



SERVICE CONDITIONS & POLICY MANUAL FOR TEACHING & NON-TEACHING STAFF

***SURAJMAL MEMORIAL EDUCATION SOCIETY
C-4, JANAKPURI, NEW DELHI***

***FOR ITS INSTITUTES
LOCATED WITHIN
and
OUTSIDE THE CAMPUS***

IN FORCE

w.e.f. ____

Disclaimer : The contents of this Service Policy Manual and Any Annexure / Attachments are confidential and are intended solely for the smooth functioning of the Institutions (for internal use only) under SMES. The information contained may otherwise be protected by other legal rules.



INDEX

<u>Sl. No.</u>	<u>Title</u>	<u>Page No.</u>
I.	GENERAL CONDITIONS / RULES	1-4
II.	APPOINTMENT / RECRUITMENT	5-32
	<ol style="list-style-type: none"> 1. <i>General</i> 2. <i>Terms of Appointments / Recruitment</i> 3. <i>Modes of Recruitment</i> 4. <i>Composition of Selection Committee</i> 5. <i>Qualification and Eligibility – Teaching</i> 6. <i>Qualification and Eligibility – Non-Teaching</i> 7. <i>Specifications on Appointments on Contractual / Adhoc Basis</i> 8. <i>Specifications on Appointment – Direct Recruitment</i> 9. <i>Probation and Confirmation</i> 10. <i>Seniority</i> 11. <i>Review of Recruitment Practice</i> 	 5 5-8 8-9 9 10-12 13-27 27-29 29-30 30-31 31-32 32
III.	RETIREMENT / SUPERANNUATION AND RE-EMPLOYMENT	33-39
	<ol style="list-style-type: none"> 1. <i>Retirement and Superannuation – Teaching Staff</i> 2. <i>Retirement and Superannuation – Non-Teaching Staff</i> 3. <i>Termination of Services</i> 4. <i>Resignation</i> 	 33-35 35-36 37-38 38-39
IV.	DISCIPLINARY AND APPEAL RULES	40-46
	<ol style="list-style-type: none"> 1. <i>Conduct</i> 2. <i>Misconduct</i> 	 40 40-46



V.	SUSPENSION AND SUBSISTENCE ALLOWANCE	47-49
	<ul style="list-style-type: none"> 1. <i>Suspension</i> 2. <i>Revocation of Suspension</i> 3. <i>Subsistence Allowance</i> 	<ul style="list-style-type: none"> 47 47-48 48-49
VI.	PENALTIES	50-57
	<ul style="list-style-type: none"> 1. <i>Types of Penalties –Minor and Major</i> 2. <i>Procedure for Imposing Minor Penalties</i> 3. <i>Procedure for Imposing Major Penalties</i> 4. <i>Cases in which no inquiry needs to be held</i> 5. <i>Appeal and its Procedure</i> 	<ul style="list-style-type: none"> 50 51 51-55 55 55-57
VII.	LEAVE RULES	58-73
	<ul style="list-style-type: none"> 1. <i>Objectives</i> 2. <i>General Provisions of Leave</i> 3. <i>Casual Leave</i> 4. <i>Conditions of Casual Leave</i> 5. <i>Maternity Leave</i> 6. <i>Vacation Leave for Teaching Staff</i> 7. <i>Earned Leave for Non-vacation Staff</i> 8. <i>Medical Leave</i> 9. <i>Study Leave</i> 10. <i>Academic Leave</i> 11. <i>Skill Enhancement Leave for Non-Teaching Staff</i> 12. <i>Leave Without Pay / Extraordinary Leave</i> 13. <i>Compensatory Leave / Compensatory Off</i> 14. <i>Leave Salary Conditions</i> 15. <i>Conditions of Leave Encashment</i> 	<ul style="list-style-type: none"> 58 58-61 61-62 62-63 63-64 64-65 65-66 66-67 67-68 68-69 69 69-71 71 71 72-73
VIII.	PAYMENT OF GRATUITY	74-76



IX.	MINIMUM REQUIREMENT FOR PROMOTION / INCREMENT FOR TEACHING STAFF	77-82
	1. <i>Coverage</i>	77
	2. <i>Categorization of Growth Opportunity / Career Enhancement</i>	77
	3. <i>Best Faculty Award</i>	77-78
	4. <i>Career Progression Scheme / Promotion</i>	78
	5. <i>Conceptualization of Concept and Proforma</i>	79-79
	6. <i>Qualification Criteria for Career Advancement / Promotion</i>	79-81
	7. <i>Procedure</i>	81-82
	8. <i>Composition of Expert Committee for Promotion</i>	82
X.	MONETARY GRANT / AWARD FOR RESEARCH ACTIVITIES	83-85
	1. <i>Objectives</i>	83
	2. <i>Research Grant / Award</i>	83-85
XI.	TRAVELLING REIMBURSEMENT	86
	1. <i>Local Travel</i>	86
	2. <i>Travel Within India</i>	86
	3. <i>Travel Outside India</i>	86
XII.	MINIMUM REQUIREMENT FOR PROMOTION & INCREMENT FOR NON-TEACHING STAFF	87-94
	1. <i>Coverage</i>	87
	2. <i>Norms and Regulations</i>	87
	3. <i>Categorization of Growth / Career Enhancement</i>	87
	4. <i>Minimum Performance Requirement</i>	88
	5. <i>Best Employee Award</i>	88-89
	6. <i>Modified Assured Career Progression Scheme and Promotion</i>	89-93



	7. Procedure 8. Composition of Expert Committee for Promotion	93-94 94
XIII.	POWER TO RELAX	95
XIV.	WEEDOUT POLICY <i>1. General and Purpose of Weeding</i> <i>2. Guidelines for Weeding</i> <i>3. Follow Up Action</i>	96-98 96 96-97 97-98
XV.	MEDALS, PRIZES & AWARDS TO THE OUTSTANDING STUDENTS	99
XVI.	ANNEXURES <i>Career Advancement Format for Faculty Members</i> <i>Career Advancement Format for Non-Teaching Members</i>	100-128 Annexure 1 100-120 Annexure 2 121-128



I. GENERAL CONDITIONS / RULES :

1. *These Rules are not exhaustive. Please see the rules and reference guide for more details published by Government of India as adopted by Delhi Govt. / GGSIPU as Government Rules and Orders on Personnel Administration.*
2. *These Rules shall be effective from the date of its Notification / Approval by the Executive Committee of SMES.*
3. *Wherever 'he' or 'his' is used; the same may be referred to as 'he / she' or 'his / her'*
4. *The word Institutions be referred to as the Institutes being run or to be opened by Surajmal Memorial Education Society at C-4, Janakpuri, New Delhi or at any other place.*
5. *The Governing Body means the Institute's Governing Body running Institutes under the name of Maharaja Surajmal Institute, Maharaja Surajmal Institute of Technology or to be opened Institutions for MBA and LLB or any other Institute.*
6. *The Chairman of the Governing Body (GB) refers to hereinafter be understood as the incumbent holding the post of President SMES who by virtue of being the Head of the Society, holds ex-officio, the office of the Institutes as Chairman – Governing Body.*
7. *The employee may, if self-aggrieved by the decision of any Committee(s) may put a request for reconsideration of the same within a period of three years for review by President (SMES.). The decision on the review shall be conveyed to the employee within*



six months from the date of the petition / request. After the lapse of time period, no review / case shall be reopened / considered by the President (SMES).

- 8. This policy is based on norms / regulations formulated by the University Grants Commission (UGC) (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, All India Council for Technical Education (AICTE), National Council for Teachers Education (NCTE) and/or any other statutory body and shall be applicable on us (Institutes / Society), as per its enforcing policy governing rules.*
- 9. The CCS (CCA) Rules [Classification, Control & Appeal Rules] as applicable to the staff of Guru Gobind Singh Indraprastha University (affiliating body), with which we are affiliated / shall be affiliated for running of courses or any other future institution shall have the binding of CCS (CCA) Rules on all the staff under the aegis of Surajmal Memorial Education Society (SMES), C-4, Janakpuri, New Delhi-110058.*
- 10. The Code of Professional Ethics as applicable to the staff of GGSIPU for its staff (both teaching and non-teaching) shall be made applicable to our staff, in principle, besides following the same in respect of AICTE/ NCTE and other regulating bodies.*
- 11. The employees of the Institutes / SMES (MSI / MSIT/ Any other Institutes to be Opened) under the aegis of SMES can be transferred to any other Institute / Department on the analogous post as per the requirement of the post and qualifications so required for the post. The seniority shall be maintained if the Management / Institute / Governing Body executes the transfer.*



12. *Staff / Supervisory / Administrative Designations [(Dy. Director / Head Placements / HODs / Conveners etc.) - (Teaching & Non-Teaching)] are subject to rotation to ensure training and development of employees under SMES.*
13. *Safety of Women and Gender Sensitization at Workplace, Prevention of Sexual Harassment at Workplace, Measures to help students (with disability), Prevention of Ragging etc. are some of the guidelines enacted through Acts & Regulations which have been strictly followed in the Institutes through various Committees formed to oversee the functioning.*
14. *All the Acts, Regulations, Rules or any other amendment done from time to time by the affiliating body / statutory body or any other enforcement agencies, as enumerated above, will be reviewed and shall be made applicable as per the guidelines framed by SMES from time to time and shall have the jurisdiction of the Management of SMES*/ Governing Body of the Institutes.*
15. *The policies shall be reviewed by the duly constituted committee of SMES to keep abreast with the amendments in Acts, Regulations, Rules or any other amendment and changes for adoption & adaption by Management of SMES / Governing Body of the Institutes.*
16. *The Executive Committee of Surajmal Memorial Education Society may frame rules on those points on which existing rules are silent or about which there are inconsistencies or such other reasons or ask the Governing Body of the Institutes to draft the rules, as deems fit, on supersession of the rules Or Similarly, it (SMES) may amend these rules.*



Note : *Society/Management denotes SMES (Surajmal Memorial Education Society)

****Governing Body denotes the upper body of the Institutions – (i) Maharaja Surajmal Institute (MSI) (ii) Maharaja Surajmal Institute of Technology (MSIT) (iii) Proposed Institute to be opened in future. (iv) Any other new Institute**





II. APPOINTMENT / RECRUITMENT / QUALIFICATIONS / ELIGIBILITY

CONDITIONS FOR RECRUITMENT:

1. General :-

This policy sets out the recruitment rules for the Institutes and states its intention to begin the employment process to attract, motivate and retain high quality staff. The Institutes / Society is an equal opportunity employer and affirms to hold the highest standards of equal opportunity from recruitment to within employment on the basis of personal merit and commitment to the cause of imparting quality education.

2. Terms of Appointment / Recruitment :-

- 2.1 All the Appointments in the Institutions after the Notification of these Rules shall be made only in accordance with the provisions of these Rules.
- 2.2 Minimum age for appointment on any post in any of the Institutes is 18 years.
- 2.3 Qualifications and experience for appointment to the various teaching posts in any of the Institutions shall be as laid down by the Governing Body of the Institutions by a special order in accordance with the Guru Gobind Singh Indraprastha University's Notification / All India Council for Technical Education / University Grants Commission / National Council For Teachers Education, for Degree level Technical / Professional Institutes. For non-



teaching staff, the qualifications and experience will be as laid down by the Governing Body of the Institutions running the programmes.

- 2.4 Before joining the Institute, the candidate / employee has to declare any past cases against him / criminal cases / litigation / source of income (self & spouse) & other family members and should also declare / submit immediately any such cases till he serves the Institutes.
- 2.5 Appointment of a person to any post in the Institutions whether temporary, adhoc, contract, direct or on regular basis shall be subject to his being found medically fit by a Medical Officer nominated / Pvt. Recognized Hospitals approved by the Institutes and thus, the Medical Certificate issued by them shall only be accepted as medical fitness of the incumbent.
- 2.6 No person shall be appointed to any post unless the appointing authority is satisfied that he possesses the required minimum eligibility of qualifications and experience as per norms, good character and antecedents for which the Administration Department should get the documents cross-verified from originals before allowing him to join the post and should also verify the genuineness of all the degrees / qualifications / experience etc. by itself by seeking clarification in writing from the concerned University. This process should be done within 15 days. In the event of non-receipt of reply, the candidate be allowed to join temporarily with the condition of verification from Universities and other organizations.



- 2.7 There shall be a personal file for every staff member, whether teaching or non-teaching in which all papers, records and other documents shall be placed relating to his service in the Institute which should be numbered pagewise and indexed. In addition to the personal file, a service book shall also be maintained by Admin Branch in prescribed format but the self details should be filled in by the concerned employee himself with signature and date. The service book shall contain a history of his service from the date of his regular appointment in the Institute including grant of increment, promotion, reward, punishment and all other important events of his career. The Service Book shall also contain a leave account of the employee showing the complete record of all kinds of leave (except casual leave) earned and availed of by him and the balance of leave at his credit. The entries in the service book shall be authenticated by an officer authorized for this purpose. Apart from Service Book, Work Report of Teachers for Assessment has to be compulsorily filled up by the faculty member (format available in Admn. Office) while joining the Institute which is to be kept in the personal file at the first instance.
- 2.8 The employee has to fill APAR (Annual Confidential Report) and Annual Return of Assets and Liabilities Report, as per copy of format of norms as prescribed and applicable to the employees of Govt. of India/ State Govt. – as mandated. These Reports are to be submitted by the individual employee latest by last week of August every year to the Admin office so as to be taken on



record by the competent authority and for reviewing his work and conduct by Reviewing Authority / Approving Authority.

2.9 The establishment of vacancy, identification of the vacant positions at different levels, date and manner of occurrence of vacancies, details of anticipated vacancies in the Institutes are dependent on the norms of Affiliating or Statutory Bodies.

2.10 The vacancy shall be active till the continuance of course (programme) and its getting affiliation for running the course for Academic year(s) through the affiliating body / requirement of post/ as per norms.

3. **Modes of Recruitment :-**

Recruitment to the posts may be made :

3.1 **By Direct Recruitment**

Direct Recruitment through advertisement in newspapers of All India level by duly constituted Selection Committee

3.2 **By Promotion**

By duly constituted Internal Promotion Committee

3.3 **By Re-Employment**

By duly nominated Review Committee

3.4 **By Transfer**

Within the Organs / Sister-Concern of SMES



3.5 By Contractual Appointment

On the approval of the Chairman - GB

3.6 By Adhoc Appointment

On the approval of the Chairman – GB

3.7 By Appointment as Visiting / Guest Faculty / Consultant

On the approval of the Chairman – GB

4. Composition of Selection Committee :-

4.1 For Direct Recruitment for Faculty Members :-

- (i) Chairman of the Governing Body
- (ii) Member Secretary (Director of the Institute)
- (iii) Two / Three Eminent Educationists in the Relevant Field of Subject
- (iv) One or two members from the Governing Body / SMES's Representative nominated by GB
- (v) Secretary SMES

4.2 For Direct Recruitment for Non-Teaching Members :

- (i) Chairman of the Governing Body
- (ii) Member Secretary (Director of the Institute)
- (iii) One or two members from the Governing Body / SMES's Representative nominated by GB
- (iv) Secretary SMES



5. Qualifications and Eligibility For Teaching Faculty :-

5.1 PROFESSOR

Essential Qualifications :-

As per UGC / AICTE / NCTE Guidelines & Mandate, wherever applicable

Desirable :-

- (i) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with publications of books and/or research/policy papers.
- (ii) A minimum of ten years of teaching experience in university/college out of which five years shall be at a post equivalent to that of Associate Professor, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.
- (iii) Contribution to educational innovation, design of new curricula and courses, and technology-mediated teaching-learning process.
- (iv) A minimum score as stipulated in the Academic Performance Index (API) as stipulated in CAS, as set out by the SMES regulation.
- (v) Post Ph.D. publications and guiding Ph.D. Students is desirable.



