

## INDEX

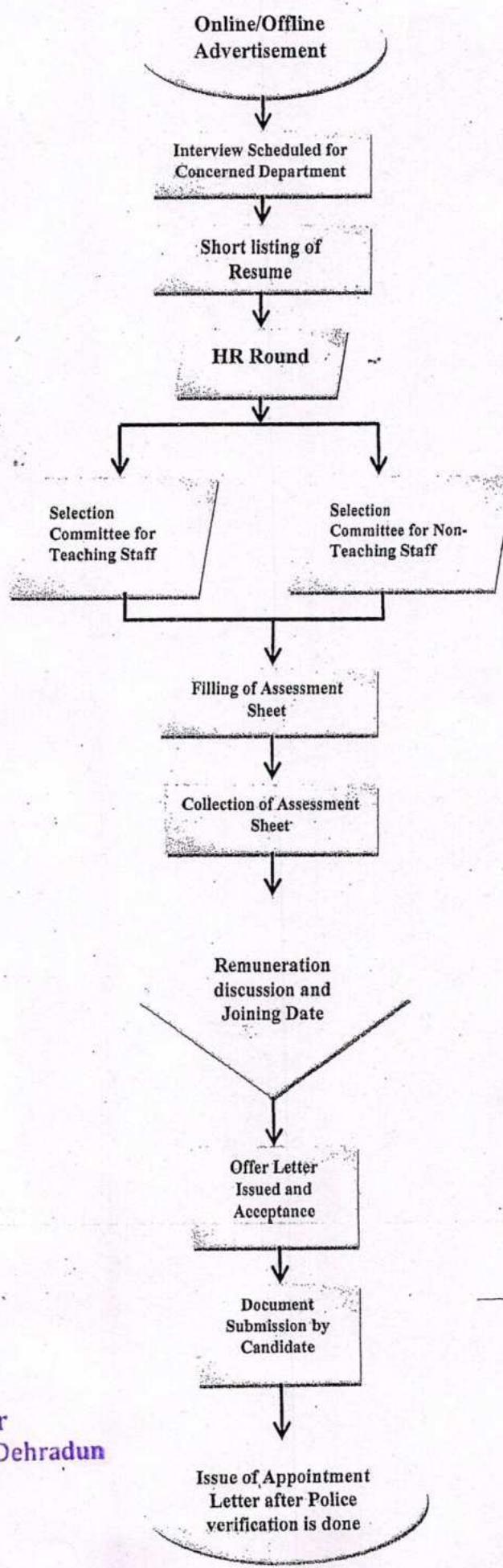
Criterion no: 6.2.2

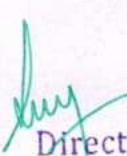
Criterion Details: The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.

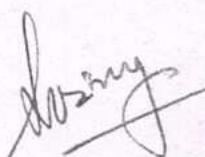
S. No.	Particulars	Annexure. No
1	Recruitment process Flow Chart	Annexure 1
2	HR. Policy	Annexure 2
3	Sample Application For Recruitment	Annexure 3
4	Sample Appointment letter	Annexure 4
5	Sample Joining Report	Annexure 5
6	Confirmation of Appointment	Annexure 6
7	Responsibility of Faculty Members	Annexure 7
8	Faculty Promotion Policy	Annexure 8
9	Promotion Letter	Annexure 9
10	Grievance Redressal Mechanism For Faculty/staff	Annexure 10
11	Complaint and Redressal	Annexure 11

## Recruitment process Flow Chart

## Recruitment Process



  
 Director  
 Tula's Institute, Dehradun

  
 Director  
 Tula's Institute, Dehradun

ANNEXURE -02

HR.Policy

Ref No.: Tula's/HR/0822/02

### Institute HR Policy

Revised on: 18/07/2022

With effect from: 01/08/2022

\* This policy will supersede the entire clause present on previous 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:**

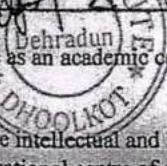
Increments will be applicable w.e.f. the academic session. The increment will be at the sole based upon the performance of the staff, reviewed on yearly basis by a duly constituted committee.

