

# Employee Handbook Book

## ***GUIDELINES FOR TEACHERS & OTHER EMPLOYEES.***



### **Gandhi Engineering College (GEC, Bhubaneswar)**

Approved by AICTE, Govt. of India & Affiliated to Biju Patnaik University of Technology, Govt. of Odisha  
Accredited with NAAC 'A' Grade by UGC, Govt. of India & Ranked by NIRF, Govt. of India, New Delhi

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## PREFACE

Gandhi Engineering College (GEC), Bhubaneswar a name to reckon in the field of technical and management education, was established in the year 2006, with the approval from AICTE, New Delhi and affiliation with BPUT, Odisha.

Standing tall amidst a serene environment, sprawling over 25 acres, GEC is a campus of an architect's delight. Beautifully ornate massive academic building, student activity centers, hostels, central library, central mess, auditorium, playing grounds, picturesque gardens; all in a gated campus providing students an atmosphere most conducive for learning. Our infrastructure is well equipped with all innovative teaching models which enhances the experience of the students and nurtures their future beautifully. Here the students not only grow academically but also grow as an individual with high values and morals.

GEC takes pride in its cosmopolitan student mass who enjoys their stay on campus due to a secured and absolute ragging-free environment. The management has taken all steps to ensure complete security and anti-ragging measures inside the campus. We have been following a plethora of guidelines and rules to make GEC one of the **best private engineering colleges in Odisha**. We give exposure to our students to the corporate world and train them to be a successful part of it. They are being groomed by exceptional academicians and industry experts.

We have got a band of highly qualified and dedicated teachers imparting quality education to our students. More and more teachers from all over India are showing

interest to become a faculty member of this College. It has now been felt that there is a need for a concise Employee's Handbook, in order to make the teachers acquainted with the important rules and regulation of the college so that they can discharge their deities efficiently.

### **Vision of the Institution**

To be a leader in the field of technical education and to groom students into responsible, employable and valuable citizens of the Nation.

### **Mission of the Institution**

- To offer state-of-art undergraduate and postgraduate programmes.
- To create an ambience for academic excellence through creative and innovative practices in teaching – learning so as to produce the leaders and innovators of tomorrow.
- To undertake collaborative projects and consultancy by fostering relationship with industry and institutions of repute and in the process help students in gaining exposure to application of technology towards employability and entrepreneurship.

### **Values**

- A people's policy that allows flexibility, understands individual needs, promotes respect, values integrity and teamwork, and is committed to employee development.
- A culture of continuous improvement and total quality that encourages creativity and innovation through collaboration and trust.



- A deep commitment to the value of global social responsibility and sustainability putting larger interests above our own.
- An appreciation of the cultural heritage and socio-economic diversity of India.

### **Learning Goals**

1. An understanding of organizations and management techniques to allow investigation into business and management issues.
2. An ability to acquire, analyze and understand data and information for managerial decisions.
3. Critical thinking and informed judgment leading to problem solving, decision-making and negotiating skills.
4. Cognitive flexibility which enables adaptability to uncertainty in a rapidly changing business environment.
5. An understanding of disruptive and technological change and the ability to seek innovative and entrepreneurial solutions.

### **Key Themes**

- Commitment to an exceptional student experience.
- Proactive alumni engagement.
- International linkages that promote understanding and sensitivity to diverse markets and culture.
- Safe environment and enabling infrastructure.
- Transparent and seamless communication with students and parents, faculty and staff, alumni, and employers.

## 1.0 INTRODUCTION

Our infrastructure is well equipped with all innovative teaching models which enhances the experience of the students and nurtures their future beautifully. Since a teacher should be a friend, guide and philosopher to the students, here in the GEC students not only grow academically but also grow as an individual with high values and morals. The teachers maintain good rapport with the students in such way that latter should feel that the teacher is the loveliest person and they should not transgress the limits. And a teacher should know that he/she is being watched by the students,, parents, colleagues, management and the society as a whole.

However, this handbook is intended to serve as a guide to the policies, procedures, for day to day activities of the faculty members of **Gandhi Engineering College (GEC)**. A teacher's attention to the following information for smooth discharge of duties & responsibility is highly recommended.

## 2.0 SCOPE:

The faculty exactitude comprises of planning, organizing, and administering learning experiences, which contribute to each and every student's optimal development in multi-dimensional facet. These familiarities may occur both within and outside the classroom.

A faculty is a friend, philosopher, guide & mentor to the student. The following attributes are essentially indexed to the personality of a faculty:-

- i. Charismatic Aura
- ii. In-depth subject acquaintance
- iii. Gracefulness and kindness
- iv. Interpersonal skills
- v. Commitment

## 2.1 **Administering of the teaching process**

- A faculty member of GEC has many roles to play, viz. that of a faculty vis-à-vis his / her students, that of an academician for carrying out research, attending to examination or other duties as assigned to him / her from time to time.
- Developing yearly, weekly and daily lesson plans in accordance with the curriculum and guidelines of the BPUT Syllabus.
- Preparing assignments, experiments, demonstrations, teaching aids, bulletin boards, etc.
- Using audio-visual aids, field trips, PPT presentation and other resources to supplement and reinforce teaching.
- Participating in the selection process for textbooks, reference, seminar and instructional instruments.
- Planning, organizing and directing assemblies and other instructional programs.
- Evaluate students' learning strengths and weaknesses, adapt teaching methods accordingly, and provide assistance or attention during and after college hours.

- Determine and implement teaching methods appropriate to pupils' needs and capabilities, group size, topics and program objectives.
- Evaluate and report pupil progress.
- Initiate and participate in conferences with students, parents and/or administration.
- Keep a special eye on students who underperform due to either lack of ability or interest.
- A faculty's performance in the aforesaid activities shall be considered at the time of his / her Annual Performance Assessment before finalizing increment, promotion, etc.

Apart from the above, faculty must have good interpersonal relations with peers, which will be directly linked with salary increment, promotion, etc. Good interpersonal relations are a must in an age where teamwork matters a lot.

## **2.2 TEACHING ETIQUETTES**

- The faculty members must carry their study notes to the classroom. They are encouraged to use the Multimedia facilities and PowerPoint presentation.
- The faculty members are requested to avoid dictation of notes inside the classroom.
- The faculty members must ensure that the students sit in an orderly fashion starting from the front benches in a class room.

- The faculty members are supposed to keep their cell phones in vibration mode during the classes, and do not attend to any calls during the class hours.
- The faculty should always use the Prescribed Uniform, Identity Cards & use full shoes. New faculties should don formal wear with sober taste, until the uniform is ready.
- The faculty members are requested to update the attendance and lesson plan in CMS regularly and ensure that the lab marks are entered regularly in the CMS.
- The faculty members must carry the attendance sheet, chalk and duster along with them to the class.
- Swapping of classes between 2 faculties must be avoided. When it is unavoidable, prior permission may be obtained from the concerned HOD. The HOD is required to report the matter to the Dean (Acad), Principal and Director with copy to head floor manager within 2 hours of accordance of permission, stating there in the detail reason which necessitated it.
- The faculty may reach the class rooms at least 5 minutes before the schedule period. They may draw the attention of the faculty taking the preceding class if he /she accede the time by more than 5 minutes. Similarly, if a faculty finds that the faculty for the succeeding class has failed to reach the class in time, he /she shall extend the class for at least 10 minutes, before leaving the class and communicating the mistake to Concerned faculty / Dean (Academics) / Floor Manager.

- The faculty should take a class, for the full designated time, even if 1 student is present in the class. If no student reaches the class even after 5 minutes of the scheduled time, the fact may be reported to Principal & only after obtaining the express permission of Principal, the faculty may leave the class room.

### 2.3 CLASSROOM MANAGEMENT:

- Conducting regular classes is the primary work of the Institute. The classes should not be cancelled for any reason. If timing of some other duty conflicts with that of a class, then the latter takes higher priority.
- All communications both verbal and written must be in English. Body language, general demeanour, personal conduct and carriage should be proper and positive to shape a student's personality and induce lasting values. He should foster safe, healthy, and conditions conducive to learning in the classroom and on campus.
- Establish and maintain discipline, through self-assigned measures
- Implement the college's procedures fairly and consistently.
- No class should remain unattended by a faculty, when the attendance of the students in the class is poor. A faculty must continue in the class for the full period even when there is only **one student/no student** present in the class.
- Faculty member are to take class tests, deliver assignments to the students and maintain transparency regarding their performances so that the results at the end semester do not come as a distress. A faculty must discuss with

HOD and Librarian regarding availability of sufficient copies of text and reference books.

- Ensure the cleanliness and tidiness of the classroom, students' desks and other furniture and materials.
- Faculty members must structure their lectures in such a manner that it is completed within the stipulated time. It needs to be ensured that the faculty who is to take the next period is not inconvenienced.
- Appropriate assignments / lesson notes must be given to students at regular intervals, which should also be evaluated quickly and returned with comments.
- Probable questions should be discussed well in advance of the semester.
- Use of teaching aids such as maps, charts, LCD, OHP or models etc. must be ensured whenever required. It would help a faculty to design and implement a teaching course effectively.
- Faculty member need to perform a variety of tasks which include formal instruction in the class room, tutorial classes, laboratories and preparation for instruction, assessment and evaluation of assignment, counselling and guidance of students and development activities.
- Lesson plan and lesson progress should be kept up-to-date on CMS at all times. The faculty member must also get the lesson progress verified by the respective HOD.
- At the end of the class, the faculty should encourage the students to come forward to clarify their doubts beyond the class hours.
- The faculty should be willing to take classes beyond regular hours.
- A faculty should always address a student by the name and not by roll number.

- The faculty should ensure that the board is cleaned before leaving the classroom.

#### **2.4 ADMINISTRATION:**

Preserve student records of attendance, test performance, progress and achievements and put them on CMS.

Prepare and submit yearly plans. The yearly plan is to be prepared and submitted prior to the commencement of the session. Attend staff meeting as called by HOD/Administrator.

Participate in curriculum development and other professional activities as assigned by College Management.

#### **2.5 ATTENDANCE:**

[1] Attendance is a statutory requirement prescribed by the University. A student has to secure a minimum of 75% of attendance for each subject, failing which he / she can be de-barred from appearing the examination. A faculty must warn the students whose attendance is inadequate.

[2] The attendance must be maintained with signature and date by the faculty concerned as a record of authentication.

[3] If a student is under suspension on disciplinary grounds, he/she must not be allowed to enter the class under any circumstances.

[4] Daily class attendance report must be put on CMS and case of perpetual defaulter need be discussed with the respective HOD.



[5] If a student is absent for more than 10 days, the matter should be brought to the notice of HOD concerned / Principal by the faculty in writing.

## **2.6 STUDENT FEEDBACK**

- In between the semester classes, a student feedback is collected about the faculty. The feedback received from the students is tabulated and a summary report is made in order to help the faculty for future improvement.
- It is also used as one of the criteria for judging the overall performance of a faculty.
- No attempts should be made to discuss the results of this feedback with the students.