1.2 ASSOCIATE PROFESSOR

Essential Qualifications :-

As per UGC / AICTE / NCTE Guidelines & Mandate, wherever applicable

Desirable :-

- (i) Good academic record with Ph.D. Degree in the concerned/allied/relevant discipline.
- (ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) by a recognized University for Non-AICTE Programme and for AICTE governed programme, it shall be 60% (or an equivalent grade in a point scale wherever grading system is followed).
- (iii) A minimum of eight years of experience of teaching out of which at least two years shall be post-Ph.D. experience and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry, excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.
- (iv) Contribution to educational innovation, design of new curricula and courses, and technology-mediated teaching-learning process with evidence of having guided doctoral candidates and research students.
- (v) A minimum score as stipulated in the Academic Performance Index (API) as stipulated in CAS, as set out by the SMES regulation.



5.3 ASSISTANT PROFESSOR

Essential Qualifications :-

As per UGC / AICTE / NCTE Guidelines & Mandate, wherever applicable

Desirable :-

- (i) A Good Academic record with at least 55% marks at Masters' level (or an equivalent grade in a point scale wherever grading system is followed) by a recognized University for Non-AICTE Programme and for AICTE governed programme, it shall be 60% (or an equivalent grade in a point scale wherever grading system is followed).
- (ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) for Non-AICTE Programme and for AICTE governed programme it shall be minimum qualification and eligibility as per the guidelines and mandate applicable.

The NET shall remain the minimum eligibility condition for recruitment, wherever applicable, provided that candidates who are or have been awarded a Ph.D. in accordance with the UGC (Minimum Standards and Procedure for Award of Ph. D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET for recruitment.



6. Qualifications and Eligibility for Non-Teaching Staff:-

DISCLAIMER : THESE RECRUITMENT RULES AND GUIDELINES HAVE BEEN FORMULATED FOR INTERNAL USAGE BY SMES. HOWEVER, RECOMMENDATIONS FOR OVERSIGHT AND REMOVAL OF ANOMALIES OF NON-TEACHING STAFF AND REVISED RECRUITMENT RULES FOR THE NON-TEACHING STAFF, IF ANY, CAN BE MADE TO THE PRESIDENT SMES. THE NUMBER OF POSTS SHALL BE AS PER SANCTIONED STRENGTHS OF STATUTORY BODIES LIKE AICTE / GGSIPU / NCTE AND SMES, DULY APPROVED BY ESTABLISHMENT COMMITTEE OF SMES.

6.1 ADMINISTRATIVE OFFICER

Essential Qualifications :-

- (i) *Masters Degree with at least 55% marks or equivalent grade 'B' in the UGC point scale from a recognized University / Institute*
- (ii) *At least 15 years of experience in Institutes under Central / State Govt. / University or Organizations of National Importance or Govt. Laboratories / Public Sector Units in the similar post / work profile*

Desirable :-

- (i) *Qualifications in the area of Management / Engineering / Law*
- (ii) *Experience in Computerized Academic Administration / Legal / Financial Establishment Matter*



- (iii) *Knowledge of Policy Guidelines issued by Academic Statutory Bodies like AICTE / UGC / Central Govt. Rules on Leave / HR Matters etc.*

Age Limit :-

Age should not be exceeding 60 years of age. It is relaxable upto 5 years in accordance with the guidelines of the SMES.

6.2 SR. ACCOUNTS OFFICER

Essential Qualifications :-

- (i) *Masters Degree with at least 55% marks or equivalent grade 'B' in the UGC point scale from a recognized University / Institute*
- (ii) *At least 15 years of experience in Institutes handling accounts (Balance Sheets, Auditing, Tax Filing etc.) under Central / State Govt. / University or Organizations of National Importance or Govt. Laboratories / Public Sector Units in the similar post / work profile*

Desirable :-

- (i) *Preference would be given to persons having worked in organized accounts services with similar status*
- (ii) *Qualified CA / ICWA would be preferred*
- (iii) *Proficiency of Tally and Spreadsheet and any other accounting software*



6.3 ACCOUNTS ASSISTANT

(Level 1)/ Sr. level of Accounts Assistant may be considered depending upon the work experience on the analogues post and grade

Essential Qualifications :-

- (i) *Bachelor Degree (Commerce) with Honours in Accountancy / Finance with at least 55% marks or equivalent grade 'B' in the UGC point scale from a recognized University / Institute or Chartered Accountant*

Or

Masters degree in Commerce / MBA (Finance) from a recognized University

Desirable -:

- (i) *Knowledge of Computer Application i.e. Word Processing / Spread sheet using accounting software like Tally and Advance Excel*
- (ii) *Two years of work experience in an analogues post*

Age Limit :-

Age should not be exceeding 28 years of age. It is relaxable upto 5 years in accordance with the guidelines of the SMES.



6.4 TECHNICAL STAFF (COMPUTER LAB / LABORATORY)

(Level 1)

Essential Qualifications :-

- (i) *Diploma in Engineering of three years' duration in relevant field from a recognized polytechnic / institution with at least 55% marks or equivalent grade 'B' in the UGC point scale*

Or

B.Sc. degree in relevant field from a recognized University / Institute with at least 55% marks or 'B' Grade as per UGC Point Scale.

Or

Sr. Secondary from a recognized Board and ITI certificate of 2 years duration in appropriate with at least 'B' Grade or minimum 55% marks and relevant area with 5 years of experience of handling laboratory equipments and conducting experiments in University / College / Research Institute / Organizations

6.5 TECHNICAL STAFF (COMPUTER LAB / LABORATORY/ PROGRAMMER / INSTRUCTOR / SYSTEM ADMINISTRATOR)

(Level 2)

Essential Qualifications :-

- (i) *B.E./ B.Tech. / M.Sc. in relevant field or MCA degree with first class or equivalent grade and good academic record*

Or



- (ii) *10 years of Industrial Experience, ICT or other relevant areas as per the requirement of the Institutes*

Desirable :-

- (i) *M.Tech./ Ph.D. in the relevant field shall be preferred*
- (ii) *Work experience in relevant field e.g. Maintenance of Scientific Equipments, System Administration, Software System Development etc.*

6.6 OFFICE ASSISTANT

(Level 1)

Eligibility :-

- (i) *Age should not be exceeding 28 years. Age relaxation upto maximum 5 years shall be granted to regular employees of SMES and in accordance with the instructions or orders issued by the Governing Body of the Institutes.*

Essential Qualifications :-

- (i) *Bachelors Degree with at least 55% marks or equivalent grade 'B' in the UGC point scale from a recognized University / Institute*

Desirable :-

- (i) *At least 02 years of experience in Institutes under Central / State Govt. / University or Organizations of National Importance or Govt. Laboratories / Public Sector Units in the similar post / work profile*



- (ii) *Proficiency in Computerized Word Processing*
- (iii) *Knowledge of English & Hindi Typing and drafting of letters*

6.7 OFFICE ASSISTANT

(Level 2)

Essential Qualifications :-

- (i) *Bachelors Degree with at least 55% marks or equivalent grade 'B' in the UGC point scale from a recognized University / Institute*

Desirable :-

- (i) *At least 05 years of regular service in Institutes under Central / State Govt. / University or Organizations of National Importance or Govt. Laboratories / Public Sector Units in the similar post / work profile and holding analogues post*
- (ii) *Proficiency in Computerized Word Processing*
- (iii) *Speed of typing in English (60 wpm) & Hindi Typing (30 wpm) and drafting of letters*

6.8 OFFICE ASSISTANT

(Level 3)

Essential Qualifications :-

- (i) *Bachelors Degree with at least 55% marks or equivalent grade 'B' in the UGC point scale from a recognized University / Institute*



Desirable -:

- (i) *Served minimum for at least 7 years in the previous scale of Office Assistant (Level 2)*
- (ii) *Proficiency in Computerized Word Processing*
- (ii) *Speed of typing in English (60 wpm) & Hindi Typing (30 wpm) and drafting of letters*

6.9 STENOGRAPHER

Essential Qualifications :-

- (i) *Masters Degree with at least 55% marks or equivalent grade 'B' in the UGC point scale from a recognized University / Institute*
- (ii) *5 years work experience at analogues post*

Desirable -:

- (i) *Proficiency in Computerized Word Processing*
- (ii) *Spread sheet with advanced skill*
- (iii) *Speed of typing in English (100 wpm) & Hindi Typing (40 wpm) and drafting of letters*
- (iv) *Knowledge of Stenography*



6.10 GENERAL ASSISTANT

Essential Qualifications :-

- (i) *Bachelors Degree with at least 55% marks or equivalent grade 'B' in the UGC point scale from a recognized University / Institute*
- (ii) *7 years work experience at analogues post such as senior personal assistant*

Desirable -:

- (i) *Proficiency in Computerized Word Processing*
- (ii) *Spread sheet with advanced skill*
- (iii) *Speed of typing in English & Hindi Typing and drafting of letters*

6.11 RECEPTIONIST

Essential Qualifications :-

- (i) *Candidates possessing Graduation from a recognized University with 55% marks or Grade 'B' under UGC Point Scale with pleasing personality with good public relations*
- (ii) *Fluent in English and Hindi with an ability to handle visitors and telephone calls having knowledge of Computers with a typing speed of 40 wpm*

Desirable -:

- (i) *Post Graduate Diploma or Certificate Course in Public Relations*
- (ii) *Diploma in Office Management and Secretarial Practice*



6.12 VOCATIONAL EMPLOYEES (CARE TAKER / PLUMBER / ELECTRICIAN)

Essential Qualifications :-

- (i) *Bachelors Degree in the relevant vocational area (plumbing / electrician) with at least 55% marks or equivalent grade 'B' in the UGC point scale from a recognized University / Institute*

Or

Should have done 10+2 from a recognized Board with 55% marks and 2 years ITI diploma certificate with experience in the relevant Trade

Desirable :-

- (i) *Knowledge of Computer*
- (ii) *Minimum of 3 years of work experience in relevant field*

6.13 LIBRARIAN

Essential Qualifications :-

- (i) *Ph.D. in Library Science / Information Science / Documentation*
- (ii) *At least 13 years of experience as Dy. Librarian in University or 18 years as College Librarian*
- (iii) *Evidence of Innovative Library Management and Publications using softwares*

Desirable :-

- (i) *NET / SLET qualified candidates*



6.14 ASSISTANT LIBRARIAN

(Senior Level)

Essential Qualifications :-

- (i) *Masters in Library Science / Information Science / Documentation with at least 55% marks or equivalent grade 'B' in UGC point scale and good academic record.*
- (ii) *Evidence of operating the Library Management System softwares*
- (iii) *NET / SLET / SET*

Desirable -:

- (i) *PG Diploma in Library Automation and Networking or equivalent*
- (ii) *Minimum 8 years of experience at College level and 5 years at the level of University in similar post*

6.15 PROFESSIONAL ASSISTANT (Erstwhile ASSISTANT LIBRARIAN)

Essential Qualifications :-

- (i) *Masters in Library Science from recognized Institution with at least 55% marks or equivalent grade 'B' in UGC point scale and good academic record.*
- (ii) *Evidence of Undertaking following duties :- e.g. (a) data entry, financial entry jobs in the library sections, diary and dispatch records (b) display of books newspaper, periodicals, new arrivals (c) self rectification, data*



entry operations, assistant users in searching books and scanning books and barcode labeling etc.

- (iii) *Evidence of operating the Library Management System softwares :Jobs pertaining to inter library linkages, cataloging using integrated software and online systems, managing the circulation and procurement in the library*

Desirable :-

- (i) NET/SLET qualified candidates

6.16 LIBRARY ASSISTANT

Essential Qualifications :-

- (i) *Passed Graduation from recognized Institution*
- (ii) *Certificate in Library Science / Library & Information Science / Documentation with at least 55% marks or equivalent grade 'B' and good academic record.*
- (iii) *Evidence of Undertaking following duties :- e.g. (a) data entry, financial entry jobs in the library sections, diary and dispatch records (b) display of books newspaper, periodicals, new arrivals (c) self rectification, data entry operations, assistant users in searching books and scanning books and barcode labeling etc.*
- (iv) *Evidence of operating the Library Management System softwares*



Desirable : -

- (i) B.Sc. Library Science with 55% marks

6.17 Multi Tasking Staff (MTS)

Essential Qualifications :-

- (i) *Sr. Secondary (10+2) from a recognized board or 10th pass with ITI equivalent certificate of minimum 1 year with at least 55% marks or Grade 'B'*
- (ii) *Evidence of work like Daftary (Punching of files / stacking), Photocopy Operator, Office Attendant, File Sorter*
- (iii) *Sanitary and cleanliness guide*

Desirable : -

- (i) *Minimum of one years experience on analogues post and basic knowledge of computer*

6.18 HOSTEL WARDEN (BOYS / GIRLS HOSTEL)

Essential Qualifications :-

- (i) *Post Graduate from a recognized University having at least 55% marks or equivalent grade 'B' in UGC point scale and good academic record.*

Desirable : -

- (i) *NET / SLET qualified candidates*



- (ii) *5 years experience at the level of Institute where having dealt with responsibility like control and guidance of all students (Girls / Boys / Hostel Inmates)*
- (iii) *Evidence of Maintain and monitor the discipline of students in the hostel and premises, carrying out day-to-day administrative work related to hostel, closely watching the movements of the students residing in the hostel etc. at the time of selection procedure and face to face interview.*

6.19 RESEARCH ASSOCIATE

Essential Qualifications :-

- (i) *Post Graduate from a recognized University having at least 55% marks or equivalent grade 'B' in UGC point scale and good academic record in History/ Relevant area of Research*
- (ii) *Report writing and submission with minimum typing speed of minimum 30 w.p.m. in English and Hindi*

Desirable : -

- (i) *NET / SLET qualified candidates*
- (ii) *One year of research experience as an Associate or minimum 4 years as Field Investigator*
- (iii) *Well versed with research library access and willing to visit and do field data collection.*



6.20 DRIVER

Essential Qualifications :-

- (i) *Sr. Secondary (10+2) from a recognized board with 55% marks or Grade 'B' or 10th pass with ITI equivalent Mechanical Works certificate of minimum 1 year*
- (ii) *Light Motor Vehicle Driving License issued by Regional Transport Office either from State of permanent residency or the State where appointed in the Institute.*
- (iii) *Evidence of work like Online Fast-Tag Recharge, Toll, Challan filing, Driver Log-Book Maintenance, Upkeep of the Vehicle etc.*

Desirable :-

- (i) *Having Digital Knowledge and basic computer skills*

6.21 CIVIL ENGINEER / MAINTENANCE ENGINEER

Essential Qualifications :-

- (i) *1st class Bachelor Degree in Engineering (Electrical / Civil / Other Relevant area as per requirement of SMES) or Equivalent Grade in CGPA / UGC point scale with good academic record from a recognized University / Institute.*

Or

Assistant Engineer with 5 years regular service and minimum of 5400 grade pay or equivalent and possessing degree in Civil Engineering from a recognized University or any other equivalent qualification with two weeks course on building bye-laws, building electrification, e-governance.



Desirable :-

- (i) Knowledge of Computer Aided Design (CAD) and latest management technology / relevant software.
- (ii) Proven track record of handling projects / works in organizations of repute.
- (iii) Experience of working with electrical maintenance / execution of civil engineering works / construction management etc. as deemed relevant to the profession.

