

DR. K. N. MODI INSTITUTE OF ENGINEERING & TECHNOLOGY, MODI NAGAR



HR MANUAL

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DR. K. N. MODI INSTITUTE OF ENGINEERING & TECHNOLOGY, MODI NAGAR

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PREFACE

Dr. K. N. Modi Institute of Engineering & Technology reserves the right to add on, delete, alter or amend any of the policies and procedures contained in this manual without any notice.

JURISDICTION:

In case of any dispute or any matter arising out of or relating to the policies and procedures contained in this document or otherwise, Ghaziabad will be considered as the place where the course of action has arisen and the appropriate court at Ghaziabad will alone have jurisdiction over such matters.

Dr. K. N. Modi Institute of Engineering and Technology is one of the first self financed institute for imparting technical education in the state of U.P. It was established in the year 1995 with the objective of imparting high quality technical education to meritorious students.

The emphasis is on nurturing technical talent by providing need-based education and to create a resource pool for developing cutting-edge technologies for the country.

DEFINITIONS

Management means Board of Trustees of the Trust, Managing Committee of the Society & Directors of the respective institute, or any other person who is authorized by the Board of Trustees / Managing Committee / Director for enforcement of any Orders.

Chairman/ President means person on who occupying the position of Chairman / President of the Trust / Society as per registered Charter Documents.

Vice Chairman / Vice President To aid and assist the President to do also such acts in the absence of the President or specifically authorized by the President in writing.

Secretary will be the Chief Functionary and custodian of records of the Trust / Institutes. He shall plan, execute, and monitor implementation of the activities to achieve its various objectives.

Joint Secretary to aid and assist the Secretary to do also such acts in the absence of the Secretary or specifically authorized by the Secretary in writing.

Administrator means a person who organize and manage the administration, support systems and activities that enable the effective running of an educational institution.

Registrar means any person who keeps the records of the institutes & students, he / she shall be assisted by Dy. Registrars. The responsibilities of Registrar are as follows:

- To deal with the matters relating to the appointment of the employees, welfare, discipline etc.
- To deal with the matters relation to students admissions, results, records / files, mark sheet, degrees, attendance, convocation, scholarships, communication with University & other concerned authorities etc.

HR Manager means a person who act as HR Manager within an organization & responsible for appointment / discharge / retirement of employees, supervising employee evaluations, mediation between employees and employer, maintain and deal with leaves record, increment, EPF, ESIC general overseeing of the personnel department.

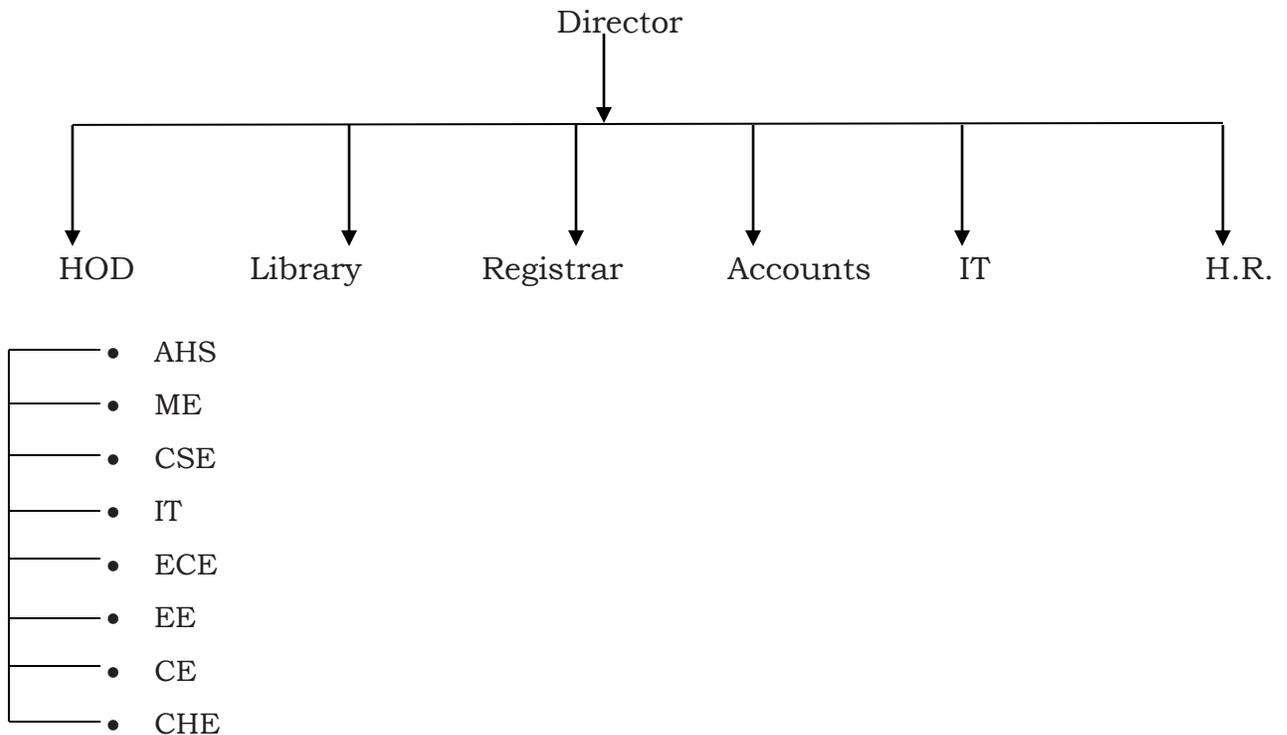
Chief Finance & Accounts Officer means Head of Finance & Accounts Departments and shall be assisted by accounts officer. He/ She shall exercise such power & functions as may be prescribed by the President/Chairman.

Director / Principal The head of the Institution shall be named as Director / Principal and having qualifications and experience as per concerned university norms / rules & regulations.

Head of Department is responsible for effective functioning of the department & assigned duties and responsibilities to the faculty members, plan & monitor curricular, co-curricular & other activities, periodic review of progress, completion of syllabus and deal with the matters related to the students.

Employees include Teaching Staff, Non-Teaching, IV Class staff on probation period, temporary / permanent.

ORGANIZATION STRUCTURE



SERVICE RULES

1.1 STAFF PATTERN

The staff pattern, the cadre structure and the students – staff ratio will be followed according to the norms given by AICTE / UPTU / State Government.

