

H.R. INSTITUTE OF TECHNOLOGY, GHAZIABAD

SERVICE RULES AND REGULATIONS



January 2007

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1. Introduction

The H.R. Institute of Technology, Ghaziabad (HRIT) was established by the *Harish Chandra Ramkali Charitable Trust* HRCT in the year 2005. HRIT is recognized as one of the foremost and dedicated providers of higher education in management, Engineering and technology, in north India and is credited with running prestigious H.R. Institute of Technology (HRIT).

H.R. Institute of Technology, Ghaziabad is approved by AICTE (MHRD) and affiliated to UP Technical University (UPTU), Lucknow.

1.1 Vision:

H.R. Institute of Technology, Ghaziabad envisions to

- Develop H.R. Institute of Technology as a distinguished Centre of Excellence.
- Inculcate in the students the qualities of leadership, professionalism, and executive competence.
- Enhance sensitivity towards human values, ethics and moral codes of conduct.
- Implement career-centric learning processes with judicious blend of theoretical and practical knowledge for career building.

1.2 Courses Offered:

H.R. Institute of Technology, Ghaziabad offers following courses of study:

B.Tech. (4 Year Degree Courses)

1. Computer Science and Engineering
2. Electronics and Communication Engineering
3. Electrical and Electronics Engineering
4. Information Technology
5. Mechanical Engineering

Post Graduate Courses

1. Master of Computer Applications (MCA)
2. Master of Business Administration (MBA)

1.3 Admissions:

The students are admitted to the above courses of study strictly on the basis of their merit in UPSEE test and the guidelines issued by the state government/UPTU through the counseling conducted by the UPTU. The students are also offered direct admissions to some seats in accordance with the provisions/regulations made by the UPTU.

2. Administrative Structure

The Governing Body or GB is the supreme body of the Institute . Its primary interface with the Institute is the Chairman. The Director of the Institute reports for all matters on a day to day basis to the Chairman. The Institute has a Director General and an Advisor to oversee the academic and other matters to facilitate the Chairman's responsibilities.

The Director is the chief officer of the Institute . Broadly speaking, the Director is directly responsible for all administrative functions, training and placement functions and extension services in the form of revenue earning programmes to be carried out by the Institute .

The Dean, Academics looks after the academic matters and reports to the Director. The Chief Proctor shall look after all matters relating to indiscipline and ragging problems. The Dean Students Welfare shall look after the welfare activities of the students. The COE shall be responsible for the smooth conduct of examinations. The HODs report to the Director with regard to all the matters of their respective Departments.

3. Service Rules

3.1 General

These rules shall be called the H.R. Institute of Technology , Ghaziabad "Service Rules". These rules apply to all employees, whether ad-hoc, temporary, part-time, contractual or permanent, in the service of H.R. Institute of Technology , Ghaziabad and at any other Institute or Institute by whatsoever name called, which is or may hereinafter be established or managed, anywhere in India, by HRCT .

The Governing Body of "H.R. Institute of Technology", Ghaziabad hereinafter called "GB" reserves the exclusive right, at any time hereafter and without notice, to amend, alter, modify, add or delete any provision(s) to all or any of these service rules, from time to time and, to bring such amendments, alterations, modifications, additions, deletions into effect from a date to be notified by the "GB".

Such amendments, alterations, modifications, additions, deletions if any shall become binding on all the employees covered by these service rules from the date of their notification by the "GB".

The Chairman "GB" shall have the exclusive power to clarify any issue or to remove any doubt relating to these "Service Rules" and or its implementation.

3.2 DEFINITIONS

In these rules, unless there is anything repugnant to the subject or context:

The HRCT means “**Harish Chandra Ramkali Charitable Trust** ” registered under the Societies Registrations Act of 1860, which is responsible for the establishment and management of H.R. Institute of Technology , Ghaziabad .

The Institute means “H.R. Institute of Technology ” and its sections, wings, departments and centres at Ghaziabad or at any other location in India, established or managed by **HRCT (Regd.)**.

The “GB” means the Governing Body of “H.R. Institute of Technology , Ghaziabad ” which has been constituted in accordance with the provisions laid down in this respect by All India Council of Technical Education. The Chairman of the “GB” shall be a member of **HRCT** and shall be nominated by all other members of **HRCT** on the “GB”.

The “Director” means the person appointed by the “GB” who shall be the principle academic officer of the Institute and who shall be responsible for the proper and efficient administration of the Institute in accordance with the rules and guidelines laid down in this respect by the “GB” and for the imparting of instruction and maintenance of discipline therein.

“Employee” includes all employees, without exception performing whatsoever function assigned to him/her and is in the whole or part time employment of the Institute , whether such employment is probationary, ad-hoc, temporary, permanent or contractual.

“AICTE” means the All India Council of Technical Education, which is an autonomous body of Ministry of HRD, Government of India.

“Affiliating University” means the U.P. Technical University, Lucknow responsible for according affiliation to the H.R. Institute of Technology, Ghaziabad..

3.3 Code of Conduct

3.3.1 Application

The provisions contained in this schedule shall apply, without exception, to all employees of the Institute whether, ah-hoc, probationary, temporary, part-time, contractual or permanent.

Every employee of the Institute , whether ad-hoc, temporary, contractual, part-time or permanent shall be governed by the Code of Conduct, as specified herein and every employee, without exception shall be liable to strict disciplinary action, including suspension and or termination, for the breach of any provision(s) of the code of conduct.

The Director shall initiate disciplinary proceedings for non-compliance of the code of conduct/service rules/leave rules or any other rules of the Institute that may be in force from time to time by any employee and shall have the power to appoint an enquiry officer(s) to conduct an inquiry into the charges against such an employee.

3.3.2 Definitions

“Members of the family” in relation to an employee includes: the wife, child or step-child of such employee residing with and dependent on him and in relation to an employee who is a woman, the husband residing with and dependent on her, and any other person related, whether by blood or by marriage to the employee or to such employee’s wife or husband and wholly dependent on such institute employee, but does not include a wife or husband legally separated from the employee or child or step-child who is no longer in any way dependent upon him or her, or whose custody the employee has been deprived of by law.

“Service” means service under the institute.

3.3.3 General Guidelines

1. Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his / her official dealings.
2. An employee should at all times be courteous in his / her dealings with other members of the staff, students and members of the public.
3. Unless otherwise stated specifically in terms of appointment, every employee is a whole-time employee of the Institute, and may be called upon to perform such duties as may be assigned to him/her by the Director or his/her higher officer, beyond scheduled working hours and on closed holidays, and Sundays. These duties *inter alia* shall include attendance at meetings of committees to which he/she may be appointed by the Institute.
4. An employee shall be required to observe the schedule hours of work, as may be notified from time to time, during which he/she must be present at the place of his/her duty. Unless otherwise stated, all employees of the Institute are required to work effectively for at least 42 hours per week.
5. Except for valid reasons and/or unforeseen contingencies no employee shall absent himself/herself from duty without prior permission of the designated authority.
6. No employee shall leave station except with the prior permission of the Director and in his/her absence, the Head of Department.
7. Whenever leaving the station, an employee shall inform the Director and in his/her absence, the Head of the Department to which he/she is attached, the address where he/she would be available during the period of his/her absence from station.

8. All employees are expected to be exemplary in their public as well as private life. Their loyalty, sense of dedication and integrity should at all times be a model and inspiration to the youth and other learners committed to their care.
9. All employees are expected to behave according to the ideals of national integration showing love, concern, respect to all without any discrimination whatsoever of caste, creed or community. Any act or speech against this rule will be considered as a serious breach of discipline and will invite strict disciplinary action including suspension and /or termination from service.
10. Every employee shall strive to instill in the students under his/her care a high sense of values, social conscientiousness, and pride in their Institute and loyalty to the country. It is the sacred duty of all the employees to work for the intellectual, moral, social and physical development of all students.
11. Any association, active or passive by any employee with any unlawful organization is strictly forbidden.
12. Consumption or distribution of alcohol, drugs or any other intoxicant including smoking by whatsoever name called, by an employee within the Institute's premises, is strictly prohibited.
13. All correspondence addressed to an employee or by him/her or by the Institute including press and other such copies of correspondence, all vouchers, books including all notebooks containing all notes or records or prices or other data and apparatus, samples and/or other goods belonging to the Institute, circulars and all other papers and document of any nature whatsoever, relating to the Institute's affairs which shall come into his/her possession in the course of his/her employment, shall be the absolute property of the Institute and he/she shall, at anytime, during service or termination thereof or upon his/her leaving the services of the Institute for any reason whatsoever deliver up the same to the Institute on demand and without claiming any lieu thereon.
14. An employee shall receive all correspondence sent to him/her by H.R. Institute of Technology and not refuse to receive it. Any such correspondence shall be deemed to have been served to him in the event of refusal or non-availability. It is the responsibility of the employee to ensure that the home address/telephone number etc. are kept up to date in the office of the Registrar by suitably informing the office.
15. Employee shall only be relieved from their duties upon resignation etc. at the end of the semester or upon fulfillment of their notice period whichever is later. For this purpose, end of semester shall be defined as the time when all attendance, marks, project evaluations etc have been evaluated and submitted to the appropriate office.

