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## ABOUT THE INSTITUTE

IIMT College of Engineering 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

S. No.	Name	Designation
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

### **Members of the Board of Governors (BOG)**

IIMT College of Engineering 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 Ji Gupta. The members of Board of Governors are shown in following table.

<b>S. No.</b>	<b>Name of Members</b>	<b>Remarks</b>
1.	Sh. Yogesh Mohan Ji Gupta	Chairman
2.	Dr. Mayank Agarwal	Secretary
3.	Sh. D. K. Goel	Member
4.	AICTE Nominated member	Member
5.	AKTU Nominated member	Member
6.	Dr. A. P. Singh	Member
7.	Dr. Mahendra Prasad Sharma	Member
8.	Dr. Naveen Kumar Sharma	Member
9.	Dr. Seema Nayak	Member
10.	Sh. Dinesh Kumar Yadav	Member
11.	Sh. Nikhil Gupta	Member
12.	Sh. Rajesh Jha	Member
13.	Mr. Rajesh Sharma	Member (Parent)
14.	Dr. Chetan Khemraj	Director & Member Secretary

## **VISION**

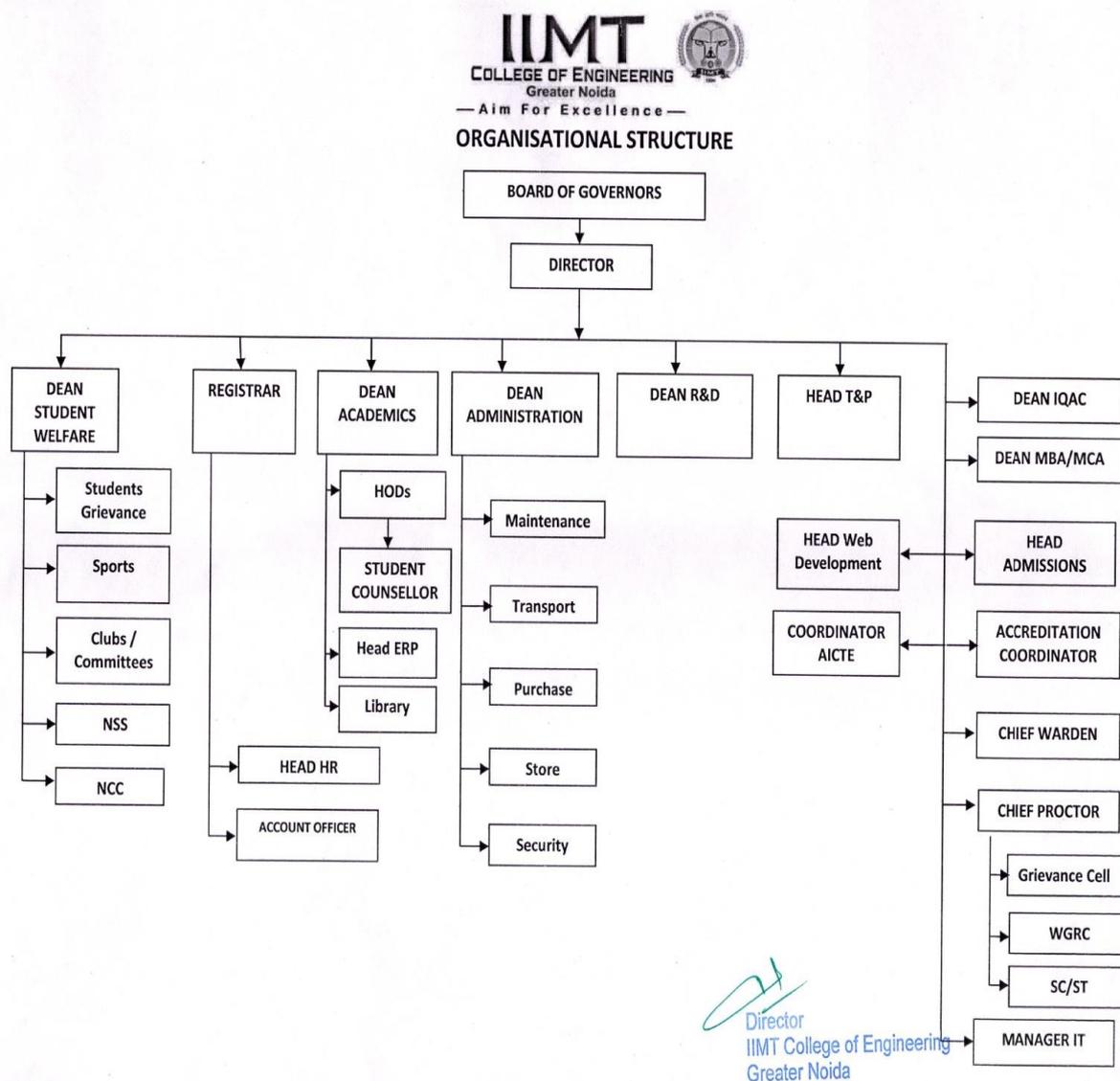
To be among the renowned institutions providing engineering and management education of excellence, empowered with research, innovation and entrepreneurship with high ethical values, catering to the needs of industry and society.

## **MISSION**

- To offer state of the art undergraduate and postgraduate program.
- To be a learner centric institute imbining experimental innovation and lifelong learning skills, addressing societal problems with high ethical values for 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 research.

# ADMINISTRATIVE SETUP

The College has an administrative setup, which include BOG members, Director, Deans 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**

Position	Functions
Board of Governors	Frame directive principles and policies Amend and approve policies from time to time Approve budgets To look after the overall development of the institute
Director	Design & define organization structure Define & delegate responsibilities of various positions in the organization Ensure periodic monitoring & evaluation, of various processes & sub- processes Mobilize external resources to strengthen the institute Plan & provide for necessary facilities / equipment's for development Instill confidence and devotion in every member of the institute Conduct periodic meeting of various bodies such as Board of Governors, Finance Committee etc. Manage accounts and finance Resource Generation Arrange stock verification annually Appraisal / ACR
Dean Academics	Prepare and execute academic calendar Carry out result analysis and submit to Director Oversee the teaching-learning process Initiate supplementary teaching measures Monitor Academic Audit Alumni interaction Annual Magazine ERP Coordination Library Up-gradation Orientation of First Year Students
Dean Internal Quality Assurance Cell (IQAC)	Establish, implement and maintain quality management system Feedback: Curriculum and analysis Publication of technical magazine and news letters Collaborations / quality initiatives with other institutions Strategic perspective plan proposed by IQAC Development of Quality Culture in the institution. Organizing faculty development programs for up gradation of knowledge and skill. Organizing Staff development programs to enhance skills & competency. Development and application of quality benchmarks/parameters for various academic and administrative activities of the Institution. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks. Optimization and integrations of modern methods of teaching and learning. Enhancing the creditability of assessment and evaluation procedures. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory

	<p>teaching and learning process.</p> <p>Arrangement for feedback response from prime stakeholders including students, faculty members, employers/industry experts and alumni on curricula and quality-related institutional processes.</p> <p>Arranging internal audits, Audit observations, and remedial measures.</p> <p>Periodic conduct of Academic and Administrative Audit and its follow-up.</p> <p>Dissemination of information on various quality parameters of higher education.</p> <p>Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.</p> <p>Coordinating quality-related activities including adoption and dissemination of best practices.</p> <p>Documentation of the various programmes/activities leading to quality</p>
Dean Student Welfare (DSW)	<p>Student Grievance</p> <p>Co-curricular activities</p> <p>Cultural activities</p> <p>Sports activities</p> <p>Student health care</p> <p>Formation of student council</p> <p>Student orientation</p> <p>Institute's Scholarship</p>
Dean Administration	<p>Ensure effective purchase procedure</p> <p>Resource Provision</p> <p>Transport</p> <p>Housekeeping including hostels</p> <p>Maintaining updated building plans and construction</p> <p>Overall building maintenance</p> <p>Oversee the generator facility</p> <p>NCC</p>
Head R&D and Incubation Centre	<p>EDC</p> <p>IIC</p> <p>Sponsored Projects</p> <p>Consultancy</p> <p>Industry Supported Labs</p> <p>Patents &amp; Copyrights</p> <p>Liasoning with industry</p>
Head Examination	<p>Conduct Internal Examinations &amp; External Examination</p> <p>Keep stock of all Internal Examination copies</p> <p>Keep Record of all Exams</p>
Head of Departments	<p>Maintain records of departmental academic activities and achievements</p> <p>Plan and execute academic activities of the department</p> <p>Maintain discipline and culture in the department</p> <p>Maintain the department neat and clean</p> <p>Pick and promote strengths of students / faculty / staff</p> <p>Monitor academic activities of the department</p> <p>Monitoring of lectures and practical</p> <p>Student's feedback</p> <p>Collective attendance of students</p> <p>Propose Department Budget</p> <p>Academic Audit</p>

	Arrange remedial classes for weaker students
Head Training & Placement	<p>Arrange and notify Employee Development Programs</p> <p>Maintain Training &amp; Placement records</p> <p>Identify and provide for training needs of students</p> <p>Facilitate career guidance to students</p> <p>Maintain record of counseling activities</p> <p>Proposing annual Training &amp; Placement budget</p> <p>Liaison with industry</p> <p>Student Placement</p> <p>Student Industrial Visits, internship</p> <p>Arrange campus placement interviews</p>
Accreditation Coordinator	<p>NBA, NAAC accreditation of different programs / institution</p> <p>Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.</p> <p>Practice of outcome-based education in the teaching learning process</p> <p>Liaison with NBA/NAAC office</p>
In-charge Library	<p>Plan and execute routine activity of the library</p> <p>Plan and propose expansion / development</p> <p>Maintain library discipline and culture</p> <p>Prepare annual budget for library</p>
In-charge Sports	<p>Ensure smooth conduct of sports</p> <p>Ensure proper use of gym</p> <p>Purchasing of sport items</p> <p>Encourage students to participate in zonal tournaments</p> <p>Creation and upkeep of sports facilities</p>
Registrar	<p>All data related to students</p> <p>Liaisoning &amp; Compliance with AICTE, University, &amp; any other agency</p> <p>Samaj Kalyan Vibhag</p> <p>All State Government Scholarships</p> <p>Maintain up-to-date master documents</p> <p>New proposals</p>
Head 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. In-charge – 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	Student discipline

	Anti-Ragging Grievance Cell WGRC
Chief Warden	Manage and monitor all Hostel related activities

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
- Rewards & Recognitions Policy
- Staff Welfare other Benefits to Employees
- Recruitment Policy
- Promotion Policy
- Academic Policy
- Research & Development Policy
- Remuneration Policy
- Travelling Allowance Policy
- Appraisal Form
- Administrative Policy
- Admission Policy
- Fees Policy
- Employees Welfare Policy
- Student Welfare Policy
- Placement Process & Policy
- Purchase Policy
- Sports Policy
- Training Policy
- Alumnus / Alumna Policy
- Other Committees

# **POLICIES**

## PROFESSIONAL ETHICS AND CODE OF CONDUCT FOR FACULTY & STAFF

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 student's 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.
- Should discharge the duties assigned to him/her from time to time like Exam Duty, Invigilation Duty, Evaluation Duty, Floor Duty, duties as a part of various committee / cell members etc.

## PROFESSIONAL ETHICS AND CODE OF CONDUCT FOR STUDENTS

A set of guidelines in the form of rules and regulations are defined for students, which are required to be followed by them religiously, and adopted as their way of life, while in the campus. These guidelines will serve as benchmarks that help students to emerge as confident, promising, and polished individually. All the students are required to be well aware with this Code, which is available on the official website of the IIMT College of Engineering, Greater Noida.

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside of the IIMT campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and dignity of the IIMT College.
2. All students must come to the college in time. The late comers may not be allowed to enter the college. The college timings are from 9.00 a.m. to 5.00 p.m. from Monday to Friday (Five working days for students)
3. All the students are expected to be present in the class well within time and late coming may result in loss of attendance for the corresponding period.
4. Students shall stand up from their seats when the teacher enters the class room and silence should be maintained during class hours.
5. Teachers shall be greeted appropriately when the teacher enters or leaves the classroom.
6. No student shall enter or leave in the classroom when the class is in progress, without the permission of the teacher concerned.
7. Students having lab sessions, have to report to the lab on time.
8. In seminar / project presentations etc., it is compulsory that all the students of the concerned class should be present for the entire session.
9. Students can leave the campus during class hours only after getting a gate pass from the HOD or the mentor and after making entry in the Gate Register maintained by the gatekeeper.
10. All students shall leave the classes immediately after 5.00 p.m. No students shall wander or gather in corridor, staircase etc. Do not spend much time in canteen, coffee shops etc.
11. All leave applications (Regular & Medical) shall be submitted in time concerned mentor for approval from the HOD, the medical leave shall be accompanied by valid medical certificate only.
12. Students shall come to the college in approved uniforms with formal blazer (according to weather), tie, and shirts tucked into trousers with belt and shoes. Rubber or plastic sleepers are strictly prohibited.
13. All the students are expected to attend all college events and functions in college uniform unless otherwise specified.

14. Any dress code violation noticed within the campus will attract a penalty and could initiate further disciplinary actions.
15. All the students shall wear their identity cards and it should be well displayed, any teaching and non-teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
16. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
17. For self-study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
18. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours. However, under normal circumstances students shall retreat to their hostels or residences by 5.00 p.m.
19. Access to academic buildings beyond the above timing and on holidays without written permission from the concerned HOD will be treated as a case of indiscipline.
20. Students are not permitted to use mobile phones during the class or Lab and the mobile phones shall be kept either switch off or in silent mode. Otherwise, all the teachers are empowered to seize mobile phones during the class or Lab.
21. Keep the campus neat and clean and do not put the waste here & there in the campus except in the waste baskets kept. Any violation of this shall invite a penalty.
22. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing-gum, pan masala etc. are strictly prohibited.
23. It is strongly advised to refrain from activities such as scribbling or noting on walls, door, or furniture, which could deface the college and destroy the academic ambiance.
24. Carefully handle the furniture, equipment, fixtures, and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property. Follow safety precautions near moving machines and electrical installations. In case of damage or theft of the college property, the disciplinary action must be initiated with fine.
25. Any student who notices something damaged should report to the mentor or HOD even if he/she does not know who has done it.
26. Students are not permitted to arrange any unauthorized celebrations and decorations of any extent in the campus.
27. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners etc. in the campus without the permission of the competent authority.

28. It is advisable not to bring valuable articles like expensive watches, costly mobile phones or any electronic gadgets and jewelry etc. The college shall not be responsible for any article lost. Lending or borrowing of money or valuable articles is strictly prohibited. In case of any loss, the college will not be responsible.
29. Bringing weapon, sharp articles, fireworks or extending any kind of support for exploding crackers or splashing water or color in the college premises or outside in the vicinity of the college is strictly prohibited, even during festival time. Non-compliance of these instructions can result in expulsion from the college.
30. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
31. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
32. Students are required to check the Notice Board and website of the college for important announcements regularly.
33. Every student must have at least 75% attendance to appear in the final Examination. Those who fail to fulfill these criteria will be debarred.
34. During sessional or PUT examinations, students are not allowed to leave the hall before completion of the exam time, and students have to occupy the seat 15 minutes before the commencement of the examination.
35. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
36. Misbehavior towards girl students, use of threat or violence against any fellow students or staff members will be considered as very serious cases of misconduct.
37. Advised to pay fees in advance or in time, this will avoid fines. Students shall not allow in final examination until and unless all the dues of the college are settled.
38. Students must share the correct contact details of the respective HODs as well as mentors with the parents and vice-versa.
39. Students are warned not to buy any eatable from the street vendors.
40. Students should be very polite wherever they go. They should always remember that the college is

judged by their behavior and conduct. Use of abusive language / passing filthy or vulgar comments will invite stern action immediately.