7. *Specifications on Appointments on Contractual / Adhoc Basis*

7.1 A contractual employee may be appointed on a regular basis subject to the availability of a regular post and if he meets the minimum eligibility criteria for appointment to the post and qualifies the recruitment procedure and rounds of selection.

7.2 The Chairman of the Governing Body shall have the power to appoint a person against a teaching post on contract for a maximum period of 11 months with or without the recommendations of the Selection Committee, if constituted, as per requirement. The contract appointment may be made to supplement the teaching load and may not necessarily require to be filled up against any post.

7.3 The Chairman of the Governing Body shall have the power to make Adhoc Appointments of teachers for a maximum period of 11 months. The adhoc



appointment shall be made against the short term vacancy falling vacant due to any reasons. The adhoc appointment may be continued after a break of one month.

- 7.4 The duration of Contractual / Adhoc service rendered by him shall not be counted for the purpose of gaining or seeking regular employment in the Institute and the appointment to the regular post shall be treated as fresh appointment for all intent and purposes.
- 7.5 The contractual / adhoc employee will draw a fixed salary with minimum emoluments having component of Basic, DA and TA during the period of his contract / adhoc employment OR the salary mutually agreed upon.
- 7.6 The visiting faculty / guest faculty / consultant shall be paid remuneration as per mutually agreed terms and conditions.
- 7.7 The guest faculty / visiting faculty / consultant shall not be entitled to any other pecuniary benefits or leave benefits. Only contractual employee / adhoc employee shall be given casual leave on pro-rata basis and shall be allowed to take leave with the permission of Competent Authority as per approved policy of SMES.
- 7.8 The duration of contract / adhoc service rendered by him shall not be counted for the purpose of gaining or seeking regular employment on the basis of the period so served at the Institute. Short duration period of less than 6 months duration from other institutions shall not be taken as work experience at the Institutes.
- 7.9 In the case of non-teaching staff, the essential requirement of qualifications and experience for non-teaching staff shall be at the final discretion of the Chairman



of the Governing Body of the Institute and will be determined as per the requirement of post.

8 Specifications on Appointments on Direct Recruitment

- 8.1 The direct recruitment to the posts of Assistant Professor, Associate Professor and Professor at the institutes shall be on the basis of merit, followed by selection by a duly-constituted Selection Committee as per the provisions of SMES.
- 8.2 Mandatory qualifications and eligibility criteria for direct recruitment to all the posts of teaching (Assistant Professor, Associate Professor and Professor) in the Institutes shall be as per UGC Regulations / AICTE / Statutory Bodies and shall be binding.
- 8.3 The Date of Joining for freshly appointed faculty members against the approved vacancies for the teaching posts (all cadre) shall be w.e.f. 1st August every year tentatively and / or from the date of commencement of actual teaching during academic session of the new semester.
- 8.4 The time taken by candidates to acquire M.Phil./ M.Tech. and / or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions. However, the period of actual service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave shall be counted as teaching experience for the purpose of



recruitment to the next level. However, a certificate of same shall be mandatory issued by the Competent Authority and submitted before the process of recruitment.

8.5 NET qualification in the relevant subject of teaching shall remain in force for our teachers, as applicable and specified by the Affiliating / Regulating Bodies for the programmes being run by the Institutes. For AICTE approved Engineering / Technology / Management programmes, qualifications of B.Tech. & M.Tech. / MBA in relevant branch with First Class in any one of the degree is essential.

8.6 The qualifications and Experience for appointment of non-teaching staff shall be governed by the policy and guidelines of minimum qualifications, experience and age as approved by Chairman – GB of the Institutes.

9 Probation and Confirmation

9.1 Every person appointed to a regular post in the Institutions, whether by promotion or direct recruitment, shall be on probation for a period of one year provided that the appointing authority may extend the period of probation for further period not exceeding total two years.

9.2 The period of probation period shall be counted in the service period from the date he joins the post in the Institute on regular basis.



9.3 In case of non-teaching employees', the service conditions governing annual increase, regularization, emoluments and pay-scale etc. shall be applicable as per the policy guidelines for the Institutes prepared and implemented by SMES.

9.4 Where an employee appointed to a post on probation is found unsuitable / or found medically unfit for holding that post or has not completed his period of probation satisfactorily, the appointing authority may :

- (i) In case of a person appointed by promotion revert him to the post held by him immediately before such appointment;
- (ii) In case of a person appointed by direct recruitment terminate his services under the Institute; and
- (iii) Extend his period of probation for a further period not exceeding one year.

9.5 A person appointed to a regular post in the Institutions shall on satisfactory completion of the period of probation or extended period of probation, shall have the possibility to become eligible for confirmation in that post subject to availability of post at that time or continuance of program / Institution.

10. Seniority

10.1 The seniority of an employee in a particular grade will be determined from the date of his appointment in that grade. All regular employees shall rank senior to temporary employees and the inter-se seniority of regular employees in a particular grade shall be from the date of their confirmation.



10.2 The seniority of a regular teacher in a particular discipline shall be determined in accordance with the following principles as stipulated by SMES:

- (i) Where two or more teachers are selected at the same time for appointment, seniority shall be based on the ranking given by the selection committee provided that the date of joining in case of a teacher who has been ranked higher is not later than 3 months from the date of issue of the appointment letter to him.
- (ii) Where no ranking has been indicated by the selection committee and two or more teachers join on one and the same date-
 - (a) In case where such teachers are appointed from a lower post according to their inter-se seniority in the lower post, and
 - (b) In any other case, according to the age of the persons joining, the older person being deemed senior.

11. Review of Recruitment Practice :

Recruitment procedures and practices shall be periodically reviewed so as to ensure that this policy is in compliance with the UGC/ AICTE/ GGSIPU / Statutory / Regulating Bodies / NCTE regulations and norms.



III. RETIREMENT / SUPERANNUATION AND RE-EMPLOYMENT OF TEACHING / NON-TEACHING STAFF :

1 TEACHING STAFF :-

1.1 The age of superannuation for all teaching staff has been fixed at 65 years and is subject to review process. Thus, all the teaching staff shall undergo a comprehensive review of the services rendered by them and it shall be carried out by the Expert / Review Committee at least three months prior to his completing the age of 60 years.

1.2 Based on the findings of the Review Committee, the following procedure is to be followed :-

- (i) On first review, if the Expert Committee finds that the performance of teacher has not been upto the mark, then on the recommendation of the Committee, he shall be annuated / relieved from the service on attaining the age of 60 years.
- (ii) On second review, conducted after two years of the first review, if the Review Committee recommends for his continuance or discontinuance from service, the next action either to keep him in service upto 65 year or to annuate / relieve him at the age of 62 years shall be taken and communicated.



- 1.3 This review shall be applicable for all eligible faculty members including Directors / Principals of Institutes till they attain the age of 65 years and then they would automatically stand superannuated at the age of 65 years.
- 1.4 While a teacher whose date of birth falls on any day other than the first day of the month, shall retire on superannuation on the last day of that month, one whose date of birth is the first day of a month, shall retire on superannuation on the last day of month preceding his birth date.
- 1.5 Management may, on the recommendation of the specially constituted Review Committee, re-employ a superannuated distinguished teacher on contractual basis beyond the age of 65 years and upto the age of 70 years. However, it shall fall amended in case the Statutory Bodies / the Governing Body amends the same from time to time.
- 1.6 Such re-employment at the Institutes shall be treated as fresh and on contractual basis and shall not be made immediately upon his retirement as regular employee from the post.
- 1.7 Re-employment beyond the age of superannuation shall, however, be done selectively purely on the basis of merit, experience, area of specialization for a limited period of 11 months for the Academic Session only which can be made on year to year basis till he attains the age of 70 years for teaching staff and only if the Management is satisfied that the services of such teachers are required in the interest of the Institutes / SMES. Such contractual employee will draw a fixed



salary, mutually agreed, with minimum emoluments having component of Basic, DA and TA during the period of his contract employment. The contractual employee reemployed shall not be entitled to any other pecuniary benefits or leave benefits as applicable to regular employees except casual leave on pro-rata basis as per approved policy of SMES.

2 NON-TEACHING STAFF :-

- 2.1 The age of superannuation for all non-teaching staff has been fixed at 60 years and is subject to review process. Thus, all the non-teaching staff shall undergo a comprehensive review of the services rendered by them and it shall be carried out by the duly constituted Expert / Review Committee at least three months prior to his completing the age of 58 years.
- 2.2 Based on the findings of the Review / Expert Committee, if the Committee finds that the performance of non-teaching staff has not been upto the mark, on the recommendation of the Committee, he shall be annuated / relieved from the service on attaining the age of 58 years.
- 2.3 This review shall be applicable for all non-teaching staff members till they attain the age of 60 years and then they would automatically stand superannuated at the age of 60 years.



- 2.4 Re-employment beyond the age of superannuation shall, however, be done selectively on Contract basis till the age of 65 years only depending upon his merit, experience, area of specialization on year to year basis.
- 2.5 This extension shall be made initially for a period of two years at one go which can be extendable on yearly basis with one month's break-in-service between the two service periods, if Management is satisfied that the services of such staff is required in the interest of the Institute / Society.
- 2.6 Such contractual appointment shall not be made immediately upon his retirement as regular employee from the Institute.
- 2.7 The Chairman of the Governing Body shall have the power to appoint a person beyond the age of superannuation against a non-teaching post on contract basis for a maximum period of two years with or without the recommendations of the Selection Committee, if constituted.
- 2.8 The re-employed contractual employee will draw a fixed salary, mutually agreed upon, with minimum emoluments showing components of Basic, DA and TA during the period of his contract employment.
- 2.9 The contractual employee reemployed shall not be entitled to any other pecuniary benefits or leave benefits except casual leave on pro-rata basis as per approved policy of SMES.



3. TERMINATION OF SERVICES :

3.1 The services of a temporary employee on probation / Regular employee may be terminated by the Chairman of the Governing Body of the Institution without assigning any reasons :

- (i) During the period of probation following the first appointment, at any time without notice.
- (ii) At any time by a notice of one month in writing by the appointing authority to the employee or forthwith by payment to him of a sum equivalent to the amount of his pay plus allowances for the period of the notice or for the period by which such notice falls short of one month, at the same rates at which he was drawing them immediately before the termination of his services, due to any reason, whatsoever for the period by which such notice falls short of one month.
- (iii) In case of employee found involved in case of moral turpitude/ proven sexual harassment / jail term of 48 hours/ forged information / forged qualification, no notice period or salary in lieu thereof shall be payable and he shall be terminated immediately without salary or notice period.

3.2 In case the score of the employee has been evaluated as 'under performer' in any three of his last five appraisals, based on the evaluation parameters of overall appraisal score as enumerated further, the Chairman of the Governing Body may have every right to terminate his services or remove him from the service reason



being “under performer”. In case of teaching staff those faculty members who are not scoring minimum marks of 65 in the Annual Appraisal in Part ‘A’ and / or having three reports as ‘Below Average’ in Part ‘B’ shall be termed as ‘Under Performer’. In case of non-teaching staff those staff members who are reviewed / reported as ‘Below Average’ in Part ‘B’ in the Annual Appraisal for three years shall be termed as ‘Under Performer’. This evaluation of ‘under performer’ shall be carried out by taking out the last five years performances, preceding the current year, through appraisal proforma of the employee, as mentioned above. The teaching / non-teaching staff will be communicated annually about his ‘under performance’ in writing and caution to improve. After three such under-performer annual report of the faculty / staff members in a span of five years, the services may be terminated before the completion of his full service term through a duly constituted Review Committee by the Chairman - GB.

- 3.3 If the affiliation of programme is discontinued or Programme is abolished, the services of employee shall be automatically terminated.

4 RESIGNATION :

- 4.1 Subject to the acceptance of resignation by the competent authority, a regular temporary employee may, by notice of one month in writing addressed to the Appointing Authority resigns from the service of the Institute, or by payment of a sum equal to the amount of his pay plus allowances for the period of notice at the same rates at which he was drawing emoluments immediately before the



acceptance of his resignation provided that the Appointing Authority may, if it deems proper, in any case, permit a regular temporary employee to resign from the service on notice of less than one month. However, the employee has to obtain and give “No Dues Certificate” from all concerned for settlement of his account. It would be insisted upon here that merely putting up resignation paper does not imply that the resignation has been accepted. The employee has to receive the relieving order from the Institute in order to get his personal file processed for full and final clearance of dues.

- 4.2 In respect of teaching fraternity, the resignation may not be accepted during mid-semester as it affects the teaching learning process unless there is a dire emergency or urgency. The teaching fraternity should put up the resignation before 30th November for Odd Semester or 30th April for Even Semester. Request may be put to the Chairman Governing Body through Director of the Institute for resignation process.



IV. CONDUCT, DISCIPLINE AND APPEAL RULES :

Short Title and Commencement

- (i) **These Rules may be called SMES Conduct, Discipline and Appeal Rules**
- (ii) **These Rules shall apply to all employees except**
 - a. **Those in casual employment**
 - b. **Those governed by standing orders under the Industrial Disputes Act, 1947 or Individual Employment (Standing Order Act 1946)**

1. Conduct

Every employee of the Institutes shall, at all times, maintain

- 1.1 Absolute integrity;
- 1.2 Devotion to duty; and
- 1.3 Do nothing which is unbecoming of an employee of the Institute.

2. Misconduct

Without prejudice to the generality of the term “misconduct”, the following acts of omission and commission shall be treated as misconduct :-

- 2.1 Theft, fraud or dishonesty in connection with the affairs or property of the Institute or property of any other person within the premises of the Institute;
- 2.2 Knowingly or willfully neglect his duties;



- 2.3 Propagate through his teaching lessons or otherwise, communal or sectarian outlook, or incite or allow any student to indulge in communal or sectarian activity;
- 2.4 Taking or giving of bribes or any illegal gratification;
- 2.5 Discrimination against any student on the ground of caste, creed, language, place or origin, social and cultural background or any of them;
- 2.6 Furnishing false information regarding name, age, father's name, qualifications, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment;
- 2.7 Acting in a manner prejudicial to the interest of the Institutes;
- 2.8 Indulge or encourage any kind of malpractice in connection with examination or any other activity of the Institutes;
- 2.9 Willful insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of his superior;
- 2.10 Accept any job of a remunerative character from any source other than the Institute or give private tuition to any student or other person or engage himself in any business;
- 2.11 Ask for or accept any contributions or otherwise associate himself with raising of any funds or make any other collections, whether in cash or kind in pursuance of any object whatsoever except with the previous permission of the Chairman – GB;



- 2.12 Enter into any monetary transactions with any student or parent, nor shall he exploit his influence for personal ends. He shall conduct his personal matters in such a manner that he has not to incur a debt beyond his means to repay;
- 2.13 Practice or incite any student to practice, casteism, communalism or untouchability;
- 2.14 Cause or incite any other person to cause any damage to the property of the Institutions;
- 2.15 Engage himself or participate in any demonstration or strike which is prejudicial to the interest of the Society or the Institution, public order, decency or morality or which involves the contempt of court, defamation or incitement of an offence relating to service matters;
- 2.16 Shall not participate in 'Gherao' of any authority of the Institute or office bearers of the Society;
- 2.17 Commit any act which amounts to a criminal offence involving moral turpitude;
- 2.18 Absence from the appointed place of work without permission or sufficient cause;
- 2.19 Commission of any act subversive of discipline or of good behavior;
- 2.20 Drunkenness or riotous or disorderly or indecent behavior in the premises of the Institute or outside such premises where such behavior is related to or connected with the conditions of the employment;



- 2.21 Interference or tampering of any machinery, laboratory equipment or safety devices installed in or around the Institutes;
- 2.22 Neglect of work or negligence in the performance of duty including malingering or slowing down of work;
- 2.23 Habitual late or irregular attendance;
- 2.24 Unauthorized absence including over-staying the sanctioned leave without proper ground or satisfactory explanation;
- 2.25 To marry a person having a spouse living or marry a second time when the spouse is living and not legally divorced;
- 2.26 To communicate or reveal any information about the Institute to a person who is not entitled to receive that information;
- 2.27 Possession of pecuniary resources or property disproportionate to the known sources of income by the employees or on his behalf by another person, which the employee cannot satisfactorily account for.
- 2.28 Acceptance of gifts other than those specified in Rule of Conduct, Discipline and Appeal Rules of SMES, carrying on money lending or any other private business without the written permission of SMES, entering into speculation, or habitual indebtedness or solvency.
- 2.29 Sleeping while on duty.
- 2.30 Gambling within the premises of the Institute.
- 2.31 Smoking within the premises of the Institute where it is prohibited.



