GEETA UNIVERSITY
Panipat, Delhi NCR, INDIA
POWERING EDUCATION, EMPOWERING MINDS.

Geeta University

Faculty Handbook

1. Please read the document carefully.
2. Every effort has been made to provide accurate and current information; however, the right is reserved to change, without notice, any of the Rules and Regulations of the University at any time. All such changes are effective at such time as the University Authorities determine, and may apply not only to prospective faculty members but also to the existing faculty members of the University.
3. The document is intended to serve only as a general source of information about the university and is in no way intended to state contractual terms.
4. Any errors and omissions are subject to corrections.

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Chapter 1

Recruitment, Promotion and Termination Policy and Procedure

1.1 Recruitment Policy

1. All faculty recruited should be able to fulfill Vision, Mission and University goal.
2. Towards achieving our goal the University is committed to train and develop our teachers and provide all facilities to them to grow to their potential. Our HR policies are directed towards this goal.
3. In terms of our policy, faculty requirement is decided well in advance of academic year/ semester by the PVC along with Deans of each school in consultation with Heads of Departments of various streams.
4. Rigorous procedure is put into operation so that we are able to locate the best talent. Our recruitment procedure is in line with UGC requirements.

1.2 Recruitment Procedure

Regular Appointment

1. Advertisement inviting applications are given in the prominent newspapers or e-platforms.
2. Applications received are screened by the Registrar/ Head HR in terms of qualification and other requirements. Potential candidates are invited for an interview before interview panel.
3. Interview panel for faculty consists of Pro Vice chancellor, respective Dean, Subject Expert, Respective Head of Department.
4. Candidates cleared by the panel may be asked to undertake demonstration lectures on the subjects he/she is comfortable with.
5. A merit list is prepared on basis of panel recommendation.

6. The candidate finally selected is briefed about the policies and rules of the university and salary is fixed as per university norms/ negotiation.
7. An offer letter is issued to the finally selected candidates mentioning designation and the date of joining.
8. Once the candidate decides to join the university his/her application is forwarded to the HR for appointment and completion of joining formalities.
9. The final appointment letter is issued to the candidate at the time of joining which contains the final terms and conditions of employment.
10. All new faculty members shall be on a probation basis for a minimum period of one year.

Adhoc Appointments

1. PVC along with Respective Dean/ Head of Department decide the requirement and search from their own contacts/ old resumes available/ website etc.
2. Stray Applications received by the office also come into help.
3. Located candidates are interviewed by the Dean, HOD and an internal subject expert. Candidates are asked to carry out demonstration lectures.
4. Once the candidate is accepted by the Panel his/her name is recommended for appointment on adhoc basis.
5. If the performance and feedback of such candidates found good then on the recommendation of the HOD the candidates have to go through the regular recruitment procedure. The services of adhoc candidates may be regularized on the recommendation of regular selection panel.

1.3 Documents to be submitted after recruitment

1. Copy of Curriculum Vitae
2. Photocopy of your all testimonials
3. Proof of Date of Birth

4. Five passport size color photographs (taken recently)
5. Photocopy of Experience Certificate (s), if any
6. Photocopy of PAN Card
7. Photocopy of Aadhar Card
8. Salary Slip of last organization, if any
9. Relieving Slip from Previous Organization, if applicable
10. Photocopy of Passbook of HDFC bank, if available

1.2 Promotion Policy

A process, involves identification of particular internal individual faculty member as the possible successors to the key or senior position if it is vacant. In this process Assistant Professor may be promoted as Associate. Associate Professor may be promoted as a Professor. The succession can be:

I. Absolute Succession: The identified candidate fulfills all conditions required for appointment as per UGC norms; hence, no special conditions are involved in the appointment.

II. Conditional Succession: The identified candidate fulfills minimum conditions but the appointment against the special conditions must be fulfilled during agreed time period. Special conditions may comprises of acquiring higher qualification, certifications etc.

1.3 Termination Policy

1. Probation: Probation means an appointment made on trial on specified conditions for a stipulated period to a post for determining one's fitness for the job. With the exception of certain positions, all regular faculty members serve a minimum of the one year of employment on probation.
2. Temporary appointment: It means appointment made purely on temporary basis either for a permanent post or in tenure post or against a temporary post. With the exception of certain positions, all regular faculty members serve the first one year of employment on a probation basis.

3. Evaluation in Probation Period: Probation period allows the respective Dean and department head to evaluate the ability, suitability and potential for success of the faculty. It also allows time for the faculty to decide whether or not the job is satisfying. Fifteen days prior to the completion of probation period, Dean and Head of the Department, based on his/ her evaluation, will intimate faculty member and to Registrar about his performance. Registrar will put all non performing evaluation reports to Vice Chancellor and if Vice Chancellor agrees with the evaluation, the candidate shall be terminated from service.
4. Continuance of Probation: If the employee's service during the probationary period is deemed unsatisfactory but if it is determined that the employee should continue in a probation status rather than being terminated, the recommendation that the employee remain in a probationary status should be forwarded by the Dean/ Head of the Department to the Registrar. In all such instances, the faculty member must be counseled and notified in writing regarding the extension of the probationary period.
5. Voluntary Resignations and Termination: Resignations may be accepted in lieu of termination. Unless notified all job offers are on a permanent requirement with a probation period. Termination of employment, or other disciplinary action, during the probationary period, is not subject to progressive discipline and the grievance procedure.

1.4 Resignation Policy

1. Employee wishing to resign should inform his/ her Head of the Department and tender his/her resignation in writing to the PVC through Dean/ HOD. He/she should state clearly the date from which he/she wish the resignation to become effective, bearing in mind the contractual notice period required. It is often helpful if employee who intends to resign gives the reasons for doing so.
2. **Resigns after commencement of academic semester shall not be accepted and candidate shall be relieved only after the completion of the academic session.**
3. PVC/ Registrar conduct the Exit Interview.

4. Employee doubtful of the effective date of resignation, contractual notice period, contacts the PVC/ Dean/ Registrar for advice.
5. Employee leaving without a notice period does not receive his/ her salary equivalent to notice period or have to deposit amount equivalent to notice period salary. Employees interested in resigning cannot utilize any leaves except OD and only due CL.
6. Employee who resigns during academic semester will be relieved after academic sessions are over, keeping in mind the interest of the students or they may be relieved only in exceptional cases.
7. Employees who resign may be retained by university at the prerogative of the VC/ PVC.

1.4.1 Handing Over

Before being relieved all employees should hand over charge to the appropriate person on consulting the Head of Department and inform the same to the Dean. Head of Department is responsible for initiating the necessary action to ensure that all University property and equipment are returned safely. A 'No Dues Certificate' has to be obtained from all the concerned persons on or before the last day of working and submit to HR Head/ Registrar.

Chapter 2

Role & Responsibilities

Members of the faculty are expected to meet their professional and institutional commitments at the University on a regular basis throughout the year. These commitments include time spent on teaching, research, student advising, other activities and various kinds of University administrative or advisory roles.

Members of the faculty are expected to handle their teaching assignments with professional skill. They should familiarize themselves with the overall organization of the University, and especially with the operations of the school in which they serve, and with its requirements and regulations, with which they will scrupulously comply. They should strive to be good citizens of the academic community, cooperative and efficient in meeting deadlines, submitting grades, and returning students' work with appropriate comments. They should be active participants as committee members, student advisers, or in whatever other capacity they can render the best service in the affairs of the department and the University.

General Duties and Responsibilities

1. All the Faculty Members are expected to follow the rules and regulations of the university as prevalent from time to time.
2. The workload of all the faculty members shall be fixed by HOD/ Dean.

   In exceptional case whenever Faculty Members are entrusted with additional administrative/ research load, adjustment in the contact hours could be made to ensure the total work load remains in parity with other teachers.
3. To absorb the growth of the university and keep up the efficiency level we follow the decentralized concept of a university.
4. Academic work is distributed to various HODs and Coordinators who coordinates and controls the academic activity with guidance of Dean/ Dean/ Vice Chancellor.

5. Non-academic activities are also delegated to Faculty Members as activity/ event in-charge.

The Work Plan

The work plan of faculty members shall ensure, in the most productive manner, the utilization of stipulated 40/ 42 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ University.

A faculty is expected to contribute to the functioning of the university in number of roles:

A] As an Individual:

1. Faculty Members are expected to update their knowledge and remain up to date with the latest tools and technological advancements happening in the industry by attending Seminars/ Workshops/ Conferences/ online MOOC Programs etc., after obtaining necessary permission from the HOD and Dean.
2. Faculty Members should attempt to publish text books, research papers in reputed Scopus or SCI indexed International/ National Journals/ Conferences.
3. The Faculty Members must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
4. Every Faculty Member is expected to extend his/ her beneficial influence in building up the personality of students and he/ she should associate himself/ herself actively with such extracurricular activities which he/ she is interested in or assigned to him/ her time to time.

B] As a member of the Department/ University:

1. The Faculty member should ensure proper contribution for the upliftment and smooth functioning of the department.
2. The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.

3. The HOD will allot the teaching load after taking into account the Faculty Member's interests and expertise.
4. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD/ Dean/ PVC/ VC in Administrative, Academic, Co-curricular or Extracurricular activities.
5. Every Faculty Member must give seminar on some topic at least once in each semester to other faculty members of the department to keep them updated with various topics.
6. The Faculty Member should maintain high values of professional ethics and should not show any partiality to any segment/ individual student.
7. Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class/ lab/ invigilation. In case of emergency, the HOD must be informed with appropriate alternate arrangements.

2.1 Classroom Teaching:

2.1.1 Preparing for the Classroom Lecture:

1. Once the subjects are allotted, the Faculty Member should prepare the lecture plan in a detailed manner, preferably hour-wise lesson plan. The plans should be prepared keeping in mind the number of teaching hours available in that particular semester, so that the syllabus can be completed in a timely manner. (The Course File format is given in Annexure 1)
2. As soon as a subject is allocated, faculty should start curating content from the internet for that particular subject. Preferable Unit-wise. Curated content should include:
    a. Video Lectures
    b. Reading Material available online
    c. News Articles on Latest advancements happening on that topic.
    d. List of reference books, preferable topic wise.

e. Case Studies (in some cases)

f. Tutorials / Tutorial Sheets to be given to the students.

g. Assessments to be given to the students as per academic Calendar

All this curated material should be shared with the students at the appropriate time. Ideally when that particular topic is being covered.

3. The Faculty Members should get the lesson plan and course file approved by HOD/ Dean.

   The course file consists of Program Learning Outcomes, Program Specific Learning Outcomes, Course Learning Outcomes, Mapping Matrix of Learning Outcomes, Lecture Plan, Learning Material (Hand written/ typed notes; PPT; Useful links for online material/ mooc; PPTs; Cds etc.) Tutorial Sheets, Assignments, Student List with Flip classes/ seminar topics, MSE Question Papers with model answers, Old Question Papers etc.

4. The Faculty Member's course file must be regularly updated and put up for inspection by HOD/ Dean as the case may be.

5. The faculty member should practice/ rehearse the lecture well before going to the class.

2.1.2 During the Classroom Lecture:

6. The Faculty Members should refer to more books than textbooks and prepare his/ her detailed lecture notes. These lecture notes are his/ her aids. The Faculty Member should not dictate the notes in the class. These lecture notes shall be uploaded on ERP / QLRC (Digital Library).

