



## SERVICE RULES

Hindustan Institute of Technology and Science has developed the Service Rules pertaining to the Staff induction, development and Conduct rules.

<b>Motto</b>	<b>To Make Every Man a Success and No Man a Failure.</b>
<b>Vision</b>	To be an International Institute of Excellence, providing a conducive environment for education with a strong emphasis on innovation, quality, research and strategic partnership blended with values and commitment to the society.
<b>Mission</b>	<p>To create an ecosystem for learning and world class research. To nurture a sense of creativity and innovation. To instill highest ethical standards and values with a sense of professionalism. To take up activities for the development of Society. To develop national and international collaboration and strategic partnership with industry and institutes of excellence. To enable graduates to become future leaders and innovators.</p>
<b>Value Statement</b>	<b>Integrity, Innovation, Internationalization.</b>

### **QUALITY POLICY**

1. To provide students with the latest and the best in the rapidly changing field of Engineering, Technology, Management and Human development.
2. To nurture students with competence, skill and state-of-the-art professionalism thus rendering them capable of taking up any challenges in their respective field.
3. To mould students into responsible citizens with moral, ethical and social values so as to fulfil their obligations to themselves, to the nation and the society at large.

### **QUALITY POLICY OF H.R.D:**

1. To provide quality human resources (both teaching and non-teaching) to the Institution, based on the manpower requirement through an effective selection process.
2. To enrich all the staff members by providing need-based training in order to develop their skills, personality and factors required for their respective profession.
3. To promote staff welfare programmes and to create a progressive environment in the Institution.
4. To monitor the staff performance and to reward the best performers and take measures to improve the performance level of the average / low performers.
5. To recognize the service of the staff members and to motivate them through a rewarding system.

### **ABOUT THE SERVICE RULES:**

The Service Rules provide entire guideline regarding Human Resources. It will be beneficial to the staff members to have an insight into the transparency of the systems and procedures followed in this Institution, thus facilitating them to work with more renewed enthusiasm.

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# CHAPTER - I

## PRELIMINARY

### 1: DEFINITIONS

- 1.1 "Board of Management" (**BOM**) is the principal & integral part of the Management of Hindustan Institute of Technology and Science (**HITS**), and constituted as per the provisions of UGC regulations and gives the approval for all academic and administrative matters.
- 1.2 "Chairman" means the Chairman / Chairperson of the Board of Management of the deemed to be University, by virtue of the office held by him / her.
- 1.3 "Premises" means the entire premises of the office of HITS, which includes departments, labs, classrooms, sections and other places both inside and outside, residential quarters, hostel buildings, canteen and such other areas and precincts attached to the office of the HITS.
- 1.4 "Management" means the Board of Management vested with the authority to enforce the rules and regulations governing the staff service rules.
- 1.5 "Appointing Authority, Disciplinary Authority, Competent Authority", under these rules means any authority empowered and vested with powers by the BOM to be of service to HITS.
- 1.6 "Appellate Authority" means authority higher than the Competent Authority (Chancellor)
- 1.7 "Selection Committee" means the authority nominated by the BOM to select candidates for recruitment.
- 1.8 "Appraisal Committee" is the Committee nominated by the BOM to recommend to the Authority concerned, promotions or special increments, on the basis of performance reports.
- 1.9 "Employer" is the Board of Management of HITS.
- 1.10 "Establishment" means HITS, its branches and other units or institutions run / owned / managed by HITS in India and abroad.
- 1.11 The word "Employer", "Management" and "HITS" for all purposes mean the same (i.e.) the Management of HITS, unless it connotes differently in a particular context in which case it will be noted and given the due emphasis as and when required.
- 1.12 "Notice" means a Memo or Memorandum in writing required to be given or posted or exhibited on the Notice Board or published in Newspapers for the purpose of service policies pertaining to human resources of HITS.
- 1.13 "Notice Board" means the notice board specially maintained in a designated place within the premises of HITS for the purpose of displaying notice(s).
- 1.14 "Habitual" means any act of fault or misconduct or omission committed by a person or group for a minimum of three times and within a period of 12 months.

- 1.15 "He" means he / she used as a pronoun of common gender. Masculine terms include the feminine gender as well with no reservation whatsoever unless otherwise mentioned.
  - 1.16 Singular terms denote plural forms unless otherwise mentioned.
  - 1.17 "Salary" means all remuneration earned which comprises Basic salary, Dearness Allowance, house rent allowance, conveyance allowance and any other allowance per month exclusive of overtime payment.
  - 1.18 "Leave" means authorized absence with or without pay.
  - 1.19 "Absence from work" shall mean uninformed absence from the work place, late attendance or leaving the work place early.
2. The BOM may modify, cancel, substitute or add to these HR Manual.
  3. The power granted by these rules may be exercised by any person duly vested with the authority concerned, by the BOM.
  4. The duties of an employee shall pertain to his work as per the terms and conditions of appointment and such other duties as may be assigned to him from time to time.
  5. It shall be the duty of every staff to so conduct himself in his personal life and in his relations with the students, co-employees, colleagues and fellow-citizens as to be worthy of the ideals of HITS, as mentioned in the Conduct Rules (Chapter - IV).
  6. This HR Manual is subject to revision by the Board of Management with suitable addendum from time to time.

## 7. Classification of Employees

7.1 The Staff are classified into the following categories for administrative convenience:

(a) Academic Staff:

- Teaching Staff
- Technical Staff

(b) Administrative Staff:

- Managerial Staff
- Supervisory Staff
- Clerical Staff

(c) Supporting Staff:

- Drivers
- Security Staff
- House Keeping Staff

- Attenders
- Maintenance Staff

7.2 "Employee" shall be classified as:

- (a) Permanent
- (b) Probationer
- (c) Temporary
- (d) Part Time
- (e) Visiting
- (f) On-Contract
- (g) Adjunct
- (h) Professor - Emeritus
- (i) Professor of Practice
- (j) Casual
- (k) Substitute

7.3 A "Permanent" employee means one who has completed the specified period of probation or the extended period of probation, satisfactorily.

7.4 A "Probationer" employee means one who is appointed on probation but not completed his probationary period.

**(NOTE:** A permanent employee on probation in a new or higher post will be deemed to be on probation for a limited period of time and suitability in the new or higher post. However, for all other purposes he will be entitled to the benefits of a confirmed employee.)

7.5 A "Temporary" employee is an employee who has been engaged for work which is of an essentially temporary nature likely to be completed within a limited period. The person so engaged will not have any right to either a permanent or temporary post which may arise in future.

7.6 A "Part Time" faculty / staff means an employee engaged for work for a certain period mentioned in his appointment order for a specific number of days in a week / month.

7.7 A "Visiting" faculty / staff means a person engaged for work on hourly basis in a day for a certain period mentioned in his appointment order.

7.8 An "On-Contract" employee means a person appointed on contractual employment for a specified period.

- 7.9 An "Adjunct faculty" means a person appointed by the competent authority based on the recommendation of a Committee. Period of empanelment will vary from 06 months to 03 years as decided by the Institution on mutually agreed terms and conditions.
- 7.10 A "Professor - Emeritus" means someone who retires from a position of distinction as a faculty.
- 7.11 A "Professor of Practice" means a person appointed by the competent authority with proven expertise in their specific profession or role with at least 15 years of service or experience, preferably at a senior level.
- 7.12 A "Casual" employee is one who is employed on a day-to-day basis for work that is occasional or casual in nature.
- 7.13 A "Substitute" employee is one who is engaged in the place of a permanent employee who is temporarily absent.

**NOTE:** Employees covered in item No. 7.5 to 7.11 are not entitled to benefits provided to other classes of employees unless specifically provided in the letter of engagement.

## **CHAPTER - II**

### **8. APPOINTMENT / SELECTION OF EMPLOYEES**

#### **8.1 Selection of Teaching and Non-Teaching Employees:**

##### **(a) Manpower Planning and Selection of Faculty:**

Direct recruitment to all cadres is based strictly on merit. In all the cases, the following procedures are followed

- (i) At the end of each semester, HODs review staff position in staff meetings and prepare manpower requirement.
- (ii) The manpower requirements with justifications are presented to the respective Deans and HR.
- (iii) The Dean review the request based on Workload, Student in-take and recommend the additional manpower requirement to the Vice-Chancellor.
- (iv) The Dean present the manpower requirement to the Board of Management (BOM) for approval.
- (v) Board of Management reviews the Manpower Requirement and approves the list presented by Dean.

##### **(b) Candidate Search/ Shortlisting & Selection:**

The following methods are used:

1. Internal data base
  2. Advertisement
  3. Career Portal
- i. Advertisements are released in the leading newspapers and the same is also posted on the Institution website.
  - ii. Resumes are received and serially numbered according to each department
  - iii. All CVs are scrutinized by the Committee for each department based on criteria prescribed for the position.
  - iv. Short listed applicants are intimated to attend the interview.
  - v. Members of the Staff Selection Committee are informed about the Interview dates / time.
  - vi. The Committee selects the candidates based on interview, technical test and teaching assignment.
  - vii. The Committee then prepares the Minutes of meeting and recommends the selection of candidates to the Board of Management for finalizing the candidates.
  - viii. The Board of management reviews the list of selected candidates and approves the same.
  - ix. HR Department prepares the Offer of appointment letters based on the approval of the BOM and sends to the selected candidates, who have accepted our terms and conditions, subject to the submission of the candidate's highest degree certificate in original for verification.



- x. The Selected candidates accept the Offer letter and sign the duplicate copy of the Offer of appointment letter as a token of acceptance.
- xi. Upon joining, the selected candidates are issued Appointment orders duly signed by the Authorized Signatory and the candidates need to fill in the Joining Report.
- xii. Joining Report of each candidate is signed by their respective HOD, Department of H.R.D, Dean, Registrar, Pro Vice Chancellor and Vice Chancellor.
- xiii. Upon joining, the selected candidates are issued the Appointment Order and are requested to fill in the Joining Report which is signed by the respective heads in the prescribed format along with the following enclosures:

- (a) Certificate of physical fitness issued by a Medical Practitioner or the hospital approved by the Management, as required.
- (b) Relieving letter from the previous employer, if any.
- (c) Evidence of date of birth / proof of age.
- (d) Proof of Passport, Driving Licence, Adhaar, Voter's ID and PAN card
- (e) Highest original certificate of qualification and experience, with one set of the copies of these certificates, duly attested.
- (f) Six copies of the candidate's color photograph.
- (g) Any other documents specified by the Management.

**Note:** Evidence of Date of Birth / Proof of Age: Every employee at the time of reporting to duty should give a certificate / declaration of the date of birth supported by any one of the following:

- (a) Certified extract from Register of Births and Deaths
- (b) School Leaving Certificate
- (c) Matriculation Certificate
- (d) Any other document acceptable to the Management.

The age of the employee, verified with reference to any of the above shall be the sole evidence of the age of the employee for all purposes including appointment and retirement.

- xiv. Due to lack of vacancies, the resumes of shortlisted candidates are filed separately as "Resource Available" or saved in data bank for future purpose.

As and when required and depending on emergency / exigency situations, adhoc appointments are made on contract basis for specified periods.

**(c) Composition of Selection Committee:**

- a. Every Selection Committee shall consist of the following members:

For appointment of **Professors, Associate Professor, Assistant Professor:**

- i. Vice Chancellor of the Institution - Chairman
- ii. Two nominees of the Chancellor

- iii. Dean of Faculty provided he is a Professor/ Head of the School/Department provided he is a Professor/ Chairman, Board of Studies, provided he is a Professor.
  - iv. Chief HR Officer
  - v. External member
  - vi. HRD Representative
- b. The meetings of the Selection Committees shall be convened by the Chairman of the Selection Committee as and when necessary with the prior approval of the Chancellor.
- c. Four members of the Selection Committee shall form the quorum, consisting of at least one nominee of the Chancellor and two experts.
- d. If the Board of Management is unable to accept the recommendations of the Selection Committee, it shall record its reasons and submit the same to the Chancellor whose decision shall be final.
- b. For appointment of **Professor of Practice / Temporary /Adjunct faculty:**
- i. Vice Chancellor of the Institution - Chairman
  - ii. Two nominees of the Chancellor
  - iii. Dean of Faculty provided he is a Professor/ Head of the School/Department provided he is a Professor/ Chairman, Board of Studies, provided he is a Professor.
  - iv. Chief HR Officer
  - v. External member
  - vi. HRD Representative

**THE CRITERIA FOR SELECTION WILL BE AS FOLLOWS:**

- a) To have proven expertise in their specific profession or role with at least 15 years of service or experience, preferably at a senior level.
- b) They should possess the skills to carry out the duties and responsibilities required by the Institution.
- c) They will be exempted from the requirement of publications and other eligibility criteria stipulated for the recruitment of faculty members at the Professor level.
- d) The Professor of Practice is not open for those in teaching profession, serving or retired (65 years and above).

**e) PERIOD OF CONTRACT:**

The contractual period of engagement will be for a minimum period of 1 year. The extension of the contractual period will be based on the annual performance based assessment. The tenure of contract will be extended up to 3 years.

**(d) Mode of Selection of Technical / Non-Teaching staff:**

All positions are advertised in the press. After scrutiny of the applications received, the eligible candidates are shortlisted and intimated to appear for a personal interview. The Selection Committee consists of the following:

- (i) Vice Chancellor of the Institute - Chairman
- (ii) Registrar
- (iii) Head of the School/Department/ Chairman - Board of Studies.
- (iv) Chief HR Officer

(v) HRD Representative

- 8.2 All appointments of employees will be made in writing by the Appointing Authority for different cadres and classification of employees.
- 8.3 Appointment of employees shall be made by the Appointing Authority on the basis of the choice of applicants made by the Selection Committee.
- 8.4 Recruitment of employees shall be made from one or more of the following sources:
- (a) Direct recruitment from outside through open advertisement in the press prescribing qualifications, experience, etc., subject to the guidelines issued from time to time.
  - (b) Promotion of existing employees from the lower cadres as per promotion policy.
  - (c) From any other source as determined by the Appointing Authority.
- 8.5 Each staff should serve for atleast a minimum period of two academic year or as per the terms and conditions mentioned in the Appointment Order.
- 8.6 Minimum Qualification for each Teaching Post as per the UGC / AICTE / COA norms

**Qualification:**

Faculties are recruited based on the qualifications prescribed by the AICTE / COA.

**ASSIGNING FACULTY POSITION BASED ON ACADEMIC QUALIFICATION AND ACADEMIC EXPERIENCE:**

**I. Engineering & Technology Disciplines**

<b>Cadre</b>	<b>Qualification</b>	<b>Academic Experience (Minimum)</b>
Asst. Professor	I class in Master's level in the appropriate branch of Engg. / Tech.	Experience not mandatory
Asst. Professor (Senior Scale)	I class in Master's level in the appropriate branch of Engg. / Tech.	3 years teaching experience
Asst. Professor (Selection Grade)	Ph.D. with I Class at Master's level or both in the appropriate branch of Engg. / Tech.	Experience not mandatory
	I class in Master's level in the appropriate branch of Engg. / Tech.	6 years teaching experience
Associate Professors	Ph.D. with I Class at Master's level or both in the appropriate branch of Engg. / Tech.	5 years Teaching experience out of which 2 years as Asst. Professor
	I class at Master's level in the appropriate branch of Engg. / Tech.	11 years teaching / Industry experience (Only for new staff, who are having relevant experience).
Professor	Ph.D with I class at Master's level or both in the appropriate branch of Engg. / Tech.	Total teaching experience of 10 years with 5 years of experience as Associate Professor
Senior Professor	Ph.D with I class at Master's level or both in the appropriate branch of Engg. / Tech.	Total teaching experience of 10 years as Professor
Director / Head	<ul style="list-style-type: none"> <li>• Should be an eligible Professor with total teaching experience of 15 years</li> <li>• Maximum age limit is 65 years</li> </ul>	

## II. Master of Computer Application (M.C.A)

Cadre	Qualification	Academic Experience
Assistant Professor	I Class MCA Degree / M.Sc (Computer Science) / M.Sc (Information Technology) with NET qualification	Experience not mandatory
Assistant Professor (Senior Scale)	I Class MCA Degree / M.Sc (Computer Science) / M.Sc (Information Technology) with NET qualification	5 years as Asst. Professor
Assistant Professor (Selection Grade)	I Class MCA Degree / M.Sc (Computer Science) / M.Sc (Information Technology) with NET qualification	10 years experience
	Ph.D with I Class MCA Degree / M.Sc (Computer Science) / M.Sc (Information Technology) with NET qualification	Experience not mandatory
Associate Professor	Ph.D degree in any relevant area of Computer Science / Information Technology with first class Master's degree	5 years experience
Professor	Ph.D degree with First Class at Bachelor's or Master's level in Computer Science / Computer Engg / Technology / Computer Application / Information Technology	Total teaching experience of 10 years with 5 years of experience as Associate Professor
Senior Professor	Ph.D with I class at Bachelor's or Master's level or both in the appropriate branch of Computer Science / Computer Engg / Technology / Computer Application / Information Technology	Total teaching experience of 10 years as Professor
Director / Head	<ul style="list-style-type: none"> <li>Should be an eligible Professor with total teaching experience of 15 years</li> <li>Maximum age limit is 65 years</li> </ul>	

### III. Management Programmes

Cadre	Qualification	Academic Experience
Assistant Professor	First Class Master's degree in Business Management / Administration / Other relevant management related discipline / PGDBM / PGDM programmes (minimum 2 years duration) recognized by AICTE / MHRD / UGC and declared equivalent to MBA by AICTE / AIU	Experience not mandatory
Assistant Professor (Senior Scale)	First Class Master's degree in Business Management / Administration / Other relevant management related discipline / PGDBM / PGDM programmes (minimum 2 years duration) recognized by AICTE / MHRD / UGC and declared equivalent to MBA by AICTE / AIU	5 years as Asst. Professor
Assistant Professor (Selection Grade)	First Class Master's degree in Business Management / Administration / Other relevant management related discipline / PGDBM / PGDM programmes (minimum 2 years duration) recognized by AICTE / MHRD / UGC and declared equivalent to MBA by AICTE / AIU	10 years experience
	Ph.D degree with First Class Master's degree in Business Management / Administration / other relevant management related discipline / PGDBM / PGDM programmes (minimum 2 years duration) recognized by AICTE / MHRD / UGC and declared equivalent to MBA by AICTE / AIU	Experience not mandatory
Associate Professor	Ph.D degree with First Class Master's degree in Business Management / Administration / other relevant management related discipline / PGDBM / PGDM programmes (minimum 2 years duration) recognized by AICTE / MHRD / UGC and declared equivalent to MBA by AICTE / AIU	5 years' experience
Professor	Ph.D degree with First Class Master's degree in Business Management / Administration / other relevant management related discipline / PGDBM / PGDM programmes (minimum 2 years duration) recognized by AICTE / MHRD / UGC and declared equivalent to MBA by AICTE / AIU	Total teaching experience of 10 years with 5 years of experience as Associate Professor
Senior Professor	Ph.D with I class at Bachelor's or Master's level Business Management / Administration / other relevant management related discipline / PGDBM / PGDM programmes (minimum 2 years duration) recognized by AICTE / MHRD / UGC and declared equivalent to MBA by AICTE / AIU	Total teaching experience of 10 years as Professor
Director / Head	<ul style="list-style-type: none"> <li>Should be an eligible Professor with total teaching experience of 15 years</li> <li>Maximum age limit is 65 years</li> </ul>	

#### IV. Architecture / Planning Disciplines:

Cadre	Qualification	Academic Experience
Asst. Professor	<p>Essential:</p> <ul style="list-style-type: none"> <li>• First Class Bachelor's degree or Master degree in Architecture or equivalent **</li> <li>• Registration with Council of Architecture</li> </ul> <p>Desirable: Associate member of Indian Institute of Architects.</p>	Experience not mandatory
Asst. Professor (Senior Scale)	<p>Essential:</p> <ul style="list-style-type: none"> <li>• Master degree in Architecture or equivalent **</li> <li>• Registration with Council of Architecture</li> </ul> <p>Desirable: Associate member of Indian Institute of Architects.</p>	3 years experience
Asst. Professor (Selection Scale)	<p>Essential:</p> <ul style="list-style-type: none"> <li>• Master degree in Architecture or equivalent **</li> <li>• Registration with Council of Architecture</li> </ul> <p>Desirable: Associate member of Indian Institute of Architects.</p>	6 years experience
	<p>Essential:</p> <ul style="list-style-type: none"> <li>• Doctorate in Architecture with I Class in UG or PG</li> <li>• Registration with Council of Architecture</li> </ul> <p>Desirable: Associate member of Indian Institute of Architects.</p>	Experience not mandatory

Cadre	Qualification	Academic Experience
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Associate Professor	<p>Essential:</p> <ul style="list-style-type: none"> <li>• Doctorate in Architecture with I Class in UG or PG</li> <li>• Registration with Council of Architecture</li> </ul> <p>Desirable: Associate member of Indian Institute of Architects.</p>	5 years experience
Associate Professor	<p>Essential:</p> <ul style="list-style-type: none"> <li>• Master degree in Architecture or equivalent **</li> <li>• Registration with Council of Architecture</li> </ul> <p>Desirable: Associate member of Indian Institute of Architects.</p>	11 years teaching / Industry experience (Only for new staff, who are having relevant experience).
Professor	<p>Essential:</p> <ul style="list-style-type: none"> <li>• Doctorate in Architecture with I Class in UG or PG</li> <li>• Registration with Council of Architecture</li> </ul> <p>Desirable: Associate member of Indian Institute of Architects.</p>	Total teaching experience of 10 years with 5 years experience as Associate Professor
Senior Professor	<p>Essential:</p> <ul style="list-style-type: none"> <li>• Doctorate in Architecture with I Class in UG or PG</li> <li>• Registration with Council of Architecture</li> </ul> <p>Desirable: Associate member of Indian Institute of Architects.</p>	Total teaching experience of 10 years as Professor
Director / Head	<ul style="list-style-type: none"> <li>• Should be an eligible Professor with total teaching experience of 15 years Maximum age limit is 65 years</li> </ul>	

\*\* Equivalent means Diploma recognized as equivalent to Bachelor Degree in Architecture or Associate-ship examination of Institute of Architects.

