

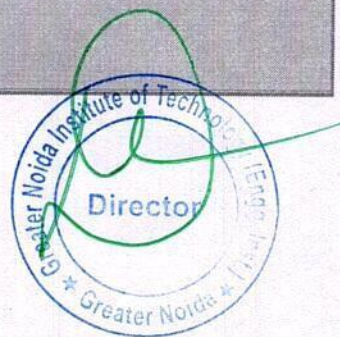
GNIOT

ENGG. INSTITUTE

6.2.1

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc.

Service Rule Book



Greater Noida Institute of Technology (Engg. Institute)

**Plot No. 7, Knowledge Park II, Greater Noida
Uttar Pradesh 201310 India**

Greater Noida Institute of Technology (Engineering Institute), Greater Noida established in the year 2001. The Institute now has more than 2600 students on its rolls in AY 2022–2023, a substantial growth in 20 years to meet the need of quality technical education in U.P., as also to ensure their overall growth as responsible professionals and global citizens.

GNIOT has vision “To achieve excellence in technical education and create competent professionals for Industry & Socio-economic development to meet National and International needs.” To achieve the vision, GNIOT has determined mission as follows:

- To achieve academic excellence in technical education through innovative teaching-learning process
- To provide strong fundamental & conceptual knowledge with essential skills to meet current and future needs
- To build strong industry academia connect through industrial & socially relevant projects
- To inculcate right human values and professional ethics

This is leading GNIOT Group of Institutions to shape young minds with skill oriented and value-based education.

Courses Offered

<p>UG Programs – B.Tech. (Duration – 4 years):</p> <ul style="list-style-type: none"> • Computer Science & Engg. • Computer Science & Engg. (A.I.) • Computer Science & Engg. (Data Sci.) • Computer Science & Engg. (IOT) • Computer Science & Engg. (AI&ML) • Computer Science and Design • Artificial Intelligence & Data Science • Information Technology • Civil Engineering • Electronics & Communication Engineering • Electrical Engineering • Mechanical Engineering 	<p>P.G Programs (Duration – 2 years)</p> <ul style="list-style-type: none"> • M.Tech (VLSI Design) • M.Tech (Computer Science) • M.Tech (Mechanical Engg.) • M.Tech (Civil Engg.) • M.C.A • M.B.A
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GNIOT Group of Institutions – Definition

- **Passionate** education provider in multi disciplines at undergraduate and post graduate level
- **Vibrant campus** with inspired and brilliant students
- The **best engineering Institute** and consistently maintaining the top position in Uttar Pradesh
- Highly **inquisitive students** who take risks, experiments and put novel ideas into action
- Sharpens the **Technical** as well as **Life Skills** of students – Developing young leaders
- Use of **modern teaching aids** (animations, e-learning, videos etc.) in teaching & learning practices
- **Collaboration** with reputed **National and International Industries & Corporate Houses**. We make “DO Engineers”



- Consistently positioned as **top placement provider** for students from the all range of companies offering **best packages**.
- **HI – Tech Campus** having beautiful, serene environment & students enjoying learning.
- Believes in relentless change and **desire to improve**.

1.2

Vision

- Be known globally for value-added education, innovation, and research at the intersection of disciplines in service of humankind”

1.3

Mission

- Place a multidisciplinary engineering education ecosystem that transforms learners into future innovators, entrepreneurs, and professional leaders.
- Create an ambiance of interdisciplinary research, innovation, and creativity to address regional and global challenges for benefit of human life and the environment.
- Provide the environment for enhancing knowledge, and inculcating critical & design thinking, life skill through quality learning systems.
- Collaborate with globally renowned academic & research institutions and corporates for improving productivity and economics.

1.4

Quality Policy

Continuing to prosper a clean and healthy learning environment and culture of intelligence for staff and students that can encourage active teacher participation and foster a deep desire for students to provide an industry readiness education and thus be a useful and confident person in the society

1.5

Department of Human Resource

Vision

To create, build and nourish the **Top Class passionate Intellectual Capital GNIOTian an Team** to excel and lead the education services having center of high-level **technological research and learning in the country**.

Mission

To create an **outstanding work ambience** with **Best-in-Class innovative HR Practices** globally to support intellectual capital growth through **competent, versatile, dynamic, research-oriented team members**.

Core Values

1. Innovation
2. Integrity
3. Shared Prosperity
4. People
5. Education
6. Transparency



- Open, transparent & process driven institution
- Empowerment of Deans/HODs and Faculty members on all academic matters
- Faculty encouraged to improve their qualification and professional skills
- Appreciation and recognition of high level of sincerity and dedication to the cause of student progression

S. No.	Area	Meaning
1	Focused clear and SMART goals for our team members (Faculty & Staff).	Our team members have clearly defined roles and responsibilities. They have clarity on the work assignment with SMART (Specific, Measurable, Attainable, Result Oriented and Time Bound) goal concept.
2	Innovation and continuous improvement in whatever we do for an Institute and the world.	The faculty and staff members working attitude is to innovate, explore, experiment, research, take risk, learn, improve and implement with excellence drives them to give "THE BEST IN HIM/HER". Innovation is present in every task we do to impart the best education with ease to our STUDENT and make them the future LEADERS of INDIA.
3	Equal Opportunity to all	GNIOT values diversity among our team members. Our all activities are conducted without regard to race, color, religion, gender identity or expression, sexual orientation, national origin, disability, age or caste.
4	Performance and potential driven environment	We nurture the talent with intelligence and integrity. GNIOT work atmosphere is charged up with performance and potential of team members (faculty & staff).
5	Learning and Development work atmosphere	GNIOT believes that each individual has the storage of unseen potential, Digging and polishing unseen individual's potential by providing learning and development atmosphere gives GNIOT immense energy to boost institute and individual's growth.
6	Career	Each talent (Faculty & Staff member) hired has a growth-oriented journey at GNIOT. The faculty's career progression is based on AICTE norms. The team member walks on the career path, show the performance and progress on the same. The potential in the team member drives him/her to give the best performance which leads to enriched job responsibilities.



7	Adaptable	GNIOT is full of dynamic work force. We believe in giving flexibility, empowerment and independence to achieve the tasks in the competitive environment. Each team member (Faculty & Staff) at GNIOT is not just an employee rather shares the entrepreneurial flair and has fire to distinct the self from the mass and achieve the BEST. GNIOT make the work enjoyable for our team members (Faculty & Staff).
8	Rewards & Recognition	GNIOT respects and values each faculty and staff members effort to accomplish the work with desired parameters. GNIOT Group of Institutions recognizes the efforts of the right team member at the right time at the right place.

