IET BHADDAL TECHNICAL CAMPUS ROPAR
ENGINEERING THE FUTURE SINCE 1998
Campus: Bhaddal, PO Mianpur, Distt. Ropar, Punjab-140108 (India)
UGC approved (2f & 12B) | Affiliated to IKG-PTU (Jalandhar)

Date:- 01.01.2025

HUMAN RESOURCE POLICY

A1. RECRUITMENTAND SELECTION

1. INTRODUCTION

Effective recruitment and selection are central and crucial to the successful functioning of the Institution. It depends on finding people with
the necessary skills, expertise and qualifications to deliver the strategic objectives and the ability to make a positive contribution to the values and aims of the institution.

2. SOURCES OF RECRUITMENT

Vacancies will generally be advertised in an appropriate way through internal or external sources, depending upon the critical level of position to fill. The Department Head needs to submit the Manpower Requisition Form to the Director. The Director would recommend and with due permission from the Chairman, the process of recruitment would proceed at two levels:

- **Internal:** Potential candidates would be sought from Employee Referrals and Internal Job Postings (IJP).

- **External:**

Data Bank:	Short listing of CVs from current CVs already available with HR.
Advertisement:	Requirement posting on National/Regional Newspaper.
Social media/Linked-In	Requirement to be filled through social media platforms

ENGINEERING THE FUTURE Estd. 1998

IET BHADDAL
TECHNICAL CAMPUS, ROPAR
Approved by AICTE/UGC/CoA/PCI & Affiliated to IKG-PTU, Kapurthala

Applications are invited within **15 days** for the posts of

PRINCIPAL (ENGINEERING)

PROFESSOR, ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR

• CSE • Civil • ME • EE • Arch.
• HMCT • Pharmacy • MCA • MBA

Qualification & Experience as per AICTE/ UGC/ IKGPTU/ CoA/ PCI norms

ENGINEERING THE FUTURE SINCE 1998

IET BHADDAL TECHNICAL CAMPUS ROPAR

Campus: Bhaddal, PO Mianpur, Distt. Ropar, Punjab-140108 (India)

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ENGINEERING THE FUTURE Estd. 1998

IET BHADDAL
TECHNICAL CAMPUS, ROPAR
Approved by AICTE/UGC/CoA/PCI &
Affiliated to IKG-PTU, Kapurthala and PSBTE & IT, Chandigarh

Applications are invited within **15 days** for

GCS-INSTITUTE OF VOCATIONAL STUDIES, BHADDAL

PRINCIPAL

PROFESSOR, ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR

in Comp. Applications, BBA, MLS, Hotel Management, Commerce, AI & ML

Qualification and Experience as per AICTE/IKG-PTU Norms.

E-mail: kfet@ietbhaddal.edu.in

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ENGINEERING THE FUTURE SINCE 1998

IET BHADDAL Technical Campus Ropar

25+ Years ACADEMIC EXCELLENCE

ENGINEERING THE FUTURE

REQUIRES

Assistant Professor

in Department of Microbiology

QUALIFICATIONS :

- M.Sc. Degree in field of Microbiology

APPLY NOW

Interested Candidates can Send their Resume To

principalengineering@ietbhaddal.edu.in

9464800097

Once the Candidates arrive on the interview Venue, they have to fll up the attendance sheet and the following documents:

Attendance Sheet for the Post of_____ Date:_____

				Qualification				
Sr. No.	**Name**	**Father/ Husband Name**	**Cont. No.**	**Graduation with %**	**Post Grad. With %**	**UGC/Net/Ph.D**	**Experience**	**Signature**
1								
2								
3								
4								
5								
6								
7								
8								
9								

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To

The Registrar,
IET Bhaddal Technical Campus,
Bhaddal, Ropar (PB)

Sub: Application for the post of _____.

R / Sir,

I am submitting my application for the post of _____. My bio-data is attached herewith. You are requested to consider the same.

Thanking You,

Signature : _____

Name: _____

Address: _____

Mobile No.: _____

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IET BHADDAL TECHNICAL CAMPUS

P.O Mianpur, District Rupnagar-140108

Application for the post of _____

(Engineering/Hotel Management/Management/Architecture/Pharmacy)

1. **Name of Applicant:-**_____ **2. DOB** _____
   (In Capital Letters)
3. **Father Name:-**_____
4. **Address for Correspondence:-**_____ **5. Permanent Address**_____
   _____ _____
6. **Contact Nos: Phone No.** _____**Mobile No**_____
   Email address _____
7. **Educational / Professional Qualifications 10th Onwards:-**

S. No	Education Degree	Subjects	University/Board	% Age	Year of Passing	Remarks

8. **Experience:-**

S. No	Designation	Name & Address of Institution	Duties & Responsibilities	Total Exp.	Remarks

9. **Last Salary Drawn: -** _____
10. **Expected Salary:-**_____
11. **Two Reference No:- Name-** **Designation-** **Contact-**

    Name- **Designation-** **Contact-**
12. **Performance and Participation Level:-**

    (a) Sports _____**Level of participation/Position**_____ **Medals/Prizes**_____

    (b) NCC/NSS/Extra Curricular Activities_____

    (c) Career Achievements_____

13. **Certifies that the above information correct as per Original Documents/Certificates held by me.**

Place : _____ **Signature:-**_____

Date :_____ _____ **Name:-**_____

SELECTION REPORT

The following members of the Screening Committee for faculty recruitment Institute of Pharmaceutical Sciences, Bhaddal are present during the interview dated _____

1. Director Campus
2. Principal Pharmacy
3. Principal Engineering
4. Dy. Dean
5. HoD B. Pharmacy
6. HR Manager

Screening Committee has made the following selections for the post of Assistant Professor-Pharmacy department.

	Salary details	**Contract**	**Remarks**
1. Ms. _____	Rs._____) consolidated plus rent free single room accommodation in hostel and on contract for 01 year as Assistant Professor.		
2. Ms. _____	Waiting list candidate		

Signatures:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

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Offer Letter

To,
Candidate name & Address

Sub.: Offer letter for the post of Assistant Professor - Computer Science Engineering department , IET Bhaddal Technical Campus, Distt. Ropar.

After considering your particulars, we are pleased to offer you an appointment for the post of **Assistant Professor - CSE department,** IET Bhaddal Technical Campus.

The terms and conditions of service will be as under:

1. Your date of joining would be on_____.
2. **Your CTC (which shall be inclusive of all perks, allowances and terminal benefits that you may be entitled to) will be Rs._____ /-per month consolidated.**
3. In addition to your regular duties, you will be required to perform any additional duty as assigned by the competent authority during your period in the Institute.
4. This offer letter is valid up to _____.
5. You need to bring your original and photocopies of documents including DMCs of each qualification, Degree Certificate, PAN Card, Aadhar Card, 03 Passport Size photographs, Salary certificate, Experience certificate and relieving certificates of last employer.
6. You will be on probation period for first 03 months of your employment & during this period your services can be terminated by the institute immediately without assigning any reasons & without giving any kind of notice period & you shall be bound by the same.
7. After completion of probation period, your services can be terminated by the institute by giving 01 month notice. In case you wish to leave the services at any stage you are required to give 01 month notice, failing which you have to pay the amount equivalent to one month salary. However, you will not be relieved during the semester and if you violate this, then you shall pay 03 months salary to the institution.

If these terms & conditions are acceptable to you, you are required to intimate your acceptance immediately.

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Acceptance Letter

Dated:_____

To

_____

_____

Subject: Acceptance for Joining to the post of _____.

With reference to your interview held at IET-Bhaddal for the post of **_____.** I am directed to inform you that you are selected for the above post with the terms & conditions agreed by you. You are required to join this Institute by _____.

At the time of joining, please bring your three passport size photos along with original & photocopies of your all documents including your experience certificates. If accepted, give your consent & exact date of joining as mentioned below.

Registrar

Acceptance by the candidate:

I hereby accept the offer from IET Bhaddal Institutes and will join by _____.

Signature

(Name of Candidate_____)

Date: _____

Place: _____

Date: _____

To

Registrar
(IET Bhaddal)

Subject: Joining Report.

Sir/Madam,

With due respect, I would like to inform you that I have joined your Institute today at ____AM/PM _____on _____as a _____.

I thank you once again for providing me the opportunity to serve the institute. I will perform my duties sincerely, honestly and to best of my abilities.

I request to accept my joining and allow me to work.

Thanking you,

Yours faithfully,

Signature

Name:_____

Correspondence Address:_____

_____

Contact No's: Mobile _____ Residence_____

E_mail: _____

Registrar

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Particulars to be filled at the time of appointment

1. Name of Employee : _____
2. Father/Husband Name : _____
3. Designation : _____
4. Date of Joining : _____
5. Date of Birth : _____
6. Blood Group : _____
7. Aadhar Card No : _____
8. PAN No.(Mandatory) : _____
9. Transport Facility, if required(City/Town) _____
10. Address with Pin Code mandatory : _____

    _____
11. Mobile No. : _____
12. E-mail : _____
13. PF to be deducted (Yes/No) : _____
14. Alternate No : _____
15. Reference persons Name,Designation : _____

Ph No,Email ID and Address: : _____

- Bio Metric Details: Employee Code_____

I have entered all the details as above in BMA System (Incharge BMA)

- Website Incharge for uploading the employee information on website (w/site Incharge)
- Bank/Bank Acct. No. : _____ ,

  IFSC Code & Branch with Name_____
- Employee Information entered by :_____

- I confirm that I have read & understood the leave rules of the institute & further would abide by the same.

HR Signature (Employee Signature)

Registrar

Date of Resignation: _____ Date of Leaving: _____

Employee information deleted from the record:_____

Signature of Concern Employee_____

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Ref. No. IET/APP/2022/_____ **Date:_____**

Ms. _____
D/o Mr. _____
Vill: _____
PO: _____
Dist: _____

SUBJECT: APPOINTMENT LETTER
INSTITUTION: IET-BHADDAL
DESIGNATION: ASSISTANT PROFESSOR
DEPARTMENT: INSTITUTE OF MANAGEMENT STUDIES
DATE OF JOINING: _____
ON CONTRACT TILL: _____

I am pleased to inform you that you have been appointed for the post of **Assistant Professor** with CTC (**which shall be inclusive of all perks, allowances and terminal benefits that you may be entitled to**) Rs. _____/- per month.