- 2.32 Obtaining donations / advertisements / sponsorship / NGOs formed by either employee or their spouse / employee's family members etc. from the contractors, vendors, customers or other persons having commercial relationship / official dealings.
- 2.33 Collection without the permission of the competent authority of any money within the premises of the Institute except as sanctioned by any law of the land for the time being in force or rules of the Institute.
- 2.34 Abetment of or attempt at abetment of any act which amounts to misconduct.
- 2.35 Canvassing for Union or Association or Party membership or distributing or exhibiting handbills, pamphlets or posters or the collection of Union or Association or party dues, funds or contribution etc. in the Institute's premises without prior permission of the Management.
- 2.36 Commission of any act which amounts to a criminal offence involving moral turpitude.
- 2.37 Willful falsification, defacement or destruction of personnel records of the Institute.
- 2.38 Refusal to accept Charge-Sheet, orders or other communications served in accordance with these rules or in the interest of discipline.
- 2.39 Striking work or inciting others to strike work.
- 2.40 Purchasing properties, machinery, stores etc. from or selling properties, machinery, stores etc. to the Institute without express permission in writing from the Competent Authority.



- 2.41 Writing of anonymous or pseudonymous letters or associating oneself in writing such letters.
- 2.42 Unless otherwise expressly provided, the whole time an employee shall be at the disposal of the Institute and he shall serve the Institute in its business in such capacity and at such places as he may, from time to time, be directed.
- 2.43 An employee shall not absent himself from duty without having obtained the permission of the competent authority.
- 2.44 No employee shall leave the station where he is posted without obtaining prior permission from his immediate superior, officer unless otherwise so authorized by the competent authority. Provided permission may not be necessary where employee has indicated his intension of leaving place of posted alongwith leave address applying for leave.
- 2.45 Bringing or attempting to bring outside influence by various means including approaching higher authorities and outside without exhausting the redress from lower authorities while in Institute (MSI / MSIT / any other Institution under the aegis of SMES) or SMES either himself and / or through his family member/ OR no employee shall bring or attempt to bring any outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service in the Institutes.
- 2.46 No employee of the Institute shall indulge in sexual harassment of any lady employee or female student of the Institute. For the purpose of this rule, “sexual



harassment” includes such unwelcome sexually determined behavior, whether directly or indirectly as:

- (i) Physical contact and advances;
- (ii) Demand or request for sexual favours;
- (iii) Sexually coloured remarks;
- (iv) Showing any pornography; or
- (v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Note : The above instances of misconduct are illustrative in nature, and not exhaustive and detailed Rules will be binding upon all the employees under CCS Conduct Rules as applicable to GGSIPU and instituted by SMES for all its employees vide Resolution passed in Executive Committee Meeting.



V. SUSPENSION AND SUBSISTENCE ALLOWANCE :

- 1. SUSPENSION :** (Elaborative Term – Temporary withdrawal of duties from the post, pending inquiry into his conduct, with simultaneous reduction of pay and withholding of some rights / privileges)

The Chairman of the Governing Body of the Institution may place an employee under suspension :

- 1.1 Where a disciplinary proceeding against an employee is contemplated or pending;
or
- 1.2 Where a case against him in respect of any criminal offence is under investigation or trial; or
- 1.3 Where he is charged with embezzlement; or
- 1.4 Where his activities are prejudicial to the safety and security of the Institute.

2. REVOCATION OF SUSPENSION :

An order of suspension made or deemed to have been made shall remain in force unless it is revoked by the Authority which passed the order of suspension. An order of suspension may be reviewed by the Chairman of the Governing Body of the Institute before the expiry of 90 days from the date of the order of suspension and pass orders either revoking or extending the period of suspension upto a maximum of 90 days at any



one time. Before the expiry of the extended period, the case may be reviewed to pass an order either for revocation or extension of the same.

3. SUBSISTENCE ALLOWANCE :

An employee placed under suspension shall, in relation to the period of suspension be entitled to the following payments, namely :

3.1 A subsistence allowance at an amount equal to one half of his basic pay last drawn by him before suspension and in addition to such pay, dearness allowance at the rate as admissible on the subsistence allowance payable for a period of 90 days.

3.2 Where the period of suspension is extended beyond 90 days, the Chairman of the Governing Body of the institute shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of past 90 days. No payment of subsistence allowance shall be made unless the employee furnishes a certificate to the effect that he has not been engaged in any other employment, business, profession or vocation.

4. Where a suspended employee is exonerated after disciplinary proceedings or where any criminal prosecution against a suspended employee ends with honorable acquittal, he will be paid full pay and allowances for the period of suspension less the amount of subsistence allowance already paid to him. Where a penalty is imposed or he is let off on technical ground by a court of law, the period of suspension may be regularized as duty



for specified purposes as decided by the competent authority and the pay and allowances may be restricted to the subsistence allowance already drawn.

5. An employee may tender resignation during the period of his suspension but the same will be subject to the acceptance by the Chairman of the Governing Body of the institute.
6. Loans and advances taken by the employee before his suspension may be recovered from him from the subsistence allowance admissible to him alongwith recoveries on account of income tax.



VI. PENALTIES :

1. The following penalties may be imposed on an employee for good and sufficient reasons or for breach of Conduct Rules :

1.1 Minor Penalties :-

- (i) Censure;
- (ii) Recovery from pay of any loss caused to the Institute by negligence or breach of orders;
- (iii) Withholding of increments of pay.

1.2 Major Penalties :-

- (i) Reduction to a lower stage in the time scale of pay for a specified period with or without cumulative effect and with further directions whether the employee will earn increments during the period of such reduction;
- (ii) Reduction to a lower time scale of pay, grade or post for a specified period.
- (iii) Removal from service which shall not be a disqualification for future employment;
- (iv) Dismissal from service which shall ordinarily be a disqualification for future employment under the Society



2. Procedure for Imposing Minor Penalties :

No order imposing any of the minor penalties on an employee of the Institute(s) shall be made except after –

- 2.1 Informing the employee in writing the proposal to take action against him and of the imputations of misconduct or misbehavior on which it is proposed to be taken, and giving him opportunity of making such representation, in writing, which he may wish to make against the proposal within 10 days of the receipt of the proposal by him;
- 2.2 Taking the representation, if any, made by the employee into consideration;
- 2.3 Recording a finding on each imputation of misconduct or misbehavior.

Normally, no inquiry will be held for the purpose of imposing any of the minor penalties.

3. Procedure for imposing Major Penalties :

No order imposing on an employee any major penalty shall be made except after an inquiry is held, as far as may be, in the manner specified below :



- 3.1 The delinquent employee shall be served with a chargesheet consisting of a forwarded Memorandum containing the proposal to take action as prescribed under CCS Rule accompanied with the Articles of Charge, Statement of Imputations of misconduct or misbehavior, List of documents and List of Witnesses and he shall be given reasonable time, as may be specified by the disciplinary authority, but not later than 15 days to enable him to submit a written statement of defence specifically stating whether he admits or denies the articles of charge and whether he would like to be heard in person. Photocopies of the listed documents may be supplied to the delinquent employee alongwith the Chargesheet.
- 3.2 On receipt of the written statement of defence, or where no such statement is received within the specified time, the disciplinary authority may himself inquire into the charges which are not admitted or appoint an Inquiry Officer for the purpose. The Inquiry Officer appointed may be a Public servant or retired officers not below the rank of Deputy Secretary in Central Government and equivalent officer in the State Government or Deputy General Manager and above of Central Public Sector Undertakings. The disciplinary authority may also appoint a Presenting officer to present the case of the disciplinary authority before the Inquiry Officer.



- 3.3 The charged officer may take the assistance of a serving or a retired employee of the Institute but shall not engage a legal practitioner for assisting him unless the Presenting Officer is a legal practitioner.
- 3.4 The charged officer will be given an opportunity by the Inquiry Officer to inspect the documents listed in the chargesheet within 5 days or as permitted by the Inquiry Officer. He shall be given an opportunity to submit his list of defence documents and defence witnesses which he proposes to produce in his defence to the Inquiry Officer alongwith full particulars of the document / witness, designation & address of the custodian of the document or the designation and address of the controlling officer of the witness and relevancy of each document and each witness. The Inquiry Officer will permit only those documents / witnesses as are considered relevant by him. Inspection of those permitted documents shall be given to the charged officer as are available, and copies thereof shall be supplied to him, as far as possible.
- 3.5 On the date fixed for the Inquiry, the oral and documentary evidence shall first be produced by the Presenting Officer. The documents shall be marked as exhibits and taken on record of the inquiry. The witnesses will be examined by the Presenting Officer, cross-examined by the charged officer and allowed to be re-examined by the Presenting Officer. On closure of the case on behalf of the disciplinary authority, case of the charged officer shall be taken up. The documents of the charged officer



will be marked as exhibits and taken on record. The Institute may submit his statement of defence. The charged officer may appear as his own witness or not. Defence witnesses, if any, shall be examined by the charged officer, cross examined by the Presenting Officer and allowed to be re-examined by the charged officer. The Inquiry Officer may also put questions to any witness as he deems fit.

3.6 On closure of the case of the charged officer, Inquiry Officer may, and shall generally examine the charged officer, to explain any circumstances appearing against him in the evidence.

3.7 The Inquiry Officer may permit the Presenting Officer to submit his written brief with a copy to the charged officer by a date to be specified by the Inquiry Officer. The charged officer will submit his written brief to the Inquiry Officer by a date to be specified by the Inquiry Officer. The maximum time allowed to Presenting Officer and Inquiry Officer is 7 days in each case.

3.8 At the conclusion of the Inquiry, the Inquiry Officer shall prepare a report of the inquiry, record his findings on each of the articles of charge alongwith the reasons there for; and send the report to the disciplinary authority along with all the record of the Inquiry.

3.9 The disciplinary authority shall consider the record of the inquiry and if it disagrees with any of the findings of the Inquiry Officer, it shall record its reasons for disagreement and its own findings on the basis of the evidence



adduced during the inquiry. The disciplinary authority shall furnish or cause to be furnished a copy of the report of the Inquiry Officer and its reasons for disagreement alongwith the tentative proposed action to the charged officer and call upon him to submit within the specified time not exceeding 15 days, his written representation if he so desires.

- 3.10 On receipt of the written representation, if any, the disciplinary authority will pass the order imposing an appropriate penalty or exonerating the charged officer as the case may be.

4. Cases in which no inquiry need to be held :

- 4.1 No inquiry need to be held where any penalty is imposed on an employee of the Institute on the ground of his conduct leading to his conviction on a criminal charge by giving a show cause notice to the employee indicating the time within which he may represent against the action proposed to be taken against him.
- 4.2 No inquiry need be held where the disciplinary authority is satisfied, for reasons to be recorded by it, in writing that it is not reasonably practicable to hold an inquiry.

5. Appeal : (Elaborate Term – An appeal is one which has its reference to the appropriate Appellate Authority against an order of Penalty. The right to



appeal has been provided to teaching and non-teaching staff in certain orders.)

- 5.1 Appeal should be filed within 45 days of the receipt of the order imposing the penalty and should be addressed to the appellate authority i.e. the Chairman. Every employee filing the appeal should do so in his own name. It should contain all the material facts and statements on which appellant relies. No discourteous language should be used. Provided that the Appellate Authority i.e. Chairman – GB / President (SMES) / Secretary (SMES) [as the case may be] may entertain the appeal after the expiry of the said period, if he is satisfied that applicant had sufficient cause.
- 5.2 No appeal lies against the order passed by the Inquiry Officer during the course of the inquiry.
- 5.3 No appeal lies against the order passed in the Governing Body of the Institutes. There could be only review of order in consultation with Executive Committee which may confirm, modify or set aside the order. The Appellate Authority / Executive Committee, as the case may be, on consideration of the appeal has the power to confirm, enhance, reduce or set aside the penalty or pass such order as deemed fit.



<u>Sl. No.</u>	<u>Description of Post</u>	<u>Disciplinary Authority competent to impose Penalties (Minor / Major) as per CCS Rules</u>	<u>Appellate Authority</u>	<u>Reviewing Authority*</u>
	For Teaching Staff			
1.	All teachers Upto Associate Professor	Director of the Institute Both Minor and Major	Chairman – Governing Body	Executive Committee
2.	Professor and Director	Chairman – Governing Body	Governing Body	Executive Committee
	For Non-Teaching Staff			
1.	All Group C & D employees on the establishment of the Institute	Director	Secretary	Chairman – Governing Body
2.	Administrative Officer / Sr. Accounts Officer / Accounts Officer and any other equivalent Post	Director	Secretary	Chairman – Governing Body
3.	Staff working directly under SMES	Secretary	President	Executive Committee



VII. LEAVE RULES :

1. Objectives and General Principles for adopting procedure for implementation of Leave Rules:

This administrative instruction lays down the detailed procedures for implementing various types of leave as given in Personnel Manual of the SMES

2. General Provisions of Leave :-

Following general provisions are to be adhered to by all concerned:

- 2.1 The entitlement of leave is for a calendar year i.e. 1st January to 31st December of that year.
- 2.2 All applications for leave shall be submitted to the Head of the Institute addressed to Director who will deal with them in accordance with these rules. Head of the Institute through its office shall maintain a leave account in respect of each employee wherein leave granted to the employees shall be entered.
- 2.3 Except in case of emergency or except when an application for leave is supported by a medical certificate, all applications for leave shall be submitted to the leave sanctioning authority at least one day before the commencement of leave.
- 2.4 An employee is to proceed on leave only with prior sanction. Mere submission of leave application does not allow him/her to proceed on leave. In



extraordinary situation the concerned staff is to obtain prior permission from the concerned Official wherein the attachment is with the senior functionaries (SMES) / Director telephonically.

- 2.5 Any absence without prior sanction may be considered 'LEAVE WITHOUT PAY' irrespective of any leave due to a person.
- 2.6 Recurrent cases of leave without pay or absence without prior sanctioned leave will be treated as violation of the code of conduct expected from an employee and will be dealt with accordingly.
- 2.7 An employee is permitted to join prior to the expiry of leave with the prior approval of competent authority. Unexpired leave is to be credited to him/her. A written request is to be submitted to the Director in this respect.
- 2.8 If an employee resigns, in general, no leave shall be granted after the date of resignation during the 'Notice Period'. The Director may grant leave if circumstances of the case so justify. It shall not be more than the leave due to him prior to the date of resignation.
- 2.9 Sundays and holidays can be prefixed/suffixed to any type of leave.
- 2.10 All authorized leave shall be the paid leave except where any specific provisions so specify.
- 2.11 Leave of absence cannot be claimed as a matter of right
- 2.12 The authority granting leave of absence may arrange for the efficient discharge of duties of the absentee during his absence
- 2.13 When the exigencies of service so require, leave of any kind may be refused or



revoked by the authority competent to grant it but it shall ordinarily not be opened to the authority to alter the kind of leave applied for except on the written request of the employee

2.14 Any claim to leave to the credit of an employee who is dismissed or removed or who resigns from service, ceases from the date of such dismissal, removal or resignation of the employee.