1.7 Composition of Board of Governors

Dr. Rajesh Kumar Gupta Chairman Industrialist & Educationist	Prof. Ibraheem, Member Professor, Jamia Millia Islamia Univ. Delhi <i>(Indus./Edu./Techno. nominated by the Trust)</i>
Shri Gaurav Gupta Vice-Chairman Industrialist & Educationist	Prof. Dr. Bramjit Singh Member Dean (R&D), NIT, Kurukshetra <i>(Indus./Edu./Techno. nominated by the Trust)</i>
Shri Bajrang Lal Gupta Member Industrialist & Educationist <i>(Nominated by the Trust)</i>	Prof. Dr. D.P. Vidhyarthi Member Professor, School of Compt. & System Science, JNU, Delhi <i>(Indus./Edu./Techno. nominated by the Trust)</i>
Shri J.S. Rawal Member Advocate <i>(Nominated by the Trust)</i>	Shri Amarendra Singh, Member Engineering Manager, Microsoft India <i>(Indus./Edu./Techno. nominated by the Trust)</i>
Smt. Kamla Rani Gupta Member Industrialist & Educationist <i>(Nominated by the Trust)</i>	Shri Rajit Sikka Member Head Academic Relations India, North, TCS <i>(Indus./Edu./Techno. nominated by the Trust)</i>
Member <i>(Nominee of University)</i>	Ms. Priya, Member Head, FABINDIA <i>(Indus./Edu./Techno. nominated by the Trust)</i>



Member (Nominee of State Govt.)	Dr. Anuranjan Mishra Member Professor and Dean (R&D), GNIOT (Faculty Rep. nominated by the Trust)
Dr. Dhiraj Gupta Member Secretary Director of the Inst.	Dr. Anil Kumar Dubey Member Assistant Professor, EC Deptt. GNIOT (Faculty Rep. nominated by the Trust)

❖ Academic Advisory Body

Prof. Dr. Bramjit Singh Dean (R&D), NIT, Kurukshetra	Shri Kapil K. Tripathi Scientist F, Vigyanprasar/DST, Noida	Shri Mohit Kapoor Director, Architecture
Shri Vikas Kalra Support Engineering Manager, AZURE Integration Microsoft India R&D Pvt. Ltd.	Shri Harshit Srivastava Lead Architect, AOX Technology University, Shahbad Daultapur, Main Bawana Road	Prof. Dr. D.P. Vidhyarthi Prof. School of Computer & System Science, JNU, New Delhi

Frequency of the Board Meetings & Academic Advisory Board

Governing Body	:	One in an Academic Year
Academic Advisory Body	:	Twice in an Academic Year

Members of Academic Council :

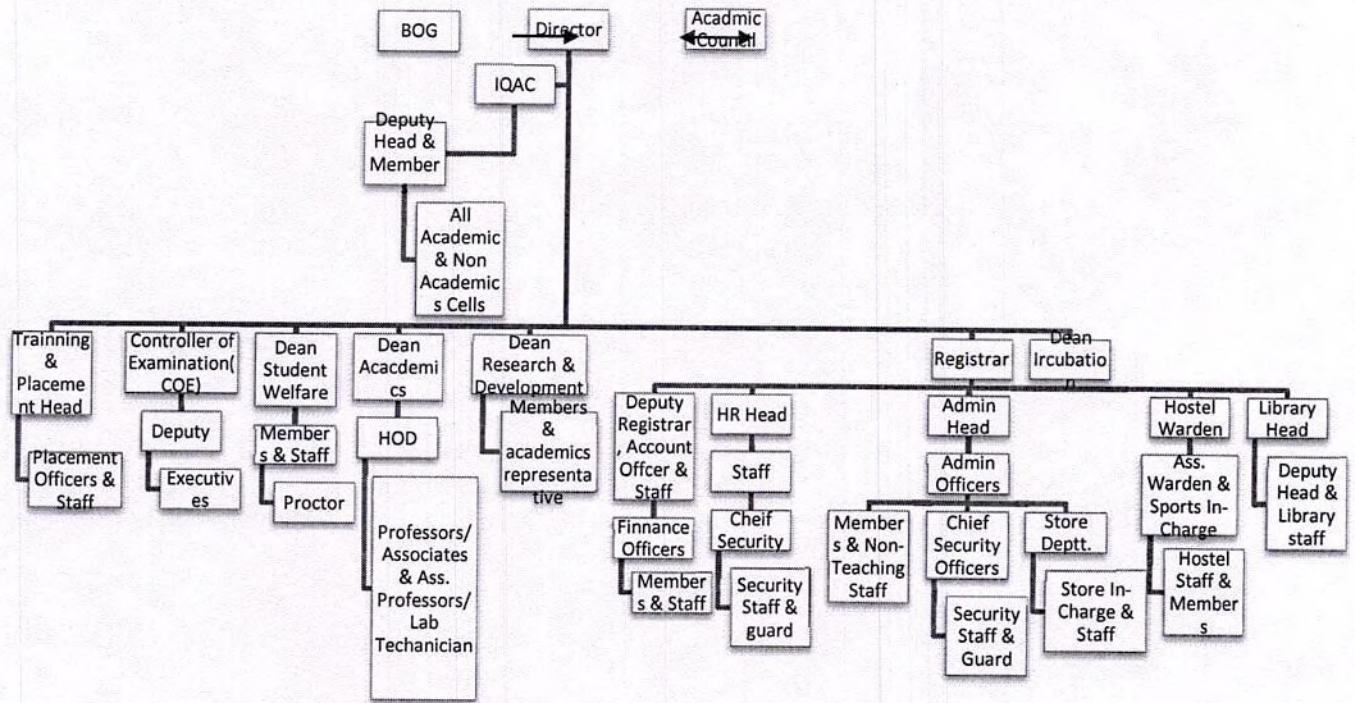
S N	Name of Dignitary	Designation	Department	Position
1	Prof. (Dr.) Dhiraj Gupta	Director		Chairperson
2	Prof. (Dr.) Sanjay Kumar	Dean	Academics	Member
3	Prof.(Dr.) Vaibhav Srivastava	Dean	R&D	Member
4	Prof. (Dr.) Iqbal Ahmad Khan	Dean	Student Welfare	Member
5	Dr.Brajendra Singh Chauhan	Professor	AS	Member
6	Dr. Anil Singh	Professor	Mechanical	Member



7	Dr. Sandeep Saxena	Professor	CSE	Member
8	Dr. Shiv Kumar	Professor	CE	Member
9	Dr. Amit Kumar Agarwal	Professor	CSE-AIML	Member
10	Dr. Indradeep Verma	Assoc. Prof.	CSE-IoT	Member
11	Shri. Nikhil Gupta	Assistant Prof.	EE	Member
12	Dr. Mukesh Kumar Ojha	Assoc. Prof.	ECE	Member
13	Shri. Vikas Singhal	Assistant Prof.	IT	Member
14	Shri Ashwani Kumar Singh	Assistant Prof.	MBA	Member
15	Dr. K. Rama Krishna	Professor	MCA	Member
16	Prof. Ibraheem	Professor	JMI, New Delhi	Special Invitee
17	Dr. Brahmjit Singh	Professor	NIT, Kurukshetra	Special Invitee
18	Shri. Kapil K Tripathi	Scientist- F	Vigyan Prasar, Noida	Special Invitee
19	Shri. Anil Madhwal	Registrar		Member Secretary



Organizational Chart and Process



Definitions

In this schedule unless the context otherwise requires:

“Competent authority” means:

- (a) “Governing Body” in case of Director.
- (b) “Director” in case of all other employees.

