

# IIMT COLLEGE OF POLYTECHNIC GREATER NOIDA

**IIMT**  
COLLEGE OF POLYTECHNIC  
Greater Noida



Approved by : AICTE Ministry of HRD, Govt. of India, Affiliated to : U.P.B.T. E., Lucknow

---

## SERVICE RULES & POLICIES (Session 2023-24)

# IIMT

## COLLEGE OF POLYTECHNIC

Greater Noida



Approved by : AICTE Ministry of HRD, Govt. of India, Affiliated to : U.P.B.T. E., Lucknow

Ref: IIMTCOP/EVEN SEM/180

Date: 24<sup>th</sup> Feb.2023

All the service rules and policies of the IIMT College of Polytechnic have been complied. These manuals have been duly approved in the 22<sup>nd</sup> Board of Governor Meeting held on 22<sup>nd</sup> Feb.2023.

(Prof.) Umesh Kumar  
Director  
Principal *Umesh Kumar*  
IIMT College of Polytechnic  
Greater Noida  
Code-1570

## INDEX

S. No.	Content	
<b>1</b>	<b>About The Institute</b>	<b>4</b>
	• Vision & Mission	6
	• Administration Setup	7
	• Functions And Responsibilities of Key Administrative Positions	8
<b>2</b>	<b>Appointment Of Faculty Members &amp; Code Of Conduct</b>	<b>12</b>
	• Professional Code of Conduct	14
	• Teachers and Their Responsibilities	14
<b>3</b>	<b><i>Policies</i></b>	
	HR Policy	17
	Academic Policy	29
	R&D Policy & Remuneration Rules	41
	Appraisal Form	49
	Administrative Policy	53
	Admission Policy	56
	Fee Policy	59
	Employee Welfare Policy	60
	Student Welfare Policy	65
	Placement Process & Policy	69
	Purchase Policy	72
<b>4</b>	<b>Others Committee</b>	
	Pectoral Board	76
	Anti-Ragging Committee	78
	Sports Committee	81
	Library Committee	83
	Cultural Committee	84
	R&D Committee	85
	IQAC Cell	87
	Hostel Committee	88
	Examination Cell	90
	Grievance Redressal Cell	92
	Women Grievance Redressal Cell	92
	Employee Grievance Cell	94
	SC/ST Committee	95

## **ABOUT THE INSTITUTE**

IIMT College of Polytechnic is run by the society named "Association of Management Studies". The Chairman of the society is Shri Yogesh Mohan Ji Gupta. The society has a total of 17 members, as given in table below:

### **Members of the Society**

<b>S. No.</b>	<b>Name</b>	<b>Designation</b>
1.	Shri Yogesh Mohan Ji Gupta	Chairman
2.	Shri Abhinav Agarwal	Vice Chairman
3.	Dr. Mayank Agarwal	Secretary
4.	Mr. Saurabh Gupta	Treasurer Cum Joint Secretary
5.	Sh. D.K. Goel	Member
6.	Mrs. Sushma Goel	Member
7.	Dr. S.P. Gupta	Member
8.	Mr. Mukesh Goel	Member
9.	Mr. Rahul Jain	Member
10.	Mr. Anuj Garg	Member
11.	Shri. Raman Behari Gupta	Member
12.	Shri. Nipun Gupta	Member
13.	Shri. Sachin Gupta	Member
14.	Mr. Ravish Behari Gupta	Member
15.	Mr. Sudhanshu Goel	Member
16.	Mrs. Vinny Gupta	Member
17.	Mrs. Shweta Gupta	Member

IIMT College of Polytechnic has its own Board of Governors (BOG), which governs all the horizontal and verticals in the college. The Board of Governors is headed by the Chairman Shri Yogesh Mohan Gupta. The members of Board of Governors are shown in following table.

**Members of Board of Governors**

<b>S. No.</b>	<b>Name of Members</b>	<b>Remarks</b>
<b>1.</b>	Sh. Yogesh Mohan Ji Gupta	Chairman
<b>2.</b>	Dr. Mayank Agarwal	Managing Director
<b>3.</b>	Dr. J.K.Sharma	Executive Director
<b>4.</b>	Dr. Suresh Prasad	Member
<b>5.</b>	Mr. Zakir Ali	HOD ME - M - Member
<b>6.</b>	Mr. Rajiv Ranjan Singh	HOD CE - Member
<b>7.</b>	Mr. Pramod Sajwan	COE - Member
<b>8.</b>	Mr. Arun Kumar Yadav	Registrar
<b>9.</b>	AICTE Representative	Nominee
<b>10.</b>	BTE Representative	Nominee
<b>11.</b>	Mrs. Priyasha	HR- Industry Representative
<b>12.</b>	Prof. Umesh Kumar	Member Secretary

## VISION

*To be among the renowned institution, providing technical education of excellence, empowered with skill, entrepreneurship and innovation, with high ethic values, catering to the needs of industry and society.*

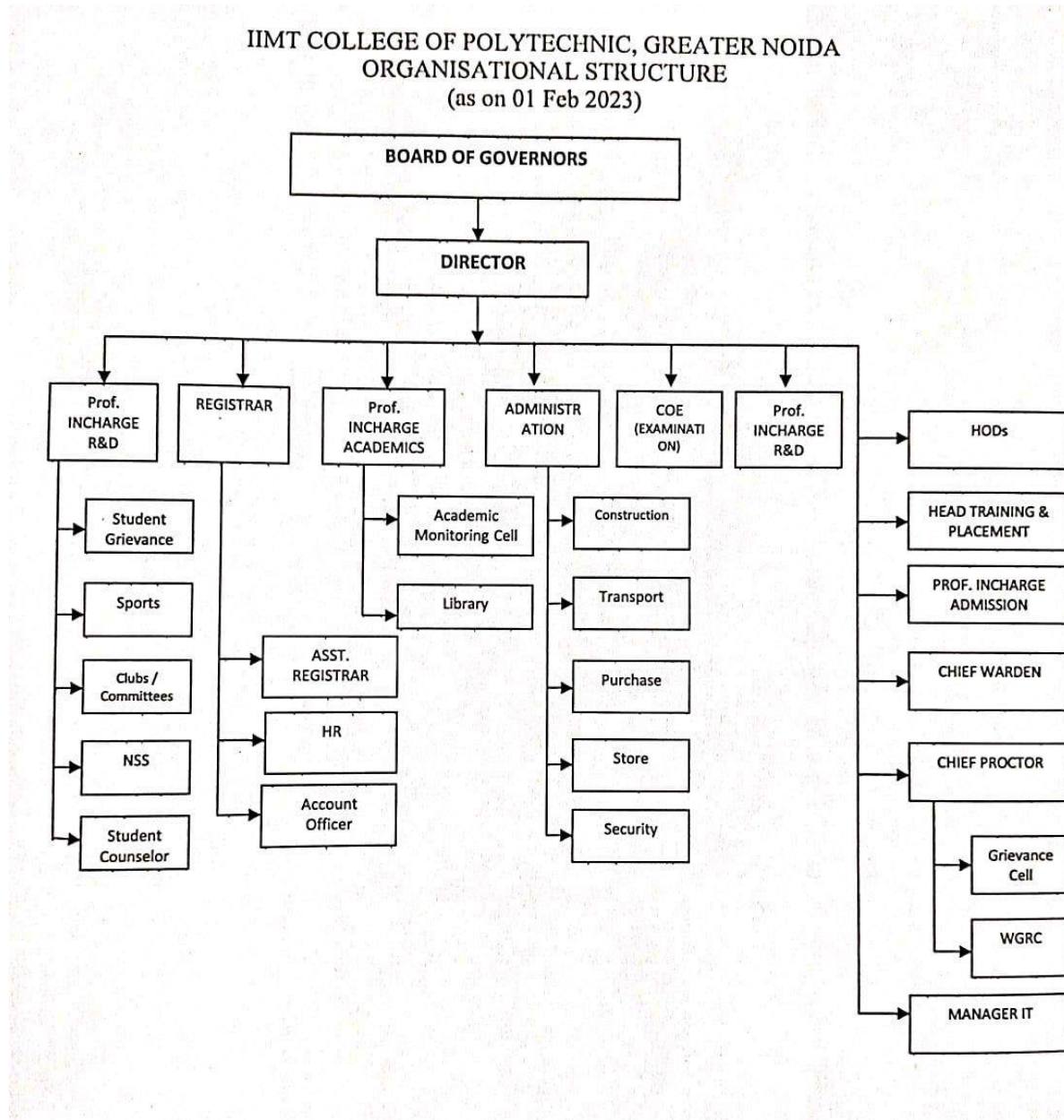
## MISSION

- *To offer state of the art diploma program.*
- *To be learner centric institute imbibing experimental innovation and lifelong learning skills, addressing societal problem with high ethical values of nation building.*
- *To deliver changing demands of industry and academia through our stakeholders.*
- *To contribute as a professional leader in the growing field of entrepreneurship and innovation.*



## ADMINISTRATIVE SETUP

The College has an administrative setup, which include BOG members, Director, Professor Incharges and HODs along with all vertical heads & section heads. The flowchart of administrative setup is shown:



**Figure: Flowchart of Administrative Setup**





## FUNCTIONS AND RESPONSIBILITIES OF KEY ADMINISTRATIVE POSITIONS:

Functions and Responsibilities of some Key Administrative positions are defined below

**Table: Functions of Key Administrative Positions**

(SESSION: 2023-24)

Position	Functions
Board of Governors	<ul style="list-style-type: none"> <li>Frame directive principles and policies</li> <li>Amend and approve policies from time to time</li> <li>Approve budgets</li> <li>To look after the overall development of the institute</li> </ul>
Director	<ul style="list-style-type: none"> <li>Design &amp; define organization structure</li> <li>Define &amp; delegate responsibilities of various positions in the organization</li> <li>Ensure periodic monitoring &amp; evaluation, of various processes &amp; sub- processes</li> <li>Mobilize external resources to strengthen the institute</li> <li>Plan &amp; provide for necessary facilities / equipments for development</li> <li>Instill confidence and devotion in every member of the institute</li> <li>Conduct periodic meeting of various bodies such as Board of Governors, Finance Committee etc.</li> <li>Manage accounts and finance</li> <li>Resource Generation</li> <li>Arrange stock verification annually</li> <li>Appraisal / ACR</li> </ul>
Professor Incharge Academics	<ul style="list-style-type: none"> <li>Prepare and execute academic calendar</li> <li>Carry out result analysis and submit to Director</li> <li>Oversee the teaching-learning process</li> <li>Initiate supplementary teaching measures</li> <li>Monitor Academic Audit</li> <li>Alumni interaction</li> <li>Annual Magazine</li> <li>ERP Coordination</li> <li>Library Up-gradation</li> <li>Orientation of First Year Students</li> </ul>
Internal Quality Assurance Cell (IQAC)	<ul style="list-style-type: none"> <li>Establish, implement and maintain quality management system</li> <li>Arranging internal audits</li> <li>Feedback and analysis</li> <li>Publication of technical magazine and news letters</li> </ul>
Head Students Welfare	<ul style="list-style-type: none"> <li>Student Grievance</li> <li>Co-curricular activities</li> <li>Cultural activities</li> <li>Sports activities</li> <li>Student health care</li> <li>Formation of student council</li> <li>Student orientation</li> <li>Institute's Scholarship</li> </ul>

Professor Incharge R&D	EDC IIC Sponsored Projects Consultancy Industry Supported Labs Patents & Copyrights Liasoning with industry
CoE	Conduct Internal Examinations & External Examination Keep stock of all Internal Examination copies Keep Record of all Exams
Head of Departments	Maintain records of departmental academic activities and achievements Plan and execute academic activities of the department Maintain discipline and culture in the department Maintain the department neat and clean Pick and promote strengths of students / faculty / staff Monitor academic activities of the department Monitoring of lectures and practical Students feedback Collective attendance of students Propose Department Budget Academic Audit Arrange remedial classes for weaker students
Head Training & Placement	Arrange and notify Employee Development Programs Maintain Training & Placement records Identify and provide for training needs of students Facilitate career guidance to students Maintain record of counseling activities Proposing annual Training & Placement budget Liaison with industry Student Placement Student Industrial Visits, internship Arrange campus placement interviews
Incharge Library	Plan and execute routine activity of the library Plan and propose expansion / development Maintain library discipline and culture Prepare annual budget for library
Incharge Sports	Ensure smooth conduct of sports Ensure proper use of gym Purchasing of sport items Encourage students to participate in zonal tournaments Creation and upkeep of sports facilities
Registrar	All data related to students Liasoning & Compliance with AICTE, Board, & any other agency Samaj Kalyan Vibhag

	<p>All State Government Scholarships</p> <p>Maintain up-to-date master documents</p> <p>New proposals</p>
HR	<p>Employee recruitment process</p> <p>Faculty Personal Files</p> <p>Keep Service Books, Appraisal Form / ACR</p> <p>Faculty Leave Records</p> <p>Faculty Joining / Leaving Records</p>
Account Officer	<p>Annual College budget</p> <p>Oversee Employee Attendance System &amp; Maintain the monthly attendance report</p> <p>Salary preparation</p>
Prof. Incharge – Admissions	<p>Design and print admission brochure</p> <p>Propose admission policy</p> <p>Arrange admission campaign</p> <p>Execute the admission process</p> <p>Maintain and update college website</p> <p>Maintain softcopy of photographs</p> <p>Publicity of Admission related events</p>
Proctor	<p>Student discipline</p> <p>Anti Ragging</p> <p>Grievance Cell</p> <p>WGRC</p>
Chief Warden	<p>Manage and monitor all Hostel related activities</p>

The institute has in-place a well documented system guided by various policies. Few of them are as listed below:

- Appointment of Faculty Members & Code of Conduct
- HR Policy
- Academic Policy
- Research & Development Policy
- Appraisal Form
- Admission Policy
- Fees Policy
- Student Welfare Policy
- Purchase Policy
- Placement Policy
- Other Committees

## **Appointment of Faculty Members & Code of Conduct**

### **1. Teacher**

- a) Teachers of the College like lecturers, senior lecturers and Assistant professors and such other persons may be appointed for imparting instruction or conducting research in the College or Institution maintained by the BTEUP and is designated as teachers by the Ordinances.
- b) A teacher of the BTEUP shall be a whole-time salaried employee of the Board and shall devote his / her whole-time to the BTEUP and does not include honorary, visiting, part-time and ad-hoc teachers.

### **2. Recruitment**

- a) The College will issue advertisement for recruitment to the teaching posts in leading national dailies giving at least 10-15 days from the date of publication of the advertisement time and make appointments thereto on the recommendations of the Selection Committee as per BTEUP Regulations on minimum qualifications for appointment of teachers.
- b) In order to attract best talents, the College may make rolling advertisements whereby eligible candidates can submit their applications for different faculty positions throughout the year.

### **3. Minimum Qualifications and Experience**

The terms and conditions with regard to the minimum qualifications and other terms and conditions as prescribed in the AICTE/BTEUP Regulations on minimum qualifications for appointment of teachers and other academic staff in colleges and measures for the maintenance and amended from time to time, shall be followed.

The minimum qualifications required for the teaching posts are as per AICTE/BTEUP.

### **4. Process of Selection**

- a) The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on the performance of the candidate in different relevant dimensions and his/her performance.
- b) Colleges may assess the ability for teaching and/or research aptitude through a seminar or lecture in a class room situation or discussion on the capacity to use latest technology in teaching and research at the interview stage.

## 5. **Selection Committee**

The **Selection Committee** for the appointment of faculties in the College shall have the following composition.

- The Director shall be the Chairman of the Selection Committee.
- An academician nominated by the Director/BOG.
- Two-Three experts in the concerned subject nominated by the Director/BOG.
- Professor Incharge Academic and HOD of concerned department.

### **Professional Code of Conduct**

Every teacher of the College shall abide by the Code of Conduct framed by the College and the following lapses would constitute misconduct on the part of a College teacher.

- Any lapses in performing his / her duties as assigned by the College from time to time.
- Inciting students against other students, colleagues or administration (This does not interfere with the right of a teacher to express his / her difference of opinion on principles in seminars and other places where students are present) or any other such actions which are against the interest of the College.
- Indulging in communal activities, or making inappropriate remarks on caste, creed, religion, race or sex in his / her relationship with his / her colleagues and trying to use the above considerations for improvement of his / her prospects or any other such actions which are against the interest of the college.
- Refusal to carry out the decisions by appropriate administrative and academic bodies and/ Or functionaries of the college without giving reason.
- Indulging in Plagiarism of any sort within the legal meaning, interpretation and expression of the term.

### **Teachers and Their Responsibilities**

Whoever adopts teaching as a profession assumes the obligation to conduct him /her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

#### **Teachers should:**

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Seek to make professional growth continuous through study and research;



- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- Maintain active membership of professional organizations and strive to improve education and profession through them;
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the college, such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of college examinations, including supervision, invigilation and evaluation; and
- Participate in extension, co-curricular and extra-curricular activities including community service.
- Respect the right and dignity of the student in expressing his/her opinion;
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among students scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace;
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- Pay attention to only the attainment of the student in the assessment of merit;
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- Aid students to develop an understanding of our national heritage and national goals; and
- Refrain from inciting students against other students, colleagues or administration.
- Treat other members of the profession in the same manner as they themselves wish to be treated;
- Speak respectfully of other teachers and render assistance for professional betterment;
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and

- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.
- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- Co-operate in the formulation of policies of the College by accepting various offices and discharge responsibilities which such offices may demand;
- Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- Co-operate with the authorities for the betterment of the College keeping in view the interest and in conformity with dignity of the profession;
- Should adhere to the conditions of contract;
- Give and expect due notice before a change of position is made; and
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within college.
- Try to see through teachers' bodies and organizations, that College maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the College.

