

AMRITSAR COLLEGE OF ENGINEERING & TECHNOLOGY, AMRITSAR
(NAAC-'A' Grade, UGC Autonomus College)

Human Resource Policy-Faculty and other staff

1. Recruitment and Selection

The recruitment and selection concerning vacant positions in Teaching and Non-Teaching departments will be based on the following principles:

1. Fairness and Transparency
2. Equal opportunities for all eligible candidates
3. Supreme consideration to merit

(A) Recruitment

The College will explore various internal as well as external sources to search prospective candidates to fill the vacancies. Besides traditional sources such as newspaper advertisements, other sources such as electronic media and the internet will be explored for finding out the best talent available.

(B) Selection

I. Faculty Positions

A Selection Committee in accordance with the University norms will be constituted to select the candidates for faculty positions. The Selection Committee will consist of the following members:

- Director/Principal of the College
- Registrar
- Dean Academics
- Head of the concerned department
- Subject expert
- One representative of IKG Punjab Technical University/AICTE

The quorum at the meeting of the Selection Committee will be three (3). The final selection will be made on the basis of the recommendations of the Selection Committee.

II. Selection of Senior Faculty Members

The College will have a separate policy to utilize the services of senior faculty members. Prominent persons from Academics and Industry will be recruited on a contract basis by the Director/Principal of the College by taking into account the profile of the concerned person.

III. Non-Teaching Positions

Selection for non-teaching positions will be made by a Committee consisting of the following members:

- Director/Principal
- Registrar

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- Dean (Academics)
- Head of the concerned department

The quorum at the meeting of the Committee for non-teaching positions will be three (3).

2. Induction/Orientation

The selected candidates will be given 3-4 days of induction and orientation programmes. The programme will cover the following issues.

- Introduction with the Management and Staff of the College.
- Information about various rules and regulations of the College.
- Communication with the candidates regarding performance expectations.
- Information regarding career advancement opportunities within the organization.

The key persons involved in the induction and orientation programmes will be DAA and the Heads of various departments.

3. Training and Development

- The College accords top priority to developing the skills of its employees. The Management of the College has strong faith in its human assets and therefore takes a keen interest in providing an opportunity for enhancing their knowledge and skills. The training and development policy of the College has the following key elements:
- Every eligible employee will have an equal opportunity of participating in various Training and Development initiatives of the College.
- The Training and Development programme will be based on the training needs analysis conducted by the Heads of respective departments.
- Special leave will be granted for pursuing continuing education programmes.
- Research projects initiated by the employees will be duly supported and the necessary resources within the financial means will be provided for the same. However, the research project will require the approval of the College Research Committee before the commitment of any resources is made.
- Financial assistance for the publishing of research papers and attending conferences shall be provided to the faculty. Prior approval from the Director/Principal and college research committee will be required.

4. Compensation Policy

(A) Guidelines for Compensation Policy

The compensation policy of the College will have the following basic guidelines:

- The College will follow the prescribed norms of AICTE regarding basic salary, dearness allowance and other allowances (as per details given in part-B below)
- The College will strive to pay, above regulatory norms, a competitive compensation, to attract and retain talented people.
- Special increments will be awarded to faculty members on completing their PhD during service.
- The college will comply with all the State/Central legislation concerning compensation to employees.

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(B) Salaries and Allowances

Positions and Pay Scales

1. The College will have the following positions of hierarchy in the teaching departments:
 - Director/Principal
 - Registrar
 - Deans
 - Department Head/Coordinators
 - Professors
 - Associate Professors
 - Assistant Professors
2. Also, each department shall have supporting staff like Lab Instructors/Technicians, Department Clerk and Department Attendants/Peons.
3. The College Office will have the following positions of hierarchy in the administrative department
 - Registrar
 - OSD to Chairman
 - Administrative Officer
 - Office Superintendent
 - CA, Section Head, Deputy Supdt.
 - Accountant
 - Cashier
 - Sr. Assistants, Technical Asstt.
 - Data Entry Operator, Clerk, Receptionist
4. The scale of the various teaching positions will be as per AICTE* as follows:

Sr. No.	Designation	Pay Scale
1.	Principal	Rs.37,400/--67,000/- AGP Rs. 10,000/- +Spl. Allowance
2.	Professor	Rs.37,400/--Rs. 67,000/- AGP Rs.10,000/-
3.	Associate Professor	Rs.15,600/-Rs. 39,100/- AGP Rs. 8,000/- or Rs. 37,400/-Rs. 67,000/- AGP Rs. 9000/-
4.	Assistant Professor	Rs.15,600/- Rs. 39,100/- AGP Rs. 6,000/-

Additional qualifications and previous experiences carry the following monetary benefits:

***The grades shall be revised from time to time as per AICTE norms**

- VRS/RETIRED Professional or Professor based on their qualification and experience, with a consolidated pay at mutually agreed terms along with some other benefits as deemed fit.
5. Scale for Non-Teaching Staff
Non-Teaching staff will be paid a consolidated salary according to their skills and qualifications.

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6. Dearness Allowance

- In addition to the Basic pay per month Dearness Allowance shall be allowed to the Faculty as per College norms.
- Management can also decide higher DA components, special pay and other allowances for Assistant Professor, Associate Professor, Professor, Principal and other special posts.

7. Yearly Increments

- Staff members are eligible for the prescribed increment after the completion of 1-year service in the college as decided by the management.
- Additional increments shall be given to staff members based on the contributions and results achieved in the University Examinations, at the discretion of the Management

8. Faculty/ Staff Benefits & Incentives

- All the Regular staff members are covered under the Employees' State Insurance Policy.
- All the staff members are eligible for the EPF scheme. The Management contributes 12% of the pay subject to the ceiling of Rs. 780 per person, per month, towards the Employer's contribution to the EPF Scheme.
- The Management provides subsidized mess and transport facilities to all faculty and staff members.
- The regular staff members can avail interest-free loan towards Children Education/ Medical Emergency which will be recovered in five / ten equal instalments.
- To promote research, all the faculty members are entitled to receive a cash incentive of Rs. 10000/- for publication in SCI Journal and Rs. 5000/- for publication in UGC/SCOPUS Indexed Journal. This incentive is applicable only when the faculty member is the 1st Author of the published paper i.e the research paper is the author's self paper.

5. Promotion Policy

The College believes in the policy of encouraging its faculty members to acquire higher qualifications during their association with the college. Any member of the teaching faculty acquiring higher qualification shall be given an automatic promotion to the higher rank by the college administration/Management.

- All promotions shall be considered based on merit-cum-seniority basis from the staff subject to the following conditions:
 - There must be a vacancy existing at the next higher cadre as per the AICTE prescribed staff pattern and cadre ratio.
 - The staff member should obtain the qualifications prescribed by AICTE/UGC norms for the post to be considered.
 - The staff member should have completed the requisite no. of years of service as prescribed- to be considered for the vacant post.
- Those who are promoted shall be fitted in the Scale of Pay applicable to that category.
- All decisions on promotions shall be taken up in August and January.

6. Grant of Leave to the Teaching and Non-Teaching Staff

Online Bio-Metric Attendance is must for all staff members. Both in and out punching of

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attendance is mandatory. Leave applications of the concerned staff members who happen to be on leave on that day must be forwarded to Registrar's Office. Missed biometric punch(in or out punch) will be considered absent from duty. Three days late punching of attendance i.e. after 9:15 am will lead to deduction of half-day leave. If the cumulative delay/absence from duty in the month is more than three hours then an additional half-day will be deducted. In case the staff member facing an issue regarding punching of attendance it is to be brought to the notice of the Registrar's Office immediately in writing with the approval of the Head.

(A) Right of Leave

Leave cannot be claimed as a matter of right and when the exigencies of service so demand, leave of any description may be refused or revoked by the leave sanctioning authority.

In case any employee is recalled to duty before the expiry of his/her leave, such recall to duty shall be treated as compulsory in all cases.

(B) Commencement and Termination of Leave

- (i) Leave ordinarily begins from the date on which leave as such is availed of and ends on the day preceding on which day duty is resumed.
- (ii) Sunday or other public holidays (except vacations) may be prefixed as well as suffixed to casual leave only.

