

# Policy Document - 2016

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## Policy No. 531

Policy Name: Student's Participation in Technical Events under Curriculum, Co. & Extracurricular Activities Code: 2016/2017-2017/18, 2017/18/19, 2018/19	Policy Category: Student Issued on: Date: 11.01.2016
<b>Policy Objective:</b> To provide resources for students to participate in technical activities organized by Peer Review Engineering/ Technical Institutions and other Publications.	

**Policy Description:**

The engineering students are expected to interact with their peers and also cooperate at national level. It is desired that students participate in various events. This will ensure that the students are exposed to competitions which have high level of quality. In addition to participation in the technical events and competitions students are also expected to carry out research and publish their work in the journals and conferences. The publication of research work has become more prominent in the current scenario. To encourage students to participate in such activities financial assistance is provided under this policy.

**Prerequisites:** Prerequisite courses will cover and include Indian Institutes of Technology (IIT) and other premier institutes like Indian Institute of Management (IIM) etc. (IIMB, IIM Ahmedabad).

**Overall Objective:**

- **Learning Objectives:**

**20 & 30 Percentile:**

To participate in Technical Competitions including project, design challenge, innovation & summer incubation.

**40 Percentile (Institutions):**

- For participation in I. IIMB – National level project competition; I. IIT Bombay, & competition organized by I, & IIT – Indian Institute project competition at Indian Institute of Management, Mumbai; I. IIT Madras competition.

Students get financial support from IITM for competitions organized by IITM in their own.

- **50th Percentile (Institutions):**

To design and implement projects.

For participation in events organized at IITs, IIMs and deemed technical universities (IITM, IIT Bombay).

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### As 90%

(or participation in events organized at institutions such as MRC, Gujarat, IITB, Tatyana Service Month, Wadgaon, MT, Unnavaid, OTTM, OTC, IIT, etc.) & 80% MT organized Management events.

- Maximum number of students per group will be 5 and maximum number of groups from a discipline will be three.
- In case there are more than 5 groups, teachers shall recommend top 5 groups for general/departmental invitation.
- Travel allowance will be provided once per year/subject.

### 80%

- The content, duration of participation will apply to the 80%.
- The faculty members who are guiding the students for the competition shall certify the relevance and quality of work done by students for the said competition.
- The respective HOD shall endorse/ recommend the application to the Principal for approval.
- The institution's revenue shall be a guideline to a greater extent, as per the policy.

### For attending Workshops at private institutions:

Such registration fee will be supported only to those students who have also participated in competitions held in the state events i.e., participation in competitions in Faculty and Management in own Faculty.

### Paper publications incentives:

- The students who publish papers in IIT, IIM will get an incentive of Rs.2000/-.
- The questions shall be equally shared amongst the students in case of joint authorship.
- This incentive will be given only once per year/subject.

### Trip Allowance

For a working paper to be published in the journals or conference shall be entitled for 2 trips during the year without fee.

If additional authors are invited for the journal, one extra student will be entitled for 1 trip during the year without fee.



Sushil  
VSI

# Policy Document - 2018

## Policy No.302

Policy Name: Right Student Policy for ECE/BA/BAED/BA/ETD	Policy Category Number:
Initial Formulation Year, & Date: DM/Advised Office/Policy/302, issued 30/11/2018	31.11.2018
<b>Policy Statement:</b> Policy with respect to Right Status of Undergraduate & Monitoring	

### Policy Description:

In order to provide a better experience & learning opportunities for the under-graduate students of the University of the Philippines to implement the Right Student Policy from the year 2018-2022 as per the following guidelines:

#### 1. Identification of Right Students

- The Right students will be identified at the beginning of the second year (2<sup>nd</sup> year) on the basis of their performance in 1<sup>st</sup> year (Aug. & Oct. Term).
- The list of Right students of all students, should be identified from their Department on the basis of marks obtained in the 1<sup>st</sup> year class of R/S Semesters.
- The students may be offered in a different section in the 2<sup>nd</sup> year courses but the top five students on the basis of marks obtained in the 1<sup>st</sup> year will be identified across the department. The list of Right students will be used for the entire.

#### 2. Allocation of Mentors

- Five to seven mentors per section will be allocated to these Right students, as selected from the Department. One Mentor will be allocated per batch of Right students.
- In case there are more than 5 Right students in a particular Department/Section/Section of students of a particular course, suitable mentors should be allocated.

#### 3. Mentoring of Right Students

- The purpose of mentoring program is to provide guidance to the Right students to attain their academic goals which may be the academic performance in the better service exams, further higher education (Master/Doctorate) or the professional opportunities available in the desired areas of interest & the selection process in these concerned institutions/enterprises.
- The mentors should keep the track of the Right students in terms of their progress made in each of the assessment year/terms (in class, 100 level, Eng. Term exam/entrance etc.) and a list of such work being carried along with the students, individually. A list needs to be submitted for each of the Right students.
- It is also proposed that mentoring of these students be done through the Associate/Assistant mentors can help them understand the available career avenues in the particular field & academic concerns/department.
- It is also advised the help of the Dean/College Counselor to be taken by the Guide/mentor in case for the Right Students.

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### 4. Participation of Bright Students in the Competition:

- a. It is expected that these Bright students will represent the Institute at different National Competitions, Workshops, Conferences, Paper presentations, Project competitions etc. organized at IIT, IITs & other premier institutions. The institute will extend full support & guidance for the preparation to these students and reimbursement for participation.

### 5. Technical Training:

- a. Technical Training programme (2-4 weeks) will be organized for Bright Students during vacation (1st & 2nd) from the Institute and will continue up to the 3rd year. The training should also be aligned to the area of interest of the students as suggested by review of their project proposals.
- b. TSP (Top Student Program) will be identifying and attracting these students to the top technical subjects in the particular discipline and interested areas of the Bright students. Their guidance will be provided by their advisors for the promotion of the future research projects.



**Director**  
IITM

## Policy Document - 2018

### Policy No. 531

Policy Name: Academically Weak Policy	Policy Category: Academic
Author/Reviser/Date: & Date: MPC/Deborah/Revised Policy 2018, revised 05/01/2018	Revision Date: (If Any) 11.11.2018
<b>Policy Statement:</b> Policy with regard to the Academically Weak Student Identification & Monitoring for the Terminal Examinations of MCI.	

#### Policy Description:

##### 1. Identification of Academically Weak Students:

- The Academic's Weak Students (MCI) is identified during each semester during Periodic Test/Exam.
- The students will be identified based on their performance in the first assessment test/Examination (MCI-001/01) subject area.
- All the student meeting the above criteria in the above assessment will be considered as Academically Weak students, irrespective of the number of students.

##### 2. Allocation of Mentors:

- The mentoring of these students will be done together in math and the respective subject matter.

##### 3. Monitoring of Academically Weak Students:

- The concern of the terminal exam is to provide guidance to the Academically weak students, so as to improve their Academic performance in the further assessment examinations.
- The mentors needs to identify the most difficult/strategic topics listed by the State in calling for the past performance in the Examinations.
- The Mentors needs to identify the exact portion of the syllabus not being understood by the student's priority in the respective subjects in which their have scored less than 40% marks.
- If the need arises the help of the Psychological Department should be sought for understanding the exact cause and seeking solutions.

##### 4. Additional Efforts for improving the performance:

- Extra classes to be conducted by the Academically Weak Students in the respective subjects and will be regulated by the respective subject teachers.
- The extra identified during the mentoring session will be revised again with the aim of better marking over next year.
- To avoid any other apprehension in the above set of students, one-on-one assignment, to which they are regular will be given in the interim.
- The evaluation of Home Assignments will be done for the mentoring faculty and the performance will be discussed with each student in a separate mentoring session again.

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### 7. Performance Evaluation and Further Monitoring Methodology

1. The effectiveness of the above described Academic Work controls will again be measured & by the recent Assessment Questionnaire (AQA - 2017-18)
2. There will be a new pool of Academic Work students created based on the latest Assessment Questionnaire as some of the original students will have under this category. Student leaving further HSC marks in 2016-17 (17-18) and some of the students for 2016-17 course category identified based on the performance in the next Assessment Questionnaire will again be added to the pool.
3. The Monitoring results will be assessed again by the use of the Academic Work Control at the end of the year.
4. Report received by the experts from within the institution (PCT) during a visit of NCTE/MAITP/NSRF will be merged in the report submitted to the Monitoring system. The report to be submitted to the institution by the experts.

### 8. Remarks:

1. The records of the Academic Work Control to be maintained by the members.
2. Delay of the Monitoring process due to the members is a serious problem.
3. The practice of the form issues to be prepared and vetted by the Department.
4. A separate list of the Data issues collected and the attendance of the students to be maintained.
5. The existence of the government personnel used, performance evaluation and the observed improvement, if any, to be mentioned in the Target Report.

  
Secretary  
NSRF



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## Policy No.504

Policy Name: 10000 Policy	Policy Category Number:
Welding Curriculum Rev. & Date	Revision Date: 11.11.2018
WELD CURR/10000/001/001 - Revd (4/11/2018)	
<b>Policy Statement:</b>	
Capable students to attend Laprade during the course of study to the maximum extent of their seat up to 4 credits under AQ3.	

### Policy Description:

Under this scheme the maximum students of all the Engineering branches of WLD at 1 year level (1 year pass out), 2 year level (2 year pass out) & 3 year level (3 year pass out) will be provided up to 4 credits & transfer to their respective institutions in the final year of program.

The objective of this scheme is to enable the students to add in few semesters and avoid long wait in coverage of their studies.

The number of students in each institute will be as per the facilities offered by the respective institute as per the following:

- 1 credit transfer (1 year) program of the institute. & 1 transfer per semester, based on the Credit Transfer Institution Rank.
- 1 credit per year transfer, based on the Second year Semesters Exam Results.
- 1 credit per year transfer, based on the 1st year final semester results.