#### **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.

##### Vision



Dehradun

- To emerge as an academic centre producing world class scholars, committed to innovation and research.

##### Mission:

- To promote intellectual and skilled human capital generation employment and entrepreneurship.
- To be educational centre of excellence of multi ethnicity and diversity.
- To establish as technology driven teaching learning institution.
- To provide world class platform for research and innovation.

Co-ordinator, IQAC

TULAS'S INSTITUTE

DEHRADUN

Director

Tula's Institute, Dehradun

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

[www.tulas.edu.in](http://www.tulas.edu.in)

0135-2699300  
0135-2699300

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.

4.2.3 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).

4.2.4 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.

4.2.5 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.

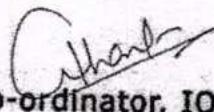
#### 4.4 Short Leave

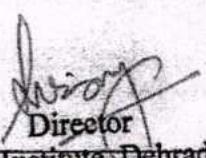
4.4.1 One short leave of duration two hours is allowed every month. The short leave when availed can also be clubbed with the lunch timings of forty minutes.

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



  
Co-ordinator, IQAC  
TULA'S INSTITUTE  
DEHRADUN

  
Director  
Tula's Institute, Dehradun

##### Mission:

- To emerge as an academic centre producing world class professionals through innovation and research.
- To promote intellectual and skilled human capital generation employment and entrepreneurship.
- To be educational centre of excellence of multi ethnicity and diversity.
- To establish as technology driven teaching learning institution.
- To provide world class platform for research and innovation.

 Dholakot, P.O. Selaqui, Chakrata Road  
Dehradun - 248011 (Uttarakhand, India)

 www.tulas.edu.in

 0135 2699300  
0135 2699309

**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.

**4.5.2** 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.

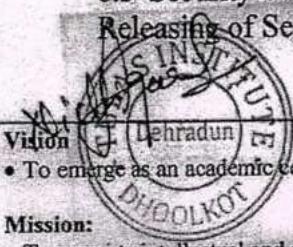
5. Working days are from Monday to Saturday and working hours are notified separately for even and odd semester.

#### 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. Releasing of Security amount is governed by clause 6.1 & 6.2 above.



Vision : Dehradun

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

**TULA'S INSTITUTE**  
**DEHRADUN**

Mission:

- To promote intellectual and skilled human capital generation employment and entrepreneurship.
- To be educational centre of excellence of multi ethnicity and diversity.
- To establish as technology driven teaching learning institution.
- To provide world class platform for research and innovation.

*Chairman*

*Director*  
Tula's Institute, Dehradun

*Chairman*

**Director**  
Tula's Institute, Dehradun

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

3 www.tiles.edu.in

3 0135-2699300  
3 0135-2699309

**6.4** 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 Tula's 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 in-disciplinary activity related to academic/administration. A total of two warning letters will be issued in case of in-disciplinary 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:

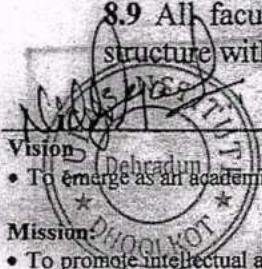
**8.7.1** Speaking in a language not understood by others, while on Institute duty which look offending to others.

**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.



Vision:

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

Mission:

- To promote intellectual and skilled human capital generation employment and entrepreneurship.
- To be educational centre of excellence of multi ethnicity and diversity.
- To establish as technology driven teaching learning institution.
- To provide world class platform for research and innovation.