#### V. Science & Humanities and Liberal Arts & Applied Sciences Disciplines:



Cadre	Qualification	Academic Experience
Assistant Professor	<p>At least 55% of marks (or) an equivalent CGPA at the Master's degree level in the relevant subject</p> <p>Besides, fulfilling the above qualification, candidates should have cleared the National Eligibility Test (NET) or SLET or accredited test for PG and UG level teaching for Lecturers conducted by the UGC, CSIR, or similar tests accredited by the UGC.</p> <p>Note: (i) Candidates having Ph.D Degree are exempted from the above tests for UG and PG level teaching.</p>	Experience not required
Assistant Professor (Senior Scale)	<p>At least 55% of marks (or) an equivalent CGPA at the Master's degree level in the relevant subject</p> <p>Besides, fulfilling the above qualification, candidates should have cleared the National Eligibility Test (NET) or SLET or accredited test for PG and UG level teaching for Lecturers conducted by the UGC, CSIR, or similar tests accredited by the UGC.</p> <p>Note: (i) Candidates having Ph.D Degree are exempted from the above tests for UG and PG level teaching.</p>	5 years experience
Assistant Professor (Selection Grade)	At least 55% of marks (or) an equivalent CGPA at the Master's degree level and Ph.D Degree in the relevant subject.	10 years Teaching experience
Associate Professor	At least 55% of marks (or) an equivalent CGPA at the Master's degree level and Ph.D Degree in the relevant subject.	5 years Teaching experience

<b>Cadre</b>	<b>Qualification</b>	<b>Academic Experience</b>
Professor	At least 55% of marks (or) an equivalent CGPA at the Master's degree level and Ph.D degree in the relevant subject.  (Desirable: Post-Doctoral work in the relevant subject)	Total teaching experience of 10 years with 5 years of experience as Associate Professor. Experience in guiding research at Doctoral level is also essential.
Senior Professor	At least 55% of marks (or) an equivalent CGPA at the Master's degree level and Ph.D degree in the relevant subject.  (Desirable: Post-Doctoral work in the relevant subject)	Total teaching experience of 10 years as Professor

The period of active service spent on pursuing research degree (i.e. for acquiring Ph.D. degree simultaneously without taking any kind of leave will be counted as teaching experience for the purpose of direct recruitment / promotion to the post of Associate Professor and above).

#### VI. Law programmes:

<b>Cadre</b>	<b>Qualification</b>	<b>Academic Experience</b>
Assistant Professor	LL.M. with 55+% (SC/ST/Disability and OBC 50% LL.M. must be regular course of study only. Distance/Correspondence/Proximate/Private are not eligible. In case of Foreign Degree - Grades equivalent to Indian Criteria  +  NET or SLET/SET  Ph.D. candidates are exempted from NET or SLET/SET  SET/SLET score shall be valid for appointment in respective State Universities/Colleges/Institutions only	No experience required.
Assistant Professor (Senior Scale)	LL.M. with 55+% (SC/ST/Disability and OBC 50% LL.M. must be regular course of study only. Distance/Correspondence/Proximate/Private are not eligible. In case of Foreign Degree - Grades equivalent to Indian Criteria  +  NET or SLET /SET  Ph.D. candidates are exempted from NET or SLET/SET	+ With four years or more experience in teaching and or Research

<b>Cadre</b>	<b>Qualification</b>	<b>Academic Experience</b>
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Assistant Professor (Selection Grade)	Do	
Associate Professor	<p>LL.M. with 55+% (SC/ST/Disability and OBC 50% LL.M. must be regular course of study only. Distance/Correspondence/Proximate/Private are not eligible. In case of Foreign Degree - Grades equivalent to Indian Criteria</p> <p>+ NET or SLET /SET</p> <p>Ph.D. candidates are exempted from NET or SLET/SET</p> <p>Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines. minimum of seven publications in the peer reviewed/UGC listed journals</p>	<p>Eight years of Experience in teaching and or Research + Publications - with UGC Recognized Journals - etc.</p> <p>a total research score of Seventy Five (75)</p>
Professor	<p>LL.M. with 55+% (SC/ST/Disability and OBC 50% LL.M. must be regular course of study only. Distance/Correspondence/Proximate/Private are not eligible. In case of Foreign Degree - Grades equivalent to Indian Criteria</p> <p>+ NET or SLET /SET</p> <p>Ph.D. candidates are exempted from NET or SLET/SET</p> <p>An eminent scholar with Ph.D. qualification(s) published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 research publications in the peer reviewed/ UGC listed journals</p> <p>A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate evidence of having successfully guided doctoral candidate.</p> <p>Contribution to educational innovation, design of new curricula and courses, and technology - mediated teaching learning process</p> <p>OR</p> <p>B. An outstanding professional with Ph.D. in relevant/allied/applied disciplines from academics/research institutions/industries, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline to be substantiated with documentary evidence</p>	<p>15 years of Experience in Teaching and or Research and or Academic Administrative Experience.</p> <p>total research score of 120 as per the criteria</p>

Cadre	Qualification	Academic Experience
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Senior Professor	<ul style="list-style-type: none"> <li>i) An eminent scholar with good track record of high-quality publications in the reputed journals, significant research contribution to the discipline and engaged in research supervision.</li> <li>ii) 10+ years of teaching/research experience as Professor or an equivalent grade in the University/College/National level institute.</li> <li>iii) Selection shall be based on academic achievements, favorable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience.</li> <li>iv) The selection shall be based on ten best publications in the Peer reviewed/UGC listed journals and award of minimum two Ph.D. degrees under his/her supervision during last 10 years and interaction with a Selection Committee constituted as per UGC Regulations.</li> </ul>	Senior Professor shall be through direct recruitment. 10 percent of the existing sanctioned strength of Professors in the university shall be appointed as Senior Professor in the universities
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**Note:**

Regarding one-year LL.M. - BCI D;2017 LE/Circular No. 1 Dated 2nd Jan.2017 states " LL.M. course with one year duration - shall be considered as one of the essential qualification unless supported by and supplemented with higher degree M.Phil. or Ph.D. Degree

**VI. Programmes offered by School of Allied Health Sciences:**

**(a) PHARMACY DISCIPLINE:**

Sl. No.	CADRE	QUALIFICATIONS	EXPERIENCE	QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION
1.	Lecturer	<ul style="list-style-type: none"> <li>i) Basic degree in pharmacy (B.Pharm).</li> <li>ii) Registration as a pharmacist under the Pharmacy Act.</li> <li>iii) First Class Master's degree in appropriate branch of specialization in Pharmacy.</li> </ul>	No minimum requirement.	
2.	Assistant Professor	<ul style="list-style-type: none"> <li>i) Basic degree in pharmacy (B.Pharm).</li> <li>ii) Registration as a pharmacist under the Pharmacy Act.</li> <li>iii) Master's degree in appropriate branch of specialization in Pharmacy.</li> <li>iv) Ph.D. degree (with First Class degree either at Bachelor's or Master's level) in the appropriate</li> </ul>	3 years experience in Teaching/Industry/Research at the level of Lecturer or equivalent.	Candidates from Industry/Profession with First Class Master's degree in appropriate branch of specialization in Pharmacy and professional work which is significant and can be recognized as equivalent to Ph.D degree and with 5 years experience would also be eligible.

		branch of specialization in Pharmacy.		
3.	Professor	i) Basic degree in pharmacy (B.Pharm). ii) Registration as a pharmacist under the Pharmacy Act. iii) Master's degree in appropriate branch of specialization in Pharmacy. iv) Ph.D. degree (with first Class either at Bachelor's or Master's level) in appropriate branch of specialization in Pharmacy.	10 years experience in Teaching/Industry/Research out of which 5 years must be at the level of Assistant Professor or equivalent.	Candidates from Industry/Profession with first Class Master's degree in appropriate branch of specialization in Pharmacy and with professional work which is significant and can be recognized as equivalent to Ph.D degree and with 10 years experience of which atleast 5 years experience Senior Level comparable to that of an Assistant Professor would also be eligible.
4.	Director/Principal/Head of institute	i) Basic degree in pharmacy (B.Pharm). ii) Registration as a pharmacist under the Pharmacy Act. iii) Master's degree in appropriate branch of specialization in Pharmacy. iv) Ph.D. degree (with first Class degree either at Bachelor's or Master's level in the appropriate branch of specialization in Pharmacy. In addition, the candidate should be an eminent person in the field.	15 years experience in Teaching/industry/Research out of which 5 years must be at the level of Professor or above in Pharmacy. Desirable : Administrative experience in responsible position.	Candidates from Industry/Profession with Ph.D. degree (with First Class degree either at Bachelor's or Master's level) in the appropriate branch of specialization in Pharmacy and with professional work which is significant and can be recognized as equivalent to Ph.D. degree and with 15 years experience of which atleast 5 years should be at a Senior Level comparable to that of a Professor would also be eligible. Desirable : Administrative Experience in a responsible position.

**Note :** If a class/division is not awarded at Master's Level a minimum of 60% marks in aggregate shall be considered equivalent to first class/division. If a Grade Point system is adopted the CGPA will be converted into equivalent marks as given in Table E-6.

**(b) NURSING DISCIPLINE**

S. NO.	TEACHING FACULTY	QUALIFICATION & EXPERIENCE
1.	Principal cum Professor	15 years' experience with M.Sc.(N) out of which 12 years should be teaching experience with minimum of 5 years in collegiate programme.  Ph.D.(N) is desirable

2.	Vice-Principal cum Professor	12 years' experience with M.Sc.(N) out of which 10 years should teaching experience with minimum of 5 years in collegiate programme.  Ph.D.(N) is desirable
3.	Professor	M.Sc. (N) with 10 years' experience including 7 years teaching experience. Ph.D.(N) is desirable
4.	Associate Professor	M.Sc. (N) with 08 years' experience including 5 years teaching experience. Ph.D.(N) desirable
5.	Assistant Professor	M.Sc. (N) with 3 years teaching experience. Ph.D.(N) desirable
6.	Tutor	M.Sc.(N) Or B.Sc.(N)/P.B.B.Sc.(N) with 1 year professional experience.

**(c) PHYSIOTHERAPY DISCIPLINE:**

TEACHING GRADES	QUALIFICATION
Assistant Professor	Bachelor Degree in Physiotherapy (B.P./T./B. Th./P./B.P.Th.), Masters in Physiotherapy (M./P.Th/M.Th.P./M.Sc. P.T/M.PT.) with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) from recognized University.
Associate Professor	Master in Physiotherapy (M.P.T./M.P.Th./M.Th.P/M.Sc. P.T.) with eight years total experience as Assistant Professor.  Desirable: Higher Qualification like Ph. D. in any discipline in Physiotherapy recognized by U.G.C./Independent published work of higher standard.
Professor	Masters in Physiotherapy (M.P.T. / M.P.Th./M.Th.P./M.Sc. P.T.) with eleven years total experience including five years experience as Associate Professor (Physiotherapy).  Desirable: Higher Qualification like Ph. D. in any discipline in Physiotherapy recognized by U.G.C./ Independent published work of high standard.
Principal / Director / Dean	Masters in Physiotherapy (M.P.T./M.Th.P./M.Pth./M.Sc. P.T.) with fifteen years total experience, including five years experience as Professor (Physiotherapy).  Senior-most Professor shall be the Principal / Director / Dean.  Desirable: Higher qualification like Ph. D. in any discipline in Physiotherapy recognized by the UGC/ Independent published work of high standard.

### 8.7 Counting of Experience for appointment / promotion:

Experience	Counted as
<b><u>Prior to Ph.D. experience</u></b>	
Experience after qualifying as UG up to PG.	Research / Teaching: Half of the actual experience Industry: 1/3 of the actual experience
Experience after qualifying as PG up to Ph.D.	Research / Teaching: Half of the actual experience Industry: 1/2 of the actual experience
Experience after qualifying as MA / MSc up to NET / SLET / Ph.D.	Research / Teaching: Half of the actual experience Industry: 1/2 of the actual experience
Diploma to BE experience	NIL
<b><u>Post Ph.D. experience</u></b>	
Experience	Counted as
Teaching experience in Universities / Engineering Institutions	Actual experience
<b><u>Other experience</u></b>	
Teaching experience in Polytechnic Institutes	Half of the Actual experience
Army experience	Half of the Actual experience prior Ph.D. Actual experience post Ph.D.
Research experience	Actual experience pre or post Ph.D.
Industry experience in relevant field	Actual experience pre or post Ph.D.
Industry experience in allied field	Half of the Actual experience
Industry experience without any relevant experience	NIL
Teaching experience in Schools	NIL
Administrative positions which are not relevant to the teaching field unless specified in the UGC guidelines	NIL

### 8.8 Scale of Pay

1. A candidate is appointed to a post at Hindustan Institute of Technology and Science provided the post is in accordance with the existing UGC / AICTE / COA norms. This does not include the staff appointed on deputation / adjunct / On-Contract / temporary basis.
2. (a) The pay scales of the teaching staff shall be fixed by the Selection Committee as per the scales ordained by the UGC / AICTE from time to time. Currently the following are the scales as per the sixth pay commission:

#### Teaching category:

Category	6 <sup>th</sup> Pay Commission Scale
Assistant Professor	15600 - 500 - 20600 (Grade Pay: Rs. 6000/-)
Asst. Prof. (Senior scale)	19500 - 600 - 23700 (Grade Pay: Rs. 6000/-)
Asst. Prof. (Selection Grade)	23300 - 700 - 28200 (Grade Pay: Rs. 7,000/-) for non-Ph.D. (Grade Pay: Rs. 8,000/- ) for Ph.D.

Category	6 <sup>th</sup> Pay Commission Scale
Associate Professor	Rs. 34400 - 1000 - 52400 (Grade Pay: Rs. 9,000/-)
Professor	Rs. 37400 - 1200 - 67400 (Grade Pay: Rs. 10,000/-)
Senior Professor	Rs. 51,800 - 1200 - 69800 (Grade Pay : Rs. 12,000/-)

**Note:** Faculty who are submitting their highest degree / provisional certificate of Ph.D. will become eligible for the appropriate salary / promotion with effect from 1<sup>st</sup> July of the succeeding year to the post specified in the clause number 8.6.

**Non-Teaching category:**

<b><u>TECHNICAL STAFF</u></b>	
WORKSHOP SUPERINTENDENT	Rs. 7500 - 250 - 12000
LAB INSTRUCTOR GRADE - I	Rs. 5200 - 140 - 20200
LAB INSTRUCTOR GRADE - II	Rs. 4500 - 125 - 7000

<b><u>ADMINISTRATIVE STAFF</u></b>	
CATEGORY - I	Rs. 9300 - 280 - 34800
CATEGORY - II	Rs. 8500 - 230 - 20000
CATEGORY - III	Rs. 7500 - 250 - 12000
CATEGORY - IV	Rs. 6500 - 200 - 10500
CATEGORY - V	Rs. 5200 - 140 - 20200

<b><u>SUPPORTING SERVICE STAFF</u></b>	
DRIVERS	Rs. 4250 - 150 - 5450 - 200
SECURITY GUARDS	Rs. 5750 - 300 - 7250 - 350 - 9000
HOUSE KEEPING STAFF	Rs. 5750 - 300 - 7250 - 350 - 9000
ATTENDERS AND MAINTENANCE STAFF	Rs. 5750 - 300 - 7250 - 350 - 9000

**Note:** Pay of Non-Teaching staff shall be fixed by the Selection Committee in the scale given above.

**8.9 Appointment of Hindustan Teaching Research Fellow (HTRF):**

Full time Research Scholars, who are pursuing Ph.D. are allowed to handle teaching assignments (i.e. to handle one theory subject) or labs.



**Criteria:**

- Research scholars, who possess first class in UG & PG.
- For Engineering stream, if a research scholar possess 75% & above score are eligible for Rs. 18,000/- to Rs. 35,000/- per month as stipend. The amount is payable for a period of three years during their Ph.D. programme.
- For GATE, NET qualified candidates, the stipend amount is Rs. 25,000/-.
- For Science stream, if a research scholar possess 70% & above score are eligible for Rs. 15,000/- per month as stipend.
- For Arts stream, if a research scholar possess 65% & above score are eligible for Rs. 12,000/- per month as stipend.
- Scholars, who do not fulfil the above criteria are eligible for Rs. 10,000/- per month as stipend.

8.10 It shall be incumbent upon every employee to furnish a correct and complete bio-data to the Appointing Authority as required by the Management for the purpose of records and also thereafter promptly notify in writing any subsequent changes in the particulars of the bio-data. However, any false information in the particulars given in the bio-data either at the time of appointment, or subsequently, may render the appointment null and void.

8.11 Every person appointed shall be certified to be of sound mental and physical health for service, by a medical authority as specified from time to time. During the tenure of employment, the Management may at any time require an employee to be examined by a Medical Officer of the Hospital approved by the Management. If on such an examination, the employee is found suffering from any disease or complaint that is infectious or of an objectionable nature such that it is liable to continuously or frequently interfere with the employee's normal duties or with the health of other employees, the Management may terminate his services.

## CHAPTER - III

### POST SELECTION PROCESS

#### 9. Procedure:

- 9.1 The selected candidate who received the Offer letter should report for duty to the Registrar on the specified date, as mentioned in the offer letter.
- 9.2 The Joining Report and the Letter of Undertaking have to be filled up by the staff.
- 9.3 PAN, Aadhaar Card details should be furnished by the staff member and a copy of the same to be submitted at the time of joining.
- 9.4 Each staff member is requested to open a Bank account with the Indian Overseas Bank (IOB), which is situated in the Institution premises, for the purpose of crediting their monthly salary. The ATM Card is also issued to the staff members for collecting their salary.
- 9.5 The Appointment Order will be issued by the Department of HRD to the newly-joined staff and also to execute the service agreement, as required.
- 9.6 The HOD will brief the newly joined staff about the department formalities and the workload.
- 9.7 All faculty / Admin. Heads are given official user ID and password for internet access free of cost.
- 9.8 Official email ID will be created for the staff by the Web Admin within a week's time.
- 9.9 Identity Card will be provided to all employees irrespective of their cadre on the same day (or) subsequent day of reporting for duty.
- 9.10 Uniforms are provided to the Supporting staff. All staff have to display their Identity Cards during the working hours. Similarly, the supporting staff should wear their uniforms during the working hours.
- 9.11 Bio-Metric Attendance:  
Attendance of all staff members is generated by Bio-metric Attendance Recorder Machine. There are eight Finger Print Attendance Recorder machines in different locations, which reads the finger print of each staff and marks the attendance. All staff members are required to mark their attendance both in the morning and evening sessions.

## Finger Print Attendance marking timings:

### Monday to Friday

Session	Timing
Morning	8.00 a.m. to 8.30 a.m.
Evening	4.00 p.m. to 4.30 p.m. (For Teaching / Technical staff)
	5.00 p.m. to 6.00 p.m. (for Administrative staff)

### Saturday

(For Administrative staff and Maintenance staff)

Session	Timing
Morning	8.00 a.m. to 8.30 a.m.
Afternoon	1.00 p.m. to 1.30 p.m.
Evening (Maintenance, House Keeping staff)	4.00 p.m. to 4.30 p.m.

Staff who report late due to late arrival of Institution Bus shall contact the Department of H.R.D for regularization of attendance.

Staff who come late due to Permission or Leave or On Duty have to contact the Department of H.R.D.

- 9.12 Library utilization form needs to be filled up by the newly joined faculty and they will be provided with a Library ID Card for utilizing the library resources.
- 9.13 Visiting cards for the senior staff will be provided in the specified format in the subsequent week.

## 10. Probation:

- 10.1 All employees irrespective of their cadre will be on probation for a period of one year when they are recruited.
- 10.2 During the period of probation, the employees will be assessed on their performance.
- 10.3 Deficiencies in the performance will be notified to the employee concerned and he / she will be advised suitably by their respective HODs to correct the same.
- 10.4 If, his/her performance is not satisfactory, he/she continues to be deficient in his/her work and if the extension of the probation period is not recommended, the services of the employee will be terminated without notice or reverted to the post held prior to the promotion.
- 10.5 Recommendation for extension of probation / confirmation of an employee shall be approved by the person vested with the powers to do so. The recommendation for the extension of probation should reach the authority concerned at least one month prior to the date of completion of probation so that a decision could be taken by the appropriate authority in time. Reasons for recommending extension of probation must be clearly spelt out in the appraisal.

- 10.6 The employee concerned should be advised regarding the deficiencies in the letter extending the probationary period.
- 10.7 The extension of the probation period shall be to the maximum extent of six months. If the employee does not reach the expectation even at the end of the extended period of probation, his appointment will be terminated / reverted to the post held prior to the promotion.
- 10.8 However, the extension or reduction of the probation period is at the discretion of the Management.