7. The Faculty Member should go to the class at least 5 minutes before and enter the class without delay.

8. The Faculty Member should engage the class for full duration of period and should not leave the class early.

9. The Faculty Member ideally should recapture for first 5 minutes the lessons of the last lecture, tell what is going to be learnt in another 2 minutes, then explain the lecture well up

to 45 minutes and in the last 3 minutes conclude and say what we have seen/ will see in the next class.

10. The faculty member should cultivate suitable techniques (say, real life examples) in the lecture, to break the monotony.
11. The Faculty Member should use PPT, Models etc. very cautiously as teaching aids.
12. The Faculty Member should encourage students for asking doubts/ questions.
13. The Faculty Member should assess the comprehension by students and act/ adjust the teaching appropriately.
14. The Faculty Member should take care of academically slow learner students and pay special attention to their needs in special classes.
15. The Faculty Member should make himself/ herself available for doubt clearance.

2.1.3 After the Classroom Lecture:

16. The Faculty Member should interact with the respective Faculty Class Advisor/ Faculty Mentor and inform him/ her about the habitual absentees, academically weak student, objectionable behavior etc.
17. The Faculty Member should always aim for 100% pass results in his/ her subjects and work accordingly.
18. The Faculty Member should regularly visit library and read the latest journals/ magazines in his/ her specialty and keep oneself abreast of latest advancements.
19. The Faculty Member should make himself/ herself available for doubt clearance.
20. Every Faculty Members should maintain students' attendance records in teacher's diary and also upload the attendance on ERP everyday as soon as the classes/ laboratory hours are over.
21. Every Faculty should ensure that their full syllabus is covered with proper pace, if they feel that they need extra lectures for completing the syllabus then they should request for the same to their HOD and make sure that it is done within a proper timeframe.

2.1.4 Tutorials:

Tutorials form an integral part of the whole teaching learning experience especially in problem (numerical) oriented subjects. The objective of giving tutorials to make sure that the student has understood the concept and can apply it in various situations. It is expected that for each unit a tutorial shall be given to the student.

a) One tutorial for each unit.

b) Tutorial sheets should contain questions, which are not available in their textbooks.

c) Tutorial sheets should be ideally long enough that it takes the student one hour to solve.

d) Tutorial sheets should be graded and returned to the students.

e) Tutorials should be discussed in class for doubts and clarifications.

f) Faculty to maintain a record of the grades awarded to the students.

2.1.5 Assessments:

The main objective of giving an assignment to the students is that the student should be able to:

- Express ideas or concepts in their own words to demonstrate understanding
- Apply relevant concepts to a situation or phenomenon
- Analyze ideas and concepts and consider relationships among them
- Evaluate a decision, perspective or a particular way of doing something
- Create new ideas or perspectives given a particular topic or issue

Five assessments in each theory subject to be given to the students by the respective Faculty Member covering at-least 90% to 95% of the total syllabus.

a) Marks of the Assessments form an integral part of the internal semester evaluation.

b) Assessments should be based on understanding and concept.

c) Ideally assessments should be long enough for the student to take the assigned duration of time

d) Assessment sheets should be graded and shown to the students for their mistakes.

e) Faculty should collect them back and keep them for official record.

f) Assessments should be discussed in class for doubts and clarifications.

g) Marks of the Assessments to be updated on the ERP by the faculty timely.

2.1.6 Mid Semester Exams:

1. While setting MSE question paper/ Question Bank, the Faculty Member should take care of the quality and formatting of the questions also get approved from HOD before submitting to Exam Section.
2. The MSE answer sheets must be checked within three days from the date of examination and marks uploaded on the ERP.
3. The Faculty Members should be very fair and impartial in awarding of internal marks to students using the respective rubric.

2.1.7 Question Bank for the Final Exam:

Each faculty member needs to prepare Question Bank of 200 questions, unit-wise as per template in the subject that they are teaching. These questions shall form a part of the question bank from where the final examination question paper might come.

The main objective of the question bank should be to evaluate the student on various levels of understanding and fulfilling the requirements of Bloom's Taxonomy and the level that we want to test.

a) Questions should be prepared unit wise and in the format provided by the department.

b) The questions would be of 2 marks, 6 marks and 10 marks.

c) The 2 marks questions will be definite answer type and should test the basic understanding of the concept.

d) The 6 and 8 marks questions will be descriptive answer type and should test the deeper knowledge of a concept.

e) The question bank should be properly checked for mistakes and spelling mistakes before submitting to the HOD/ Dean.

f) After proper checking and consent from the HOD/ Dean the question bank should be submitted to the relevant authority.

2.2 Practical Courses:

2.2.1 Preparing for the Practical Course:

1. The Faculty Member taking practical class must perform the experiments personally before going to class and be satisfied with the results before asking the students to conduct the experiments.
2. Whenever possible, additional experiments to clarify or enlighten the students must be given.

2.2.2 During the Practical:

1. The Faculty Member should divide the lab group students in sub group groups, each sub group may consist 4-5 students if possible.
2. The faculty member should demonstrate each and every experiment with the help of Laboratory Assistant in front of the students before assigning it to the students for performing. Safety precautions must be highlighted during the performance of experiment if any considering the students at the top priority.
3. The faculty member and Laboratory Assistant should also help out the students time to time if the students are facing any difficulty during performing of the experiment.
4. It is mandatory to check class record on a regular basis, the lab observations/ records of the experiment must be checked then and there or at least by next class. Some viva

voce questions must be asked at the time of checking the records and grade of each experiment must be recorded in Faculty Diary.

2.2.3 After the Practical:

1. The Faculty Member should make himself/ herself available for doubt clearance even after the laboratory class.
2. Every Faculty Members should maintain students' attendance records in teacher's diary and also upload the attendance on ERP everyday as soon as the laboratory hours are over.
3. Every Faculty Member should ensure that their full syllabus is covered with proper pace, if they feel that they need extra laboratory classes for completing the syllabus then they should request for the same to their HOD and make sure that it is done within a proper timeframe.
4. Preparation of viva voce questions experiment-wise should be compiled so that same may be asked at the time of checking the records.
5. Maintaining the grades of each experiment must be recorded in Faculty Diary after checking the lab records.

2.2.4 Practical Quizzes:

1. Three quizzes in each practical course must be conducted online on the ERP during the semester by the respective Faculty Member covering about 30% syllabus in each quiz. Each quiz will be of 30 marks.
2. A MCQ type quiz bank of consisting of 30 questions covering about 30% syllabus for each quiz has to be uploaded on the ERP by the respective faculty member, out of which randomly 15 questions (each question carries 2 Marks) will selected to attempt by the students. The question bank should be properly checked for mistakes and spelling mistakes before uploading on ERP and must be vetted by respective HOD/ Deptt. Coordinator.

3. The questions will be definite answer type and should test the basic understanding of the concept as well as deeper knowledge of a concept.

2.2.5 Practical Exams:

1. Each faculty member needs to prepare a quiz bank for end semester practical exam quiz of 120 questions, by merging already uploaded 90 questions for internal quizzes and additional 30 questions covering the whole syllabus. The students were asked to attempt 30 questions randomly by the ERP. The main objective of the quiz bank should be to evaluate the student on various levels of understanding and fulfilling the requirements of Bloom's Taxonomy and the level that we want to test.
2. Each Faculty Member will act as Internal Examiner during the conduct of end semester practical examination and coordinate with the External Examiner for the smooth and flawless conduction of end semester examination.
3. The Internal Examiner will finalize the awards in coordination with external Examiner and submit the awards to the Exam Cell.

2.3 Laboratory In-charge:

Each Laboratory In-charge will ensure the following:

- The laboratory physical space should be well maintained with respect to the cleanliness, keeping the furniture and equipments in their respective positions.
- The functioning and maintenance of all the equipments available in laboratory.
- Marinating the up to date stock in respective stock registers.
- Maintaining the laboratory manuals, list of equipments, list of experiment of each practical course held in the laboratory in the prescribed format.
- Keep previous laboratory record of five students as sample files.
- Display of name of the laboratory in-charge, name of the laboratory technician, safety precautions, list of equipments, list of experiments, laboratory time table for odd and even semester on the display board.

2.4 As an Invigilator:

1. All invigilators shall report to the Centre Superintendent (C.S.) at least 45 minutes before the commencement of the examination on the first day and 30 minutes before on successive days/sessions of examinations.
2. The invigilators shall count the number of answer books and verify with the number of candidates allotted to them.
3. The invigilators shall go to the examination room/hall allotted to them 15 minutes before the commencement of the examination with relevant examination material and ensure that no chits or any other materials are present in the block/room/hall.
4. The candidates shall be admitted into the examination hall only after the invigilation(s) have entered it.
5. The invigilator shall announce to the students to leave the books, papers and other reference materials etc., outside the examination hall and read out to them the following warning note:

   "All the candidates in the examination hall should search their desks, tables, pockets & other belongings before the distribution of Question Papers and, if any such paper/notes/manuscripts or written material are found, must handover the same to the invigilator".
6. Ten minutes before the commencement of examination, the answer books shall be distributed to those candidates only, who are seated in the examination hall and shall not be placed on any vacant seat.
7. The invigilator shall distribute the question papers to the candidates seated in the examination hall only when the bell of the commencement of examination is rung.
8. Candidates shall not be allowed to leave the examination hall/room before the completion of half of the time of the paper, but he/she will not be allowed to take away the question paper with him/her.
9. The invigilator shall put his signature at the place marked 'invigilators signature'

only after ensuring that, the candidates have taken their seats and have entered the correct roll number and other particulars required on the cover page of the answer book, checking the identity of the candidate with his photo on admit card and office copy of admit card, and shall obtain the signature of the candidates on attendance report sheet.

10. The invigilator shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of the graph sheets & other relevant material.
11. Invigilator shall ensure that any undesirable material brought by the candidates with them is placed outside their block at their own risk.
12. Whenever, any candidate wishes to change his pen/ink, the invigilator shall not put his signature in the answer book anywhere but the university facsimile seal should be affixed using royal blue ink only.
13. If any student has not brought his/her admit card, the matter shall be brought to the notice of the C.S. for issuing permission after his satisfaction.
14. If any candidate is absent, the word ABSENT shall be written in capital letters in the appropriate column of the attendance sheet, preferably in red ink, only after 30 minutes from the commencement of the examination.
15. After half an hour of the commencement of the examination, the spare answer books and question papers shall be returned to Centre Superintendent/representative when he/she visits the examination hall.
16. The invigilator shall not accept the answer book of any candidate without ensuring that, it bears his/her correct University roll number and other information asked on the title page of the answer book.
17. The invigilator shall in no case allow any candidate to use UFM in the examination hall.
18. The candidate going for toilet may be escorted, however frequent use of toilet by the candidate should be discouraged.

