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Criterion no: 6.2.2

Criterion Details: The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.

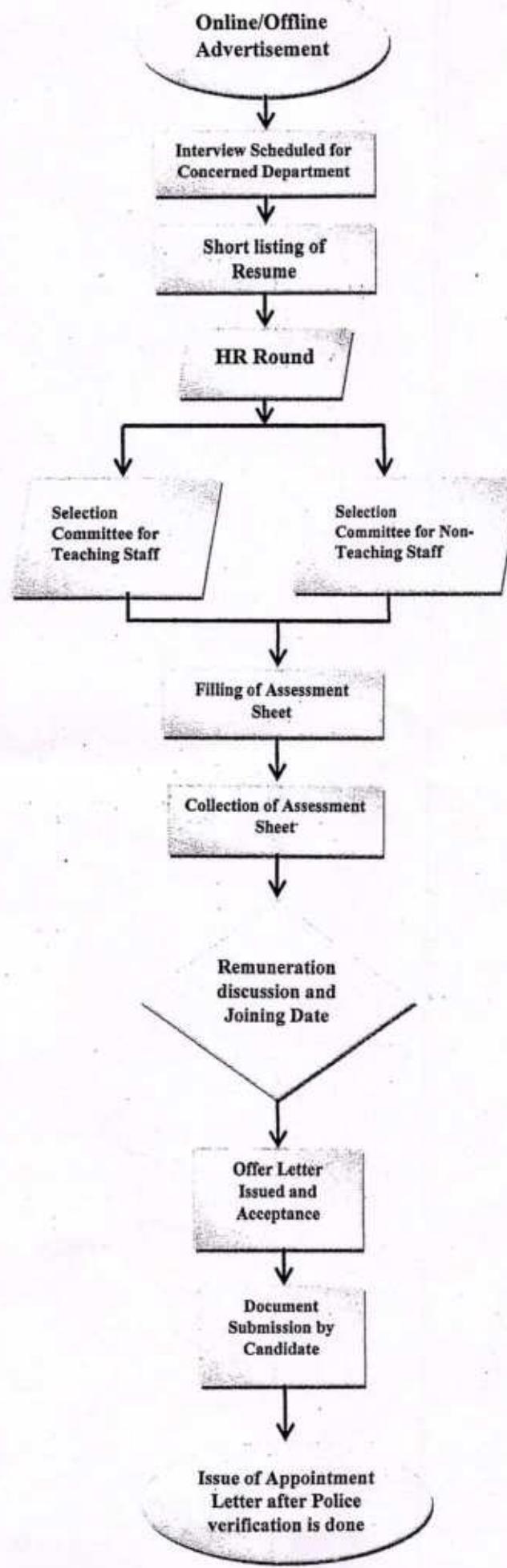
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*C Director
Tula's Institute, Dehradun*

Recruitment Process Flow Chart

Director
Tula's Institute, Dehradun

Recruitment Process



Director
Tula's Institute, Dehradun

ANNEXURE -02

HR Policy



Director
Tula's Institute, Dehradun



TULA'S INSTITUTE, DEHRADUN

HR POLICY

1. Probation:

- 1.1 The Teaching & Non-Teaching Staff of the Institute will be deployed on probation for one year which can be extended further in case the services are found unsatisfactory.
- 1.2 The services of the Teaching & Non-Teaching Staff can be terminated without assigning any reason during the probation period; however, the terms of resignation or termination after probation period of the staff will be governed by Clause No.6, notified below.
- 1.3 Police verification will be done within 15 days of joining.

2. Security:

- 2.1 Staff will be required to deposit one month's salary as Security on own accord which will be refunded on resignation as per the terms & conditions specified in Clause No.6, below.
- 2.2 The security is to be deposited in the following manner:
 - Staff will ensure to deposit one third of security on his/her selection.
 - Rest two third part will be deducted in two equal installments from 2nd and 3rd month's salary.

3. Annual Increments:

Increments will be applicable w.e.f. the academic session. The increment will be at the sole based upon the performance of the staff, reviewed on yearly basis by a duly constituted committee.

4. Leave:

4.1 Teaching staff

- 4.1.1 Staff is entitled to avail one leave per month in arrears; however, they can accumulate their leaves and take them together any time during the Academic year, provided, of course, that there is no clash with the institute's session & prior permission of Director is mandatory. Extra leave taken will be without salary.
- 4.1.2 A total of Twelve (12) casual leaves is permitted per year i.e; one leave per month. (if date of joining is before the 10th day of the month, leave will be granted else not). If leave availed are more than 12, salary will be deducted for extra leaves taken. However, no leave can be availed in advance and cannot be carry forward to next academic year.
- 4.1.3 Faculty member is entitled to avail 12 days off in summer after the completion of even semester and four days off in winters after the completion of odd semester (The dates of leave will be declared by the Director).
- 4.1.4 Staff with in their probation period of one year is not entitled to either of the summer/winter vacations i.e. staff joining in even semester is not entitled to 12 days summer leave. Similarly, staff joining in odd semester is not entitled to 4 days winter leave.
- 4.1.5 Sanction of leave of Director/Registrar/Dean will be approved by Chairman of the Institute or his nominee designated by him.
- 4.1.6 In case of emergency, intimation regarding the same is to be given to Director/Registrar and approval sought at the earliest available opportunity.


Director
Tula's Institute, Dehradun

4.2 Non Teaching Staff

- 4.2.1** Staff is entitled to avail one leave per month in arrears, however, they can accumulate their leaves and take them together any time during the Academic year provided of course that there is no clash with the institute's session and prior permission of Registrar is mandatory. Extra leave taken will be without salary.
- 4.2.2** A total of Twelve (12) casual leaves is permitted per year i.e. one leave per month. (if date of joining is before the 10th day of the month, leave will be granted else not). If leave availed are more than 12, salary will be deducted for extra leaves taken. However, no leave can be availed in advance and cannot be carry forward to next academic year.
- 4.2.2** Non teaching staff is entitled to avail 06 days off in summer after the completion of even semester and 03 days off in winters after the completion of odd semesters (The dates of leave will be declared by Registrar).
- 4.2.3** Staff within their probation period of one year is not entitled to either of the summer/winter vacations i.e. staff joining in even semester is not entitled to 6 days summer leave. Similarly, staff joining in odd semester is not entitled to 3 days winter leave.
- 4.2.4** Leave for Lab Assistants and Library Staff will be granted by Registrar.

4.3 MATERNITY LEAVE/ PATERNITY LEAVE

- 4.3.1** Women employees of Tula's except those on casual basis may be granted maternity leave for a period of 3 months. Leave application is to be supported by a certificate of a qualified doctor (M.B.B.S./ M.D.).
- 4.3.2** Maternity leave will not be debited to any other kind of leave.
- 4.3.3** Maternity leave may be combined with other kinds of leave except casual leave, but any leave applied for in continuation of maternity leave may be granted only if the application is supported by a medical certificate from a qualified doctor (MBBS./ M.D.).
- 4.3.4** The payment of maternity leave will only be released when the women employee rejoins on duty after availing the maternity leave. The aforementioned payment will be released on producing an Undertaking of this effect that she will be serving the institute for minimum one year and on completion of the period mentioned in the undertaking.
- 4.3.5** Maternity leave is to be granted to an employee provided she gives a certificate that she has less than two surviving children.
- 4.3.6** Maternity leave must be applied at least 3 months in advance.
- 4.3.7** Male staff members are eligible for 6 days paid paternity leave.

4.4 Short Leave

- 4.4.1** One short leave of duration two hours is allowed every month. The short leave when availed can also be clubbed with the lunch timings of forty minutes.
- 4.4.2** Every two short leaves will be considered as one half day leave and three consecutive short leaves will be considered as full day leave after availing one short leave of the month.

4.5 CASUAL LEAVE

- 4.5.1** Casual leave is not earned by duty. A member of the staff on casual leave is not treated as absent from duty and his pay is not interrupted. The maximum numbers of casual leaves in a calendar year are 12.
Tula's Institute 4.52hr Sundays and other holidays may be prefixed, Inter-fixed and suffixed with the casual leaves.