## HR POLICY

*(For Teaching and Non-Teaching Staff)*

Implementation Date: 01<sup>st</sup> August, 2023

### COLLEGE TIMINGS

Teaching	-	09:00 AM – 05:00 PM
Non-Teaching	-	09:00 AM – 05:10 PM
Administration	-	08:30 AM – 05:30 PM
Relaxation	-	05 minutes relaxation everyday
	-	15 minutes relaxation thrice in a month
	-	01 hour duration once in a month

### PURPOSE OF LEAVE

Leaves granted to employees with the good intention of providing rest, recuperation of health and for fulfilling social obligations. This provides for a healthy and efficient staff for the company.

### LEAVE YEAR AND APPLICABILITY RULES

- ❑ Sanctioning of leave is at Director's discretion based on exigencies of requirement or seriousness of the case.
- ❑ Leave year is from 1st August to 31st July (Academic Year).
- ❑ The different types of leaves given under the policy are:

### LEAVES

Casual Leave (CL)	12	
Medical Leave (ML)	05 (except Class-IV like Peons, Sweepers, etc or one month security not deposited)	
Short Leave (SHL)	12 (1 hour duration in each month in the second half 04:00 PM to 05:00 PM or 1 hour short leave end of the shift timing) for all employees	
Summer Leave (SL)	Teaching Staff	06 working days
	Non-Teaching Staff	04 working days
Winter Leave (WL)	Teaching Staff	06 working days (including Saturday)
	Non-Teaching Staff & Contractual based faculty	03 working days
Leave without Pay (LWP)	LWP will not be encouraged, however, if it is a pattern disciplinary action would be initiated.	
Paid Leave Guidelines	4 / Semester (for teaching staff only)	

## Maternity Leave & Paternity Leave - (for teaching staff only)

The Leave policy is applicable for all permanent staff of the institution.

- ❑ Any Female/Male faculty serving more than 2 years is entitled for Maternity/Paternity Leaves as per the norms of the institute.
  - For Female – 1 month (Paid)
  - For Male – 5 Working days (Paid)
- ❑ Employees who are appointed during the course in between the academic year shall be entitled to the above leaves on pro-rata basis.
- ❑ Sanctioning authorities to sign with date and a copy needs to be sent to HR.
- ❑ Application should be properly filled online. Any application not filled properly shall be rejected.
- ❑ Application for leave toward the end of month should be submitted in advance or by next working day. However, in case of an emergency, it can be submitted by 1<sup>st</sup> of succeeding month, otherwise it would be counted in next month.

## Special Approvals

Designation	Casual Leave	Medical Leave	Short Leave	Gate Pass / Out Pass
<b>Wardens</b>	12 CL per Year	5 ML per Year	1 HOUR once per Month	<b>19 SPL per Year</b> 4 HOURS once in a month & 2 HOURS twice in a Month
	<b>Total 36 Leaves</b> 3 Leaves per Month			
<b>Drivers</b>	12 CL per Year	5 ML per Year	1 HOUR once per Month	<b>08 SPL per Year</b> (Only for whom-so-ever working on Sundays)

## **CASUAL LEAVE (CL)**

### **ELIGIBILITY:**

All permanent staff and Trainees/ Probationers

### **ENTITLEMENT:**

1. Casual Leave in a year This will be given as per service period (12 for permanent employees & as per contract for contractual based employees per month, who is full day working & minimum 3 month contractual period )
2. Employee will be eligible after completion of 1 month from the joining date.
3. A minimum of half CL can be availed.
4. National Holidays / Festival / Declared off / weekly off days can be prefixed and / or suffixed to CL. In case of either prefix or suffix applied on leave, only CL will be deducted. But in case applied leave falls in between prefix and suffix then all the days including prefix and suffix will be treated as CL. It will be deducted from CL if balance or else they will be LWP.

(For instance if an employee is taking a leave on working Saturday and Monday his 3 days CL/LWP will be marked.)

5. Balanced CL/ML remaining unutilized will lapse on 31<sup>st</sup> July of every session.
6. When leave is taken without prior sanction (under certain unavoidable circumstances), the absence should be notified to the respective HOD on the same day through phone or mail etc.
7. Approved leave application through ERP should reach the HR department within 2 working days of re-joining, employee have to apply leave online timely
8. CL can be availed maximum up to 3 days in a month in academic days, during non-academic days faculty can avail as per their leave balance.
9. For employees who have not completed one year, leave will be credited to them on monthly pro-rata basis.
10. All faculty & staff members must apply leaves in advance on ERP for consideration & approval.
11. Non-Approved leaves would be considered as LWP (applicable with immediate effect).

## **MEDICAL LEAVE (ML)**

### **ENTITLEMENT:**

1. 5 days Medical Leave (ML) in an academic year.
2. A minimum of half ML can be availed
3. Employee will be eligible after completion of 1 month from the joining date.
4. If ML extends beyond 3 days, it has to be accompanied with a fitness certificate from a Doctor.
5. In case adequate numbers of ML are not available with an employee, then CL can be clubbed with it. If no leave balance is available, then it will be treated as LWP.
6. Intervening National Holidays / Festival / Declared off / weekly off of any kind will be counted as part of the leave.

## **Clubbing of Leaves/Absence**

1. In case no leaves are balance three working days in a week are mandatory to avail weekly off. Also it should not be in practice.
2. Any special application approved by Competent Authority should be submitted by next working day of each month HR office for further processing through ERP.
3. Leave should not be clubbed without prior approval.

## **SHORT LEAVE (SHL)**

### **ENTITLEMENT:**

Short leave of 1 hour duration in each month in the second half 04:00 PM to 05:00 PM or 1 hour short leave end of the shift timing for all employees

## **GATE PASS (for all employees)**

A gate pass for all employees only for official work.

## WINTER LEAVE (WL)

**Eligibility:** Minimum 3 months of service.

### **ENTITLEMENT:**

1. **Faculty:** 08 days of leave from Sunday to Sunday in one slot for full time faculty.
2. **Staff:** 03 working days in one slot.
3. No half day is admissible for winter leave.
4. It will not be clubbed with any other leave.
5. It has to be consumed within the approved winter slot by the Director.
6. Under any natural delay (i.e. Natural Calamity, train delay, etc.) one or half a day CL (Max.) may be clubbed at the end of the leave.

## SUMMER LEAVE (SL)

### **ELIGIBILITY:**

Min 6 months of service to avail summer leave benefits

Min 10 months to avail all the leaves entitled.

### **ENTITLEMENT:**

1. 06 days for Teaching Staff who have completed 10 months or more within the organization.
2. Summer leave needs to be availed before the commencement of academic session that too in lean period only.
3. For others who have completed 6 months but less than 10 months can avail only on pro-data basis
4. 04 days working days for non- teaching staff
5. It will not be clubbed with any other leave
6. It has to be availed within the approved summer leave slot approved by Director, For the Directors, Professor Incharge academics and HODs the period is flexible, yet has to be availed till 15<sup>th</sup> July.
7. Under any natural delay (i.e. Natural Calamity, train delay, etc.) one or half a day CL (Max.) may be clubbed at the end of the leave.
8. For those who are a part of admission team, their leave period will be decided by the Competent Authority.

(Note: Even if there is flexibility to take Winter & Summer leaves during Examination, prior approval by Director will be needed)

## Voluntary Exit from the Organization

The Teaching Staff after completing their syllabus and academic duties (either on 30<sup>th</sup> April or 30<sup>th</sup> Nov) may Pre-Board up resignation and their 3 months notice period would be waived off. They would be relieved immediately with all dues cleared. In such cases, he/she is not even required to give any notice before the leaving of job (as per appointment letter clause no- 4) & his/her full salary will be paid till the duration of job.)

To define a hassle-free exit process and smooth separation or departure of all the employees of IIMT Group of Colleges, Greater Noida (UP) will be as under:

<b>TEACHING STAFF</b>			
<b>S.No.</b>	<b>Condition</b>	<b>Notice Period</b>	<b>Clearance</b>
1	During the Academic Session	<b>THREE MONTHS NOTICE PERIOD SERVED</b> (as per Appointment Letter)	Salary + GI Amount (if deducted) + Relieving Letter
		<b>If THREE MONTHS NOTICE PERIOD NOT SERVED</b> (as per Appointment Letter)	<b>GI Amount (if deducted) + Relieving Letter</b>
2	After the Academic Session Over (Within One Week)	<b>NO NOTICE PERIOD REQUIRED</b>	Salary + GI Amount (if deducted) + Relieving Letter
3	After the Academic Session Over (After One Week of Grace Time as Point No. 2)	<b>IMMEDIATE RELIEVING</b>	<b>GI Amount (if deducted) + Relieving Letter</b>

<b>NON TEACHING STAFF (LAB &amp; LIBRARY)</b>			
<b>S. No.</b>	<b>Condition</b>	<b>Notice Period</b>	<b>Clearance</b>
1	During the Academic Session	<b>THREE MONTHS NOTICE PERIOD SERVED</b> (as per Appointment Letter)	Salary + Security Amount + GI Amount (if deducted) + Relieving Letter
		<b>If THREE MONTHS NOTICE PERIOD NOT SERVED</b> (as per Appointment Letter)	<b>GI Amount (if deducted) + Relieving Letter</b>
2	After the Academic Session Over (Within One Week)	<b>NO NOTICE PERIOD REQUIRED</b>	Salary + Security Amount + GI Amount (if deducted) + Relieving Letter
3	After the Academic Session Over (After One Week of Grace Time as Point No. 2)	<b>IMMEDIATE RELIEVING OR NOTICE PERIOD NOT SERVED</b>	<b>Salary + GI Amount (If deducted) + Relieving Letter</b>
		<b>ONE MONTH NOTICE SERVED</b>	Salary + Security Amount + GI Amount (if deducted) + Relieving Letter



4	<b>If NOTICE PERIOD waived off by Competent Authority OR If DG Sir/ED Sir + Director + Head HR – Fired to employee</b>	Salary + Security Amount + GI Amount (if deducted) + Relieving Letter
---	--------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------

### COMPENSATORY LEAVE

All the regular employees of the college will be entitled for this leave if they worked for college in any off day. (Sunday or declared off by college) for minimum half day.

This leave will be valid till next month only.

### Paid Leave/Duty Leave

1. It will be given to faculties for conducting external practical exams assigned by Board (Maximum up to 04 days) in one semester.
2. For Evaluation as a special case, CL/SL can be clubbed with Summer / Winter Break.
3. Those Faculties who have to attend Convocation for her/his Ph.D. degree will be entitled for paid leave.

### Long Term Leaves

If any regular employee of the college wants to avail a long term leave (15 days to 2 months) during non academic period, they may apply minimum 15 days in advance for the same for approval.

These leaves shall be treated as LWP, may be clubbed with summer break or CL/ML with the permission of competent authorities.

To avail these leaves minimum 2 years of regular service is required.

**Miscellaneous Cases:** Any other types of leaves (which is not stated in HR Policy) shall be reviewed by a committee constituted by the management.

#### **NOTE**

Teaching staff shall mean those who imparts education to students in College and rest will be considered as Non-Teaching Staff.

## REJOINING / JOINING BACK CASES

S. No.	Rejoining / Joining Back	Employee ID	Re-Joining Benefits
1	Maternity Leave (Joining Back within 6 Months)	Old Employee ID	Hold Salary Released + Maternity Benefits
2	Maternity Leave (Joining Back more than 6 Months)	New Employee ID	Hold Salary Released + GI Amount (if deducted) + Maternity Benefits + Experience Letter (till maternity benefits availed)
3	Long Leave (Joining Back within 3 Months)	Old Employee ID	Hold Salary Released
4	Long Leave (Joining Back more than 3 Months)	New Employee ID	Hold Salary Released + GI Amount (if deducted) + Experience Letter (till last working day)
5	PhD or Study Leave	Old Employee ID	Hold Salary Released

## DRESS CODE

### **Female Employees:**

1. Sari compulsory on Wednesday and Thursday.
2. In special circumstances, their respective Director may give exemption, on the application, and the application must be submitted to H.R department.
3. For rest of the days Salwar Suit are allowed.

### **Male Employees:**

1. Formal Shirts & Trousers along with Tie (Deepawali to Holi). From Holi to Deepawali Tie is not compulsory).
2. For Saturday Jeans, Collared T-Shirts/Shirt (Only in Non-Academic days).

Faculty should also wear Identity Cards. Faculties, not following the above dress code, will invite disciplinary action including LWP.

### **Note:**

1. Any other special cases will only be considered with the approval of Director.

2. If there is any occasion in the campus then all should follow proper dress code

## ERP System Implementation

All employees of IIMT Group of Colleges to ensure:

- **Revised Rule and Regulations for Leave Apply and Approval in TCSiON ERP**
  1. **MISSED PUNCH is allowed only 2 times in a month.** Gate Verification duly signed by respective Director must be reported in HR Office within 7 working days, **else missed punch would not be considered after 7 days (as per ERP validations).**
  2. **APPLY LEAVE:** Employee must **apply leave in advance OR within 7 days** of availing the leave. AND leave of **last working day of the month must be applied & approved in advance OR maximum by 02<sup>nd</sup> day of next month midnight.**
  3. **OD should not be apply more than 3 days in one stretch.** If availing long OD then apply in parts (i.e. OD more than 3 days must be applied in bunch of upto 3 days each).
  4. **Leaves credited in all accounts as 12 CL & 5 ML** valid till 31<sup>st</sup> July.
  5. **WORKING ON HOLIDAY/WEEKLY OFF:** Apply of CL/ML is allowed. (if not coming)

### **NOTE:**

- **NOTICES about working on Holiday / Weekly Off / Sunday must reach to HR Office on very same day** enable to make provision in ERP System. Else staff unable to apply leaves within 7 days rule.
- To avail 1 hour morning relaxation, **punch in biometric machine for teaching & non-teaching staff must be after 09:15 AM and for administration staff must be after 08:45 AM.**
- **SPECIAL LEAVE can also be availed as half day.**
- As ERP is automated process therefore **other than relaxation policy no request shall be entertained.**
- All reporting heads, must check their ERP on regular basis and take the necessary action (approve/reject) on the applied leaves. Else leave applied by faculty/staff would not be considered in payroll and **responsibility lies with reporting heads.**
- Salary processing would start from 03<sup>rd</sup> day of every month; therefore ERP will be lock on every 02<sup>nd</sup> day of the month at midnight.

## Usage of Official SIM / Numbers

All Top Officials are provided official SIM, must use official number for official communications & on WhatsApp Group for activities, information/coordination with students, faculty & staff members.

## Campus Discipline

- ❑ Consumption and possession of alcoholic drinks inside the IIMT College of polytechnic Campus (including living accommodation of faculty, staff and hostel) is prohibited.
- ❑ Use and possession of other intoxicant i.e. bidi/gutka/pan/tobacco etc has already been prohibited in the college campus.
- ❑ Don't use of abusive language
- ❑ Adherence to COVID Guidelines is mandatory for all employees.
- ❑ Adherence to Administrative policy for Parking, security is mandatory

## OTHER BENEFITS TO EMPLOYEES

### Medical Benefit for Employees

- ❑ All regular teaching and non-teaching staff members with continuous service of minimum 3 months will be provided with medical benefit of up to INR 15000/-. The ceiling expenditure on the treatment is of INR 15000/- for an employee admitted in a 100 bedded hospital for min two days (48 Hours).
- ❑ All the staff can contact Accounts Department to avail this benefit.

### Tie-up with Hospitals (With discount on Medical Treatment bills)

- ❑ Kailash Hospital, Greater Noida (15-20% discount)
- ❑ Yathartha Hospital, Greater Noida (15-20% discount)

### Faculty Birthday Celebrations

- ❑ At the end of each month, Birthday celebrations will be done for the entire faculty having birthday in that month.

### Transportation Facility for Teaching Staff

- ❑ Transport Facility is also available to faculty members on very nominal charges.
- ❑ Further, College will provide concession or discount of 25% of total charges, for Faculty Bus Coordinators.

### Salaried Bank Account (Yes Bank)

- ❑ For Salary disbursement to all employees of IIMT Group of Colleges, we have tie-up with YES Bank.

### Creche Facility

- ❑ There is exist Creche facility for faculty & staff on the paid basis.

### Employee Marriage & Child Birth

- ❑ There is a provision for blessings for employee marriage for all teaching & non-teaching staff.

## Meritorious Performance Award

The meritorious performance award are to be given in recognition of meritorious services, outstanding performance. Remarkable contribution to institutional development, is awarded with a **Cash Award** (As decided by a Committee under Director) along with **Appreciation Certificate** to faculty & staff members. In addition to that the faculty members are also taken outside for recreational outing to nearby places.

## Certificate of Excellence

The award is given in recognition of Excellence, Outstanding Performance and Remarkable contribution in the field of education and research.

## Retentivity in the College

To motivate the faculty & staff members all the employees are awarded based on their experience in the college. This enhances the retentivity of the employees in the college. The following awards are given for maintaining the retentivity.

05+ below 10 Years	IIMT Silver Coin (20 gm) + Certificate of Excellence
10+ below 15 Years	IIMT Silver Coin (40 gm) + Certificate of Excellence
15+ Years	IIMT Silver Coin (50 gm) + Certificate of Excellence

## Honor for PhD Awarded Candidates

- Award of Honour for the faculty who have completed PhD during their tenure in IIMT Group of Colleges, Greater Noida.

