

GURU NANAK INSTITUTE OF TECHNOLOGY

Human Resources Policy
2014-15



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1.0 General Information

A. Location

Guru Nanak Institute of Technology is located in the outskirts of Hyderabad, on Nagarjuna Sagar highway, near Ibrahimpatnam. The campus is located on a sprawling and lush green campus with congenial atmosphere for learning. The premises are spread over 15 acres of scenic land. The open spaces, lawns and gardens supplement to elevate the grandeur of the environment and provide calm and peaceful and conducive atmosphere for academic pursuits.

B. Promoter Society

Guru Nanak Institute of Technology is sponsored by Barah Moula Educational Society, which was founded in 1999 to educate, enrich and empower by the youth who in turn will play a decisive role in shaping the destiny of the nation. The endeavor at the Institutions stretches beyond just offering degrees to the building of character and personality of the young professionals transforming them into complete professionals equipped with technological competence and social consciousness.

C. Growth of the Institution:

Guru Nanak Institute of Technology was established in the year 1999 by BARAH MOULA EDUCATIONAL SOCIETY. The institute is affiliated to Jawaharlal Nehru Technological University, Hyderabad. GNIT was established with the sole objective of providing a perfect platform to the students in the field of Technology and Management applications for their academic and overall personality development. GNIT has become one of the Premier Engineering Colleges in the state with an overall intake of about 900 students in various Undergraduate and Post Graduate Courses including B.Tech., M.Tech and M.B.A.

The College has a rich tradition of soaring high with academic excellence and overall personal growth of the students. This is achieved by providing them excellent academic environment, state-of-the-art infrastructure, state-of-the-art laboratories and dedicated and highly qualified faculty members with decades of teaching and industrial experience.

2.0 Vision, Mission and Quality Policy

Vision

To be a world-class educational and research institution in the service of humanity by promoting high quality Engineering and Management Education.

Mission

- Imbibe soft skills and technical skills.
- Develop the faculty to reach the international standards.
- Maintain high academic standards and teaching quality that promotes the analytical thinking and independent judgment.
- Promote research, innovation and Product development by collaboration with reputed foreign universities.
- Offer collaborative industry programmes in emerging areas and spirit of enterprise.

Quality Policy

GNIT is committed to provide quality education through dedicated and talented faculty, world class infrastructure, labs and advanced research centre to the students.

3.0 Central Facilities and Programmes

3.1 Infrastructure

GNIT Campus consists of various departments which are established in spacious well built blocks. Each block has well-ventilated classrooms, staff rooms, labs, libraries, drinking water, toilets facility and other amenities along with Wi-Fi facility.

The institute started with initial 3 UG programmes namely Computer Science Engineering, Electronics and Communication Engineering and Information Technology. Presently, the institute offers Six UG programmes, Five PG programmes & one Management programme with a total sanctioned intake of about 900 students.

3.2 Courses offered

Guru Nanak Institute of Technology is offering the following undergraduate programs.

- B.Tech – Civil Engineering
- B.Tech – Computer Science & Engineering
- B.Tech – Electronics & Communication Engineering
- B.Tech – Electrical & Electronics Engineering
- B.Tech – Information Technology
- B.Tech – Mechanical Engineering

Guru Nanak Institute of Technology is offering the following postgraduate programs:

- M.Tech – Computer Science Engineering
- M.Tech – Highway Engineering
- M.Tech – Structural Engineering
- M.Tech- Embedded Systems
- M.Tech- VLSI System Design

Guru Nanak Institute of Technology is offering the following Management programs:

- M.B.A

3.3 Laboratories

GNIT has the state-of-the-art laboratories in all the departments concerned: Computer Science & Engineering, IT, Civil Engineering, Mechanical Engineering, Electrical Engineering, Electronics Engineering related Labs and Humanities and Sciences related Labs.

3.4 Library

The library has good ventilation with both sides of windows and on the top maximum number of lights and fans are fitted. We are maintaining SC, ST Book Bank Scheme separately and separate Technical Section is available for classification and cataloguing. We have separate Digital Library for e-courses.

The books are arranged according to subject classification and arranged in the library in systematic manner. We have a separate News paper section. We conduct user orientation programme for fresher students every year. Separate reference section for textbooks is also available in the library.

4. Recruitment

Faculty Members are recruited based on the qualifications prescribed by AICTE. All India council for Technical Education (Pay Scales, Service Conditions and Qualifications for the Teachers and other Academic Staff In Technical Institutions (Degree) Regulations, 2010 and subsequent amendments in these Regulations issued by AICTE from time to time and JNTUH, Hyderabad, for various cadres. Non-teaching faculty/Administrative staff is recruited as per the state government's norms. At present the following criterion is being followed.

Faculty:Engineering:

(i). Assistant Professor : (15600-39000+ AGP 6000)

BE/B.Tech and ME/M.Tech in relevant branch with first class or equivalent either in BE/B.Tech or ME/M.Tech. Aptitude for Research is highly desirable.

(ii). Associate Professor : (37400-67000+ AGP 9000)

Qualification as above that is for the post of Assistant Professor, as applicable and Ph.D. or equivalent, in appropriate discipline with minimum of 05 years experience in teaching/ research/ industrial of which 02 years post Ph.D. experience is desirable. Post Ph.D. publications in journals of repute and guiding Ph.D. student is highly desirable.

(iii). Professor(37400-67000+ AGP 10000)

Qualification as above that is for the post of Associate Professor, applicable with minimum of 10 years teaching/ research/industrial experience of which at least 5 years should be at the level of Associate Professor post Ph.D. publications in journals of repute and guiding Ph.D. student is highly desirable.

OR

Minimum of 13 years experience in teaching and / or Research and / or Industry in case of research experience, good academic record and book/research paper publications / IPR/ Patents record shall be required as deemed fit by the expert members of the selection committee.

If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning executing, analyzing, quality control, innovating, training, technical books/ research paper publications/ IPR/Patents, etc as deemed fit by the expert members of the selection committee.

Applied (Physics/ Chemistry / Maths / Computer Science), Humanities/ English

(i). Assistant Professor : (15600-39000+AGP 6000)

Good academic record with first class or an equivalent CGPA at the Master's degree level in the relevant subject from Indian University. Besides fulfilling the qualification, candidates should have cleared the National Eligibility Test (NET) conducted by the UGC/CBSE, CSIR or similar test accredited from the requirement of the minimum eligibility conduction of NET/SLET/SET. Aptitude for Research is highly desirable.

(ii). Associate Professor (37400-67000+ AGP 9000)

Good academic record with first class or an equivalent CGPA at the Master's level and Ph.D. Degree in the relevant subject with a minimum 05 years experience in teaching / research of which 02 years post Ph.D. experience is desirable. Post Ph.D. publications in journals of repute and guiding Ph.D. students is highly desirable.

(iii). Professor: (37400 – 67000 + AGP 10000)

Qualification as above that is for the post of Associate Professor, with minimum of 10 years teaching/ research experience of which at least 5 years should be at the level of Associate Professor post. Ph.D. Publications in journals of repute and guiding Ph.D. student is highly desirable.

OR

Minimum of 13 years experience in teaching and / or Research and / or Industry in case of research experience, good academic record and book/research paper publications/ IPR /patents record shall be required as deemed fit by the expert members of the selection committee.