### **11. Induction Programme:**

11.1 The Induction programme is conducted for all the new Teaching and Non-Teaching staff, who join duty. The purpose is to get them familiarized with the Institution, its rules and regulations, Departmental Procedures, etc.,

11.2 The Induction Programme focuses on the following topics:

- Vision and Mission
- Quality Policy
- Service guidelines
- Do's and Don'ts
- Help Desks
- Facilities Available
- Career Opportunities
- Recognition of Service

In addition to the above, the following topics will be discussed in detail:

- Introduction to the Hindustan Group of Institutions
- ISO Procedures and Requirements
- Departmental Procedures
- OBE practices and ICT best practices
- Imparting Pedagogical knowledge and Student's Psychology
- Counselling Procedures
- UGC Performance Appraisal Grading System, Factors on which Appraisal Grading is made, API Scores, etc.,
- Library Information Resources
- Campus Infrastructure, Co-curricular, Extra Curricular activities facilities inside the Campus (Facilities such as Sports, Medical, Cafeteria, Cultural, Horse riding, Crèche, etc.), NCC, NSS, YRC, NSO, Hindustan International School Scholarship for employees' children,
- Department Procedures,
- Accreditation process,
- 5S process & procedures,
- Library Information Resources,
- Examination Rules and Procedures,
- ERP, MOODLE, COMMUNIQUE,
- Research - An integral part of a faculty,
- Counselling Procedures & Students mentoring, International Affairs aspect,
- Code of conduct.

Each staff member is given an Induction Manual comprising the above topics, along with the Prospectus, Institution Magazine, Calendar and Newsletter.

## **12. Staff Personal File**

- 12.1 A Staff personal file also called the Service Register shall be maintained for every employee showing the correct address, the date of appointment, consolidated pay / the scale of pay on which he was appointed, the increments given from time to time, leave availed of, transfer, promotions, appreciation and encouragement letters, Awards, disciplinary measures, if any, etc., The file shall be open immediately when an employee reports for duty.
- 12.2 Any change in the address should be intimated immediately by the employee.

## **13: Identity Card**

- 13.1 Every employee shall be given an identity card, appropriate to his classification and shall wear it while on duty and on being required to do so, show it to the person authorized by the Management. ID card should be worn with the lanyard by all the staff during the working hours and during the travel time in the Institution bus.
- 13.2 The Identity Card shall carry the Photo of the employee, Name, Employee No., Designation, Department, Date of Birth, Blood Group, Contact No., Residential Address. The said identity card shall be issued duly signed by the authority concerned.
- 13.3 If the employee loses the identity card, the Management shall provide him with another ID card on payment of the requisite fee.
- 13.4 When an employee ceases to be in employment of the HITS, he shall surrender his ID card to the Management before his accounts are settled.

## **14. Attendance**

- 14.1 Every employee shall ordinarily be at work in HITS, or any other designated area connected with HITS, at the time fixed and notified. He shall register his attendance in the Finger Print Machine or sign in the Attendance Register maintained in the Department of HRD both in the morning as well as in the evening. The employee shall be present punctually at the specified time at his allotted place of work. If an employee is not present at his work place punctually, "late attendance" will be marked and the employee has to sign in the "Time In Time Out Register". Forfeiture of half-a-day Casual Leave will be the penalty for every three days' late attendance. Habitual three days' late attendance or early leaving the place of work without permission will entail disciplinary action. This will also be noted in his personal file.
- 14.2 Employees should normally obtain permission beforehand to arrive the Institution late or leave early.
- 14.3 Habitual absence or late attendance will entail penal provision.
- 14.4 Employees are expected to be present in their respective departments atleast 10 minutes in advance before the working hours.

## 15. Working Hours

15.1 The working hours for each category is given below:

CATEGORY	FROM	TO	LUNCH BREAK *	WEEKLY OFF
Teaching Staff	8.30 a.m.	4.00 p.m.	11.45 a.m. - 12.35 p.m.	Saturday and Sunday Holidays
			12.50 p.m. - 1.40 p.m.	
Technical Staff	8.30 a.m.	4.00 p.m.	11.45 a.m. - 12.35 p.m.	Saturday and Sunday Holidays
			12.50 p.m. - 1.40 p.m.	
Administrative Staff	8.30 a.m. to 5.00 p.m. (From Mondays to Fridays)		12.50 p.m. - 1.40 p.m.	Sunday Holiday
	8.30 a.m. to 1.00 p.m. (On Saturdays)			
Drivers	8.30 a.m. to 5.00 p.m. (Reporting time at the boarding point 6.00 a.m. and 7.00 p.m.) Saturday (half-a-day)		12.50 p.m. - 1.40 p.m.	Sunday Holiday
House Keeping Staff	7.30 a.m.	4.30 p.m.	12.30 p.m. - 1.30 p.m.	Sunday Holiday
Lab Attenders	8.00 a.m.	4.00 p.m.	11.45 a.m. - 12.35 p.m.	Saturday and Sunday Holidays
			12.50 p.m. - 1.40 p.m.	
Admin. Dept. Attenders	8.00 a.m. to 5.00 p.m. (From Mondays to Fridays)		12.50 p.m. - 1.30 p.m.	Sunday Holiday
	8.30 a.m. to 1.00 p.m. (On Saturdays)			
Security Personnel	6.00 a.m.	2.00 p.m.	Weekly off with respect to the relay system	
	2.00 p.m.	10.00 p.m.		
	10.00 p.m.	6.00 a.m.		
Maintenance Staff	8.30 a.m. to 5.00 p.m. (From Mondays to Saturdays)		12.50 p.m. - 1.30 p.m.	Sunday Holiday

- **Lunch break** : Depending upon the time table for teaching staff and technical staff.
- **The Institution timings can change from time to time.**

15.2 Employees shall be required to attend to any emergency duties outside their regular hours of work and on Sundays and holidays, if required, and if the exigencies of work so demand such instructions shall be complied with. For such work they are entitled to 'Compensatory Off' at the Management's discretion.

15.3 All employees will be required to work for 6 days a week. The number of hours they have to work per day, inclusive of rest interval / time for meals, but not inclusive of the 10 minutes break twice daily for tea / coffee, depending on the time table of classes / nature of work. In any case, the total number of hours per week will not exceed 48 hours, not taking into account the extra hours to be put in, in case of emergency / contingency.

15.4 Employees on shift duty continue to be on duty until relieved by the employees of the next shift. The Management at their discretion may transfer an employee from one shift to the other, as a routine or due to exigencies of work.

## **16. Duties and Responsibilities:**

### **16.1 Job duties and responsibilities of Faculty: (as per UGC / AICTE /COA Norms)**

- A. Academic
- B. Research and Consultancy
- C. Administration
- D. Extension Services

#### **A. Academic:**

- ✓ Class room lectures
- ✓ Outcome Based Education (OBE) practices
- ✓ Instruction in laboratories / guidance
- ✓ Curriculum development
- ✓ Developing resource materials and laboratory development, manuals, etc.,
- ✓ Students' assessment and evaluation
- ✓ Participation in co-curricular and extracurricular activities.
- ✓ Students counseling
- ✓ Conducting / participating in continuing education, summer / winter schools, seminars, and symposia.
- ✓ Publication of books, journals
- ✓ Upgrading by pursuing higher studies and keeping abreast with the developments in his / her own field.
- ✓ Conduct of examinations.
- ✓ To maintain attendance book, Chancellor's dairy and workload sheets

## **B. Research and Consultancy:**

- ✓ Research and development activities, research / project guidance.
- ✓ Industry sponsored projects / sponsored projects of Government National labs.
- ✓ Providing industry consultancy and testing service, active participation in promoting industry institution interaction.

## **C. Administration:**

- ✓ Academic and Administrative management of the department, Policy planning, monitoring, evaluation and promotional activity at both departmental and institutional level.
- ✓ Design and development of new programmes and disciplines, Participation in National / State level policy planning bodies, Organization of Institute level / State / National level faculty students' societies.
- ✓ Planning / Development of schedules for classes both at departmental / institutional levels
- ✓ Mobilizing resources for the institution, maintaining and cross checking accountability, conducting performance appraisals.

## **D. Extension Services:**

- ✓ Interaction with industries / service institutions, promote community service and sports activities amongst students
- ✓ Help, devote, Vocational services in the neighborhood, contribute towards promoting / providing non-formal education, promote entrepreneurship and job creation.

## **16.2. General Instructions to the Faculty:**

### **(a) In the Department:**

- 1) The faculty should always first address the HOD and keep the HOD in confidence about his / her professional and official activities.
- 2) The subjects will be allotted by the HOD after taking into account the faculty member's aptitude.
- 3) In addition to teaching, the faculty member should take additional responsibilities as assigned by the HOD / Dean / in academic, co-curricular or extracurricular activities.
- 4) Every faculty should maintain the students' attendance records manually and the absentees roll number should be noted every day in the ERP software as soon as the classes / laboratory hours are over.
- 5) Whenever a faculty member intends to take leave, the faculty member should get the leave sanctioned in advance and with the proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
- 6) The faculty member should make himself / herself presentable. The faculty member should show no partiality to any segment / individual student.



- 7) The Faculty Advisor must update the student's personal file regularly and put up for inspection by HOD / Dean / appropriate authority as the case may be.
- 8) Faculty Advisor / Counsellor/ Mentor:  
To help the students plan their courses of study and for general advice, the HODs will attach 20 students to a teacher of the Department who shall function as Faculty Advisor / Counsellor throughout their period of study. Such Faculty Advisors shall advise the students and monitor their courses, check their attendance and progress, and counsel them periodically. Faculty advisor can also counsel students in co-curricular and extracurricular activities. The counselling register is to be maintained properly and the students' progress through the counselling to be noted. If the counsellor cannot resolve the problem of a student, he / she can be referred to the Main Counsellor for further advise.
- 9) Faculty should send progress reports to the parents periodically and update the performance of the students.
- 10) Faculty should compulsorily become member in Professional Body. All Professors should be a member in International Professional Body. Professional membership can be of different associations. Minimum 80% of membership should be National and 20% should be International in a department.

**(b) Class Room Teaching:**

- 1) Once the subject is allotted, the faculty member should prepare the lesson plan for the lecture hour.
- 2) The faculty member should get the lesson plan and course file approved by the HOD and the Dean. The course file should consist of the preface, previous year University question papers, notes, handouts, test / exam question papers, two model answer scripts for each test / exam, assignments (if any), etc.
- 3) The faculty member's Chancellor Diary must be regularly updated and put up for inspection by HOD / Dean as the case may be.
- 4) The faculty member should go to the class at least five minutes early.
- 5) The faculty member should engage the full 50 minutes class / lab and should not leave the class early.
- 6) The faculty member on entering the class room should ensure the dress code, the ID card and the general discipline of the class.
- 7) The faculty member should encourage students to be interactive in class.
- 8) The faculty member should practise / rehearse the lecture well before going to the class.
- 9) The faculty member should make use of LCD, etc., as teaching aids.
- 10) The faculty member should encourage students to ask doubts / questions.
- 11) The faculty member should get feedback from students and adjust his / her teaching appropriately.
- 12) The faculty member should take care of the academically weak students and pay special attention to their needs.

- 13) In analytically-oriented subjects, regular tutorials have to be conducted. The tutorial questions have to be handed over to the students at least a week in advance of the actual class.
- 14) The faculty member shall give two-mark questions with answers for each unit.
- 15) The faculty member should sign in the class log book every day after he / she finishes the lecture.
- 16) The faculty member should interact with the Class Coordinator or Counsellor and inform him / her about the habitual absentees, academically weak students, objectionable behaviour, etc.,
- 17) The faculty member should always aim for 100% pass results in his / her subjects and work accordingly.
- 18) The faculty member should visit the library regularly and read the latest journals / magazines in his / her speciality and keep him/herself abreast of the latest advancements.
- 19) The faculty member should make himself / herself available to students for doubt clearance.
- 20) The faculty member should motivate the students and bring out the creativity / originality in them.

**(c) Laboratory:**

- 1) The faculty member handling laboratory classes must perform the experiments personally before the start of the semester and be experienced with the procedures before making the students perform the experiments.
- 2) Whenever possible, additional experiments to clarify or enlighten the students must be given.
- 3) The lab / observation records must be corrected then and there or at least by the next lab class.
- 4) The faculty should ensure adherence to the lab dress code of the students in the lab.

**(d) Test / Exam:**

- 1) Faculty members should strictly follow the rules and regulations laid down for question paper setting, invigilation, valuation, awarding of internal marks and matters pertaining to the examinations.
- 2) During invigilation, the faculty member should be continuously moving around. He / she should not sit in a place for a prolonged time. Faculty members should maintain silence in the hall. He / she should watch the students closely so that they don't indulge in any malpractice in the exam hall.
- 3) Whenever any malpractice is noticed, the faculty member should get a written statement from the student and inform the University Representative / Chief Superintendent. In the case of internal test / model exams, the Class Coordinator and the HOD concerned should be informed.
- 4) The test papers must be corrected within three days from the date of examinations and the mark list should be submitted to the HOD who forwards it to the COE office. The corrected papers are to be handed over to the students.
- 5) The faculty members should be very fair and impartial in awarding the internal marks to students and also during the valuation of the answer scripts.

**(e) General Instructions to Invigilators:**

- 1) Invigilators are requested to report at the examination office at 9.20 a.m. for the forenoon session and 1.20 p.m. for the afternoon session.
- 2) Invigilators are requested to ensure that the cover given to them contains exact number of answer booklets as number of students mentioned in the seating arrangement sheet. If any mismatch or any damaged sheet found, it should be reported to the exam cell.
- 3) Invigilators are requested to verify the seating arrangement in the examination hall with the seating arrangements sheet.
- 4) Invigilators should instruct the students to leave their bags / cell phones / etc., outside the hall before entering.
- 5) Invigilators can allow students to enter into examination hall during the first 10 minutes.
- 6) Invigilators should not allow students to leave the exam hall during the first 2 hrs 30 minutes.
- 7) Invigilators should count the answer booklet before leaving the hall after completion of examination.
- 8) Invigilators have to verify the signatures of the candidate both in the attendance sheet and hall ticket.
- 9) Instruct the students to fill their register numbers carefully in the space provided.
- 10) Invigilators should carefully verify and ensure that the register number. In the answer booklet and hall ticket are one and the same.
- 11) The following details have to be carefully verified by the invigilators:  
Name of the candidate, Degree & Branch, Sub code and title, No. of pages used (at the time of submission), date and session.
- 12) After verifying all details in the answer booklet, the invigilators should sign with date and he/she has to write his/her name in the space provided.
- 13) Insist the students to strike out the unused pages in the answer booklet.
- 14) The register number in the attendance sheet should be verified with that in the hall ticket.
- 15) Invigilator must verify the answer booklet number.
- 16) Invigilator has to write "AB" for Absentee.
- 17) Invigilator has to ensure that all presentees have signed against their name.
- 18) After verifying all details such as serial number of the answer booklet, signature, etc., in the attendance sheet, invigilator has to sign with date in the space provided.
- 19) Check the register number in the attendance sheet and answer book with that of the hall ticket.
- 20) Invigilators should check hall ticket / register number / answer book No. before signing on first page.
- 21) Invigilators are required to be alert and ensure strict vigil during the examination.
- 22) Invigilators are requested not to use mobile phone inside the examination hall.
- 23) Invigilators are not supposed to go out of the examination hall for any work.
- 24) Kindly do not allow / entertain any other faculty who is not part of the examination duty.
- 25) Any incident of malpractice if noted should be immediately brought to the notice of the examination office.

## 17. Dos and Don't's:

### 17.1 Dos:

1. To wear identity cards in the Campus.
2. **Dress Code:** To come in formal attire.  
**Gents:** Formal Shirt, pant with shoes. (Shirt to be tucked in)  
**Ladies:** Sarees or any other formal wear.

3. To follow institution timings  
8.30 a.m. to 4.00 p.m. (Monday to Friday)  
Saturday and Sunday holidays.

Institution timings may vary as per the requirements.

For Admin staff, 8.30 a.m. to 5.00 p.m. (i.e. from Monday to Friday) and 8.30 a.m. to 1.00 p.m. on all Saturdays. Sunday is a Holiday.

4. To do additional hours of service as may be required, depending upon the exigency of the work without claiming extra remuneration.
5. To ensure safe custody and return in good condition the Management properties such as files, materials, documents or copies of any nature whatsoever belonging to the Management; failing which the Management shall have the right to recover the cost of the items from the staff.
6. To be punctual.
7. To ensure code of conduct.
8. To be sincere and loyal to the Institution.
9. To prepare well for the classes.
10. To make the classes interactive and interesting.
11. To follow lesson plan.
12. To follow the procedures laid down in the ISO Manual. (ISO Manual is available in each department).
13. To arrive to the respective class at least five minutes in advance.
14. To take attendance of the students by their names.
15. To monitor each student performance by conducting tests, giving assignments and to take necessary measures to improve the level of performance.
16. To visit Central Library / Department Library to update knowledge. To utilize free hours in the library.
17. To monitor the cleanliness of the class rooms / laboratories.
18. To make necessary alternative arrangements of their duties for engaging the classes / practical sessions, before the staff goes on leave.
19. To provide information with regard to pursuing higher studies, additional qualification, change of address with necessary proof to the Department of HRD for updation of the staff record.
20. To ensure that all research content of project, either by staff or student, remains the Intellectual Property of Hindustan Group of Institutions at all times.
21. To provide information with regard to additional qualification, change of address with necessary proof, to the Department of HRD for updating the individual staff record.

## 17.2 Don'ts:

1. Do not use mobile phones for personal use in the Campus during the working hours.
2. Do not take frequent leave, which disrupts the functioning of the department.
3. Do not engage in private commitments during the working hours.
4. Do not violate the rules and regulations of the Institution that are in force from time to time.

## 18. Minimum Workload per week for teaching staff (in hours):

Category	Theory includes tutorial (in credits)	Practical (in credits)	Total credits per week	No. of Theory subjects to be handled	No. of practical classes to be handled
Dean	8	-	8	2	NIL
Professor & HOD	8	-	11	2	NIL
Professor	11	3	14	3	8 periods
Associate Prof.,	11	3	14		
Asst. Prof.	10	6	16		

**Note:** All Teaching Staff may have to handle three theory subjects, as and when required.

19. The duties and responsibilities for the non-teaching staff are mentioned in their Appointment Order according to their category.

## 20. Training and Development Programme:

(a) Staff members are given training on technical areas and on soft skills periodically according to their needs. Training feed backs are collected and effectiveness of the programme is monitored through follow-up sessions. A Training Calendar is prepared by the Department of HRD at the beginning of each academic year.

(b) Each faculty has to undergo a Faculty Development Programme (FDP) organized by the Hindustan Institute of Technology and Science which gives necessary inputs about teaching methodology. The key focus areas of the FDP are given below:

- Teaching Learning process
- Core competencies for Teaching
- Quality Management of Education System
- Aspiring for Leadership
- Emotional Governance
- Managerial games including group discussions

(c) Trainers assess the performance of each participant after they give a presentation in the FDP. Their presentations are video-recorded and replayed before the participants for assessing each participant's strength and weakness on factors such as:

- The organized way of teaching
- The examples given
- The level of participation
- The use of Audio Visual aids
- Body Language
- Eye contact
- Loudness and voice clarity.
- Self-confidence
- Dress Code
- Involvement and enthusiasm

(d) The feedback about each participant is given by the trainer for corrective action and the same will be taken into account during the follow-up to measure the improvement in the participant's effectiveness.

(e) Non-Teaching staff are given training on "Professional Skills Development," "Leadership", "Team Building", etc., periodically.

### **21. Performance Appraisal System**

The Performance Based Appraisal System (PBAS) was carried out in HITS in the last several years through various methods both qualitative and quantitative. The UGC - AICTE joint visit committee has given in its report to modify / improvise the existing PBAS system of our institute. The UGC had also issued clear revised guidelines with standard template for the PBAS system to be followed from the year 2017. With a view to improve the existing appraisal process HITS under the leadership of the Vice Chancellor got prepared to explore the new possibilities of improving the existing system from the academic year 2017 - 2018.

#### **Methodology:**

1. The online appraisal system ADCS (Appraisal Data Capturing System) was introduced to the faculty of HITS on 22nd May 2018. For every faculty a link is created and posted in the website. The respective faculty shall login to their mail id and get access to their appraisal form
2. The ADCS consists of 6 forms for 6 semester data and 1 basic information sheet.
3. Clear Instructions were given to faculty for filling the forms which is as follows.
4. The process of appraisal was clearly indicated.
5. The faculty were asked to reserve their time slot for validation. The list of documents for validation was provided in the site, which is given as follows.
6. Three stage validation was done viz., Self-Appraisal system validation, IQAC validation, Committee recommendations and finally VC approval.
7. Complete validation of all points claimed by the faculty in self - appraisal was verified by trained IQAC team. 8 counters were opened up for IQAC validation.

8. The IQAC tabled the results to the Vice Chancellor and Committee for validation and approval.
9. The results of the Appraisal will be announced to the faculty as per the approval of the Vice Chancellor and the committee.
10. Grievance counter was opened up and faculty were asked to do online booking of the slots to meet the committee
11. The Post grievance API scores were announced.