1.2 QUALIFICATION

The prescribed minimum qualification and experience requirement for the various teaching posts will be on the norms of AICTE and UPTU. For non-teaching post, requirements will be based on the department's request.

1.3 RECRUITMENT

The recruitment of staff members to all cadres shall be strictly on merit and by open selection through open advertisement. The selection is made by a Competent Selection Committee duly constituted by the management, consisting of representatives from the management, administration, concerned department and subject experts.

The recommendations of the Committee are to be approved by the President of the trust, after which appointment orders will be issued. However, temporary vacancies may be filled on contract basis subject to the condition that the applicant may not be allowed to continue beyond a period of one semester / one year. This selection is to be made again by a committee. Internal candidates will also be permitted to apply for higher posts, provided they have required qualification and experience. The decision of the management is final in all appointments.

1.4 JOINING REPORT

The staff member at the time of joining duty in this Institution, has to submit the following to the college:

- Employment Form for the Foundation
- ERP Details Form
- AICTE Details Form
- Joining Report

- Original of his/her education certificate & experience certificate etc (for Verification)
- 2 self attested photocopy sets of all academic & non Academic papers
- Address Proof: Voter ID / Pass Port / Bank Pass book etc.
- 4 Passport size photo

The staff shall furnish both his/her temporary / permanent address along with contact phone number / e-mail ID. Whenever & wherever is any change in the above address / contact phone number / email ID / the same has to be intimated to the administrative office immediately.

1.5 REGULARISATION OF SERVICE:

All the appointments are purely temporary until regularization and terminable without assigning any reasons therefore. The services of employees recruited against substantive posts will be regularized after six months from the date of joining.

1.6 Probation:

The employees across levels will have a six month probation period & the management may extend probation period if employee is not found suitable.

During the probation period, the management will have the right to terminate the contract at any time upon giving: one week written notice for employees of level one and two weeks written notice for employees those of level Two & Three.

1.7. Retirement:

An Employee who reaches the age of 60 years is considered on retirement. The retirement should take place on the last day of the month of the employee's retirement age.

1.8. Transfer: Mobility under the Foundation and Associate.

The Management has its right to transfer an employee to any other institute / office / establishment / branch of Dr. K. N. Modi Institute of Engineering & Technology and Dr. K.N. Modi Foundation and its associates situated anywhere in India, which may be set up in India at any future date.

1.9. Termination:

An employee shall have his / her service terminated by giving one month notice or one month salary in lieu thereof in case of temporary appointment or during probationary period. In case of permanent service three months notice or three months salary must be given.

Hon'ble President shall have the power to terminate the services of an employee of the foundation for any of the following reasons:

- Not working Properly
- Improper/ Poor teaching
- Serious misconduct and willful negligence of duty.
- Physical or mental unfitness
- Involvement in Criminal Activity.
- Unauthorized absence or absence without permission from duty for a continuous period of 5 days would make you lose your duty on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.

1.10 TEACHING DAYS AND WORKLOAD

As per the University norms, the institution will fulfill minimum number of teaching days required for a semester. Work load of a teacher will be as per the University norms.

1.11. WORKING DAYS AND TIMINGS

The regular working hours of the foundation is from 09:00:01 to 17:00:00 including 50 minutes for lunch break and 10 minutes for tea break.

1.12. MAINTENANCE OF ATTENDANCE REGISTER:

1. All teaching and non teaching staff members shall register attendance in the computer (biometric) before the reporting time (08:45:00) and at the end of the college (17:15:00) on all working days & Attendance Register is also required.

Note: as per scheduled time.

2. The Attendance Registrar will close the attendance @9.15 a.m.
3. Non-marking of attendance shall be treated as absence unless permitted by the HR.

4. 1.13. BENEFIT EXTENDED TO THE STAFF MEMBERS

i) Pay Revision and Annual increment: Pay Revision is based on the Performance Appraisal (Self Appraisal Form Enclosed) **Annexure - 1** Report of the individual and will be taken up at the beginning of every academic year. Performance and other credentials of the staff members shall be the integral part of the pay revision. For Annual increments also, the same procedure shall be followed.

ii) Employees Provident Fund (EPF): A. For the employees whose total pay is less than Rs.15000/- per month, the management will deduct 12% from their salary and contribute equally every month.

B. For the employees whose total pay is more than Rs.15000/- per month, the management will deduct 12% per month.

C. iii) Accident Insurance Scheme:

A. All staff members and students are covered by the group insurance scheme. (For this facility the management will deduct Rs. 260 for per year)

B. A part of the sum insured will be paid for hospitalization expenses and the balance amount will be paid.

1.14. FACULTY DEVELOPMENT PROGRAMME (FDP), CONFERENCES

SEMINARS & WORKSHOPS

Selected staff members will be sponsored by the Management for faculty development programmes, conferences, seminars and workshops.

1.15. RESIGNATION

If any staff member wants to resign from the job, the concerned staff member shall give a minimum of one month / 30 day's advance notice or as per the conditions specified in the appointment order / promotion order about his/her intention of leaving the job, only at the end of the academic year to the management through the Director in writing. In case, where the end of notice period falls during the course of a semester he/she may be relieved only at the end of the semester.

- a.** In case, if the staff member does not give notice in advance, then the staff member owes to the institution his / her earning for the period as stipulated already in the appointment / promotion order before he / she is relieved.

- b. The unavailed leave at the credit of the staff member shall not be adjusted towards the notice period.***
- c.** In case if , he/she takes leave for a day and if there is no casual leave available, then the leave availed will be treated as on loss of pay with the cut in the salary for the day during the notice period
- d.** While getting relieved, files, materials and documents, etc., entrusted to him / her shall be handed over to the person nominated by the HOD under proper acknowledgement.
- e.** The staff member can apply for his/her the relieving order from the Institution only after the submission of “No Dues Certificate” in the prescribed form along with a copy of handing over charge record.
- f.** A staff member may be relieved immediately if he/she gets a Government Job or the concerned individual’s spouse is transferred or he/she is getting married. But, this is subject to the discretion of the management after assessing the merit of the request.