## ACADEMIC POLICY

1. **Academic Calendar:** Academic calendar of IIMT College of Polytechnic will strictly be in line with BTEUP calendar.
2. **Faculty Feedback from Students and eligibility criteria:**
  - 1<sup>st</sup> Feedback: Taken by HOD, within 10 working days from commencement of classes with 60% Attendance criteria.
  - 2<sup>nd</sup> Feedback: Taken by Director, on or before 20 working days from commencement of classes with 75% Attendance criteria.
  - 3<sup>rd</sup> Feedback: Taken by Executive Director on or before 30 working days from commencement of classes with 75% Attendance criteria.
  - a. For all official purposes, Director's feedback shall be used.
  - b. Faculties showing poor performance, Counseling by Director will be initiated, the process may be repeated for faculties, if performance not improved, All such faculties, Whose performance does not improve one month notice will be served prior to closing of academic session.
  - c. The counseling of weak performers has to be performed after every feedback and documented
  - d. Classes conducted by Training and Placement department will also be included in all the feedbacks taken by HOD, Director and ED.
3. **Conduction of Classes:** The classes for Odd/Even Semester will commence as per BTEUP calendar.
  - a. Normal Class Time: 9:10 AM to 4:30 pm (Including Lunch Break)
  - b. Registration - No students should be allowed to attend the classes without registration and minimum 60% fee submission within one week from the commencement of the classes in odd semester.
  - c. Tele-calling (On **Tuesday/Wednesday**) by mentors will be done for students whose attendance is less than **75 %** on last working day of every week. Attendance to be compiled on every Monday.
  - d. All faculties should start effective teaching from very first class and not to waste their respective classes on mere mutual introduction or general discussions as an excuse for low attendance in the class.
  - e. Weekly tele-calling report must be checked and signed by HOD.

**f. Parallel classes for detained students:** After sessional exam all detained students will be counseled and motivational lecture by Director to attend classes regularly. Extra classes from 9:30 am to 5:00 pm to be scheduled every day covering the revision of core courses in merged fashion, subject wise not class wise.

**3 (a). Instructions and Undertakings:** The required instructions are to be displayed before the commencement of the academic year.

- a. All undertakings are required to be completed at the time of registration
- b. All students to sign a common letter stating that min 75% attendance will be maintained to appear in Sessional, Pre-board & End term exams.
- c. All students are referred to sign an affidavit, about their commitment & responsibility to maintain 75% or as per BTE attendance for being able to appear in all sessional / Pre-board and Board exam, or else they stand detained from the above exams.

HODs to update student's details as per following FORMAT

S. No.	Student's Name	Mobile No.	Email ID	Father's Name	Mobile No.	Email ID	Address	Date	Sign of Student

**4. List of Weak Students:** Weak students need to be identified, either based on the performance in BTE examinations or 1<sup>st</sup> sessional marks, whichever is available earlier. Special consideration will be given by faculties to weak students in terms of their tutorials, labs, programming and learning of subject, based on evaluation of their weekly performance. Weak students should be given extra attention in the class in way of personal attention of their understanding the subject, other queries, writing notes etc. (Weak students will henceforth be refereed as 'slow learners').

**5. Smart Classes:** Where-ever the smart classroom is available, HOD's must ensure that, once in a week on the rotation basis, every section must have all the classes in the smart class room, as per the availability. HODs to ensure effective utilization of board for whole week.

**6. Director's Meeting with Heads:** To ensure the quality of education and smooth conduction of academic activities, Director meets with all HODs fortnightly. He also discusses and checks the performance of the events.

**7. Quality Teaching:**

- a. Carrying book in the class room and reproducing the material as it is from the book on blackboard is the main cause of losing interest in the subject contents. Avoid carrying text books to the class.
- b. Students must be motivated to ask questions during the last 5-6 minutes of lecture.



Students may be asked to use blackboard for explaining some deliberation or their problems.

- c. Delivery of lecture must be in English to a large extent. However; discussions can be in Hindi also. The English content is to be (1) In first year as per demand (2) 50% in 2<sup>nd</sup> year (3) 90% in 3<sup>rd</sup> year.
  - d. Free and fearless homely environment should be provided to all students.
  - e. Faculty by their hard work and knowledge must ensure that all students give better academic feedback.
  - f. All faculties to reach their respective classes 5 minutes in advance.
  - g. Before taking attendance, the class teacher has to ensure proper organization of the class.
  - h. Revising previous lecture contents for 5-10 minutes before commencing next lecture, so as to ensure continuity of thought.
  - i. Group interaction, counseling with faculty & students should be between Monday to Friday afternoon session.
    - (i) However total freedom is given to the faculty to conduct the classes.
    - (ii) HOD should ensure the condition of the classroom / common amenities are clean and in hygienic condition.
- 8. Revision of Course:** Based on actual course covered the revision classes required are to be planned by respective HODs in consultation with respective faculty member. It should be mandatory for all faculties to ensure revision of courses after completion of every Unit.
- a. No tutorial classes to be converted in lecture classes and no sections can be merged without prior approval from the Director.
  - b. After completing each unit, the numerical/question from question Bank should be discuss/solved in the class.
  - c. Class notes of lectures missed by absentee students, should be provided to such students by the faculty concerned, if the demand comes from those student.
- 9. Assignments, Tutorials and Class Test:** From each unit, at least one assignment (5-10 questions), one tutorial sheets (2-3 questions) and one class test / quiz (for 40-45 minutes) may be conducted. Tutorial is mandatory for those courses where the Board has prescribed in its evaluation sheet, but for other courses it is optional. Good quality questions must be given as per Board question papers. It should not be treated as a formality. Date of delivery to students, date of submission by the students must be written on the above. A copy of each of the above must be submitted to the head and one copy must be available in faculty course file. All the above after critical evaluation

must be submitted to Head for checking and for verification by college authorities. A copy of the assignment grading and class test marks must be submitted to the head for record.

In numerical subjects only the unsolved questions should be given in assignment.

**10. Monitoring of Academic Policy:** Director / Professor Incharge Academics / Academic Monitoring Committee will be checking the effective implementation of academic policy, by inspecting the following activities / documents in all classes / courses. Any flouting of the same, will automatically invite “**disciplinary proceedings**” leading to show-cause notices/penalties/even termination.

**11. Markings of Attendance in Register/Excel Sheet:**

- a. First lecture attendance has to be marked before first 10 minutes and in subsequent lectures within first 5 minutes.
- b. Attendance should be marked in digits (0-9) in increasing numbers.
- c. The absent students to be marked preferably in red ink, as “**A**” only and not in any other alphanumeric.
- d. The last two lines of attendance register/excel sheet should represent: “**Total no. of absent:**” and “**Total no. of present:**” in the class”.
- e. The last line should be signed by faculty of that course, counter-signed by HOD on weekly basis and Director /Professor Incharge academics on monthly basis or as & when they visit the class at the time of attendance.
- f. Attendance of slow learners will be counted up to 07:00 pm, including extra classes.
- g. As students' attendance in any class/all classes in various departments is many times quite poor during semester, it is mandatory for faculty to ensure that every fortnight the department displays the student’s attendance status.
- h. Each day the attendance is to be recorded and submitted in consolidated section /class wise form to the Director for 2<sup>nd</sup>, 5<sup>th</sup>& 7<sup>th</sup> lectures.
- i. Excel sheet for calculation of cumulative attendance % on weekly basis: Faculty members have to ensure that attendance for all courses in every class is compiled properly to keep a check. The cumulative attendance % is calculated on weekly basis and if attendance is 75 % and above, no call should be made to parents, even though the student may be absent on/more than 3<sup>rd</sup> consecutive days. Weekly consolidated list to be prepared duly signed by HOD. Respective parents of all the absent students will be tele-called by respective mentors on Tuesday/Saturday.
- j. For any mass bunk, the concerned faculty member should inform the HOD immediately and the respective HODs should convey the information to Director

immediately. Necessary steps/actions to be taken to ensure not to repeat mass bunk.

- k. The tele calling and its report, with proper remarks of the father/guardian, is to be submitted by all mentors to the respective HODs, on the same day.

**12. Conduction of Labs/Practical Classes and their conversion to class lectures:**

- a. Faculty should always be present in the lab, during conduction of experiments/programming.
- b. All experiments have to be guided by the faculty of lab concern, and not by lab technicians/ instructors.
- c. At least eight experiments are to be performed by students or as prescribed by BTE.
- d. Faculty should ensure that all experiments are completed before Pre-board.
- e. Respective Lab manuals to be prepared and made available. Lab time should not be used for copying lab manuals/ practical records/files.
- f. The record file should be checked and graded, observation taken by students must be written in lab record not in rough note book. The same to be signed by faculty with date.
- g. Students are to be motivated to write the lab record on their own.
- h. Lab record must be regularly evaluated and marked out of 10 marks.
- i. Post-experimental quiz questions (3-5) related with the concerned lab experiment must be given to each student and they should be asked to write the answers in the Lab record itself. FAQ for each experiment should be prepared and shared with the students.
- j. In lab, no copying of lab report from lab manuals is allowed and project report is to be suitably marked in scale of, say, 10 marks, after asking relevant viva-voce. FAQ should be developed for each lab experiments by associated faculties and students to be prepared for the same.
- k. Director/Professor Incharge/HODs must be on round when practical are going on in I/II/III year classes. Monitoring team to focus on practical aspects in every lab.
- l. Lab manuals should be upgraded by faculty, as per requirement.
- m. Prepare the Practical distribution sheet as shown below and enter the dates against batches.

EXP NO.	⇒	EXP 1	EXP 2	EXP 3	EXP 4	EXP 5	EXP 6	EXP 7
GROUP NO.	⇩	Date	Date	Date	Date	Date	Date	Date
GROUP 1								
GROUP 2								

GROUP 3							
---------	--	--	--	--	--	--	--

Director/Deputy Director / HODs will monitor thoroughly the conduction of Labs and Viva-Voce.

- n. **Question Banks:** Students should be provided question bank and to be discuss/solved in the class.
- o. For question bank, 10 to 20 Questions per unit have to be prepared including questions from last three years Board papers. This may also consist of other important questions, which faculty consider important from BTE examinations point of view, should be provided. These questions have to be used for tutorials, assignments, practice & revision etc.
- p. A model question paper, on BTE pattern, has to be solved in the class after completing the syllabus before PRE-BOARD.

**13. Status of Syllabus coverage before every sessional exams:** All HODs should provide the current status of each course with

- a. Percentage of syllabus covered
- b. No. of experiments completed
- c. Status of corrected lab records
- d. Syllabus to be covered before the commencement of 1<sup>st</sup>sessionals: 30% to 40%
- e. Syllabus to be covered before the before the PRE-BOARD: 100%

**14. Extra Classes, Assignments & Test:** Notes to be provided in question-answer format, thereby avoiding any requirement of providing separate question bank (which most of the time contain only questions not their answers), and model paper at the end.

- a. Emphasis should be given on practical applications of the course.
- b. Revision classes to be conducted as and when required.
- c. Separate attendance sheet is to be prepared of slow learners for marking attendance.
- d. Extra classes for slow learners to be arranged after three weeks of class commencement daily 4:10 pm to 5:00 pm as and when required.
- e. Standard questions as per BTEs pattern & tough marking for all sessional/Pre-Board exams.

**15. Detention & Attendance Cut Off %:** Detention list to be finalized based upon actual attendance %. Special cases may need policy directions from higher authority, for some students. Such cases to be brought forward with all required details by respective HOD for inclusion/exclusion from detention list.

- a. For all sessional exams, attendance cut off is to be always 60%, while students to be told to maintain minimum 75% attendance conforming to BTE guidelines.
- b. It should be announced in the beginning of semester, in each class, that all students through advisors/mentors have to sign such undertaking making them aware of 75% as cut off % for attendance.
- c. A specific date is to be announced from COE to consider as attendance cutoff date, i.e. from start of the session till the time of examination, excluding those who register late due to clearing of their back papers, after declaration of BTE result.
- d. Detained List has to be prepared as per the guidelines and submitted to the BTE before the last date.
- e. It is mandatory for students to clear the Pre-Board Test (Pre-Board). If a student fails to clear the Pre- Board, he/she has to reappear in the exam to clear it. Such student may be given next chance for clearance of this exam.
- f. No student below 60% attendance will be allowed to participate in any activity, be it an industrial visit or any cultural/sports activity.
- g. **Undertaking by parents/students for detained students:** For detained students, all HODs have been advised to call the respective father/parents and tell them about detention of their ward and invite them to visit the college and meet HODs/Director, so as to sign an undertaking for being responsible for possible detention from PRE-BOARD / final BTE examination, if attendance found less than 75%. The HODs to be ready with the parents' feedback regarding date of their arrival in the campus.

**16. Progress Report to parents:** The "Progress Report" is to be sent to parents of students having low attendance and also to slow performers.

- a. After every sessional examination, a copy of attendance record and sessional marks must be sent to parents by through mail, signed by advisor, HOD and Director, with a clear intent that parents are kept in loop for pressurizing their wards to maintain at least 75% attendance and also to improve their academic performance.
- b. No Call / SMS / Letter is to be sent to students above 75% attendance / marks.

**17. Mentor/Advisor System:** For ensuring better understanding of personal/professional problems of students, Mentors/Advisors are to be appointed in each class, with assigned responsibilities as delineated below:

- More effective interaction/relationship with students & their parents/guardians with specific responsibilities.
- Counselling of the students for all problems including personal and related to academic performance, sessional / Board examination results, fee, fines and all other academic-related issues.
- Dispatch of Progress Report to parents after sessional examination.

- Rectify the changed/altered/fake mobile nos. of students' parents and submit such updated list, with email ids & postal address to HOD with a copy to Registrar and Director.
- Tele calling to be done by Mentors on **Tuesday/Wednesday** and on same day if there is a mass bunk of classes.
- Attendance compilation on regular basis.
- Compilation of results of Sessional, PRE-BOARD and BTE exams.
- Counseling tele-calling should be done for all classes/years except for final year / final semester students.
- Mentor/advisor should submit the report of the counseling once in 15 day.

**18. Counseling reports:** To be submitted with explicitly delineated problems faced by students after sessional exam in pre defined format, by advisors/mentors to solve them. After 15 days, HODs will take a follow-up and or provide complete solutions to pending problems /issues, if any.

**19. Final Year projects:** The students have to submit Project synopsis/report, based on literature survey as undertaken by students, on their already pre-allotted project titles by some prefixed date. It is further understood and agreed upon that the department will ensure the following:

- Project Guide and title of the project to be decided & finalized for students and submitted to HOD within 15 days after start of odd Semester.
- Both 5<sup>th</sup> and 6<sup>th</sup> Semester is to be utilized for the final year Projects as per the time table, but not at the cost of academics.
- Students to be desisted from purchasing readymade projects from the market.
- They should be inspired to think creatively, so as to make their projects as unique, innovative, interesting and thought-provoking.
- They should be persuaded to do things on their own.
- They should be insisted upon to understand the underlying principles and their general and specific applications, along with desired mathematical formulations / programming: if any, explicitly.
- They should be asked to undertake literature survey on their respective projects
- They should be guided more closely by their respective guides on weekly basis, so as to provide regular progress reports to their respective department.
- They should also be motivated to prepare FAQs for their Projects.
- Research paper based on the Project report to be published in reputed journals.

- Professor Incharge academics should ensure and monitor that all the projects are made by students themselves and the progress of projects should be reported on regular basis.

#### **20. Industrial visit/PDP classes by T&P Cell:**

- Students with 60% & above attendance only are permitted for industrial visits and that too in formal dress only. (Trousers, shirt, brown or black leather shoes for boys and salwar suit/business suits for girls).
- Excluding 1<sup>st</sup> year, there should be one industrial visit per semester in core companies, one arranged by HOD and one arranged by T&P cell for one session.
- At least 2 PDP classes per week for 2<sup>nd</sup> & 3<sup>rd</sup> year and in 1<sup>st</sup> & 3<sup>rd</sup> year one PDP class per week.
- For 1st year students, English & Communication classes will be conducted, one class per week in even semester only.
- Every department should display the list of placed students in their department, including the name of the company and the package. There should also be a display board that will cover all the departmental activities. It should also display all newspaper cutting concerning their departmental activities.

#### **21. Time Table Format for 1<sup>st</sup> year:** New Time Table timings will comprise of 8 lectures.

- All practical classes shall be performed preferably in the afternoon session.
- Groups G1 and G2 will be adjusted as lab & tutorials Load distribution: It should be judiciously done by HODs and approved by Director at commencement of semester. Difficult courses in each department are identified and only senior/experienced faculty is to teach them. Senior faculties are to teach 1<sup>st</sup>& 2<sup>nd</sup> year and junior ones to teach 3<sup>rd</sup> year.

#### **22. Course File:** Before going to the classes all faculties to finalize the Course Files in desired Format for respective course as per NBA/NAAC format and must include:

- Lecture plan,
- one assignment per unit
- one tutorial per unit
- course notes
- Unit wise question bank
- previous (3Years) BTE question papers
- 1 model paper

Before going for the vacation at the end of the semester, faculty members have to submit the course file to HOD, duly signed by the HOD & Director.

