



I.T.S SCHOOL OF MANAGEMENT

Mohan Nagar, Ghaziabad



FACULTY & STAFF POLICY DOCUMENTS

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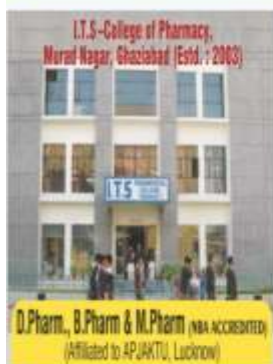
Prof. Yachna Malhotra
 Associate Professor
 I.T.S School of Management

Nominee of State Govt from the Region
 Industrialist /Technologist/Educationist

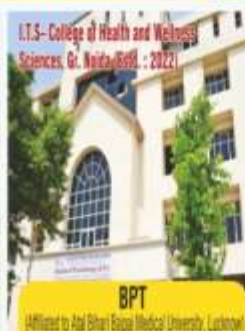
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 AICTE
 Kanpur

Nominee of State Govt
 Director
 Technical Education, (Ex-Officio)

Dr. Ajay Kumar
 Member Secretary & Director
 I.T.S School of Management



COURSES OFFERED	
Management	- PGDM, MBA, BBA
IT	- MCA, BCA
Engineering	- B.Tech (ME, CSE, CIVIL, ECE, CSE (AI&ML) and CSE (DS))
Dentistry	- BDS, MDS
Pharmacy	- D.Pharm, B.Pharm, M.Pharm, Ph.D
Paramedical	- BPT, MPT



I.T.S RUNS TWO MULTI-SPECIALITY HOSPITALS WITH 100 BEDS EACH CATERING TO MEDICAL NEEDS OF SOCIETY.

I.T.S - SURYA HOSPITAL, MURAD NAGAR, GHAZIABAD

I.T.S - SURYA HOSPITAL, GREATER NOIDA

FACILITIES ARE AVAILABLE FOR GENERAL MEDICINE, SURGERY, ORTHOPEDICS, PEDIATRICS, GYNECOLOGY & OPHTHALMOLOGY



GHAZIABAD

(Estd. 1995)

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I.T.S SCHOOL OF MANAGEMENT

Mohan Nagar, Ghaziabad

VISION

Creating a Thinking Professional Order

MISSION

To make incessant endeavor to create learning processes in response to changing managerial paradigms.

OBJECTIVES

- **Generating new learning techniques**
- **Improving teaching processes**
- **Expanding the information technology capacity**
- **Strengthening the industry interactive network**
- **Inculcate team spirit among the learners**

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I.T.S SCHOOL OF MANAGEMENT

Mohan Nagar, Ghaziabad

Post Graduate Diploma in Management (PGDM)

Programme Educational Objectives (PEOs)

- PE01:** Professional Excellence and Employability To equip students with strong conceptual foundations, analytical skills, and functional knowledge in management to excel in diverse organizational roles and contribute effectively to business decision-making
- PE02:** Leadership and Entrepreneurial Spirit To nurture leadership qualities, teamwork, and entrepreneurial capabilities among students to enable them to lead initiatives, start ventures, and create value for society and industry
- PE03:** Ethical and Responsible Management To develop socially responsible, environmentally conscious, and ethically grounded management professionals who contribute meaningfully to sustainable business practices and inclusive growth
- PE04:** Global and Technological Outlook To foster a global perspective and technological adaptability, enabling students to navigate the dynamic global business environment, leverage digital innovations, and address cross-cultural business challenges
- PE05:** Lifelong Learning and Research Orientation To inspire graduates for lifelong learning, skill enhancement, and research orientation by engaging them in contemporary management issues, data-driven practices, and innovation-driven learning

I.T.S SCHOOL OF MANAGEMENT

Mohan Nagar, Ghaziabad

Post Graduate Diploma in Management (PGDM)

Programme Outcomes (POs)

A student should have following attributes at end of the programme:

- P01: Domain knowledge, skills and competence both in depth & breadth**
- P02: Ability to apply knowledge in solving real life business problems**
- P03: Logical thinking, analytical skills and awareness of contemporary issues**
- P04: Transferable skills:**
 - ◆ **Effective communication both written and verbal**
 - ◆ **Presentation skills**
 - ◆ **Team work and interpersonal skills**
 - ◆ **Positive attitude**
 - ◆ **Confidence**
 - ◆ **Adaptability/resilience to change**

Preface

Since time immemorial, humans have endeavoured to document their thoughts, activities, and procedures. In keeping with this tradition, we present this comprehensive compilation of policies currently in effect at our esteemed institute. This collection encompasses distinct policies under three categories viz Academic, Administrative and HR Policies, that guide our various functions and committees in achieving their stated objectives.

The dynamic nature of educational institutions demands that policy-making remain a continuous process, adapting to evolving requirements. To reflect this ongoing evolution, we commit to review and publish this Policy document as and when required, incorporating all policy changes implemented throughout the year.

Our institutional framework must remain responsive to changing needs, necessitating regular review, revision, supplementation, or retirement of policies as circumstances demand. While this document represents a snapshot of our current requirements, we recognize it as part of our continuing effort to maintain relevant and effective governance. We actively encourage input and suggestions for policy improvements, all in service of our ultimate goal: developing qualified human resources for nation-building.



(Dr. Ajay Kumar)
Director

I.T.S -The Education Group

“Engage-Enlighten- Encourage”

In the continuing task of nation building, I.T.S - The Education Group under Durga Charitable Society, established its first campus “Institute of Technology and Science” at Mohan Nagar, Ghaziabad in 1995. Since then, the Group is committed to its vision of “Creating a Thinking Professional Order”.

I.T.S The Education Group is determined to promote excellence in higher education for a vibrant and inclusive society through knowledge creation and dissemination. The Group offers 20 courses in the areas of Management, Information Technology, Dental Science, Engineering, Biotechnology, Paramedical Science and Pharmacy through its 12 institutions spread across 5 campuses in Ghaziabad and Greater Noida. It also runs two Multi-Speciality Hospitals with 100 Beds each catering to medical needs of society. All the institutions are approved by their respective regulatory authorities. Many of the institutions of the group are NAAC accredited and many courses are NBA accredited.

I.T.S School of Management, Ghaziabad

PGDM programme at I.T.S School of Management, Mohan Nagar, Ghaziabad is NBA accredited since 2006. It is also an ISO: 9001- 2015 certified institute.

I.T.S School of Management, Ghaziabad is a dynamic and innovative institute recognized as a leading education provider in the areas of Business Management. It offers PGDM (Post Graduate Diploma in Management, started in 1996, formerly known as Institute of Technology and Science, Ghaziabad). In the year 2020, by the order of AICTE, PGDM programme was separated from Institute of Technology & Science and was shifted to standalone institute, I.T.S School of Management, Ghaziabad. PGDM Program is NBA Accredited. The institute is approved by AICTE & PGDM is granted equivalence to MBA by AIU (Association of Indian Universities).

I.T.S School of Management, as an institution devoted to impart higher education has always committed itself to deliver superior quality and excellence in the field of education. We are deeply conscious of our role in modern society of nurturing the future generation of India who will be largely responsible for taking India to the next level of economic development.

At I.T.S School of Management we strive for “Creating a Thinking Professional Order” through various activities we undertake in our PGDM program. To add value and to further enrich the program, a slew of value-added courses, personality development and career counselling sessions, social awareness courses and Entrepreneurship classes are interwoven intricately into the two -year module. We have also made some bold departure from conventional structure of knowledge and have attempted to push the boundaries with regard to pedagogic and student support practices.

Our constant endeavour has been to provide value education with the over-riding aim of delivering competent, smart and socially conscious young men and women into the growing economy of ours and who will contribute substantially and effectively into taking this country to greater heights in the coming years.

As an Institution, we understand that excellence is a journey not an end and we are very hopeful that the autonomous status would enable us to further strengthen an effective and sustainable quality assurance system in the Institute.

The highly participative, collective reflections and intense deliberations that went into the preparation of this document provided us with a coherent perspective to view the Vision and Mission of our Institute and to prepare ourselves ready for larger purpose of our existence.

Vision:

Creating a Thinking Professional Order

Mission:

To make incessant endeavor to create learning process in response to continuously changing managerial paradigms.

Objectives:

1. Generating new learning techniques
2. Improving teaching-processes
3. Expanding the information technology capacity.
4. Strengthening the industry-interactive network
5. Facilitating professional practitioners in searching their potential
6. Inculcating team spirit among the learners

Goals:

1. Prepare students as future managers and leaders to flourish in a dynamic global environment, adding value to the industry
2. Enhance intellectual capabilities to facilitate a learning environment and develop new-age skills
3. Strengthen resources and strive for excellence
4. Be recognized as a futuristic, value-based and state-of-the-art global institution, continuously transforming to stay aligned with industry and society

Faculty & Staff Policies

1. Administrative Policy

- Governance Policy
- Equal Opportunity Policy
- Research Promotion Policy
- IT & E-Governance Policy
- Anti-Ragging Policy
- Prevention of Sexual Harassment Policy
- Grievance Redressal Policy
- Waste Management Policy
- Safety & Security Policy
- Infrastructure Maintenance and Utilization Policy
- Weeding Out Policy

2. Human Resource Policy

- Recruitment and Selection Policy
- Service Rule Policy
- Performance Appraisal Policy
- Leave Policy
- Staff Welfare Policy
- i. Employee Welfare Policy for Home
- ii. Employee Welfare Policy for marriage
- iii. Welfare Scheme for purchase of vehicle
- iv. Employees Children Scholarship Scheme
- v. Policy on Advance Payment
- vi. Outstanding Association Scheme
- Policy on Extra Teaching Hours
- Policy on Guest/ Visiting Faculty
- Travel Expense Policy
- Whistle Blower Protection Policy
- Plastic Ban Policy

Administrative Policies

Governance Policy

The purpose for development of Governance Policy is to

- Classify powers of the institution and outline the controls delegated.
- Develop a strategic plan for directing the stakeholders to achieve the organizational vision and mission.
- Composing a complete, accountable and dedicated management system.
- Ensure legal and ethical functioning of the college.
- Guarantee advancement and accomplishments of academic activities planned and implemented.
- Evaluation and confirmation of eminence in actions within the scope of the institution

SCOPE OF GOVERNANCE

1. Strategic Plan
2. Administration
3. Admission
4. Academics
5. Infrastructure & Facilities
6. Student Support & Progression
7. Recruitment, Career Progression and Capacity Building
8. Collaboration and Influence
9. Finance Management

OBJECTIVES

- Establish, evaluate, regulate, control and accomplish vision and mission of the college.
- Shape robust, systematic and participative leadership.
- Create strategic framework that ensures the implementation of institutional plans.
- Ensure knowledge to every student which transmutes them to good citizens.
- Endorse and protect the privileges and autonomy of staff and students.
- Achieve academic excellence by endorsing teaching, research and integrity of staff
- Develop proficient aptitude through ability building ingenuities.
- Ensure fairness and transparency in organizational functioning.
- Provide consistent and dependable data for systematic functioning.
- Ensure equality and ethical values among students.
- Develop a dutiful culture among students to preserve the environment.

I.T.S School of Management, Ghaziabad, functions in specific verticals as detailed below, which is inclusive yet not exhaustive.

1. STRATEGIC PLAN

Purpose

- To develop a holistic framework for the welfare of the institution's stakeholders
- To nurture students through dynamic & experiential learning by reinforcing values
- To support learning, research and skill development by strengthening physical facilities
- To focus on employability, entrepreneurship and skill development to aid students in achieving goals
- To upgrade faculty competency through capacity building activities and research
- To maintain sustainable financial status to ensure academic stability
- To augment administration, faculty and student connectivity

2. ADMINISTRATION

Purpose

- To manage and supervise academic and administrative function of the institution
- To develop and revise policies & procedures
- To operationalize policies and implement strategic plans
- To ensure compliance with rules & regulations of Government, Statutory bodies and Regulatory bodies
- To guide, recognize and regulate on financial matters of the institution
- To have standards and evolving curriculum and teaching process respectively
- To provide safe, secure and eco-friendly campus
- To audit, evaluate and reassess the institutional activities

List of Areas and their activities

- **Policies and Procedures Governance** - HR management, Academic Perspective, Infrastructure facilities, Decentralization, Collaboration, Consultancy, Admission, Research, Utilization of Academic support facilities, Finance, Audit, Student & Staff programmes, Welfare measures, Operation of councils & committees, Maintenance & replenishment, Examination, Audit & evaluation, Career & guidance.
- **Controller of Examinations (COE)** - Fee payment, Exam commencement, Question paper setting, conduct of exams/reappear exams, Malpractice prevention, Evaluation/re- evaluation, Result declaration, Mark sheets and Diploma certificates provision.
- **Internal Quality Assurance Cell (IQAC)**- Strategic quality analysis plan, Assessment, Evaluation, Audit, Accreditation, Review, Feedback system-student, Teachers, Employer & Alumni.
- **Data Management** - Student records, Staff records, Resources data, Infrastructure & facilities, Library and Admission. Career Guidance & Counselling

Cell Placement, Innovation Incubation centre, Entrepreneurship development cell.

- **Audit & Accreditation** - Green audit, Academic & Administrative Audit, ISO, AICTE, Swachatha, ARIIA & NIRF.
- **Inclusive environment**- Eco-friendly campus, Discrimination & Harassment free initiatives, Observing national/international days and festivals.

3. ACADEMICS

Purpose

- To provide student-centric Outcome Based Curriculum
- To expose students to research and technology to induce independent critical thinking
- To focus on prompting societal learning through social immersion activities
- To promote unified and need specific academic culture

List of Activities

- Curriculum - OBE, Experiential/Participative Learning, Feedback system.
- Tutorial system - Bio-data, student activity records, Advance level/slow learners- methods to support learning, Problem solving, student performance appraisal.
- Academic flexibility - Eg: CBCS, Inter-disciplinary and Intra-disciplinary, Add-on courses.
- Use of ICT - E-resources, online evaluation - general awareness, LMS, Wi Fi, Smart classrooms.
- Supplementary Enrichment Programmes - Trainings, Internships, MOODLE, Cross cutting programmes- Eg: Workshop/seminar/guest lectures/conference.
- Research - Funded Projects & Non-funded projects.
- Academic culture - Discrimination free campus & Gender equality and equity.
- TLP and Evaluation - Methods of delivery, work diary, feedback on teachers.
- Research o Inter-disciplinary & inter-departmental activities, resource sharing, Innovative ecosystem, patency, innovation awards.

4. ADMISSION

Purpose

- To attract student population from various geographical areas
- To provide undivided merit based, fair and transparent admission
- To support the increase in rate in higher education as a contribution to national development
- To aid finance mobilization for institutional development Scope Students and Management/Administration

List of Actions

- Demand Ratio - Total number of candidates registered, total number of candidates admitted
- Enrolment - Enrolment percentage - Transfer students - Course transfer within college -Drop outs
- Student diversity record (Regional/Nationality/Community/Religion/Minority)
- Data of students - Differently challenged students - Sports person - Economically weaker students -Ex-service/military - Medium of instruction

5. INFRASTRUCTURE & FACILITIES

Purpose

- To cope with the evolving needs of student-centric learning system
- To foster the demands in research and career aspects
- To provide supportive facilities to conduct academic and extra-curricular activities
- To render safe and secure campus environment

List of Amenities

- Physical facilities - Office, Blocks, Pathway & Pavement, Washrooms, Power room, water management, emergency exit & Fire safety.
- Classrooms, Laboratories & Research Facilities
- ICT infrastructure - Eg: computers, Wi fi bandwidth, LAN, LMS, smart classroom, e-content development facility.
- Library/Resource Facilities - Digital section, Books, Journals, Competitive exam section, Back volumes, Braille system, software, nature of automation and membership.
- Sports and Cultural facilities - Indoor & out-door facilities- Games, yoga intra/inter-college cultural and sporting events.
- Maintenance & Replenishment - Building, Equipment, Furniture, Campus Cleanliness, ICT tools.
- Facilities for energy and water conservation o Solar panels, Solar grid tie, bio gas plant, battery powered vehicles, Rain water harvesting, Charging pit, Borewell/open well recharge.
- Facilities for Waste Management - Solid & liquid wastes, e-waste, Waste recycling, water conservation, waste water recycling, Incinerator.
- Additional in-campus provisions - Hostel for boys and girls & Food service centres and medical facilities.
- Facilities to support people with special needs, Ramp, Scribe, Differently-abled friendly washrooms, signboards, assistive tools.