Your continuation will be subject to performance of your work and conduct. In addition to your regular duties, you may be required to perform any additional duty as assigned by the Competent Authority.

You will be governed by the Service Rules of the Institution as may be in force from time to time.

Your services can be terminated by the Institution by giving one month notice. In case you wish to discontinue the services at any stage, you will be required to give One Month Prior Notice, failing which you will have to pay one month salary.

However, you will not quit the job during the ongoing semester, failing which you will have to deposit three month's salary.

On all service matters, the final authority lies with the Chairman.

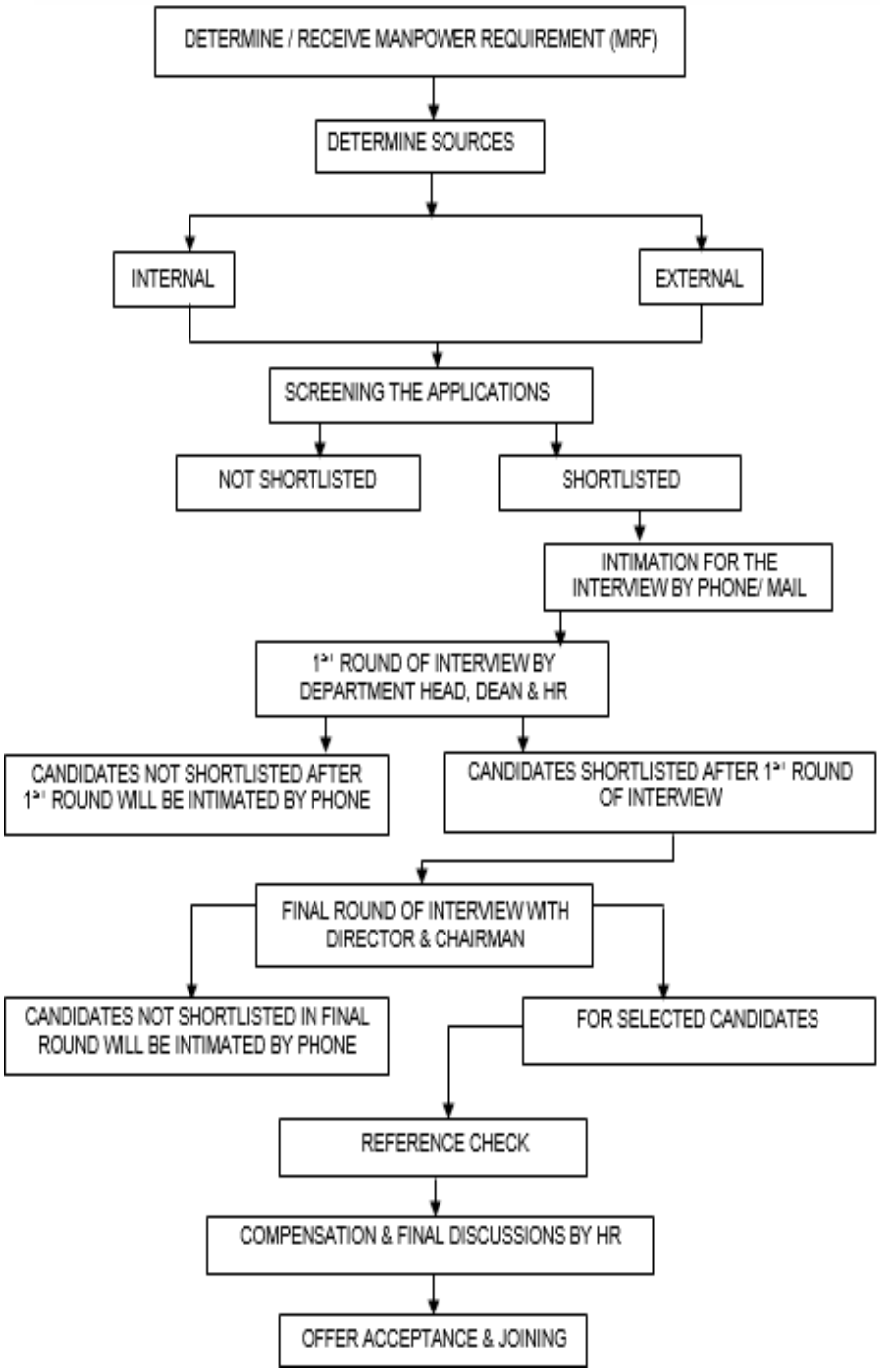
In case of any dispute, the territorial jurisdiction would be the District Courts, Ropar (Punjab).

REGISTRAR
IET BHADDAL TECHNICAL CAMPUS

1 .INTERVIEW PANEL COMPOSITION (Core Committee Members)

The panel consists of the Dean, the HOD of the respective department and senior faculty, Principal and the HR The final decision is of the Director/Registrar/Chairman.

1. RECRUITMENTPROCESS



2. RELEVANT REFERENCE CHECKS

The offers of employment may need reference checks at times in certain cases and will be made conditional upon satisfactory results from the following:

1. Two satisfactory references.
2. Confirmation of the right to work in this country (if appropriate);
3. Criminal Records Disclosure (if appropriate).

3. PROBATIONARY PERIOD

All appointments at IET Bhaddal Technical Campus will be made subject to a probationary period of **six calendar months**. After three months a review meeting will take place between the post holder and their department head to discuss progress. At the end of the probationary period, the employee's services would be confirmed automatically based on the performance else probation may be extended, as decided by the management.

4. EQUAL EMPLOYMENT OPPORTUNITY

IET Bhaddal Technical Campus provides equal employment and advancement opportunities to all individuals. Employment decisions at the institution are based on merit, qualification, and contribution to the institution. The institution does not discriminate in employment opportunities and practices based on race, colour, gender, state origin, age or any other characteristic protected by the law. The policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

All employment and promotion decisions will be based solely upon the individual's qualifications, experience prior contribution and demonstrated capacity to perform at higher levels of performance and will be in accordance with the principle of equal opportunity. The institution will take whatever affirmative action is necessary to attract and retain qualified persons.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

A2. INDUCTION AND ORIENTATION

1. INTRODUCTION

Induction and Orientation is the process of introducing employees to their new jobs and work environments. IET Bhaddal Technical Campus believes that all new employees must be given timely induction training. This training is regarded as a vital part of staff recruitment and integration into the working environment. This policy, associated procedures and guidelines define the Institution's commitment to ensure that all staff is supported during the period of induction, to the benefit of the employee and Institution alike.

2. OBJECTIVE

Our Institution aims to ensure that staff induction is dealt with in an organized and consistent manner, to enable staff to be introduced into a new post and working environment quickly, so that they can contribute effectively as soon as possible. This induction policy, associated procedures and guidelines aim to set out general steps for managers and staff to follow during the induction process. It is expected that all managers and staff will adhere to this policy.

The Institution expects that the implementation of good induction practices by Heads of the Departments / Managers will:

- Make the new employees understand the Institution's philosophy and work culture.
- Ensure that new employees are highly motivated and that this motivation is reinforced.
- Support new employees during this difficult period and help them become fully integrated into the Institution as quickly and as easily as possible.
- Assist in reducing staff turnover, lateness, absenteeism and poor performance generally.
- Assist in developing a management style where the emphasizes on leadership.
- Ensure that employees operate in a safe working environment.
- Will reduce costs associated with repeated recruitment, training and production loss.

3. GUIDELINES FOR THE HR DEPARTMENT

The Institution's Human Resources Department/Representative will:

- Issue guidelines to familiarize employees with the induction process.
- Maintain and update the Induction Policy.
- Provide an Induction and Orientation Plan to be followed during the induction period.
- Review all policy, procedure and guideline documents on a regular basis.
- Provide relevant formal training courses necessary to assist the induction process.

4. PROCEDURE

ACTIVITY	SUPPORTMATERIAL	RESPONSIBILITY
Explanation of policies	Policy Manual	HR
Attendance /Leave procedures	Attendance procedure ,leave application form, etc.	HR
Holidays	Institution holiday schedule Academic Calendar	HR
Activation of attendance system through biometric machine		HR
Ensuring seating & work area allotment		HR

- The new incumbent will meet the HR Representative and complete the formalities on the day of joining. Joining Report Forms are available with the HR & Administration Department.
- HR Department/ Representative shall coordinate with the IT Dept. and get an official email ID created for the new joiner (as per the business need).
- The HR Department/ Representative shall send a welcome note to the new joiner and all the concerned members in IET Bhaddal Technical Campus about the background of the new member joined.
- The HR Representative shall share the Induction programme and Welcome Kit with the new joinee.
- HR Representative shall introduce the new joiners to all the members of the Institution and familiarize him/ her with the office environment, Vision, Mission, Values, significant policies and procedures etc.
- The HR Representative will certify that the new joiners has been duly inducted and the same will go into the Personnel File of the New Joiners and formal induction shall finish.
- New joiner will report to the specific department, where the joiner shall be briefed of his roles and responsibilities by the Department Head.
- The appointment letter shall be issued to the member within 10 days of his/her joining ,post-completion of all the above-stated formalities and required documents

  Submission. The candidate would sign one (duplicate) copy & the same will go in his/her Personnel File.

5. DRESS CODE POLICY

The dress code policy supports an Institution's image and projects the professionalism with which we provide high-quality services. The Institution's objective in establishing a dress code is to enable team members to project an appearance that is business-like and neat. Business–Casual Dress is the standard for this code.

Formals (Monday to Friday) and casuals on weekends.

The dress code policy is subject to periodic review and maybe modified at any time.