4.5.3 Casual leave cannot be combined with any other kind of leave.

4.6 Special leave

- 4.6.1** 6 days special leave can be granted by the Director/Registrar to an employee for self-marriage (only once). However, this can be clubbed with the balance CLs, if the employee completed his/her service for one year.
- 4.6.2** 4 days special leave may be granted by the Director/Registrar in case of death of his/her own dependents (own parents, own children or legally wedded spouse) and these leaves can be clubbed with the balance CLs.

4.7 COMPENSATORY LEAVE

Compensatory Leave may be granted to the employees in lieu of working on closed day(s) and can be availed within 60 days of working.

4.8 MEDICAL/SICK LEAVE

- 4.8.1** A total of Seven days medical leave can be granted / availed in case of accident, hospitalization or getting operated due to serious illness of employee.
- 4.8.2** Proper documentary evidence is required to avail this leave.
- 4.8.3** Sickness of general short-time duration is expected to be covered under CL.
- 4.8.4** This leave can be combined with CL for hospitalization or serious illness.

4.9 Academic Leave

A total of 14 days academic leave can be granted to faculties for academic and research purposes. The Director reserves the right to grant the leave as per the Research policy.

5. Working days are from Monday to Saturday and working hours are notified separately for even and odd semester.

6. Resignation:

- 6.1** In case staff intends to resign from the services, they are required to give calendar months' notice in writing on 30th November or 30th April in view of the institute's Session. These are specified dates of quoted. In lieu of institute session the date for quoted might change keeping in the smooth conduct of the semester and this change will be duly informed. If one complies with these dates the institute will refund his/her security. Failure to do so will result in the forfeiture of security deposit with the institute, further no outstanding salary will also be paid.
- 6.2** If staff resigns within First Month of his/her appointment he/she will not be entitled to draw its salary and security deposit.
- 6.3** Security amount is released after two months from the date of relieving from the job.
- 6.4** Releasing of Security amount is governed by clause 6.1 & 6.2 above.
- The relieving letter will be issued within one week from the clearance of NO dues from the Institute
- 6.5** Experience certificate will be issued after one month from the date of relieving
- 6.6** In case staff is absent from his/her duties for more than seven days without information in writing. His/her services will stand terminated automatically. Further no security and/or outstanding salary will be paid moreover no experience letter and/or relieving letter will be issued to the concern.
- 6.7** Staff are not entitled to avail any leave during notice period, failing which it may be treated as leave without pay and notice period will increase to that extent.

7. Termination:

- 7.1 30 days clear notice by the employer.
- 7.2 If the employee is found of involving in any activity which harms the reputation of the institute and /or discloses the affairs of the institute to third parties or is found not performing his/her duties, the matter will be referred to the disciplinary committee and the decision of disciplinary committee will be final and acceptable to all, which may even lead to immediate termination of services.

8. General code of conduct:

- 8.1 Dress code - As a staff member of TULAS institute, each employee is expected to present in a professional appearance at all times.
- 8.2 Usage of mobile phones is not permitted during the institute teaching hours.
- 8.3 Corporal punishment is completely banned in the institute. Any staff found guilty will be imposed with strict disciplinary action and that may be inclusive of the termination from the services.
- 8.4 The institute can ask for an explanation in writing at any point of time regarding any activity/ task assigned/ event/ as and when found necessary. The explanation can also lead to issue of warning letter.
- 8.5 The institute can issue warning letters in case of any indisciplinary activity related to academic/administration. A total of two warning letters will be issued in case of indisciplinary activities, however issuing of third warning letter can lead to termination without notice period.
- 8.6 Employee will report to the concerned Head of the Department /Director/Dean and have to shoulder the responsibilities in analyzing etc of the activities/curriculum/Department and the Institute.
- 8.7 Employee must refrain (Not to do) from the following:
 - 8.7.1 Speaking in a language not understood by others, while on Institute duty which look offending to others.
 - 8.7.2 Smoking or consuming alcohol or tobacco or pan masala in any form while at work or anywhere within the Institute premises.
 - 8.7.3 Employees shall not indulge in any quarrel, abusive language, fight or violence or any other disorderly and/or indecent and /or riotous behavior.
- 8.8 Employees must check their e-mails daily and reply to necessary e-mails immediately.
- 8.9 All faculty members/Staff is required to maintain the confidentiality of his/her salary structure with its colleagues/peers, failing on which strict action can be taken against them.

Director
Tula's Institute, Dehradun

9. EMPLOYEE ON-BOARD:

Policy for new appointment of faculty:

- 9.1 Approval- Get the approval of appropriate authority.
- 9.2 Before getting the approval of the appropriate authority, the documents i.e. original certificates, percentage of marks and other required parameters are to be verified by the concerned HoD/Director/Registrar
- 9.3 Submission of Documents: Individual should submit their academic credentials with the HR Department like SSC, Inter, UG, PG, PhD and any other certificates as per requirements on or before the date of joining.
In addition to the above following documents are also to be submitted:
 - a) Copies of appointment order, relieving and salary certificate of previous employer.
 - b) Copies of all experience certificates.
 - c) 5 passport size photographs.
 - d) Copies of Form 16, Previous SCM Document/Ratification Copy as per applicability.
 - e) PAN Card, Aadhar Card, Voter ID Card and Passport (if held).
- 9.4 Joining Report: Individual should complete joining formalities by submitting joining report and faculty information form to the HR Department after getting signatures of Section Head, Director/Registrar of concerned campus. Individual should also fill up faculty information form along with joining report.
- 9.5 Opening of Bank Account After joining the college the individual is need to open a salary account with PNB (those who are not having an account with the above banks) and will submit the account number to Accounts Department and HR Department.

NOTE: (a)

The institute reserves the right to amend any of the above said clauses.

(b) Discretion in the case of Teaching Staff lies with the Director and for non teaching staff with the Registrar.

Declaration: I have read the above rules and regulations carefully and I agree to abide by them.

Date:

Name :

Signature:


Director
Tula's Institute, Dehradun

Sample Application For Recruitment

Director
Tula's Institute, Dehradun

To,
The Director
Tula's Institute
Dhankot, Dehradun

Subject:- Applying for the post of "Assistant Professor" in Journalism
and mass communication Department.

Respected Sir,

I, Tauseef Iqbal is writing this as my formal application for the post of "Assistant Professor" in Department of Journalism and Mass Communication. I came across this vacancy through a Classified Ad published in a local newspaper.

Please find enclosed documents and my qualifications details with latest updated resume.

Yours sincerely,
Tauseef Iqbal
8899444007


Director
Tula's Institute, Dehradun

Received on
27.08.2021

Ref. Tula's / Registrar /Offer/0821/02

Date: 25.08.2021

To

Mr. Tauseef Iqbal
 4/1484-D, Incholi House
 Dodhpur, Aligarh
 Uttar Pradesh-202001

is with reference to Interview held on 10.08.2021 for the Post of Assistant Professor and based on the recommendations of the Selection Committee, the Management of this Institute is pleased to offer the appointment as an Assistant Professor. The other Terms and Conditions of services will be issued separately to you good-self at the time of Joining the Institute.

You are requested to join within 7 days of the Receipt of this Letter. You are also requested to bring originals and submit one set of attested copies, of all your educational qualification certificates, mark-sheets and experience certificate.

You will be on probation period of 12 months from the date of joining. Your probation period may be extended as deemed necessary by the Management. If deemed satisfactory, your probation can be made permanent after 12 months of joining or earlier if so desired.

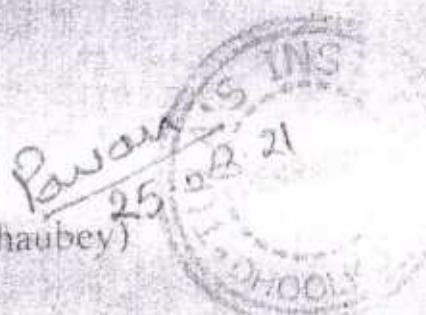
On reporting at the institute, it will be mandatory to complete all the joining formalities. If the same is not completed, this offer of Appointment shall be deemed as null and void.