41. Students should greet their teachers whenever they meet them. No student should use any foul language against any teacher, visitor, or guest of the college.
42. Students should take part in all placement drives, whether online or offline, in which they are eligible to apply, without any excuse.
43. Students should take part in all Personality Development training, Group Discussion, during normal working hours as well as extended hours as per the schedule, without any excuse.
44. Students should maintain high level of discipline in the campus and not indulge in any sort of disciplinary activities.
45. Students should not get involved in bursting of fire crackers, using color during Holi in the college premises.
46. Students should not indulge in any form of eve teasing, molestation, discrimination, ragging of any type. This will be strictly monitored and any violation will be strictly dealt with.
47. Students are not supposed to invite any outsider, guest, friend inside the campus other than their parents and verified guardian.

In case of any instance of non-compliance of existing rules or any observed matter/behavior that deviates from the vision and mission of IIMT College of Engineering, all the staff members are empowered to initiate disciplinary procedure by submitting written statement to the Director, which in turn may lead to the constitution of an enquiry committee and further proceedings. The action may be in the form of warning, fine, calling parents or any course of corrective measure as found suitable by the committee or higher authority of the College. Expulsion from the College is enough for expulsion from the hostel.

## Gender Sensitization Policy

IIMT College of Engineering adopts zero tolerance policy and has always been sensitive towards gender specific issues. The institute has a gender specific Policy in practice which follows the guidelines of the Supreme Court of India. The institute encourages the female members of the student, faculty and staff to participate in all the activities organized by the institution. The Gender Sensitization Policy of IIMT works towards promoting gender equality, by framing and disseminating information/rules to ensure safe and conducive environment for all the female members of the institution.

### Objectives of the Policy

- To provide equal platform and opportunities to male and female students and teaching and non-teaching staff and create a gender sensitive work environment, maintaining zero tolerance towards gender discrimination.
- To ensure equal access to the resources and opportunities provided by the institute to both male and female students and employees.
- To eliminate any kind of gender related discrimination and harassment at the workplace.

### Specific facilities provided for women in terms of:

#### Safety & Security:

Separate Girls Hostel in the Campus with 24 hours Hostel Warden (Female) with female security staff.

CCTV Camera coverage in the entire Campus.

Entry Gate guarded by Bouncers as well as Lady Guard in the Campus.

Well established Women Grievance Redressal Cell (WGRC) managed by senior female faculty and students' representatives.

Awareness Programs on Gender Diversity & Inclusion conducted on regular basis.

Female NCC WING established in the Campus.

Medical Facility available in the Campus.

#### Counselling:

Counselor on board in the Campus to address the needs of the students.

Counselling available for the students without disclosing the identity.

#### Common Room:

Separate Common Room for the female students.

#### Crèche:

Crèche available for the young kids of the Female Staff and Faculty members.

Trained Caretaker in the crèche for taking care of the kids.

Play area/ TV and resting space available in the crèche.

CCTV camera coverage in the Crèche.

**Other Facilities:**

Provisions for Maternity/Paternity Leave benefits for the employees.

Relaxation in working hours to female faculty members, for unavoidable circumstances.

As per the routine activities for gender sensitization, the college uses to conducts many activities like women's day celebrations, security-related workshops, motivational lectures, etc by the eminent resource persons of the Government Administrations and other organizations.

The following initiatives have been taken by the college management to maintain gender equity:

1. Women Grievance Redressal Cell (WGRC) working as per rules and regulations of Statutory Authorities.
2. CCTV cameras are installed in all academic blocks, boys' and girls' hostels, common places like the cafeteria, Library, and sports facilities.
3. Girls NCC wing for the Girls students.
4. All the students have their dedicated mentors to discuss any such issue for immediate action.
5. Proper availability of security guards.
6. Proctorial board members & the Government administration personnel's contact numbers are displayed at the multiple locations.
7. A permanent Female counselor is available on the campus for the counseling of any such issue which can only be shared with the female members by the female (students, faculty & staff).
8. Various awareness programs on women's empowerment and gender sensitivity, cybercrime, and self-defense are conducted.
9. The college also has a fully functional daycare inside the campus.
10. Also, have a women guard as a team member of our security team.

To inculcate moral and ethical values in the new generation it is our moral responsibility to make the students aware of the journey of freedom of the country through our great freedom fighters by their unforgettable sacrifices, they gift us freedom, to remember them and make our students aware about their struggle and stories the college used to celebrate many national days like Republic Day, Independence Day, International Yoga Day and many more such days.

# Human Resource Policy

For Teaching and Non-Teaching Staff | Revision Date: 01<sup>st</sup> August, 2025

## COLLEGE TIMINGS

Teaching	-	<b>09:00 AM – 05:00 PM</b>
Non – Teaching	-	<b>09:00 AM – 05:10 PM</b>
Administration	-	<b>08:30 AM – 05:30 PM</b>
Relaxation	-	<b>05 minutes</b> relaxation <b>everyday</b> <b>15 minutes</b> relaxation <b>five times in a month</b> <b>01 hour</b> duration relaxation <b>once in a month</b>

## 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 institution.

## LEAVE YEAR AND APPLICABILITY RULES

- ❑ Sanctioning of leave is at Directors discretion based on exigencies of requirement or seriousness of the case.
- ❑ Leave year is from 23<sup>rd</sup> July to 22<sup>nd</sup> July.
- ❑ For employees who have not completed one year, leave will be credited to them on monthly pro-rata basis.
- ❑ The different types of leaves given under the policy are:

## LEAVES

Casual Leave (CL)	12	
Medical Leave (ML)	05 (except Class-IV Employees 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 & Contractual based faculty	04 working days
	Administration Staff (except Class IV Employees)	02 working days
Winter Leave (WL)	Teaching Staff	06 working days including Saturday
	Non-Teaching Staff & Contractual based faculty	03 working days
	Administration Staff (except Class IV Employees)	02 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)	
Birthday Leave (BL) (As per record)	Half Day paid leave for Teaching Staff only. Birthday Leave will be credited after date of birth that can be avail by end of the academic year.	
Bereavement Leave	3 Paid Leaves in case of demise in Blood Relations Family Member	
Festival Holidays	9 Days Leaves (Saturday to Sunday) on Holi & Diwali Vacations	

## 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)
- 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>Drivers</b>	12 CL per Year	5 ML per Year	1 HOUR once per Month	<b>08 SPL per Year</b> (Only for whomever working on Sundays)

Designation	Casual Leave	Medical Leave	Short Leave	Gate Pass / Out Pass
<b>Wardens</b>	31 CL per Year	5 ML per Year	1 HOUR once per Month	4 HOURS per Week (Cannot carry forward)
	<b>Total 36 Leaves</b> 3 Leaves per Month			

<b>+</b>				
<b><u>Additional Holidays</u></b>				
<i>1 Leave on 15 Aug</i>				
<i>1 Leave on 02 Oct</i>				
<i>1 Leave on 26 Jan</i>				
<i>1 Leaves on Holi</i>				
<i>2 Leaves on Diwali</i>				
<b>TOTAL      36 + 6 = 42 Leaves in a Year</b>				

**\* No Holidays on Sunday for wardens**

## Saturday ON / OFF Policy

### For 7 Months (September to March)

- Saturday will be OFF for all faculty & staff members for 7 months (September to March), is applicable as under:

CATEGORY	STAFF	SATURDAY OFF	REMARKS
TEACHING	All College Faculty Members	All Saturdays OFF	
NON TEACHING	PA, Office Executive & Office Assistants	All Saturdays OFF	
	Registrar Office		
	IT Cell Staff / Lab Staff	ROTATIONAL OFF (AS PER ROSTER)  50% staff is mandatory on each Saturday i.e. Two Saturdays OFF	Visits, Cleaning, Repair & Maintenance, Deep Cleaning, NAAC/NBA Documentation, etc.
	Library Staff		Visits, Books Dusting, Books Stacking, Deep Cleaning, NAAC/NBA Documentation, etc.
	Web Team (Graphic Designers)		Routine Work
	HR Office		
	PA to MD Sir		
	Accounts Office		
	BJMC Studio Team		
	HEAD ERP		
ADMIN	All Administration Staff including Class IV Employees	All Saturdays ON	
ADMISSION	Reception Admission Cell (Counsellors)	As per roster received from Head – Admissions	

**Note:** In case of Work Pendency / Interview Lined-up / Inspection Related Work / Exam / NBA–NAAC, etc. anyone at all levels may be called on Saturdays.

### For 5 Months (April to August)

#### For Faculty & Non-Teaching Staff Members

- All Saturday will be ON for all faculty & staff members for 5 months (April to August)

#### For Administration Department

- All Saturday will be ON for all administration staff including Class IV Employees.

## CASUAL LEAVE (CL)

### ELIGIBILITY:

- 12 Casual Leaves are allowed for all employees except Outsourced Employee

### 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 22<sup>nd</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. All faculty & staff members must apply leaves in advance on ERP for consideration & approval.
10. Non-Approved leaves would be considered as LWP (applicable with immediate effect).
11. **Casual Leave must be applied in advance only** with adjustment of classes.

## 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.
7. **Medical Leave must be applied within 24 Working Hours.**

## Clubbing of Leaves/Absence

1. Any special application approved by Competent Authority should be submitted by next working day of each month HR office for further processing through ERP.
2. Leave should not be clubbed without prior approval of Reporting Manager.

## 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)

1. Gate Pass for all employees is allowed for Official Work.
2. However, one Personal Gate Pass of up to 2 hours in a month is allowed to all employees (to be approved by Director – HR).

## WINTER LEAVE (WL)

### ELIGIBILITY:

Minimum 3 months of service (**who has joined on or before 30<sup>th</sup> September**).

### ENTITLEMENT:

1. **Teaching:** 06 working days including Saturday for Teaching Staff\* can be availed in one slot or in parts as approved by respective Director.
2. **Non-Teaching Staff:** 03 working days are allowed in one slot or in parts.
3. **Administration (except Class IV employees):** 02 working days are allowed in one slot or in parts.
4. It has to be consumed within the approved winter slot by the Director.
5. **Winter Leaves must be availed on or before 31<sup>st</sup> January.**

## SUMMER LEAVE (SL)

### ELIGIBILITY:

Min 6 months of service is required to avail summer leave benefits in pro-rata basis.

Min 10 months of service is required to avail all the leaves entitled.

### ENTITLEMENT:

1. **Teaching:** 06 working days for Teaching Staff\* who have completed 10 months or more within the organization.
2. **Non-Teaching Staff:** 04 working days in one slot or in parts.
3. **Administration (except Class IV employees):** 02 working days in one slot or in parts.
4. Summer leave needs to be availed before the commencement of academic session that too in lean period only.
5. For others who have completed 6 months but less than 10 months can avail only on pro-rata basis.
6. It has to be availed within the approved summer leave slot approved.
7. 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)

**\*(Subject to submit Scopus Publication / Scopus Book Chapter / Book after due verification by respective Director through HEAD R&D) for availing WL/SL only**

APPLICABLE FOR	CONDITION	WINTER LEAVE	SUMMER LEAVE
Assistant Professor (1 Target)	If no paper published	3 days	3 days
	If paper published	6 days	6 days
Associate Professor & Above (2 Target)	If no paper published	3 days	3 days
	If 1 paper published	6 days	3 days
	if 2 papers published	6 days	6 days

Note: Paper acceptance will be considered. Only communication will not be considered.

## Voluntary Exit from the Organization

1. If any member is not willing to continue in next semester, he/she must inform in advance or resign within seven days from the date of semester end. (Notice period not required)
2. Later on, if he/she resigns (when academic session is off) recovery of one month amount is payable by employee for Full & Final and Experience Letter clearance.
3. Later on, if he/she resigns (when academic session is on) recovery of three-month amount is payable by employee for FNF and Experience Letter clearance in special cases it may be reduced to one month after approval only.

OR

He/she has to continue till course completion and completion of semester.

4. The management has the liberty to accept the resignation and waive off the notice period without having the liability of paying the notice period. Any vacation period including winter and summer breaks shall not be considered in the notice period.

## COMPENSATORY LEAVE

All the regular employees of the college (**Separate Policy already in place for Administration Team**) will be entitled for this leave, if they worked for college in any off day (**Sunday or Declared OFF by College**).

**VALIDITY:** within **45 days** only.

WORKING HOURS to avail COMPENSATORY OFF		
0 to 4 hours	4 to 6 hours	6 to 8 hours
No Comp Off	HALF DAY Comp Off Allowed	FULL DAY Comp Off Allowed

SCENARIO			
WORK PENDENCY	EVENT / TASK ASSIGNED	EXAM DUTY	
		External Exam (GATE)	University Exam
NO Comp Off	Comp Off Allowed	Remuneration to be given (only) – No Comp Off	Comp Off Allowed

## Paid Leave / Duty Leave

1. Faculty for conducting external practical exams assigned by university can avail maximum up to 4 days paid leave in each semester.
2. Any official duty (exam duty / administrative duty) assigned to any employee approved by reporting Manager / Director can avail paid leave.
3. Those Faculties who have to attend Convocation for her/his PhD degree will be entitled for paid leave (One Day for Local area in Delhi/NCR up to 100 km & Two Days for outstation)

## Long Term Leaves

If any regular employee of the college wants to avail a long-term leave (15 days to 2 months) during nonacademic 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.

**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 impart 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

WINTER	SUMMER
<p><b>Female Employees:</b></p> <ol style="list-style-type: none"><li>1. Indian Suit or Business Suit to be wear.</li><li>2. For VIP Visits or Major Events (including orientations) <b>Saree Dress Code</b> to be followed.</li></ol>	<p><b>Female Employees:</b></p> <ol style="list-style-type: none"><li>1. Indian Suit or Business Suit to be wear.</li><li>2. For VIP Visits or Major Events <b>Saree Dress Code</b> to be followed.</li></ol>
<p><b>Male Employees: Faculty</b></p> <ol style="list-style-type: none"><li>1. Formal Shirts, Trousers &amp; Blazers along with Tie to be wear.</li></ol> <p>AND</p> <p><b>Relaxation:</b> Jackets / Blazers / V-Shape Pullovers along with Tie in visible mode (mandatory) till 31<sup>st</sup> January.</p> <p><b>Gandhi Jackets are not allowed.</b></p> <p><b>NOTE:</b></p> <p><u>DGs, Directors, Deans &amp; HODs:</u> formal attire is mandatory (No Relaxation)</p> <ol style="list-style-type: none"><li>2. <b>Only for Saturday</b> Jeans, Collared T-Shirts / Shirt / Pullovers / Jackets are allowed (<b>Only in Non-Academic days</b>).</li></ol>	<p><b>Male Employees:</b></p> <ol style="list-style-type: none"><li>1. Formal Shirts &amp; Trousers along with Tie to be wear.</li><li>2. Only for Saturday Jeans, Collared T-Shirts / Shirt are allowed (Only in Non-Academic days).</li></ol>

### NOTE:

1. Faculty should also wear IIMT Staff Identity Card.
2. Faculties, not following the above dress code, will invite disciplinary action including LWP. Any other special cases will only be considered with the approval of Director.
3. If there is any occasion in the campus then all should follow the formal dress code.

## Usage of Official SIM / Numbers

All Top Officials 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 Campus (including living accommodation of faculty & staff) 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.

## ERP System Implementation

All employees of IIMT Group of Colleges to ensure:

- **Rule and Regulations for Leave Apply and Approval in iCloudEMS ERP:**
  1. **Salary shall be made based on Punch/Biometric attendance ONLY.**

2. In case of **MISSED PUNCH** below process to be followed:  
If Gate Verification is submitted in HR Office as per attendance  
Gate Verification Approved by respective Director/Dean/HOD/HEADS  
**Within 24 Working Hours**
  - Full Working Day to be considered**After 24 Working Hours** in the same month
  - If worked full day duty – Half Day to be considered
  - If worked half day duty – No attendance to be considered
3. **APPLY LEAVE:** Employee must apply **CASUAL LEAVE in advance only & MEDICAL LEAVE within 24 working hours. AND leave of last working day must be applied & approved in advance OR maximum by 24<sup>th</sup> day of the month.**
4. **Additional Relaxations** after approved relaxations **shall not be considered.**
5. It is **compulsory for all employees (including guest lecture basis faculties) to do the biometric timely.** Henceforth **the salary would be done as per the record of the biometric and no excuse will be considered.**
6. In case **SALARY IS HOLD** due to any reason OR all arrears **will be released in 2<sup>nd</sup> lot on 15<sup>th</sup> day of the month after then in next month salary only.**
7. **WORKING ON HOLIDAY/WEEKLY OFF:** Apply of **CL/ML is allowed.** (if not coming)
8. **WEEKLY OFF:** To avail **Saturday & Sunday Weekly OFF benefit** in a week:  
\***Scenario – 1** “Employee must be present in campus for at least 3 days in the week or at least 3 days leaves must be approved.”  
\*\***Scenario – 2** “But if employee is absent on Friday and also absent on Monday, then the Saturday & Sunday will be clubbed and will not be treated as weekly off.”