## **2.7 PROFESSIONAL DEVELOPMENT:**

Faculties are expected to attend and participate in professional development workshops and other training program which may be held on or off campus. Faculties/HOD/Dean Academics/Principal in consultation with HR Cell needs to finalize such activities. Faculty members will be requested to plan, organize and conduct in-service programs during the weekly staff meetings and on other occasions.

### **2.7.1 POLICIES & NORMS**

The college follows certain policies to reinforce and clarify the expectation of the employees and allow the institution runs in an acceptable way. The policies are to

provide a stable and healthy environment for the employees, and at the same time create a space where everyone can work in peace for the development of the institution. The institution has its own sets of policies and procedures for different sectors.

### **2.7.2 TA & DA RULES**

Travelling allowances and daily allowances are provided to the employees as per the rules set by the college. These rules apply to all employees under the administrative control of GEC and the payments claimed under these rules shall be subject to submission of detailed feedback / report with justification to the authority within 7- days of completion of tour.

### **2.8 DOUBT CLEARING CLASSES**

The college takes utmost care that the students face no difficulty related to their academics and through doubt clearing classes, we see that the students are benefitted after the class hours. Doubt clearing classes provides special attention to some students who grasp the concepts slowly or need support for understanding the concepts. In these classes the students share their views and ideas without hesitation.

### **2.9 MENTORING SYSTEM**

Through this mentor system we try our best to know the students individually and to help the assigned students to deal with the problems they face during their stay in the college, suggest ways and means to alleviate them.

## **2.10 FACULTY DEVELOPMENT**

The employees are encouraged to attend Seminar/ Conference/ Workshop and they will be granted duty leave for the same. Partial / total grants will be provided if the college will be benefited from their participation.

## **2.11 LIBRARY FACILITY TO FACULTY MEMBERS**

Library facility is provided to every faculty member to encourage learning. Maximum of 10 books can be issued at any point of time. The time period to issue books for 3 days.

## **2.12 INTERNET FACILITY TO FACULTY**

Separate computer systems are reserved for the faculty members from 8am to 9pm every day. All department systems are well connected to network and the faculty members can avail the 24 hours services.

## **2.13 DO'S AND DON'TS FOR FACULTY & STAFF MEMBERS**

We at GEC follow certain Rules & Regulations in order to provide a stable and healthy environment, to create a space where everyone can work in peace for the development of the institution.

## **2.14 CONDUCTING SEMINARS FOR STUDENTS**

Seminar is an integral part of our academic activities. Every department must conduct at least 3 seminars per semesters after consulting with the HOD and faculty members.

## **2.15 BUDDY SYSTEM**

A buddy system is an on boarding and knowledge sharing method used to orient new employees. Providing a workplace buddy ensures that the new employee has someone to talk to, which is important in the first nerve-wracking weeks of a new job.

## **2.16 EMPLOYEE REFERRAL AWARD PROGRAM**

The institution sponsors an employee referral bonus to the employee for referring a qualified and proficient candidate. Honorariums which will be equal to 50% of the monthly salary of the selected referred candidates are awarded to the referring employee.

## **2.17 COLLABORATIVE LEARNING GROUP**

A knowledge exchange program to share the knowledge that associates have acquired through their work experiences, successes and facing different challenges in their life. The main objective of Collaborative Learning Groups is to connect associates (in any field or discipline) with each other so they can discuss their work, learn from one another and achieve improvements and grow more as an individual and as Team-GEC.

## **2.18 CONSULTANCY GUIDELINES**

The **Gandhi Engineering College (GEC)** has been interacting with industries, research organizations and governmental agencies for taking up consultancy and sponsored research projects. Such projects pose considerable scientific, technological and academic challenge to the staff and students of our Institute. Through this programme the academic programmes of the Institute are strengthened by such active interaction with the industries. These projects are a great opportunity for the Institute staff to work on live problems of immediate relevance to the country.

This chapter gives the details of the Consultancy and the rules and regulations that must be kept in mind while working under such projects. Consultancy Services may be offered to Industries, Service Sector, Govt. Departments and other National and International agencies in niche areas of expertise available in the Institute. Each project shall be undertaken either under Standard Terms and Conditions. Consultancy and related assignments can be taken up by full time staff and Core Research Scientists and Engineers of Departments. Any other employee of the Institute may take up consultancy work with prior approval of the Competent Authority.

## **2.19 INSTITUTE (GEC) SPONSORED PROJECT (RESEARCH BASED OR APPLICATION -PRODUCT BASED) POLICY.**

Gandhi Institute For Technology has been striving to develop itself into an institution of excellence in education and research keeping in mind the contemporary and future needs in the field of engineering and technology. Keeping this view, the Institute encourages investigation of basic and applied areas of science and technology in the form of sponsored projects. The purpose of this sponsored policy is to support projects and at the same time to administer that the proceedings of the projects are going in accordance to the Institute Policy and the given amount is utilized for the same.

### **3.0 POLICIES AND PROCEDURES.**

#### **3.1 JOINING PROCEDURES**

3.1.1 All appointments are made subject to the approval of the Vice-Chairman of the Institute.

3.1.2 All the vacant posts are to be filled up through the advertisement in the state and national daily newspapers / Job Portals from time to time or as and when required by the management. daily newspapers / Job Portals from time to time or as and when required by the management.

3.1.3 Management can receive the CVs through Employee referral system. On receipt of Bio-Data / CV of the candidate, CVs are to be shortlisted and candidates called for interview.

3.1.4 After clearing the preliminary interview the candidate shall conduct a demonstration (demo) class before the selection committee followed by technical and personal interviews.

3.1.5 The appointment offer specifies a negotiated period within which the candidate has to join the institute, failing which the institute reserves all rights to cancel its offer of appointment

3.1.6 A faculty must submit a joining report to the Chairman / Secretary/ Principal/ Dean Academics/Dean Administration/ HODs either through the Joining Letter /Email.

3.1.7 An employee must need to fill up the Joining Form (**Annexure-III**) with two recent passport-sized color photographs, photocopies of certificates and testimonials.

3.1.8 All new faculty members remain under probation for a period of six month / one year from the date of joining as specified in the appointment letter.

3.1.9 The faculties shall be issued with ID Cards which they need to put on through-out the day in the college premises.

## **3.2 GENERAL CODE OF CONDUCT:**

**3.2.1.** A faculty member is perceived by the outside world as a responsible member of the Institute. It is desired that a faculty should exercise necessary discretion in divulging any information relating to the Institute.

**3.2.2.** People at large are observing a faculty member as a distinguished member of GEC and a faculty member's general conduct and behaviour in public should be in keeping with the expectations.

**3.2.3.** The faculties are expected to maintain cordial and professional relation with other faculty & staff members of the Institute.

**3.2.4.** Teaching is a noble profession and GEC is an equal opportunity employment provider. Hence a faculty should not make any distinction among faculty members, students and colleagues on account of their caste, creed, religion, language or sex.

Apart from these, an employee should keep in mind some constants that are the foundation of our success-Past, Present & Future. There are six things that glue us together in pursuit of our Institute. These are Integrity, Quality, Innovation, Specialization, Respect and Results.

### **Integrity**

Without integrity, nothing else matters. This means doing what we say we will do... internally and externally... in all cases.

### **Quality**

Going the extra mile in each of your endeavors and heading towards our vision leader in responsible management education and business focused research.

### **Innovation**

This has been a hallmark of our history and is the lifeblood of our future. We possess a great deal of intellectual capital, which we must leverage to innovative approaches for our students by maximizing their learning value-add from entry to exit and to use it further in the competitive marketplace. Our culture is of



continuous improvement and total quality that encourages creativity and innovation

### **Specialization**

The dictionary defines specialization as the distinctive mark of quality, of service excellence.

### **Respect**

We must respect and support all those we can come in contact with and operate in a professional manner.

### **Results**

The greatest challenge will be to make something happen for your student that is positive and lasting, something that creates value. In the final analysis, achievement of results for the students, within the boundaries of our value system, is what matters most in our Institute.

### **Conduct Rules**

Every staff member shall, at all times, maintain absolute integrity, decorum of conduct devotion and commitment to duty. He/she should carry out the orders and act accordingly to the instructions of his/her superiors so far as his/her official duties are concerned. He / she shall do nothing which is unbecoming of a staff member of the Institute. Further, he/she shall not do any act, which is prejudicial to the interest of the Institute.

### **3.3 Disciplinary Rules**

The following acts of omission and commission, which are illustrative but not exhaustive, shall be deemed to constitute misconduct and will entail disciplinary action. They are:

#### **3.3.1 Minor Misconduct**

- Negligence or failure to perform assigned duties.
- Unauthorized absence.
- Habitual late/irregular attendance.
- Habitual indebtedness, insolvency.
- Smoking within premises.
- Disorderly conduct.

#### **3.3.2 Major Misconduct**

- Furnishing false information regarding age, qualifications, marks and previous employment at the time of joining Institute.
- Taking/giving bribe.
- Dishonesty; theft, fraud or damage concerning any business/documents/property of Institute.
- Drunkenness, riotous or indecent or disorderly behavior.
- Gambling within premises of Institute
- Willful insubordination, disobedience, negligence or refusal to accept charge sheet/other communication.

- Commission of any act which amounts to a criminal offence or involving moral turpitude.
- Unauthorized communication of any official document/information of Institute.
- Lending or borrowing money or accepting expensive gifts from person/firm having official dealing with Institute.
- Conviction by court of law; sexual harassment; threatening or intimidating other employees.
- Possession of illegal/unauthorized weapons or firearms.
- Engaging in business other than that of the organization.
- Holding unauthorized meetings, civic, political or union activities/collection of funds during the working hours in premises of Institute.
- Resorting to or abetting illegal strike/slowdown/distribution of handbills and posters or any other act of subversion of discipline.
- Being found in possession of or attempting to punch another employee's attendance.
- Deliberately spreading false information or rumors.
- Refusal to accept any communication or warning in writing, etc.
- Unauthorized absence beyond 10 days.

Where there are allegations of misconduct against a faculty/staff, the Principal shall constitute an enquiry committee to enquire into the misconduct against the delinquent employee. The Principal may appoint any officer(s) of the Institute (not lower in rank to the delinquent employee or any outsider(s) as an Enquiry Officer(s) to conduct the aforesaid enquiry and to submit the enquiry report.

Where there are allegations of misconduct against an employee (other than faculty), the Registrar or any authority higher than him shall constitute an enquiry committee to enquire into the misconduct against the delinquent employee. The Registrar may appoint any officer(s) of the Institute (not lower in rank to the delinquent employee) or any outsider(s) as an Enquiry Officer(s) to conduct the aforesaid enquiry and to submit the enquiry report. Upon findings of the Enquiry, the Registrar with prior approval of the Principal and President designated person of the Sponsoring Body, may decide the action to be taken against the delinquent employee after giving him a proper chance of hearing. An appeal against any action by the Registrar can be made to the Principal within 30 days from the date of receiving the communication of the action taken.