19. While the examination is going on, the invigilators shall, keep on taking rounds in the hall, not indulge in chit-chat with other invigilators and not read magazine, newspaper or engage in similar activity note related to his/her examination duty.
20. The invigilators shall ensure that there is no communication among the candidates in the examination hall.
21. The invigilator shall not permit any unauthorized person to enter or to move around the examination rooms.
22. The violations of instruction by any candidate shall be brought to the notice of the C.S. immediately and a written report is to be made regarding such cases to the CoE by the C.S.
23. Smoking and chewing of tobacco etc. in the hall or around it where the examination is in progress is strictly prohibited.
24. The invigilators should note that, a signal bell shall be given as under:
    a. First bell shall be given 15 minutes before the commencement of the examination for allowing the students to enter in the examination room.
    b. Second bell shall be given at the beginning of the examination for distribution of the question papers (i.e. at the time of commencement of examination)
    c. Third bell shall be given 10 minutes before the closing time, when no student is allowed to leave the examination hall and
    d. The final bell shall be given at the conclusion of the examination.
25. After the expiry of the time of the examination, when the final bell is given, the invigilator shall announce in loud voice “STOP WRITING PLEASE” and collect the answer books and arrange them roll number wise and hand over to the authorized officials in C.S. office along with other reports. Students shall not be allowed to leave the examination hall till all the answer books are collected.
26. The invigilator shall be personally held responsible for the loss/misplacement of any answer book before handing over to the office of the Centre Superintendent.

27. While taking rounds of the examination hall, if the invigilator notices that any candidate is indulging in UFM he/she shall immediately take in his/her possession the candidate's answer book, question paper, and the material which he/she has used or intended to use for copying and immediately report the matter to the Centre Superintendent/ Dy. Centre Superintendent. He should not allow the candidate to leave the examination hall till the Centre Superintendent comes to the examination hall and takes over his charge. If the student wants to continue with the exam he may be issued second answer book.

28. Any dereliction of duty on the part of the invigilator shall be taken seriously and the C.S. shall take necessary action as per the guidelines of the University and report the same to the University immediately.

29. Whenever a Flying Squad/University Authority makes a surprise visit, the invigilator shall allow them to enter the examination hall for surprise check only after ensuring their identity.

30. The invigilators shall not leave the examination center premises until, they personally hand over the answer books to the C.S. and return the relevant material given to them.

31. Invigilators shall supervise to ensure that no malpractices are carried out. Serious action may be initiated against an invigilator who, encourages any malpractices by any student.

Important: -

- Check & verify the entries & signature of examinee on answer books.
- Take signature of examinees on attendance sheet
- Compare the photo & signature of examinee with the office copy of admit card on the first day of examination.
- Complete the invigilators statement with signature of invigilators on duty.

32. Invigilators are not allowed to carry any reading material or mobile phone to the examination room/ hall.

2.5 Student/Faculty Rapport

1. The Faculty members shall dress, conduct and behave themselves to ensure that proper decorum is maintained between the students and teachers.
2. The Faculty Member should have a good control of students both within and outside classes.
3. As soon as the Faculty Member enters the class, he/ she should take attendance. If anybody enters late, the students may be permitted to attend the class but marked absent. In case of repeaters or habitual late-comers the teacher should try to correct the students through personal counseling and if it does not bring any change the students must be directed to meet the Mentor and HOD.
4. The Faculty Member should act with tact and deal with insubordination by students maturely.
5. The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feelings of students.

2.6 Quality Sustenance

Sustenance of quality of teaching is taken care of by appointing qualified, dedicated teachers acceptable to the students, well in advance.

1. Teaching program is channeled through proper planning of academic activities well in advance through academic calendar, lecture plans in each subject, portion completion schedules, etc. This is prepared and circulated in the beginning of the session.
2. Deans/ HODs co-ordinate and control such schedules by regular school/ departmental meetings and through formal and informal feedback from students so that our effort to sustain the quality of education is successful.

3. Quality enhancement is taken care by various methods such as flip classes, presentations, industrial visits, seminars, etc.
4. Faculty from professional fields, corporate and higher learning centers are invited regularly for guest lectures.
5. Teachers are encouraged to participate in conferences, seminars, workshops and present papers in highly indexed conferences for quality improvement.
6. It has been our Endeavour to search for gaps if any in any of our systems and strengthen those areas by bridging the gaps.

2.7 Role & Responsibilities of HODs

1. HODs should control, coordinate and motivate the teachers of their department.
2. They are accountable for preparation of lecture plan and course file by each teacher well in advance of the semester and satisfactory completion of the portion as per the academic calendar.
3. They should coordinate with Board of Studies in relation to prepare an innovative industry ready syllabus.
4. They are responsible for availability of proper text book/reference book on the subject to which they are related to in the library.
5. To monitor and conduct academic/ non academic activities/ events of the department under the guidance of the respective Dean.
6. To take department and faculty feedback and accordingly take the remedial actions.
7. To plan and take the necessary actions for improvement of department results and academic performance.
8. To coordinate assignments/ quizzes/ flip classes/ mini projects/ projects assessment and conduction of practical /oral examinations.
9. To maintain discipline and enforce rules as laid down by the university, in the department.

10. To plan for the semester and academic year, in terms of activities, guest lectures, industry visits, internships, trainings, workshops and placements preparation etc. for the benefit of the students and faculty.
11. To conduct regular meetings with teaching and non teaching staff as well as the Class Representatives and class advisors/ mentors to sort out any issue and queries related to academics.
12. To initiate teaching and non teaching load calculation and raise the requirement of manpower as per the rules laid down by university.
13. To execute any other work assigned by the Dean/ VC/ PVC time to time.
14. To prepare the department requirements and budget needed.
15. To oversee the purchase and deployment of any resource allotted for the department.
16. Each HOD shall prepare an activity/ event planner of his department well in advance before beginning of semester and inform it to the Dean, Faculty members and students preferably at the begging of the semester.
17. HOD should review the MSE and end semester results after each examination and recommend, if necessary, steps to improve the result.
18. The HOD will monitor the mentoring by Personal Mentors of the students related to his department.

2.8 Role & Responsibilities of Faculty Mentors

1. He will act as Teacher Guardian for a batch of about 20-30 students allotted to him.
2. He will handhold his students in their difficult times, like a parent does.
3. He will identify the Academically Weaker and Meritorious students from his group with the help of course teachers, for strategic planning to improve the overall performance of his group. He may choose meritorious students as Student Mentors and allot 2-3 students to each of them. Student Mentors will regularly monitor their other friends.

4. He will maintain all the relevant record of students in the Personal Mentor Diary, such as [but not limited to] academic result, academic performance in the courses, attendance in all courses, back papers details (if any), participation in games/sports/club activities, disciplinary action taken against the student (if any);regularity in appearing in continuous internal assessment components/ mid-sem examinations; completion of projects in time, Soft skill development needed.
5. He will regularly update the above information.
6. He will assist the mentee in deciding his academic plan for the semester.
7. He will guide the mentee in choosing the optional/ elective subjects.
8. He will keep a record of their problems (social, academic, health related, financial) and will bring to the notice of higher authorities the serious problems, if any.
9. He will assist him in redressal of his grievances.
10. He will help the mentee in getting leave on account of any medical or other emergency after being satisfied by the explanation given by the mentees.
11. He will assist HOD in giving GP marks to students (if so required by HOD).
12. Each PM will occasionally interact with the teachers teaching his mentees to get first hand information about academic progress of his mentees.
13. He will be in touch with the parents of his mentees. He will send the letters to the parents of all such students whose attendance is<75% and/or academic performance is poor. He will inform them using any suitable mode of communication.
14. He will notify the names of the students having shortage of attendance.
15. He will interact with the mentees to find out whether they understand various lectures. He will report the findings to the HOD for corrective action.
16. He may call a parent-teacher meeting and will inform the parents about the progress of their wards. Proper guidance will also be provided to the parents about Do's and Don'ts.
17. He will encourage the mentees not only to study hard but also to participate in cultural/technical festivals for overall development of their personality.

18. He will ensure filling of Registration Forms by the mentees in the beginning of each semester and will sign the Registration form.
19. He will ensure that the students fill Examination Forms in time. The defaulter list shall be submitted to HOD for further action. He will check that the Examination forms have been filled correctly by the student and all the Back Papers, as far as possible, are included in the list.
20. He will organize the distribution of Admit Cards/ Mark sheets to students.
21. He will download the end semester results of students and record them in Personal Mentor Diary.
22. After the declaration of result, he will identify the courses in which the performance of his students was VERY GOOD or VERY POOR. He will analyze the reasons for extreme performance of students.
23. He will obtain the list of students from Registrar office having DUES (fee, fine) and encourage such students to pay the dues in time. He will keep a record of reasons for students having such Dues.
24. He will work with mentees to find appropriate pathways to resolve their difficulties.
25. He will represent the University to the mentee and the mentee to the University.
26. He will maintain effective communication with other support services on behalf of mentees.
27. Students may name their PM as a referee on job applications and/or applications for further study, and this can continue long after a student has graduated.
28. One of the aims of the PM System is to provide support for the induction process. All new students are required to see their Personal Mentor during the first few weeks of joining the university and the levels of mentoring support needed is likely to be highest during this time. Particularly in those first few weeks, before new students have been able to develop their own 'mental map' of the University or to establish their own network of contacts, Mentors can play a valuable role as first point of contact. Even if

Mentors do not have the information themselves, they will usually know who may be able to help and can point students in the right direction. This is valuable in reassuring students and helping them to comfort themselves.

29. *International students* especially may be feeling isolated and homesick, and finding it difficult to adjust socially and to cope with language barriers and may be under *Cultural shock*. It can be useful if PM can help introduce them to their fellow students who are already accustomed with campus life. Students might also find it useful to contact the relevant International Students Society.

30. PM are often best placed to pick up early indicators of a student having academic/ personal difficulties and *Identify "At Risk" Students*. Absenteeism from classes, failing to appear in mid-semester, achieving low grades can all be indicators of 'at risk' students.

31. The Personal Mentoring System is based on scheduled meetings between Mentors and their mentees. The minimum requirement is for two such meetings per month (once in two weeks). Besides, scheduled meetings, the mentees may also meet their PM in case of emergency/special situations.

32. All academic staff including HoDs/ Deans shall be actively associated with Personal Mentor System.

33. Each academic staff shall act as Personal Mentor for a group of 15-20 students. For example, a faculty of Mechanical Engineering may act as Personal Mentor for 4-5 students of each of 1^{st}, 3^{rd}, 5^{th}, 7^{th} semesters of Mechanical Engineering, total number of mentees being 15-20. The mentees continue to be associated with the same PM till their graduation.

34. Sensitive personal information (for example, disability, medical conditions, personal problems) obviously requires a higher level of confidentiality and mentees should be able to assume that PM will respect their wishes unless there is a requirement to disclose. However, PM should be clear that they cannot guarantee absolute confidentiality. It is very important that PM do not promise what they are not able to or not prepared to deliver.

35. The Faculty Class Advisor/ Faculty Student Mentor must update the students' personal file regularly and put for inspection by HOD/ Dean/ VC/ PVC as the case may be.

2.9 Role & Responsibilities of Training and Placement Director/ Officer

1. Develop an annual placement strategy for the university program-wise and execute it. The strategy should include events and activities starting from the first year.
2. Develop a set of written rules and policies for placement that should be followed by students. This must include policies/rules for eligibility for placements, interviews, final placement, early joining, summer internships etc.
3. Counsel students who wish to pursue different careers and explain the different options available for them
4. Understand industry requirements and conduct industry surveys as well as network with companies and HR groups.
5. Update faculty on latest trends in industry and recommend training programs for faculty and students.
6. Maintain corporate database.
7. Assist faculty placement coordinators in organizing resume writing, group discussions, personal interviews, dressing professionally and skill development sessions for each department
8. Maintain Student Resumes category-wise.
9. Arrange for interview facilities at the campus or coordinate for pool campus activities.
10. To collect the appointment letters or correspond with companies to get them as soon as the interview is over.
11. To distribute appointment letters and collect acceptance letters from the students and dispatch to employers.