A3. ATTENDANCE AND PUNCTUALITY

1. INTRODUCTION

Regular attendance and punctuality are vital attributes, shows commitment, attentiveness and determination. It is important for employees to attend work regularly and to arrive at work on time. This is a great representation of a positive person that is ready to get things done on time effectively and efficiently. Punctuality shows respect and responsibility for your work.

2. ATTENDANCE PROCEDURE

Every staff member must report to work on time. The Institution expects staff members to be available to work as per working hours. Lateness or absence without prior intimation/ permission will not be accepted. To mark the attendance please follows the procedure mentioned below:

- **Biometric Machine** is installed at a designated place in the respective premises. Employees will punch the attendance by using the machine, at the beginning and end of the office timings.
- If there are any grievances regarding attendance, the concerned employee can contact the HR Department/ Representative for correction in their attendance duly verified by the Head of the Department.

3. WORK SCHEDULE

The general work timings, lunch timings and working days of the Institution are:

General Institution Timings:	09.25 am to 4:20 pm-	All Staff
Lunch Timings:	01:00 pm to 1:30 pm-	All Staff
Working Days:	Monday to Saturday	

4. LATE COMINGS

Employees are expected to adhere to office timings. A grace time of Ten (10) minutes is permitted after which it will be treated as "Late–Coming". This is limited to two (2) Late – marks every month. Only under special/ critical circumstances of getting late, the same can be considered as an exception based on the discretion of management.

5. ADDITIONAL DUTY/OVERTIME

The Institution does not support any overtime policy and overtime is voluntary. Employees are requested to complete their assignments in a given period of time. However, if there is any call for an urgent assignment on a non-working day due to business exigency or any other valid reasons, such employee shall be given Compensatory off on some other working day(on the basis of approval from Heads of the Departments).

6. LEAVE POLICY

The employees may be given the following kind of Leave on an annual basis during their stay at the institute:

i) Casual Leave(CL)
ii) Academic Leave(AL)
iii) Compensatory Leave (CPL)
iv) On duty Leave (ODL)
v) Short Leave

7. UNSCHEDULED ABSENCE

Absence from work for **FIVE (5) CONSECUTIVE DAYS** without notifying management or the HR Department will be considered for disciplinary action/ voluntary discontinuation of services from the employment.

TEACHERS' CODE OF CONDUCT

(A) Teachers' roles and obligations:

Both the students and the general public are always observing the teachers. As a result, each educator must ensure that their beliefs and actions are consistent. The national education ideals that have already been established and that he or she should work to instill in students must be his or her own ideals, appropriately reflected in his or her behavior.

In addition, the profession demands that teachers have a composed, patient, communicative temperament as well as a friendly demeanor.

a) **A teacher is expected to:**

i. Follow a responsible behavior style.
ii. Conduct his or her personal life in a way that upholds the honor of the profession.
iii. Make an effort to continue your professional development via writing, research, and polite behavior.
iv. Contribute freely and openly to the exchange of ideas by actively participating in conferences, seminars, and other professional gatherings.
v. Continue to be an active member of professional associations, subscribe to scholarly and specialized publications, and use these connections to further your career and education.
vi. Carry out his or her responsibilities with diligence and commitment, including teaching, tutorial, practical and seminar work.
vii. Collaborate and help with the execution of tasks
viii. Take part in extracurricular, co-curricular, and extension activities, such as community service.

b) The instructor must:

i. Respect each student's freedom to free speech and their sense of dignity.
ii. Treat pupils fairly and impartially, taking into account their physical, political, social, economic, and religious backgrounds as well as their sex.
iii. Acknowledge that every student is unique in their aptitude and talents and make an effort to satisfy those needs.
iv. Motivate students to raise their academic standards, cultivate their unique personalities, and simultaneously contribute to the betterment of the community.
v. Instill in students a respect for hard work, a scientific, progressive, and rational mindset, as well as the values of democracy, patriotism, and peace.

(B) Teachers and Colleagues: Teachers must always:

i. treat other members of the profession as they would like to be treated;
ii. speak respectfully of other teachers and provide assistance for professional betterment;
iii. refrain from making unfounded accusations against colleagues to higher authorities;
iv. refrain from using caste, creed, religion, race, or gender as a justification for their professional actions;
v. make every effort to eliminate and resolve local tensions, controversies, and disputes.

vi. have faith in the cohesion and solidarity of colleagues.

(C) Teachers and authorities: Teachers must:

i. carry out their professional duties in accordance with the laws currently in effect.
ii. follow the protocol and practices that are appropriate for their line of work and
iii. take action through their own institutional bodies and/or professional organizations to change any laws that are harmful to the interests of their profession.

(D) Teachers and non-teaching staff:

i. In every educational institution, teachers ought to regard non-teaching staff as equal partners and colleagues in a cooperative endeavor.
ii. The teachers should help in the function of joint staff council covering both teachers and the non-teaching employees.

(E) Teachers and guardians:

The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students and send report of their performance to the guardians whenever necessary.

(F) Teachers and Society: Teachers must

i. Acknowledge that teaching is a public service and work to enlighten the general public about the educational programs that are offered.
ii. Endeavor to enhance the community's moral and intellectual life as well as its educational system.
iii. Recognize and address social and economic issues, and engage in activities that advance society and, by extension, the nation at large.
iv. Fulfill the obligations of public office, engage in community activities, and carry out civic duties.
v. Abstain from engaging in, supporting, or giving any kind of assistance to activities that intentionally foster animosity or hatred amongst various communities, relationships, or linguistic groupings.

A4. STANDARDS OF BUSINESS CONDUCT

1. INTRODUCTION

IET Bhaddal Technical Campus expects its staff (including permanent, temporary, agency, contractor or consultant staff) to be scrupulously impartial and honest in all affairs relating to the Institution and their job within it. All staff also bears a responsibility as employees to act as ambassadors for the
IET Bhaddal Technical Campus in terms of their general conduct both within and outside the Institution. This policy outlines the responsibilities of staff working for the Institution.

The Code of Conduct clarifies the standards of behavior that are expected of the Institution staff in the performance of their duties. The Institution is committed to developing a culture where it is safe for all employees and directors to raise concerns internally, about any unacceptable practice and any event of misconduct, unethical behavior, actual or suspected fraud or violation of the Institution's code of conductor ethics policy.

2. VALUES

We act in a responsible, fair, courteous and respectful way with our subordinate colleagues, superiors, customers, shareholders, business partners, authorities and the public and do not tolerate discrimination. We display professional behavior and an open, transparent and constructive business style as well as loyalty towards the Institution.

We behave with integrity and in compliance with all general laws and the relevant internal and external rules and regulations for the respective area of activity. All employees are obliged to inform its superior of any uncertainties they may have regarding compliance with the law or other rules and regulations.

We fully recognize and strive to protect universal human rights, especially the rights of women and children and we condemn every violation of human rights, e.g. the sexual exploitation of children or child's work. We act responsible towards society, with due respect for other cultures and opinions.

Code of Conduct

The Code of Conduct clarifies the standards of behavior that are expected of the Institution's staff in the performance of their duties. It gives guidance in areas where staff needs to make personal and ethical decisions.

Law Practices

- Treat all with dignity and respect.
- No discrimination based on race, national or social origin, caste, birth, religion, disability, gender, sexual orientation, union membership, political opinions and age. No discrimination in hiring, remuneration, access to training, promotion, termination, and retirement.
- No use or support of child labor, as the group doesn't permit any person to work in the Institution before the age of 18 years.
- Provide a Clean and Safe workstation to anticipate any kind of accident. Acquainted with the code of conduct to keep the workplace clean & hygienic.
- Acquaints the local rule of law and maintains the environment neat and clean.

Business Practices

- Fair dealing with students, suppliers, competitors and employees of the Institution.
- Honest and ethical conduct at the Institution's premises.
- Confidentiality of information of Institution or any business associate of the Institution.
- Proper use of institution assets.

Disciplinary Practices

- Declining favors and gifts which can create a conflict of interest.
- Providing true information during joining.
- Compliance of official orders.
- Not engaging in other employment activities.
- Avoid negligence of work and late and irregular attendance.

Ethical Conduct

- Abstain from all activities that can damage the reputation of the Institution.
- Non-participation in illegal activities and non-indulgence in violent activities.
- Refusal of bribes.
- No long absence without information.
- Avoid damaging Institution assets.
- Abstain from indecent/disorderly behavior.

3. No Discrimination Policy:

Cultural Diversity and Non-Discrimination

The diversity of its employees and customers is an opportunity and enrichment within the Institution's work culture. Diversity demands openness, tolerance and empathy from every one of us. We are committed to ensuring that nobody is harassed or discriminated against for any reason such as their race, religion, belief, nationality, sex, age, sexual orientation or disability. The Institution's employees behave with courtesy, fairness, openness and respect. Any cases of discrimination or harassment shall be reported immediately to the HR Department.

4. POSH Policy :Prevention of Sexual harassment in the workplace:

In IET Bhaddal Technical Campus we have a proper committee set up for any kind of Sexual Harassment .

If the employee faces any kind of sexual harassment they can contact their Department head or the HR department either through written complaint or verbally .

1. A committee is formed to investigate the whole matter.
2. Both the parties will be called and heard .
3. The committee will take their decision after reviewing all the evidence.
4. A Strict Disciplinary action will be taken against the guilty.

POSH Policy has been formed:

1. To Ensures a safe and respectful workplace.
2. To Protects employees from harassment and promotes their well being.
3. To Adheres to relevant laws and regulations.