“Employees” means a person appointed to the service and posts in connection with the affairs of the Institute.

“Members of the family” in relation to an employee include,

- (a) the wife, son, step-son, unmarried daughter, or unmarried step- daughter of such employees whether residing with him or not and in relation to an employee who is a woman, the husband residing with her and dependent on her, and
- (b) any other person related, whether by blood or by marriage to the employee or to such employee’s wife or her husband and wholly dependent on such employee, but does not include as wife or husband legally separated from the employee or a son, step-son, unmarried daughter or unmarried step-daughter who is no longer, in any way, dependent upon him or her, or of whose custody, the employee has been deprived by law.

“Service” means the service under the Institute.

2.0. General

Every employee shall at all times maintain absolute integrity and devotion to duty and also be strict, honest, and impartial in his /her official dealings.

An employee should, at all times, be courteous in his/her dealings with other members of the staff, students and members of public.

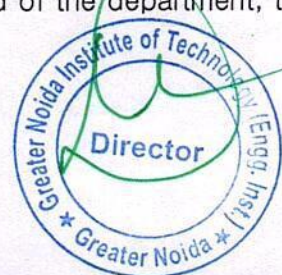
Unless otherwise stated specifically in the terms of appointment, every employee is the whole-time employee of the Institute and may be called upon to perform such duties as may be assigned to him by the competent authority beyond schedule working hours and on closed holidays and Sundays.

An employee shall be required to observe the schedule hours of work, during which he/she present at the place of his/her duty.

Except for valid reasons and under unforeseen contingencies no employee shall be absent from duty without prior permission.

No employee shall leave station except with the prior permission of the competent authority even during leave or vacation.

Whenever leaving the station, an employee shall inform the Head of the Department to which he/she is attached, or the Director if he/she himself/herself is the Head of the department, the



address where he/she should be available during the period of his/her absence from the station.

3.0. Equal treatment for all

Every employee must treat people equally irrespective of their caste, creed, or religion.

4.0. Taking part in Politics & Elections

No employee shall be a member of or be otherwise associated with, any political part or any organization, which takes part in politics.

Employee shall canvass or otherwise interfere or use his/her influence in connection with, or take part in, an election to legislature or local authority. Provided that:

- (a) An employee qualified to vote at such election may exercise his/her right to vote.
- (b) An employee shall not be deemed to have contravened the provisions of this rule by reason only that he/she assists in the conduct of an election in due performance of a duty imposed upon him/her by or under any law for the time being in force.

5.0. Demonstrations and Strikes

No employee shall engage oneself or shall participate in any demonstration or resort to any form of strike in connection with any matter pertaining to his/her conditions of service.

Joining of Association by Employees

No employee shall join or continue to be member of any service Association of employees,

- (a) Which has not, within a period of one month from its formation, obtained the recognition of the Governing Body of the Institute.
- (b) Recognition in respect of which has been refused or withdrawn by the Governing Body of the Institution.

Connection with Media

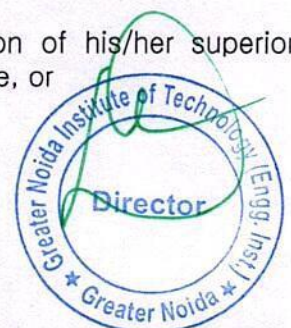
No employee shall, except with the previous sanction of the competent authority, own wholly or in part, or conduct or participate in editing or managing of any news-paper or other periodical publication.

No employee shall except with the previous sanction of the competent authority or in bonafide discharge of his/her duties, participate in a broadcast or contribute any article or write any letter, either anonymously or in his/her own name or in the name of any other person to any news-paper or periodical except if such contribution is of a purely literary, artistic or scientific character.

Criticism of the Institute

No employee shall, in any broadcast or any document published anonymously or in his/her own name or in the name of any other person, or in any communication to the press or in public utterance, make any statement of fact or opinion.

- (a) which has the effect of any adverse criticism of any decision of his/her superior officers, or of any current or recent policy or action of the Institute, or



(b) which is capable of embarrassing the relations between the Institute and any other Institution, University, Organization, state or central Governments, or any member of public, or

(c) which is capable of embarrassing the relations between the Central Government and the Government of any foreign state.

Provided that nothing in this rule shall apply to any statement made or views expressed by an employee in official capacity or in due performance of the duties assigned to him/her.

Evidence before a committee or any other authority

9.1. No employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry by any person, committee or authority.

10.0. Unauthorized Communication of Information

No employee shall, except in accordance with any general or special order of the competent authority or in performance in good faith of the duties assigned to him/her, communicate directly or indirectly any official document or information to any person to whom he/she is not authorized to communicate such document or information.

11.0. Subscriptions

An employee may, with the previous sanction of the competent authority, ask for or accept or participate in the raising of subscription or other pecuniary assistance for a charitable purpose connected with medical relief, education or other objects of public utility but it shall not be permissible for him to ask for subscription, etc., for any other purpose whatsoever.

12.0. Private Trade or Employment

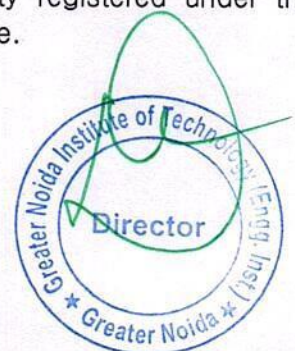
No employee shall, except with the prior sanction of the competent authority, engage directly or indirectly, in any trade or business or undertake any employment.

Provided that an employee may, without such sanction, undertake honorary work of social or charitable nature or occasional work of literary, artistic or scientific character, subject to the condition that his/her official duties do not thereby suffer and that he/she informs the Director within one month of his/her undertaking such a work, but he/she shall undertake or discontinue such work if so, directed by the competent authority.

13.0. Registration, Promotion and Management of Companies

No employee shall, except with the previous sanction of the competent authority, take part in the registration, promotion or management of any Bank or other company registered under the Indian Companies Act, 1913, or under any other law for the time being in force.

Provided that employees may take part in the registration, promotion or management of a cooperative society registered under the Cooperative Societies Act or any other law for the time being in force, or of a literary, scientific or charitable society registered under the Societies registration Act, 1860 or under any corresponding law in force.