6. STUDENT SUPPORT & PROGRESSION

Purpose

- To equip the students with domain specific and non-domain specific skills
- To inculcate value system among students
- To support the students financially via scholarships
- To motivate and help in upward progression of students in career
- To nurture and transform the capacity of all students
- To develop facilities for bracing the needs of Special students

List of Activities

- Mentor-mentee system - Remedial Classes, counselling
- Grievance Redressal & Welfare measures - Grievance committee-sexual anti-harassment, ragging, financial support- scholarship, freeships, part-time campus job, insurance, medical assistance.
- Competency building programmes - Academic programmes (Seminars/workshop/ guest lecture/conference & Advanced & Slow learner based supportive actions) - Linguistic development programmes
- Value education, language classes, Gender equity, community service-extension activity.
- Participatory Engagements in social immersion activities, Cultural activities, Leisure/Clubs & Forum events & Publications - Student Magazines.
- Feedback system & student satisfactory survey - Curriculum enrichment, faculty capacity building and infrastructure & facilities.
- Alumni engagement and Trainings, motivational talks, scholarship, feedback, employment and conduct of events.
- Career building engagements - Career counselling, Skill trainings, Innovation, Entrepreneurship programmes, Placement/Recruitment actions.
- Collaboration - Research, Internship & Inter-institutional activities.
- Students' performance (Curricular and extra-curricular activities) recognition of Regional/national/international level participation- Awards, rewards, certificates and medals.
-

7. RECRUITMENT, CAREER PROGRESSION & CAPACITY BUILDING

Purpose

- To appoint proficient and dedicated Faculty members and Support staff
- To improve learner centric teaching methods through trainings and orientations
- To support faculty members in meeting the needs of evolving education for upgrading curriculum
- To enhance staff capabilities for fostering students towards higher order thinking

- To upraise competency of faculties to meet technological & digital evolution in education
- To provide trainings, wellness programmes and welfare measures to boost the productivity of faculties and support staff

List of Activities

- Career development programmes - Faculty Development Programmes, ICT Trainings, Refresher courses & Skill Trainings.
- Yoga, wellness programmes & Welfare Measures - cultural & sporting activities, Loans, Maternity Leave, etc.
- Financial support - Conferences, workshops, trainings and membership fee for professional bodies.
- Teachers day celebrations - Awards, Honouring the retired staff.
- Trainings for implementing new ICT concepts - In-house and out campus trainings.
- Aiding research, patency & consultancy activities- Seed money, Incentives for publications/Ph.D, support from government and nongovernment agencies, Publications.
- Performance Appraisal - Incentives, salary increment, promotions

8. COLLABORATION & INFLUENCE

Purpose

- To diversify knowledge through Academia-Academia/Industry collaboration
- To capitalize and generate uncontested innovative ideas and outputs in alliance with research centres
- To promote cross-skilling through Inter-departmental and Intra-institutional partnership
- To take up social responsibility by sharing expertise with community

List of Activities: Consultancy

- Industry, start-ups, other educational institutions.
- Collaboration with National and International institutions and Industries - Corporate training, on-job trainings, internships, counselling, innovative practices, IPR, faculty/student exchange, research.
- Research Centers - Research, Problem identification and solving methods, techniques.
- Government Organizations o Trainings, Internships, Counselling & awareness programmes.
- Community- Skill development, Wellness assessment, Medical support, Awareness programmes.
- Innovative Ecosystem - Incubation centre/start-ups,

9. FINANCIAL MANAGEMENT

Purpose

- To ensure adequate availability of finances
- To mobilize and utilize funds effectively and efficiently
- To maintain sustainable financial flow for concrete institutional development
- To prepare budget and analyse income & expenditure Scope: Planning, Allocation and Controlling Institutional Finances.

List of Activities

- Review and decision making on fund mobilization
- Financial decisions and budget from each departments Budget & Expenditure o Infrastructure & Physical facilities o Academics (Eg: BOS, Lab, Seminars, etc.) - Students (Placement, trainings- soft skills, communication skills, life skills, technology trainings, scholarship/freeships) o Administration (Aided and self-financing offices, audit) - Seed Money for Research - Faculty Development programmes - Maintenance o Stationeries o Salary & Contracts o Equipment - Staff & student trainings - Cultural & Sports events - ICT (Hardware & Tools investment)
- Mobilization - Government Agencies (Infrastructure, research, etc.) – Non-governmental agencies - Individuals/ Alumni sponsors - Management - Consultancy - Incubation Center - Student Council & Department Association.

Equal Employment Policy

It is the policy of the college to provide equal employment opportunity to all employees and applicants for employment and not to discriminate on any basis prohibited by law, including race,

color, sex, age, religion, disability, marital status etc. It is our intent and desire that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment. The college and all managerial personnel are committed to this policy and its enforcement.

Employees are directed to bring any violation of this policy to the immediate attention of their supervisor or the college Director & college authorities. Any employee who violates this policy or knowingly retaliates against an employee reporting or complaining of a violation of this policy shall be subject to immediate disciplinary and legal action, up to and including discharge from employment. Complaints brought under this policy will be promptly investigated and handled with due regard for the privacy and respect of all involved.

Research Promotion Policy

The research policy formulated in 2013 (revised on 30.12.2023) focuses upon development of intellectual capital in varied specialization areas. These activities help faculty to enhance knowledge

base and to fetch him/her regional, national and international acclaim and to keep abreast with the recent developments.

Faculty Research Incentive Scheme

In addition to regular teaching work, the faculty is expected to publish research papers and articles, etc in journals, business newspapers and magazines and for other professional publications. It is also expected from faculty to contribute to development of intellectual capital in the area of its specialization. These activities on one part help the faculty to enhance the knowledge base and another part to fetch him/her regional, national and international acclaim and to keep abreast with the recent developments. I.T.S Ghaziabad has always been encouraging & supporting these activities.

A. Publications of Research Paper

To incentivize the faculty, the institute will observe the following incentive scheme for its faculty members on publication of research papers etc.

S. No	NAME OF JOURNAL / CATEGORY	PROPOSED INCENTIVE
1	Paper Published in Journals (Referred)	
	a) Top International Journals in world like Journal of Management, Journal of Marketing, Strategic Management, Journal, Journal of Finance Journal of Operation, MIS, Quarterly HBR, ABDC "A" category etc.	Rs. 50,000/-
	b) International Journal published outside India: Scopus Indexed/ ABDC "B" category ABDC "C" category	Rs. 20,000/- Rs. 15,000/
	c) Published in India: Scopus/ ABDC	Rs.10,000/
2	UGC Care listed Journals	Rs. 7,500/-
3	Journals Published by IIMs, IIT, XLRI, ISB or Similar	Rs. 7,500/-
4	Journals Published of TISS, Indian Journal of Accounting Indian Journal of Marking, Indian Journal of Industrial Relation, or similar	Rs. 5,000/
5	Articles in Popular Business Newspaper/Magazines and Journals of regional Institute/ AIMA other than above 3/4	Rs. 2,000/-

B. Book / Book Chapter / Case Study

1	Writing Book Chapter (Research Oriented) with Best known Publication House of International Repute published outside India	Rs. 25,000
2	Writing Book Chapter (Research Oriented) with Best known Publication House of National / International Repute, published in India	Rs. 5,000
3	Publish Text Book with Best Known Publications House National / International Repute in India (Like TMH, PHI, PEARSON, OXFORD etc.)	Rs. 20,000
4	Publish Text Book with known Publication House in India (other than point no. 3)	Rs.10,000/

C. Case Study

Publication of Case study will be considered as equivalent to research paper as per the merit of publication which will be evaluated by a team comprising Director and two faculty members (Research Active) of the department for placing in above Table for paper publication for financial reward.

D. Eligibility

In case of co-authors, the first author must be from I.T.S for eligibility of the incentive then following will apply.

- a) In case of two co-authors amount will be shared in ratio of 3:2
- b) In case of three authors the amount will be shared in ratio of 5:3:2
- c) The Paper/ Book having more than three authors will not be considered

The faculty member has to submit a hard and soft copy of the paper and proof of publication/acceptance for publication of the paper for claiming such incentives.

E. Presentation of Papers in Conferences/Seminars.

- 1. Faculty members are encouraged to send papers for presentations in conference seminars related to their functional area. However, Faculty has to certify that his/her attending the conference/seminar will not hamper the ongoing academic activities and tasks assigned at the institute.
- 2. Faculty should inform the Department at the time of submission of the paper. In case of a co-author only first author will be eligible to visit for a presentation.
- 3. A faculty can avail such facilities for a maximum of two times in an academic year for National Conference and once in two years for International Conference.

4. International Conference outside India: In case of acceptance of paper in international conference outside India, based on production of the proof and required documents. Faculty may be provided financial grant to meet (i) registration fee (ii) lowest shortest economic class travel expenses and (iii) lodging and boarding expenses. The VISA fee, airport expense and all other local conveyance are to be borne by the concerned faculty. This facility will be applicable to faculty with minimum one-year service at I.T.S.

5. Lodging and boarding expenses will be on actual basis or limited to \$150 per day for maximum (actual conference day + 1 or upto 4) of four days.

6. For international conferences within India facilities will be the same as applicable to other National Conferences.

7. National Conference: For National Conferences and International Conferences organized within India the Institute can provide the grant subject to acceptance of the paper, for travel as per I.T.S norms. For lodging and boarding actual for a maximum period of four days as per Institute's travel rules.

8. If any faculty who has less than one year of service in I.T.S wants to avail this facility, he/she has to bear 50% of the registration fee and only 50% of above loading rates will be applicable.

F. Quality Improvement Programme (QIP) and Faculty Development Programme (FDP):

Institute may sponsor a faculty for QIP / FDP or such programme outside National Capital Region (NCR) for maximum up to two times in an academic year.

G. Academic Leave

Research work including Ph.D. work (with details of registration submitted to the office), conductance of University Viva, presentation of Paper/Article Case Study, attending QIP/FDP conference or workshop etc will be covered under the 15 days of Academic leave and for period exceeding this limit other eligible leave will be adjusted

H. On Duty Leave Faculty/ staff can avail On Duty Leave (OD) for their engagement in institutional activities outside of the campus as per the requirement with proper intimation and prior approval of the reporting authority. (Other than point no. G)

I. Foreign Travel Grant by AICTE Faculty can avail Foreign Travel Grant form AICTE/UGC and in that case faculty will not be entitled to claim expenses from the institute.

In addition to the above, following are other facilities provided by the institute to the faculty members to promote research activities:

- a. Data Collection: Advantage of engaging students for data collection related to the research undertaken by them.

- b. Database: Facility to use E-Books & available databases including Capitaline, DELNET, Ebsco and NDL database for research work.
- c. Purchase of Books/ Journals: Purchase of recommended books/ Journals by the faculty related to their research work.

The academic process of the Institute shall be implemented through the updated and innovative IT infrastructure that is secure to manage cyber risks. The introduction of Information and Communication Technology in the field of education has become a boon to the academic institutions as it helps in maintaining the quality in education as well as in the governance of the institution.

Objective of the Policy

- To implement e-governance in various functionalities of the institution
- To achieve efficiency in the teaching-learning process
- To create transparency
- To ensure accountability

Policies:

- The IT Policy includes IT administration, hardware, software, networking, IoT, AI, database management, electronic communication system, IT usage, cyber security and maintenance guidelines.
- IT policy is implemented to develop facilities and update them periodically to keep abreast of changing times.
- Admission process is made hassle-free with the help of the college website. The students can download application form from the website. About the hostel, admission process and payment of monthly rent are all digitalized.
- The accounts of the college are maintained with help of the accounting software Tally.
- The library is computerised. Students can search the books in the computers in the lobby. E-learning facilities and periodicals are made available in the library.

Anti-Ragging Policy

The College has a coherent and an effective anti-ragging policy in place which is based on the “UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009”

Ragging constitutes one or more of the following acts:

- any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling any student with rudeness;
- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- Indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher, exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.

- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or other student.

Provisions of the punishment at the institution level:

Depending upon the nature and gravity of the offence as established by the Anti Ragging Committee of the Institute, the possible punishments for those found guilty of Ragging at Institute level shall be any one or in any combination of the following:

- Cancellation of admission
- Suspension from attending classes
- Withholding/withdrawing scholarship/fellowship and other benefits
- Debarring from appearing in any test/examination or other evaluation process
- Withholding results
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Suspension/expulsion from the hostel
- Rustication from the institution for period ranging from 1 to 4 semesters
- Expulsion from the institution and consequent debarring from admission to any other institution.
- Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers

Undertaking

All students are to read and understand the above stipulations and are required to give an undertaking in this respect placed at the next page.

Anti-Ragging Committee & Anti-Ragging Squad:

Anti-Ragging committee, as constituted by the Director, shall work in collaboration with the Disciplinary Committee. It foresees the possibilities of ragging and organizes awareness program to create a friendly campus. It also documents activities done to prevent ragging and sends report to all concerned. In the event of any complaints or instance, it meets, make enquiries and suggests disciplinary actions.

For curbing the menace of Ragging and to ensure that no such incidents take place in the Campus, an Anti-Ragging Squad is constituted before commencement of the academic session and members are requested to be vigilant in college hours and take frequent inspections to the areas such as Canteen, Hostel Mess and areas most proximate to the Ragging.

Procedure for Disciplinary Action

Any complaint received against any student will be dealt with in the following manner:

- A letter will be issued to the involved student (s) by the Dean - Students Affairs seeking an explanation for the breach of discipline.
 - On obtaining the response from the involved student, a committee comprising of all Deans, Program Chair, Area Chairs shall conduct an inquiry. During the conduct of investigations, the Director may suspend the student.
 - The involved student (s) would be given a chance to explain his/her conduct. The committee may call others to facilitate the inquiry.
 - The Committee shall submit its findings and recommendations to the Director for approval.
- 5.2 In all matters of discipline, the decision of the Director will be final.

Prevention of Sexual Harassment Policy

Sexual harassment is gender-based verbal or physical conduct (male/female, female/male, or same-sex) that has the purpose or effect of either unreasonably interfering with an individual's dignity, work or academic performance or creates an intimidating, hostile, or offensive working or educational environment.

The Institute/ Director shall constitute an Internal Complaint Committee as per the following

- A Presiding Officer who shall be woman faculty member employed at a senior level
- Two faculty members and two non – teaching employee
- One member from amongst non-government organization or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment
- At least one-half of the total member of the ICC shall be women
- Person in senior administrative positions such as Director, Registrar, Deans, heads of the Departments, etc. shall not be members of ICCs in order to ensure autonomy of their functioning.
- The term of the office of the members of the ICC shall be for a period of three years.

Assistance by the Institute:

In order to foster a fearless environment, the Institute shall take following proactive steps in preventing sexual harassment and resolving disputes of the above said nature:

- To provide counselling services to the complainant
- To undertake workshops and training programmes at regular intervals.
- Sensitizing the students, faculty members and employees regarding the sexual harassment guidelines
- To pursue the complaint and the safety of the complainant
- To assure confidentiality of the case
- To form the Committee to deal with the cases relating to Sexual Harassment
- To inform the members about the Internal Complaints Committee by displaying the same at conspicuous place
- Provide necessary facilities to the Internal Complaints Committee as the case may be, for dealing with the complaint and conducting inquiry;
- Assist in securing the attendance of respondent and witnesses before the Internal Complaints Committee or the Grievance Redressal Cell, as the case may be;
- Make available such information to the Internal Complaints Committee as the case may be, as it may require

Redressal Process:

- Any student who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Internal Complaints Committee in writing with her/his signature within 30 days of occurrence of incident.
- The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.
- The Committee will hold a meeting with the complainant within five days of the receipt of the complaint, but not later than a week in any case.
- At the first meeting, the Committee members shall hear the complainant and record her allegations. The complainant can also submit any corroborative material with a documentary proof, oral or written material etc. to substantiate her/his complaint.
- Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him/her to give an explanation, thereafter, an “Enquiry” shall be conducted.
- In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.
- In case the complaint is found to be false, the complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

Student Grievance Procedure

Any student of the College aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal cell at the College. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Director. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

Grievance Redressal Policy

Any student of the College aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal cell at the College. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Principal. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints. The college closely follows the regulations of UGC (Grievance Redressal) Regulations, 2018.

- The college provides adequate and ample platforms for its different stakeholders to raise their grievances. The college insists on convening regular open houses for all the departments.
- In order to resolve any confusion and grievance related to admission to various academic programmes special helpdesk should be arranged. Any breach in the reservation policy in admission should be directly informed to the principal.
- Grievance related to fee payment, caution deposit, etc. should be dealt by the respective heads of the department, and should be reported to the principal according to the seriousness of the issues.
- Complaints related to various offices of the college including the principal can be informed directly to the manager of the college.
- Adequate measures should be taken to address the suggestions regularly gathered from the suggestion boxes placed at different blocks of the college.
- Manual of the college should be published in print form and online.
- Grievance Redress Cell convenes frequent meetings to monitor the grievance redress activities of the institution.