2.15 Unless the Chairman of the Institute in view of the exceptional circumstances otherwise determines, no employee shall be granted leave of any kind for a continuous period of 1+1 year exceeding two years. In these exceptional circumstances, employee shall have to execute the Surety Bond prepared by the Institutes/SMES.

2.16 Prefixing and suffixing holidays to leave shall be allowed automatically except in cases where for administrative reasons permission for prefixing / suffixing holidays to leave is specifically withheld. In the case of leave on medical certificate, if the day on which the employee is certified medically fit for rejoining duty happens to be a holiday, he shall automatically be allowed to suffix such holiday(s) to his medical leave and such days shall not be counted as leave.

2.17 An employee can be granted leave on medical certificate obtained from an MBBS doctor and as per policy in vogue. Where authority competent to grant leave is not satisfied with the genuineness of a particular case, it shall be opened to such authority to secure a second medical opinion from a Govt. hospital.



- 2.18 In the case of an employee who is called to duty before the expiry of leave, such recall shall be considered as compulsory.
- 2.19 An employee on leave shall not return to duty before the expiry of the period of leave granted to him unless so permitted by the authority which granted him leave. An employee who has taken leave on medical certificate may not be allowed to resume duty unless he produces a medical certificate of fitness.
- 2.20 An employee on leave shall not take up any service or employment elsewhere without obtaining the sanction of the Chairman of the Governing Body.
- 2.21 Absence without sanction of leave or overstaying of sanctioned leave, including vacation unless permitted by the leave sanctioning authority shall entail forfeiture of pay and interruption of service.
- 2.22 The right to receive any allowance for the period of leave is contingent upon the employee's return to duty except in the case of death.
- 2.23 All outstation leave should have prior permission from the Competent Authority in writing and has the consent of President SMES.

3. **Casual Leave**

Following provisions shall apply while granting casual leave:

- 3.1 For Vacation Staff:** four days casual leave shall be credited on every 1st January and 1st July (totaling 8 leave) in a year.
- 3.2 For Non-Vacation Staff:** four days casual leave shall be credited on every 1st January and 1st July (totaling 8 leave) in a year.



3.3 Upon joining, first time casual leave shall be credited on pro-rata basis after serving for one month.

3.4 One Casual leave can be availed in a fraction of two Short leaves of less than two hours and one fraction of half a day (maximum) in a month which would be deductible from the leave account of the concerned employee.

4. Conditions of Casual Leave :

4.1 Casual leave may be granted upto to 8 (eight) days in a calendar year as per the bifurcation policy adopted by the Institutes or else specified at the beginning of the year. An employee joining duty after the first day of January be allowed casual leave for proportionate number of days for remaining period of the calendar year.

4.2 Casual leave is granted on full pay, if due.

4.3 No more than 3 days casual leave shall be granted to an employee at one go except under special circumstances to be recorded. The approving authority, if finds merit, may approve the leave beyond the permissible limit of 3 numbers but not exceeding total 8 number of leave in a year, with the prior permission of the Chairman – GB.

4.4 Normally casual leave shall be applied for and should be sanctioned by the competent authority before it is actually availed of, except in unforeseen emergent circumstances.



- 4.5** Casual leave cannot be combined with regular leave of any kind or vacation.
- 4.6** Casual leave not availed in a calendar year shall not be carried over to the next calendar year. Such leave shall lapse on 31st December of the year.
- 4.7** The employee can split his half day's entitled Casual Leave in such a way to tend to his exigencies of short period of less than 2 hours at two times maximum in a month for such half day at the discretion of Competent Authority.

5. Maternity Leave

Following provisions shall apply while granting maternity leave:

- 5.1** Maternity Leave shall be granted as per the Rules notified by SMES for its employees.
- 5.2** Maternity leave may be granted to a regular female employees upto two surviving children.

NB :

- (i) Application for maternity leave shall be supported by a medical certificate from a registered Private Hospital / Clinic / Govt. Hospital.
 - (ii) Leave is not debited to the leave account.
 - (iii) It is granted on full pay drawn prior to proceeding on leave.
- 5.3** Where a female employee has to proceed on maternity leave, such intimation should be given in writing prior six months before proceeding on leave by the



employee herself supporting with the medical report and the number of living children in order to make necessary alternate arrangement for her assigned duties.

5.4 It shall be granted to female employees who have served for atleast one year regularly before the commencement of maternity leave.

5.5 After the completion of maternity leave concerned faculty/staff is to serve the Institute for at least one year.

5.6 In case of default on condition as mentioned above, salary paid for the period of maternity leave shall be deducted from the final settlement of dues of the concerned employee.

6. Vacation Leave for Teaching Staff :

6.1 Vacation leave will be of such duration and dates as notified in the academic calendar of the University every year and in accordance with the affiliating university / statutory body guidelines.

6.2 Teaching staff of the University and any other staff declared as such shall be entitled to avail themselves of the vacation and termed “vacation staff”.

6.3 Vacation staff cannot automatically avail of the vacation. In case the exigencies so demand, any member of vacation staff can be called for duty during vacation. When called for such duty, the vacation leave be converted to paid remuneration by bifurcating such leave into 1/3 number of days and be credited to salary account of such personnel for that particular period of vacation period. No leave on this account shall be carried forward to any leave account and thus, if not



claimed for reimbursement by employee himself within 3 months, shall automatically expire. This entitlement and benefit is extended only if the vacation staff is called beyond 6 days.

7. Earned Leave for Non-Vacational Staff :

The non-vacational staff may be granted earned leave subject to the provisions :-

- 7.1** The Credit of leaves awarded shall be on pro-rata basis as per leave provisions regulated and implemented by SMES for its employees of the Institutes credited at equal bifurcation on 1st January and 1st July every year.
- 7.2** The leaves carried forward plus the credit for the half year will be limited for accumulation to 300 days.
- 7.3** Earned Leave can be taken for one day also but with the prior approval of the Competent Authority.
- 7.4** The credit for the half year in which an employee is due to retire or resigns from the service should not be more than the number of maximum days of 300, as prescribed.
- 7.5** All leaves at the credit of an employee who resigns or is removed or dismissed from service as a result of disciplinary proceedings initiated against him shall lapse. However, if an employee dies while in service will be credited towards payment till the calendar month preceding the calendar month in which he dies.



7.6 Earned Leave can be taken upto 8 days at a time but under exceptional circumstances, the Chairman of the Governing Body has the discretion to approve the same beyond the sanctioned limit.

8. Medical Leave :

8.1 A regular employee of Institute shall be eligible for 10 such Medical Leave in a year to be credited to his account after completion of one year of successful regular service.

8.2 Such leave is to be granted in such a way that not more than three days leaves are to be availed on furnishing medical certificate from a clinic / registered medical practitioner / MBBS doctor and as per guidelines of the Institutes. Such clinic giving medical certificate should also not be more than the distance of 8 km. from the residential address of the applicant. If such leave are availed beyond a period of 3 days, then a proper diagnose and hospital treatment / discharge slip should be provided alongwith the medical fitness.

8.3 Medical leave can be availed for one day on medical ground with medical certificate and certificate of fitness by the employee.

8.4 It is imperative upon the employee himself that after availing medical leave, he should furnish fitness certificate from the doctor prescribing medical advice and bed rest on medical ground immediately upon joining the Institute with the request application to grant him permission to join the Institute upon fitness.



8.5 The leave taken on medical ground without medical certificate will not be sanctioned as Medical leave.

8.6 The long leave on Medical ground has to have a genuine reason and authenticated report from recognized Private / Govt. Hospital.

8.7 The employer has every right to verify the genuineness of the medical certificate submitted and may refer it to the Medical Board or appointed Medical Officer for review.

8.8 The balance leave credit to the account of the employee is to be carried forwarded to the next year till his tenure in the Institute on the day of his falling due.

8.9 The medical leave cannot be accumulated beyond the permissible limit of 100 nos. during tenure and overdue leave shall lapse automatically.

8.10 Medical leave is not encashable.

9. Study Leave :

9.1 Study Leave may be granted to a regular employee of the Institute who has rendered not less than 5 years of service for prosecuting study in or out of India with the specific approval of the Governing Body of the Institute. The maximum study leave shall be as under :

- (i) Ordinarily 12 months at one time or in a different spell. The period of 12 months is extendable in extreme circumstances with the due approval from the Competent Authority and 24 months in entire service.



- (ii) Study leave may be combined with any other kind of leave and vacation provided the total period of absence, excluding extra-ordinary leave, should not exceed 28 months.

NB :

- a. The course selected should be in line with his teaching responsibility and should be approved by AICTE/GGSIPU.
- b. An employee proceeding on study leave shall be required to give an undertaking that he shall serve the Institute for a period of 3 years on completion of the study course after joining the Institute failing which he shall pay to the Institute a sum of Rs. Two Lakh.
- c. The undertaking and surety amount of Rs. One Lakh each should be guaranteed by two regular employees of the Institute. In case the employee resigns within the period of 3 years after joining the Institute on completion of the study course, the amount may be recovered from the dues admissible to the employee and the balance amount, if any, from the employees who have given the guarantee.

10. Academic Leave :

- 10.1** Ten (10) Academic leave is granted to the faculty members out of which two (2) such leaves are meant exclusively for Ph.D. related work. The rest 8 leave are for attending Seminars / Conferences / FDPs etc. or presenting papers / chairing the session in a year from 1st August to 31st July subject to the condition that not more than 10% of the total faculty in a department can avail this leave at a time



and subject to condition that the concerned Faculty has served the Institute minimum for a period of one year on regular basis.

- 10.2** After attending every such programme, concerned faculty member is to submit a written report to the Director stating salient features of the programme and benefits accrued along with a copy of participation certificate.

11. Skill Enhancement Leave(Training & Development of Non-Teaching Employee) :

- 11.1** Two (2) Leaves are granted to the non-teaching staff members meant exclusively for skill enhancement or vocational training. This leave shall be subject to the approval by the Competent Authority and condition that the official work shall not be compromised. Such leave shall be taken during the year from 1st January to 31st December and the concerned employee has served the Institute minimum for a period of one year as regular employee.

- 11.2** After attending every such programme, concerned staff member is to submit a written report to the Director stating salient features of the programme and benefits accrued along with a copy of participation certificate.

12. Leave Without Pay (LWP) / Extra Ordinary leave :

- 12.1** All absence from duty other than authorized leave shall be treated as 'Leave Without Pay'.

- 12.2** Extraordinary leave without pay and allowances may be granted to an employee



in special circumstances;

- (i) When no other leave is admissible.
- (ii) When other leave is admissible, but the employee applies in writing for the grant of extraordinary leave.

12.3 Extraordinary leave without pay and allowances may be sanctioned to regular employees only subject to the following limitation :-

- (i) Not more than 2 years (spell of 1+1 year) leave could be sanctioned in total period of an employee. But if he proceeds on leave for further duration in exceptional circumstances, then he shall have to execute the Surety Bond prepared by the Institutes / SMES.

12.4 Extraordinary leave cannot be claimed as a matter of right.

12.5 To rationalize the grant of extraordinary leave, following guideline is indicated :

Length of Regular service but preferably not during Probation Period	Extraordinary leave which may be granted
Upto 2 years	Upto 6 months
Upto 5 years	Upto 1 year (6 months extendable by another six months)
Upto 10 years	Upto 2 years (1 year extendable by another one year)

12.6 No benefit of service shall accrue to the employee for the period he /she is on extra-ordinary leave.



12.7 Leave without sanction or extension without sanction shall be treated as unauthorized absence and shall be liable to disciplinary action resulting in termination of service.

12.8 No arrears etc., if any, shall be payable unless the employee returns to duty after the expiry of such leave.

13. Compensatory Leave / Compensatory Off :

It may be granted to an employee (non-teaching Group-C & D only) in lieu of work performance on a Sunday/Holiday. However, the day and date of absence, i.e., Compensatory off, is to be pre-sanctioned and not at the discretion of employee.

14. Leave Salary Conditions :

Leave Salary admissible during various kinds of leave shall be as under :

(i)	Earned Leave (EL)	Pay drawn immediately before proceeding on leave
(ii)	Extra-Ordinary leave	Nil
(iii)	Maternity Leave	Pay last drawn as at (i) above
(iv)	Casual Leave	Duty Pay
(v)	Dearness Allowance	DA will be admissible on the leave salary Actually Drawn



15. Conditions of Leave Encashment :

- 1.1 To become eligible for leave encashment, the regular non-vacation employee must complete 5 years of continuous service (without break or without pay) in the Institute.
- 1.2 Leave encashment shall be admissible to the eligible non-vacation employees as given below :
 - (i) **On retirement after attaining the age of superannuation.** In case the service of an employee is extended by the Chairman – GB beyond superannuation, his unavailed leave shall be taken into consideration alongwith the unavailed leave during his earlier service.
 - (ii) **On resignation of the regular employee after five years of continuous service in the Institute,** if the resignation is accepted by the competent authority.
 - (iii) **If invalidated permanently on medical grounds or dies while in service,** after having completed five years of regular service in the Institute.
 - (iv) In case of any dispute arises between the employee and employer in proceeding with the encashment of Earned Leave, such matter needs to be reviewed in a light to the fact that such claimer / employee has to produce the original certificates from the previous employers towards



reimbursement of encashment of such number of earned leave made to him by them for the tenure served in the organizations.





VIII. PAYMENT OF GRATUITY:

DISCLAIMER : In case of the Institutes fails to pay the gratuity or not be in a position to pay the gratuity due to reasons beyond its jurisdiction or due to unforeseen circumstances, the employee shall have no right to claim the gratuity either from the SMES or the Institutes and shall not sue or force the establishment / management for the payment of the same.

1. An employee of the Institute shall be paid gratuity as per the Rules & Provisions made by SMES for its regular employees in accordance with the Payment of Gratuity Act 1972 as amended from time to time.
2. The benefits are admissible to a regular employee who retires after completing 5 years of continuous service on attaining the age of superannuation. An employee who has put in less than 5 years service, at the time of his retirement shall not be entitled to the benefit of gratuity.
3. Gratuity shall be payable to an employee on the termination of his employment after he/she has rendered continuous service for not less than five years,
 - (a) on his/her superannuation,
 - (b) on his/her retirement,
 - (c) on his/her death or disablement due to accident or disease:

Provided that the completion of continuous service of five years shall not be necessary where the termination of the employment of any employee is due to death or disablement:



Provided further that in case of death of the employee, gratuity payable to him/her shall be paid to his/her nominee or, if no nomination has been made, to his/her heirs, and where any such nominees or heirs is minor, the share of such minor, shall be deposited with the Controlling Authority who shall invest the same for the benefit of such minor in such bank or other financial institution, as may be prescribed, until such minor attains majority].