**PERFORMANCE APPRAISAL FOR TEACHING STAFF - NEW FORMAT - APPRAISAL DATA CAPTURING SYSTEM (ADCS)**

HINDUSTAN INSTITUTE OF TECHNOLOGY AND SCIENCE					
FACULTY PERFORMANCE APPRAISAL FORM					
BASIC INFORMATION					
Note: All the information furnished in the self-appraisal should contain the information / achievements / contribution made by the faculty member during the performance assessment. Previous year information will not be considered. Faculty needs to produce the relevant proof of their contributions mentioned in this appraisal form to the panel members					
Don't Delete or add any rows in this sheet. If you need any rows to be added, Please write a mail to <a href="mailto:igac@hindustanuniv.ac.in">igac@hindustanuniv.ac.in</a>					
Name	NAME			Emp. Code	
Date of Joining (mm/dd/yyyy)	Type of Appointment		Email ID	EMAIL@HINDUSTANUNIV.AC.IN	
Designation			Department		
Address Mobile no.			Date of Birth (mm/dd/yyyy)		
QUALIFICATION	Provide the last four Highest Qualifications				
Degree	Class / Grade	% of marks / GCPA	University	Year	Field of Specialization
Ph.D.					
M.Tech					
M.Phil.					
B.Tech					
*In case of faculty pursuing Ph.D.					
Title		Date of Registration		Status	Thesis Submitted
Employment Record					

Industry Experience (in Yrs.)	Nature of Industry	Teaching Experience other than HITS (in Yrs.)	Teaching Experience in HITS	Total Experience in Teaching

PART A: ACADEMIC PERFORMANCE

PART-A: ACADEMIC PERFORMANCE								
ODD SEMESTER 2017-18 ( JULY 2017 to DEC 2017)				APPLICABLE				
Course Code	Course Title	Credits	Students Evaluation %	Pass %	OBE Practices (CDP, CAP, CAR, CQI) Completed	System Score	IQAC Score	Panel Score
Course code	Course Title							
Course code	Course Title							
Course code	Course Title							
Course code	Course Title							
Course code	Course Title							
NO. OF MOOC CERTIFICATION COPPLETED								



## PART-B: ADMINISTRATIVE / ADDITIONAL RESPONSIBILITY

PART-B: ADMINISTRATIVE / ADDITIONAL RESPONSIBILITY					
DEPARTMENT LEVEL	YES / NO	INSTITUTION LEVEL	YES/ NO	SYSTEM SCORE	IQAC SCORE
TIME TABLE CR		EDITOR			
INTERNAL TEST CR		EXECUTIVE ASSISTANCE			
COURSE CR		PLACEMENT CR			
DEC CR		WEBSITE CR			
CRC CR		PRO			
CLASS TEACHER		HTBI CR			
RESEARCH CR		DEPUTED TO NBA WORK			
PROFESSIONAL BODY CR		DEPUTED TO NAAC WORK			
5S CR - DEPARTMENT		DEPUTED TO UGC WORK			
ISO CR - DEPARTMENT		DEPUTED TO AICTE WORK			
ADMISSION COUNSELLING		NCC CR			
ALUMNI CR - DEPARTMENT		NSS CR			
IQAC-DEPARTMENT CR		CHIEF SUPERINDENT			
LIBRARY - DEPARTMENT INCHARGE		BUS INCHARGE			
ORGANIZING SEMINAR		ALUMNI CR			
ORGANIZING WORKSHOP		IQAC CR			
ORGANIZING CONFERENCE		HOSTEL WARDEN			
PROFESSIONAL MEMBERSHIP AVAILABLE		REPORT / PROSPECTUS PREPARATION			
SIGNIFICANT CONTRIBUTION THROUGH PROFESSIONAL SOCIETY		MEMBER - CENTRAL/STATE LEVEL BODY			
MEMBER ACM, FC, BoS, Other Bodies		HOD & DEAN			
Please add any other responsibility to be considered		Please add any other responsibility to be considered			
Please add any other responsibility to be considered		Please add any other responsibility to be considered			

PART-C: ACADEMIC RESEARCH AND FUNDING / CONSULTANCY									
FUNDING / SPONSORED PROJECT		CONSULTANCY PROJECT		PATENTS					
No. of projects	Total Money Received	No. of consultancy projects	Total Money Received	Money Earned	Granted	Published	Filed	System Score	IQAC Score
Guide ship - No. of students Awarded		AWARDS RECEIVED			FELLOWSHIPS RECEIVED				
P.HD	M. Phil /M.Tech (By Research)	International (in Abroad)	International (in India)	National	International (in Abroad)	International (in India)	National	System Score	IQAC Score
ADDITIONAL QUALIFICATIONS ACQUIRED		INVITED TALK			FDP / TRAINING PARTICIPATION DURATION				
PhD Completed	PhD Comprehension Completed	International (in Abroad)	International (in India)	National	=>14 Days	Upto 5 Days	Upto 3 Days	System Score	IQAC Score
JOURNAL PUBLICATIONS									
TITLE OF THE PAPER	NAME OF JOURNAL	AUTHOR / Co-Author	YEAR	SCOPUS INDEXED	WOS INDEXED	System Score	IQAC Score		
				YES-Q4					
CONFERENCE PUBLICATIONS									
TITLE OF THE PAPER	NAME OF THE CONFERENCE	AUTHOR / Co-Author	YEAR	SCOPUS INDEXED	WOS INDEXED	System Score	IQAC Score		
BOOK PUBLICATIONS									
TITLE OF THE BOOK	NAME OF THE PUBLISHER			LEVEL	YEAR	System Score	IQAC Score		
BOOK CHAPTER / MAGAZINES PUBLICATIONS									
TITLE OF THE BOOK / CHAPTER	NAME OF THE PUBLISHER			LEVEL	YEAR	System Score	IQAC Score		

**Part A:**

## Academic Performance (AP) - Criteria (0.5)

- OBE PRACTICES
  - Course Delivery Plan - CDP
  - Course Assessment Plan - CAP
  - Course Assessment Report - CAR
  - Continuous Quality Improvement - CQI
- RESULT PERCENTAGE PRODUCED
- STUDENT EVALUATION
- MOOC COURSE CONDUCTED/CERTIFIED

## Part A: Academic Performance - Points

POINTS					
PART-A: ACADEMIC PERFORMANCE					
Parameters	Credits -2,3	Credits -4,5,6,7,8	Students Evaluation %	OBE Practices (CDP, CAP, CAR, CQI) Completed	Points
91 % and Above	4	4	4	Not Done	0
81 to 90 %	3	4	3	Upto CDP	1
71 to 80 %	2	3	2	Upto CAP	2
61 to 70 %	1	2	1	Upto CAR	3
51 to 60 %	0	1	0	Upto CQI	4
NO. OF MOOC CERTIFICATION COMPLETED / CONDUCTED					2

## Part -B: Administrative Performance (AD) - Criteria (0.2)

- INSTITUTION LEVEL (0 to 3points)
- DEPARTMENT LEVEL (0 to 2 points)
- HoDs / DEANS - 10 points

Points Table:

SL. No.	DEPARTMENT LEVEL	Points
1.	TIME TABLE CR	1
2.	INTERNAL TEST CR	1
3.	COURSE CR	1
4.	DEC CR	1
5.	CRC CR	1
6.	CLASS TEACHER	2
7.	RESEARCH CR	1
8.	PROFESSIONAL BODY CR	1
9.	5S CR - DEPARTMENT	1
10.	ISO CR - DEPARTMENT	1
11.	ADMISSION COUNSELLING	1
12.	ALUMNI CR - DEPARTMENT	1
13.	IQAC-DEPARTMENT CR	1
14.	LIBRARY - DEPARTMENT INCHARGE	0.5
15.	ORGANIZING SEMINAR	1
16.	ORGANIZING WORKSHOP	1
17.	ORGANIZING CONFERENCE	1
18.	PROFESSIONAL MEMBERSHIP AVAILABLE	1
19.	SIGNIFICANT CONTRIBUTION THROUGH PROFESSIONAL SOCIETY	2

SL. No.	INSTITUTION LEVEL	Points
1.	EDITOR	2
2.	EXECUTIVE ASSISTANCE	1
3.	PLACEMENT CR	1
4.	WEBSITE CR	1
5.	PRO	1
6.	HTBI CR	1

7.	DEPUTED TO NBA WORK	1
8.	DEPUTED TO NAAC WORK	1
9.	DEPUTED TO UGC WORK	1
10.	DEPUTED TO AICTE WORK	1
11.	NCC CR	3
12.	NSS CR	3
13.	CHIEF SUPERINDENT	2
14.	BUS INCHARGE	1
15.	ALUMNI CR	3
16.	IQAC CR	3
17.	HOSTEL WARDEN	1
18.	REPORT / PROSPECTUS PREPARATION	1
19.	MEMBER - CENTRAL/STATE LEVEL BODY	1
20.	MEMBER ACM, FC, BoS, Other Bodies	1
21.	HOD / DEAN	10

Part C: Research Performance (RP) Criteria (0.3)

Research Performance Index - RPI

- Funding
- Consultancy
- Patent

Publication Performance Index - PPI

- Indexed Publications in Journal, Conference, Books

Others

- Fellowship
- Awards
- PhD produced
- Acquired PhD
- Invited talk in National / International forums
- FDP / Trainings

Research Performance Index - RPI - Points

Details	Funded Project	Consultancy Project	PATENT			
			Patent Money Earned	Grant	Published	Filed
Amount / Nos.	100000	10000	10000	1	1	1
Points	1.2	0.5	1	6	2	1

Publication Performance Index - PPI - Points

JOURNAL PUBLICATIONS					
SCOPUS INDEXED	Points	Wos Indexed	Points	Author / Co - Author	Points
NO	0	YES	3	AUTHOR	FULL
YES-Q1	6	NO	0	CO-AUTHOR	HALF
YES-Q2	5				
YES-Q3	4				
YES-Q4	3				
CONFERENCE PUBLICATIONS					
SCOPUS INDEXED	Points	Wos Indexed	Points	Author / Co - Author	Points
YES	3	YES	3	AUTHOR	FULL
NO	0	NO	0	CO-AUTHOR	HALF

BOOK PUBLICATIONS		BOOK CHAPTER /PUBLICATIONS		MAGAZINES PUBLICATIONS	
Level	Points	Level	Points	Level	Points
NOT DONE	0	NOT DONE	0	NOT DONE	0
NATIONAL	3	NATIONAL	1	NATIONAL	1
INTERNATIONAL (IN INDIA)	4	INTERNATIONAL (IN INDIA)	2	INTERNATIONAL (IN INDIA)	2
INTERNATIONAL (ABROAD)	6	INTERNATIONAL (ABROAD)	3	INTERNATIONAL (ABROAD)	3

#### OTHERS

GUIDESHIP - NO. OF STUDENTS AWARDED		AWARDS RECEIVED			FELLOWSHIPS RECEIVED		
P.HD	M. Phil /M.Tech (By Research)	International ( in Abroad)	International (in India)	National	International ( in Abroad)	International (in India)	National
3	1	5	3	2	5	4	2
ADDITIONAL QUALIFICATIONS ACQUIRED		INVITED TALK			FDP / TRAINING PARTICIPATION		
PhD Completed	PhD Comprehension Completed	International (in Abroad)	International (in India)	National	14 Days	5 Days	3 DAYS
6	2	5	2	1	4	2	1

**PERFORMANCE APPRAISAL FOR NON-TEACHING STAFF  
(ADMINISTRATIVE, TECHNICAL AND SUPERVISORY/MANAGERIAL  
POSTS )**

**PART - I - (Personal Information)**

1. Name :
2. Employment No. :
3. Designation :
4. Department :
5. Period of Reporting :
6. Date of appointment in the Institution :
7. Date of appointment to the present post :
8. Date of entry in the present Office/Department :
9. Pay and Scale of Pay :
10. Date from which functioning in the present grade continuously

**11. EDUCATIONAL AND OTHER QUALIFICATIONS (FROM HIGHEST/LATEST)**

Qualification with Specialization	Year of attaining the qualification
1.	
2.	
3.	

**12. Training undergone since date of joining the Institution**

Nature of Training and Institution	Period of Training
1.	
2.	
3.	
4.	

**13. Experience (from the current job onwards) including experience before joining the Institution**

**EXPERIENCE**



Department / Institution	*Category of work	Period	
		From	To

\*Category of work may be any of the following items: Establishment, Accounts, Cash, Stores, Technical, Records Planning, Office Section and Miscellaneous.

**PART - II - Self Appraisal**

14.

Duties assigned / targets set under the reporting Period*	Your performance against the assigned duties / targets set*
1.	
2.	
3.	
4.	
5.	
6.	

\*Attach additional sheet if required

15. Challenges faced by you, if any, in achieving the target. If so how did you overcome them?

16. List Innovative Practices/ Creative Ideas, if any, implemented by you and the outcome of such practice.

ACHIEVEMENT

17. ACHIEVEMENTS / OUTSTANDING ACCOMPLISHMENT in the sphere of duties or outside the assigned Role & Responsibilities

Signature of Assesse

Date of submission to reporting officer

**PART - III**

**SECTION: A - EVALUATION BY THE REPORTING OFFICER**

Instructions to Reporting Officers

1. Evaluate the employee on the job performed during the reporting period.
2. Consider only one factor at a time.
3. Study each factor and the specifications for each grade.
4. Put a tick mark (✓) in the appropriate boxes provided hereunder.
5. Review upon completion to see that the rating of each factor applied exclusively to the individual's actual performance on his / her present job.
6. Comment fully at the bottom of the page and on reverse side upon any matter which in your opinion needs explanation.
7. Comment on exemplary performance under any factor which needs to be commended, with evidence / proof.
8. In case the employee is evaluated under any factor less than Good, enumerate the formative actions taken by you such as counseling, coaching, technical help provided, advice etc.,
9. Fill up Performance Standards at Serial No. 4 for managerial and supervisory functionaries in addition to serial no. 1 to 3.

Rating Scale

5. Excellent	Performance Consistently superior and exceeds expectations.
4. Very Good	Performance Consistently meets and often exceeds expectations.
3. Good	Performance Consistently meets requirements and satisfies expectations of the position.
2. Fair	Performance sometimes meets expectations. Performance improvement plan required.
1. Poor	Performance does not meet requirements.

Standards of Performance	A	B	C	D	E
	Excellent	Very Good	Good	Fair	Poor
<b>1. PROFESSIONAL COMPETENCE</b>					
1.1. Job Knowledge & Skills (Administrative cadre) 1.1.1 Understanding to Job duties and responsibilities. Understanding of Job relationship with and impact on other function within the Institution. Knowledge and technical skills to perform the job effectively.	Has thorough and comprehensive mastery of field of work. Strives to expand frontiers of knowledge.	Has thorough knowledge of job/ technical knowledge and know-how / and necessary skills to	Possess just adequate knowledge required for the job. Adequate skills to perform the job.	Inadequate knowledge. Has not gained competence. Skills to be improved.	Barely has the knowledge of job. Skills are inadequate

<p>Understanding of policies, procedures, statutes and regulations as necessary to perform the job. Up-to-datedness. (Technical Cadre) 1.1.2.1 Technical knowledge of Calibration of measuring Instruments and equipments. 1.1.2.2 Procurement, storage, accounting of raw materials, tools and equipments.</p>	<p>Up-to-date in all aspects of job knowledge / technical knowledge and know-how / skills.</p>	<p>perform the job.</p>			
<p>1.2. Ability to plan, organize work and carry it out. (Administrative Cadre) 1.2.1 Establishing priorities anticipating and preparing for changing workload/ working conditions, coordinating and using available resources to get work done and ensure important deadlines are met. (Technical Cadre) 1.2.2 Planning, scheduling, organizing, co-ordination and monitoring workshop / Lab Instructions and tasks.</p>	<p>Meticulous in planning and organizing work. Demonstrates highest level of efficiency in use of resources.</p>	<p>Effectively plans and executes assigned work.</p>	<p>Able to plan and organize work mostly.</p>	<p>Average ability to plan , organize and execute work</p>	<p>Disorganized, and miss the deadlines very often.</p>
<p>1.3. Ability and willingness to take up additional load in times of exigencies</p>	<p>Always willing to shoulder additional responsibilities and rises up to face any emergent occasions and exigencies.</p>	<p>Capable of meeting exigencies and takes additional responsibilities.</p>	<p>Takes up additional responsibilities mostly.</p>	<p>Takes up additional responsibilities occasionally.</p>	<p>Never takes up additional responsibility..</p>

<p>1.4. Innovation, Creativity and change</p> <p>Suggests new procedures to increase efficiency of the Position / Department</p> <p>Contributes new ideas and methods of dealing with problems.</p> <p>Receptive to new ideas and adapts to new situation</p>	<p>Often comes up with "out of box" creative problem solving ideas. Always receptive to implement change and complete tasks that requires imagination.</p>	<p>Contributes new ideas and solutions. Ability to adapt to changes.</p>	<p>Occasionally contributes new ideas and solutions. Ability to adapt to changes</p>	<p>Rarely contributes new ideas and solutions. Ability to adapt to changes</p>	<p>Lacks originality. Inability to adapt to changes</p>
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<p>1.5. Independence/ Decision making</p> <p>Ability to work independently without supervision. Resourcefulness.</p>	<p>Does not require supervision at all. Undertakes tasks on own</p>	<p>Usually does not require supervision or have to be told to do job functions.</p>	<p>Occasionally requires supervision. Does the given job.</p>	<p>Sometimes requires supervision. Only carries out given job.</p>	<p>Requires substantial supervision. Not interested in learning or performing any tasks but those required.</p>
<p>1.6. Capacity to supervise</p> <p>Ability to supervise and control.</p>	<p>Proficient in supervision and control.</p>	<p>Very good capacity for supervision and control.</p>	<p>Good in supervision and control.</p>	<p>Occasionally able to supervise and control.</p>	<p>Does not possess the capacity to supervise /control</p>
<p>2.PERFORMANCE</p>					
<p>2.1 Quantity of work: (Administrative/ Technical) Completes the work with minimal errors. Produces the expected volume of work</p>	<p>Rapid worker. Produces an unusually large volume of work.</p>	<p>Works with speed. Meets expected volume of work. Sometimes quantity delivered exceeds expectations.</p>	<p>Produces adequate volume of work often.</p>	<p>Produces volume of work meeting the expectations some times. Shows signs of improvement</p>	<p>Does not produce essential volume of work. Not improving.</p>
<p>2.2 Quality of work: (Administrative/ Technical) Neatness, accuracy and dependability of results</p>	<p>Exceptionally accurate and does not enquire checking.</p>	<p>Seldom necessary to check work. Occasional</p>	<p>Acceptable standard. Usually neat but few</p>	<p>Frequent errors. Accuracy not of expected</p>	<p>Lack of standard, accuracy and errors are of</p>

regardless of volume.	Contentious about checking work and preventing errors. Errors are rare and minor.	errors. Reasonably contentious about checking work and preventing errors.	errors. Checking required.	standards. Needs checking.	substantial magnitude. Needs thorough checking. Employee shows little concern about poor quality.
2.3 Punctuality, promptness and ability to meet guidelines: (Administrative/ Technical) Exactness in keeping time in attending office, keeping appointment, discharge of official duties, observance of time limits and promptly meeting dead lines.	Exceptionally punctual, prompt and always meets deadlines. Can cope with peak loads.	Always punctual and prompt. Mostly meets deadlines.	Mostly punctual and prompt. Often meets deadlines.	Punctuality and promptness fall short of expectations .. Meets deadlines on few occasions.	Not punctual and prompt. Never meets deadlines.
2.41 Noting , Drafting and Correspondence (Administrative Cadre) 2.4.1 Ability to prepare and handle correspondence with special reference to analysis, clarity, correctness, expression and lucidity. (Technical cadre) 2.4.2.1 Ability to plan, organize, co-ordinate, and monitor workshop / lab jobs. 2.4.2.2 Evaluating lab/work shop instruments. 2.4.2.3 Guiding students in practical task exercise and evaluating them.	Highly appreciable quality of noting and drafting with clarity and thoroughness. No need for editing the draft. Meticulous in maintaining prompt correspondence Thoroughness of assigned duties in Technical work.	Precise in noting and drafting. Very good at correspondence. Drafts occasionally need editing. Meet the expectations and sometimes exceeds the expectations in Technical duties.	Good in noting, drafting and correspondence. Drafts need editing. Meet the expectations and sometimes exceeds the expectations in Technical duties.	Ordinary in noting and drafting. Handles correspondence under supervision. Drafts need editing.	Poor standard of noting and drafting. Not regular at correspondence.
2.5 Upkeep and maintenance: (Administrative Cadre) 2.5.1 Maintenance of Registers, Records, Files and Documents Updating and maintaining	Meticulous and up-to-date in maintaining Registers, Records Files and Documents. Meticulous and	Keeps Registers, Records Files and Documents clean and up-to-date. Neat and clean in maintenance of Laboratory	Keeps Registers, Records Files and Documents clean and handy.	Maintains records, files etc. in a routine way. Mostly care for office/lab equipments.	Worst way of keeping records. Careless in upkeep of equipments.