14.0. Insurance Business

No employee shall, except with the prior approval of the competent authority, act as an insurance agent or permit his wife or any other relative who is either wholly dependent on him or is residing within to act as an insurance agent in the district GB Nagar.

15.0. Guardianship of Minors

An employee may not without the prior approval of the competent authority act as a legal guardian of the person or property of a minor other than his/her dependent.

Insolvency, habitual Indebtedness and Criminal Proceedings

An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse insolvency or when it is found that most of his salary is continuously being attached, he may be liable to dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the competent authority of the Institute.

An employee who gets involved in some criminal proceedings, shall immediately inform the competent authority through the Head of the Department to which he/she is attached, irrespective of the fact whether he/she released on bail or not. An employee who is detained in police custody whether on criminal charges or otherwise for a period longer than 48 hours shall not join his/her duties in the College unless he/she has obtained written permission to that effect from the competent authority of the Institute.

17. Vindication of Acts and Character of employees

No employee shall, except with the prior sanction of the competent authority, have recourse to any court or go to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

Provided that nothing in this rule shall be deemed to prohibit an employee from vindicating his/her private character or any act done by him/her in private capacity.

18. *Litigation on Service matters*

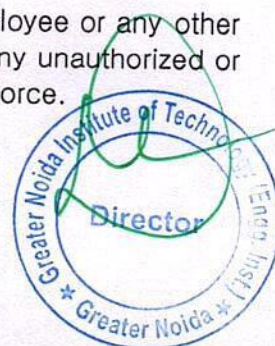
No employee shall attempt to seek in a court of law a decision on grievances arising out of his/her conditions of service, even in cases where such remedy is legally *admissible, without first exhausting the normal official channels of redress.*

19. Canvassing of Non-official or other outside Influence

No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his/her interests in respect of matters pertaining to his/her service.

20. Unauthorized Pecuniary Arrangements

No employee shall enter into any pecuniary arrangement with another employee or any other person so as to afford any kind of advantage to either or both of them in any unauthorized or against the specific, or implied, provisions of any rule for the time being in force.



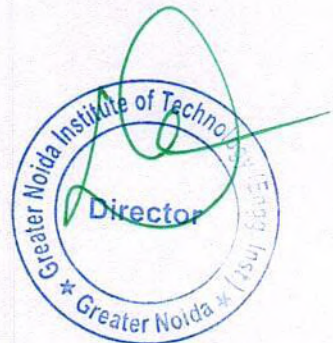
21. Proper Use of Amenities

No employee shall misuse, or carelessly use, amenities provided to him/her by the Institute to facilitate the Discharge of his/her duties.

22. Representations

Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him/her, he/she shall forward his/her case through proper channel and shall not forward any advance copy of his/her application to the higher authority, unless the lower authority has rejected the claim, or refused relief, or disposal of the matter is delayed by more than three months.

No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.



CHAPTER – 3 – Common Employment Practices

3.1 Official Notices

- The official notices are sent to all departments duly signed by competent authority in the form of Office Orders, circulars and notices.
- Employees also receive information via official electronic mail and uploaded on HRportal

3.2 Documentation Norms

- The faculty and staff of the institute continuously keep upgrading their respective academic qualification. Completion of any higher qualification/ Degree, faculty must submit the copy of documents e.g., degree certificate/provisional certificate within a week of its acquisition to HoD and Head-HR.
- All the documents self-attested with date related to personal file like (qualification degrees and mark sheets, PhD Progress report, research papers etc.) to be submitted in department of HR.
- The warning letters, show cause notices, advisories, documents related to performance and indiscipline needs to be duly approved by Director and then issued and the copy to be kept in the personal file in the department of HR.
- Forms related to student feedback (original) need to be submitted in HOD office and copy in the office of registrar by respective departments.
- All certificates related to the career journey of the employee needs to be submitted with due signature of the Director (Experience certificates, NOCs, Confirmation letters etc.)
- The appreciation letters or recommendation letters on the letter head of the Institute needs to be duly approved by Director before issuing by the departmental Head.
- The certificates like offer letter, salary certificates, address proofs etc. to be issued by due signature of Head-HR.

3.3 Hours/Work Day

- a. Unless otherwise stated specifically in the terms of appointment, every employee is the whole-time employee of the Institute and may be called upon to perform such duties as may be assigned to him by the competent authority beyond schedule working hours and on closed holidays and Sundays.
- b. An employee shall be required to observe the schedule hours of work, during which he/she present at the place of his/her duty.
- c. Except for valid reasons and under unforeseen contingencies no employee shall be absent from duty without prior permission.
- d. Whenever leaving the station, an employee shall inform the Head of the Department to which he/she is attached, or the Director if he/she himself/herself is the Head of the department, the address where he/she should be available during the period of his/her absence from the station.



3.4 Holidays

Holiday means a day declared by a notification of the Institute to be closed day for all employees except those otherwise specifically asked to attend the Institute.

3.5 Attendance

An employee shall be required to observe the schedule hours of work, during which he/she present at the place of his/her duty.

Except for valid reasons and under unforeseen contingencies no employee shall be absent from duty without prior permission.

Process:

- (a) Biometric attendance is marked.
- (b) The Biometric machines are available in all departments and in common areas from where the faculty and staff can mark the attendance.
- (c) Online attendance mechanism is working. The faculty and staff as an individual can see his/her daily attendance on HR Portal.

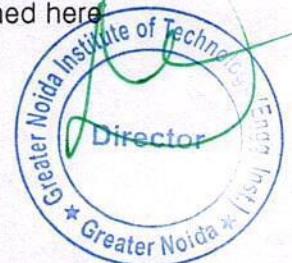
Guidelines for marking attendance:

1. Bio-metric scanners are universal so that faculty and staff can mark attendance from anywhere in emergency conditions.
2. Reception area is meant for marking attendance during URGENCY only.