This issues with the approval of the competent authority.

We hope to have a long, happy and fruitful association with you.

Yours sincerely,

Prof. Pavan Kr. Chaubey
 Registrar



Thank You
X
Accepted
Pavan Kr. Chaubey 25/08/21

O.P.T.
 Director
 Tula's Institute, Dehradun

ANNEXURE -04

Sample Appointment Letter


Director
Tula's Institute, Dehradun



Ref. Tula's /Appointment/1021/01

Date: 05.10.2021

Mr. Tauseef Iqbal
4/1484-D Incholi House
Aligarh, UP

Sir / Ma'am,

Appointment as Assistant Professor at Tula's Institute

This letter confirms your appointment on the post of Assistant Professor at Tula's Institute and outlines the terms of the Appointment.

1. The Appointment will be subject to the Institute Rules & Regulations and HR Policy. You are expected to maintain a high standard of personal behavior befitting your position.
2. You are placed in the gross salary of Rs 31,000/- (Pay Band of 15,600-39100/- with AGP 7000/- plus other allowances as applicable).
3. Your confirmation and association with the Institute will be subject to your conduct, feedback and on your overall performance during this period.
4. During your service in this institute, you may come across such information, which may be confidential in nature. You will not divulge this to anybody, whosoever, during or after your service in this Institute. You will not be allowed to leave the Institute during mid - session.
5. The Appointment is subject to ratification of your original certificates and testimonials by the University/Management/Institute or any other governing body.
6. Based on your performance you will be given annual increments.
7. Notwithstanding the other provisions of this letter the appointment may be terminated at any time by the Institute in accordance with the terms and conditions stipulated in Institute's HR Policy. Upon such termination or resignation for any reason, you shall not be entitled to any damages for loss of office and no salary or other claim will be payable to you in respect of any unexpired period of the term of the appointment.

We hope to have a long, happy and fruitful association with you.

[Signature]
Director

I, TAUSEEF IQBAL, hereby declare that I agree to join Tula's Institute under above terms and conditions.

Signature:

Name: TAUSEEF IQBAL

[Signature]
Director
Tula's Institute, Dehradun

Date: 05/10/21

Mission:

- Promote intellectual and skilled human capital generating employment and entrepreneurship.
- Be educational centre of excellence of multi ethnicity and diversity.
- Establish as technology driven teaching learning institution.
- Provide world class platform for research and innovation.



Dhoikot, P.O. Selaqui, Chakrata
Dehradun - 248011 (U K India)



www.tulas.edu.in

ANNEXURE -05

Sample Joining Report


Director
Tula's Institute, Dehradun

Joining Report

The Director/Registrar
Tula's Institute
Dehradun

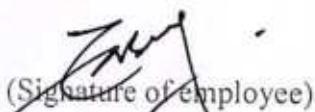
Sir,

I ... M. Tauseef Tabal ... hereby report for duty as per the terms and conditions given below:

1. Date of Joining: 04/09/21
2. Designation: Asst. Professor
3. Starting Salary: 31000/-
4. Pay Scale: 15600 - 29100 with Grade pay 7000/-
5. I shall be ready to work as per the timings of your Institute.
6. I agree to work on probation for minimum period of 12 months from the date of joining. During this probation period my services can be terminated at any time without a notice or assigning any reason.
7. In case I leave the job, I agree to give minimum 30 days notice or salary in lieu, thereof.
8. I will be governed by the terms and conditions of employment as may be prevailing in your Institute from time to time.
9. As a part of my duty, in case I receive or am entrusted with any cash, cheque, documents or any valuables belonging to your Institute or organizations. I shall keep proper custody of the same and render account of the same and be fully responsible to make good any loss or damage caused to any cash or valuables entrusted to me.

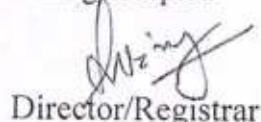
I request you to inform my (relation) FATHER (Name) M. Tauseef Tabal in event of any emergency on telephone no.... 9412174789

Yours truly,



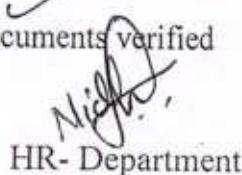
(Signature of employee)

Joining accepted



Director/Registrar

Original documents verified



HR- Department



Director
Tula's Institute, Dehradun

Mission:

- Promote intellectual and skilled human capital generating employment and entrepreneurship.
- Be educational centre of excellence of multi ethnicity and diversity.
- Establish as technology driven teaching learning institution.
- Provide world class platform for research and innovation.
- Inculcate social, environmental, heritage values.



Dhoolkot, P.O. Selaqui, Chakrata Roar
Dehradun - 248011 (U.K India)

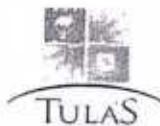


www.tulas.edu.in

ANNEXURE -06

Confirmation Of Appointment


G. D. S. T.
Director
Tula's Institute, Dehradun



TULA'S DEHRADUN

INSTITUTE

* Approved by AICTE, Ministry of HRD, Govt. of India * ISO 9001:2015

Affiliated: * Uttarakhand Technical University * Sri Dev Suman Uttarakhand University * Uttarakhand Board of Technical Education

Ref.Tula's/ Confirmation/Dir/022/02

Date. 07-10-2022

Name... Tauseef Iqbal

Designation.. Assistant Professor

CONFIRMATION OF APPOINTMENT

Dear..... Tauseef Iqbal

This is with Reference to the review of the performance during the probation period. We are grateful to inform you that your employment has been confirmed as .. *Assistant professor* effective from ... Oct ... 2022 .

The terms and conditions as per mentioned in your appointment letter will remain unchanged.

We look forward to your valuable contributions and wish you all the very best for a fruitful career with our organization.

Please sign the duplicate copy of this letter as a token of acceptance of the same.

Divyanshu
(Director)



CUSA
Director
Tula's Institute, Dehradun

Received
07/10/22

Vision

- To emerge as an academic centre producing world class professionals promoting innovation and research.

Mission:

- Promote intellectual and skilled human capital generation employment and entrepreneurship.
- Be educational centre of excellence of multi ethnicity and diversity.
- Establish as technology driven teaching learning institution.
- Provide world class platform for research and innovation.
- Inculcate social, environmental, heritage values.

Dhoolkot, P.O. Selaqui, Chakrata Road
Dehradun - 248011 (U.K India)

www.tulas.edu.in

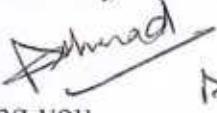
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To,
The Director
Tula's Institute
Dehradun

Subject- Applying for the post of Assistant Professor in Computer Application Department.

Sir/ma'am,

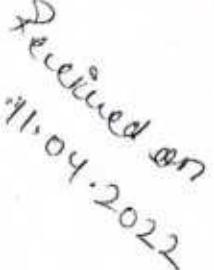
With reference to your advertisement in naukri.com I would like to apply for the post of Assistant professor in Computer Application Department.
Kindly consider my application for same


Thanking you
You're sincerely

Dr. Ahmad Jamal

Please find the enclosed Resume with the application


Director
Tula's Institute, Dehradun


Received on
11.04.2022

TULA'S DEHRADUN INSTITUTE

* Approved by AICTE, Ministry of HRD, Govt. of India * ISO 9001:2015

100% UG & PG Technical courses * Sir Ganga Singh Dehradun University * Uttarakhand Council of Technical Education

Ref. Tula's Institute Offer/0422/04

Date: 12-04-2022

To:

Dr. Ahmad Farooq
Associate Professor
Uttarakhand

It is with reference to interview held on 13.03.2022 for the Post of Assistant Professor and based on the recommendations of the Selection Committee, the Management of this Institute is pleased to offer the appointment as an Assistant Professor. The other Terms and Conditions of services will be issued separately in your good self at the time of joining the Institute.

You are requested to join within 30 days of the Receipt of this Letter. You are also requested to bring originals and submit one set of attested copies of all your educational qualification certificates, mark-sheets and experience certificate.