Note: Teachers are normally expected to be present on the last day of the term and the opening day of the term after a vacation. However, in exceptional or special circumstances, a combination of vacations might be allowed to any kind of leave except casual leave.

(C) Return to duty on Expiry of Leave

Except with the permission of the authority which granted the leave, no person on leave may return to duty before the expiry of the period of leave granted to him.

(D) Rejoining of duty on return from Leave on Medical Grounds

- Each year 10 days of Medical Leave with full pay would be credited to the account of a regular employee.
- Any employee who has been granted leave on the medical certificate will be required to produce a medical certificate of fitness before resuming duties in such manner and from such persons, as may be prescribed, with signature, Registration No. and Rubber Stamp of the Doctor concern. Medical and Fitness certificate must be submitted within three days after availing of medical leave.
- Leave should always be applied for and sanctioned before it is taken except in case of emergency and for satisfactory reasons.
- The leave account should be maintained for each employee in the Registrar's Office/Department.
- An employee who is working on a contract basis is entitled to 50% of Medical Leaves given to the regular employee every year.

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(E) Casual Leave

- A full-time male employee of the College shall be eligible for 10 days of casual leave each year for domestic and private affairs. However, a female employee shall be entitled to 12 days of casual leave in each calendar year. An employee working on a contract basis is entitled to get 50% of the casual leaves given to a regular employee.
- Casual Leave cannot be carried over to the next calendar year. However, in exceptional cases or special circumstances, casual leaves may be carried forward with the approval of the competent authority.
- Casual Leave cannot be combined with any other kind of leave except when leave is granted on account of sickness supported by a medical certificate.
- An employee on casual leave can not be treated as absent from duty and his/her pay shall not be intermitted. However, only one telephonic message grant of casual leave will be allowed for faculty/staff during the semester.

Public Holidays and Sundays falling in between the Casual Leave shall not be counted as part of Casual Leave.

(F) Duty Leave

- Duty Leave may be granted for
 - Attending Conferences, Congresses, Symposia and Seminars on behalf of the College.
 - Delivering lectures in Institutions and Universities at the invitation of such institutions or Universities received by this College and accepted by the Director/Principal.
 - Working in another Indian or Foreign University, any other agency, institution or organization when so deputed by the College or for performing any other duty for the College.
 - Working on a delegation or committee appointed by the Government of India, the University Grants Commission, All India Council for Technical Education, NAAC, NBA, UPSC or any other Academic Body.
 - Visiting foreign countries under Cultural Exchange & Bilateral Exchange Programme, Indo-US fellowship, Indo-US Exchange of Scientists Programmes sponsored by the University Grants Commission, All India Council for Tech. Education.
- The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- The leave may be granted on full pay provided that if the teacher received a fellowship or honorarium or any other financial assistance beyond the amount needed for expenses, he may be sanctioned duty leave on reduced pay and allowances.
- Duty leave will also be granted to the faculty members in each semester for conducting practicals in IKGPTU affiliated institutions as under:-
 - Asstt. Professor 2days
 - Associate Professor 4days
 - Professor 5days

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Note: The College administration may, however, depute any staff member to perform any duty outside the College and he /she will have to follow the instructions given by the competent authority.

(G) Extra-Ordinary Leave

A permanent employee may be granted extra-ordinary leave :

- When no other leave is admissible to him/her or when other leave is admissible, the person concerned applies in writing for the grant of extraordinary leave.
- Extra-ordinary Leave shall always **be without pay and allowances.**
- Extra-ordinary-Leave shall not count for increment except in the following cases:
 - Leave taken on the medical certificate;
 - Cases where the Director/Principal is satisfied that the leave was taken due to causes beyond the control of the employee, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided that the employee has no other kind of leave to his/her credit.
 - Leave granted to accept an invitation to a Teaching post or Fellowship or Research-cum-Teaching Post or an assignment for technical or academic work of importance.
- Extra-ordinary Leave may be combined with any other leave except casual leave provided that the total period of continuous absence from duty on leave (including a period of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except, in cases where leave is taken on the medical certificate. The total period of absence from duty shall in no case exceed five years in all during the entire period of service.