RECRUITMENT

Recruitment Policy

The basic parameters of Dr. K.N. Modi Institute of Engineering & Technology , Modi Nagar, Ghaziabad recruitment policy are:

Selection Committee

The Selection Committee of Director:

- | | | |
|------------------------------------|---|----------|
| • Chairman of BOG | - | Chairman |
| • To Professor expert | - | Member |
| • Nominee of Affiliated University | - | Member |
| • Vice-President | - | Member |
| • Nominee of AICTE | - | Member |
| • Registrar | - | Member |

Selection / Promotion Committee for Teaching Cadre:

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

- Vice-President of Dr. K.N. Modi Foundation
- Subject Expert
- Director of the Institute
- HOD of Concern Department
- Subject Experts Members

All deserving employees will be promoted under career advancement scheme as per All India council for technical Education (Career advancement scheme for the Teachers and other Academics Staff in Technical Institutions. Regulations, 2012.

Career Advancement Scheme:

- A teacher who wishes to be considered for Promotion under CAS may submit in writing to the College within three Month in advance of the due date that he / she fullfils all qualifications under CAS and Submit to the College the Performance based Appraisal System in a Performa as evolved by the concerned college duly supported by all credentials as per the Academic performance Indicator Guideline set out in these regulations.

- The screening – cum- Evaluation Committee for CAS promotion of Assistant Professor / Associate Professor. Head of the concerned Department from the college. Where there is no HOD, Professor as nomination by the Principal / Director from the Same or any other Institution of the concerned University as and when they become eligible for promotion as per AICTE or the college rules whichever applicable. Internal Screening Committee shall review the confidential report of the employee. If necessary, the employee can be called for Interview to present his/her case before the Selection / Promotion Committee. The recommendation of the Selection / Promotion Committee will be approved by the Management Board / Chairman.

Process

- ✓ Each Head of Department make the faculty requirement note for process of Recruitment. Then the said note forward to respective director,
- ✓ The Director will compile all requirements and verify the faculty load, then make an institutes wise requirements and send to the Register within 02 days,
- ✓ All requirements for new hiring have to be approved by the Recruitment Committee of Dr. K. N. Modi Institute of Engineering & Technology (Vice – President, Administrator. HR Manager),
- ✓ A date will be fixed for interviewing for right person for right position,
- ✓ Recruitment Committee of the foundation will make the advertisement & forward to Administrator / PRO for printing in News paper.
- ✓ Selection committees for the vacancies in various levels shall be constituted under the following authorities:

Level 01	= Subject Experts, HODs & Director (if Required)
Level 02	= Director, Registrar & HR Manager
Final Level	= President, Vice President, Administrator, Registrar, HRM
- ✓ Registrar of the foundation will inform to all selection committee members regarding the interviewing dates.

- ✓ Registrar & Administrator of the foundation will verify all the arrangement for interview process before 02 days of interview.
- ✓ After the selection committee has approved the name of a particular candidates for appointment, The HRD should send an offer letter to selected candidates.

The following should be verified by HRD

All the copies of the certificates of qualifications, testimonials of experience etc should be checked with the originals. Will collect experience, salary certificates of the last employer.

- a. Will collect the joining report / forms at the time of joining.

JOINING REPORT

The new employee at the time of joining in this Institution has to fill the following:

- Employment Form
- ERP Details Form
- AICTE Details Form
- Joining Report
- Form 11 etc. (if applicable)
- Original of his/her education certificate & experience certificate etc (for Verification)
- 2 self attested photocopy sets of all academic & non Academic papers

The staff member at the time of joining in this Institution has to submit the following to the college:

- Acceptance of Officer Letter (Letter of Intent).
- 04 Passport size photo.
- 02 Photocopies of Aadhar Card (Self Attested).
- 02 Photocopies of PAN Card (Self Attested).
- 02 Photocopies of Photo ID like: Voter ID/Pass Port/ (Self Attested).
- 02 Self attested photocopy sets of all academic documents.
- 02 Self Attested Photocopy of non Academic papers like (Experience / Salary Certificate etc. if applicable)

If any candidate unable to submit above mentioned documents, they have to write undertaken (Request Application) with time line for submission of the same. After that they have not submit the same then the HR / Accounts department has right to hold their salary till submission of the same.

The staff shall furnish both his/her temporary / permanent address along with contact phone number / e-mail ID. Whenever & wherever there is any change in the above address / contact phone number / email ID / the same has to be intimated to the HR Department immediately.

INCREMENT POLICY

- A single Increment in the appropriate increment scale shall normally be acquired on completion of satisfactory service of year on each stage of that scale except where such increment has been withheld as a result to a penalty imposed under these Service Rules. However, Higher Increments may be sanctioned for showing meritorious performance.
- The Increment in the incremental scale will however be so advanced as to fall due at the commencement of the month corresponding to the employment date or any other date which the Management Board deems to fit.
- The Management Board shall have the right to sanction from time to time advance increment or increments, to any employee or cadres of employees for showing meritorious performance or for acquiring special qualification, which may be useful in discharging their functions. The policy for sanction of such advance increment or increments shall be based on KRA as prescribed by the Management Board from time to time.
- No Increment shall be withheld except as a disciplinary measure and each order withholding the increment shall state the period for which it is withheld and whether the withholding shall have the effect of postponing future increments.
- On promotion from one cadre of post to another cadre of post, the basic pay of an employee in the higher cadre shall be fixed at the stage next above the pay nationally arrived at by increasing his pay in respect of the lower cadre by one Increment at the stage at which such pay has accrued.

PROMOTION POLICY

Promotion of the Faculty Members from Assistant Professor to Associate Professor, Associate Professor to Professor is to be done for all the concerned Faculty Members as and when they meet qualification and Experience as Mentioned in AICTE hand Book.

The Promotion is done after the due Approval of Promotion committee.

LEAVE RULES

Introduction

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions.

Leave cannot be claimed as matter of right. Accordingly, leave rules and norms have been categorized under various heads. Vacations and leaves are governed by a set of rules and norms as laid down by the Dr. K.N. Modi Foundation. The following leave rules and norms give details about the different types leave that can be availed of certain rules are common to both Teaching and Non-Teaching staff of the Foundation/Institute. Certain rules and norms have been stipulated specifically, with reference to teaching staff of the Foundation/Institute. These rules should be used for the better understanding and utilization of the leave rules and norms and are only complementary and explanatory in nature.