Management / Business Administration

(i) First Class Master Degree in Business Management / Administration / in a relevant management related discipline or first class in two year full time PGDM declared equivalent by AIU / accredited by the AICTE /UGC.

OR

First Class graduate and professionally qualified Chartered Accountant/Costs and Works Account / Company Secretary of the statutory bodies concerned.

Desirable:

Teaching, research, industrial and/or professional experience in a reputable organization; papers presented at Conferences and / or published in refereed journals.

(ii) Associate Professor:

Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC.

OR

First Class graduate and professionally qualified Chartered Accountant/Cost and Works Accountant/Company Secretary of the statutory body concerned. Ph.D. or Fellow of Indian Institute recognized by AICTE and declared equivalent by the AIU. A minimum of eight years experience of teaching / industry / professional at managerial level excluding the period spent for obtaining the research degree.

OR

In the event the candidate is from industry and the profession, the following requirements shall constitute as essential requirements: Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIU / recognized by AICTE / UGC.

OR

First Class graduate and professionally qualified Chartered Accountant/Cost and Works Accountant/Company Secretary of the concerned statutory body. A minimum of ten years experience of teaching industry / research / profession, out of which five years must be at the level of Assistant Professor or equivalent excluding the period spent for obtaining research degree. The candidate should have Professional work experience, which is significant and can be recognized at national/international level as equivalent to Ph.D. and ten years managerial experience in industry/profession of which at least five years should be at the level comparable to that of Lecturer/Assistant Professor. Without prejudice to the above, the following conditions may be considered.

Desirable: Teaching, research industrial and/or professional experience in a reputable organization; Published work, such as research papers, patents filed/obtained, books and / or technical reports; and Experience of guiding the project work/dissertation of PG / Research Students or supervising R & D projects in industry.

(iii). Professor:

Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Masters Degree in Business Management/Administration/in a relevant discipline or consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in two year full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC;

OR

First Class graduate and professionally qualified Chartered Accountant/Cost and works Accountant/Company Secretary of the statutory body concerned. Ph.D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU. A minimum of ten years experience of teaching / industry / research / professional out of which five years must be at the level of Reader or equivalent excluding the period spent for obtaining the research degree

OR

In the event the candidate is from industry and the profession, the following shall constitute as essential:

Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or consistently good academic record with at least 55% marks (or an equivalent grade in a point scale -

wherever grading system is followed) in two years full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC

OR

First Class graduate and professionally qualified Chartered Accountant/Costs and works Accountant/Company Secretary of the statutory body concerned. The candidate should have professional work experience which is significant and can be recognized at national / international level as equivalent to Ph.D and twelve years managerial experience in industry / profession of which at least eight years should be at least at a level comparable to that of Reader/Assistant Professor. Without prejudice to the above, the following conditions may be considered:

Desirable: teaching, research and / or professional experience in a reputable organization, Published work, such as research papers, patents filed / obtained, books and / or technical reports; Experience of guiding the project work / dissertation of PG / Research Students or supervising R & D projects in industry; Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and Capacity to undertake / lead sponsored R & D consultancy and related activities.

Director / Head of Institution

Qualifications same as those prescribed for the post of Professor in the relevant discipline with a minimum of fifteen years experience of postgraduate teaching / industry / research.

OR

For candidates form Industry / Profession: Qualification same as those prescribed for the post of Professor from industry / profession stream with fifteen years experience of postgraduate teaching / research out of which five years must be at the level or Professor in the relevant discipline. Without prejudice to the above, the following conditions may be considered.

Desirable: Administrative experience in senior level responsible position in the Industry / Professional Institution.

Staff / Non-Teaching and Administrative Staff

Registrar (37400-67000+AGP 10000)

Master's Degree with at least 55% of the marks or its equivalent grade B in UGC seven point scale. At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 8 years of service in the AGP of Rs. 8000 and above including as Associate Professor, along with experience in educational administration.

OR

Comparable experience in a research establishment and / or other institutions of higher education

OR

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

Deputy Registrar (15600-39100+AGP 7600/-)

Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in UGC seven –point scale. Nine years of experience as Assistant Professor in AGP of Rs. 6000 and above with experience in educational administration.

OR

Comparable experience in research establishment and / or other institutions of higher education

OR

5 years of administrative experience as Assistant Registrar or on an equivalent post.

Assistant Registrar (15600-39100+AGP 5,400)

Good academic record plus Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in UGC seven –point scale. Three years of experience as a Section Officer / Superintendent in Central / State University offices.

OR

Five years of experience as Assistant Professor / Lecturer in a college or a University or an autonomous institution with experience in educational administration.

Librarian (37400-67000+AGP 9000)

Master's degree in Library science / information science / Documentation or an equivalent professional degree with at least 55% marks or its equivalent CGPA and consistently good academic record. Qualifying in the national – level test conducted for the purpose by the UGC or any other agency approved by the UGC or who are or has been awarded Ph.D. Degree. The career advancement scheme shall also be applicable to the Librarian similar to the Assistant Professor cadre provided the librarian improves qualification as prescribed.

Director of Physical Education

A Master's degree in Physical Education (two year course) or Master's degree in Sports or an equivalent degree with at least 55 % marks or its equivalent CGPA and consistently good academic record.

Passed the physical fitness test, qualifying in the national test conducted for the purpose by the UGC or any other agency approved by the UGC. However, candidates, who are or have been awarded Ph.D. in accordance with UGC, Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SET.

Represented the university / College at the inter – university / inter –collegiate competitions or the State in national championships.

General Manager (37400-67000+AGP 9000)

Post Graduate Degree and professionally qualified Chartered Accountant/Cost and Works Accountant Company Secretary of the statutory bodies concerned. At least 15 years experience in academic institution or equivalent post in academic administration.

Accounts Manager /Finance Officer(37400-67000+AGP 9000)

First Class graduate and professionally qualified Chartered Accountant/ Cost and Works Accountant/Company Secretary of the statutory bodies. At least 15 years experience in academic Institution or equivalent post in academic administration.

Superintendent/ (9300-34800+AGP 4,600)

A Bachelor's Degree or equivalent, 3 years of experience of administration.

Accounts Officer (9300-34800+AGP 4,600)

First Class graduate and professionally qualified Chartered Accountant/Costs and Works Accountant / Company Secretary of the statutory bodies concerned OR First class graduate in M.Com At least 5 years experience in academic institution or equivalent post in academic administration.

Senior Assistant (9300-34800+AGP 4,200)

A Bachelor's Degree or equivalent, 2 years of experience of administration.

Junior Assistant (5200-20200+AGP 2800)

A Bachelor's Degree or equivalent, 1 year of experience of administration

Data Entry Operator / Personal Assistant (5200-20200+AGP 2800)

A Bachelor's Degree or equivalent Technical Typewriting English Grade Higher, Shorthand English Higher Grade and knowledge of MS Office.

Lab Assistant (5200-20200+AGP2800)

Diploma in appropriate branch of Engineering / Technology

Supervisor / Caretaker (5200-20200+AGP 2800)

Diploma in Civil Engineering and 3 years of experience in maintenance of buildings

Workshop Instructor / Electrician / Plumber /Welder (5200-20200+AGP 2800)

A certificate in I.T.I. from relevant trade

Driver (5200-20200+AGP 1900)

10th Standard, and should possess professional driving licence

Attender (5200-20200+AGP 1800)

10th Standard, Able to ride a bicycle in respect of male members

Housekeeping Assistance (5200-20200+AGP 2800)

No formal education is required.