DAY	*SCENARIO – 1	**SCENARIO – 2
Monday	Absent	Present / Leave Approved
Tuesday	Absent	Present / Leave Approved
Wednesday	Present / Leave Approved	Present / Leave Approved
Thursday	Present / Leave Approved	Present / Leave Approved
Friday	Present / Leave Approved	Absent
Saturday	Paid Leave OK	<b>Clubbed</b>
Sunday	Paid Leave OK	<b>Clubbed</b>
Monday	Present	Absent

**NOTE:**

- **NOTICE(s) 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.
- **SPECIAL LEAVE can also be availed as half day.**
- As ERP is automated process therefore **other than relaxation policy no request shall be entertained.**
- Once ERP is locked, Salary days shall remain unchanged. 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.**

## Awards & Recognitions Policy

According to a study by McKinsey titled “Getting beyond Money”, praise and commendation from managers was rated the top motivator for performance, leaving behind other financial incentives.

Various Ideas are as below:

Activity	Execution	Frequency
<b>Birthday</b>	Employees Birthday Celebration with Hon’ble Sir	Monthly

<b>Celebrations</b>	<b>(cake + refreshment to be arranged)</b>		(Ongoing)
<b>Best Employee Award</b>	Congratulatory announcements for the top performers		Ongoing
	A Badge to the top performer		
	Felicitation of Certificates through Hon'ble Sir during events		
	Digital Recognition <ul style="list-style-type: none"> <li>▪ Create a Virtual Wall of Fame on Website</li> <li>▪ Congratulations through email</li> <li>▪ Promotion on social media by Web Team</li> </ul>		
	Free Tickets for <b>Outing Event</b> / A quality <b>sponsored trip</b> acts as powerful motivator for employees (yearly)		
	Introduce employees to the Top Brass (Half Yearly) <b>(refreshment to be arranged)</b>		
<b>Peer-to-Peer Appreciation</b>	Online appreciations to each other & employee received highest appreciations must be awarded with Certificate + Gift Cards / Vouchers / Personalized Gifts		Semester Wise (Half Yearly)
<b>Newsletters with employee success stories</b>	Motivation to employees for self-up gradations & obtained rewards / rankings to be published in newsletters		Semester Wise (Half Yearly)
<b>Festival Celebrations</b>	Employees to celebrate Indian Festivals (Holi/Diwali) <b>(Refreshment to be arranged)</b>		One Event in Every Semester (Half Yearly)
<b>Digital Promotion</b>	Create a short film on an employee's achievement		Semester Wise (Half Yearly)
<b>Team Bonding</b>	College wise outings & team bonding activities <b>(high tea refreshment to be arranged)</b>		for collective achievements
<b>Best Performers Award</b>	Best Performer of Administrative Support	A quality <b>sponsored trip</b> acts as powerful motivator for employees  +  <b>Silver Coin</b> OR Monetary Incentives OR Personalized Gifts	Yearly
	Best Central Function Head (Any 1)		
	<ul style="list-style-type: none"> <li>◆ Web Team</li> <li>◆ Human Resources</li> <li>◆ Accounts</li> <li>◆ IT Cell</li> <li>◆ Library</li> <li>◆ Training &amp; Placement</li> <li>◆ Branding</li> </ul>		
	Best Top Official		

	Best Runner-Up Top Official (2 Nos)	OR Gift Cards OR Vouchers	
	Best PA / Office Assistant / Executive		
	Best Registrar		
	Best Library Staff		
	Best Lab Staff		
	Best IT Cell Staff		
	Best Performer in Administration Team		
	Best Anchor / Master of Ceremony		
<b>Best Employee of the Month for Administration Team</b>	<b>01 Cup to Winner (Tea refreshment to be arranged for 20 Members)</b>		Monthly
<b>Awardee of Government Organization</b>	<b>Two Nights One Room Accommodation (Stay Only) at Mussoorie Hotel for Awardee of Government Organization + Family Members</b> (Once in Calendar Year): Invitation must have been received on official mail id		Yearly
<b>IIMT '7-Star' Award</b>	<b>Seven Shining Stars (Overall Excellent Performers)</b> to be given vacations (only stay) in four/five-star property every year		Yearly
<b>Highest Result</b>	<b>Two Nights One Room Accommodation (Stay Only) at Mussoorie Hotel for One Faculty for Highest Result from Each College</b> as per the <b>joint recommendation by Director + Dean + HOD</b>		Yearly

## “STAFF WELFARE”: 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). **Health Insurance Policy Holders from Indian Bank are exempted to avail this benefit.**
- ❑ All the staff can contact Accounts Department to avail this benefit.
- ❑ Health Insurance is being provided along with Indian Bank Account worth Rs. 1,00,000/-  
Base Sum Insured (applicable for employees having salary Rs. 20,000 & above)

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

- ❑ Apollo Cradle and Apollo Spectra Hospital, Greater Noida (10-25% discount)
- ❑ Bakson Hospital, Greater Noida (10-20% discount)
- ❑ ITS Healthcare Institutes, Greater Noida (10-20% discount)
- ❑ Kailash Hospital, Greater Noida (15-20% discount)
- ❑ Prakash Hospital, Greater Noida (20-25% discount)
- ❑ Star Dental Centre Pvt. Ltd, New Delhi (10-15% discount)
- ❑ Surya Hospital, Greater Noida (12-50% discount)
- ❑ Yathartha Hospital, Greater Noida (15-20% discount)

## Tie-up with Schools (With discount on Admission Fee & Security)

- ❑ Sheoran International School, Greater Noida
- ❑ Delhi World Public School, Greater Noida

## Tie-up with Transport Services (With discount on Transport Services)

- ❑ Roppen Transportation Services Pvt Ltd, Delhi (**RAPIDO**)  
(15% discount on cab facility for faculty & staff registered on **Rapido App**)

## Transportation Facility

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

## Faculty Birthday Celebrations

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

## Salaried Bank Account (Indian Bank)

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

## Creche Facility

- ❑ There is exist Creche facility for faculty & staff on the paid basis.
- ❑ One Day Creche Facility Free in Every Month for All Staff.
- ❑

## Employee Marriage & Child Birth Blessings

- There is a provision for blessings for employee's marriage & child birth for all teaching & non-teaching staff.

Employee Marriage	Directors / Deputy Directors / Deans / HODs / Heads / Professors	Rs. 2100/- + Bouquet (upto Rs. 150/-)
	Associate Professor / Assistant Professor / Senior Lecturer / Lecturer / Managers / Executives / Registrars / Officers & Supervisors (Admin Staff) / PAs	Rs. 1100/- + Bouquet (upto Rs. 150/-)
	Office Assistants / Lab Staff / Non-Teaching (except Class IV employees)	Rs. 500/- + Bouquet (upto Rs. 150/-)
Child Birth	IIMT Silver Coin (10 gm) on submission of Birth Certificate	

- Family Members** to be called on Sanidhya Event
- Two Nights One Room Accommodation (Stay Only)** at Mussoorie Hotel for Newly Married Couple for Teaching Staff

## 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.

## Meritorious Performance Award

The meritorious performance award is 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

for Class IV Employees

10+ below 15 Years	IIMT Silver Coin (10 gm)
15+ Years	IIMT Silver Coin (20 gm)

## Lucky Draw >> Best Performers Selections for the Year

Category	Rewards		
<b>Best College Winner Team</b>			
○ Director	20 Gms Silver Coin	+	Outing Trip
○ Dean(s) / HOD(s)	10 Gms Silver Coin	+	Outing Trip
01 Best Performer of Admission Support Team	20 Gms Silver Coin	+	Outing Trip
01 Maximum Appreciation	10 Gms Silver Coin	+	Outing Trip
01 Best Central Function Head	20 Gms Silver Coin	+	Outing Trip
01 Best Top Official	20 Gms Silver Coin	+	Outing Trip
02 Best Runner-Up Top Official (2 Nos)	10 Gms Silver Coin	+	Outing Trip
01 Best PA / Office Assistant / Executive	10 Gms Silver Coin	+	Outing Trip
01 Best Registrar	10 Gms Silver Coin	+	Outing Trip
01 Best Library Staff	10 Gms Silver Coin	+	Outing Trip
01 Best Lab Staff	10 Gms Silver Coin	+	Outing Trip
01 Best IT Cell Staff	10 Gms Silver Coin	+	Outing Trip
01 Best Performer in Administration Team	10 Gms Silver Coin	+	Outing Trip
01 Best Anchor / Master of Ceremony	10 Gms Silver Coin	+	Outing Trip
01 Best Employee of the Month	10 Gms Silver Coin	+	Outing Trip
01 Highest Attendance Award (Teaching)	10 Gms Silver Coin	+	Outing Trip
01 Highest Attendance Award (Non-Teaching)	10 Gms Silver Coin	+	Outing Trip

## Recruitment of Faculty

As the faculty/staff members play a major role in achieving the goals of the Institute, it is noteworthy to identify and recruit highly qualified faculties.

## Qualification

Recruitment of faculty members is done based on the norms prescribed by statutory bodies for various cadres.

**PhD / UGC-NET Qualified**, Master's Degree, Bachelor's Degree with First Class in all the preceding degrees in the appropriate branch, with an exemplary academic record throughout.

## Norms for Academic Faculty:

Recruitment of faculty members is done on the basis of norms prescribed by statutory bodies for various cadres.

### 1) Eligibility Criteria

#### Assistant Professor:

- **Experience:** 0 to less than 5 Years of Experience
- **Qualification:** B.E./B.Tech , M.Tech with first division
- **Research Papers:** Minimum 1 research paper in SCOPUS/ UGC Care Journals

#### Associate Professor:

- **Experience:** Minimum 8 Years of Experience of which 2 years post Ph.D. experience
- **Research Papers:** 6 papers in SCI / SCOPUS/ UGC Care Journals
- **Qualification:** B.E./B.Tech. & M.E./M.Tech. & Ph.D. with first division in all the preceding degrees in the appropriate branch

#### Professor:

- **Experience:** Minimum 10 Years of Experience of which at least 4 years at the level of Associate Professor or 4 years post PhD experience
- **Research Papers/PhDs Supervised:** 2 PhDs supervised or 10 papers in SCI/ SCOPUS/ UGC Care Journals
- **Qualification:** B.E./B.Tech. & M.E./M.Tech. & Ph.D. with first division in all the preceding degrees in the relevant branch

#### Dean / Deputy Director:

- **Experience:** Minimum 15 Years of Experience of which at least 5 years at the level of Professor & Head
- **Research Papers/PhDs:** 2 PhDs supervised or 10 papers published in SCI/ SCOPUS/ UGC Care Journals are mandatory
- **Qualification:** B.E./B.Tech. & M.E./M.Tech. & Ph.D. with first division in all the preceding degrees in the appropriate branch with an exemplary academic record throughout.

**Director:**

- **Experience:** Minimum 15 Years of Experience of which at least 05 years at the level of Professor and Head.
- **Research Papers/PhDs Supervised:** 2 PhDs supervised or 10 papers published in SCI/ SCOPUS/ UGC Care Journals are mandatory.
- **Qualification:** B.E./B.Tech. & M.E./M.Tech. & Ph.D. with first division in all the preceding degrees in the appropriate branch with an exemplary academic record throughout.

**2) Certifications:** At least one certification from reputed company (NPTEL, CISCO, Course Era etc.) is required to teach specialized branches like B. Tech. in CSE(AI), AI-DS, AI-ML etc.

**NOTE:** If candidate is having M. Tech./PhD. in respective specialized branch he/she will be exempted from aforementioned certifications.

OR

He/She has Published 02 SCI/04 Scopus research papers published in journals in the appropriate specialization.

**Norms for Research Faculty:**

○ **Assistant Professor (Research) Grade I:**

1. Ph.D. with good academic record.
2. 3 SCI publications

OR

2 SCI publications + 1 paper in leading conference

3. Minimum 1 patent published

○ **Assistant Professor (Research) Grade II:**

1. 2-years' experience as AP-I
2. 3 (or 2+1\*) SCI publications since AP-I.

For External candidate: ≥6 SCI (It is the discretion of Selection Committee to give AP-I or AP-II)

3. At least 1 R&D proposal submitted for grant since AP-I

4. Minimum 2 patent published

**C) Assistant Professor (Research) Grade III:**

1. 2 years' experience as AP-II
2. 3 (or 2+1\*) SCI publications since AP-II.
3. At least 1 R&D proposal submitted for grant since AP-II  
No External Mode
4. Minimum 3 patent published

**D) Associate Professor (Research):**

1. 6 years of teaching experience of which 5 years post-Ph.D. experience and at least 5 years as Assistant Professor.

OR

6 years of teaching experience of which 4 years post-Ph.D. experience and at least 5 years as Assistant Professor & 3 additional SCI publications.

2. 12 (or 8+4\*) SCI publications (at least 3 SCI since last promotion at AP-III)

OR

9 SCI publications (at least 3 SCI since last promotion at AP-III) and TIF  $\geq$  15

3. 1 Ph.D. registered (beyond IRB) (can be compensated with additional 2 SCI papers)
4. 1 R&D project  $\geq$  5 Lacs PI/Co-PI
5. Minimum 1 patent granted

**E) Professor (Research):**

1. 10 years of teaching experience of which 9 years post-Ph.D. experience & at least 5 years as Associate Professor

OR

10 years of teaching experience of which 8 years post-PhD experience & at least 5 years as Associate Professor & 3 additional SCI publications.

2. At least 15 (or 10+5\*) SCI publications (with at least 5 SCI since last promotion)

OR

12 SCI publications and TIF  $\geq$  20 (with at least 5 SCI since last promotion).

3. 2 PhD guided (awarded)
4. 1 R&D project  $\geq$  10 Lacs as PI/Co-PI [R&D project(s) cannot be compensated with additional SCI papers]
5. Minimum 2 patent granted

## **Recruitment Procedure**

- The recruitment of the faculty members is made by the selection committee whenever required, by following an open and transparent selection procedure.
- Advertisements are given in the leading newspapers Ads, Online Portals & Official Website
- The prospective candidates are screened by their education, experience and research activities by the Director / HOD.
- The screened candidates are intimated about the interview date and time.
- Preliminary Round via Telephonic or Online for Shortlisting of Candidates
- Candidates are interviewed and demo class observed by the constituted selection committee.
- Based on the recommendations made by the selection committee the candidates are informed of their selection by way of Offer Letter.
- After receiving the acceptance letter from the selected candidates, joining formalities are being done on joining date. Further appointment letter is issued after joining.

## **Composition of the Selection Committee to Recruit Faculty Members**

The selection committee is constituted by the following members.