Applicability

These leave rules shall be applicable to all the permanent employees of the Foundation/Institute whose names are appearing on the muster-rolls of the Foundation/Institute.

Guidelines for carrying over the Earned Leave Account

The EL (Earned Leaves) balance in the EL account as on 30th June shall be calculated and only 30 EL' would be carried forward and rest of the balance ELs shall be transferred to a reserve EL account and would be frozen. The balance ELs in the reserve account may be encashed at the time of separation or may be allowed to be availed only at the sole discretion of the Management. The ELs in excess of 30 ELs will get lapsed from next year onwards.

The designated person shall maintain leave account for each staff. Staff of foundation can refer to his/her leave account in the month of July every year with prior intimation.

General Principles Regarding Grant of Leave

Applicability

The Provisions contained in these rules shall apply to all permanent employees of the Foundation /Institute.

Right of Leave

1. Leave cannot be claimed as a matter of right, and the leave sanctioning authority may refuse or revoke leave of any kind. Leave record is to be maintained by concerned HRD.
2. Leave sanctioning authority cannot alter the kind of leave due and applied for.
3. Leave will not be granted to staff under suspension.

Note: if it in case HRD found any discrepancy in documents, records etc, HRD may take necessary action after consulting with concerned authority.

Authority empowered to sanction Leave

1. In case of Teaching Staff the applications for leave shall be addressed to the Director of the concerned institute and to be submitted through concerned HOD with adjustment of classes or any assignment to other faculty. It is the duty of the Director to cross – check the remarks before sanctioning the regular leaves.
2. In case of Non-Teaching staff the leaves are sanctioned by concerned authority if leave balance is available.
3. Any Special leave sanction of teaching staff & Non –Teaching needs to be sanctioned through President / Vice-President / Administrator /HRD.

4. The Directors would get their leaves sanctioned for the President and respective department Heads for the Director of the institute.
5. It is the responsibility of the respective Heads to keep record of days with date of special work against which compensatory leaves are sanctioned.

Commencement and termination of Leave

1. Leave ordinarily begins for the date on which leave as such is actually availed of and it ends on the day preceding the date on which duty is resumed.
2. Sundays and other Holidays or the vacation may be prefixed as well as suffixed to any leave, subject to the limit of absence on leave prescribed under each category of leave.

Grant of leave beyond the date of retirement and in the event of resignation

1. No leave shall be granted beyond the date on which a member of the staff must compulsorily retire.
2. If any employee of the Foundation/Institute resigns, he/she shall not be granted either prior or subsequent to his resignation, any leave due to his/her credit. Provided that the Director may after approval from President / Vice President, In any case, grant leave to an employee prior to his/her resignation if , in the opinion of the Director, the circumstances of the case justify such grant of leave.

Rejoining duty on return from Leave on Medical grounds

1. An employee who has availed leave on medical ground is required to produce a medical certificate of fitness before resuming duty.
2. Leave sanctioning authority may secure second medical opinion, if considered necessary.

Maximum period of absence from duty and Service – Break

Any staff who remains absent from duty for a continuous period exceeding five days shall lose his lien on his appointment and shall be deemed to have abandoned his service on his own accord.

General

1. Leave should always be applied for and sanctioned before it is availed, except in cases of emergency and for satisfactory reasons.
2. Absence from duty after expiry of leave entails disciplinary action.
3. Absence without leave will constitute a break in service.
4. All leave except EL would get lapsed at the end of academic calendar.

Kinds of Leave

The following kinds of leave shall be admissible to the members of the staff of this Foundation/Institute.

1. Casual Leave (CL)
2. Earned Leave (EL)
3. Medical Leave (ML)
4. Vacation (Only for Teaching Faculty)
5. Extra – Ordinary Leave (EOL)
6. Compensatory Leave
7. Half Day
8. Study Leave
9. Leave with Pay

Casual Leave (CL)

- Casual leave is generally understood as the leave that is not earned while on duty. Prior intimation is needed to be given to the employer if an employee needs to avail casual leave. A leave can be treated as casual leave only if it

has been sanctioned / granted by the employer. ***Casual cannot be claimed as a matter of right.***

- ***Casual Leave Entitlement:*** For every permanent employee, who has completed one month.
- Employees to avail casual leave to the maximum of 12 days in a calendar year. (12 Leave for 12 months).
- Management may refuse an application for casual leave from an employee on the ground of exceptional pressure of work requiring his / her attendance on the day or days in respect, but management may also approve the leave on account of any emergency.
- Where a leave application for Casual leave is refused by the management, the management shall grant equivalent leave to the employee in the same academic year.
- Intervening holidays shall be counted towards leave.
- Casual leave cannot be combined with any other leaves.
- Casual leave can be taken for minimum half day and a maximum of three days at a stretch.
- Casual leave would get lapsed at the end of academic year.
- Casual Leave encashment is not allowed.
- Leave will not be granted to employee under suspension / Notice period.

Note: emergency case also approve by management.

Earned Leave (EL)

1. The EL admissible to a member of the staff shall be maximum 15 days in an academic calendar year. As this leave is earned it is earned @1EL on 20 days of working.
2. In the first year it can be availed on pro-rate basis only after putting up minimum one year service.
3. EL can be accumulated up to maximum of 30 days which can be carried forward to next academic year.

4. The maximum amount of Earned Leave that can be granted to a member of the staff at a time shall be 30 days.
5. For EL one has to apply in advance at-least one week before proceeding for leave.
6. It cannot be prefixed or suffixed with any other kind of leave.
7. For EL encashment only for retirement & termination case.
8. Only Non-Teaching staff is entitled to such leaves.

Medical Leave/ Sick Leave (ML)

- Sick leave is the leave that an employee can avail in case of sickness of self or relative. Sick leave provides pay to employees when they are out of work due to illness. Most of the time quantum of such leave is fixed by the organization.
Medical Leave cannot be claimed as a matter of right.
- Teaching & Non Teaching Staff members who have completed a minimum of one year service are eligible for medical leave.
- Employees can avail Medical leave to the maximum of 12 days in a calendar year. (12 Leave for 12 months).
- Where a leave application for Medical leave is refused by the Management, the Management shall grant equivalent leave to the employee in the same academic year.
- Above 3 medical leave will be sanctioned only on production of a medical certificate from a registered medical practitioner.
- Intervening holidays shall be counted towards leave.
- Medical leave may be combined with compensatory leave only for emergency case.
- Medical leave can be taken for minimum half a day and a maximum of 12 days at a stretch.
- Medical leave would get lapsed at the end of academic year.
- Medical Leave encashment is not allowed.