3.6 HR PORTAL – Attendance / Leaves/Pay slip /Notices etc.

How to enter the portal:

- Open browser –Google Chrome
- Type in address bar –gmiot.erp.com
- Open ERP Portal link on home page of GNIOT website
- You will reach to LOGIN PAGE
- Fill the LOGIN PAGE. User name is your Employee ID and password.
- Your HRMS Portal will be opened – Your home page of HRMS Portal is called as “Your Dashboard”
- Upload your recent pic – in TOP Right Hand side of Dashboard
- Click on “Edit your profile” adjacent to the PIC and **change the password** immediately and remember it. It is your personal INTERCATION PAGE.
- The dashboard will inform & interact with you about
 - You will receive any circulars/notices from all authorized positions like Director/ DEANs/ HoD’s/Functional Heads – category wise
 - Important Announcements of any information will be published here



- You can write your suggestions – name wise or anonymous
- You can see your attendance per day/per month/late in /early exit – track it
- You can see your leave balance (data will complete by the end of this month)
- You can apply leaves online
- The HoD's dashboard will update them about the absenteeism/leave absence/late entry/early in/time table occupancy/ online leave application approval etc.
- Pay slip can be generated by the portal

3.7

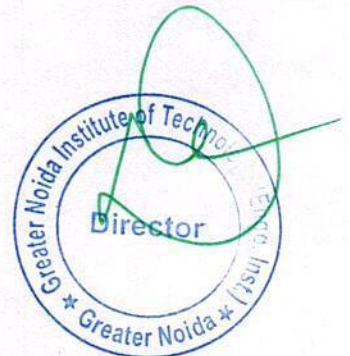
Late stay by Faculty & staff beyond Institute Academic hours & working on Sundays/Holidays

- i. No academic/ non-academic activity or students' function can be held in any department or section beyond working hours or on holidays without prior intimation and permission of the Director.
- ii. As a rule, HoD's/ Section in-charges must ensure that lady faculty or lady staff is not asked for such overstay or working on Sunday / Holidays without prior approval of Director.
- iii. Each dept./ Section of the institute is to maintain a register indicating the details of personnel staying beyond working hours or working on Sundays/ Holidays with specific reasons.

3.8

Pay Day

The salary of the employees of the Institute shall be paid within seven working days of the succeeding month. In case the last day of the month happens to be holiday, then the salary shall be paid on the previous or next day. The salary of the employee shall be subjected to statutory deductions at source, viz. Income tax, etc.



LEAVE RULES**1. Definitions**

Holiday: Holiday means a day declared by a notification of the Institute to be closed day for all employees except those otherwise specifically asked to attend the Institute.

Salary: salary means the monthly remunerations drawn by an employee including basic pay, dearness allowance, personal pay, special pay, HRA, etc.

Average Pay: Average pay means the average of salary of last 10 calendar months.

Vacation Employee: Vacation Employee means that employee who is entitled to summer/winter vacations.

Retirement: The term refers to superannuation after attaining the age of 65 years. It has all other connotations as applied to a government dept. including pre-mature retirement.

Release: The term refers to termination of employment in accordance with terms of employment.

2. General

Leave is a privilege and not a right: It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service so demand.

Leave Application: The leave application shall be submitted on prescribed form on-line via HR Portal well in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangements/internal adjustments among the faculty members of his/her any other department to keep the students engaged.

No leave can commence unless it has been sanctioned: Mere submission of leave application does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employees liable to disciplinary action besides penal deductions.

Acceptance of alternate employment/engaging in trade/business etc. causing him/her the monetary/personal gain is an offence and the employees shall refrain from the same.

No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness, etc. This shall however, be regularized on joining the duty in writing. One can apply leave within three days of joining duty.

Continued absence of more than three working days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.



3. Types of Leave: -

- (a) Casual leave (CL) - 12
- (b) Sick leave (SL) - 06 (Min 3 days and Medical Certificate required issued by the Hospital)
- (c) Earned leave (EL) - 06
- (d) Leave without pay (LWP)
- (e) Extra-ordinary leave (EOL)
- (f) Official Duty leave (OD) - 14 Days
- (g) Study leave - 3 Years
- (h) Vacation leave (VL) Summer - 12 Working days, Winter - 06 Working Days
- (i) Maternity leave (ML) - 2 Months
- (j) Short Leave (SHL) - 1 Hr in a month
- (k) Compensatory Leave (Comp/Off) as per required
- (l) Birth day Leave - 1/2 Days
- (m) Anniversary leave - 1/ 2 Days

Casual Leave (C/L)

Every employee held on the roster of the Institute is entitled to (one) 01-day casual leave each month, subject to a maximum of twelve (12) days of casual leave in one academic year.

Every employee earns 1 CL each month, in case an employee joins on or before 15th of the month, C/Ls will be credited to his/her account for that month and if joins after 15th of the month, the CL for that month will not be credited to his/her account.

The Leaves will be credited on 1st of every month in the leave account.

Availing of C/L in excess of credited C/L will be treated as absence without leave and may attract disciplinary action besides penal deductions.

A minimum of half (1/2) day or a maximum of three (03) days of C/L can be availed of at one time. Half day C/L will not be granted on half working days.

C/L can be pre-fixed/suffixed with all types of holidays/leaves.

C/L up to total accumulated period but not exceeding seven (07) days may be granted under very special circumstances.

C/L will not be carried forward to next academic year and will lapse at the end of the ensuing academic year.

Sick Leave

Sick leave may be granted in case of sickness of the employee and not his/her dependents a certificate medical attendant or a registered medical practitioner would be required in case where more than one day the person was sick. However, for one day sickness no medical certificate is required.

Each employee is entitled to (1/2) half day sick leave on full pay for every block of 30 days of duty performed by him/her subject to a maximum of 6 (six) days during one academic year.



Earned Leave

- 3.3.1. E.L. is admissible to all employees at the rate of 0.5 per month subject to a maximum of 06 days in a year.
- 3.3.2 Earned leave can be pre-fixed/suffixed with other holidays/leaves.
- 3.3.3. Earned leave can be accumulated to a maximum of 60 days, which may be encased at the time of retirement/superannuation.
- 3.3.4 Earned leave shall not be sought by the employees during the commencement of semester. However, a maximum of 06 (six) days EL may be granted during the semester under exceptional circumstances.

Leave with-out Pay

No provision as such exists for the grant of leave without pay. However, for reasons beyond one's control, if an employee has to avail leave in excess of one's authorization, he may be granted, "Leave without pay" at the discretion of the Director/management subject to exigencies of service. Such leave shall not exceed 30 (thirty) days in an academic year subject to a maximum of 15 (Fifteen) days at a time.

Absence of an employee without sanctioned leave is a case of indiscipline and does not fall under this category.

"Leave without-pay" shall also be got sanctioned in advance as any other leave.

Extra Ordinary Leave

As the name suggests, this leave is granted under extra-ordinary circumstances only. This may include the following: -

Prolonged sickness of self or a family member.

Higher education.

Forced exile/renunciation.

Although there cannot be fixed guide line for the duration of such a leave, yet it shall not exceed 550 (five hundred fifty) days at the time.

Official Duty Leave

An activity of an employee which can bring recognition to the Institute may be considered for grant of this leave.

Official Duty leave may be granted for one or more of the following purposes:

To deliver academic lecture.

To work on behalf of the university.

To read/present a research paper in a conference/symposium of National/International level.

To attend selection committee or other such like committee meetings provide they are convened by a statutory body/university recognized by the govt.



To inspect academic institutions attached to a statutory body or a university recognized by the government.

The Official Duty leave will be restricted to a maximum of 15 (15) days during a calendar year subject to the following conditions:

There exists a written request from the competent authority.