3.3.3 Guidelines for Faculty Members

No Faculty Member (Teacher) shall:

- a. Knowingly or willfully neglect his/her duties.
- b. Propagate through his/her teaching lesson or otherwise, a communal or sectarian outlook, or incite or allow any student to indulge in communal or sectarian activities.
- c. Discriminate against any student or any other person on grounds of caste, creed, sex, language, place of origin, social and cultural background etc.
- d. Indulge in or encourage any form of malpractice connected with the examination or any other activity of the Institute .
- e. Show negligence in correcting term or assessments or exam work of the students.
- f. While being present at the Institute , absent himself/herself, except with the prior permission of the Director, from class which he/she is required to attend provided that where such absence without leave or without the prior permission of the Director is due to reasons beyond the control of teacher, it shall not be deemed to be a breach of discipline and or the code of conduct, if on return to duty, the teacher has applied for and obtained, ex-post-facto, the necessary sanction for the leave availed.
- g. Accept or give private tuition to any student of the Institute or any other person without the written permission of the Director.
- h. Prepare or publish any book(s) commonly known as guides, or assist, in their publication other than under authority of the Institute , obtained through the Chairman "GB".
- i. Enter into any monetary transactions with any student or parent; nor shall he/she conduct his/her personal matters in such a manner that he/she has to incur a debt beyond his/her means to repay;
- j. Accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift or receive advantage from any student, parent or any person(s) with whom he/she has come into contact by virtue of his/her being in the employment of the Institute .

Note:

A casual meal, lift or other social hospitality of a casual nature shall not be considered as a gift.

On occasions such as weddings, anniversaries, funerals or religious functions when the making of a gift is in conformity with the prevailing religious or social customs, a teacher may accept a gift from students/parents if the value thereof does not exceed Rupees One Hundred only.

- k. Hesitate to provide individual attentions to a student(s), if required. Besides academic problems, teachers are encouraged to solve personal and behavioral problems of student(s) as well. If in any event student(s) does not show any improvement despite counseling and, if the teacher is convinced that the student(s) needs special help, he/she must immediately bring this fact to the notice of the Director and in his/her absence the concerned student(s) and the Head of Department.

- i. Not be unreasonable in his/her demands from student(s) and should avoid favoritism of any kind. Whilst the teacher may be firm and consistent with his/her students(s), every teacher must remember that student(s) have their self-respect and must not be subjected to any threat, ridicule, sarcasm, or unreasonable punishment.

3.3.5 Every Employee Shall:

- a. be punctual in attendance and in respect of his/her class-work and also for any other work connected with the duties assigned to him/her by the Director/ Head of Department.
- b. abide by the rules and regulations of the Institute and also show due respect to his/her higher authority.
- c. on every working day sign the staff attendance register, or punch his card at the time of arrival and at the time of leaving the Institute, located at the gate or elsewhere as the case may be, and be ready at least, five minutes before the commencement of classes. Overwriting on the attendance register, or marking attendance wrongfully either the previous day or subsequently, impersonation in attendance or not punching the card is a serious violation of the rules.
- d. be responsible for the discipline of students even outside the classrooms. Since supervision during the break or off time is vital for the protection of the property of the Institute and its students, employees may, from time to time, allotted such duties to maintain discipline and orderliness at the Institute.
- f. be responsible for the proper care, operation and maintenance of all equipment and machinery, learning aids, furniture and fixtures and sports equipment etc. under their care. The appropriate authority should immediately be informed of any damage caused or any repairs / replacements that may be required.
- g. Train students to make extensive use of the Library facilities and to take care of the property of the Institute including, books, journals, equipment and machinery, furniture, fixtures and fittings.
- h. ensure that no student(s) indulge in ragging, canvassing and/or cause harassment of any kind to other student(s) by whatsoever name called as it strictly prohibited under law
- i. not through any act of omission or any form of speech etc. disturb or vitiate, in any manner whatsoever, the peace, dignity and harmony of the Institute.

3.3.6 Taking Part in Politics and Elections

- a. No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall he / she subscribe and aid or assist in any manner any political movement or activity
- b. No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to a legislative body or local authority.
- c. Provided that an employee of the Institute qualified to vote at such election may exercise his right to vote but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

3.3.7 Connection with press or radio or patents

1. No employee shall, except with the previous sanction of the Director, own wholly or in part, or conduct, or participate in the editing or managing of any newspaper or other periodical publications.
2. No employee shall, except with the previous sanction of the Director or any other authority empowered by him/her in this behalf, or in the bonafide discharge of his/her duties, participate in a radio broadcast or contribute any article or write any letter either anonymously or in his/her own name or in the name of any other person to any newspaper or periodical
3. Provided that no such sanction shall be required if such broadcast or such contribution is as a purely literary, artistic or scientific character.

NOTE:

- Members of the staff are at liberty however, without any sanction, to publish their original scientific works in journals of repute in India and abroad. If, however, they wish to indicate their official designations in the article they want to publish, previous sanction of the Director will be necessary.
- Such articles must be strictly confined to purely scientific subjects and should not touch upon administrative matters related to the Institute . They shall be free from all political leanings.
- Publications of articles relating to India's boundary areas and the tribal population in such areas is prohibited without previous permission of the Director and if necessary, of the Government of India.
- If during the term of his/her employment, an employee shall make any inventions or improvements relating to the manufacture of any materials or products, all rights in respect of such invention or improvement shall belong to the Institute , and he/she will, if required, at the cost of the Institute cause such inventions or improvement to be patented in such country as the Institute may desire and shall at like cost if any, when required to do and concur in all things necessary to procure any patent or patents so obtain, to be vested in the Institute or as it may be added, and in the mean time whole such patents in trust for the Institute

3.3.8 Criticism of the Institute

No employee shall, in any radio broadcast or in any document published anonymously or in his/her own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion:

- which has the effect of an adverse criticism of any current or recent policy or action of the Institute ; or
- which is capable of embarrassing the relations between the Institute and the Central Government or any State Government including any of their agencies or any other Institute or Organization or members of the public.
- Provided that nothing in this paragraph shall apply to any statements made or view expressed by an employee in his/her official capacity or in the due performance of duties assigned to him/her.

3.3.9 Evidence Before Committee Or Any Other Authority

No employee shall, except with the previous sanction of the Director, give evidence in connection with any inquiry conducted by any person, committee or authority. Where any sanction has been accorded, no employee giving such evidence shall criticise the policy or any action of the Institute or the Central Government or any State Government or their respective agencies.

Nothing in this paragraph shall apply to:

- I. evidence given at any inquiry before any authority appointed by the Institute , by Parliament or by a State Legislature; or
- II. evidence given in any judicial enquiry; or
- III. evidence given in any departmental enquiry ordered by the Director of the Institute .

3.3.10 Unauthorized Communication of Information

- a. No employee shall, except in accordance with any general or special order of the Director or in the performance in good faith of the duties assigned to him/her, communicate, directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or information.
- b. During the term of his/her employment with the Institute , or at anytime thereafter, an employee shall not use or disclose to any other society, firm, organization or person any information concerning the secrets, activities or affairs of the Institute , nor countenance any act prejudicial to the interest of the Institute .
- c. By virtue of his/her assignment with the Institute , an employee will acquire technical know-how and gain access to secrets relating to the Institute 's activities. It is therefore, distinctly understood that in the event of his/her relinquishing his/her employment with the Institute , he/she will under no circumstances divulge the technical know-how and secrets of the Institute or use these in any manner detrimental to the Institute . In the event of an employee violating this condition, the Institute will be entitled to claim damages at his/her cost and take any action, as it may deem fit against him/her.