### Notes:

1. The selection of the students for the admission at the laptop will be done by the respective institute immediately after the declaration of the result.
2. In case of a tie, the decision of the institute concerned will be based on the following guidelines:
  - a. If there is a tie in the first year examination results, students with the higher CEG or any other Engineering qualifying examination marks will be considered.
  - b. If there is a tie in the second year examination results, students with higher percentage in the first year will be considered.
3. The aggregate percentage of both the semesters will be taken into account for final order of the laptop.
4. The student should not be having any backlog and should have completed all the papers in present semester examination if any for the semester.
5. The laptop will be transfered to the student for one year and if institute fails to transfer it to the student in the subsequent year, it will be permitted to the institute & will be awarded to the next eligible student in the list.

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1. The banner will be designed by the student or the teacher's office and funds will come from contributions from the office or at least the majority of annual contributions.
2. The banner obtained by the team should be supported by the IT team of respective institution and will be utilized for current year (up to 10 days of publishing new banners).
3. The cost (expenses) for advertisement materials for next year is 20% of the cost, if the quality of advertisement is not of high quality, these expenses will be paid in advance department of ITC.

### Objectives of the banner:

1. The responsibility of maintenance of the banner will be of the student.
2. The beneficiary of this scheme shall give the banner periodically so as to ensure no damage owing to rough use / weather exposure etc.

### Assessments of the banner:

1. In order to assess about the usage pattern of the banner, the teacher should monitor content on the banner based on the feedback given by the students/teachers.
2. The banner will be awarded to the students in a ceremony.
3. The great work of the event shall be given in the news papers & magazines.

  
Secretary  
IITD

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### Policy No. 308

<b>Policy Name:</b> Industrial Instructional Collaborations <b>Policy Formulation by:</b> & Date: VVO/Policy/2016/40/Date: 23/04/16 / 19/07/2016/19/08/16 <b>Approved by:</b> VVO/2016/Policy/308/4/14/Date: 20/03/16 <b>File No:</b> VVO/2016/Policy/308/4/14/Date: 20/03/16	<b>Policy Grouping System:</b> Revision Date: 11/11/2016
<b>Policy Statement:</b> Policy with respect to Industrial Instructional Collaborations	

#### Policy Description:

The policy has been formulated to take the industry areas of the work environment into actual practice of the industry. The best way to do this is to make the students engage in the practical training and work in the industries. This will enable students to involve with the ability to practical knowledge and exposure to work industry practices. Increased interaction with industry will also help the students to gain exposure to the needs of Industry and Community.

#### Terms of Policy:

##### Not all industrial visits shall have days

- The visits will primarily be organized during the working or only on days when there will not be academic work for students.
- Each department of the institution will organize at least one industrial visit for one day for second year students in each semester.
- The presence of staff and students alike should be taken all in obtaining permission from the UET.
- The expenses that include transport, meals and other, shall be borne by the college, 50% by UET.
- Salary allowances of the staff on students will be paid by the college.
- Approval of the industrial visit will be at the discretion of the UET.
- The students and faculty members will proceed to work only after approval from the UET is received. Approval of industrial visit shall be taken out by each department of UET with a working time.

### WPI for engineering industrial level (and) (low level)

- The Department shall ensure relevance of the industry being studied
- The visit will be conducted after getting the written permission from the concerned home industry.
- The Department will ensure the availability of buses for the transport department of Institute.
- The related application will be made to the respective Ho for approval and to be granted format along with invoice of bus and faculty members.

### Work Industrial Visit – Old scheme

- The program will be organized by the organizing department at least once during the complete engineering course of 4 years i.e either the 1st year or 2nd year of each admitted batch preferably during summer / festival / school break.
- The first semester will be minimum ten days and maximum four days. These days will be working hours only. The industry will work at least one industry per day of the visit. Depending upon the size of the industry.
- The Industrial Tour will consist of
  - **Industrial Visits**  
This is the visit to a unit / plant that where the personnel engaged in the routine work and provides the personal exposure to the students on the basis theoretical concepts being taught in the institute.
  - **Technical Exhibitions**  
These are some Technical Exhibitions being organized by different units / departments to provide the visit to various types of facilities / equipment / latest technologies / products / processes etc. These also need to be chosen to give exposure to the students on the state-of-the-art of the industry.
- Department may choose to organize industrial visits as Technical Exhibitions or a combination of both.

### WPI for engineering industrial visit / Technical Exhibitions visit/visit

- The Department shall ensure relevance of the industries being visited.
- The Department shall communicate with the proposed industries to be visited.
- The visit will be planned after getting the written permission from the concerned home industry. The request for visit/visitation, if required, will be approved and be addressed to avoid last-minute rush.
- The permission for transportation & accommodation and food transport shall be done by the Department. Engaging the Industrial Visit, if approved and visit, it will a new experience for the

## Policy Document - 2018

Students will be made aware of the course content in planning and preparing for the test.

- The detailed mid-semester check list provided to the Faculty will be adhered to regarding the class, time and class of chapters and which parts of class, computer administration arrangement details, list of important questions, matters and addresses of the topics where the student is doing well and the need for additional recommendations.
- Mid-semester check list must be a record faculty code of 2011. Each faculty member should accompany the code in the form of 2 (2) sets of answers. The last faculty should accompany the code only if there is a page of student answer.
- The accompanying form to be filled when an understanding policy that the test is arranged only for individual tests / Mid-Semester Examinations conducted by the faculty and students will not be taken up allowed to include parts, some bodies, there is no test, and they will be filled in any a student filled in submission being the test.
- The Faculty members of the students participating in the test should submit an understanding policy that the parent is permitted their test in accordance of the law with their knowledge and action on this.
- The students up from the parents in the attached format to be submitted on the same date can be provided the students performance in the test.
- Each parent should be aware that all the parent policy is able to send faculty with consent.
- The results of some students may be subject to the AECI Guidelines on the attached form / also referred to Federal Examinations and also may check with the AECI website before sending to the classmate.
- The detailed explanation of the marks for the change in the respective provided for the detailed use of the provided format covering all the relevant documents, arrangements, including including with the names of the students and faculty members.
- The faculty will test that all their regarding amount of the books in a hour.
- The student and faculty members will proceed on their only after getting a written approval from the Principal/Head.
- On completion of test the completed questionnaires should be sent along with photographs submitted by the scoring faculty and be submitted to the classmate / class of the hour and further to the Principal.

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### Worldwide Business for Industrial Travel

A world-wide rate of \$2,000 per student will be provided. However, to avoid this reducing the department's ability to cover its costs, a total fee cap for the cost of this cost. The proposal will be submitted to the Board of Trustees for approval. The contract will be given after approval and submission of all documents required by the Property Office.

The contract will be available for review and approval by the Board of Trustees.

The faculty members will be notified of this proposal by the Board of Trustees for approval.



Scotty  
VMS

# Policy Document - 2018

Policy No. 566

Policy Name: Changes for Existing Laboratory to Deliver with New Enrollment System No. 5 & Date: 4/15/2018/04/17/2018/10/4/2018	Policy Category: General Policy Level: Board/Ad/
<b>Policy Statement:</b> Policy for changes to be collected in providing student of MQI for MQI Enrolling Institutions for conducting placement test.	

Policy Description:

1. Check all the students for MQI Enrollment with the new system.
  - A. Degree level - Rs. 10 lakhs/6 months to start to enrollment of Rs. 11,200/-
  - B. Degree level - Rs. 100 lakhs/6 months to start to enrollment of Rs. 25,000/-
  - C. PG level - Rs. 175 lakhs/6 months to start to enrollment of Rs. 30,000/-
2. Check all the students for MQI Enrollment with the new system.
  - A. Degree level - Rs. 10 lakhs/6 months to start
  - B. Degree level - Rs. 100 lakhs/6 months to start
  - C. PG level - Rs. 175 lakhs/6 months to start

The above proposed changes for enrollment system will be implemented and will be shared with the concerned staff members in the purpose of MQI enrollment system.

  
Anand  
VPS

## Policy Document - 2016

### Policy No. 537

Policy Title: Financial Assistance & Fee Waiving for GATE Students	Policy Category: General
Initial Formulation No. & Date: WRS/006/003/005, Dated: 10/06/2012	Revised Date: 11/17/2016

#### Policy Statement:

Policy to motivate First Year Engineering students to enroll in GATE Examination.

#### Policy Objective:

This policy has been formulated to motivate the students and to ensure larger enrollment in GATE examination.

#### Scope of Policy:

- Financial assistance of 25% amount of Application fee will be provided to first year engineering students.
- The financial assistance will be provided on submission of letterhead.
- The college will provide fee waiver for payment of GATE examination application and for transport & distance to attend the exam.
- Excess will be paid whenever as per the approved normal budget.
- The coverage for GATE coaching will be based on classroom fee.

#### 30P:

- college will take all aspects of students at the end of VI semester regarding covering for GATE examination.
- The financial aid will be subjected to fund. The college will submit the detailed budget to PG for approval of financial assistance of GATE examination fees.
- college will take all the aspects of students at the end of VI semester regarding GATE coaching.
- The syllabus and the mode of GATE coaching to be coordinated with all the writing students at the end of VI semester under the approval of PG's letterhead.
- Excess of fund will be proposed to the PG for disbursement.
- The effective or non-effective of the policy will be monitored by PG with a report to PG.

  
Secretary  
WRS



## Policy Document - 2016

### Policy No. 508

<b>Policy Name:</b> Student Project Financial Assistance	<b>Policy Category:</b> Student
<b>Author:</b> Committee on S.S. & C.A.S. 09/15/2009/01/13/09 - Board 11/07/2009	<b>Revision Date:</b> 11/21/2016
<b>Policy Statement:</b> Providing Financial Assistance for One-Year UG/PG Projects	

#### Policy Description:

The policy aims at increasing educational R&D culture & encouragement amongst the students of the Institute. Under this policy financial assistance will be provided to first year student projects that will be R&D conceptual, fabrication, design, prototyping etc. It is implied that the projects supported under this policy will be initiated by the department's decision for addressing need as a solution to the subsequent teaching.

#### Scope:

- Institute wide approval of Project Assistants will be sought as per Project R&D.
- Department of the approved budget will be at the discretion of the Department with R&D.
- Financial assistance up to maximum of Rs. 1,000 per project can be given. However, justification to be provided by the Head of the Department if more than Rs. 1,000 which does not exceed Rs. 20,000 per project.
- The purchase of project consumables will be done as per the approved budget.
- All project activities covered by the Project Guide will require R&D to be carried out in the Department's premises at the project.
- The projects will normally be initiated by the department for 2 years, however, continuing projects will be initiated for longer duration.