The paper has been accepted for presentation and a communication to this effect received in writing.

Purpose of OD	Number of OD	Other Details
FDP/Seminar/Conference/QIP/Workshop	7 days (lean period) & 1 day (Academics)	Twice in an academic year.
Ph.D. (Post registration till completion)	12 days in an academic year maximum to 4 years	Maximum 3 OD"s at a stretch (lean period) & 1 OD on working Saturday during non-lean period
Miscellaneous work	7 days (Academic Year)	Chairing a session in National/International conference, Speaker/Guest Lecture in seminar/conference, BOS, Selection committee member of other eminent bodies, OD may be considered as an expert for M.Tech/Ph.D thesis (other universities) with prior approval only.

Study Leave

Leave for up to a maximum of THREE YEARS may be granted ONCE in the tenure of service for pursuing higher studies at the recognized institute.

Study leave may be granted after an employee has rendered at least 3 years of unblemished service to the Institute.

An employee will not be entitled to draw the salary during Study Leave. And Bond of 5 Years.

Vacation

3.9. 1 Vacation-Faculty

1. Total of 12 working days (2 weeks) summer vacation may be availed by the faculty members for academic year.
2. Total of 06 working days (1 weeks) winter vacation may be availed by the faculty members for academic year.
3. Summer vacation to be availed in the notified lean period of summer vacation as communicated via circular every year.



4. Faculty members avail the summer vacation with due approval of the HoD so as to ensure that the department / Institute are functioning in smooth manner.
5. The faculty members who have worked for 1 year in that particular year (excluding maternity leave) from 1st June till 31st May (are entitled to 14 days summer break in the lean period.
6. The summer vacation will be calculated on the pro-rata basis for those faculty members who have worked less than a year till 31st May in that particular year.
7. All faculty members must ensure that their respective academic commitments are completed before they proceed on summer vacation.
8. Affiliated University evaluation work is mandatory and every faculty needs to attend and complete their assigned work.
9. To facilitate different activities of department viz. FDPs, Summer Schools and affiliated University work etc. HoD's can sanction summer vacation to few faculty members in extended period i.e. beyond lean period (Max: 30 days) without impacting department/institute work.

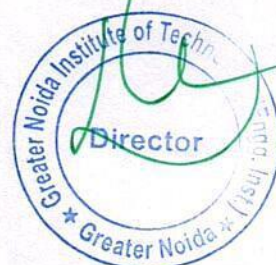
Vacation-Non-Teaching-Technical staff

1. Total of 7 days (1 week) summer vacation to be availed by the Lab Instructors/Lab Assistants/Lab Technician in one academic year.
2. Summer vacation to be availed in the notified lean period of summervacation.
3. The HoD's will approve the summer vacation of lab instructors so as to ensure that the department / Institute are functioning in smooth manner.
4. The lab instructors who have worked for a particular year (excluding maternity) from 1st June till 31st May are entitled to 7 days summer break in the lean period.
5. The summer vacation will be calculated on the pro-rata basis for those lab instructors who have worked less than a year till 31st May in that particular year.
6. All lab instructors must ensure that their respective academic commitments are completed before they proceed on summer vacation.

Vacation- Non-Teaching- Staff

(Excluding Non-Teaching-Technical Staff, Office Attendants Gardeners, Electricians and Hostel Wardens)

1. All staff members are entitled to 3 days of summer vacation to be availed in the notified lean period of summer vacation.
2. The staff members who have worked for a period of one year from 1st June till 31st May in that particular year are entitled for summer break in lean period.



- (a) The vacation period amongst staff members shall be staggered by respective HoD's & functional heads, so as to ensure that the dept. / Institute's functioning does not suffer.

Lean Period

- (a) Lean Period is notified every year via circular.

3. 10. Maternity Leave

Maternity leave may be granted to a permanent female employee by the competent authority for a period which may be 2 months

- a) In case of miscarriage, including abortion, upto a total period of two/one weeks on each incident, provided that the application for the leave is supported by a certificate from the Institute Doctor.

3.11 Short Leave and Late In/Early Out Norms w.e.f. 21 Aug'17

A. Short Leave	B. Norms: Late in/Early Out norms
<p>1. Purpose of Short Leave:</p> <p>Short leave is for the purpose of covering short periods of leave which may be in relation on the grounds of urgent private business without notice. The objective is to provide care and support to the employees for meeting urgent needs.</p> <p>2. Entitlement of Short Leave:</p> <ul style="list-style-type: none"> • The employees can avail 2 short leaves per month for 1.5 hours in a working day. • Beyond two short leaves ERP will automatically deduct half day per shortleave. • This norm is applicable to all full-time employees (Faculty and staff) <p>3. Conditions of Leave:</p> <ul style="list-style-type: none"> • Short leave is for urgent private business that occurs without notice. • Short leave can be used for an emergency at home. • Short leave needs to be approved by HoD/FH. 	<p>1. Objective</p> <p>To encourage discipline in the Institute.</p> <p>2. Applicable:</p> <p>To all permanent employees (Faculty and Staff) of Institute.</p> <p>3. Norms:</p> <ul style="list-style-type: none"> • The Institute's office hours are from 9:00 am to 5:00 pm. Every employee of the Institute is expected to be present for the duty at his work place on time on all working days. • However to accommodate the delay which may be caused due to various reason the grace period of 10 minutes is available to each employee.



Compensatory Off

- As per norms, all regular (full time employees) are entitled for compensatory offs. However, Deans/ HoD's/Functional Heads are not entitled for compensatory offs.
- As per norms, if one works more than 1 hour but less than 4 hours on holidays/weekly offs, he/she is entitled to receive compensatory off for half day.
- If one works more than 5 hours on holidays/weekly offs, he/she is entitled to receive compensatory off for 1 day.
- One has to avail the compensatory off within 3 months of the accrued leave.
- Compensatory Off will be generated in HRMS only after HoD has approved extraworking hours.
- Compensatory Off/leave will be treated like casual leave.



12.0.1 Workplace Guidelines

Dress Code

For Males/Females

- Formals on all working days

12.2. Good Housekeeping

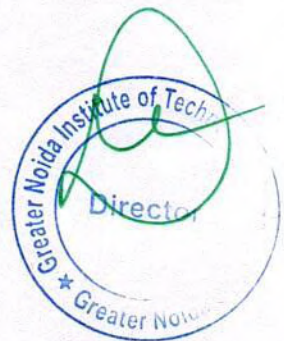
Keep your surrounding neat, clean and safe

Drug Free Work Place

Smoking/consuming Alcohol in the Institute campus is strictly prohibited

Confidentiality

No employee shall, except in accordance with any general or special order of the competent authority or in performance in good faith of the duties assigned to him/her, communicate directly or indirectly any official document or information to any person to whom he/she is not authorized to communicate such document or information.