The will be a probation period of 12 months from the date of joining. Your probation period may be extended as deemed necessary by the Management. If deemed satisfactory your probation can be made permanent after a minimum period of one year of your service.

In reporting at the institute, it will be mandatory to complete all the joining formalities. If the same is not completed, this offer of Appointment shall be deemed as null and void.

This offer will be approved by the competent authority.

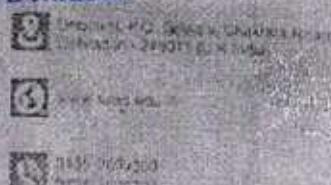
We hope to have a long, happy and fruitful association with you.

Yours Sincerely
Dr. Farooq Chahal
Report



I accept the offer
Ahmed
13-April-2022

Director
Tula's Institute, Dehradun



Joining Report

The Director/Registrar
Tula's Institute
Dehradun

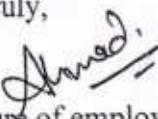
Sir,

I DR. Ahmad Jamal hereby report for duty as per the terms and conditions given below:

1. Date of Joining: 18.04.2022
2. Designation: ASSISTANT PROFESSOR
3. Starting Salary: 45,000/-
4. Pay Scale: 156.00 - 39.100 with AHP-7000/-
5. I shall be ready to work as per the timings of your Institute.
6. I agree to work on probation for minimum period of 12 months from the date of joining. During this probation period my services can be terminated at any time without a notice or assigning any reason.
7. In case I leave the job, I agree to give minimum 30 days notice or salary in lieu, thereof.
8. I will be governed by the terms and conditions of employment as may be prevailing in your Institute from time to time.
9. As a part of my duty, in case I receive or am entrusted with any cash, cheque, documents or any valuables belonging to your Institute or organizations. I shall keep proper custody of the same and render account of the same and be fully responsible to make good any loss or damage caused to any cash or valuables entrusted to me.

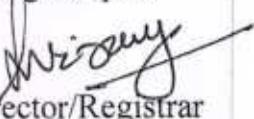
I request you to inform my (relation) wife (Name) Zainab Muskan in event of any emergency on telephone no... 8755136856

Yours truly,



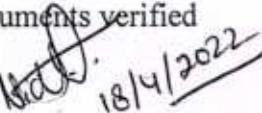
(Signature of employee)

Joining accepted



Director/Registrar

Original documents verified



18/4/2022
HR- Department



Director
Tula's Institute, Dehradun

Vision

- To emerge as an academic centre producing world class professionals promoting innovation and research.

Mission:

- Promote intellectual and skilled human capital generation employment and entrepreneurship.
- Be educational centre of excellence of multi ethnicity and diversity.
- Establish as technology driven teaching learning institution.
- Provide world class platform for research and innovation.
- Inculcate social, environmental, heritage values.



TULA'S DEHRADUN INSTITUTE

• Approved by AICTE, Ministry of HRD, Govt. of India • ISO 9001:2015

Affiliated to: Uttarakhand Technical University • Sri Dev Suman Uttarakhand University • Uttarakhand Board of Technical

Ref. Tula's /Appointment/0522/01

Date: 19.05.2022

Dr Ahmad Jamal
Dakpathar Dehradun
Uttarakhand

Sir/ Ma'am,

Appointment as Assistant Professor at Tula's Institute

This letter confirms your appointment on the post of Assistant Professor at Tula's Institute and outlines the terms of the Appointment.

1. The Appointment will be subject to the Institute Rules & Regulations and HR Policy. You are expected to maintain a high standard of personal behavior befitting your position.
2. You are placed in the gross salary of Rs 45,000/- Pay Band of 15600-39100/- with AGP 7000/- plus other allowances as applicable).
3. Your confirmation and association with the Institute will be subject to your conduct, feedback and on your overall performance during this period.
4. During your service in this institute, you may come across such information, which may be confidential in nature. You will not divulge this to any body, whosoever, during or after your service in this Institute. You will not be allowed to leave the Institute during mid - session.
5. The Appointment is subject to ratification of your original certificates and testimonials by the University/Management/Institute or any other governing body.
6. Based on your performance you will be given annual increments.
7. Notwithstanding the other provisions of this letter the appointment may be terminated at any time by the Institute in accordance with the terms and conditions stipulated in Institute's HR Policy. Upon such termination or resignation for any reason, you shall not be entitled to any damages for loss of office and no salary or other claim will be payable to you in respect of any unexpired period of the term of the appointment.

We hope to have a long, happy and fruitful association with you.

Director



Received
Ahmad
19-05-2022

CJL
Director
Tula's Institute, Dehradun

Vision

- To emerge as an academic centre producing world class professionals promoting innovation and research.

Mission:

- Promote intellectual and skilled human capital generating employment and entrepreneurship.
- Be educational centre of excellence of multi ethnicity and diversity.
- Establish as technology driven teaching learning institution.



Dhoolkot, P.O. Selaqui, Chakrata R.
Dehradun - 248011 (U.K. India)



www.tulas.edu.in

Ref. Tula's /Appointment/0522/01

Date:19.05.2022

Dr Ahmad Jamal
Dakpathar Dehradun
Uttarakhand

Sir/Ma'am

Appointment as Assistant Professor at Tula's Institute

This letter confirms your appointment on the post of Assistant Professor at Tula's Institute and outlines the terms of the Appointment.

1. The Appointment will be subject to the Institute Rules & Regulations and HR Policy. You are expected to maintain a high standard of personal behavior befitting your position.
2. You are placed in the gross salary of Rs 45,000/- Pay Band of 15600-39100/- with AGP 7000/- plus other allowances as applicable).
3. Your confirmation and association with the Institute will be subject to your conduct, feedback and on your overall performance during this period.
4. During your service in this institute, you may come across such information, which may be confidential in nature. You will not divulge this to anybody, whosoever, during or after your service in this Institute. You will not be allowed to leave the Institute during mid – session.
5. The Appointment is subject to ratification of your original certificates and testimonials by the University/Management/Institute or any other governing body.
6. Based on your performance you will be given annual increments.
7. Notwithstanding the other provisions of this letter the appointment may be terminated at any time by the Institute in accordance with the terms and conditions stipulated in Institute's HR Policy. Upon such termination or resignation for any reason, you shall not be entitled to any damages for loss of office and no salary or other claim will be payable to you in respect of any unexpired period of the term of the appointment.


Director

We hope to have a long, happy and fruitful association with you.

I...Dr.. Ahmad.. Jamal hereby declare that I agree to join Tula's Institute under above terms and conditions.

Signature: 

Name: Dr. Ahmad Jamal


Director
Tula's Institute, Dehradun

Date: 19 - 05 - 2022

Vision

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Mission:

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- Provide world class platform for research and innovation.

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 0135-2699300
0135-2699300

To,
The Director
Tula's Institute
Head Post Dehradun

Subject → Employment application for the post of Associate Professor in Agriculture Dept.

Dear Sir,

I would like to request you to consider my application for the post of Associate Professor in the dept of Agriculture. I got to know about the post from the website.

My resume is attached, attached along with the application.

Splendid Regards-

Dr. Prema Bedoni

9958209397

Received on

22.


Director
Tula's Institute, Dehradun



TULA'S DEHRADUN INSTITUTE

* Approved by AICTE, Ministry of HRD, Govt. of India * ISO 9001:2015

Affiliated: * Uttarakhand Technical University * Sri Dev Suman Uttarakhand University * Uttarakhand Board of Technical Education

Ref. Tula's / Registrar /Offer/1121/11

Date: 23.11.2021

To,
Dr. Prerana Badoni
Prabhat Enclave,
Sahastradhara Road Dehradun,
Uttarakhand

It is with reference to Interview held on 12.11.2021 for the Post of Associate Professor and based on the recommendations of the Selection Committee, the Management of this Institute is pleased to offer the appointment as an Associate Professor. The other Terms and Conditions of services will be issued separately to you good-self at the time of Joining the Institute.

You are requested to join within 07 days of the Receipt of this Letter. You are also requested to bring originals and submit one set of attested copies, of all your educational qualification certificates, mark-sheets and experience certificate.