1. Director / Principal
2. Head of the Department
3. Field Expert Members

## **Service Conditions**

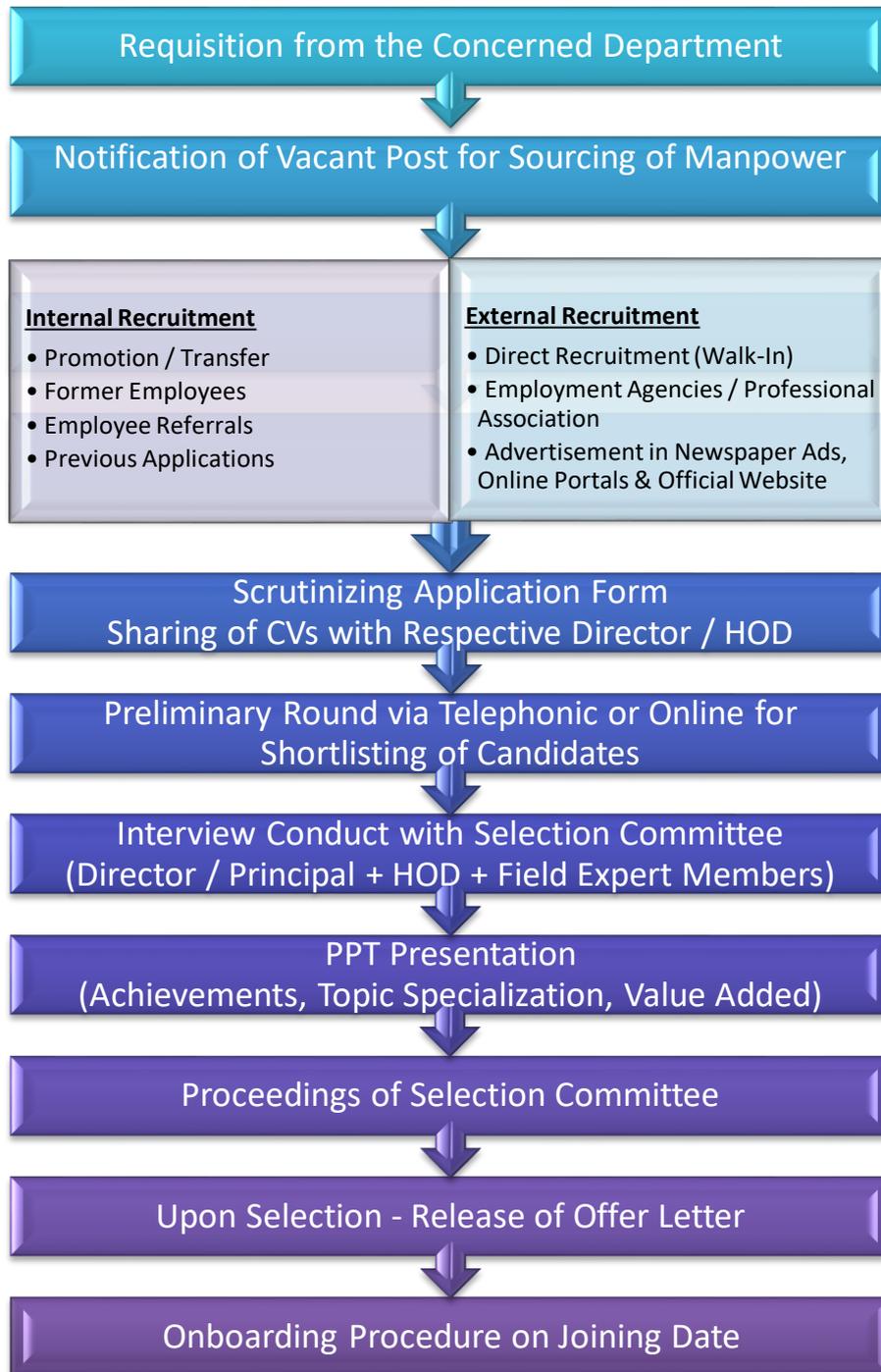
- Every appointee shall be subject to the conditions that he/she is certified as in sound mental health and physically fit for service by a medical authority as specified from time to time.
- Declaration about submission of correct certificates & documents.
- The pay of teaching staff shall be fixed by the selection committee in accordance with the scale of pay prescribed by AICTE.

## **Other Points**

- Eligibility criteria must be followed.
- Directors need to do market research before hiring / short listing candidate to cope up market demand.
- Faculty expecting high salary to be analyzed by Director and recommended for the same must have remarks about candidate's extra knowledge & specialization.
- Research experienced faculty having projects, grants and good quality papers must be given priority and higher salary may be offered as exceptions.
- Comments Section in Proceedings (prepared by registrar) to be updated on regular basis.
- Male – Female ratio 70:30 to be maintained while selection of the candidates.

- Minutes of meeting will be prepared after completion of selection process.
- Salary will not be a constraint for good profile candidates like IITians & NITians.

## RECRUITMENT FLOW CHART



## PROMOTION POLICY

### Promotion Policy

- The objective of the promotion policy is to recognize and reward, merit and competence. It improves the organizational and functional effectiveness.
- All promotions shall be subject to completion of minimum qualifying period and other requirements such as employee's current academic performance, their research work, number of publications, commitment of the staff to the improvement of the institution etc.
- The promotion of an employee is purely based on the merit cum seniority basis.
- Faculty Performance Evaluation would also be considered for promotion.

### Faculty Performance Evaluation is Based on the Following Process

- In the end of every quarter, all the faculty members are asked to submit the Faculty Performance Evaluation which is filled based on the guidelines.
- The average marks of all quarters are being considered based on the evaluation parameters of the performance of the faculty members (self-evaluated & further verified by HOD & Director/Principal).
- Performance Evaluation Committee Members (HOD / Professor In charge & Director / Principal) discuss with the faculty member about their Performance Report and future plans for the growth of department and institution.

### Faculty Performance Evaluation Parameters for Promotions

- Evaluation of Teaching and Learning includes the University results and students' feedback on subjects handled, UG projects guided, Lab Development / Maintenance / Contribution.
- Evaluation of Research and Development includes Academic Research, Sponsored Research and Consultancy.
- Evaluation of Academic Research includes list of papers published (National/International Journal, National / International Conference), Books / Monogram / Laboratory manual authored, FDP / Workshop / Seminar Attended / Invited.
- Evaluation of Sponsored Research and Consultancy includes ongoing & completed Sponsored/Consultancy Project and other activities related to R&D.
- Evaluation of Co-Curricular, Extra Curricular and Professional activities include Department level/Institute level Co-Curricular/Extra Curricular activities and Membership in professional bodies.
- Department level Co-Curricular activities includes Class / Project work / Time Table / Industrial Visit / Guest Lecture Co-coordinator, FDP / Workshop Organized, etc.
- Institute level Extra Curricular activities includes NSS, YRC, Sports, College Day, Convocation, etc.
- Evaluation of Awards & Recognition received.
- On Upgradation of Education Qualifications.

Based on the discussion with the faculty members & Performance Evaluation Parameters, the Committee Members decide the Promotion and Increments for the faculty and also give the suggestions for the betterment to their future.

## ACADEMIC POLICY

1. Before the commencement of the session an Induction program should be conducted for newly joined faculty members. Similarly, an orientation program should also be conducted for newly admitted students.
2. **Academic Calendar:** Academic calendar of IIMT College of Engineering will strictly be in line with AKTU calendar.
3. **Class Rounds:**
  - Directors & Deans must take three rounds in a day in each block. Any non-adherence must be recorded & reported in DG Office.
  - HOD must take three rounds in their department.
4. Director, Dean & HOD to sit in the classes after Feedback (by everyone) everyday & report below points along Action Taken Report to be submitted in DG Office.
  - Adherence of academic policy
  - Student Interaction with faculty during lecture
  - Satisfactory status
5. **Faculty Meeting (MOM):**
  - Director must take faculty meeting once in a month. Copy of MOM to be submitted in DG Office.
  - HOD must take faculty meeting once in a week & copy of MOM to be submitted in the office of Dean (Academics) & Director.
6. **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 60% Attendance criteria.
  - 3<sup>rd</sup> Feedback: Taken by Director General **before PUT**. (Attendance criteria 60%)
    - 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 Director General.
7. **Conduction of Classes:** The classes for Odd/Even Semester will commence as per AKTU calendar.

- a. Class Time: 9:15 AM to 5:00 pm (Including Lunch Break). In this duration regular classes will be conducted during 09:15 AM - 04:10 PM for all students and to be engage for minor degree courses. From 04:10 – 05:00 PM classes will be conducted for low performance students. Revision classes may also be conducted during 04:10 – 05:00 PM.
  - b. Registration - **All** students should be allowed to attend the classes. **But we have to ensure that every student should submit** minimum 60% fee within 10 days from the commencement of the classes in odd semester.
  - c. Tele-calling by mentors will be done fortnightly on **Tuesday/Wednesday** for students whose attendance is less than **75 %**. **After the start of the academic session, the first calling will be done after the first week.**
  - 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. Fortnightly tele-calling report must be checked and signed by HOD and copy to be submitted in the office of Dean (**Academics**) and Director.
  - 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 10:00 am to 12:00 pm and 2:00 pm to 4:00 pm be scheduled every day covering the revision of core courses in merged fashion, subject wise not class wise.
- 8. Instructions and Undertakings:** The required instructions (university statutes) 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, PUT & End term University exams.
  - c. All students are referred to sign an affidavit, about their commitment & responsibility to maintain 75% or as per AKTU attendance for being able to appear in all sessional / PUT and university exam, or else they stand detained from the above exams.
- 9. List of Weak Students:** Weak students need to be identified, either based on the performance in university 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').
- 10. 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.
- 11. Director's Meeting with Heads:** To ensure the quality of education and smooth conduction of academic activities, Director meets with all HODs weekly. He also discusses and checks the performance of the events.

## 12. 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 board 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) 75% in 3<sup>rd</sup> year and (4) 90% in 4<sup>th</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.
- j. However total freedom is given to the faculty to conduct the classes.
- k. HOD should ensure the condition of the classroom / common amenities are clean and in hygienic condition.

**13. 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 students.

**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 university has prescribed in its evaluation sheet, but for other courses it is optional. Good quality questions must be given as per university 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 **HOD** for record.

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

Assignments should only be given and uploaded on ERP. No submission in hard copy.

**Faculty members have to upload notes/reference material/link in ERP, in reference to the topic discussed in class for their respective courses.**

**14. Monitoring of Academic Policy:** Director/Dean 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.

**15. Markings of Attendance on ERP through icloudems app:**

- a. First lecture attendance has to be marked before first 10 minutes and in subsequent lectures within first 5 minutes.
- b. 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.
- c. 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.
- d. 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.
- e. Faculty members have to evaluate and upload the marks of sessional and PUE in ERP in 6 working days from the date of conduction of examination of his/her course.

**16. 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 AKTU.
- d. Faculty should ensure that all experiments are completed before PUT.
- 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 (5-10) related with the concerned lab experiment must be given to each student and it should be added in experiment manuals.

- 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/Dean/HODs must be on round when practical are going on in I/II/III/IV-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 Grading sheet as shown below and enter the desired data against each student.

<b>IIMT COLLEGE OF ENGINEERING, GREATER NOIDA</b>								
<b><i>Practical Grading Sheet for (Course-Branch-Year) Odd Sem (2025-26)</i></b>								
<b>Name of the Faculty</b>			<b>Subject With Code:</b>					
<b>Date: -</b>								
			<b>EXP1</b>			<b>EXP2</b>		
<b>Sr. No.</b>	<b>Roll No.</b>	<b>Name of Students</b>	<b>Marks Obtd.</b>	<b>Student Sign.</b>	<b>Faculty Sign.</b>	<b>Marks Obtd.</b>	<b>Student Sign.</b>	<b>Faculty Sign.</b>
1								
2								
3								
4								

Directors / HOD 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 university papers. This may also consist of other important questions, which faculty consider important from university 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 university pattern, has to be solved in the class after completing the syllabus before PUT.
- 17. Status of Syllabus coverage before every sessional exam:** 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 PUT: 100%

**18. Extra Classes, Assignments & Test:** Notes to be provided, thereby avoiding any requirement of providing separate question bank 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 time table to be created on ERP for slow learners for marking attendance.

d. Extra classes for slow learners to be arranged after **one** weeks of class commencement daily 4:10 pm to 5:00 pm.

e. Standard questions as per AKTUs pattern & tough marking for all sessional/PUT exams.

f. A total of 7 questions per assignment must be given out of which student needs to attempt any 5. Out of 7 questions, 2 questions must be typical for advanced learners.

**19. 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 AKTU 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 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 AKTU result.

d. Detained List has to be prepared as per the guidelines and submitted to the university before the last date.

e. No student below 60% attendance will be allowed to participate in any activity, be it an industrial visit or any cultural/sports activity.

f. **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 PUT / final AKTU examination, if attendance found less than 75%. The HODs to be ready with the parents' feedback regarding date of their arrival in the campus.

g. *No detention in last semester.*

**20. 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.

**21. 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/ university 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, PUT and AKTU 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 **after sessional 1 & 2 exams**.

**22. 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.

**23. 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 7<sup>th</sup> and 8<sup>th</sup> Semester is 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.

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.

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

- Every faculty is given individual target for the course they teach.
- Research paper based on the Project report to be published in reputed journals.
- Dean academic should ensure and monitor that all the projects are made by students themselves and the progress of projects should be reported on regular basis.

**25. 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>&4<sup>th</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.

**26. Time Table Format for 1<sup>st</sup> year:** New Time Table timings will comprise of 7 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 2<sup>nd</sup>& 3<sup>rd</sup> year and junior ones to teach 4<sup>th</sup> year.

**27. 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 to include:

- Lecture plan,
- one assignment per unit

- one tutorial per unit (as per point 9)
- course notes
- Unit wise question bank
- previous (3Years) AKTU question papers
- 1 model paper
- Target to be fixed based on previous semester result and students' performance in sessional and PUT.
- 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.

**28. Director's Meeting with CRs:** Directors have to organize monthly meeting with Class Representatives (CRs). Maximum 2 meeting in a semester.

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

- Minimum two guest lecture per semester, one from industry and one from academia.
- One workshop for 6 hours at least or full day
- Two minor activity per semester.

**30. 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 one 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.

**31. Advanced Learner's Policy:**

- Special training for placement.
- Motivation for NPTEL exam.
- Research paper publication
- Participation in conference / hackathon

**32. Counseling/problem Solving Sessions:** It will be organized by a committee comprising Director, respective HODs/Dean and IQAC representative twice in a semester i.e. first one after MST and second before PUT 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.

**33. Miscellaneous Points:** Composition of committee is permitted to be changed as per the

requirement. Committee formed is only a guideline.

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

**35. Target & Rewards:** To be among the Top 03 Colleges in Greater Noida.

**36. Faculty appraisal will be based on their API Score.**

# RESEARCH PROMOTION & INCENTIVE POLICY

## For Faculty Members

### **(A) OFFICIAL DUTY (DUTY LEAVE):**

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

1. Faculty members may attend Workshops / Seminars / Symposium / Short Term Course (STC) / Faculty Development Program (FDP) / Management Development Program (MDP) / Entrepreneurship Development Program (EDP) organized by premier institutes like IITs / IIMs / IISc / NITs / Institutions of National Importance / Organizations / Universities for one week in an academic year during lean period. On completion of the above listed activities faculty members have to do a presentation in the respective department. For this proper departmental notice should be circulated at least two days before the presentation with a copy to the Director.
2. Faculty members may be granted duty leave to participate as members of NAAC / NBA / AICTE / UGC expert teams, to deliver guest lectures, to serve as invited speakers, to act as inspection team members, or to serve as experts for Ph.D. viva-voce examinations, subject to prior approval from the Director.
3. Faculty members can also be provided duty leaves of maximum five days in an academic year, to visit reputed research labs, for collaboration / project work without affecting academics.
4. A maximum of 4 days duty leaves in a semester may be provided to perform the External Practical Viva assigned by Affiliating University.

***Note: A maximum twelve days duty leave may be granted in an academic year with prior and proper approval from the Director.***

### **(B) Ph.D. PURSUING FACULTY MEMBERS:**

The faculty members who have completed a minimum six months of service in his/her department and have registered for Ph.D. program in any government/ reputed universities are only eligible to avail leaves for Ph.D. with prior approval from the Director.

- I. For attending course-work examination, a maximum of three days duty leaves can be given with prior approval from the Director.

- II. For appearing before Research Degree Committee (RDC) / Departmental Research Committee (DRC) or to submit Annual Progress Report, a maximum of two days duty leave may be given with prior approval from the Director.
- III. For attending convocation to receive Ph.D. Degree, duty leave can be granted as given below:  
For Delhi NCR, upto 100 Km: 1 day  
For Outstation, beyond 100 Km: 2 days
- IV. In case of six months of regular course-work, an employee may be permitted with prior approval from the Director.