(H) Compensatory Leave

Compensatory leave will be granted to the staff member who performs duty on Sunday/s or Gazetted Holidays only. To claim compensatory leave punching of attendance on bio-metric is must if the duty is performed on the college campus. However, **no compensatory leave would be granted in lieu of working on Saturday/s. The staff member will be entitled to one-day Compensatory leave provided his working hours are more than five hours on that day, otherwise, he will be given half-day compensatory. Compensatory Leave can be got added to the casual leave record within three days by forwarding it to Registrar's Office through the Head of the Department. After that, no compensatory leave case will be considered.**

(I) Academic Leave

Academic Leave up to a maximum of 10 days in each calendar year would be granted to an employee working on a regular basis in respect of the following cases.

- For appearing in an examination for the improvement of qualifications subject to the condition that the concerned employee will have to obtain permission from the competent authority in advance;
- For delivering invited lectures;
- For conducting ME/Ph.D. Thesis Exam.
- For attending the workshop, National and or International Seminars
- For any other academic activity.

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(J) Maternity/Paternity Leave

- Maternity Leave will be granted to a regular female employee.
- It will be calculated @ 30 days per year from the date of regular service for the 1st time. For the second time, it would be calculated from the date of resuming back duty after availing 1st time Maternity Leave.
- Maternity Leave will be admissible up to a maximum of 180 days; out of which, 90 days maternity leave will be on full pay and the remaining on no pay. Such leave shall be so regulated that the date of confinement falls within the period of this leave.
- Maternity Leave will not be debited against the leave account of the concerned female employee.
- If a request is made by a female employee to extend leave beyond 180 days in continuation of Maternity Leave, it must be supported by a Medical Certificate. However, that leave would be sanctioned as Leave Without Pay and such period would be deducted from her service and her Annual Increment and promotion etc. would be delayed accordingly. The joining of the female employee will depend upon the availability of workload in the department. In case of non-availability of workload in the department, the joining of the employee may be delayed till the time the workload is available.
- No Maternity Leave will be granted to a female employee who has two or more living children.
- No Adhoc/contract female employee is entitled to the grant of Maternity Leave.
- Paternity leave will be granted to the male employees. The employee will be allowed three days of special leave with pay.

7. Annual Performance Appraisal

A formal performance appraisal system will be established in the College for assessing the performance of faculty members as well as non-teaching staff. The appraisal will be conducted on annual basis to collect information about the performance of employees for achieving the following objectives:

- To identify top performers and reward them suitably.
- To identify gaps in performance and then hold post appraisal counselling interviews, to suggest measures for improvements.
- To inculcate a sense of healthy competition amongst employees and thereby build a culture of high performance.
- To promote employees based on their performance

The Respective HODs will be responsible for conducting a performance appraisal. The appraisal of HODs will be conducted by the Director/Principal in consultation with the management.

8. Exit Policy

The exit policy of the College consists of the following elements:

- An employee, who is on probation, will have to tender one month's notice while leaving service or deposit one month's salary in lieu thereof.
- An employee, whose services have been confirmed, will have to give three months'

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notice while leaving service or deposit three months' salary in lieu thereof.

- An employee quitting the service voluntarily will have to appear for an exit interview with the Principal. The exit interview is mandatory and thus needed before the full and final settlement of the employees. However, an exit interview will not be conducted for employees discharged on disciplinary grounds.

9. Discipline

Code of conduct

(A) Dress

- All employees shall be dressed appropriately on all occasions.
- All employees will carry identity cards at College Campus.
- The dress code is to be followed every Tuesday and Friday as prescribed by the college.