Co-ordinator, IQAC

**TULAS'S INSTITUTE**

**DEHRADUN**

Director

**Tula's Institute, Dehradun**

Dhoolkol, P.O. Salauli, Chakrata Road  
Dehradun - 248011 (U.K. India)

[www.tulas.edu.in](http://www.tulas.edu.in)

0135-2699300  
0135-2699309

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:

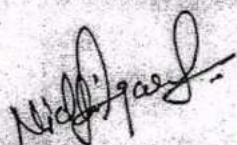
- a) Copies of appointment order, relieving and salary certificate of previous employer.
- b) Copies of all experience certificates.
- c) 5 passport size photographs.
- d) Copies of Form 16, Previous SCM Document/Ratification Copy as per applicability.
- e) PAN Card, Aadhar Card, Voter ID Card and Passport (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.

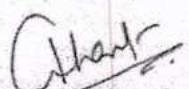
**9.5 Opening of Bank Account** After joining the college the individual is need to open a salary account with PNB (those who are not having an account with the above banks) and will submit the account number to Accounts Department and HR Department.

### 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.

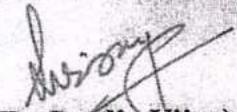
  
(Dr Nidhi Goyal)



  
(Dr Nishant Saxena)

Coordinator IQAC

Co-ordinator, IQAC  
TULA'S INSTITUTE  
DEHRADUN

  
(Dr Sandip Vijay)

Director

Director  
Tula's Institute, Dehradun

  
Director

Tula's Institute, Dehradun

### Vision

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

### Mission:

- To promote intellectual and skilled human capital generation employment and entrepreneurship.
- To be educational centre of excellence of multi ethnicity and diversity.
- To establish as technology driven teaching learning institution.
- To provide world class platform for research and innovation.

## Sample Application For Recruitment

To

The director

Tula's Institute

Dehradun, Uttrakhand.

Sub - Apply for a position of assistant professor  
in CSE department.

Respected Sir/ Ma'am

I akanksha Srivastav, came to know about the vacancy in your esteemed institute, i applied for the position in CSE department through the news paper.

Kindly consider my application with attach resume

Thanking you

Akanksha Srivastav

Ph → 8178586605

Akanksha Srivastav

Director  
Tula's Institute, Dehradun

To,

The Tula's Institute  
Dhoolkot.

Subject: Apply for Assistant Professor Post  
in the Organisation.

I would like to tell you that I want to  
apply in your organisation. I got to know  
about this job through Newspaper. Thank You!

Aizaz Ahmad

Computer Science.

Aizaz  
18-Oct-92

Director  
Tula's Institute, Dehradun

## Sample Appointment Letter

Ref. Tula's /Appointment/0123/01

Date: 09.01.2023

Akansha Srivastav  
Shyam Nagar, Lakhipur  
Baijapur Sultanpur, Uttar Pradesh

Sir/Ma'm

### 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 45000/- (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, Akansha Srivastav, hereby declare that I agree to join Tula's Institute under above terms and conditions.

Signature: 

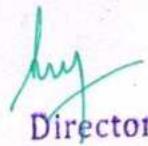
Name: Akansha Srivastav

#### Vision

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

#### Mission:

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

  
Director

Tula's Institute, Dehradun

Date: 10/1/23



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



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



0135-2699300  
0135-2699309

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

Affiliated to: • V.M.S.B. Uttarakhand Technical University • Sri Dev Suman Uttarakhand University • Uttarakhand Board of Technical Education

Ref. Tula's /Appointment/1122/05

Date: 15.11.2022

Aizaz Ahmad  
Kaulagarh Near FRI  
Dehradun Uttarakhand

Sir/Ma'm

### 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.

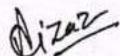
1. The Appointment will be subject to the Institute Rules & Regulations and HR Policy. You are expected to maintain a high standard of personal behavior befitting your position.
2. You are placed in the gross salary of Rs 37,000/- Pay Band of 15600-39100/- with AGP 6000/- plus other allowances as applicable).
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.