**Note:**

- (a) *Institute / University of repute includes IISc Bangalore, IITs, JNU, NITs, IIITs, Central Universities, and others with a minimum A grade in NAAC or having ranked by NIRF in that session.*
- (b) *The Ph.D. incentives in terms of increments will be applicable from the date of completion of the degree subject to submission of the copy of the degree certificate/provisional degree certificate / gazette notification.*

**(c) INCENTIVES ON AWARD OF PH.D. DEGREE:**

Any faculty member in service (Assistant Professor, AGP: INR 6,000) after the award of Ph.D. degree shall be entitled for an increment of up to 10 % of gross salary based on his/her performance evaluation sheet. Special increment may be considered if degree is awarded from institute of repute, other than the HR Commitment at the date of joining.

***i. For A Grade: 10 % increment***

***ii. For B Grade: 5 % increment***

***iii. For C Grade: 3 % increment***

**Note:**

- i. ***Institute / University of repute included** (IISc Bangalore, IITs, JNU, NITs, IIITs, Central Universities). Scholars from other Institutions / Universities other than stated should have to their credit/published at least two refereed journal publications (SCOPUS / SCI-Thomson Reuters).*
- ii. *The Ph.D. incentives in terms of increments will be applicable from the date of completion of the degree subject to submission of the copy of the degree certificate/provisional degree certificate / gazette notification.*

#### **(D) QUALITY IMPROVEMENT PROGRAM (QIP):**

For availing duty leaves for QIP, continuous service of minimum **one year** is required.

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

#### **(E) INCENTIVES TO FACULTY MEMBERS:**

Faculty Members completed minimum six months of service with IIMT College of Engineering are entitled for the Incentives as per the details below:

1. For developing a prototype, which will be converted into a product, a maximum of **INR 15,000/-** will be provided by the department to the faculty mentor/supervisor. For availing this benefit Patent filing is mandatory.
2. Faculty members can claim up to **INR 5,000/-** per academic year towards registration expenses for attending FDP, Symposium, Seminar, workshop, in reputed academic institutions, duly sponsored by government/recognized bodies like IITs, IIITs, NITs, IEEE, ISTE, IEI, DST, DRDO, AICTE, NITTTR and other govt. / professional organizations on submission of the receipts.
3. **(A) Incentive for publications in Scopus - Indexed Journal (Listed in JCR [Journal Citation Reports]):**

<b>Quartile of Journal</b>	<b>Amount</b>
Q1	18,000/- per publication
Q2	15,000/- per publication
Q3	12,000/- per publication
Q4	10,000/- per publication
ESCI	18,000/- per publication

**Note:**

*(The incentive is applicable only if the first or second or third or corresponding author is from IIMT College of Engineering, Greater Noida as per the defined Table.)*

**(B) Incentive for publications in IEEE Xplore / Springer / Elsevier / ESCI / SCOPUS indexed conference or proceedings:**

An incentive **INR 10,000/-** for 1<sup>st</sup> paper, **INR 8000/-** for 2<sup>nd</sup> paper and **INR 5000/-** will be awarded if publication is done in IEEE Xplore / Springer / Elsevier / ESCI / SCOPUS indexed conference or proceeding.

*(The incentive is applicable only if the first or second or third or corresponding author is from IIMT College of Engineering, Greater Noida as per the defined Table.)*

**4. Incentive for publications in SCI / SCIE / SSCI / AHCI journals:**

Quartile of Journal	Amount
Q1 & Q2	35,000/- per publication
Q3 & Q4	30,000/- per publication

**Note:**

*(The incentive is applicable only if the first or second or third or corresponding author is from IIMT College of Engineering, Greater Noida as per the defined Table.)*

[SCI: Science Citation Index, SCIE: Science Citation Index Expanded, SSCI: Social Sciences Citation Index, AHCI: Arts and Humanities Citation Index]

**Note: (For Sr. No. 3 & 4)**

- i. *In case of publications in SCI/SCIE/Scopus/ESCI/WOS Indexed journals, if the first author or the corresponding author is affiliated with "IIMT College of Engineering, Greater Noida, U.P., India", he/she shall be entitled to receive 100% of the defined incentive. (For authors in other positions, the incentive distribution will be as per the prescribed table.)*
- ii. *In case of publications in IEEE Xplore / Springer / Elsevier / ESCI / SCOPUS indexed conference or proceedings if the first author or the corresponding author is affiliated with "IIMT College of Engineering, Greater Noida, U.P., India", he/she shall be entitled to receive 100% of the defined incentive. (For authors in other positions, the incentive distribution will be as per the prescribed table.)*

- iii. *The current/present impact factor, indexing (SCI/SCIE/SSCI/AHCI) and other information will be taken from Clarivate analytics for evaluation of the papers. For indexing in SCOPUS, Cite Score and other information will be taken from scopus.com.*
- iv. *Only published & indexed papers are considered.*
- v. *The faculty member(s)/Author(s) must have affiliation of "IIMT College of Engineering, Greater Noida, U.P., India" in the published paper.*
- vi. *The author(s) need(s) to claim the incentive only after the volume number, and page number have been assigned to the research paper by the journal.*
- vii. *Claims under this policy will not be considerable on or after the date of resignation even in case a research paper is published before the date of resignation.*
- viii. *If any claim made by the faculty before his/her resignation and he/she wants to leave the college then his/her claim/s will be settled at the time of clearance of final settlement/dues.*
- ix. *The incentive policy for paper publications with affiliation of "IIMT College of Engineering, Greater Noida, U.P., India" will be applicable to all employees irrespective of length of service.*
- x. *To raise the number of citations for improvement of IIMT College of Engineering, Greater Noida NIRF Ranking, it is mandatory for the perspective authors to include at least one reference of already published Research Papers by IIMT College of Engineering, Greater Noida faculty in their Research papers.*
- xi. *If any faculty member publishes 3 or more SCI papers in a academic year, he/she will be facilized with vouchers of Two night stay at Mussoorie with family.*
- xii. *The incentives shall be granted only to authors affiliated with "IIMT College of Engineering, Greater Noida, U.P., India", in accordance with the distribution **criteria specified in the table below.***

<b>Author Position (IIMT, COE)</b>	<b>Incentive Claim Applicable</b>
First or corresponding	<b>100%</b>
Second	<b>60%</b>
Third	<b>30%</b>

#### **5. Incentive for writing book:**

- An incentive of **INR 15000/-** will be awarded for publishing technical books, English literature books by internationally recognized publishing houses such as McGraw Hill/ Wiley/ SAGE/ Taylor & Francis/ Springer/ Elsevier/ Oxford Academic Press/ Emerald/ Pearson etc. in an academic year

- An incentive of **INR 10,000/-** will be awarded for publishing edited book (as an Editor) in an academic year by a publisher of repute such as IEEE / Springer / Taylor & Francis / TMH / PHI / Wiley / SAGE / CRC Press etc. or any reputed national / international publication houses.
- An incentive of **INR 7,000/-** will be awarded for publishing technical books, English literature books, with an ISSN / ISBN No. by nationally recognized publishing houses in an academic year. This applies to books available in online platforms also, like on Amazon/Flipkart etc.

**6. Incentive for writing book chapter in an edited book or book series indexed in Scopus or Web of Science:**

An incentive of **INR 10,000/-** will be awarded for book chapter author in an academic year with a recognized publisher as IEEE / Springer / Taylor & Francis / TMH / PHI / Wiley / SAGE / CRC Press etc.

**Note: (For Sr. No. 5 & 6)**

- i. The incentive is applicable only for Faculty member(s) / Author(s) of "IIMT College of Engineering, Greater Noida, U.P., India" for author position first or second or third.*
- ii. If all three authors are from IIMT College of Engineering, then the total amount will be shared in equal proportion among each author of IIMT.*
- iii. Reimbursement will be done after a complimentary copy is submitted to library.*

**7. Presentation of Research Papers in Conference Abroad:**

- i.** IIMT College of Engineering may consider funding for International Conferences on a case-to-case basis, subject to the condition that, **50%** of the expenditure amount has to be borne by the faculty member and the remaining **50%** will be paid by the institute along with five days of duty leaves once in an academic year, provided faculty member has served for a minimum of one year in IIMT College of Engineering, Greater Noida.
- ii.** Only one faculty member is allowed to use the facility in the case of joint authorship.
- iii.** The faculty members who wish to apply for incentive for paper presentation in the overseas international conferences must get their leaves sanctioned from the Director at least fifteen days in advance or immediate after confirmation from the organizer.
- iv.** Published paper must have "IIMT College of Engineering, Greater Noida, U.P., India" as the affiliation.

## 8. Funded Projects / Grants:

If any faculty member receives grant for funded research project, he/she will be awarded as per the following table.

Sr. No.	Amount	Appreciation in %	Maximum Amount
1	1 L – 50 L	10	5 Lac
2	51 L – 1 Cr	8	8 Lac
3	1.1 Cr – 5 Cr	5	25 Lac
4	5.1 – 10 Cr	3.5	35 Lac

### Note:

- i. Carrying out the project and submitting utilization certificates in time should be done by concerned PI and Co-PI.
- ii. The incentive received shall be shared equally among the principal investigator and co-principal investigator listed in the proposal.

## 9. Incentives on Ph.D. Guidance:

Faculty members who have guided Ph.D. scholar as a main guide / co-guide and his / her scholar has successfully obtained a Ph.D. degree are eligible for the following incentives:

- i. A - Institutions of National Importance - **INR 15,000/-**
- ii. B\* - Top ranked Universities / Institutions (other than A) - **INR 10,000/-**
- iii. C\* - Other Universities / Institutions - **INR 5,000/-** \*

\* NAAC accredited – Grade- 'A'

### Note:

Document required: A certificate from awarding institution/university certifying that particular Ph.D. work was completed under your guidance.

## 10. Patents (Utility & Design):

- i. For filing any patent in which the college is the main applicant, the college will support **100%** of patent filing, publication and examination fee for grant on the recommendation of the research committee.

- ii. Faculty member whose utility patent has been granted (for certain periods) will be awarded by a sum of **INR 50,000/ or actual expenses** (*This will be subject to the condition that IIMT College of Engineering, Greater Noida, must be applicant or co-applicant for the same.*)
- iii. Faculty member whose design patent has been granted with individual efforts (for certain periods) will be awarded by **INR 3000** if **single author** is from IIMT College and author position is **first or second or third**.
- iv. Faculty members whose design patent has been granted with individual efforts (for certain periods) will be awarded by **INR 15000** if **all authors** are from IIMT College of Engineering.
- v. If the product / service is commercialized after patenting, then profit/royalty will be divided between IIMT College of Engineering, Greater Noida and inventors with a ratio of **60:40** respectively or a lump sum amount can be given based on the recommendation of the research committee.

#### **11. Special Rewards:**

- I. If anyone getting **consultancy** the amount will be distributed in the ratio of 80:20, i.e. 80 % of amount will be given to PI and 20 % amount will be given to IIMT College of engineering. With the following conditions:
  - (a) It is applicable for minimum amount of INR 50,000/.
  - (b) The OD will be given to visit long distance places.
  - (c) Before visit, prior approval is required from higher authorities.
- II. Faculty member chairing technical session of International Conference in India or Invited as keynote speaker at International Conferences in India (organized by reputed institutions i.e IITs / IISc / NITs/ IIITs / Deemed Universities / Central or State Universities / Research Laboratories / Reputed Institutes with Autonomous Status with NAAC / NBA Accreditations etc.), **50%** of actual expenses or a maximum of **INR 10,000/-** (whichever is less) will be reimbursed on submission of the receipts along with two days duty leave.

**Note:**  
*Prior approval from the Director is necessary and attendance certificate from organizers required.*
- III. **Award of NPTEL/ SWAYAM Certificate** after successful completion of the course (8 week / 12 weeks):
  - For Elite + Gold certification : Reimbursement of 100% registration fee
  - For Elite + Silver certification: Reimbursement of 75% registration fee

- For Elite certification: Reimbursement of 50% registration fee
- All India level topper with Elite + Gold certification: Reimbursement of 100% registration fee and a cash incentive of INR **5,000/-**
- All India level topper with Elite + Silver certification: Reimbursement of 100% registration fee and a cash incentive of INR **3,000/-**

**Note:**

*One day duty leave will be given to faculty members to appear in the certificate examination.*

**IV. Incentives for Research Awards/ recognition/fellowship received by the Faculty from reputed Professional Bodies and Agencies:**

(For which IIMT College of Engineering, Greater Noida has not provided any funding).

Awarding Agency	International Level	National Level	State Level	University Level
<b>Incentive (INR)</b>	20,000	15,000	10,000	7,500

- V. Incentives for faculty member acting as **team mentor in competition** organized by prestigious industry or other research organization, where team has won 1st prize:**

*(For which IIMT College of Engineering, Greater Noida has not provided any funding)*

Level	International	National
<b>Incentive (INR)</b>	10,000	7,500

- VI. IIMT College of Engineering, Greater Noida shall pay an incentive of **INR 15,000/-** for Editor-in-chief (SCOPUS indexed Journal) and **INR 10,000/-** for Editor (SCOPUS indexed Journal).**

- vi. IIMT College of Engineering, Greater Noida shall pay an incentive of **INR 10,000/-** to Convenor and **INR 7,500/-** to Co- Convenor (SCOPUS indexed International Conference at IIMT College of Engineering, Greater Noida).**

**VII. Incentives for development of e-Content:**

Faculty members holding Ph.D. and having a minimum 05 years of teaching experience in the concerned discipline are motivated to develop e-Content in the e-PG Pathshala / Consortium for Educational Communication (CEC) / Study Webs of Active-Learning for Young Aspiring Mind (SWAYAM) / National Programme on Technology Enhanced Learning (NPTEL) / National Mission on Education through Information and Communication Technology (NMEICT) / any

Government initiatives. The course content should follow the four-quadrant approach of SWAYAM. [Quadrant-I (e-Text), Quadrant-II (Self-Learning), Quadrant-III (Learn More / Source for Further reading / Web Resources) and Quadrant-IV (Self- Assessment /Evaluation)].

MOOCs/ e-Content	Incentive Amount
Development of complete MOOCs/ e-Content in 4 quadrants (4 credit course). In case of MOOCs of lesser credits 05 marks / credit.	<b>INR 20,000/-</b>
MOOCs / e-Content (developed in 4 quadrant) per module/lecture	<b>INR 5,000/-</b>
Content writer / subject matter expert for each module of MOOCs / e-Content (at least one quadrant)	<b>INR 2,000/-</b>
Course Coordinator for MOOCs/e-Content (4 credit course). In case of MOOCs/ e-Content of lesser credits 02 marks / credit.	<b>INR 8,000/-</b>

**13. Reimbursement for professional / technical society membership in National or International level** such as: QCI, IEEE, ACM, ASCE, ASME, ASHRAE, IIE, CSI, ISTE, ICEIT, ISCA etc. shall be **50%** of the annual membership fees or up to a maximum of **INR 5,000/** (whichever is less) in an academic year on submission of the receipts. (No life membership fees will be reimbursed for any professional society/ association)

**14. Seed Money:** On the recommendation of research committee which comprises Director, Dean (Academics), HODs, Head (R&D) and Subject Experts, college may recommend for seed money up to **INR 2,00,000/-** to a faculty member to start his / her research project and start-ups.

**15. Start-ups:**

- i. The Institute shall provide **50%** of Private Limited Company / Limited Liability Partnership (LLP) Registration service cost at the time of incorporation of the start-up.
- ii. Faculty Start-ups 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 three Start-ups from IIMT College of Engineering (Where students are also from the IIMT college of Engineering) will be rewarded by **INR 10000/** annually.
- iv. Faculty members, who help Start-ups in getting seed money and funds from Govt. or NGOs for successful operations will be suitably facilitated and rewarded.

- v. Any faculty member, who is desirous of investing in any of the Start-up, will be treated as angel investor. (T&C and modalities mutually agreed upon with management).
- 16. Any faculty member is eligible to get **60%** of consultancy amount on completion of the same after deducting all the expenses.
- 17. If any faculty member wants to launch his / her product, the college will help in the market valuation and then in the launch of product also. The expenditure will be in the ratio of **30:70** (i.e., 30% by PI and 70% by IIMT College of Engineering, Greater Noida).