#### Further procedure for project material:

1. An item list to be prepared by the Project Guide of the concerned Department for approval by the Project as per the approved budget before the purchase of project materials.
2. The Original R&D to be taken from the ledger for purchase of material.
3. The signatures of the Project Guide and the Head of the Department on the Original material purchase list to be made after verification. Depository for the same to be made in the same list.
4. A receipt has to be made according to Project Guide when in details of R&D list, Vendor, Cost of purchase, Name of the project, when materials are to be received for same.

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2. The Project Guide of the Department shall submit an order and a file with relevant documents to State Department along with supporting documents after completion of the project. Thereafter the State Department shall submit the said project bill to State Department for withdrawal & approval.
4. It shall be the responsibility of the project guide to ensure correct and timely fund utilization of allotted fund.



Secretary  
UGS

# Policy Document - 2018

## Policy No. 509

Policy Name (If not Subject Policy)	Hours/Category/Student
Initial Formulation by, & Date:	Revision Date (If Any)
WFO/COO/2017/045, (ADO 2/10/2017)	
<b>Policy Statement:</b>	
in support for creation of subject area pool of experts - starting with 4th level experts	

### Policy Description:

This policy has been formulated for the effective of 4th level subject area pool to ensure subject area pool of experts to enhance the skill performance in examination.

### Terms of policy:

- This policy is applicable to IIS & year of studies.
- The pool will handle all the subjects knowing the exam pattern.
- The pool will handle all the subject area pool formation. If necessary, faculty from other and other may also be included.
- The charges will be considered on the time taken wherever possible. Additional hours beyond examination may also be allowed for the experts.
- Experts are expected to handle at least two articles of syllabus per subject.
- The remuneration will be given to the experts as per the approved budget.

Rs. 100 per hour will be paid as remuneration/ honorarium to the experts during lecture/ seminar/ office/ subject activities.

  
Secretary  
VSI

## Policy Document - 2016

### Policy No. 118

<b>Policy Name:</b> Travel Expenses for Student Council	<b>Policy Category:</b> Student
<b>Author/Reviser/Date:</b> WFO/COO/11/11/16; dated 21/06/2017	<b>Revision/Date:</b> 17/11/2016
<b>Policy Statement:</b> Policy for Travel Expenses to be paid for members of Student Council Members	
<b>Policy Description:</b>	

This policy has been formulated for giving financial assistance to eligible members for their field work assignments.

#### Terms of Policy:

- Under this policy, financial assistance will be given as per the following details with a general contribution towards the travel of their field visiting students:
  - Field visit - Rs. 50 per student
  - Reporting/institutions - Rs. 100 per student
  - SQA - Rs. 100 per student
- Prior financial approval from the Management is essential for availing the said assistance.
- The financial assistance shall be expended in institutional expenditure.

  
Secretary  
1/16

## Policy Document - 2018

Policy No. 511

<b>Policy Name:</b> Tuition Fee Waiver for Domestic Students	<b>Policy Category:</b> Tuition
<b>Author/Approving Body &amp; Date:</b> WVU/COO/02/15/18, Approved 14/09/2017	<b>Revision/Date:</b> 02/15/2018
<b>Policy Statement:</b> Policy for tuition fee Waiver to domestic student taking at least 12 in the subsequent year	

### Policy Description:

This policy has been formulated to support domestic students taking admission in subsequent year in continuation to their 12th.

### Terms of Policy:

- Tuition fees will be waived off for students admitted earlier and wish to take admission in subsequent year in the same class. (for ex. if the student is admitted in the 1<sup>st</sup> year then he can take admission in the subsequent year without paying tuition fees for that particular year).
- Policy is applicable subject to receipt of full fee from the students during the year of admission.
- List of such students will have to be sent to the administrator along with the authorized documents of their admission.

  
Secretary  
WVU

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### Policy No. 511

Policy Name: Project Quality Assurance Initiative	Policy Category: Academic
Initial Formulation by: & Date: Rev: 10/17/2013 / 2013 / 12/20/13	Revised Date: 11/11/2018
Policy Statement: Policy to ensure quality of First Year (1Y) projects in Engineering Institutions.	

#### Policy Description

This policy has been formulated to ensure the quality of First Year (1Y) Projects in engineering institutions. The initiative is primarily to ensure uniform evaluation of the undergraduate projects across all institutions of the group. The policy also helps in reducing duplication of projects in the institutions.

#### Terms of the Policy

- This policy is applicable to first year undergraduate engineering projects.
- The authority will be issued out documents below.
- The Executive Committee is responsible for the as follows:
  - The Executive Committee will be informed for all the projects in a semester.
  - Evaluation Committee is responsible to review all the projects.
    - One full time faculty member will be assigned to review.
    - 100% of the respective department faculty will be required to review a project (100% participation with that will be strictly monitored in the UIC heavily involved).
    - Paper Guide
  - 20 minutes will be allotted for evaluation of each of the project.
  - Each member of the Evaluation Committee will be independently evaluate each project and in the end the result will be averaged out by the 100% of the faculty institution.
  - The project Evaluation Process will be not so complicated and will be kept in the library for 1<sup>st</sup> year students as reference and will also be made it to show to the visiting committees.
  - It will be compulsory for the project to be present during evaluation of the projects, however, institute will not be a member of the project evaluation committee. It can a member of project evaluation committee is a judge that for that particular project, institute will not be a member of the committee.
  - It will be mandatory to show all the projects in institutions before the Project Evaluation Committee. However, in the case where it is not possible to display more projects, video

## Policy Document - 2018

meeting of the committee to discuss further the project finalisation Committee.

- A fee sheet for payment of a period expenses including the activities will accompany the proposal by the club.
- Activity should be considered to be a cost centre or a profit centre.

### Meeting Scheme:

- 45 Marks are allotted for PGM.
- The game is for assessing all the activities conducted in the project as a whole.
- 20 Marks – on Individual basis (Communication & IT, Project Presentation)
- 25 Marks – On Collective basis (Presentation & Content Work, involvement & club work).

### Perquisites:

- 110 per cent to gross remuneration of Rs. 500/- per day is borne of the District Education Committee member.

### Awards & prizes:

- Cash of 5000/- for the prize-Rs. 5000 & board of Rs. 5000/- for the project on group level and the prize for best project of Rs. 5000 per student per year also.



B. Srinivas  
10/12

## Policy Document - 2018

### Policy No.511

<b>Policy Name: Visiting Professor Policy</b>	<b>Policy Category: Student</b>
<b>Policy/Procedure No. &amp; Date:</b> SPSS-00-00010 / Rev 02/19/18	<b>Revision Date (If Any):</b> 11.11.2018
<b>Policy Mangement:</b> Policy will remain in force for the Visiting Professors of the Campus to Monitor and interact with Students / Faculty.	

#### Policy Description:

This policy has been formulated to bring external perspective, ideas and guidance for the Faculty & students from the World to promote to work by Professors from World to take industry / Professionals & Advancing of Education & Faculty to bring new up-to-date education of MBBS.

#### Goals of Policy:

- Each Department of the Engineering, Institutions of M-2 will have at least 1 Visiting Professor in each field every year for atleast 3 working days.
- There should be atleast 10 contract hours of the Visiting Professor of the Institute during 1 year.
- The Visiting Professor should be either a Professor or Associate Professor (at least).
- It is expected that the Visiting Professor will come, solve specific, mutually decided tasks of the Institution, will conduct some special lectures, will interact with Department Students, will provide guidance on the Projects of Students & Faculty, interact with the Faculty members, depend to give the expertise of the visiting Professor.
- The respective faculty will identify the Visiting Professor pertaining to the department & will inform the Dean/Chairman. On getting the consent of the Visiting Professor, the M-2 will share the Subject of the subject to be covered and a schedule & will invite a 2 days workshop to consultation of the Visiting Professor.
- The letter will be recommended to the Museum & industry well in advance.
- The air Travel & Accommodation will be provided by the Institute to the Visiting Professor at least & a separate letter will be sent to the U. S. E. for approval. The Policy & Trip, Lunch & Quarters will also be arranged by the Institution.
- In the calendar of M-2, 2018/2019, provision will be made for the Visiting Professor.



## Policy Document - 2018

- In some specific cases, if the individual Writing Professor asks to send the Campaign to get other copies of the letters through Video Conferencing. The maximum for this case will be \$4,000 per 12 hours/week
- Feedback of the students needs to be taken after each visit & should be properly filed & documented.

  
Secretary  
UMD

## Policy Document - 2018

### Policy No. 5-4

<b>Policy Review:</b> Two day financial analysis for all users of departmental equipment	Policy Category: Academic
<b>Initial Formulation by, &amp; Date:</b> AFL 1975/ Policy 201145, Date: 1/94/2011	Policy Date: 2/18/18
<b>Policy Statement:</b> Provide up to date equipment to departments for teaching, Departmental Equipment.	

#### Policy Description:

This policy has been developed to encourage the departments to justify Departmental equipment requests of which a table is and that are critical and not for the maintenance of a well as Faculty of B.

#### Terms of policy:

- Original purchase of a fixed amount (i.e. \$1,000) per year will be provided for teaching Departmental Equipment.
- Credit for maintenance for the departments in the following table shall be provided. Departmental equipment is provided.
- Departmental requests will be a combination of technical and terms current with technical jobs of technical support.

  
Bruce  
1/18/18

## Policy Document - 2018

### Policy No. 313

<b>Policy Name:</b> Innovative Teaching Learning Practices	<b>Policy Category:</b> Faculty
<b>Policy Formulation No. &amp; Date:</b> HR/MS/HR/AC/HR/Policy/2018, dated 15/11/2018	<b>Revision:</b> None till 11/2018
<b>Policy Statement:</b> Policy will ensure to the implementation of innovation Teaching Learning (TL) practices	
<b>Policy Objective:</b>	

This policy has been formulated to provide better learning opportunities to the students and also ensure students' engagement in the teaching learning process.