- Leave will not be granted to employee under suspension / notice period.
- *Note: emergency case also approve by management.*

Vacation

1. The vacation is for a specific period in each semester. It is decided by the management. No staff member can take the vacation after the vacation period.
2. Coupling of both vacations and availing the total period of vacation at a stretch is not permitted.
3. The management has the right to prevent any staff member from availing a portion or the whole vacation if the service of the particular individual is essential for the administration of the Institution.
4. Staff members who have completed one year of service as on date of commencement of vacation period are entitled for vacation.
5. No other leave can be combined with vacation.
6. All the staff members must be present in the Institution on the last working day prior to the vacation and also on re-opening day after the vacation to become eligible to draw their vacation salary.

Note: Where vacation is refused of any employee by the management, the management shall grant equivalent leave to the employee in the same academic year

Extra-Ordinary Leave (EOL)

1. Extraordinary Leave shall always be leave without salary except for pursuing higher studies and subject to fulfillment of conditions laid by the Management, and may be granted when no other kind of leave is admissible, or when other leave being admissible, the staff concerned has specifically applied in writing for the grant of EOL. Faculty members availing leave for higher studies shall not be entitled for vacation leave.
2. The period of EOL shall no count for increment except when such leave is granted due to sickness on medical certificate or for pursuing higher studies,

In case of any doubt as to whether the EOL taken was for pursuing higher studies or not, the decision of the Board shall be final.

3. Except in the case of permanent staff, the duration of EOL on any one occasion shall not exceed the following limits.
 - a. Fifteen days for every completed years of service.
4. Depending upon the nature and purpose for which the leave is to be availed of, EOL without pay and allowances will be granted only after the completion of a qualifying minimum service at the Foundation/Institute. It may be availed for any one of the following purposes:
 - a. EOL along with or without leave at credit for carrying out research at higher levels in R&D organization, universities, etc.
 - b. EOL with or without leave at credit for the purpose of availing of research fellowships and other similar activities.
 - c. EOL along with or without leave at credit for pursuing higher studies leading to the award of a degree.

Compensatory Leave

Compensatory leave is given to employees in the following context:

- If any candidate has worked on any weekly off / Holiday off (Institute has been officially declared as on holiday)
- The employee stays down in office after close of his/her working hours / shift.(Only Special Case)

There are certain criteria, which depends upon the Foundation policy.

- Minimum working should be of 2.5 hours for full day compensatory.
- Less than 2.5 hour of work will be treated as half day compensatory.
- Compensatory cannot be merged with any Leave.

- **Compensatory encashment is not allowed.**

Note: Compensatory leave which may be availed within two months from such leave being credited to his / her accounts

Half Day

1. Half Day is permissible only after 1:00 pm/ Lunch Hours.
2. It is given only in case of emergency or illness and is adjusted against CL/ML leave balance.

Study Leave

The sanction of study leave depends on sole discretion of the Management. This would also come under the category of Extra Ordinary Leave.

1. Study Leave is granted to staff with not less than one year of service for undergoing a special course consisting of higher studies (only from recognized/reputed institutions/universities) or specialized training in a professional or technical subject having a direct and close connection with the sphere of his/her duties or being capable of widening his/her mind in a manner likely to improve his ability.
2. Course should be certified and be of definite advantage to the Foundation/Institute.
3. The competent authority to grant leave should approve the particular study or study tour.
4. The official on his/her return should submit a full report on the work done during study leave.
5. Requisite Bonds in the prescribed forms are required to be executed before proceeding on study leave. The bond amount will be decided by the Management.

6. Before granting such leaves service bond with a penalty clause defining duration for course completion and commitment of minimum no. of service.

Leave without Pay

Under special circumstances the Management at their sole discretion may allow LWP up to a maximum of 15 Days in an academic year.

Interpretation of Rules

Any doubt or dispute arising about the interpretation of these rules shall be referred to the President/Vice-President, whose decision shall be final and binding on all. They shall also be empowered to allow any deviation in the rules at any time without any notice, at the sole discretion of the Management & in the best interest of the Foundation.

AMENDMENT TO Leave Rules:

Dr. K. N. Modi Institute of Engineering & Technology reserves the right to add on, delete, alter or amend any of the policies and procedures contained in this manual without any notice. Such additions, deletions, alterations and/or amendments will be approved by the Board of Trustees, Dr. K. N. Modi Institute of Engineering & Technology and notified to all colleges run by Dr. K. N. Modi Institute of Engineering & Technology.

JURISDICTION:

In case of any dispute or any matter arising out of or relating to the policies and procedures contained in this document or otherwise, Ghaziabad will be considered as the place where the course of action has arisen and the appropriate court at Ghaziabad will alone have jurisdiction over such matters.

CONDUCT RULES

2.1. CONDUCT RULES FOR TEACHING AND NON-TEACHING STAFF

MEMBERS:

- a. The staff members are expected to be at their work place during the prescribed working hours.
- b. If, for any unavoidable reason, one has to leave the work place, prior written permission should be obtained from the Director through their HOD.
- c. The staff member shall not engage themselves either directly or indirectly in any kind of business, trade activities and in running of educational institution or undertake part time job in other concern, etc.
- d. The staff members shall not involve themselves in activities not conducive to their work during working hours.
- e. The staff members shall not engage in offering private tuitions. However, in exceptional cases, with prior permission of the Director, tuitions can be undertaken.
- f. Staff members are encouraged to take up Consultancy / Research projects only with the permission of the Management.
- g. Staff members are prohibited from accepting valuable gifts in any form from the students / parents / companies having business transactions with the college.
- h. The perks received if any, from the management, for the food work by the individual shall be treated as confidential.
- i. The staff members shall not involve in political activities.
- j. The details of student feedback forms and self-performance appraisal reports given by the individual to the superior shall be treated as confidential.
- k. The Staff members should follow the dress code of the college.
- l. Any breach /violation of any of the above conduct rules shall make one liable for disciplinary action that may lead to suspension / termination.

