M.Tech. / Ph.D) or Equivalent Research Work		

<b>AWARDS, HONORS AND ANY OUTSTANDING ACHIEVEMENTS</b>		
<b>Activity</b>	<b>Basis for Appraisal documents / attributes</b>	<b>Max. API Score</b>
<b>Awards, Laurels, Honors and any other outstanding Achievement</b>	Only to be mentioned, not to be considered for API Scores. This would be considered as special achievement and shall be appreciated at another platform	Not applicable



**Table II: Minimum Academic Performance Indicators (API):**

A teacher has to score the minimum API score per year as detailed below out of a maximum 200 of points to get service benefits category wise.

**Category 1 – Satisfactory (3% annual increment).**

Minimum API Scores required					Or Overall as special case
S. No.	Cadre	Category I (Max API : 120)	Category II & III (Max API : 80)	Total (Max API:200)	
1	Assistant Professor	85	15	100	120
2	Associate Professor	95	25	120	130
3	Professor	95	35	130	140

**Category 2 – Good (3% annual + 3% additional increment).**

Minimum API Scores required					Or Overall as special case
S. No.	Cadre	Category I (Max API : 120)	Category II & III (Max API : 80)	Total (Max API:200)	
1	Assistant Professor	95	25	120	140
2	Associate Professor	100	35	135	150
3	Professor	100	45	145	160

**Category 3 – Excellent (3% annual + 6% additional increment).**

Minimum API Scores required				
S. No.	Cadre	Category I (Max API : 120)	Category II & III (Max API : 80)	Total (Max API:200)
1	Assistant Professor	105	40	145
2	Associate Professor	110	50	160
3	Professor	110	55	165

**Guidelines for computation of API Scores by Faculty members**

The Faculty members shall use the following guidelines to fill API scores in the SAR.

**CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

To be computed semester wise for a maximum API score of 60 per semester.  
API score computed for Odd and Even semester to be summed up to present in SAR.

S. No.	Teaching, learning and evaluation related activities	Maximum API Score Allotted/ semester	Scheme for computation of API score (By Faculty member)	Scheme for computation of API score to be awarded by HOD
1	Instructions: classroom teaching and laboratory classes taken against allotted hours	10	To be computed on the basis of percentage of class hours taken against the number of available class hours.  90% and above (10) 80% to 89.9% (8) 75% to 79.9% (5) Less than 75% (0)	To be computed on the basis of percentage of class hours taken against the number of available class hours and the feedback obtained from students regarding the effectiveness of teaching learning process
2	Coverage of Prescribed Syllabus	10	To be computed on the basis of percentage of syllabus completely covered during each semester  90% and above (10) 80% to 89.9% (8) 75% to 79.9% (5) Less than 75% (0)	To be computed on the basis of percentage of Syllabus completely covered during each semester. To be verified from lesson plan and Class committee report and other feedback mechanism

3	Student Appraisal (Average if more than one subject)	10	To be computed on the basis of student feedback during each semester.  95% and above (10) 85% to 94.9% (8) 70% to 84.9% (6) 60% to 69.9% (3) Less than 60% (0)	To be Verified on the basis of student feedback during each semester.
4	Teaching Beyond the Syllabus in the concerned course & Use of Information Communication Technology	15	Per topic (3)  Use of ICT (3)/Per Course	HODs to verify this. API scores to be awarded based on the extent of the tasks  Teaching beyond syllabus: To be shown in lesson plan
5	Sessional Test duties (Question paper setting and evaluation of answer scripts) as per duties allotted.	10	Question Paper Setting (4)  Evaluation (6)	To be verified by the HODs based on feedback from the Exam Cell
6	Additional examination work such as coordination, invigilation, flying squad and such allied duties assigned by Exam Cell/ HODs	5	Details of work assigned	Verify the details and evaluate the assignment on the basis of feedback from Exam Cell or other related section.
		<b>60</b>		

## **CATEGORY- II: CO-CURRICULAR AND PROFESSION RELATED ACTIVITIES**

To be computed at the end of the period of appraisal for a maximum API score of 35. (Not to be computed by faculty members. To be awarded by the HOD)

<b>S. No</b>	<b>Co-curricular and profession related activities</b>	<b>Max. API Score Allotted</b>	<b>Computation of API score (By Faculty members)</b>	<b>Computation of API score to be awarded by HOD</b>
1	Participation in FDPs /	3	At least one FDP /	HOD to award score

	Refresher Courses		Refresher course is attended	based on verifiable proofs
2	Participation in Conferences, Seminars	3	At least one Conference / Seminar is attended	HOD to award score based on verifiable proofs
3	Organizing of workshops, FDP, Seminars, Training programmes, conferences etc. for faculty members	3	(To be awarded by the HOD). Max. 3 faculty members will be allowed in an event.	HOD to award score depending upon the contribution of the faculty member organizing such event
4	Organizing of training programme, Seminars, guest lectures, workshops, Field or Industrial Visits for students	3	(To be awarded by the HOD). Max. 3 faculty members will be allowed in an event.	HOD to award score depending upon the contribution of the faculty member organizing such event
5	Membership of Department Level Committees.	2	(To be awarded by the HOD)	HOD to award score depending upon the contribution of the faculty member in such bodies
6	Membership of Institute Level Committees.	3	(To be awarded by the HOD)	HOD to award score depending upon the contribution of the faculty member in such bodies
7	Institutional governance responsibilities like HOD / Cell, Dean, Center Supdt., Chief Proctor etc.	5	(To be awarded by the Director)	Award score based on performance
8	Membership of Academic bodies of other institutions like Governing Board, Advisory Board, Academic Council, Board of Studies, Editorial Board of Journals & Institutional Publications/Resource Person	5	(To be awarded by the HOD)	HOD to award score based on verifiable proofs
9	Membership of Professional bodies/ Technical Societies like IEEE, ISTE, SAE, CII, ICEIT etc.	4	(To be awarded by the HOD)	HOD to award score based on verifiable proofs
10	Compliance of Notice / Circulars issued by the	2	(To be awarded by the HOD)	Award score based on feedback from various

	competent authorities at Department Level			authorities
11	Compliance of Notice / Circulars issued by the competent authorities at Institute Level	2	(To be awarded by the Director)	Award score based on feedback from various authorities
	Total	<b>35</b>		

### **CATEGORY – III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

To be computed at the end of the period of appraisal for a maximum API score of 45

<b>S. No.</b>	<b>Co-curricular and profession related activities</b>	<b>Max.API Score Allotted</b>	<b>Computation of API score (By Faculty members)</b>	<b>Computation of API score to be awarded by HODs</b>
1	Research Publications (Having scopus index)	10	National 4 points International 6 points	HOD to award score based on verifiable proofs
3	Books Publications	8	National 3 points International 5 points Chapter 2 (Nat.) 3 (Int.)	HOD to award score based on verifiable proofs
4	Sponsored Research Projects	8	On merit basis of impact of research project	HOD to award score based on verifiable proofs
5	Consultancy Projects	8	On merit basis of impact of Consultancy project	HOD to award score based on verifiable proofs
6	Research guidance (M.Tech. & Ph.D) or Equivalent or Academic Qualification up gradation (Ph.D)	5	On merit basis of impact of research guidance (outcome based)	HOD to award score based on verifiable proofs
8	Patents	6	On merit basis of impact of patent	HOD to award score based on verifiable proofs
	Total	<b>45</b>		