4.1 Mode of Selection

Faculty Members

Direct Recruitment to all Cadres is based strictly on merit. Selection is done by duly constituted Committees. The following procedure is adopted in selection of faculty members.

- a. Management's approval for filling the post is obtained.
- b. Advertisement in leading Newspapers / Website / Through referrals
- c. Scrutiny of applications received till the last date mentioned in the advertisement by respective departments academic committee
- d. Selection committee is constituted as per the norms of AICTE for different cadres.
- e. Fixing of schedule for conduct of written test / demo / interview.
- f. Intimation to candidates about the date and time of interview.
- g. Reporting of candidate and verification of certificates.
- h. Process of written test / evaluation / demo
- i. Shortlisted candidates are interviewed.
- j. Submission of recommendation report to the Director / Managing Director / Vice-Chairman depending on the cadre for personal interview and selection.
- k. Issue offer of Appointment to the selected candidate.
- l. Inclusion of the candidate in regular muster roll on reporting.
- m. Submission of list of faculty to the University for Ratification of appointments and approval. On receipt of approval, regularization of appointment.

Non-teaching / Administrative Staff

Direct recruitment to all cadres, strictly based on merit, is done by a duly constituted committee comprising following members: Associate Director / General Manager / Respective HoD

The following procedure adopted for selection supporting staff:

- Advertisement in leading Newspapers. Scrutiny of applications received till the last date mentioned in the advertisement.
- Fixing of schedule for conduct of interview.
- Intimation to candidates about the date and time of interview.
- Reporting of candidate and verification of certificates.
- Process of interview.
- Submission of recommendation report to the Director/ Managing Director depending on the cadre for personal interview and selection.
- Issue offer of Appointment to the selected candidate.
- Inclusion of the candidate in regular muster roll, on reporting.

4.2 Promotion / Movement of Grade pay

- i). There shall only three designations in the respect of teachers in University namely Assistant Professor, Associate Professor and Professor.
- ii). Assistant Professor shall be placed in the Pay Band of Rs. 15600 – 39100 with AGP of Rs. 6000. Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degree of Ph.D. awarded in the relevant discipline by the University following the process of admission, registration, course such as M.Tech/M.Pharm etc. recognized by the relevant statutory body/council, holders at the time of recruitment to the post of Assistant Professor and shall be entitled to 2 non-compounded advance increments.
- iii). Associate Professor shall be placed in the Pay Band of Rs. 37400 – 66700 with AGP of Rs. 9000.
- iv). Professor shall be placed in the Pay Band of Rs. 37400 – 66700 with AGP of Rs. 10000. The pay of a directly recruited Professor shall be fixed at a stage not below Rs. 43000 in the Pay Band of Rs. 37400 – 66700, with of AGP of Rs. 10000.
- v). The selection committee may recommend suitable advance increments for exceptionally outstanding candidates who are to be appointed as Assistant Professor, Associate Professor and Professor.
- vi). Assistant Professor already in service in the pre-revised scale of Rs. 8000 – 13500, shall be placed as Assistant Professor with the AGP of Rs. 6000.
- vii). An Assistant Professor with completed service of 4 years, possessing M.Tech / Ph.D. Degree in the relevant branch / discipline shall be eligible, for moving up to AGP of Rs. 7000.
- viii). Assistant Professor possessing Master's degree in the relevant branch / discipline as recognized by relevant statutory body / council shall be eligible for the AGP of Rs. 7000 after completion of 5 years service as Assistant Professor.

- ix) Assistant Professor who does not have Ph.D. or a Master's degree in the relevant branch/discipline of a program shall be eligible for the AGP of Rs. 7,000 only after completion of 6 years service as Assistant Professor.
- x) The upward movement from AGP of Rs. 6000 to AGP of Rs. 7000 for all Assistant Professors shall be subject to their satisfying other conditions as laid down by University under Career Advancement Scheme.
- xi) The pay of the incumbents to the posts of Assistant Professor (senior scale) (i.e. the pre-revised scale of Rs. 10,000-15200) shall be re-designated as Assistant Professor, and shall be fixed at the appropriate stage in pay Band of Rs. 15600-39100 based on their present pay, with AGP of Rs. 7000.
- xii) Assistant Professor with completed service of 5 years at the AGP of Rs. 7000 shall be eligible, subject to other requirements as laid down by University under Career Advancement Scheme to move up to the AGP of Rs. 8000.
- xiii) Incumbent Assistant Professor (Selection Grade) who has completed 3 years in the pre-revised pay scale of Rs. 12000-18300 on 1.1.2006 shall be placed in pay Band of Rs. 37400-67000 with AGP pay of Rs. 9000 and shall be re-designated as Associate Professor.
- xiv) Incumbent Assistant Professor (Selection Grade) who had not completed three years in the pay scale of Rs. 12000-18300 on 1.1.2006 shall be placed at the appropriate stage in the Pay Band of Rs. 15600-39100 with AGP of Rs. 8000 till they complete 3 years of service in the grade of Assistant Professor (Selection Grade), and thereafter shall be placed in the higher Pay Band of Rs. 37400-67000 and accordingly re-designated as Associate Professor.
- xv) Assistant Professor (Selection Grade) in service at present shall continue to be designated as Assistant Professor (Selection Grade), as the case may be, until they are placed in the Pay Band of Rs. 37400-67000 and re-designated as Associate Professor in the manner described in (xiii) above.
- xvi) Assistant Professor completing 3 years of teaching in the AGP of Rs. 8000 shall be eligible, subject to meet other conditions, that may be prescribed by university under career Advancement Scheme as applicable, to move to the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000 and to be designated as Associate Professor.
- xvii) Associate Professor completing 3 years of service in the AGP of Rs. 9000 and possessing a Ph.D. degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the University under Career Advancement Scheme. No teacher other than those with a Ph.D. shall be promoted, appointed or designated as Professor. The Pay Band for the post of Professors shall be Rs. 37400-67000 with AGP of Rs. 10000.
- xviii) Ten percent of the posts of Professors in a University under Career Advancement Scheme shall be in the higher AGP of Rs. 12000, however, teachers appointed to the posts shall continue to be designated as Professor. Eligibility for appointment as a

Professor in the higher Academic Grade Pay shall be as may be laid down by the University under Career Advancement Scheme, and such eligibility conditions shall, inter alia, include publications in peer reviewed/ refereed Research Journals, and the requirement of at least 10 years of teaching as Professor and post-doctoral work of a high standard. No person shall be appointed directly as Professor in the AGP of Rs. 12000 shall be fixed at a stage less than Rs. 48000 along with the AGP.