Waste Management Policy

The concept of sustainability has been gaining importance globally due to the growing environmental concerns and rising support from the nations to conserve the planet. Implementation of integrated sustainable waste management approach minimizes the waste and improves the Environment. Being a responsible citizen it is a moral duty of all to make the environment safe for all.

The Institute is very conscious in its environmental approach and takes following initiative to make a pollution free green campus.

1. The Institute has imposed ban on 'single use plastic products' in the campus
2. Entry & exit as well as the riding of vehicles with in the campus are restricted.
3. Use of Pan-masala, Tobacco, Cigarettes etc. are strictly prohibited
4. Students are provided RO purified water in Hostel and Campus
5. Most of the work in the Campus is being done through Electronic mail to minimize the use of paper and to promote "Save Tree Save Earth" campaign.
6. Activities under "Swachh Bharat Abhiyan" are a key component and special drives are conducted in the Campus to make it clean and green.

To have a minimal impact on environment and manage the waste generated in the Campus, the Institute undertake following initiatives:

Solid Waste Management:

- Spread awareness among students about food wastage and ways of minimizing it.
- Minimizing the use of packaged food
- Dustbins are kept at different places in the campus. Solid waste (dry and wet) is collected daily followed by proper disposal.

Safety & Security Policy

The Institute is committed in providing and maintaining a safe, healthy work and learning environment for faculties, staff and students. The primary function for Safety and Security policy is to advise, assist and support staffs and students to effectively manage health and safety within college. The college encourages and expects staffs, students and visitors to co-operate on matters of health and safety and to act responsibly whilst on college premises.

In case of Emergency/Accident

- The college makes every effort to ensure measures are in place to control health and safety risk at the college.
- In case of any emergency, Narendra Mohan Hospital & Heart Centre is at walking distance from the Campus.
Ambulance No- 0120-2658888, 0120-202657501
- If you have an accident outside the college e.g. on a college trip or excursion or at another employee's workplace/ place of visit or internship, whilst on work placement or whilst on college business, then please report it your immediate department/principal as soon as possible.

The Institute has established a wellness centre where services of a qualified doctor are at disposal of the students, faculty and staff to seek first aid in case of urgent requirement.

Safety measures on Campus

- Different committees viz. Internal Complaint Committee, Grievance Redressal Committee, Discipline Committee, Anti-Ragging Committee are constituted as per the guidelines of University and affiliating agencies to look into the safety and security of the staff and students on the campus.
- Vehicular Traffic on the campus is restricted. Vehicles are allowed to be parked only in the space provided.
- For preventing unauthorized entry in the campus, staff and students are asked to wear ID card whilst on the campus.
- The Institute is under 24x7 CCTV camera surveillance and security personnel are guarding all the campus round the clock.
- Fire extinguishers and instructions to use fire extinguishers are installed at decisive locations point as per the fire safety norms.
- The Institute also seek each student to submit medical certificate obtained from a qualified MBBS doctor before commencement of the program to ensure that each student is medically fit for the program.

- Before proceeding on tour all the students should be properly briefed by the way of training about geography, climate, hazardous location and risks zones existing in the proposed destination, code of environment protection, emergency procedures and basic first aid.

Infrastructure Maintenance and Utilization Policy

Objective:

- To ensure state of the art infrastructure for curricular, co-curricular, extra-curricular and administrative needs of the college.
- To guarantee stakeholders the benefits of optimal utilization of the infrastructural facilities.
- To coordinate between the allocation and utilization of Resources like Classrooms, Seminar halls, Conference halls, Auditorium, Library, Laboratories, and Sports complex.
- To avert mismanagement and misconduct of college amenities and services.

Scope of the Policy

Infrastructure policy of the college aims to meet both current and future infrastructure demands of the college. The policy has both physical and virtual assets in its purview and it aims to promote the development of infrastructure by adhering to the Vision and Mission of the college

General Infrastructure

- All requests for new purchase of must be duly signed by the head of the department before forwarding to the authorities for approval.
- Every department has to keep a stock register and complaint register of the departmental infrastructure facilities and an annual stock verification has to be done.
- The upkeep of college infrastructural facilities will be performed by Technicians, Masons, Plumbers, Carpenters and Painter deputed by the Management.

Class Room/ Seminar/ Conference Hall and Auditorium

- The Management has assigned an APO staff along with the building supervisor with the responsibility of the classrooms, furniture and other materials and to ensure safety and security of the entire campus.
- The Department Heads have to carry out a periodic inspection of the academic facilities to assess the repair and maintenance requirements of their respective Departments.
- A Maintenance Complaints can be raised through Almighty online desk.
- The cleaning of the campus is done by the house keeping staffs, appointed by the management.
- Restricted use of the College infrastructural facilities like Auditorium, Class Rooms and Seminar halls are allowed for the outsiders on daily rental basis without disturbing the academic activities.

IT Infrastructure

- IT Infrastructure facilities are open to all the staffs and students. IT Hardware Installation and Maintenance is performed by Technical Assistant and team in college on request of HOD or authority.
- The requirement of the repair of the systems has to be reported to the Technical Assistant
- A stock register and a complaint register have to be kept in the Computer Labs and have to be regularly inspected by the Head.
- The technical Assistant will be in charge of the maintenance and repair of the Internet and Wi Fi facility for the entire campus.

Sports Infrastructure

- The proper utilization and maintenance of the Sports Infrastructure is the responsibility of the Sports Officer.
- A Stock Register of the Sports materials has to be kept in the department and an annual stock verification has to be performed.

Library

- The librarian has to ensure the implementation of the library policy. The requirement of the infrastructure augmentation and maintenance shall be intimated to the Director in written by the librarian.
- The librarian has to confirm the entry of the new books to the stock register.
- In-out entries along with imposition of fine penalty for late submission or lost of issued books, are the responsibility of the Librarian.

Hostel Infrastructure

- Hostel Committee consisting of the faculty in-charge, Registrar and Warden will carry out the administration by framing rules and regulations for the discipline and mess administration of the hostel.
- The Hostel warden has to be vigilant in maintaining the discipline of the hostel.
- The periodic repair of the hostel infrastructure is to be carried out by the Warden.
- An admission register, Complaint book and movement register have to be kept in the hostel office and entries to be reviewed.

Advisory on Lift operation and maintenance

The lifts are primarily to be used for/ by physically challenged, elderly persons and need in case of specific requirements which are also in compliance with the regulatory norms.

For proper use and regular maintenance, the lifts would be normally operating for above mentioned requirements and also daily from 02.30 PM to 04.30 PM. For its smooth operation and ensuring safety of users, it must be ensured that:

1. Staff Members are trained for any emergency requirements
2. Lift shall be closed after its operation to ensure the safety norms
3. For better understanding and clarity about the operations of Lifts and Safety procedures, Technical Staff (from Computer Centre) should also be trained for any emergency requirements

In addition, following guidelines should also be followed, while Lifts are in operation, to ensure smooth operation and safety of individuals:

1. Be cautious while boarding and exiting.
2. Give Priority to elderly people, Sick and Faculty Members while boarding in Lift
3. Never use your hand or an object to keep an elevator door open.
4. Don't overcrowd Lift.
5. Not to use Lift in case of fire or any such unforeseen circumstances
6. Advise users not to panic and Use Emergency Calling Button or Alarm if got stuck-up in Lift due to any reason

Above comes in effect on an immediate basis and requires necessary action by all concerned.

Advisory of operation of electric equipment

There are many incidents of fire being reported these days due to overheating of electric wires and equipment like UPS, transformers, batteries, water coolers and air-conditioners etc. All are requested to adhere to the following advisory.

Do's

1. Ensure all electrical equipment, including UPS units are switched off after office hours and switched back on the following morning.
2. Report if you observe any joints or cuts or any wear and tear in the wires connecting:
 - a) The AC to the stabilizer.
 - b) The stabilizer to the MCB.
 - c) If the AC is connected directly to the power source without the stabilizer and/or MCB.
3. Report immediately if you experience the slightest of burning smell.
4. Ensure that your Air-conditioner is set on a temperature between 22-24.
5. **Give adequate rest to the AC so that it does not lead to overheating of components and wiring. Observe a rest period of at least 30 minutes after operating it for 6-8 hours continuously.**
6. Report if AC switches off while in operation and during availability of grid electricity.

Don'ts

1. Do not tamper with the wiring of the AC, stabilizer or any other electrical connection.

2. Do not operate ACs continuously for more than 6-8 hours continuously especially during daytime and conditions of high temperatures crossing 42 degrees Celsius in summer months.
3. Do not operate the AC when not in the room.
4. Do not attempt to restart the AC if it switches off during availability of grid electricity.
5. Do not operate the AC in case you observe any sparking or overheating signs of the wiring and connections.
6. Do not overuse your AC so that breakdown occurs due to excessive use – it will only put you to inconvenience.
7. Do not operate the AC if it is directly connected to the power source without the connection routing through the stabilizer and MCB and there are joints in the connecting wires – report immediately for necessary rectification.

Note: In addition, if you observe anything unusual with respect to sound of operation or visual indication then immediately inform the Admin Supervisor or Admin Team Member or Electrician on immediate basis.

Weeding-out Policy

To create, maintain and weeding out of records is ongoing process and thus record management plays an important role in any of the organization. Since its inception in 1995, the Institution has been continuously involved in formal official communication within the Institute as well as with multiple external agencies. Being formal and in hard copies, this communication causes accumulation of records in the form of files, folders, registers and receipts etc. Though the Institution has taken ample care to switch towards digitization by adopting office automation system, still, with the development of Institute, this stack is increasing in due course of time. Hence to save the office space and to better manage the office communications, it becomes necessary to weed out the obsolete records which are no longer required in the Institute. The Institute needs to have a simplified policy on records retention schedule, periodicity of destruction and a convenient procedure of weeding out the obsolete records. The details of this document cover the need of individual sections, mandate to constitute intra section committees for verification and certification of destructions of obsolete records of the Institute.

Purpose:

The purpose of this Policy is to ensure that necessary records and documents of important nature are adequately protected and maintained. It is to ensure that records that are no longer needed by the Institution or are of no value should be discarded at the proper time.

Introduction:

This Weeding out policy comes in to effect from Jan 2024 and will be called afterwards “The Weeding-Out Policy” of I.T.S School of Management, to retain high quality and accurate records for a significant time period. Director of the Institute is the designated authority responsible for administration of this policy. Records that are no longer required or have satisfied their required period of retention shall be destroyed with the permission of designated authority. No employee of the Institute shall knowingly destroy any document with the intent to obstruct or influence the investigation of any matter.

The Institute reserves the right to amend, alter or terminate the policy at any point of time without any intimation. The policy covers all the documents and records of the Institute.

Record Retention and Destruction Process:

The word document does not necessarily include documents in paper form only but emails and other information stored electronically also. It is expected from all the employees to follow the

procedure put forth herein and do not destroy any document without prior approval from Director or Section Head.

- Every section/department head will list out the obsolete records up to 01st July every year.
- A certificate for weeding out of records (Annexure-A) must be submitted to the Registrar before 15th July every year. In case of no destruction has been carried out, a certificate with Nil Destruction must be submitted by each section.
- The Institute/ Section Head will constitute an Obsolete Records Destruction Committee under his Chairmanship. The Committee will examine the details of records being proposed for destruction.
- After examination by the Committee, the Institute/ Section head will ensure for the destruction/ retention of the records and submit a certificate to the Registrar certifying that the records have been destroyed or retained.
- Registrar's Office will be authorized and responsible to keep a record of such destruction certificates.
- In each section, a 'Register of Records Destruction/Retention' should be maintained showing the date and method of destruction. (Annexure B).
- The records should be weeded out by way of shredding/burning in each section.
- In case the records are of important nature and needed to be preserved for a longer period of time, the specified periodicity will not be applicable and the section head will decide the periodicity of such records.
- As far as possible, records of permanent nature should be digitized and preserved in duplicate. Keeping one copy in the custody of Section Head, second copy must be preserved at different geographic located repository.

Certificate of Record Destruction/ Retention

A Committee as following was constituted to verify and recommend the destruction/retention of obsolete records in section.

On the recommendations of committee, obsolete records due for destruction have been destroyed as entered in the Register of Destruction. However, the files/registers/records listed in the attached Annexure B have not been destroyed irrespective of scheduled periodicity and were retained for the purpose as mentioned against each.

Certified that:

1. No action is pending in respect of the records recommended for destruction.
2. No recovery is pending as on date where the destroyed records shall be required in future.
3. No court proceeding/Enquiry is pending or contemplated as on date where the records proposed for destruction shall be required to be produced.

Signature member-1

Signature member-2

Signature member-3

Date.....

Signature of Chairperson/Section Head

Copy to:

1. Registrar Office

Annexure: B

Format of Register of Records Destruction/ Retention

S. No	Record Reference No	Date of Last Enclosure	No of Last Enclosure	Due Date of Destruction	Date of Actual Destruction	Method of Destruction	Remarks

Date:

Name & Sign Section Head

Periodicity of Record Keeping

A. Registrar/ Academic Program Office:

S. No.	Description	Permanent	Periodicity
1	Personal file of students		5 years of award of Degree/ removal of name from the rolls of the Institute
2	Tabulation Records / Mark Sheets / Degree Certificates	Yes	
3	Inward and Outward File		5 Years after the date of last enclosure
4	Affiliation/ Approval/ Accreditation File	Yes	
5	Affiliation/ Approval/ Accreditation Letters	Yes	
6	Inter Office Correspondence		5 Years after the date of last enclosure
7	General/ Miscellaneous Files		5 Years after the date of last enclosure
8	Student Attendance Record		5 Years after the date of last enclosure
9	Student Assessment Records		5 years of award of Degree/ removal of name from the rolls of the Institute
10	Scholarship Record File		5 Years
11	Agreement File		5years from the execution of the Agreement
12	Committee File		5 Years after the date of last enclosure
13	Inspection Committee File		5 Years after the date of last enclosure
14	Internal Audit File		5 Years after the date of last enclosure
15	ISO 9001-2000 Audit File		5 Years after the date of last enclosure
16	Leave Rules		5 Years after the date of last enclosure
17	Convocation File		5 Years after the date of last enclosure
18	Legal Court Case File		5 Years after the closure of case
19	Fee Structure File		5 Years after the date of last enclosure
20	Mata Ki Chowki File		5 Years after the date of last enclosure

21	AIU File		5 Years after the date of last enclosure
22	AQAR/ SSR File		5 Years after the date of last enclosure
23	NIRF File		5 Years after the date of last enclosure
24	UPTIF FILE		5 Years after the date of last enclosure
25	Circular File		5 Years after the date of last enclosure
26	Notice File		5 Years after the date of last enclosure
27	Infrastructure Details File	Yes	
28	APO Document Movement Register		5 Years after the date of last entry in the Register
29	Dispatch Register		5 Years after the date of last entry in the Register
30	RTI File		5 Years after the date of last enclosure
31	Proctorial Board File		5 Years after the date of last enclosure

A blue scroll graphic with a rolled-up left edge and a small tab on the right edge. The text "HUMAN RESOURCE POLICY" is written in white capital letters on the scroll.

HUMAN RESOURCE POLICY

Recruitment and Selection Policy

The success of endeavours of the institution greatly depends on the committed staff founded on the values of integrity and service and positive attitude. The policy on Human Resource Management and Code of Conduct have been articulated to provide the framework by which the staff are expected to behave in the workplace.

A. Recruitment Process:

- When a vacancy needs to be filled up, the Chairperson/ Head of the Department has to submit the requisition requirement form to the Director who will forward requisition to the Management after reviewing the need in accordance with the AICTE norms.
- After due approval from Management, HR, in consultation with Director, shall invite suitable applications for the post through advertisement in Newspaper, web, social media handles etc.
- On receiving of the applications, HR will draw up a shortlist for preliminary interview.

A. Selection and Appointment

Selection and appointment of the teaching posts and administrative posts is carried out as per regulations, guidelines and rules of the competent authority, AICTE and the University Grants Commission.

A selection committee shall be constituted to make recommendation for appointment against the vacant post. The committee shall constitute

- Head of the Institute/ Director
- Head of the Department/ Chairperson
- Two internal subject expert not below the rank of Professor
- One external subject expert not below the rank of Professor

All regular appointments of non-teaching staff are made by the non-teaching selection committee constituted by the Director from time to time.

Procedure:

- The method of selection is based on a technical interview with selection committee, qualification, presentation and personal interview.
- All selected employees are placed on a one-year probationary period after which they may be appointed as full-time regular employees if they meet the specified merit standards.
- During probation, the notice period on either side will be one month. It is mandatory to serve the notice period and the option of offsetting the notice period, partly or fully will be at the sole discretion of the management.