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Date: 02.05.2024

GRIEVANCE REDRESSAL COMMITTEE

Following members committee has been constituted for grievances redressal of Faculty/Staff/Students:

Sr. No.	Name & Designation	Position	Contact No.
1	Dr. Kanchan Sharma	Head for GCS - Institute of Vocational Studies	81460-60401
2	Dr. Jyoti Devi	Head for Institute of Pharmaceutical Sciences	89885-94256
3	Mr. Onkar Singh	Head for Institute of Engineering and Technology	94783-91287
4	Ar. Gurpreet Singh	Head for College of Architecture	98140-98613
5	Ms. Bhawanpreet Kaur	Head for Institute of Management Studies	98788-58383
6	Dr. Pravneet Kaur	Representative of faculty of IET	79862-64092
7	Ms. Ishani	Representative of faculty of IPS	70186-47290
8	Ms. Disha Thakur	Representative of faculty of CoA	88943-34145
9	Ms. Bhawna Arora	Representative of faculty of IMS	83604-67347
10	Mr. Gurmeet Singh	Representative of faculty of GCS-IVS	99882-02827
11	Dr. Deepika Bhalla	Official from University	75085-40590

Registrar - IETBTC

5. WORK RELATIONSHIPS

Employers and employees build professional relationships and treat one another with respect. Discrimination and harassment of any form are not tolerated in the workplace. Employees should report cases of abuse and conflict before it escalate, and employers will take immediate action according to Institution policies and procedures.

5. DATA PROTECTION

The privacy of every individual shall be respected and protected. The Institution does not divulge any confidential information about its customers, employees or business partners unless law requires such divulgence. No Institution's employee may acquire personal data by illegal means or pass on any confidential information or business secrets of the Institution to any third party (including family members or friends), nor use such information or secrets for any inadmissible purpose.

6. COMMUNICATIONS

External Communications

We are active, transparent and timely in our communications. Only the clearly defined communication individuals at IET Bhaddal Technical Campus for external communication are authorized to provide information on the Institution's related issues. We assist the media in their endeavors to report objectively on the Institution but we do not comment on rumors. The Chairman thereto shall take any exceptions.

Internal Communications

We are open and honest in our communications on all issues. IET Bhaddal Technical Campus employees shall be informed as comprehensively as possible about any development, which affects them at the Institution, and about the Institution's course of business. In difficult situations employees will continue to be informed fairly and with respect.

7. SAFETY

Employers and employees should always maintain safety standards in the workplace to prevent accidents. Employees should report broken amenities, unsafe workspaces, or potential hazards in the workplace. They should stay alert in case of emergencies and be aware of emergency exits and procedures.

NOTE: All employees are expected to carry out the instructions/ guidelines by the management and respective department head diligently and faithfully, in connection with the Institution.

A5. PAYROLL, COMPENSATION AND BENEFITS

1. INTRODUCTION

IET Bhaddal Technical Campus Compensation & Benefits structure has been devised to be in line with best practices, incorporating the latest trends and laws, to extend value to employees. This is revised from time to time to ensure that our employees are paid in line with industry standards.

2. PAYRULEANDSCHEDULE

- **PAYDAY:** All Employees shall be paid monthly on a scheduled payday, usually **by the 10th day** of the subsequent month.
- In case of any grievances in the salary, the same will be corrected immediately by the HR Representative and Accounts Department.
- The salary is credited into the respective employee account at the nominated bank after deduction of Tax. Employees whose salary accounts are not opened in the nominated bank may be given in cash/ cheque. Employees shall be notified, in the event of a change in the Institution's bankers. For certain categories of employees, the salary may be given in cash as decided by the management.

3. INFORMATION FOR NEW HIRES

Eligible Full-Time Employees of the Institution are required to submit the following to the Accounts Department upon their joining:

- A copy of their PAN (Permanent Account Number) issued by the Income-tax Department
- Previous Employer tax deduction details. Form 16 along with duly verified salary and tax details from previous employer is accepted.

4. TAX DECLARATION

Eligible Full-Time Employees must submit details of proposed investments and deductions based on the latest provisions of the Income Tax Act.

This is to be submitted at the beginning of the financial year and is reconfirmed at the beginning of the fourth quarter.

The Final Declaration needs to be submitted by the **15th of March** along with actual Investment Proofs and exemption details with proofs in accordance with the Income Tax Act.

- Changing Tax Declaration: In case of any change in the proposed tax investments, a new declaration form must be completed and returned to the Institution's Payroll/ Accounts Division. Changes may be made at any time of the year.
- Renewal of Tax Declaration: The tax declaration submitted is valid for only one financial year. A new submission must be made at the beginning of every financial year.

5. PAY, ALLOWANCES AND STATUTORY BENEFITS

All employees are eligible for basic salary, allowances and deductions at the time of joining and any changes during the subsequent year will be intimated to the concerned employee. IET Bhaddal Technical Campus complies with all applicable laws in providing the following statutory benefits and allowances to the employees.

- **Basic Salary:** Basic salary is the core salary and it is the fixed part of the compensation package. Several other components are calculated in the basic salary. Generally, the basic salary depends upon the employee's designation or grade.

- **House Rent Allowance (HRA):** Employees generally receive a house rent allowance (HRA) from the Institution. This is a part of the salary package, in accordance with the terms and conditions of employment. HRA is given to meet the cost of a rented house taken by the employee for his/ her stay.

- **Dearness Allowance -** DA or Dearness Allowance is a cost of living adjustment allowance which the government pays to the employees of the public sector as well as pensioners of the same. Dearness Allowance can be basically understood as a component of salary which is some fixed percentage of the basic salary, aimed at hedging the impact of inflation.

- **Special Pay Allowance -** Residual part of the Gross Salary after adjusting Basic, HRA, and other tax saving allowances.

- **Provident Fund**: The Human Resources Department is responsible for determining employee eligibility and enrolment of retirement, life, disability, and health care benefits. Any changes or questions concerning this benefit coverage should be directed to Human Resources Department only.

- **Employees State Insurance (ESI)**: All eligible employees shall be covered under the act from the very first day of joining the Institution as per The Employee State Insurances Corporation Act 1948 or amended from time to time.

6. PAYROLL DEDUCTIONS

All full-time regular employees are eligible for various payroll deductions. A partial listing of the most commonly used deductions is as follows:

- Income Tax Deduction based on Income Tax Act
- Employees Contribution towards Provident Fund
- Security Deposit - An amount equivalent to one month's salary of the employee will remain with the institution. Deduction of 10% from the Gross Salary, up to a period of ten (10) months from the date of joining.
- Telephone or any other recovery .

7. PAYSCALE OF TEACHING STAFF

Pay Scale of the teaching staff at IET Bhaddal Technical Campus:

S. No.	**Position**	**Pay Band** (In Rs.)	**Minimum Pay in Pay Band** (in Rs.)
1.	Professor	67,000-79,000	100000
2.	Associate Professor	37,400-67,000	50000
3.	Assistant Professor	15,600-39,100	25000

8. FULL& FINAL SETTLEMENT

In the event of an employee leaving the Institution, the Full & Final settlement amount is calculated by the HR Representative & Accounts on the basis of the inputs provided in the NOC. The whole process of Full & Final takes at least 15 working days from the day of receiving the NOC (i.e. the Day of relieving the employee).

The final payment is sent by the Accounts Department to the HR Department/ Representative and the HR Department/ Representative ensures further disbursement of the same, based on the discretion of the management.

A6. EMPLOYEE COMMUNICATION POLICY

1. OPEN COMMUNICATION

IET Bhaddal Technical Campus encourages employees to discuss any issues they may have with a co- worker directly with that person. If a resolution is not reached, employees should arrange a meeting with their Department Head. If the concern problem, or issue is not properly addressed, employees should contact the HR Department/representative. Any information discussed in an Open Communication meeting is considered confidential, to the extent possible while still allowing management to respond to the Problem. Retaliation against any employee for appropriate usage of Open Communication channels is unacceptable.

2. GENERAL RULES FOR MOBILE USAGE

Mobile phone usage should be restricted to important calls only. Please do not carry your mobile phones in classrooms and keep your mobile on silent mode while on the institution premise. Also, the calls made/ received by you should not create disturbance for the other staff members in your staff room.

3. IT POLICY

This policy sets out the obligations and expectations on employees of the Institution including contractors and temporary staff, who use the Institution's IT facilities for internet and email purposes. IT facilities are provided to assist with day-to-day work. It is important that they are used responsibly, are not abused, and that individuals understand the legal professional and ethical obligations that apply to them.

Use of the Internet

Use of the Internet by employees is encouraged where such use is consistent with their work and with the goals and objectives of the Institution in mind. Reasonable personal use is permissible subject to the following:

- Users must not participate in any online activities that are likely to bring the Institution into disrepute, create or transmit material that might be defamatory

incur liability on the part of the Institution, or adversely impact on the image of the Institution.

- Users must not visit, view or download any material from an internet site that contains illegal or inappropriate material. This includes, but is not limited to obscene matter, race hate material, violence-condoning messages, criminal skills, terrorism, cults, gambling and illegal drugs.
- Users must not knowingly introduce any form of computer virus into the Institution's computer network.
- Personal use of the internet must not cause an increase in significant resource demand, e.g. storage, capacity, speed or degrade system performance.
- Users must not "hack into"unauthorised areas.
- Users must not download commercial software or any copyrighted materials belonging to third parties unless such downloads are covered or permitted under a commercial agreement or other such license.
- Users must not use the internet for personal financial gain.
- Users must not use the Internet for illegal or criminal activities, such as, but not limited to, software and music piracy, terrorism, fraud, or the sale of illegal drugs.
- Users must not use the internet to send offensive or harassing material to other users.
- Use of the internet for personal reasons (e.g. online banking, shopping, information surfing) must be limited, reasonable and done only during non-work time such as lunchtime.
- Use of gambling sites, online auction sites & social networking sites such as, but not limited to Facebook, LinkedIn, YouTube, Twitter, etc is not permissible.
- Staff may face disciplinary action if they breach this policy and/ or bring embarrassment to the Institution or bring it into disrepute.

Staff who receive improper emails from individuals inside or outside the Institution should discuss the matter in the first instance with their Department Head or HR Department/ Representative.

Personal use of the Institution's email is not permitted.

SOP–Desktop & Media Usage

- Desktop will be allocated to employees depending upon the needs of the business. This should be recommended by the Director and approved by the Chairman.
- No software/ program/ tool can be taken out from the Institution premises in the form of a CD, Tape etc.