**G.L. BAJAJ INSTITUTE OF TECHNOLOGY AND MANAGEMENT**

## Self-Appraisal Report

[illegible]

Data corresponding to the period of appraisal and one year previous to the period of appraisal					
S. No	Particulars	Corresponding to one year previous to Period of Appraisal		Period of Appraisal (Eg: Aug __ to July __)	
1	Number of short-term courses/FDPs attended				
2	Number of training programmes seminars/workshops organized for faculty members				
3	Number of seminars/Workshops organized for students				
4	Awards, Honours & any outstanding achievements				
5	Number of Research Publications	Conferences	Journals	Conferences	Journals
		National:	National:	National:	National:
		International:	International:	International:	International:
6	Funded research proposal submitted to University/ DST/ UGC/ AICTE/etc.,				
7	Ongoing funded research projects (As Director investigator / co-investigator)				
8	Visit Abroad/ Interaction with Overseas University and organizations				
9	Details of Review of Books/Papers etc., / Evaluation of Ph.D Thesis				
10	Any other data you wish to add as special achievement which is equivalent to above				

Academic Performance Indicator (API) Scores							
CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES							
To be computed semester wise for a maximum API score of 60 per semester. API scores computed for previous two completed semesters to be summed up.							
S. No.	Nature of Activity	Score					
		Max API Score Allotted	Self-Appraisal API		API Score Awarded by the		
			Odd Sem	Even Sem	Odd Sem	Even Sem	Total
1	Instructions: classroom teaching and laboratory classes taken against allotted hours	10					
2	Coverage of Prescribed Syllabus	10					
3	Student Appraisal (Average if more than one subject)	10					
4	Teaching Beyond the Syllabus in the Concerned Course & Use of Information Communication Technology	15					
5	End Semester Examination duties (Question paper setting and evaluation of answer scripts) as per duties allotted.	10					
6	Additional work such as coordination, invigilation, flying squad and such allied duties assigned by Exam Cell / HODs	5					
Semester wise Total		60					
Annual Total (Period of Appraisal)		120					



**CATEGORY- II : CO-CURRICULAR AND PROFESSION RELATED ACTIVITIES INCLUDING ADMINISTRATION**

To be computed at the end of the period of appraisal for a maximum API score of 35 (\*\*not to be computed by faculty members)

S. No.	Nature of Activity	API Score		
		Max Score	Self-Assessment	Score Awarded by the HOD
1	Participation in FDPs / MDPs / Refresher Courses	3		
2	Participation in Conferences, Seminars	3		
3	Organizing of workshops, FDP, Seminars, Training programmes, conferences etc. for faculty	3		
4	Organizing of training programme, Seminars, guest lectures, workshops, Field or Industrial Visits for students	3		
5	Membership of Department Level Committees.	2	** (To be awarded by the HOD)	
6	Membership of Institute Level Committees.	3	** (To be awarded by the HOD)	
7	Institutional governance responsibilities like HOD / Cell, Dean, Center Supdt., Chief Proctor etc.	5	** (To be awarded by the HOD)	
8	Membership of Academic bodies of other institutions like Governing Board, Advisory Board, Academic Council, Board of Studies, Editorial Board of Journals & Institutional Publications/Resource Person	5	** (To be awarded by the HOD)	
9	Membership of Professional bodies/ Technical Societies like IEEE, ISTE, SAE, CSI, ICEIT	4		
10	Compliance of Notice / Circulars issued by the competent authorities at Department Level	2	** (To be awarded by the HOD)	

11	Compliance of Notice / Circulars issued by the competent authorities at Institute Level	2	** (To be awarded by the Director)	
<b>Total (II)</b>		<b>35</b>		

### **CATEGORY – III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

To be computed at the end of the period of appraisal for a maximum API score of 45

S. No.	Nature of Activity	Score		
	Research and Academic Contributions	Max API Score	Self-Appraisal API Score	API Score Awarded by the HOD
1	Research Publications	10		
2	Books Publications	8		
3	Sponsored Research Projects	8		
4	Consultancy Projects	8		
5	Research guidance (M.Tech. & Ph.D) or Academic Qualification up gradation (M.Tech. & Ph.D)	5		
6	Patents	6		
<b>Total (III)</b>		<b>45</b>		
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>.....</div> <div>.....</div> </div> <div style="display: flex; justify-content: space-between;"> <div><b>Signature of the Teacher with date</b></div> <div><b>Signature of the HOD with date and seal</b></div> </div>				

#### **Note:**

- Teachers are required to provide complete list of publications (in referred journals, recognized and reputable journals and periodicals mentioning names of all authors, ISBN/ISSN numbers of journals and year of publications), list of seminars/symposia/conferences/workshops/refresher courses/skill development programmes etc., organized and attended, list of completed/on-going research and consultancy projects with amount and funding agency, list of Patent/Technology transfer/ Product/ Process, list of M.Tech and Ph.D supervised, list of awards/ honours/ recognitions received.
- Teachers are required to enclose documentary evidence items mentioned at Note-1 above.
- Guidelines to compute API scores are provided (please refer Annexure-I).

4. All the supporting documents will be in the custody of HODs. Only SAR filled with all details and duly signed by the faculty member with recommendations of HOD will be sent to the Director

<b>SECTION B</b> (To be filled in by the Head of the Department)			
<b>Abstract</b>			<b>Observations:</b> (Regarding activities given under category I, II, III)  .....  .....
<b>Category</b>	<b>Max. API Score</b>	<b>API Scores secure</b>	
Category I (Total I)	120		<b>Recommendations/Remedial Measures suggested:</b>  .....  .....  .....
Category II + Category III (Total II + Total III)	80		
<b>Total</b>	<b>200</b>		
Annual Increment: Recommended / Not recommended .....			
Additional Increment Recommended / Not recommended .....			
..... <b>Name of the Head of Department</b>		..... <b>Date</b>	..... <b>Signature of the Head of Department</b>
<b>SECTION C</b> (To be filled in by the Director)			
<b>Observations/ Recommendations / Remedial Measures suggested:</b>  .....  .....  .....			
Increment (s) Recommended / Not recommended/ Increments may be postponed by ----- month(s)/year(s)			
<b>Date:</b> .....		<b>SEAL</b>	..... <b>Signature of the Director</b>

## **RESEARCH & DEVELOPMENT APPRAISAL POLICY**

### **1.0 Objective :**

The primary objective of the proposed incentive scheme is to motivate the faculty members of the Institute to undertake quality research, consultancy and other academic related activities.

### **2.0 Scope :**

This scheme covers all faculty members of the Institute. The scope of the scheme envisages, in particular:

- To motivate faculty members to contribute in research activities, in addition to the teaching, so as to publish research articles in reputed refereed international and national journals.
- To write books, monographs for International and National publishers of repute.
- To support faculty members to take initiative to establish collaborative research projects with their counterparts in reputed Indian / foreign Universities.
- To encourage faculty members to submit proposals for funded research projects from various funding agencies in India and Abroad.
- To undertake consultancy projects sponsored by the Government & Private, Industrial and other organizations.
- To encourage creativity in the minds of faculty members, so that they make original contributions by way of products, concepts etc. and obtain patents.
- To create an eco-system in the institute for research, consultancy, learning among the faculty and students.