4. In the event of the death of an employee, gratuity is payable to his immediate family member. However, in the case of death, qualification of minimum continuous service of 5 years does not apply.
5. Recovery of the dues of the Institute is permissible from retirement / death gratuity even without obtaining the consent of the employee or his / her nominee / members of his family, as the case may be, Death-cum-Retirement gratuity is not liable to be attached by any decree or order of a court of law vide Section 60 of Code of Civil Procedure.
6. In order to facilitate the settlement of claims for gratuity, it is necessary that every employee should make a nomination for gratuity, conferring on one or more persons the right to receive the death or retirement gratuity in the event of death, while in service / after retirement, before receiving retirement gratuity. If there is no nomination / valid nomination, the payment shall be made to the legal heirs in accordance with law. Every employee eligible for gratuity should file a nomination in his own interest.
7. Gratuity shall be paid for every completed year of service or part thereof in excess of six months, the employer shall pay gratuity to an employee at the rate of fifteen days' salary based on the rate of salary last drawn by the employee concerned. (Salary includes



Revised Basic Pay plus Dearness Allowance and no other allowance or perquisite shall be included in gratuity)

8. Gratuity is paid as Half of 'emoluments' for every completed six monthly period of qualifying service subject to maximum of thirty three times monthly emoluments.
9. The fifteen days' salary shall be calculated by dividing the monthly rate of salary last drawn by him by twenty-six and multiplying the quotient by fifteen.
10. The employer can forfeit the gratuity in case services of the employee is terminated for any act of willful omission, negligence, causing any damage or loss to or destruction of property belonging to organization.



IX. MINIMUM ACADEMIC PERFORMANCE, SERVICE REQUIREMENTS AND OTHER CONTRIBUTIONS FOR BEST FACULTY AWARD / PROMOTION / ANNUAL INCREMENT / APPRAISAL FOR TEACHING STAFF

1. Coverage :

For faculty, the Norms/Regulations formulated by Surajmal Memorial Education Society in accordance with the University Grants Commission and the All India Council of Technical Education and other Statutory Bodies, as per programmes, shall apply.

2. Categorization of Growth Opportunity / Career Enhancement through :

- (i) Best Faculty Award
- (ii) Career Progression (Advancement) Scheme
- (iii) Promotion
- (iii) Annual Increment
- (iii) Assessment and Appraisal

3(i) Best Faculty Award

Best Faculty Award is awarded to the faculty members of MSI and MSIT individually every year out of the total faculty members on the Annual Day Function after analyzing his performance. For awarding this award, faculty members of MSIT / MSI must fill up



the proforma mentioned as **Annexure 1** for the last one year. The award carries with it the prize money and a certificate. There shall be two award winners. The Best and the 2nd Best instead of one winner for getting award of Best Faculty based on the top score in order of performance and other criteria as given in the Annexure 1. The Faculty awarded the Best Faculty Award and the 2nd Best Faculty Award will not be considered for the next five years in the same category. However, the 2nd Best Faculty may be considered for the Best Faculty Award next year. The Annexure 1 shall be circulated and for all purposes has to be compulsorily filled by the faculty members by last week of August of the current year so that these proformas shall be assessed and verified by the duly constituted Committee.

Note : The score in the order of performance as per Annexure-1 has more than one faculty in the order than to decide the order of merit, first consideration would be given to the marks score in the Research Criteria and the quality of publication in the indexed journals. If the tie still continues in the top score then the preceding semesters result and preceding quality of publication would be considered.

3(ii) Career Progression (Advancement) Scheme / Promotion

Based on the proposal approved by competent authority, this policy sets out the promotion policy for the Institutes. The Institutes' mission is to nurture excellence. In undertaking this mission, the Institutes shall strive to adhere to the highest standards of academic rigour in all its selection and promotion of faculty.



4 Conceptualization of Format and Proforma :

Career Advancement Report (CAR)

- (i) The Career Advancement Report (**CAR**) proforma is a combination of Annual Performance Appraisal report (**APAR**), Academic Performance Index (**API**), **Increment Proforma** (Scoring minimum 65% marks in APAR) approved by Governing Body and Work Report which has been modified and adopted for assessment and promotion criteria referred to as Career Advancement Report (CAR)

Annexure 1.

- (ii) This **CAR** report comprises of two parts A & B. Part A has four sections to be filled by the faculty and Part B is to be used by senior officers (Reporting / Reviewing Officer) / office. Both these parts shall be used for **screening purpose** only in case of Career Advancement / Promotion.
- (iii) For the in-house candidates, the Annual Performance of previous five years should have assessment earned by the Reviewing / Reporting Officer as 'Very Good'.
- (iv) For Awarding of Best Faculty Award on annual basis, the total point scored in all four parts of Section A of that proforma shall be taken into account.

5. **Qualification Criteria for Career Advancement / Promotion**

The minimum qualifications required for the post of Assistant Professors, Associate Professors and Professors shall be as those prescribed by the UGC / AICTE / NCTE, as the case may be; as well as those specified and formulated by the Institute / SMES in this Policy Guidelines.



5.1 Career Advancement for Assistant Professors :

There will be three stages for Revision of grade pay at the level of Assistant Professor :-

- (i) For the Faculty members on the post of Assistant Professor having acquired Ph.D. and who have put in minimum 13 years of regular service at the parent Institute will be eligible for next grade pay on completion of 13 years. Those Assistant Professor who do not have Ph.D. but have put in minimum 16 years of regular service at the parent Institute shall be eligible for next grade pay.
- (ii) The second and third level of increase in Grade Pay shall be only after completion of regular service at the present and prevailing grade pay for minimum of 10 years in each grade level subject to the overall academic, other performance factors as prescribed in the CAR and other performance documents.
- (iii) The Grading on assessment should be 'Very Good' on screening and vetting by Expert Committee Constituted by Institute for checking the eligibility and performance.



5.2 Promotion Criteria for Assistant Professor, Associate Professor & Professor :

Assistant Professor to be Eligible for Associate Professor :-

- (i) Assistant Professor completing 13 years of satisfactory and regular service at his parent Institute and possessing a Ph.D in relevant discipline shall be eligible for next level of promotion and to be designated as Associate Professor.

Associate Professor to be Eligible for Professor :-

- (i) Recommendation of Assessment & Promotion Committee is necessary for the grant of promotion that shall be duly constituted (copy of Ph.D. thesis shall have to be submitted to the Committee for assessment) by the competent Authority.
- (ii) Associate Professor completing 05 years of satisfactory & regular service at his parent Institute and possessing a Ph.D in relevant discipline shall be eligible for next level of promotion and to be designated as Professor.

6. Procedure

- 6.1 If the candidates deserve themselves to be eligible under the criteria, they should offer themselves for the promotion by submitting the application and the duly filled Work Report.
- 6.2 On final verification and qualifying the eligibility criteria, it shall be mandatory to earn 60 percent marks in the selection process (interview) for the grant of promotion besides scoring minimum API in all cases by the candidates.



- 6.3 The date of promotion shall be effective from the date of Academic Calendar issued by the University for the forthcoming Academic Session.
- 6.4 The decision taken by Assessment & Promotion Committee on Promotion can be over-ruled with immediate effect or as deemed fit by the President SMES at his discretion in case of natural justice's requirement.
- 6.5 Notwithstanding anything stated in this regulation, for any unforeseen issues arising and not covered by this regulation, or in the event of difference of interpretation, the decision of President SMES shall be final.

7. Composition of Expert Committee for Promotion of Faculty Members :

- (i) Chairman of the Governing Body
- (ii) Member Secretary (Director of the Institute)
- (iii) Two Eminent Educationists in the Relevant Field of Subject
- (iv) One or two members from the Governing Body / SMES's Representative nominated by GB
- (v) Secretary SMES



X. MONETARY GRANT/AWARD FOR RESEARCH ACTIVITIES :

1. Objectives :

The quality of education is directly linked with the domain knowledge of faculty members. Acquiring and increasing the knowledge is in turn linked with the research carried out by the faculty members. This Administrative Instruction lays down quantum of monetary grant/award to faculty members to encourage them to conduct & publish research.

2. Research Grant/Award :

Research grant/ award for the activities is shown in the table below. However, the Patent and Copy Right Award Category shall be considered only if the work is related to teaching areas of the Institutes :-

S No	Research Category/ Activity	Amount (Rs)
1A	For MSIT Faculty - Grant/Award for publication of research paper in international indexed journal – SCI / SCIE / ESCI	Rs 5,000/-
1B	For MSI Faculty - Grant/Award for publication of research paper in international indexed journal – Emerald, Scopus However for IT faculty of MSI, the research paper in international indexed journal - SCI/SCIE / ESCI will be accepted	Rs 5,000/-
2	Grant/Award for Sponsored projects	Rs. 5,000/-
3	Consultancy for Rs one Lakh and above	Rs 5,000
4	Patent (After receiving / awarded the patent number)	Rs 20,000
5	Copy right	Rs 15,000



In case of contributions, the following conditions shall apply to the research grant and award:

1. Single Contributor : 100%
 2. Two Contributors : 60:40%
 3. Three Contributors : 40:30:30%
 4. Four Contributors : 40:20:20:20%
-
- 2.1 The grant/award shall be approved by the Chairman on the recommendation of Director and /or Research Committee.
 - 2.2 For Research Paper presentation in Seminar / Conferences, the necessary permission and acceptance including registration fee and academic leave are to be approved prior by Competent Authority.
 - 2.3 After presentation of paper/ attending seminar / conference, the faculty should submit his report in writing to his Institute and should also give his presentation on the topic, so attended.
 - 2.4 Reimbursement of Travel will be as per Travel Rules specified in the Rules provided by the Institute's Policy.
 - 2.5 For any such paper presentation / attending seminar / conference etc., the adherence of condition by faculty member on incorporating the Institute's name and address on the author's paper for representing the Institute is a must.



2.6 This is applicable for International Conference being held in India or abroad / National Conference / Seminar / FDP / Workshop. Such registration fee will be reimbursed to the faculty members once in a year subject to prior permission and approval of the Competent Authority as per policy.

2.7 Paper presented in Seminars / Conferences and also published as full papers in Conference Proceedings / Special Issues of Journals will be counted only once i.e. either for availing Registration Fee or for Research Grant / Award.

NOTE :

ALL THE RESEARCH RELATED GRANT / AWARDS / INCENTIVES / REIMBURSEMENTS (REGISTRATION FEE & TRAVELING ETC.) PER FACULTY MEMBER IS RESTRICTED TO RS. 20,000/- PER ANNUM SUBJECT TO PRIOR SANCTION AND AVAILABILITY OF GRANT / FUNDS IN THE INSTITUTE ON ANNUAL BASIS.



XI. TRAVEL REIMBURSEMENT POLICY :

1. **Local Travel** : Faculty / staff deputed for official duties shall be reimbursed the actual travel expense / fare incurred only after submission of supporting documents.
2. **Travel within India** : Faculty who would be deputed to present Research Paper in National / International Conferences / Seminar only if his research paper has been accepted for oral presentation and the paper has full name and address of the Institutes (MSIT / MSI) shall be entitled reimbursement return journey fare limited to AC 2 Tier by Train or by bus fare only after submission of supporting document. In case of joint paper or more than 2 authors, only one shall be entitled for travel grant. In case of travel by non-teaching staff, the actual entitlement/ as per grade, shall be reimbursed only after submission of supporting documents and approval of deputation on duty by the competent authority.
3. **Travel outside India** : Faculty would be deputed to present research paper in international conference / seminar only if his research paper has been accepted for oral presentation and the paper has full name and address of the Institutes (MSIT / MSI) shall be entitled to approach AICTE / UGC / CSIR / GGSIPU etc. for financial grant to travel.



XII. MINIMUM PERFORMANCE AND SERVICE REQUIREMENTS FOR ASSURED CARRER PROGRESSION SCHEME / PROMOTION / ANNUAL INCREMENT / BEST EMPLOYEE AWARD FOR NON-TEACHING STAFF:

1. Coverage :

Based on the proposal approved by competent authority, this policy sets out the career advancement scheme / promotion / award / increment / assessment of non-teaching staff of the Institutes. The Institutes' mission is to nurture excellence. In undertaking this mission, the Institutes shall strive to adhere to the highest standards of performance and transparency in assessment and evaluation of employees.

2. Norms and Regulations :

For non teaching staff, the Norms/Regulations formulated by Surajmal Memorial Education Society shall apply.

3. Categorization of Growth Opportunity / Career Enhancement through :

- (i) Best Employee Award
- (ii) Modified Assured Career Progression Scheme
- (iii) Promotion
- (iii) Annual Increment
- (iii) Assessment and Appraisal



4. Minimum Performance Requirements :

- (i) The Career Advancement Report (CAR) proforma is a combination of Annual Performance Appraisal report (APAR), Increment Proforma (Scoring minimum 'Very Good' Score in overall Performance Appraisal Part 'B') approved by SMES and Work Report which has been modified and adopted for assessment and promotion criteria referred to as Career Advancement Report (CAR) **Annexure 2**. This report comprises of two parts A & B. Part A is to be filled by the staff member and Part B is to be used by senior officers (Reporting / Reviewing Officer) / office. Both these parts shall be used for **screening purpose** only in case of Career Advancement / Promotion / Increment / Award and Annual Appraisal.
- (ii) For Awarding of Best Employee Award on annual basis, the total point scored in Part 'A' and 'B' of the proforma shall be taken into account.
- (iii) To earn the Annual Increment, the performance appraisal shall be taken into account with score of minimum 65% in the preceding year (APAR).

5(i) Best Employee Award :

The purpose of this scheme is to formally acknowledge and appreciate the contributions towards institutional building by the non-teaching staff of MSI, MSIT and SMES. In order to motivate and reward those staff members who walked extra-miles with zeal and



enthusiasm in their work, this award is instituted. These guidelines have been drawn to select the best-performing non teaching staff from the following three departments / categories of staff members-

- (i) Administration & Library
- (ii) Lab (Computer) & Laboratory
- (iii) MTS (Erstwhile Group-D Staff).

There shall be three award winners for getting Best Employee Award on the top scores in order of performance and criteria from each category (i), (ii) and (iii), as mentioned above. The employees awarded the Best Employee Award shall not be considered for the next five years in the same category. The Best Employee award winners shall carry a cash prize and a certificate awarded during the Annual Day Function of the Institutes. The Annexure 2 shall be used for all purposes and has to be compulsorily filled by the staff members every year by last week of August of the current year so that these proformas shall be assessed and verified by the duly constituted Committee. Only regular staff (except Group A) would be considered for award.

5(ii) Modified Assured Career Progression Scheme and Promotion :

Based on the proposal approved by competent authority, this policy sets out the promotion / career progression policy for the Institutes. The Institutes' mission is to nurture excellence. In undertaking this mission, the Institutes shall strive to adhere to the



highest standards of academic / administrative rigour in all its selection and promotion / career progression of non-teaching staff.

6. Qualifications and Career Advancement

The minimum qualifications and their enhancements and upgradations shall be as those prescribed by and formulated by the Institute / SMES in the Policy Guidelines.

7. Main Highlights of the Career Advancement Scheme

- (i) Envisages grant of three financial upgradations to Group 'B', 'C' and 'D' employees on completion of 10, 20 and 30 years of continuous regular service.
- (ii) Casual employees (including those with temporary status), adhoc and contract employee are not eligible for benefits under the scheme but applicable to work-charged employees if their service conditions are comparable with regular establishments.
- (iii) The scheme will in no case affect the normal (regular) promotional avenues available on the basis of vacancies.

To illustrate :-

- i) The financial upgradation under the scheme will be admissible whenever a person has spent 10 years continuously in the same Grade Pay. The *second upgradation will be after completion of 10 years' regular service* from the date of



first financial upgradation. The *third upgradation will be after completion of 10 years* of regular service from the date of the second financial upgradation. If the first upgradation gets postponed on account of the employee not found fit or due to departmental proceedings etc., this would have consequential effect on second and third upgradation which would also get deferred accordingly.