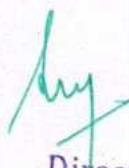
Director

I..... AIZAZ AHMAD..... hereby declare that I agree to join Tula's Institute under above terms and conditions.

Signature: 

Name: AIZAZ

Date: 15-11-2022



Director

Tula's Institute, Dehradun

#### Vision

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

#### Mission:

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



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



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



0135-2699300  
0135-2699309

## Sample Joining Report

### Joining Report

The Director/Registrar  
Tula's Institute  
Dehradun

Sir,

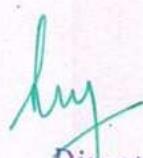
I Akanksha Srivastav hereby report for duty as per the terms and conditions given below:

1. Date of Joining: 7/11/22
2. Designation: Assistant Professor
3. Starting Salary: 45,000/-
4. Pay Scale: 15600 - 39100 with AGP - 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.

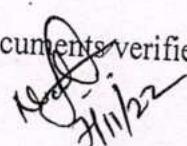
I request you to inform my (relation) Mother ..... (Name) Mrs. Manju Lata in event of any emergency on telephone no. 9452682632 .....

Yours truly,  
Akanksha  
(Signature of employee)

Joining accepted  
On 07/11/22  
Director/Registrar

  
Director  
Tula's Institute, Dehradun

Original documents verified

  
HR- Department

#### Vision

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

#### Mission:

- To Promote intellectual and skilled human capital generating employment and entrepreneurship.
- To Be educational centre of excellence of multi ethnicity and diversity.
- 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

### Joining Report

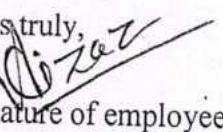
The Director/Registrar  
Tula's Institute  
Dehradun

Sir,

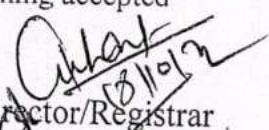
I ... AIZAZ AHMAD ... hereby report for duty as per the terms and conditions given below:

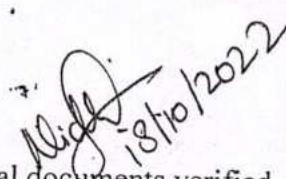
1. Date of Joining: 18-10-2022
2. Designation: ASSISTANT PROFESSOR
3. Starting Salary: 37,000/-
4. Pay Scale: 15,600 - 34,100 with AGP - 6000/-
5. I shall be ready to work as per the timings of your Institute.
6. I agree to work on probation for minimum period of 12 months from the date of joining. During 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) ... FATHER ... (Name) ... SANWAR ALI ... in event of my emergency on telephone no.... 94112304015 .....

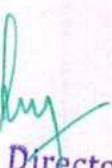
Yours truly,  
  
(Signature of employee)

Joining accepted

  
Director/Registrar

 18/10/2022  
Original documents verified

HR- Department

  
Director  
Tula's Institute, Dehradun

#### Vision

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

#### Mission:

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



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



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

## Confirmation of Appointment

Approved by AICTE, Ministry of HRD, Govt. of India - ISO 9001:2015, ISO 14001:2015, ISO 50001:2018

Affiliated to: VM.S.B. Uttarakhand Technical University • Sri Dev Suman Uttarakhand University • Uttarakhand Board of Technical Education.

Ref.Tula's/ Confirmation/Dir/1123/05

Date: 02-11-2023

Name: AIZAZ AHMAD

Designation: ASSISTANT PROFESSOR

## CONFIRMATION OF APPOINTMENT

Dear... AIZAZ AHMAD,

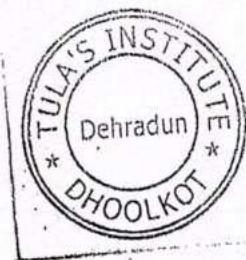
This is with Reference to the review of the performance during the probation period. We are grateful to inform you that your employment has been confirmed as ASSISTANT PROFESSOR effective from 10.11.2023.