records, files and documents. 2.5.2 (Technical cadre) 2.5.2.1 Maintenance of Laboratory equipments, office computers, printers, etc. 2.5.2.2 Arranging for preventive and break down maintenance.	neat in maintenance of Laboratory equipments, office computers, printers etc.	equipments, office computers, printers etc.	Mostly maintains Laboratory equipments, office computers, printers etc. fairly well.	Maintains Laboratory equipments, office computers, printers etc. fairly well.	
2.6 Work Turnover: Work output	Consistently exceeds requirements	Mostly exceeds requirements.	Mostly meets the requirements. Sometimes exceeds requirements.	Meets the requirements.	Not meets the requirements.
2.7 Health and Safety : Appropriate knowledge of and safety practices/procedures at the workplace.	Exceeds the Expectations in following all safety rules, practices and procedures. Uses and maintains equipment properly. Supports safety by keeping the workplace clean and safe	Meets the expectations in safety procedures and maintains equipment properly. Supports safety by keeping the workplace clean and safe.	Follows N safety procedures and maintains equipment adequately. Supports safety by keeping the workplace clean and safe.	Fall short of expectations some times in following the safety procedures and maintenance of work place	Care less in following the safety procedures and maintenance of work place.
2.8 Preventing or coping with problems: Independent action dealing with variety and complexity of duties.	Sound Judgement. Able to analyse problems and cope with situations on own ingenuity.	Anticipate problems. Uses routine discretion in minor matters.	Able to identify problems, but requires discretion from supervisor for action.	Lacks foresight and usually caught unaware.	Lacks foresight and usually caught unaware. Unable to act even under guidance
<b>3.PERSONAL CHARACTERISTICS</b>					
3.1Responsibility and dependability: Conscientious towards duty. Accepting additional	Normally accepts additional responsibilities Highly	Conscientious and steady worker.Has a very good record of	Performs regular duties adequately. Able to	Handles duties in a routine manner. Unable to	Performs responsibilities inadequately.

responsibilities other than those assigned with position.	conscientious and dependable in performing the work.	dependability. Often able to undertake and complete new assignments.	handle additional task from time to time.	handle any additional task.	
3.2 Initiative: Self starter, goes ahead (implements) on own. Recognizes and acts on opportunities. Suggests way to enhance work process or operations.	Prefers to act on own and does so effectively. Suggests way to enhance work process or operations.	Constructively independent.	Takes action only when need is evident.	Hesitates to take action.	Has to be told.
3.3 Interest in the assignment: Interest in the job and accomplishes the job once initiated.	Takes keen interest and work with dedication.	Takes adequate interest.	Does the job in a routine manner.	Does not exhibit or evince keen interest. Mostly does the job.	Indifferent in discharge of duties.
3.4 Interpersonal skills: Ability to work effectively with people at all levels in the Institution, including students. (e.g. need to show respect, understanding, sensitivity, courtesy, tact and flexibility) Communication with people at all levels in the organization. Providing and receiving feedback at all levels of the Institution .	Works effectively with Faculty, students and all others. Extremely courteous tactful and flexible. Provides and receives feedback effectively at all levels of the organization	Tactful and courteous with Faculty, students and all others.	Maintains cordial relations with everyone.	Mostly maintains good relations with everyone.	Arrogant and rude in dealing with most of the people in the organization.
3.5 Integrity & Ethical management: The ability to work ethically according to professional and University Values.	Is a team player, professional, committed, creative, innovative, and observes equity, social justice,	Moderate in executing duties with integrity and ethically.	Meets expectations in executing duties with integrity and ethically.	Fair in executing duties with integrity and ethically.	Moderate in executing duties with integrity and ethically.

	efficacy, quality service, delivery, and corporate governance in his/her work. Uses positional and personal power with care.				
3.6 Communication skills: Ability to communicate orally and in writing and responding with feedback.	Expresses self well verbally, using language appropriate for the intended audience. Listens actively and acknowledges understanding. Presents ideas in written format, using appropriate language, grammar and style.	Possesses appropriate, verbal, oral and written skills. Very good in listening and giving feedback.	Good verbal, oral and written skills. Very good in listening and giving feedback.	Moderate verbal, oral and written skills. Moderate in listening and giving feedback.	Very poor in verbal, oral and written skills. Very good in listening and giving feedback.
3.7 Perceptivity and sensitivity: Perceptive and sensitive to the needs of the student, faculty and institutional needs.	Always exceeds the expectations. Highly perceptible and highly responsive.	Mostly perceptive and sensitive to the needs of the students, faculty and Institutional needs very responsive.	Often understands the needs.	Some times not perceptive and sensitive to the needs.	Ignorant and insensitive.
3.8 Discretion and Confidentiality:	Always knows which information or materials are sensitive and why. Always cautious and demonstrates ability to	Can often differentiate sensitive information and often keep confidential information.	Can mostly differentiate sensitive information and keep confidential information.	Can sometimes differentiate sensitive information and sometimes keep confidential information.	Cannot be trusted with confidential Information.



	maintain sensitive information in confidence, sharing only with appropriate contacts.				
3.9 Attendance :	Rarely absent and follows established absenteeism procedures. Takes extraordinary steps to minimize disruption and allow replacements to perform tasks. Absent only for legitimate reasons and provides notice when possible.	Satisfactory attendance level. Always follows established absenteeism procedures. Takes satisfactory steps to minimize disruption. Rarely absent for non-legitimate reasons and usually provides notice when possible.	Satisfactory attendance level. Usually follows established absenteeism procedures. Takes satisfactory steps to minimize disruption. Rarely absent for non-legitimate reasons and usually provides notice when possible.	Sometimes fails to inform and does not adhere to absenteeism policy and procedure. Causes disruption by failure to take steps to allow replacements to perform tasks. Absent for legitimate/non-legitimate reasons and fails to provide notice sometimes.	Frequently absent. Fails to adhere to absenteeism policies and procedures. Causes disruption by failure to take steps to allow replacements to perform tasks. Absent for non-legitimate reasons and fails to provide notice.
3.10 Decision making: Ability to make decision, evaluating known facts.	Excellent capacity to make decisions. Always recognizes when a decision is needed and demonstrates the ability to make a sound decision. Evaluates known facts, develops a	Very Good in decision making. Often decides after evaluating facts available.	Good in decision making. Mostly decides in a limited span of work.	Sometimes makes decision.	Unable to decide.

	thoughtful plan of action and follows through. Recognizes when a higher authority should be consulted in respect to decision making.				
3.11 Team work: Promotion and demonstration of trust, mutual respect and a co-operative work environment. Balancing the needs of the organization and team with one's own needs and desires. Support to teamwork through open and honest communication. Encouraging and recognizing the contributions of others. Ability to resolve conflict within the team.	Proactively builds partnerships and seeks involvement with other employees. Works cooperatively and effectively with team members. Demonstrates clear understanding of team goals and contributes to their achievement. Handles Conflicts tactfully and resolves them amicably.	Very good team worker. Gets along well with most people. Cooperative and quick to offer help. Handles disagreement with restraint.	Acceptable level of cooperation and team work . Works willingly with others. Offers help to co-workers.	Mostly works in a team. Aids the team. Does not take any initiative in resolving conflicts.	Causes friction among workers. Responds negatively to disagreement or authority. Refuses to cooperate with or aid co-workers.
3.12 Self Improvement: The ability to focus on own development and to take action to learn.	Highly interested in self development. Always keen and strives to learn new things	Shows keenness to improve. Takes up learning new things often.	Pays importance to learn and makes efforts to improve self.	Shows interest in self development.	Does not show any interest in self improvement.
<b>4.MANAGERIAL AND SUPERVISORY FUNCTIONS</b>					

<p>4.1 Leadership: Inspiring and guiding individuals toward higher levels of performance Providing guidance, support, feedback, mentoring and coaching to employees. Promoting idea of continuous improvement and self development Training new employees explaining the routines, work procedures, use of equipment and machinery, Explaining precedents and past decisions.</p>	<p>Always displays the leadership qualities. A role model. Treats people with dignity, respect, and fairness Creates a climate in which people want to do their best.</p>	<p>Often displays the leadership qualities.</p>	<p>Sometimes displays the leadership qualities.</p>	<p>Rarely displays the leadership qualities.</p>	<p>Never displays the leadership qualities.</p>
<p>4.2 Managing Capacity and Supervision Ability to plan, organize and supervise so that jobs are completed. Delegation of authority and maintain effective working relationships with employees.</p>	<p>Superior level of planning and organization. Delegates and assigns all delegable tasks. Achieves outstanding results and maintains superior working relationship with employees. Rarely experiences crisis.</p>	<p>Very Good level of planning and organization. Mostly delegates and assigns all delegable tasks. Achieves very good results and maintains superior working relationship with employees. Usually avoids crisis.</p>	<p>Satisfactory planning and organization. Usually delegates and assigns tasks. Maintains effective working relationship with employees. Experiences crisis occasionally.</p>	<p>Poor planning and organization. Fails to delegate tasks to subordinates. Fails to maintain satisfactory working relationships with employees. Frequently experiences crisis.</p>	<p>Poor planning and organization. Fails to delegate tasks to subordinates. Fails to maintain satisfactory working relationships with employees. Frequently experiences crisis.</p>
<p>4.3 Managing Performance of Others: Working with individual to set performance goals and expectations Setting development plans Monitoring performance progress Evaluating performance Planning and conduct of performance appraisal</p>	<p>Always managers performance of others excellently including setting goals monitoring and evaluating</p>	<p>Often managers performance of others. including setting goals monitoring and evaluating</p>	<p>Mostly managers performance of others. including setting goals monitoring and evaluating</p>	<p>Sometimes managers performance of others.</p>	<p>Never managers performance of others.</p>

<p>4.4 Decision Making:  Identification of issues, problems and opportunities and determining the actions needed.  Probing all relevant sources to better understand problem, issue or opportunity , analyzing information and generating options for addressing issue, problem or opportunity  Choosing appropriate action by evaluating options and considering implications in a timely manner  Involving others as needed to ensure quality and commitment of decision</p>	<p>Highly capable of making decisions weighing all options and always makes decisions.  Always consults the authorities before implementing new decisions.</p>	<p>Often makes decision.</p>	<p>Sometimes makes decision.</p>	<p>Rarely makes decision.</p>	<p>Not capable and never makes decisions.</p>
<p>4.5 Composure:  Maintaining effective performance under pressure</p>	<p>Copes effectively and develops effective approaches to deal with pressure or stress  Presents a positive disposition and maintains constructive interpersonal relationships when under stress</p>	<p>Able to cope and work effectively under Pressure.  Able to maintain composure.</p>	<p>Able to cope and work effectively under Pressure</p>	<p>Able to cope and work under pressure</p>	<p>Unable to cope and work under pressure</p>

4.6 Ensuring Safety and Health policy and procedures:	Always ensures that employees are aware of and follow procedures with reference to safety and health.	Often ensures that employees are aware of and follow procedures with reference to safety and health.	Implements safety and health procedures mostly.	Rarely implements safety and health procedures .	Never shows any interest in following or implementing safety and health procedures.
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**GENERAL**

1. Do you know of any physical disability or health problem which prevents this officer from working to full capacity? Yes ( )      No ( )

If yes, please explain the nature of this problem

2. General grading:

- (1) No. of items in Grade A
- (2) No. of items in Grade B
- (3) No. of items in Grade C
- (4) No. of items in Grade D
- (5) No. of items in Grade E
- (6) Overall Rating

Comment with special reference to:

1. The adverse remarks passed against the employee within the course of his performance or the disciplinary action taken against him during the period under report.
2. The effort made to improve the functioning of the employee where his performance with reference to the factors enumerated in this report is considered not up to the mark or less than good.
3. The important requirements or factors which affect the effectiveness of the work of the officer such as special difficulties or handicaps, amount of direct or indirect supervision, the emergency demands, if any, etc., and
4. Specific instances of any work worthy of being mentioned in support of the assessment in the graphic section.  
(Add separate sheets if necessary)

Signature of Reporting Officer

**REMARKS OF THE REVIEWING OFFICER / AUTHORITY**

Signature of Reviewing Officer / Authority

Name:

Designation:

**PART IV - CONFIDENTIAL**

(Not to be shown to the Officer reported upon)

(This part will not be the basis for promotion in the normal course)

Loyalty: (So as to judge his suitability for assignment to Sensitive Posts)

Has anything come to your knowledge which reflects adversely on the Officer's loyalty Yes ( ) No ( )

If 'Yes' please give details  
(Add separate sheets if necessary)

Integrity and General Reputation:

Has anything come to your knowledge either as oral or Written complaint or otherwise which reflects adversely

On the Officer's ability to honestly execute his duties Yes ( ) No ( )

Showing favoritism in discharging his duties Yes ( ) No ( )  
If 'Yes' please give details of particulars

Has there been any preliminary finding regarding The corrupt practices of the Officer Yes ( ) No ( )

Has any case of corruption on the Officer been referred to Vigilance Department, after preliminary enquiries. If 'Yes' give details Yes ( ) No ( )

Whether the Officer requires any training for the purpose of his present job or for any higher responsibilities. It yes suggest the training. Yes ( ) No ( )

Whether the Officer should be posted to some other sections / office for better work or for other reasons (to be specifies) Yes ( ) No ( )

Date:

Signature of the Reporting Officer

Name:

Designation:

Date of submission to the Reviewing Officer

**REMARKS OF THE REVIEWING OFFICER / AUTHORITY**

Do you agree with the assessment made by the Reporting Officer

Yes ( ) No ( )

If you wish to modify anything or add, please elaborate.

Signature of the Reviewing Officer / Authority

Date:

Name:

Designation:

**(To be filled by the Department of H.R.D)**

1. Attendance status: (For the previous Calendar Year)

Leave at Credit	C.L	E.L	M.L		
Leave availed	C.L	E.L	M.L	L.L.P	Any other leave availed

2. Achievement made / How many times has the staff won awards. (Specify with details)

3. Current Salary of the staff and their scale of pay

4. How many times has the staff been awarded promotion from the date of joining (Specify in details)

Date:  
secured

Department of H.R.D

Total marks

(to be filled by the H.R.D)

Comments from the Reviewing Committee:

(Reviewing Committee should constitute Registrar, Dean (Admin), Head of the Department concerned, Dept. of H.R.D representative)

Overall performance rating (Tic in appropriate box)

Factors	Boxes
Excellent performance in every aspect of the job	
Very good performance in all areas of responsibility	
Good met major job requirements	
Progressing below job requirements but improving	
Inadequate below job requirements and not improving	

**Performance Criteria (KRA) for teaching staff:**

The following criteria are to be fulfilled or partially fulfilled as one of the requirements for increments / promotions, as per the Institution norms for the subsequent years.

**Dean / Senior Professor / Professor Category:**

- (a) Supervision of Doctoral scholars, as per UGC norms.
- (b) Two papers should be published in International or National Journal in indexed journal in a year.
- (c) Your Research Scholars, PDF etc., must publish minimum two indexed journal publications every academic year.
- (d) Your B. Tech pre-final and final year students should present papers in minimum two reputed conference.
- (e) To organize one funded National (or) International Conference once in two years.
- (f) Two papers to be presented / accepted for presentation in a National (or) International Conference with at least one of them being a reputed Conference during the course of the assessment year.
- (g) Publication of a Book (or) an article in Newsletter (or) Magazine over a period of three years.
- (h) One externally funded research / consultancy project, to be obtained over a period of three years.
  - It is mandatory that to submit proposals within three months and generate funds through consultancy funded research projects and / or training (from Government, Public and Private sector) as Principal Investigator or Co-Investigator.
  - Shall generate funds for the department / Institution as listed above for a minimum of Rs. 20 lakhs.
  - Shall actively engage and promote the Centre of Excellence in your Department / School, as relevant to your domain of expertise.
  - Collaborative research and consultancy with industries.
  - To strengthen MOUs, exchange of ideas through various programmes, conference, etc.,
  - To conduct research awareness workshops.
  - Monthly review meeting and lectures by the research group compulsory.
  - Involve in the development / maintenance / utilization of labs/ workshops.
- (i) Students Evaluation and Result percentage of the class handled should be minimum of 80%



- (j) To arrange minimum one guest lecture / seminar class for each subject handled by you in each semester and to organize one Industrial visit for students (Individually / jointly) per year.
- (k) Evidence of peer recognition in terms of Invited talks, key note address / prestigious committee membership, etc.,
- (l) Summer training programmes for software / area of expertise shall be conducted.
- (m) You have to interact with Professors in foreign Universities in your domain for joint publications, joint research, to organize International conferences, etc.,

**Associate Professor Category:**

- (a) Supervision of Ph.D. research scholars, as per UGC norms.
- (b) Two papers should be published in International or National Journal in indexed journal in a year.
- (c) Your research scholars, PDF must publish minimum two indexed journal publication in every academic year.
- (d) Your B. Tech pre-final and final year students should present papers in minimum two reputed conference.
- (e) To organize one funded National (or) International Conference once in two years.
- (f) Two papers to be presented / accepted for presentation in a National (or) International Conference with at least one of them being a reputed Conference during the course of the assessment year.
- (g) Publication of a Book (or) an article in Newsletter (or) Magazine over a period of three years.
- (h) One externally funded research / consultancy project, to be obtained over a period of three years.
  - It is mandatory that to submit proposals within three months and generate funds through consultancy funded research projects and / or training (from Government, Public and Private sector) as Principal Investigator or Co-Investigator.
  - Shall generate funds for the department / Institution as listed above for a minimum of Rs. 10 lakhs.
  - Shall actively engage and promote the Centre of Excellence in your Department / School, as relevant to your domain of expertise.
  - Collaborative research and consultancy with industries.
  - To strengthen MOUs, exchange of ideas through various programmes, conference, etc.,
  - To conduct research awareness workshops.
  - Monthly review meeting and lectures by the research group compulsory.
  - Involve in the development / maintenance / utilization of labs/ workshops.
- (i) Students Evaluation and Result percentage of the class handled should be minimum of 80%
- (j) To arrange minimum one guest lecture / seminar class for each subject handled by you in each semester and to organize one Industrial visit for students (Individually / jointly) per year.
- (k) Evidence of peer recognition in terms of Invited talks, key note address / prestigious committee membership, etc.,
- (l) Summer training programmes for software / area of expertise shall be conducted.

(m) You have to interact with Professors in foreign Universities in your domain for joint publications, joint research, to organize International conferences, etc.,

**Assistant Professor category:**

- (a) One paper should be published in International or National Journal in indexed journal in a year.
- (b) Your B.Tech. pre-final and final year students should present papers in minimum two reputed conference.
- (c) One paper to be presented / accepted for presentation in a National (or) International Conference with at least one of them being a reputed Conference during the course of the assessment year.
- (d) One externally funded research / consultancy project, to be obtained over a period of three years.
  - It is mandatory that to submit proposals within three months and generate funds through consultancy funded research projects and / or training (from Government, Public and Private sector) as Principal Investigator or Co-Investigator.
  - Shall generate funds for the department / Institution as listed above for a minimum of Rs. 5 lakhs.
  - Shall actively engage and promote the Centre of Excellence in your Department / School, as relevant to your domain of expertise.
  - Collaborative research and consultancy with industries.
  - To strengthen MOUs, exchange of ideas through various programmes, conference, etc.,
  - Involve in the development / maintenance / utilization of labs/ workshops.
- (e) Students Evaluation and Result percentage of the class handled should be minimum of 80%
- (f) To arrange minimum one guest lecture / seminar class for each subject handled by you in each semester and to organize one Industrial visit for students (Individually / jointly) per year.

**Non-Teaching Staff Performance Appraisal System:**

The performance criteria for the non-teaching staff are defined in their respective appointment orders.

The staff performance will be evaluated by the reporting officer (HOD), HRD Department, and the Performance Appraisal Review Committee.

**22. Confirmation clause**

22.1 If the performance is satisfactory, the employee will be confirmed in the service of the Institution after completion of the probationary period.

22.2 In case of extension of probation for reasons whatsoever, the probation period will be extended to cover the specified period in the Appointment Order.

### **23. Annual Increment**

- 23.1 Annual increment according to the scale applicable to the employee shall be granted after every year of service if the work and the conduct of the employee are reported to be satisfactory as per the Appraisal Report. Annual Increment is granted based on their performance, qualification, experience as assessed by the Performance appraisal system as well as fulfilling the required norms / criteria of the Institution. The Performance appraisal score will be intimated to the staff concerned so as to be aware of their own strengths and weaknesses and to facilitate improvement of their performance.
- 23.2 In case the employee is on a consolidated pay and not on a scale of pay, Adhoc lump sum increment may be given after the end of every year at the discretion of the Management, while on probation / confirmation / contract, provided his work and conduct are satisfactory.
- 23.3 The Increment amount will be awarded to the performers. Additional increment / incentives may be offered to the deserving staff based on their performance, outstanding work, irrespective of their qualification and experience.
- 23.4 The annual increment will be withheld as a disciplinary measure if an adverse report is received against the employee and so decided by the Management after necessary enquiry. The period for which the increment should be withheld will be decided by the Management, the competent authority to do so. In all cases, the employee concerned should be informed regarding the withholding of the increment for a particular period with or without cumulative effect. In case of cumulative effect, the employee will not be entitled to get the increment so withheld for the specified number of years. In the case of increment withheld for a particular period without cumulative effect, he will be entitled to get the increment immediately after the completion of the particular period.
- 23.5 When an employee working in the lower scale of pay is promoted or appointed to a higher scale of pay, his increment will fall due after he completes one year of service in the higher post.
- 23.6 The increment date will be postponed in proportion to the number of days he is on leave on loss of pay.
- 23.7 An increment which accrues on a day other than the first date of a month shall be given on the day when the employee completes one year of service and subsequent increments will be regulated from 1<sup>st</sup> July of every year.
- 23.8 The annual increment, faculty will be paid Performance Based Incentive (PBI) subject to research performance as per the criteria for the academic year:

<b>S.No</b>	<b>Performance score range</b>	<b>Research Performance is greater than 0 then the Performance based Incentive will be (increase on Basic)</b>
1	86% to 100%	12%
2	76% to 85%	8%
3	61% to 75%	5%
4	50% to 60%	2%
5	Below 50%	0%

23.9 For the Non-Teaching employees, the salary revision is based on PBAS.

PERFORMANCE SCORE RANGE	% increase in the gross salary
86% and above	7%
70% to 85%	5%
50% to 69%	3%
Below 50%	Nil

#### **24. Promotion Policy**

- 24.1 Promotions will be regulated as per promotion policy rules. The Management is under no obligation to promote any one from one post to another even when an employee acquires the minimum qualifications required for a new or higher post.
- 24.2 Promotion to a higher level of service shall be made subject to availability of posts, eligibility of staff on the basis / criteria of merit / efficiency / the commitment / dedication of the staff to the all-round development / improvement of the corporate ambience of the Institution. Seniority will be a deciding criterion for promotions.
- 24.3 No employee who is under suspension, or against whom disciplinary proceedings have been taken or are about to be taken shall be promoted until he is unconditionally reinstated or exonerated.