#### Goals of policy:

- Each Institute will implement innovative TL practices right from first year of study. For First year students, the innovative TL practices will be designed as follows.
- Every second year onwards, institutions are encouraged to practice this to be adopted on all year percentages.
- The faculty of TL practices should be designed focusing on some topics except with the syllabus and trying to make it easy for the student to understand by adding some innovative way of teaching it.
- Higher government should be developed for the assessment of impact evaluation in the innovation TL practice in the Institute. Evidence of impact should be provided by regular reports.
- A list of the innovative practices/innovative TL practices to be added in the next generation.
- Head of the Institute should assign a special staff in the faculty of the students and evaluate of innovative TL practices implemented during the academic semester to be held every 15th day of each semester.
- At the beginning of each semester, every faculty member will submit the innovative TL practices he/she is going to do to the respective Head of the Department.
- Head of the departments will compile and submit the innovative practices submitted by the faculty members and will give the Feedback of innovative TL practices received by the Head of the Institute. This list should be notified to respective staff.
- Every faculty will conduct a list of the innovative TL practices designed to be implemented along with the faculty and evidence of impact in higher scale file.

## Examples of Mastery or Knowledge Used/Assessed/Reviewed

### 1. Unconquered and Review

#### Strategy

- Involving them in assessing the exercise ahead of time, students come to class with their best possible work.
- Students use their own resources to search the course books, consult the notes and use of their own work and discuss with their colleagues in a direct, straight forward way.
- Students feel a few to discuss items, some only are deciding for the marks which advice they will need and when they will give it.
- Students learn nothing to say if they feel their paper is perfect, they can usually give a clear copy and format.
- There are ways to ensure that the reviewer takes the assignments seriously. The peer review sheets become a part of the students' record, in fact if they have a needed or grade on the end of the semester, their performance on the peer review will greatly determine which grade they will ultimately receive.

### 2. Using Online Devices to Encourage Students to Read Their Textbooks

#### Strategy

- There is a internet site every week and they are available for the students to take what is the most valuable over a three to four day period.
- The students learn about points of from the student learning.
- To teach students how to become with writing.
- To have a more in class time for when learning a high in order to bring.
- By looking into the paper that they don't know as well as in it a student can be that work teacher can get more time for it a better learning.
- Certain students need to be a well to ensure that the work is required before class is if not needed to be followed in a format, a better way to write.

### 3. Encouraging Students to Master Learning

#### Strategy

The strategies involved include both experiential and active learning. Students involved in the higher classes are required to manage the learning Center which is staffed by volunteer students and some staff to be so for students enrolled in other classes. Through the management practices of having a successful learning center, the students learn how to effectively use resources, manage materials and manage groups. This is the center learning center is staffed and managed by volunteers, the students can have the valuable lesson of responsibility to their community of making building a great.

Students - Review the report Quality of training standards would have got student teachers indicate their assessment results for learning more relevant.

## Policy Document - 2018

The principal and senior institute teachers decided to prepare a group of best students from each year to teach a few periods.

A group of 10-12 students who are good and very good in studies would act as student teachers. They would also be given a diploma. This would be a parallel system of learning and teaching.

4. **Outgoing Senior Teacher, Best Teachers or Teacher with greater experience in their subject area to teach Engineering Core.**

### **Strategy:**

All the students irrespective of their section will be accommodated in a big lecture hall.

The faculty members will be assisted by the best students selected to assist them. After lesson over completion will be to deliver core knowledge effectively which will help the students in finding their own solution through.

But for this practice students will not learn any thing except which is a major concern here (20).



Principal  
L/20

# Policy Document - 2018

## Policy No. FD1

<b>Policy Name:</b> Faculty Internal Promotion Policy (As Amended) Date: 01/08/2018 Issue Number: N/A & 6666 0101, 03A, 0211, 0300	<b>Policy Category:</b> Faculty Revision Date: 01/08/2018
<b>Policy Statement:</b> Policy for Internal Promotion of the Faculty members is according to the qualification in Engineering & Technology.	

**Policy Description:**

This policy facilitates promotion to correct the faculty members to the post of Associate Professor/Professor on acquiring Ph.D. qualification in Engineering & Technology subject to availability of vacant positions per AICTE/other norms.

**Scope of the policy:** (Applicable to Engineering Colleges under New YCO)

- Faculty members to be considered for promotion to the appropriate internal positions as per the following:
  - The Committee shall consist of 13 days from the date of receipt of request.
  - The date of interview will be decided subject to the condition by the host.
- The composition of the committee will be as follows:
  - One internal promotion will be taken and necessary to a post of the same grade.
  - One person (Authority) will be nominated – Chairman.
  - One person (Authority) will be nominated – Member Secretary.
  - One student (Chair) from a state will be nominated – Member.
- The conditions of appointment for promotion will be as follows:
  - The faculty shall not be promoted the post of Assistant Professor will be two years before the date of internal promotion.
  - The faculty shall have a minimum score of 60% of every 100 marks in all projects from past.
  - The faculty shall have a substantial contribution in teaching & research process in the form of research articles/journals etc.
  - The research articles should be reviewed by the Committee in the next two years. If not based on the research articles, the promotion committee may ignore consideration of internal promotion.
  - The results of the Commission Authority shall be communicated to the candidate after receipt of confirmation from the Committee.
  - The date of implementation will be the date of meeting of the Committee.
  - On internal promotion, the faculty will be placed in category of 10000/10000, with basic pay of 5000/3000 for Associates/Professor/Professor respectively.
  - The candidate's age limit will be governed as per AICTE Guidelines. The candidate will be eligible for internal promotion as Associate Professor if he is a presently appointed Assistant Professor having minimum experience of treatment has been in the same discipline and will be eligible for internal promotion as Professor if he is a Associate

## Policy Document - 2018

I agree to provide feedback being generally consistent with one of interest but not to the side of the other.

- The approval process may still not be completed if there are more than two final faults in the department with value of 16. The cost will increase on a case by case basis if the value is more.



Signature  
2018

## Policy Document - 2018

Policy No. 137

Policy Name: Long Term or Faculty at each phase of 3 year level	Policy Category: Faculty
Initial Formulation by, & Date: WFO/COO/13.11.17, dated 13/11/2017	Revised Date: 13.11.2018
<b>Policy Statement:</b> Empowerment of faculty members to teach subjects at 3 year level in every 3 semesters making it feasible for the subjects having multiple sections.	

### Policy Description:

The Policy is formulated considering the need of assigning responsibility to faculty to be in a better off the first year year of the discipline with course of study as per the following details.

### Terms of Policy:

1. Department Head to nominate faculty and subject per semester at 3 year level.
2. 5% allocation of faculty members shall be subject to take charge per semester at 3 year level preferably in all field courses.
3. Regular teachers shall be provided for analysis section for a subject.
4. All staff members are effective implementation of this policy and shall be written being implemented level with 100%.

  
Secretary  
WFO



Policy Document - 2018

Policy No. 703

<b>Policy Name:</b> Travel Expenses for Conferences (ETN) / Workshops / Seminars / Courses / Study	<b>Policy Category:</b> Expense
<b>Approved By:</b> Board of Trustees <b>Effective Date:</b> 01/01/2018	<b>Revision Date:</b> 11/11/2018

**Policy Statement:**  
 Policy for providing financial assistance to the fees for participating in Conferences / (ETN) / Workshops / Seminars / Courses / Study

**Policy Description:**

**A. For National / International Conferences / Seminars**

1. Member by invitation such as: (ETN) / (ETW) / (ETW) / Government Institution / District Government (PMAC/DBA Accredited) / Academic Institution (PMAC/DBA Accredited) / (ETN) High Center. Member will be given the best to maximum of Rp. 100 to first husband & Rp. 50 as per wife travel.
2. For Self Financing Institution (PMAC/DBA Accredited) registration fee maximum of Rp. 100 will be considered / (ETN) as per invitation.
3. Maximum travel nearby members per invitation (Max. 2 per department) will be allowed to participate in the same Conferences.

**B. For International Conferences / Seminars**

1. Member by Professorial Societies such as: (EE) / (ADME) / (ACCI) may attend as approved by competent authority in countries like Dubai, Singapore, Hawaii, S. Africa, Rp. 2000 per faculty or more if necessary, including (ETN) will be considered. For countries like USA, UK, Australia & etc. Rp. 3000 per faculty or more if necessary, including (ETN) will be given. (The expenses can be offset by the faculty only once in a year).
2. After taking leave he/she can apply for travel grant or (ACT) or any other funding agency prior to attendance of participation in the institution. In case of absence of grant for the funding agency the amount shall be awarded back to the institution.
3. Maximum 2 (two) members per department will be allowed to participate.
4. Preference for attending international conference outside the country will be recommended by the staff that is approved by competent authority.

**C. For (ETN) / Workshops**

1. Member by invitation such as: (ETN) / (ETW) / (ETW) / Government Institution / District Government (PMAC/DBA Accredited) / Academic Institution (PMAC/DBA Accredited) / maximum of Rp. 100 as usual (whichever is less) highest registration fee will be considered along with (ETN) as per invitation.
2. For Self Financing Institution (PMAC/DBA Accredited) maximum of Rp. 100 as usual (whichever is less) highest registration fee will be considered with 50% of (ETN) as per invitation.

## Policy Document - 2018

1. Members of Faculty per institution (Max 1 per Department) will be allowed to participate in the same STS/Workshop.

### Notes:

1. Significant literature one year of professional service to MIT in USA, Europe, faculty or with membership 1 year affiliation with the institution.
2. In case of A & S, Paper acceptance is mandatory and the Policy will be applicable only to the first author in case of co-author (Max 2) attending the same conference, only 1st time will be granted.
3. Faculty attending STS/Workshop will have the 1st priority to be the department faculty through which they action within 2 weeks of attending the same.
4. In case of multiple applications preference will be given to the faculty who has not applied the same previously.



Prof.  
Srinivas  
STS

# Policy Document - 2018

Policy No. F04

<b>Policy Name:</b> Award of fee-for-work funded by Government Agencies	<b>Policy Category:</b> Faculty
<b>Order Number:</b> F04, 0000	<b>Revision:</b> 0000
<b>URL:</b> <a href="http://www.uvm.edu/policies">www.uvm.edu/policies</a> , 1000-04/0000	<b>Effective Date:</b> 11/1/2018

## Policy Statement:

Policy for Award of fee-for-work to faculty members for Professional/Industry/Government funding agencies.