- xix) Teachers who complete their Ph.D. Degree while in service shall be entitled to 3 non-compounded increments if such Ph.D. is in the relevant discipline.
- xx) Teachers who acquire M.Phil / M.Tech etc. degree recognized by the relevant Statutory Body / Council, while in service, shall be entitled to one advance increment.
- xxi) Notwithstanding anything in the foregoing clauses, those who have already availed the benefits of advance increments for possessing Ph.D. / M.Phil / M.Tech etc. at the entry level under the earlier scheme shall not be entitled to the benefit of advance increments under this Scheme.
- xxii) The Assistant Professor with AGP of Rs. 6000 who has completed 9 years of service with Ph.D. may apply for promotion to Associate Professor subject to his fulfillment of conditions laid down under career Advancement Scheme for promotion from AGP 6000 to 7000, 7000 and 7000 to 8000 and 8000 to 9000.
- xxiii) The Assistant Professor with AGP of Rs. 6000 who has completed 9 years of service with Ph.D. or 10 years of service with M.Phil / PG Degree of 11 years with UG Degree may apply for promotion to Assistant Professor of AGP Rs. 8000 subject to his fulfillment of conditions laid down under Career Advancement Scheme for promotion from AGP 6000 to 7000 and 7000 to 8000.
- xxiv) The Assistant Professor with AGP of Rs. 7000 who has completed 8 years of service with Ph.D. may Ph.D. may apply for promotion to Associate Professor subject to his fulfillment of conditions laid down under Career Advancement Scheme for promotion from AGP 7000 to 8000 and 8000 to 9000.
- xxv) New promotion policy with new scale shall be applicable to all.

4.3 Career Advancement

The promotion of teachers to higher cadre / grade pay and post under Career Advancement Scheme is not only on the basis of number of years served but also on the basis of his / her contribution in teaching, research and extension / institutional development. A teacher aspiring for Personal Promotion should provide information through or along with the Appraisal for the consideration of the Screening Committee.

- A. Assistant Professor from AGP Rs. 6000 to AGP Rs. 7000
 - i. Assistant Professor completed four years of service with Ph.D. five years of service with M.Phil /PG Degree in Professional Course such as M.Tech, and six years of service who are without Ph.D. /M.Phil / PG Degree in Professional Courses.

- ii. Published at least two papers in referred National / International Journal during assessment period.
 - iii. Minimum points in the Performance Appraisal Scoring System (PASS) developed on the basis of Academic Performance Indicators (API) and Weightage Points (WP).
 - iv. Attended one orientation and one Refresher / Research Methodology course of 2-3 weeks duration / workshops or training of one week duration during assessment period.
 - v. Supervised at least four UG and two PG thesis or one PhD thesis (if available in the department).
 - vi. Been duly evaluated and forwarded by the HOD and Dean of the Faculty on prescribed Appraisal Form submitted by the aspirant.
 - vii. Been recommended by the screening committee and then approved by the Director / Managing Director / Vice-Chairman respectively, for promotion.
- B. Assistant Professor from AGP Rs. 7000 to AGP Rs. 8000
- i. Assistant Professor with completed service of five years at AGP of Rs. 7000
 - ii. Published at least two papers in referred National / International Journal during assessment period.
 - iii. Supervised at least four UG and two PG thesis or one PhD thesis (if available in the department).
 - iv. Minimum points in the Performance Appraisal Scoring System (PASS) developed on the basis of Academic Performance Indicators (API) and Weightage Points (WP).
 - v. Attended two refresher courses / research methodology course/ workshops or training of one week duration during the assessment period.
 - vi. Been duly evaluated and forwarded by the HOD, Dean of the School and Dean of Faculty on prescribed Appraisal Form submitted by the aspirant.
 - vii. Been recommended by the screening committee and then approved by the Director / Managing Director / Vice-Chairman respectively, for promotion.
- C. Associate Professor with AGP of Rs. 9000 from Assistant Professor of AGP Rs. 8000
- i) Assistant Professors with three years of completed service in the AGP of Rs.8000 and have been awarded Ph.D. degree on or before the date of completion of three years service.
 - ii) Published at least three papers in referred National / International Journal during assessment period having impact factor of three or more
 - iii) Supervised at least four PG thesis or two Ph.D. thesis (if available in the Department)

- iv) Minimum points in the Performance Appraisal Scoring System (PASS) developed on the basis of Academic Performance Indicators (API) and Weightage points (WP)
- v) Additionally, attended two workshops/ training /Professional Development Programmes / Teaching –Learning –Evaluation Technology Programmes of 3 to 7 days duration during the assessment period
- vi) Been duly evaluated and forwarded by the HOD and Dean of Faculty on prescribed Appraisal Form submitted by the aspirant.
- vii) Selected through a Selection Committee. The Selection Committee shall constitute of the following members:
 1. The Managing Director to be the Chairperson of the Selection Committee.
 2. Three experts in the subjects concerned out of the panel of names approved by the Managing Director
 3. Dean of the Faculty concerned.
 4. Head / Chairperson of the Department
 5. An academicians nominated by the Managing Director

At least four members, including two outside subject experts shall constitute the quorum.
- viii) Been recommended by the screening committee and then approved by the Director/ Managing Director / Vice-Chairman respectively, for promotion

D. Professor with AGP of Rs.10000 from Associate Professor with AGP of Rs.9000

- i) Associate Professor with three years of completed service in the AGP of Rs.9000
- ii) Minimum points in the Performance Appraisal Scoring System (PASS) developed on the basis of Academic Performance Indicators (API) and Weightage points (WP)
- iii) Published at least five papers in referred National / International Journal during assessment period having impact factor of four or more
- iv).Supervised at least four PG thesis and one PhD thesis during the assessment period (if available in the department)
- v).Additionally, attended two Curriculum Development Boards/ Policy Planning Committees/Professional Development Programmes/ Teaching – Learning – Evaluation Technology Programmes during the assessment period.
- vi).Been duly forwarded by the HOD and Dean of the school on prescribed Appraisal Form submitted by the aspirant.
- vii). Been evaluated and recommended by the Screening Committee.
- viii).Selected through a Selection Committee. The Selection Committee shall constitute of the following members:
 1. The Managing Director to be chairperson of the Selection committee.
 2. Three experts in the subject concerned out of the panel of names approved by the Managing Director.

3. Dean of the Faculty concerned
4. Head/Chairperson of the Department
5. An academician nominated by the Managing Director

At least four members, including two outside subject experts shall constitute the quorum.

- ix) Been recommended by the screening committee and then approved by the Director/Managing Director / Vice-Chairman respectively, for promotion

E. Professor with AGP of Rs. 12000 from AGP of Rs. 10000

- i. Professor with 10 years of completed service.
- ii. Minimum Points in the performance Appraisal Scoring System (PASS) developed on the basis of Academic Performance Indicators (API) and Weightage points (WP)
- iii. Been duly forwarded by the HOD and Dean of the Faculty on prescribed Appraisal form submitted by the aspirant.
- iv. Been evaluated and recommended by the Peer Committee.
- v. Been recommended by the peer committee and then approved by the Director / Managing Director / Vice – Chairman the respectively, for promotion.

F. The Academic Advisory Committee upon the recommendation of the selection committee /screening Committee may relax any of the qualifications for promoting Teachers, under the CAS, in the University.

5.0 Service Rules and Regulations

The employees in the institute are governed by the service rules and regulations stipulated hereunder.

5.1 Service Conditions

- i. A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with the existing AICTE norms (but it shall not include staff appointed on deputation or contract or temporary / ad - hoc).
- ii. The seniority of and Employee in any grade shall, unless he/she has been reduced to lower rank on punishment, leave of LWP, be determined by the date of his/ her first appointment of probation.
- iii. The appointing authority shall, at the time of appointing two or more persons simultaneously to a Grade, fix the seniority for them with reference to the rank fixed by selection committee at the time of appointment, irrespective of date of joining.
- iv. All appointments in the academic services shall be made by open competition by an advertisement and selection where in all the in service personnel who possess the qualification prescribed shall also be permitted to apply. The Management may however make ad- hoc appointments in Specific cases or recruit by deputation.
- v. Same as otherwise provided every employee of the college shall be appointed under a written contract and the conditions of service relating to them shall as far as possible be uniform except in respect of salaries payable to them. The contract shall be lodged with Director and copy thereof shall be furnished to employee concerned.