3.3.11 Gifts

No employee shall, except with the previous sanction of the Director, accept or permit his wife or any other member of his family to accept from any person other than relations any gift of more than trifling value. The interpretation of the term 'trifling value' shall be the same as laid down in the Government Servants Conduct Rules.

Private Trade Employment

No employee shall, except with the previous permission of the Chairman “GB”, engage directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his official assignments.

Provided that the above restrictions shall not apply to academic work and consultative practice undertaken with the prior permission of the Director which may be given subject, to as regards acceptance of remuneration, as may be laid down by the “GB”.

3.3.12 Investments, Lending & Borrowing

- a. No employee shall speculate in any business nor shall he/she make or permit his wife or any member of his/her family to make any investment likely to embarrass or influence him/her in the discharge of his/her official duties.
- b. No employee shall lend money at interest to any person nor shall he/she borrow money from any person with whom he/she is likely to have official dealings of any kind whatsoever.

3.3.13 Insolvency, Habitual Indebtedness and Criminal Proceedings

- a. An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his/her salary is continuously being attached, he/she may be liable to dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the Institute .
- b. An employee who gets involved in some criminal proceedings shall immediately inform the Director through the Head of Department to which he/she is attached, irrespective of the fact whether he/she has been released on bail or not
- c. An employee who is detained in police custody whether on criminal or otherwise for a period longer than 8 hours shall not join his/her duties at the Institute unless he/she has obtained written permission to that effect from the Director of the Institute .

3.3.14. Vindication of Acts and Character of Employees

No employee shall, except with the previous sanction of the Director, have recourse to any court of law or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

Provided nothing in this rule shall be deemed to prohibit an employee, from vindicating his private character or any act done by him/her in his/her private capacity.

3.3.15 Representation

Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him/her, he/she must forward his/her case through proper channel, and shall not forward such advance copies of his/her application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.

3.3.16 Jurisdiction

Dispute(s) if any, arising out of these Service Rules or any other rules that may be force from time to time or the terms of employment of any employee shall be subject to the jurisdiction of District Courts.Ghaziabad only.

3.3.17 Identification

It shall be mandatory for every employee of the Institute to carry on his/her person, at all times, when at the Institute and produce the same on demand, an identity card or any other mark of identification, as may be prescribed by the “GB” from time to time.

An employee shall on resigning and/or termination from the services of the Institute, immediately hand over such identity card and/or mark of identification to the Director of the Institute or any other official designated for the purpose, failing which, full and final settlement of his/her account shall be withheld.

The use of such identity card and/or mark of identification shall be governed by the terms and conditions of the Institute from time to time.

3.3.18 Disciplinary Action Suspension

The Director/ may place a member of the staff appointed at the Institute under suspension:

- a. where a disciplinary proceeding against him is contemplated or is pending or;
- b. where a case against him in respect of any criminal offence is under investigation or trial.
- c. An employee against whom disciplinary action is proposed or likely to be taken shall be given a charge sheet clearly setting forth the circumstances appearing against him/her, and a date shall be fixed for the inquiry.
- d. Sufficient time of not less than one week shall be given to him/her to prepare and given his/her explanation, as also to produce any evidence that he/she may wish to tender in his/her defense. He/she shall be permitted to appear before the officer conducting the inquiry, to cross-examine any witness on whose evidence the charge rests. The employee will be permitted to produce evidence/witness in his/her defense.
- e. At the conclusion of inquiry, the inquiry officer who shall be appointed by the Director/Principal in consultation with the Chairman “GB” shall prepare a report of the inquiry regarding the findings of each charge.
- f. The Director/Principal shall consider the findings of the inquiry and propose to the Chairman “GB” to impose a major penalty, a minor penalty or no-penalty at all. The

action taken by the Director shall necessarily need to be ratified by the Chairman “GB”.

The following penalties may, for good and sufficient reasons, and as hereinafter provided, be imposed on any member of the staff:

1. censure;
2. withholding of increments or promotion;
3. recovery from the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders;
4. reduction to lower service, grade or post or to a lower time-scale or to a lower stage in a time-scale;
5. compulsory retirement;
6. removal from service which shall not be a disqualification for future employment in the Institute ;
7. dismissal from service which shall ordinarily be a disqualification for future employment in the Institute ;

No order imposing on any member of the staff any of the penalties specified at (4) to (7) above shall be passed by any authority subordinate to that by which he was appointed and except after an enquiry has been held and the member of the staff has been given reasonable opportunity of showing cause of the action proposed to be taken in regard to him.

No order imposing on any member of the staff any of the penalties specified at (1) to (3) above shall be passed by any authority subordinate to that by which he was appointed and unless the member of the staff concerned has been given an opportunity to make a representation to the “GB” through the Director.

Notwithstanding the above provisions, it shall not be necessary to follow the procedure mentioned above in the following cases:

where an employee is dismissed or removed or reduced in rank on the ground of conduct which has led to his conviction on criminal charges(s);

where the “GB” is satisfied that, for some reason to be recorded by it in writing, it is not reasonably practicable to give that person an opportunity of showing cause.

Pending the outcome of an inquiry, the employee may be suspended and he/she may receive a subsistence allowance, as approved by the “GB”, from case to case, but shall not be paid salary when under suspension.

3.4 General Procedure of Recruitment (Appointment Rules)

All posts at the Institute shall normally and, as far as possible, be filled by advertisement; but, the “GB” shall be the exclusive power to decide, either on its own or on the recommendations of the Director/Principal, that a particular post be filled by invitation or by promotion from amongst the members of the staff of the Institute .

All appointments on the staff of the Institute shall be made only by the “GB” of the Institute, through its Chairman or authorized by the “GB”.

Appointments, with or without grades, in the Institute will be created on Ad-hoc, Temporary, Regular and Permanent basis by the “GB” as per the requirement of actual manpower, from time to time. The manpower requirement shall be ascertained on the basis of the desirable norms prescribed by AICTE or the appropriate authority from time to time. Additional posts may also be created, as required, for the extension of specific projects and or research and development activities.

The appointment of the Director and all other teaching faculty members shall be made by the “GB” through its Chairman after ratification of his/her appointment by the selection committee constituted in accordance with the provisions of the affiliating university for the purpose. However, pending approval of their appointment by the selection committee, the Chairman “GB” may, at his discretion, appoint the Director and or members of the teaching faculty on a temporary basis, on such terms and conditions he deems fit.

All other appointments shall be made directly by the Chairman of the “GB” on the recommendation of the Director. The Chairman of the “GB” reserves the exclusive right however, to accept or not accept, any or all the recommendations made by the Director in respect of any appointment.

The selection committee will judge the suitability of all the candidates for the position concerned. Letters of confirmation in service shall only be issued by the Chairman “GB” to the Director/Principal and members of the teaching faculty after their selection has been approved by the duly constituted selection committee.

Every appointment, whatever temporary, probationary, contractual or permanent is subject to a ‘Certificate of Fitness’ issued by a registered medical practitioner approved by the Director/Principal. This condition may, however, only be relaxed by the Chairman “GB” at his discretion, in special cases.

Every appointment whether ad-hoc, temporary, contractual or part time will be made for a specific tenure and all such appointments shall become invalid from the date specified in their appointment letter/contract. Such appointments, may however, be extended, subject to a written confirmation of such extension by the Chairman “GB” only, for such period(s) as he may deem fit, failing which, no extension shall be considered valid and binding on the Institute .

Candidates selected for interview for a post under the Institute may be paid such traveling allowance as may be determined by the “GB” from time to time in this behalf.

Every appointment made at the Institute shall be reported to the “GB” at its next meeting.

3.5. Classification of Members of the Staff

The members of staff of the Institute shall be classified as:

3.5.1. Academic – which term shall include Director(s), Deputy Director(s), Professor, Associate Professor, Assistant Professor, Senior Lecturers, Lecturers Placement and Training Officer, Visiting Faculty, Workshop Superintendent, Associate Lecturer, Assistant Lecturer / Instructor, Scientific Officer, Research Assistant, Librarian, Deputy Librarian, Director/Asst. Director of Physical Education and such other academic posts as may be decided by the “GB”.