Note: any other as per management policies.

2.2. APPLYING FOR A JOB IN OTHER INSTITUTION

If a staff member wishes to apply for a job in any government institution or organization “No Objection Certificate” shall be obtained well in advance for the same from the Director, who in turn, will have consultation with the management and then only will he/she will be permitted to do so.

GENERAL GUIDELINES

3.1 DUTIES OF A TEACHER

The duties of the staff members (teaching) are as follows:

1. For conducting theory classes, the teacher has to-

- i) Go to class well prepared
- ii) Go to class at least 5 minutes earlier before the period starts
- iii) Take charge of the class as soon as the staff member of the previous hours goes out.
- iv) Give lecture till the period ends
- v) Clear the doubts of the students in the class.
- vi) Give notes only if necessary or hand over the notes to the students by asking them to take Xerox copies.
- vii) Use LCD wherever necessary.
- viii) Take attendance in the middle of the first hour in the forenoon and immediately after entering the class room for all the remaining hours.
- ix) Take steps to maintain perfect discipline inside the class.
- x) Make use of NPTEL/Ekalavya programmes.
- xi) Keep abreast in the subject by referring to journals and periodicals regularly.

2. For conducting practical classes, teacher has to-

- i) Allow the students inside the lab only on submission of the record note books written up to date.
- ii) Give crystal clear instructions.
- iii) Be demonstrative if needed to know how to do the experiment.
- iv) Attest the readings of the experiment.
- v) Let the students know the percentage of error he/she commits for every experiment.
- vi) Live marks based on the percentage of error.
- vii) Sign the manual before the end of each practical class.
- viii) Sign the record note books and return them before the end of every practical class.

3. In general, the teacher has to-

- i) Give at least two assignments to the students for every semester.
- ii) Correct them and give marks to them.
- iii) Retain the best and the worst assignment of every class for ISO inspection.
- iv) Correct the answer scripts of the monthly tests and model examination within three days.
- v) Enter the marks in pal pap.
- vi) Enter the marks of the assignments, monthly tests and model examination in the log book also (to arrive at internal assessment marks at the end of every semester).

4. Apart from duties given in (a), (b), (c) The teacher has to-

- i) Give counseling to the students if needed.
- ii) Bring the students' misbehavior in the class to the knowledge of the Director.
- iii) Give names of the students to the Director who is long absentees.
- iv) Carry out the administrative works of the department given by the HOD concerned.

5. Duties of Technical Assistants, Skilled assistants and Office Assistants

They have to perform the duties assigned by the HOD or staff incharge of the laboratory concerned for the smooth functioning of the department.

They have to carry out the works assigned by the office of the Management and the Director every now and then. The staff member is requested to inform the Director about his / her acquiring higher qualification(s). While informing the Director, the individual should also submit officially a copy of provisional or degree certificate or any other relevant document.

3.2. ADMINISTRATION OF THE DEPARTMENT:

REQUIREMENTS OF A DEPARTMENT:

The requirements of a Department are classified into-

- A. Consumables
- B. Non Consumables
- C. Stationery

Procedures for procuring lab consumables, non-consumables and stationery:

A. CONSUMABLES:

Soon after the last day of the classes of an academic year, the staff in charge of each lab should assess the requirement of lab consumables for the next academic year taking into account the consumption in the previous semester. The HOD of the department concerned has to give a list of consumables required for the next academic year to the management.

B. NON-CONSUMABLES

- i) The HOD as soon as realizing the need for the equipments (including furniture) for the next year/Semester, has to initiate a proposal to the Management for the procurement of the same, through the Director.
- ii) After the approval, the Management will call for quotations.
- iii) On receipt of quotations the HOD has to prepare a comparative statement.
- iv) If required, vendors may be called for negotiations by the Management.
- v) The purchase order will be issued to the selected vendor by the Management.
- vi) A copy of the purchase order will be sent to the Director/HOD of the concerned department by the Management.
- vii) After purchases are over and after the items are received by the Department, HOD has to certify that the items have been received in good / working condition.
- viii) The details should be entered into the consumables / nonconsumable stock register as the case may be, and HOD may pass the bill for payment within a week of the receipt of the consumables / non-consumables. Bill may be sent to the Director through the HOD.

C. STATIONERY

- i) Soon after the last day of classes of an academic year, HOD should assess the requirement of stationery needed for the administration of their Department (including ISO related works)
- ii) After consolidation of the requirements and after the approval, the Management will take action for the bulk purchase of the stationery needed for the entire Institution.
- iii) After procurement, the stationery required for each Department will be distributed by the office.

PERFORMANCE APPRAISAL FORM
ADMINISTRATIVE/NON TEACHING STAFF

FOR THE ACADEMIC YEAR _____

SELF - APPRAISAL FORM

Note: All the information furnished in the self-appraisal should contain the information / achievements / contribution made by the staff member during the performance assessment period (except the question of publication in refereed journals). **Previous year information will not be entertained.**

Name : Emp. Code:

D.O.J : Email id:.....

Present Designation and from which date:.....Dept:.....

Address and Phone No:..... D.O.B:.....

Educational Qualifications:

Additional qualifications achieved after joining the institute?
If so, Please specify:

.....

Specify in brief nature of duties and responsibilities of the staff:

1.

2.

3.

4.

5.

6.

7.

1(c) Details of the Marketing efforts resulted into effective admissions (excluding CCB-201.....-AIEEE Admissions) with the name of the students admitted through the concerned staff members.

S. No.	Name of the student	Address/Contact No./E-mail ID	Course
1.			
2.			
3.			
4.			
5.			
6.			
7.			

(Please attach more sheets, if required)

Signature of the Staff

SELF-APPRAISAL FORM**Instructions:**

- a. To be filled by the staff concerned.
 - b. The staff, who fills this form should specify only their outputs / achievements and not their grievances.
 - c. Please use separate sheets, if required.
1. What achievements have you made by performing your responsibilities in this academic year 201..... - 201..... ?
 2. What are the records maintained by you, as per the Statutory Regulations and Procedures?
 3. Are you interested to shoulder any additional responsibility (At department level / at University level). Please specify in detail.
 4. Do you require any job-oriented training? If yes, mention which type of training you require and on which area?
 5. How do you feel about your department association with you and your views to lead a better quality circle movement for achieving things?
 6. Do you required to be transferred to any other department / unit? If so, please specify the reason for justification.
 7. Mention your weak points towards your work and the measures taken by you to improve yourself?