- vi. No application of the employee, seeking employment elsewhere, shall be forwarded during the probation period.
- vii. Initially the appointment of the selected candidate will temporary and placed on probation for a period of two years, after which the performance of the appointee will be reviewed to regularize the appointment. The period of probation can be extended by management in case of non- satisfactory performance.
- viii. If a person, having been appointed temporarily to post is subsequently appointed regularly: he / she shall commence probation from the date of regular appointment.
- ix. Any candidate appointed on temporary / ad- hoc basis, his / her services can be terminated without any notice and without giving any reason.
- x. Faculty information sheet duly signed to be submitted along with joining report the same will be forwarded by the authorities concerned.
- xi. The service conditions of the incumbent will be governed by the rules and regulations of the college issued from time to time.

5.2 Custody of Certificates

The employee requires depositing the original certificates (SSC/ Intermediate / UG/ PG) (convocation) with the establishment section prior to or at the time of reporting duty, besides, the copies of experience certificate, relieving letter, salary certificate, PAN, Voter – ID and 4 passport size photographs require submitting.

In case of an employee is pursuing higher studies a custodian certificate from the institution concerned should be submitted. However, the deduction will be made as per GNI rules.

Failure to submit any original certificates per the terms and conditions of appointment will be imposed deduction in salary (as refundable security) proportionally as per policy stipulated below:

- One month salary will be deducted in two equal installments in case of Assistant Professor Cadre.
- One month salary will be deducted in the proportion of 30%, 30% and 40% in three months period in case of senior faculty members.

Withdrawal of Original Certificates

- a) Withdrawal of educational certificates (all or part) for any purpose i.e. higher studies or any other purpose, a proof copy has to be enclosed along with the request letter.
- b) Two signed cheques should be submitted in case of regular employee after approval. However, salary for the current month will be kept as security deposit.
- c) An undertaking letter should be submitted stating that she / he will return the certificates within the stipulated time or else salary will be held up for the concerned month till the submission of certificates.
- d) Those who are withdrawing certificates for higher studies should submit a copy of custodian within one week of date of issue of custodian, failing which salary during the month will be held up till submission of custodian.

5.3 Relieving / Termination

- a) Notice period in case of relinquishing or termination of service is considered as 1 month period during probation and 3 months after probation period by either side.
- b) Letter of resignation should be submitted in advance fulfilling the notice period. The letter can be accepted without detrimental to the class work and relieved at the end of the semester. The resignation letter may be submitted on March 31st so that the employee will be relieved on April 30th subject to fulfillment of notice period.
- c) The Management reserves the right to waive – off / reduce the notice period.
- d) Service of faculty is liable to be terminated without notice, if two successive feed- backs from students are found unsatisfactory or JNTU does not ratify appointment.

5.4 Pursuing Higher Studies

- i. On recommendation of the HOD, the candidate may be granted permission by to pursue higher studies leading to PG and Ph.D. degree.
- ii. The permission to pursue higher studies may be granted initially for one year and may be extendable for one , two or three years depending upon the duration of program (Masters program – two years, extendable for one year, Ph.D. program four years, extendable for one year i.e., total five years).
- iii. In case of poor academic, performance and indiscipline, the permission for higher studies may be cancelled.
- iv. The candidate may be given half salary during the study period.
 - v. The candidate identified shall be given 50% of fee reimbursement for undertaking PG and Ph.D. program.
 - vi. The teaching load to be assigned to candidate pursuing for PG/Ph.D. degree may be as under in order to complete the degree in minimum prescribed period.
 - During Course Work – 50% of work load
 - During research work and compilation of research report – 8 contact Hours
 - vii. The candidate has to be present in the Department concerned during working hour in order to complete the degree within prescribed duration.
 - viii. In case candidate fails to earn degree in minimum prescribed period, he / she may be given special permission.
 - ix. In case candidate successfully completes the course work and submit his / her thesis, he / she may be given full salary (as the case may be) and teaching load as per the GNI norms.
 - x. In case candidate pursues Ph.D. on part – time basis, study leave will be granted to fulfill the mandatory course work as stipulated by the University. The candidate may be given half pay during the study leave. 20 days extraordinary leave may be granted per year to undertake research work or meeting guide.
 - xi. The candidate shall execute a bond to serve the institute after the award of degree equal to the term of study. In case the candidate prefers to break the service contract shall be returned 12% per annum to the institute.

- xii. The candidates are encouraged to publish research work in journals and 50% of the subscription amount may be paid by the institute.
- xiii. The candidates are permitted on duty leave to present papers in the conference once in a year. 50% of the registration fee and 50% of TA / DA may be paid.

5.5 Provisions for Leaves

A leave cannot be claimed as a matter of right. If the exigencies of the occasion demand, the sanctioning authority may refuse leave of any kind and may even cancel the leave already granted.

Leave shall be of the following categories-

- a) Casual Leave
- b) Earned leave
- c) Extraordinary leave
- d) Maternity leave
- e) Medical leave
- f) Duty leave
- g) Special leave
- h) Study leave
- i) Half average pay leave
- j) Foreign visit leave
- k) Compensatory casual leave

a) Casual leave

Casual leave shall be on full pay for not more than 9 days in a month or 12 days in a year. It will not ordinarily be combined with holidays. This leave cannot be carried over to the next year. Teacher / staff/ employee who are appointed on contract / ad-hoc basis shall be entitled only for casual leave according to the proportionate service. They will not be entitled for any other leave except for the institute's holidays applicable as per GNI rules. However, after completing four years of service without any break, such ad-hoc staff / employee shall be entitled for other kinds of leave alike other regular appointees in their categories.

It will be one day for every month completed service and the maximum of three or six or nine days can be availed after completion of three or six or nine months of duty respectively can be availed leave at a time.

Balance casual leaves will be converted in to earned leaves as 2:1 ratio.

b) Earned leave

1. A teacher / staff / employee shall earn leave on full pay in respect of period spent on duty and the earned leave admissible 6 per year spent on duty, provided that when the total of his / her earned leave amounts to 180 days he / she shall cease to earn such leave, provided, further that the maximum period of earned leave that may be granted at a time shall be 120 days. The staff who earn leave will consume at least 50% of the permissible earn leave and only a maximum of 50% can be accumulated each year.