3.5.2. Technical – which term shall include Superintendent, Foreman, Supervisor (Workshop), Mechanic, Overseer, Horticultural Assistant, Store Officer, Estate Officer, Medical Staff, House Surgeon and other medical staff, Chief Store Keeper, Steward, Office Superintendent, Warden/ Matron and such other administrative and other staff as may be decided by the “GB”.

3.5.3. Administrative and others – which term shall include Registrar, Accounts Officer, Audit Officer, Stores Officer, Medical Staff, House Surgeon and other Medical Staff, Chief Store Keeper, Steward, Office Superintendent, Wardens / matron and such other administrative and other staff as may be decided by the “GB”.

3.5.4. Cleaning and other Staff – which term shall include Security Guards, Gardeners, Sweepers, Electricians, Skilled and Unskilled Attendants, Peons etc. and such other staff as may be decided by the “GB”.

3.5.5. Probation

Appointment of all employees will ordinarily, be made on probation for a period ranging one year. In case of unsatisfactory performance, the period of probation of an employee may be extended for such periods of time by the Chairman “GB”, if recommended by the Director.

The “GB” shall have the power to extend the period of probation of any employee of the Institute for such periods as may be found necessary, provided that if, after the period of probation, the official is not confirmed, and, his/her probation is also not formally extended, he/she shall be deemed to have continued on a temporary basis and that his/her services may then be terminable on a month’s notice or on payment of a month’s salary thereof.

3.5.6. Re-employment

All appointments to posts under the Institute shall ordinarily be made on probation after which period the appointee, if confirmed, shall continue to hold his office subject to the provisions of the Service Rules, till the end of the month in which he attains the age of sixty five years.

Provided that where the “GB” considers that in the interest of students and for the purpose of teaching and guiding the research scholars, any member of the academic staff should be re-employed, it may re-employ such a member till the end of the semester of the academic session as may be considered appropriate in the circumstances of each case.

Provided further that where it becomes necessary to re-employ any such member beyond the end of the semester or academic session as the case may be, the “GB” may re-employ any such member for a period up to three years in the first instance and up to two years thereafter and in no case exceeding the end of the Academic Session in which he attains the age of 70 years as per AICTE guidelines. In exceptional cases, the services of a Senior Professor may be retained as Advisor for 3 years more i.e., till he attains the age of 73 years, subject to his/her physical fitness.

3.5.7. Termination

The “GB” shall have the power to terminate the services of any member of the staff without any cause assigned during the period of probation. However, due notice shall be given for this.

The notice period for non-probationary staff is as under

- Director(s), Deans and Registrar: 3 months
- Faculty members and lab staff: one month or end of semester whichever is later
- All other staff: one month

The “GB” shall have the power to terminate the services of any member of the staff by giving appropriate notice or on payment of salary for the notice period in lieu thereof.

An employee of the Institute may terminate his/her engagement by giving appropriate notice in writing.

In the event of any act prejudicial to the interests of the Institute by an employee, his/her services may be terminated by the Chairman “GB” without any notice or payment in lieu of notice.

Service of an ad-hoc, temporary, contractual or part time employee shall come to an end on completion of the specified work for which he/she was employed or on the expiry of the period for which he/she was appointed, whichever is earlier. But, before the expiry of the said period or work, as the case may be, services of the employee could be terminated by the Chairman “GB” by giving one month’s notice or one month’s salary in lieu of notice, without assigning any reason whatsoever.

3.5.8. Retirement

Every employee of the Institute shall retire on attaining an age as provided for by regulatory bodies like the AICTE and in force from time to time. Extension or re-employment may also be given according to such provisions, at the discretion of the “GB” only, on such terms and conditions it deems fit.

3.5.9. Terms of Temporary Employment

The service of a temporary employee shall be liable to termination at any time by notice in writing given either by the employee to the “GB” or by the “GB” to the employee. The period of such notice shall be one month, unless otherwise agreed to by the Institute and the employee.

The other terms and conditions of service of such employee shall be such as may be specified by the “GB” in his/her letter of appointment

3.5.10. Appointments on Contract

Notwithstanding anything contained in these Service Rules, the “GB” may, in special circumstances, appoint an eminent person on contract for an initial period not exceeding five years, with a provision of renewal for further period, on such terms and conditions it may deem fit.

3.5.11. Place of Posting

Whilst the place of work of an Employee will either be at the registered office of Promoter Society/Trust at Head Office or at the Institute at location, all employees may also be transferred by the “GB” to any other Institute, at any other location which may hereinafter be established or managed by HRCT. In such an event, the transferred employee shall be obligated to relocate unconditionally.

3.6 Salaries and Allowances:

- AICTE guidelines shall be followed for pay fixation in general.
- The management reserves the right to offer special pay to deserving employees.
- The allowances shall be decided by the management on case to case basis.
- For traveling and DA, UP state government rules shall be used as guideline if HRIT rules have not been framed.
- In the matters of medical insurance, the employees shall be governed by regulations/procedures as may be decided by the management from time to time.

Chapter 4

Performance Incentive and Promotion Policy For Faculty Members

4.1 Definitions:

(I) Experience:

‘Experience’, means the “teaching experience’ in AICTE approved engineering institute s/institutions or in UGC/ICAR recognized universities or in IITs / IISc/IIM. The ‘experience’ gained by working in Companies/Industries may also be considered partially/fully by the Management Committee of HRIT , in exceptional cases, depending upon the ‘quality’ and ‘relevance’ (to teaching) of the experience, ‘nature’ of the job, designation/post held and the reputation of the company/industry at National/International level. Experience gained in sick/poor companies/industries shall not be considered for any kind of equivalence.

(II) Loyalty Points (LP):

Loyalty Points (LP) are awarded to the faculty members of H.R. Institute of Technology on the basis of the length of “uninterrupted and acceptable service” (or so recognized by HRIT) rendered at HRIT . On completion of first three years of uninterrupted and acceptable service at HRIT , a faculty member is awarded one LP. One LP translates to one increment from the date of completion of the three years of service at H.R. Institute of Technology in addition to the normal annual increment. On completion of next three years of uninterrupted and acceptable service at H.R. Institute of Technology (i.e. at the end of sixth year), a faculty member earns two LPs in addition to the LP earned after completion of the first three years, totaling to three LPs to his/her credit. Thereafter, for every additional three years of clean and uninterrupted service at H.R. Institute of Technology (i.e. at the end of ninth year, twelfth year, so on), a faculty member shall become eligible to receive two more LPs, in addition to his/her previous balance of LPs.

(III) Teaching Merit Points (TMP):

TMP of a faculty is an indicator of the quality and quantity of the contribution he/she has made to the teaching-learning process during a specified period of time, normally a one year period from August 1st of a year to the July 31st of subsequent year. The Overall TMP (OTMP) for a faculty is computed on the basis of pass percentage and attendance in the subjects taught, and contribution to other co- and extra- curricular activities. The procedure for computing TMP for a faculty member is given in section 4.2. Every faculty member is expected to earn a minimum Overall TMP called OTMPmin (OTMPm). The value (OTMP earned – OTMPm) = TMPmerit (TMPM) is translated into a lump sum amount paid as performance incentive (PI). The details of PI are given in section 4.2.3. The value of OTMPm for each faculty is 1100* per year and is subject to change as may be decided by the management.

(IV) Research Merit Points (RMP):

RMP of a faculty is an indicator of the quality and quantity of the contribution to the knowledge through publishing research papers, books, patents and sponsored research projects during a specified period of time, normally a one year period from Aug.1st of a year to the July 31st of subsequent year. The procedure for computing RMP for a faculty member is given in section 4.2.2. The RMP earned by the faculty member translates to award of PI as given in section 4.2.3 and also form the part of eligibility for the promotion to the post of Professor under CAS as given in the section 3.

(V) Performance Incentive (PI):

PI means the lump sum amount awarded to the faculty member for the RMP and TMP earned by her/him during the year under consideration.

(VI) Promotion:

Promotion means upward movement of the faculty from lecturer to lecturer(SS) & Lecturer (SG) to Assistant Professor to Professor.

4.2 Performance Incentive:

4.2.1 Computation of TMP:

TMP is computed on basis of the contribution of a faculty to a number of activities as given below. The sum of TMPs earned in respect of all the activities is the OTMP earned by the faculty.