**23. Result:** The target result for any course should be 5% to 10% high in comparison from the previous result of BTE. Target fixing & Result analysis:

- Every faculty is given individual target for the course they teach.
- Target to be fixed based on previous semester result and students performance in sessional and PRE-BOARD.
- Faculty who achieves the target may be recommending for incentives.
- Every department has to prepare the critical analysis of the result and document it for record purpose.
- If any faculty member fails to deliver good result in the course taught by them, he/she may be withheld from taking advantage of additional perks.

**24. Faculty Development:** Each Department has to undertake FDP preferably every semester/year, so as to maintain faculties' performance level at its highest. It should be done by mock demonstration by each faculty in front of respective HOD/Professor Incharge academics & Director and graded for 10 attributes in a scale of 1-10 and creating overall performance index by vector addition, which is to be arranged in a descending order. All such faculties who perform less than 60% in FDP, are to be given another opportunity for Demo. If the performance is still less than satisfactory, the faculty concerned would invite some administrative action to be decided by the Director.

**25. R&D Cell:** All faculties are to be counseled by the respective HODs/Professor Incharge R&D/Directors to ensure a creative research environment in the college/labs. R&D Incharge, in coordination with respective HODs would ensure that each faculty publishes at least one research paper every year in refereed Journals. On the other hand, it has become mandatory for all faculties to ensure that they add at least one good publication in their professional accomplishments, every year.

- The faculties are also encouraged to publish books on respective course for which they will be rewarded as per R&D Policy.
- Each department should arrange one sponsored International/National Conference, FDP, workshop every year for/by industry.
- Each faculty is encouraged to file patents for innovation.
- Industry interface is encouraged and invited.
- Consultancy by faculty to/from industry is invited.
- Projects financed by industry and sponsorship are to be actively sought.
- MDP, EDP, FDP, Workshop (Minimum 1 week)
- Motivation to students for pursuing higher studies like admission in B.Tech. course etc.



- Every department has to prepare financial budget if any for the above said R&D activities and get it approved from competent authorities through Directors well in advance.

**26. Startup & ED CELL:** For enhancing skill development and developing entrepreneurship in students for setting up their own industries/businesses/start ups, the **Entrepreneur Development Cell (EDC)** is working in the institution. It has to submit its monthly report to the Director.

- a. **IQAC:** Internal Quality Assurance Cell (IQAC) has to work for creation, development, sustenance and improvement of high quality standards of a various academic processes, on continuous basis.

It will include teaching/learning of various courses, Labs/workshops experiments, faculty improvement, R&D activities, Projects, industrial training, PDP, professional communication, soft skill set enhancement, mock interviews, so that not only making our students place able, but actually ensuring their placement, in various companies/corporate.

Students involved in research must be reasonably encouraged while awarding marks, after due verification by Head of the department.

**27. Director's Meeting with CRs:** Director has to organize monthly meeting with Class Representatives (CRs).

**28. Department's Role:** Each department has to organize/arrange:

- Minimum two guest lecture per semester, one from industry and one from academia.
- One national/international conference preferably sponsored through reputed agencies.
- Minimum one external FDP and one workshop according to NBA/NAAC norms.
- One 6 days workshop (1 day external expert + 5 days internal faculty members)
- One patent per year.
- To receive one grant /per semester for research project other than MSME & NSDC.
- Publishing of one book per year and 5 - 10 % of faculties should be encouraged for the registration for Ph. D./M.Tech. from reputed universities every year.

**29. Weak Student/Slow Learners Policy:** It is applicable for 1<sup>st</sup> year only to focus on the following:

- Separate classes for slow learners and extra classes whenever required after three weeks of commencement of classes.

- Special notes covering important topics should be provided to weak students/slow learners, along with unit wise question banks with solutions.
- Only important/Difficult subject extra classes will be organized.

**30. Counseling/problem Solving Sessions:** It will be organized by a committee comprising Director, respective HODs/Professor Incharge academics and IQAC representative twice in a semester i.e. first one after sessional exams and second before PRE-BOARD for students with less than 40% attendance and weak students, for assessing the reasons of their absence from the class/mass bunk/ poor marks in sessional/performance.

**Min. cut off attendance of 75%:** All students should be counseled by respective HODs to maintain at least 75% attendance, so as to be eligible to sit in Placement activities. In special circumstances it may be lowered up to 60%, after taking permission from higher authorities.

**31. Miscellaneous Points:** Composition of committee is permitted to be changed as per the requirement. Committee formed is only a guideline.

**32.** The revised BTE Guidelines/Norms i.e. for syllabus and examination pattern is to be updated by the HOD regularly

**33. Target & Rewards:** To be amongst the Top 03 Colleges in Greater Noida/NCR.

## RESEARCH & DEVELOPMENT POLICY

### RESEARCH PROMOTION AND INCENTIVE POLICY

IIMT College of Polytechnic, Greater Noida has a well-defined Research Promotion and Incentive Policy, as given below:

#### OFFICIAL DUTY (PAID LEAVE):

Any faculty member with continuous service of **minimum 6 months** is eligible to avail paid leaves with prior approval from the Director.

1. Faculty members are provided paid leaves of **two days** per academic year for attending workshops/seminars/conference, etc.
2. Faculty member may attend Short Term Course (STC) /Faculty Development Programme (FDP) for **one week** per academic year during lean period, which will be approved only after presentation in the respective department. **For this proper departmental notice should be circulated at least two days before the presentation with a copy to Director.**
3. Maximum **five days** paid leaves may be permitted for delivering Expert Lecture, as Key Note Speaker, as NAAC/ NBA expert team members etc. However, for special conditions this may be relaxed by ED, subject to a limit of total 12 days in gross total.
4. Paid leaves of maximum **five days** per academic year, to visit reputed research labs, for (collaboration, project work, copyright or patent, NBA/NAAC visit as an expert etc.) without affecting academics.

#### PH.D. PURSUING FACULTY MEMBERS:

The faculty members who have completed **minimum one year** in the organization and registered for their Ph. D. program under any government/ reputed universities are only eligible to avail leaves for Ph. D. with prior approval from the Director.

1. For attending the exam of course-work, paid leaves may be availed with prior approval from the Director. One day additional paid leave can be availed for far distance candidates.
2. For appearing before Research Degree Committee (RDC) / Departmental Research Committee (DRC) or to submit Annual Progress Report, **one day** paid leave may be

availed with prior approval from the Director. One-day additional paid leave can be availed by candidates who have their home at a faraway place.

3. Both Friday and Saturdays can be availed during academic days for Ph.D. work in non-academic days which may be stretched to **fifteen days** per academic year.
4. For attending convocation and to receive Ph.D. Degree, paid leaves of **one day** can be availed.
5. In case of six months of regular course-work, employee may be permitted with prior approval from the Director.

**Note:**

- i) *All the above benefits are applicable only for initial **three years** of Ph.D. program from the date of enrolment/registration.*
- ii) *The candidate should serve the institution for a minimum period of **three years** after completion of Ph.D. They have to complete the formalities by executing a bond.*
- iii) *Breaching the above condition, the candidate will be liable to pay six months' salary (last drawn).*

**QUALITY IMPROVEMENT PROGRAM (QIP):**

For availing paid leave for QIP, continuous service of **minimum one year** is required.

Faculty members are also allowed to participate in QIP up to maximum duration of 30 days including summer break in a year, organized by IITs/NITs/Central Universities/Institute of Eminence (by MoE) after obtaining proper approval from the Director.

**FINANCIAL SUPPORT TO FACULTY MEMBERS:**

- a) For developing prototype which will be converted into product, a support of **INR 3,000/-** will be provided by the college.
- b) Faculty Members completed **minimum one year** of service with IIMT College of Polytechnic are entitled for the Financial Support as per the details highlighted below:
  1. Faculty members could claim up to **INR 2,000/-** per academic year towards registration expenses for attending FDP, Seminars, Conference, workshop, in reputed academic institution, duly sponsored by government/recognized body like IEEE, ISTE, IEI etc.
  2. An incentive of a maximum of **INR 8,000/-** for paper publication in IEEE / Springer / SCOPUS / SCI / ESCI indexed Journal or proceeding. For publication of 2<sup>nd</sup> paper in same academic year **INR 10,000/-** will be rewarded. This will only be applicable, if the first / second / third authors are from IIMT College of Polytechnic.
  3. An incentive of a maximum of **INR 8,000/-** for hard-bound book publication with proper ISBN no. in an academic year with a recognized publisher provided the first / second

authors are from IIMT College of Polytechnic. Maximum authors of the book should not be more than three. The list of recognized book publishers is attached (Annexure I).

4. An incentive of a maximum of **INR 6,000/-** for book chapter author or book editor in a year with a recognized publisher as IEEE / Springer / Taylor & Francis / TMH / PHI / CRC Press etc. This will only be applicable, if the first / second / third authors are from IIMT College of Polytechnic. The list of recognized book publishers is attached (Annexure I).

***Note:** For serial No. 2, 3 and 4, if the authors are more than one from IIMT College of Polytechnic, the amount will be shared equally among all the concerned authors. Further, the disbursement of the incentive will be done in proportion to the number of faculty from IIMT College of Polytechnic. For example, if the total cost incurred in a paper publication is Rs 6000, and out of 3 authors only 2 are from IIMT, then the amount given as incentive will be  $Rs\ 6000 \times 2/3 = Rs.\ 4000$ . This amount will be equally divided among the 2 authors from IIMT.*

*Further, if the first author is from IIMT, then 100% incentive will be released to first author (to be shared with other subsequent authors from IIMT, if any) regardless of the number of authors from other institutions.*

5. Director may attend any two seminars / conferences / workshops / short term course per year organized by IITs / NITs / Central Universities / Institute of Eminence; other reputed institution/BTEUP/organization, or duly sponsored by government/recognized body like IEEE, ISTE etc. with registration fee.
6. a) The delegation of power given to Director is Rs. 50,000 per item, with a cap of Rs. 2,00,000 per purchase.

The delegation of power given to HOD is Rs. 10,000 per item, with a cap of Rs. 50,000 per purchase.

b) Directors are given imprest money of Rs. 5000/- to be utilized for day to day work activities as per requirement.

Once the amount of Rs. 5,000 is completely utilized, another equal amount is re-issued to the Director.

7. Reimbursement for technical membership in any National/International Professional Society shall be **50%** of the membership fees or up to a maximum of **INR 1,500/-**.
8. **Seed Money:** On the recommendation of research committee which comprises Director, Professor Incharge (R&D), Professor Incharge (Academics), HODs and Subject Experts, college may recommend for seed money up to **INR 2,00,000/-** to faculty members to start their research project.
9. **Startup Project:**
  - i) Faculty members will be encouraged to register their Startup.
  - ii) Faculty Start-up who will achieve turnover of INR Ten Lakhs in a year will be facilitated and awarded a sum of **INR 10,000/- or 1% of the turnover**, whichever is less.

- iii) Faculty members, who are mentoring more than five Startups from IIMT College of Polytechnic, will be suitably facilitated and rewarded.
  - iv) Faculty members, who help Startups in getting seed money and funds for successful operations will be suitably facilitated and rewarded.
  - v) Any faculty member, who is desirous of investing in any of the Startup, will be treated as angel investor. (T&C and modalities mutually agreed upon with management).
10. Faculty members who will join and complete Innovation Ambassador training program through Ministry of Education will be suitably rewarded.
11. Any consultancy work carried out by faculty member **50%** fee share will be credited to his/her account after deducting all the expenses.
12. Faculty members who help in getting MoUs and collaborations with any Govt. and reputed agencies/organizations will be suitably facilitated and rewarded.
13. **Patents and Copyright:** The policy for filing Patents and Copyright is as follows:
- i) For filing any patent in which institute is the main applicant, institute will support **100%** of patent filing fee on the recommendation of the research committee.
  - ii) For filing any patent under ordinary application category, institute will support 100 % of patent filing fee provided all the applicants and inventors are from IIMT College of Polytechnic.
  - iii) 100% financial support for filing copyright provided all the applicants are from IIMT College of Polytechnic.

**Note:** *The above three criteria will be honoured only if*

*(a) all the formalities are through IP attorney of the IIMT Group of Colleges, Greater Noida*

*(b) the maximum number of inventors / applicants are not more than five*

*(c) corresponding address should be IIMT College of Polytechnic, Greater Noida*

- iv) If, any outsider is also a part of the patent/copyright, financial obligations will be divided accordingly.

**Note:** *Example; if one particular patent/copyright is being filled by 2 outsiders and 2 IIMT faculty members, and let total expenditure is INR 1000/-, then 50% financials should be borne by outsiders. Out of the remaining 50% financials, 70% will be borne by college and the rest 30% by the faculty members (distributed equally).*

*So total financials will be as follows:*

<i>Total Fee applicable (say)</i>	<i>INR 1000/=</i>
<i>Fee payable by outsiders</i>	<i>INR 500/= (50% of the total fee)</i>
<i>Fee borne by College</i>	<i>INR 350/= (70% of balance 50%)</i>
<i>Fee borne by Faculty members</i>	<i>INR 150/= (30% of balance 50%)</i>

- v) Expenses will be reimbursed by IIMT College of Polytechnic as per Ordinary Application (Individual Patent Fees).

vi) Only normal mode of patent filling will be followed; no fast-track mode will be initiated.

vii) Faculty members whose patent has been granted will be awarded by sum of **INR 10,000/-**.

14. If any faculty member wants to launch his / her product, management will help to launch the same in market. The expenditure will be in the ratio of 10:90; 10% from PI and 90% by management.

**Note:** *Appreciation Letter for guiding M. Tech. /Ph. D. students will be provided by the Director to the faculty member.*

### ANNEXURE I: LIST OF ESTABLISHED PUBLISHERS

S. No.	Publisher	S. No.	Publisher	S. No.	Publisher
1	AB Publisher	51	JLH Publication	101	Sahitya Bhawan Agra
2	Academic Press	52	J.P.N.P. (Meerut)	102	Satya Prakashan
3	Addision Wesley	53	J/W & Sons	103	Saunders
4	Aff. East West	54	Jaico Publising	104	Savera
5	Aggarwal Pub. Agra	55	Jain Brother	105	Scitech Publications
6	Agrobios (India)	56	Jaipur Publing House	106	SG Varansi
7	AITBS Publications	57	Jaypee	107	Shree Sai Meerut
8	Allied Publishers	58	John & Bartlett	108	Shubham
9	Anand Pub. Meerut	59	K.G.Publisher	109	Sohan Lal Nagin Ch.
10	Ane Books	60	Kalpaz Publication	110	Springer
11	Anmol	61	Kalyani Publisher	111	Standard Publication
12	APH	62	Kanishka (H B )	112	Sterlibg Publication
13	Arihant Publication	63	Kataria & Sons	113	Sultan Chand
14	Arjun Publication	64	Kedarnath Pub. (Meerut)	114	Sun India
15	ACME	65	Khanna Publisher	115	Swati Pub. Meerut
16	Asian Publisher Delhi	66	Kluwer Academic Press	116	Tata McGraw - Hill
17	B. Jain Publishers (S)	67	KPH Publisher	117	Taxman Publications
18	BIRLA	68	Krishna Publication	118	Techmax
19	B.S. SHAH	69	Laxmi Publishing	119	Techmedia
20	Bhargava Pub. Agra	70	Laxmi BTE Science	120	Technical
21	Bhargava Pub. Delhi	71	Macmillan	121	Thakur Pub. Lucknow
22	Blackwell Science	72	Matropolitin	122	Thomson Learning
23	BPB Publications	73	McGraw-Hill	123	UBS
24	BS Publications	74	Mohit Publisher	124	UDH
25	Cambridge Univ. Press	75	Narosa Book	125	Umesh Publications
26	CBS Publishers	76	NIRALI	126	BTE Press
27	Cengage	77	New age	127	Vallabh
28	Charotar	78	Newage Technopress	128	Varggese
29	Churchill	79	Nem Chand	129	Vayu Publisher
30	Common Wealth Pub.	80	Nirupam Sahitya Agra	130	Vikas Publications
31	CPH Allahabad	81	Omega Pub.	131	Vinod Pustak Mandir Agra
32	CRC	82	O'Reilly	132	Vrinda
33	Crest Pub. House	83	Orient Longman	133	Viva Books
34	Cyber Tech	84	Oxford Univ. Press	134	Wiley
35	Deep & Deep	85	Palgrave	135	Wisdom
36	D K Publication	86	Pearson Education	136	Wrox
37	Dhanpat Rai & Company	87	Penguin Books		
38	Dhanpat Rai Publishers	88	Penram International		
39	Elsevier Science	89	Pragati Publication		
40	Excel Books	90	Prakash Books		
41	Firewall	91	Printice - Hall of India		
42	Foreign Books	92	R.Lall		
43	Foundation Books	93	Radha Prakashan Agra		
44	Freeman	94	Rajhans Prakashan Mandir		
45	G.K. Publication	95	Rakhi Pub. Agra		
46	Galgotia Publications	96	Ram Prasad (Agra)		
47	Gyan Book	97	Rastogi Pub., Meerut		
48	Himalaya	98	Roli Books		
49	I. K. International	99	S. Chand		
50	IDG Books India	100	Sage Publications		



## REMUNERATION POLICY

- a) Remuneration / TA to external experts for selection committee, guest lecture, invited talk, conference, workshop, etc will be paid as per the following policy:

S. No.	Honorarium / TA	Physical / Offline Mode	Online Mode
1	Honorarium for Professors	Rs. 2000 / day	Rs. 1500 / day
2	Honorarium for Associate & Assistant Professor/HoD/Senior lecturer/Lecturer	Rs. 1500 / day	Rs. 1000 / day
3	Person from industry will be paid as per equivalent cadre.		
4	Travelling Allowance	As per actual, if by Taxi, OR Rs. 15 / Km, if by own vehicle (from outside NCR), OR Rs. 1000, if by own vehicle (fixed for NCR)	Not applicable