You will be on probation period of 12 months from the date of joining. Your probation period may be extended as deemed necessary by the Management. If deemed satisfactory your probation can be made permanent after a minimum period of one year of your service.

On reporting at the institute, it will be mandatory to complete all the joining formalities. If the same is not completed, this offer of Appointment shall be deemed as null and void.

This issues with the approval of the competent authority.

We hope to have a long, happy and fruitful association with you.

Yours Sincerely,

(Prof. Pavan Kr. Chaubey)
Registrar

Director
Tula's Institute, Dehradun



*Pavan
23.11.21
Beechwood
J. R.*

Vision

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Mission:

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- Establish as technology driven teaching learning institution.
- Provide world class platform for research and innovation.
- Inculcate social, environmental, heritage values.

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0135-2699300
0135-2699300

Joining Report

The Director/Registrar
Tula's Institute
Dehradun

Sir,

I ... Dr. Prerana Badoni hereby report for duty as per the terms and conditions given below:

1. Date of Joining: 01/12/2021
2. Designation: ASSOCIATE PROFESSOR
3. Starting Salary: 37,000/-
4. Pay Scale: 37400 - 67000 with AGP 7000/-
5. I shall be ready to work as per the timings of your Institute.
6. I agree to work on probation for minimum period of 12 months from the date of joining. During this probation period my services can be terminated at any time without a notice or assigning any reason.
7. In case I leave the job, I agree to give minimum 30 days notice or salary in lieu, thereof.
8. I will be governed by the terms and conditions of employment as may be prevailing in your Institute from time to time.
9. As a part of my duty, in case I receive or am entrusted with any cash, cheque, documents or any valuables belonging to your Institute or organizations. I shall keep proper custody of the same and render account of the same and be fully responsible to make good any loss or damage caused to any cash or valuables entrusted to me.

I request you to inform my (relation) Father (Name) Shri. Vinod in event of any emergency on telephone no. 9760173568 Badoni.

Yours truly,

(Signature of employee)

Joining accepted

Shyam
Director/ Registrar

Original documents verified

Nisha
HR- Department

Chintan
Director
Tula's Institute, Dehradun

Mission:

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Vision

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Ref. Tula's / Appointment/1221/08

Date: 15.12.2021

Dr. Prerana Badoni
Prabhat Enclave,
Sahastradhara Road Dehradun,
Uttarakhand

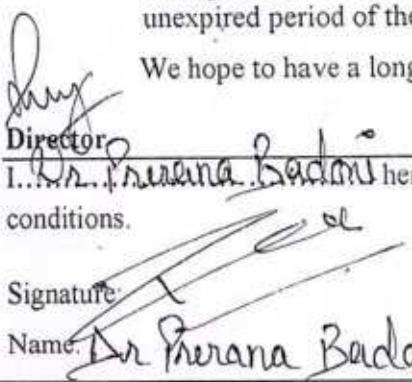
Sir/Ma'am

Appointment as Associate Professor at Tula's Institute

This letter confirms your appointment on the post of Associate Professor at Tula's Institute and outlines the terms of the Appointment.

1. The Appointment will be subject to the Institute Rules & Regulations and HR Policy. You are expected to maintain a high standard of personal behavior befitting your position.
2. You are placed in the gross salary of Rs 37000/- Pay Band of 37400-67000/- with AGP 7000/- plus other allowances as applicable).
3. Your confirmation and association with the Institute will be subject to your conduct, feedback and on your overall performance during this period.
4. During your service in this institute, you may come across such information, which may be confidential in nature. You will not divulge this to anybody, whosoever, during or after your service in this Institute. You will not be allowed to leave the Institute during mid - session.
5. The Appointment is subject to ratification of your original certificates and testimonials by the University/Management/Institute or any other governing body.
6. Based on your performance you will be given annual increments.
7. Notwithstanding the other provisions of this letter the appointment may be terminated at any time by the Institute in accordance with the terms and conditions stipulated in Institute's HR Policy. Upon such termination or resignation for any reason, you shall not be entitled to any damages for loss of office and no salary or other claim will be payable to you in respect of any unexpired period of the term of the appointment.

We hope to have a long, happy and fruitful association with you.


Director

I, Dr. Prerana Badoni hereby declare that I agree to join Tula's Institute under above terms and conditions.

Signature:

Name: Dr. Prerana Badoni


Director
Tula's Institute, Dehradun

Date: 15/12/21

Vision

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0135-2699300
0135-2699309

To,
The Director
Tula's Institute
Dehradun

Subject:- Applying for the post of Assistant professor
in Management Department.

Sir / Madam,

I came across the requirement of Assistant professor in Management Department from the Newspaper advertisement. I applied here and went through the required procedure.

Kindly accept my application for the post as I meet all the requirements and eligibility that one needs to teach an undergraduate/ graduate course.

I am enclosing my resume and other required documents with this letter.

Yours Sincerely,
Swati Yadav.

Swati


Chintu
Director
Tula's Institute, Dehradun

Received on
28. March. 2023



TULAS'S DEHRADUN

INSTITUTE

* Approved by AICTE, Ministry of HRD, Govt. of India * ISO 9001:2015

Affiliated: * Uttarakhand Technical University * Sri Dev Suman Uttarakhand University * Uttarakhand Board of Technical Education

Ref. Tula's / Registrar /Offer/0422/02

Date: 04-04-2022

To,
Swati Yadav
Thakurpur Prem Nagar
Dehradun Uttarakhand

It is with reference to Interview held on 04.04.2022 for the Post of Assistant Professor and based on the recommendations of the Selection Committee, the Management of this Institute is pleased to offer the appointment as an Assistant Professor. The other Terms and Conditions of services will be issued separately to you good-self at the time of Joining the Institute.

You are requested to join within 30 days of the Receipt of this Letter. You are also requested to bring originals and submit one set of attested copies, of all your educational qualification certificates, mark-sheets and experience certificate.

You will be on probation period of 12 months from the date of joining. Your probation period may be extended as deemed necessary by the Management. If deemed satisfactory your probation can be made permanent after a minimum period of one year of your service.

On reporting at the institute, it will be mandatory to complete all the joining formalities. If the same is not completed, this offer of Appointment shall be deemed as null and void.

This issues with the approval of the competent authority.

We hope to have a long, happy and fruitful association with you.

Yours Sincerely,

(Prof. Pavan Kr. Chaubey)
Registrar

Pavan
04-04-22



Accepted
Swati


Director
Tula's Institute, Dehradun

Vision

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Mission:

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Joining Report

The Director/Registrar
Tula's Institute
Dehradun

Sir,

I SWATI YADAV hereby report for duty as per the terms and conditions given below:

1. Date of Joining: 05.04.22
2. Designation: ASSISTANT PROFESSOR
3. Starting Salary: 28350/-
4. Pay Scale: 15600 - 39100 (1st Pay Band - 6000/-)
5. I shall be ready to work as per the timings of your Institute.
6. I agree to work on probation for minimum period of 12 months from the date of joining. During this probation period my services can be terminated at any time without a notice or assigning any reason.
7. In case I leave the job, I agree to give minimum 30 days notice or salary in lieu, thereof.
8. I will be governed by the terms and conditions of employment as may be prevailing in your Institute from time to time.
9. As a part of my duty, in case I receive or am entrusted with any cash, cheque, documents or any valuables belonging to your Institute or organizations. I shall keep proper custody of the same and render account of the same and be fully responsible to make good any loss or damage caused to any cash or valuables entrusted to me.

I request you to inform my (relation) MOTHER (Name) SARLA YADAV in event of any emergency on telephone no. 9997845071.

Yours truly,

Swati
(Signature of employee)

Joining accepted

Swati
Director/Registrar

Original documents verified

Nisha
HR- Department


Director
Tula's Institute, Dehradun

Vision

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- Provide world class platform for research and innovation.
- Inculcate social, environmental, heritage values.

Ref. Tula's /Appointment/0422/05

Date: 25.04.2022

Swati Yadav

Thakurpur Prem Nagar
Dehradun Uttarakhand

Sir/Ma'am

Appointment as Assistant Professor at Tula's Institute

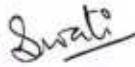
This letter confirms your appointment on the post of Assistant Professor at Tula's Institute and outlines the terms of the Appointment.