(1) Pass percentage and average percentage marks in the subject taught:

(a) for theory subjects

Let $w_1 = (1/100) \times \text{Pass percentage of students in subject1 (with } L_1 = \text{no. of lectures and } T_1 = \text{no. of tutorials)}$.

$A_1 = (1/100) \times \text{Average percentage marks of students in subject1 (with } L_1 = \text{no. of lectures and } T_1 = \text{no. of tutorials)}$.

Then TMP in respect of subject1 (which is a theory course) is

$$TMP_1 = [L_1 + (T_1/2)] (0.6 \times w_1 + 0.4 \times A_1) \times 40$$

(b) for laboratory courses:

Let $w_p = (1/100) \times \text{Pass percentage of students in lab course (with } P_1 = \text{no. of lab periods)}$.

$A_p = (1/100) \times \text{Average percentage marks of students in subject1 (with } P_1 = \text{no. of lab periods)}$.

Then TMP in respect of subject1 (which is a theory course) is

$$TMP_2 = [(P_1/2)] (0.6 \times w_p + 0.4 \times A_p) \times 40$$

The TMP for all the subjects taught by the faculty is computed and added to arrive at the value of TMP earned by the faculty under this head.

(2) **Attendance of the Students in the Class:**

Let n_1 = total scheduled student hours of classes taught by the faculty

n_2 = total student hours attended by the students in the classes taught the faculty

Then TMP earned = $(n_2/n_1) * 50$

(3) **M.Tech Theses Guided:**

Each M.Tech Thesis guided, is equivalent to TMP = 25 points

(4) **Ph.D. Theses Guided:**

Each Ph.D. Thesis Guided, is equivalent to TMP = 200 points

(5) **Short Term Training Programmes (STTP) Conducted:**

STTP (for faculty/working Engineers) conducted shall be considered translated to TMP as under.

For

STTP < 5 days \longrightarrow TMP=75

5-10 days \longrightarrow TMP=125

>2 weeks \longrightarrow TMP=50*no. of weeks

(6) **Summer Training Programme (STP for students) Conducted:**

Summer Training Programme for students is assumed to be of 6 weeks (180 hrs.) duration for a batch of 60 students. One summer training is equivalent to TMP=500. If more than one faculty conduct the summer training then 500 TMP shall be divided equally among the faculty.

(7) **Starting New Program of Study:**

Starting a new program is equivalent to TMP = 1000. If more than one faculty members are involved in starting the program, then 1000 TMP shall be divided equally among the faculty.

TMP for Other Teaching Related Duties:

(8) **Heads of Departments (HODs):**

(a) For HODs of Engineering Departments:

Let w = Average pass % in the subjects offered to B.Tech. 2nd to 4th year

X = Average percentage marks of students in the subjects offered to B.Tech. 2nd to 4th year

Y = Average pass % in the subjects offered to B.Tech. 1st year by the department

Z = Average percentage marks of students in the subjects offered to B.Tech. 1st year by the department

Then

$$\text{TMP} = 6.5 \cdot (0.6 \cdot w + 0.4 \cdot X) + 1.5 \cdot (0.6 \cdot Y + 0.4 \cdot Z)$$

(b) For HOD of Applied Science Department:

$$\text{TMP} = 8 \cdot (0.6 \cdot Y + 0.4 \cdot Z)$$

(c) For HOD of Department of Communication and Semiotics Technology:

$$\text{TMP} = 8 \cdot (0.6 \cdot Y + 0.4 \cdot Z)$$

(9) Controller/Deputy Controllers (Examination):

TMP to be awarded by the Director subject to a maximum of 450/150 for Controller, /Deputy Controllers respectively.

(10) Dean Students Welfare:

TMP to be awarded by the Director subject to a maximum of 200.

(11) Chief Proctor:

TMP = 100 maximum, to be awarded by the Director.

(12) Profs.-in- Charge, Clubs :

TMP = 100 maximum, to be awarded by the Director.

(13) Other Activities:

TMP = 50 maximum, to be awarded by the Director.

Note 1: In addition to the above, the Director may award TMP to the faculty for occasional and special contribution subject to a maximum of 100.

Note 2: LP, TMP, RMP, PI, STTP & STP are subject to review every year.

4.2.2 Computation of RMP:

The RMP is computed on basis of the contribution of a faculty through a number of academic activities as given below. The sum of RMPs earned in respect of all the activities is the Overall Research Merit Points (ORMP) earned by the faculty.

(a) Research Paper in Journals:

Paper in Journal (ISI impact factor greater than or equal to 1)	RMP=100
Paper in Journal (ISI impact factor between 0.5 and 1)	RMP=50
Paper in other Journals	RMP=25

If a paper is published by more than one author, then the points shall be divided equally among the authors.

(b) Research Paper in International Conference:

RMP=50

If the paper is published by more than one author, then the points shall be divided equally among the authors

(c) Book:

RMP=100

If the book is published by more than one author, then the points shall be divided equally among the authors.

(d) R & D Project:

RMP =100 per Rs.5.0 Lakhs of the project amount to be divided equally between coordinator and the co-coordinator.

(e) Patents:

RMP=100 per patent

If the patent is obtained by more than one faculty members, then the points shall be divided equally among the concerned faculty members.

4.2.2.1 Computation of Performance Incentive:

TMP and RMP earned by the faculty member during the year under review is translated to a lump sum amount using the following equations

$$PI(RMP) = Rs. (100 * RMP)$$

$$PI(TMPM) = Rs. (75 * TMPM)$$

$$\text{Lump sum to be paid as PI} = PI(RMP) + PI(TMPM)$$

4.3 Increments on Enhancing Qualifications:

A faculty member shall be entitled for award of additional increments on acquiring higher qualification as under.

- (a) In engineering branches a faculty member shall be entitled for award of two and four additional increments after acquiring M.Tech. and Ph.D. degree respectively.
- (b) In Applied Sciences and Humanities disciplines, a faculty member shall entitled for two additional increments after acquiring Ph.D. degree.

4.4 Promotions:

(A) Career Advancement Scheme (CAS)

(1) Engineering Departments

- **Lecturer to Lecturer Senior Scale:**

First Class M.Tech. and B.Tech. Degrees (or equivalent) in appropriate branch of Engineering with minimum two years good quality teaching experience.

For the faculty in MCA & MBA Departments, AICTE norms shall be followed.

- ***Lecturer (SS) to Lecturer Selection Grade:***

Lecturer (SS) with First Class M.Tech. and B.Tech. Degrees in appropriate branch of Engineering with minimum four years of good quality teaching experience as lecturer (SS), is eligible for promotion to Lecturer selection grade.

For the faculty in MCA & MBA Departments, AICTE norms shall be followed.

- ***Promotion} to Assistant Professor:***

Lecturer (SG/SS) with First Class M.Tech. and B.Tech. Degrees and Ph.D. degree in relevant branch of Engineering with minimum five years of good quality teaching experience in an Engineering Institute as lecturer/lecturer (SS)/lecturer(SG) is eligible for promotion to Assistant Professor.

A lecturer (selection grade) shall be designated as Assistant Professor on acquiring Ph.D. degree in relevant branch of Engineering.

For promotion to Assistant Professor, a full time Ph.D. shall be deemed to have 2 years experience.

For the faculty in MCA Department & MBA, AICTE norms shall be followed

- ***Assistant Professor to Professor:*****

The candidate (1) must have a Ph.D. (Engineering) degree with a First Class M.Tech. degree in the appropriate branch of engineering/technology, (2) must be an Assistant Professor having at least 10 years of teaching experience out of which 5 years must be as an Assistant Professor (3) must have at least 400 research merit points or equivalent research/academic work to his/her credit.

For the faculty in MCA & MBA Departments, AICTE norms shall be followed

** A faculty member serving as Assistant Professor may be considered for promotion to the post of Associate Professor if the faculty (1) possesses a Ph.D. (Engineering) degree with a First Class M.Tech. degree in the appropriate branch of engineering/technology, (2) is serving as an Assistant Professor having at least 8 years of teaching experience out of which 3 years must be as an Assistant Professor (3) has at least 250 research merit points or equivalent research/academic work to his/her credit.