## Policy Description:

This policy has been developed to establish standards and criteria of working & conducting research projects in research Government funding agencies, University Developing the way of all its activities in the institution. The job will lead into the faculty members to achieve a progressive research work that will be their respective field.

## Terms of the policy:

- A maximum of 10% of total amount will be given to faculty members for working & with their MODERN projects funded by UVM.
- A maximum of 2% of overall amount will be given to faculty members for getting a fully approved project funded by any of the Government funding agencies.
- In case of new investigators, individual investigator will get 2% incentive and the corresponding will get 2% incentive for funds received under their MODERN projects.
- The amount will be given & above the mentioned amount approved by respective funding agencies.
- The principal investigator will apply to the that he/she is claiming the incentive within one month on receipt of U.S. Department of Education from the funding agency.

  
Jonathan  
UVM

# Policy Document - 2016

## Policy No. 105

<b>Policy Name:</b> <b>Mineral Water Project Scheme</b>	<b>Policy Category/Code:</b>
<b>Policy Formulation No. &amp; Date:</b> MTD/001/001/067 dated 06/01/2011 MFD/000/Pol/001/011/001 dated 16/11/2011. MTD/AC/Policy/0044/01 dated 00/1/2014	<b>Revision Code:</b> 1.11.2016
<b>Policy Status:</b> It is an Active Project Scheme for Research/Project Development work.	

### Policy Description:

#### 1. Objective:

To study to promote Teaching, Research and Development in emerging areas in New Science, Engineering and Technology, etc., if it appeared to submit an application under Project Scheme (existing) or new scheme (new) with MTD/AC/Policy for the project recommended to the Selection Committee.

#### 2. Objective:

To create MTD activities in other forms such as to provide opportunities to students in the field of New Science, Engineering and Technology in long term basis.

#### 3. Location of Physical Activities:

Members of MTD as Project members for the duration of project 30% salary shall be sanctioned in the beginning and remaining 70% salary shall be released during the completion of activities carried out. The implementation of the project under Committee. The Project Committee members will decide the utilization and cost of activities of sanctioned amount. However, if the Principal investigate needs amount of money, they should present the utilization of payment of salary details.

#### 4. Duration of the project: No more than 3 years. No extension will be allowed.

#### 5. Eligibility:

##### 5.1. Eligible Staff & Collaboration:

Two members as Project Staff, either Management Specialist or normally approved in the Engineering (Design & Studies) or Management but below senior 080.

#### 6. Purchase of Equipment:

The equipment as mentioned in the proposal and approved by the Selection Committee/Project Review Committee should only be purchased as per the detailed procedure/specification of the Selection Committee. Once the device is completed, the requirements will be forwarded to the Department/College for use and follow-up individual Property.

#### 7. Purchase of Books & Journals:

The project related literature proposed by the Principal through library will be purchased as per

intended to offer the Department a view of the central themes of the work of project. This should become formalised as a report.

**8. Delivery and track**

The amount approved under this fund should be divided for implementation of this priority only. The amount should also be used for attending Conferences, Seminars, Workshops, etc. which are covered. The amount approved under this fund may be utilised on specific investments, National events, being, materials, postage, telephone calls, internet, etc. etc. as per rules/guidelines of the institution/s.

**9. Date of implementation**

The effective date of implementation of the project will be mentioned in the sanction letter. The Project should be completed in the stipulated time period as mentioned in the project sanction letter within 2 years.

**10. Provision for a grant**

All eligible faculty members as mentioned in section 3 above, who wish to reap financial advantage under this scheme should submit their proposal in the prescribed proforma - Annexure-I, to the Corporate Office. Applications shall be forwarded by the concerned HOD and the Principal.

The proposal will be invited twice in a calendar year by the HOD, preferably in the month of January & July. However, dates may be changed as per the requirement.

For cases where a grant project already approved by the Institution Committee under the HOD scheme & under process, the faculty member submit a new proposal under this scheme in any capacity as PI or COI, until the previous project is completed and the certificate report has been submitted.

**11. Provision for approval**

The Principal/Deputy principal will have to send proposals before the Corporate Committee upon the proforma filled proposals. The proposals will be considered by the Corporate Committee and the final decision will be taken keeping in view the recommendations made in it availability of fund.

**12. Monitoring & Evaluation**

Half yearly progress report of the work done shall be submitted in the prescribed proforma - Annexure-II within 15 days of completion of 6 months, failing to submit the further disbursement along with the project approval may be withheld.

**13. Responsibility**

The Principal is responsible for the successful implementation of the project. He/she will the Principal responsible.

## Policy Document - 2018

### 14. General

Since the scheme is a home based one, it is the responsibility of the parent, guardian of the student, ensuring that the covering hood has not been partially pulled out.

### 15. Program Evaluation Procedure

The program will be evaluated by an evaluation committee. The composition of the evaluation committee shall be as follows:-

1. Chairman, 1 Member, 1 Member & Head Teacher, 1 Internal Subject Expert & Member for 40%

Members of the governing body will be proposed but to every institution these

- Out of three members only two members will be from the Govt. School.
- The Internal Investigator & Co Investigator will be named by parent/guardian before evaluation committee.
- The present institution will have that be for 10 minutes period.
- The program will be evaluated in the presence of board.
- All of the concerned statement needs to come under official for Evaluation Committee.

### 16. Institute will budget allocation for each student per year

WCB Rs. 7,000

WCB, WACB & WACWB Rs. 5,000/-

WACWB (WCB) Rs. 2,000

WCB Rs. 2,000

Amount shall be transparently obtained in joint written statement based on the fee of parent/guardian and receipt and date of the receipt on permission. In no circumstances the receipt of the institution will be shared with parent/guardian.

### 17. How to apply to the National Subject Expert :

By filling up the form which shall be sent.



Signature  
VPS

# Policy Document - 2018

Policy No.001

Policy Name: Model Policy	Policy Category: General
Initial Formulation Year & Date: 2018/001/Policy M/001/4910, dated 2018/0004	Revision: None at this time
Policy Statement: To provide safe and sustainable support to the departments.	

## Policy Description:

This policy has been formulated to integrate a shared perspective in the provision of Services & overall quality enhancement with special emphasis on IIG & HR project goals. Under this scheme, selected quality matters will be reviewed.

## Terms of Policy:

- The five (5) IIG Members to be selected from the list below of qualified employees such as IIGs, IIGs etc.
- The appointment of the member will be for a term of 2 years.
- The salary of the Member shall be in line with the HR Department with P.O. contribution of a minimum of 10 years of experience.
- The Member will assist the Project team at IIG & HR level identifying how project objectives will be achieved.
- The Member will also be responsible to lead team a year and will also be connected through projects and other cross-functional projects.
- The Member will be a part member of Department Quality Assurance Cell (QAC).

## Benefits:

- One time honorarium of Rs. 1,00,000/- (Ten thousand) will be paid to the member on the occasion of appointment for a term of 2 years.
- Rs. 100,000/- per year per unit.
- 20% of the salary will be made in the initiative.

  
2018/001  
2018

## Policy Document - 2018

Policy No. G01

<b>Policy Name:</b> Collaborative Initiatives with MG	<b>Policy Category/Owner:</b>
<b>Initial Formulation by, &amp; Date:</b> SPS/COO/2018/047, dated 20/1/2018	<b>Review Date (if Any):</b>
<b>Policy Overview:</b> Policy for Collaborative Initiatives with MG Institutions - Joint Conferences, Joint Papers, Joint US Projects, Joint PG Projects, Exchange etc.	

### Policy Description:

This policy has been formulated in order to facilitate sharing of knowledge among the people of MG and to make concerted efforts to integrate the capabilities and facilities of the group institutions. This will enhance the academic excellence and quality of education.

The terms of the Policy will be as follows:

- It will be compulsory that each MG Technical Institution is an associate partner institution wherein R&D, Research, consultancy, Training/PG, projects in the following academic Collaborations will be undertaken with MG institutions:
  - Joint published papers.
  - Joint published projects.
  - Joint published research.
- Appropriate implementation of the Policy shall be done by the Head of Institutional level in close liaison with the Head of MG Institute.



Head of Institution  
MG



# Policy Document - 2018

## Policy No. 033

<b>Policy Name:</b> Full/Time/Fr. without Franch. Agreement	<b>Policy Category/Division:</b>
<b>Order/Paraphrase/No. &amp; Date:</b>	<b>Revision/Date/By/For:</b>
4789/1803/01/01/2018, P.3 on 1/31/2018	

### Policy Statement:

Policy for Appointment of the Full/Time/Fr. without Franch. by the Sec. in the Technical Institute under MIT.

### Policy Description:

This policy has been developed in the process of administration. Under this policy an appointment of Full/Time/Fr. without Franch. will be made for the standard standard of merit, hold other job position and salary shall be as provided within it.

### Scope of Policy:

- All Full/Time/Fr. without Franch. appointment shall be made with prior approval from the Sec. of Office.
- Recruitment shall be completed within for three years.
- Application will be called from the faculty to be appointed to the Departmental Head, in case of multiple applications, their view shall be considered.
- ADO are not eligible for appointment.
- Interview shall be held with 3-5 members.

  
Secretary  
MIT

## Policy Document - 2018

### Policy No. 004

Policy Name: Carrying on Operations Authority to Hold with the outside Ins. & Motor No. L 1111, No. 2008-08/1111 & Issue: 23 Sep. 2008	Policy Category Group: Issued on Date: 11.01.2009
Policy Statement: Policy for insuring financial damage to MSAs for Carrying on Business	

#### Policy Description:

The policy has been formulated to authorize MSAs to carry out emergency repairs or replacement of assets.

#### Terms of the Policy:

- All repairs of the equipment and tools financial authority to conduct an amount up to \$1,000 for emergency work.
- A formal approval shall be sought from respective Ins.
- The Ins. will take paid bills received from the Management within 10 days of the presentation.
- The Ins. are required to a first class service and have with relative occasional service within 10 days in order to serve the account.
- The financial authority can be exercised by the MSAs only once in a month.

All documents to be processed must be submitted before 11<sup>th</sup> March of each financial year.