### **3.0 Details of Scheme:-**

#### **3.1 Research Publications :**

**3.1.1** If a research paper is published based on his/her work in hard copy or in electronic form in a AICTE refereed journal (For details refer to AICTE website), he / she will earn credit as indicated below:-

##### **(A) National Journal**

- Publications in Journals with Impact factor / SNIP < 2.00 : 1.00 Credit
- Publications in Journals with Impact factor / SNIP > 2.00 : 2.00 Credit

##### **(B) International Journal**

- Publications in Journals with Impact factor / SNIP < 2.00 : 2.00 Credit
- Publications in Journals with Impact factor / SNIP > 2.00 : 3.00 Credit

**3.1.2 :-** The publications will be considered only if they are indexed in following AICTE recognized journals (For details refer to AICTE website) like :

- (a) ASTM, (g) Wiley Blackwell

- |                |  |
|----------------|--|
| (b) IEEE,      | (h) Web of Science                                       |
| (c) Springer,  | (i) Scopus   |
| (d) Elsevier,  | (j) Humanities International Complete                    |
| (e) J-Gate,    | (k) EBSCO Host or Dare Database-Int.Social Sc. Directory |
| (f) Pro quest, | (l) Science Direct                                       |

*Special Note: - Besides above, institute may consider reimbursement of registration fee upto a limit of Rs. 1000/- for non-scopus research publications on the recommendation of institute Research and Development Committee*

**3.1.3 :-** If the paper is contributed by more than one author, the credit points will be shared by all the authors proportionately. Faculty members are encouraged to publish papers only in reputed journals and avoid publications in paid journals. Faculty members will also submit a "Self Declaration" stating that publication fee was not paid to the Journal.

**3.1.4 Ph.D Guidance :** In order to motivate & encourage faculty members of the institute to guide Ph.D scholar under their supervision a one-time ex-gratia following amount shall be given on successful award of Ph.D degree. Category of institutions as under

Ph.D Guided under Private University	Ph.D Guided under Deemed University // State Technical University / State University	Ph.D Guided under NIT Institutions	Ph.D Guided under IIT Institutions
Rs.10000/-	Rs.15000/-	Rs.20000/-	Rs.25000/-

### **3.2 Publication of Book:**

Faculty members who will take efforts to write and publish books or monographs are entitled to earn credits as indicated below:

S.No	Details	Published By	Credit Score
1	Full Book	International Level Publisher	4.00
2	Full book	National publisher with ISBN / ISSN	3.00
3	Edited Volume of Book with Articles or Chapter	International Level Publisher	2.00
4	Edited Volume of Book with Articles or Chapter	National publisher with ISBN / ISSN	1.00

For edited volumes, the maximum credits are to be shared proportionately among the authors on proportionate basis, irrespective of full books or edited volumes.

### **3.3 Collaborative Research Project with Foreign University / Agency:**

- ❖ Any Collaborative research project undertaken by our faculty with a foreign University with tangible outcome, the faculty member is eligible to earn a credit of 3.00 per project. The tangible outcome shall be endorsed by the Research and Development Committee (RDC).
- ❖ If the project involves more than one faculty from our institute, the total credits will be shared proportionately among the participating faculty members.
- ❖ The year in which the collaborative project commenced is the criteria for including this into the scheme. A project cannot be included more than once in the scheme.

- ❖ Any publication arising out of this collaborative research will also be eligible for credits as per the norms of the publication.

### **3.4 Generation of Research Grants:**

Faculty members are expected to submit proposals for research grants from funding agencies. It is quite likely, that these projects may involve modernization of laboratories, acquiring of equipment required specific to the research study or conducting of surveys etc. The number of credit earned will be linked to the total amount of research grant sanctioned by the sponsoring agency.

S. No.	Research Grant Received (in Rs.)	No. of Credit Awarded
1	Minimum Rs. 50000/-	1.0
2	No Maximum Limit	No Maximum Limit

Since the amount being released in phases, the incentive(s) paid is also proportional to the amount received by the Institute.

Credit points award = Total amount received in the year / 50000

### **3.5 Patents Obtained:**

Faculty members are encouraged to file patents for their original contribution in the form of product or innovation from International and National agencies. These faculty members will earn credits as indicated below. If more than one faculty member involved in this, they will share the credits in a mutually agreed way.

S. No	Patent Under	No. of Credit Awarded
1	International Agencies	10.00 per Patent
2	National Agencies	7.00 per Patent

### **3.6 Undertaking Consultancy Projects:**

If there is a substantial contribution by the faculty member and the staff in the consultancy project and the members involved in the consultancy project will take 80% of the total value of the consultancy amount received and 20% will go to the Institute. The Claim will be made and reimbursed in the favor of Project Leader.

### **4.0 Period of Recognition and Payment of Incentives**

The Academic year is the period for calculating the credits earned by a faculty member that is, from 1<sup>st</sup> August to the 31<sup>st</sup> July of the academic year.

At the end of every academic year, the total credits earned by a faculty member will be calculated based upon the evidence produced. An amount of Rs. 3000/- will be paid for each credit earned. The Last date for submitting claim application related to Research & Development appraisal policy will be 31<sup>st</sup> August of falling academic session. The reimbursement will be made latest by 30<sup>th</sup> September of same academic session.

### **5.0 General Guidelines for FDP / MDP / Refresher Course etc.:**

- ❖ Every faculty member should attend at least one FDP / MDP / Refresher Course in one academic year. HOD should give priority (at the time of approval) to those faculty members who have not attended any such program. Program duration must be minimum two days.
- ❖ Faculty member should route his/her application through proper channel on prescribed proforma. Proper prior permission from competent authority is requisite before proceeding to attend such program. Duty Leave will be admissible for attending such programs.
- ❖ During summer/winter break, venue of these programs should not be home town; in this case faculty member will get half of duty leaves for the entire duration of program.
- ❖ As far as reimbursement of registration fee is concern, generally 50% of registration fee will be reimbursed by the Institute; however this reimbursement can be 100% subject to the prior approval in this regard.
- ❖ A presentation / Lecture / Report on relevant topic will be delivered by the faculty concerned at department level (will be monitored by the HOD concerned).
- ❖ Department should organize minimum one FDP / MDP / Refresher Course in an academic year. TA & Honorarium will be admissible to the Guest Speakers as per institute norms.

## **6.0 Other Condition / Guidelines :**

- ❖ If more than one faculty member is involved in paper publication, Research and consultancy project, the amount will be equally shared among the teachers.
- ❖ It is the responsibility of the faculty member to produce evidence of having published paper in the refereed journal and the impact factor of the journal. He has to produce a printed copy of the SCOPUS or other evidence will be considered after verification by the RDC.
- ❖ An application form is already prescribed for this purpose and the faculty member is expected to submit the same duly filled and attaching copies of evidence duly countersigned by the HOD.
- ❖ Credit earned under one category will not be taken into account for another category.
- ❖ The criteria and modalities will be amended time to time as per the need.
- ❖ Duty leave to attend the Conference / Seminars / Workshop has been granted as per the Leave Rules in this regard.
- ❖ TA will be paid to attend only AICTE / Affiliating University sponsored / approved Conference / Seminars / Workshop as per University Norms.
- ❖ Faculty Member who wants to attend International Conference/Seminar with prior permission from competent authorities, a fixed amount of Rs.30000/- will be admissible against TA expenses.