#### **3.4. IDENTITY CARD:**

The faculty members shall need to put on the Identity Cards through-out the day in the college premises.

#### **3.5. CONFIDENTIALITY:**

Faculty members must use good judgment when discussing college business, student behaviour or achievement. No college employee shall reveal personal information concerning any student, except under judicial process.

### 3.6. LEAVE RULES:

The leave as indicated below is admissible to the staff of the GEC, Bhubaneswar subject to the sanction by the competent authority.

Sl. No.	Type of Leave	Admissibility of Leave	Admissible to Whom	Conditions of Leave	Sanctioning Authority
(i)	Casual Leave	12 days	All faculty	<ul style="list-style-type: none"><li>- Sundays &amp; public holidays availed in combination of CL shall not be counted for the purpose of arriving at the total amount of leave.</li><li>- The CL is not to be treated as absence from duty.</li><li>- CL can be availed with prior approval of the authority. The CL is to be applied at least 2 days before the intended date of leave.</li><li>- Ex-post- facto sanction of CL is permissible only twice in a</li></ul>	<b>Principal</b>

				<p>semester. Such sanction must however be done within 2 working days from the date of joining duty after leave.</p> <p>- Noncompliance of the aforesaid process shall result in loss of pay for the period of absence.</p>	
(ii)	Earned Leave	15 days or Half of the Days of Summer Vacation, whichever is higher	All faculty	<p>- Earned Leave can only be granted to teachers during Summer Vacation, when there are no classes for the period and the teacher has no pending works related to teaching or non-teaching works. E.L. is to be applied at least before one week of requirement.</p>	<b>Principal</b>
(iii)	Extra Ordinary	Clause-i: 15 days	All faculties that have	- Extra Ordinary Leave (Clause-i) shall be	<b>Vice Chairman</b>

	Leave Clause- (i)		completed at least continuous service of 7 years.	granted primarily for up gradation of teaching skill/higher studies/Refresher Course etc. provided there are no classes or teaching/non-teaching assignment in the intervening period. The pay for the period of E.O.L. shall be drawn only after 12 months of return from the said leave. Application for the E.O.L should be submitted at least before 15 days from the date of actual requirement.	
(iv)	Extra Ordinary Leave Clause- (ii)	Clause- ii: 10 days	For perusing P.G. Programme for staff who has completed	- Extra Ordinary Leave for maximum 10 Days in a Semester during the period when classes or teaching / non-teaching assignment are continuing shall be	<b>Vice Chairman</b>

			<p>at least 3 years of continuous Service.</p>	<p>granted for the faculty members who have been permitted by the Institution for perusing P.G. Programme provided they compensate the no. of hours of their absence from the Institution by taking extra classes / doubt clearance classes in off hours. Such daily extra effort shall not exceed 2 hours/day in working days and 7 hours in Holidays. 7 hours of extra classes is required to be taken to compensate each Day sanctioned as Extra Ordinary Leave." The leave should be compensated within the semester or as allowed by HOD/Dean</p>	
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				academic.	
(v)	Special Leave	10 days	Faculty who have completed at least continuous service of 3 years.	- For attending obsequies of parents and spouse. <b>OR</b> - For Marriage of Self	<b>Vice Chairman</b>
(vi)	Sick (Half pay Leave)	Up to 30 days	Faculty who have completed at least continuous service of 7 years.	Sick leave up to a maximum of 7-days shall be granted if this absence is certified by a registered medical practitioner. Sickness beyond 7- days need to be certified by a doctor not less than the rank of a CDMO.	<b>Vice Chairman</b>
(vii)	Maternity Leave	60 days	Lady Faculty who have completed at least continuous service of 6	Maternity leave is to be allowed only up to the second issue.	<b>Vice Chairman</b>

			years.		
(viii)	Study /Sabbatical /Academic leave	1 year	Faculty who have completed at least continuous service of 10 years.	Study leave / Sabbatical / Academic leave is allowed only if the intended study shall be gainfully used for the benefit of the organization & for the object of increasing their proficiency and usefulness to the institution & higher education system. The same shall only be allowed after the faculty swears by an undertaking (Duly registered by an appropriate authority), to the effect that he/she shall continue to serve in the organization for at least a period equal to 3 times of the actual leave taken. Only 1/3 rd of the pay due to the staff shall be disbursed during the course of the leave.	Vice Chairman

				Balance 2/3 rd of the pay shall be disbursed in two instalments after completion of 1st and 2nd year from the date of return of such leave.	
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### 3.6.1 GENERAL CONDITIONS OF LEAVE.

- Leave is earned by duty or services and it cannot be claimed as a matter of right.
- The leave year is from 1st July to 30th June of the next year.
- In case of the exigencies of work, it will be open to the Competent Authority to refuse, postpone, revoke or reduce leave of any description.
- During the period of leave, staff members shall not take up or accept any employment or work either on remuneration or without remuneration.
- During the period of suspension, staff members shall not be granted any leave. However, during the pendency of disciplinary proceedings, the competent authority may grant leave.
- Sundays and or/ holidays as may be declared by Institute, may be prefixed and /or suffixed to any kind of leave, but intervening Sundays and Holidays, will be counted as a part of leave.
- Combination of leave: Sick Leave/Emergency Leave cannot be availed of in conjunction with any other kind of leave/holidays.

- Before proceeding on any kind of leave, staff members shall intimate to the Competent Authority his/her address while she/he is on leave and shall keep the said authority informed of the changes in address, if any.
- Overstay beyond the sanctioned leave shall be treated as leave on loss of pay unless the concerned staff members has got the extension of leave sanctioned (by Competent Authority) before the expiry of the leave already sanctioned. However, before treating such unauthorized absence as leave on loss of pay, the competent authority shall satisfy itself that there were no extenuating circumstances, which prevented the staff members from obtaining prior sanction for overstay. Over-stay of leave beyond 10 days without proper sanction can call for disciplinary action.
- National, Regional and Declared Holidays will be decided in December each year for every calendar year.
- On resignation from the service of the GEC, if the employee has taken any Earned Leaves or Emergency Leaves/Sick Leaves, the same shall be considered as LWP.

### **3.6.2 Sick Leave / Emergency Leave**

- All Staff members and Faculty members who are on 6-day track will be granted sick leave/emergency leave for a maximum period of 12 days i.e. 6 Sick Leave and 6 Emergency Leave during the leave year. Staff members who are appointed during the course of the year shall be entitled to it on pro-rata basis. Faculty members who are on 5 days' track are entitled to 5 Emergency Leave and 5 Sick Leave, those on 4 days' track are entitled to 4

Emergency Leave & 4 Sick Leave and those on 3-day track are entitled to 3 Emergency Leave and 3.

- Sick Leave. For availing Sick Leave, all employees (Staff/Faculty Associates/Faculty) are to submit valid medical certificate.
- Sick leave/Emergency leave remaining un-availed will lapse at the end of the leave year.
- For availing sick leave, the employee has to submit a medical certificate issued by a registered medical practitioner having minimum MBBS qualification. In case the medical certificate tendered in lieu of the sick leave is not valid, the same shall be treated as cancelled and will be subject to deduction of salary and in such cases strict disciplinary action including termination of services can be taken place.
- Sick Leaves/Emergency Leaves may also be availed for diagnostic purposes, however, prior approval must be taken and a certificate must be submitted for the same.

### **3.6.3 Earned Leave (EL)**

EL will be credited to the leave account of employees after one year of service. EL credited to the individual's account will be from the date of joining to 30th June and thereafter with respect to each year, i.e. on 1st July to following 30th June.

#### **Procedure for EL Sanctioning**

EL should be recommended by the immediate superior and approved by the HOD/Director and then it goes for the final approval to Principal.

- Requests for EL shall be made at least one month in advance.
- Weekly off, declared holidays falling within the earned leave period will be counted as Earned leave.
- EL will be credited on pro-rata basis.
- An employee can avail ELs which he/she have been already earned and having in their leave account. The maximum accumulation is upto 30 days.
- EL can only be taken in non-academic period (i.e. during no academic activity and the session is closed).

### **3.6.4 Maternity Leave (ML)**

This is applicable to all female staff who have completed one year of continuous service and have attended at least 80 days in office. ML may be granted to a female faculty / staff member for first two surviving children. A maximum period of six months of ML may be sanctioned to all such employees with pay. Under the Maternity Benefit (Amendment) Act, 2017, this benefit could be availed for a period extending upto 8 weeks before the expected delivery date and remaining 18 weeks can be availed post child birth. For availing ML, they have to submit a medical advice letter from a qualified doctor. All relevant Govt. regulations would be applicable with respect to ML, however, prior approval of Management would have to be taken for availing the same.

The faculty/staff member will have to necessarily join back to duty on completion of Maternity Leaves; however, in case of medical exceptions a certificate may be submitted for the extension of leave which may be granted on its merits.

### **3.6.5 Leave without Pay (LWP)**

In case of a staff members whose SL/EL has been exhausted or taken in excess of the entitlement or who has extended leave without informing the authorities of the Institute, those excess leave taken will be treated as leave without pay (LWP), if approved ex post facto by the management. If the leave is not so authorized, it will be considered as violation of conduct rules and dealt accordingly.

### **3.6.6 Study Leave**

- A study leave/extended/deputation for a maximum period of two years may be available on recommendation of the Director only after the faculty members has completed at least five years of continuous service at the Institute. However, in some cases faculty with lesser years of continuous services with GEC may be considered.
- Eligibility of study leave would be assessed on how this leave would improve the intellectual capital of the institute.
- Should be applied 30 days in advance in the beginning or end of academic year. During the period of study leave the faculty member will not be entitled to draw any salary. He will also not be automatically entitled for promotion as a result of his receiving any advanced degree during the course of his study leave. Also, while calculating the total length of service, the time taken on a study/sabbatical leave shall not be counted and that employee shall not claim any allowance or any other benefit, promotion,

increments, gratuity, LTA etc. for the period of their study/ sabbatical leave."

- During the period of study leave, the faculty will not engage in any gainful employment in other organization and an employee will have to sign an undertaking binding them to the terms of such leave.
- After completing the study leave, re-joining of the faculty will always depend upon the availability of vacant position in the concerned department.

### **3.6.7 Leave Applicable for Contractual Employees.**

Contractual employees will be entitled to 6 Sick Leaves and 6 Emergency Leaves that is 12 leaves in a year and the 9 declared holidays (Gazette, festival etc) and 2 restricted holidays. Contractual employees will be entitled to 15 Earned Leaves only after their contract is renewed after completion of 1 year.

### **3.6.8 Procedure for applying for Leaves.**

Below is the SOP for leave application process which needs to be followed for all cases. No leave will be considered sanctioned outside this process.

- Application to be made in hard/soft copy and given to your HOD.
- HOD to recommend with reasons and send to the Principal for approval.
- Medical leave in an emergency can be taken with information but needs to be backed up by a medical certificate.