- b) Remuneration / TA to visiting faculty and person of equivalent cadre from industry will be paid as per the following policy:

S. No.	Honorarium/TA	Physical / Offline Mode	Online Mode
1	Honorarium for Professor	Rs. 1200 / hour	Rs. 800 / hour
2	Honorarium for Associate Professor	Rs. 1000 / hour	Rs. 600 / hour
3	Honorarium for Assistant Professor/Senior Lecturer/Lecturer	Rs. 700 / hour	Rs. 500 / hour
4	Travelling Allowance for Professor	Rs. 1000, (fixed for NCR)	Not applicable
5	Travelling Allowance for Associate & Assistant Professor/Senior Lecturer/Lecturer	Rs. 600, (fixed for NCR)	Not applicable

- c) Remuneration for Experts for Academic Audit Report

Honorarium	Professor	Rs. 2000
------------	-----------	----------

- d) Remuneration for Experts for Selection Committee

Honorarium	Professor / Asso. Professor	Rs. 2000
------------	-----------------------------	----------

**Note:** For extraordinary/special cases, the remuneration may be increased with prior approval from Director.

## **POLICY FOR TRAVELLING ALLOWANCE (TA)**

Travelling Allowance to faculty members and staff who are sent on official duty for college work will be paid as per the following:

- **For Local/ NCR regions:**

S. No.	Category	Rate
	<b>Teaching</b>	
1)	Assistant Professor/HoD/Senior Lecturer/Lecturer	Rs 8/km by own car/taxi, whichever is less
2)	Associate Professor/ Professor	Rs 8/km by own car/taxi, whichever is less
3)	Director	Rs 10/km by own car/taxi
	<b>Non-Teaching</b>	
1)	Head HR/ Registrar/ Training & Placement-Head/ Chief Librarian/ Professor Incharge academics Admin.	Rs 8/km by own car/taxi, whichever is less
2)	Others	Rs 4/km by own two-wheeler/ metro/ bus, whichever is less

- **For outside NCR regions:**

S. No.	Category	Rate
	<b>Teaching</b>	
1)	Assistant Professor/ Associate Professor/ Professor/Senior lecturer/Lecturer	2 <sup>st</sup> Class AC by train/ AC Sleeper Bus
2)	Director	2 <sup>st</sup> Class AC by train/ by car @ Rs 15/Km
	<b>Non-Teaching</b>	
1)	Head HR/ Registrar/ Training & Placement-Head/ Chief Librarian/ Professor Incharge academics Admin.	2 <sup>st</sup> Class AC by train/ AC Sleeper Bus
2)	Others	Railway 3 tier/ AC sleeper bus

## APPRAISAL FORM

**IUMT**  
COLLEGE OF POLYTECHNIC  
Greater Noida



Approved by : AICTE Ministry of HRD, Govt. of India, Affiliated to : U.P.B.T.E., Lucknow

**PERFORMA FOR ANNUAL APPRAISAL FOR FACULTY MEMBER  
(FOR PERFORMANCE IN ACADEMIC YEAR CAY: 2023-24)  
(Refer annexure II for guidelines for filing annual appraisal)  
Part A (To be filled by faculty member)**

Name of Faculty:  
Designation:  
Date of Joining:

Department:  
Employee Code:

**1. Result Analysis:**

Semester	Course Name	Course Code	Pass % in CAY 2020-21 (A)	Pass % in CAY-1 2019-20 (B)	Difference (C = A – B)	Pass % Marks (Out of 15)
ODD						
EVEN						
					<b>Avg. Pass %:</b>	<b>Avg. Pass % Marks:</b>

**2. Faculty Feedback given by students:**

Semester	Course Name	Course Code	Feedback %	Feedback Marks (Out of 10)	Average Feedback Marks (10)
ODD					
EVEN					

**3. Research Paper Published:**

S. No.	Title of Paper	Name of Journal, Vol – Month - Year	Whether SCI / SCOPUS / SPRINGER / ELSEVIER / IEEE / UGC CARE	Name of Conference	Any other Detail

**4. FDP / QIP / STTP / Workshop Attended:**

S. No.	Whether FDP / QIP / STTP / Workshop	Title of FDP / QIP / STTP / Workshop	From - To	Organized / Sponsored by

**5. Awards / Achievements:**

S. No.	Title of Award	Regional / Zonal / State / National /	Agency	Date of receiving award

		International		

**6. Publication of Book / Writing Book chapter:**

S. No.	Title of Book (If book chapter, clearly mention details)	Publisher	Vol. No. (Month - Year), PageNos.	Name of all Authors (in serial order as mentioned in publication)

**7. Research Project / Consultancy / Patent / Copyright / Start Up:**

S. No.	Whether Research Project / Consultancy / Patent / Copyright / Start Up	Title / Type	Agency / Sponsor	Date of Commencement / Completion	Other details (Attach separate sheet, if required)

**8. Additional Qualification achieved:**

S. No.	Qualification	Status (Enrolled / Completed)	Institute, BTE, City	Enrollment No.

**9. Administrative performance at Department level:**

S. No.	Job Performed / Title	Role / Scope of work	Date / Duration

**10. Administrative performance at Institute level:**

S. No.	Job Performed / Title	Role / Scope of work	Date / Duration

**11. Any other achievement which you want to provide: (attach separate sheet in its support)**

.....  
 .....

Signature of Faculty  
 Authority  
 Date:

Name & Signature of Verifying  
 Date:

**Part B (To be filled by faculty member / Evaluating Authority)**

**Self Evaluation Summary:**

S. No.	Evaluating Criteria	Maximum Marks	Evaluation by Faculty	Evaluation by Evaluating Authority
1	Result Analysis	15		
2	Faculty Feedback given by students	10		
3	Research Paper Published	10		
4	FDP / QIP / STTP / Workshop Attended	10		
5	Awards / Achievements	05		
6	Publication of Book / Writing Book chapter	05		
7	Research Project / Consultancy / Patent / Copyright / Start Up	10		
8	Additional Qualification	05		
9	Administrative performance at Department level	10		
10	Administrative performance at Institute level	15		
	<b>Total (A)</b>	<b>95</b>		

**Signature of Faculty Authority**

**Date:**

**Name & Signature of Evaluating Authority**

**Date:**

.....

**Part C (To be filled by Head of Department)**

**Evaluation by HOD:** Personal and Professional skills (Rating on a 5-point scale; 5 being the best and 0 the poorest)

S. No.	Attributes	Rating
1	A self starter, able to work without constant supervision. Willing to take responsibilities readily	
2	Commitment to task assigned, dedication & devotion to duty	
3	Adherence to academic time lines as per calendar of activities	
4	Efforts towards NBA accreditation / similar activities	
5	Contribution in support activities (departmental and college)	
	<b>Total</b>	
	<b>Averaged out of 05 (B)</b>	
	<b>GRAND TOTAL (A + B)</b>	<b>/ 100</b>

Remarks with regard to his/her strength and weaknesses, if any. Opinion on any other attributes not covered above may also be expressed. ....  
 .....

**Name, Signature & Stamp of HOD**

**Date:**

## Part D (To be filled by Head of Institution)

**Overall Grading:** Poor / Average / Good / Very Good / Outstanding)

**Recommendation:**

**Signature & Stamp of Director**

**Date:**

### **Annexure II: Guidelines for annual appraisal for faculty member (For Academic Year 2023-24)**

**1. Result Analysis (MAX. MARKS: 15)**

- 15 Marks: Passing % of CAY  $\geq$  86 % or C  $\geq$  5 %
- 12 Marks: Passing % of CAY  $\geq$  80 % & < 86 % or C  $\geq$  4 %
- 10 Marks: Passing % of CAY  $\geq$  75 % & < 80 % or C  $\geq$  3 %
- 08 Marks: Passing % of CAY  $\geq$  70 % & < 75 % or C  $\geq$  2 %
- 05 Marks: Passing % of CAY < 70 %

**2. Faculty Feedback given by students (MAX. MARKS: 10)**

- 10 Marks: Feedback %  $\geq$  90 %
- 08 Marks: Feedback %  $\geq$  85 % & < 90 %
- 06 Marks: Feedback %  $\geq$  80 % & < 85 %
- 04 Marks: Feedback % < 80 %

**3. Research Paper Publication (MAX. MARKS: 10)**

- 10 Marks: Publication in Scopus / SCI / SPRINGER / ELSEVIER / IEEE
- 05 Marks: Publication in UGC CARE (per paper)

**4. FDP / QIP / STTP / Workshop Attended (10 Marks)**

- 05 Marks for each FDP / QIP / STTP / Workshop Attended

**5. Awards / Achievements (Max. Marks: 05)**

- 05 Marks: Award at International level
- 04 Marks: Award at National level
- 03 Marks: Award at State level
- 02 Marks: Award at Zonal level
- 01 Mark: Award at Local level

**6. Publication of Book / Writing Book chapter (Max. Marks: 05)**

- 05 Marks: Publication of Book / Book chapter with ISBN no.
- 02 Marks: Publication of Book / Book chapter without ISBN no.

**7. Research Project / Consultancy / Patent / Copyright / Start Up (Max. Marks: 10)**

- 05 Marks for each Research Project / Consultancy / Patent / Copyright

**8. Additional Qualification achieved (Max. Marks: 05)**

- 05 Marks: For all the sessions in from date of qualification enrolled-in to date of receiving provisional degree

**9. Administrative performance at Department level (Max. Marks: 10)**

- 05 Marks: For being a member of organizing committee of any Conference / FDP / Workshop / Seminar / QIP organized by the department. (05 per event, maximum 10)
- 05 Marks: For being HOD / Dy. HOD / NBA Coord / Time Table Coord or taking any such important activity at departmental level

**10. Administrative performance at Institute level (Max. Marks: 15)**

- 05 Marks: For being a member of organizing committee of any Tech Fest / Sports Meet / Cultural Fest / Conference / FDP / Workshop / Seminar / QIP organized by the Institute, or for being a member of any other committee constituted at Institute level. (05 per event, maximum 10)
- 05 Marks: For being in the list of 'Top Officials' or taking any such important activity at Institute level
- 05 Marks: For all other tasks assigned at Institute level, not covered above

**Signature of Director**

**Date:**

## ADMINISTRATIVE POLICY

The present document containing administrative policies provide broad framework as applicable to B.Tech./MCA/MBA/Polytechnic courses.

### College Timings:

- a. Reporting Time for faculties/staff: 9:00 AM with relaxation up to 9:05 a.m. for thumb / face impression / recognition. (Refer HR Policy for details).

**Library Timings:** The college library will remain open up to 6:00 pm.

**Maintenance of Discipline:** To maintain high professional standards and security purposes in our Institute/campus, all the students must carry valid ID cards.

- a. **ID card:** Faculty and students will not be allowed to enter the campus without ID card and it should be produced as when demanded by the authorities.
- b. **ID is not transferable:** If anyone found / involved for wrong entry/ miss-utilize his/her id card will be warned & suitable disciplinary action will be initiated.
- c. **Uniform/Formal Dress: Uniform policy for students is re-introduced from session 2018-19.** It is mandatory for all students to wear College uniform.
- d. **Campus Discipline:** Hostellers will not be allowed to go out without a valid gate pass on all off & working days. They must carry hostel ID card. Hostellers are allowed to get their gate passes during lunch hour in advance to avoid rush. They must return in laid down time schedule. Action against indiscipline of students in hostel should be through Hostel In-charge, under information to competent authorities in concerned Department/ Colleges.
- e. Consumption and possession of alcoholic drinks inside the IIMT College of Polytechnic Campus (including living accommodation of faculty, staff and hostel) is prohibited. Entry of any person who has consumed alcoholic drinks is prohibited and relevant authorities must be informed immediately. It is once again reiterated that anyone found violating these orders will be immediately suspended and then further action will be taken by concerned department as deemed fit.
- f. **Faculty Discipline:** Normal entry in the campus for resident staff/ faculty will be restricted to 10:00 PM through security gate no. 03. However necessary permission will be obtained in advance for any late entry and security officer will be informed accordingly.

**Dedicated rooms/cubical for faculties:**

- a. Faculties to be provided comfortable sitting arrangement with individual table and chair, internet and one storage facility.

**Help Desk:** A new facility to be added for making our college/campus problem free.

- a. Help Desk has been located in college premises at different locations with a register along with an authorized person handling that desk.
- b. It is single-window solution to all problems faced by students.
- c. All HOD/advisors/Mentors/subject teachers to advise students to write the problems in the “**Help Register**” kept in all colleges, at a proper central location along with authorized personnel.
- d. Respective Directors/unit in-charges to monitor the register every morning, and set appropriate actions rolling so as to get it solved in next 24-48 hours, through Director (Admin.), Chief Warden / Warden / HOD / subject teacher / lab in-charge, as the case may be.
- e. For all such problems which cannot be solved even in 3 days, the matter should be reviewed by respective Directors and should be brought to notice of MD for his advice, suggestions and directions.

**Infrastructure Maintenance:** It needs to be strictly adhered to.

- a. There is a proper arrangement of the drinking water.
- b. HOD's are responsible for cleaning Hygiene, Labs & stock of their departments which may include Lab equipment, furniture, cleaning of Floors / Labs / Wash rooms / drinking water. Report to be sent to the Director.
- c. HOD's & Directors to be present on Floor for monitoring the discipline of students.
- d. HOD's & Director have to try to solve students problems.
- e. Cleanliness of classrooms, corridors, toilets and proper RO Water supply should be ensured. Because it is also the reason of dissatisfaction among students as quoted various times during counseling.
- f. The list of infrastructural requirements will be prepared and submitted to the Administration department for implementation/procurement.

**Hygiene Committee:** For maintenance of desired hygiene levels in classes, labs, workshops, hostels and whole campus, Hygiene Committee (HC) is formed. HC will ensure not only the adherence but will also restrict chewing Gutka & Tobacco, smoking cigarettes/beedi and alcohol in college campus by all faculties, staff & students in the campus, but also enforce strict disciplinary action including a fine of Rs 500/- for each such default.



**Campus Disciplinary Committee:** For monitoring , exploring, investigating, solving and recommending actions/ penalties/ fine in various intra-college in disciplinary cases in the IIMT Campus and suggesting future strategies for better control & maintenance of discipline among students of various colleges, a “Campus Discipline Committee(CDC)” is hereby formed with Chief Proctors of individual college as committee members.

**Suggestion/Complaint Box:** The Director will ensure that a locked suggestion/complaint box will be placed in the polytechnic campus which will be opened in the presence of MD & Director every fortnight.

All the faculties should always involve themselves positively and whole heartedly for the betterment of the college rather than blaming the college.

Management also encourages faculty members to provide their valuable suggestions for the further progress of the institution through Director(s) / HOD(s).

## ADMISSION POLICY

### Selection Procedure

The selection committee is entrusted with the selection of the candidates for admission. Based on the eligibility criteria, students are admitted to the Institution. The admission is purely provisional and subject to the approval from BTE, Lucknow.

### Mode of Selection

We admit all the students under government quota allotted through single window counseling by JEECUP BTE, LUCKNOW.

We admit the students under management quota/vacant seats based on the rank list published by the IIMT College of Polytechnic Entrance Examination.

### Institute Admission Process:

- a. The college publishes the annual admission brochure and leaflet.
- b. The admission form is also available on the college website
- c. The advertisement for admission is given in local/ regional / national News Papers.
- d. The college displays Posters, Banners and Hoardings at different locations in various cities to attract the meritorious students seeking admission.
- e. All enquiries about the admission are handled through telephonic talk, website, and personal visit.
- f. The College gives the information to the BTEUP about the details of courses and seat intake before the commencement of admission process.
- g. The college has a dedicated page in social media like Facebook, etc which is regularly updated.
- h. College is in regular touch with Alumni and informs them about all the activities related to placement and other technical events.
- i. The college uses a ERP software for better procedures of admission and relationship management.

### 1. Transparency

IIMT College of Polytechnic follow the guidelines and rules as stipulated by the State Government, which inherently has transparency, access, equity and social justice through its quotas for various reservation categories.

2. The following criteria and process has been adopted by IIMT College of Polytechnic for admission in various courses:

**3. Eligibility Criteria: As per the AICTE and BTE Norms.**

Course	Stream	Eligibility Criteria
Diploma	CIVIL, EE, ME- P & ME- M	10 <sup>th</sup> and 12 <sup>th</sup> standard or equivalent with minimum of 35% marks in Physics, Chemistry and Mathematics taken together (35% for Reserved Category candidates) ; being compulsory subjects with pass marks in each of those individual subjects. For Decentralized Monitored Counseling (against drop out vacancy) conditions remain same (preference will be given to Rank holders).

**Note:** The above mentioned criteria are valid for all colleges under Uttar Pradesh / BTEUP Lucknow (U.P).

**4. Annual Review of Admission Process:**

The college selection committee reviews the admission process as per the directives given by the BTE / State Government. In addition to that, The College Admission Cell will also review the admission process and student profile annually. The College Admission Cell collects and provides the detailed information about the students. The College creates individual files for each student containing information regarding his/her academic performance, counseling and disciplinary action taken along with overall profile of the student.

The adoption of this practice helps the college to modify and restructure its admission-related policies so that meritorious students from different segments of the society can be attracted for admissions.