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.

Director)



Received By

Aizaz

Director  
Tula's Institute, Dehradun

By

Director  
Tula's Institute, Dehradun

### Vision

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

### Mission:

- To Promote intellectual and skilled human capital generating employment and entrepreneurship
- To Be educational centre of excellence of multi ethnicity and diversity



Approved by AICTE, Ministry of HRD, Govt. of India • ISO 9001:2015, ISO 14001:2015, ISO 50001:2018

Affiliated to: V.M.S.B. Uttarakhand Technical University • Sri Dev Suman Uttarakhand University • Uttarakhand Board of Technical Education

Ref Tula's/ Confirmation/Dir/1123/04

Date 10-11-2023

Name... AKANKSHA CHHIVASTUA

Designation. ASSISTANT PROFESSOR

### CONFIRMATION OF APPOINTMENT

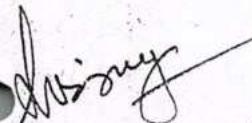
Dear AKANKSHA CHHIVASTUA

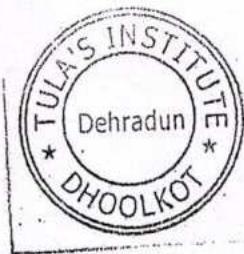
This is with Reference to the review of the performance during the probation period. We are grateful to inform you that your employment has been confirmed as ASSISTANT PROFESSOR effective from NOV. 2023.

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

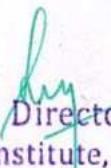
We look forward to your valuable contributions and wish you all the very best for a fruitful career with our organization.

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

  
(Director)



*Received  
Akanksha  
10/11/23*

  
Director  
Tula's Institute, Dehradun

#### Vision

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

#### Mission:

To Promote intellectual and skilled human capital generating employment and entrepreneurship.  
To Be educational centre of excellence of multi ethnicity and diversity.



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



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

## Responsibility of faculty Members

## **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.....

*Akash  
7/11/22*

*buy*  
Director  
Tula's Institute, Dehradun

### Vision

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

### Mission:

- To Promote intellectual and skilled human capital generating employment and entrepreneurship.
- To Be educational centre of excellence of multi ethnicity and diversity.
- 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)



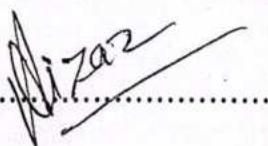
[www.tulas.edu.in](http://www.tulas.edu.in)  
[info@tulas.edu.in](mailto:info@tulas.edu.in)

## **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

### Vision

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

### Mission:

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



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



[www.tulas.edu.in](http://www.tulas.edu.in)  
[info@tulas.edu.in](mailto:info@tulas.edu.in)

0125 2600200

To,

The Director  
Tula's Institute

Subject: Apply for the position Admission Counselor

Respected Sir,

I come to know the Vacancy through the news paper. Apply for the position of Admission Counselor.

Kindly consider my application with attached resume.

Thanking You.

Rin

*by*  
Director  
Tula's Institute, Dehradun

### Joining Report

The Director/Registrar  
Tula's Institute  
Dehradun

Sir,

I.....Ritv Sharma..... hereby report for duty as per the terms and conditions given below:

1. Date of Joining: ..... 16/01/23 .....  
 2. Designation: ..... Admission Counselor .....  
 3. Starting Salary: ..... 21600/- .....  
 4. Pay Scale: ..... Basic - 16000, DA - 1000, Con - 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)..... Husband .. (Name)..... Mitesh Sharma..... in event of any emergency on telephone no..... 8923049843....