2. Earned leave by the teaching staff during summer break can avail by the teaching staff during summer break under the following conditions;
 - a. That the teacher notes down his / her teaching load particularly of the last semester and makes all preparation to adopt the same from coming session (i.e. books notes, charts experiments, lab preparations etc).
 - b. That the teacher submits all the marks of the last session to the HOD of the in the subject taught by him/her
 - c. That he / she evaluates the answer books of the exams, where he/ she was examiner and submits the marks list with the HOD.
 - d. That he / she submits the marks of practical examinations where he / she is chairperson of the examination board.
 - e. That he/ she makes all preparation to adopt the semester system from July.
 - f. That he/ she recommends the new books required, if any, to teach the course allotted to him / her particularly for U.G. and P.G.
 - g. That the HOD concerned has not given any specific work to him /her which should necessarily be completed before adopting the semester system and new course programmes.
 - h. That he / she completes all such work assigned to him/ her by Director/Head.
 - i. That his/ her absence will not hinder the preparation work being done by his / her department to start new U.G and P.G. programmes.
 - j. That he / she is not expected to stay back by any other authority of GNIT in connection with the new programmes or the semester system from July.
3. Earned leave can also be earned by the staff in lieu of days spent by foregoing summer vacation during on duty on official work as 1 day for every two days of un- availed summer vacation days.
4. As far as possible the ELs will be availed during the nonacademic period i.e. inter semester break or intra-semester break. The EL can be availed during the academic period without detrimental to the class work and should be recommended by HOD. EL cannot be clubbed with any kind of leave. EL can be encashed after accumulation of 30 days ELs.
5. In case the staff members leaves the service causing any financial loss to college/ pending repayment of any advance / loan, he will have to forgo any encashment of leave at the time of exit. If resignation and relieving are as per the rules, his / her ELs are to be sanctioned with his /her last salary.

c. Extraordinary Leave

Extraordinary leave shall be without pay. It may be granted for such reasons as the management may deem fit. (for a period not exceeding 3 years initially but may be extended for a period not exceeding 2 years under special circumstances). A teacher / staff/ employee cannot hold confirm post at places, i.e . if a teacher avails extraordinary leave for joining a new job in any other organization / govt / university; then he / she may be allowed to avail extraordinary leave up to the time of his / her confirmation and then the leave terminates.

Explanation : A teacher/staff/employee who holds a permanent post or who being permanent on a lower post has been officiating on a higher post for more than 3 years, shall subject to the concurrence

of the other employer, be entitled to count the period of extraordinary leave sanctioned for undertaking higher scientific and technical studies towards his/her increment in the time scale.

d. Maternity Leave

The female employee shall be entitled to 135 days maternity leave at the time of delivery of child subject to revision by the state government from time to time. This will be in addition to all leave available.

e. Medical Leave

Leave on a medical certificate for teacher/staff/employee may be granted not exceeding 12 months in all during his/her entire service. The leave on medical certificate together with earned leave, if any, shall not exceed eight months at a time. Medical leave shall be given on production of a certificate from such medical authority specify in this behalf and for a period not exceeding that recommended by such medical authority. Medical leave exceeding 30 days in a session shall receive approval of the management. Leave on medical certificate will be admissible to a teacher subject to a condition that no leave may be granted under this provision unless the authorities competent to sanction leave is satisfied that there is a reasonable probability that the staff will be fit to return to duty on the expiry of the leave applied for. In case of any doubt the Director may seek the opinion of the Medical Board as approved by him before sanctioning the medical leave exceeding 10 days in case of teacher/staff/employee.

f. Duty Leave

Duty leave up-to 15 days shall be on full pay for attending meetings of any of the seminars/conference abroad for which a teacher/staff/employee may have been invited by the organizer. The staff may attend exhibitions for promoting admissions. Duty leave will also include leave for conducting examinations of other Universities. The faculty may be granted 4 days per semester for spot valuation/Lab examiner duty etc., Duty leave inclusive of travel days can be granted in case of faculty is invited to present paper/chairing a session at National/International Conference within the country. Duty leave for whatever the reason requires prior approval.

g. Special Leave

(a) Six days special casual leave can be granted to an employee for getting married (only once). However, this can be clubbed with the balance CLs/ELs, if the employee completes one year service.

(b) The Managing Director/Management may, in special cases decide to send any of its academic staff for special study of research abroad or to place India on such terms and conditions as it considers fit.

(c) The Managing Director/Management may consider special leave of any nature on merit for any teacher/staff/employee.

h. Study Leave

- i. The study leave for teacher/staff/employee going for training shall be governed as follows;

- ii. He /She shall be entitled to leave on full pay for the period of earned leave that may be due to him /her.
- iii. Provided that such a teacher/staff/employee may avail study leave if he /she has completed at least 3 years of confirmed service excluding the probation period.
- iv. The rest of the period of training shall be on half pay.
- v. The incumbent going on training shall be required to sign a bond for a period for a period of 3 years
- vi. A Substitute will be appointed, if necessary. In case substitute is appointed the study leave will be granted without pay.
- vii. On return from the training the teaching/non-teaching staff/employee will be given normal increments.
- viii. He/she may be granted 3-4 years study leave under government scheme, if any, such as Q.I.P., F.I.P. etc as per rules of the sponsoring agency. The sanction of Board of Directors/Executive Council for such leave is essential.
- ix. The study leave may be granted up to 5 years at the discretion of the Management. Further extension of study leave/Research leave may be granted under the provision of extraordinary leave by the management.
- x. Study leave can be allowed not more than once throughout the service period unless otherwise allowed as special case by the management.

i. Half pay leave

Under extraordinary circumstances the teaching/non-teaching staff/employee, may avail leave on half pay up to twenty days per year spent on duty. Provided that such leave could be availed after he/she has completed at-least 3 years of confirmed services grounds by commuting two days of half pay leaves as one medical leave with pay. But minimum of six days of half pay leaves can be granted in case of the reason for absence caused on medical grounds.

j. Out station Permission/Foreign Visit/Leave

The teaching /non-teaching staff/employee prior to leaving station should obtain permission from the Managing Director/Management. Further the teaching /non-teaching staff/employee would be required to leave his/her contact address with the Head of Department. Any employee leaves country without prior permission disciplinary proceeding or terminate the service can be initiated.

k. Compensatory Casual Leave

Compensatory casual leave may be granted to the employees in lieu of working on closed day(s) for a minimum time of 8 hours and can be availed within 30 days of the day in lieu of which its claimed if not will be lapsed.

Penalty for Unauthorized Absence

The staff should take prior approval CL/EL/CCL/LOP from their sanctioning authority concerned as applicable to them except on emergency cases and submit the same to their department in advance. The staff member who could not take approval in advance and intimated to the HOD concerned, should update their leave in the very next working day on their joining. If the approval is not received in the department within 24 hours in advance or in the very next day of his/her joining, it

will be treated as unauthorized absence, even if the faculty has leave in his/her credit. In case of unauthorized absence the penalty will be levied as 2 days LOP.

6.0 Residential Accommodation

Residence facility at campus will be provided to the faculty members at nominal rent.

The rent for the same will be as under:-

<u>Type of Accommodation</u>	<u>Rent (per month)</u>
2 BHK	Rs. 2,500/-
1 BHK	Rs. 1,500/-
Single Room	Rs. 1,000/-

Allotment of quarter will be on the basis of availability and first-cum-first serve basis. For availing campus accommodation, the faculty concerned should give an application along with a copy of appointment order/joining report, duly recommended by HOD & Associate Directors and submit to GM (Admin.) for processing and approval of MD.

Maintenance and repairs/replacement are the responsibilities of the college. Electrical Power consumed will be paid by the occupant.

Electricity and water charges are to be paid as per the consumption.

Residents in the campus are required to inform about their likely leaving campus before 4:00 am or arrival beyond 10:00 pm to GM for appropriate instructions passed to the security.

7.0 Transport Facility

The institute buses are running on “No profit – No loss” basis. For the smooth running of buses, please follow the instructions:-

- Contact Transport I/C for availing transport facility.
- The bus charge, applicable will be deducted from the salary of faculty.
- All faculty and staff should reach the designated boarding point before 5 minutes of the scheduled time to board the bus & to avoid inconvenience to self and others.
- All members of staff should board/ alighting the bus at designated boarding / alighting points only.
- Everyone travelling in the bus should carry bus passes, which will be issued by transport Dept.
- Everyone has to travel in the allotted buses only, otherwise penalty may be invited.