**5. Strategies adopted to increase/improve access for following categories of students.**

- a. SC/ST
- b. OBC
- c. Women
- d. Differently-abled
- e. Economically weaker sections (EWS)
- f. Minority Community
- g. Any other

The college is committed to provide equal opportunity for the students belonging to the economically weaker and disadvantaged sections of society. The college helps them by offering scholarships based on their performance in academics. The admission process is guided by BTEUP / State Government guidelines, and the college strictly adheres to the various provisions laid down by the BTE for this purpose so that a uniformity and equity can be created among the above-mentioned sections of the society. In addition to this, the college provides all necessary support so that the students from SC/ST, OBC, Minority and Economically weaker sections can avail the maximum benefit of scholarships provided by State Govt. and the Central Govt.

## FEE POLICY

### Regarding Course Fee:

#### First year Students (Fresher's)

##### **For Semester Courses:**

1. 30% of total fee at the time of admission
2. 30% (60% of the total fee) before submission of Enrollment Form or 30<sup>th</sup> November, whichever is earlier.
3. Balance 40% (Total 100%) to be submitted before the start of II semester or 31<sup>st</sup> January, whichever is earlier. A fine of Rs. 50/- per day to be imposed thereafter for late fee deposition.

##### **For Yearly Courses:**

1. 30% of total fee at the time of admission
2. 30% (60% of the total fee) before submission of Exam Form or 30<sup>th</sup> November, whichever is earlier.
3. Balance 40% (Total 100%) to be submitted before the start of II semester or 31<sup>st</sup> January, whichever is earlier. A fine of Rs. 50/- per day to be imposed thereafter for late fee deposition.

#### II year Onwards (For continuing/ Old Students)

##### **For Semester Courses:**

1. 60% of total fee before commencement of the odd semester or 30<sup>th</sup> September. A fine of Rs. 50/- per day to be imposed thereafter for late fee deposition.
2. 40% (100% fee) before beginning of the even semester or 31<sup>st</sup> January. A fine of Rs. 50/- per day to be imposed thereafter for late fee deposition.

##### **For Yearly Courses:**

1. 60% of total fee by 30<sup>th</sup> September. A fine of Rs. 50/- per day to be imposed thereafter for late fee deposition.
2. 40% (100% fee) by 31<sup>st</sup> January. A fine of Rs. 50/- per day to be imposed thereafter for late fee deposition.

### Regarding Hostel & Transport Fee:

1. 30% of total fee to be submitted at the time of booking
2. 30% (Total 60%) fee to be paid by 30<sup>th</sup> December. A fine of Rs. 10/- per day to be imposed thereafter for late fee deposition.
3. Remaining 40% (Total 100%) to be deposited by 28<sup>th</sup> February. A fine of Rs. 10/- per day to be imposed thereafter for late fee deposition.

### **Note:-**

1. No fine to be charged for Bihar Credit Card students & student (SC/ST) from Fee receive Samaj Kalyan department.
2. Those who pay their fee through bank loan fine will only be charged 1 week after the declaration of result.



## EMPLOYEES WELFARE POLICY

Employees are the most important asset of an institution, The Management has to assess and record the values and cost of people of the IIMT College of Polytechnic. The Management feels that the value of human assets can be augmented substantially by making investment in their training and welfare activities. Employee welfare includes the schemes that benefit the employees working in the IIMT group. Although it is an expensive procedure for the IIMT group, yet it is needed as it helps in the overall development of the employees.

### **Benefits of Employee Welfare Measures:**

- To provide better physical and mental health to faculty members and non-teaching staff and thus promote a healthy work environment
- Facilities like timely promotions, residences, medical facilities, and education and recreation facilities help in raising their efficiency and well being. This makes faculty members and non-teaching staff to pay more attention towards work and thus increases their productivity. The social evils prevalent among the employees are reduced to a great extent by sound welfare policies.

### **List of Welfare Benefits**

1. Employee Provident Fund
2. Medical Benefit for Employees
3. Maternity and Paternity leaves
4. Women Empowerment Programs
5. Emergency Service (Ambulance, etc.)
6. Tie-up with Hospitals (providing discount on Medical Treatment bills)
7. Faculty birthday celebration
8. Transportation facility for teaching staff
9. Family and Bachelors accommodation for needy staff
10. Recognition of Faculty against achievement - **Appreciation Certificates.**
11. Recognition of Faculty against overall achievement - **Cash Rewards**
12. Financial support for up-gradation of Knowledge through QIP / Conferences / Workshops / Ph.D. / (R& D support), etc.
13. Special cash award for remarkable performance. (Appendix I)

## **14. Group Personal accident Insurance**

### **1. Employee Provident Fund**

Any teaching and non-teaching staff with continuous service of minimum 6 months can avail the employee provident fund benefits. Scheme is applicable for workers / employees earning INR 15,000/= or less per month as reimbursement. The facility is available to all on optional basis.

### **2. Medical Benefit for Employees**

All regular teaching and non-teaching staff members with continuous service of minimum 3 months will be provided with medical benefit of up to INR 15000/-. The ceiling expenditure on the treatment is of INR 15000/= for an employee admitted in a 100 bedded hospital for min two days (48 Hours)

All the staff can contact Accounts Department to avail this benefit.

### **3. Maternity Leave & Paternity Leave (refer to HR Policy)**

### **4. Women Empowerment Programs.**

1. IIMT College of Polytechnic provides opportunities and programs for female employees/students to be financially, mentally and emotionally empowered, to promote their growth as individuals in their own right.
2. Organizes workshops, seminar and sensitization programmes both for faculty and staff by eminent social workers and persons of repute.
3. Celebrate International Women's Day on March 8th every year.
4. A Women Empowerment Committee is constituted at the Institution level with the objectives to promote a culture of respect and equality for female employees/students.

### **5. Emergency Services (Ambulance, etc.)**

1. IIMT College of Polytechnic provides easy-to-use indoor *emergency* medical facilities, ambulance services and miscellaneous *services* in campus under the supervision and guidance of *physician available at medical centre*.
2. IIMT college of polytechnic provides 24x7 Medicare for all our faculty and staff. Healthcare facilities for staff are felt to be the basic need and an MOU has been signed in this connection with Kailash Hospital, Greater Noida and Yathartha Hospital, Greater Noida.



3. Healthcare facilities are available round-the-clock at the IIMT group Health Centre in hostel. A doctor has been appointed as College Doctor. The Health Centre functions to provide immediate medical and first aid to all staff. The Health Centre is well-equipped with respect to the availability of basic health-related facilities like thermometer, sterilizer, auto-clave, dressing drum, weight measuring machine, B. P. Apparatus, patient bed and stretcher etc.
4. Regular Health Checkup camps are organized with active support from hospitals in the city.
5. In case of complications, the patients are referred to Kailash Hospital, Greater Noida. A free Ambulance service is readily available 24×7 for faculty and staff.
6. Free medicines are made available for all faculty / staff and students.
7. Free sanitary napkins are made available for all female faculty / staff and girl students.

#### **6. Tie-up with Hospitals (With discount on Medical Treatment bills)**

1. IIMT group has *tie-ups* with various *hospitals* and diagnostic test centres. The tie-up hospital will *provide medical care* as specified in the referral and offer 5% to 20% *Discount* on gross *bill* amount for various categories of services.
2. Faculty and staff should carry college ID-Card bearing Employment number to avail the services in the Empanelled Hospitals.
3. List of Hospital (**MOUs**)

1. Yathartha Hospital, Greater Noida

2. Kailash Hospital, Greater Noida

Services offered at Yathartha Hospital

OPD

- ❖ 20 % discount on OPD consultation.
- ❖ 20% discount on all Pathological investigations.
- ❖ 20% discount on all Radiological Diagnostics such as X-ray, CT scan and Ultrasound.

IPD

- ❖ 10% discount on Room/Bed charges for IPD cases at the Hospital.
- ❖ 10% discount on all investigations.
- ❖ 10% discount on Normal delivery and Caesarian cases (Excluding Doctor's fee, Medicines, Consumable and other charges if any).

- ❖ In IPD patient discount mentioned above (Excludes Doctors fee, medicine, consumable and if any other charges like implants)

- ❖ **Free Ambulance Service for pick up during Medical Emergencies.**

These rates/ Discounts are not for the TPA Cashless Card Holder.

4. Empanelment with Kailash Hospital, Greater Noida

The Hospital is very near to our organization and can immediately rush ambulances in case of emergencies. The ambulance provided for emergencies for pick up of patients will be free of charge.

## **7. Faculty Birthday Celebrations**

1. The HR Department maintains record of birthday's of all teaching staff.
2. The HR Department will display list of faculty having birthday on the day in the respective college notice boards.
3. HR Department will also share personalized greeting card on the behalf of the group to the concerned faculty.
4. At the end of each month Birthday celebrations will be done, for the entire faculty having birthday in that month.
5. Record of all such celebrations to be kept by HR department in hard copy.

## **8. Transportation Facility for Teaching Staff**

1. Offers *transport facility* to faculty members on very nominal charges.
2. Further, College will provide concession or discount of 25% of total charges, for Faculty Bus coordinators.

## **9. Family and Bachelors accommodation**

IIMT provide accommodation to employees (Teaching/Non-teaching) on a first-come-first-served basis on very nominal charges to faculty/ Staff, subject to availability in the campus.

## **10. Certificate of Excellence**

The award will be given in recognition of Excellence, Outstanding Performance and Remarkable contribution in the field of education and research.

The award along with Certificate of Excellence will be given to faculty members, for best performances in academics in the dept. /college.

The details are

1. 04 awards in branches (CE, ME-M,ME-P,EE)

Excellence awards in teaching along with certificates will be awarded in the campus.

### **11. Meritorious Performance Award**

The meritorious performance award will be given in recognition of meritorious services, outstanding performance and remarkable contribution to institutional development, is awarded with a cash award (As decided by a Committee under Director) along with Appreciation certificate to faculty members in Dept./college.

Meritorious performance award along with Appreciation Certificate will be awarded in the campus at an event organized by the Institution.

04 awards in branches (CE, ME-M,ME-P,EE)

### **12. R&D Support (*refer to R&D Policy*)**

### **13. Special cash award for remarkable performance.**

Special cash rewards are provided to faculty members and staff based on their performance.

### **14. Group Personal Accident Insurance**

The policy covers the insured persons (or his/her legal heir, as the case may be) for the occurrence of any Insured event, as specifically described, arising due to an injury sustained by the insured person during policy period. The policy provides benefits in the following cases:

#### **Death**

- Permanent total disablement
- Permanent partial disablement
- Temporary total disablement

## STUDENTS WELFARE POLICY

- Attendance will be given to the students for working in “R&D Cell”, which shall be duly verified by HOD and approved by the Director every month.
- An incentive of Rs. 3000/ will be awarded to students, for scientific paper publication in SCI and SCOPUS journals.
- Best Project Award of Rs. 2000/- will be given department wise, based on the decision of Jury. The project guide will also be given a letter of appreciation for the same.
- **Scholarship to Meritorious Students:** About INR 3.0 Cr. is budgeted for scholarships.

**Foreign Tour:** All branch toppers, with min. average attendance of whole year as 75% will be sent to foreign trip every year.

**Merit Scholarship:** Based on BTE result performance, subject to min.75% attendance, scholarships are awarded in the range of INR 5000/- to 2,00,000/- depending upon actual marks.

### Healthcare Services:

1. IIMT College of Polytechnic provides easy-to-use indoor emergency medical facilities, ambulance services and miscellaneous services in campus under the supervision and guidance of physician available at medical centre.
2. IIMT College of Polytechnic provides 24×7 Medicare for all students. Healthcare facilities for students are felt to be the basic need and an MOU has been signed in this connection with Kailash Hospital, Greater Noida to facilitate health care facilities.
3. Primary Healthcare facilities are available round the clock at the IIMT group Health Centre in hostel. A doctor has been appointed as College Doctor. The Health Centre functions to provide immediate medical and first aid to all students. The Health Centre is well equipped with respect to the availability of basic health related facilities like thermometer, sterilizer, auto-clave, dressing drum, weight measuring machine, B. P. apparatus, patient bed and stretcher, etc.
4. Regular Health Checkup camps are organized with active support from hospitals in the city.
5. In case of complications, the patients are referred to Kailash Hospital, Greater Noida. A free Ambulance service is readily available 24×7 for students.
6. Free medicines and sanitary napkins are made available for students.

### **Tie-up with hospitals (providing discount on Medical treatment bills)**

1. IIMT group has *tie ups* with various *hospitals* and diagnostic test centers. The tie-up hospital will *provide medical care* as specified in the referral and offer 5% to 20% *discount* on gross bill amount for various categories of services.
2. *Students should carry college ID-Card bearing admission number to avail the services in the Empanelled Hospitals.*
3. List of hospital having MOUs:

1. Yathartha Hospital, Greater Noida.
2. Kailash Hospital, Greater Noida

Discount offered at Yathartha Hospital, Greater Noida

#### **OPD:**

- ❖ 20 % discount on OPD consultation.
- ❖ 20% discount on all Pathological investigations.
- ❖ 20% discount on all radiological Diagnostics such as X-ray, CT scan and Ultrasound.

#### **IPD:**

- ❖ 10% discount on Room/Bed charges for IPD cases at the Hospital.
  - ❖ 10% discount on all investigations.
  - ❖ IPD patient discount mentioned above excludes Doctors fee, medicine, consumable and if any other charges like implants.
  - ❖ These rates/ Discounts are not for the TPA Cashless Card Holder.
  - ❖ All students of IIMT will be provided **with medical benefit** of up to INR. 15000. The ceiling expenditure on the treatment is of INR 15000 for students admitted in a hospital for minimum two days.
  - ❖ Free Ambulance Service for pick up during Medical Emergencies.
- **Start-up Project:** IIMT college of polytechnic encourages students to set up start-ups in the campus. Required facilities will be provided to establish start-up and also 25% of the profit amount of start-up revenue will be shared with student (PI) members as incentive.
  - **Academic Counseling:** Academic counseling is provided through the Professor Incharge academics.

- **Student Scientific Societies:** The student scientific societies aim to develop students' academic and cultural skills and knowledge by organizing seminars, exhibitions and academic lectures inside and outside the College. Membership is open to all students, Support of upto INR500/ to meet the incidental expenses.

- **Membership in any professional society.** Support of INR 250/= to meet the expenses.

**Participation in any event** in other colleges/BTEUP (shall be reimbursed to the extent INR 250/ and INR.500/ in case he/she wins an award).

(Eligibility: Marks >75% and attendance > 75% in previous session)

- Participation in any event in other colleges/BTEUP at outstation region is reimbursed 2<sup>nd</sup> class railway fare, or state roadways transport bus fare or equivalent after prior approval through the Director.
- Participation in any conference/workshop/seminar etc. outside India or within India, if the event is organized by recognized institutes of national reputed or sponsored by professional societies like IEEE, ISTE, IEI, CSI, ISHARE, IMS, IAMM, IAENG, SSI etc. or by organizations like NAAC, NBA will be given reimbursement of up to a maximum of 25% of the registration fee paid by the student, after prior approval through the Director. (Payment receipts to be attached with application).
- **Merit-based scholarships:** Students merit scholarships will be awarded on the basis of academic performance.
- **Foreign educational tour:** Students will be rewarded with foreign educational tours on the basis of academic performance.
- **Funding of project** under student chapter.
- **Best Project Award;** To motivate final year students towards true research and projects, INR 2000 Cash award along with certificate is given for all branches, as best project of the year.
- **Certificate of appreciation** will be awarded to the student for continuous work in R&D on the recommendation of Committee.



**STUDENT WELFARE COMMITTEE**  
**(Academic Session – 2023-24)**

Student Welfare Committee has been reconstituted as under:-

S.No.	Name	Designation	Contact No.
1.	Prof. UMESH KUMAR - DIRECTOR	CHAIRMAN	7302254554
2.	Dr. BHASKAR GUPTA – Prof. Incharge (R&D)	MEMBER	8595745053
3.	Mr. ZAKIR ALI HYDERI- HOD - ME M	MEMBER	9891002147
4.	Mr. PAWAN KUMAR HOD – ME P	MEMBER	8743943199
5.	Mr. RAJIV RANJAN SINGH- HOD CE	MEMBER	9973724700
6	Mr. DHARMENDRA KUMAR SHARMA – HOD - EE	MEMBER	7017154367
	Student Members		
7.	Mr. ANUP KUMAR- 2 <sup>nd</sup> Yr EE	Member	9199975123
8.	Ms. RINKU- 2 <sup>nd</sup> Yr- EE	Member	9319141712
9.	Mr. VISHNU SHARMA – 2 <sup>nd</sup> Yr - CE	Member	8630706802
10.	Ms. NIKITA GAUR -2 <sup>nd</sup> Yr- CE	Member	9971779324

**Prof. Umesh Kumar**  
Director  
Principal *Umesh Kumar*  
IIMT College of Polytechnic  
Greater Noida  
Code-1570 *Noida*

Copy to:

- MD Sir For kind information
- ED Sir For kind information
- All members of committee
- Deputy Director
- Prof. Incharge Academics & HoDs
- Head-HR
- Registrar
- Training & Placement Cell
- Hostel Wardens
- Librarian

## PLACEMENT PROCESS & POLICY

*The placement policy is to define the structure & processes of the T&P Cell of IIMT College of Polytechnic.*

### **The policy abides by the following:**

1. Maximum number of students get on-campus placement.
2. To maintain the quality standards of the jobs offered.
3. To ensure that the whole team works according to the defined processes to achieve the common objectives.
4. T&P Department will endeavor to bring together the students and the potential employing organizations and facilitate interactions between the two.
5. All the placements will be routed through the T&P.