IT Staff Rights and Responsibilities

- IT staff is responsible for the design, operation and management of the Wi-Fi network, including the provision of security measures at the network level.
- In the event of a severe network problem that arises from the Wi-Fi network user's computer system and causing severe damage to the Institution's user community, IT staff has the right to terminate the network connection of the user's computer system without making prior notice to the user.
- The IT staff has the responsibility to provide advance notice of Wi-Fi network unavailability due to regular maintenance ,upgrades or changes so that Wi-Fi

network users may plan for their work. However, in the event of an emergency, the IT staff has the right to shut down the whole or partial Wi-Fi network with little or no advance notification. Every effort will be made to give users a chance to save their work before the Wi-Fi network is taken out of service. In the event that a Wi-Fi network-connected computer presents an immediate security risk to equipment, software or data in the Institution network, IT staff has the right to terminate this connection without prior notice.

A7. SEPARATION/ EXIT POLICY

1. SEPARATION FROM EMPLOYMENT

a. RETIREMENT

The Institution has adopted the **normal retirement age of 60 years** but recognizes the need to retain certain exceptional, highly skilled and productive staff, particularly those in scarce skill disciplines, beyond the age of 60. It accordingly permits extensions beyond retirement subject to the rules of the relevant retirement funds.

b. RESIGNATION

The employment is terminable by either side by giving proper notice (as per appointment letter) or payment inlieu thereof.

The period of notice for ***Teaching*** staff is:

Band	Notice Period	Clause
All Bands *	3 months (during the teaching period)	Employee resigns from the institution **within the semester** (he/ she will be required to give a three-months' notice period(or three Month's salary in lieu of notice period).
	1 month (during non-teaching period)	Employee resigns from the institution at the **beginning/end of the semester** he/ she will be required to give one month's notice period (or one month's salary in lieu of notice period).

* if the services of the employee are no longer required by the Institution, the Institution will also be liable to give one month's notice(or one month's salary in lieu of notice period). If the employee does not fulfill the above conditions, he/she will not be issued experience and relieving letter as well.

2. DISCONTINUATION OF SERVICES-VOLUNTARY

A detailed exit process is carried out for all employees leaving the IET Bhaddal Technical Campus. This is necessary from a security, financial, administration, and information management perspective. The exit process applies to all employees leaving the Institute, whether they are permanent employees or on contract with IET Bhaddal Technical Campus.

This policy applies to employees who are resigning from the Institution, voluntarily.

Notice Period and Relieving

When an employee resigns, the Reporting Manager/ Department Head should attempt to understand his/ her reasons and identify means to retain the employee. In case, there is no possibility of retaining the employee the exit process should be initiated.

- Once the resignation is given and accepted by the management, it cannot be revoked or taken back.
- Notice period can be waived off (cancelled or reduced) at the discretion of the Director/ Management.

Institute Assets or Properties

- All the major Items like Data Card, Laptop, and Mobile Phone have to be returned by the employee leaving the Institute to the HR Department/ Representative before any clearance form is submitted.
- SIM Card, ID Cards and Keys of the Drawer are to be returned to the HR Department/ Representative and the clearance forms are to be signed by the employee.
- All the Institution records and files are to be properly handed over to the Reporting Manager or Department Head of the Exiting Employee.

Absence in the Notice Period

- The Exiting Employee is not allowed to remain absent during his/ her notice period.
- If such an employee remains absent during his notice period, then the notice period of the employee will be extended by the number of days the employee remains absent or the salary of that period can be deducted from the full and final payment given to the employee.

Other Deductions

If the employee leaves the Institution before completing the six months then the cost of the following will be deducted from his full and final payment cheque.

- Any Amount Excess of the Limit sanctioned in the Mobile Phone Bill of the employee.
- If the mobile phone/ SIM card/ Data Card is not returned: Mobile phone Charges, SIM Blocking Charges and Duplicate SIM Card Charges will be deducted from the employee's full and final payment.
- If any Repair is required on the asset returned by the employee, then the cost of such Repair work.

General

- If the leaving employee is eligible for any Reimbursements then he/she must submit all the bills and necessary documents to the Accounts department before settling his/ her account.
- If there is any Tax Liability, supporting documentary proofs have to be submitted to the Accounts Department otherwise it will be deemed that there are no investments/ documents and TDS will be calculated and deducted accordingly.
- The full and final payment will be processed by the HR Department/ Representative only after getting the approved clearance form.
- The full and final payment will be made by cheques only and the employees have to sign the documents related to the full and final payment.

3. DISCONTINUATIONOF SERVICES-INVOLUNTARY

Each employee is considered a key member in maintaining the quality of our business operations. Maintaining integrity is a vital part of our business and the behavior of each employee reflects the success of our Institution. When prevailing circumstances justify such action in relation to an employee, the Institution's management reserves the right to subject that employee to corrective action up to and including termination of employment. A corrective action policy has been developed which enables the Institute to deal effectively and consistently with employee-related issues in a fair and just manner.

IET Bhaddal Technical Campus reserves the right to change or modify the policy set forth below at its discretion and without prior notice to employees. This policy is not intended to and does not constitute a contract of employment. This policy applies to Employees who are being separated from the Institution, involuntarily.

Progressive Disciplinary Steps

Where the Institution finds the employee's performance, behavior or conduct warrants such action, the Institution may, at the discretion and judgment of

management in appropriate circumstances, pursue the following steps for disciplinary action. If an employee fails to respond to coaching and/or informal counseling, the following action would provide the framework for corrective measures.

Initial Verbal Warning

This is a problem-solving session wherein the Reporting Manager/ Heads of the Department conducts a "verbal discussion" related to the performance problem in a private conversation with the employee. The employee is reminded of the need to adhere to and be committed to the work rules and the Institution's standards.

The Department Head will also be required to keep the HR informed about the same and a note with proof will go into the Personal File of the employee.

Written Warning

Within three (3) weeks of the Initial Verbal Warning, if the problem persists the Reporting Manager/ Department Head and HR Department/ Representative will conduct a formal discussion with the employee and fully describe the incident and/or action that may have resulted in the next warning, i.e. Written Warning.

The Written Warning should comprise structured documentation highlighting the previous feedback provided to the employee and the improvements, if any. The Department Head will also be required to keep HR informed about the same and a note with proof will go into the Personal File of the employee. Warning could result in the termination/ suspension of the employee according to the severity of the case. The termination letter, however, can be only authorized by the HR Department/ Representative with due approval from the Institute Director.

A termination recommendation note must be completed at this stage and forwarded to the management. HR will then conduct a private one-to-one conversation with the employee to determine the facts from both angles.

Employee's employment will be immediately terminated, whenever it is deemed necessary in the judgment of the management, including but not limited to the following:

- Continuous unsatisfactory performance of the employee.
- Continuous medical unfitness, which is likely to affect significantly his/ her performance.
- Misconduct of a serious nature, Loss of confidence.
- Willful and persistent disobedience or failure to perform diligently duties assigned.
- Engagement in Fraud or other dishonest practices.
- Falsification of records.
- Violation of Institution Policies/Records/Equipment's/Systems.
- Behaving in a manner that is Threatening, Intimidating or Insubordination.
- Removing or destroying Institution or customer records or property, releasing confidential or proprietary information without appropriate approval.

- Being under the influence/use/sale/possession of any intoxicating substance or illegal drugs within the Institution or customer premises.
- Possession of weapons of fire arms or gambling on Institution premises.
- Engaging in other acts which would be contrary to the best interest of the Institution.
- Improper use of Institution equipment and systems.

- Breach of Institute confidentiality.
- Breach of Institute personal information confidentiality.

4. EXIT INTERVIEW: PURPOSE & PROCESS

Upon receipt of notice of resignation from an employee, an exit interview will be conducted by the HR Department/ Representative and Director, to assess the reason behind tendering resignation so that necessary action can be taken to retain the existing and future employees.

PURPOSE:

- Understanding why people voluntarily leave the Institution can provide an opportunity for the Institution to make changes to reduce turnover rates and reduce the associated costs.
- An exit interview is an opportunity for the employer to end the employee's time with the Institution on a positive note.
- Equally important for public relations. A new relationship with the departing employee may be created. As the employee departs with positive feelings about the Institution, this will be communicated to remaining employees, local community / technical fraternity and future employees. The result may even be ease of recruiting future applicants.

CONDUCTING THE INTERVIEW – Exit interviews should be conducted by the HR Department/ Representative and Institute Director, with the knowledge and input of the Department Head of the departing employee. Being HR as an interviewer improves the chance for employees to open up and provide more valuable feedback.

PROBING/ANALYSINGTHE REASONS:

- Exit Interview determines there all reasons for voluntary separations.
- Provides an opportunity to make changes – particularly when the separation may also be impacting other people. It is good for the Institution to know the reasons so they can take corrective action.
- The information solicited from the exit interview is disseminated to the appropriate people within the Institution and then actually used to make positive changes.

SECTION B–MANAGING EMPLOYEE PERFORMANCE

SETTING OBJECTIVES, ASSESSING & MANAGING EMPLOYEE PERFORMANCE, AND SUCCESSION PLANNING

B1.Performance Management &Appraisal

B1. PERFORMANCE MANAGEMENT &APPRAISAL

1. INTRODUCTION

IET Bhaddal Technical Campus is committed to supporting every employee to reach their potential and achieve their personal goals, which in turn will assist the institution in achieving its objectives.

The scheme is a formal process centered on the annual performance of each employee, in consultation with the Reporting Manager/ Department Head. The purpose of the appraisal process is to review the previous year's achievements and to set objectives for the following year, in order to align individual employees' goals and objectives with the Institution's goals and objectives.

2. PROMOTION CATEGORIES

- **Job Promotions**: Recognize the deepening of knowledge and experience in the current role. Promotion in this level would be a movement to the level two (2) designations and the **key criteria is a consistent, effective or exceptional performance with the required skill set at the level one (1) designation at IET BHADDAL for at least one (1) year**.