Date:

Signature of the Staff

N.B.: If the answers are incomplete or not in detail, such applications will not be entertained for increment / promotion purposes.

SELF-APPRAISAL FORM**Instructions:**

- a. To be filled by the staff concerned.
 - b. The staff, who fills this form should specify only their outputs / achievements and not their grievances.
 - c. Please use separate sheets, if required.
1. What achievements have you made by performing your responsibilities in this academic year 201..... - 201..... ?
 2. What are the records maintained by you, as per the Statutory Regulations and Procedures?
 3. Are you interested to shoulder any additional responsibility (At department level / at University level). Please specify in detail.
 4. Do you require any job-oriented training? If yes, mention which type of training you require and on which area?
 5. How do you feel about your department association with you and your views to lead a better quality circle movement for achieving things?
 6. Do you required to be transferred to any other department / unit? If so, please specify the reason for justification.
 7. Mention your weak points towards your work and the measures taken by you to improve yourself?

Date:

Signature of the Staff

N.B.: If the answers are incomplete or not in detail, such applications will not be entertained for increment / promotion purposes.

CONFIDENTIAL REPORT (C.R)

(Assessment of Performance by the Head of the Department (Reporting Officer) after about the below said factors):

Instructions:

1. Please put a tick mark in the relevant box.
2. O.T – Outstanding, A.V – Above Average, A – Average, B.A – Below Average.
3. Please use separate sheets, if required.

Assessment based on performance:

FACTORS	O.T	A.V	A	B.A
Results achieved in the work assigned				
Commitment to complete the work on Schedule				
Initiative shown in learning new works				
Job Knowledge				
Capacity for Supervision				
Ability to work under stress and his or her temperament				
Creativity and Innovation Accuracy and Speed				
Diligence and sense of responsibility				
Maintenance of records, files, machinery items				

Assessment based on Behaviour:

FACTORS	O.T	A.V	A	B.A
Amenability to Discipline				
Regularity & Punctuality				
Integrity and attitude of team work				
Interaction with colleagues.				
Relationship with superiors & Colleagues				

Assessment based on other factors:

FACTORS	O.T	A.V	A	B.A
Intelligence & Judgment				
Proficiency in communication				
Innovative Thinking				

Assessment based on Potential (use separate sheet if required):

FACTORS	O.T	A.V	A	B.A
Ability to shoulder higher responsibilities				

If it is average and above, please specify the nature of additional duties and responsibilities to be given.

Mobility – (Consider readiness to accept responsibility in different functional areas)				
--	--	--	--	--

Comments from the H.O.D:

.....

.....

.....

.....

.....

Date:

Name & Signature of the Head of the Dept.

Q. OFFICE OF THE REGISTRAR'S REMARKS ON LEAVE AVAILED STATUS

CALENDAR YEAR	C.L	VAC.	Leave on Loss of Pay

OVER ALL APPRAISAL: (Please encircle the appropriate factor)

Outstanding Very Good Good Fair Poor

REMARKS OF THE PERFORMANCE APPRAISAL REVIEWING COMMITTEE

.....

.....

.....

Signature of the Review Committee Members:

1.
2.
3.

Letter of Intent / Offer Letter

Dated ____/ ____/ ____

To,

Subject: Letter of Intent for the position of _____.

Dear Sir/ Madam,

With reference to your application and subsequent interview you had with us. We are pleased to offer you the post of _____ in _____ department at _____, Modi Nagar 201 204 on the terms and condition as mutually agreed upon.

You are required to join your duties on _____. You are requested to produce the necessary documents (X, XII, U.G, P.G. Marksheets-Certificate, Pan Card, Voter Id Card, Adhar card & Salary Slip) at the time of joining to complete your personnel records.

A regular appointment letter will be issued to you after your joining. This letter does not constitute your appointment and will be affected only after completion of various formalities and verification of your credentials/ records necessary, professional reference check and on return of duly signed copy of your acceptance to the terms of your appointment as offered to you when you join us.

You are requested to return duplicate copy of LOI as token of acceptance of this letter.

You are also required to produce experience & relieving certificate and salary proof from your last organization at the time of your joining with us.

Thanking you,

[Authorized Signatory]

EXPERIENECE

S. No.	Institution/Organazation	Designation	From	To	Salary	Reason for Leaving

Name of the Subject you can taech at UG/PG Level:

S.No.	Name of the Subject	Level (UG/PG)	Year	Semester

List of Publications with Honors & Award

National :

International :

Member of Professional Societies:

.....

Declaration: I hereby declare that all entries furnished in this application form are correct and complete to the best of my knowledge and belief.

Date:

Signature of Applicant

For Office Use Only

Name of Candidate :

Apply for :

Current Salary: Rs. _____ p.m.

Expected salary :Rs. _____

Salary May Be Given : Rs. _____ p.m.

Designation May be Given: _____

Subject Knowledge _____ Communication Skill _____ Leadership Skill _____

Remarks:

Signature (1)

Signature (2)

Signature (3)

Signature (4)

For Final Committee Member only

Approved Salary:Rs. _____ p.m. Approved Designation: _____ other _____

Director

Registrar

Administrator

Vice - President

Approved By President: _____

JOINING REPORT

To,

H. R. Manager,

Dated: ____ / ____ / 20 ____

Dear Sir,

I have reported for duty on _____ at _____ a. m. / p.m.

as a / an _____ in the department of _____ at (Institute)

_____.

All the terms and conditions mentioned in the letter of Appointment / Intent / service rule are fully accepted to me and I confirm that I will not do any private practice etc.

- ✓ I will submit all certificates to institute as per requirement.
- ✓ I will always follow the dress code of the foundation.
- ✓ I will not take any leave without prior approval.
- ✓ I will not accept any paid tuition of students.

If I failed, management has rights to take any action or against me.

Signature: _____

Name: _____

Date: _____

Family Particulars Details Form

To,

H. R. Manager,

Details of Family Member

Sno	Name	Sex	Relationship	Age	Address
1			Myself		
2					
3					
4					
5					
6					

I hereby undertake to keep the above particulars up-to-date by notifying to the Head of the Office any addition or alteration.