**Claim Form under Research & Development Appraisal Policy**  
Academic Year August ..... to July .....

**1. Personal Details:**

Name of Claimant		
ID No issued by the Institute	Date of Joining	
Department	Designation	

**2. Activity Details:**

Name / Category / Type		
Place of Activity	Duration	
Brief details of Activity :		
(please attach separate sheet if needed)		

**3. Claim, verification and validation :**

Total Amount of Claim	Appraisal : TA : Other : Total :
Attachment (Mandatory) No of Pages .....	1. Related Approvals 2. Registration related documents 3. Certificate / Achievement proof / Publication proof etc.  (Signature of Claimant)
Verification by Head of Department with remark	
Validation by Research & Development Committee	
Approval of Director	

**4. For office use :**

All records / leaves have been entered in relevant files	Dy. Registrar
All Claims have been settled as per rules	Accounts Officer
Scrutiny of process	Registrar Director



## **IT INFRASTRUCTURE USAGE POLICY**

- Policy:** Access to the Internet through the Institute is a privilege. Users granted this privilege must adhere to strict guidelines concerning the appropriate use of this information resource. Users who violate the provisions outlined in this document are subject to disciplinary action up to and including termination. In addition, any inappropriate use that involves a criminal offense will result in legal action. All users are required to acknowledge receipt and understanding of guidelines contained in this document.
- Purpose:** To define policies and procedures for access to the Internet through the Institute network infrastructure.
- Scope:** This policy applies to all personnel with access to Internet and related services through the Institute network infrastructure. Internet Related services include all services provided with the TCP/IP protocol, including but not limited to Electronic Mail (e-mail), File Transfer Protocol (FTP), Gopher, and World Wide Web (www) access.

### **Procedure:**

#### **1.0 ACCEPTABLE USE**

- 1.1. Access to the Internet is specifically limited to activities in direct support of official Institute academic and research activities.
- 1.2. In addition to access in support of specific work related duties, the Institute Internet connection may be used for educational and research purposes.
- 1.3. If any user has a question of what constitutes acceptable use he/she should check with the registrar office additional guidance.

#### **2.0 INAPPROPRIATE USE**

- 2.1. The Institute, Internet access shall not be used for any illegal or unlawful purposes. Examples of this would be the transmission of violent, threatening, defrauding, pornographic, obscene or otherwise illegal or unlawful materials, pirated software & unauthorized downloading.
- 2.2. Use of Institute electronic mail (Intranet) or messaging services shall be used for the conduct of Institute, academic activities only. These services shall not be used to harass, intimidate or otherwise annoy another person.
- 2.3. The Institute, Internet access shall not be used for private, recreational or other non-Institute related activity.
- 2.4. The Institute Internet connection shall not be used for commercial or political purposes.
- 2.5. Use of the Institute, Internet access shall not be used for personal gain such as selling access of a Institute user login. Internet access shall not be used for or by performing work for profit with institute resources in a manner not authorized by The Institute.
- 2.6. Users shall not attempt to circumvent or subvert security measures on the Institute's network resources or any other system connected to or accessible through the Internet.
- 2.7. Institute users shall not use Internet access for interception of network traffic for any purpose unless engaged in authorized network administration.
- 2.8. Institute users shall not make or use illegal copies of copyrighted material, store such copies on Institute equipment, or transmit these copies over the Institute network.
- 2.9. **It is important to note that every staff of the Institute is bound to his/her duties**

and the role assigned and are serving the organization for the said purpose. Any unproductive work/engagement on Internet through Institute or Personal medium which do not cover the need of such usage under the preview of their role will be treated as unproductive/personal work/business and are subject to disciplinary action up to and including termination.

### **3.0 INTERNET AND E-MAIL ETIQUETTE**

- 3.1. Institute employees shall ensure all communication through Institute e-mail (Intranet) or messaging services is conducted in a professional manner.
- 3.2. The use vulgar or obscene language is prohibited.
- 3.3. Institute users shall not reveal private or personal information without specific approval from management.
- 3.4. Users should ensure that e-mail messages are sent to only those users with a specific need to know. The transmission of e-mail to large groups or messages with large file attachments should be avoided.
- 3.5. Electronic Mail is not guaranteed to be private. Messages transmitted through the Institute e-mail system or network infrastructure are the property of Institute and are therefore subject to inspection.

### **4.0 SECURITY**

- 4.1. Users shall not reveal account password or allow another person to use their account. Similarly, users shall not use the account of another user.
- 4.2. Access to Institute network resources shall be revoked for any user identified as a security risk or a demonstrated history of security problems

### **5.0 PENALTIES**

- 5.1. Any user violating these policies is subject to the loss of network privileges and any other Institute disciplinary actions deemed appropriate.

### **6.0 USER COMPLIANCE**

- 6.1. All terms and conditions as stated in this document are applicable to all users of the network and the Internet connection.
- 6.2. All users must agree to abide by this policy by signing the Acknowledgement of Receipt and Understanding form

#### **USER COMPLIANCE**

All terms and conditions as stated above in this document reflect an undertaking of user and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to the loss of network privileges and any other Institute disciplinary actions deemed appropriate.

I understand and will abide by this *Computer and Internet Usage Policy*. I further understand that any violation of this policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action and or appropriate legal action may be taken.

Full Name:

Deptt. & Designation:

(Signature)

Date:

## **DECLARATION**

**(BY THE STUDENT/USER FOR USE OF INTERNET SERVICE)**

I, ....., Admission  
No..... do hereby declare that I will use the Internet and / or WIFI facility  
provided by the Institute for Academic purposes only as per the Internet Policy of the  
institute. I also undertake that law covering usage / downloading of content which comes  
under infringement policies, failing to which Institute authorities are liable to take action  
against me as per the law of land in this regard.

**(Signature of Student /User)**

Date : .....

Uni. Roll No. : .....

Place: .....  
.....

Branch: ..... Semester

## **BRIGHT STUDENT POLICY**

### **1.0 Objective :**

The primary objective of the proposed scheme is to motivate the students of Institute to participate in different curricular & co-curricular activities, research & innovation, social and other academic activities, so as to transform in a professionally competent and socially sensitive engineer.

### **2.0 Scope :**

This scheme covers all students of the Institute. The scope of the scheme envisages, in particular:

- To motivate students to contribute in basic research activities apart from basic teaching & learning process.
- To encourage creativity and innovation among the students.
- To motivate student for attending classes / lab beyond minimum requirements through modes of applying and analyzing their knowledge.
- To encourage students to submit their ideas / projects under different government, public sector, industries and organizations schemes.
- To create an eco-system for innovative teaching-learning process and research activities

### **3.0 Research Publications :**

If a research paper is published based on his/her work in hard copy or in electronic form in the national and international journals, he / she will be awarded following amount-

- |  |            |
|--|------------|
| (a) International Journal (AICTE refereed) | Rs. 3000/- |
| (b) National Journal (AICTE refereed)      | Rs. 2000/- |
| (c) Other than scopus                      | Rs. 500/-  |

### **4.0 Participation in Different Challenges and Schemes:**

All students are expected to participate in different challenges and schemes time to time by different agencies and organizations. Such proposal may even involve some research study / survey, working in different labs / set ups in supervision of some external guide / members. The following amount will be paid to the student as per categories mentioned.

S. No	Grand / Award received	Award
1	Minimum Rs. 20000/-	Rs. 1000/-
2	Rs. 21000 to 60000/-	Rs. 2000/-
3	Rs. 61000 to Rs. 100000/-	Rs. 3000/-
4	Rs. 101000 to Rs. 200000/-	Rs. 5000/-
5	Rs. 201000 to 500000/-	Rs. 10000/-
6	Rs. 501000 and above	Rs. 21000/-

## 5.0 Patents Obtained:

Students are encouraged and will be guided and supported to file patents for their original contribution in the form of product or innovation from International and National agencies. These students will be supported by financial assistance as indicated below. If more than one student involved in this, the amount will be shared in a mutually agreed way.