#### **25. Transfers**

- 25.1 All employees are liable for transfer / deputation from one unit / department to another unit / department of the Hindustan Group of Institutions at the sole discretion of the Management.
- 25.2 All employees are liable to being shifted from one discipline / function, department, section, branch, etc., to another of the Hindustan Group of Institutions, provided that such transfer does not adversely affect the nature of duties as per the terms of appointment. The salary of the individual concerned shall remain intact except in the case of a transfer requested by an employee for his personal reasons.
- 25.3 In the event of refusal to accept a transfer / deputation, the employee shall be considered absent from duty without leave or permission for the period of such refusal and shall not be eligible for any salary for that period. Such an employee shall also be liable for disciplinary action including termination of his service.
- 25.4 The Management may grant special scale or allowance on transfer / deputation depending on the merit of the case.

#### **26. Incentive for Research**

26.1 Cash incentive for publishing in refereed National / International journals will be considered to be paid as a one-time payment and may be revised from time to time:

Incentive amount Q - Quality		
International Journal (Peer reviewed, Scopus / WoS Indexed, Impact factor)  Author	Q1	Rs. 10,000/-
	Q2	Rs. 7,500/-
	Q3	Rs. 5,000/-
	Q4	Rs. 2,500/-

International Journal (Peer reviewed, Scopus / WoS Indexed, Impact factor) Co-Author (or) National Journal Author	Q1	Rs. 5,000/-
	Q2	Rs. 3,750/-
	Q3	Rs. 2,500/-
	Q4	Rs. 1,250/-
Conference Publication (International) (Peer reviewed, Scopus / WoS Indexed, Impact factor)		Rs. 2,000/-
Conference Publication (National) (Peer reviewed, Scopus / WoS Indexed, Impact factor)		Rs. 1,750/-

The incentive for book publications are:

Reference Books (Engineering, Science & Humanities)		Author	Co-Author
Reference Book publication (International)	ISBN No.	Rs. 20,000/-	Rs. 15,000/-
Reference Book publication (National)	ISBN No.	Rs. 15,000/-	Rs. 12,000/-
Reference Book Chapter publication (International)	ISBN No.	Rs. 10,000/-	Rs. 8,000/-
Reference Book Chapter publication (National)	ISBN No.	Rs. 7,500/-	Rs. 6,000/-
General Books (Engineering, Science & Humanities)		Author	Co-Author
General Book publication (International)	ISBN No.	Rs. 15,000/-	Rs. 12,000/-
General Book publication (National)	ISBN No.	Rs. 7,500/-	Rs. 6,500/-
General Book Chapter publication (International)	ISBN No.	Rs. 6,000/-	Rs. 4,000/-
General Book Chapter publication (National)	ISBN No.	Rs. 5,000/-	Rs. 3,000/-

**Note:** All such publications should bear the name of the Department and Institution to become eligible for the above incentive.

26.2 Patent and IPR arising out of the research conducted in the Institution will rest with the Institution. No member of faculty / Staff shall use any course material for any purpose other than what has specifically been provided for by the Institution and shall at all times keep confidential any information / documents / records in relation to research work that is either being done or has been completed at the Institution or at any other place so authorized by the Institution and shall not disclose the same without prior specific approval of the Management of the Institution. In the event of any breach of confidentiality, the respective member of the faculty / staff shall be liable to pay damages for the same as quantified by the Management.

The staff members are not permitted to file the patent without "HITS" name as applicant, any faculty filing any IP content by themselves without adding the HITS as applicant is liable for suspension of all rights and benefits in HITS. All these are treated as serious violations and the Institution shall not give any credit to such filings. The necessary penal action includes suspension / termination from services of the defaulters"

- 26.3 The Chief Coordinator for externally-funded projects will be eligible for Performance Based Incentive per month.
- 26.4 Research and Consultancy allowance is given for doctorates ranging from 6,500/- to Rs. 12,000/- depending on the years of experience

### **27. Recognition of service:**

Good services rendered by the staff are recognized. They are motivated by giving additional responsibilities at Departmental and Institutional levels. Staff are encouraged to innovate new ideas for the development of the institution such as implementation of 5S / ISO standards, facilitating new projects, etc., The services of the faculty are recognized based on the performance, dedication, involvement in R & D activities and outstanding achievement. Staff are also motivated by means of awards and rewards.

### **Some of the Incentives:**

- (a) Incentive for obtaining funded research project such as NRB, DST, DRDO, MNRE, BRNS, TIFAC - CORE, FIST projects, etc., are given to the staff concerned according to the cost value of the project. (Incentive of 2.5% funded research project value).
- (b) Incentive for Consultancy projects.
- (c) A Monthly allowance of Rs 2,000/- are given for faculty, who holding responsible positions with regard to NSS, NCC, Professional Body Coordination and for additional responsibilities.
- (d) Incentives to the Admission team during the admission periods.
- (e) Cash incentive is given to the Technical / Lab staff for the new product development in their labs.

### **28. Consultancy:**

- (a) Faculty, who are doing the consultancy activities will be paid Consultancy charges at the following rates:
- (b) **With Institution support** - 60:40 (i.e. 60% of the Consultancy revenue to the Institution and 40% to the faculty concerned) or 50 : 50 depending upon the usage of Institutional resources.
- (c) **Without Institution support** - 50:50 (i.e. 50% of the Consultancy revenue to the

Institution and 50% to the faculty concerned)

**Note:** All Payments / Incentives / Awards, as per clauses 26 to 28 above shall be given at the sole discretion of the Management and the Management reserves the right to rescind the same.

**Awards given to the teaching staff are the following:**

1. Best Teaching
2. Producing best results
3. Publishing books
4. Publishing Articles in refereed Journals.
5. Encouragement award for acquiring additional qualifications
6. Achievement awards for obtaining funded projects
7. Award for doing Innovative projects
8. Incentive for each research publication in refereed National /International journal as a Main Author / Co-Author.
9. Award for promoting research activity.
10. Incentive for conducting value-added training programmes / courses

**Awards for Non-teaching staff:**

11. Best Technical staff
12. Best Administrative staff
13. Best Supporting staff

**General Awards for Teaching and Non-Teaching staff:**

14. Sports Award.
15. Best Attendance
16. Service Award.

Best Department Award is given to the department excelling in all aspects.

**29. Retirement**

- 29.1 Every teaching and non-teaching staff of HITS will retire from service on completing 65 years and 58 years of age respectively. However, faculty can be re-employed after retirement period up to the age of 70 subject to the vacancy position and the meritorious service of the faculty.
- 29.2 Persons who are physically fit and whose services are considered necessary and beneficial to the institution by the Management, may be appointed on contract service on tenure.
- 29.3 In respect of an employee attaining the age of retirement on a particular day, he shall retire on the afternoon of the same day.

**NOTE:**

- (i) In case the date of retirement of an employee falls on a holiday, the employee may be permitted to handover the charge on the subsequent working day and may be allowed duty pay for the holiday.
- (ii) The above provision shall not apply to cases of compulsory retirement or retirement as a measure of penalty after disciplinary proceedings.

**30. Resignation / Termination of Service**

- 30.1 If an employee desires to resign, he must give notice of his resignation in writing to the Head of the Institution through the proper channel. However, the member of the teaching staff shall not ordinarily resign from his post during the course of an academic year.
- 30.2 The following shall be the notice period for resignation:
  - (a) A 'Trainee' employee shall give at least one month's notice or stipend in lieu of notice, if the training period is more than one year.
  - (b) A 'Probationary' teaching employee or a 'Confirmed' teaching employee shall give three months' notice or salary in lieu of notice.
  - (c) A 'Probationary' non-teaching employee or a 'Confirmed' non-teaching employee shall give one-month notice or salary in lieu of notice.
- 30.3 A faculty can submit his / her resignation only in the month of February so that the resignation will be processed and the employee will be relieved after three months subject to the completion of the syllabus and at the discretion of the Management.
- 30.4 The Management reserves the right to accept or reject the resignation with effect from the day deemed fit by the Management, irrespective of the notice-period given by the employee.
- 30.5 Resignation once submitted cannot be withdrawn after receipt of Relieving Order.
- 30.6 On receipt of the notice of resignation, the Head of the Institution or the In-Charge will advise all concerned to stop the payments, issue of materials, etc., to the employee, unless specific approval of the Head of the Institution or the In-charge is obtained. No service certificate, testimonials, etc., are to be issued until the resignation is accepted and the letter of acceptance is given and his accounts are settled.
- 30.7 When the letter of acceptance of resignation is communicated by the Management to the employee concerned, the employee shall settle all his dues to HITS, hand over documents, cash, equipments and other properties held in his custody and vacate the quarters occupied by him to obtain the no-dues certificate to that effect. The Management reserves the right to recover all such outstanding amounts and the value of the property of HITS from the amounts due to the employee or in any other manner decided by the Management.



- 30.8 After all the formalities as detailed in 30.7 are completed and the clearance certificate is submitted by the employee, the relieving order and the salary-cum-experience certificate will be issued.
- 30.9 In case of the faculty / staff is handling the funded research project, he / she will not be relieved during the course of the project and only on completion of the project and submission of the completion report.

**30.10 Abandonment of Service**

If an employee remains absent for more than 7 consecutive working days, without prior sanction of leave he shall be deemed to have abandoned the employment voluntarily from the date on which the absence exceeded 7 consecutive working days and he is also liable for disciplinary action as per rules, at the discretion of the Management.

## CHAPTER - IV

### (A) CONDUCT RULES:

#### 31. General

31.1 Every employee shall:

Maintain at all times absolute integrity and sincere devotion to duty and loyalty to HITS and shall do nothing that would or is likely to tarnish the image or reputation of HITS, or adversely affect its interests.

31.2 Carry out duties and responsibilities assigned to his post and shall also carry out any other duties assigned to him from time to time.

31.3 No employee shall:

Use his position or influence directly or indirectly to secure employment for any person in any concern with which he has or had official dealings in connection with the business of HITS.

31.4 Bring or attempt to bring any outside influence to bear upon the Management to further his interest in HITS.

31.5 Misuse the amenities provided by him by HITS for the discharge of his official duties.

31.6 Employees are barred from accepting any gifts, presents, gratis, payments or other favours from suppliers, contractors, dealers or anyone who could directly or indirectly influence / damage / harm the business interests / goodwill or reputation of HITS and / or its associates.

31.7 No employee shall disclose or use any confidential information gained in the course of his employment at HITS or its associates for personal gain / profit or advantage for himself or any other person.

31.8 Engage directly or indirectly in any trade or business or avocation or undertake any other employment.

31.9 No employee shall: -

- (a) Propagate / indulge in communal or sectarian activity.
- (b) Discriminate against persons on the grounds of caste, creed, language, etc.,
- (c) Indulge in or encourage any form of malpractice.
- (d) Accept private tuition.

31.10 Employees shall abide by the rules and regulations of the Management. Every employee shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of their superiors under whom he / she shall, from time

to time, be placed. He / she shall discharge all duties pertaining to the office diligently and as required.

## **32. PROPERTIES OF HITS**

32.1 Every employee shall: -

Take sufficient care of the property, materials, instruments, equipments, machines, furniture, cash, etc., of HITS and shall take all reasonable precautions to safeguard them against accident, damage, loss or pilferage. Where damage or loss is attributable to the mishandling or misuse of an employee, he shall be liable for disciplinary action as may be deemed fit by the Management. Besides, the Management shall be entitled to recover the assigned / assessed value of such breakage, damage or loss from the employee.

32.2 Promptly report any occurrence or defect noticed which might endanger lives of persons in HITS and may result in any damage to the property of HITS or that of others.

32.3 Take normal precautions against hazards and shall make proper use of safety devices and preventive measures as prescribed and provided by the Management.

32.4 Check whether the stock procurement and stocking of materials, get out-dated or not. Periodical review should be conducted to identify the materials nearing expiry date, and the Supervisor / In-charge concerned should be appraised and appropriate action taken in consultation with the Management. Great care must be taken to avoid unnecessary inventory holdings.

## **33. Unauthorized Possession of Goods, Etc.,**

An employee is not supposed to be in the unauthorized possession of any goods, equipments, implements, articles, materials, etc., which are in use in HITS or kept in stock in HITS. Any individual possessing such goods by improper means will be found culpable. The Management may confiscate such goods and disciplinary action will be taken as deemed fit by the Management.

## **34. Unauthorized Persons in the Premises:**

An employee who has been suspended, laid off, discharged, dismissed or has resigned or is not working for any reason shall leave the HITS premises forthwith unless required to stay back by the Management. Such employees shall not enter the HITS premises without permission.

## **35. Possession / Consumption of Intoxicating Drinks and Narcotics:**

Employees shall not possess or be under the influence of intoxicating drinks / drugs while on duty.

### **36. Participation in Politics and Elections**

#### 36.1 No employee shall:

Be a member of or otherwise associated with any political party or any organization which takes part in politics; nor shall he take part in or subscribe in aid of or assist in any other manner any political movement or activity.

#### 36.2 Contest, canvass or otherwise interfere or use his influence with or take part in any election to any legislative or local authority, beyond exercising his franchise without prior permission of the Management.

### **37. Demonstration and Strikes**

No employee shall organize or participate in any demonstration on the property of HITS, which is prejudicial to the interests of HITS or public order, decency or morality or which involves defamation or contempt of Court. He shall also not resort to or in any way instigate, incite or abet any form of strike or stoppage of work.

### **38. Connection with Press, Radio And Television**

No employee shall, except with the prior permission of HITS or in the bona fide discharge of his duties, participate in a Radio / TV broadcast, give speech to the public, nor contribute any article or write any letter to any newspaper or periodical or publish any pamphlet anonymously or pseudonymously or in his own name, on a subject which may have a bearing on the affairs of HITS or detrimental to the image / interests of HITS.

### **39. Criticism of Management**

No employee shall criticize the Management either in the press or over the radio or on any public platform. However, nothing in this rule shall apply to any statement made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

### **40. Unauthorized communication of information**

No employee shall, except in accordance with any general or special order of HITS, or in the bona fide performance of the duties assigned to him, communicate directly or indirectly any official document or information to any employee or any other person to whom he is not authorized by HITS.

### **41. Unauthorized publication of Official documents**

No employee while in service of HITS, or after retirement, resignation, dismissal or discharge shall make public or publish any documents, papers or information which might have come into his possession in his official capacity, without obtaining prior permission of HITS.

#### **42. Fund raising programme inside the Campus**

No employee shall associate himself with the raising of any fund by any individual, firm, association or organization without prior permission.

#### **43. Invention and Patents**

No employee of HITS shall, without the prior consent of the Management either during his service in HITS or thereafter, apply for patent or exclusive privilege under any statute, in respect of any invention / discovery made by him as a result of his service in HITS / association with HITS duties.

#### **44. Search**

- 44.1 Employees are liable to be searched by a person or persons authorized by the Management at any time, and also while entering or leaving the premises of HITS, provided that the women employees shall be searched only by women. If any member of the Management suspects that an employee is in wrongful possession of any property not belonging to him, he can detain such an employee for search provided that the search shall not be made except in the presence of at least another person wherever practicable and that women employees shall not be searched by or in the presence of men.
- 44.2 Quarters, accommodation and such other facilities provided by HITS are also liable to be searched in the presence of the employee concerned. Where the employee is absent or refuses to be present at the search, the search may be made in the presence of two witnesses.
- 44.3 HITS shall not be responsible in any way for any damages or loss caused to any personal property of any employee within the premises of HITS.
- 44.4 Employees shall not possess lethal weapons.
- 44.5 Employees shall deposit with the appropriate authority any lost and found / unclaimed articles in the premises of HITS.
- 44.6 Employees shall observe safety / health norms notified by the Management from time to time.

#### **(B) DISCIPLINARY ACTION:**

45. Infringement of any of the Conduct Rules shall be termed "misconduct" and therefore, entail disciplinary action.
46. Without prejudice to the general meaning of the term 'misconduct', the following acts of omission and commission shall be treated as "misconduct", in respect of an employee.

- 46.1 Willful in-subordination or disobedience of any lawful and reasonable order of his official superiors.
- 46.2 Commission of any act subversive of discipline or good behaviour, dishonesty, fraud, impersonation.
- 46.3 Participation in any strike / demonstration (of the types spelt out in Rule 29), gherao and or any other kinds of agitations or abetting and inciting such agitation activities.
- 46.4 Theft, fraud, dishonesty, embezzlement, misappropriation in connection with business / the property of HITS.
- 46.5 Willful damage to the property or loss or damage to the property owing to negligence or unethical practices causing damage to the reputation of HITS.
- 46.6 Accepting or offering bribes or any illegal gratification.
- 46.7 Habitual:
- (i) Absence without leave, or absence without leave for more than seven consecutive days.
  - (ii) Late attendance or habitually leaving work before time or abandonment of the place of duty.
  - (iii) Breach of rule or office order of HITS.
  - (iv) Negligence or neglect of work.
- 46.8 Canvassing for any consideration in any other company / establishment / Institution or under any person without the approval of the Management.
- 46.9 Drunkenness or disorderly behaviour in the HITS premises and public places, affecting the reputation of HITS.
- 46.10 Sleeping while on duty.
- 46.11 Distributing or exhibiting inside the HITS premises, hand-bills, pamphlets or posters without prior written permission of the Management.
- 46.12 Attending or holding any unauthorized meeting within the HITS premises.
- 46.13 Unauthorized disclosure of information about the business or affairs of HITS.
- 46.14 Gambling within the HITS premises.
- 46.15 Conviction in a criminal court.

- 46.16 Making false statements on matters related to his employment in HITS or willful suppression of facts at the time of employment or during the course of service in HITS.
- 46.17 Attempting or causing bodily injury or intimidation to any employee / officer of HITS in the HITS premises or in the course of his discharging official duties for HITS.
- 46.18 Use of foul or abusive language to misbehave with any officer or employee or visitors within the HITS premises or in the course of his discharging official duties for HITS.
- 46.19 Refusal to accept a memo or Charge sheet or any other communication issued by Disciplinary / Inquiry Authority or Superior(s).
- 46.20 Carrying on money lending or any other private business within the premises of HITS.
- 46.21 Participation in any movement prejudicial to the interests of HITS.
- 46.22 Habitual indebtedness or insolvency.
- 46.23 Abetment of or attempt at abetment of any act which amounts to misconduct.
- 46.24 Misusing or mishandling any machine, apparatus or equipment.
- 46.25 Using HITS facilities unauthorizedly for personal gain.
- 46.26 Not allowing HITS employees / officers / superiors either to enter or come out of the premises of the establishment or causing damage to the materials or machines of HITS.
- 46.27 Arrest / detention in connection with an act of moral turpitude or any other offence under the law of the land.
- 46.28 Forging the signature of another employee in the attendance register.
- 46.29 Tampering with any of the records of HITS.
- 46.30 Adopting slow-down in the performance of the work, or victimizing others to slow-down, or practicing a work-to-rule performance.
- 46.31 Acts of immorality within the premises of HITS.
- 46.32 Unauthorized occupation / illegal or immoral use of HITS quarters / premises / rooms.
- 46.33 Not wearing specified uniform while on duty.
- 46.34 Not wearing Identity Card while on duty.

- 46.35 Unauthorized use of cell phone in the Campus.
- 46.36 Refusal to work beyond the stipulated period of work or work on holidays when specifically instructed to do so by the Management.
- 46.37 Organizing or attending any meetings during the working hours, which are not official and authorized.
- 46.38 Not handling the allotted classes as per the lesson plan / willfully not handling the class.
- 46.39 Press release without authorization of the Management / Superiors concerned / Head of the Institution / Officiating authority.
- 46.40 Moonlighting / Dual employment / employing through on-line mode of teaching for other Institutions. on-line mode of transacting business.
- 46.41 Violation of any service rules / instructions by the appropriate authority.

**NOTE:** The above instances of misconduct are only illustrative in nature but not exhaustive, and any action which can be construed as indiscipline or misconduct by the Management will come under the purview of the term "misconduct".

#### 46 (a): Policy on Standards of Conduct for Staff/Student Relationships

##### **Staff should:**

- Treat students fairly and respectfully
- Maintain high professional standards in all interactions
- Be prepared and on time
- Provide relevant information in a timely fashion
- Provide explicit learning and behavioral expectations early in a course
- Provide timely, focused, accurate and constructive formative feedback on a regular basis and thoughtful and timely evaluations at the end of a course
- Display honesty, integrity and compassion
- Practice insightful (Socratic) questioning, which stimulates learning and self-discovery, and avoid overly aggressive questioning which may be perceived as hurtful, humiliating, degrading or punitive
- Solicit feedback from students regarding their perception of their educational experiences
- Encourage students who experience mistreatment or who witness unprofessional behavior to report the facts immediately

Students and teachers should recognize the special nature of the teacher-student relationship, which is in part defined by professional role modeling, mentorship, and supervision. Because of the special nature of this relationship, students and teachers should strive to develop their relationship as one characterized by mutual trust, acceptance, and



confidence and limited to that of \ education \ and \ mentoring. They should both recognize the potential for conflict of interest and respect appropriate boundaries.

