

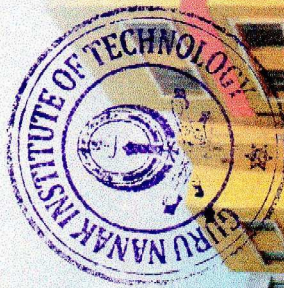


Faculty Hand Book of

HUMAN RESOURCES POLICY

Attended
Shah

Principal
Guru Nanak Institute
of Technology



GURU NANAK INSTITUTE OF TECHNOLOGY

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GNIT GURU NANAK INSTITUTE OF TECHNOLOGY

Particulars	Pg. No.
About Society	1
GNIT's Mission	1
GNIT's Vision	1
GNIT's Quality Statement	1
Goals-Short Term	1
Goals-Long Term	1
Table of Contents	1
1. PLANNING	1
1.1 Human Resource Planning	1
1.2 Recruitment	1
1.3 Orientation	1
2. Academic and Administrative Hierarchy	2
3. SALARIES AND INCENTIVES	3
3.1 Pay Scales	3
3.2 Dearness Allowance	3
3.3 Yearly increments	3
3.4 Staff Benefits	3
3.5 Incentives and Rewards	3
3.6 Staff Welfare Fund	3
4. LEAVE	5
4.1 Annual/Earn Leave	5
4.2 Casual Leave	5
4.3 Study Leave	5
4.4 On duty assignments	5
5. PROMOTIONS	6
5.1 Promotion Policy	6
6. RETIREMENTS	7
6.1 Retirement from Service	7
6.2 Resignation/Termination of Employees	7
7. DISCIPLINE AND GRIEVANCES	7
7.1 Code of conduct for Teachers	7
Behaviour	7
Dress	7
Punctuality	7
7.2 Discipline	7
7.3 Grievances	7
8. CONSULTANCY, R&D AND TEACHING ASSIGNMENT	10
8.1 Consultancy and R & D	10
8.2 Teaching Assignments	10
9. IN-HOUSE R&D, SEMINARS AND WORKSHOPS	11
9.1 In-house R&D	11
9.2 Seminars and Workshops	11
10. INCENTIVES — STUDENTS	12
10.1 Students' incentives and rewards	12
Annexures	13
1 Form of appointment letter	13
2 Form of Confirmation letter	14
3 Personal Data Form	15
4 Form of Show cause notice	16
5 Form of Retirement letter	17
6 Ethical standards for teachers	18

About Society

The Society/college are named after GURU NANAK DEVJI MAHARAJ, the great teacher and the founder of the Sikh Religion. Guru Nanak taught us way of life.

Nam Japa : To meditate on God's Name and recite the Guru's hymns to clean the mind.

Dharam di kirat Karni : To work and earn by the sweat of the brow and practice truthfulness and honesty in all dealings.

Vand Ke Chakna : To share the firm's labors with other to live as an inspiration and a support to the entire community.

Mission:

- To establish a proper & planned Post Graduation facility.
- To prepare the students with the sound academic background and also with the capacity of working innovatively on research projects.
- To establish Industry-Institute interaction to bridge the gap between the requirements of industry and the inputs provided by the Institute.
- To undertake consultation work from the nearby industries to generate resources.
- Preparing students for self-employment with the support of innovative research projects and industrial atmosphere of the institute surrounding.

Vision :

The constant Endeavour of Guru Nanak Institute of Technology is, to prepare professionally responsible and technically sound corporate citizens out of budding engineers.

Quality Statement :

"We at Guru Nanak Institute Technology (GNIT) aspire to establish a system of Quality assurance, which on a continuous basis would impart, monitor and evaluate the quality of education innovatively and improve the teaching learning process in the direction to develop the institute as a Centre of Excellence in technical education."

GOALS-SHORT TERM

- Quality Assurance and Insurance through NAAC & NBA Accreditation by July 2019.
- Achieve Academic Excellence by 100% results in the University Examinations.
- Encourage students to actively participate in co-curricular, extra-curricular and sports activities.
- Help students to excel in communication, inter-personal and entrepreneur skills.
- Provide environment and opportunities for students' multiskills development through value-added industrious oriented programme.
- Organize programs on personality development and entrepreneurship to foster qualities of leadership and entrepreneurship in the students.
- Arrange 100% placement for students i.e. highly reputed organizational.
- Enable scholarly vibrant environment for learning, teaching, research and development for students and staff for their personal and professional growth.

GOALS-LONG TERM

- To reach the status as provider of Quality Education and excellent Research Center on par with IITs and IITs.
- To evolve as an autonomous institution offering viable programme of relevance for upliftment of rural students and populace.
- To undertake Nationally and Internationally acknowledged research and development works in all disciplines by forging alliances with research organizations, government entities, industries and alumni.