(B) Punctuality

- All employees shall be punctual to their duties and shall strictly adhere to the College timings. All work/classes/meetings should start and end on time.
- All employees shall strictly obey the instructions and circulars issued by the authorities from time to time.
- Teachers must reach and leave the class at the scheduled time.
- Every teacher shall take attendance at the beginning of the teaching hour.
- A teacher finding a student committing any act of misconduct in the class or the premises must take suitable action as deemed fit by him/her or the matter may be reported to the higher authorities.
- Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing the best of their skills and attention.
- Faculty and staff members shall not engage themselves in other activities/businesses, which affect their effective contribution to the department and the college.
- Faculties and staff members shall not receive gifts of any kind from the students or their parents for any favouritism.
- Teachers shall maintain respectable work and conduct in terms of:
 - Preparation for the particular day's classes, with the latest information added to earlier course content.
 - Keeping all teaching material required for conducting the class in an orderly manner.
 - Going according to the session plan for the day and completing the syllabus for the semester without any backlog.
 - Following up assignments and tests given to students, evaluating on time and giving feedback to the students.
 - Ensuring the orderly arrangement of the classroom and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
- Obtaining prior sanction for leave of absence and prior warning the students of such absence as a measure of courtesy.

Teachers shall observe good personal conduct in terms of

- Not using any abusive language towards students, fellow teachers, parents and other

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members of the public.

- Not entering into quarrels, fights or any act of disrespectful nature.
- Not engaging in any activity/business inside the College premises including money lending, canvassing for the sale of any article or distribution of any commodity.
- Not to affiliate with any political organization, which might cause a conflict of interest with the duties of a teacher and the reputation of the institution.

(C) Behaviour

- No employee should use disrespectful language while speaking. Due respect should be given to the superiors for their position, rank, qualifications and knowledge.
- No employee should indulge in any derogatory loose talk against College, member of Management, his or her colleagues, superiors, subordinates or students.
- Gifts: No College employee shall accept or permit any member of his family to accept from any person any gift which places him in any form of official obligation.
- Subscriptions: No College employee shall, without obtaining the prior sanction of the Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine farewell and felicitation functions connected with the College.
- All employees are expected to deal kindly with the students within the framework of rules and without sacrificing discipline. Any action on the part of any employee, whether teachers or supporting staff members or members of the ministerial staff, which results in obstruction in the normal work and or puts the administration/management in an embarrassing situation or causes tarnishing of the image of the College in the eyes of the University or general public, shall be seriously dealt with.
- It should be the duty of every employee to honour the confidence reposed in him/her by the College and not to divulge any information obtained by him/her in the course of his/her official duties to any unauthorized person or to make any improper use thereof. An employee connected with examination work is especially required to be very cautious in the observance of this rule and should not under any circumstances divulge any information that passes through his/her hands in the discharge of his/her duties, to unauthorised persons.
- College employees shall not involve himself/themselves either in any document published by them or in any communication made by them to the press or in any public criticism of the College administration, in such manner as is repugnant to the dignity of the college employee and causes embarrassment to the College or the University or the Government or any other agency.
- Faculty and Lab Staff cannot use mobile phones during the conduct of classes and labs. Phones should not be carried to classes/labs. **Even they should not use the cell phone in open**

(D) Discipline

Any teacher who is violating the code of conduct defined in this manual will be subject to appropriate disciplinary action:

- If a teacher commits an act of misconduct or violates the code of conduct, anyone can report in writing to the Principal.
- The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held

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in presence of the complainant.

- If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for his/her explanation.
- On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
- The course of action shall be under the following categories:
 - Memo and censure.
 - Warning in writing with the recovery of the amount, where financial loss is involved in the act.
 - Suspension from work without remuneration.
 - Dismissal or discharge from service.
 - Any staff member receiving more than two memos or warnings may even be discharged from service.
- Where the punishment proposed is in the categories above, the Principal shall constitute a one-man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, Observing Principle of natural justice.
- The Principal shall report the proceedings periodically to the Chairman of BOG.