### **Facilities for Recruiters:**

1. State-of-the-art Auditoriums with a seating capacity in excess of 200 for conducting pre-placement talks & other analytical tests.
2. Conference rooms for Group Discussions and Group Interviews.
3. Training & Placement staff support for test & evaluation.
4. Student volunteers/Placement coordinators for assistance during the placement visit.
5. Stay arrangements at the college-owned guest house for Recruiters.
6. Transport from college to/from Delhi & other nearest point of pick-up is arranged.
7. Large internet bandwidth to conduct online task.

### **Recruitment Methodology:**

1. Training & Placement wing constantly networks with top notch companies to facilitate Campus Interview.
2. Students are helped in the preparation of Resume for screening /short listing.
3. Group Discussions & Interview sessions are conducted to prepare the students for actual Interview.

The students shall strictly follow Placement Process & Policy, failing which the student shall not be allowed to avail placement facility.



- Placement facility is available to all the students who register with the Department of Training & Placement. Any Student not registered with the Department of Training & Placement is not eligible for Placement opportunities.
- Attendance in training sessions organized by the Department of Training should not be less than be 75%.
- Active participation in all contests organized by different companies (Ex. Coding Contest, Hackthon etc.).
- Eligibility criteria are specified by every company participating in Recruitment process. Those students who are not meeting with the criteria even by 0.1 % will not be allowed to participate in the recruitment drive.
- Every student, who fulfills the company criteria, would be allowed to attend the Recruitment Process of the company until and unless he/she clears each level.
- The student, who registers for campus drives & found absent without any prior permission from placement department, will be debarred from upcoming campus drives.
- Once the students has given the consent to join in any of the companies where he or she is selected, would be treated as final confirmation and cannot be changed in any circumstances.
- Any student who does not intend to appear in the placement opportunities given by Placement Department has to submit a form declaring their intention for non-participation in the Placement process.
- A student can appear in any number of drives until the first job is secured. A student will be considered to have secured a job if his/her name appears in the selection list.
- If student gets multiple offers due to non-disclosure of the result in time by the company, where he/she has appeared in other drives he/she will be free to choose any one among them.
  - The Department of Placement has Two Offer Policies for the students in below mentioned categories.
    - A student selected in a non core company of his/her profile has the option of upgrading to a core profile company.
    - In case the student gets a core profile in the FIRST go, then he/she shall not be eligible for any further offers, without the prior approval from placement cell.
- At the end of the placement season, Department of Placement will call some companies only for the unplaced students to help them grab their first offer.

**Instructions for Students:**

- Students should be punctual and adhere to the timings.
- Students should be formally dressed and well groomed.
- Should carry all testimonials (Ex. Resume, Copy of Educational certificates, photograph, Govt. ID proof & college ID card) during the interview/ placement drive.
- Students should be well versed with the company profile, job description and other details.
- During the entire placement process student should exhibit good code of conduct.
- Pre-Placement Talk (PPT) can be organized depending on the company policy.
- Attendance during pre-placement talk is mandatory after registration. It will make the student eligible for further placement process.
- Students proceeding after the Pre-Placement Talk for the next step in the selection process of a Company cannot quit in between. If a student quits in between, then he/she will be debarred and will not be allowed to appear in any other future placement event.
- If a company conducts any round outside the campus, the students who have registered will compulsorily have to participate in the process. Students remaining absent in such cases will be debarred for any further placement opportunities. Any kind of misbehavior / complaints reported by the company officials will be taken seriously and if proved, the student will be debarred from future campus placements.

**Placement Schedule and Pre information:**

1. The placement process will start in the month of August/ September for the final year students.
2. Once the company profile and other details of the company are shared to the students they can register to appear in the placement drive through the modes desired by the Department of Training & Placement.
3. The Joining Details along with any other information will be made available to the students, through mails. The registered Students interested to sit for the said company are required to record their responses through modes desired by Placement Cell.
4. After confirmation by the company, the Placement Cell will announce the dates for campus interviews.
5. The date of the placement drive may change from the company side due to the issues beyond their control.

## PURCHASE POLICY

1. Indent/Requirement will be raised by the department, signed by faculty coordinator and Head of that department, and send to IT Manager / store, to let them check the availability of the items.
2. HOD will send the requirement to purchase officer.
3. Purchase officer will arrange the quotations and prepare a Comparative Table.
  - i) 01 quotation, If amount is  $\leq$  Rs 10,000
  - ii) 03 quotation, If amount is  $>$  Rs 10,000
4. a) The delegation of power given to HOD is Rs. 10,000 per item, with a cap of Rs. 50,000 per purchase.

Therefore, if the amount of every item is less than Rs 10,000 and total purchase amount is less than Rs. 50,000, the Purchase Officer will finalize the vendor. But if any of the condition is not met, the Purchase Officer will send back the indent and the comparative statement to HOD.

  - i) HOD will take permission from Director of the institute for this purchase.
  - ii) After taking the permission HOD will submit the documents to Purchase Officer.
5. b) The delegation of power given to Director is Rs. 50,000 per item, with a cap of Rs. 2,00,000 per purchase.

Therefore, if the amount of every item is less than Rs 50,000 and total purchase amount is less than Rs. 2,00,000, the Purchase Officer will finalize the vendor. But if any of the condition is not met, the Purchase Officer will send back the indent and the comparative statement to the Director.

  - i) Director will take permission from Sub Committee of BOG of the institute for this purchase.
  - ii) After taking the permission Director will submit the documents to Purchase Officer.
6. Once the vendor is finalized, the Purchase Officer will raise Purchase Order (PO).
7. Once the material arrives, its first entry will be done at Central Store Facility. Bill received will be signed by store in-charge, Purchase Officer, IT Manager, after verification of the items as per the PO.
8. From central store facility, the items will be issued to the concerned department. HOD will sign the bill and keep a copy of it.
9. Once the material arrives in the department, its second entry will be done at departmental stock register. Bill received will be signed by lab in-charge and faculty coordinator.
10. Once all the commitments are completed from vendor's side like demo or installation, HOD will give a n undertaking to purchase officer that the material is received as per the terms and conditions decided and the payment may be released.

**PURCHASE PROCEDURE STEP BY STEP**

<b>S. NO.</b>	<b>STEP</b>	<b>SIGNATURES REQUIRED FROM</b>
1	REQUIREMENT RAISED BY A DEPARTMENT & SENT TO STORE & IT CELL TO CHECK THE AVAILABILITY OF THE REQUIRED ITEMS.	DEPARTMENT HEAD (HOD) STORE INCHARGE, IT MANAGER
2	HOD WILL SEND THE REQUIREMENT TO PURCHASE OFFICER.	PURCHASE OFFICER,
3	PURCHASE OFFICER WILL ARRANGE THE QUOTATIONS AND PREPARE A COMPARATIVE STATEMENT 1 QUOTATION IF TOTAL AMOUNT ≤ RS 10,000 3 QUOTATION IF TOTAL AMOUNT > RS 10,000	PURCHASE OFFICER
4	4.1) The delegation of power given to HOD is Rs. 10,000 per item, with a cap of Rs. 50,000 per purchase. Therefore, if the amount of every item is less than Rs 10,000 and total purchase amount is less than Rs. 50,000, the Purchase Officer will finalize the vendor.	PURCHASE OFFICER
	4.2) But if any of the condition in 4.1 is not met, the Purchase Officer will send back the indent and the comparative statement to HOD. HOD will take permission from Director of the institute for this purchase and submit the documents to Purchase Officer. Purchase Officer will finalize the vendor.	PURCHASE OFFICER DIRECTOR
	4.3) The delegation of power given to Director is Rs. 50,000 per item, with a cap of Rs. 2,00,000 per purchase. Therefore, if the amount of every item is less than Rs 50,000 and total purchase amount is less than Rs. 2,00,000, the Purchase Officer will finalize the vendor.	PURCHASE OFFICER
	4.4) But if any of the condition in 4.3 is not met, the Purchase Officer will send back the indent and the comparative statement to the Director. Director will take permission from Sub Committee of BOG of the institute for this purchase and submit the documents to Purchase Officer. Purchase Officer will finalize the vendor.	PURCHASE OFFICER DIRECTOR
5	PURCHASE OFFICER WILL RAISE THE PURCHASE ORDER, ALONG WITH THE TERMS AND CONDITIONS SPECIFIED CLEARLY.	PURCHASE OFFICER, HOD, ACCOUNTS DEPT.

6	ONCE THE MATERIAL ARRIVES, FIRST ENTRY IS MADE AT CENTRAL STORE FACILITY.	STORE INCHARGE, PURCHASE OFFICER
7	FROM CENTRAL STORE FACILITY, THE MATERIAL WILL BE ISSUED TO THE CONCERNED DEPARTMENT. HOD WILL SIGN THE BILL AND KEEP A COPY OF IT.	HOD, FACULTY INCHARGE
8	IN THE DEPARTMENT THE SECOND ENTRY WILL BE DONE AT LAB STOCK REGISTER. BILL RECEIVED WILL BE SIGNED BY LAB IN-CHARGE AND FACULTY COORDINATOR.	HOD, FACULTY INCHARGE, LAB INCHARGE
9	ONCE ALL THE COMMITMENTS ARE FULFILLED BY THE VENDOR, LIKE DEMO OR INSTALLATION, HOD WILL GIVE AN UNDERTAKING TO THE PURCHASE OFFICER.	HOD, FACULTY INCHARGE
10	PURCHASE OFFICER WILL COMPLETE THE PAYMENT RELATED FORMALITIES WITH THE ACCOUNTS DEPARTMENT.	PURCHASE OFFICER, ACCOUNTS DEPT.

# Committees

## PROCTORIAL BOARD

IIMT College of Polytechnic has a Proctorial system where administration of student related matters pertaining to all acts of indiscipline are delegated to the Proctorial Board. Proctorial Board is chiefly responsible for ensuring that rules and regulation framed by Institute are being followed by the students.

Some specific responsibilities of the Proctorial Board are as follows:

1. To maintain discipline in the Institute; ensure Institute rules are understood and followed.
2. To keep an eye on the general moral behavior of the student.
3. To prevent the student from indulging in any political activities on Institute premises.

Cases of indiscipline or indecent behavior of any student, cases of individual/ group harassment, threats, manhandling etc. are dealt strictly by the Proctorial Board. The Director is assisted by proctor and all HODs will be the default members of the Proctorial board and will have a deciding role if student involved are of their departments.

The Proctorial board will have at least one lady member other than HODs and will be the chairman of the committee for enquiry against sexual harassment, Eve-teasing or disrespectful behavior or any misbehavior with a girl student.

The Institute rules and regulations are generally followed. However, the Proctorial Board at its discretion can add additional norms or delete existing ones separately depending on the nature and need of the enquiry.

To combat ragging and avoid any unwanted incident in the Institute a discipline committee and Anti ragging committee in institute has been constituted. On receiving any complaint, after a primary enquiry, the board recommends suitable actions to be taken against those found guilty. Inside hostels, the administrative authorities appointed by the institute, maintains the discipline and thus assist the Proctorial board. Any matter found against the rule is brought into notice of the board for further disciplinary action. Though all the preventive measures against ragging are implemented, nevertheless, all the students are required to submit an undertaking before the concerned Head of Department at the time of admission, to the effect that they will not get involved in any type of misconduct and will abide by the ragging rules. In case of any report obtained from anti-ragging committee, the Proctorial board primarily conducts an enquiry and recommends suitable punishments to those found guilty as per rule. With the assistance of Central Security System established in the institute, the Proctorial board maintains the discipline and order during various celebrations, events and other activities where large gathering of students are common.

The Proctorial board will follow following procedure to initiate enquiry if the complaint is ascertain:

1. The complainant is called for hearing and his statement is recorded.
2. The accused person(s) is called for recording his/her statement.
3. Witnesses mentioned by both parties are listed and they are called for recording their depositions.
4. Any evidence, from security staff/ staff or other persons, who were present there and had witnessed the incident, are called and their statements recorded.
5. A cross-examination of the accused and the complainant is conducted.
6. If any material evidence, like audio/video tapes/paper documents etc. is available, the same is examined. The authenticity is established from the submitted documents.
7. Finally a comprehensive report is prepared where specific charge against the accused is framed and a show cause notice is issued and accused will be suspended from classes till he submit his defense and punishment is decided.
8. The defense given by the accused persons in the show cause notice is studied and examined.
9. A report is prepared and appropriate disciplinary action is recommended.
10. Final report and recommendations is submitted to Director for approval & final decisions.
11. Consequently, the award of punishment is conveyed to the student duly signed by the Director.
12. The punished student has the right to appeal against the punishment and Chairman is the empowered authority to deal with appeals.



## ANTI RAGGING COMMITTEE

Ragging though a universal phenomenon, it often takes a malignant form wherein the juniors and new students may be subjected to physiological or physical discomfort or harassment. To prevent and deter such incidents in higher educational institutions, the Government of India has taken a serious view on the cases of ragging. The AICTE, BTEUP and PCI and statutory bodies implement the provisions.

The IIMT College of Polytechnic follows the policy. As per the guidelines, the college follows the procedures.

1. A pledge is administered to the students by the Director/ class in charge.
2. The students submit the affidavit to the college as per the format.
3. An undertaking from the students and parents.
4. An undertaking from the employees.

The salient features of the Prohibition of Ragging Act, 1997, are also displayed in the college premises.

Table shows the members of the anti-ragging committee. Besides looking after general discipline, the committee supervises all anti-ragging.

**Anti Ragging / Discipline Committee, w.e.f. 01/08/2023**

Anti ragging cell is constituted with the following members for academic session 2023-24.

S. No.	NAME	DESIGNATION	RESPONSIBILITY	MOBILE No.
1	PROF. UMESH KUMAR	DIRECTOR	CHAIRMAN	7302254554
2	Mr. VISHNU SINGH	CHIEF PROCTOR	CHIEF PROCTOR	7011660209
3	Mr. PRAMESH KUMAR	DY. CHIEF PROCTOR	DY. CHIEF PROCTOR	9899761527
4	Mr. ZAKIR ALI	PROCTOR	MEMBER	9891002147
5	Mr. PAWAN KUMAR	PROCTOR	MEMBER	8743943199
6	Mr. RAJIV RANJAN SINGH	PROCTOR	MEMBER	9973724700
7	Mr. DHARMENDRA KUMAR SHARMA	PROCTOR	MEMBER	7017154367
8	Mr. D.N. TRIPATHI	Warden Boys Hostel	MEMBER	7302254555
9	Mrs. PRIYA SHARMA	Warden Girls Hostel	MEMBER	8287667838
10	College Helpline			0120245000
11	Anti Ragging National Helpline			18001805522

***Responsibility of the Anti-Ragging Committee***

- To ensure compliance of the Anti-Ragging law issued by the Hon'ble Supreme Court of India and to effectively deal with incidents of ragging, if any such incidents take place in the Institute.
- To monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.

***Powers and Functions of the Anti-Ragging Committee***

- To ensure zero percent tolerance towards ragging.
- To ensure strict action against the students if any such cases occur like suspension from attending classes, cancellation of admission, file First Information Report (FIR) against students indulge in such activities, etc.
- Rustication from the institution for period ranging from 1 to 4 semesters.
- Expulsion from the institution.
- Assign the duties in canteen, corridors, to prohibit raging incidences.
- To take anti ragging undertaking from the students on the time of admission.

Frequency of meeting: The members of the committee are active throughout the year and meet as and when any case of ragging is reported.

Mr. Vishnu Singh  
Chief Proctor

Prof. Umesh Kumar  
Director  
**Principal** Umesh Kumar  
IIMT College of Polytechnic  
Greater Noida  
Code-1570

To: All Notice Boards

Copy to:

- MD Sir For kind information
- ED Sir For kind information
- All members of committee
- Deputy Director
- Prof. Incharge Academics & HoDs
- Head-HR
- Registrar
- Training & Placement Cell
- Hostel Wardens
- Librarian

Faculty members are constantly monitoring the campus to ensure no incident of ragging takes Place. For this a roster duty chart is prepared by the Chief Proctor. The faculty members keep a strict vigilance of the designated areas.

**Objectives**

- The aims and objectives of the Committee shall be to maintain the ragging free environment in the Institute campus including hostel, mess, and canteen including student transport in buses.
- To form and look after anti-raging squad.

### **Responsibilities & Mechanism**

- A. The members of the committee shall be vigilant in the campus for ragging related activities.
- B. If any ragging related activity occurs in the campus, student shall bring it to the notice of committee through convener.
- C. A meeting shall be called to discuss the complaint.
- D. The views of each individual member shall be taken during the meeting.
- E. The recommendations of the members shall be sought regarding the ragging activity.

## SPORTS COMMITTEE

### Functions

- A. To create zeal amongst students and faculty members towards sports.
- B. To organize training, coaching and education in sports for everybody so that they can learn to keep themselves physically fit.
- C. To enhance the interest of participants in the field of sports.
- D. To achieve the goals we plan to organize various competitions in the following sports: football, cricket, basketball, volleyball, table tennis, chess, carom and badminton etc.
- E. To promote every individuals' health, physical well-being as well as the acquisition of physical skill among the students.
- F. The committee aspires to inculcate qualities such as sportsmanship, team spirit and bonding.
- G. It is designed to serve the interests of the student's community in competitive sports and other recreational activities i.e. both indoor and outdoor.