- ii) Three financial upgradations under the Scheme in the entire career of an employee will be counted against regular promotions availed from the grade in which an employee was appointed as a direct recruit.
- iii) If an employee in particular pay-band in the minimum of Grade Pay gets his first regular promotion in that payband in the next Grade Pay on completion of 8 years of service and then continues in the same Grade Pay for further 10 years without any promotion, then he would be eligible for second financial upgradation under the MACPS after completion of 18 years (8+10 years).
- iv) In case, he does not get any promotion thereafter, then he would get third financial upgradation on completion of further 10 years of service i.e. after 28 years (8+10+10).
- v) The period of regular service for grant of benefits under the Scheme will be counted from the grade in which an employee was appointed as a direct recruit.
- vi) Financial upgradation under the scheme will be given next higher Grade Pay in the hierarchy of the recommended revised pay-bands and grade pay without creating new posts for the purpose.



- vii) The financial upgradation under the scheme will be purely personal to the employee concerned and will have no relevance to this seniority position.
- viii) On upgradation, the financial benefit allowed under the scheme will be final and no pay fixation benefit will accrue at the time of regular promotion. However, at the time of actual promotion, if it happens to be in a post carrying higher grade pay than what is available under MACPS, no pay fixation would be available and only difference of the grade pay would be made available.
- ix) APAR carrying remarks 'Very Good' is must for five years.

To conclude :-

1. MACP is only financial upgradation which is considered whenever a person spent 10 years continuously in the same grade pay.
2. If the promotion is earned in the same grade pay, then the same shall be counted for the purpose of MACPS. It means either of the one will be counted for the next 10 years of regular service for granting next financial upgradation.
3. Only continuous regular service is counted towards qualifying service for the purpose of MACPS. The regular service shall commence from the date of joining of a post in direct entry grade on a regular basis.
4. It is clarified that no past cases would be re-opened.
5. All non-teaching staff who are placed in regular service can become eligible for such increments in 10, 20 and 30 years subject to clearance from Screening Committee and other factors existing at that point of time.



6. Promotion is subject to creation of vacancy by limited number of applications.
7. The Departmental Promotion Committee / Screening will meet at least once in a year.
8. The Promotion for all Multi-Tasking Staff (Group D) and Group C & B will be based on seniority-cum-fitness, quality of Annual Confidential Reports / APAR for the last five years and vigilance clearance besides the Screening Committee Evaluation. For the gradation in ACRs/APARs for the preceding five years, the bench mark for promotion to all posts will be 'Very Good' provided that there is no adverse entry during the preceding three years and the employee should not have been awarded any major penalty under disciplinary rules during the preceding five years.

8. Procedure :-

- (i) If the candidates deserve themselves to be eligible under the criteria, they should offer themselves for the promotion by submitting the application and the duly filled Work Report.
- (ii) On final verification and qualifying the eligibility criteria, it shall be mandatory to earn 60 percent marks in the selection process (interview) for the grant of promotion besides scoring minimum API in all cases by the candidates.



- (iii) The decision taken by Assessment & Promotion Committee on Promotion can be over-ruled with immediate effect or as deemed fit by the President SMES at his discretion in case of natural justice's requirement.
- (iv) Notwithstanding anything stated in this regulation, for any unforeseen issues arising and not covered by this regulation, or in the event of difference of interpretation, the decision of President SMES shall be final.

9. Composition of Expert Committee for Promotion of Non-Teaching Staff Members :

- (i) Chairman of the Governing Body
- (ii) Member Secretary (Director of the Institute)
- (iii) One or two members from the Governing Body / SMES's Representative nominated by GB
- (iv) Secretary SMES



XIII. POWER TO RELAX :

Notwithstanding anything contained in these rules, the President (SMES) may, in the case of any teaching or non-teaching staff, relax any of the provisions of these rules to relieve him of any undue hardship arising from the operation of such provisions, or in the interest of the Institutions.





XIV. WEEDOUT POLICY :

1. General

This policy has been made in accordance with the guidelines issued by the Govt. of India which imprest upon “Swachh Bharat Abhiyan” and an initiative to clean up the office and removal of unwanted material from the almirahs, cupboards, drawers etc. This policy also envisages for removal of excess and unserviceable stuff and records covering our Administration, Accounts, Stores, Students’ Section, Library Society (SMES), etc. through the Schedule of Record Retention

2. Purpose of weeding

- Utilize available space in the best and most economical way
 - Maintain up-to-date infrastructure/ facilities/ records/collections Increase speed of access and improve accuracy of retrieval
-

3. General guidelines for weeding

All divisions/ sections/ Academic departments/library/ Labs/ Computer Centre in the institutes are encouraged to weed their collections regularly in order to maintain materials that are still useful.

- 1.1 If the material has not been in general use could be weeded out through a retention schedule approved depending on the type of material.
-



- 1.2 If the physical condition of material is badly worn or excessively dirty, the item may be weeded, and a decision concerning replacement should be made through a duly constituted committee.
- 1.3 **Timeliness:** This is one of the most frequent criteria: Reference may be to: (a) out-of-date materials, particularly in the sciences and technology. A rule of thumb is to reconsider almost anything more than three to five years of age, (b) materials no longer in demand, or that no longer support the curriculum or current community needs (c) older editions no longer used.
- 1.4 **Duplicates:** Where there are duplicates and none seem to be circulating or used, a single copy may be all that is needed. At a later date the single copy should be reconsidered for weeding as per prepared and approved schedule.
- 1.5 Current information in the areas like AMC, Property Tax, Audit (Accounts & Academics), Bill Payments of Essential etc. are critical.

2. Follow up Action :

- 2.1 The Committee, so constituted, after going through the Academic Calendar viz. a viz. other planned activities in a year, shall advise the Departments to prepare list of Record Retention Documents and also the list of Weed Out items.
- 2.2 The Committee, after analyzing the list, shall submit the list to the Management for weeding out items and take action within 2 months from the date of approval by Management.



2.3 The following are the list of few items and HODs / Administrative Officer / Hostel Warden / Librarian / Other Related Concern may highlight / bring to the notice, the other items which may be considered for weeding / retention under the Policy.

- (i) Incoming Dak Register
- (ii) Dispatch Register & Peon Book
- (iii) Payment related files
- (iv) Register of Identity Cards
- (v) Vouchers / Payment Vouchers
- (vi) Attendance Register (Staff / Contract)
- (vii) Leave Record
- (viii) AMC Files
- (ix) Grievance / Complaints
- (x) Students Bonafide / Provisional / Fee
- (xi) Income Tax Filing
- (xii) Salary Statements



XV. INSTITUTION OF MEDALS, PRIZES AND AWARDS TO THE OUTSTANDING STUDENTS :

The organization has instituted various medals, prizes, awards and certificates to the outstanding students pursuing various programmes being run in the Institutes affiliated to GGSIP University and Institutes under SMES. The value of the awards / prizes, eligibility conditions, methods and procedure of selection and mode of payment shall be as approved and formulated from time to time by SMES. The categories where the medals, prizes and awards are instituted is mentioned below with an objective of addressing heterogeneity in intellectual evolution and holistic development :-

- (i) Academics
- (ii) Sports
- (iii) Curricular and Extra-Curricular
- (iv) Benevolent Prizes and Awards



Annexure – 1

FOR TEACHING STAFF

Maharaja Surajmal Institute **Maharaja Surajmal Institute of Technology**

CAREER ADVANCEMENT REPORT(CAR) OF FACULTY

Administrative Instruction

Objective

The Career Advancement Report (CAR) is a standard tool that is used for career planning, growth and monitoring the human resource that plays the most vital role. This instruction is being issued to standardize the system of Promotions / Increment / Assessment of faculty members at the institutes under the SMES.

Format of CAR

The Format is divided into two parts – **Part –A (containing Section –I to Section-IV)** to be filled in by the faculty concerned and **Part – B** by Reviewing / Reporting Officer / Office.

Eligibility

For Annual Increment (Part A – Section I, II, III, IV) :-

1. There will be four major parameters consisting of 100 marks [20 marks for Research +60 marks for Result of Students +14 marks for Academic Administration and Responsibilities+6 marks for Punctuality and Regularity) for grant of Annual Increment in respect of all teaching staff out of which the minimum marks which is illustrated below, have to be secured in each parameters and to be successful for the annual increment appraisal. The aggregate score of all the four parameters should be minimum 65 marks, which parameter has been approved by the Governing Body.



- (i) **Research & Publication (Maximum 20 Marks)** - All the Publications / Project / Patent / Consultancy / SCI Index Research Paper / Scopus / Elsevier and other Indexed Journals / Periodicals / Conference Proceedings/ Books shall be considered for Faculty performance with respect to Annual Increment for which the duration from 1st January to 31st December (Preceding Year) shall be taken into consideration. The minimum marks 5 marks and maximum 20 marks has to be scored for being eligible for annual increment.
- (ii) **Result of Students for the Subjects Taught by Faculty (Maximum 60 Marks)** - The result for the preceding Academic session Aug-May shall be taken into consideration. The analysis of the result shall take into account overall pass percentage of the student and the performance of the class securing marks. To become eligible for annual increment, the faculty has to score minimum 40 marks and maximum 60 marks in this parameter.
- (iii) **Administration and Responsibilities (Maximum 14 Marks)** - The performance of the faculty in shouldering responsibilities, academic administration, conduct of curricular, co-curricular, extra-curricular activities and participating as team members / conveners at Institutional level activities. Minimum marks to be scored under this parameter is 8 and maximum is 14. The remaining 6 marks are for regularity during teaching days.
- (iv) **Regularity and Punctuality (Maximum 6 Marks)** - If faculty avails any kind of leave during teaching days upto 6 leaves, shall be awarded 6 marks and if availed beyond 6 leaves shall be given zero marks under the parameter.

Reporting / Reviewing Officer

The HOD with more than 10 years of teaching experience and one position higher than the concerned faculty will be the Reporting Officer. If the HOD is not one position higher than the faculty and the department function is specialized, the Director while



filling the Part-B, may take inputs from the Head of the Department. In all other cases, the Director will be the Reporting / Reviewing Officer.

General Instructions

- 1.1 Kindly restrict your description within the word limits as indicated at various places of the format. The committee may not be in a position to examine the content in case the length of the information provided is beyond limits.
- 1.2 Kindly bunch and simply staple together the biodata and specified annexure on the left hand side of the sheet. These all to be attached while applying for Promotion.
- 1.3 Please do not enclose reprints, testimonials, copies of certificates, appreciations, photographs, cover sheets etc.
- 1.4 Please do not give any covering page (viz. hard binding, thick paper, plastic sheets, transparencies etc.)
- 1.5 For Annual Performance Appraisal and Promotion, do not fill details of Internal Activities, Internal Exam Duties attended and conduct / performed. It shall not taken into account for appraisal as this is part of routine duty.
- 1.6 When you are members of Committees, please do not enter number of times as it leads to double counting and shall not be considered for any appraisal.
- 1.7 Paper presented, if is a part of edited book or a proceeding published, then it can be claimed only once even if the calendar year changes.
- 1.8 With respect to the Research contributions, only those Articles or the Research Contributions shall be considered which are available in the Library record and duly verified by office records as a copy of all publications and research papers has to be submitted to the Library and the certificate of paper presented / attended in conferences / seminars are to be submitted to the office compulsorily.



CONFIDENTIAL PROFORMA

PART – A

SECTION – I

(TO BE FILLED BY FACULTY)

WORK REPORT OF TEACHERS FOR ASSESSMENT PROMOTION

Please give a candid description to give vent to your potential to promote yourself to higher levels of intellectual evolution & be eligible for Promotion / Annual Performance / Annual Increment .

- 1.1 Name**
- 1.2 Date of Birth**
- 1.3 Date of Joining the Institute and the Present Post**
- 1.4 Qualifications (indicating Degrees, Subject / Specialization, Year, University; starting from graduation level)**

Indicate R for Regular & DE for Distance Education

Academic	Year	Name of School / College attended	Regular Mode / Distance Education Mode	Board / University	Percentage
Graduation					
Post Graduation					



NET / GATE					
Ph. D *					
Any Other Qualifications / Training					

** Note : Please enclose synopsis indicating its relevance to enhance your knowledge in the area of your specialization.*

1.5 Positions held (indicating designation, Period, and Organization)

1.6 Broad Subject Area

1.7 Further Sub-Subject specialization under which activities have been carried out



1.8 Membership in Professional Organization(s)/ National / International Committees
(Capacity and the contribution made during the academic year)

PART – A
SECTION – II

2.1 Research & Academic Contributions during 1st January – 31st December (Preceding Year for Annual Increment Purpose) and till 30th April (Current Year). For Promotion please give data of Preceding 10 years from 1st January till 31st December.

The API for joint publications will have to be calculated in the following manner :

1. Single Contributor : 100%
2. Two Contributors : 60:40%
3. Three Contributors : 40:30:30%
4. Four Contributors : 40:20:20:20%

Research Papers (published / accepted in Journals)	Marks	No. of Research Papers/ Books	Self Assessed score	Score verified by Screening Committee
Refereed Journals / International Journal	15 / publication			



Non-refereed but recognized and Reputable journals and periodicals, having ISBN/ISSN numbers.	10 / publication			
<u>Conference Proceedings</u> as full papers, etc. (Abstracts not to be included)	10 / publication			
Text or Reference Books Published by International Publishers	50 /sole author			
Subject Books by / National level publishers /State & Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in Edited books			
Subject Books by other local publishers with ISBN/ISSN numbers.	15 / sole author, & 3 / chapter in edited books			

2.2 Training, Courses, FDP, Workshops attended by the Faculty. Please give Synopsis

of Subjects :

FDP, Training. Workshops etc. attended (Only External)	Marks	No. of Programs	Self Assessed score	Score verified by Screening Committee
Not less than two weeks duration	20/ each			



One week duration	10 / each			
-------------------	-----------	--	--	--

2.3 Papers presented in Conference/ Seminars/ Workshops etc. during the year :

Paper in Conference/ Seminars / Workshops etc.	Marks	No. of Programs	Self Assessed score	Score verified by Screening Committee
a) International Conference	10 each			
b) National	7.5 /each			
c) Regional / State level	5 / each			

* Note : The API for joint publications will have to be calculated as per the UGC Norms. Paper presented, if is a part of edited book or a proceeding published, then it can be claimed only once even if the calendar year changes.

Minimum API Score for Associate professors shall be 300 at the time of Promotion on aggregate. Minimum Three Publications out of total API should be in Scopus Indexed / Elsevier/ Emerald Journals .

Or

Minimum one Publication should be in Scopus Indexed / Elsevier / Emerald Journals and should have done Minimum one Funded Major Research Projects from UGC, CSIR, ICSSR, etc.

Or

Minimum One publication in SCI/ SCIE indexed journal

Minimum API Score for Professors shall be 400. Minimum Five Publications should be in Scopus Indexed / Elsevier/ Emerald Journals.



Or

Minimum Two Publications should be in Scopus Indexed / Elsevier/ Emerald Journals and should have done Minimum Two Funded Major Research Projects from UGC, CSIR, ICSSR, etc.