12. To give an annual report of all training and placement activities of the university in the month of May including but not limited to
    a. Program and Department wise placement statistics and summary.
    b. Trainings conducted during the academic year and its effectiveness.
    c. Strength and weaknesses of the university in terms of placement.
    d. Placement strategy for the upcoming year.
13. Collect information of all students who are eligible for placement at the beginning of each academic year.
14. Coordinate with all schools in case joint placement and/or training drives are required to be organized.
15. Any other responsibilities as assigned by the Vice Chancellor/ Pro Vice Chancellor from time to time.
16. Coordinate pool and off-campus placement activities
17. Circulate details of pool and off-campus opportunities with students, HODs and faculty placement coordinators.
18. At the end of the drive TPO should collect all the offer letters and send it to students and information to respective Deans and HODs.
19. To establish a students' CRC team to coordinate all activities of training and placement.
20. TPO should produce a weekly schedule of the placement activities of the following week and circulate it with all concerned authorities, Department and students.
21. Meetings with HODs, and Faculty Placement Coordinators must be conducted once every 2 weeks during the academic session.
22. Maintain minutes of all meetings conducted by TPO.
23. All correspondences regarding placement or any other university activities must be conducted via university official email ids only.

24. All student data collected by Placement Officer or placement department or faculty placement coordinator will be stored on University ERP. These details must be produced on demand of the Vice Chancellor/ Pro Vice Chancellor Deans.

25. The following information must be provided by the TPO as and when requested by the Vice Chancellor/ Pro Vice Chancellor/ Deans:

    a. Details of companies visited by TPO (including date and time).

    b. Details of companies visiting the university.

    c. Details of companies contact.

2.10 Faculty Placement Coordinator(s)

It is mandatory for every school/ department to actively participate in training and placement activities and coordinate with the TPO for all training and placement activities of the university. Every school/ department shall appoint one or two faculty members as Faculty Placement Coordinators per department depending on the size of the department. The Faculty Placement Coordinators play a very important role. The main responsibilities of Faculty Placement Coordinators are as follows:

1. Counsel students of who wish to pursue different careers and explain the different options available for them.
2. Organize pre-placement activities and workshops for respective department in coordination with respective HOD and TPO.
    a. CV writing workshop (in pre final year).
    b. Mock group discussions and personal interviews (in pre final and final year)
    c. Conduct aptitude tests ((in pre final and final year)
3. Conduct and coordinate industrial/company visits in consultation with respective HOD and TPO.
4. Facilitate internships for students in industries in consultation with respective HOD and TPO. Internship certificate is obtained and kept on record.

5. Organize guest lectures and information sessions from representatives of different industries in consultation with respective HOD and TPO.
6. Collect CVs/ Biodata from all students of your department at the start of the even semester of pre final year. Verify their credentials with respect their marks sheets and once the results of a semester has been obtained, update the data and the eligible students for that semester.
7. Motivate students for CRC membership who can represent the department and actively participate in placement work.
8. Inform the students about the date and time of interviews, campus placements.
9. Be present at the time of interviews or any on campus placement drives on a date given along with the CRC student members.
10. Collect the list of selected students from TPO and inform the students individually.
11. Distribute the appointment letters to the students and get the acceptance letters and give them to the TPO.

Chapter 3

Code of Conduct and Professional Ethics

3.1 Equal Opportunity

It is a policy of the Geeta University to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, color, sex, disability, and age. The policy applies to initial employment, promotion, compensation, and termination. Employees/ students are not denied benefits, or subjected to discrimination under any program or activity of the University. Employees shall not discriminate against a student on political grounds or for reasons of race, religion, caste, language, or sex or for any reason of arbitrary or personal nature and shall not incite students/teachers against other students/teachers/colleagues/administrators or the governing body of the university.

3.2 Drug and Alcohol Free Workplace Policy

The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees or students of university are strictly prohibited as per the Geeta University policy. All employees as a condition of employment; abide by the university's policy on prohibited substances; and inform the university if he/she is convicted for possessing/ using drugs within three days of conviction. An employee convicted for felony, misdemeanor or drug violation faces a strong disciplinary action which may include termination of employment. When reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job, the employee is required to undergo a medical test. Smoking on campus is strictly prohibited

3.3 Sexual Harassment

Sexual harassment of employees or students at the university is prohibited and offender may be dismissed or other disciplinary action is taken. Unwelcome sexual advancements, requests

for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment such as:

a. Physical contact and advances. or
b. Demand or request for sexual favors. or
c. Sexually colored remarks. or
d. Showing Pornography. or
e. Any other unwelcome physical, verbal or nonverbal conduct of sexual nature.

3.4 Soliciting /Canvassing

Canvassing, placing signs and posters for solicitation purposes, chain letters, collections of any kind and sales of tickets or merchandise are prohibited on the university premises. All employees are prohibited from indulging in any personal activity utilizing the Geeta University resources and facilities. Any faculty found indulging in conducting tuition classes or coaching classes, remunerative or otherwise would be suspended with immediate effect. Employees have freedom of thought and expression. He or She shall not misuse the facilities or forum provided by the university.

3.5 Employment of Relatives

No individual shall be employed in a school or department, which will precipitate a subordinate-superior relationship between individual and any of his/her relative who is employed in the university through any line of authority. "Line of authority" means authority extending vertically through one or more organizational levels of supervision of management. For the purpose of this policy relatives are defined as husbands, wives, parents and children, brothers, sisters, and any in-law of any of the foregoing.

3.6 Conflicts of Interest

An employee of the university avoids actual or apparent conflicts of interest between his/ her university's obligations/ responsibilities and outside activities.

3.7 Code of Conduct

All employees have to follow rules and regulations, and standards of courtesy, conduct, cooperation ethics and etiquettes as expected by the university. Following are examples of actions, which are unacceptable to the university and often result in disciplinary action or termination of employment:

1. Insubordination
2. Theft
3. Conviction of a felony involving moral turpitude
4. Bringing discredit to the university
5. Falsifying, grafting, or forging of any record, report, or information
6. Discourteous behavior
7. Any other misconduct interfering with performance of job tasks
8. Unauthorized absence from assigned work area
9. Sleeping on duty
10. Negligence
11. Dereliction of duty
12. Interfering with the work performance of another employee
13. Favoritism
14. Wasting materials
15. Willful damage to equipment or property of the university
16. Entering into an unauthorized work area
17. Continued failure to perform assigned duties
18. Failure to report absence
19. Habitual absence or tardiness

20. Job abandonment.

3.7.1 Safety

Safety on the job and care of property and equipment is the responsibility of all employees. Every effort should be made by the employees to avoid careless work habits. It is necessary to report unsafe working conditions and any on-the-job-injury, regardless of severity, to the Head of the Department and the Registrar Office immediately.

3.7.2 Confidential Information

Some employees handle confidential information as they perform their duties. Such information is not to be discussed or made available to anyone until it has been approved for release by proper authority. Any person found using such classified information invites suitable disciplinary action against him/ her depending on the severity of the matter.

3.7.3 Bribes

Employees of the university do not accept gratuities, courtesies, or gifts in any form from any person or persons, corporations, or associations that, directly or indirectly, seek to use the connection so as to secure favorable comment or consideration on any commercial commodity, process or undertaking.

3.7.4 Political Activities

As an individual, each employee of the university retains all rights and obligations of citizenship enshrined in the Constitution of India. However, no employee of the university is allowed to be a candidate for a political party seeking votes while being employed with the university, or take part in a political employment campaign while on duty.

3.7.5 Disruptive Behavior

While honoring the freedom of expression and the right to Peaceful dissent of an individual, the university in the best interests of orderly operation and preservation of an environment favorable to productive study, has adopted a policy prohibiting disruptive behavior on the part of any student, faculty or staff member. The university stipulates that any employee, acting individually or in connivance with others, who clearly obstructs or disrupts or attempts to

obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on the university campus is considered to have committed an act of gross indiscipline and is subject to disciplinary action that may include termination of services.

3.7.6 Outside Employment

Employment outside the university is not permitted except in cases where such employment does not interfere with the regular and punctual discharge of duties and responsibilities of the university. The employee must discuss with the Head of the Department and Dean before indulging in any outside employment to be sure there is no conflict of interest. Use of university property in such endeavors is prohibited. An employee must seek written permission of the VC/ PVC before taking up any kind of employment.

3.7.7 Media

Without prior sanction from the VC/ PVC no employee can give a talk to media or publish any statement in print/ digital publications either by name or anonymously about issues related to university matters.

3.7.8 Examinations

No employee indulges in or encourages any form of malpractice connected with examinations or other activities of the university. Employees shall perform his or her academic duties and work related to examinations statutory reports and other examination related tasks as assigned with full professional ethics. A faculty member shall not be partial during assessment of a student or deliberately over-mark, under-mark, or victimize a student on any grounds. Employees shall not indulge in or resort to, directly or indirectly, any unfair means in teaching/ examinations and administrative work. Failure to conform to the above mentioned norms shall be construed as misconduct and will trigger disciplinary action.

3.8 Employees Dress Code Policy

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image of our University. During the University hours or when

representing the University, all employees are expected to present a clean, neat, and tasteful appearance. Everyone should dress and groom oneself according to the requirements of the position and accepted social standards.

GU DRESS CODE POLICY

Policy Objective

The University plays a pivotal role in starting the career journey of its students and preparing them for professional life. The dressing is the window to one's personality. It greatly impacts one's overall conduct in a professional culture and helps creates an ever-lasting impact. The dress Code Policy helps to make sure that when parents/ students/guests/Corporate/experts meet any of the university employees, the employees make a good visual impression on them and accurately reflect the nature of the University. The outlook of an employee creates a learning impression in the minds of guests/parents/corporate/students/experts at first sight.

Intended Audience

The intended audience for this policy is all

- Part-time employees
- Consultants
- Visiting/guest faculty
- Faculty/trainers on the roles of companies with whom the university has collaborated to deliver courses of various programs or full programs.
- Any other unique role employees

  This policy is not applicable to the Sports Team & staff members of Essential Services.