(2) Applied Sciences & Humanities Department

- ***Lecturer to Lecture (Senior Scale)***

To become eligible for promotion to the post of Lecturer (Senior Scale) in the Department of Applied Sciences, one (1) must have a Ph.D. degree **or** at least

100 research points in addition to his/her First Class Master's Degree in relevant field or equivalent; and (2) must have a minimum three years teaching experience in a degree Institute (preferably engineering Institute).

Lecturer (SS) to Assistant Professor

To become eligible for promotion to the post of Assistant Professor in the Department of Applied Sciences, a faculty (1) must have a Ph.D degree or least 200 research points in addition to his/her First Class Master's Degree or equivalent in relevant field; and (2) must have a minimum six years teaching experience in an engineering Institute .

- **Assistant Professor to Professor: ++**

The candidate must have (1) a Ph.D. degree (2) published work of high quality in reputed journals (equivalent to at least 500 research points), (3) should have guided at least one Ph.D. scholar, and (4) must be an Assistant Professor/Associate Professor having at least thirteen years of teaching experience out of which at least five years of total teaching experience must be at Assistant Professor/Associate Professor level.

++ A faculty member may be considered for the post of Associate Professor if he/she (1)has a Ph.D. degree (2) has published work of high quality in reputed journals (equivalent to at least 350 research points),(3) has guided/in process of guiding at least one Ph.D. scholar, and (4)is an Assistant Professor having at least twelve years of teaching experience out of which at least four years of total teaching experience must be at Assistant Professor level.

For Career Advancement Scheme for the faculty of Humanities, AICTE norms as prescribed for Humanities shall be followed.

(B) Open Selection:

AICTE norms, as applicable from time to time, shall be followed for open selection.

(C) **Professor of Eminence** post may be filled as per AICTE norms.

5. LEAVE RULES

5.1 Definitions

Holiday: Holiday means a day declared by a notification of the Institute to be non-working day for all employees except those otherwise specifically asked to attend the institute .

Salary: Salary means the monthly remunerations drawn by an employee including basic pay, dearness allowance, personal pay, special pay, HRA etc.

Average pay: Average pay means the average of salary of last 10 calendar months.

Retirement: The term refers to superannuation after attaining the age of 65 years. It has all other connotations as applied to a government department including pre-mature retirement.

Release: The term refers to termination of employment in accordance with terms of employment.

5.2 General

- **Leave is a privilege and not a right:** It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service demand otherwise.
- **Leave Application:** The Application shall be submitted on prescribed form well in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangements/internal adjustments among the faculty members of his/her or any other department to keep the students engaged.
- **No leave can commence unless it has been sanctioned:** Mere submission of leave applications does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employee liable to disciplinary action besides penal deductions.
- **Acceptance of alternate employment/ engaging in trade /business etc.** causing him/her the monetary/personal gain is an offence and the employees shall refrain from the same.
- **No leave will be sanctioned on telephone** except in case of extraordinary circumstances/sudden illness etc. This shall however be regularised immediately on joining the duty in writing.
- **Continued absence** of more than six days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.

5.3 Kinds of Leave:

Provision exists for the following kinds of leave:

- (a) Casual Leave (CL)
- (b) Restricted Holidays(RH)
- (c) Medical Leave (ML)
- (d) Earned Leave (EL)
- (e) Leave Without Pay (LWP)
- (f) Extra-ordinary Leave (EOL)
- (g) Duty Leave / On Duty (OD)
- (h) Sabbatical
- (i) Study Leave
- (j) Maternity Leave ((ML)

The rules and norms governing the grant of leave are given below. Any exceptions from these rules due to emergencies or rarest of rare circumstances may be considered by the GB in its sole discretion. The decision of the GB in this regard shall be final and binding.

5.3.1 Casual Leave (CL)

- Every employee held on the roster of the institute is entitled to (one) 01 day casual leave for each thirty (30) days block of duty performed by him/her subject to a maximum of twelve (12) days of casual leave in one calendar year.
- A minimum of half (½) day or a maximum of three (03) days of CL can be availed of at one time. Half day CL will not be granted on half working days.
- CL can be pre-fixed/suffixed with all types of holidays / leaves.
- CL will not be carried forward to next calendar year and will lapse at the end of the ensuing calendar year.

5.3.2 Restricted Holidays (RH)

The Institute shall declare a list of Restricted Holidays. Out of the total number of RH declared, an employee may avail of any two in a full calendar year. Restricted holidays cannot be accumulated and lapse at the expiry of the year.

5.3.3 Medical Leave (ML)

- Medical leave may be granted in case of sickness of the employee and not his / her dependants. Medical certificate from a Doctor would be required in case of absence of three days or more.

- For every 6 months of service, 5 days of medical leave shall be credited to the leave account of the employee (on 1st of June and July in the calendar year)
- Medical leave may be combined with other leaves.
- In a year, 15 days medical leave may be availed.
- Medical leave can be carried forward and accumulated up to a maximum of 30 days.

5.3.4 Earned Leave (EL)

- EL is admissible to an employee at the rate of 1 /18 of the period spent on duty subject to a maximum of 15 days in a year.
- Earned leave can be pre-fixed /suffixed with other holiday /leaves.
- Earned leave can be accumulated up to a maximum of 60 days, which cannot be encashed.
- Earned leave shall not be sought by the employees during the currency of the semester. However, a maximum of 07 (Seven) days EL may be granted during the semester under exceptional circumstances.
- Earned leave in excess of 30 days at any time cannot be availed except when approved by the GB.

5.3.5 Leave with-out Pay (LWP)

- No provision as such exists for the grant of leave without pay. However, for reasons beyond ones control, if any employee has to avail leave in excess of authorization, he may be granted, “Leave without pay “ at the discretion of the Director /Management subject to exigencies of service.
- Absence of an employee without sanctioned leave is a case of indiscipline and does not fall under this category.
- Leave without pay shall also be got sanctioned in advance as any other leave.

5.3.6 Extra Ordinary Leave (EOL)

As the name suggests, this leave is granted under extra-ordinary circumstances only. This may include the following:-

- Prolonged sickness of self or a family member
- Higher education
- Forced exile /renunciation.

The duration of such a leave shall not exceed 550 (five hundred fifty) days at the time.

5.3.7 Duty Leave /Outdoor Duty (OD) Leave

An activity of an employee which can bring recognition to the Institute , or which has to be performed for work of the affiliating University may be considered for grant of this leave. Normally, this leave is not granted for remunerative work. Where remuneration is involved, an employee is expected to take CL/EL for the number of days of remunerative work.

OD cannot be availed of unless previously sanctioned/approved by the Director. There is no provision for post facto approval of OD.

Duty leave may be granted for one or more of the following purposes:

- To deliver academic lecture in highly reputed / ranked organizations
- To attend meetings of the BOS, examination committees etc. of the affiliating University.
- To present a research paper in a conference /symposium of National / International Level or to attend a Quality Improvement Programs QIPs when duly authorized by the Director.
- To attend selection committee or other such like committee meetings provided they are convened by a statutory body / university recognized by the Government.
- To inspect academic institutions attached to a statutory body or a university recognized by the government.
- Any other special case on merit as approved by Management on the basis of recommendation of the Director.

The Duty leave will normally be restricted to a maximum of 15 days during a calendar year but may be extended subject to the approval of competent authority. The Leave is subject to the following conditions: -

- There exists a written request from the competent authority.
- The paper has been accepted for presentation and communication to this effect received in writing.

5.3.8 Sabbatical

Sabbatical up to period of ONE year may be granted once in every FIVE years for attachment to a research organization or an institute of good standing with the sole aim of pursuing research activity.

Although the employee will hold the lien with the parent organization, yet he /she will not be entitled to draw salary from this organization.

5.3.9 Study Leave

The faculty members become eligible for study leave as per the following provisions:

- M.Tech.(part time) /other similar PG degree programmes:
 - The faculty members having a minimum of one years of unblemished service at the institute are eligible for grant of study leave.
 - The faculty member may be granted study leave with full pay for 30 days maximum in a year (for a maximum of two years) during summer/winter vacation subject to the conditions that (1) the faculty member gives an undertaking to serve the institute for two years after completion of M.Tech. and (2) the faculty member submits copies of the records of his attendance/examination results from the Institute where he/she is attending the M.Tech. classes.
 - If the M.Tech. classes require half day attendance on regular basis, the faculty member may be granted leave with half pay for the minimum duration of the M.Tech. programme provided that the faculty works at the Institute during the remaining half day. The other conditions for grant of study leave are same as above.