1. The Appointment will be subject to the Institute Rules & Regulations and HR Policy. You are expected to maintain a high standard of personal behavior befitting your position.
2. You are placed in the gross salary of Rs 28,350/- Pay Band of 15600-39100/- with AGP 6000/- plus other allowances as applicable).
3. Your confirmation and association with the Institute will be subject to your conduct, feedback and on your overall performance during this period.
4. During your service in this institute, you may come across such information, which may be confidential in nature. You will not divulge this to anybody, whosoever, during or after your service in this Institute. You will not be allowed to leave the Institute during mid – session.
5. The Appointment is subject to ratification of your original certificates and testimonials by the University/Management/Institute or any other governing body.
6. Based on your performance you will be given annual increments.
7. Notwithstanding the other provisions of this letter the appointment may be terminated at any time by the Institute in accordance with the terms and conditions stipulated in Institute's HR Policy. Upon such termination or resignation for any reason, you shall not be entitled to any damages for loss of office and no salary or other claim will be payable to you in respect of any unexpired period of the term of the appointment.

We hope to have a long, happy and fruitful association with you.


Director

I, SWATI YADAV..... hereby declare that I agree to join Tula's Institute under above terms and conditions.

Signature: 

Name: SWATI YADAV


Director
Tula's Institute, Dehradun

Date: 25.04.22

Vision

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ANNEXURE -07

Responsibility Of Faculty Members


Dr. S. K. Tuli
Director
Tula's Institute, Dehradun

RESPONSIBILITIES OF THE FACULTY MEMBER

As you well aware that the faculty and students is the key factor of the Institute. Academic Growth of the Institute is completely depend on the Faculty Members. It is the responsibility of the faculty member that each and every student must be perform in the class. It is the responsibility of the faculty to provide good quality of study material to the students and to maintain minimum 80% result. These are also the responsibility of faculty members:

1. Performance of the students must be inform to their parent time to time.
2. All the Academic activities must be uploaded on ERP on same day.
3. Must be clear on the subject and syllabus to be covered (keep a copy of syllabus).
4. Must know application of theory portion of the subject and their present usage in the relevant Industry.
5. Must prepare the topic well before delivery of lecture in the Classroom.
6. Must engage the student in interactive session and close the topic with relevant question and answer session.
7. Load the student with assignment and surprise quizzes after completion of each unit of the subject syllabus to confirm that student have assimilated the concept.
8. Question in assignment/class test should be based more on the application of theory and their practical usage.
9. To maintain student attendance record and keep it up-to-date.
10. Prepare (Lecture Plan) course file in consultation with HOD well in advance before start of the session.
11. Be punctual, reach the Lecture/tutorial on time.
12. In case of faculty going on leave, concerned HOD should be informed well in advance so that lecture can be arranged accordingly.
13. Interact with students befitting self stature and self respect.
14. Interact with course coordinator and HOD form time to time discuss about the course coverage and give feedback of week students.
15. Take care about cleanliness of lecture hall/tutorial rooms and see that lectures stand/tables etc are neatly place if not report to admin office.
16. Inform Admin. Officer in case any repair is required on student desks or on any electrical connection requires maintenance.
17. See that Fans & Lights are switched off when not in use.

Signature of the Faculty.....



Director
Tula's Institute, Dehradun

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- To Establish as technology driven teaching learning institution.
- To Provide world class platform for research and innovation



Dhoolkot, P.O. Selaqui, Chakrata Road
Dehradun - 248011 (U.K India)



www.tulas.edu.in
info@tulas.edu.in

To,

The Director / Register
Tula's Institute Rholkot,
Dehradun.

Subject → for the post of Assistant ^{Lab} post.

Respected Sir,

with due respect, I am Singh Rana.
for applying the post of Lab assistant, in Tula's
institute. Dehradun. for the post of Lab assistant
I was saw in newspaper, so I am very glad
and the apply for this post

so kindly accept my application
for this post. I will obliged to you sir.

Yours your obedient
Anil Singh Rana



Director
Tula's Institute, Dehradun

Received on
18.02.2022



TULA'S DEHRADUN

INSTITUTE

Approved by AICTE, Ministry of HRD, Govt. of India • ISO 9001:2015

Affiliated: • Uttarakhand Technical University • Sri Dev Suman Uttarakhand University • Uttarakhand Board of Technical Education

Ref. Tula's / Registrar /Offer/0222/06

Date: 22-02-2022

To,

Anil Singh Rana
Sainik Colony Balawala
Dehradun Uttarakhand

It is with reference to Interview held on 21.02.2022 for the Post of Lab Technician and based on the recommendations of the Selection Committee, the Management of this Institute is pleased to offer the appointment as an Lab Technician. The other Terms and Conditions of services will be issued separately to you good-self at the time of Joining the Institute.

You are requested to join within 30 days of the Receipt of this Letter. You are also requested to bring originals and submit one set of attested copies, of all your educational qualification certificates, mark-sheets and experience certificate.

You will be on probation period of 12 months from the date of joining. Your probation period may be extended as deemed necessary by the Management. If deemed satisfactory your probation can be made permanent after a minimum period of one year of your service.

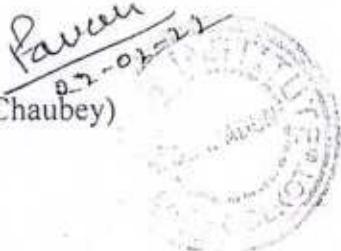
On reporting at the institute, it will be mandatory to complete all the joining formalities. If the same is not completed, this offer of Appointment shall be deemed as null and void.

This issues with the approval of the competent authority.

We hope to have a long, happy and fruitful association with you.

Yours Sincerely,

(Prof. Pavan Kr. Chaubey)
Registrar



Accepted

Director
Tula's Institute, Dehradun

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- Inculcate social, environmental, heritage values.

Dhoonkol, P.O. Selaqui, Chakrata Road
Dehradun - 248011 (U.K India)

www.tulas.edu.in

0135-2699300
0135-2699309

Joining Report

The Director/Registrar
Tula's Institute
Dehradun

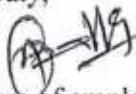
Sir,

I ... Anil Singh Rana hereby report for duty as per the terms and conditions given below:

1. Date of Joining: 22/02/22
2. Designation: Lab Assistant
3. Starting Salary: 21600/-
4. Pay Scale: Base Rs. 16000, DA - 4300, Cenvt - 800/-
5. I shall be ready to work as per the timings of your Institute.
6. I agree to work on probation for minimum period of 12 months from the date of joining.
During this probation period my services can be terminated at any time without a notice or assigning any reason.
7. In case I leave the job, I agree to give minimum 30 days notice or salary in lieu, thereof.
8. I will be governed by the terms and conditions of employment as may be prevailing in your Institute from time to time.
9. As a part of my duty, in case I receive or am entrusted with any cash, cheque, documents or any valuables belonging to your Institute or organizations. I shall keep proper custody of the same and render account of the same and be fully responsible to make good any loss or damage caused to any cash or valuables entrusted to me.

I request you to inform my (relation) wife (Name) Tanuj in event of any emergency on telephone no. 9027328011

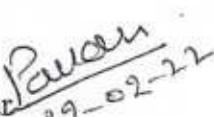
Yours truly,



(Signature of employee)

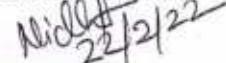
Joining accepted

Director/Registrar



Pawan
22-02-22

Original documents verified



Nicole
22/2/22

HR- Department



CK
Director
Tula's Institute, Dehradun

Vision

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- Provide a world class platform for research and innovation.