Policy Guidelines

It is mandatory for all employees of the University to adhere to a formal dress code and present themselves in a professional manner on all working days (except Saturdays and pre-

notified festivals celebrated by the university). The following dressing standards are commensurate with our organizational practices of appropriate business conduct, professionalism, and dress code:

		Male		Female	
S. No.	**Clothing**	**Allowed**	**Not Allowed**	**Allowed**	**Not Allowed**
1	Shirts	Collared, Half/Full Sleeves	Sleeveless, Floral, Gaudy Prints, bright colors, funky sweatshirts	Half/three quarter/full sleeves shirt faith or (without collar) or soft patterned, tight neck or collated Kurtis (Minimum knee-length and maximum mid-calf length) with Leggings or salwar, sarees with long sleeve or half sleeve complimentary colors.	Sleeveless, very bright colors, loud prints, deep plunging necklines, tank or crop tops, low-cut blouses, Anarkali, heavy embroidery on suit/salwar/sari/ Anarkali sweatshirts, low-cut blouses
2	Pants	Pleated without pleats, formal trousers (preferably in solid Colors like navy blue, black, brown, grey, being and khaki as well as in a material which is not casual wear or jogger style	jeans, chinos, sporty lowers, gym wear and casual trousers	Formal Trousers (length no shooter than ankle length) preferably in solid colors like navy blue black, brown, grey, being, Khaki, and white	Jeans, spandex, gym wear, casual trousers, pajamas, and bell bottoms

3	Shoes	Formal Shoes (preferably Oxford pattern, brogues, formal Males slip-ins) in black or OF own	Scuffed, shoe sneakers, sandals, open-toe shoes, sportswear, fancy shoes with contrasting uppers and soles	Formal Shoes and Sandals	Gaudy sandals, flip flops, clothes denim sleepers, sports shoes, slippers, and long boots,
4	Socks	Mid-calf/ calf patterned or Solid neutral colors	No-show socks, bright colors, animal and cartoons prints	Ankle/mid-calf/calf length in solid neutral colors,	Crew length, Animal prints
5	Business Suits/ Combination Suits and Allowed Blazers	Black/Grey/Navy Blue/Brown/Beige or Similar neutral colors with a full-sleeve shirt and a tie or collar scarf	mismatched suits and shirts, animal prints, and loud colors	Business suit or blazer with trouser (that sits on the ankle or skits {that sits at or just below the knee length	Revealing tops, and short skirts or dresses (above knee length)
6	Woolen	Plain, formal V-neck cardigans/ pullovers, coats, quilted jackets, and long coats	Parkas, Hoodie hats, cups (except winter), headbands and heanies	Cardigans, pullovers, formal coats, quilted jackets or long coats,	Hoodies, calt-length sweaters, ponchos, a shawl over trousers and caps (except winters)

Do's and Don'ts:

Do's:

- Daily grooming is a must for all employees of the University
- Beards should always be well groomed in the case of men.
- Basic hygiene and decorum must be maintained throughout the year
- All formal clothing should be properly ironed
- Accessories should be minimal
- University 1-Card to be always worn via lanyard on Campus or on official duties.

Don'ts:

- Heavy make-up and bold accessories
- Cloths with bold, political, religious, or obscene symbol
- Transparent clothes
- Provocative or indecent clothing

Actions on Non-Compliance with Policy Guidelines

It is reinforced that the defined dress code policy is binding to all University team members, and adherence to the same is mandated. The Reporting manager of a team member or quality assurance team n of the University will initiate disciplinary action against his/her team members, in case of default from the dress code is observed.

Non- Adherence to the given dress code will be strictly dealt with and the following disciplinary action with applicable for the defaulters irrespective of the designation:

Instance of Default	Disciplinary Action
1st	Advisory Letter
2nd	Explanation Letter + One Short leave deduction
3rd	Strict Advisory Letter + Half-day LWP
4th	Warning Letter + Full Day LWP
5th	Meeting with Vice Chancellor and Executive Director

Chapter 4

Leave Policy

1. STATEMENT OF LEAVE POLICY

Leave is given to meet an urgent need and should not be claimed as a right. The smooth functioning of university requires the continuous engagement of its faculty and staff with its students. Therefore leaves during teaching periods or examinations are highly discouraged. In general leave can be taken for various reasons to recharge, vacation, rest, illness, emergencies or any other personal reasons. In all cases, the leaves must be approved by the respective authority as appointed by VC/ PVC.

2. SCOPE

These Leave Rules shall apply to all regular Employees of the University except Operational staff. This policy is not applicable to consultants/ Guest Faculties / Visiting Faculties engaged with the University.

All University staff is categorized in the following four categories:

Teaching I	Non Teaching II	Admin Staff III	Operational Staff IV
PVC/Dean/ Principals / HODs/Professors / Associate Professors/Assistant Professors/Director-IQAC /	Registrar | Deputy Registrar | Assistant Registrar | Controller of Examination | Deputy Controller of Examination HR Manager | HR Executives | Medical Officer	Director Media | Director Marketing & Branding | Director Admissions | Director International Relations Deputy Librarian |	Estate officer | Facility Manager | Supervisors | Drivers | Conductors Peons | Sweepers | Carpenters |

Dean of Students Welfare / Dean-Academic Teaching & Research Associate (TRA) / Lecturer	| Director Placement | Head Librarian CFAO	Assistant Librarian Administrative Officers | Assistant Finance officer | Placement & Training Officer | Secretary to VC | PA's | Coordinators Accountant | Cashier | Technicians | Clerks | Office Assistants Network Restorers | Lab Assistants/ Technicians | Instrument Repairer | Coaches | DPEs | Counselors | Tele-callers | Receptionist	Plumbers | Electrician | Caretakers | Maintenance Staff | Lab Attendant | Library Attendant

Disclaimer: Holiday for Resident Warden, Security Staff, Horticulture Staff, Mess Staff and Engineering/ Construction staff will be notified separately.

3. DEFINITIONS

I. **"Leave"** includes Casual Leave, Short Leave, Medical Leave, Compensatory Leave, Academic Leave, Maternity Leave, Half Pay Leave and Extraordinary Leave.

II. **"Extraordinary Leave"** means leave granted to an employee without pay**.**

III. **"Competent Medical authority"** means medical officer of the University or a Doctor with minimum of M.B.B.S/ B.A.M.S. qualification.

IV. **"Holiday"** means, a holiday prescribed or notified as such by the University authorities.

V. **"Leave Salary"** means the monthly paid by the university to an employee who is on leave.

VI. **"Month"** means a calendar month.

VII. **"Pay"** means the monthly pay drawn on the day before the next month starts.

VIII. **"Half Pay"** means half of the pay drawn.

IX. **"Leave without Pay"** means leave when an employee absents himself without prior approval or leave sanctioned without pay for any other reason whatsoever.

4. RIGHT OF LEAVE

The University work will take precedence over all kinds of leave and therefore leave should be treated as privilege and cannot claim as a matter of right. When the exigencies of service so demand, discretion to refuse or resolve leave of any kind is reserved with the authority empowered to grant it.

No advance leave will be granted to any of the employee in normal circumstances. In exigencies of such requirement, approval of the Competent Authority is mandatory.

In the event of an individual resigning from the services, no kind of leave except C.L. shall be allowed to be availed during the notice period

5. COMMENCEMENT AND TERMINATION OF LEAVE

- Leave begins from the date on which it is actually availed of and ends on the day preceding the day on which duty is resumed.
- Sunday or other holiday may either be prefixed or suffixed to leave subject to approval of the competent authority.

6. LEAVE YEAR & APPLICABILITY

Leave year is from January 1st to December 31st. For availing any type of leave prior permission is to be obtained from the Vice Chancellor or the competent authority appointed by Governing Body for this purpose.

The different types of leaves covered under this policy are as follows:

- Casual Leave
- Short Leave
- Maternity Leave
- Compensatory Leave
- Medical Leave
- Summer and winter vacations
- Academic Leave
- Duty Leave
- Earned Leave

TEACHING STAFF:

6.1 CASUAL LEAVE

a. Eligibility

All Teaching staff is eligible to avail Casual leave. Casual leave is calculated for a period of one calendar year starting from January to December. Credit of casual leaves will not be carried forward from one Calendar year to other.

b. Entitlement

Casual leaves can be taken only when these are credited in to the leave account of the employee, i.e., at the beginning of each month. Half day CL can be taken as needed. An employee who joins the University later than 1st day of January shall be entitled to casual leave in that respective year on a pro-rata basis. Late arrival is strictly prohibited as per service rules. Absence from the office for one hour to three hours will amount to

half day casual leave. Absence for more than three hours will be treated as full day leave.

- Twelve (12) days Casual leave Per Annum is allowed to each teaching staff. Availing of casual leave is prohibited during examinations and important University events. Absenteeism on such days, even if the leave is due or it falls on a holiday, shall be considered as leave without pay and accordingly the amount shall be deducted.
- Subject to prior approval by the competent authority, up to maximum of three casual leaves can be clubbed with summer or winter breaks.
- Leave shall not be allowed to any faculty member until or unless he/she makes proper arrangement of his/her class/tutorial/labs on that particular day and submits proof of arrangement made to his/her HOD/In charge.
- The regular casual leave shall not be applicable to part time faculty members or to faculty members who are working as Adjunct Faculty Member under a special arrangement. Only six casual leaves in a year shall be admissible to such category of employees.
- The leave has to be applied for in advance unless there is emergency. In case of emergency, if you have not been able to apply beforehand then an Email has to be sent mandatorily to the Vice Chancellor, Dean-Academics & HOD/ Deptt. Coordinator before 9:00 AM on the day you have absented yourself. Details of class substitution must be communicated to the HOD/ Deptt. Coordinator.
- It is mandatory to apply leave on ERP in advance and ensure it is accepted by the respected HOD and forwarded to Vice Chancellor/ Competent Authority for approval. If leave has been taken for emergency, then the leave should be submitted immediately on rejoining the duty on ERP as Post availing leave and also upload the proof/ reason of emergency to HOD. Such leaves will be forwarded to Vice Chancellor / Pro Vice Chancellor for final approval but Post Availing leaves can’t be more than five instances per calendar year.

- Substitution should be done preferably with a faculty who is already teaching the same class.
- While the applying for leave, the substitute faculty acceptance should be obtained on ERP only then your leave will be finally submitted HOD for forwarding to Vice Chancellor/Competent Authority for approval.
- Faculty members who are likely arrive late due to reason beyond control must inform their HOD/ Deptt. Coordinator & Vice Chancellor/Pro vice chancellor in advance and certainly as soon as they arrive. In case the late coming necessitates class arrangement, they must do the needful & inform.
- It may be made clear that the final sanction of the leave will be considered only if the above process is duly followed.

6.2 SHORT LEAVE

All Teaching staff are eligible for short leave . Maximum two short leaves of one and half hours (90 Minutes) each are permissible in one calendar month. Short Leave cannot be clubbed with any other leave. The teaching staff can only apply for the short leave if no class is assigned in time table during the short leave duration. Credit of short leaves will not be carried forward from one calendar month to other.

6.3 MATERNITY LEAVE

The female Teaching Faculty can avail the benefit of Maternity Leave. Maternity leave with pay shall be admissible for a maximum of one month for those female employees who have served the university for at least two years and only if she resumes duty with in sanctioned time. This leave shall be sanctioned not more than two times in a career. Medical and Earned Leaves can be clubbed with Maternity Leave.

During the Maternity leave she will be paid half salary and remaining half will be paid after having joined her duty.

Leave without pay up to a maximum of three months in continuation of Maternity leave may be granted by the Vice Chancellor in part or full. The Salary of maternity leave will be paid after resuming the duty and availing all maternity leave(with Pay & LWP).She may be called in between to attend any important work assigned.

Maternity Leave will not be applicable to contractual/temporary/adhoc or part time employees.

During maternity leave, leave salary equal to last pay drawn is admissible.

6.4 COMPENSATORY LEAVE

If an employee is put on duty on Gazetted holidays/ Sundays, he/she will be allowed compensatory leave. The employee has to request the Competent Authority to generate compensatory leave in his/her leave account within a week of performing such duties. The Admission team members can only avail the compensatory leaves during non Admission Period. The employee can avail the compensatory leave within the one year of its generation, failing which the leaves will lapse.