**Note:**

*Before finalization of product, patent filling is compulsory and IIMT College of Engineering must be a co-applicant in the patent.*

**(F) MISCELLANEOUS:**

- i. Faculty members who will join and complete Innovation Ambassador training program through the Ministry of Education will be suitably rewarded as per the recommendations of the research committee.
- ii. Faculty members who help in getting MOU/collaborations with any National / International Research Organizations/ Institutes / Industries (R&D) Departments / Industry Associations/ Branded MNC etc. or establishing centre of excellence with branded MNC (Big 4's) will be suitably facilitated and rewarded as below provided prior approval has been granted by Director:
  - (a) National Level: An incentive of **INR 10,000/-** per MOU with Govt. and **INR 5,000/-** per MOU with Non - Govt. organizations.
  - (b) International Level: An incentive of **INR 20,000/-** per MOU for the same.
  - (c) Branded MNCs: An incentive of **INR 15,000/-** per MOU for the same.
  - (d) COE with Branded MNCs: An incentive of **INR 50,000/-** per COE for the same.
- iii. It is mandatory for each and every faculty member (assistant professors, associate professors, professors and HODs) dean and directors to qualify the under given courses in an academic session and it will be the essential part of annual performance evaluation.
  - (a) At-least one MOOC (NPTEL / SWAYAM etc.) certification in the respective domains.
  - (b) At-least two certifications from Coursera / Udemy etc in the courses on demand.

**Note:**

*Any faculty member, who gets five or more certifications in an academic session (1 Aug-25 to 31 July-26) from Coursera / Udemy or NEPTEL will get a complementary recreational tour voucher.*

- iv.** Each faculty member must have a Google Scholar and Clarivate account showing all their publications to establish citations, h-Index, and i10-index.
- v.** One Google Scholar and Clarivate account will be created in Institution's name to establish overall citations, h-Index, and i10-index of published papers by faculty members affiliated to IIMT College of Engineering, Greater Noida.
- vi.** Student name should be the first author followed by guide name as the second author/ Corresponding author in the publication/patent in case of B.Tech, M.Tech Projects. Faculty will not claim any types of incentives (Cash or Winter/Summer vacations) from student publications.
- viii.** The Directors / Dean / HOD must attend any two seminars / conferences / workshops / short term courses / symposium/ FDPs per year organized by IITs / IIMs / NITs / IIITs / Central Universities / Institute of Eminence or duly sponsored by government/recognized bodies like IEEE, ISTE etc.
- ix.** Director, Dean and HODs must ensure to initiate the following mandatory responsibility:
  - (a) A patent must be filed as a first inventor in each academic year.
  - (b) Must be a PI / Co-PI in any research project (Government Funded) applied in each academic year.
  - (c) All Directors / Dean / HODs must go for the MOUs with branded MNCs / government organizations / research organizations.
- x.** All claims under Research Promotion and Incentive Policy must be made within fifteen days with countersign of HOD, counter verification of Head (R&D) to Director with all the supporting documents along with the claim application. Reimbursement should be done to the faculty members within one month of submission of supporting documents along with the claim applications.
- xi.** Any Research Reward / Grant / Cash Incentive cannot be claimed as a right and decisions of management will be the final one.
- xiii.** If the awardee is found to have provided false, inaccurate, or fabricated information, the entire financial incentives will be recovered even after the incentives have been paid out.

### **(G) Yearly Awards and Appreciations:**

The faculty and student may be nominated and awarded (From each college) under the following category after fulfilling the essential criteria in each category.

- i. Pioneering Research Excellence Award (Based on Quality publication/ Patents/ Grants)
- ii. Emerging Innovator Award (Based on Prototype / product development)
- iii. Entrepreneurial leadership Award (Based on Start-ups / college entrepreneurship involvement)
- iv. Outstanding IPR creator award.

**Note:** A complementary outdoor recreational tour voucher will also be provided to all the winners in above category.

### **(H) Mandatory Research Publications by Faculty members as per designation:**

The publications will be an essential criterion in the annual performance evaluation for all. The minimum publication guidelines are given below.

#### **Director / Dean / HOD / Professor / Associate Professor:**

Each Professor is expected to publish at least two research papers out of which minimum one should be in SCI / Scopus / WoS indexed journal and minimum one should be in SCI / Scopus / WoS indexed conference by mentioning the affiliation of the respective institute in each academic session with author position up to 3<sup>rd</sup> place or as a corresponding author.

#### **Assistant Professor:**

Assistant professor is expected to publish at least one research paper in SCI / Scopus / WoS indexed journal or by mentioning the affiliation of the institute in each academic session with author position up to 3<sup>rd</sup> place or as a corresponding author.

**Note:** For MBA / management faculties publication in ABDC journal may be considered.

### **For Students:**

1. For developing a Product / Prototype that will be converted into a product, a maximum of **INR 15,000/-** will be provided by the college.

#### **Note:**

*To avail this facility the student / Group has to filled the Idea /Provision patents and their product / prototype must be completed within the six months after the date of filling the patent.*

2. Students could claim up to **INR 4,000/-** per academic year towards registration expenses for attending FDP, Seminars, Conference, workshop, in institutes of national repute or events conducted / sponsored by government, government recognized body / society like NAAC, NBA, AICTE, UGC, IEEE, ISTE, IEI, CSI, ISHARE, IMS, IAMM etc.

**3. Incentive for publications in SCI / SCIE / SSCI / AHCI journals:**

Quartile of Journal	Amount
Q1 & Q2	35,000/- per publication
Q3 & Q4	30,000/- per publication

**4. Incentive for publications in Scopus - Indexed Journal (Listed in JCR [Journal Citation Reports]):**

Quartile of Journal	Amount
Q1	18,000/- per publication
Q2	15,000/- per publication
Q3	12,000/- per publication
Q4	10,000/- per publication
ESCI	18,000/- per publication

**5. Incentive for publications in IEEE Xplore / Springer / Elsevier / ESCI / SCOPUS indexed conference or proceedings:**

An incentive **INR 10,000/-** for 1<sup>st</sup> paper, **INR 8,000/-** for 2<sup>nd</sup> paper and **INR 5,000/-** will be awarded if publication is done in IEEE Xplore / Springer / Elsevier / ESCI / SCOPUS indexed conference or proceeding.

*(The incentive is applicable only if the first or second or third or corresponding author is from IIMT College of Engineering, Greater Noida as per the defined Table.)*

**Note:**

- (i) Every final year project shall lead to at least one research publication in the conferences (Internal as well as Eternal) or a journal indexed in Peer Review / SCOPUS / WEB of SCIENCE / UGC CARE.
- (ii) The minimum 40 % students of pre-final year will publish their articles in the conferences (Internal as well as Eternal) or a journal indexed in Peer Review / SCOPUS / WEB of SCIENCE / UGC CARE.

(iii) *Publication incentives for students will be same as mentioned in the point no. 3A & 3B in the faculty incentives sections along with table.*

6. Reimbursement for technical membership in any National / International Professional Society shall be 50% of the membership fees or up to a maximum of **INR 3,000/-** (whichever is less).

**7. Financial support for START-UP:**

i. Start-up ideas generated from the prototype developed and business models selected from business model competitions are eligible under this category.

ii. After recommendation from the research committee, one-time fees of Company incorporation (up to two directors) will be sponsored by the institution. (Only Company registration fee (CIN) will be borne by organization)

iii. Tax liabilities, auditor fees and other body recognition fees must be carried out by the start-up itself.

**8. Student Attendance Policy (R&D):**

i. Students from second year onward can use the R & D facility along with faculty mentors from 1:40 PM onwards on working days. Further based on the requirements the timings may be increased with the proper and prior approvals of the concern authorities.

ii. Final year students of (IIMT College of Engineering) can avail full day internship in Start-up operating @IIMTLBF. NOC will be provided by the respective head of department.

*Note:*

*i. For other colleges, students can avail internships from pre-final year onwards.*

*ii. Faculty mentors (R&D) will be suitably facilitated for their quarterly performance.*

**9. For participation and getting awards in state / national / international competitions related to innovation / entrepreneurship / Hackathon / Ideathon etc.:**

i. Students as well as faculty mentors are eligible for traveling allowances (3 A.C train fair out of Delhi-NCR region or state transport bus / metro fare or equivalent) with prior approval from Director.

ii. Student is also eligible to claim the registration amount up to a maximum of **INR 2,000/-** with prior approval from the Director.

iii. The winners will be suitably facilitated and rewarded.

For any international event, being conducted out of India, the TA & other associated facilities will be decided after due permission from the higher authorities.

## REMUNERATION POLICY

a) Remuneration / TA to external experts for selection committee, guest lecture, invited talk, conference, workshop, IIC activities, academic audit, etc. will be paid as per following:

S. No.	Honarium / TA	Public Universities / Institutions, IITs, NITs, Central University, Institutes of Eminence / MNCs		For others	
		Physical / Offline Mode	Online Mode	Physical / Offline Mode	Online Mode
1	Honarium for VC	Rs. 10,000 / session / day	Rs. 5,000 / session / day	Rs. 7,000 / session / day	Rs. 3,000 / session / day
2	Honarium for Professor	Rs. 7,000 / session / day	Rs. 5,000 / session / day	Rs. 5,000 / session / day	Rs. 3,000 / session / day
3	Honarium for Associate Professor	Rs. 5,000 / session / day	Rs. 3,000 / session / day	Rs. 3,000 / session / day	Rs. 2,000 / session / day
4	Travelling Allowance	Rs. 15 / Km, if by own vehicle OR Actual Ola/Uber bill OR 2 <sup>nd</sup> AC fare + Guest House	Not applicable	Rs. 15 / Km, if by own vehicle OR Actual Ola/Uber bill OR 2 <sup>nd</sup> AC fare + Guest House	Not applicable

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

S. No.	Honarium / TA	Public Universities / Institutions, IITs, NITs, Central University, Institutes of Eminence / MNCs		For others	
		Physical / Offline Mode	Online Mode	Physical / Offline Mode	Online Mode
1	Honarium for Professor	Rs. 2,000 / hour	Rs. 1,000 / hour	Rs. 1,000 / hour	Rs. 500 / hour
2	Honarium for Associate Professor	Rs. 1,500 / hour	Rs. 800 / hour	Rs. 750 / hour	Rs. 400 / hour
3	Honarium for Assistant Professor	Rs. 1,000 / hour	Rs. 700 / hour	Rs. 500 / hour	Rs. 400 / hour
4	Travelling Allowance	Rs. 1,000, (fixed for NCR)	Not applicable	Rs. 1,000, (fixed for NCR)	Not applicable

**Note:** For extraordinary/special cases, the remuneration / TA may be increased with prior approval from Director. Person from industry will be paid as per equivalent cadre. (AGM and above).

## TRAVELLING ALLOWANCE POLICY

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	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 / Dean 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	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 / Dean Admin.	2 <sup>st</sup> Class AC by train / AC Sleeper Bus
2)	Others	Railway 3 tier/ AC sleeper bus

## 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 Engineering. 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 (refer to HR Policy)**

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

**4. Women Empowerment Programs.**

1. IIMT College of Engineering 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 Engineering 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 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 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 24x7 for faculty and staff.
6. Free OTC 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
  3. Bakson Multispeciality Hospital, Greater Noida
  4. Star Dental care Pvt. Ltd., New Delhi

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 pickup of patients will be free of charge.

## **7. Faculty Birthday Celebrations**

1. The HR Department maintains record of birthdays of all teaching staff.
2. The HR Department will display list of faculties 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. 08 awards in branches (CE, ME, EC, CSE, ASH, IT, MBA, MCA)

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.

1. 08 awards in branches (CE, ME, EC, CSE, ASH, IT, MBA, MCA)

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

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

## **13. Special Cash Award for remarkable performance / Best Employee Award**

Special cash rewards are provided to faculty members and staff based on their performance. An award of 'Best Employee of the Institute' is given to one employee every month, based on his/her performance on different parameters as finalized by the concerned committee. The winner will be felicitated with a badge of 'Best Employee of the Institute'.

## **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

### CASH INCENTIVES:

1. For developing a Product / Prototype that will be converted into a product, a maximum of **INR 15,000/-** will be provided by the college.

#### Note:

*To avail this facility the student / Group has to filled the Idea /Provision patents and their product / prototype must be completed within the six months after the date of filling the patent.*

2. Students could claim up to **INR 4,000/-** per academic year towards registration expenses for attending FDP, Seminars, Conference, workshop, in institutes of national repute or events conducted / sponsored by government, government recognized body / society like NAAC, NBA, AICTE, UGC, IEEE, ISTE, IEI, CSI, ISHARE, IMS, IAMM etc.

### 3. Incentive for publications in SCI / SCIE / SSCI / AHCI journals:

Quartile of Journal	Amount
Q1 & Q2	35,000/- per publication
Q3 & Q4	30,000/- per publication

### 4. Incentive for publications in Scopus - Indexed Journal (Listed in JCR [Journal Citation Reports]):

Quartile of Journal	Amount
Q1	18,000/- per publication
Q2	15,000/- per publication
Q3	12,000/- per publication
Q4	10,000/- per publication
ESCI	18,000/- per publication

5. Incentive for publications in IEEE Xplore / Springer / Elsevier / ESCI / SCOPUS indexed conference or proceedings:

An incentive **INR 10,000/-** for 1<sup>st</sup> paper, **INR 8,000/-** for 2<sup>nd</sup> paper and **INR 5,000/-** will be awarded if publication is done in IEEE Xplore / Springer / Elsevier / ESCI / SCOPUS indexed conference or proceeding.

*(The incentive is applicable only if the first or second or third or corresponding author is from IIMT College of Engineering, Greater Noida as per the defined Table.)*

**Note:**

- (iv) *Every final year project shall lead to at least one research publication in the conferences (Internal as well as Eternal) or a journal indexed in Peer Review / SCOPUS / WEB of SCIENCE / UGC CARE.*
- (v) *The minimum 40 % students of pre-final year will publish their articles in the conferences (Internal as well as Eternal) or a journal indexed in Peer Review / SCOPUS / WEB of SCIENCE / UGC CARE.*
- (vi) **Publication incentives for students will be same as mentioned in the point no. 3A & 3B in the faculty incentives sections along with table.**

**6.** Reimbursement for technical membership in any National / International Professional Society shall be 50% of the membership fees or up to a maximum of **INR 3,000/-** (whichever is less).

**7. Award of NPTEL/ SWAYAM Certificate:** After successful completion of the course (8 week / 12 weeks) and award of certificate, reimbursement of 100% registration fee will be done.

**8. Financial support for START-UP:**

iv. Start-up ideas generated from the prototype developed and business models selected from business model competitions are eligible under this category.

v. After recommendation from the research committee, one-time fees of Company incorporation (up to two directors) will be sponsored by the institution. (Only Company registration fee (CIN) will be borne by organization)

vi. Tax liabilities, auditor fees and other body recognition fees must be carried out by the start-up itself.

**9. Student Attendance Policy (R&D):**

iii. Students from second year onward can use the R & D facility along with faculty mentors from 1:40 PM onwards on working days. Further based on the requirements the timings may be increased with the proper and prior approvals of the concern authorities.

iv. Final year students of (IIMT College of Engineering) can avail full day internship in Start-up operating @IIMTLBF. NOC will be provided by the respective head of department.

*Note:*

iii. For other colleges, students can avail internships from pre-final year onwards.

iv. Faculty mentors (R&D) will be suitably facilitated for their quarterly performance.

**10. For participation and getting awards in state / national / international competitions related to innovation / entrepreneurship / Hackathon / Ideathon etc.:**

iv. Students as well as faculty mentors are eligible for traveling allowances (3 A.C train fair out of Delhi-NCR region or state transport bus / metro fare or equivalent) with prior approval from Director.

v. Student is also eligible to claim the registration amount up to a maximum of **INR 2,000/-** with prior approval from the Director.

vi. The winners will be suitably facilitated and rewarded.

For any international event, being conducted out of India, the TA & other associated facilities will be decided after due permission from the higher authorities.

**11. Participation In State / National / International Competitions Related to Sports / Games Etc.:**

Students of the Institute participating in the Sports and Games competitions conducted by the other Institutions / University of National / International repute or selected major organizations are to note the following provisions of the Institute.

i. Students are **eligible for traveling allowances** (train fare out of Delhi-NCR region) with prior approval from the Director. The bus/metro fare will be reimbursed where the train facilities are not available.

ii. **Rs. 100/- per day per student**, where **free food and accommodation** is provided by the organizers.