10. Grievances

(A) Grievance Redressal Cell for Teaching and Non-Teaching Staff

- The Director/Principal shall constitute a Grievance Committee to redress the Grievances of the Teaching and Non-teaching staff.
- The Grievance Committee shall be composed of three senior faculty/staff members.
- The Director/Principal shall announce the Constitution of the Committee and the names of the members at the beginning of every academic year.
- The Grievance Committee shall:
 - Have a Chairman from amongst the members.
 - Have a member secretary, to monitor the proceedings.
 - A meeting shall be conducted as and when required on a stipulated day and time.
- Any Teaching or Non-Teaching staff member having a grievance shall make a written representation to the committee.
- The Member Secretary of the Grievance Committee shall include such grievance as an item of the agenda in the next week meeting unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
- The grievance shall be redressed/ recommended for redressal immediately by the committee and by the Chairman.
- The Member-Secretary shall record and maintain the minutes of meetings.

(B) Grievances Redressal Cell for Women Employees

As per the guidelines of the honourable Supreme Court of India, a separate Grievance Redressal Cell for Woman has to be constituted with membership consisting of all the female members. The constitution of Grievance Redressal Cell for Woman is as follows:

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- Chairman
- Member Secretary
- Members (3)

The cell will receive grievances from woman employees and will make efforts to resolve them. In case, the matter could not be resolved by the Grievance Cell, it will be referred to the higher authorities.

11. Consultancy, R & D and Teaching Assignments

(A) Consultancy, R & D

- The College encourages its teachers to take consultancy and R & D, assignments within the institution, with other institutions or industries, appropriate to the teacher's competence.
- The teacher shall undertake such assignments.
 - When the College is approached for such help and the College assigns such engagement to the particular teacher or
 - When the teacher himself/ herself is approached by the outside agency for such help.
- In either case, the teacher shall take up the assignment by obtaining the approval of the Principal in writing.
- The teacher shall avail the administrative and infrastructure facilities available in the College for carrying out his/ her assignments.
- The teacher shall also associate with other members of the infrastructure facility in working on the assignments.
- The teacher shall levy such professional charges on the benefiting agency. However, the charges shall be shared with the College on the following basis:
 - Where it is a project or R & D type assignment, involving the infrastructure facilities and work time, it shall be 60:40 (40% to College)
 - In all other cases like consultancy assignments, it shall be 50:50
- Where members of staff are associated with the assignment undertaken by a faculty, prior approval of the Principal will be required.
- The Project Coordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

(B) In House R & D and Seminar/ Workshops

The College encourages its Faculty Members to undertake department-wise R & D activities along with students and other staff members.

- The College encourages its faculty to organize AICTE/ISTE funded Seminars and Workshops for the benefits of fellow teachers and students.
- The management provides additional funds for any AICTE/ISTE funded programs and also fund for other programs organized by the Department.

12. Ethical Standards for Teachers

A Teacher

- Shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students.
- Express the love of brotherhood to colleagues.

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- Accept and extend due respect to every religion and social grouping.
- Love the nation and commit their endeavours to progress.
- Have a sense of belonging to the institution.
- Assume total dedication to the teaching profession.
- Always have an urge to excel in professional expertise.
- Shall wear respectable attire, befitting the society's expectations.
- Shall keep up immaculate personal hygiene at all time.
- Shall never appear untidy, through the style of dressing, grooming of hair or in respect of any other ornament one wears.
- Shall never have the habit of chewing tobacco, smoking or consumption of alcoholic drinks.
- Shall never gossip or discuss unauthentic information with peers or other members of the public which might provoke a sensation or ill-feeling of any sort.
- Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.
- Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.
- Shall attend to parents as a true representative of the institution, clarify their doubts with concern and help them understand the system in a better manner.
- Shall confer with them on any special problem pertaining to their wards, assist them in solving the problem and guide them properly on how and whom to approach for further help.
- Shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the College or of a fellow teacher, student or any other member of society.
- Shall always honour the sentiments and respect the value system of fellow teachers.
- Shall always endeavour to assist fellow teachers, their teaching practise or in any form of adjustment required for discharging their responsibilities.

13. Responsibilities of Teaching Staff

(A) Academic Responsibilities

- Class Room Instruction & Laboratory Instruction of high quality in line with the syllabus prescribed by the college/ IKGPTU and relevant advanced topics beyond the syllabus.
- To develop curriculum, learning resource materials and Laboratories.
- To actively participate in co-curricular and extra-curricular activities of the College and those organized by other organisations.
- Excellent guidance and counselling to promote their personal, ethical, moral and overall character.
- To keep abreast of new knowledge and skills, help generate new knowledge and skills, help dissemination of such knowledge through the publication of papers, books and seminar etc.
- Self-development through up-gradation of qualification and participation in professional activities.