S.No	Patent Granted Under	Award
1	International Agencies	Rs. 21000
2	National Agencies	Rs. 11000

## 6.0 Excellent Attendance Records:

Attendance is the most important parameter which impacts the performance of the student. At the end of every month, attendance report is displayed to the students and also conveyed to the parents. As per the affiliating university guidelines regarding attendance minimum 75% attendance is mandatory for all the students to be eligible to appear in university exams. To motivate student to attend maximum classes, following incentives will be granted:

S.No.	Category	Award
1	Students having > 95% attendance	Certificate will be awarded for very good attendance records
2	Students having 100% attendance	Rs.1000/- + Certificate will be awarded for excellent attendance records.

## 7.0 Academic Result based incentives:

### Category – A (University Level)

S.No	Particulars	Appraisal
1	1 <sup>st</sup> Position	Reward of Rs 151000/- Cash prize + Certificate
2	2 <sup>nd</sup> Position	Reward of Rs 121000/- Cash prize + Certificate
3	3 <sup>rd</sup> Position	Reward of Rs 101000/- Cash prize + Certificate
4	4 <sup>th</sup> to 10 <sup>th</sup> Position	Rs.51000/- as cash prize + Certificate

### Category – B (Institute Level)

S.No	Particulars	Appraisal
1	Institute Topper	Rs. 11000/- Cash prize + Certificate
2	Branch wise batch topper	Rs. 5000/- Cash prize + Certificate

## 8.0 Projects, Ideas & Innovations on Social Issues :

Institute encourage the students to select their projects, ideas & innovations relating to social issues, for each activity as mentioned above, the institute provides financial assistance for such projects. An annual budget of Rs.50000 per department has been fixed to meet such expenses. This is mandatory to utilize budget amount. In case of more funds required, the department will present their project report before the Apex Committee / Authorities for additional sanction of amount.

## 9.0 Participations in Technical Events :

Students are encouraged to participate in at various level technical events. On attaining one of the top 3 positions in such events. An individual student or team which is representing the institute on such kind of events award will be granted as per the details given below:

S. No	Position Attained	Zonal Level	State Level*	National Level*	International Level*
1	1 <sup>st</sup> Position	Rs. 2000/-	Rs. 5000/-	Rs.10000/-	Rs. 20000/-
2	2 <sup>nd</sup> Position	Rs. 1500/-	Rs 2500/-	Rs.5000/-	Rs. 10000/-
3	3 <sup>rd</sup> Position	Rs. 1000/-	Rs. 1500/-	Rs. 2500/-	Rs. 5000/-
Note : In case of team event award will be shared with all team members proportionately					

\*Reimbursement of TA and Registration Fee will be admissible as per rules.

## 10.0 Extra Co-Curricular Activities :

Students are encouraged to participate in Extra Co-Curricular activities at various level events & competitions. On attaining one of the top 3 positions in such events. An individual student or team which is representing the institute on such kind of events award will be granted as per the details given below:

S. No	Position Attained	Zonal Level	State Level*	National Level*	International Level*
1	1 <sup>st</sup> Position	Rs. 2000/-	Rs. 5000/-	Rs.10000/-	Rs. 20000/-
2	2 <sup>nd</sup> Position	Rs. 1500/-	Rs 2500/-	Rs.5000/-	Rs. 10000/-
3	3 <sup>rd</sup> Position	Rs. 1000/-	Rs. 1500/-	Rs. 2500/-	Rs. 5000/-
Note : In case of team event award will be shared with all team members proportionately					

\* Reimbursement of TA and Registration Fee will be admissible as per rules.

## 11.0 Payment of Incentive :

It will be review on quarterly basis (1<sup>st</sup> Qtr. August to October, 2<sup>nd</sup> Qtr.: November to January, 3<sup>rd</sup> Qtr.: February to April, 4<sup>th</sup> Qtr.: May to July), all award earned by a student will be calculated based upon the evidence produced. All such claims will be accepted within 15 days of next quarter and on the basis of Claims and due verification the incentive payable to the student will be reimbursed within one month.

## **12.0 Condition / Guidelines for attending Conference / Seminars / Workshop etc.**

- ❖ An application form has been prescribed for this purpose and the student is expected to submit the same duly filled and attaching copies of evidence duly countersigned by the HOD.
- ❖ If more than one student is involved in paper publication and research project, the amount will be equally shared among them.
- ❖ It is the responsibility of the students to produce evidence of having published paper duly verified by respective HOD.
- ❖ After checking the claim and approval by The Director & Concern Head of the department, the office of Registrar will disburse the amount as per due process.
- ❖ The criteria and modalities will be amended time to time as per the need.
- ❖ TA will be paid to attend only AICTE / Affiliating University sponsored / approved Conference / Seminars / Workshop as per affiliating university / institute norms.
- ❖ For attending Conference/Seminars/Workshop student must take prior permission through the HOD with proper documents and notification of related event before proceeding to attend such events.
- ❖ All related claim will be entertained on prescribed format only.

## CLAIM FORM UNDER BRIGHT STUDENT POLICY

Quarter No. .... Month.....Academic Session .....

### 5. Personal Details:

Name of Student		
Student Admission ID	University Roll No.	
Department	Year	

### 6. Activity Details:

Name of category and type of claim	
Brief details of claim related Activity	
(please attach separate sheet if needed)	

### 7. Claim, verification and validation :

Total Amount of Claim	Appraisal : TA : Other : Total :
Attachment (Mandatory) No of Pages .....	1. Related Approvals 2. Registration related documents 3. Certificate / Achievement proof / Publication proof etc.  (Signature of Student)
Verification by Head of Department with remark	
Validation by RDC/Competent authority	
Approval of Director	

### 8. For office use :

All records have been entered in relevant files	Dy. Registrar
All Claims have been settled as per rules	Accounts Officer
Scrutiny of process	Registrar Director



## **Training and Placement Policy**

### Preface

Dear Student

Training and Placement is an important aspect of any professional education. G. L Bajaj puts lots of effort and energy to make successful placement of its students. This is very well reflected from previous placements records some of the notable placements for 2016 are hereby attached.

However, the success in placement of individual depends on his/her ability to attract, engage and leave a mark on the recruiting companies with the right attitude, aptitude, knowledge, skills, motivation and energy.

This policy is designed to ensure that the Students of our college will present their potential in front of the companies, engaging with them through proper attitude, and make an impact on them with their knowledge and skills.

In view of the above the Institute will conduct a number of activities prior to the placement, during the placement and after the placement. These activities will include pre-placement training sessions on aptitude, technical and communication skills. Talks and sessions by industry persons, web and other presentations, on different aspects of learning, coding and technologies. The students should participate in different challenges which are conducted by companies, Forum and association. The T & P will keep you informing about such events.

Participation in Such events and activities give an edge to student and prepares a student to face the recruitment process confidently as he has something to showcase in front of the recruiter which put him/her apart from others. A positive impression of student's engagement with the recruiting companies gives a favourable impression of our students and companies would like to engage with the Institute in the long term.

Participation and performance in such activities along with regular practice tests is mandatory for students desiring to participate in College placement programme.