**Conduct/Responsibilities of Teachers and Students:**

- Treat each other with respect at all times
- Treat each other equally, without regard for age, sex, gender, race, color, ethnicity, national origin,
- ancestry, religion, disability, sexual orientation, gender identity, military or veteran status
- Act fairly in all dealings with each other
- Communicate with each other in a respectful and professional manner at all times
- Be prompt to appointments, classes and lectures

**Inappropriate Conduct:**

Unwanted physical contact or the threat of such contact; loss of civility or professionalism, including displays of temper, demeaning or humiliating behavior to another, the use of personal threats, attacks or insults.

- Sexual harassment (including voluntary romantic relationships between teachers and students in which the teacher has authority over the student's academic status and progress)
- Harassment based on age, sex, gender, race, color, ethnicity, national origin, ancestry, religion, disability, sexual orientation, gender identity, military or veteran status
- Discrimination in any form based on age, sex, gender, race, color, ethnicity, national origin, ancestry, religion, disability, sexual orientation, gender identity, military or veteran status
- Asking others to perform personal errands unrelated to education, research, etc.,

**General:**

If the reported conduct involves unlawful discrimination or harassment, including sexual harassment, the matter will be addressed to the Registrar who shall refer the same to the Committee with respect to POSH / Anti-Discrimination / Anti Ragging / Grievance Redressal Committee, as applicable.

**46 (b): Code of Conduct by the Parents:**

The Institution expects the parents/guardians to deal with the authorities in matters regarding the students. No outsiders or relatives are expected to engage with matters of the students unless it is duly informed by the parents in an officially assigned format and procedure.

- Parents/guardians of the students are expected to uphold the vision, values and ethos of the Institution.
- Parents raise the concerns related to the education of their ward or other matters relating to the Institution. Parents should ensure that they raise their concerns with the right person and follow the correct communication channels according to the Institution's policies and procedures.

- Parents/guardians should come to the general Parents Teachers meeting and the class Parents Teachers meeting. They should remember the fact that formation of the students belongs to the collective responsibility of teachers and parents/guardians.
- It is the aim and objective of the Parents Teachers meeting that it should help to maintain good relationship among students, staff and parents/guardians. It should help to maintain the discipline and academic standards of the Institution.
- The Parents Teachers meeting should help the authorities to maintain good discipline and high academic standards.
- They are advised to meet in person the HoDs and Dean regarding the conduct and overall performance of the wards. It is highly appreciable that the parents/guardians should visit the HoD at least once in a semester.
- Parents/guardians should inform the HoD when a student is on leave due to ill health for more than 3 consecutive days.
- Parents/guardians can approach any teachers of the staff only with the prior consent of the HoD.
- Parents/guardians should maintain courteous and respectful attitude towards the staff (teaching and non-teaching) of the Institution.
- In matters of discord and grievances, the parents/guardians are requested to make a direct meeting with the respective HoD / Dean. Kindly do not resort to any inappropriate, malicious and judgmental gossips in case of issues regarding your student and Institution.
- A direct conversation will clarify any confusion regarding the issue. The Institution takes seriously any issues that are brought to its attention.
- With regard to any complaints regarding grave issues, the parents/guardians should meet the HoD first of all. If the HoDs direct the parents/guardians to the office of the Dean regarding any issue, they should deal it with the Dean in person.
- In matters where other students are also involved, no parent is allowed to make any kind of direct communication with them in person. Only in the presence of the Dean/HoD/class tutor, a parent can meet other students.

#### **47 Inquiries - Procedure & Punishment**

- 47.1 The Management shall be authorized to delegate powers to any member of the Management for the purpose of administering these service rules or for ordering an enquiry. The Management also has the right to mete out punishment to the offenders.
- 47.2 Any employee found to commit any act of misconduct as mentioned above shall be served with a charge sheet stating the charges levelled against him. Such an

- employee shall be given an opportunity to explain and answer the charges in an enquiry conducted by an Enquiry Officer duly appointed by the Management for this purpose. The employee concerned shall be given an opportunity to lead evidence to the charges and produce witness in his defence and cross-examine the witness on whose evidence the charge is based. The employee concerned shall, if he so desires be allowed to be defended by another employee of HITS. The statement of the employee concerned to be defended by and the evidence led by either side shall be recorded by the Enquiry Officer, who will record his findings, based on the evidence so recorded. If the employee concerned fails to attend the enquiry it shall proceed ex-parte. The Enquiry Officer shall submit the findings to the Management for further action.
- 47.3 An employee against whom misconduct is alleged may be suspended from duty without pay or allowance, pending enquiry. The order of suspension shall take effect immediately on its communication to the employee. An employee under suspension pending enquiry shall be eligible to a subsistence allowance at the rate of 50% of the wages last drawn by him which shall not be payable for the period of any adjournment or postponements of the enquiry expressly sought for by the employee and granted by the Enquiry Officer.
- 47.4 If an employee is found guilty of misconduct as a result of the enquiry and punishments awarded to him, the workman shall not be entitled to any salary / wages during the period of his suspension.
- 47.5 If as a result of the enquiry, an employee is found not guilty of misconduct he shall be entitled to receive the difference of the subsistence allowance paid if any and the emoluments he would have received had he not been suspended for the period of this suspension pending enquiry.
- 47.6 An employee found guilty of misconduct after an enquiry duly conducted may be punished by (a) suspension from duty without salary / wages not exceeding 7 days or (b) dismissal or (c) demotion or (d) stoppage of salary / wage / increment or (e) fine or (f) reprimand by an order of the Management or any one authorized by him.
- 47.7 While awarding punishment, the Management may take into account the gravity of the misconduct, the previous record of the employee, if any, and any other extenuating or aggravating, circumstances that may exist. A copy of such order passed by the Management shall be served on the employee concerned.
- 47.8 In case of dismissal, the employee may if he thinks it necessary, appeal to the Appellate Authority whose decision will be final.

## CHAPTER - V

### LEAVE RULES

#### 48. Types of Leave

The employees are entitled for the following types of leave:

- (a) Casual Leave
- (b) Vacation Leave (For Teaching staff)
- (c) Earned Leave (For non-teaching staff).
- (d) Medical Leave
- (e) Maternity Leave
- (f) Study Leave
- (g) Special Leave
- (h) Leave on Loss of Pay

#### 49. Casual Leave (CL)

- 49.1 Employees are entitled for 12 days of paid Casual Leave (CL) in a calendar year. However, in case the employee joins duty during the course of the year, such leave will be granted proportionate to the months of service in the said calendar year. (i.e. one-day CL on completion of a month). For Non-teaching staff, CL is eligible only on successful completion of six months during the probation period.
- 49.2 Casual Leave is not a privilege. Prior sanction is essential. Intimation in writing through third parties may also be considered for sanction. Leave should be applied at least three days in advance. In case of emergency situations, the leave can be applied immediately on reporting for duty.
- 49.3 Casual Leave cannot be combined with any other type of leave except Compensatory Off. Without prior permission, CL can be either suffixed or prefixed with holidays / weekly off days.
- 49.4 A single spell of CL shall not exceed 3 days at a time. However, in special cases like medical grounds, the Management may permit the period to exceed 3 days by granting ML / EL subject to their availability of Medical Leave / Earned Leave on the merits of each case.
- 49.5 In calculating the total C.L, Sundays and other authorized holidays will be taken into account. In case an employee is out of station, he must state so in the leave application and give the address of his destination.
- 49.6 CL cannot be carried over to the next year if it is not availed during the year.
- 49.7 For all foreseen and unforeseen reasons, CL must be applied for and got sanction by the authority concerned before the employee proceeds on such leave. The employee may be deemed to be absent without leave if this rule is transgressed and dealt with as per Rules. However, in case of illness or in case of an emergency where it may not

be possible for the employee to take prior sanction of the authority concerned, he may avail himself of the casual leave pending formal sanction. However, he should normally either telephone or send the message to the authority concerned (i.e. the respective HOD, HRD and Sanctioning authority).

- 49.8 Combination of CL with EL is not ordinarily permissible. In special cases on medical grounds or on merits of each case, however, the Management or the person authorized may permit such combination.
- 49.9 It is the responsibility of the teaching employee to make alternative arrangements for the classes missed because of the CL. The HOD would monitor and ensure that no class is left unattended.
- 49.10 The staff member taking leave without prior permission or without any information for more than three days will be considered absent and the same will be treated as "Loss of Pay". If the staff absents himself / herself from duty for seven days and more shall be treated as abandonment of service as mentioned in the clause 31.9.

#### **50. Vacation Leave (For Teaching Staff)**

- 50.1 Every confirmed teaching employee earns 30 days of VL for every year of completed service, from the date of joining, provided he has put in at least 240 days of actual work in that year. In case he puts in less than 240 days of actual work, VL will be calculated in proportion to the number of days worked.
- 50.2 During the period of probation, no VL is granted.
- 50.3 In an academic year a VL of 30 days is given to the teaching employees who have completed one year of service. The leave can be availed in two spells (i.e. 20 days during summer vacation and 10 days during winter vacation).
- 50.4 Teaching employees who have not completed one year of service are eligible for the Institution's closed vacation only, as decided by the Management.
- 50.5 Intervening non-working Saturdays, Sundays and Government public holidays will be added to the vacation leave.
- 50.6 VL cannot be combined with CL or ML.
- 50.7 VL cannot be availed during the course of the semester.
- 50.8 VL mentioned above is inclusive of common vacation declared by the Institution.

#### **51. Earned Leave (For Non-Teaching Staff)**

- 51.1 All Non-Teaching staff, on completion of one year of service, are entitled for Earned Leave (EL) for 20 days in a year (i.e. 10 days during Summer Vacation and 10

- days during Winter Vacation). Supporting staff are entitled for 20 days EL in a year.
- 51.2 Earned Leave is normally allowed during vacation periods.
- 51.3 EL will be credited to the account of the staff at the end of each leave year and can be availed of only in the succeeding year.
- 51.4 EL can be considered for reasons like medical emergencies to the staff, sudden death in the family, marriage, etc.,
- 51.5 EL can be carried forward up to a maximum period of 40 days. (For Supporting staff, it is 45 days). EL exceeding the above days in addition to the leave earned for the particular year will be automatically lapsed.
- 51.6 Encashment of EL is not permitted.
- 51.7 Holidays and weekly-off days intervening the EL period will also be treated as Earned Leave.
- 51.8 EL cannot be combined with any other leave.
- 51.9 No extension of EL will normally be granted.

## **52. Medical Leave**

Staff are eligible for three days Medical Leave in a Leave year after completion of one year. Staff availing ML should produce Medical Certificate (MC) from a Registered Medical Practitioner on the day of resuming duty.

## **53. Maternity Leave**

As per Act in conjunction with the Institution norms. Staff can avail maternity leave along with vacation leave / E.L., as applicable, to their credit provided they have not availed their Vacation / E.L. in the respective year subject to the approval of the Management.

## **54. Study Leave:**

### **54.1 For Pursuing PhD:**

All faculty, who are pursuing PhD, or signing a Deed of Indemnity-cum-Guarantee, are entitled to the following benefits:

**Course work:** One full day or two half days per week is permitted during the course work period.

**Thesis work:** One full day per month is allowed for discussion with the Ph.D. Supervisor.

**Thesis submission & Viva:** Paid leave for the preparation of synopsis, submission of the thesis, and Viva is allowed to a maximum period of 15 days. Any excess days required will be granted against their leave at credit / Vacation Leave / Loss of Pay.

#### **54.2 For Pursuing ME:**

Staff willing to do ME course (Internal Study) are allowed to avail one-day study leave in a week during their project work.

Staff are encouraged to acquire higher qualifications under QIP / other schemes of UGC / AICTE / University.

#### **55. Special Leave:**

55.1 Special Leave (SL) may be granted by the Management to an employee with salary for cases such as Marriage, medical emergencies, etc., based on the nature of the reason. The Management may prescribe the conditions for granting such leave. For reasons like marriage, the SL is restricted up to 10 days.

55.2 SL is given to employees who have completed a minimum of one year of service in HITS.

55.3 SL may be granted by the Management with or without salary in extraordinary circumstances like infectious diseases and such leave shall not exceed 30 days.

#### **56. Leave on Loss of Pay:**

56.1 Absence without permission and without making alternative arrangement for class or other important duty will be treated as Loss of Pay.

56.2 If any staff member applies and avail leave in excess of the prescribed limit shall be deemed to be on Leave on Loss of Pay (LLP). If such LLP is more than seven days at a stretch in a year, it will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Management shall be final in such cases.

56.3 If any staff member is absent from duty without prior or later permission, exceeding seven days will be construed as abandonment of service as detailed in clause 30.9

56.4 Two such break-in-services within a period of one year will make the staff member ineligible for increment in pay and also for availing Vacation Leave / Earned Leave in the academic year.

- 56.5 If staff avails LLP for 10 or more days in a year in excess of the eligible leave, 5 % D.A. cut will be enforced on them in the subsequent pay revision.

**57. Leave Information:**

Staff members who are unable to report to work due to exceptional / unforeseen circumstances must send a leave message or inform the Department of HRD and the respective HOD before 9.30 a.m. Leave information will not be entertained after 9.30 a.m. and such absence will be treated as unauthorized.

**58. Permission:**

The staff can avail of two half-an-hour permission or one-hour permission once a month.

**59. On Duty:**

On Duty (OD) will be granted when staff members are required to go out for official duties or to participate in seminars, etc., as approved by the Registrar / Designated authority. Staff members are permitted to go for other Universities for examination related work as permitted by our Institution authorities.

Staff shall be allowed to attend Conferences / Seminars / Meetings for which the Management shall bear the expenses of Registration or Conference fees, travelling and daily allowances / accommodation and boarding charges subject to the approval. The staff have to submit the Faculty Development Form (FDP form) and after obtaining prior permission are allowed to attend Conferences / Seminars / Meetings at State / National / International Level.

Staff should submit their OD forms with the due approval of the HOD and the Head of the Institution before going on duty. If for any valid reason they could not do so; shall submit the same on the day they return to duty. Head of the Departments going on duty shall get the approval of the Head of the Institution.

\* In case of Dean / HOD / Professor, OD (or) Leave has to be submitted in advance and approved by the Vice-Chancellor.

Number of days of such OD for attending practical / theory external duty, theory paper valuation, seminar, conference, workshop participation is limited to 12 calendar days per



semester and if availed in excess, the excess days shall be deducted from eligible leave at credit of the staff and remaining days will be treated as LOP. This is apart from the eligible OD for pursuing Ph.D. for staff who have executed the bond with the Institution. The Registrar / designated authority shall have the right to cancel the OD sanctioned earlier, for any emergency work in the Institution.

Staff deputed by the Institution to attend Conferences / Seminars / Meetings and other Institution-related-work shall be deemed to be "On Duty".

#### **60. General**

No leave other than CL will be granted to an employee once notice of resignation is given by him. The employee should be on duty for the full period of notice required under the rules or as per the terms specified in the Appointment Order. When a notice of termination of the services of an employee is given by the Management, the employee will be permitted to avail of whatever CL he is entitled to during the period of the notice of termination of services subject to conditions mentioned in Rule 51.

## CHAPTER - VI

### (A) PARTICIPATION IN INSTITUTION COMMITTEES:

#### 61. Committees:

Committee formation is a tool for staff participation in the Academic as well as the Administrative activity. 26 Committees are formed and each staff member is given a responsibility in any one or more committees to participate and to contribute for the development of the Institution, as a whole. The committees are IQAC, Centre for Professional and career development, Intellectual Property Rights Cell, PG programme coordinator, Extra-curricular committee, Sports and games Committee, Research, ERP, Alumni Coordination, Editorial Board, Library, Social services and activities clubs, Centre for Career Advancement (Placement / Training), Marshall, Internal Complaint Cell (ICC), Women Empowerment Cell, Anti-Discrimination Cell, Anti-Ragging, Grievance Redressal (Staff), General Grievance Cell (Students), Grievance Cell (Exam), Disaster Management, Hostel, IT Infrastructure, Software Management Team, Infrastructure - General & Development, Purchase, Purchase Audit, Transport.

#### 62. Class Committee:

- 62.1 Every class shall have a Class Committee consisting of teachers of the class concerned, student representatives and a Chairman who is not teaching the class. It is like the "Quality Circle" more commonly used in industries. The aim is to improve the teaching-learning process.
- 62.2 The functions of the Class Committee include:
- 62.3 Solving problems experienced by students in the classroom and in the laboratories.
- 62.4 Clarifying the regulations of the degree programme.
- 62.5 Informing the student representatives, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- 62.6 Informing the student representatives, the details of regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar/ etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the Class Committee meeting and the students informed of the same.
- 62.7 Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.
- 62.8 Identifying the weak students, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students.
- 62.9 The Class Committee for a class under a particular branch is normally constituted by the HOD. However, if the students of different branches are mixed in a class (like the first semester which is generally common to all branches), the Class Committee is to be constituted by the Director (Academic).
- 62.10 The Class Committee shall be constituted within the first week of each semester. At least four student representatives (usually two boys and two girls) shall be included in the Class Committee.
- 62.11 The Chairman of the Class Committee may invite the faculty advisor(s) and the HOD to the meeting.
- 62.12 The Dean (Academics) may participate in any Class Committee of the Institution.

- 62.13 The Chairman is required to prepare the minutes of every meeting, submit the same to the Dean (Academics) and Vice Chancellor within two days of the meeting and arrange to circulate it among the students and teachers concerned.
- 62.14 If there are some points in the minutes requiring action by the Management, the same shall be brought to the notice of the Management by the Head of the Institution.
- 62.15 The first meeting of the Class Committee shall be held within one week from the date of commencement of the semester, in order to inform the students about the nature and weightage of assessments within the framework of the regulations.
- 62.16 Two or three subsequent meetings may be held in a semester at suitable intervals.
- 62.17 The Class Committee Chairman shall put on the Notice Board the cumulative attendance particulars of each student at every such meeting to enable the students to know their attendance details and to satisfy the regulations laid down by the Institution.
- 62.18 During these meetings, the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the other students of the class in order to improve the effectiveness of the teaching-learning process.

### **63. Course Committee for Common courses:**

- 63.1 Each common theory course offered to more than one discipline or group shall have a "Course Committee" with one of them nominated as Course Coordinator.
- 63.2 The nomination of the Course Coordinator shall be made by the HOD / Dean (Academic) / Vice Chancellor depending upon whether all the teachers teaching the common course belong to a single department or to several departments.
- 63.3 The "Course Committee" shall meet in order to arrive at a common scheme of evaluation for the test and shall ensure a uniform evaluation of the tests.
- 63.4 Wherever feasible, the Course Committee may also prepare a common question paper for the internal assessment test (s).
- 63.5 The committee on common courses, after the evaluation of the end-semester examination papers of common courses, shall decide on the range of marks for awarding letter grades.

### **(B) NORMS / SYSTEMS FOLLOWED IN THE INSTITUTION:**

#### **64. Awareness about Hindustan Institute of Technology and Science norms:**

It is mandatory on the part of the staff members to be familiar with the Hindustan Institute of Technology and Science current regulations with regard to academic activities, award of internal marks, maintenance of records and attendance. A copy of the Hindustan Handbook and Calendar with rules and regulations for each academic year is given to all staff and is available in each department. Staff members have to go through the handbook to get familiarized with the rules and regulations of the Institution.

#### **65. Transparency:**

Each process has its own feedback mechanism for auditing the standards / performances and to find out the strengths and weaknesses of each individual.

The Head of the Institution / Respective Dean and HOD will discuss the results of the appraisal with every staff during the Performance Appraisal review session. Continuous and sustained performance will be a necessary requirement for internal promotions, for selection as HODs or Sectional Chairman of various committees, deputation, training, financial benefits, awards, etc.,

Appraisal reports will be in the respective staff files.

**Feedback Mechanism:**

Feedback mechanism is operated to get the feedback from the students and staff in order to find out the strengths and weaknesses of each system and to rectify the weaknesses by taking appropriate remedial measures. Some of the feedback forms collected from the staff and students are enlisted below:

- Score Card form for selection of candidates
- Personnel form for collecting information from the candidates
- Questionnaire for Talent Management (collected during Induction programme)
- Self-appraisal feedback form from the faculty / staff
- Students' feedback form
- Parents' feedback form
- Cafeteria feedback form (Canteen / Mess / Fast Food) from the staff and students
- Transport feedback form
- Library feedback form
- General amenities feedback form
- Final year Project review feedback form from the students.
- Exit Interview feedback form from the staff

## CHAPTER - VII

### 66. Delegation of Powers:

(a) Finance Part: Imprest amount is given as mentioned below:

Imprest cash is given to each Head to meet out urgent requirements like permitting staff members to attend Seminar / Workshop within Chennai with a delegate fee of Rs. 1,000/- per head, conveyance for arranging guest lecture, consumable purchase of small value, maintenance and upkeep of their departments. Imprest amount should not be used for capital purchase under any circumstances.