- **Role Promotions**: Represents broadening of responsibility and authority. Promotions to this level would be movement to the next Role/ Band designation.

- **Fast Track Promotions**: Represents special recommendation/ broadening of responsibility and authority, based on a consistent and exceptional performance within a short period with required proficiency/ skills defined in the skill set matrix.

3. APPRAISAL PROCESS

Performance Appraisal will be held on a yearly basis -**Annually**.

The review will be done to analyze the performance of employees every half year and take corrective actions if required to achieve annual goals.

The Previous year's performance will be assessed on targets/ goals set out for each member by his/ her Department Head at the beginning of the assessment period (financial year). **Appraisal** is to be done by the Department Heads and HR

Department/ Representative, through ratings on goals in a measurable Performance Review Format.

The increments and promotions will be based only on final ratings on goals and as per the promotion criteria.

HR Department/ Representative after calculating the consolidated rating shall submit the proposal to the Reviewer/ Sanctioning Authority. The Reviewer/ Sanctioning Authority shall then decide the future course of action to be taken in terms of Increment, Promotion, Transfer, Training, etc.

PROCESS (Non-Teaching)

The essence of the Appraisal Policy is to review the performance of the individual employee, vis-à-vis his/ her contribution to the overall growth of the Institution. The performance will be evaluated on the achievement of **Key Performance Targets (Functional Skills)** and **Competency & Behavioral Skills**.

The weight age allotted to both categories will be **50%** each. The employee will be evaluated by his Reporting Manager and Self for Additional Accountabilities/ Initiatives and on competency/ behavioral skills, there will be a 360-degree evaluation. The entire process is explained in the Appraisal Form for ease of filling up of the form.

PROCESS (Teaching)

The UGC has upgraded the appraisal system for the faculty and also has introduced the appraisal by the students of the faculty. In lieu of the UGC guidelines and formal system set up by the IET BHADDAL Institute of Management and Technology, we are adapting the appraisal system with the following categories:

- **Functional Skills rating (50%) –** The employee will be evaluated functionally by his Reporting Manager and Self on the achievement of targets. The functional skills rating is based on the summative evaluation of the criteria mentioned below:
    - Academic(Teaching& Learning)Evaluation
    - Research and Professional Development Activities.

- **Competency and Behavioural Skills rating (50%)**
  The employee will be evaluated by his Reporting Manager and Self for AdditionalAccountabilities/Initiativesandoncompetency/behaviouralskills,
  there will be a 360-degree evaluation. The entire process is explained in the Appraisal Form for ease of filling up of the form.

SCHEDULE CALENDAR

Review and Appraisal: For the final review and appraisal, the consolidated appraisal form along with the Key Performance Targets (functional assessment), Competency and Behavioral skills assessment for the year, is submitted to HR. Staff members will be evaluated on these targets and on competency & behavioural skills. The duly completed appraisal form of the employee should reach HR, by the twelfth month (at

the last month of one-year completion with the Institution). At the same time, the Department Heads will ensure that they identify the Targets for the next year, which will be evaluated in the Annual Appraisal. Based on the summative evaluation, the increments will be released in the subsequent month's salary.

Please Note:

- **Performance Appraisal Form** has to be compulsorily returned to the HR department within twenty (20) days of receipt of the form.
- No overwriting or cutting of entries will be acceptable. All entries have to be made in pen.

4. INCREMENTAND RATING SCALE

The increments are correlated with the appraisal ratings. The various ratings and increments are mentioned below:

Rating Band	Description	Overall Rating	Increment
5 Excellent	Performance is consistently of highquality. Contribution is far above the requirements of the position (Admirable).	**4.50 -5.00**	20%
4 Very Good	Performance frequently surpasses the standards required. Has the potential to contribute more than what he/ she does at present.	**3.50 -4.49**	15%
3 Good	Meets most of the KPTs as per standards but seldom surpasses standards. Requires occasional supervision.	**2.50 -3.49**	10%
2 Above Average	Just about meets performance targets (KPTs) and competency/ behavioural skill standards.	**1.50 -2.49**	5%
1 Average	Does not meet the targeted standards. Cannot work withoutconstantsupervision.	**1.0 – 1.49**	0%

Please Note: The increments are correlated to the employee's overall rating, the skill set desired and the business performance of the institution or based on the discretion of the management.

5. PROMOTION CRITERIA

All Promotions are based on Tenure, Performance Standard, Skill Set desired for the band or fast track promotion in case of exceptional performances, at the discretion of the management.

Appraisal System for Teaching Faculty

The appraisal system endeavors to update and enrich knowledge, consequently enhancing teachers' efficiency and productivity. The appraisal system is based on the multi-dimensional

aspects of the role of faculty members and comprises a total of 350 marks. It consists of the following parameters:

1. Student Result (50): This parameter is divided into two subsections viz. Students' results (40 marks) and students' attendance (10 marks).
2. Mentorship :This parameter focuses on efforts put in by the mentors to nurture and counsel the mentee whenever needed.
3. Publication and Development :This parameter focuses on the contribution of faculty in publications of research papers/books/book chapters/patents and Ph.D. students guided under their supervision. It also includes the research projects grants received and guest lectures delivered at various institutes of repute.
4. Administrative Responsibilities :This parameter focuses on the responsibilities fulfilled by the faculty at various administrative levels.
5. Students Feedback :This parameter will be calculated from the feedback received via the online student feedback form.
6. Dean Report : This parameter will be calculated on the fair feedback of heads of various Departments.
7. Director’s Report : This parameter can be calculated on the basis of the Director's report.
8. Class Analysis :This parameter focuses on the delivery of content in the classroom.

IET BHADDAL TECHNICAL CAMPUS, ROPAR (PUNJAB)

ANNUAL PERFORMANCE REPORT OF FACULTY

Period from: _____ to _____

PART- I: Self Appraisal

PERSONAL DETAILS

(i) Name (in block letters) : _____

(ii) Father's Name: _____

(iii) Date of Birth: _____ iv) Designation _____

(v) Date of Joining the Institution: _____(vi) Date of Joining the present post_____

Pay Details:

(vii) Present basic pay: _____

Due date of next increment: _____

(viii) Period of long leave or absence, if any: _____

(ix) Academic leaves availed (no. of days):_____

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES																
A	Teaching work Assignments (Max Score 50)															
Semester (Odd/Even)	Class	Subjects with Code	No. of Hours engaged per week			Total Periods/ hours			Percentage Result			No of students Registered	Score			
			Lecture	Tutorial	Practical	Scheduled	Held	Difference	Internal	External	Overall		Result (10)	Feedback (10)	Course file (5)	
Average score																
A=(Average of Score for Result+ Average of Score for Feedback + Average score for Course file maintenance)													Score:2XA=			
	Guidelines for Teaching work Assignments															
Computation of Score for Result (10)			Computation of Score for Feedback (10)									Computation of Score for Course file (05)				

Percentage Result	Score	Feedback Received	Score		
≥ 90%	10	09-10	10		Missing one document – Deduction of 01 mark
81% to 90%	9	08-09	9		
71% to 80%	8	07-08	8		
61% to 70%	6	06-07	6		
≤60%	0	Less than 06	0		

B Summer Training/Course Conducted (Max Score: 05)

S. No.	Sem./ Class	Subject Name with Code	No. of Hours engaged per week				Classes/Hours			Score:
			L	T	P		Scheduled		Held	

Guidelines : 1 point for 5 hrs teaching load per week)

C Lectures or other teaching duties in excess of the IKG PTU norms (Max Score: 05)

S. No.	Type of duty	No. of Hours engaged per week		Duration (from-to)	Score:
i.	Mentoring				
ii.	Placements				
iii.	Others (specify)				

Guidelines : 1 pointfor 2 hrs of mentoring/placement duty per week)

D Project (Max Score: 05)

i.		Score:
ii.		
iii.		

Guidelines: 3 points for guiding Major project & 1 point for guiding Minor project for graduation programms & 5 points for guiding Major Project for Post Graduation programms)

E Imparting of knowledge /instruction for curriculum enrichment by providing additional resources to students (Max score: 05)

S.No	Sem./ class	Subject Name with Code	Consulted	Prescribed	Additional Resource provided	Score:
i.						
ii.						
iii.						
iv.						
v.						
vi.						

Guidelines: 1 point for every additional resource provided

F Updating of Subject Content, Course Improvement etc., Upgrading Qualification (UGC NET, PhD Degree awarded (Max score:05)

Sr. No.	Short Description	Score:
i.		
ii.		