Participation and performance in such activities will be tracked continuously. Students having less than 80 % attendance or having poor performance will not be allowed to take part in the placement programme.

### **A. Important Note For the students**

***1. Students who are absent from the training sessions or having poor attendance (other than the valid reason) will be discontinued from the training sessions and subsequently from placement drives.***

***2. It is observed during the last years that once the student is placed in a company he/she stops attending the regular classes. The students should note that the offer letter extended by the companies, hiring through campus placements are conditional, Subjected to successfully completing their degree. The T & P will at no stage entertain such case/s where the offer letters is likely to be withdrawn as the student fail to achieve***

*the requisite percentage in their final degree due to poor performance/Absenteeism in Internal or External Exam.*

*3. In view of the above it is decided once the student is placed in a company, he should attend regular classes. He/She will be only be allowed to appear in next drive if his/her attendance in regular classes is satisfactory (60%).*

## **B. Pre-Requisite**

### **1.Pre- Placement Training:**

Pre training will be conducted on regular basis for all the students before start of the placement season. Pre assessment will be done for the students on Quantitative Aptitude, Analytical and Verbal Reasoning, Soft Skills, English and Technical. The students who score more than 80% in the modules will be given a special training to prepare themselves for Niche companies. This opportunity will be extended to a limited number of students purely based on their performance. The students who score less than 80% in the module are required to attend the Pre Placement Training classes in corresponding modules. However, all students are required to obtain satisfactory performance to participate in Placement programmes.

### **2. Seminar & other presentation Organizations/Industry Experts**

**To make student understand the Industry needs and Technologies the Industries are working the T & P will announce the workshops/seminars.** It is mandatory for the nominated/Branch students to attend the seminar or presentation. The absence from such events shall be treated as an act of indiscipline and the Placement office may debar the students from placement programme.

### **3. Technical Competitions & Challenges**

The Institute as well as other Major companies organizes competitions such as coding, quizzing, ideation, problem solving, and other technical events. The recruiting companies take a favourable view of the Institute where students engage in competitive events. The students are encouraged to actively participate in such events. There are some companies who hire the students based on the score/rank in the competition. The T & P will keep on informing and posting such events. Students who perform good and are ranked in Top performer will be given privilege in Internships, Placements, Projects and Incubation with seed fund.

### **4. Volunteering**

The placement office needs volunteering services of students to successfully carry out the various activities. The Placement office will announce the names of the students who will do the volunteer work during placement activities. It is mandatory for the nominated students to do the work assigned to them.

### **C. Placement Process**

1. The Process of Placement starts from August/September month every year for final year students. .
2. Pre-Placement Talk (PPT) can be organized in advance or on the same day.
3. The JD is made available to the students, along with any other information furnished by mails. The registered Students interested to sit for the said company are required to record their responses through modes desired by T & P.
4. After confirmation by the company, the Training and Placement Cell will announce the dates for campus interviews. The Order in which the companies are invited for the Placement is decided by the T& P, and is based on various parameters such as pay package offered, number of openings, and the profile of the company etc.
5. The company shall send or hand over the offer letter only to the Training and Placement Cell within a set time-frame as per the mutual understanding.
6. The offered Students signs offer letter and a copy is forwarded to the company.
7. The date of the placement drive may change from the company side due to the issue beyond their control.

### **Process of Registration for Students**

1. Students willing to apply for placements through T & P are required to register for the placements in T & P Department.
2. Students who wishes to apply for a particular position in a particular company is expected to :
  - a. Register for placements.
  - b. Apply to T & P for the offer posted by the particular company.
  - c. Attend PPT (Pre Placement Talks) of that particular company, if any.
3. The placement facility is available to all the students if registered with T&P for placements. Any Student not registered is not eligible for Placement opportunities
4. Submit a form declaring their intention of non-participation in the Placement process.

### **Placement drives:**

All the eligible students must attend the placement drives and maintain good conduct.

- Student should abide by the rules of fair conduct and not engage in any activity during a placement drive which will risk the name and reputation of the institute.
- If a student caught doing something unlawful/immoral then student will be debarred from all the Placement Drives.

## **D. Placement Policy**

1. There is no restriction on appearing in interviews until the first job is secured. A student will be considered to have secured a job if her/his name appears in the selection list.
2. If student gets multiple offers in the end of a day, or due to non-disclosure of the result in time by the company, wherein he/she has appeared in other drives she/he will be free to choose any one between them.
3. We have Two Offer Policy in below mentioned categories.

<b>Regular – 3.0 – up to 4.5 LPA</b>
--------------------------------------

<b>Dream – 4.5 LPA and above</b>
----------------------------------

4. A student selected in a 'Regular' category company has the option of upgrading to a 'Dream' category company.
5. ONLY TWO offers shall be permitted to a student.
6. SECOND offer shall primarily be to give the student an option to go to the higher category.
7. In case the student lands up in the DREAM category in the FIRST go, then he/she shall not be eligible for any further offer.
8. At the end of the placement season, TP may decide to call some companies only for the UNPLACED Students to help them grab their first offer.

### **Core Branches Placement Policy**

1. For core branches like ME, EE & CE one core offer policy is opted.
2. Candidates will be liable to take just one offer in companies offering job for core domain profile.
3. The students of said branches if selected in non-core companies first will be given opportunity to sit for the core company irrespective of the category and no. of job offers he/she has received. But if the students of said branches selected in the core company at any stage he will not be allowed to sit for any further placement core or non-core.

### **Accepting an Offer**

1. The company shall provide offer letters to the Placement Office and not directly to the students.
2. When the Cell receives an offer letter from a company for a student, it shall communicate the same to her/him.
3. A time period will be declared within which the students have to inform the Cell regarding his/her decision on the offer. If he/she fails to do so, it shall be assumed that the offer has been rejected by him/her.

4. Offer from Dream Category Company is deemed to be accepted and the student is out of campus placement process.
5. When a student receives a second offer, i.e. in the case of up gradation, from 'Regular' to 'Dream' categories, then he/she must inform Placement Cell in writing the final choice of the company with reasons by March 2017 or within the deadline specified by the company (whichever is earlier).

The above rule is also applicable to the OFF CAMPUS offer as well. For example, if a student gets an offer from campus and another offer off campus. He should inform and specify the reason to T & P if he is joining the off-campus company. Also the student is required to confirm their joining within one week as soon as he/she gets a second offer. Failing for same will be dealt accordingly.

6. Proper due-diligence should be done before formally accepting a job offer. Declining an offer, after formal acceptance, is violation of code-of-conduct & will be dealt accordingly.
7. A student who has accepted an offer is expected to join on the given joining date.

#### **E. Student Code of Conduct**

1. It mandatory for all students appearing for any process of campus drive to come in formals. For boys it is mandatory to be clean shaven
2. Students must keep their Identity Card with them at the time of PPT/Test/Group Discussion / Personal Interviews and produce the same when demanded by the visiting team or T& P staff.
3. The T & P strongly discourages the students to go for off campus placements in companies that are coming to campus, as this affects the company-institute relations adversely.
4. Students are also requested to forward contacts they have, if any, in different companies so that T & P may formally invite these companies for placements
5. All post job-offer communication between student and Company should be channelized only through the placement cell.
6. Direct communication with the company officials is **Not Allowed**.
7. It is mandatory for students to register for the company to participate in the placement process of the company.
8. Attendance in PPT is mandatory after registration, to be eligible for further placement process.
9. Students proceeding after the PPT for the next step in the selection process of a Company cannot quit in between. If a student quits in between, then he/she will be debarred and will not be allowed to appear in any other future placement event. Student have a fair chance to inform their decision of not continuing for the placement process to T & P .