- Leave cannot be claimed as a matter of right. Hence, all leaves will be considered approved only if the same is sanctioned. You are required to proceed on leave only on its approval. Non adherence to this will tantamount to misconduct and will be seriously viewed. Therefore, all unapproved leaves will be treated as without pay and salary deduction will take place accordingly.

### **3.7 Other Terms and Conditions:**

- 3.7.1 The provisions of these rules are applicable to all faculties of this institution.
- 3.7.2 The leave cannot be claimed as a matter of right. The sanctioning authority concerned may however consider the sanction of leave keeping the interest of the institution in view. Due weight should also be given to the genuineness of the leave applied for.
- 3.7.3 The year means academic year i.e. 1st July to 30th June. Officers/ officials joined in the middle of the year shall be entitled to leave proportionate to the period of employment during the calendar year.
- 3.7.4 Sundays & public holidays availed as leave in combination with other leaves shall not be counted for CL only.
- 3.7.5 The CL is not to be treated as absence from duty. No leave of any kind can be granted to faculty under suspension.
- 3.7.6 Faculty during leave is prohibited from taking any other service/ employment.

3.7.7 For all other type of leave other than CL & EL, the recommendation of the principal along with the proposal of alternative arrangement for management of the works during the period of Leave is necessary.

**(Annuxure-iv)**

3.7.8 Every unauthorized/unapproved leave is subjected to debit of 1.5 CL or proportionate deduction of salary in lieu of CL.

3.7.9 Wilful absence from duty after expiry of leave will be treated as misconduct leading to disciplinary action.

3.7.10 Work in official holidays can be compensated as additional CL. For entitlement of such CL, applications with proper authentication and approval have to reach the HR within 2 working days.

**Relaxation: Vice Chairman reserve the right to relax any or all of the above provisions as per the circumstances without assigning any reason thereof.**

**3.8 Faculty Coming late / Going early:**

3.8.1 The faculty shall remain present for not less than 7:00 hours per day in the college.

3.8.2 As per norms, the expected working hours in the college for a faculty are 42 hours for six days of duty in a week.

3.8.3 The faculty, who is coming late / going early / deputed on OD, should get prior permission from appropriate authority. **(Annexure-v)**

3.8.4 The faculties are required to give biometric thumb impression at arrival and at the time of departure from college. Where log for either in or

out is not available, the same shall be taken as 4 hours or half day presence in the college.

3.8.5 If a faculty fails to get prior permission on coming late / going early / deputation on OD, he/she should intimate the appropriate authority, the reasons of such irregularity within 3 days.

3.8.6 A faculty shall compensate the short fall if any, within seven days of its occurrence.

### **3.9 Absence without intimation:**

If a faculty remains absent from the college without prior intimation/approval of appropriate authority, the absence shall be treated as a day on leave without pay. However, in case of unavoidable circumstances, the faculty should intimate his/her absence with a mail/application confirming his/her inability to attend the duties.

## **4.0 PROFESSIONAL RESPONSIBILITIES**

- A faculty member of GEC has many roles to play.viz that of a teacher vis-à-vis his/her students that of an academician for carrying out research, attending to examination or other duties as assigned to him/her from time to time.
- Developing yearly, weekly and daily lesson plans in accordance with the curriculum and guidelines of the BPUT Syllabus.

- Preparing assignments, experiments, demonstrations, teaching aids,
- Bulletin boards, etc.
- Using audio-visual aids, field trips, PPT presentation and other
- Resources to supplement and reinforce teaching.
- Participating in the selection process for textbooks, reference, seminar and instructional instruments.
- Planning, organizing and directing assemblies and other instructional Program.
- Apart from the above, he/she must have good interpersonal relations with his/her peers, which will be directly linked with salary increment, promotion etc. Good interpersonal relations are a must in an age where teamwork matters a lot.
- Evaluate students' learning strengths and weaknesses, adapt teaching methods accordingly, and provide assistance or attention during and after college hours.
- Determine and implement teaching methods appropriate to pupils' needs and capabilities, group size, topics and program objectives.
- Evaluate and report pupil progress.
- Initiate and participate in conferences with students, parents and/or administration.
- Keep a special eye on students who underperform due to either lack of ability or interest.
- Faculty's performance in the aforesaid activities shall be considered at the time of his / her Annual Performance Assessment before finalizing increment, promotion, etc

- A faculty has to perform in many areas apart from class room teaching (Refer to all the points of self-assessment form; (Annexure – I)

#### 4.1 CLASSES.

- The faculty members must ensure that the students sit in an orderly fashion starting from the front benches in a class room.
- The faculty members must carry their study notes to the classroom. They are encouraged to use the Multimedia facilities and PowerPoint presentation.
- The faculty members are requested to avoid dictation of notes inside the classroom.
- The faculty members are supposed to keep their cell phones in vibration mode during the classes, and do not attend to any calls during the class hours.
- The faculty should always use the Prescribed Uniform, Identity Cards & use full shoes. New faculties should don formal wear with sober taste, until the uniform is ready.
- The faculty members are requested to update the attendance and lesson plan
- **Swapping of classes between 2 faculties must be avoided. When it is unavoidable, prior permission may be obtained from the concerned HOD. The HOD is required to report the matter to the Dean (Acad) and Principal with copy to head floor manager within 2 hours of accordance of permission, stating there in the detail reason which necessitated it. in ERP regularly and ensure that the lab marks are entered regularly in the ERP.**

- The faculty members must carry the attendance sheet, chalk and duster along with them to the class.
- The faculty should take a class, for the full designated time, even if 1 student is present in the class. If no student reaches the class even after 5 minutes of the scheduled time, the fact may be reported to Principal & only after obtaining the express permission of Principal, the faculty may leave the class room.
- The faculty may reach the class rooms at least 5 minutes before the schedule period. They may draw the attention of the faculty taking the preceding class if he /she accede the time by more than 5 minutes.
- Similarly, if a faculty finds that the faculty for the succeeding class has failed to reach the class in time, he /she shall extend the class for at least 10 minutes, before leaving the class and communicating the mistake to Concerned faculty / Dean (Academics) / Floor Manager.
- Conducting regular classes is the primary work of the Institute. The classes should not be cancelled for any reason. If timing of some other duty conflicts with that of a class, then the latter takes higher priority.
- All communications both verbal and written must be in English. Body language, general demeanor, personal conduct and carriage should be proper and positive to shape a student's personality and induce lasting values. He should foster safe, healthy, and conditions conducive to learning in the classroom and on campus
- Establish and maintain discipline, through self-assigned measures.
- Implement the college's procedures fairly and consistently.

- No class should remain unattended by a faculty, when the attendance of the students in the class is poor. A faculty must continue in the class for the full period even when there is only one student/no student present in the class.
- Faculty member are to take class tests, deliver assignments to the students and maintain transparency regarding their performances so that the results at the end semester do not come as a distress. A faculty must discuss with HOD and Librarian regarding availability of sufficient copies of text and reference books.
- Ensure the cleanliness and tidiness of the classroom, students' desks and other furniture and materials.
- Faculty members must structure their lectures in such a manner that it is completed within the stipulated time. It needs to be ensured that the faculty who is to take the next period is not inconvenienced.
- Appropriate assignments / lesson notes must be given to students at regular intervals, which should also be evaluated quickly and returned with comments.
- Probable questions should be discussed well in advance of the semester.
- Use of teaching aids such as maps, charts, LCD, OHP or models etc. must be ensured whenever required. It would help a faculty to design and implement a teaching course effectively.
- Faculty member need to perform a variety of tasks which include formal instruction in the class room, tutorial classes, laboratories and preparation for instruction, assessment and evaluation of assignment, counselling and guidance of students and development activities.

- Lesson plan and lesson progress should be kept up-to-date on ERP at all times. The faculty member must also get the lesson progress verified by the respective HOD.
- At the end of the class, the faculty should encourage the students to come forward to clarify their doubts beyond the class hours.
- The faculty should be willing to take classes beyond regular hours.
- A faculty should always address a student by the name and not by roll number.
- The faculty should ensure that the board is cleaned before leaving the classroom.

## 4.2 AVERAGE WORKLOAD DISTRIBUTION OF FACULTY MEMBERS:

### 4.2.1 Average Teaching & Other Loads.

Sl. No.	Activity	Hours per week			
		Professor	Associate Professor	Asst. Prof.	Lecturer / TA
i.	Contact Hours (Instruction)	8	12	14	16
ii.	Preparation, Assessment, Evaluation	8	12	12	16
iii.	Administration, Research Guidance & Counseling, Developmental Activities etc.	24	18	16	10
		<b>42</b>	<b>42</b>	<b>42</b>	<b>42</b>



### 4.2.2 Average Teaching load Distribution

The Average load distribution among various categories of faculty is as follows.

Faculty	Average Teaching Load / Week(Hours)
Professor	8
Asso. Professor	12
Asst. Professor/Lecturer	16

### 4.3 ATTENDANCE OF STUDENTS.

- Attendance is a statutory requirement prescribed by the Institute. A student has to secure a minimum of 75% of attendance for each subject, failing which he / she can be de-barred from appearing the examination. A faculty must warn the students whose attendance is inadequate.
- The attendance must be maintained with signature and date by the faculty concerned as a record of authentication.
- If a student is under suspension on disciplinary grounds, he/she must not be allowed to enter the class under any circumstances.
- Daily class attendance report must be put on ERP and case of perpetual defaulter need be discussed with the respective HOD.
- If a student is absent for more than 10 days, the matter should be brought to the notice of HOD concerned / Principal by the faculty in writing.

#### **4.4 STUDENTS FEED BACK**

- In between the semester classes, a student feedback is collected about the faculty. The feedback received from the students is tabulated and a summary report is made in order to help the faculty for future improvement.
- It is also used as one of the criteria for judging the overall performance of a faculty.
- No attempts should be made to discuss the results of this feedback with the students.

#### **5.0 EXAMINATION**

##### **5.1 INTERNAL EXAMINATIONS:**

- For all matters regarding the conduct of an internal exam, the Prof. I/C examination is the final authority. However, before assigning any faculty this duty, the respective HOD has to be kept informed. Everybody is expected to cooperate with the Prof. I/C, examination to ensure the smooth conduct of the examinations.
- A faculty must follow the instructions relating to the invigilation duty assigned to him / her by the Examination Section. The examination section must finalize the examination duty of faculty member in consultation with the respective HODs & Prof I/C Examination.

- The marks of the internal exams must reach the examination section by the stipulated date. If a faculty needs more time, he / she must take a written permission of the Principal or Prof I/C Examination.
- The faculty may refer to the previous years' university question papers for setting question papers for the mid-semester examinations. Such question papers are available with the Examination Section / Library.
- The paper-setter of a subject must be present on the day of the examination to help clarify any issue pertaining to the question paper.

## **5.2 . UNIVERSITY EXAMINATIONS:**

- For University Examination, a faculty may be appointed as an invigilator by the Centre Superintendent. A faculty will be informed through his / her HOD.
- A faculty must report any malpractice to the Convener or Centre Superintendent for immediate action.
- An invigilator should not provide any clarification to the students with regard to the question papers as they are set by the university.