APPOINTMENT LETTER

Mr. Anil Singh Rana
Sainik Colony, Lane No.2
Balawala
Dehradun (UK)

Date: 10.03.2022

Dear Sir/Ma'am,

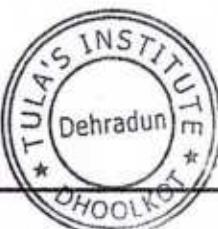
With reference to your application for the **Post of Lab Assistant in Tula's Institute** followed by an interview, we are pleased to appoint you for this post as per the terms and conditions mentioned below:

1. Your Appointment will be subject to the Institute's Rules & Regulations and HR Policy. You are expected to maintain a high standard of personal behavior befitting your position.
2. You will be placed on probation for a period of one year which can be extended further in case your performance is not found satisfactory, if deemed satisfactory your appointment can be made permanent after a minimum period of one year of your regular service.
3. You will be paid a salary of Rs. ₹1600/- per month. (This will be a total of your Basic pay, DA, other allowances, etc.)
4. If you are found involved in any activity which tarnishes the reputation of the institute and/or discloses the institute's information to non-concerned persons/parties, the matter will be referred to the disciplinary committee of the Institute.
5. You will not divulge or disclose any information which you may possess by virtue of your association with the Institute. You might also be in possession of documents, Cash & Institute's property. You will hereby abide to maintain secrecy and take full responsibility of the same.
6. You may be assigned some other duties as and when required, in addition to your assigned duties in the interest of the students and the Institute.
7. I welcome you to the Tula's Family and hope to have a long association.

Yours Sincerely

Registrar

Pawar
10.03.22



[Signature]
Director
Tula's Institute, Dehradun

Declaration by employee

I, Anil Singh Rana, have read, understood in details the above terms and conditions of employment and accept the same. I agree to abide by the terms and conditions of employment.

Signature: *[Signature]*

Date: 10.03.2022

Received by
(Anil Singh Rana)
(10.03.2022)

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Mission:

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- Establish a technology driven teaching learning institution.



Dhoolkot, P.O. Selaqui, Chak Dehradun - 248011 (U.K. India)



www.tulas.edu.in

To

The Director

Tula's Institute

Dehradun (U.K.)

Subject:- Application for the Post of Office Assistant

Respected Sir/Mam

With your reference to your advertisement for
the post of office assistant I would like
to apply for the same.

Kindly consider my application for the
require position.

Thanking You

Yours sincerely

Narendar Gossain

(Narendar)


Chintu
Director
Tula's Institute, Dehradun



TULA'S DEHRADUN

INSTITUTE

Approved by AICTE, Ministry of HRD, Govt. of India • ISO 9001:2015

Affiliated: • Uttarakhand Technical University • Sri Dev Suman Uttarakhand University • Uttarakhand Board of Technical Education

Ref. Tula's / Registrar /Offer/0122/03

Date: 07.11.2022

To,
Narendra Gusain
Jhajara Dehradun
Uttrakhand

It is with reference to Interview held on 06.01.2022 for the Post of Office Assistant and based on the recommendations of the Selection Committee, the Management of this Institute is pleased to offer the appointment as an Office Assistant. The other Terms and Conditions of services will be issued separately to you good-self at the time of Joining the Institute.

You are requested to join within 7 days of the Receipt of this Letter. You are also requested to bring originals and submit one set of attested copies, of all your educational qualification certificates, mark-sheets and experience certificate.

You will be on probation period of 12 months from the date of joining. Your probation period may be extended as deemed necessary by the Management. If deemed satisfactory your probation can be made permanent after a minimum period of one year of your service.

On reporting at the institute, it will be mandatory to complete all the joining formalities. If the same is not completed, this offer of Appointment shall be deemed as null and void.

This issues with the approval of the competent authority.

We hope to have a long, happy and fruitful association with you.

Yours Sincerely,

(Prof. Pavan Kr. Chaubey)
Registrar

*Pawan
07.11.22*



*Accepted
Choubey*

C.V.M
Director
Tula's Institute, Dehradun

Vision

- To emerge as an academic centre producing world class professionals promoting innovation and research.

Mission:

- Promote intellectual and skilled human capital generation employment and entrepreneurship.
- Be educational centre of excellence of multi ethnicity and diversity.
- Establish as technology driven teaching learning institution.
- Provide world class platform for research and innovation.
- Inculcate social, environmental, heritage values.

Dholikot, P.O. Selaqui, Chakrata Road
Dehradun - 248011 (U.K. India)

www.tulas.edu.in

0135-2609300
0135-2609300



Estd. 2006

TULA'S DEHRADUN

INSTITUTE

• Approved by AICTE, Ministry of HRD, Govt. of India • ISO 9001:2015

Affiliated: * Uttarakhand Technical University * Sri Dev Suman Uttarakhand University * Uttarakhand Board of Technical Education

Joining Report

The Director/Registrar
Tula's Institute
Dehradun

Sir,

I **NARENDRA GOSAIN** hereby report for duty as per the terms and conditions given below:

1. Date of Joining: **10 Jan 2022**
2. Designation: **OFFICE ASSISTANT**
3. Starting Salary: **2160/-**
4. Pay Scale: **Bank-16000, DA-4800, CSM-800**
5. I shall be ready to work as per the timings of your Institute.
6. I agree to work on probation for minimum period of 12 months from the date of joining. During this probation period my services can be terminated at any time without a notice or assigning any reason.
7. In case I leave the job, I agree to give minimum 30 days notice or salary in lieu, thereof.
8. I will be governed by the terms and conditions of employment as may be prevailing in your Institute from time to time.
9. As a part of my duty, in case I receive or am entrusted with any cash, cheque, documents or any valuables belonging to your Institute or organizations. I shall keep proper custody of the same and render account of the same and be fully responsible to make good any loss or damage caused to any cash or valuables entrusted to me.

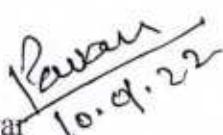
I request you to inform my (relation) **FATHER** (Name) **SURENDRA SINGH** in event of any emergency on telephone no. **9627705771**

Yours truly,

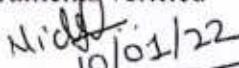

(Signature of employee)

Joining accepted

Director/Registrar


10.1.22

Original documents verified


10/01/22

HR- Department


Director
Tula's Institute, Dehradun

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 0135-2689300
0135-2689300

APPOINTMENT LETTER

Mr. Narendra Gosain
Jaul Chaura Talla
Chamoli Garhwal
(UK)

Date: 27.01.2022

Dear Sir/Ma'am,

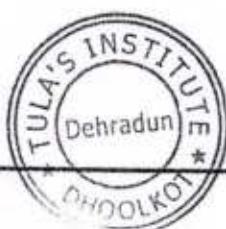
With reference to your application for the Post of Office Assistant in Tula's Institute followed by an Interview, we are pleased to appoint you for this post as per the terms and conditions mentioned below:

1. Your Appointment will be subject to the Institute's Rules & Regulations and HR Policy. You are expected to maintain a high standard of personal behavior befitting your position.
2. You will be placed on probation for a period of one year which can be extended further in case your performance is not found satisfactory, if deemed satisfactory your appointment can be made permanent after a minimum period of one year of your regular service.
3. You will be paid a salary of Rs. ₹1600/- per month. (This will be a total of your Basic pay, DA, other allowances, etc.)
4. If you are found involved in any activity which tarnishes the reputation of the institute and/or discloses the institute's information to non-concerned persons/parties, the matter will be referred to the disciplinary committee of the Institute.
5. You will not divulge or disclose any information which you may possess by virtue of your association with the Institute. You might also be in possession of documents, Cash & Institute's property. You will hereby abide to maintain secrecy and take full responsibility of the same.
6. You may be assigned some other duties as and when required, in addition to your assigned duties in the interest of the students and the Institute.
7. I welcome you to the Tula's Family and hope to have a long association.

Yours Sincerely

Registrar

Narendra
27.01.22



Declaration by employee

I NARENDRA GOSAIN have read, understood in details the above terms and conditions of employment and accept the same. I agree to abide by the terms and conditions of employment.