(OR)

**Rs. 250/- per day per student**, where **free accommodation** alone is provided by the organizers.

(OR)

**Rs. 550/- per day per student**, where both **accommodation & food are not provided** by the organizers.

iii. **Entry Fee / Registration Fee** will be borne by the college.

iv. The winner team will be suitably facilitated and rewarded as per the following:

- a) **For Winner Team at Inter Institute Level:**  
Rs. 1,500 / Rs. 1,000 / Rs. 500 cash reward for 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> position
- b) **For Winner Team at District / Zonal Level:**  
Certificate of Felicitation +  
Rs. 2,000 / Rs. 1,500 / Rs. 1,000 cash reward for 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> position
- c) **For Winner Team at State / Affiliating University Level:**  
Certificate of Felicitation +  
Rs. 3,000 / Rs. 2,000 / Rs. 1,500 cash reward for 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> position
- iv) **For Winner Team at National Level:**  
Certificate of Felicitation +  
Rs. 5,000 / Rs. 3,000 / Rs. 2,000 cash reward for 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> position  
(OR)  
50 % concession in admission fee.
- v) **For Winner Team at International Level:**  
Certificate of Felicitation  
Rs. 10,000 / Rs. 5,000 / Rs. 2,500 cash reward for 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> position  
(OR)  
100 % concession in admission fee.

**Note:** All the financial benefits are subject to the approval of the committee constituted for this purpose. It is, however, made clear that, incentive is not a matter of right for the student, but to give incentive is a sole prerogative of the management and management keeps the right reserved to give or not to give incentives.

The above incentives / rewards will be paid to the student after presenting the desired documents / certificates.

For other details, refer the sports policy.

## **SCHOLARSHIP:**

**1. Scholarship to Meritorious Students:** About **INR 3.0 Cr.** is budgeted for scholarships.

**Foreign Tour:** All branch toppers will be sent to foreign trip every year with the condition that their minimum average attendance of whole year must be at least 75%.

**Merit Scholarship:** Based on University result performance, subject to min. 75% attendance, scholarships are awarded in the range of **INR 5,000/- to 1,50,000/-** depending upon actual marks scored in End semester Examination of the affiliating university.

## **HEALTHCARE SERVICES:**

1. All the students are provided medical benefit of up to **INR 15,000/-**. The ceiling expenditure on the treatment is of **INR 15,000/-** for a student admitted in a 100 bedded hospital for min two days (48 Hours).

2. IIMT College of Engineering provides indoor emergency medical facilities, ambulance services under the supervision and guidance of physician available at medical center.

3. Primary Healthcare facilities are available round the clock at the IIMT 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.

v. Regular Health Checkup camps are organized with active support from hospitals in the city.

vi. An ambulance service is readily available 24×7 for students.

### **12. Tie-up with hospitals (providing discount on medical treatment bills)**

- I. IIMT group has tie ups with various hospitals and diagnostic test canters These hospitals will provide medical care as specified in the referral and offer 10% to 25% discount on gross bill amount for various categories of services.
- II. Students should carry college ID-Card bearing admission number to avail the services in the Empaneled Hospitals.
- III. List of hospital having MOUs:
  - Kailash Hospital, Greater Noida (15-20% discount)
  - Yathartha Hospital, Greater Noida (15-20% discount)
  - Star Dental Centre Pvt. Ltd, New Delhi (10-15% discount)
  - Bakson Hospital, Greater Noida (10-20% discount)
  - Prakash Hospital, Greater Noida (20-25% discount)

## 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 ≤ **INR 10,000**
  - ii) 03 quotation, If amount is > **INR 10,000**
4. a) The delegation of power given to HOD is INR 10,000 per item, with a cap of INR 50,000 per purchase.  
Therefore, if the amount of every item is less than INR 10,000 and total purchase amount is less than **INR 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 **INR 50,000** per item, with a cap of **INR 2,00,000** per purchase.  
Therefore, if the amount of every item is less than **INR 50,000** and total purchase amount is less than **INR 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

S. NO.	STEP	SIGNATURES REQUIRED FROM
1	Requirement raised by a department & sent to store & IT	Department head (HoD)

	cell to check the availability of the required items.	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	Purchase officer
	1 quotation if total amount $\leq$ <b>INR 10,000</b>	
	3 quotations if total amount $>$ <b>INR 10,000</b>	
4	4.1) The delegation of power given to HOD is <b>INR 10,000</b> per item, with a cap of <b>INR 50,000</b> per purchase. Therefore, if the amount of every item is less than <b>INR 10,000</b> and total purchase amount is less than <b>INR 50,000</b> , 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.	Purchase officer Director
	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.	
	4.3) The delegation of power given to Director is <b>INR 50,000</b> per item, with a cap of <b>INR 2,00,000</b> per purchase. Therefore, if the amount of every item is less than <b>INR 50,000</b> and total purchase amount is less than <b>INR 2,00,000</b> , 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.

## SPORTS POLICY

### SPORTS COMMITTEE:

Sport is an integral part of social development that needs to be encouraged. At IIMT College of Engineering, sports or any activity leading to physically active life style are considered important component of overall personality development. We encourage staff and students to participate in physical activities and sports, as we firmly believe in its benefits. In order to bring the awareness amongst the students we intend to draw a "Sports Policy".

Sports Committee has constituted for IIMT College of Engineering, Greater Noida:

- |                              |                                   |
|------------------------------|-----------------------------------|
| 1. <b>Chair Person</b>       | Director                          |
| 2. <b>Sports Secretary</b>   | Mr. Raghvendra Singh (9415554713) |
| 3. <b>Sports Coordinator</b> | Mr. Manoj Kumar (9971349088)      |
| 4. <b>Member</b>             | Mr. Vipin Bhati (6396580081)      |
| 5. <b>Member</b>             | Mr. Pankaj Chauhan (7607703729)   |

### *The aims and objectives of the Sports Committee are as:*

- To organize and regulate sports activities within the Institution, and inter Institution events.
- To promote the best type of sportsmanship and team spirit among the students of the Institution.
- To conduct Annual Tournaments in various sports events for students in accordance with the rules made by the sports committee.
- To promote participation in sports events.

### **For participation in State / National / International competitions related to Sports / Games etc.:**

Students of the Institute participating in the Sports and Games competitions conducted by the other Institutions / University of National / International repute or selected major organizations are to note the following provisions of the Institute.

1. Students are **eligible for traveling allowances** (train fare out of Delhi-NCR region) with prior approval from the Director. The bus/metro fare will be reimbursed where the train facilities are not available.
2. **Rs. 100/- per day per student**, where **free food and accommodation** is provided by the organizers.

(OR)

**Rs. 250/- per day per student**, where **free accommodation** alone is provided by the organizers.

(OR)

**Rs. 550/- per day per student**, where both **accommodation & food are not provided** by the organizers.

3. **Entry Fee / Registration Fee** will be borne by the college.
4. The winner team will be suitably facilitated and rewarded as per the following:
  - i) **For Winner Team at Inter Institute Level:**  
Rs. 1500 / Rs. 1000 / Rs. 500 cash reward for 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> position
  - ii) **For Winner Team at District / Zonal Level:**  
Certificate of Felicitation +  
Rs. 2000 / Rs. 1500 / Rs. 1000 cash reward for 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> position
  - iii) **For Winner Team at State / Affiliating University Level:**  
Certificate of Felicitation +  
Rs. 3000 / Rs. 2000 / Rs. 1500 cash reward for 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> position
  - iv) **For Winner Team at National Level:**  
Certificate of Felicitation +  
Rs. 5000 / Rs. 3000 / Rs. 2000 cash reward for 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> position  
(OR)  
50 % concession in admission fee.
  - v) **For Winner Team at International Level:**  
Certificate of Felicitation  
Rs. 10,000 / Rs. 5000 / Rs. 2500 cash reward for 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> position  
(OR)  
100 % concession in admission fee.

**Note:** *All the financial benefits are subject to the approval of the committee constituted for this purpose. It is, however, made clear that, incentive is not a matter of right for the student, but to give incentive is a sole prerogative of the management and management keeps the right reserved to give or not to give incentives.*

*The above incentives / rewards will be paid to the student after presenting the desired documents / certificates.*

#### **General Instructions for the Students:**

1. Participants will carry their own sports kit as per their sports activity.
2. Wearing of proper kit is compulsory for all the participants to compete.

3. The interested participants will have to register themselves with respective sports coordinator well within the timeframe as per the schedule specified for a particular event.
4. Presence of all the participants is mandatory, in attending all the trials and practice sessions for any event. In case of absence, their candidature will be cancelled.
5. Students participating in tournaments will be eligible for marking attendance for the period of tournament specified by the committee.

For all the above listed benefits a yearly budget of Rs. 1,00,000 is approved.

## ALUMNUS / ALUMNA POLICY

To enhance the connectivity of the alumni with the institution the efforts will be made to all the alumni for presentation/interaction with the current students in the department of the institution. Full norms have been enforced with immediate effect to facilitate the alumni. Remuneration will be paid to alumnus/alumna who is at least 3 batches old, as per following:

### 1. Online Mode

- He / She will get honorarium of **Rs. 500/-** as well a certificate for the same.

### 2. Offline / Physical mode

- Alumnus / Alumna from 3 - 6 years will get honorarium of **Rs. 2,500/-** and college memento after the completion of event.
- Alumnus / Alumna from more than 6 years will get honorarium of **Rs. 3,500/-** and College memento after the completion of event.

### 3. Special Consideration

- Senior Alumnus / Alumna (Director / Vice President Level) will get a complementary voucher of a family trip of 2 nights to Mussorie and Executive gift / memento, and TA, subject to prior approval from Director.
- Voucher will be valid for 1 year from the date of the event the alumnus/alumna participated in.
- The family means Husband/wife and maximum 2 kids. Only 1 room is entitled against a voucher.

## ADMINISTRATIVE POLICY

The present document containing administrative policies provide broad framework as applicable to B. Tech. / MCA / MBA 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:** It is mandatory for all students to wear College uniform on Monday and Friday. On Wednesday students shall wear the college T shirt. On all other remaining days students can wear any other formal decent dress of their choice.
- 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 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. 01. However necessary permission will be obtained in advance for any late entry and security officer will be informed accordingly.

### Dedicated rooms/cubical/computers 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 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 review 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 & Directors to put effort to solve student’s problem.
- 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 Dean Administration for implementation/procurement.

**Hygiene Committee:** For maintenance of desired hygiene levels in classes, labs, workshops, hostels and whole campus comprising College Blocks “A” & “B”, Hygiene Committee (HC) is formed. HC will ensure not only ensure abhorrence of 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 each block A & B, 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 AKTU, Lucknow.

## Mode of Selection

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

We admit the students under management quota/vacant seats based on the rank list published by the IIMT College of Engineering 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 is handled through telephonic talk, website, and personal visit.
- f. The College gives the information to the affiliated University (AKTU) 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 CRM software for better procedures of admission and relationship management.

## 1. Transparency

IIMT College of Engineering 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 Engineering for admission in various courses:

## 3. Eligibility Criteria: As per the AICTE and AKTU Norms.

Course	Stream	Eligibility Criteria
Under Graduate	B. Tech. (CSE, IT, AI, ECE, ME, CE, DS)	10+2 standard or equivalent with minimum of 45% marks in Physics, Chemistry and Mathematics taken together (40% 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).
Post Graduate	MBA	A candidate must have passed Bachelor's degree course of three years minimum duration from any recognized Indian University; or its equivalent, recognized by Association of Indian Universities (A.I.U.) securing minimum 50% (45% for SC/ST) marks in aggregate.
	MCA	A candidate must have passed Bachelor's degree course from a recognized university with minimum 50% marks (45% in case of SC/ST) in aggregate with mathematics as compulsory subject in graduation or 10+2 level.
	M. Tech. (ME)	Eligibility for admission shall be as per AICTE norms / guidelines. However, in the affiliated Institutions / Colleges where eligibility for admission in the existing courses is 60% marks in Graduation.

**Note:** The above-mentioned criteria are valid for all colleges under Uttar Pradesh / AKTU Lucknow (U.P) Technical University, Lucknow.

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

The college selection committee reviews the admission process as per the directives given by the University / 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 University / State Government guidelines, and the college strictly adheres to the various provisions laid down by the University 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 / Yearly Courses**

1. 50% of total fee (College + Hostel / Transport, after Scholarship) + Uniform Fee for confirming the admission.
2. Balance 50% of total fee (College + Hostel / Transport, after Scholarship) on or before 31<sup>th</sup> December 2025. Afterwards fine of Rs. 50/- per day will be applicable.

#### Second Year Onwards (For Continuing / Old Students)

##### For Semester / Yearly Courses

1. 60% of total fee (College + Hostel / Transport, After Scholarship) to be deposited on or before 11<sup>th</sup> September, 2025. Fine will be imposed from 12<sup>th</sup> September, 2025 @ Rs. 50/- per day on Pro-Rata Basis.
2. Rest of 40% of total fees to be deposited by 31<sup>st</sup> December 2025, else fine will be imposed on Pro-Rata Basis.

##### Note:

1. In Education loan cases fine will be imposed after one week of result declaration (2<sup>nd</sup> Year Onwards).
2. BRCC Cases fine will be imposed after 31<sup>st</sup> January 2026 (2<sup>nd</sup> Year Onwards).
1. BRCC/Loan cases of new admitted students fine will be imposed after 28<sup>th</sup> February, 2026.
2. All Students will be registered in their respective classes without submission of 60% Fee.
1. No fine to be charged on balance dues less than or equal to Rs. 3,000.

# PLACEMENT PROCESS & POLICY

## 1. Objective

The Placement Policy aims to define the procedures and expectations for facilitating the campus recruitment process for the 2026 graduating batch. It ensures transparency, fairness, discipline, and accountability while enhancing employability outcomes across all departments of IIMT Group of Colleges.

## 2. Eligibility Criteria

- Final-year students of full-time programs including B.Tech, MBA, MCA, BBA, BCA, B.Com, M.Pharm, B.Pharm, D.Pharm, MJMC, BAJMC, B.Sc-CS, Law (BALLB/LLB), Polytechnic, etc.

## 3. Academic prerequisites:

- No more than **two active backlogs** at the time of placement (as per company requirements).
- Minimum **80% attendance** in VAC, PDP, and Aptitude sessions.
- Students must be officially registered with the Training & Placement (T&P) Cell.

## 4. Registration & Participation Guidelines

- Only registered students will be allowed to participate in placement activities.
- Regular updates of resume, academic details, and certifications are mandatory.
- Attendance in pre-placement talks (PPTs), mock interviews, aptitude sessions, and training programs is compulsory.
- Students must adhere to formal dress code during interviews and placement events.

## 5. Offer Acceptance Guidelines

- **Offer Rule:** Students can secure two offer letters one from core area and one from his/her preference domain.
- Students are required to promptly inform the Training & Placement Cell upon receiving any job offer independently

## 6. Student Code of Conduct

- Strict discipline, punctuality, and professional behavior are expected throughout the placement process.
- No-shows without approval will result in blacklisting from future drives.
- Misrepresentation or breach of protocol may lead to debarment.
- All corporate communication must go through the T&P Cell; direct contact with recruiters is strictly prohibited.

## 7. Roles & Responsibilities

### Students

- Ensure accuracy of resumes and personal data.
- Participate in all placement training sessions (PDP, VAC, Aptitude, etc.)
- Follow ethical practices and timelines during the entire process.

### **Training & Placement Cell**

- Coordinate with industry partners and facilitate recruitment logistics.
- Provide continuous training, mentoring, and resume-building support.
- Maintain transparency and up-to-date placement records.

### **8. Company Selection Criteria**

Final shortlisting and eligibility are subject to recruiter-defined criteria, such as:

- Academic and co-curricular profile
- Skill assessments and certifications
- Project/internship experience
- Performance in tests and interviews

### **9. Disqualification & Blacklisting Grounds**

Students may be disqualified from the placement process for:

- Providing false/misleading information
- Misbehavior during company visits or sessions
- Unauthorized absence from scheduled interviews
- Accepting and later declining job offers without valid justification

### **10. Post-Placement Obligations**

- Students must submit offer letters, joining dates, and confirmations to the T&P Cell.
- Negotiations with companies' post-selection are strictly prohibited.
- Students not joining after offer acceptance must provide a formal explanation.