## **5.3 DUTIES OF PROF. I/C OF EXAMINATIONS:**

- A senior faculty /HOD is appointed as Prof I/C of Examinations.
- He/she is responsible for conduct of smooth & fair examinations.
- He / she should send a notice to the various examiners (faculty members) asking them to submit their question papers by the stipulated date.

- Number of photocopies of a question paper is to be determined based on the strength of students appearing for that paper. For question paper on a particular subject, five (5) extra copies should be made.
- If office photocopier is not working, he / she can arrange for it to be done in the Library, under his / her supervision. In case of any paper leakage, the ultimate Responsibility rests on Prof I/C Exam. He/she is to ensure that the Exam Section has the requisite number of answer scripts & additional sheets. If not available, arrangements can be immediately made in consultation with Principal / Dean (Academic) competent authority.
- In fixing the timing of examination, Transport Supervisor and / or Dean (Admin.) must be consulted. Final scheduled timings must be circulated to all concerned.
- Appropriate seating arrangement has to be made in consultation with the Dean (Academic)
- He / she is required to assign adequate number of invigilators to each room for smooth & fair conduct of examinations. It must be done in consultation with the HODs to ensure that it is not conflicting with the class- timing of the faculty who is assigned the invigilation duty.
- He/she must supervise handing over of the question papers & answer scripts to invigilators (faculty members) along with blank attendance *pro forma* at least 15 minutes before the commencement of examination. The invigilators must be informed that the answer scripts must be returned to him / her sequenced according to the Roll No. They should return unused papers to the Examination Section.

- He/she should find out the number of students who are absent and report it to the Principal. The answer scripts should be handed over to the evaluators concerned against a proper receipt

#### **5.4 DUTIES OF FLOOR SUPERVISOR:**

##### **Reports To: PROF I/C OF Academics.**

1. To ensure & report that all faculty members report for their scheduled classes at the scheduled time and do not leave the class before the scheduled time.
2. In Case of genuine mistakes by the faculties in reaching a class in time, he / she may remind the concerned faculties over phone / personnel Contact.
3. To report regarding the faculty members who arrive late or leave early from the class.
4. To assist the PIC Examination in his work during semester examinations and internal examinations.
5. To ensure that no students loiter in the corridor during class hours.
6. To ensure that all the fans, lights and LCD Projectors are switched off after the classes are over.
7. To ensure that the floors, furniture, fixtures including black boards & electrical fittings, door screens of the class rooms as well as the Toilets and Corridors of the floor under their supervision are cleaned regularly

and are kept in good working conditions, and report any damages to it to the AO(G) in the prescribed format.

## 5.5 LABORATORIES:

- The Teaching Assistant/Lab Assistant/ Laboratory I/C along with the concerned Faculty/HOD are assigned the responsibility of setting up of laboratory and other groundwork in this regard.
- The Teaching Assistant/Lab Assistant/ Laboratory I/C must maintain the necessary documents of students' experiments as University guidelines from time to time.
- The TA/Lab Assistant/ Laboratory I/C must ensure that the laboratory is being maintained properly and that all equipment's in the laboratory are in working condition. He/she should also make certain entries in the stock register are all up-to-date.
- If any chemicals and /or spare parts are required, it is the duty of Teaching Assistant/Lab Assistant/ Laboratory I/C to plan the acquisition of the same in consultation with the Faculty concerned/HOD in a timely manner to ensure the smooth conduct of the laboratory. He / she must ensure that students submit Lab Reports/Records in the proper format for all experiments in time.
- The Teaching Assistant/Lab Assistant/Laboratory I/C has to maintain and update the following documents:
  - Stock register
  - Consumable register

- Repair and Maintenance Register
- Damage Register
- Student attendance registers
- Student performance registers
- Issue register (if any)

## 6.0 NEW HIRE ORIENTATION

### On the Day of Joining

The list of actions to be executed on the day of joining the Institute is as follows:

6.1 **Joining Documents:** A copy of the following documents/ certificates is required to be submitted on the day of Joining:

- Appointment letter.
- Joining report.
- Birth certificate.
- Educational certificates from Class XII onwards.
- Experience certificates from first job onwards.
- Salary certificate from where you were last employed and a copy of your last salary slip.
- Relieving certificate from the last organizations that you have worked prior to joining GEC. In case relieving letter is taking some times you may submit a copy resignation letter duly acknowledged by the previous employer.

- In case of PF transfer: relevant forms including, family declaration forms, nomination form and Declaration of Address etc.
- Employee ID: You will be issued a unique employment identification number which will be used for all GEC processes and communication.
- Seating arrangement: The Registrar Sectt staff will help you with the seating arrangement on the day of joining.
- College Excel Accounts, Bio-metric records, Library Accounts, Email ID, Website profile: These would be created on the day of joining.
- Mentor allocation: On the day of your joining, you will be appointed to a mentor who is an existing employee assigned to help answer your questions and share with the understanding of organizational practices. They also can help to introduce the new hire to people with whom they will be interacting on a regular basis, give them a walking tour of the campus, and have lunch with them during their Induction.
- All new employees go through a half day orientation program that is designed to assist them in adjusting to their jobs and work environment and to instill a positive work attitude and motivation at the onset.
- As part of your orientation, you would attend 3 classes of a senior faculty from the Institute and would be assisted to conduct the next 3 classes.

## **7.0 NON-COMPETITION & COPYRIGHT**



## **7.1 Non-Competition**

During the course of the employment with GEC, you will not be engaged directly or indirectly as an employee or in any other capacity in any competition whatsoever with the organization and/or its associated entities.

On resignation or termination, you shall not for a period of one year, either as an employee or in any other capacity directly or indirectly manage, render, advise or perform services to or for any other person and/or organization which GEC and/or any of its associated entities are carrying on business.

## **7.2 Non Solicitation**

For all times to come, following your termination/resignation you shall not solicit or induce any person who is an employee of GEC and/or any of its associated entities to leave their employment with GEC and/or any of its associated entities.

## **7.3 Dispute Resolution**

In case of any dispute, difference or claim arising out of or in relation to the contract of employment, the parties shall make their best attempts to settle the dispute amicably by referring the same to the Chairman of GEC who shall try and resolve the matter.

In the event, no amicable resolution of the dispute is arrived at between the parties, then the dispute shall be referred to Arbitration by a sole Arbitrator. The Arbitrator shall be appointed by GEC and the Arbitration proceedings will be held in Bhubaneswar and will be subject to the jurisdiction of the Bhubaneswar Courts only.

## **7.4 Copyright Clause**

All copy right able future work done by you during your course of employment with GEC shall be the property of GEC. The future work created by you should be factually accurate and lawful and should not infringe the copyright, proprietary or personal rights of others. You would be solely responsible and accountable for such unlawful activity and further agree to indemnify GEC against any legal action that may be initiated against it in respect of any infringement with respect to the aforesaid work.

## **7.5 General**

Any article that may be written by you independently during the course of your employment with GEC shall not be sent for publication (commercial/non-commercial or in any other manner) to any third party without obtaining prior written consent of GEC.

## **8.0 WORKING HOURS**

### **8.1 Working Days and Working Hours**

As per the guidelines of UGC on Examinations and Academic Calendar for the universities in view of COVID-19 Pandemic and Subsequent Lockdown, GEC shall follow a 6-day week pattern to compensate the loss for the next session of 2020-21. Depending on exigencies, the Institute may remain open on Sundays as well. All employees are supposed to be available at all time for official duties. On

week days, the working hours for the Institute shall be from 9.00 AM to 5.30 PM and on Saturdays, from 09:00 AM to 04.00 PM. The faculty is expected to take the classes as scheduled by the Registrar office. Delay/Rescheduling in classes is not accepted.

### **8.2 Lunch Break**

Lunch Break will be for 1 Hour.

### **8.3 Login System**

You will be required to log in your presence in the biometric attendance system and log out when you leave the office.

In case, you are on tour, or on outside duty or have to leave for any work during the office hours, you are required to inform the HR along with approval from competent authority.

### **8.4 Movement out of the premises**

A staff member, who is required to go out on official duty, shall inform the HR about the Out Door Duty which has been duly approved by the competent authority.

### **8.5 Late Arrival**

All Staff members must be punctual at work. Any employee, who is late beyond 15 minutes after his / her schedule time, will be treated as late comer. For two late comings, half day CL would be deducted and for Four late comings, a full day CL would be deducted. This is cumulative and not in a month.

## **9.0 DRESS CODE**

Clear guidelines on the GEC definition of the attire of its employees are provided. This helps to add a standard for our desired professional appearance.

### **9.1 For Men**

Formal Collared Long / Half Sleeved dress shirts, tucked in Trousers and Leather shoes; good quality blazer or dark suit in Winters. Smart Casuals Collared Shirts / T-Shirt with collar / Polo type shirt (Full /Half sleeves) and Leather Shoes in summers.

### **9.2 For Women**

Formal Indian – Saree / Salwar Kameez Suits, Sandals; Western – Trousers / Full Skirts, Formal Shirts Shoes / Sandals; jacket / blazer in Winters. Smart Casuals Tops / Shirts, Trousers / Pants / Long skirts, Sandals / Shoe in Summers.

## **10.0 PROBATION AND CONFIRMATION POLICY**

### **10.1 Objective**

To provide the newly joined employees' clear guidelines on the terms and conditions of probation and how and when do they would get confirmed.

All newly appointed employees will be on Probation for 6 months from the date of their appointment. During this period your performance will be reviewed and on completion of 6 months, there would be an evaluation done. You will know of the evaluation through a formal feedback session.

On satisfactory performance during the Probation period, your services will be confirmed in writing. In the event of unsatisfactory performance, behaviour or attitude, you will be either counseled to improve your performance and the probation period would be extended or your services may be terminated depending on the circumstances. If there is no improvement at the end of the extended probation period, you may either be counselled again and another extension may be given or the management will terminate your services.

The period of probation may be extended up to another 6 months, at the sole discretion of the Management on evaluation of your performance; such extension of probation period shall be informed in writing.

## **10.2 POLICY**

It is our endeavor to provide employees interesting and challenging work, an enabling environment and attractive rewards that encourage them to contribute and perform effectively. Compensation will be just one of the enabling factors in our multi-pronged Talent strategy. Our objective is to provide a fair compensation that is market competitive, remunerative and reflective of the capabilities and skills of an employee; a compensation to attract and retain high caliber professionals.

The salary has been structured ensuring tax labour compliance and balancing both the long term and short term cash and protection requirements of employees.

Compensation heads have been structured to be role and level specific. These compensation heads may be reviewed periodically to ensure that it is current with market and with tax provisions. Presently heads under which compensation is delivered include Basic Pay, HRA, PF, LTA, Medical Reimbursement, Transport Reimbursement, Academic & Research allowance (for faculties only) and Special Pay.