### Responsibilities

- A. The committee shall promote sports activities by motivating students and members of faculty.
- B. Promoting team spirit by making healthy competition.
- C. To organize regular sports events in order to train students for state and national level competitions.
- D. To arrange for better coaching facilities.
- E. Proper maintenance of sports accessories.
- F. To provide necessary infrastructure for the sports.

**Notification**  
**GAMES AND SPORTS COMMITTEE**  
 (Academic Session -2023-24)

Games and Sports Committee has been constituted as under:-

S.No.	Name	Designation	Contact No.
1.	Mr. Dharmendra Kumar	Chairman	9667489659
2.	Mr. Dharmendra Kumar Sharma	Member	7017154367
3.	Mr. Mrityunjay Kumar	Member	9654883551
4.	Ms. Nishu Sharma	Member	9911183151
	<b>Student Members</b>		
5.	Mr. Anup Kumar- 2 <sup>nd</sup> Yr EE	Member	9199975123
6.	Ms. Rinku- 2 <sup>nd</sup> Yr- EE	Member	9319141712
7.	Mr. Vishnu Sharma – 2 <sup>nd</sup> Yr - CE	Member	8630706802
8.	Ms. Saniya Parveen -3 <sup>rd</sup> Yr- EE	Member	7065729129

**Prof. Umesh Kumar**  
 Director  
 Principal  
 IIMT College of Polytechnic  
 Greater Noida  
 Code-1570

Copy to:

- MD Sir For kind information
- ED Sir For kind information
- All members of committee
- Deputy Director
- Prof. Incharge Academics & HoDs
- Head-HR
- Registrar
- Training & Placement Cell
- Hostel Wardens
- Librarian

## LIBRARY COMMITTEE

### Functions

- A. To create world class library by creating state-of-art infrastructure and containing books of eminent writers in different fields of academia with special emphasis on digital techniques and access to the students and other users thereof.
- B. To provide material that will stimulate students' acquisitions of factual knowledge, development of literary appreciation, aesthetics values and ethical standards.
- C. To provide sources of research-oriented information's and articles/ journals for academia.
- D. To select, evaluate and acquire library materials in varied formats to meet and respond to the needs of our diverse community.
- E. To inform the Faculty members with latest up-dates in their respective subject area.
- F. To help in promoting the research in various departments of the Institute.
- G. It provides healthy entertainment material to its users.
- H. To ensure smooth functioning and effective management of central library with coordinating with the various departments of the Institute.

### Responsibilities

- A. The committee shall promote the use of latest techniques and software by the library staff for smooth functioning and management of library.
- B. By coordinating/ communicating with R&D committee to bring updated journal and research papers.
- C. To organize regular seminars and workshops on emerging trends and technologies with a special focus on innovations in library.
- D. By creating world class infrastructure.
- E. By focusing on digitalization of library and promoting digital policies by having access to national digital library portal and delnet.
- F. To promote access of SCOPUS and SCI indexed journals to all faculty and students.

## CULTURAL COMMITTEE

### Functions

- A. To create zeal amongst students and faculty members towards cultural activities.
- B. To provide the platform for students so that they can showcase their talent.
- C. To enhance the interest of participants in cultural events.
- D. To achieve the goals we organize various competitions in the following categories: dancing, singing, drama, mime, extempore, nukkad natak, debate etc.
- E. To promote every individuals interest and try to discover the talent in students.
- F. The committee aspires to inculcate qualities such as, team spirit, confidence, expressiveness, communication.
- G. It is designed to serve the interests of the student's community in competitive cultural fest.

### Responsibilities

- A. The committee shall promote cultural activities by motivating students and members of faculty.
- B. Promoting team spirit by making healthy competition.
- C. To organize cultural events in order to train students for state and national level competitions.
- D. To arrange for better platform where they can exhibit their skills.
- E. Proper maintenance of cultural accessories.

Ref. IIMT/COP/2023-24/DIR/20

Date: 01/08/2023

**Notification**  
**CULTURAL COMMITTEE**  
**(Academic Session – 2023-24)**

Cultural Committee has been constituted as under:-

S.No.	Name	Designation	Contact No.
1.	Mrs. Shikha Yadav	Chairman	9999566529
2.	Mrs. Chitra Gupta	Member	9711099005
3.	Mr. Dharmendra Kumar	Member	9667489659
4.	Mrs. Sakshi Rana	Member	8585995230
5.	Mr. Sanjay Mavi	Member	7217818335
<b>Student Members</b>			
6.	Mr. Anup Kumar- 3 <sup>rd</sup> Yr EE	Member	9199975123
7.	Mr. Aman Raj –2 <sup>nd</sup> Yr- MEP	Member	9661667797
8.	Mr. Sonu Kumar – 2 <sup>nd</sup> Yr - EE	Member	7281872256
9.	Mr. Tushar Kumar – 2 <sup>nd</sup> Yr CE	Member	9654702494

**Prof. Umesh Kumar**  
Director

Principal  
IIMT College of Polytechnic  
Greater Noida  
Code-1570

*Umesh Kumar*  
*Maclaw*

## R&D COMMITTEE

### Functions

- A. To create zeal amongst students and faculty members towards research and innovation.
- B. To create centers of research in various areas of research.
- C. To work closely with the industrial needs that eventually will result in new or improved products, processes, systems or services that can increase the company's productivity.
- D. To foster collaborations for mutual benefits and to maximize industrial connectivity.
- E. To establish collaboration with other universities, public and private sectors and identify R &D projects including consultancy services which could be undertaken at the institution.
- F. To promote research in various departments of the Institute.
- G. To ensure smooth functioning and effective management of R&D at the institution.

### Responsibilities

- A. The committee shall promote research and development activities by motivating students and members of faculty for publishing research papers
- B. Motivating them to get patents for their works
- C. To organize regular seminars and workshops on emerging trends and technologies with a special focus on innovations
- D. To organize regular industrial trainings for the students commensurate with market needs.
- E. To organize regular industrial visits for the students
- F. To organize conference on innovations every year.



**Notification**  
**RESEARCH & DEVELOPMENT COMMITTEE**  
**(Academic Session – 2023-24)**

Research & Development Committee has been constituted as under:-

S.No.	Name	Designation	Contact No.
1.	Prof. Umesh Kumar - Director	Chairman	7302254554
2.	Dr. Bhaskar Gupta – Prof. Incharge (R&D)	Member	8447167933
3.	Dr. Suresh Prasad – Prof. Incharge (Academics.)	Member	8802725469
4.	Mrs. Bahnisikha Das	Member	7575968319
5.	Dr. Ravindra Kumar	Member	9389779851
6.	Mr. Zakir Ali Hyderi – HOD-ME M	Member	8700912901
7.	Mr. Pawan Kumar – HOD – ME P	Member	8743943199
8.	Mr. Dharmendra Kumar Sharma-HOD - EE	Member	7017154367
9.	Mr. Rajeev Ranjan Singh- HOD- CE	Member	7053693130

**Prof. Umesh Kumar**

Director

Principal  
 IIMT College of Polytechnic  
 Greater Noida  
 Code-1570

*Umesh Kumar*  
*Nyachau*

## IQAC CELL

The IQAC of the institute awards its faculty by giving them mementos & certificates academics, as per the four criteria:

1. Any faculty having achieved highest result in its class (>80%) in 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Year / semester wise.
2. One faculty members having best organized course-file semester wise, department wise.
3. One faculty member having best maintained mentor file semester wise, department wise overall.
4. One faculty member from each department, having remarkable contribution in paper publication in enforced journals/Consultancy/Patent applied/ copyright etc.

## HOSTEL COMMITTEE

### Functions

- A. To create overall disciplined environment in hostel
- B. To provide the platform for students so that they can showcase their talent.
- C. To provide them infrastructure conducive for their growth
- D. To provide amenities for their recreation and past time.
- E. To organize various cultural and sports events in the hostel to bring out creative abilities of students.
- F. To create an environment so that feeling of home sickness is not there amongst the students.
- G. To provide good healthy and hygienic food.
- H. It is designed to serve the interests of the student's community in competitive cultural field and provide an ambience for their overall wholesome personality development.

### Responsibilities

- A. The committee shall create a positive ambience in hostels.
- B. Promoting team spirit and co operation amongst the students by creating healthy competition. .
- C. Motivating students to join gym and other sports activities along with cultural activities...
- D. To arrange for better platform where they can exhibit their skills.
- E. Proper maintenance of hostel and mess and to have a check on quality of food.

## Notification

### Hostel Committee, w.e.f. 01.08.2023

The undersigned is pleased to constitute the Hostel Committee with the following members for the academic year 2023-24 to strengthen the hostel facilities in the Institute and to procure the required infrastructure and other amenities in hostel:

S.No.	NAME	DESIGNATION	RESPONSIBILITY	CONTACT NO.
1	PROF. UMESH KUMAR	DIRECTOR	CHAIRMAN	7302254554
2	Mr. VISHNU SINGH	CHIEF PROCTOR	CHIEF PROCTOR	7011660209
3	Mr. PRAMESH KUMAR	DY. CHIEF PROCTOR	DY.CHIEF PROCTOR	9899761527
4	Mr. ZAKIR ALI	PROCTOR	MEMBER	9891002147
5	Mr. TRIBHUVAN SINGH	PROCTOR	MEMBER	9999260048
6	Mr. RAJIV RANJAN SINGH	PROCTOR	MEMBER	9973724700
7	Mr. DHARMENDRA KUMAR SHARMA	PROCTOR	MEMBER	7017154367
8	Mr. D.N. TRIPATHI	Warden Boys Hostel	MEMBER	7302254555
9	Mrs. PRIYA SHARMA	Warden Girls Hostel	MEMBER	8287667838

- Maintaining of the discipline in the mess and mess related activities.
- Receiving the student grievances, report to the concerned authorities and get them resolved.
- The committee will enquire the cases of breach of hostel conduct rules pertaining to a hostel and take suitable action along with respective authorities.
- The committee will act as a back-up for the residential warden when the residential warden is on leave.

**Prof. Umesh Kumar**  
**Director**  
**Principal**  
**IIMT College of Polytechnic**  
**Greater Noida**  
**Code-1570**

*Umesh Kumar*  
*Madhu*

## EXAMINATION CELL

This cell is formulated to coordinate and systematize examinations. It indulges in designing proper examination profiles for the smooth functioning of curriculum accomplishment. The Cell keeps a thorough track of discipline throughout the module of the session.

### Functions

- A. To get all the internal examinations and BTE examinations smoothly conducted.
- B. To get BTE examinations form filled and scrutinize them thoroughly and properly
- C. To get question papers of internal examinations and BTE papers (if required) prepared.
- D. To monitor and process results. E. Evaluation of internal answer books.

### Responsibilities

- A. The members of the committee sit together at regular internal of times or whenever required to develop the ways & means to ensure smooth conduct of examinations.
- B. This cell also formulates the guidelines, rules & regulations of all examination related affairs of the Institute.
- C. The cell gives suggestions for smooth conduct of examinations in academic perspective.
- D. Question papers of internal examinations are processed and compiled two days before the commencement of examinations.
- E. Quality of papers in formatting and other aspects are checked by the committee after the academic quality check from respective HODs' desk.
- F. BTE examination forms are filled in accordance with the BTEUP guidelines and declared dates.
- G. Internal examination copies are checked within 3 days of commencement of examinations by the respective members of the faculty.
- H. External examinations are conducted in accordance with the BTE schedule.
- I. After declaration of results, compiling and comparing of the results along with the tabulation is carried out.

**EXAMINATION COMMITTEE**  
(Academic Session -2023-24)

Examination Committee has been constituted as under:-

S.No.	Name	Designation	Contact No.
1.	Mr. Pramod Sajwan - C.O.E	C.O.E.	9911278024
2.	Mr. Mainuddin Khan - Lecturer -CE	Dy. C.O.E.	9958382695
3.	Mr. Awadhesh Kumar - Lecturer –ME M	Member	9716731195
4.	Mr. Prashant Kumar Sharma – ME P	Member	9045822529
5.	Ms. Brahmpal Singh - EE	Member	7409260843
6.	Mr. Sachin Kumar - ASH	Member	9058464542

**Prof. Umesh Kumar**  
**Director**  
**Principal**  
**IIMT College of Polytechnic**  
**Greater Noida**  
**Code-1570**

*Umesh Kumar*  
*hyadau*

## GRIEVANCE REDRESSAL CELL

The Grievance Redressal Cell, headed by Incharge students welfare, attempts to address genuine problems and complaints of students, whatever the nature of the problem. Students are encouraged to use the suggestion boxes placed on different sections of the campus to express constructive suggestions and grievances. They may also approach the members of the cell or any of their other teachers as is comfortable to them.

The Grievance Redressal Cell is also looking after the grievance of employers, which help in systematic and expeditious settlement of grievances of employees, ensuring healthy employer-employee relationships.

## WGRC (WOMEN GRIEVANCE REDRESSAL CELL)

There is a separate cell for women grievance, headed by senior women faculty. The activity of WGRC addresses the problems of women employees and attempt to empower women.

The WGRC is meant to conduct activities for the female students, female faculty and administrators/supporting staff of the college.

### Objectives

- Create awareness on equal opportunity for women that will ultimately lead to improved attitude and behavior.
- Bring about attitudinal and behavioral change in adolescent youth of the female gender.
- Provide a harassment free working atmosphere, by identifying and fixing responsibility on the concerned persons for ensuring equal treatment of and participation by women in all areas.
- Conduct programmes for ladies to empower them financially, emotionally
- Deal appropriately with reported cases of sexual harassment, abuse or discrimination and initiate action against particular grievances in respect of unfair treatment due to gender bias.

**Roles and responsibilities of WGRC are given below:**

- (1) Smooth functioning of the institute by healthy participation from all the stakeholders of the institute.

Ref. IIMT/COP/2023-24/DIR/16

Date: 01/08/2023

**WOMEN GRIEVANCE REDRESSAL CELL COMMITTEE**  
**(Academic Session – 2023-24)**

Women Grievance Redressal Cell Committee has been reconstituted as under:-

S.No.	Name	Designation	Contact No.
1.	Mrs. Shikha Yadav	Chairman	9999566529
2.	Dr. Chitra Gupta	Member	9711099005
3.	Mrs. Nishu Sharma	Member	9911183151
4.	Mrs. Sakshi Rana	Member	9568455147
5.	Mrs. Bahnisikha Das	Member	7575968319
6.	Mrs. Manju Gaur	Member	9528229156
	<b>Student Members</b>		
7.	Ms. Ragini Kumari -1 <sup>st</sup> YEAR CE	Member	9523265166
8.	Ms. Nikita Gaur - 2 <sup>nd</sup> YEAR CE	Member	9971779324
9.	Ms. Vinita Kumari – 3 <sup>rd</sup> YEAR CE	Member	8252142673
10.	Ms. Saniya Parveen – 3 <sup>rd</sup> YEAR EE	Member	7065729129

Prof. Umesh Kumar  
Director  
Principal  
IIMT College of Polytechnic  
Greater Noida  
Code-1570  
*Umesh Kumar*  
*Myadav*

- (2) To work on welfare schemes such as Self Defense Workshop, Gender sensitization Workshops.
- (3) To ensure cordial working environment at work place.
- (4) To handle any grievances as reported to the committee by any female member of the institute.
- (5) To hold any enquiry into the complaint logged and make appropriate recommendations to the appropriate authorities. (ICC has been formed to as per AICTE guidelines, which handles all the enquiries into the complaints lodged with WGRC.)



## EMPLOYEE GRIEVANCE REDRESSAL

**Procedure of Handling Grievances:** The individual grievances of Faculty & Staff members shall, henceforth, be processed and dealt with in the following policy:

- **Department Level:** Any aggrieved employee should first submit his/her grievance in written to the Head of the Department. The needful action should be taken by the concerned Department Head to resolve the matter at the earliest. If it remains unresolved even after 3 days, the employee or the HOD may route the grievance to the next level.
- **HR Department:** In case the Grievance was not resolved amicably at the Department Level may be due to the complexity of matter or the aggrieved employee is not satisfied with the decision or fails to get a response within stipulated time, HR Department will intervene to reach a conclusion and settle down the matter with the help of Director, at the earliest or maximum within 7 days of receipt of the application.

Grievances can also be registered online on BTEUP portal.

## SC / ST COMMITTEE

IIMT College of Polytechnic also has a committee to look into the atrocities/grievance of SC/ST candidates, under the act 1989, no. 33 of 1989, and dated 11.09.1989.

Its formation is shown in Figure below-

Ref. IIMT/COP/2023-24/DIR/03

Date: 01/08/2023

### Notification

#### SC/ST COMMITTEE (ACADEMIC SESSION 2023-2024)

An SC/ST committee is formed to look into the prevention of atrocities on candidates of SC/ST category under the act, 1989, no. 33 of 11.09.1989. The committee is as follows:

S.No.	Name	Designation	Contact No.
1	Dr. RAVINDRA KUMAR	CHAIRMAN	9389779851
2	Dr. BHASKAR GUPTA	MEMBER	8447167933
3	Mr. ARUN KUMAR YADAV	MEMBER	9999677009
4	Mr. VIKASH KUMAR GAUTAM	SC -MEMBER	9758228046
5	Ms. SAKSHI RANA	MEMBER	9568455147
6	Mr. AMIT KUMAR	SC - MEMBER	7982072052

Prof. Umesh Kumar  
Director  
Principal  
IIMT College of Polytechnic  
Greater Noida  
Code-1570

To: All Notice Boards