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[[iii]]

[[iii]]

- 2.2 In addition, each department shall have support staff like Lab Assistants, Department Clerk and Department Attendant.
- 2.3 The College Office will have the following positions of hierarchy in the administrative department.
- Administrative Officer, Special Officer, Secretary to Management/Director, establishment officer.
 - Cashier, Accountant, Receptionist, Office Superintendent.
 - Clerical Assistants, Office Assistants.

SALARIES AND INCENTIVES

3.1 Payscales

3.1.1 The Scales of pay for various teaching positions will be as follows:

- Principal and other Special Positions Pay as per AICTE norms, commensurate with the qualifications and experience.

- Professor Rs. 37,400/- 67000/-; AGP Rs. 10,000/-
- Associate Professor Rs. 37,400/- 67000/-; AGP Rs. 9000/-
- Assistant Professor Rs. 15,600/- 39,100/-; AGP Rs. 6000/-

VRS/RETIRED Professional or as Professor based on their Qualification and experience, with salary of Rs. 24000 or Rs. 32000/- per month.

3.1.2 Scales of Pay for non-teaching positions shall be as follows:

- AO/SO/Secretary Rs. 35,000/- and above
- Cashier/Accountant Rs. 25,000/- and above
- Clerical Assistant Rs. 15,000/- and above
- Office Assistant Rs. 12,000/- and above
- LAB Assistant Rs. 6,000/- and above

3.1.3 In addition, staff can be given additional benefits of two increments for his/her additional skills or Bachelor or Master Degrees

3.1.4 Lab Assistants shall be given Rs. 6500 or Rs. 6000 based on their diploma or ITI Qualification and experience.

3.1.5 Necessary incentives shall be given to the non-teaching staffs for the duties assigned to them other than their duty responsibilities.

3.1.6 The Principal / Vice Principal / Management may decide on a pay higher than the prescribed pay of any faculty member at their discretion.

3.2 Dearness Allowance

3.2.1 In addition to the Basic Salary a monthly dearness allowance shall be extended to Faculties in the following manner:

- Professors shall be extended full DA as per State Govt. rules.
- Associate Professors with Ph.D Qualification in Engineering shall be extended full DA w.e.f date of joining at GNIT.

c. Assistant Professor with PG Qualification in Engineering shall be extended full D.A during their one year of service at GNIT

d. Others are eligible full D.A. on completing 2 years of services at GNIT

3.2.2 This comes into effect from the academic year 2016-2017.

||3||

- 3.2.3 Management can also decide higher D.A components and other allowances Associate Professor, Professor, Principal, special posts and other designations.
- 3.3. **Yearly Increments**
- 3.3.1. Staff members are eligible to the increments prescribed at the end of 12 month service in the institution. The increments will be effected at the beginning of every academic year i.e. in the month of June with arrears.
- 3.3.2. Additional increments shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management.

3.4. Staff Benefits

- All Faculties and Staff Members are covered under Group Insurance Policy.
- The Management shall provide subsidized mess and transport facilities to faculty and staff members either on scale or consolidated pay. Those who don't use the facility of transport provided to the faculty member shall be entitled for reimbursement of TA (i.e. Rs. 1600).
- Staff members cannot avail the loan facility unless the previous amount recovered in total.

3.5. Incentives and Rewards

3.5.1. Staff Members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the institution. Points to be applicable to staff members with minimum 2 year of service at the institution.

- For producing 100% results in a theory paper : Rs. 1500/- Cash Award.
- For producing 90% results in a theory paper: Rs. 800/- Cash Award.
- For producing 80% results in a theory paper: Rs. 400/- Cash Award.
- Department-wise, Yearly, BEST TEACHER AWARD: Rs. 3000/- Cash Award.
- Professional Society Life Membership Fee-50% paid by the Management for Faculties either on scale or consolidated pay (Maximum One Professional Society membership per Staff Member).
- Paper publications in National Conferences-50% registration fees.

g. Paper publications in International Conferences 100% Registration Fees.

h. Faculties undergoing Full-time, higher Education (PhD) Fees 100% and 50% Salary against 4/2 Years Service Agreement on completion of degree.

i. Faculties undergoing part-time higher education (PhD) - Fees 100% (Fees or interest free loan) and 100% Salary against 2 Years or 1 Year Service Agreement on completion of degree.

j. Summer/Winter Schools/Seminars/Conferences 50% Fees and On Duty for Faculties with less than 2 years experience. 100% TA, 100% Fees Payable for faculties with more than 2 years experience at the institution.

3.6. Staff Welfare Fund

3.6.1. Faculty members may subscribe to Rs. 3000/- (Assistant Professor with U Qualification) and 10% of Basic Pay (others) for staff Welfare Funds (SWF) which will be returned to them after 24 months of continuous service at GNIT (effective from June 2016).

3.6.2. Faculties leaving the institution during the period of these 24 months shall

||4||



Shankar
Principal