## **11.0 Payment of Salary**

### **11.1 General View.**

Your salary will normally be paid on the first week of each month. Salary payments will be credited to your bank account. For this purpose, you are required to open a bank account in the bank designated by GEC within a week of joining the organization. After getting your account opened, you are required to intimate your account number to the Accounts department.

### **11.2 Salary Confidentiality**

All information related to compensation, its elements and eligibility is confidential. All employees therefore have the responsibility of ensuring that the details of same are not shared with any third party.

### **11.3 Provident Fund**

The provident fund shall be operative with the Commissioner of the Provident Fund, Government of India, as per the Provident Fund policy of Government of India. Those who wish to get their PF account transferred from the previous

company should complete a PF transfer form and submit in the accounts department.

## **12.0 BRINGING RELATIVES TO WORK PLACE**

As a rule only GEC employees are permitted on campus. All others are required to register themselves at the gate and are permitted only as per policy. In case an employee needs to bring along their child, relative or friend to work they are required to seek prior approval from Principal which then needs to be conveyed to the Security personnel.

While on Campus the employee would be fully responsible for the guest's safety and ensure that he or she does not become a disturbing element for anyone. Any damage caused by the guest would have to be compensated for by the employee. In case of a minor, the employee would ensure that their child will not prevent them from fulfilling their job in a normal manner.

If guest is an adult their permission request would need to include details of their employer and purpose of them being allowed on campus.

Each guest must wear a '**Guest**' ID Card issued at the Main Gate

## **13.0 Holiday List – 2020-21**

### **13.1 Restricted Holidays – RH**

All staff/faculty members who have completed six months service at GEC are allowed to take any two of the listed Restricted Holidays in a year, depending upon the necessity of the person concerned. Those who are interested to avail RH should apply 30 days in advance and get approval by the Principal.

### **13.2 Gazette Holiday**

There are 9 declared holidays in a year.

## **14.0 FACULTY DEVELOPMENT:**

### **14.1 Rules for Attending Seminar, Conference and Workshop**

The employees of the college shall be encouraged to attend Seminar/ Conference/ Workshop as under:

- An employee permitted to attend Seminar/ Conference/ Workshop shall be given duty leave for the duration of Seminar/ Conference/ Workshop.
- The teaching staff may be permitted to attend Seminar/ Conference/ Workshop even if he has not contributed any research paper in the Seminar/ Conference/ Workshop, but in the opinion of the Principal of the college his participation in the Seminar/ Conference/ Workshop is in the interest of Academic system of the college and the college will be benefited from his participation in the Seminar/ Conference/ Workshop.



- If a teaching faculty is the **FIRST** author of the research paper contributed in the Seminar/ Conference/ Workshop, he/she may also be paid full/ partial registration fee and travel expenses, based on the recommendation of Director of the college.
- In case teaching faculty is not the first author of the paper, the NOC from all other authors whose names appear before his name shall be required. The non-teaching staff shall be permitted to attend Seminar/ Conference/ Workshop only if he has contributed any research paper in the Seminar/ Conference/ Workshop.
- In case non-teaching staff is not the first author of the paper, the NOC from all other authors whose names appear before his name shall be required.
- A teaching faculty can avail one such grant per semester (two in a calendar year) within the country. A non- teaching faculty can avail one such grant per calendar year.
- A teacher may be sponsored to participate once in two years and a non-teacher once in three years in International Seminar/ Conference/ Workshop.
- For a particular Conference etc. the maximum number of faculty of a particular department will be four at a time on “first come first serve” basis.
- In a financial year the maximum number of participants to Conference etc. will be permissible without disturbing the normal academic process.

- The period of absence for attending Seminars, Conference etc. shall be treated as “on duty” subject to the provisions laid down in Leave Rules of COLLEGE.
- “On duty” leave will be for the period of Conference/Seminar/Workshop/training program and for required journey time from COLLEGE to venue and venue to COLLEGE.
- Funds are only granted to faculty members who have participate in Seminar/ conference/ Workshop for 2<sup>nd</sup> time in the calendar year.
- College will not provide any increment if there will be zero paper publication in a calendar year.

#### **14.2 Eligibility for attending Seminar/ Conferences and technical training / Workshop**

- A **faculty** of COLLEGE may be granted financial assistances under the scheme for attending academic conference etc.
- A paper has been accepted for presentation;
- When invited by the organizers to chair a session/ section of the Conference or to deliver lecture as a guest speaker or to act as the Rapporteur of the Conference. In this case the person concerned may not contribute a separate paper of his own.

#### **14.3 Enhancing Staff Development: The staff in an Engineering Education institution fall under two categories:**

- 1) **Technical Staff:** The Technical Staff in laboratories and workshops needs to be trained in their functional areas including operation and routine maintenance of both the existing and new equipment. They also need training on workshop instructions, upkeep of institutional services, etc. The training can be organized within the institution or at the supplier/manufacturer premises or at reputed technical training institutions. The technical staffs also need to be motivated and encouraged to go for training and to use the newly acquired expertise for the benefit of students and the institution.
- 2) **Administrative Staff:** The Administrative Staff also needs training in respective functional areas, particularly in the use of modern office equipment, software, office automation, maintenance of records, procedures, etc. The training should also cover motivation for time and material efficiency, and friendliness towards faculty and students. The training may preferably be organized within the institution with the help of suitable organizations.

#### **14.4 Amount to be paid/ reimbursed:**

Travelling Allowance, and Registration Fee/Delegate Fee, etc., if any, shall be admissible for attending such Conference/training programs, etc. provided that he or she does not receive the said Travelling Allowance, etc. from the Organizers or any other source. The faculty concerned, while submitting adjustment of advance taken or reimbursement of expenditure made by him/her in this respect, shall

certify to the effect that he/she has not received travelling allowance/daily allowance, etc. from any other source.

**Conditions:**

- The faculty and staff must submit his / her proposal through the Dept. Heads/Principal of college along with the following documents and the application complete in all respects should reach office ordinarily 30 days ahead of the commencement of the Conference/ training program for consideration.
- The circular or letter of invitation issued by the organizer of the Conference/training programs, etc. from time to time
- An abstract of the paper to be presented in the conference etc. and the letter of acceptance, if already available
- Name, place and duration of the Conference/training programs etc. in which the paper is proposed to be presented
- Letter from the Organizer of the Conference, Seminar, etc. inviting the faculty to chair a Session / Section of the Conference or as a special speaker or as a Rapporteur
- The nature of financial assistance needed from the Institute
- Number of Conference/training programs etc. attended during the financial year (April to March).

**14.5 Accountability:**

- The faculty and staff after undergoing training are expected to:

- Prepare a report on the training undertaken and the experience gained. The report should also include the aspects that can be used to improve the teaching-learning process, enhance / improve research, improve equipment utilization and, make administrative and financial functions more efficient.
- Share their experience with students and other faculty/staff of the institution through seminars.

#### **14.6 Instructions for filling in the travel grant applications**

##### **For filling in the forms:**

- Either takes a print of the blank form or downloads the form in your computer, fill using MS Word and take print. Hand filled forms are also accepted.
- Take care not to change the format of the form and complete all the entries.
- The space allocated below 'Line' marked with 'FOR OFFICE USE ONLY', should not get modified or do not write anything in this part.
- Make sure to print the complete form including the last row on the page showing places for signatures of Deans, etc.

##### **14.7 Make sure to enclose:**

- **Three copies of full length Paper** - Foreign travel grant application, for presentation of paper/ poster is reviewed by two experts and based upon

their recommendation, support is allocated. For this review purpose, full text articles are needed. Abstract, poster or seminar slides are unacceptable as these things cannot be evaluated by reviewers. Thus, three copies of full paper (like the one that gets published in journals) should be submitted.

- **Acceptance letter:** A letter from organizer clearly stating that your paper/abstract has been **accepted** from presentation.
- **brochure** - especially detailing the name, date, venue, registration fees, technical program.
- The form should be completed in all respects and forwarded by Head of Department.

#### 14.8 Participation in Seminar /Conference /Workshop

Following incentives are offered to the faculty members by the college to actively participate in seminars / conferences / workshops, organized by approved organizations:

<b>Subject</b>	<b>Professor</b>	<b>Assoc. Prof. /Asst. Prof.</b>
Registration Fee to participate in any Seminar/Conference/Workshop.	<b>Up to</b>	<b>Up to</b>
(Amount beyond this limit shall be borne by the faculty. The receipt of registration to be submitted for reimbursement of the registration fees.)	Rs. 3,000/-	Rs. 2,500/-

- Only one seminar / conference / workshop per academic year is allowed for **Associate Professors / Asst. Professors.**
- Two seminars / conferences / workshops per academic year are allowed to **Professors.**
- TA & DA as per existing rules shall continue to be paid, if not paid by the invitee organization.

#### **14.9 Post-Visit Presentation in Department**

- Immediately on return of a faculty member to GEC Campus after participating in Seminar / Conference / workshop, the department concerned must arrange a presentation by the said faculty to the departmental faculty members. A technical report and/or attendance need to submit on the date of joining.
- Other departmental faculty members who are interested may be invited to attend the same.

#### **14.10 Incentive to Faculty for Publication of Papers (in journals) / Books.**

- In order to encourage faculty members for undertaking and promoting research work at GEC, Bhubaneswar, and the Management may decide to award incentive based on the merit of each case. Papers published by the faculties are categorized in the following manner:

- Category A — Journals with impact factor more than or equal to 2
  - Category B — Journals with impact factor less than 2.
  - Publication in the journal of the ranking of category A, shall warrant an award of Rs. 5000/-. For publication in category B journals the award amount shall be Rs. 2000/-.
  - However, papers published from Ph D/M Tech thesis after the award of the degree will not be considered for any financial award by the institute, since one time incentive is given after obtaining these degrees.
- A faculty can freely avail the buses provided for conveyance of the students and employees of GEC. A faculty member wishing to use personal conveyance (for which no allowance is admissible), should adhere to following norms:
  - Wear ISI certified crash helmet for two wheelers (both rider and pillion rider)
    - Use seatbelt for four wheelers
  - Be in possession of DL, Insurance, Registration and other documents related to your vehicle.
  - Should be medically fit to drive the conveyance.
- A faculty can avail accommodation provided by the institute at a nominal cost.
- A faculty can consult the institute doctors free of cost.



#### **14.11 Consultancy work:**

- Consultancy work without use of Institute facilities: 70% of the total earning to be distributed to Investigators, technical and other staff on the recommendation of PI.
- Consultancy work involving use of Institute facilities: 30% of the total earning to be distributed to Investigators, technical and other staff on the recommendation of PI.

### **15.0 TRAVEL POLICY – RULES & GUIDELINES.**

#### **15.1 Objective**

The objective of these rules is to provide a set of guidelines that govern travel for official purposes within or outside the country.

These rules are intended to provide reasonable and adequate allowances/reimbursements related to the responsibilities and needs of various categories of staff members in consistent with their status in the Institute. It is expected that the entitlement should not exceed the need and these rules should not be mis-utilized.