Important Note: If a faculty intend to leave the employment, he will be required to give a notice of one month in writing and have the same approved before leaving. This requirement is subject to the provision that such a notice can only be given between 15th of April to 15th May or 1st of November to 30th of November of respective year, to be effective for relieving during 15th of May to 15th June or 1st of December to 31st of December, so as to avoid disruptions in teaching schedule.

In case of non-fulfilment of this requirement by you, you shall be liable to pay to I.T.S an amount equivalent to full salary for the semester.

In case the Management desires to terminate your service for reasons whatsoever, it will also do so during the periods as aforementioned by giving one month's notice or shall pay you full wages in lieu thereof for the residual period of the semester.

A notice of one month in either case, subject to compliance of the aforementioned requirements, shall mean a notice or full pay in lieu thereof.

Pay Scale:

Candidates selected on the positions shall be liable for the pay under the Pay scale as notified by the competent authorities, AICTE and University Grant Commission.

Career Progression Policy

All rules for Career Advancement of employees shall be governed by the AICTE and University Grant Commission.

C. Performance Appraisal

Every faculty member will be evaluated by the students who attend his/her course towards the end of the course. The Director, then, collates and communicates it with the concerned faculty regularly. If a faculty gets negative feedback consecutively for two terms, he/she will be sent for training/faculty development programs and if he/she is not able to make improvements in teaching even after this, the services is liable to be terminated.

Faculty Development Policy:

- Faculty members are sent for FDP- orientation, refresher and short-term courses etc.
- Faculty members are encouraged and sponsored for Seminars, Conferences and Workshops.
- Faculty members are provided with financial support to attend conferences / workshops and towards membership fee of professional bodies
- Participation and presentations in seminars, conferences and workshops are encouraged by the IQAC.
- Faculty members are encouraged to undertake training, consultancy and research.

- Faculty members are encouraged to undertake Major and Minor Research Projects, research sponsored by AICTE, UGC and ICSSR etc.
- Seed money for research is provided to the faculty members based on the merit of the research proposals.
- Faculty members are encouraged to undertake additional certifications related to their domain area of specialisation.
- Faculty members are encouraged to enrol for doctoral research and as research guides.

Exit Policy

- The age of superannuation for teaching, technical and non-teaching staff is as per the AICTE/UGC norm. The age of superannuation for the teaching, technical and non-teaching staff scheme shall be 60 years.
- Re-employment beyond the age of superannuation shall, however, be done selectively for a period of 3 years in the first instance and another further period of 2 years as per the discretion of management.
- The Institute reserves the right to terminate the service of a staff member by giving a notice of 01 months/ 01 months' pay in lieu of notice if his/her performance/conduct is not satisfactory.
- Staff members should desist from leaving the job while the semester is in progress.
- The Management reserves the right to not accept the resignation while the semester is in progress, if it would affect the academic activity of students.
- Staff members who wish to get relieved of their duties are required to get the No Dues form signed by the concerned departments and other authorities mentioned therein, before they are issued the Relieving Order.

I.T.S SCHOOL OF MANAGEMENT
NAGAR, GHAZIABAD – 201007 (U.P)

EXIT INTERVIEW FORM

Employee Name:

Department:

Designation:

Resignation Date:

Relieving Date:

QUESTIONNAIRE

What is your primary reason for leaving? If multiple, please specify.

Would you consider returning to work for I.T.S in the future?

What did you find most satisfying about your job? Please answer in the order of importance.

What did you find most frustrating about your job?

Were there any company procedures or policies that made your job more difficult?

Would you recommend I.T.S to a colleague or friend as a good place to work?

Is there anything that I.T.S or your senior/reporting officer could have done to prevent you from leaving?

Do you have any suggestions for how I.T.S could have improved satisfaction in your position?

Comments

Employee Comments:

Comments

Interviewer Comments:

Signature of Employee

Signature of Interviewer

Service Rule Policy

COMMENCEMENT AND APPLICABILITY

Commencement

The service rules as contained herein may be called the I.T.S School of Management Service Rules with the amendment be made from time to time.

General

- The Governing Council of the 'I.T.S School of Management', herein after referred to as the "Management Board", has framed these rules and regulations to define and regulate the service conditions of the employees of his College.
- Service rules shall come into force with effect from 20...
- The Management 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
- The Management 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 Management Board shall be final and binding on all such employees.
- No person shall be eligible for appointment who has previously been dismissed, removed or compulsorily retired from the Service of the College

Applicability

- The Service Rules shall apply to every permanent employee (both teaching & non-teaching staff) of the Institute.
- Notwithstanding anything contained in clause above, the Governing Body by agreement with any employee can make special provision regarding his Condition of service and thereupon these Service Rules shall not apply to such an employee to the extent to which the special provisions are inconsistent there with.
- The existing arrangements with the employees shall not change except, with mutual consent.
- Employees on contract shall be governed by the terms and conditions specified in their Contract (Contract employees are those employees whose services are hired for jobs and/or specific period.
- Temporary employment of both teaching-non teaching staff will be for meeting out emergent situation of circumstances namely leave / sickness vacancies etc. All such

employees are to be paid a consolidated salary and the duration of this employment must not exceed six months at one time.

- A non-teaching staff or any other person may be given casual appointment for casual nature of work / job for short duration on consolidated salary for period not exceeding three months.

DEFINITIONS

In these rules, the following expression shall have the meaning as indicated against them:

1. Governing Body/Academic Council means a committee constituted by the Society as per norms of ACTE/University or The Executives Committee to look after the affairs of the Institute.
2. "Disciplinary Authority" means authorities of the I.T.S who have been delegated the powers of Governing Body to take disciplinary action against employees in case of misconduct.
3. "Director General/Director" means a person appointed as Director of the Institute or A person acting as Director in the absence of the Director on leave or otherwise.
4. "Executive Committee" means a Committee constituted by the Society to control manages and govern the activities of the Institute.
5. "Employee" or "Staff" refers to in these rules means any person in permanent employment of the Institute.
6. "Institute" means Institute of Technology & Science, Ghaziabad.
7. "President/Chairman" means the President/Chairman of the Institute nominated by the society.
8. "Secretary" means Secretary of the Institute nominated by the Society.
9. "Society" means 'Durga Charitable Society'
10. Words importing the masculine gender shall include the feminine gender.

Management Council / Governing Body

The Governing Body which is also the Management Council carries out the objectives of the institution under the leadership of the Chairman. The ordinary affairs of the College are managed by the Governing Body.

Powers and Duties of the Governing Body of the Institute

- a. It is the responsibility of the Governing Body to see that the general running of the College reflects the education policy of the College and promotes its academic atmosphere.
- b. To select suitable candidates for teaching posts, it appoints the Selection Committee keeping in mind the requirements of the Government and the University.
- c. All disciplinary actions, except in the case of minor penalties, are imposed by the authority of the Governing Body.
- d. The Governing Body approves the list of holidays, and the leaves taken by the staff.
- e. The welfare of the staff is a concern of the Governing Body (disbursement of salaries and allowances, personnel and professional staff development, etc.).
- f. It proposes any alteration in the physical nature of the College and other matters that are reserved to it.
- g. Any other and/or duty, that it may deem fit to delegate to it.

CATEGORIES OF EMPLOYEES

A. Teaching

- Principal/ Director
- Vice Principal
- IQAC Coordinator
- Program Chairperson
- Class Coordinator
- Professor
- Associate Professor
- Assistant Professor

B. Non-Teaching

- Manager Accounts
- Registrar
- Placement Officer
- Admin Officer
- Technical Staff
- Office Assistant
- Other Staff

Classification of Employees

Employees shall be classified as

- Permanent
- Probationary
- Temporary
- Contract
- Visiting Professor

APPOINTMENTS, RECRUITMENT DISCIPLINARY ACTION AND SUSPENSION. BASIS, RETIREMENT, TERMINATION,

1. Appointing Authority:

- A. All appointments of the teaching staff shall be made by the Director General /Director on recommendations of selection committee subject to approval of the Governing Body / Academic Council. The Selection committee (s) shall be constituted as per AICTE / University norms.
- B. Director General / Director can make temporary appointment. The services of temporary employees shall be liable to termination at any time by giving notice from either side.

2. Recruitment:

A. Direct Recruitment

- a. General criteria for fresh recruitments of staff shall be as follows:
 - I. Academic qualification of a non-teaching staff should not be less than a Graduate of a recognized University except under Grade 1 IV Class IV. matriculation or equivalent qualification will be preferred
 - II. Teaching Staff must have prescribed qualification as per AICTE / University norms.
 - III. For office, Library and all other administrative / ministerial staff knowledge of Computer operation and English typing are essential. Preference will be given to those with knowledge of Stenography.
 - IV. Wherever necessary, direct recruitment will be made not withstanding clause (B) Below.
- b. All appointments are made through a formal Appointment Letter, signed by the appropriate authority. Appointment may be permanent, temporary, casual or on contract basis.
- c. All appointments are subject to satisfactory medical report by a medical officer, approved by the Institute.

All employees during the period of their service shall have to undergo medical examination whenever called upon to do so.

- d. Appointment to all types of posts in the Institute shall be made on probation for prescribed period. The appointing authority shall have the power to extend the period

- of probation for such period as may be considered necessary. After the period of probation, or the extended period of probation as the case may be, the employee will either be confirmed or his employment terminated.
- e. All letters of appointment are subject to the candidate's antecedents and credentials being found genuine and satisfactory. If any discrepancy is found in the credentials at any time, the letter of appointment shall stand cancelled and the employment terminated without notice and without any liability to the Institute. At the time of employment, the concerned candidate must submit photocopies of all certificates and testimonials along with the original for verification by the Secretary.
 - f. Acceptance of employment by a candidate means and includes acceptance of these Rules and Orders issued from time to time in supplement to or in modification of these Rules.

B. Promotion from within:

- a) Appointment to a post in any grade may be made whether in a substantive or officiating capacity, by promotion from amongst employees serving in posts in the next lower grade on the basis of merit, with due regard to seniority, efficiency, honesty, loyalty and on the recommendation of the Selection Committee and approval of the Director General / Director.
- b) Promotion of a Faculty member is subject to the approval of and the recommendations of the Director General / Director. Contribution made by faculty members in the following areas will be considered:
 - I. Teaching, training, research, consultancy compilation / preparation of case studies, improving curriculum and institution building including administration and guidance to Students.
 - II. Work assigned to them and achievements made, aptitude and contributions made for the development of the Institute or any job allotted to Faculty members.
 - III. Additional professional qualification or proficiency in consultancy, management development activities will always be considered.

All promotions from/within will be subject to the candidate's satisfactory performance during first year of promotion, failing which he will be reverted to his substantive post.

3. Retirement:

After confirmation, the appointee shall continue to hold his office till he attains normal retirement age, which is on completion of the 65th birthday for Faculty and 60 birthdays for non-teaching staff as per the age record of the employee in the Institute.

Provided, however, where Governing Body considers that in the interest of students and for the purpose of teaching and guiding the research scholars, any member of teaching staff

should be re-employed, such re-employment shall be made for such period (s) as may be considered appropriate. Provided further that the Governing Body may at its sole discretions grant extension of service of one year at a time to an employee subject to his being found medically fit.

4. Termination:

- a. The appointing authority shall have the power to terminate the service of any permanent member of teaching/non-teaching staff after giving due notice of such period as mentioned in the appointment letter or on payment of salary in lieu of such notice.
- b. An employee referred to against above, may terminate his engagement by giving the appointing authority similar notice provided that the appointing authority may either reduce this period or call upon the employee concerned to continue till the end of the semester in which the notice is received.
- c. Apart from resignation, retirement or death, the service of an employee can be terminated on any of the following grounds:
 - Incapacitation or on being declared medically unfit
 - Indiscipline, in subordination dishonesty. Moral turpitude or irregular attendance or an act of misconduct.
 - Failure to render satisfactory performance.
 - Violation of terms and conditions laid down in these rules.
- d. The services of staff members can be terminated by giving notice of one month from either side and without assigning any reason whatsoever during period of probation.
- e. In case of Contract Appointment, the contract will specify the notice period for termination.
- f. When appointed on whole time basis, no part time work even in an honorary capacity is allowed Violation of this condition would attract immediate termination.

5. Discipline and Disciplinary Action in case of Misconduct

The concept of discipline essentially means willing adherence and without being supervised by all employees to all Rules and Regulations formulated by the Institute.

- a. All employees are expected to maintain a high standard of discipline, good Conduct and behaviour. They are also to follow the Rules and procedure issued by the Director from time to time. Violation of this will tantamount to "Misconduct and the concerned employee will be liable for disciplinary action.
- b. Without prejudice to the general meaning of the term "misconduct" the following acts will constitute misconduct on the part of an employee:

- I. Wilful insubordination or disobedience, whether alone or in combination with another or others of any lawful and reasonable order to a superior or refusal to receive or reply to a communication sent by a superior
- II. Striking work in contravention of any statutes, law or enactment from time to time and for the time being in force either singly or with others, or inciting any employee while within the premises of The ITS to strike work.
- III. Taking part in any political demonstration/Gherao, while on duty.
- IV. Theft, fraud or dishonesty in connection with the Institute's business or property
- V. Taking or giving bribes or any illegal gratification whatsoever
- VI. Habitual late attendance and habitual absence without leave or without sufficient cause.
- VII. Habitual negligence or neglect of work.
- VIII. Habitual indiscipline.
- IX. Causing damage to work in process or to any property of the ITS by negligence or with intention.
- X. Threatening or intimidating any employee within the boundaries of the ITS premises
- XI. Giving of false information of any kind at the time of seeking employment or for securing any facility given by the ITS.
- XII. Absence without leave or overstay beyond the sanctioned leave for more than six consecutive days without sufficient ground or proper satisfactory explanation.
- XIII. Abetment or attempt at any of the above acts of misconduct.
- XIV. Any other misconduct as promulgated by the Director.

(NOTE: THE ABOVE LIST OF MISCONDUCT IS ILLUSTRATIVE IN NATURE AND NOT EXHAUSTIVE.)

- c. An employee found guilty of misconduct shall be liable to be dismissed. The Disciplinary Authority, at its discretion and keeping in view the gravity for the misconduct may award one of the following punishments in lieu of dismissal.

- I. Discharge
- II. Suspension up to 15 days without pay
- III. Warning
- IV. Any other punitive action as deemed fit by the Disciplinary authority.

d.

- i. If an employee is alleged to have omitted an act of misconduct, the Disciplinary Authority will issue a charge sheet asking him to explain in writing why disciplinary action should not be taken against him.

Provided that where an employee is charged with a serious act of misconduct. He may be suspended forthwith pending enquiry of the charge sheet. During the period of such suspension, the employee will be paid Subsistence Allowance at the following rates.

For the first ninety days, at the rate of fifty percent of his wage/salary (Basic plus Dearness Allowance). If the enquiry gets prolonged beyond ninety days for reason directly attributable to the employee, it will be reduced to twenty-five percent of wage for the remaining period.

The suspended employee is to report daily at the Institute's reception about his presence entitling him for the suspension period payment. Payment of Subsistence Allowance is also subject to the employee not working elsewhere during the period of suspension and also attending the enquiry on the date (s) fixed for the same

- ii. If the reply to the charge sheet is unsatisfactory, or where no reply has been received within the specified time limit, the disciplinary authority holds an enquiry as per procedure into the matter. Shall arrange to hold an enquiry as per procedure into the matter.
- iii. If on the conclusion of the enquiry, the employee is found guilty and it is considered that the employee should be punished, after following the procedure, the disciplinary authority shall pass an order accordingly and communicate the same to the concerned employee
- iv. Where an order of Discharge / Dismissal is passed, the same will have effect immediately on communication thereof. In case the employee was under suspension pending enquiry, the amount of Subsistence Allowance paid or payable up to the date of Discharge / Dismissal shall not be recovered.

Provided that where the period of suspension pending enquiry exceeds fifteen days and the employee is punished with suspension up to fifteen days, the employee will be entitled to full wages for the remaining period after recovering the Subsistence Allowance already paid to him.

Provided also that where the employee is either given a warning or exonerated of the charge, he will be entitled to full wages for he period of suspension pending enquiry after recovering the Subsistence Allowance paid to him.

CHAPTER IV

GRADES, SCALES OF PAY & INCREMENTS

1. Grades

- a) All staff in the Institute would be classified appropriately into various "GRADES" for the purpose of scales of pay and other allowance.
- b) The designation of a staff member is only indicative of his functions and would not change the "grade to which he is appointed / classified. Consequently, staff members with the same designation may belong to different "grade", depending upon the person's job responsibility, his ability to carry a greater load of work. Seniority etc.
- c) All staff will be intimated about the 'grade' to which they belong.
- d) The placement of a staff member in one of the 'grades' and promotion from one grade to another would be on the basis as per clause (B) of Chapter III

2. Qualification

The prescribed minimum qualification and experience requirements for the various teaching posts shall be as per AICTE/University guidelines.