Yours truly,

(Signature of employee)

Joining accepted

Director/Registrar  
Ritv Sharma  
16/01/23

Original documents verified  
by Director  
Tula's Institute, Dehradun

16/01/23  
HR Department

#### Vision

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

#### Mission:

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

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

www.tulas.edu.in

0135-2699300  
0135-2699308

Date- 09.01.2023

## OFFER LETTER

Ms. Ritu Sharma  
88 Park Road Near Kanwali Road  
Dehradun (UK)

Subject: -Offer of appointment in Tula's Institute

Sir/ Madam

With reference to your application and subsequent interview for the Post of Admission Counselor in Tula's Institute Dehradun. We are pleased to offer you appointment as per the terms and conditions mentioned in this letter.

1. You will be on probation for a period of one year which may be extended further in case your performance is not found satisfactory, and if satisfactory your appointment may be made permanent after a minimum period of one year of your service.
2. You need to furnish one self-attested copy of all the documents and should bring original documents for verification.
3. On reporting at the institute it is mandatory to complete all joining formalities. If not completed then this offer shall be deemed as null and void.
4. The Appointment is subject to ratification of your original certificates and testimonials by the Institute's authorities.
5. Please note that you will be governed by all Rules and Regulations and HR Policy of the Institute, which are in force from time to time which shall be binding upon you.
6. This offer is subject to your joining on or before 16.01.2023

I welcome you to the Tula's family & hope to have a long association.

Yours Sincerely,

*Rajesh*  
Registrar



\* I accept the offer

Signature: *Ritu Sharma*  
(Employee) *Ritu Sharma*

*Ritu Sharma*  
Director  
Tula's Institute, Dehradun

### Vision

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

### Mission:

- To promote intellectual and skilled human capital generation for education and entrepreneurship.
- To be a global centre of excellence of multi-cultural and diverse.
- To be a technology driven teaching learning institution.
- To provide a world class platform for research and innovation.
- To inculcate social, environmental, heritage values.

Dholkot, P.O. Solaia, Chakrata, R.R.D.  
Dehradun - 248010 (Uttarakhand)

[www.tulas.ac.in](http://www.tulas.ac.in)  
 info@tulas.ac.in

01362-218113  
01362-218114

**APPOINTMENT LETTER**

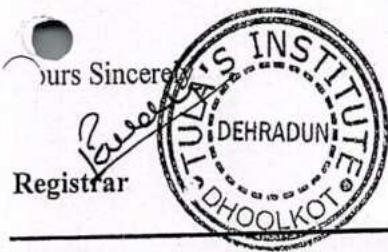
Date- 17.02.2023

Ms. Ritu Sharma  
88 Park Road Near Kanwali Road  
Dehradun (UK)

Dear Sir/Ma'am,

With reference to your application and interview thereafter, we are pleased to appoint you for the post of Admission counselor in Admin Department as per the terms and conditions mentioned in this letter.

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 will be on probation period of one year which can be extended further in case your performance is found unsatisfactory, if deemed satisfactory your probation can be made permanent after a minimum period of one year of your service.
3. You will be paid salary of Rs. 21600/- per month. (This is 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 information to non-concerned parties, the matter will be referred to the disciplinary committee.
5. You would not divulge or disclose any information which you may possess by reason of your association with the Institute. You might also be in possession of documents, Cash & school property. You will hereby abide to maintain secrecy and take full responsibility of the same.
6. I welcome you to the Tula's Family and hope to have a long association.



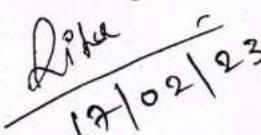
**Declaration**

I Ritu Sharma have read, understood in detail the above terms and conditions of employment and am accepting the same. I agree to abide by the terms and conditions of employment. Recieve by

Signature: Ritu

Date: 17/02/23

  
Director  
Tula's Institute, Dehradun

  
Ritu  
17/02/23

**Vision**

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

**Mission:**

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

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

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

 0135-2699300

## Faculty Promotion Policy



**Tula's institute**

## **Faculty Promotion Policy**

## **Content**

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

## 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.

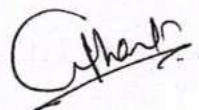
## Frequency of Applications

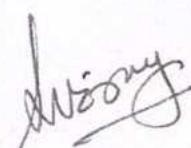
Candidates may submit an application for promotion at any time following consultation and input from their Head of department and processes the applications in the order they are received, but delays may result from the time taken to obtain external reviews and at certain times of the year if application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