CHAPTER – 13 – Service, Conveniences & Activities

13.1 I-Cards

- For creating the new ID cards the old ID cards need to be submitted in HR.
- Those who have lost the ID card need to deposit Rs.100/- for creating new ID card.
- Those who are promoted and designation is changed, submission of an old ID card is necessary otherwise you need to deposit Rs. 100/- for its creation.

13.2 Grievance Redressal / Ticketing (Online) Procedure

The module "Grievance Redressal" is working online on HR Portal or Mail @ hr@gniot.net.in

- The category of grievance is defined related to the employee's career journey at GNIOT.
- Ticketing System is working online which manages the complaints related to all service departments.

13.3 Medical Insurance: Group Policy

The Institute provides Accidental Policy for the Coverage of Rs. 5.0 Lakhs per year.

13.4 Bus/Cab facilitation

1. We have bus facility available for students, faculty and staff.
2. We have facility available for to and from stop defined on bus route to GNIOT, as per office hours.
3. The bus facility is available for Ghaziabad, Noida, Indirapuram, Anand Vihar etc.
4. Each bus has bus coordinator.
5. The bus facility ownership lies with Administrative Officer.

13.5 Vehicle Parking

- We have students parking area & employee's vehicle parking area at separate places.

13.7 Suggestion Box

- The Library and reception has suggestion box, kept for students.
- Students can anonymously put their suggestions in the same.
- AO has the ownership to take the suggestions and submit the same with report to DEAN (A).
- HR has suggestion box for employees.
- Online Suggestion Cell is also working for employees
- HR has the ownership to make a report on the suggestions received in hard form via suggestion box or in soft form via official mail id hr@gniot.net.in and report the same to "Director".



13.8 Cafeteria Services

- We have a cafeteria and three food points at different places opened during office hours
- One can have snacks, lunch and tea as per the requirement.

13.10 Book Store/Library

- The library rules are defined for students and faculty.

13.11 Counselor Facility

GNIOT offers free counseling session for students, faculty and staff members in case they face any problems related to emotional, behavioral & psychological or academic nature which may create obstacles in their lives or career growth.

13.12 Multipurpose Complex / Identified Areas

We have multipurpose complex having many facility like presence of sports room with amenities, gym, medical room with the facility of 24x7 medical assistance and doctor visit in evening hours from 3:30 p.m to 5:30 p.m.

- We have multipurpose shop with all basic things present.

13.13 Gym/Recreational Fitness Activity

- We have Gym facility available having gym instructor for students and faculty in multipurpose complex.

13.14 E-Mail Policy

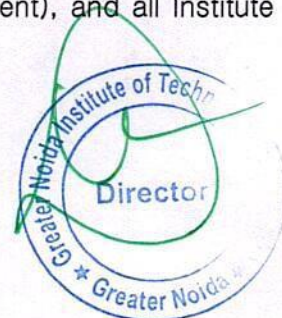
1. General

E-mail is a critical mechanism for communications at the GNIOT. Use of GNIOT electronic mail systems and services is a privilege, not a right, and therefore must be used with respect and in accordance with the rules, regulations, and policies of GNIOT.

The objectives of this policy are to outline appropriate and inappropriate use of GNIOT e-mail systems and services in order to minimize disruptions to services and activities, as well as to comply with applicable policies and laws.

2. Scope

This policy applies to all e-mail systems and services owned or operated by GNIOT, all e-mail account users/ holders at GNIOT (both temporary and permanent), and all Institute e-mail records.



3. Account Activation/Termination

E-mail access at GNIOT is controlled through individual accounts and passwords. Each user of GNIOT e-mail system is required to read and sign a copy of this E-Mail Acceptable Use Policy prior to receiving an e-mail access account and password. It is the responsibility of each user to protect the confidentiality of their account and password information. Substantial changes to this policy may require users to read and sign an updated copy of this Use Policy.

All staff and faculty at GNIOT will receive an e-mail account.

All terms, conditions, and restrictions governing e-mail use must be in a written and signed agreement. E-mail access will be terminated when the e-mail account holder terminates his or her association with GNIOT, unless other arrangements are made.

4. Rights and Responsibilities

The Institute often delivers official communications via e-mail. As a result, staff and faculty at GNIOT with e-mail accounts are expected to check their e-mail in a consistent and timely manner so that they are aware of important Institute announcements and updates, as well as for fulfilling organizational and role-oriented tasks.

5. Disclaimer

GNIOT assumes no liability for direct and/or indirect damages arising from the user's use of GNIOT e-mail system and services. Users are solely responsible for the content they disseminate. GNIOT is not responsible for any third-party claim, demand, or damage arising out of use the GNIOT e-mail systems or services.

6. User Responsibilities

E-mail users are responsible for mailbox management, including organization and cleaning.

All faculty and staff must check their respective mail three times in a day.

E-mail users are expected to remember that e-mail sent from the Institute's email accounts reflects on the Institute. Please comply with normal standards of professional and personal courtesy and conduct.

Individuals at GNIOT are encouraged to use e-mail to further the goals and objectives of GNIOT.

7. Acceptable Use of GNIOT e-mail systems include:

Communication with fellow employees within the context of an individual's assigned responsibilities;

Participation in educational or professional development activities.

Mass mailing for disseminating the official information to all GNIOTians is to be done by approved authorities only (HoD's, DEAN(s) and functional Heads). They have to take the authorization from IT Operations department – Head to open the facility of mass mailing to all GNIOT for the same for them.

The mail received from an individual employee will be treated as official copy since the e-mail signature will be treated as individual's signature. It will be used as document for official purpose.



8. Inappropriate Use

GNIOT e-mail systems and services are not to be used for purposes that could be reasonably expected to strain storage or bandwidth (e.g., e-mailing large attachments) Individual e-mail use shall not interfere with others' use and enjoyment of GNIOT e-mail system and services.

E-mail use at GNIOT shall comply with all applicable laws, all GNIOT policies, and all GNIOT contracts.

The individual employees are not authorized to mass mail any information to GNIOTians or group of GNIOT employees by using the short cut of applying cut-copy-paste the e-mail ID's of all GNIOT employees and mailing the same keeping them in "To" or "cc" or "bcc".