If the company conducts any round outside the campus, the students who have registered / selected should compulsorily participate in the process. Students remaining absent in such cases will be **debarred for any further placement opportunities**.

Any kind of misbehavior / complaints reported by the company officials will be taken seriously and if proven, the student will be debarred from future campus placements.

#### **Non Acceptance due to Further Studies**

10. If a student does not accept an offer because of him/her pursuing higher studies (in India or abroad), the student needs to inform the placement cell as soon as possible (latest by April end) along with the letter/offer received by the university.

#### **Disclaimer:-**

**The role of the T & P (Training Placement Cell) is of a facilitator for placement related activities. T & P does not guarantee a job.** The T & P does extensive background checks of the companies coming for campus drive. Every student is advised to do a thorough research about the company and takes his/her decision accordingly. Registering or not registering for a company is student's own decision.

The policy above has been defined to meet the aspiration of maximum students. This is a dynamic process and the policy will be updated as per the need of an hour.

**The next review will be considered in December 2018**

**NOTE: Training and Placement Cell hold the right to make necessary changes in the placement policy during the placement session.**

### **UNDERTAKING BY THE STUDENT**

I \_\_\_\_\_ Roll no. \_\_\_\_\_ Branch \_\_\_\_\_  
\_\_\_\_\_ Semester \_\_\_\_\_

have received a copy of T & P rules for 2018 Batch. I have carefully read and fully understood the provisions contained in the said Rules.

I have, in particular, perused Section A of the Rule and am fully aware that I am have to maintain the regular attendance and action that is liable to be taken against me in case I am found defaulter in maintaining the same. Further, I hereby declare that I will follow all the rules of the sais guidelines at every stage of the process.

I hereby solemnly affirm and undertake that the College will have full right to take actions if any stage I am found noncompliance of rules and regulation of the T& P.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of  
Student Name \_\_\_\_\_

## **INTERNSHIP GUIDELINES**

### **About Internship**

This Student Internship Training Guide has been developed to make your internship a profitable and rewarding educational experience. It strives to answer questions that you may have and gives common guidelines for everyone to follow.

Comments and suggestions for improvements to this guide are welcome.

### **Introduction**

Traditionally, most engineering technology programs are centered on classroom activities with little or no involvement as to what actually takes place in industry. The results of this are students who are not fully prepared to face the world of work.

This separation between industry and education has resulted in courses or programs not being in tune with where the “state of the art” actually is.

This internship is an attempt to better prepare out students for employment and to keep up our program relevant and up to date. It is to this end that we at G. L Bajaj strive.

### **Philosophy**

For any internship to be successful, the combined efforts of the Startup Company, College and student are essential. Each party has an important function to fulfill and the combined efforts must be carefully coordinated. Furthermore, the company involved must have a commitment and dedication to help educate the engineering professional of the future. This is the most critical factor that determines the success or failure of the internship program. This guide is provided to help the Company engaged in training in fulfilling its essential function.

### **Intern's Responsibilities**

Firstly, each interested student must apply properly as per the circulation and be selected by the individual company as per his requirement for which the selection process will be decided by the individual company. Lodging, Boarding and personal travel expenses are generally the responsibility of the interning student. Each intern must conduct his or her activities in accordance with regulations prescribed by the college time to time and shall abide by the personnel requirements of the internship company provider.

### **Rules Governing Internship**

In order for the internship program to function and work successfully, a number of rules and procedures have been developed. The student is responsible to know and follow these rules. Students must be conscientious and work to the best of their ability.



Any difficulties or serious misunderstandings must be reported immediately to the coordinator.

## **MIC.**

Interns are required to comply with all conditions of the college including rules of the employer, and University regulations.

The concerned coordinator MIC must be notified immediately in the event a student is unable to report to work. If the absence from work extends more than three days, the coordinator must be notified.

A student may not abandon a program, the program for the said student can be terminated only after consultation with both the MIC coordinator and the employer.

Your status regarding financial aid, benefits, etc. is not college responsibility and you must check with the company selecting you.

Students who do not conform to the rules thereby jeopardizing the programme and such cases may be withdrawn from this programme. .

## **Getting the Most Out Of Your Internship**

Remember that this is a learning experience. How can you get the most out of this? How can you succeed on the programme? What can you do to establish a good on-the-intern reputation? The answers to these questions are related. When you are able to answer one question, you will often find you will have an answer to another.

Before offering a number of suggestions, we presume that as an intern want to do a good job, and (2) are receptive to advice.

Most of our intern company have been very eager to work with interns. Your mentors/supervisor understands that you are still learning and will help you adjust. Many students have a fear of failure which is generally unjustified. Do your best and everything will work out fine.

## **Company Responsibilities**

The main function of the company is to provide various opportunities for the intern to learn first hand about the Engineering profession. The training will vary from intern to intern as well as from company to company. Each company should, however, be able to provide appropriate training opportunities for the intern.

## **Orientation to the Companies Need**

The intern should be oriented to the organization and operation of the company need. Organizational charts, program plans, personnel regulation, procedure manuals and other pertinent material should be reviewed by the student during their first week.

## **The Importance of the Internship Program**

### ***To the employer:***

Opportunity to select and test talented professional personnel without a permanent commitment.  
Opportunity to preview prospective full-time employees over an extended period.  
Opportunity to participate in the student's career preparation.  
Reduces temporary work overloads.

### ***To the student:***

Practical application of classroom studies.  
Accumulation of professional experience in their field.  
Help in determining general and specific career opportunities.  
Development of maturity, professionalism, self-confidence and decision making skills.  
Improved prospects of career employment and higher earnings potential upon graduation/post graduation.  
Earnings help defray educational expenses\*. (\*As per the company)  
Develop an awareness of industrial realism.

### ***To the faculty:***

Establishes rapport with the business, industrial and governmental community and the public at large.  
Enables students to gain practical experience while joining classroom theory with real world application.  
Improves student's academic performance in the classroom.

### **Definitions**

***MIC Coordinator*** - A Senior member of the college faculty who has the prime responsibility for supervision of the MIC program/s.

***Company/startups***— A company that agrees to provide a minimum of 2 student /seat training /Intern on Engineering Technology.

## **GLBITM - MIC Centre Internship Contract**

This document is intended to be a working agreement between \_\_\_\_\_ (Student) and

\_\_\_\_\_ (Company)

as to the primary goals and expectations between both parties. It is expected that the student will perform the stated goals/objectives listed below and that the company will furnish support toward these goals/objectives. It is also expected that the basic internship will involve some knowledge/expertise learned from this program; the stated goals/objectives listed below should be jointly created by both the student & the company.