  
Director  
Tula's Institute, Dehradun

## Promotion letter



# TULA'S DEHRADUN

INSTITUTE

NAAC  
GRADE A+  
ACCREDITED INSTITUTE  
HIGHEST RATING AMONGST  
COLLEGES & UNIVERSITIES IN  
UTTARAKHAND

Approved by AICTE, Ministry of HRD, Govt. of India • ISO 9001:2015, ISO 14001:2015, ISO 50001:2018

Affiliated to: V.M.S.B. Uttarakhand Technical University • Sri Dev Suman Uttarakhand University • Uttarakhand Board of Technical Education

Ref no: Tula's /Dir/ Promotion/0723/04

Date- 10.07.2023

To,  
(Dr.) Tripuresh Joshi  
Shyampur, Prem Nagar  
Dehradun, Uttarakhand

### Sub : Letter of Promotion

Dear Dr.Tripuresh

With reference to your application for promotion to the post of Associate Professor dated 10/07/2023 the management is pleased to promote you to the position of Associate professor in the Department of Electronics & Communication Engineering Tula's Institute Dehradun Uttarakhand from your last known position of Assistant Professor Your new position shall be applicable from 07/08/2023. Now your pay scale has been upgraded in the scale of 37400-67000 with AGP 9000/-

With this promotion you shall be assigned certain new job roles and responsibilities which you shall adhere to. This achievement has been awarded to you because of your hard work and dedication towards work. We hope that you continue to work with the same dedication for your new position in future as well.

We wish you a hearty congratulation for this achievement and wish you luck to achieve success in this new role.

*Director*  
10.07.23.