8.0 Reimbursement of TA / DA

1. Employee cadre:

Employees of GNI are grouped according to their roles and responsibilities in the following manner:

Group I: Functional group heads i.e., Director / principal / Associate Director

Group II: Head of the Dept. / Professor / Dean / GM / Finance Manager / Registrar / equivalent cadre

Group III: Associate professor / PRO / Admin. Officer / Acct. Officer / Admission I/C / Placement Officer / Exam I/C / Acad. I/C / Librarian / equivalent cadre

Group IV: Assistant Professor / superintendent / Senior Librarian / Physical Director / System Admin / Hostel warden / Transport officer / equivalent cadre / Deputy Registrar / equivalent cadre

Group V: Lab Assistant / Technician / DEO / Nurse / Assistant PD / Programmer / equivalent cadre

Group VI: Sub-staff / equivalent cadre

2. Validity:

These rules are valid with immediate effect and the entitlement is now prescribed in the case of any individual, groups or classes of employees in respect of TA / DA and honorarium to the employees who are deputed on official duty are paid or reimbursed as per the rules or guide lines mentioned herewith.

3. Travelling Allowance:

3.1 Domestic Travel on Tour

Entitlement:

T.A. on tour is from duty point/residence at headquarters to duty point at the distant station and vice versa. It comprises

a. Fare of journeys by rail / road / air

b. Road mileage for road journey

- Employees are eligible for reimbursement of to and fro Taxi / scooter / Auto/ own car charges from the residence to the Railway station/ Bus station/ Airport.
- Employees who are claiming DA with stay in hotel will be reimbursed to and fro taxi/scooter / Auto / own car charges from hotel to place of work / meeting, maximum up to 30 km / day production of receipt / certificate.
- Employees who will be making their own arrangement and claiming DA without hotel rate will be entitled to taxi / scooter /Auto / Own car charges for place of stay to place of work / meeting up to maximum of 100 km / day up on production of receipt /certificate.

- With the approval from the management, the limit prescribed in can be relaxed in special cases with proper justification.

3.1.1 Entitlements for travel by Rail:

S.No.	Group	Entitlements
1	I	First class AC or Executive class in Shatabdi
2	II	Second class AC
3	III	Third class AC
4	IV to V	Sleeper class or AC chair

Note: Employees who are accompanying students for the purpose of educational tours / industrial visits should accompany students. Such employees are paid as per the entitlements irrespective of the class travelled.

3.1.2 Entitlements for travel by Road:

S.No.	Group	Entitlements
1.	I to IV	AC Taxi / Ordinary Taxi/ Car / Auto-rickshaw/ Own Scooter/ Moped/ Any Bus including AC Bus.
2.	V to VI	Same as above 1 expect AC Taxi or Auto-rickshaw or AC Bus

Rate of Road mileage:

Fare for travel by public / private bus	Actual
For journeys performed in taxi	Actual
For journeys performed in own taxi	Rs.10/km
For journeys performed by auto-rickshaw	Actual
For journeys performed by scooter / motor cycle	Rs.4/Km
Original toll tax receipt paid when journeys performed in own car/taxi/Motor Cycle	Actual

Journey by road between places connected by rail and air

- May travel by own car/taxi/scooter/motor cycle as per entitlement. Road mileage restricted to Air/rail fare of the highest entitled class available on the particular route. Full road mileage will be admissible if travel by road.
- May travel by any type of bus in any class. The entitlement will be the actual fare paid restricted to rail fare of the highest entitled class available on the particular route.

Exceptional cases:

- Journey by road between places not connected by rail: May travel by the entitled conveyance or public transport system at their directions. Mode of conveyance needs no approval from higher authority. The entitlement will be the road mileage as per the rates indicated above.
- Reservation charges- For seat/sleeper berth are reimbursable.
- Tatkal Seva charges- Reimbursable allowed in emergent circumstances only for Railway journeys undertaken for official purposes with prior approval
- Internet /e-ticket charges – Reimbursable for the tickets booked through the website of Indian Railways.
- Cancellation charges-For official journeys cancelled in public interest, cancellation and reservation charges are reimbursable and are to be claimed in the normal T.A Bill form

3.1.3 Entitlements for travel by air:Entitled employees: Group I and II

Employees in group I are also entitled to travel by business or club class in the case of non – availability of seat and the journey cannot be avoided.

Non-entitled employees: Group III and IV (employees are deputed for AICTE work or for monitoring of students training and other purposes may be allowed to travel by air (economy class) with the permission from Director, if the distance is more than 500 km and the journey cannot be performed overnight.

Note: airport charges / transits charges / UDF charges paid during visits are also reimbursable.

3.2 TA for Local travel:

Local Journeys means: Journeys on duty on any day beyond 8km from GNI, within the limits of suburban or another Municipalities, in which the duty point is located. Journeys performed within the limits of GHMC will also be treated as ‘local journeys’, TA for local journeys will be same as given in section 3.1.2

4. Daily Allowance:4.1 Boarding in hotel:

S.NO	Group	Entitlement
1	I	Reimbursement for up to 4-star hotel accommodation up to Rs. 5000/- day and actual food bill on submission of receipts + tip of Rs. 200/ day.
2	II	Reimbursement for upon to 3-star hotel accommodation up to Rs. 4000/day and actual food bill on submission of receipts +tip of Rs 150/day.
3	III	Reimbursement for upon to 3-star hotel accommodation up to Rs. 2500/day and actual food bill on submission of receipts +tip of Rs. 100/day.
4	IV	Reimbursement for upon to Deluxe hotel accommodation up to Rs. 1500/day and actual food bill on submission of receipts +tip of Rs 100/day.

5	V & VI	Reimbursement for upon to semi-deluxe hotel accommodation up to Rs. 750/day and actual food bill on submission of receipts +tip of Rs. 75/day.
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Note: Employees who are not staying in hotels will be entitled reimbursement of actual food bill on submission of receipts and tips as entitled. In addition Local conveyance charges will be reimbursed on production of certificate as per section 3.1.2

4.2 Entitlement of Daily Allowance:

S.No.	Group	Entitlement	Remarks
1	I	Rs. 500/day	The employees are entitled Daily allowance in case of stay under own arrangements.
2	II & III	Rs. 400/day	
3	IV	Rs.300/day	
4	V	Rs.250/day	
5	VI	Rs.200/day	

5. TA/DA for International Travel

5.1 Travelling Allowance:

- Employees of any cadre when deputed for international tour on official work are entitled International travel by air in economy class.
- Local conveyance charges will be reimbursed on production of certificates as per section 3.1.2

5.2 Daily Allowance:

- Boarding and lodging expenses of actual expenses + tip of \$ 20 /day
- Actual local conveyance charges on production of receipts/certificate
- Entitlement

S.No.	Group	Entitlement	Remarks
1	I	\$ 100/day	The employees are entitled are Daily allowance in case stay under own arrangements
2	II & III	\$ 75/day	
3	IV	\$ 50/day	

6. TA/DA to visiting members;

All the guests who are invited by the institute are reimbursed according to their cadre are entitled TA/DA. The departments are required to obtain prior permission from the management. Local conveyance can be claimed as per the section 3.1.2 in case the guest chooses to visit on their own. Guests visiting GNI from abroad are reimbursed as per the sections 5 and 4.1.