### **GOALS/OBJECTIVES**

1. To provide exposure of Company environment, work culture, process, real projects and other aspects to our college student.
2. Students selected have to commit to devote the time 20 hrs. / week or as per the requirement of startup organization.
3. During this period of internship program student has to ensure his/her attendance in academic in all activities (class & labs) along with committed Intern schedule.
4. The student will follow by the Rules & Regulations of the college and Terms & conditions of startup's organization.
5. In No Circumstances the requisite liability for the degree program should be diluted. All necessary credits is to be fulfilled by the student for which the company has to co-operate.
6. In view of this internship program the student will receive credit for his project work, Training work, seminar presentation.
7. The student has to understand that this program is a platform to provide a Industrial exposure for which they have to devote extra time other than academic this not to be treated as bye-pass/avoidance to any academic activity.
8. The purpose of this engagement is to provide a real industrial exposure and learning professional ethics during his/her undergraduate /postgraduate part of study the company should provide all such exposure to the students

The above is agreed upon by:

Student \_\_\_\_\_

Date: \_\_\_\_\_

Company Rep. \_\_\_\_\_

Date: \_\_\_\_\_

## Internship Contact Information

Student Name: \_\_\_\_\_

Company:

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Company

Type:

\_\_\_\_\_

Intern

Supervisor:

\_\_\_\_\_

Phone:

\_\_\_\_\_

Fax:

\_\_\_\_\_

E-Mail: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

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## **GRIEVANCES REDRESSAL MECHANISM**

### **OBJECTIVE**

In order to ensure transparency by Technical Institutions imparting technical education, in admission and with Paramount Objectives of preventing unfair practices and to provide a mechanism to students for redressal of their grievances, AICTE has notified Regulations for establishment of mechanism for Grievance Redressal Committee and OMBUDSMAN for all the AICTE approved Technical Institutions vide No. 37-3/ Legal/ 2012 dated 25.05.2012.

### **GRIEVANCES**

'Grievances' may include the following complaints of the aggrieved students namely -

- (i) Making admission contrary to merit determined in accordance with the declared admission policy of the institute.
- (ii) Irregularity in the admission process adopted by the institute.
- (iii) Refusing admission in accordance with the declared admission policy of the institute.
- (iv) Withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, with a view to induce or compel such person to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue.
- (v) Demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such institution.
- (vi) Breach of the policy for reservation in admission as may be applicable.
- (vii) complaints of alleged discrimination by students from Scheduled Caste, Scheduled Tribes, OBC, women, minority or disabled categories;
- (viii) Non-payment or delay in payment of scholarships to any students that such institution is committed, under the conditions imposed by AICTE, or by any other authority.
- (ix) Delay in conduct of examinations or declaration of results beyond that specified in the academic calendar.

- (x) On provision of student amenities as may have been promised or required to be provided by the institution.
- (xi) Denial of quality education as promised at the time of admission or required to be provided.
- (xii) Non transparent or unfair evaluation practices;
- (xiii) Harassment and victimization of students including sexual harassment.
- (xiv) Refund of fees on withdrawal of admissions as per AICTE instructions from time to time.

## **FORMATION OF GRIEVANCES REDRESSAL COMMITTEE**

- |   |           |
|---|-----------|
| 1. A Retd. Judge / Retd. Professor<br>(Appointed by the Board)  | Ombudsmen |
| 2. One Professor nominated by the Board                         | Member    |
| 3. One senior faculty member (female) nominated<br>by the Board | Member    |
| 4. One senior officer from administration by the Board          | Member    |

## **PROCEDURE**

- (1) There shall be a cell headed by an employee of the institute of appropriate rank as the Ombudsman may decide where an aggrieved student or person may take an applicant seeking redressal of grievance.
- (2) The address of the registry so established shall be published widely including on the notice board and prospectus and placed on the website of the institution.
- (3) On receipt of an application by the registry, the employee-in-charge shall inform the Ombudsman and shall immediately provide a copy to the institution for furnishing its reply within seven days.
- (4) The Ombudsman shall fix a date for hearing the complaint which shall be communicated to the institute and the aggrieved person either in writing or electronically, as may be feasible.
- (5) An aggrieved person may appear either in person or represented by such person as may be authorized to present his case.
- (6) The Ombudsman shall be guided by principles of natural justice while hearing the grievance.
- (7) The Ombudsman shall ensure disposal of every application within one month of receipt for speedy redress of grievance.
- (8) The Technical institution shall be expected to co-operate with the Ombudsman in redress of grievances and failure to do so may be reported by the Ombudsman to AICTE.
- (9) On the conclusion of proceedings, the Ombudsman shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party at issue.
- (10) Every order under clause (9), under the signature of the Ombudsman, shall be provided to the aggrieved person and the institution and shall be placed on the website of the Technical institution.
- (11) The Technical institution shall comply with the order of the Ombudsman.
- (12) Any order of the Ombudsman not complied with by the institution shall be reported to the AICTE for appropriate action as deemed fit by the Council.

(13) A complaint shall be filed by the aggrieved student, his / her parent or with a special permission from the ombudsman, by any other person.

(14) In case of any false/frivolous complaint, the ombudsman may order appropriate action against the complainant.

(15) The principles and procedures outlined above shall apply to the working of the Grievance Redressal Committee in the Technical Institute except

(a) In case of lack of unanimity, the Grievance Committee shall take decisions by majority;

(b) The Grievance Committee shall communicate its decisions within ten days of receipt of complaint.

## **POWERS OF GRIEVANCES REDRESSAL COMMITTEE**

(1) The Ombudsman shall exercise its powers to hear any grievance of any student against the university or institution affiliated to it or an institute, as the case may be, after the student has availed of remedies available in such institution for redressal of grievance; and of any applicant for admission as student to such institution.

(2) No application for revaluation or remarking of answer sheets shall be entertained by the Ombudsman unless specific irregularity materially affecting the outcome or specific instance of discrimination is indicated.

(3) The Ombudsman shall have power to seek the assistance of any person belonging to the Scheduled Caste, Scheduled Tribe, Socially and economically backward classes (SEBC) minority or disabled category, as amicus curiae, for hearing complaints of alleged discrimination.

## **WOMEN GRIEVANCES CELL**

In order to maintain safety and security to the girls and women, a cell has been constituted for redressal of grievances. Our women grievance cell stays alert all the time to prevent any sexual abuse towards the students and female employees and if they face any discrimination/ harassment from the staff or workers, then they can complain to women grievance cell. The members will look into the issues, gather the evidence, and take the necessary action against the guilty. We also focus on preventing this kind of discrimination/ harassment by using secret monitoring services, which keep a keen eye on the entire campus.

### **OBJECT:**

(i) To prevent sexual harassment and to promote the general well-being of female students, teaching and non-teaching women staff of the College.

(ii) To provide appropriate working conditions in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work places and that no women employee has reasonable grounds to believe that she is disadvantaged in connection with her employment.

(iii) To provide guidelines for the redressal of grievances related to Sexual harassment of female students, teaching and non-teaching women staff of the college.

## **FORMATION OF WOMEN GRIEVANCES CELL**

- |   |        |
|---|--------|
| 1. Senior Faculty Member (Female) nominated by the Board  | Head   |
| 2. Five other faculty members nominated by the Director<br>(out of which minimum three should female) | Member |
| 3. One senior administrative officer nominated by the Board   | Member |

## PROCESS

This cell is meant for maintaining the records of grievances, actions taken thereon and settlement of grievances. The cell is headed by the Principal, consisting of administrative officer and six lady faculty members. The grievance box is placed in the girl's waiting rooms where students have to drop their grievances, if any. The box is opened once in a month and checked. Any grievance found in it is scrutinized and necessary actions are immediately taken by the Cell. In case of emergency, the Principal calls a meeting and addresses the problems immediately. During the last two years the cell is resolving the difficulties of the girl students' grievances. It was settled amicably.

In addition, there is a Complaint cum Redressal Committee, which resolves the grievances of the students on the campus. **Besides, there is an exclusive mechanism to address the issues relating to women and their grievances.**