6.5 MEDICAL LEAVES

All regular employees of the university are eligible to avail medical leaves except operational staff. Maximum 06 days medical leaves with full pay can be availed. Minimum 3 days medical leaves can be availed at a time after submitting the copy of the diagnose transcription and medical certificate from the Medical Practitioner minimum level of MBBS/ BAMS. An employee can accumulate maximum of 60 days medical leave in his/ her tenure with the university. These leaves are not encashable. Medical leaves will be credited after completion of one year.

6.6 SUMMER & WINTER VACATIONS

All teaching staff of the University are eligible for summer and winter Vacations. Summer and winter vacations will be calculated for a period of one calendar year starting from 1st January to 31st December. An employee who joins the University later than 1st day of January shall be entitled to summer and winter vacations in that respective year on a pro-rata basis for the length of service rendered. The vacations will be permissible only in the notified period.

The university will provide summer vacations equal to 07 days (including Sundays) and winter vacations equal to 07 days in one Calendar year to the Teaching staff.

6.7 ACADEMIC LEAVES

Academic leaves may be granted to teaching staff member for 06 days in the calendar year of the university to present a paper in a seminar/ workshop/ conference of repute and/or providing consultancy/ testing services. He should be the first author of the paper with Geeta University affiliation that he/ she intends to present. However, these leaves may be increased with the prior approval of Hon'ble Vice Chancellor in some special cases.

a) The purpose of the leave should be compatible with the academic interests of the department and/or faculty member. This leave shall not be taken as a matter of right.

b) Some other faculty member supports the application and is able to cover the applicant's duties including examination work during his absence.

c) It is clear that the individual intends to return to university service after the period of leave.

d) Academic Leaves may not be combined with any other kind of leave except casual leave.

e) The faculty member shall submit a report to the University after participating in the Seminar/ workshop/ conferences; and shall make an in-house presentation of the paper in the University within 15 days after availing the leave.

f) The faculty member needs this leave for consultancy/ testing services to be provided to the industry, resulting into earning of revenue for the university.

6.8 DUTY LEAVE:

Participating in a delegation or working on a committee appointed by the Government of India, State Government, the affiliating Board/AICTE or any other academic body, and for performing any other duty for the university assigned by the competent authority.

6.9 EARNED LEAVE:

Earned leaves will be credited after completion of one year. All Teaching staff are eligible to avail Earned leave.

- Ten (10) days earned leave his/her one year of successful service with the Geeta University.
- In case if some vocational staff is retained during summer vacations & winter vacations due to University work then one earned leave can be credited against the working of per three days in the vacations.
- All the employees are required to submit a leave plan to their respective head of the department stating when he/she intend to take earned leave.
- Employees should submit application for leave in the prescribed format, 5 days in advance to his/her approving authority.

- An employee can accumulate maximum of **90** days earned leave in his/her tenure with the Geeta University. Any leave above **90** days will lapse and will not be carried forward.
- Minimum 3 days earned leaves can be applied for prior approval
- The encashment of earned leave will be made to an employee at the time of separation. The encashment will be made on basic salary of the employee.

Note: 1st & 3rd Saturday will remain off for teaching staff.

Leave Policy for Teaching Staff:

S.No.	Types of Leave	Teaching staff(per year)
1	Casual Leave	12
2	Short Leave	2@90 minutes(monthly)
3	Maternity Leave	30 after two years of probation period
4	Medical Leave	06
5	Summer Vacation Winter Vacation	07 07
6	Academic Leave	06
7	Earned Leave	10

NON-TEACHING STAFF:

A. CASUAL LEAVE

a. Eligibility

All Non Teaching staff are eligible to avail Casual leave. Casual leave is calculated for a period of one calendar year starting from January to December. Credit of casual leaves will not be carried forward from one Calendar year to other.

b. Entitlement

Casual leaves can be taken only when these are credited in to the leave account of the employee, i.e., at the beginning of each month. Half day CL can be taken as needed. An employee who joins the University later than 1st day of January shall be entitled to casual leave in that respective year on a pro-rata basis. Late arrival is strictly prohibited as per service rules. Absence from the office for one hour to three hours will amount to half day casual leave. Absence for more than three hours will be treated as full day leave.

- Twelve (12) days Casual leave Per Annum is allowed to each Non teaching staff. Availing of casual leave is prohibited during examinations and important University events. Absenteeism on such days, even if the leave is due or it falls on a holiday, shall be considered as leave without pay and accordingly the amount shall be deducted.
- Subject to prior approval by the competent authority, up to maximum of three casual leaves can be clubbed with summer or winter breaks..
- The leave has to be applied for in advance unless there is emergency. In case of emergency, if you have not been able to apply beforehand then an Email has to be sent mandatorily to the Vice Chancellor and Reporting Head before 9:00 am on the day you have absented yourself.

- It is mandatory to apply leave on ERP in advance and ensure it is accepted by the respected Reporting Head and forwarded to Vice Chancellor/ Competent Authority for approval. If leave has been taken for emergency, then the leave should be submitted immediately on rejoining the duty on ERP as Post availing leave and also upload the proof/ reason of emergency to the Reporting Head. Such leaves will be forwarded to Vice Chancellor / Pro Vice Chancellor for final approval but Post Availing leaves can't be more than five instances per calendar year.
- Substitution should be done preferably with another team member.
- While the applying for leave, the substitute team member should be obtained on ERP only then your leave will be finally submitted Reporting Head for forwarding to Vice Chancellor/Competent Authority for approval.
- Non Teaching members who are likely arriving late due to reason beyond control must inform their Reporting Head & Vice Chancellor in advance and certainly as soon as they arrive. In case the late coming necessitates class arrangement, they must do the needful & inform.
- It may be made clear that the final sanction of the leave will be considered only if the above process is duly followed.

B. MEDICAL LEAVES

All regular employees of the university are eligible to avail medical leaves except operational staff. Maximum 06 days medical leaves with full pay can be availed. Minimum 3 days medical leaves can be availed at a time after submitting the copy of the diagnose transcription and medical certificate from the Medical Practitioner minimum level of MBBS/ BAMS. An employee can accumulate maximum of 60 days medical leave in his/ her tenure with the university. These leaves are not encashable. Medical leaves will be credited after completion of one year.

C. SHORT LEAVES

All employees are eligible for short leaves. Maximum two short leaves of one and half hours (90 Minutes) each are permissible in one calendar month. Short Leave cannot be clubbed with any other leave. The teaching staff can only apply for the short leave if no urgent work is pending during the short leave duration. Credit of short leaves will not be carried forward from one calendar month to other

Note:3rd Saturday will remain off in a month.

Leave Policy for Non Teaching Staff

Sr. No	Type of Leave	Number of Days as per
1	Casual Leave	12
2	Short Leave	02 (90 Minutes)
3	Medical Leave	06

ADMIN STAFF:

A. CASUAL LEAVE

a. Eligibility

All Non Teaching staff is eligible to avail Casual leave. Casual leave is calculated for a period of one calendar year starting from January to December. Credit of casual leaves will not be carried forward from one Calendar year to other.

b. Entitlement

Casual leaves can be taken only when these are credited in to the leave account of the employee, i.e., at the beginning of each month. Half day CL can be taken as needed. An employee who joins the University later than 1st day of January shall be entitled to casual leave in that respective year on a pro-rata basis. Late arrival is strictly prohibited as per service rules. Absence from the office for one hour to three hours will amount to half day casual leave. Absence for more than three hours will be treated as full day leave.

- Twelve (12) days Casual leave Per Annum is allowed to each Non teaching staff. Availing of casual leave is prohibited during examinations and important University events. Absenteeism on such days, even if the leave is due or it falls on a holiday, shall be considered as leave without pay and accordingly the amount shall be deducted.
- Subject to prior approval by the competent authority, up to maximum of three casual leaves can be clubbed with summer or winter breaks.
- The leave has to be applied for in advance unless there is emergency. In case of emergency, if you have not been able to apply beforehand then an Email has to be sent mandatorily to the Vice Chancellor and Reporting Head before 9:00 am on the day you have absented yourself.
- It is mandatory to apply leave on ERP in advance and ensure it is accepted by the respected Reporting Head and forwarded to Vice Chancellor/ Competent Authority for approval. If leave has been taken for emergency, then the leave should be submitted immediately on rejoining the duty on ERP as Post availing leave and also upload the proof/ reason of emergency to the Reporting Head. Such leaves will be forwarded to Vice Chancellor / Pro Vice Chancellor for final approval but Post Availing leaves can't be more than five instances per calendar year.
- Substitution should be done preferably with another team member.

- While the applying for leave, the substitute team member should be obtained on ERP only then your leave will be finally submitted Reporting Head for forwarding to Vice Chancellor/Competent Authority for approval.
- Non Teaching members who are likely arriving late due to reason beyond control must inform their Reporting Head & Vice Chancellor in advance and certainly as soon as they arrive. In case the late coming necessitates class arrangement, they must do the needful & inform.
- It may be made clear that the final sanction of the leave will be considered only if the above process is duly followed.

Leave Policy for Admin Staff

Sr. No	Type of Leave	Number of Days as per
1	Casual Leave	12

OPERATIONAL STAFF:

A. CASUAL LEAVE

a. Eligibility

All Non Teaching staff is eligible to avail Casual leave. Casual leave is calculated for a period of one calendar year starting from January to December. Credit of casual leaves will not be carried forward from one Calendar year to other.

b. Entitlement

Casual leaves can be taken only when these are credited in to the leave account of the employee, i.e., at the beginning of each month. Half day CL can be taken as needed. An employee who joins the University later than 1st day of January shall be entitled to

casual leave in that respective year on a pro-rata basis. Late arrival is strictly prohibited as per service rules. Absence from the office for one hour to three hours will amount to half day casual leave. Absence for more than three hours will be treated as full day leave.

- Eight (8) days Casual leave Per Annum is allowed to each Non teaching staff. Availing of casual leave is prohibited during examinations and important University events. Absenteeism on such days, even if the leave is due or it falls on a holiday, shall be considered as leave without pay and accordingly the amount shall be deducted.
- Subject to prior approval by the competent authority, up to maximum of three casual leaves can be clubbed with summer or winter breaks.
- The leave has to be applied for in advance unless there is emergency. In case of emergency, if you have not been able to apply beforehand then an Email has to be sent mandatorily to the Vice Chancellor and Reporting Head before 9:00 am on the day you have absented yourself.
- It is mandatory to apply leave on ERP in advance and ensure it is accepted by the respected Reporting Head and forwarded to Vice Chancellor/ Competent Authority for approval. If leave has been taken for emergency, then the leave should be submitted immediately on rejoining the duty on ERP as Post availing leave and also upload the proof/ reason of emergency to the Reporting Head. Such leaves will be forwarded to Vice Chancellor / Pro Vice Chancellor for final approval but Post Availing leaves can't be more than five instances per calendar year.
- Substitution should be done preferably with another team member.
- While the applying for leave, the substitute team member should be obtained on ERP only then your leave will be finally submitted Reporting Head for forwarding to Vice Chancellor/Competent Authority for approval.
- Non Teaching members who are likely arriving late due to reason beyond control must inform their Reporting Head & Vice Chancellor in advance and certainly as soon as they

arrive. In case the late coming necessitates class arrangement, they must do the needful & inform.