*Received by*  
*Dr - Tripuresh Joshi*

*my*  
Director

**Tula's Institute, Dehradun**

#### Vision

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

#### Mission:

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



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



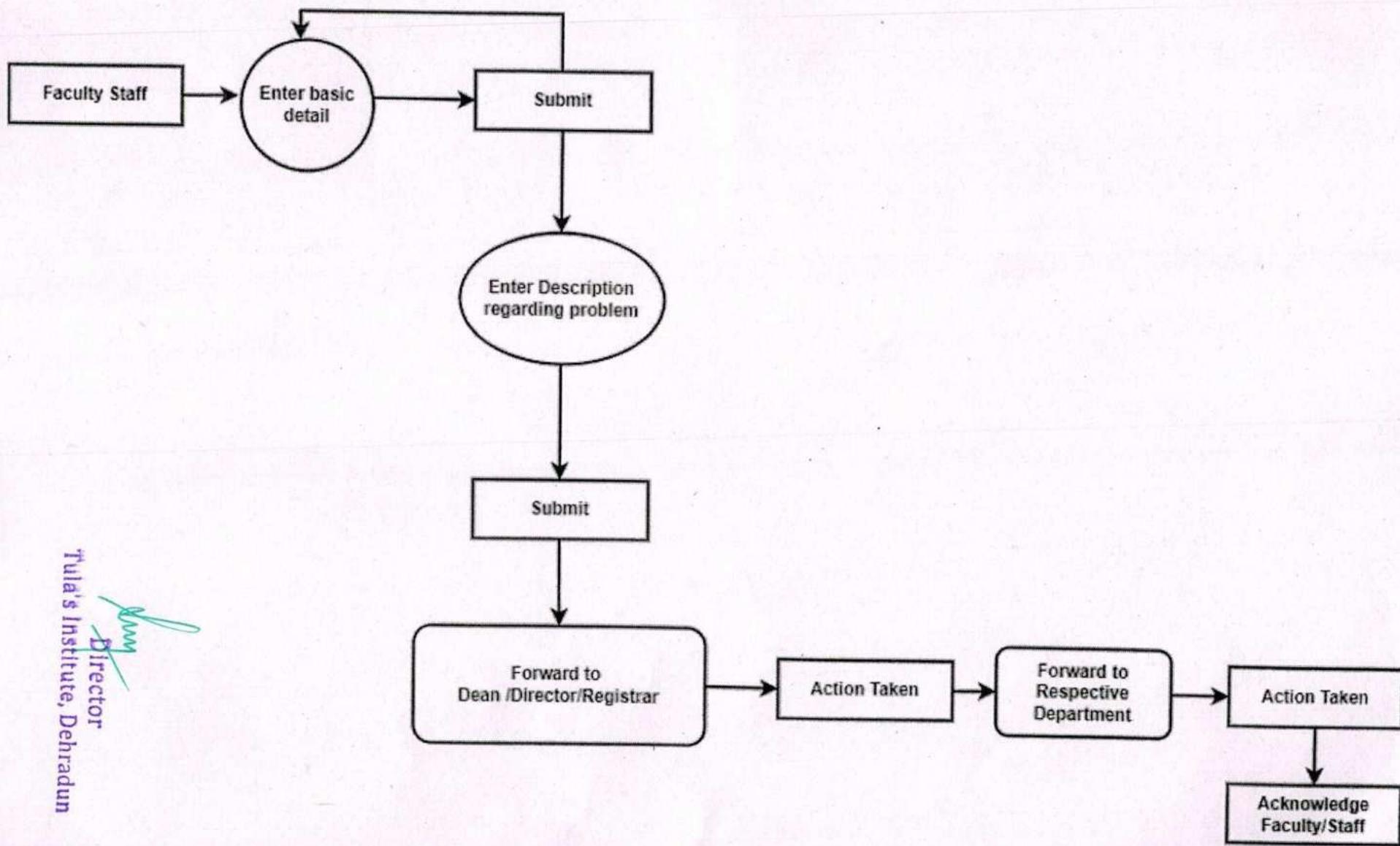
[www.tulas.edu.in](http://www.tulas.edu.in)  
[info@tulas.edu.in](mailto:info@tulas.edu.in)



0135-2699300  
0135-2699309

## Grievance Redressal Mechanism For Faculty/staff

## Grievance Redressal Mechanism for Faculty /Staff



*Dhruv*  
Director  
Tula's Institute, Dehradun

## Complaint & Redressal

10

Their  
Tula's Institute  
Dehradun

(11-Nov-2023)

Subject :- Urgent Attention Required for female Washroom  
Cleanliness.

Dear Nam,

I am writing to bring to you immediate attention an ongoing issue regarding the cleanliness of the female washroom in our office. Over the last few weeks, I have noticed that standard of cleanliness in the female washroom has significantly declined. Un-clean toilets, empty dispensers, overflowing trash bins, dirty floors and sinks.

I kindly request that immediate action be taken to address these concerns. Thank you for your prompt attention to this matter.

Best regards -

Xannu Goyal

Assistant Professor

Applied Science

Xannu

  
Director  
Tula's Institute, Dehradun

Adm. Officer

All washrooms should  
be maintained as per  
the norms and daily two times cleaning  
should be maintained. Director

Rec'd by  
single

To

The HR

Tula's Institute

Dehradun

10 Oct. 2022,

Subject - Regarding hygiene issues in the College Cafeteria.

Respected Mam,

I want to state that I am facing some issues 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 kindly request you to look into this matter and try to resolve it.

Sincerely -

Amit Mendal

Admission Counselor

Adm.

*Recessional  
Amit*

*by*

*Director  
Tula's Institute, Dehradun*

Please maintain cleanliness and hygiene in Cafeteria. The table and chairs should be cleaned at 4-5 times daily.

*Director  
Tula's Institute, Dehradun*