7. Advance for TA on tour and adjustment of advance:

Amount:

(i) An amount (up to 90%) sufficient to cover the official's personal travelling expenses for a month, viz., daily allowance, road/rail/air fares, for journeys both ways.

(ii) In the case of prolonged tour in the interior, to places difficult of access, an amount sufficient to cover daily allowance, road/rail/air fares and contingent charges.

Conditions:

The advance should be adjusted within fifteen days of completion of the tour/ rejoining duty if gone on leave immediately on completion of tour. A second advance cannot be sanctioned until an account has been given of the first except when a second journey is required to be undertaken soon after Bill in respect of the first advance.

Recovery:

By adjustment from the T.A. Bill submitted after completion of the journey.

9.0 General Policy and Regulations

A. Counting of past Services:

- i. Previous service, whether national or international, without any break as SRF, Scientist, Research, Executive, Asst. Professor, Associative Professor or professor or equivalent in a University, College, National Laboratories or other scientific Organizations such as CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, etc., shall be counted for placement of a teacher as Assistant Professor, Associative Professor, Professor or any other nomenclature of these posts.
- ii. The essential qualifications of the post held were not lower than the qualifications prescribed by the university for Assistant Professor, Associate Professor and Professor as the case may be.
- iii. The post is/was in an equivalent grade or the pre-revised scale of pay as the post of Asst. Professor, Associate Professor and Professor.
- iii. The candidate for direct recruitment has to apply through proper channel.
- iv. The Asst. Professor, Associate Professor and Professor concerned should possess the same minimum qualifications as prescribed by University for appointment to the post of Asst. Professor, Associate Professor and Professor, as the case may be.
- vi. The post was filled in accordance with the prescribed selection procedure as laid down in the regulations of University / state Government/ Central Government/Concerned Institutions, for such appointments.
- vii. The appointment was not an ad hoc or in a leave vacancy of less than one year duration. The ad hoc service of more than one year duration can be counted provided that:
 - a) The incumbent was appointed on the recommendation of selection committee constituted for the purpose and
 - b) The incumbent was appointed against a substantive vacancy, and

c) The incumbent was selected subsequently to the same post in continuation of ad hoc service without break, ignoring notional breaks.

viii. The temporary services at the same basic salary and level shall be considered for counting of past services.

B. Period of probation and Confirmation

i. The minimum period of probation shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance.

ii. In case of newly appointed services of faculty is unsatisfactory for two consecutive years, his/her services may be terminated.

iii. Probation and confirmation rules are applicable only at the initial stage of recruitment.

C. Appointments on Contract Basis

The teachers should be appointed on contract basis only when absolutely necessary and when the student teacher ratio goes for above the laid down norms. In any case, the number should not exceed 10% of the total number of teachers in a College/University. The qualifications and selection procedure for appointing them should be the same as per a regularly appointed teacher. Such appointments should not be made for more than one academic session and the performance of any such entrant teacher should be reviewed before reappointing her/him on contract.

D. Re- Employment of Faculty:

Subject to availability of vacant positions and fitness, teachers shall also be re-employed on contract appointment beyond the age of superannuation.

i.) Eligible Category:

Assistant Professor /Lecturer (selection grade), Associate Professor / Reader and Professor superannuated teachers eligible for re-employment.

ii.) Principles to be followed:

The GNI shall follow the following principles, while taking up the case of superannuated teachers for re-employment:

- (a) The number of teachers to be re-employed in the department at any given time shall be limited to 50% of the vacancies identified as above.
- (b) Re-employment of superannuated teachers may be made only against regular sanctioned posts, which could not be filled up.
- (c) The Re-employment of superannuated teachers shall be in the best interest of the departments.
- (d) There shall be adequate work load for the re-employed teachers at the department concerned to justify the appointments.

iii.) Selection Criteria:

The institute shall follow the following principles while taking up the case of superannuated teachers for re-employment:

- a) The department shall have identified the subject areas where in superannuated teachers need to be appointed.
- b) Superannuated teacher, either from GNI or elsewhere, shall have appropriate qualifications, experiences and excellent record in the considered subject area.
- c) Superannuated teachers shall be distinguished scholars and shall have been productive during their service and in particular, in the last five years in activities like.
 - i) Guidance of research scholars (M.Phil./M.Tech./Ph.D.)
 - ii) Research work done and publication of referred journals, publication of books and other learning materials.
 - iii) Filling of patents and/ or obtaining intellectual property rights.
 - iv) Launching of new academic programs / courses.
 - v) Introducing innovations in teaching and / or examinations.
 - vi) Undertaking sponsored research projects.
 - vii) Rendering knowledge based advice / consultancy.
 - viii) Taking up inter- departmental /institutional collaboration.
 - ix) Organizing of National / International collaboration.
 - x) Conducting continuing education programs and / or associating in them.
 - xi) Undertaking of extension and / or field outreach activities.

iv.) Re-Employment Procedure:

The procedure to be followed for the re-employment of superannuated teachers shall be as given below:

- a) The department desirous of filling any vacancies of superannuated teachers shall obtain their CV for considering their cases.
- b) Each CV shall include a detailed account of all the contributions made by the teacher, highlighting his/her achievements during the last five years.
- c) The Managing Director shall constitute the following Expert Committees for appointment of the proposals:
 - i. Directors
 - ii. Two Subject Experts – Member
 - iii. Dean of the faculty –Member
 - iv. Pro Vice Chancellor – Member

v.) Emoluments and other privileges:

- a. The Institute may re-employ teacher on negotiable service condition and salary for govt. vacancies / non-govt. vacancies.
- b. The Institute may consider the re-employed teachers for campus housing.
- c. A re-employed teacher shall be entitled to casual / Special casual/ Duty leave on par with teaching faculty in regular service.

- d. The University shall provide all the essential academic facilities to the re-employed teacher.

E. Visiting Faculty:

The institute may engage visiting faculty of specialized area of teaching and research and will pay them suitably. The permission for engaging visiting faculty shall be obtained from the competent authority.

10.0 Do's and Don'ts

Some of the Do's and Don'ts for faculty members are enumerated below. These are to be strictly followed for achieving better academic performance.

A. Do's

- Be at College before **09:15 a.m.** Sign in the attendance register by **09.20 a.m.**
- Strictly obey the instructions and circulars issued by the institution from time to time.
- Be in time for all classes and leave classes exactly in time after completion of session.
- Take attendance at the beginning of class work.
- Be thoroughly prepared for the class.
- Insist on timely submission and accuracy of lab records.
- Timely submission of all tasks allotted and proper feedback.
- Be ethical, through professional and a good team member.
- Academic excellence through continued self –education (M.Tech & Ph.D.)
- Contribute in academic and administrative activities.
- Execution and follow up of Action plan for the department.

B. Don'ts

- Don't avail leave without prior sanction (In emergency only, inform HOD timely).
- Don't get absent from Lab or classes on any pretext.
- Don't avoid Feedback.
- Don't get into altercation with seniors.
- Don't give lame excuses for not doing a job in time.
- Don't waste time in discussion with other faculty (Grapevine Comm.). Discuss technology instead!
- Don't spread rumours or accept them.
- Don't be disgruntled.
- Avoid unethical exit.
- Don't get into altercation with students.