(B) Administration

- To participate actively in the academic and administrative management of the College and also in policymaking.

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- Planning, Monitoring and Evaluation and Promotional activities at Departmental and College levels.
- To design and develop new programmes of high quality.
- To prepare a project proposal for funding in vital areas of R & D.
- Laboratory development and modernization.
- To participate in policy planning at the regional/national level for the development of Technical Education.
- To help mobilization of resources for the College.
- To plan and implement staff development activities.

(C) Research and Consultancy:

- To actively involve in R&D activities, research guidance and industries sponsored research.
- To provide consultancy and testing services by providing extension services and participating in community services.
- To provide non-formal modes of education for benefit of the community and dissemination of knowledge in order to provide technical support in areas of social relevance.
- To promote the spirit of entrepreneurship with an aim at the creation of jobs.
- And any other relevant work assigned by the Head of the College

14. Financial Assistance in case of any mishappening to the employee

In case of any misshaping to the employee during service, the following amount as financial assistance would be given to the family of the deceased:

Class	Financial Assistance
A	Rs. 2,00,000/-
B	Rs. 1,00,000/-
C	Rs. 50,000/-

However, 20% of the amount payable to any class given by the management and the remaining amount would be contributed by the staff from their salaries. →



Ref.

Dated: 19.7.2021

MINUTES OF RDC COMMITTEE MEETING HELD ON 16.7.2021

Sr. No	Agenda	Decision	Responsibility																								
1	College Website	To monitor the website regularly and suggest the required changes to website coordinator in writing (if any)	Dr. Namrata Kad																								
2	ERP Portal	To provide the details of FDP/Workshop/Seminars/Webinars organised by the department as well as attended by the faculty members. Dr. Amarpreet will ensure the follow up of the same	ERP Coordinator & Dr. Amarpreet Singh																								
3	Incentive	<p>To promote the R & D activities, all the members are required to publish the research papers in SCI/Scopus indexed as well as UGC enlisted journals. As per HR policy of the institute, the following incentives will be given to the members who will publish their papers (w.e.f: 1st April, 2021):</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 10%;">S.No.</th> <th style="width: 50%;">SCI/Scopus/UGC Indexed</th> <th style="width: 40%;">Cash Incentive (in Rs.)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">SCI</td> <td style="text-align: center;">10000</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">Scopus</td> <td style="text-align: center;">5000</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">UGC care list</td> <td style="text-align: center;">3000</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Incentive is applicable, if faculty member is the 1st Author and paper should be added on the college ERP portal It is required for all Ph.D members to publish the paper in the SCI indexed journal by the end of November Month of current year <p>If any faculty member will get the patent, then he/she will get the cash incentive of Rs. 20000 along with the registration fees of patent.</p> <p>A committee of the following members have been constituted for the verification of the claim of the incentives.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 10%;">S.No.</th> <th style="width: 50%;">Name of Faculty</th> <th style="width: 40%;">Department</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">Dr. P. S. Pannu</td> <td style="text-align: center;">ME</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">Dr. Narinder Sharma</td> <td style="text-align: center;">ECE</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">Dr. Amarpreet Singh</td> <td style="text-align: center;">CSE</td> </tr> </tbody> </table> <p>Faculty members have to provide the required documents (front page of paper indicating college affiliation and Proof of journal enlisted in SCI/Scopus indexed or UGC list) to the afore-said committee members. After the approval of the committee members, they will be eligible to get the cash incentives</p>	S.No.	SCI/Scopus/UGC Indexed	Cash Incentive (in Rs.)	1	SCI	10000	2	Scopus	5000	3	UGC care list	3000	S.No.	Name of Faculty	Department	1	Dr. P. S. Pannu	ME	2	Dr. Narinder Sharma	ECE	3	Dr. Amarpreet Singh	CSE	All Members
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4	IKG Punjab Technical University	Regularly monitor the activities available on IKG PTU website and share it with Dean Academics	Dr. Amarpreet Singh																								