3. Scales of Pay

- a) The scale of pay for the teaching staff shall be as per scales prescribed by the UGC/AICTE
- b) The existing scales of pay shall continue as it is. No change in scale of pay shall be made without the approval of the Governing Body/Society.

4. Increments

Better compensation package, performance and accountability are inter-related and one cannot be had without the other. Performance appraisal and accountability shall be an integral part of annual review of the employees.

An open, transparent and objective Performance Appraisal System comprising of self-appraisal and peer evaluation is in practice and same can also be modified / upgraded from time to time, as may be deemed fit

- ❖ The annual increment will be considered once in a year based on the recommendations given by the Director.
- ❖ An increment shall not be sanctioned unless the conduct of the employee and performance during the year under review has been good.
- ❖ The Director General is empowered to sanction the grade increment, defer, or stop the annual increment altogether depending upon the performance of the employee.
- ❖ Director, may in recognition of the exceptional merit of an employee, sanction him additional increment (s) or promotion to a higher grade as it may deem fit.
- ❖ Director, may sanction to an employee in any special circumstances, such special pay, honorarium or fee and on such conditions as it may deem fit.

5. Others

The pay and allowances to employees of the Institute for each month shall be payable during the first/second working week of the succeeding month.

On termination/resignation, the pay and allowances shall be released only after the staff member's account is settled and after taking over charge from him including surrender or return of the

Institute's assets in his possession. A No Dues Certificate from different departments and also from authorized person taking charge from him will be necessary

The above rules shall be subject to directions and guidelines of AICTE / University issued from time to time and adopted by the Institute after approval of the Governing Body/Academic Council.

CHAPTER-V

ALLOWANCES AND OTHER BENEFITS

1. General

Income Tax payable by the employee shall be deducted at source as per law.

2. Provident Fund

Every employees of the Institute shall be entitled to the benefit of Provident Fund, as prescribed and applicable from time to time.

3. Gratuity

Members of Staff who are covered under the Payment of Gratuity Act, 1972 will be paid gratuity as per the Gratuity Act.

4. House Rent Allowance

All permanent employees covered by these rules who are not provided housing accommodation by the Institute will be entitled to House Rent Allowance as prescribed by the Institute from time to time.

House Rent allowance shall be paid together with monthly salary. In case of any employee who has been provided leased, rented and/or own accommodation with or without furniture no house rent allowance will be payable and the Institute will deduct 10% of his basis salary and his contribution towards house rent. All expenses of electricity, water etc. in such accommodation would be payable by the Institute.

5. Medical Benefits

The Institute has taken group medial and accident insurance policies benefit of which will be available to all employees. The premium of these policies is paid by the Institute.

6. Books & Periodical Allowances

The teaching staff may be required to purchase books and periodicals for improving curriculum and guidance of the students. The Institute will reimburse the expenses incurred by them for purchase of books & periodicals up to Rs.2000/- in a year.

7. Leave Encashment

The employees can apply for encashment of their leaves as per leave as per Leave Rules of the Institute, as modified from time to time.

CHAPTER-VI

WORKING HOURS, HOLIDAYS AND LEAVE RULES

1. Working Hours

a) The working hours in the institute are 9.00 am. to 4.30 pm. for faculty and 9:00 A M to 6.00 PM from Monday to Saturday with lunch break from 1.00 pm to 1.30 p.m. 2nd and 4th Saturday will be observed as off days along with Sundays Director General/Director may notify separate timing for faculty or staff required as per needs from time to time

Faculty members can avail flexi timing up to one hour, as per institutes guide lines, issued from time to time.

Non-Teaching staff members are also permitted two short leaves of 1 and Half hours each in a month with prior approval from immediate superior and Director General / Director.

2. Holidays

During December every year, a circular will be issued regarding holidays for next year

In addition, employees can avail two restricted holidays from the specified list. Issued along with above list of holidays.

3. Leave

All the employees will be governed by the leave rules of the Institute, as modified from time to time.

By-laws of Institute

Duties of Employees

Duties of Principal/ Director

The Director is the one who is fully responsible for the academic performance of the College. “Academic” means institutional, governmental and public requirements for education, including the requirements of the relevant accrediting agencies. Director is responsible to create an ambiance conducive for the best performance of the staff and the students and to develop best practices that sustain high standards and social responsibility and thus lead the college towards the realization of its vision, mission, and quality policy abiding 10 by the salient values of the college.

- Director is responsible to prepare the long term and short-term plan for the overall growth of the Institute. These plans must be made in consultation with the department and governing body. Responsibility of Planning, Execution and outcome analysis lies with the Director.
- The Director is responsible for ensuring that the appropriate academic planning process is in place and functioning efficiently in the Institute
- Director will cooperate with the Governing Body to steer the institution towards the fulfilment of its vision, mission, and quality policy with his academic leadership in accordance with the rules of the Central and State Governments and their relevant agencies, Affiliating University, and institutional Manual imbibing the spirit and principles of different accrediting agencies and the directions by the Governing Council from time to time.
- Director will correspond with all academic bodies of the Government in consultation with the Governing body of the Institute.
- The quality standards set by the Institute, namely transparent benchmarks, periodical monitoring system, and feedback system, for the evaluation of different activities of the college, will be clearly communicated by the Director to all and be diligently executed.
- Director will initiate steps to analyse the results of the internal tests and university examinations and will take appropriate measures to improve the results.
- Director is responsible to encourage the professional development of the staff qualitatively, both in teaching and research, by prescribing proper FDPs in-campus, online and training in other eminent institutions, to the staff appropriate to their syllabus and calibre and ensure their realization.
- The Director is responsible to lead and coordinate all the committees, cells and clubs pertaining to the curricular, co-curricular and extra-curricular activities of the college to their maximum efficiency for the best development of the students of the college.
- S/he has an overall responsibility for the safety and upkeep of all the assets of the College.
- The Director is to take potent initiatives for industry-institutional relationship.
- One of the emerging areas the Director has to focus on is collaboration with institutions of international repute, foreign and inland, paving way for collaborative research, students’

exchange and chances of higher studies for the students of the institution. Signing up MoUs of long term relationships should be a priority.

Duties of Program Chairperson:

- The Program Chairperson is fully responsible for the academic performance of her/his respective departments under the guidance, direction and control of the Principal.
- The Chairperson together with the faculty, prepares the vision, mission and objectives of the department aiming at excellence in the respective field.
- The Chairperson finalizes the various programmes and activities and proposes a budget to the management for the year so that the activities of the department may be effectively carried out and monitored.
- S/he places the requirements regarding the manpower, equipment, space and other needs before the Director well in time.
- S/he, in collaboration with the staff of the department, places proposals for new additional courses, value added courses, enrichment courses etc., based on the reports of systematic feedback from the stakeholders and proper need analysis, to the chairman through the Director in the beginning of every academic year.
- S/he will ensure that the job description and shared responsibilities of the members of the staff in her/his department are properly communicated, understood and acted upon.
- It is her/his responsibility to allocate duty to the staff and set the timetable.
- S/he is responsible for students' attendance, granting OD and leave and to deal with late arrival etc. S/he is also responsible for communicating students' progress reports to the parents.
- S/he is personally responsible to monitor that the class and laboratory work is effectively engaged by each member of the staff, and that coaching for the slow learners, student mentoring and industrial visits, in-plant counselling, monthly periodic tests, training, internships, association activities etc. are well conducted in appropriate time and within the approved scheme or budget.
- In respect of teaching and learning, s/he is responsible to see that proper course files are developed by the teaching staff in accordance with the guidance given by the IQAC and to ensure that appropriate and creative teaching methods are followed with ICT usage, and to make sure that the students understand the concepts, find avenues for new researches and get inspirations to apply what they learn innovatively.
- The Chairperson shall analyse the examination and internal tests results with the staff of her/his department, and to initiate appropriate corrective strategies, with the guidance of the Principal.
- The Chairperson takes creative efforts for the development of quality innovations and best practices in the activities of the department.

Duties of Area Chairperson

- Area Chairperson is responsible for conducting various activities in their areas of specialization.
- Area chairperson shall review the subjects /papers of their area such as Marking Area, Finance Area etc. and also recommend to the director for any revision/updated of the course curriculum. Various curricular activities/annual fest/guest lectures/seminars/workshops/conferences etc. shall be conducted by the Area Chairperson in consultation with other fellow faculty members of their area.
- Area Chairperson shall submit the proposal to the Director for approval.
- Area Chairperson shall ensure that sufficient numbers of required books are requested for Library/Book-bank well in time

Duties of Controller of Examination

- The controller of examination, or COE, is responsible for managing the examination process at the Institute. This includes overseeing the conduct of exams (internal), coordinating the evaluation process, and preparing results.
- The COE is responsible for ensuring that the examination process is conducted in a fair and transparent manner, and for maintaining the integrity of the examination process.
- The COE may also be responsible for managing resources related to the examination process, such as exam papers and invigilation staff, and for coordinating with other departments within the Institute to ensure the smooth operation of the examination process.

IQAC Coordinator

IQAC Coordinator is the one responsible for the assurance, sustenance and enhancement of the quality of the technical education of the institution, to the highest global standards, by her/his plans and strategies, execution, monitoring and guidance. She/he will cooperate with the principal in his efforts to bring out the best from the students and the staff, in accordance with the guidance and direction of the chairman and in consonance with the vision, mission, and quality policy of the institution.

The IQAC coordinator is expected to have a thorough knowledge about each and every aspect of the quality assessment of all the entities of the institution and the accreditation processes as provided in the manuals of the corresponding national and international agencies, such as NIRF, NAAC, NBA, etc.

Duties of Faculty/ Teaching Staff

Teacher is the one who commits her/himself enthusiastically to help the students acquire knowledge, competence and values. Upholding highest standards of quality and mindful of the vision, mission and the quality policy of the institution, teachers are to deliver the classes using innovative and up-to-date pedagogical methods and techniques, that students have mastery over

the subjects and are inspired for further search for knowledge, initiate innovative research, practical application for the enhancement of the society.

- The teachers prepare the course files according to the syllabus given by the University and get them approved even before the beginning of the course and the framework has to be communicated to the students, so that the students also prepare themselves for classes.
- Teachers are expected to follow standard, quality and creative teaching methods, follow the steps of the course file, connect the vision, mission of the institution and the department with the syllabus and make sure the expected outcomes are realized in the students.
- Teachers are expected to present themselves for Teaching – Learning evaluation as directed by the management and to take the comments given by way of evaluation seriously and keep improving their teaching methods and pedagogy accordingly.
- Teachers have to keep close track of their class schedule so that the syllabus is completed on time. If any difficulty in completing the syllabus in time is foreseen it should be made up through extra and special classes.
- Teachers are to follow systematic evaluation methods to measure the comprehension and development of the students by various methods like Class Quiz, Assignments, Mini-projects, Class tests etc.
- All the teaching staff is expected to keep doing innovative research in their respective areas of interest, publish quality articles, and come out with products worthy of patents so as to maintain a healthy scientific research ambiance in the college.
- It is the responsibility of the teaching staff primarily to look for industries for internship and in-plant training for the students in their particular areas of study and encourage the students to do their mandatory projects in such areas. They are expected to be in good rapport with at least few standard companies connected to their areas of study.
- The teaching staff is expected to develop long-term understanding with industries and institutions by arranging for MoUs and contribute to the development of the department by soliciting endowments.
- The teachers are expected to be mature and courteous in their behaviour and exhibit excellent manners worthy of their profession as they relate with other staff and with the students, and to follow the dress code of the college.
- It is the responsibility of the teaching staff to ensure proper discipline and control in the class.
- The teaching staff is responsible for co-curricular and extra-curricular activities, associations, cells and clubs connected therewith and for maintaining discipline of the students within the college premises. They shall generously take up responsibilities given by the principal in this regard and cooperate with all the programmes of the various associations.

Duties of Librarian

- The Librarian is responsible for providing the necessary library services to the students and the staff of the college and for planning, developing and modernizing the library of the college.
- The Librarian's responsibility is to see that all essential volumes and sources of knowledge are made available in adequate numbers.
- The Librarian shall be responsible for the safe custody, clean and systematic upkeep and maintenance of all books, periodicals, dailies, and other study materials together with the computers, media equipment, furniture and fittings in the library and reading room.
- The Librarian shall clearly explain to the staff and the students the classification system being used in the library and the way to find out books using the automated system, and have explicit posters explaining these for all to see.
- Numbering the books and other materials according to the classification system, with Bar Coding and OPAC is the sole responsibility of the Librarian. It is also her/his responsibility to see that the books are kept in their right place, subject-wise according to the classification system, with proper labels on the racks to guide the students and to make entry of the books in the computer format, and to rearrange the racks every day.
- The Librarian is responsible for the maintenance of proper accession register, stock register, issue register, library tickets, automated system and other records necessary and for keeping them always up-to-date.
- S/he shall monitor that the books are returned on schedule. When there is unreasonable delay, the matter should be taken up with the Chairperson and the Director in that order.
- If any book is lost or damaged, twice the cost thereof shall be recovered at current market price.
- S/he shall properly enter and number of all magazines/ newspapers subscribed or received free in a register and delete from the register those sent for sale, without being bound, as waste paper.
- Maintaining discipline in the library is his/her responsibility. Only during the library hours the staff deputed from the department will assist him/ her in this regard.

Placement Officer

- The placement officer arranges maximum possible placements for the students of the College. This s/he does through regular liaison with industries and placement consultants and by imparting those skills to our students that are expected by the industries.
- S/he arranges in and off campus interviews and assists the departments in arranging in-plant training and internships for the students.

Duties of Administrative Staff

- Administrative staff shall be comprised of such functionaries as registrar, Administrative officer, Accounts, Clerks, etc., who shall be assigned duties by the Director as deemed best for the smooth functioning of the Institute.
- The administrative staff of the College share the functioning of the Office, within the college and other sections of the office each according to the job entrusted to her/her to the entire satisfaction of the management, and other relevant authorities.
- Those who work within the office will be directly accountable to the Office Superintendent and those who work in other sections of the office will be accountable to their respective supervisors.

Duties of System Administrator

- System Administrator is responsible for the upkeep, configuration, and reliable operation of computer systems, especially multi user computers, such as servers. He also assists the upkeep of the computers being taken care of by the skilled assistants in the labs.
- S/he ensures that the uptime, performance, resources and security of the computers and automation systems meet the needs of the users and s/he performs all the duties proper to a system administrator regularly.
- In order to keep the systems under her/his care in optimum working condition, as guided by the management, s/he acquires, installs or upgrades the computer components and software within the limits of the budget.
- S/he is also responsible to keep up the security policies, troubleshoot and to give technical assistance for projects and training to the staff.
- System Administrator is responsible for the automation of all the academic and administrative activities of the institution and to maintain them up-to-date and in optimum working condition.
- S/he is responsible for keeping backup for all the information and data in the automation system.

Duties of Lab Instructor/ Computer Operator/ lab Assistant

- Lab instructors/ computer operators will assist the teaching staff in conducting the practical classes.
- S/he is responsible for the proper maintenance and cleanliness of the equipment, the laboratory and its surroundings, and for ensuring proper switching ON/OFF of equipment/machines and opening/closing of shutters, doors, windows etc.
- S/he is responsible to keep the equipment of the particular lab in order, with proper labels, necessary posters that give all the necessary information about the equipment and experiments.
- In case of repairs, the same may be reported to the staff-in- charge.

- S/he is responsible for conservation of electricity and wholesome maintenance of the lab/s under her/his care. In case of breakages or loss she/he recommends suitable recovery of the cost through the staff in- charge (lab in-charge).
- S/he maintains logbooks for each machine/equipment with the particulars such as time run, maintenance carried out, break downs, replacements etc.

Security Staff

- Security personnel play an important supportive role in managing the campus, maintaining discipline and safeguarding the materials belonging to the college. They are to deal with people courteously and kindly with necessary professional strictness.
- Security staff should be faithful to his stipulated duties and schedules and is to move from his place of duty only after the next one replaces him. Being absent to the duty, by finishing early, coming late and absenting himself during the duty hours are punishable offenses.
- Security personnel are responsible for regularizing the parking of the vehicles within the stipulated places.
- It is the duty of the security personnel who occupy the two entrances to check and allow all the vehicles that come in and go out, and to note the registration plate numbers and the purposes faithfully and present the same to the Estate Officer for inspection regularly.
- They are not to allow unauthorized vehicles to enter into the campus.
- The security personnel should not allow any person or vehicle to carry materials from the college without prior express permission
- The security personnel are not to have any personal relationship or understanding with the staff or students
- The security personnel should not allow any staff go out across the gate without punching, during class hours. If they are met with resistance from any staff or student while carrying out such duties, they are to bring the incident to the notice of the Director at the earliest.