Guidelines: 5 points for each proposal implemented by the university/qualification upgradation

G Examination /Evaluation duties (Max score 10)

Type of Duty	Guidelines for score	Type of examination			Points	Score:
		Internal	External			
Centre controller/Centre Superintendent /Observer /Univ. Question Paper setting/Evaluation Centre Coordinator	5 points for external 2 points for internal					
Dy. Centre Superintendent / Paper cell coordinator/	2.5 points for external 1 points for internal					
Invigilation	1 for external 0. 5 for internal					

	Evaluation/assessment of answer sheets	*5 points for external* *2 points for internal*					
H	Conducting Workshop for students/faculty/other staff on topic over & above curriculum, Use of innovative teaching and learning methodology (Max Score: 05)						Score:
	Guidelines : for every 3-4hrs session for students 2.5 points						
Score Category I: Teaching, Learning and Evaluation related activities							

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR ACTIVITIES		
A	Student related Co-curricular activities, extension and field based activates (Max Score 45)	
	(i) Remedial classes, study/industrial visits, career counseling, participation in admission related activities/ institutional development, (Max Score: 15)	Score:
	Guidelines: Actual hrs spent per academic year ÷10	
	(ii) Other co-curricular activities (Cultural, Sports, NSS, etc) (Max Score: 15)	Score:
	Guidelines: for Coordinator/incharge marks to be calculated to be actual hrs spent per academic year ÷8, for member of a committee for an event 0.5 marks	
	(iii) Any other institutional or developmental development activity performed during weekends or holidays with prior permission of the authorities (Max score: 15)	Score:
	Guidelines: Actual hrs spent per academic year ÷8	
B	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. (Max Score 15)	
	(i) Administrative responsibility (including as Dean / Principal / Chairperson/HoD/ Convener / Teacher-in-charge / similar other duties that require regular office hrs for its discharge)	Score:
	(ii) Participation in Board of studies, Academics and Administrative committees	Score:
	Guidelines: Actual hrs spent per academic year ÷8	
C	Professional Development activities (Max Score 15) Attending Faculty Development Programme (FDP), short team training courses, industrial experience, seminars, conferences, expert talk/invited lecture in orientation, refresher /faculty development courses, dissemination and general articles and any other contribution.	Score:
	Guidelines: Actual hrs spent per academic year ÷8 *FDP to be of minimum one week duration (Paper presentation/expert talk/invited lectures are included in Category III)*	
Score of Category II: Professional Development, Co-Curricular Activities		
	1.Value added course:	
	2.Placement Initiative:	
	3.Membership of other Organization(member/attended course/contributed as a resource person)	
	4.Board of studies official university/other	

CATEGORY III: REREARCH AND ACADEMIC CONTRIBUTIONS (Use annexure A for details)

A **Publications (Max Score: 25)**

i. Referred Journals SCI indexed

S. No.	Title with Page No.	Journal	ISSN/ISBN No.	Whether Peer reviewed /indexed (impact factor, if any	No. of Co-authors	Whether you are the main author	Score:

Guidelines:25 points per publication. In case of referred SCI indexed journal score to be augmented as follows (i) paper with impact factor < 1 by 5 points, (ii) paper with impact factor between 1 and 2 by 10 points (iii) paper with impact factor between 2 and 5 by 15 points (iii) paper with impact factor > 5 by 15 points

ii. Other reputed Journals (Max Score: 10)

S. No.	Title with Page No.	Journal	ISSN/ISBN No.	Whether Peer reviewed /indexed (impact factor, if any	No. of Co-authors	Whether you are the main author	Score:

Guidelines : 10 points or International Journal, and 5 points for National Journal

iii. International & National Conferences (Max Score: 03)

S.No	Title with Page no	Details of conference publication	No. of Co-authors and date of publication	Whether you are the main author?	Score:

Guidelines : 3 points for International, 2 points for National – 2 points

B **i. Text/Reference books (Max Score: 30)**

S.No	Title with Page No	Type of Book & Authorship	Publisher & ISSN/ISBN No	Whether Peer reviewed	No. of Co author & date of Publication	whether you are the main author	Score:

Guidelines: (year of publication to be same as the year of review)
30 points *per book by International level publishers, with ISBN/ISSN Number by single author*
20 points *per* Subject books by National level publishers, with ISBN/ISSN Number or State/Central Govt. Publications by single author
15 points per Subject books by Local publishers, with ISBN/ISSN Number or State/Central Govt. Publications

(ii) Chapters in books by International, National, Local publishers, with ISBN/ISSN Number (Max Score: 10)

S.No	Title with Page No	Type of Book & Authorship	Publisher & ISSN/ISBN No	Whether Peer reviewed	No. of Co author & date of Publication	whether you are the main author	Score:

Guidelines: for International 10 points per chapter, for National 8 points per chapter and for Local 5 points per chapter

C. **Research Projects (Category A,B &C) (Max Score: 20)**

S.No	Title	Agency	Period	Grant/Amount Mobilized (Rs Lakhs.	Whether Policy Documents/Patent as outcome	Score:

Guidelines for Sciences/Engineering/Medical/Veterinary sciences:	Guidelines for Languages/Humanities/Arts/Social Sciences/Library/Physical Education/Management
Category A ≥ 30 lakhs project 20 points	Category A ≥ 5 lakhs project 20 points

	Category B 5-30 lakhs project 15 points	*Category B 3-5 lakhs project 15 per project*
	Category C 1-5 lakhs project 10 points	*Category C ≥1 lakh project 10 points*

D **Consultancy Projects (Max Score: 10)**

S.No	*Title*	*Agency*	*Period*	*Grant/Amount Mobilized (Rs Lakhs.*	*Whether Policy Documents/Patent as outcome*	*Score:*

Guidelines: 10 for every 2 lakhs generated

E **Research Guidance (Max Score: 15)**

S.No	*Type*	*Number Enrolled*	*Thesis Submitted*	*Degree Awarded*	*Score:*
i.	*M.Phi/M.Tech*				
ii.	*PhD*				

Guidelines: 5 per Candidate for M Phil / M.Tech , 15 per candidate for PhD

F **Fellowship, Awards , Session chaired and in Conferences and seminars**

i. Fellowship, Awards: **Score:**

ii. Session chaired and in Conferences and seminars (Max Score: 15)

S.No	*Title of the paper presented*	*Title of Conference/ Seminar etc.*	*Date(s) of the event*	*Organized by*	*International/National /State*	*Score:*

Guidelines:
15 for every International Level Award/Fellowship
10 for every National Level Award/Fellowship,
05 for every State/University Level Award/Fellowship

G **Invited Lectures/Papers presented (Max Score: 05)**

S.No	*Title of the paper presented*	*Title of Conference/ Seminar etc.*	*Date(s) of the event*	*Organized by*	*International/National /State*	*Score:*

Guidelines:
7 for every lecture/ 5 for every paper presented at International level
5 for every lecture/ 3 for every paper presented at National level
3 for every lecture/ 2 for every paper presented at State/University level

Score of category III: Research and Academic Contributions

Part I	Category I:	Category II:	Category III:	Total Score: (Max Score: 310)

Note : Minimum score required is for Criterion I A:Teaching work Assignments only (60% performance) Min Score: 30

I certify that the above self appraisal is true.

Date: **Name & Signature**

Verify the above content as per office records & documents submitted.

Date:

Name & Signature of HoD

PART II: Assessment of HOD Concerned /Reporting Officer (Total 20 marks)

S.No	Attributes		Marks Awarded
(i)	Proficiency in Teaching (5 points):		
(ii)	Class control and discipline (5 points):		
(iii)	Relationship with colleague and students (5 points):		

(iv)	Knowledge of modern/recent developments (5 points):		
Total Score			

General Remarks:

_____

_____

Date & Sig. of HoD

PART- III: Assessment of Concerned Director/Principal (Total 20 marks)

S.No	Attributes		Marks Awarded
(i)	Reliability & Responsibility (5 points):		
(ii)	Punctuality/Willingness to work (5 points):		
(iii)	General behavior (5 points):		
(iv)	Team work (5 points):		
Total Score			

	Part I	Part II	Part III	Total Score (Max Score: 350)
Score Achieved				

General Remarks:

_____

_____

Date & Sig. of Principal

PART- IV: Assessment & Recommendation of Registrar

S.No	Attributes	Excellent	Very Good	Good	Average
(i)	Integrity & Honesty				
(ii)	Commitment				
(iii)	Creativity				
(iv)	Positive Attitude				
(v)	Willingness to change & improve				
(vi)	Response to duties assigned				
(vii)	Organizational Skills				
(Average in any four of the attributes is a matter of concern)					

General Remarks:

_____

_____

Date & Sig. of Registrar

ANNUAL PERFORMANCE REPORT

of

(Office Staff & Technical Supporting Staff)

Note : This document consists of two pages on one sheet

Period of Report from _____ to_____

Part-I. To be filled in by the HR-Section

1. Name (Block Letters)_____
2. Father's Name _____
3. Date of Birth _____4.Designation _____

5. Date of Joining the Institution _____
6. Date of Joining the present post _____
7. Pay Details

   I) Present basic pay _____

   ii) Due date of next increment_____
8. Period of long leave or absence, if any _____

Part-II. Remarks of the Head of the Department/Section (Reporting Officer) (Max Marks 100)

1. Knowledge about the job assigned (10 Marks)----------
2. Knowledge of official procedures (10 Marks)----------
3. Proficiency in maintaining records (10 Marks)----------
4. Punctuality & Regularity (10 Marks) __ _____
5. Sense of Responsibility (10 Marks) __ _____
6. Willingness to Work(10 Marks) _____ _____
7. Relationship with faculty/ student (10 Marks)----------
8. Reputation for Honesty & Integrity (10 Marks)_____
9. Capacity of expression/drafting (10 Marks)_____
10. Specific contribution in the Lab/Office(10 Marks)_____
11. Deficiencies, if any _____ _____
12. Overall Appraisal <60% ☐ 60% to 80%☐ >80% ☐

Part-III Assessment by the Director/ Registrar / Director Campus

1. I agree/disagree with the remarks of the Head of the Department/Reporting Officer (if disagree, give reasons----------

_____

_____

_____

2. General Remarks of Reviewing officer----------

☐ ☐ ☐

Overall Appraisal <60% 60% to 80% >80%

Dated:---------- Director/ Registrar/ Dircetor Campus

(Reviewing Officer)

Part-1V Assessment of Chairman

1 Remarks of Chairman :----------

Overall Appraisal ☐ <60% ☐ 60% to 80 % ☐ >80% ☐

Dated: ---------- Signature of Chairman
(Approving Authority)

Note:

Follow up action (by establishment section) on adverse remarks, if any ----------

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Chairman

6. SUCCESSION PLANNING POLICY

Introduction

The working culture of the IET Bhaddal Technical Campus encourages having succession planning in place. If an employee is not available, the Institution should always have someone skilled ("second in command") and ready to act as a replacement.

Objective

- Develop career paths for employees, which will facilitate the Institution's ability to recruit and retain top-performing employees and volunteers.
- Improve ability to respond to changing environmental demands.
- Improve employee morale and a message to our employees that they are valuable.
- Encourage the advancement of diverse groups.
- Cope with the effects of down sizing, attrition, and retirements.
- An external repute as an Institution- invests in its people and provides opportunities and support for advancement.