#### **15.2 For the use of personal vehicle for official work following compensation would be paid**

Two wheelers: Rs. 4.00 /KM

All 4 Wheelers: Rs. 7.00 /KM

The faculty members can call for a Taxi as per entitlement from the Institute for official purposes, approved as per the rules.

### **15.3 Reimbursement of Expenses on Transfer**

The faculty members who have been transferred from one place to another outside the NCR region shall be reimbursed expense incurred for transport/ carriage of house hold effects equivalent to the charges fixed for carriage of goods by train limited to the weight specified below:

A 1- 4 Metric Tons

A 2- 3 Metric Tons

A 3- 2 Metric Tons

A 4- 1 Metric Ton

A 5- 0.5 Metric Ton

Faculty members shall also be entitled to the actual fare by the mode of travel applicable to him in the travel rules of the Institute for self, spouse, dependent, parents and children from the place of work to the place of transfer. These expenses can be claimed within 6 months from the date of shifting his family from one place to another. Faculty members who has been transferred from one place to another outside the NCR region shall be entitled for a special leave of 5 days as joining time provided he / she is shifting bag and baggage to that place, otherwise only the time taken in traveling from one place to another shall be treated as on duty.

## **16.0 LOAN POLICY**

### **16.1 General**

Loan to an employee of the organization is not a matter of right but purely at the discretion of the management. Loans are provided to an individual to meet his urgent / unexpected needs.

### **16.2 Types of loans**

- House building or renovation.
- Own children's marriage.
- Medical emergency.
- Natural calamity.
- Purchase of vehicles (two wheeler/four wheeler).
- Higher education of children (for one child only).

### **16.3 Eligibility Criteria**

All employees on roll of GEC and having in a minimum of 5 yrs of continuous service are eligible for applying loan.

### **16.4 Terms and Conditions**

All applications for loan must be applied through the specified loan form available at respective campus HR Departments.

- Applicant will have to attach all supporting documents along with the application towards the cause for which the loan has been requested.
- Gap between repayment of the last loan in full and for the fresh application should be a minimum of one year.
- The maximum eligibility amount will be 10 times of the basic salary of the employee. It will further depend upon the repayment capacity and purpose of the loan.
- Loans will be released against a security guaranty / guarantor basis. The employee shall have to pledge financial instruments in form of NSC / Bonds / Mortgage of property. The instrument will only be returned after full liquidation of the loan by the employee.
- Liquidation period of loan is 36 -48 monthly installments. Fixing of installments would depend on the employee's repayment capacity and would exclusively be at the discretion of the management.

In case an employee defaults towards payment of his loan at the time of his leaving GEC, his/her full final settlement of account will be withheld till such period the complete outstanding loan is recovered from him/her. Failure to liquidating the balance loan amount within 15 days of leaving the services of the organization may lead to: -

- Recovery of outstanding loan with interest as per prevailing market rate.
- Initiation of legal proceedings against him / her.
- Deduction of outstanding loan from the Full & Final accountsheet.

- Loan applicant should be encouraged to first apply for loan through the banks who are quiet liberal in sanctioning the same.
- Loan against medical reasons should be converted into advance of 3 months (depending upon the severity of the case) gross salary which can be recovered over a maximum period of one year.
- Requests for multiple loans should not be accepted as a matter of principle.

### **16.5 Interest Rate**

Management is the sole discretionary authority on decided the rate of interest.

In general, all loans will be bearing at the interest rate of prevailing SBI unless management uses its discretion of waiving off or minimizing the interest on case to case basis.

## **17.0 IT POLICY FOR EMPLOYEES**

### **17.1 Internet / Email**

1. The Institute's computers, computer files, e-mail accounts, internet access and the software furnished to employees are the Institute's property and are meant for official work.
2. The Institute specifically prohibits the use of computers, handhelds and electronic communication, including internet access in ways that are disruptive,

offensive or harmful to morale. This includes sexually explicit messages, images and cartoons, ethnic slurs, racial comments, off-color jokes or anything that could be construed as harassment, shows disrespect for others, defames or slanders someone, or otherwise harms another person or business.

3. Employees are not to access the internet to visit any websites that contain pornographic content, any discriminatory message, or one that disparages any group.

4. Employees are not to use computers, laptops, tablets or the e-mail system for commercial messages of any kind or for messages of a religious or political nature, solicitations, gambling or other inappropriate usage. E-mail and Internet access should be used in such a way that all transmissions, whether internal or external, are accurate, appropriate, ethical and lawful.

5. Computers, e-mail usage and internet traffic may be monitored by the Institute as and when required.

6. Employees of the Institute are permitted to use their e-mail or intranet accounts only for official communication. Sending group e-mails like of festive greetings, initiating or partaking in unauthorized or inappropriate discussions, sending e-mails with large attachments, or forwarding chain mails, etc., is strictly prohibited.

## **17.2 SOFTWARE**

- Illegal duplication of software or violation of copyright laws by the copying or sharing of software, installing of pirated or unauthorized software or the distribution of copyrighted material, downloading of non-work related or objectionable files is strictly forbidden.

- An employee should not misuse a password, access a file or retrieve a stored communication that is not normally accessible to that employee.
- Access may be provided to employees for subscribed online software and resources. All data contained therein is property of the Institute and therefore may not be misused, communicated, handed over or passed on in any format and through any medium to anyone other than for whom it is intended by the Institute.

### **17.3 LAPTOPS / IPADS**

1. Laptops or iPads are provided by the Institute for official work. The Institute therefore reserves the right to occasionally inspect all systems in compliance with policies.
2. Once issued, the individuals become conditional owners of this hardware. Employees will therefore be responsible for its security, maintenance and replacement of parts including battery.
3. No employee is permitted to pass on or hand over the laptop or iPad issued to them to another person without fulfilling proper handover formalities.
4. In case of loss / pilferage of laptop / iPad, the same will be made good by the employee. The users will have direct responsibility and custody of their assigned machine/s. They will be held financially liable for any loss and / or damage to the machine due to inappropriate usage / carelessness.

5. Users are responsible for maintaining appropriate back-ups, especially of the work related documentation & data created that cannot be retrieved by reinstalling operating system or Program

The Management reserves the right to update or modify these policies as and when necessary.

## **18.0 EMPLOYEE REFERRAL POLICY**

To encourage Employees to refer suitable candidates from time to time and helping us meet the staffing requirements of the organization.

### **Eligibility**

When you refer your friend / acquaintance, we expect you to have briefed the candidate about GEC

- Please do bear in mind the “MUST HAVES” for all those being referred:
- Strong academic background from educational institutions of very high standing
- Pleasing Personality
- Excellent Communication & skills
- Relevant experience
- Strong Analytical Skills
- Team Player
- Should be open to travel/ relocate



- Strong Educational background from premier Universities
- It's opened and closed with prior announcement.

## **19.0 PERFORMANCE MANAGEMENT SYSTEM.**

### **19.1 Objective**

- The Performance Management System has been designed so as to achieve organization goals and facilitate individuals in achieving professional aspirations.
- The key objectives of the Performance Management System are to:
  - Strengthen the Intellectual Asset base of the Institute.
  - Align and harness employee energies towards achieving superior results
  - Guide employees on the path to strengthening their professional capabilities
  - Provide a rational and objective basis for identifying high potential to take on future leadership roles
  - Provide an objective basis for rewarding and recognizing performance

### **19.2 The Performance Appraisal Cycle**

Individual performance and contribution will be reviewed on a continuous basis through appropriate monitoring and feedback. In this appraisal the focus will be on review of performance against key deliverables and targets and on capabilities

demonstrated in the course of the year. The key outcomes of the end of year performance discussions will be:

- An agreed set of action to be undertaken by the employee to improve performance.
- Identification of development needs
- Identification of potential for career progression and growth
- Basis for deciding performance awards
- The Appraisal is based on the Faculty Annual Academic Plan (FAAP) that is filled by all faculty in the beginning of the new academic session and is conducted twice a year- July (review of progress on FAAP) & January (review and reward).

### **19.3 Components of the appraisal system**

Parameters for assessment/appraisal are announced at the beginning of the year.

These include assessment of faculty and their contribution to:

- Academics
- Mentoring
- Placements
- Admissions
- Research & Publications
- Availability to students and presence on campus

The purpose of the review process is to reflect on the achievements and challenges of the preceding specific issues will have been addressed during the course of the year, this is an opportunity to reflect on, and learn from, the experiences of the year as a whole.

- It also forms the basis of deciding the increments and charting growth map for all employees.
- The review should be an open and confidential dialogue between Dean/HOD/Director/Principal and the faculty, sharing and discussing.
- The individual's progress against the objectives previously set, taking into account any changes that have occurred during the year.
- Factual information such as feedback from students and other stakeholders and module review

The Individual's reflection on their own personal development during the year.

- Reflection on the individual's achievements in relation to the core values the individual is expected to uphold – these may refer to such areas as quality, teamwork, customer service, teaching, research and behavior.
- A personal development plan sets out the actions people propose to take in order to learn and develop themselves, together with what the organization is committed to do to support them. Individuals take responsibility for formulating and implementing their plan in agreement with their appraiser. This is an ongoing process of continuous improvement and individuals must be encouraged to engage in a range of developmental activities, both inside

and outside GEC, as appropriate. In some cases, development may be a requirement in order to meet expected standards of performance.

## **20.0 CONFIDENTIALITY & IPRs POLICY**

### **20.1 Non-Solicitation**

- During the term of your employment, you will not directly or indirectly:
- Employ or solicit for employment, or advise or recommend to any other person or entity that they employ or solicit for employment, any employee of the organization. Solicit or encourage any employee of GEC to leave the employment of the Organization, to do any act that is disloyal to the organization, is inconsistent with the interests of the organization.
- Make any statements or perform any acts intended to interfere with, reasonably likely to interfere with or having the effect of interfering with, any interest of GEC.
- Undertake any alternate employment or engage in competition with, perform any services for, participate in or be connected with any organization which engages in competition with GEC.
- Any assignment/consultancy/training/international teaching assignment need to be approved by competent authority.

### **20.2 Confidentiality**

We expect utmost discretion and confidentiality of information to be maintained at all times even beyond the employment term. Any indiscretion or wilful sharing of confidential information with third parties shall be deemed as a gross misconduct and may result in immediate termination of services without notice or compensation.

No reports, proposals, designs, patterns, literature etc. (printed and/or on any electronic media) containing information internal to GEC should be taken out of the office, without prior knowledge of the Principal. In no case, a copy of any Business Proposal / Project Report or any other Document or Software in any form can be given out to any third party without specific written approval from the Principal.

## **21.0 EXIT POLICY**

### **21.1 Objective**

To provide guidelines to be followed when the employee leaves the company either due to Resignation or Termination. This is to ensure that both parties have all issues tied to mutual satisfaction in a fair manner.

### **21.2 Termination of Service**

During probation period and / or extended period of probation, every staff is liable to be terminated at any time without any notice or assigning any reason(s) thereof.