Signature: *Narendra*

Date: 27/01/2022

*Received by
Narendra Gosain
27/01/2022*

*Director
Tula's Institute, Dehradun*

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Tula's institute

Faculty Promotion Policy


Director
Tula's Institute, Dehradun

Content

- I. Policy Brief and Purpose
- II. Policy Application
- III. Policy Elements
- IV. Eligibility to Apply.
- V. Frequency of Application
- VI. Assessment of Application



Chintan Mehta
Director
Tula's Institute, Dehradun

Policy brief & purpose

The promotion policy is a step in the direction of development of comprehensive human resource framework for the institute. The promotion policy is one of the components of that framework to specifically address the issue of promotion of employees. For the promotion policy to be effective it is important to develop a scientific appraisal system, staff training and development program and link them with the promotion. As promotion is a process of reward, incentive, encouragement, appreciation of very good performance and enabling personal growth of an employee, it is important that the institute takes up the responsibility of institutionalizing staff development and training so that the aspiration of the employee is balanced with the interest of the institute.

Policy Application

This policy applies to all of our permanent full-time or part-time employees regardless of position. Temporary employees who have contracts that span more than one year may also be included in this policy.

Policy elements

Length of Service/ Seniority: Seniority means the number of years spent by Faculty in a particular substantive level/scale/position from the last promotion or DOJ (in case of fresher).

Annual Appraisal/ Merit: Merit is one of the important components in the proposed scheme of promotion. A staff member undergoes an annual performance appraisal. This annual performance appraisal has a rating submitted by the respective Head of Department.

Educational Qualification: Institute has specified required qualifications for all jobs. Apart from the qualification acquired at the time of joining, a staff member may acquire an additional qualification during the period of consideration.

Eligibility to Apply

1. For Promotion Candidates should not have reached the normal retirement age prior to the effective date of promotion. Once the candidate deems fit for promotion as per clause given by UGC the candidate may apply for promotion through their respective Heads in the specific format which shall be available at the HR office. Simultaneous applications for promotion to different levels shall not be permitted. Candidates applying for promotion through the standard rolling promotions process may only apply for promotion to the level above their current level.
2. On receiving the application and due scrutiny, the Director of the institute shall comprise a "**Academic Promotion Committee**" which shall comprise of following members for a brief discussion on the candidate's profile through one on one interview:
 - Chaired by a professorial member of the Academic Promotions Committee (from the faculty)
 - One senior representative of each academic department within the Faculty (of professional status).
 - The Chair of the Committee should not represent their department
 - Dean of Faculty — ex officio member
 - Member of the HR Office
 - Director of the Institute.

Frequency of Applications

Candidates may submit an application for promotion at any time following consultation and input from their Head of department and processes the applications in the order they are received, but delays may result from the time taken to obtain external reviews and at certain times of the year if application numbers are high.

Assessment of Applications

All candidates for promotion are assessed under the following 5 criteria:

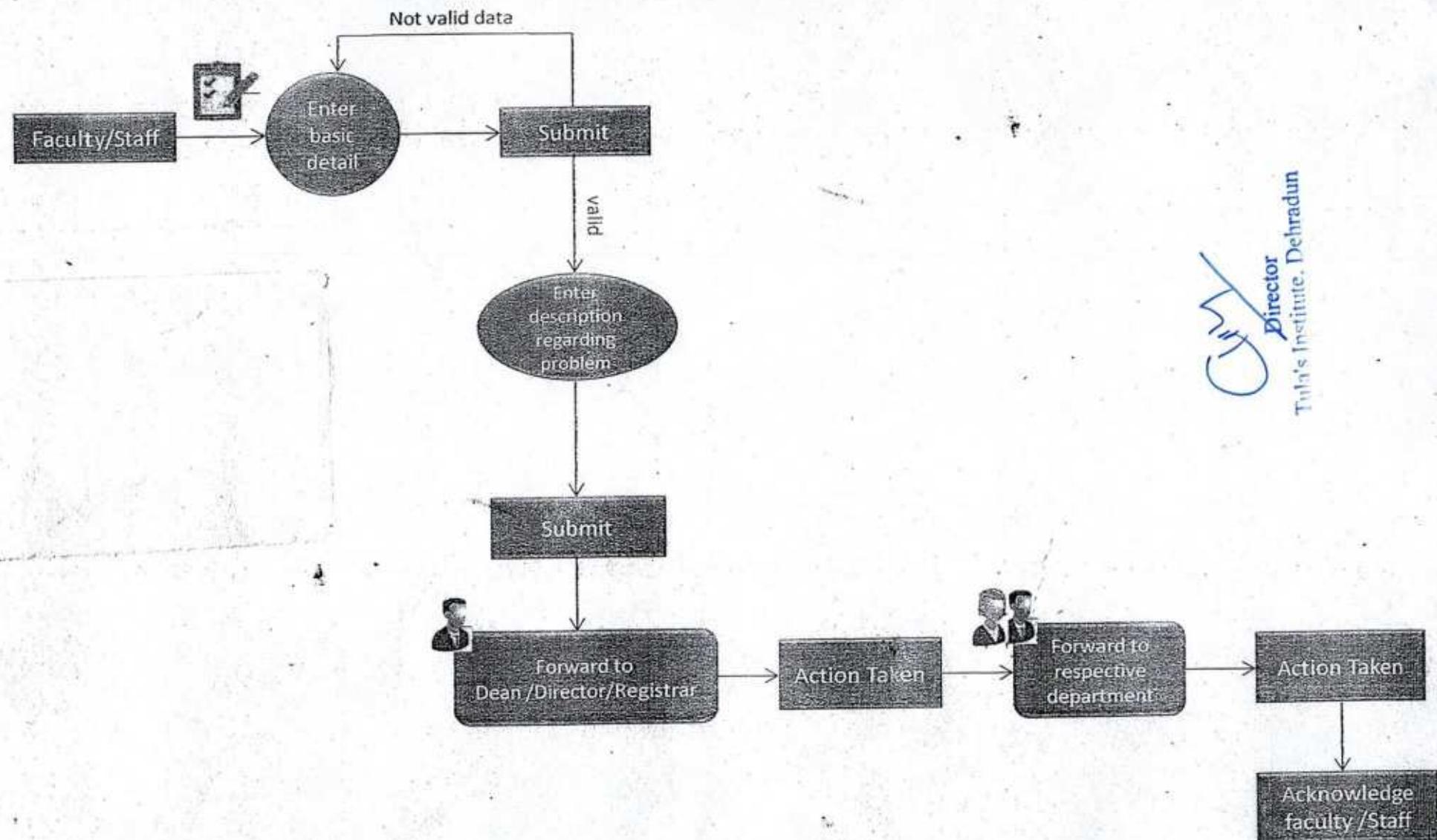
- 1- Teaching and Learning
- 2- Innovative contribution
- 3- Knowledge attained
- 4- Research and Development
- 5- Nonacademic contributions.


Director
Tula's Institute, Dehradun

Grievance Redressal Mechanism For Faculty/Staff

G. D. Singh
Director
Tula's Institute, Dehradun

Grievance Redressal Mechanism for Faculty/Staff




Director
Tuli's Institute, Dehradun

Grievance & Redressal

Director
Tula's Institute, Dehradun

The HR

Tula's Institute

Dhoolkot, Dehradun

Oct 18, 2021

Respected Mam

Subject:- Grievance regarding the female washrooms.

With due respect I would like to draw your attention to a very important issue which is directly related to our physical health. The issue is that the washrooms are very dirty and there is no sanitation. There are no dustbins placed in the washrooms. And even the ones that are being used are filthy that it is impossible to sit for even a minute or two. You are requested to have at least one cleaning attendant on hourly basis. I will be grateful to you thanking you.

yours sincerely

Nance.

Department of E.C.L.

Yours
18/10/21

Accepted
(Signature)

Chh

Director
Tula's Institute, Dehradun

To

Date : 22/03/22

Dr. Nidhi Goyal

Head, H.R.

Tula's Institute

Sub: Regarding hygiene issues in the College
Cafeteria.

Respected Ma'am

I want to state that I am facing an issue regarding the cleanliness issues in the cafeteria.

The table and chairs are also very dirty and every time a foul smell is everywhere in the canteen.

I request you to kindly look into this matter and try to resolve it.

Sincerely

Emanuel Gabriel

LSB Department

Tula's

82188 51348



Ch.M
Director
Tula's Institute, Dehradun

Lokveer
Nandy