<b>Category</b>	<b>Imprest amount</b>
Vice Chancellor	Rs. 1,00,000/-
Registrar	Rs. 50,000/-
Dean (Administration)	Rs. 50,000/-
Director, Dean, Deputy Directors	Rs. 20,000/-
HOD	Rs. 20,000/-
Admin heads like Managers, Project Engineer, Chief Warden, etc.	Rs. 10,000/- to Rs. 30,000/-

(b) Administration:

Every HOD is given powers in the areas specified below:

- 66.1 Selection of Staff (Teaching / Non-Teaching) for their departments
- 66.2 Designing of curriculum, Syllabi, introduction of new courses.
- 66.3 Chairman of Board of Studies.
- 66.4 Allotment of workload.
- 66.5 Assignment of additional workload.
- 66.6 Nominating staff to attend training programme / Faculty Development Programme (both internal and external)
- 66.7 Freedom to conduct in-house and outside symposium / training programmes
- 66.8 Recommending leave / O.D. for the department staff
- 66.9 Recommending Salary Advances for the department staff.
- 66.10 Recommending of equipments to be purchased.
- 66.11 Screening of quotations and selection of suppliers for purchasing consumables.

- 66.12 Research and Development proposal.
- 66.13 Product development proposal
- 66.14 Redressal of department staff grievances
- 66.15 Counselling
- 66.16 Procurement of books pertaining to the department.
- 66.17 Free hand to monitor and discipline the students.
- 66.18 To conduct motivational and quiz programmes for staff and students
- 66.19 Implementation of ISO methodologies and to ensure qualitative education to the students.
- 66.20 Each Dean and each HOD is given a Laptop with the latest configuration.

Committee formation is a tool for staff participation in Academic as well as Administrative activity. There are 26 Committees are formed and each staff member is given a responsibility in one or more committees to participate and to contribute for the development of the Institution, as a whole. Each Committee will conduct meetings periodically and implement the decision taken in the meetings in consultation with the Head of the Institution / Management.

### **67. Career Opportunities:**

HITS provides a platform for the faculty development activities by sponsoring the faculty for:

- attending training programmes (in-house as well as external)
- attending conferences for participating, paper presentation (national as well as international level ).
- pursuing higher studies like Post Graduation, MS (By Research), PhD in the University or abroad. (Faculty are encouraged to pursue higher studies abroad where the University has a tie-up / MOU)
- pursuing short-term courses, certificates courses, etc.,
- for publishing books, articles in journals, professional newsletters, etc.,
- promoting research and consultancy activities.
- Promoting innovative projects, funded projects, patents, etc.,
- Promoting product development activities.

**Note:**

For career advancement, staff can contact the Career Advancement Cell for pursuing their Master's degree, MS (By Research), Doctoral degree, Post-Doctoral fellowship and other courses offered by the University.

**(a) Sponsorship for attending training programme:**

**External training programme:** Staff member who has completed one year of service is permitted to attend external training programme and their absence from duty in this regard will be treated as 'on-duty'. Boarding and lodging expenses will be borne by the Institution, as per norms. The staff member has to submit a report on completion of the training and share the information about the concepts learnt through the training programme to other staff members and students.

In case, the staff member leaves the institution before the completion of the stipulated period mentioned in the Staff Development Form / agreement executed in this regard, the amount spent for the staff member for imparting the training will be recovered from their eligible full and final settlement or the amount has to be remitted by the staff concerned to the Institution.

**Internal training programme:** Training programme conducted in our Campus for the staff members (technical / soft skills training programme) are called as Internal training programme. Staff members including those who have not completed one year of service are permitted for attending the Internal training programme. The terms and conditions prescribed in respect of the external training programme will apply to those staff members who leave the institution before the completion of the stipulated period.

**(b) Travel grant for presenting research papers in other state / abroad:**

Faculty will be permitted to attend seminars, conferences, workshops, etc., in other states, abroad for presenting their research papers and the expenses in this regard will be borne by the Institution. Faculty are also encouraged to apply for travel grant from UGC / AICTE in this regard.

Faculty who have completed one year of service are eligible for the travel grant. However, the Management has the discretion to permit any faculty to present their research paper in other state / abroad depending on the quality of their research work.

In case, the staff member leaves the institution before the completion of the stipulated period mentioned in the agreement executed in this regard, the amount spent for the staff

member for presenting their research papers will be recovered from their eligible full and final settlement or the amount has to be remitted by the staff concerned to the Institution.

**(c) For pursuing PhD:**

Faculty who are willing to pursue PhD in Hindustan Institute of Technology and Science / premier institutions like IIT (or) IISc or abroad., with the approval of the Management has to execute a service agreement as per the norms of the Institution.

The same rule is applicable to the faculty who joins this Institution, while pursuing his / her PhD in other Universities.

If the faculty leaves the Institution by breaching the service agreement executed by him / her, such breach will be dealt as per the terms of the service agreement.

**Eligibility:** Staff member who has completed one year of service in this Institution is eligible.

**(d) For pursuing PG / MS (By Research):**

Faculty are permitted to do their PG course (internal study) on completion of one year of service in this Institution. An appropriate stipend will be paid to the faculty every month till the end of the course period. On successful completion of their PG course, their pay will be refixed at the appropriate stage in the pay structure applicable to them.

**Note:** The staff member pursuing ME has to execute a service agreement for serving the Institution for a minimum period of three years after obtaining PG degree.

If the faculty leaves the Institution by breaching the bond executed by him / her, such breach will be dealt as per the terms of the service agreement.

**68. Statutory and other Deductions:**

Statutory deductions such as EPF, ESI, Income Tax, Professional Tax will be deducted from the employee's salary, as applicable, as per the law.

Employees who are availing transportation facility of the Institution and boarding and lodging in the hostel are being charged for the facility availed at the rate fixed by the Management from time to time. However, no charges will be made for the staff holding additional responsibility, such as Bus In-charge, Warden or Assistant Warden in the hostel. Faculty who are holding the Warden post will be given additional allowance at the rate fixed by the Management from time to time.



### **69. Mentoring System:**

Deans, Professors, Associate Professors with academic / industry experience will be the Mentor for four to five junior teachers. The Mentor will have interaction with their teaching staff on their academic progress and motivate them with regard to their skill / knowledge improvement, research work, administrative work and other activities related to their profession.

### **70. Grievance Redressal / Counselling Cell for staff:**

The Grievance procedure is framed with the objective of resolving staff grievances as nearly as possible to the point of origin and has the following objectives:

- a) Grievances should as far as possible be settled at the lowest level
- b) Staff should be entitled to appeal to higher levels of Management
- c) Grievances should be redressed as expeditiously as possible.

#### **Procedure**

An aggrieved staff member shall present the grievance either verbally or in writing to the immediate superior / Manager if it is a work-related issue or to HR Manager if it is an employment / administrative issue. An answer should be given within 3 working days of the receipt of the grievance. If a decision cannot be made within a period of 3 working days, the reason for the delay shall be communicated to the staff member. In any case a decision shall be given within 7 working days of the receipt of the grievance.

1. If the staff member is unsatisfied with the decision of the immediate superior / Manager / HR Manager, and if a decision is not forthcoming within the stipulated period, an appeal may be preferred in writing to the Department Head / HR Manager within 3 working days.
2. The immediate superior / Manager / HR Manager who heard the grievance at the first instance shall forward all relevant papers along with the facts considered for the decision to the Registrar / Head of HR who shall after hearing all concerned give a decision within 3 working days. If a decision cannot be made within the prescribed period, the reason for the delay shall be noted. In any case a decision shall be given within 7 days of the receipt of the grievance.
3. If the staff member is still unsatisfied with this decision, the issue should be referred by the Department Head / HR Manager to the Pro Vice Chancellor which shall give its decision within 7 working days of receipt of the grievance.
4. The Grievance Panel shall give its recommendations to the Director whose decision shall be final and implemented.
5. If the grievance arises out of an order of the Management, the order shall be complied with by the due date and the staff member can invoke the grievance procedure simultaneously.

6. If the grievance is on an issue concerning / against any staff member nominated / authorized to hear or give a decision on a grievance, the matter shall be referred to the next higher level.

**Counseling Cell:**

A separate Counseling Cell has been constituted for redressing the grievances of the staff and students:

1. Registrar - Staff / Students
2. Dean (E & T) - Staff / Students
3. Students' Chaplain - Students
4. Head (Students Affairs) - Students
5. Counselor - Staff / Students
6. Pro Vice Chancellor / Chief HR Officer / HR Manager - Staff

**71. Suggestion System:**

Suggestions are received through emails. Suggestion boxes are available in the Main Office near the Reception and one at the Department of HRD to post any suggestion pertaining to any item regarding institutional matters. Suggestion-letters posted are periodically taken and forwarded to the authorities for taking remedial action.

**72. Women's Grievances Redressal Cell:**

This Cell is meant to address the grievances encountered by women staff in the work place. The Chairperson of the Cell will be appointed by the Management.

**Objectives:**

- (a) Create awareness on equal opportunity for women, which will ultimately lead to an improved attitude and admirable behaviour.
- (b) Bring about attitudinal and behavioural changes in the teenage female youth of the institution.
- (c) Provide a working / living harassment-free atmosphere by identifying the responsibility on the persons concerned for ensuring equal treatment of women and acknowledgement of women participation in all areas.
- (d) Conduct programmes for ladies to empower them financially, emotionally, mentally and physically.
- (e) Deal appropriately with reported cases of sexual harassment, abuse or discrimination.
- (f) Initiate action against particular grievances in respect of unfair treatment due to gender bias.

## CHAPTER - VIII

### (1) OTHER NORMS / SYSTEMS:

#### (a) Help Desks:

Dept.	Contact person	Extn Nos.	Email Id (Internet)	Contact for
HRD	Manager (HR)	110 / 111	<a href="mailto:hrd@hindustanuniv.ac.in">hrd@hindustanuniv.ac.in</a>	<ul style="list-style-type: none"> <li>Collecting appointment orders, office orders, etc.,</li> <li>Availing leave, Permission</li> <li>Applying for On duty (O.D)</li> <li>Addressing suggestions regarding Institutional Development</li> <li>Addressing grievances</li> <li>Employee discipline &amp; welfare</li> </ul>
Accounts	Accounts Manager	109	<a href="mailto:accounts@hindustanuniv.ac.in">accounts@hindustanuniv.ac.in</a>	<ul style="list-style-type: none"> <li>Salary</li> <li>Opening a bank account</li> <li>Income Tax / TDS to obtain Form 16, etc.,</li> <li>Processing bills, Suspense, Imprest cash, etc.,</li> </ul>
Purchase	Purchase Manager	112	<a href="mailto:purchase@hindustanuniv.ac.in">purchase@hindustanuniv.ac.in</a>	<ul style="list-style-type: none"> <li>Procurement of Capital / consumable items for the department / lab</li> <li>Placing purchase orders</li> <li>Getting department requirements such as stationery, etc.,</li> </ul>
Library	Chief Librarian	114	<a href="mailto:cl@hindustanuniv.ac.in">cl@hindustanuniv.ac.in</a>	<ul style="list-style-type: none"> <li>Borrowing books (No. of books permitted - 3 and for senior professors - 7)</li> <li>Reference of journal, magazines, etc.,</li> </ul>
Library hours : 8.30 a.m. to 9.00 p.m. (Monday to Friday) 8.30 a.m. to 4.00 p.m. (Saturday and Sunday)				
Hostel	Manager - Hostels	124	<a href="mailto:hostel@hindustanuniv.ac.in">hostel@hindustanuniv.ac.in</a>	<ul style="list-style-type: none"> <li>Requirement of hostel accommodation / mess facility</li> </ul>
Medical	Medical Officer / Nurse	182	-	<ul style="list-style-type: none"> <li>Getting treatment for sickness, consultation, etc.,</li> </ul>
Medical Officer visiting hours : 11.00 a.m. to 2.00 p.m. (Monday to Friday) Nurse is available between 8.30 a.m. to 5.00 p.m. (Monday to Friday) 8.30 a.m. to 1.00 p.m. (on Saturday)				
Transport	Transport Manager	144	<a href="mailto:transport@hindustanuniv.ac.in">transport@hindustanuniv.ac.in</a>	<ul style="list-style-type: none"> <li>Knowing the bus routes / boarding point, Transport requisition, etc.,</li> </ul>
<b>Routes operated:</b> Avadi (via) Anna Nagar, Periyar Nagar, Purasawakkam, Purasawakkam (2), Poonamalee (via) Porur, Thiruvottriyur, Thiruvallur, Red Hills, Anna Nagar, Triplicane via Royapettah, Mylapore (via) Besant Nagar, T. Nagar, West Mambalam / Velachery / Kunrathur / Tambaram, Madipakkam (via) Nanganallur, Madipakkam (via) Kilkattalai, Saidapet (via) ECR, Adyar, Tambaram (Vandalur) (2), Tambaram (Camp Road) via Poondi Bazar - Court, Camp Road, K.K. Nagar, Kalpakkam, Chengalpat.				

**(b) Facilities available in the Campus:**

**a. Extra-Curricular activities:**

NCC, NSS, NSO, YRC, MUSIC CLUB, DRIVING CLUB, SPORTS CLUB are available.

**b. Library facilities:**

- i. The Central Library at Founder's Block in HITS is one the best equipped libraries of Engineering education. It has a huge collection of text books, journals, e-journals, reference books, books on general interest, Standards and specifications, theses, back volumes of national and international periodicals and current periodicals.
  - ii. The Digital Library provides the users the advanced facility like CD -ROM search and browse through INTERNET. The online journals (such as IEEE / IEE (IEL journals), Emerald Insight, ASCE Online Research Library, ASME Digital Library, Access Engineering Library, AIAA e-library, Science Direct, Taylor & Francis, Springer link, Edu Sat) can be accessed through the state-of-the art Apple i-Mac computers available in the Digital Library.
  - iii. The library also provides documentation reprographic services and lamination services to the users.
  - iv. A copy of the 'Know your Library" handbook of Hindustan Library is being given to all the staff. For further reference, the handbook will be available in the respective department (or) in the Central Library.
  - v. Department libraries are available in each department with a sizable collection of text books, reference books, etc.,
- c. For conducting official meetings, seminars, symposium, guest lectures, etc., there are separate halls such as Conference Halls, A/c Seminar Theatres, M.G.R Auditorium and A.V Hall.

**d. Canteen facilities:**

Canteen facilities are available for staff and students and the service timings are:

<b>Session</b>	<b>From</b>	<b>To</b>
Morning	7.30 a.m.	8.30 a.m.
Lunch *	11.45 a.m.	1.40 p.m.
Evening	4.00 p.m.	5.30 p.m.

\* Lunch break is for 40 minutes depending upon the time table.

### Tea Break timings:

Time Table	Break timings
4 + 4 (4 hours in the morning session and 4 hours in the evening session) - for Higher semester students	10.35 a.m. to 10.45 a.m.
4 + 4 (4 hours in the morning session and 4 hours in the evening session) - for 1 <sup>st</sup> year students	2.45 p.m. to 2.55 p.m.
3 + 5 (3 hours in the morning session and 5 hours in the evening session)	1.55 p.m. to 2.05 p.m.
5 + 3 (5 hours in the morning session and 3 hours in the evening session)	10.35 a.m. to 10.45 a.m.

**Note:** In case of lab periods extending up to 3 periods, the ten-minute break can be positioned at the end of the lab period.

### e. Hostel Facilities:

Hostel facilities are provided to both staff and students. There are four gents' hostels and three girls' hostels attached with dining halls.

### f. Sports facilities:

Sports fields are available for both Indoor and Outdoor games.

Indoor games - Billiards, Table Tennis, Badminton, Chess, Carom, Gym, etc,

Outdoor games - Basketball, Volley ball, Tennis, Football, Cricket, Swimming, Horse Riding, etc,

### g. Utility Corner:

DTP & Xerox Shop, Grooming Centre for boys and Beauty Parlour for girls, Cake shops, Laundry facility, Stationary Shop, Cafeteria, food kiosks are available in the campus.

### h. Travel / Conveyance norms:

#### **TRAVELLING ALLOWANCE (to and fro of the trip)**

Category	Purposes	Allowance
Deans / Deputy Director and Senior Administrative staff	1. Air fare 2. Train 3. Roadways	1. Economy class 2. II tier A/c 3. A/c bus

Category	Purposes	Allowance
Teaching staff	Academic work like seminars, workshop and educational tours	Rs. 200/- or on actuals
		A/c II tier / A/c III tier for Professors and Associate Professor Non-A/c for other teaching staff On actuals
Administration / Non-teaching staff - Clerical / supervisory cadre	Admin and academic related work such as UGC, DOTE, AICTE, Purchases, University related duties	On actuals

**DAILY ALLOWANCE:**

Category	Purposes	Allowance
Teaching staff	Academic work like seminars, symposiums, workshops and educational tours	Rs. 300/- per day (within Chennai)
		On actuals (for outstation)
Non-teaching / administrative / supervisory / clerical	Admin and academic related work such as UGC, AICTE, Purchases, University related duties	Rs. 200/- per day  On actuals (for outstation)

- If the registration fees includes boarding and lodging (food expenses), staff are eligible only for T.A.
- If the staff member misses the flight / train, the Institution will not be responsible for the fare and the same will have to be borne by the Individual.

**ALLOWANCE FOR FOREIGN TRAVEL:**

Category	Destination		
	Grade - I (US / UK / Europe / South Korea / China / Japan / Brazil / Australia)	Grade - II (Middle East / Singapore / Africa / Bangkok)	Grade - III (Sri Lanka / Nepal / Bangladesh / Bhutan)
Chancellor / Pro Chancellor / Directors	200	175	150
Vice Chancellor / Deputy Director / Deans / Registrar	125	100	75
Other - Professor & Admin. Categories	70	50	30

**(i) Welfare Facilities for Staff:**

- 1) Staff members are given Provident Fund coverage as per the Employees Provident Fund and Miscellaneous Provisions Act, 1956. The staff covered under the Provident Fund Scheme are eligible for Family Pension subject to the rules of the Provident Fund. Staff members who are exempted under this Act are also covered under the P.F.
- 2) Employees State Insurance benefit (ESI) is covered for those employees who are coming under the purview of the ESI Act, 1948. Employees whose gross salary is Rs. 21,000/- and below are covered under ESI. The ESI benefits are Medical benefit, Sickness benefit, Maternity benefit, Disablement benefit, Dependents benefit, funeral expenses and other benefits.
- 3) Gratuity is paid to the staff members as per the Payment of Gratuity Act.
- 4) Personal Accident Insurance provided to all staff members.
- 5) Staff quarters are provided at the minimum charges towards accommodation and electricity.
- 6) Air-conditioned vehicle is provided to the HODs, Senior Faculty members from their residence to the Institution.
- 7) Free Transport for select faculty and Bus Incharge.
- 8) Emergency loans are given to employees for medical emergencies / emergencies caused due to natural calamities.
- 9) Interest-free loans.
- 10) Educational Advance for higher studies (Conditions apply)
- 11) Festival Advances are given to the Staff.
- 12) Housing Loan / Marriage Loans are given considering their service.
- 13) Free boarding and Lodging for Senior Professors, Staff holding Warden / Assistant Warden post.
- 14) Free Family accommodation provided for Senior faculty.

- 15) Separate quarter is provided to the Nepali Security Guards in the Institution Campus free of cost.
- 16) Free / Subsidized food and free accommodation are provided to the Maintenance staff staying in the hostel.
- 17) Subsidized food is given to the drivers.
- 18) Rest Room is provided to the drivers for taking rest during off duty.
- 19) Provision of a separate a/c Dining Hall for the benefit of staff members.
- 20) Marriage gifts are given to the staff and their wards.
- 21) Birthday greetings are given to all staff members on their birth date.
- 22) Rs. 10,000/- is given as death relief to the staff (depending upon the category) in the event of the death of their parents, spouse or children. In case of the death of an employee, the Institution takes care of a sizeable portion of the expenses for funeral, etc.,
- 23) In the event of the death of an employee, while in service his / her dependent will be considered for employment, depending on individual merits subject to the availability of the posts.
- 24) The supporting staff are given ex-gratia during Deepavali festival.
- 25) Three sets of stitched uniforms are provided to the supporting staff and the maintenance staff per academic year.
- 26) One pair of Shock Proof Shoes with four pair of socks are provided to Lab Instructors, Lab Assistants and Lab Attenders working in Workshops / Lathes, etc. Electricians, Security Guards and Drivers are also given the same.
- 27) Soaps and towels are issued to the supporting staff and maintenance staff periodically.
- 28) Rain coats are provided to the field staff such as Maintenance staff, House Keeping and other supporting staff. Gum boots are given to Maintenance staff and Security personnel.
- 29) Free food is given to the staff members holding the Senior Administrative positions in the Canteen and the mess halls.
- 30) Medical Clinic is available in the campus. Free consultations and free treatment and medicine are provided by the Medical Officers to the staff and students. Free Medical camps are organized by the campus clinic for the benefit of the students and staff.
- 31) Senior staff are given special permission to stay in the holiday homes belonging to the Institution at Kerala, Ooty, Delhi, Ranni, Pondicherry.
- 32) Staff and students are permitted free travel in aircrafts for Training Programmes, meetings, etc.,
- 33) Free Internet facility is made available in the campus.
- 34) Special permission is granted to the staff participating in indoor or outdoor games during intercollegiate tournaments.

**"COMING TOGETHER IS A BEGINNING;  
STAYING TOGETHER IS PROGRESS;  
WORKING TOGETHER IS SUCCESS"**

*- Henry Ford*

**Let us all join hands to work  
And while we enjoy the working time and space  
Let us bring immense joy to ourselves  
And glory and accolades to Hindustan  
Best of luck and success!**