- It may be made clear that the final sanction of the leave will be considered only if the above process is duly followed.

Leave Policy for Operational Staff

Sr. No	Type of Leave	Number of Days as per
1	Casual Leave	08

For Resident Warden and Hostel Caretaker:

(24 Hours working)

Sr. No	Type of Leave	Number of Days
1	Total Leaves	24 Leaves Annually (Maximum 2 leaves per month, all the balance cumulative leaves can be availed when the hostel is not functioning)

Chapter 5

Performance Based Appraisal System

5.1 Faculty Performance Appraisal

All faculty members are evaluated every year on their performance through Performance Based Appraisal System (PBAS). Once eligible for a change in grade or other salary hike or benefits, the PBAS is considered. A performance measurement system is developed to support the objective assessment of the core functions of a faculty as a teacher, mentor, and researcher. Participation, monitoring, guiding Co-Curricular, Extension and Professional Development activities, etc., are considered and given due credit. A well planned PBAS form has been created to aid the assessment and for meticulous documentation. Each faculty does a self-assessment followed by the evaluation of the concerned superior. The criteria for evaluation takes into account a large number of parameters with appropriate maximum marks. Marks for each criteria enables make the evaluation more objective and the assesses and the assessor are able to substantiate their judgment and arrive at agreement in case of a deviation.

5.2 Evaluation Categories

All faculty performance is evaluated based on the nine broad categories and its components listed below

1. University results.
2. Sincerity in holding the classes.
3. Students' feedback of courses taught.
4. Regularity.
5. Contribution to task Management of the University.
6. Research, publications and academic contributions.
7. Ease of working & responsiveness in working with HOD.
8. Ease of working & responsiveness in support to PVC

All faculty members are expected to have contributions in all 8 categories listed above. Performa of Annual Performance Based Appraisal System is attached in Annexure II.

5.3 Faculty Development Schemes

5.3.1 Up-gradation of Qualification

It is the policy of the University to permit its current faculty to pursue higher qualifications on a regular part time basis from Geeta University on subsidized fee as per University Policy. However, the following conditions must be complied with:

1. The permission to pursue higher qualification is the purely discretion of the VC/ PVC and not the right of any individual faculty member. Once permission granted a faculty member must be adjusted his teaching assignments within the remaining days of the week.
2. The faculty member must spend the allotted day conducting research in their research lab/ Department.
3. The faculty must make themselves available for routine administrative tasks such as examinations, inspections etc.
4. Not more than 3 faculty from each department can avail of one day teaching off at a time as this would affect the smooth functioning of the department.

5.4 Faculty Training and Certification

Faculty members are free to take any training or certification courses of their choice during their free time, online or after university hours. In case, the faculty wishes to take leave to attend or complete the training or certification course may be allowed in purview of Geeta University Research and Publication Policy.

5.5 Research and Innovation Promotion Policy

A copy of the Research and Innovation Promotion Policy is attached below for your reference.

Policy of Research & Innovation Promotion (Version-I)

Preamble

The Policy of Research and innovation promotion of Geeta University encourages faculty members for their professional growth. With the introduction of NIRF ranking at National level, QS Star Rating at International level and considering the recommendations of NAAC accreditation, the emphasis is given to publish research papers in WoS/SCI / SCIE / EBSCO Host / ABDC Journals / APA PsyNET / Scopus/ PubMed / JSTOR etc. database. Keeping the Government initiative in mind, the policy is proposed in the interest of the Geeta University which will not only improve the credentials of the University but the credentials of faculty members as well. This will help all faculty members to contribute towards research, innovation and other areasfor the benefit of all stakeholders.

Definitions

The University uses a broad definition of what constitutes Research & innovation promotions. Its essentials features are:

Research & Innovation is professional work undertaken by faculty member of university in multi/ transdisciplinary field of interest, for which minimum performs point has to be undertaken by every faculty. It may result in generation of research publications, IPRs, Research projects/Funding, consultancies.

Objectives

The University is committed to disseminating its research as widely as possible to create maximum impact, and support its faculty members in making their research outputs available through open access.

Research Facilitation to Faculty members

It is the need of the hour to make it mandatory for all faculty members to contribute towards research and other activities at all levels so as to earn minimum performance points based on listed parameters. This will help them to get annual increments/allowance /financial support/grants from the organization and if someone performs outstandingly beyond their fixed cadre limit, then he/she may be rewarded in the form of incentives @RS 1500 per additional

points earned subject to maximum of 30 points in one academic year. However, if someone is not able to earn minimum performance points as per their cadre limit, he/she will be given another six months of improvement. Thereafter, such faculty members shall be treated as non-performer and annual increment will not be considered for the faculty members who could not achieve the minimum performance points till they achieve the minimum performance criteria.

The details of minimum performance points to be earned by faculty members in one academic year are given below:-

S. No.	Cadre	Minimum Performance Points to be earned in oneAcademic year
1	Professor	16
2	AssociateProfessor	12
3	AssistantProfessor	8

The performance point will be calculated on the basis of following parameters in one academic year (July to June) and one can earn multiple points under each category to achieve minimum performance points every year. In the academic world, if there are two or more researchers/ inventors / authors/ consultants, the award will be available to each researchers/ inventors/ authors/ consultants but restricted only to measurable quality based contributions in the relevant field of multidisciplinary research.

Every year the faculty member scoring highest number of points in the University will be awarded with Research Leadership Trophy and a cash incentive of INR 50,000 provided these points are more than the minimum performance points.

The performance points against various parameters are as follows:-

Research Parameters	Performance Points to be calculated onthe basis of documentary proofs
1. Research Papers Published in reputed databases	
Paper published in **WOS/SCI / SCIE /EBSCO Host / ABDC Journals/APAPSYNET**	**10**
Paper published in **Scopus/ PubMed /JSTOR**	**6**
2. Patents (IPR)	
International Patent Granted withCommercial Value	**20**
National Patent Granted with CommercialValue	**15**
International Patent Filed **Or** NationalPatent Granted	**10**
National Patent with Complete Filing **Or**Design Patent **Or** Copyrights **Or** Trademarks and other forms of IPR	**5**
3. Projects in Competitions	
Mentor of award winning International Project **Or** Mentor of award winning national Project (award money>Rs.1 lac)	**10**
Mentor of Project selected nationally for representing country at International Forum **Or** Mentor of national award winning project **Or** Mentor of award winning Project (50k < award money <1lac)	**7**
Mentor of Project shortlisted nationally or internationally.	**5**
4. Funded Research Projects and Consultancy	
Funded Research Projects and Consultancy	**1 Point per Rs. 1.0 Lac of grant received in the year of award in the name of University**
Consultancy	**1 Point per Rs. 10,000/- of consultancy for University**

5. Books / e-Books/ e-Content	
Book published by International publishers	**10**
Book Published by National publishers	**8**
Chapter in Edited Book	**5**
Editor of Book by International Publisher	**8**
Editor of Book by National Publisher	**5**
MOOC developed and offered by SWAYAM	**15**
6. Research Guidance	
Ph.D. Degree awarded	**10**
Industrial Training / Project Reports (Training / Project duration 3 months ormore)- Successfully cleared after evaluation)	**1**
7. Invited lectures / Resource Person /paper presentation	
Presented/delivered internationally	**7**
Presented/delivered nationally at IITs, IIMS, NITS, Central Universities, National Law Universities and other such premium institutions.	**5**
National	**3**
Others	**1**

Note: Due credit / Affiliation of parent Geeta University shall be prerequisite for earning points. All documentary proof shall be provided by the candidate for the points claimed.

Chapter 6

Grievances and Appeals

6.1 Grievance and Appeals Procedure

Grievance Cell is formed in order to keep the healthy working atmosphere among the staff, students & parents. This cell helps staff, students & parents to record their complaints and solve their problems related to academics, employment, resources and personal grievances. A Grievance is any complaint by an employee or students concerning any aspect of the employment or academics. Every employee/students shall represent his/her grievance for Redressal only through proper channels. The University recognizes the right of employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices or differences of interpretation of policy, which might arise, between the University and its employees. In addition, grievances may be filed alleging discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, and status.

Employees who are adversely affected by re-organization, program modification or financial exigency, as approved or determined by the Vice Chancellor/ Registrar/ Dean or his designee, shall not be governed by the procedures described in Grievance and Appeals Procedures under the sections of this Handbook.

6.2 Objectives

1. To advise student leaders to refrain from inciting students against other students, teachers, university administration or Government.
2. To encourage the students and employees to express their grievances/problems freely and frankly, without any fear of being victimized.
3. To advise teachers to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.

4. To advise teachers to consider the feedback received by the Grievance Redressal Cell about their punctuality, behavior, classroom teaching and other teaching methods used by them.
5. To advise students and employees of the university to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.

6.3 Procedure of Working

Misunderstandings and difficulties sometimes occur in a work setting. While most of these situations can be handled in the department or school, a few require special attention. The procedure so outlined applies to all employees of the University.

1. First Level – The employee attempts to remedy the problem through consultation with his/ her immediate superior. If, however, the problem pertains with the immediate superior he/ she may proceed directly to the second level.
2. Second Level – The second level includes the Head of the School/ Faculty. If, however, the problem pertains with the School Head, he/ she may proceeds directly to the third level.
3. Third Level – If the grievance cannot be resolved satisfactorily at the earlier stages, the employee presents his/ her grievance to the PVC.
4. Fourth Level-If the grievance cannot be resolved at the third level, the employee presents his/ her grievance to the Vice Chancellor.

The students, Faculty and Staff can put in writing their grievances and their suggestions for improving the academics and administration in the university. Written complaints are encouraged; however one may choose to remain anonymous. The person concerned can personally approach and write/ e-mail any member of the cell. They can send email or write an application and submit it to cell convener. Recommendation of the members of the grievance committee is forwarded to the next level for final decision. If the matter is not resolved to the satisfaction of the employee, he/ she may file an application for review, in writing, to the next level within fifteen days following the written decision of the previous level. This appeal states

the decision regarding complaint of and the redress desired. The decision of the Vice Chancellor on the appeal shall be final and binding on the employee. Co-operation of all employees of the University to the fullest possible manner in any internal investigation conducted by his/ her employment department/ school when directed to do so by his/ her immediate superior or such other persons who have been given investigative authority is expected. Failure to cooperate fully is often grounds for adverse action, including possible termination of employment.

ANNEXURE – I

Geeta University

School of …….

Department …….

COURSE FILE

Program: Bachelor of ……

Course Title: …….

Course Code : ……

Semester: ……..

Name of the Faculty: ……

Session: ……

Geeta University
School of …….
Department of …….

Course Title : ……
Course Code : ……..

COURSE FILE INDEX

Sr. No.	Task Description
1	Program Outcomes (POs)
2	Program Educational Objectives (PEOs)
3	Course Outcomes (COs)
4	Articulation Matrix (Mapping of COs with POs & PEOs)
5	Course Syllabus
6	Lecture Plan
7	Evaluation Scheme
8	Timetable of the Class and Faculty
9	Tutorial Sheets (5, Unit wise)
10	Assignment Sheets (2, Covering all the syllabus, Carrying min. 10 Questions in each)
11	Learning/ Resource Material/ PPTs
12	Student List (Highlighting Slow Learner & Advance Learner)
13	Old Mid Term Question Papers (or Sample Question Paper)
14	Old End Term Question Papers (or Sample Question Paper)

Name of the Faculty: …….