Jeyanthi  
Uthay

## Policy Document - 2018

### Policy No. 005

<b>Policy Name:</b> Guest Lecture Policy	Policy Category: General
<b>Policy Formulation No. &amp; Date:</b> Rev. 005/2018/02/11/01, Revised: 02/08/2018	Revision Date: 11/12/2018
<b>Policy Statement:</b> Policy for engaging Guest Lecturers in the recruitment & remuneration.	

#### Policy Description:

The policy has been formulated to specify details regarding the selection of a lecturer & the ability to draw their knowledge into classroom and faculty development. A pool of candidates with expertise in their fields may be used that to deliver guest lectures in the department's institutions for facilitating an internal production of the teaching learning process.

#### Scope of the Policy are:

- In the beginning of the session, the faculty coordinator will be faculty members shall prepare a list of experts from other institutions or departments/ areas. The list is coordinator will provide a list beyond a list of the candidates' names of experts from institutions.
- Guest lecturers will be based on External Lecture criteria, Revised based on the recruitment, allowed areas in open market for PG, Postgraduate application or concept in industry, career options in field through conventional recruitment and skills etc.
- Such Department is expected to conduct minimum three guest lectures for students per semester on four guest lecturers out of those shall be subject to their specific and one lecture may be an invited by entrepreneurship, shared across the etc.
- Faculty members are also expected to attend these sessions.
- Guest can be invited in whole based on college's specific need for lectures, supported by the coordinator.
- The subject areas are revised and be at least once 7 in a semester.
- Each will have a grant amount from the college for honorarium of lecturers, and this amount amount for the lecturers.

#### Remuneration for Experts:

- **Guest Lecturers (For Other Institutions)**

S.No.	Designation	Remuneration
1.	Principal	Rs. 2000/- per hour
2.	Professor	Rs.1200/- per hour
3.	Assistant Professor	Rs.800/- per hour
4.	Lecturer	Rs. 600/- per hour

## Policy Document - 2018

### → **Excess to Non-Industrial (For a Water Utility Fee)**

Rate	Consumption	Estimated Fee
1	0-10000	\$0.0000 per liter
2	10000-20000	\$0.0000 per liter
3	20000-30000	\$0.0000 per liter
4	30000+	\$0.0000 per liter

### → **Excess to Non-Industrial**

Rate	Consumption	Estimated Fee
1	Below 10 years	\$0.0000 per liter
2	10-20 years	\$0.0000 per liter
3	20-30 years	\$0.0000 per liter
4	30-40 years	\$0.0000 per liter

  
 Signature  
 1/1/18

## Policy Document - 2018

Policy No. 006

<b>Policy Name:</b> Formal Contact Hours of Faculty of Education	<b>Policy Category:</b> General
<b>Faculty/Department/Unit &amp; Code:</b> FACULTY OF EDUCATION 1001, 1002, 1003, 1004, 1005	<b>Revision Date:</b> 11.11.2018
<b>Policy Statement:</b> Policy is created to minimum number of formal contact hours (lectures/practical/discussion) for classes of students.	

### Policy Description:

The policy has been formulated to ensure cooperation of all with its state to fulfill the highest standard in teaching learning process occurred in the institution. Faculty have informed feedback through note to various departments and making the students. The title was to secure to have better contact hour in each semester that will be distributed in the form of class room sessions/ projects.

### Terms of the Policy

- The class hour/semester & material/lecture should be according to delivery.
- The contact hour/semester will have to be reflected in course plan & departmental work plan.



1/22

## Policy Document - 2016

### Policy No. 037

<b>Policy Name:</b> Allocation and distribution of research through Training & Consultancy	<b>Policy Category:</b> General
<b>Policy Formulation No. &amp; Date:</b> A/C-19757 - 01/01/2016 (13/11/2016)	<b>Revision:</b> None (13/11/2016)
<b>Policy Description:</b> Allocation & Distribution of research supported by the institution by means of conducting various activities for training, internal consultancy or institution or at other's activities.	

#### Policy Description:

This policy has been formulated to encourage the faculty members to take up activities such as training, consultancy, research, etc. for outside world and discuss them and share their/her knowledge and expertise for overall development of the institution. This policy also aims at uniformity in provision of infrastructure and facilities and timely action for internal review as per need.

#### Goals of policy

- The allocation of research/ Activities received by the institution for consultancy, training, practice conducted, development of research activity & consultancy services provided by institutional faculty members of their's premises shall be made in the following priorities:

Sl.	Priority	Percentage
1	Education, Research, Development & Technology	10
2	Faculty, Staff, Trainee	10
	Total	100

## Policy Document - 2018

4. The following table shows the amount (in thousands of USD) amount held at various banks in 2018:

(k)	For (USD)	Percent Share of Total Assets (%)
1	Corporate Bank with Deposits and Loans	8
2	Bank A	16
3	Bank B	18
4	Head of Co. Deposits	4
5	Head of Co. Institutional Deposits	2
	Total	58

  
 Secretary  
 USA

# Policy Document - 2018

## Policy No. 606

<b>Policy Name:</b> Remuneration to Subject Experts for Consulting Services	<b>Policy Category/Driver:</b>
<b>Policy Number:</b> 606	<b>Effective Date:</b> 11/21/2018
<b>Policy Owner:</b> Human Resources	

**Policy Approval:** Policy for Remuneration to Subject Experts for Consulting Services was approved by the Board of Principals and Faculty Members.

**Policy Description:**

This policy provides the guidelines for an institution to subject experts who are called upon by the University or Management on the basis to conduct their work for the good of the University and its Faculty members.

**Terms of the Policy:**

- Terms and conditions for subject experts visiting the institution for the first time as a Faculty Member will be as follows:

Post to be Interviewed	Remuneration to Subject Expert
Professor	Rs. 2,000/- per hour/day + 10% honorarium
Associate Professor	Rs. 1,000/- per hour/day + 10% honorarium



Principal  
1/2/2018



## Policy Document - 2018

### Policy No. 004

<b>Policy Name:</b> Authority to purchase books for placing a purchase order	<b>Policy Category:</b> General
<b>Order Parameters:</b> No. & Date: No. 004/2018-07/001, Date: 01/31/2018	<b>Revision:</b> 001, 11/21/2018
<b>Policy Statement:</b> Authority to head of the section, head of the Department for placement of Purchase Order.	

#### Policy Description:

This policy has been formulated taking into consideration the growing volume and administrative requirements of the book store. It was formulated as a means to help the placing Purchase Order of the respective work for purchase of equipment for the laboratory, books and journals for library etc. as per budget and procurement procedure.

#### Scope of policy:

- The head of the institution is authorized to place a purchase order for purchase of equipment etc. leading up to Rs. 20 lakh up to the limit subject to the available in the budget.
- The head of the Department is authorized for placing a purchase order for purchase of equipment etc. leading up to Rs. 10000/- as a limit subject to the provision in the budget.
- It was also mandated to follow the purchase procedure for the purchase of such items, which would include generation of requisites, calling of quotations, scrutiny of offers received, ensuring the quality of the equipment to be supplied by the vendor, negotiations and timely placement of purchase order.
- The set procedure of purchase is required to be followed.



Section  
Head

## Policy Document - 2018

### Policy No 010

<b>Policy Name:</b> A comparison of financial authorities for procuring contracts up to Rs. 5000 in Rs.	<b>Policy Category:</b> General
<b>Policy Formulation No. &amp; Date:</b> No. 442/2018/2018, Dated: 21/11/2018	<b>Revision Date:</b> 21/11/2018
<b>Policy Statement:</b> To set a system of procuring contracts for the year for expenditure for goods or work up to Rs. 5,000/- in a year.	

#### Policy Description:

The contract shall be placed on the basis of a tender to provide for the expenditure up to Rs. 5000/- in a year for the authority.

#### Scope of policy:-

1. The maximum limit for expenditure for a year will be up to Rs. 5,000/- or a two billing up to Rs. 10,000/- in a month.
2. The expenses shall be in nature of recurring expenditure, except for one-time expenses and capital cost of any kind (except material of all kind in case of infra-structure expenditure).
3. The work order / purchase order for contract or purchase up to Rs. 5,000/- or a time will be as under:-
  - a) The purchase order of capital nature and the quantities should be made through procurement of the authority.
  - b) Work order / purchase order to acquire the bills of expenses or purchase up to Rs. 5000/- in a time.
  - c) Such expenses / purchase will be allowed on the basis of a bill and rate sheet duly sanctioned by head of the department, to be placed with the concerned file.
  - d) The regular purchase procedure i.e. inviting quotations, preparation of purchase order etc. will not be applicable for such expenses / purchase up to Rs. 5,000/- in a time.

## Policy Document - 2016

47. Other security practices e.g. security pins, secure access, strong authentication etc. will continue to be used to support the current level of security (see below) (M & S)
48. The security requirements will remain a mix of equipment, people and processes. The distribution of power in the management will remain the same.

  
Security  
M&S

# Policy Document - 2016

## Policy No. 611

<b>Policy Name:</b> Provision of financial assistance for supporting networking (Transfer of T & P Document)	<b>Policy Category:</b> General
<b>Policy Formulation No. &amp; Date:</b> WFO/CCOP/PO/2014/793 dated 15/01/2014 & Approved from final T & P Office Level (2015) approved by the Secretary, AFS.	<b>Revision Date:</b> 12.11.2015
<b>Policy Description:</b> Provision of the above assistance to the T & P Office in terms of TA, DA, Lodging, Local Transport and Cateration, Writs & Expenses payable for Corporate networking events for Assistant Director.	

### Policy Description:

This policy has been formulated for supporting T&P document in to create Corporate networking. Thus to foster with corporate world with an aim of generating the mutual growth & placement opportunities for the benefit of WFO institution.

### Terms of policy:

- Through this policy, Financial Assistance will be provided as per provided in Table 1 & 2 and 10% of bill by paying the Corporate networking, Search for Placement purposes in terms of TA, DA, and Lodging etc. as per the chart given below.