CONDUCT RULES AND OTHER TERMS & CONDITIONS

Conduct Rules:

These rules shall apply to all employees of the Institute except in so far as and to the extent. It is otherwise agreed upon by written agreement or letter of appointment or as per the provisions of any other statute.

- Employees shall be regular in attendance and punctual in maintaining the office timing
- Employees shall devote their whole time to the service of the Institute and shall not engage directly or indirectly in any trade or business or occupation whether honorary or otherwise honorary or otherwise, either from their residence or from some other office.

- No employee shall during the tenure of the employment of the Institute give his services or advise to any other person or concern whomsoever nor become interested or engaged in any other business or trade without having previously obtained the consent in writing of the Director/Secretary of the Institute
- Employees shall not enter into any monetary dealing with Institute's suppliers or contractors or students, nor accept any present or gratification in any form them.
- Employees going out during office hour should always take permission of their respective seniors. If not available, they must obtain permission of next higher authority or Director General / Director. All movements shall be duly recorded.
- Employees shall use their best endeavour to promote the interest of the Institute and serve the Institute, its sister Institutions, associates/branch anywhere in India whether existing or to be established in future in such capacity as the Institute may decide.
- Staff members on the roll of the Institute shall not change their residence without prior written information to the Institute.
- Employees shall faithfully, diligently and willingly carry out the instructions or orders given to them by any of their superiors.
- Every employee shall be dressed neat and clean and shall be polite and obedient in his talk, manners and behaviour with his seniors/peers and colleagues.
- All employees must maintain a high standard of discipline, loyalty to organization and follow instructions circulars, and Institutional orders diligently and sincerely.

Other Terms & Conditions

- All employees shall keep themselves informed about the existing laws regulations, notifications, control orders, rules and other orders issued by AICTE, U.P. Technical University and Institute
- Employees shall not leak out any information or divulge any secret of the Institute and shall be bound to keep secrecy in all matters pertaining to the affairs of the Institute
- Employees shall not remove books, articles, pictures, documents or any other assets under their control or from any other place of the Institute without prior permission from the Director/Secretary
- Whenever any money or property of the institute is placed in the possession of an employee, it becomes his absolute liability to take care of it and to render a proper account for the same.
- No employee shall use Institute name or Institute's property for his own purpose or personal benefit to the detriment of the interest of the Institute.
- No employee shall indulge in any unlawful activity or activities political in nature or otherwise during working hours or outside, within the Institute premises or otherwise which are likely to affect adversely the business or reputation of the Institute.\

Performance Appraisal Policy

This policy provides a guide to employees on the purpose of the performance appraisal and to ensure that the work performance and training needs of every employee are managed effectively and fairly.

Policy

A performance appraisal gives individual employees and their manager an opportunity to review performance, work content, loads and volume, to look back on what has been achieved during the past year then agree future objectives. It is also the time an employee can agree personal objectives, and any learning and development requirements which may help.

The appraisal system is designed to:

- Be a positive process
- Raise the quality of services provided by motivating
- Increase job satisfaction
- Identify appropriate training and development requirements

The policy aims to ensure that employees:

- Know what is expected of them i.e. the required standard of performance and how they should do their jobs.
- Receive feedback which aims to improve and develop performance and recognise their achievements.
- Identify areas where improvement is required and training and development needs.
- Have a mutually agreed plan to achieve both development goals and employee career development.

Appraisal Process:

HR will publish the annual performance appraisal schedule, formats, training and timing of all review processes. The completed evaluations will be retained in the employee's personnel file.

Self-assessment- Employees must be informed of the appraisal at least 4 weeks before the appraisal one-to-one meeting. A copy of the appraisal self-assessment form should be given to the employee so the employee has an opportunity to contribute.

A copy of the completed self-assessment form should be returned to the manager 1 week before the appraisal one-to-one meeting.

Appraisal Performance- The Reporting Manager will use the appraisal performance checklist to prepare for an appraisal meeting by considering what criteria to use to measure employee performance this will set the measure for performance over the next year.

The one to one meeting- The appraisal one-to-one meeting will be carried out in private so as to provide for confidentiality. Sufficient time will be allocated so that the meeting is unhurried and any discussion is properly considered.

**I.T.S School of Management
Mohan Nagar, Ghaziabad-201007 (UP)**

**Annual Appraisal for the year
(Teaching Faculty)**

Name: _____ Designation: _____

Department: _____ Present Position Held Since: _____

Date of Birth: _____ Date of Joining: _____

Qualifications: _____

(Please list all)

Part-I

Factual Data:

1. Number of courses taken by you during last year, separately for odd and even semester: _____

(Please use the format at Annexure 1 to give details)

2. Additional responsibilities handled like Chairperson, Co-ordinator etc. during the period:

3. Research papers/books/articles/monographs written and/or published during the year with details:_____

4. Details of seminars, conferences, MDPs attended during the year:_____

5. Activities arranged like seminars, conferences, Institute festivals and your role in it:_____

6. Consultancy, sponsored project, MDPs etc. arranged by you, if any:_____

7. Awards, recognition, received during the period:_____

Part-II

Performance Appraisal:

1. Please give details of improvements in your professional and academic competencies achieved including academic qualifications added during the period:_____

2. Your major achievements/contributions and how these have contributed to the functioning and growth of I.T.S:_____

3. In your opinion how are you rated as a faculty by the students and reasons thereof:_____

4. What steps, if any, you had taken in addition to your regular curriculum, towards growth of your students, including role played in mentoring/counseling (please give specific instances):_____

5. In your opinion how are you rated as a fellow faculty by your colleagues and reasons thereof:

6. Are there factors which are adversely affecting your performance? Please specify steps you are taking to overcome these: _____

7. What are your strengths and how have you made use of these in your professional and academic life: _____

8. Were your leaves always planned? Were you taking unplanned leave frequently?

9. Are you pursuing a Ph.D programme (wherever applicable)? If so, details thereof may please be given.

Part-III

Potential Appraisal:

1. Kindly project your future academic and professional potential and how would you pursue in attaining these. Also please discuss how is I.T.S. going to be a beneficiary in your pursuit: _____

2. Are you planning to diversify into newer areas/take courses and/or attempt activities, academic and professional, not pursued earlier: _____

Part-IV

Overall analysis of your performance for the period under review, please tick:

i) Outstanding
Average

ii) Very good
v) Below Average

iii) Good
vi) Poor

iv)

Date: _____

(Signature of the faculty)

Appraisee

Note: Faculty may add additional pages to elaborate and substantiate his/her assessment with proper cross references.

Report by Reporting/Reviewing Officer

Appraisal Period _____

Name of the faculty: _____

Designation: _____

Please rate the following attribute on a ten points scale from 1 to 10:

S.No.	Attributes	Weightage	Rating (1 – 10)	Weighted Score (150)
1.	Depth of knowledge about subject being taught	2.0		
2.	Course planning and execution	1.0		
3.	Schedule integrity: adherence to the teaching schedule, timely submission of assessment etc.	1.5		
4.	Effective communication: written and oral	1.5		
5.	Relationship with students and colleagues	1.0		

6.	Self development: keeping abreast. Developing self to take up subjects/ courses/assignments not earlier handled.	1.0		
7.	Eagerness/aptitude to shoulder professional and Institute facilities related additional activities	2.0		
8.	Class management	1.5		
9.	Academic contribution in the form of writing articles/books/monographs and participation in seminars/workshops etc.	1.5		
10.	Contribution towards holistic development of students and role played as mentor/counselor	1.0		
11.	Building network/relationship with academic fraternity, industry and brand building of ITS	1.0		
	<i>Total Score</i>	-----	-----	

Overall rating, (kindly tick):

i) Outstanding

ii) Very good

iii) Good

iv) Average

v) Below Average

vi) Poor

Remarks, if any:

Date: _____

(Director of the Department)

Comments of the Director General:

Date: _____

(Director General)

The report has been shown and discussed with me on _____
by _____

(Signature of the Appraisee Faculty)

Counseling action taken:

Date: _____

(Signature of the Director/Director General)

Annexure – I
INSTITUTIONAL WORK ASSIGNED

a) Odd Semester:

S N o	Course & Semester	Strength of Classes	Course Title	Share d / Exclusive	No. of sessions planned			No. of sessions taught			Shortfall / surplus, if any			Steps taken for teaching of periods missed during absence /leave	Result (Pass %)
					L	T	P	L	T	P	L	T	P		

b) Even Semester:

S N o	Course & Semester	Strength of Classes	Course Title	Share d / Exclusive	No. of sessions planned			No. of sessions taught			Shortfall / surplus, if any			Steps taken for teaching of periods missed during absence / leave	Result (Pass s%)
					L	T	P	L	T	P	L	T	P		

Leave Rule Policy

Leave Rules:

These rules apply to all employees of the Institute of Technology & Science (I.T.S)

Under these rules, unless the context otherwise requires

- a) Institute means Institute of Technology & Science
- b) "Employees" means all staff employed with the Institute except following: -
 - Persons employed purely on part-time basis.
 - Persons employed on contract to the extent that the terms and provisions of such contracts are inconsistent with these rules.
 - Employees covered by standing orders or settlement/award wherein leave provisions form part of such standing orders of settlement/award
- c) "Rules" means leave Rules as defined hereinafter.

GENERAL RULES RELATING TO LEAVE

1. Kinds of Leave

Subject to the provisions of these Regulations, the following kinds of leave may be granted to Staff:

- a) Privilege/Earned leave
- b) Casual Leave
- c) Sick Leave
- d) Maternity Leave
- e) Compensatory Leave
- f) Extraordinary Leave
- g) Academic Leave
- h) Study Leave

2. Authority, empowered to grant leave

Except as otherwise specifically provided in these Regulations, the power to grant leave shall vest in the Director or any officer of the Institute who has been delegated such power All applications for leave shall be addressed to the authority empowered to grant leave.

3. Power to refuse or revoke leave

Leave cannot be claimed as of right. When the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it

4. Power to recall an employee on leave

- The authority empowered to grant leave can also recall an employee who is already on leave when the same is considered necessary in the interests of the Institute.

- All orders recalling an employee to duty before the expiry of his/her leave should state whether the return to duty is optional or compulsory. If the return is optional, the employee is entitled to no concession, if it is compulsory, the employee shall be treated as on duty from the date on which he/she starts for the station to which he/she is ordered.

5. Earning lapse of leave

Leave is earned by duty only and lapses on the date on which an employee ceases to be in service.

However, in the case of an employee dying in harness, the leave salary admissible in respect of the privilege leave standing to his/her credit will be paid to his/her nominee(s)/heir(s) the leave salary for this purpose being calculated only on the last pay drawn while on duty.

6. Earlier return from leave

An employee on leave may not return to duty before the expiry of the period of leave (other than casual leave) granted to him/her unless he/she is permitted to do so by the authority which granted him/her leave.

7. Commencement and termination of leave

- The first day of an employee's leave is the working day succeeding that upon which he/she makes over charge or is last on duty, and the last day of an employee's leave is the working day proceeding that on which he/she reports his/her return to duty.
- On the expiry of his/her leave an employee shall report his/her return to duty in the forenoon of the working day succeeding the day on which his/her leave expires.
- The authority competent to sanction leave may permit the prefixation and/or affixation of Sundays or other recognized holidays to leave under such circumstances and subject to such definitions as it may deem fit.

8. Obligation to furnish leave address and not to take up any employment during leave or setting up of a private professional practice

- An employee shall, before proceeding on leave, other than casual leave, furnish to the competent authority his/her address while on such leave and shall keep the said authority informed of any change in the address previously furnished.
- An employee on leave shall not take up any service or accept any employment including the setting up of a private professional practice as accountant, technical or industrial consultant, financial expert or as a legal practitioner without obtaining the sanction of the authority empowered to appoint him/her.

9. Station to which an employee should report on return

An employee on leave shall, unless otherwise instructed to the contrary, return for duty to the place at which he/she was last stationed.

10. Requirements of Medical certificate of illness and fitness

- The competent authority may require an employee who applies for leave on reasons of health to produce a medical certificate in support of his/her application
- The competent authority may require an employee who has availed himself/herself of leave for reasons of health to produce a medical certificate of fitness from a qualified medical authority acceptable to the institute before he/she resumes duty even though such leave was not actually granted on a medical certificate

Provided that the production of a medical certificate shall not be insisted upon if sick leave to be granted does not exceed three days, and the competent authority is satisfied with the bonafide of the reasons for such a leave.

11. Leave not admissible to an employee under suspension

Leave will not be granted to an employee under suspension and against whom proceedings are pending.

An employee, who resigns or is discharged from the employment of the Institute, cannot, if re-employed after an interval, count his former service towards leave without the permission of the authority re-appointing him/her

An employee, who is dismissed or removed from the Institute service but is reinstated, is not entitled to count his/her former service towards leave unless the authority reinstating him/her declares that it shall be counted in whole or in part.

An employee who remains absent after the expiry of his/her leave is not only not entitled to leave salary during the period of such absence but also his/her wilful absence from duty after the expiry of leave shall involve forfeiture of appointment.

Application for leave for more than ten days except on medical grounds should ordinarily be made at least one month before the date from which leave is to be availed.

SECTION II-PRIVILEGE/EARNED LEAVE

12 When applications should be submitted

Applications for privilege/earned leave should be submitted by employees two weeks before the date from which the leave is required.

13. Privilege/Earned Leave

The amount of Privilege/Earned leave earned shall be on full pay for 10 working days in an academic year, and may accumulate up to 240 working days and after that the leave will get lapsed.

14. Privilege/Earned leave due

The privilege/earned leave due to an employee is the period which he/she has earned diminished by the period of leave actually taken.

No privilege leave shall ordinarily be granted during notice period. However, if the competent authority feels that there are exceptional circumstances to grant the leave, the same may be granted but in that event the notice period shall be extended to the extent of such leave.

Only confirmed employees will eligible for privilege/earned leave, however, the period of probation would be taken into account while computing the leave entitlement.

15. Casual Leave

- Casual leave may be granted to an employee up to a maximum of six days in each semester or 12 days in an academic year subject to the following:
- The exigencies of work permit the grant of the leave and no appointment is required to replace the employee on leave, and
- The period for which leave is required at any one time does not exceed three days and does not in combination with public holidays or weekly offs exceed six days, but when the limit, referred to above are exceeded, the entire period except holidays pre-fixed or suffixed shall be treated as period spent on privilege leave or such other leave as may be admissible to the employee.

Provided that in the cases of persons who join the Institute during the course of a semester their entitlement for casual leave for the first semester will be on a proportionate basis, ie in accordance with the period they have been in the Institute's service.

16. Sick Leave

Sick leave on half-pay may be granted to all regular employees as also full time contract employees on medical grounds and on production of medical certificate to the leave sanctioning authority. Such leave admissible to the employee will be 20 days with half-pay for such completed year of service. Sick leave is not encashable.

Sick leave on account of prolonged illness can be granted on the production of a medical certificate from a Registered Medical Practitioner. In case as such leave exceeding 14 days the Director or the Management shall be competent to call for a second certificate of a Registered Medical Practitioner approved by him/her or them as the case may be. The teacher concerned will, however, have the option of producing a certificate of the civil Surgeon of the District in which he/she may be residing at the time of sickness.

17. Absence on account of Quarantine

In case an employee is absent from duty on account of quarantine, the Institute may, at the request of the employee treat such absence up to a maximum of three months as period spent on privilege/earned or sick or special leave, if such, leave is otherwise admissible.

18 Academic Leave (For Teaching Staff only)

Duty leave up to 15 working days shall be on full pay for attending meetings of any of the university bodies, ad hoc committees, seminars, conferences and faculty development programmes of which a teacher may be an ex-officio member or to which he/she may have been nominated by the Institute or the University and for conducting examination of the University.

The grant of permission for these leaves shall be at absolute discretion of the Director

- by reason of the employee having to attend as a delegate a meeting of an Association or other body recognized by the Institute in this behalf.
- by reason of participation in sporting events of International or National importance in cause where an employee is selected for such participation by any National sports federation, Association or other body approved by the Institute in this behalf or as a representative on behalf of a state, zone or circle if the sporting events are held on an inter-state, inter-zonal or inter-circle basis.
- donating blood on a working day.

19. Maternity Leave

- Maternity leave may be granted to a female employee on two occasions, for a period not exceeding three months on any one occasion of which not more than six weeks shall precede the date of delivery.

- Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the period of leave does not exceed six weeks and the application for leave is supported by a medical certificate acceptable to the institute.
- The total maternity leave granted to an employee during the entire period of her service shall not exceed six months. The minimum gap between first leave taken of maternity purpose and second leave should be 3 years.
- Maternity leave may be combined with leave of any other kind, but any leave applied for in continuation of the former may be granted only if the request is supported by a medical certificate.

All above leaves pertaining to maternity will not be applicable in the event of any employee not abiding by the rules regulations laid down by the Govt of India for family planning.

20. Compensatory Off (CO)

Eligibility for Teaching. Admin and Technical staff: Any employee, who works on a weekly-off /any other holiday, would be allowed to take a compensatory off on a working day. Such compensatory off should be availed within 3 months, after applying through a sanctioned leave application being submitted to the HR Department. Employee is eligible for one compensatory off at a time.

Note: Travelling time and off time would not be considered for Compensatory leave.

Celebration days: Staff will not be eligible / entitled to avail compensatory off or pay for Mata ki Chowki, Diwali Celebrations, New Year Celebrations, Recruitment drives or any other significant functions.

21. Extra-ordinary leave

- Extraordinary leave shall be without pay and may be granted to an employee when no privilege/earned leave is due to him/her and when, having regard to his/her length of services and other relevant circumstances sick or special leave is not considered justified by the authority empowered to grant leave
- Except in exceptional circumstances, the duration of extraordinary leave shall not exceed 3 months on any one occasion and 12 months during the entire period of an employee's service. Grant of extraordinary leave in excess of 12 months may be more with the sanction of the Academic Council

22. Study Leave

1. Study leave, not exceeding 12 months at a time and not more than 2 years in the whole period of an employee's service, may be granted to an employee to enable him to prosecute or undergo, in or out of India, an approved course of study, training or instructions which has a direct bearing on his sphere of duties. The grant of study leave will require the sanction of

the Academic Council in each case and shall be subject to such terms and conditions as may be laid down by the Academic Council from time to time and will not ordinarily be granted to those employees who have not rendered at least 5 years' service to the Institute or to those who are to retire or have the option to retire within 3 years of the date on which they are expected to return to duty after the expiry of the leave.

2. Every employee who is granted study leave shall execute a Bond for the better protection of the Institute in such form as may be prescribed in this behalf agreeing 'Inter-alia' to return to duty after the expiry or termination of the study leave and any extension thereof and to serve the Institute for a minimum period of 3 years after his return to duty.

3. During the period the employee is on study leave no other form of leave will accrue to him.

23. Leave admissible to employees on probation

1. Except as otherwise directed by the Director, employees on probation may be granted leave as follows -

I Casual leave, on the same basis as admissible to permanent employees provided that where an employee joins service during the course of a calendar year, only proportionate amount of casual leave will be admissible.

II Privilege leave on pro-rata basis to the extent of their service in the first year and thereafter

III Sick leave to the extent of twenty days with half pay on prorata basis depending on the period already served.

IV Maternity leave to female married employees on probation after one year of service on the same basis as admissible to permanent employees

V Duty leave on the same basis as admissible to permanent teaching employees

2. Leave under sub-regulation (1) will be admissible subject to the same conditions or restrictions as are applicable to permanent employees

3. Except otherwise provided in their service conditions, no leave of any sort may be granted to an employee on probation.

24. Leave admissible to trainees, employees appointed on adhoc basis

1. Except as otherwise directed by the Director, employees on training/adhoc appointment may be granted leave as follows. -

I Casual leave, on the same basis as admissible to permanent employees provided that where an employee joins service during the course of a calendar year, only proportionate amount of casual leave will be admissible

II Sick leave to the extent of twenty days with half pay on prorata basis depending on the period already served.

2. Except otherwise provided in their service conditions, no leave of any sort may be granted to an employee on probation.

25. Combination of leave

- Except as otherwise provided or unless otherwise permitted in special circumstances of a case, casual leave cannot be combined with or taken in continuation of any other kind of leave.
- Subject to sub-regulations the authority empowered to grant leave may grant any kind of leave in combination with or in continuation of any other kind of leave admissible to or employee and may commute irrespectively periods or absence without leave into extraordinary leave.

27. Maintenance of Leave account and Record of Leave Availed of

A regular leave account (other than for casual leave) shall be maintained for each employee serving in the Institute in such form and manner as may be prescribed. The leave record shall indicate, 'Inter alia', the various kinds of leave granted and availed of by an employee the particulars of sanction or refusal of leave and signature and date of the authority attesting the entries made in the record.

28. Pay during leave

1 An employee on privilege leave shall draw a leave pay equal to his/her full pay

2. An employee on sick leave shall draw leave pay equal to half pay for the period of sick leave.

Provided that where an employee has rendered at least one year's service in the Institute he/she may, be permitted to avail himself/herself of sick leave on full pay upto a period not exceeding half the amount of sick leave on half pay admissible under this clause, the period of leave so availed of on full pay or being entered his/her sick leave account as twice the amount of sick leave actually availed of.

3. An employee on maternity leave shall draw leave pay equal to full pay.

4. An employee on extra-ordinary leave shall during the period of such leave draw no pay and the period spent on such leave shall not count for increment.

5. An employee on study and academic leave shall draw leave pay equal to half pay Payment of leave salary shall be subject to furnishing of a certificate by the employee to the effect that he/she is not in receipt of any scholarship, stipend or remuneration in respect of any Part-time employment.

6. An employee on duty leave shall draw pay equal to full pay.

Provided that-

I - in case where the authority empowered to sanction increments is satisfied that the extra-ordinary leave was taken on account of illness or for any other cause beyond the control of the employee, the authority may permit the period of such extra-ordinary leave to count for increments, and

II- in case where extra-ordinary leave is forfeited for late attendance, the period of leave so forfeited shall not be deemed to be a period which does not count for increments or in respect of which no pay and allowances are admissible.

7. The term full pay in this Regulation shall mean -In the case of an employee in any class proceeding on privilege/earned (leave), the pay drawn by him/her immediately before proceeding on leave.

Note: in respect of any period spent on deputation or foreign service out of India, the pay which the employee would have drawn if on duty in the institute in India shall be substituted for the pay actually drawn while calculating average pay.

Changes in some rules effective from 1st January 2007

The following practices shall govern the conditions of availing leave from the 1st January, 2007 for faculty and staff members:

1. No leave can be availed as a of right and the grant shall be at the sole discretion of the competent authority
2. The entitlement of 12 days Casual Leave and 10 days Sick Leave will be compounded to 22 days of Casual/Sick Leave per year.
3. Normally all leave should be taken with prior permission. A maximum of 2 days leave can be availed without prior permission on purely unforeseen reasons like sickness etc.
4. Leave beyond 2 days on sickness ground should be supported by medical certificate from any MBBS doctor and duly countersigned by the Institute's Medical Officer.
5. Out of the annual entitlement of 22 days of Casual/Sick Leave, 10 days can be carried forward to the subsequent years subject to a maximum of 60 days of accumulation.
6. Any faculty/staff joining ITS shall initially be entitled to prorata entitlement of 2 days of Casual/Sick Leave per month from the second month onwards, subject to a maximum of 22 days of leave for the first year.

7. The month of joining will be considered as a full month for leave purposes if a faculty/staff joins before 15th of a month and will be ignored if he/she joins after the 15th. The yearly calendar for leave entitlement shall accordingly be calculated for subsequent years.
8. After completion of one year of service, the faculty/staff shall be credited with 11 days of Casual/Sick Leave for every 6 months.
9. Extension of Leave can only be availed with prior permission. Those who fail to report for duty on completion of leave without prior permission will be deemed to be on leave without pay.
- 10. Leave can only be availed after the same has been credited to the account and leave against future entitlements is not admissible.**
11. Holidays/weekly offs can either be prefixed or suffixed by casual/sick/compensatory leave. Any holiday/weekly off falling within the casual/sick / compensatory leave applied for shall be counted as a part of the leave and accordingly debited.

The present practice of determining eligibility to the weekly off on the basis of number of actual attendance during the week is being discontinued.
12. This being a business school focused at providing quality education together with a disciplined way of life, proceeding on unplanned leave is consciously discouraged as it severely affects the curriculum delivery pattern and normal functioning of the Institute. Frequent unplanned absence will, therefore, have its reflections on the appraisal and career progression of the individual.
13. All other provisions governing leave, not amended above, shall continue as before.

.....

Staff Welfare Policy

The policy shall provide the scope, overall framework, rules and regulations within which the staff welfare activities shall be undertaken at the Institute.

Objective

- Providing required support for staff welfare measures, through policy framework and guidelines
- Ensuring an effective and efficient support system to meet the requirements of the staff
- Ensuring compliance with the guidelines for employee welfare, laid down by the government statutory bodies.
- Conducting development training and soft skill programs for teaching and nonteaching staff
- Providing the employees with opportunities and resources to encourage perpetual learning and growth.

Measures

- Group insurance is provided to staff members of the Institute
- Transport facility is made available to the staff members to facilitate easy commute
- The children of the employees of the Institute are offered admission in any of the constituent colleges of I.T.S The Education Group at concessional rates.
- Employees are offered speciality services at subsidized rate at the Hospitals run by the I.T.S The Education Group
- Residential facilities are allotted as per the availability and requirement of the individual staff members
- Facilities of Provident fund, ESI are provided to the employees as per the eligibility
- The faculty members with notable achievements shall be given due credit and recognition according to their degree of achievement. Faculty members who obtain state/national/international level awards in academics, research or sports activities may be given additional responsibilities at the college or university level or granted promotion/ salary increment.
- The Institute conducts professional development programs and courses to help its employees learn further advanced nuances in their respective fields.
- The Institute provides support to its faculty members who wish to pursue advanced studies by granting them leave with the assurance of job retention.
- The Institute shall conduct soft skill programs for the non-teaching staff members to equip them with additional abilities and help them excel in their career.

❖ Employee Welfare Policy for Home

I. Purpose

This policy outlines the provision of financial assistance to the employees of I.T.S The Education Group irrespective of their designation. The aim is to support employee wellbeing and meet financial needs at crucial stages of their lives.

II. Scope of Assistance

Financial assistance for the buying Home/ Running Home loan

III. Eligibility and Terms

Service Duration (at I.T.S)	Maximum Financial Assistance	Repayment Tenure
Minimum 10 years	Upto 3 month salary	40% of disbursed amount, subject to a maximum of Rs. 1,50,000/-, shall be waived off as Loyalty Bonus. Balance 60% of disbursed amount to be re-paid in equal monthly instalments over a period of maximum 24 months (2 years).
15 years and above	Upto 4 month salary	40% of disbursed amount, subject to a maximum of Rs. 2,00,000/-, shall be waived off as Loyalty Bonus. Balance 60% of disbursed amount to be re-paid in equal monthly instalments over a period of maximum 24 months (2 years).

- Financial assistance under this scheme shall be available for New home loans and for repayment of existing (running) home loans.
- For existing home loans, the maximum assistance amount shall be limited to the outstanding loan balance.
- If the outstanding balance is less than the maximum eligible amount, the lower amount shall apply
- Policy will be applicable for home loan only if registered in the name of employee or his/ her spouse or Joint.

IV. Application Process

1. Eligible employees must submit a formal application to the HR department.

2. Applications should include relevant documentation supporting the need for financial assistance.
3. Each application will be reviewed on a case-by-case basis by a designated committee.

V. Approval and Disbursement

1. Upon approval, in case of existing home loan, the assistance amount will be disbursed directly to the bank.
2. The employee must sign an agreement outlining the terms of reimbursement and retention bonus.

VI. Repayment

1. Repayment will be made through salary deductions over the agreed tenure or maximum tenure as applicable.
2. Early repayment is permitted without any penalties.

VII. Employee Retention Bonus

1. The retention bonus will be waived off upon successful completion of the repayment tenure or prepayment of the due instalments.
2. If an employee leaves the organization before completing the repayment tenure:
 - a. The retention bonus will be forfeited.
 - b. The employee must settle any outstanding balance immediately to obtain a No Objection Certificate (NOC) from the Institute.
3. In the event of an employee's death before the completion of the repayment tenure:
 - a. 50% of the outstanding amount will be waived off in addition to loyalty bonus.
 - b. The Institute reserves the right to recover the remaining 50% through:
 - Adjustment of salary
 - Encashment of earned leaves
 - Other applicable means
 - c. Any balance remaining after adjustments will be the responsibility of the employee's family/ dependents. The employee and their family must submit an undertaking regarding this along with the application for financial assistance.

VIII. Policy Review

This policy will be reviewed annually to ensure it remains relevant and beneficial to both employees and the organization.

IX. Disclaimer

I.T.S The Education Group reserves the right to modify, suspend, or terminate this policy at any time without prior notice.

The benefit under this scheme cannot be claimed as a matter of right and the decision of the Institute authorities shall be final.

❖ Employee Welfare Scheme for Marriage

I. Purpose

This policy outlines the provision of financial assistance to the employees of I.T.S The Education Group irrespective of their designation. The aim is to support employee wellbeing and meet financial needs at the time of marriage of their Daughter/ Son/ self.

II. Scope of Assistance

Financial assistance for the marriage of daughter/ son of employees of I.T.S The Education Group / Employee self-marriage

III. Eligibility and Terms

	Experience at I.T.S					
	Minimum 5 years		Minimum 10 years		Minimum 15 years & above	
Current Monthly Salary (Rs.)	Daughter/ Self	Son/ Self	Daughter/ Self	Son/ Self	Daughter/ Self	Son/ Self
Upto 5000	Upto 2 month salary Or minimum Rs.31000/-	Upto 1 month salary Or minimum Rs.21000/-	Upto 3 month salary Or minimum Rs.51000/-	Upto 1.5 month salary Or minimum Rs.31000/-	Upto 4 month salary Or minimum Rs.71000/-	Upto 2 month salary Or minimum Rs.41000/-
5001 - 10000	Upto 2 month salary	Upto 1 month salary	Upto 3 month salary	Upto 1.5 month salary	Upto 4 month salary	Upto 2 month salary
10001 & above	Upto 2 month salary Or maximum Rs.150000/-	Upto 1 month salary Or maximum Rs.75000/-	Upto 3 month salary Or maximum Rs.175000/-	Upto 1.5 month salary Or maximum Rs.100000/-	Upto 4 month salary Or maximum Rs.200000/-	Upto 2 month salary Or maximum Rs.125000/-

IV. Application Process, Approval and Disbursement

- Eligible employees must submit a formal application to the HR department.
- Applications should include relevant documentation supporting the need for financial assistance.
- Each application will be reviewed on a case-by-case basis by a designated committee.
- Upon approval, the assistance amount will be disbursed directly to the employee
- The policy is applicable in case of employee's self -marriage also.

V. Policy Review

This policy will be reviewed annually to ensure it remains relevant and beneficial to both employees and the organization.

VI. Disclaimer

I.T.S The Education Group reserves the right to modify, suspend, or terminate this policy at any time without prior notice.

The benefit under this scheme cannot be claimed as a matter of right and the amount shall be decided at the sole discretion of the Institute authorities.

❖ Employee Welfare Policy for Purchase of Vehicle

I. Purpose

This policy outlines the provision of financial assistance to the employees of I.T.S The Education Group irrespective of their designation. The aim is to support employee wellbeing and meet financial needs at crucial stages of their lives.

II. Scope of Assistance

Financial support as interest free advance and loyalty bonus shall be granted as detailed below:

- Purchasing a vehicle for personal use
- Repaying existing vehicle loan from bank/ financial institution

III. Eligibility and Terms

Service Duration (at I.T.S)	Maximum Financial Assistance	Repayment Tenure
Minimum 5 years	Up to 1month salary Or maximum up to Rs. 100000/- Or maximum 75% of cost of vehicle	50% Loyalty Bonus to be given by waiving off last 12 instalments. Disbursement amount to be re-paid in equal instalments over a period of maximum 24 months (2 years). Last 12 instalments shall be waived off as 50% loyalty bonus.
Minimum 10 years	Up to 2 months' salary Or maximum up to Rs. 150000/- Or maximum 75% of cost of vehicle	50% Loyalty Bonus to be given by waiving off last 12 instalments. Disbursement amount to be re-paid in equal instalments over a period of maximum 24 months (2 years). Last 12 instalments shall be waived off as 50% loyalty bonus.
15 years and above	Up to 3 months' salary Or maximum up to Rs. 200000/-	50% Loyalty Bonus to be given by waiving off last 12 instalments.

Service Duration (at I.T.S)	Maximum Financial Assistance	Repayment Tenure
	Or maximum 75% of cost of vehicle	Disbursement amount to be re-paid in equal instalments over a period of maximum 24 months (2 years). Last 12 instalments shall be waived off as 50% loyalty bonus.