- M.Tech. (full time):
 - The faculty members having a minimum of two years of unblemished service at the institute are eligible for grant of study leave.
 - The faculty member may be granted study leave without pay for the duration of the M.Tech. programme subject to the condition that (1) the faculty member gives an undertaking to serve the institute for two years after completion of M.Tech. and (2) the faculty member submits copies of the records of his attendance/examination results from the Institute where he/she is attending the M.Tech. classes

- Ph.D.(part time):
 - The faculty member may be granted study leave with full pay for 30 days maximum in a year (for four years maximum) during summer/winter vacation subject to the conditions that (1) the faculty member gives an undertaking to serve the institute for three years after completion of Ph.D. and (2) the faculty member submits a certificate from the supervisor to the effect that he/she has utilized the vacation period for research work to the satisfaction of the supervisor.

- Study leave may be granted after an employee has rendered at least 3 years of unblemished service to the Institute . He / She will be required to furnish a bond for Rs.3.50 lakhs on non-judiciary stamp paper Rs.20/- that he /she will serve the institute at least for a period of 5 years after return from the study leave. However,

the management may reduce the bond period to 3 years under special circumstances.

5.3.9 Maternity Leave

Eligibility:

The permanent employees having more than one year service at the Institute and having no children or at most one surviving child are eligible for grant of maternity leave. A suitable medical certificate from a competent doctor must be attached with the leave application.

Maternity leave can be granted for a period of 90 days at the maximum.

- During the leave period, a medical certificate and progress report from a competent doctor must be submitted. In the absence of such report, the leave salary shall not be paid.
- The salary for the leave period shall be paid in three equal installments in three consecutive months after the employee joins the duty (on completion of leave period). If the employee joins the duty in first half of the month then the first installment shall be paid in that month itself. Else the first installment shall be paid in the next month. Each installment shall be paid along with the salary.

In case of miscarriage, leave up to a maximum period of six weeks on each occasion (up to a maximum of two) may be granted, provided that the application for the leave is supported by a certificate from a competent Doctor. The leave salary shall be paid in three equal installments as per the procedure given above.

6. Duties of Institute Employees

6.1 Duties of the Director General

The Director General shall carry out all Legislation, Planning, Institutionalized, Academic & Administrative duties and responsibilities as enumerated in 6.3 “Duties of the Director” to guide the Director and counsel the Chairman, GB, HRIT. The DG shall be a superannuated scholar of eminence having outstanding contribution to education, research and administration.

6.2 Duties of the Advisor

The Advisor shall carry out all duties and responsibilities as enumerated in 6.3. He shall be a superannuated scholar of eminence having outstanding contribution to education, research and administration. In addition, he shall carry out all other other specific duties as assigned to him by the Chairman, GB, HRIT from time to time.

NOTE:- The Director shall be guided by the DG/Advisor.

6.3 Duties of the Director

The Director of the Institute has overall responsibility for all aspects of the academic life. The Director is the chief officer of the Institute. The Director holds ultimate responsibility for all matters. In more specific terms, these responsibilities are encompassed by, but not necessarily limited to, the following areas.

a. Legislative:

The Director bears general responsibility for overseeing the implementation of GB (Governing body) and Faculty legislation, bearing in mind the fiscal liabilities, which he or she may, also carry. The Director will exercise leadership in bringing forward issues, ensuring that adequate information is available to permit careful discussion so that a broad base of support is developed.

b. Planning, Execution and Outcome:

Director is responsible to prepare the long term and short-term plan for the overall growth of the Institute . Long-term plan may be of 4-5 years duration and short term may be of 1-2 years duration. These plans must be made in consultation with the department and governing body. Responsibility of Planning, Execution and outcome analysis lies with the Director.

The Director is responsible for ensuring that the appropriate academic planning process is in place and functioning efficiently in the Institute , and for facilitating the production of plans in a timely manner. He or she ought to be alert to, and where appropriate, ought to shape changes in the environment, which have implications for academic planning for the unit. The Director is responsible for implementing the agreed academic plans of the Institute . An

important responsibility is the development and distribution of information to support the planning and budgeting process.

c. Institutionalization:

The Director is held responsible for proposing structuring/ re-structuring the academic/administrative flow of operation to Governing Body for decision. The Director has special role to prepare the academic regulation, teachers' guidelines, administrative manual for code of conduct, disciplinary regulations, career advancement plan or any other rules or regulations for the proper functioning and advancement of the HRIT .

d. Academic Programs

The Director has a special role as the custodian of innovation and high standards in academic matters. It is his or her responsibility to stimulate and facilitate curriculum implementation and program development, to ensure the academic integrity of programs, to maintain and enhance the standards of those.

The Director additionally ought to animate and encourage extra-curricular programs designed to encourage the intellectual and cultural development of students in the faculty.

e. Personnel Administration

The Director will be familiar with the details of the collective agreements and/or University policies and administrative guidelines and conventions governing the employment of faculty and support staff in the Faculty or Institute , and will ensure adherence to those agreements and policies.

Director has an obligation to foster the professional development of faculty and staff. An important responsibility concerns the oversight of the process by which new faculty are hired. The Director has a special responsibility to ensure that within the provisions of the collective agreement, appropriate mechanisms are in place to locate and employ faculty of the highest quality, and to develop policies whereby the potential of faculty in teaching and research is maximized.

The Director will ensure that the workload of faculty is assigned in a fair and equitable manner. In particular, the Director bears responsibility for ensuring not only that undergraduate teaching is recognized in the workload, but also for facilitating the work of the Graduate Faculty by ensuring those faculties are available to teach graduate courses and supervise these.

f. Research activity:

The Director has a special responsibility to foster research and other professional activity by faculty members, not only by recognizing that research is an important component of the workload of faculty members, but also by supporting research in the infrastructure of the

Faculty or Institute , by supporting attendance at academic conferences and by animating and supporting the applications of individuals and groups to external funding agencies.

g. Career advancement:

The Director should recognize the special role that he or she is assigned in the Promotions process. He or she will not only ensure that the process follows collective agreement, but will see that the candidate is properly advised at all stages, will endeavour to ensure that the conditions of hiring and employment will maximize the candidature of faculty members and will ensure that individuals are considered for promotion at the appropriate time. The Director is assigned the responsibility of commenting on files for tenure and promotion; those comments ought to be substantive and carefully considered.

h. Planning

The Director is responsible for ensuring that the appropriate academic planning process is in place and functioning efficiently in the Institute , and for facilitating the production of plans in a timely manner. He or she ought to be alert to, and where appropriate, ought to shape changes in the environment, which have implications for academic planning for the unit. The Director is responsible for implementing the agreed academic plans of the Institute . An important responsibility is the development and distribution of information to support the planning and budgeting process.

i. External Relations

The Director is to take responsibility of developing relationship with the affiliating University, AICTE and any other University. The Director represents the Institute in any specific local, regional, provincial, national or international constituency or deliberative body as and when assigned by GB.

j. Reporting Relationships

The Director is appointed by the Governing Body and is ultimately accountable to the GB. His/her routine reporting line on most academic matters is through the Vice Chairman. He or she will also interact directly with many areas of the central administration, Department, Units etc.

k. Library:

The Director is responsible for ensuring the sufficient numbers of books, periodical, multimedia materials, newspapers and any other materials required for the teaching-learning process in consultation with the department and librarian.

l. Projects/Publications:

The Director is responsible for minor and major projects and publications in any form.

m. Any Others:

The Director is responsible for general discipline, Students affairs, welfare of students and teaching staff. Director has responsibility of monitoring the smooth conduct of Sessionals/practical & university Exams and its record keeping in consultation of the Examination unit /record unit.

6.4 Duties of the Dean (Academics):

The Dean (Academics) shall be responsible for carrying out all academic matters under the guidance of the higher authorities as per UPTU stipulations. He shall also carry out other duties and responsibilities as assigned to him by the chairman/DG/Director/Advisor from time to time. The Dean (Academics) shall hold the rank of a Professor.

6.5 Duties of Chief Proctor

The Chief Proctor shall look after the discipline and ragging problems as per the rules of Hon'ble Supreme Court/UGC/AICTE/UPTU. The rules of discipline and anti-ragging rules shall be detailed separately. The Chief Proctor shall hold the rank of a Professor.