Eligibility & Procedure

The board/ management may decide that there needs to be a "**second in command**" who has the capacity to replace the senior management, and specialized skills professionals in the future. This means:

- A nominee/ eventual successor is eligible only after 5 years of employment with GJIMT or at the discretion of management decision depending upon the criticality.
- Assess the potential vacancies in leadership and other key positions (who are of retirement age? Which positions/departments/divisions are most affected?)
- Identify the person in collaboration with the management.
- Assess the motivation level and competencies of current staff to assume the position.
- Develop a plan to ensure that the eventual successor gains the requisite skills and knowledge to take the job on.
- Ensuring that the second in command is exposed to a broad range of experiences so that he or she has a wider understanding of the operations of the Institution.
- Develop strategies to address these needs based on the skill gaps.
- The plan could include a formalized process of mentoring or coaching and training in more specific aspects of the job. When the size of the Institution permits, it would be preferable to have more than one person identified as a potential successor.

SECTION C– SUPPORTING OUR STAFF IN THE WORKPLACE

STAFF WELL-BEING IS AN INCREASINGLY RELEVANT AND NECESSARY CONSIDERATION IN THE MODERN WORKPLACE. STAFF WELL-BEING AT WORK MEANS PRINCIPLES, IDEAS, METHODS AND THEORIES FOR STRESS REDUCTION AND IMPROVING WELL-BEING IN THE WORKPLACE, FOR EMPLOYERS AND EMPLOYEES.

C1. EMPLOYEE ENGAGEMENT POLICY

1. INTRODUCTION

Employee engagement is a workplace approach designed to ensure that employees are committed to the Institution's goals and values, motivated to contribute to success, and are able at the same time to enhance their own sense of well-being. Engagement is about creating opportunities for employees to connect with their colleagues, managers and wider Institution. It is also about creating an environment where employees are motivated to want to connect with their work and reallycareaboutdoingagoodjob.Itisaconceptthatplacesflexibility,change and continuous improvement at the heart of what it means to be an employee and an employer.

2. EMPLOYEE ENGAGEMENT PROGRAMS

IET Bhaddal Technical Campus is committed to developing strong employee relations through its various Employee Engagement Platforms/ Activities, Rewards & Recognition programs and Long Service Award. The Institution has engagement platforms on a Monthly, Quarterly and Annual basis.

EMPLOYEEENGAGEMENTPLATFORMS/ACTIVITIES

The Institution facilitates healthy employee relations by providing them with an opportunity to meet at various platforms spread out throughout the year:

PLATFORMS	***ENGAGEMENTPROGRAMS***	****PROGRAM DATES***
MONTHLY	• *"Monthly Cake Cutting and personalized message by Director for all Birthdays in the month.*	*Month End/ New Month starting week*
QUARTERLY	• *Festival Celebrations (Lohri,Holi, Dussehra, Diwali, etc).* • *Re-creational activities*	*On/ Before the festive day*
ANNUALLY	• *Faculty and Admin Staff Day out* • *Annual Sports Day*	*As decided by the management*

** The dates can be changed based on the exigency of the business or as per the discretion of the management.*

Engagement and welfare measures:

- Welfare policy formulation and implementation Conducive and safe working environment Participation in FDP, STP, and STTP.
- Rewards and recognitions Distribution of uniform workload.
- Academic leave and study leaves are accorded for the build-up of the faculty. Winter vacation at the end of the odd semester.

Faculty Empowerment Strategies

- Health insurance, Casual leave, and medical leave & Leaves for higher studies are also provided to faculty members.
- Six-day working rule is followed ,if any staff/faculty has to come on the non-Working day he/she is given compensatory leave for the same.
- Medical facilities are provided to faculty members. Medical room facility is provided to staff during working.
- Employee gets tuition fee concessions for their ward.
- The institution has a multicultural environment on the campus. The management ensures the celebration of all the festivals together.
- Senior staff members are given benefits of flexible working hours.
- Internet and Wi-Fi facilities are available on campus.
- Faculty empowerment strategies are used by the institute. All faculty members are given proper details regarding webinars, workshops and seminars happening around the area of reach by the director of the institutes through departmental heads from time to time.
- Salaries of all the employees are timely credited to the bank account of the employee for the smooth running of their all expenditures.
- The institution has a performance-based appraisal system for the assessment of teaching and non-teaching staff. The appraisal report is based on the annual performance of the employees on the basis of their academic, research and other extracurricular activities.
- Appreciation awards are given to the faculty members for their hard work so that they can work in more energetic way for the development of students as well as in the overall development of the college.
- Various sports activities are organized for staff (Teaching and Non-Teaching).
- Faculty members are provided with Individual cabins to facilitate good ambience.

DETAIL OF LEAVES & VACATION RULES

IET BHADDAL Staff maybegiventhefollowingkindofLeavesonanannualbasisduringtheirstayat the institute:

i) Casual Leave (CL)
ii) Academic Leave(AL)
iii) Compensatory Leave(CPL)
iv) On duty Leave(ODL)
v) Short Leave

1- **Casual Leave:** All faculty/staff members will be entitled for ten days casual leave in a calendar year. The ten casual leaves are distributed into two semesters i.e. 05 per semester. The faculty / staff can avail maximum one day Casual Leave at a stretch during academics, if due. In case of any urgency, Director / Principal can recommend more than one Casual Leave depending upon case to case (if due).

The un-availed CL's of semester cannot be carried forward to next semester & the same would get lapsed at the end of current semester.

- Casual Leave cannot be clubbed with any other leave like Compensatory, Vacation, duty leave, medical leave etc.
- A person availing CL before weekend can not avail / apply CL immediately after the weekend.
- **An employee has to be present for minimum 03 days in a week**.

2. **Short Leave:** Only one short leave (02 hours only) is allowed in one month. Further 01 extra short leave in a month will result in 0.5 day CL deduction /Loss of Pay if CL is not available. Another extra Short Leave will result in 01 day CL deduction / Loss of pay if CL not available.

3. **Academic Leave:** The 04 day's academic leave in a calendar year may be granted to a faculty member with prior permission from higher authorities. Such leave may be sanctioned as follows:
a)To deliver academic lectures at a university or a professional institution
b)To attend a conference and to assist in selection of academic staff at state/union public service commission or research laboratories of national importance / universities.
c) To defend his/her own Ph.D Thesis.

4. **Study leave:** A faculty is entitled for study leave after successful completion of probationary period and after confirmation in IET Bhaddal Technical Campus. This leave can be granted to pursue a special course of study, pre Ph.D Course Work or investigation of scientific/technical nature.
Any faculty availing study leave has to fulfill the norms of the **"Study Leave Bond".** No salary will be paid during the study leave.

5. **Maternity leave:** Faculty / Staff having minimum two years continuous service with IET Bhaddal Technical Campus will be entitled for 3-months maternity leave with pay upto 2-living children only. The maternity leave period-3 months' salary will be disbursed after one year continuous service of re-joining the institution.

6. **Hospitalization leave:** Faculty / Staff having minimum two years continuous service with IET Bhaddal Technical Campus will be entitled for 10-days hospitalization leave in a calendar year, supported by hospitalization certificate. This leave cannot be carried forward.

7. **Vacation Leave:** Vacation leaves will be granted as per norms, keeping in mind academic calendar, other academic / admission / affiliation / inspection and related time bound activities.
8. **Extra-Ordinary Leave (EoL):** Extra ordinary leave shall always be without pay and may be availed/permitted with prior sanction of the competent authority.
9. **Mis-Punch:** Any mis-punch has to be properly authenticated & approved by concerned HoD & Director / Principal along with reasons. The same is to be reported / forwarded to HR Department within a day. No request would be entertained later on.
10. **Compensatory leave:** No half day compensatory leave will be allowed. **No compensatory leave / Remuneration are allowed if any employee performs duty on Saturday.** Compensatory leave will only be granted if duty is performed on Sundays / Holidays. **Compensatory leave should be availed within one month of earning else the same will get lapsed.**

11. **Duty Leave:** Duty leave has to be applied well in advance with approval of concerned HoD / Director / Principal. Further the same has to be sent to Administrative Department well in advance. An employee availing duty leave has to submit the performance report of that day duly approved by concerned HoD / Principal / Director to HR within 02 days of availing DL.
12. **Additional Leave Rules for essential services profiles like Hostel Wardens/Chief Warden/Security Officer/Security Supervisor/Nurse/Mess Manager/Maintenance Staff etc.**
    - One day off in a week is allowed or two days off fortnightly. There will be no carryover of these offs. Saturday will be observed as working day unless otherwise specified. Before proceeding on leave all must ensure that documented alternative arrangement duly approved by the competent authority is made.
    - **All essential service profile staff members will be entitled to only specified leaves out of announced leaves by the authorities.**

NOTE: Faculty / Staff members are required to submit duly approved leave along with duty adjustment well in advance. However, in case of any emergency same can be submitted on the next immediate working day.

IET BHADDAL TECHNICAL CAMPUS - ROPAR

Leave Application

Name _____ Emp. Code: _____

Department _____ Designation _____

Leave applied for _____ days from _____/_____/_____ to _____/_____/_____
DD MM YYYY DD MM YYYY

Nature of leave _____ (C/L, M/L, E/L, D/L, Comp/L, Short/L)

Reason _____

_____

☐ Recommended ☐ Not Recommended

_____ _____

H.O.D. Applicant's Signature

_____

Principal's Signature

Leave Record	Casual Leave	Medical Leave	Earned leave	Duty Leave
Availed				
Balance				

Remarks _____

☐ Sanctioned ☐ Not Sanctioned _____

Director / Registrar

For Office Use

Recorded in

Leave Register at Page No. _____

_____

Office Superintendent

ADJUSTMENT OF DUTY/CLASSES

S.NO.	DATE	PERIOD	NAME OF FACULTY/STAFF	SIGNATURE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

This policy is in continuation with the old one.

Registrar
Institute of Engineering & Technology, Bhaddal