5	AQAR	To upload the AQAR report (2019-20) on the portal by 30 th July, 2021	Dr. P.S.Pannu
6	Achievements	<ul style="list-style-type: none"> ➤ Congratulation to CSE department for getting sanctioned the financial assistance of Rs. 4 lac from AICTE for organising the International conference "<i>Future Challenges in Data Science and Engineering for Global Sustainability</i>" scheduled during 7th - 8th Oct., 2021 ➤ Congratulations to ME department for getting approval and financial assistance (Rs. 1 Lac) for the "International Conference on Latest developments in Materials & Manufacturing (ICLDMM 2022) " from Elsevier, scheduled during 24th - 25th March, 2022 ➤ Congratulations to Dr. Narinder Sharma for publishing the research paper (Stubs and Slits Loaded Partial Ground Plane Inspired Hexagonal Ring-Shaped Fractal Antenna for Multiband Wireless Applications: Design and Measurement, doi:10.2528/PIERC21040601) in Scopus Indexed Journal named "Progress In Electromagnetics Research C" (April 2021) of Impact Score 1.48 and SCImago Journal Rank (SJR) 0.341. ➤ Congratulations to Dr. Narinder Sharma for publishing the research paper (Peano-Gosper, Koch and Minkowski fractal curves based novel hybrid antenna using modified partial ground plane for multi-standard wireless applications DOI: 10.1080/09205071.2021.1925974) in SCI Indexed journal named "Taylor and Francis: Journal of Electromagnetic waves and Applications" (May 2021) of Impact Factor : 1.373 ➤ Congratulations to Dr. Narinder Sharma for publishing the review paper (Comparative Analysis of Hybrid Fractal Antennas : A Review https://doi.org/10.1002/mmce.22762) in SCI Indexed journal named "Wiley: International Journal of RF and Microwave Computer-Aided Engineering" (June 2021) of Impact Factor : 1.528 	
7	NAAC	To prepare Self-Study Report (SSR) by 30 th July, 2021 and submit it on NAAC portal by 2 nd week of August.	Dr. P.S.Pannu
8	AICTE	To follow the updation on AICTE portal	Dr. P.S.Pannu
9	Conference	<ul style="list-style-type: none"> ➤ To share the conference proceedings of "Data Sciences and Machine Learning -ICDSML2020" held on 30th September, 2020 with IKG Punjab technical University. ➤ It is mandatory to submit one paper by each faculty to the conference named "<i>Future Challenges in Data Science and Engineering for Global Sustainability</i>" organised by 	Dr. Amarpreet Singh & All Faculty

		CSE Department without depositing any registration fees.	
10	Consultancy	<p>The college encourages the faculty to provide consultancy and carry out R & D activities within institute/ outside the institute and with the industry. In case, any faculty member prepare the proposal or being approached by external agency for providing the consultancy or carrying out the research project, firstly, he or she has to get the approval of the principal and shall levy professional charges on the beneficial agency. However, charges should be shared with the college on the following basis:</p> <ul style="list-style-type: none"> ➤ For Project or R & D type assignment, involving the infrastructure facilities and work time, it shall be 60:40 (40% to the college) ➤ In all other cases like consultancy assignments, it shall be 50:50 <p>Each department is required to motivate their faculty members for generating the consultancy amount as per their expertise at their own end.</p> <p>Dean Academics will take the follow up of the same</p>	Dean Academics
11	NBA	To follow the updation on NBA portal	Dr. Narinder Sharma
12	Books	Department heads are required to motivate their faculty members for publishing the books	All Heads & Faculty
13	Ph.D Registration	All Associate professors who are not Ph.D required to get enroll for the Ph.D by the end of the current year	All Associate Professors

CC: - Chairman Sir (For kind information)
 Registrar (Through Mail)
 Deans (Through Mail)
 All HOD's (Through Mail)

Sd/-
 Dr. V. K Banga
 (Principal)