Sign of the Faculty: ……

Course File checked & approved

Sign of School Head: …….. **Date: ……**

Program:……

Program Outcomes (POs)

PO1: ……..

PO2: ……

PO3: ……..

PO4: ……

PO5: ……

PO6: ……

Program Educational Objectives (PEO's)

PEO1: ……..

PEO2: ……

Course Outcomes (COs)

Program: …… Semester: ……
Course Title: ……..
Course Code: ……..

Course Outcomes:

	Course Outcomes	Bloom's Taxonomy	Bloom's Level
CO1			
CO2			
CO3			
CO4			
CO5			

Bloom's Taxonomy and Bloom's Level (BL-1: Remember, BL-2: Understand, BL-3: Apply, BL-4: Analyze, BL-5: Evaluate, BL-6: Create)

Articulation Matrix (Highly Mapped- 3, Moderate- 2, Low-1)

CO's/PO's	PO1	PO2	PO3	PO4	PO5
CO1					
CO2					
CO3					
CO4					
CO5					

CO's/PEOs	PEO1	PEO2
CO1		
CO2		
CO3		
CO4		
CO5		

Course Syllabus

Lecture Plan

Unit No.(08 Hours)	Lecture No.	Topics to be covered	Topic Learning Outcome	CO	Bloom's Taxonomy & Level	Reference Book / Material	Page no.	Method of Teaching	Actual Dates of Delivery	Remark
UNIT I	L1									
	L2									
	L3									
	L4									
	L5									
	L6									
	L7									
	L8									
UNIT II	L9									
	L10									
	L11									
	L12									
	L13									
	L14									
	L15									
UNIT III										
UNIT IV										
UNIT V										

Evaluation Scheme:

Assessment 1: ……
Assessment 2: ……
Assessment 3: ……
Assessment 4: ……
Assessment 5: ……

FACULTY TIME TABLE

Tutorial Sheet No. 1

Tutorial Sheet No. 2

Tutorial Sheet No. 3

Tutorial Sheet No. 4

Tutorial Sheet No. 5

Assignment 1

S.N.	Question	CO	Bloom's Taxonomy	BL
1		CO 1		
2		CO 1		
3		CO 1		
4		CO 1		
5		CO 1		
6		CO 2		
7		CO 2		
8		CO 2		
9		CO 2		
10				
11		CO 3		
12		CO 3		

Assignment 2

S.N.	Question	CO	Bloom's Taxonomy	BL
1		CO 3		
2		CO 3		
3		CO 4		
4		CO 4		

		CO 4		
		CO 4		
		CO 4		
		CO 5		
		CO 5		
		CO 5		
		CO 5		
		CO 5		

Learning/ Resource Material/ PPTs

Attach Learning/ Resource Material/ PPTs

Student List

1. ……..
2. ……
3. ……

Slow Learner Student List

Advance Learner Student List

ANNEXURE – II

Geeta University

Annual Performance Based Appraisal System (PBAS)

Session/Year 20.. - ..

(To be completed and submitted at the end of each academic year)

PART A: GENERAL INFORMATION

1 Name (in Block Letters):

2 Father's Name/Mother's Name / Husband's Name:

3 Department:

4 Current Designation & Pay:

5 Date of joining:

6 Mob No: 7 Email:

8 Whether acquired any degrees or fresh academic qualifications during the year:

PART B: ACADEMIC PERFORMANCE INDICATORS

(Please *see* detailed instructions of this PBAS Performa before filling out this section)

CATEGORY: I University Results (50) (Exam held for Even Sem Dec., 20..; Odd Sem May/June 20..)

API: 91-100% =50, 81-90%=40, 71-80%=30, 61-70%=20, 51-60%=10, less than 50%=0

Sr. No.	Class/ section	Course	No. of students	No. of pass	Pass %	API Score
Avg. API (Max 50)						

HOD's Remarks (Confidential)……

CATEGORY: II Sincerity in Holding the Classes (Open Non Compliances) (20)

(Below 10 NC =20; 11to 20 NC = 15; 21 to 30 = 10; 31 to 40 = 5; More than 40 NC = 0)

No. of Open NCs in Odd Semester (A)	No. of Open NCs in Even Semester (B)	Total No. of Open NCs in the Academic Year (A+B)
Total Score (Max 20 & Min = 0)		

HOD's Remarks (Confidential)……

CATEGORY: III Students' Feedback of Courses Taught (10)

(Actual out of 10)

Sr. No.	Course/ Paper	Level	Percentage Feedback
Average Feedback (Max 10)			

CATEGORY: IV Regularity (Leaves availed during the Year) (25)

(< Balance leave: +5 points per leave; due leave only: +2 point for planned and 0 point for emergency, each leave w/p : - 3 points for unplanned and -1 for planned EOL)

Casual Leaves				Without Pay/ EOL availed		API Score
CL Due	Availed as Planned (2)	Availed in Emergency (0)	Balance CL (5)	Without Pay (-3)	Without Pay EOL (-1)	
12						
Score						
Total Score (Max Score: +25, Min Score: 0)						

CATEGORY: V Contribution to Management of University (25)

(Please mention your contribution to any of the following)

Participation in committees (Institute long duration >25days: member - 5 pts, chairman/convener -10 pts;

(University short duration <25days and Dept: member - 2 pts, chairman/convener, Placement Coord. - 7 pts)

Administrative responsibilities (Dean, Coordinator, Proctor, Chief Warden etc – 10 pts)

Faculty mentor of > 30 students – 10, < 30 students-5, Lab. Incharge - 5pts, (Fest Convener 10pts), NAAC Criteria Incharge-University level-10 pts and School Level- 5 pts)

Sr. No.	Committee/ Responsibility	Your Role	Level: Institute/ Deptt.	API Score
Total (Max:25)				

HOD's Remarks (Confidential)……

CATEGORY: VI. Research, Publications and Academic Contributions (Max API 45 points)

A) Published papers in journals

Sr. No.	Title with Vol., Issue and page nos.	Name of Journal	International/ National	ISSN/ ISBN No	Impact factor, if any	No. of co-authors	Whether you are the main author	Points

B) Full Papers in Conference Proceedings

Sr. No.	Title with page nos.	Details of conf. publication	ISSN/ ISBN No	No. of co-authors	Whether you are the main author	Points

C) Books Published as single author or as editor

Sr. No.	Title with page nos.	Type of book & Authorship	Publisher & ISSN/ISBN No	Whether peer reviewed.	No. of co-authors	Whether you are the main author	Points

D) Article / Chapters Published in books

Sr. No.	Title with page nos.	Book title, editor & publisher	ISSN/ ISBN No	Whether peer reviewed.	No. of co-authors	Whether you are the main author	Points

E) Ongoing and Completed Research Projects and Consultancies

Sr. No.	Title	Agency	Period	Grant / Amount mobilized (Rs. lakhs)	Whether document /patent as outcome	Points

F) Project/ Research Guidance

Research Guidance to	Number enrolled	Thesis submitted	Degree awarded	Points
M.Tech. or equivalent				
Phd or equivalent				

G) Training Courses, Faculty Development Programmes (not less than one week duration)

S. No.	Type of Programme	Title of Programme	Duration	Organized by	Points

H) Invited lectures and Chairmanships at national or International conference/seminar etc.

Sr. No.	Title of Lecture / academic session	Title of conference / seminar etc.	Organized by	Whether international / national	Points

I) IPRs

Sr. No.	Title of Invention	Type of IPR/ National or International	Filed/Published	Granted	Points

HOD's Remarks (Confidential)…….

LIST OF ENCLOSURES: (Please attach. copies of certificates. sanction orders. papers etc. wherever necessary)

1.
2.
3.
4.

I certify that the information provided is correct as per records available with the Institute and/or documents enclosed along with the duly filled PBAS Performa.

Signature of the faculty

SUMMARY OF API SCORES

Category	Criteria	Annual Avg API score for assessment period
I	University Results (50 max)	
II	Sincerity in Holding the Classes (20 max)	
III	Students' Feedback in Courses Taught (max 10)	
IV	Regularity (Leaves availed during the year) (25 max)	
V	Contribution to Management of Institution (25 max)	
VI	Research, Publications and Academic Contributions (45 max)	
VII	Ease of working & responsiveness with HOD (max 10)	
VIII	Ease of working & responsiveness with Dean/ PVC (max 15)	
Total Percentage Score (Total*100)/200		

HOD Remarks: ……

Signature of HOD

Grade A ☐ (> 80%) **Grade B ☐ (> 70% and <80)**

Grade C ☐ (> 60% and <70%) **Grade D ☐ (<60%)**

PVC Remarks ……..

Signature of PVC

Guidelines:

API scores for Research & Academic contribution (category V) for different grades. Max Score of 45 for respective points for various grades.

Lecturer	AP with AGP = 6000	AP with AGP = 7000	AP with AGP = 8000	Asso. Prof with AGP = 9000	Prof. AGP = 10000
10	20	25	30	40	50

CATEGORY-VII: RESEARCH, PUBLICATION AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels. The self-assessment score will be based on verifiable criteria and will be finalized by the screening committee.

Sr. No.	Type of Research	Engineering/Management/ Sciences	Points
A	Research Papers published in Journals	SCI/SCIE/Scopus/Pubmed	15/ publication*
		UGC- Care	5/ Publication*
B	Research Papers published in Conferences	International Conference proceedings as full papers, etc. (Abstracts not to be included)	10/ Publication*
		National Conference proceedings as full papers, etc. (Abstracts not to be included)	5/ Publication*
C	Books Published	Text or Reference Books Published by International Publishers with ISBN/ISSN numbers.	50/ Book*
		Text or Reference Books Published by National Publishers with ISBN/ISSN numbers	30/ Book*
		Subject Books published by other local Publishers	20/ Book*
D	Chapters Published in Books	Chapter contributed to Text or Reference Books Published by International Publishers with ISBN/ISSN numbers.	10/ Chapter*
		Chapters contributed to Text or Reference Books Published by National Publishers with ISBN/ISSN numbers	5/ Chapter*

E	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30.0 lakhs	20 each Project*
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	15 each Project*
		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	10 each Project*
	Consultancy carried out/ongoing	Amount mobilized with minimum of Rs.10.00 lakh	10 per every* Rs.10.0 lakhs
	Completed projects: Quality Evaluation	Completed project Report (Acceptance from funding agency)	20 each major project and 10 each minor project*
	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process	30 each national level output or patent and 50 each for International level*
F	Research Guidance	M.Tech./ M. Phil Degree Awarded Only	5/ Candidate*
		Ph.D. Degree Awarded	10/ Candidate*
		Ph.D. Thesis Submitted	7/ Candidate*
		B.Tech. Projects beyond curriculum	5/ Candidate
G	Training Courses, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration	20 each
		(b) One week duration	10 each
H	Invited lectures or presentations for conferences/ symposia	(a) International	10 each
		(b) National level	5 each
I	IPR (Only such IPR shall be considered where GU will be Applicant and individual will be an Inventor)	Design Filed	2 each
		Design Granted	5 each
		National Patent Filed	5 each
		National Patent Granted	10 each
		International Patent Filed	10 each
		International Patent Granted	20 each

*Points will be distributed among the Authors in the ratio of 50% to 1st Author and 50% to co authors