The following activities are deemed inappropriate uses of GNIOT e-mail systems and services and are prohibited:

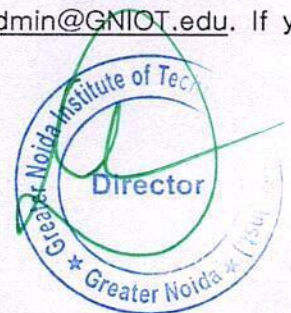
It is NOT ACCEPTABLE to:

- i. Use e-mail for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (e.g., spreading of computer viruses);
- ii. Use e-mail in any way that violates GNIOT's policies, rules, or administrative orders, including, but not limited to, the GNIOT Acceptable Use Policy.
- iii. View, copy, alter, or delete e-mail accounts or files belonging to GNIOT or another individual without authorization;
- iv. Send unreasonably large e-mail attachments.
- v. Open e-mail attachments from unknown or unsigned sources.
- vi. Forge or attempt to forge email messages.
- vii. Disguise or attempt to disguise your identity when sending mail.
- viii. Send email messages using another person's email account.
- ix. Share e-mail account passwords with another person, or attempt to obtain another person's e-mail account password. E-mail accounts are only to be used by the registered user;
- x. Make excessive personal use of GNIOT e-mail resources. GNIOT allows limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with productivity, pre-empt any organizational activity, or consume more than a trivial amount of resources. GNIOT prohibits personal use of its e-mail systems and services for unsolicited mass mailings, non-GNIOT commercial activity, political campaigning, dissemination of chain letters, and use by non-employees.

Note that attachments are the primary source of computer viruses and should be treated with utmost caution.

9. Reporting Misuse

Any allegations of misuse should be promptly reported to the person responsible for operating the GNIOT e-mail systems by sending an e-mail to: admin@GNIOT.edu. If you



receive an offensive e-mail, do not forward, delete, or reply to the message. Instead, report it directly to the individual designated above.

10. Content Sensitivity and Disclosure

Use extreme caution when communicating confidential or sensitive information via e-mail. Keep in mind that all e-mail messages sent outside of GNIOT become the property of the receiver. A good rule is to not communicate anything that you wouldn't feel comfortable being made public. Demonstrate particular care when using the "Reply" command during e-mail correspondence to ensure the resulting message is not delivered to unintended recipients.

11. Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at GNIOT.

Allegations of misconduct will be adjudicated according to established procedures.

12. Sanctions

Sanctions for inappropriate use on GNIOT's e-mail systems and services may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of e-mail access;
2. Disciplinary action according to applicable GNIOT policies;
3. Termination of employment and/or
4. Legal action according to applicable laws and contractual agreements

13. Best Practices

GNIOT Group of Institutions considers email as an important means of communication and recognizes the importance of proper email content in conveying a professional image. Users should take the same care in drafting an email as they would for any other communication. Therefore the Institute wishes users to adhere to the following email guidelines:

Writing emails:

- a. Write well-structured emails and use short, descriptive subjects.
- b. Institute's email style is informal. This means that sentences can be short and to the point. You can start your email with „Hi“, or „Dear“, and the name of the person. Messages can be ended with „Best Regards“. The use of Internet abbreviations and characters such as smileys however, is not encouraged.
- c. Signatures must include your name, job title and Department.
- d. Users must spell check all mails prior to transmission.
- e. Users must read official mails daily and reply/acknowledge the same maximum in 24 hours.
- f. Do not send unnecessary attachments. Compress attachments larger than 1 MB before sending them.
- g. Do not write emails in capitals.
- h. Do not use cc: or bcc: fields to send a mailing to multiple recipients.
- i. Only send emails of which the content could be displayed on a public notice board. If they cannot be displayed publicly in their current state, do not send the same
- j. Only mark emails as important if they really are important.



1. General

The traveling and daily allowance rules are framed to ensure that an employee is able to perform his/her duties at the outstation effectively. The TA/DA shall be regulated in accordance with TA/DA rules laid down here under and will be amended from time to time.

2. Approval

2.1 All journeys must be got approved by the competent authority (Director/An Executive member of the Managing Committee) in writing. If, however, time does not permit to obtain written permission in advance it shall be done immediately on return from tour/temporary duty, Approval form is attached at Annexure- A.

3. The journey on tour may be performed by any of the following modes:

- a) Air
- b) Rail
- c) Road
- d) Combination of the above

Journey by Air : May be performed in exception circumstances with the prior approval of Director/ one of the Executives of the managing Committee.

By the Rail: The entitlement of the class of journey by rail is given below:

Professors and equivalent	: II nd A/c
Assistant/Associate Professor	: III rd A/c
Technical Assistant and equivalent	: II nd Class

Journey By Road: The entitlement is given below: –

Faculty & equivalent: Institute" Car/Taxi/Own Vehicle

Teach. Asst. and equivalent: Bus

4. Mileage Allowance

Mileage allowance is admissible when the journey is performed by own vehicle. It is admissible at the following rate:

Own Scooter	: Rs. 5.0 per Km.
Own Car	: Rs. 8.0 per Km.

No mileage allowance is, however, admissible when the journey is performed within a radius of 10 Km. from Institute. Actual expense may, however, be charged rendering an appropriate certificate.



5. Daily Allowance for Halts at Out Station.

D.A. at the prescribed rates for each full day of halt for a maximum of 30 days of halt at one station except under special circumstances is admissible. However, when an employee enjoys free boarding and lodging at the expense of the Institute/host organization/government, he is entitled to draw only one fourth rate of full rate of D.A. Faculty & staff deputed for counseling agency. Additional arrangements may, however, be made under special circumstances.

5.1 The D.A. rates are given below :

5.1.1	Professors and equivalents	:	Rs. 500/- per day.
5.1.2	Associate Professors and equivalents	:	Rs. 400/- per day
5.1.3	Assistant Professor and equivalents	:	Rs. 350/- Per day
5.1.4	Tech. Asst. and equivalents	:	Rs. 250/- per day

6. Incidental Charges.

Incidental charges are admissible as under:-

Transportation from residence to railway station/Airport, Airport/Railway station to place of duty: Actual expenses will be admitted.

Taxi charges for traveling to other offices in town: Actual expenses will be Admitted.

7. Lodging at the Out Station.

It is expected that the faculty in general will be able to arrange accommodation in the guest house/hostel of the host organization. In such a case, no additional allowance will be admitted. However, if the employee has to make his/her own arrangements of accommodation, following are the entitlements:

Type of City	Prof	Professor & equivalent	Associate/Assist. Professor
A) Class A city		Rs. 2000/- per day	Rs. 1200/- per day
B) Class B city		Rs. 1500/-per day	Rs. 1000/- per day

In such a case D.A. shall be reduced by 25% of the entitlement

Hotel charges will be paid against actual bills & most practical means of transportation shall generally be resorted to. Full day taxi shall not be hired unless unavoidable.

8. Advance

Advance may be drawn with the approval of the sanctioning authority.

Settlement of TA/DA claim

TA/DA claim must be settlement with in 7 days from the date of return from tour. TA/DA claim shall be got countersigned by the HOD and submitted to the Accounts Officer, who in turn shall check for entitlement and get it approved by the Director. All claims must be accompanied with bills etc. In case of non-settlement within prescribed time, advance drawn will be deducted from the salary.