- Financial assistance under this scheme shall be available for purchase of a vehicle for personal use or repaying existing vehicle loan from bank/ financial institution
- For existing vehicle loan, the maximum assistance amount shall be limited to the outstanding loan balance.
- If the outstanding balance is less than the maximum eligible amount, the lower amount shall apply
- Policy will be applicable only if vehicle is registered in the name of employee or his/ her spouse or Joint.
- Policy is not applicable for commercial vehicle.

IV. Application Process

- Eligible employees must submit a formal application to the HR department.
- Applications should include relevant documentation supporting the need for financial assistance.
- Each application will be reviewed on a case-by-case basis by a designated committee.

V. Approval and Disbursement

- Upon approval, in case of existing vehicle loan, the assistance amount will be disbursed directly to the bank/ financial institution.
- The approved amount under the policy shall be disbursed between 20th to 30th day of the month.
- The employee must sign an agreement outlining the terms of reimbursement and retention bonus.

VI. Repayment

- Repayment will be made through salary deductions over the agreed tenure or maximum tenure as applicable.
- Early repayment is permitted without any penalties.

VII. Employee Retention Bonus

- The retention bonus will be waived off upon successful completion of the repayment tenure or prepayment of the due instalments.

- If an employee leaves the organization before completing the repayment tenure:
The retention bonus will be forfeited.
The employee must settle any outstanding balance immediately to obtain a No Objection Certificate (NOC) from the Institute.
- In the event of an employee's death before the completion of the repayment tenure, 100% of the outstanding amount will be waived off in addition to loyalty bonus.

VIII. Policy Review

This policy will be reviewed annually to ensure it remains relevant and beneficial to both employees and the organization.

IX. Disclaimer

I.T.S The Education Group reserves the right to modify, suspend, or terminate this policy at any time without prior notice.

The benefit under this scheme cannot be claimed as a matter of right and the decision of the Institute authorities shall be final.

❖ Employees Children Scholarship Scheme

A scholarship program has been approved to support the educational aspirations of our employees' children enrolling in any program within our group's educational institutions.

Objectives

- Support employee retention and satisfaction
- Promote educational opportunities for employees' families
- Strengthen the connection between our workforce and our educational offerings

Eligibility Criteria & Scholarship Details

- The following scholarship is open to children of full-time employees of I.T.S- The Education Group, irrespective of their designation.
- The total grant of scholarship will be applicable in all years of education of a particular program.

S. No.	Eligibility Criteria	Scholarship Amount (% of Yearly Academic Fees of the Program)	
		BDS/ MDS	Other Courses
1	Employees with a minimum of 3 years of service	10 %	10 %
2	Employees with a minimum of 5 years of service	15 %	20%
3	Employees with a minimum of 10 & above years of service	15 %	30%

Terms and Conditions

- Selection based on academic merit and employee tenure
- Scholarship renewal subject to maintaining academic standards such as Attendance & Passing with minimum % of marks equivalent to 2nd division.
- Termination of scholarship if the employee leaves the organization
- To be effective from academic session 2024-25 on new admissions.

❖ Policy on Advance Payment

An advance against salary can be sanctioned to an employee of I.T.S- The Education Group subject to the following conditions

- Having completed at least one year of service in I.T.S- The Education Group
- There should be gap of at least six months between the date of deduction of last instalment of previous advance, if any, from salary and date of new advance
- Amount of advance should not exceed the limit as mentioned below

For gross salary up to Rs. 40000/-	Advance amount equivalent to 02 month's gross salary subject to maximum of Rs. 50,000/-
For gross salary above Rs. 40000/-	Advance amount equivalent to 01 month's gross salary subject to maximum of Rs. 1,00,000/-

- Amount of advance shall be deductible in equal instalment from salary of the concerned employee (subject the maximum of twelve instalments)
- Advance against salary shall only be given to meet any emergent requirement, medical expenses, school admission of children and purchase of household item or vehicle etc but not capital expenditure such as purchase of land & house etc.
- Advance against salary cannot be claimed as a right by the employee. Sanctioning of an advance against salary shall be at the sole discretion of the approving authority.

❖ Outstanding Association Scheme

S. No.	Particulars	Service in years	Existing Scheme	Revised scheme
1	Employees drawing salary up to Rs. 15,000	5	10 Days salary	10 Days salary
2	Employees drawing salary from Rs. 15,001 to 30,000	5	3 days leave & 7,500/- as reimbursement of expenses	3 days leave & 7,500/- as reimbursement of expenses
3	Employees drawing salary more than Rs. 30,000	5	3 days leave & 10,000/- as reimbursement of expenses	3 days leave & 10,000/- as reimbursement of expenses
4	Employees drawing salary up to Rs. 15,000	10	1 Month Salary	1 Month Salary
5	Employees drawing salary from Rs. 15,001 to 30,000	10	5 days leave & 15,000/- as reimbursement of expenses	5 days leave & 15,000/- as reimbursement of expenses
6	Employees drawing salary more than Rs. 30,000	10	5 days leave & 30,000/- as reimbursement of expenses	5 days leave & 30,000/- as reimbursement of expenses
7	Employees drawing salary up to Rs. 15,000	15	1 Month Salary	1 Month Salary
8	Employees drawing salary from Rs. 15,001 to 30,000	15	5 days leave & 15,000/- as reimbursement of expenses	5 days leave & 15,000/- as reimbursement of expenses
9	Employees drawing salary more than Rs. 30,000	15	5 days leave & 30,000/- as reimbursement of expenses	5 days leave & 30,000/- as reimbursement of expenses
10	Employees drawing salary up to Rs. 15,000	20	No Scheme	1 Month Salary
11	Employees drawing salary from Rs. 15,001 to 30,000	20	No Scheme	5 days leave & 15,000/- as reimbursement of expenses
12	Employees drawing salary more than Rs. 30,000	20	No Scheme	5 days leave & 30,000/- as reimbursement of expenses
13	Employees drawing salary up to Rs. 15,000	25	No Scheme	1 Month Salary
14	Employees drawing salary from Rs. 15,001 to 30,000	25	No Scheme	5 days leave & 15,000/- as reimbursement of expenses
15	Employees drawing salary more than Rs. 30,000	25	No Scheme	5 days leave & 30,000/- as reimbursement of expenses

Policy on Extra Teaching Hours

I.T.S has been following certain norms regarding the teaching workload, which have evolved over the years. It is normal for some faculty to have teaching load more than others and at times more than the minimum workload, for which incentives are extended.

The Institute appreciate the contribution made by the faculty who put in extra efforts towards growth and development of the students leading to the betterment of the Institute.

The terms of the existing scheme have been reviewed.

In modification of existing incentive scheme the following norms are being laid down

1. Standard teaching workload expected from faculty for one academic year consisting odd and even semester
 - i. UG faculty- 350 hours
 - ii. PG faculty- 270 hours
2. Conversion of UG hours to PG hours
If any PG faculty takes UG classes, then the UG teaching hours will be converted into PG hours by a multiplying factor of 0.6 and these converted hours will be added to his/her teaching hours.
3. Any faculty taking teaching hours more than the standard hours laid down in (1) above will be extended incentive at the following rates
 - i. UG hours - Rs. 400/- per hours
 - ii. PG hours - Rs. 500/- per hours

All faculty members are expected to take the standard teaching load during the year. The extra teaching load cannot be claimed by a faculty as a matter of right and would be allotted by the Institute taking in to consideration the need for such a requirement and availability of appropriate faculty. While taking such a decision, the Institute would consider the factors like student's feedback of the course taught by the faculty, desirability of a faculty to teach a particular subject or any other criteria germane to the issue.

In order to be benefited by the scheme, the concerned faculty has to devote suitable extra hours at the Institute than is generally required from those who will be undertaking only the standard workload.

The payment of the monetary incentive would be made after assessing the total teaching workload undertaken by the concerned faculty during the year and would be made after the completion of the academic session. No pro-rata payment is applicable for part of the academic session.

Policy on Guest/ Visiting Faculty

These guidelines are formulated to facilitate the engagement of guest faculty at the Institute to ensure the smooth execution of classes as per the curriculum.

1. The qualification of guest faculty shall be the same as those prescribed for the regular post by the AICTE/ UGC.
2. The superannuated teachers may also be considered for engagements as 'Guest Faculty' subject to a maximum age limit of 70 years.
3. A three to five-member committee including senior professors and Chairperson of the respective program shall submit its recommendation to the Director, based on the feedback received from students and personal interview. Director, on receiving of such recommendations, shall forward his recommendation to the Management for approval.
4. The Guest faculty will not be given the benefit of allowance, pension, gratuity and leaves etc. as admissible to the regular teachers.
5. Guest faculty will not be treated like regular teachers for the purpose of voting rights or for becoming the members of the various statutory committees of the Institute.
6. Following categories of individuals shall be engaged as Guest Faculty
 - Retired faculty members, aged not over 70 years
 - Full time faculty members including practising professor
 - Full time faculty member of the Institute may take on extra workload as guest faculty
 - Professional, below 70 years, with a Master's Degree (60% Marks) and minimum 05 years of relevant work experience in research/ Industry
7. Guest faculty shall receive remuneration on hourly basis and the payment shall be effected monthly.
8. Guest/ Visiting faculty shall receive remuneration towards his/her engagement as below
 - UG Classes – Rs. 500/-* per hour
 - PG Classes- Rs. 750/-* per hour

*Rates may vary depending upon the availability and past feedback of the faculty

Travel Expense Policy

Purpose:

To provide reimbursement for the travel and other expenses to the employees for the reasonable and necessary expenses incurred in connection with approved travel on behalf of the college.

1. Local Travel

For local official travel (in the city where employee is based), if an employee is using their own vehicle for official work, it shall be reimbursed as per entitlement below. An employee may find an efficient way to travel and then seek HOD's approval.

Two Wheeler – INR 5 per km

Four Wheeler – INR 10 per km

Metro/auto/bus charges shall be reimbursed as per actual expense.

Guidelines:

- **Claiming of Bill:** For claiming the conveyance, the individual shall be required to fill in the travelling details in the local conveyance reimbursement form, get it approved from the HOD and Director and submit the same in accounts for payment. In addition to the local conveyance, parking and Toll charges shall also be reimbursed on submission of parking/Toll slips along with the local conveyance reimbursement form.
- **Exception:** Local travelling expenses from college to residence of the employee or from residence to the college shall not be reimbursed. This is not applicable to field staff or any other such category of employees whose nature of work primarily involves travelling. These employees would be paid for each day in varying amounts to be fixed by the college authorities.

Note: The College authorities reserves the right to amend these policy guidelines on time to time basis.

2. Domestic Travel

Travel and tour reimbursements would be made to all employees travelling outstation for official purposes.

The heads covered under this include:

- Travel Expenses (Travel tickets)
- Daily Allowance (Towards food, incidental and out of pocket expenses)
- Lodging (Hotel Accommodation)
- Local Travel (Conveyance)

3. Boarding & Lodging Expenses

These shall be allowed based on the following:

Allowances for Outstation duty – Teaching staff		
S. No	Details	Entitlement
1	Towards full day meal without lodging	
2	Towards meals and lodging for full day for one person to outstation	
3	Towards meals and lodging for full day for two persons travelling together to outstation	
4	Local transportation i.e. transportation to and fro at place of residence and at the station of duty (residence to the station and back as well as station to hotel and back)	
5	Transportation cost connected with duty performed at outstation	

Allowances for Outstation duty – Teaching staff		
S. No	Details	Entitlement
1	Towards full day meal without lodging	
2	Towards meals and lodging for full day for one person to outstation	
3	Towards meals and lodging for full day for two persons travelling together to outstation	
4	Local transportation i.e. transportation to and fro at place of residence and at the station of duty (residence to the station and back as well as station to hotel and back)	
5	Transportation cost connected with duty performed at outstation	

Allowances for Outstation duty – Teaching staff		
S. No	Details	Entitlement
1	Towards full day meal without lodging	

2	Towards meals and lodging for full day for one person to outstation	
3	Towards meals and lodging for full day for two persons travelling together to outstation	
4	Local transportation i.e. transportation to and fro at place of residence and at the station of duty (residence to the station and back as well as station to hotel and back)	
5	Transportation cost connected with duty performed at outstation	

Note:

- DA includes food and other incidental expenses including Laundry, tips, internet, other amenities etc.
- Auto/Taxi fare will be paid as per the above mentioned slab (from Residence to station/Airport and vice versa).
- All employees shall travel as per the guidelines issued by college authorities i.e. 2 AC for HOD/Professor, 3AC/ CC for Teaching, Admin and Technical staff for domestic travel. Lodging expenses should be supported by bills along with the travel tickets.
- Transportation charges include all charges such as Driver expenses etc. except the toll charges & parking which will be paid on actuals in addition to the taxi charges on submission of bills/toll/parking receipts.
- The boarding and lodging expenses mentioned above are maximum allowed and have to be supported by actual bills.

Guidelines

- **Submission of request:** Before undertaking any outstation travel, employees are expected to submit the duly approved travel request to Admin department for making necessary bookings.
- **Booking of tickets:** Based on the travel request, Admin department shall book the tickets and convey the same to concerned employee.
- **Approval:** Leave entitlement while on travel would be applicable as per Leave policy with prior approval of HOD.
- **Cancellation of tour:** In the event of tour cancellation because of unforeseen circumstances, it is the responsibility of the employee to cancel the tickets and inform Admin department.
- **Payment reimbursement:** On completion of tour, statement of expenses in the specified format along with supporting documents and tour report duly approved by HOD shall be submitted to Accounts department within 7 days from the date of return for verification and payment processing.

- **Travel companions:** The employees are not allowed to travel with personal companions while travelling for official purpose until the same is approved by college authorities.
- **Miscellaneous expenses:**
 - ❖ Any other expenditure incurred during travel, which is not defined in the policy, shall be claimed as miscellaneous expenses with necessary supporting documents and it should have approval of college authorities.
 - ❖ Expenses incurred in client entertainment will be extra and would be subject to approval of college authorities. The supporting documents will be required to claim the same.
 - ❖ All other extra expenses incurred would be subject to approval by college authorities.

Whistle Blower Protection Policy

The Institute requires all employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the college, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

i. Reporting Responsibility

It is the responsibility of each employee to comply with the policy and to report violations or suspected violations of the policy in accordance with this Whistle-blower Policy.

ii. No Retaliation

The policy is intended to encourage and enable employees to raise serious concerns within the college.

- ❖ Any employee who, in good faith, reports a violation of the policy is protected from harassment, retaliation and adverse employment consequence.
- ❖ An employee who retaliates against someone who has reported a violation in good faith is subject to disciplinary, financial and legal action upto and including termination of employment.

Employees are protected from retaliatory actions because they have reported to College Authorities: -

- a. Any violation of the policy
- b. Any gross waste of college funds/resources.
- c. Something that risks a fellow employees' health or safety

iii. Reporting Violation

Employees are encouraged to share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's HOD is in the best position to address an area of concern.

If you are not comfortable speaking with your HOD or you are not satisfied with your HOD's response, you are encouraged to speak with someone in the Human Resources Department or Principal/ Director. HODs are required to report suspected violations to GM Operations, who has the responsibility to oversee the investigation all reported violations.

iv. Acting in Good Faith

Anyone filing a complaint of wrongful conduct must act in good faith and have reasonable grounds for believing the information disclosed indicates wrongful conduct. Any allegations that prove to be unsubstantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offence and necessary disciplinary, financial and legal action will be taken against them.

v. Confidentiality

Reports of wrongful conduct or suspected wrongful conduct will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Plastic Ban Policy

Introduction

Plastic pollution is currently one of the biggest environmental concerns. Plastic is a menace that impacts the environment as well as our health and wellbeing. This policy is an initiative to work to reduce and eliminate plastic pollution. The policy takes institutional efforts to actively contribute to the effort of banning the use of single use plastics.

Ban of Single Use Plastic

The Institute, by virtue of this policy, bans single use plastic in the campus. All the members of the Institute are encouraged to follow Plastic Ban Policy by conducting campaigns and awareness programmes.

The policy mandates all stakeholders to adopt the following:

- ❖ Ban on use of single-use plastics in college premises, hostel and canteen.
- ❖ Organise workshops inside and outside the campus to create awareness on the harmful impacts of plastic.
- ❖ Strictly avoid bringing non-biodegradable items inside the campus.
- ❖ Use of alternative sources like switching over to cloth bags, paper pens and providing drinking water facility in order to avoid plastic water bottles inside the campus.
- ❖ Waste generated should be segregated at the source and the segregated wastes should be sent to authorized waste processing centres or disposal facilities or deposition centres through the authorized waste collection agency.
- ❖ All events organised inside the campus should strictly follow plastic ban guidelines.