On confirmation, services of a staff member can be terminated by giving one month's notice, or by payment of one month's basic pay in lieu thereof. For disciplinary cases, no payment or notice period is required.

### **21.3 Resignation**

All employees whether confirmed or not, will not resign from the services of the Institute in the middle of the academic session. However, management may use its discretion in case of representation of extreme unavoidable circumstances by the departing employee. During non-teaching period all employees are required to give one month's notice or salary in lieu of notice period. An employee who has put in service for a period of less than six months shall be entitled to salary upto the last day of the previous month, in case of his/her resignation by the 7th of the month.

### **21.4 Faculty Members**

All faculty members are liable to give two months notice or two month's salary in lieu of notice period in the middle of the academic session. All faculty staff is required to fill an Exit Form on leaving the Institute.

### **21.5 Placement/Registrar Sectt/Admission Staff.**

Placement/Registrar Sectt/Admission staff work in tandem with the academic functions of the Institute and are the integral part of the academic development of the students. Hence, if they resign from the services of the Institute in the middle of

the academic session, they are liable to give two months notice or two month's salary in lieu of notice period. All Placement/Registrar Sectt/Admission staff is required to fill an Exit Form on leaving the Institute.

## **21.6 Process for Resignation**

The mail /letter has to be sent to the VC. Written acceptance of resignation will be given to the employee clearly specifying the date of relieving by HR Department. All departing employees are required to handover his/her assigned responsibilities to the designated person and get a confirmation from him/her that all job responsibilities have been handed over to the satisfaction of the HOD. During the notice period the employee will help to complete all formalities including exit interview, handing over the no dues certificate and PF withdrawal forms. The HR/Administration will help in procuring the No Dues Certificate. On receipt of No Dues Certificate, the full and final settlement of account would be prepared. Final payment cheque shall be issued along with Experience-cum-Relieving Certificate. This will be telephonically communicated to the employee who can either collect the cheque or it can be posted to the address as mentioned by them. Please note once the duly completed no dues certificate reaches the office it will take 15 days to clear the account.

## **21.7 Retirement**

Staff shall retire from service of the Institute on attaining the age of superannuation fixed at 58 years. However, the retirement age may be changed from time-to-time by the management. To determine age of retirement, the official record of age

available with the Institution shall be treated as final. However, fresh arrangement can be made to avail the service of the retired employees on consultancy basis on terms fixed by the management, which will be at the sole discretion of the Management.

### **21.8 In case of long unsanctioned leave**

You will be considered to have voluntarily abandoned the service of the organization if you fail to report for duty, either after 5 days from the date of expiry of your sanctioned leave, or you are absent for a period of 5 consecutive days or more without sanction or if you turn up to rejoin duty after an unauthorized absence of more than 5 days and are unable to explain your absence to the satisfaction of the organization.

### **21.9 Return of GEC's Property**

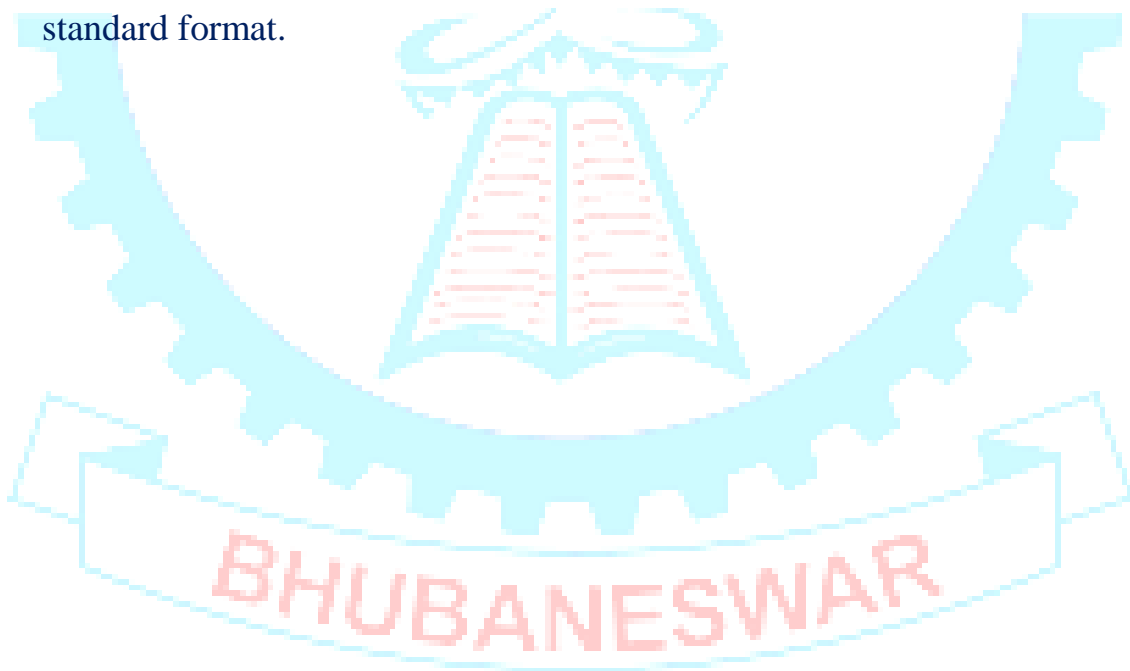
You shall promptly upon the termination of your employment, deliver organization's equipments and belongings (laptop, books, visiting cards etc.), correspondence and all other documents, papers and records in whatever form, including but not limited to, electronically held data containing or referring to any client, proprietary or confidential information concerning the business of the Firm and of any of its Clients which may have been prepared by you or have come into your possession, custody or control in the course of your employment. You shall not keep any copies of these items.



No copy (printed or digital) of any document or proposals or report or contacts database can be made by the departing employee. Any violation of the Institute's intellectual property ownership or rights will be taken very seriously and legal action may be initiated against such employees who are found to have taken any organization document or file or presentation or any other official records.

#### **21.10 Issue of No Objection Certificate/ Recommendation & Relieving Letter**

- Any employee requiring such letter/s / NOC, may forward their request to their HOD, who may forward recommendation of such letters to HR.
- The HR team will issue such letters to the respective employee in its standard format.



## Annexure (Consultancy Projects)

### Annexure I

#### STANDARD TERMS AND CONDITIONS

1. **DECLARATION:** All work undertaken by GEC as part of the project will be in good faith and based on material / data / other relevant information given by the Client requesting for the work.
2. **CONFIDENTIALITY:** Due care will be taken by GEC to maintain confidentiality and discretion regarding confidential information received from the Client, including but not limited to results, reports and identity of the client.
3. **REPORTS:** Any test or other consultancy report given by GEC will be based on work performed according to available standards and / or open domain literature. In any event, this report may not be construed as a legal document, certificate or endorsement and may not be used for marketing of the products or processes, without prior consent from GEC. The institute reserves the right to retain one copy of the report and use the results of the project for its internal teaching and research purposes.
4. **WORK PERFORMANCE:** Every effort will be made to complete the specified work according to the planned time schedule. However, GEC will not be held responsible for delays caused beyond its reasonable control.
5. **CONFLICT OF INTEREST:** GEC may take up work for other clients also in the same area, provided, to the best of the institute's knowledge, there is no conflict of interest in undertaking such projects.
6. **PAYMENT:** The payment of consultation charges to GEC are to be made in advance and in full before the start of the project, through a demand draft / crossed valid cheque drawn in favour of Gandhi Institute For Technology (GEC) or NEFT/RTGS to the Institute account. The charges will also include any applicable tax as prescribed by the Government of India from time to time.

7. **TERMINATION:** The project work may be terminated by either party by giving the other party a notice period of 30 days. However, both parties will meet any residual obligations in connection with the project. If client terminate the consultancy work: Client shall be liable for all reasonable expenses incurred in connection with halting the work already in progress as per the agreed Project Work. If GEC terminate the consultancy work: The Client in this case will not be liable for any expenses incurred after the period of notice.

8. **LIABILITY:** GEC shall not be held liable for any loss, damage, delay or failure of performance, resulting directly or indirectly from any cause, which is beyond its reasonable control (Force Majeure). The liability of GEC shall be limited to the funds received for the project.

9. **INTELLECTUAL PROPERTY RIGHTS:** All rights pertaining to any intellectual property generated / created / invented in the due course of the project, will be the joint property of GEC and the Client. Terms and conditions regarding transferring / assigning / selling these rights to the client shall be governed by a separate written and agreed to document if required.

10. **RESOLUTION OF DISPUTES:** Any disputes arising out of the project shall be amicably settled by both the organizations. Any unsettled disputes may be subject to resolution as per the Indian Arbitration and Conciliation Act 1996.

## **Annexure II**

### **Costing of Consultancy Project**

1. Consultancy Fees(CF)\*
2. Charges for Personnel engaged in Technical Services (CPTS)\*\*  
(For permanent employees of theInstitute)
3. Project Staff Salaries(PSS)

(For temporary staff employed in the project)

4. Legal and IP cost (LIP) (Provision for paper and patent filling)
5. Operational Expenses (OE)  
(All other expenses related to the consultancy project which includes TA, DA)
6. Capital Equipment(CE)  
(Expenses towards purchase of capital equipment for the consultancy project)
7. Overheads (OH)  
(Charged at 20% of CF+CPTS+PSS+OE+CE)
8. Contract Negotiations / Legal expenses(CNL)  
(For projects involving contracts, agreements and MOUs, negotiation charges may be appropriately included by PIC- Research)
9. Net Project Cost (items 1 + 2 + 3 + 4 + 5 + 6 + 7 +8)
10. Service Tax and other Taxes (asapplicable)
11. Total Project Cost (9 +10)

The head mentioned here are tentative only and few more head shall be incorporated looking at the scope and requirement of the project like charges for Infrastructure usage and other cost head which consultant feels and understand need of adding them.

One should include TA, DA for the visits to be made during the consultancy period in the operational expenses. A sample of the particulars to be considered is given below.

S. No	Particulars	No. of Visits	Days	Charges/Day	Total
1.	Travel				
2.	Accommodation				
3.	Food				
Total					

**\*The Consultancy Fee for External Consultant will be limited to 20% of Net Project Cost in case of Category T (Testing) projects.**

**\*\* CPTS will be limited to 30% of Net Project Cost in case of Category T (Testing) projects.**

### **Annexure III (A)**

#### **Guidelines for calculation of Consultancy Charges**

There is no fixed rule for fixing the Consultancy charges. It depends on the importance/ nature of the project. However, here some guidelines are given in fixing the consultancy charges. This charge has to be discussed with the agency to arrive at the final figure.

S. No	Name of the Staff Member	No. of Working Days for Project	No. of Working Hours/Day	Percentage Contribution	Charges/Hour #	Sub Total

1.						
2.						
Total Amount						

$$\# \quad \text{Charges/hr} = \frac{\text{Salary of the person}}{\text{hr}} \times \text{factor}$$

*The factor may be ranging from 3 to 5 depending on the nature of consultancy.*