Sl. No.	Particulars	TPOs	
		Director	TDs
1	TA	Actual / ACT Per / AC Receipt Per	Actual / Actual / Contractually ACT Per / AC Receipt Per
1	DA	Per 1 (0.194) - Rs. 185/- Per Day	
		Per 2 (1.084) - Rs. 100/- Per Day	
		Per 3 (2.168) - Rs. 100/- Per Day	
1	Lodging	Per 1 (0.194) - Rs. 100/- Per Day	Per 1 (0.194) - Rs. 100/- Per Day
		Per 2 (1.084) - Rs. 100/- Per Day	Per 2 (1.084) - Rs. 100/- Per Day
		Per 3 (2.168) - Rs. 100/- Per Day	Per 3 (2.168) - Rs. 100/- Per Day
4	Local Transport & Lodging Cateration etc.	Per 1 (0.194) - Rs. 100/- Per Day	
		Per 2 (1.084) - Rs. 100/- Per Day	
		Per 3 (2.168) - Rs. 100/- Per Day	
5	Actual TPO Per 30 Per Day	D.A. Rs. 40/- Per Day	D.A. Rs. 30/- Per Day

## Policy Document - 2018

	As of:	As of: per 2018 Transport	As of: per 2018 for 2018
<b>A</b>	Basic 2018 (As of)	As of: per 2018	As of: per 2018

- The T & P Department needs to take a joint stance for the proposed fee, along with the candidates available from the territory. With the two candidates proposed to be a
- Along the way, the T & P Department needs to submit the Candidate Report along with the Statement of Intentions.

**Notes:**

1. Ministry of Finance, Department of Tax, with 2018 (Ministerial No. 17/2018 - T. 2018 / 11. 2018) for reference (2018-18)
- X - Ministry of Finance, Department of Tax, with 2018 (Ministerial No. 17/2018 - T. 2018 / 11. 2018) for reference (2018-18)
- V - All Other & More Items
- X - Other

  
 [Signature]  
 VTD

# Policy Document - 2018

Policy No. 1101

<b>Policy Name:</b> Appointment of Adhoc Teaching Faculty	<b>Policy Category:</b> HR
<b>Order/Parliament No. &amp; Date:</b> MCA/3/2018/1101, 26/11/2018	<b>Revision No. &amp; Date:</b> None

## Policy Statement:

The policy for Adhoc Appointment of Teaching Faculty refers that attached in Annexure A.

## Policy Objective:

The policy has been formulated for the Appointment of adhoc Appointment of Teaching Faculty on part time/contractual basis.

## Scope of Policy:

### Engineering

- Teaching Faculty with B.Tech passing qualification will be eligible for appointment as Adhoc faculty up to the end of the academic session i.e. up to 30<sup>th</sup> April. These sessions will automatically discontinued by 30<sup>th</sup> April if there any notice.
- In case if vacancy of such faculty are required during the vacation period, the principal or in-charge of (Computer faculty) can appoint such faculty on a contract basis during the vacation or on part time basis. There will be maximum a break of 7 days if the staff cannot be as one and he/she joining in the next session for such contract appointment. There will be phrase of payments of 4000-12000 with basic of 3000 and with Gross Salary of 12,000 for B.Tech and 16,000 for M.Tech. Semester Major awarded B.Tech, M.Tech, B.Tech Semester Dist. care will make irrespective of the number of years of teaching experience. Each level of appointment will be up to the academic. In exceptional cases, the Competent Authority may award Higher Gross Salary however, it will be in terms of respective Gross Maximum.
- Faculty with M.Tech Qualification/with faculty will be appointed in 1<sup>st</sup> pay scale of 12000-14000 on basis of 14,000/-, 16,000/- and 18,000/- and 20,000/- basis of 16,000/-.
- Those joining in class in between the academic session, after initial joining, will continue to cover the working days and if appointed in contract/contractual records, will be eligible for salary in 1<sup>st</sup> pay scale as suggested above.

## Policy Document - 2018

### Terms of Appointment

- **Address**
- **University approval**
  
- The **University shall have opportunity to participate as a diversity Approval faculty**
- **University Approval** positions will be posted on positions to get from a 100% pay scale with **50% MTS and 50% salary** as applicable to the location of the position to get approval of **Administrative** position.
- **The faculty is the subject of Management, Social Science and English will be approved as** **Administrative** at the end of the academic year on or before 10<sup>th</sup> April. The **Ad** faculty that have **opportunity to get selected as diversity Approval faculty**

### For Polytechnic, SCMP/DMITM appointments:

Sl	Qualification at the time of joining	Experience	Salary/Day rate
1	B.L./B.Sc.(H) M.L./M.Tech (E to 7 <sup>th</sup> level)	minimum of 05 of years of experience	1000-12000; Scale-8000-12000
2	M.Tech/M.L. (Executive appointed - Over secondary class)	minimum of 05 of years of experience	1000-12000; Scale-8000-12000
3	M.Tech	minimum of 05 of years of experience	1000-12000; Scale-8000-12000

### For Management (SCMP & DMITM) qualified staff appointments:

Sl	Qualification at the time of joining	Experience	Salary/Day rate
1	MBA	minimum of 05 of years of experience	1000-12000; Scale-8000-12000

### For Engineering & Project etc. appointments in it associated & related subjects:

Sl	Qualification at the time of joining	Experience	Salary/Day rate
1	M.S./M.A./MBA (Management Faculty)	minimum of 05 of years of experience	1000-12000; Scale-8000-12000

## Policy Document - 2018

- Teaching faculty with PhD in Engineering giving their institutions about their PhD's. The percentage of such faculty will be although allowed, yet their Gross Salary will be protected. Those appointed to the Assistant Professor Grade will be placed on pay scale of 14 00-12800 with Grade Pay of Rs.8000/- and those appointed as the Lecturer will be appointed on the pay scale of 11700-8700 with Grade Pay of Rs.3000/- and assistant SA. In addition to the protection of the Gross Salary they will be entitled for a complete special allowance of Rs.12000/- per month. The Ad-hoc faculty shall have opportunity to get selected as University Regular Faculty.

### Notes:

- Annual Assessment will be on per cent basis.
- In case of any deviation from above mentioned guidelines including CPC protection related issues, the Principal and faculty jointly to PG will have to take care with needed communication.



Secretary  
UPSE



# Policy Document - 2018

Policy No. H1937

<b>Policy Name:</b> Joint Tax Penalties for Health Benefits (LBO Facets)	<b>Policy Category:</b> HR
<b>Author/Revisor(s) Name, &amp; Date:</b> JRM/STC/CLK/MSH, dated 01/30/2018	<b>Revision/Date:</b> 01/31/2018
<b>Policy Statement:</b> Proposed to put approval of health benefit for the above benefiting under the Health Act.	

**Policy Description:**

This policy has been reviewed by the Health Act & is a part of existing legislation under the Health Act.

**Goals of Policy:**

- Goal is provide Law for employees in order to be set up separately and individual fees.
- Rule to be put up with explicit recommendation of date contained Section Committee for the purpose.
- Rule should comply with such as health benefit, explicit approval letters, off/leave, etc. present & proposed regulatory process based for & clear proposed benefit & costs.
- Any other areas of information.
- Based on the above, decision of the Department Authority will be carried out to set up cost fees.



Veronica  
VRS

## Policy Document - 2018

### Policy No. 1901

<b>Policy Status:</b> Revision period of Faculty members	<b>Policy Category:</b> HR
<b>Policy Responsibility No. &amp; Date:</b> Policy No. 1901/2018, Dec 01/27/2018	<b>Revision Date:</b> 07.11.2018
<b>Policy Statement:</b> Shows criteria of promotion of faculty members.	

#### Policy Description:

The policy has been formulated to provide the clearly defined of promotion period of faculty members from Assistant/Asst. professor.

#### Terms of the Policy are:

- Policy is framed by mutual consent of the subject mentioned above, which will be valid only to the date of expected completion of proposed period of the faculty member as mentioned in the appointment letter.
- The proposed staff will receive copy of the evaluated annual progress report (APR) for the period of 10/10/10/10/10.
- To assess the performance of the faculty member is not satisfactory, the staff will receive that the warning letters are given to the faculty member during the probationary period (as per work done to improve upon his) her performance. After 03 warning letters of performance is not satisfactory, awarded for discontinuation may be submitted.
- The policy will be valid up to completion of the probationary period for extension of the probationary period with necessary justification.

  
Authority  
1901

# Policy Document - 2016

## Policy No. 1804

<b>Policy Name:</b> Local Study towards Postgraduate Studies	<b>Policy Category:</b> HR
<b>Policy/Procedure No. &amp; Date:</b> HR/Policy/2016/1804, Amended 11.12.2016	<b>Approved Date:</b> 11.11.2016
<b>Policy Statement:</b> Local Study towards Approved locally made in the U.K.	

### Policy Description:

This policy has been formulated in order to enable faculty members to pursue higher qualifications in general academic institutions in India commencing from Post Graduate level.

### Scope of the Policy on:

- The said policy will not be applicable in case where faculty members willing to go other institutions' situated other than their institutions as regular basis.
- Local Study towards Postgraduate studies commencing from PG level as follows.
- For Post Graduate Programmes:
  - Study Leave for regular Course Work
    - Study leave shall be granted for the duration of the course work as mentioned in the syllabus in which the applicant is registered or proposed to be registered.
    - It is expected that the candidate will carry out full time registration work in the institution in which he/she is studying.
    - Maximum duration of the study leave shall be two years. The duration of the study leave shall be decided on case to case basis. Study leave without pay will be granted for the duration mentioned beyond every year. If any.
    - Such candidates have to pay back guarantee amounting to 3 years' Gross Salary. The back guarantee will be released once the candidate clears the institutions for a period of 1 year from the date of completion of PG degree.
  - Study Leave to carry out Course Work & Research in the field of registration:
    - Study leave will be permitted to do other activities in relation to PG. This shall in any of the IT, IAS, IFS, IAS, IFS and other entry level of Government/autonomous of National Importance.
    - Such candidates have to pay back guarantee amounting to 3 years' Gross Salary. The back guarantee will be released once the candidate clears the institutions for a period of 1 year from the date of completion of PG degree.
- For Post Graduate Programmes:
  - Study leave will be granted on pro rata basis.