Nominee Declaration

I hereby nominate the following person for receiving of any payment / claims from this institute.

Sno	Name of Nominee	Sex	Relationship	Age	Address
1					
2					

Signature

Name & Designation

AICTE- FACULTY PROFILEA

Name of the Teaching Staff : _____
 Designation : _____
 Department : _____
 Date of Joining the Institution : _____



Qualifications with Class / Grade :

Degree	Course / Specialization	Division / Grade
UG		
PG		
Ph.D		
Others		

Total Experience in Years

Teaching	Industry	Research	Total

Papers Published : National - _____ International - _____

Papers Presented in Conferences : National - _____ International - _____

Ph.D Guide ? Give Field & University : Field _____
 University _____

Ph.Ds / Projects Guided : Ph.Ds _____ Projects at Masters level _____

Books Published / IPRs/Patents : _____

Professional Membership : _____

Consultancy Activities : _____

Awards : _____

Grants Fetched : _____

Interaction with Professional Institutions : _____

Declaration : I have been appointed and working exclusively for AICTE approved Programs in the institution.

(Signature)

Appointment Letter

DOJ

Name,
Father's Name,
Contact No.
Address.

Subject : Appointment Letter.

Dear Candidate,

With reference to your application and subsequent interview you had with us **DOJ**, the Management of **Dr. K.N. Modi Institute of Engineering & Technology, Modi Nagar, Ghaziabad 201 204**, is pleased to appoint you as a **Designation** in the Department of **Department Name** on the **Grade**, with following terms and conditions.

1. You will be a full time employee of the Institute. In addition to taking Lecture / Tutorial / Practical classes as assigned to you, your job responsibility shall include:
 - Students assessment and evaluation;
 - Assisting in consultancy and R&D services;
 - Developing resource material & Laboratory;
 - Organizing co-curricular and extracurricular activities;
 - Assisting in departmental / Institute / hostel administration and any other work assigned by the competent Authority / Director.
2. In the mean time your performance evaluation will be based on the following parameters.
 - a. Teaching and interaction in the classes.
 - b. Performance of the students in the end semester examination.
 - c. Your performance in the development of department / Institute.
 - d. Enhancement of your own skills. Publication / academic qualification etc.
3. You will be on probation for a period of one year from date of Joining, During probation, the notice period for termination / resignation will be 7 days from either side.
4. On confirmation, your appointment can be terminated from either side by giving one-month notice or one month pay in lieu thereof. However you may be required to work upto the end semester in the interest of students.
5. Your services are liable to be terminated for any physical / mental disability rendering you incapable of performing the duties assigned to you. Physical, mental disability includes continuous ill health resulting in prolonged absence from duties.
6. You are being appointed as full time employee of the Institute; therefore you will not undertake any assignment either on honorary basis or otherwise without the written consent of management of the Institute. Coaching of 10+2 and / or University students is totally prohibited.

7. You will be present in the Institute during the institute working hours. You may also be required to devote time during off-institute hours/Sunday/ holiday etc. for curricular / Co-curricular / extracurricular activities for which no additional compensation will be admissible.
8. You are expected to maintain highest standard of decorum befitting the position held by you. In the event of any inappropriate behavior (Including acts and omissions such as insubordination, riotous behavior, acts of moral turpitude) your service are liable to be terminated without any prior notice.
9. As a part of your duty and otherwise, you will come across many confidential matters. You will not divulge the same to any person, firm or Institute or company during the tenure of your service with Institute and thereafter.
10. Upon completion of your tenure of severance of relationship from the Institute for any reason whatsoever you will hand over to your Head of the Department / Director all papers and documents with may at that time be in your possession relating of affairs of the Institute and will not retain any copies of extracts there from.
11. You will have to abide by all the rules and regulation framed and decisions taken by the management of the Institute / U.P. Technical University / State Government / AICTE Including leaves, timing, discipline etc.
12. At the time of joining, please bring all the originals of your documents for our verification along with attested photocopies of the same.

Looking forward to your joining the Institute at the earliest.

Sincerely Yours,
For Dr. K.N. Modi Institute of Engineering & Technology

Head H.R.

Dr. K.N. Modi Institute of Engineering & Technology

KEY RESULT AREAS (KRA)

Session: 20 -20

Name of Institute:

Name of the faculty: Designation: Department:

SR. No.	KRA	Target		Time Line	Weightage	Achieve Ment (By Faculty)	Score by HOD	Score by Dir
		2,3,4th Year	1st Year					
1.	No. of Classes to be taken during the year: Odd Semester A. Theory 60 70 B. Practical 20 20 Even Semester A. Theory 60 70 B. Practical 20 20 Total	160	180	As per Academic Calendar	30			
2.	Results - Annual Overall Pass % 100% 80% Hons. 10% 5% 1st Division 80% 45% 2nd Division 10% 30% Results Overall – Odd Semester 100% 80% Even Semester 100% 85%			As per Academic Calendar	25			
3.	Other Engagements Exam conduct / PDP Faculty/ Admissions/ Time-Table Coordinator/ ERP Coordinator/ Placement Coordinator	As assigned		Timely completion	5			

-2-

Name of Institute:..... Session.....

Name of the faculty: Designation: Department:

SR. No.	KRA	Target	Time Line	Weightage	Achieve Ment (By Faculty)	Score by HOD	Score by Dir
4.	Mentoring a. Retention of students b. Recovery of fees	100% 100%	Timely completion	10			
5.	Contribution in non-teaching activities Hostel / Proctorial Board/ Sports / Cleaning / Cultural Events	As assigned	Student Satisfaction	5			
6.	General discipline and class control	100%	Through out the year	5			
7.	Students Feedback	100%	Student Satisfaction	10			
8.	No. of Papers published in Journals/Seminar/ Conference(s)		Through out the year	5			
9.	Involvement in accreditation work		Through out the process	5			
	Total			100			

Notes :

1. What is in BLUE is only an example. Targets, time lines, weightage can be modified as per need. Total weightage will be 100.
2. Score by the Director will be the final score.
3. Classifications can be as follows:
 - a. Outstanding : Above 90%
 - b. Very Good : Between 80% & 89 %
 - c. Good : Between 70% & 79%
 - d. Average : Below 60% 69%