6.6 Duties of Controller of Examinations

The Controller of Examinations shall look after the work related to examinations. He shall hold the rank of a Professor. The detailed rules of examinations shall be maintained separately.

6.7 Duties of Dean Students Welfare

The DSW shall look after all the welfare activities of the students. He shall also look after all the curricular and extra curricular activities of the students including organization of *Ambrosia* and *Nectar*. He shall also be responsible for the publication of HRGI Chronicler. He shall also hold the rank of a Professor.

6.8 Duties of the HOD

The HOD has the responsibility to oversee the academic life at the department. Specifically, the responsibilities are encompassed to the following areas.

a. Planning:

HOD will be responsible to propose, prepare and forward the long term and short-term plan for the department. Long-term plan may be of 4-5 years duration and short term may be of 1-2 years duration.

b. Institutionalization:

HOD will see how the departmental structure is working effectively and efficiently towards achieving academic excellence. Any changes required out of experience while implementation may be forwarded to the Dean for further processing.

c. Academic Programs

It is his or her responsibility to stimulate curriculum implementation to ensure the academic integrity of programs, to maintain and enhance the standards.

d. Personnel Administration

The HOD will be familiar with the details of the Institute /University policies and administrative guidelines and conventions governing the employment of faculty in the Department. The HOD should see that the faculty and staff are advised at all stages for their career advancement and keep their moral high.

e. Academic Planning

The HOD is responsible for ensuring that the appropriate academic planning process is in place and functioning efficiently in the Department. The HOD has a special responsibility to foster research and other professional activity by faculty members.

f. Reporting Relationships

The routine reporting line of the HOD on most academic matters is through the Dean, Deputy Director and Director.

g. Books/Projects:

The HOD is responsible for minor and major projects. HOD will ensure that sufficient numbers of required books are requested for Library/Book-bank well in time.

h. Any Others:

The HOD is responsible for percolating any changes in the guidelines and ensures its implementation. The HOD is responsible for general discipline, Students affairs of the department. HOD has responsibility of monitoring the smooth conduct of Sessionals / practical & university examinations.

6.9 Duties of the Faculty

6.9.1 LECTURER

The content of the syllabus, as prescribed by the University (UPTU), should be projected to the class by the teacher at the beginning. A copy of the syllabus will be made available at H.R. Institute of Technology library for photocopying by the students.

The faculty should project the topics, no. of lectures proposed, reference of source material etc.

An academic session at H.R. Institute of Technology is based on the semester system where we conduct two sessional examinations of one hour duration during a semester. The faculty, teaching the theory course, is responsible for getting questions and examination the script. When there is more than one faculty teaching the same course the questions are set jointly and the script will be evaluated by the teacher for the corresponding class he is teaching.

Evaluation of the examination script has to be completed within a week as the name of the students where performance is poor has to be sent to the parents.

The faculty (consulting as well as full time) is required to ensure that, in case of inability to take any class due to unavoidable circumstances, a prior alternating arrangement is done with the help of coordinating faculty so that classes are held. An extra class should be arranged to compensate for the class not engaged. Students should not be allowed to enter a class after five minutes of the start of class.

In view of instances of students seeking the intervention of court and also as a part of professional ethics, it is essential that extreme care is taken in matters of attendance and grades.

A coordinating faculty will, in general, interact with the consulting faculty to attend to problems, if any, in discharge of teaching responsibilities.

The attendance record should be submitted to coordinating faculty at the end of each month for reporting to students / parents for cases of shortage.

The effectiveness of class teaching is assessed through feedback questionnaire and class committee discussion. The teacher is also expected to provide feedback on students.

6.9.2 TUTORIALS

A faculty (full time / visiting), associated with tutorials, is required to follow the framework agreed by H.R. Institute of Technology faculty board regarding conducting tutorial classes. Tutorial is considered as important, if not more, at HRIT. The tutorial should be student centered rather than teacher centered.

Tutorial sheets are to be given in advance to students. Students are expected to submit the solutions within a stipulated time as assignment to the faculty responsible for tutorial. The

faculty should insist that students are made to work for assignment and grading system should reflect the weightage of the effect and output.

The tutorial sheets should preferably not indicate solution till the assignment is submitted. H.R. Institute of Technology faculty board thinks that 50% of the problems should be given answer or hint.

The attendance record has to be submitted to co-ordinating faculty at the end of each month as they have to be communicated to student / parent.

6.9.3 PRACTICALS

The experiments are to conform to the theoretical topics of the corresponding subject. The laboratory assistant has to be instructed to make materials / components available.

If a student is found not to have done an experiment properly or to have done without conceptual clarity he should not be allowed to take up next experiment.

The student should be made to develop the understanding of data sheets, manuals and instruments used.

Professional concurrent documentation should be insisted from students.

In the beginning of a semester tutorial class may be used to explain the experiments to the students.

6.9.4 MEETINGS

Interactive participation and co-operation between the Director, teaching faculty and other staff on an ongoing basis is of vital importance for the continuous progress and development of an educational Institute . Accordingly, regular meetings between faculty groups and others shall be held to discuss new and innovative ideas for improving and/or upgrading the activities of the Institute and to discuss problem areas, if any. Participants of such meetings shall also suggest appropriate measures to resolve problems if any.

Positive participation in the affairs of the Institute shall be reflected through active participation in such meetings. Once a quarter or more frequently, as may be prescribed by the Director, attendance of all teachers and other members of the Staff at such meetings is compulsory.

6.10 Duties of the Administrative Staff

- Administrative staff shall be comprised of such functionaries as registrar, Librarian, GN, Administrative officer, Accounts, Clerks, etc, who shall be assigned duties by the Director as deemed best for the smooth functioning of the Institute .

- A service book and a leave account for each employee shall be maintained and updated from time to time. The entries relating to family history, permanent and present address, date of birth, medical history, educational and professional qualifications, past service record, emergency contact details etc. shall also be made. The service book entries shall be signed by each employee once in a year as a token of his/her acceptance of the entries made failing which, the Institute will be at liberty to withhold the salary of those employees who have not signed.

Employees are obliged to immediately inform in writing to the Director, any change in their particulars and ensure that the change if any, has been entered in the service record.

Suppression, concealment or misrepresentation of any information shall be a serious breach of the service rules and shall invite strict disciplinary action including suspension and or termination from service.

6.11 Duties and Responsibilities of Lab Asst./Workshop Technicians

a. Drawing the Keys and Getting Cleanliness Done: They will come in time for their duties and draw the keys exactly at 08:25 hrs. They should get the floors cleaned by the sweepers detailed for their labs. All tables and instruments shall be cleaned by them themselves.

b. Security: They will not hand over the keys of their labs to anybody except the lab incharge. They will not leave the lab unattended at any time. They will lock it whenever they go out, even for a short while. Merely closing doors without locking is not enough. They will be cautious and vigilant during practicals/ classes and ensure that no single item is taken away by anybody. They will ensure that the lights and fans are put off, when not required and at long closing time. They are to make sure that all doors and windows are closed and bolted properly. If any item is missing during working hours, it will be their sole responsibility. They will hand over the keys themselves to the key orderly at 1630 hrs and make necessary entries in the key register.

c. Taking on Charge and Issue of Items: They will ensure that all the consumable/ non-Consumable items are taken charge in the stock register provided for that purpose. The service-ability of the items will be checked up in the presence of Lab Incharge / HOD of the department and checklist proforma is to be raised, which is available in the Admin Section. Items will be issued in the loan register. No item will be issued to anybody without taking his signatures in loan register.

d. Use of Official Telephone: They will make minimum use of the official telephone. It can be used for official purpose only. No personal call should be made.

e. Cooperation and Assistance: They will provide full-cooperation and assistance to all the faculty members in carrying out their duties properly. Any lapse in performing the above duties will invite disciplinary action without prior notice.

There should be **periodic check** on the working of the equipment. Any malfunction should be reported to the supervisor/co-coordinator /HOD formally and steps should be taken to remedy and malfunctioning.

Technicians should ensure that all catalogues, data sheet, laboratory manuals etc. related to equipments, components, experiments of the laboratory are available for reference. Such documents should be issued to students for photocopying only for the relevant portion.

The tables, almirahs and equipments should be maintained in an orderly fashion and cleanliness should be ensured.