## Policy Document - 2016

- The selection from the pool will be forwarded to the panel stating that the PhD work is going to be completed by year 4.
- Study leave will normally be granted during year 4 (academic leave).
- Maximum duration of the Study Leave shall be Three Months from the date of registration till the award of Degree. However, study leave of maximum 12 days whenever that is possible.
- The applicant will be required to complete PhD within four years from the date of registration. If he/she from the Study Leave period will be allowed against two awarded Semesters.
- After analysis the Study Leave Candidate has to submit a report from the Guide stating that the applicant was doing his/her PhD work on regular basis during period of Study Leave.
- The incentive will be given on completion of PhD as follows:
  - To candidates if PhD gets complete in 4 years.
  - To complete if PhD gets complete in 3 years.
- Imply a penalty/Mark deduction upto 10% if any.
  - To candidates if candidates will be allowed till 10%.
  - Self candidates have to provide a bond to serve the institution for a period of One Year from the date of completion of Ph.D. Degree. If he/she will not to do so One Year Over Salary.

  
Secretary  
VSS

# Policy Document - 2018

Policy No. 1-005

<b>Policy Name:</b> Maternity Leave	<b>Policy Category:</b> HR
<b>Policy Formulation No. &amp; Date:</b> HRP/2017/4/11004, 04/11/2017	<b>Revision:</b> 04/11/2017
<b>Policy Statement:</b> Policy regarding Maternity Leave.	

## Policy Description:

This policy has been formulated to provide maternity leave to female employees.

## Scope of the Policy are:

- Maternity Leave shall be provided to a permanent female employee having a minimum of two living children.
- Maternity leave to a permanent female employee shall be given for 90 days from the commencement of pregnancy period. No extension shall be provided unless approved by the management before proceeding on leave.
- In case of employee is entitled for vacation, if the confinement total does exceed vacation then the remaining leave shall not be compensated with vacation. The leave shall not be deducted to leave account.
- A female employee who is not entitled to one year of continuous service as per HR Manual where she is employed shall not be entitled for maternity leave. A maternity shall be allowed from the service.
- No additional benefits than one year shall not be eligible for maternity leave.
- Maternity leave shall not be granted to temporary, on-leave, on-call, consultants, etc. but subject to local health care regulations.
- Maternity leave shall not be granted to a female employee who are occupationally safety.
- Maternity leave shall not be converted to an extension of contract when pregnancy and leave then ends during the contract period.
- A female employee who is employed for more than one year is a confirmation shall be considered as maternity leave on full pay for a maximum period of 90 days.
- The application for maternity leave shall be considered supported by medical certificate or other credible facts of confinement and is substantiating to effect that the employee shall require the rest of confinement supported by a medical certificate.
- The female employees whose services to be placed or transferred by management to other work institutions under the Group than their previous contractual service subject to terms of work

## Policy Document - 2018

shall be considered for funding the stipends for secondary levels. However, in case of other terms, employees the period of contract was revised shall be of that for the same only.



SECRET  
10/18

## Policy Document - 2016

Policy No. H435

Policy Name: Job Cutting (as above)	Policy Category: HR
Policy Formulation No. & Date: HRP/HR/2016/1/1/001 - Issued 01/11/2016	Review Date: 31/12/2019
<b>Policy Statement:</b> Regarding terminating on work for staff members.	

### Policy Description :

This policy has been formulated for to establish discipline of regarding staff members.

### Terms of Policy:

- Every employee is supposed to come to the work well within the office being prescribed by the management.
- However a grace period of 15 minutes is given over to allow the normal morning working time.
- In respect coming after the grace period shall be considered as late for the day. For every half of late coming, 1 day salary shall be deducted. The priority of deduction of salary shall be first CL, if CL is not available, deduct on shall be made from DL. If these both items are not available, it will be considered as PWT.
- In case if an employee comes late by more than 30 minutes then the normal morning working time, then 1 day leave shall be deducted from DL, if available. If not available deductive shall be made from CL. If now both days period is over, it will be considered as PWT.
- No grace period is applicable for every going.
- No 1 day period for leaving for working staff.

  
Secretary  
2016

## Policy Document - 2018

Policy No. HR07

<b>Policy Name:</b> Leave and Vacation for Faculty Members	<b>Policy Category:</b> HR
<b>Policy Formulation No. &amp; Date:</b> HR07/2017/21/072, dated 14/11/2018	<b>Revision No. &amp; Date:</b> Revision 001 & 14/11/2018
<b>Policy Statement:</b> Statement of Leave and Vacation for Faculty Members	

### Policy Description:

This policy focuses primarily to provide leave and vacation facilities to members of the institution.

### Scope of policy:

- The leave rules for the staffed staff (including teachers) at the B.C. Conduct, Discipline and Service Unit has already been stipulated in the institution. However, for other staff members, following details will apply to the whole institution.
- All the teachers (except part-time/ visiting/ contract teachers & Ad-hoc) shall be placed on probation for a period of one year, which can be extended. They shall be entitled for 5 casual leaves per academic year.
- **Termination of leave:**
  - **Annual leave:**
    - All the teachers (except part-time/visiting/contractary) shall be entitled for 5 casual leaves per academic year on pro-rata basis.
  - **Half pay leave:**
    - It normally applies to those staff as entitled to leave on half pay for a period of 20 days for every completed year of service. However, all completion of the first year of service the teacher cannot avail the leave.
    - The employees may take advantage of contract termination benefits if leave on half pay or medical ground is provided.



## Policy Document - 2018

- Vacation

- Only permanent full-time employees approved are eligible for vacation. The workers who are not eligible for vacation are also not eligible for formal leave if they are determined as working during the period of vacation and hence if the leave are credited their total leave may be exhausted.



Secretary  
2018

## Policy Document - 2018

Policy No. 1808

Policy Name: Implementation of Biometric System	Policy Category: HR
Author/Approval No. & Date: 31.01.2018	Revision: 001 (11.11.2018)
Policy Approval: President for Implementation of Biometric System	

### Policy Description:

This policy has been formulated in order to effectively implement Biometric system for staff members of the institution.

### Terms of the Policy are:

- **Right to P.O.W**
  - will not be accepted by the Management
  - Half day Casual leave to be provided if there is a delay in getting an appointment.
- **Machine did not accept the thumb impression/ fingered Data No. It shows after printing/ Over after printing, the machine shows 'blank'**
  - Handling procedure in the electronic machine i.e. the Machine has not accepted thumb impression or scanned code shows after printing or over after printing the machine should show 0000.
  - In case of such problem the staff is allowed to re-enroll (1 or 2 times) for the first 3 days and if 3 times in any such problem then he should report the matter to the HRD of the respective departments by recording the incident/issue. Such report has to be submitted to the HRD of the branch/office by 11.00 am on the same day to the HRD.
  - Unexcused absence will be put in the way of the respective departments for recording the time of working in case of Biometric/machine problem.
- **Sanctioned by some additional points for those who are on De Facto job.**
  - If the employee is working on the regular job and is likely to get a de-facto job, then he should inform in an approved form of the HRD in person or by mail during hours of the time of which the work is required to be done and the HRD (approved form) to be sent to the Biometric Department on the same day. After handling the work he has to submit the staff report to the college. He should print and record report about the 'job-duty' to the HRD to ensure that the records are updated during 'job-duty' of the staff.
  - This staff members are supposed to go for University work like seminars, meetings, participation, conferences, university meeting etc. Since they should submit the letter from the University and obtain the approval of the HRD and submit such approval to the Biometric

## Policy Document - 2016

### Open Access to e-mail

- The teaching and non-teaching staff who are responsible for their Office should observe the signature of e-mail when their had the work, and such letter documents should be enclosed with their 'on duty' cover sheet sent to the OOD.  
For Teaching staff (or non-teaching Employees) of the staff 800/Head of Section  
not/Head of Section - Principal.
  - While allowing the OOD to the Office the OOD should ensure that the access should be controlled by making alternative arrangements. Library or museum hours expected to be restricted access in the campus to the facility should be secured over just had granting them the e-mail work an academic process. This is the responsibility of OOD.
  - The access to e-mail is being kept in the OOD presently shall be withdrawn.
  - OOD may not be permitted to go anywhere in the Campus within the gate or outside the campus after the school/col.
  - System of e-mail is used as weekly present the hours by responsible for the corresponding employees.
- 
- The 'Open Card' Code for issued to the employees should be immediately withdrawn/ stopped/ cancelled. The 'Access & Code' for that be given within period of time as given.

  
Secretary  
NYS

# Policy Document - 2018

## Policy No 1809

<b>Policy Name:</b> (as identified in Earned Leave)	<b>Policy Category:</b> HR
<b>Author/Approver:</b> Ms. A. Gupta HR/22/0000000000, dated 20.3.2018	<b>Version/Type:</b> 1.1.1.18
<b>Policy Status:</b> Only for leaving has been revised based by email/portal.	

### Policy Description:

The policy has been formulated to facilitate employees for availing pro-rata earned leave in case of resignation.

### Scope of Policy:

- This policy is applied only to teaching and non-teaching staff members.
- Earned leave in excess of 2 days can be availed subject to following:
  - If all casual leaves are exhausted.
  - This availing of 2 days leave should be permitted for accumulation of casual leaves for period.

  
Anil Kumar  
HR/22

# Policy Document - 2018

## Policy No. 1910

<b>Policy Name:</b> Insurance for One month school policy	<b>Policy Category:</b> HR
<b>Policy Description No. &amp; Date:</b> 1910/00/2018/1.017 - revised 01.01.2018	<b>Revision Date:</b> 11.11.2018
<b>Policy Statement:</b> Reduction of one month school policy because of faculty members leaving after vacation within the school year.	

### Policy Description:

This policy has been formulated to facilitate immediate re-employment of faculty members for one month within the school year.

### Terms of Policy:

- The condition of giving "One month school policy" mentioned in the upper part of this policy will be revised for the faculty members staying from one year or longer and joining other schools for one year.
- The benefits depend from the previous one month will be reduced immediately with the deduction of Security deposit. At one month school policy will have to pay the entire portion of salary.

  
Serap  
VELI

Disclaimer

The policies of this booklets are being made taking into consideration the views of all the stake holders.

However, in case of any inter-stakeholder issues related to the policies in future, the decision of the Campodrom Authority will be final.