Or

Minimum Five publications in SCI/ SCIE indexed journal

2.4 ICT Mediated Teaching Learning and E-Content Development and Deployment :-

Creation of ICT Pedagogy Content and Development	Marks	No. of Programs	Self Assessed score	Score verified by Screening Committee
a) Development of Innovative Pedagogy with Evidence	5 / each			
b) MOOCs Development	5 /each per 4 credit course			
c) E-Content Complete Paper of the Course / E-Book	2 / each			
d) Policy Document (Submitted to International Body / Organization like World Bank / IMF / UNESCO etc. Or Central Govt. Or State Govt.	Intl. 10 / each National 7 / each State 4 / each			
e) Fellowships and Awards	Intl. 7/ each National 5/ each			



PART –A

SECTION – III

2.4 Classes taught in the preceding year (Theory Papers of last two semester of Preceding Year. The result analysis shall be evaluated as per criteria given below A. Overall pass percentage of the students in the class taught and performance of the students of the class taught considering the students securing above 60% marks and below. :

Sl. No.	Paper Code	Subject Taught	Students' Appeared	Students' Passed	100% Passed (10 marks)	90-99% (9 marks)	80-89% (7 marks)	<80% (5 marks)	Best of the Two Semesters
Parameter 'A' <u>Result Analysis</u>	Odd Semester								
	Even Semester								
	Average								
Sl. No.	Paper Code	Subject Taught	Students' Appeared	Students' Passed	>80% of students Secured >60% marks (50 marks)	70-80% of students Secured >60% marks (45 marks)	60-70% of students Secured >60% marks (40 marks)	<60% of students Secured <60% marks (35 marks)	Best of the Two Semesters
Parameter 'B' <u>Students' Performance Result Analysis</u>	Odd Semester								
	Even Semester								
	Average								



2.5 Contribution in organizing Co-curricular / Extra-curricular activities (such as Cultural Fest, Sports, Student Development Activities, Seminars, Workshops, Debate, Quiz, Magazine etc.) during the year :

S.No.	Activity	Assignment Done	Self Assessed score		Score verified by Screening Committee Max Marks :14
			(A) At Department Level (Academic / Co-curricular activities) (03 Marks per Responsibility/Activity)	(B) At Institute Level (Academic / Co-curricular activities) Convener/Co-Convener/Team Member: (07/05/03 Marks Per activity)	
a.					
b.					
c.					
d.					
e.					
f.					

2.6 National / International training Programs Organized



- 2.7 Enlist Notable Contributions (upto ten, indicating status like individual achievement, output of a team work / collaborative work etc.) (not exceeding 150 words)

- 2.8 Highlight the significance / impact of your work on industry / society / environment / nation as a whole (not more than 100 words)

PART – A

SECTION – IV

Kindly provide information on following lines, whatever applicable, within 300 words

- 4.1 Formulating / amending existing rules / procedures for better effective functioning of the organization



4.2 Contribution in providing major service to your organization for its efficient functioning / growth and image building.

4.3 Important administrative responsibility taken and success achieved.

4.4 Major events organized as leader / coordinator.



4.5 Major initiative taken towards better positioning of your organization.

4.6 Future plan indicating involvement of new research areas if any, and the direction for your Research / Activity.

4.7 please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.



DECLARATION :

I certify that after having read all the instructions and guidelines issued, the information given by me in this application form is complete and correct to the best of my knowledge & belief and nothing has been concealed there from. I also understand that in case any information is found to be false, I shall be liable to be disciplinary action without any notice.

Name & Signature of the Faculty





PART – B

(FOR OFFICE USE)

i) Name & Designation of the Faculty under report:

ii) Leave availed during the current year (No. of Days)

- a) Casual Leave b) Leave without pay c) Academic Leave d) Other

iii) Remarks of the Screening Committee-Convener

Date :

Signature (Screening Committee -Convener)

ASSESSMENT BY THE REPORTING/ REVIEWING OFFICER

(Numerical scores are to be awarded on Five Point Scale, where 5 is Excellent, 4 is Very Good, 3 is Good, 2 is Average and 1 is Below Average)

(Maximum Marks Score 75)

I. Attitude and Interpersonal Skills (Give ratings on a five point scale with '5' being the best and '1' the poorest) :

1.	Initiative/Innovative : a self-starter, able to work without constant supervision	
2.	Responsibility : understands duties, accepts responsibilities readily	
3.	Punctuality: arrives on time. Generally available for students during working hours.	



4.	Dedication & Commitment : Committed to his / her work	
5.	Loyalty : supports and follows institute's policies and guidelines	
6.	Development : keeps knowledge up to date	
7.	Oral Communication: speaks effectively with seniors, colleagues & students.	
8.	Written Communication	
9.	Teamwork : effective in a team	
10.	Leadership : gives clear directions and listens to co-workers	
11.	Relationship with fellow faculty and staff	
12.	Maturity	
13.	Student Feed Back	
14.	Relationship with students	
15.	Discipline in the Class	
	Overall Performance (Academics and other activities) etc.	
	Total (1-15)	

1. Brief comments

2. Overall Appraisal

Excellent	Very Good	Good	Average	Below Average
(>65 marks)	(>51-65 marks)	(>41-50 marks)	(>31-40 marks)	(<30 marks)



3. Remarks of the **Reporting/Reviewing Officer**

Reporting/Reviewing Officer

II. Comments of Director

Date:

Director

<u>Total Marks secured from PART – A</u>	<u>API / Marks Awarded</u>
(i)Section –II (Research & Academic Contribution)	
(ii) Section – III (Result & Administrative Contribution)	
<u>Total Marks secured from PART – B</u>	
i) Assessment Score by Reporting / Reviewing	<u>Total Marks</u>

Score by the Chairman / Director on the basis of Dedication, Punctuality, Discipline in the Class, and Overall performance (Academics and other activities), etc.	Score by the Chairman / Director (Max. Marks-100)

III. Comments / Remarks of Chairman / Director

Date:

Chairman / Director



ANNEXURE - 2

FOR NON-TEACHING STAFF

**Surajmal Memorial Education Society
Maharaja Surajmal Institute
Maharaja Surajmal Institute of Technology
New Delhi**

CONFIDENTIAL

Administrative Instruction

1. Objective

The Career Advancement Report (CAR) is a standard tool that is used for career planning, growth and monitor the human resource that plays the most vital role. This instruction is being issued to standardise the system of Promotions at the institute under the SMES society.

2. Format of CAR

1. The format CAR is attached. The format is divided into two parts, viz.,
 - a. Part-A : To be filled by the staff
 - b. Part-B : To be filled by the Reporting/ reviewing Authority



3. **Period of Report**

The period of report is the academic year as followed by Guru Gobind Singh Indraprastha University, i.e., from Jan 01 to Dec 31. The AR is to be filled on by every staff who is regular employee of the institute as on Dec 31, of every year. The exceptions are:

- (a) If the staff has joined after Jan 01, the date of joining is to be mentioned as the date of commencement of AR.
- (b) If the staff has worked less than three months (90 days) under the Reporting Authority, no AR is to be raised. A certificate to this affect is to be rendered by the Director.

4. **Reporting Authority**

The Administrator officer/HOD/ Staff incharge with more than five (05) years of experience and one position higher than the concerned staff will be the Reporting Authority. If the Programme Director/HOD is not one position higher than the faculty and the department function is specialized, the Director filling the Format-B, may take inputs from the Head of the Department. In all other cases, the Director will be the Reporting Authority.



5. **Reviewing Authority**

In all cases where Departmental Head is the Reporting Authority, Director will be the Reviewing Authority. Where Director is the Reporting Authority, Chairman/Vice Chairman will be the Reviewing Authority.

6. **Procedure**

Staff is advised to keep a record of all the data that is required to be filled in Part-A at the end of each calendar year. Whatever data is filled in Part-A of the AR is required to be substantiated by the staff. For this the staff is advised to submit written report (s) within three working days of any achievement, participation etc mentioned in Part-A to the office of Director to be kept in their personal files. The cognizance would be taken only for those achievements/participation etc for which documents are available in their personal files. The following step is to be taken :-

- (a) The Administrative officer is to hand over the blank AR forms to the staff by the first week of November every year.
- (b) The staff is to handover the filled forms to the Reporting Authority by 1st week of November every year.
- (c) The Reporting Authority is to submit the duly filled (Form-A & Form-B) AR forms to the Director by mid of December every year.
- (d) The procedure to be followed in case of “Adverse Remarks” or on the “Integrity” is given at the end of Part-B under note. These must be adhered to.
- (e) Each page of the AR form is to be signed by the staff before submitting it to the Reporting Authority.



**Surajmal Memorial Education Society
Maharaja Surajmal Institute
Maharaja Surajmal Institute of Technology
New Delhi**

Proforma for Career Progression Scheme / Annual Increment / Best Employee Award

Annexure – 2

PART -A

STAFF : ASSESSMENT REPORT

(Computer Lab / Laboratory/ Administration / Library/ Department / Hostel / Placement)

Please give a candid description to give vent to your potential to promote yourself to higher levels of intellectual evolution & be eligible for Annual Increment / Performance Appraisal / Career Progression Scheme

Personal Particulars

1. Name :
2. Present Address :
3. Date of Birth (Age) :
4. Department / Division :
5. Education : (*Indicate R for Regular & DE for Distance Education*)

Academic / Professional	Year	Name of School / College attended	Board / University	Percentage
5 th / 8 th / 10 th (Tick where applicable)				
12 th				



Graduation				
Post Graduation				
NET / GATE / Other Technical / Vocational Qualification				
Ph. D. / Any Other / Skill Acquired After Joining the Institute				

4. **Your perception of the Work Culture at Institute (s)** (Working as (Designation) and the contribution made during the Assessment Year (1st Jan – 31st Dec)
 vkidk laLFkk esa dk;Z ds çfr utfj;k vkSj vkidk çfrnkU

5. Total Work Experience (No. of : Years) at Institute under the Aegis of SMES (Date of Joining)
 laLFkk esa dqy vuqHko

Professional Attributes (Please elaborate by citing examples)

is"ksxr vkdyu ¼mnkgj.k ds lkFk½

- Commitment Áfrcrk
- Taking responsibility / accountability ftEesnkjh ysuk@tokcnsgh
- Communication laokn



- d. Dedication & Perseverance
fu'Bk ,oa n`<+rk
- e. Hard work dBksj ifjJe
- f. Initiative/Innovative igy @
vfHkuo
- g. Your strengths vkidh "kfDr
- h. Goals Set for Self growth and
Achieved Lo;a ds mRFkku ds
fy, fu/kkZfjr y{; ,oa mudh
Åkflr
- j. Your weaknesses vkidh dfe;ka
- k. Assessment yourself on your
Performance (Academic & other
Activities [kqn dks "kSf{kd ,oa
vU; xfrfof/k;ksa ds rgr vkdyu
djs

Suggestions to improve lq/kkj ds fy, lq>ko

a. Infrastructural Facilities :

- vk/kkfjd lajpuk dh lqfo/kk,a
- i. Servers / Equipments / Class Rooms
/ Library / Hostel Room / Guest
Room / Building
loZj@ midj.k @ Dykl :e @
ykbczsjh @ gksLVy :e @
xSLV :e @ fcfYMax



- ii. Computer / Machines / Tools /
Library dEl;wVj @ e"khu @
VwYl @ ykbcszjh
 - iii Cleanliness (Computer Labs /
Machine Room / Library / Class
Room / Rooms / Building / Area)
lQkbZ ¼dEl;wVj ySc @
e"khu :e @ ykbcszjh @ Dykl
:e @ dejs @ fcfYMax @
,fj;k½
 - iv. Upgradation - Books Periodicals /
Hardware / Machinery / Notice
Boards / Building / Furniture etc.
mUu;u & cqDl ihfj;kWfMdy
@ gkMZos;j @ ef"kujh @
uksfVl cksMZ @ fcfYMax @
QuhZpj bR;kfn
 - v. Upgradation – Software / Learning
Management Systems / ERP
mUu;u & lKW¶Vos;j @
yfuZax eSusteSaV flLve @
bZvkjih
- b. Work Culture dk;Z laLÑfr



- c. **Physical & Intellectual comfort**
level “kkjhfd ,oa ckSf)d vkjke
dk Lrj

Remarks (Any other relevant Additional Inputs) : vfrfjDr] ;fn dqN vokMZ bR;kfn
feys gks

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

I Certify that the information given by me in this Proforma is complete and correct to the best of my knowledge & belief and nothing has been concealed therein. I also understand that in case any information is found to be false, I shall be liable to be disciplinary action without any notice. I have read all the instructions and guidelines issued for the relevant category of under Performance Appraisal / Best Employee Award / Career Progression Scheme

eSa ;g çekf.kr djrk gwa fd eq> }kjk bl çksQkekZ esa nh xbZ lkjh tkudkfj;ka
esjs Kku ds vuqlkj lgh gSA ;fn dksbZ dFku xyr ik;k tkrk gS rks eS
vuq”kklukRed dk;Zokgh dk Hkkxh jgwaxkA eSaus fdlh Hkh iqjLdkj Js.kh
esa Hkkxhnhkj ds fy, lkjh tkudkfj;ka vkSj mlls lcaf/kr xkbMykbZu i<+ yh gS



Name & Signature of the Concerned Employee

Date : _____

PART- B

(To be filled in by Office)

iv) Name & Designation of the staff under report:

v) Leave availed during the current year (No. of Days)

a) Casual Leave b) Leave without pay c) Earned Leave d) Medical Leave

vi) Remarks of the Screening Committee-Convener

Date :

Signature (Screening Committee - Convener)

Assessment by the Reporting/ Reviewing Officer

For Lab / Laboratory / Library / Administration / MTS / Hostel / Placement Employee

Attitude, Aptitude and Interpersonal Skills (Give ratings on a five point scale)

Where 5 is Excellent,

4 is Very Good,

3 is Good,

2 is Average and

1 is Below Average



1.	Performance in department OR Institution i.e. Demonstrate Professional Skills	
2.	Acquisition of H/W and S/W / Ability to Reach to Logical Conclusions / Timely Decisions	
3.	Technical processing during labs / Related work to department processing / Infrastructure Upkeep	
4.	Self Initiated / Handles Trouble shooting : a self-starter, able to work without constant supervision	
5.	Responsibility : understands duties, accepts responsibilities readily	
6.	Punctuality: arrives on time. Generally available for students / public dealing / Visitors during working hours	
7.	Dedication & Commitment : Committed to his / her work	
8.	Loyalty : supports and follows institute's policies and guidelines	
9.	Development & Proactive: keeps knowledge / Professional Learning up to date and uses updated open softwares in own lab / Suggest new approaches and methods for efficiency in department / Institute's working	
10.	Oral Communication: speaks effectively with seniors, colleagues & students.	
11.	Written Communication (Internal and External)	
12.	Teamwork & Relationship with fellow faculty and staff	
13.	Leadership : gives clear directions and listens to co-workers	
14.	Maturity	
15.	Awards & Credentials / Relevant Achievement	
Total (Marks out of 75)		

Overall Performance Appraisal (Academic and Other Activities etc.)

Excellent **Very Good** **Good** **Average** **Below Average**
 (>65 marks) (>51-65 marks) (>41-50 marks) (>31-40 marks) (<30 marks)

Remarks of the **Reporting/Reviewing Officer**



It is certified / not certified that the said person recommended has an absolute clean record of service and faultless antecedents and no complaints, enquiries or legal/criminal/vigilance proceedings of any kind, departmental or otherwise are pending against him/her.

Date :

Signature of Reporting / Reviewing Officer

RECOMMENDATION / COMMENTS BY DIRECTOR

I recommend/ do not recommend the name of Mr. / Ms. _____ for Annual Increment / Best Employee Award / Career Progression Scheme.

Score by the director on the basis of Dedication, Punctuality, Discipline, and Overall performance (Academics and other activities), etc.	Score by the Director (Max. Marks-25)
--	--

Remarks of Director

Date:

Director

Remarks of Chairman



Date:

Chairman