### **11. Incentive Policy for Faculty & Department Staff**

#### **Objective:**

To recognize the efforts of faculty and departmental staff who actively contribute to student placements through corporate engagement.

Incentives are:

SN O	COLLEGE-WISE COURSES	Average Package (2024-25)	Incentive									
			Target	Incentive	Target	Incentive	Target	Incentive	Target	Incentive	Target	Incentive
<b>IIMT COLLEGE OF ENGINEERING</b>												
a.	B.TECH CS	550000	825000	2750	1237500	8250	1856250	18563	2784375	37125	4176563	69609
b.	B.TECH IT	500000	750000	2500	1125000	7500	1687500	16875	2531250	33750	3796875	63281
c.	B.TECH AI	500000	750000	2500	1125000	7500	1687500	16875	2531250	33750	3796875	63281
d.	B.TECH DS	500000	750000	2500	1125000	7500	1687500	16875	2531250	33750	3796875	63281
e.	B.TECH ECE	400000	600000	2000	900000	6000	1350000	13500	2025000	27000	3037500	50625
f.	B.TECH CE	300000	450000	1500	675000	4500	1012500	10125	1518750	20250	2278125	37969
g.	B.TECH ME	300000	450000	1500	675000	4500	1012500	10125	1518750	20250	2278125	37969
h.	M.TECH ME	400000	600000	2000	900000	6000	1350000	13500	2025000	27000	3037500	50625
i.	MBA	600000	900000	3000	1350000	9000	2025000	20250	3037500	40500	4556250	75938
j.	MCA	300000	450000	1500	675000	4500	1012500	10125	1518750	20250	2278125	37969
<b>IIMT COLLEGE OF MANAGEMENT</b>												
a.	BBA	350000	525000	1750	787500	5250	1181250	11813	1771875	23625	2657813	44297
b.	BCA	350000	525000	1750	787500	5250	1181250	11813	1771875	23625	2657813	44297
c.	BJMC	250000	375000	1250	562500	3750	843750	8438	1265625	16875	1898438	31641
d.	MJMC	300000	450000	1500	675000	4500	1012500	10125	1518750	20250	2278125	37969
e.	BCOM PASS	250000	375000	1250	562500	3750	843750	8438	1265625	16875	1898438	31641
f.	B.COM (H)	200000	300000	1000	450000	3000	675000	6750	1012500	13500	1518750	25313
<b>IIMT COLLEGE OF PHARMACY</b>												
a.	D.PHARM	200000	300000	1000	450000	3000	675000	6750	1012500	13500	1518750	25313
b.	B.PHARM	300000	450000	1500	650000	4000	975000	9750	1462500	19500	2193750	36563
c.	M.PHARM	340000	510000	1700	765000	5100	1147500	11475	1721250	22950	2581875	43031
<b>IIMT COLLEGE OF LAW</b>												
a.	BALLB (5 yrs)	360000	540000	1800	810000	5400	1215000	12150	1822500	24300	2733750	45563
b.	LLB (3 yrs)	300000	450000	1500	675000	4500	1012500	10125	1518750	20250	2278125	37969
<b>IIMT COLLEGE OF POLYTECHNIC</b>												
a.	Diploma EC	180000	270000	900	405000	2700	607500	6075	911250	12150	1366875	22781
b.	Diploma ME	180000	270000	900	405000	2700	607500	6075	911250	12150	1366875	22781
c.	Diploma CE	180000	270000	900	405000	2700	607500	6075	911250	12150	1366875	22781
<b>IIMT COLLEGE OF SCIENCE &amp; TECHNOLOGY</b>												
a.	BSC-CS	300000	450000	1500	675000	4500	1012500	10125	1518750	20250	2278125	37969
b.	B.Ed.	250000	375000	1250	562500	3750	843750	8438	1265625	16875	1898438	31641

# For 01 company 01 Incentive will be considered for max. 02 placements and incentive will be multiplied for actual numbers placed.

## Company lead will be verified by concerned College Director, Director Placement and Director HR

### Two Months' salary proof is required to claim Incentive.

#### Applicable for current passing (2026) out batch

### Incentive Table Highlights:

- Incentives are mapped based on course-wise average packages.
- Incentive values scale according to placement targets achieved.
- Example: For B.Tech CS (Avg. package: ₹5,50,000), incentives start from ₹2,750 and increase with higher placement figures.
- One incentive per company will be considered for up to two placements, thereafter, incentives are proportionally multiplied.
- Claims must be verified by College Director, Director-Placement, and Director-HR.

### 13. Final Authority

- The Director – Training & Placement and Director General Academic in consultation with the college management, reserves the right to interpret or amend this policy in exceptional cases.

### 14. Disclaimer

- **Placement is a privilege, not a guarantee.** Final offers depend on individual performance, company requirements, and market dynamics.
- The institution will ensure maximum support and training for all deserving and eligible students.

# TRAINING POLICY

**80% attendance is mandatory**

## 1. Objective

This training policy aims to equip the graduating students of IIMT Group of Colleges with the essential technical, aptitude, and soft skills to meet the industry's expectations and significantly improve their placement prospects.

## 2. Scope of the Policy

The policy is applicable to all students registered under the Training & Placement (T&P) Cell for the 2025–26 academic year. Training will be conducted in the following three major domains:

- Internship
- Technical Training
- Quantitative & Aptitude Training
- Personality Development Program (PDP)
- IELTS (for specific courses)

## 3. Training Domains & Strategy

### 3.1 Internship

**The Training & Placement (T&P) Cell aims to achieve:**

- 100% internship coverage for students across all courses, ensuring every student gain hands-on industry exposure.
- 30% paid internships, offering students financial support along with valuable work experience.

### 3.2 Technical Training

**Objective:** To bridge the gap between theoretical academic knowledge and practical industry requirements through structured, domain-specific technical training.

**Applicable To:**

**All students across the following domains:**

- Engineering
- Management
- Pharmacy
- Law
- Science & Technology

- Polytechnic
- IIMTU (Interdisciplinary)

### **Customized Training Modules by Discipline:**

#### **A. Engineering & Polytechnic Students**

- Core Subject Mastery (branch-specific: CS, EC, ME, CE, etc.)
- Programming: C, C++, Java, Python, SQL, DSA
- Emerging Tech: AI, ML, IoT, Cloud Computing, Cybersecurity
- Tools: Git, GitHub, Linux, MATLAB, AutoCAD, SolidWorks
- Hands-on Labs, Minor Projects, and Hackathons
- Mock Technical Interviews & Coding Tests

#### **B. Management Students (BBA, MBA, etc.)**

- Business Analytics using Excel, Power BI
- CRM & ERP Tools: Salesforce, SAP (Introductory)
- Financial Tools: Tally, Zoho Books, MS Excel Advanced
- Digital Marketing: SEO, SEM, Google Analytics
- Business Case Study Analysis & Presentation

#### **C. Pharmacy Students**

- Basics of Clinical Data Management
- Pharmacovigilance Tools and Practices
- Regulatory Affairs Overview
- Lab Report Writing and Drug Design Software
- Industry Visit Reports and SOP Writing

#### **D. Law Students**

- Legal Drafting & Legal Research Tools
- Contract Management Tools (e.g., CLM Software)
- Case Study Analysis using Real Court Judgments
- Use of Legal Databases (SCC Online, Manupatra)
- Mock Moot Court & Documentation Practices

#### **E. Science & Technology Students**

- Scientific Computing: MATLAB, R, Python
- Research Paper Writing & Data Analysis
- Industry Tools: LabView, SPSS, Origin
- IoT/AI Applications in Life Sciences
- Live Demonstration & Project Assignments

#### **F. IIMTU (Interdisciplinary Programs)**

- Cross-domain technical workshops
- Research Methodology & Technical Writing
- Advanced Excel, Online Simulations, Domain Software Tools
- Patent Filing Process and Innovation Lab Access

#### **Mode:**

**Blended Learning (Classroom + Online Platforms + Labs + Guest Sessions)**

**Duration:** 40–50 Hours (spread over the semester)

**Assessment:** Mid and end-term evaluations, project submission, coding test scores

#### **3.3. Quantitative, Reasoning & Aptitude Training**

**Objective:** To prepare students for aptitude tests in campus recruitment and competitive exams.

#### **Modules:**

- Quantitative Aptitude (Percentages, Time-Speed-Distance, Numbers, Algebra, etc.)
- Logical Reasoning & Data Interpretation
- Verbal Ability & Reading Comprehension
- Test-taking strategies and time management
- Company-specific test pattern preparation (TCS, Infosys, Wipro, etc.)

**Duration:** 30–40 Hours

**Method:** Expert-led sessions, worksheets, online practice portals

**Assessment:** Weekly quizzes, mock tests, and pre-placement aptitude evaluation

#### **3.4. Personality Development Program (PDP)**

**Objective:** To build communication, leadership, and presentation skills to enhance employability.

#### **Modules:**

- Resume Building & LinkedIn Profile Optimization

- Group Discussions & Personal Interview Techniques
- Communication Skills – Written & Verbal
- Corporate Etiquette and Professional Grooming
- Confidence Building & Emotional Intelligence

**Duration:** 30 Hours

**Mode:** Classroom sessions, workshops, and role-plays

**Assessment:** GD/PI rounds, resume evaluations, feedback from trainers

### **3.5 IELTS (for specific courses)**

#### **Module Breakdown:**

##### **1. Week 1–2: Orientation & Listening Skills**

- Introduction to IELTS format
- Listening techniques and note-taking strategies
- Audio practice with increasing complexity

##### **2. Week 3–4: Reading Skills**

- Skimming and scanning techniques
- Time management for 3-section reading test
- Practice with academic and general reading passages

##### **3. Week 5–6: Writing Skills**

- Task 1: Graphs, Charts, Letters (Formal & Informal)
- Task 2: Argumentative and Discursive essays
- Grammar, coherence, and vocabulary improvement

##### **4. Week 7: Speaking Skills**

- Part 1: Personal Introduction
- Part 2: Cue card preparation
- Part 3: Discussion and fluency building

##### **5. Week 8: Full Mock Test + Feedback**

- Full-length IELTS practice test (all 4 sections)
- Personalized feedback and improvement plan

#### **4. Training Implementation Timeline**

Activity	Timeline	Responsibility
Student Registration & Diagnostic Assessment	August 2025	T&P Cell
Technical & Aptitude Training (Phase I)	Sept–Dec 2025	T&P Cell + External Trainers
PDP Training (Phase II)	Aug–Dec 2025	PDP Trainers
Placement Readiness Test & Mock Interviews	Sep 2025	T&P Cell + HR Panel
Placement Day	Jan 2026	T&P Cell

### 5. Roles & Responsibilities

- **T&P Department:** Oversee planning, scheduling, coordination with external partners/trainers, and monitor student performance.
- **Academic Departments:** Provide support in scheduling sessions, identify weak students for remedial training.
- **Students:** Mandatory attendance (minimum 80%), active participation, timely submission of assessments.
- **External Trainers:** Deliver quality content aligned with industry needs and evaluate learning outcomes.

### 6. Compliance & Monitoring

- Bi-weekly reporting of attendance and progress to the Dean Academics and Director–T&P.
- Feedback mechanism from students and trainers to improve session quality.
- Disciplinary action for consistent absenteeism or non-performance.

### 7. Outcome Expectation

- Improve overall placement ratio by 25% compared to previous year.
- Enable at least 60% of registered students to clear first-round aptitude tests.
- Ensure industry readiness with measurable soft and technical skills.

## SUPER DREAM JOB TRAINING PLAN (TOP 100 STUDENTS)

### Objective

Prepare the top 100 students for **Top companies** offering Super Dream Packages (₹15–50 LPA+).

### Phase 1: Identification & Foundation (Sept – Nov 2025)

**Goal:** Shortlist top 100, build strong fundamentals, and start coding rigor.

- **Student Selection**

- Criteria: CGPA  $\geq$  7.5, strong technical aptitude test, faculty recommendation
- Finalized list of 100 students by **15 Sept 2025**
- **Training Modules**
  - **Coding Excellence**
    - Daily DSA practice (minimum 3 problems/day on LeetCode)
    - Weekly coding contest (mandatory for top 100)
    - Mentor allocation (1 faculty/industry alumni per 10 students)
  - **Core Subjects**
    - OS, DBMS, CN, OOPS – weekly 2 sessions
    - Weekly quiz on fundamentals
  - **Aptitude + Logic**
    - Advanced aptitude (probability, permutations, puzzles)
    - Online test practice under time pressure
  - **Communication**
    - Weekly GD/PI workshops (focus on fluency, articulation, confidence)

## **Phase 2: Advanced Skill Building (Dec 2025 – Jan 2026)**

**Goal:** Prepare industry-ready projects + speed up coding performance.

- **Projects**
  - Each student must complete **1 Major + 1 Minor Project**
  - Domains: AI/ML, Full Stack, Cloud, Data Analytics, Cybersecurity
  - Hackathon-style reviews every 2 weeks
- **Competitive Coding**
  - Target: **300+ solved problems** by Jan-end
  - Contest participation on **Codeforces, HackerRank, LeetCode**
- **Mock Interviews**
  - Weekly technical interview drills (2 rounds each week)
  - Focus: DSA, system design basics, problem-solving ability
- **Resume Workshop**

- Resume review by alumni/industry mentors
- LinkedIn + GitHub polishing

### **Phase 3: Pre-Placement Bootcamp (Feb – Mar 2026)**

**Goal:** Directly simulate Super Dream company recruitment drives.

- **Company-Specific Training**
  - **Amazon, Microsoft, Adobe, Google** – past year coding tests
  - Mock **online assessments** (timed) twice a week
  - Special sessions on **system design, SQL queries, coding patterns**
- **Mock Drives**
  - **3 Full Drives** (Aptitude + GD + Tech + HR)
  - External HR & Alumni involvement in interviews
- **Soft Skill Finishing**
  - “Tell me about yourself” refinement
  - Case-based GD practice
  - HR tricky questions prep
- **Final Evaluation**
  - Leaderboard for top 100 (ranked by coding + aptitude + interview scores)
  - Final **Super Dream Readiness Certificate**

### **Support System**

- **Alumni Mentorship** – Regular interaction with alumni from TCS Digital, Amazon, Adobe, Microsoft
- **Dedicated Placement Mentor Team** – 1 placement officer exclusively assigned to top 100 students
- **Performance Tracking Dashboard** – Weekly performance data shared with T&P director

### **Expected Outcome:**

- 70–80 out of 100 shortlisted students secure **Super Dream / Dream Offers** (₹15–50 LPA).
- Remaining become highly competitive for **Tier-2 companies**.
- Builds **brand value** for IIMT in front of Tier-1 recruiters.

# COMMITTEES

## PROCTORIAL BOARD

IIMT College of Engineering 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 in 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 additional proctors 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 untoward 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 ascertained:

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 submits 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, UGC and PCI and statutory bodies implement the provisions.

IIMT College of Engineering outlined anti-ragging policy with a motto to zero tolerance to ragging. The institute follows the policy very dedicatedly. As per the guidelines, the institute follows the procedures.

1. A pledge is administered to the students by the principal/ 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 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.

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 vigil of the designated areas.

### Objectives

- A. 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.
- B. To form and look after anti-ragging 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 individual's 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.

## 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 individual's 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.

## 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.

The IQAC channelize the efforts and measures of an institution towards academic excellence. IQAC is responsible to undertake various initiatives towards the development and application of quality parameters for various academic and administrative activities. The diverse tasks of IQAC involves dissemination of information on various quality parameters, organization of workshops & seminars, documentation of the various activities and processes, conducting annual internal quality audit and to connect with the stakeholders for the sustenance cum enhancement in the overall quality culture. The cell conducts the audits to monitor the activities undertaken.

### **Goals of IQAC:**

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

### **Functions of IQAC:**

1. Placement readiness of the students through teaching & development process and learning.
2. Use of ICT in the teaching and learning process.
3. Organizing faculty development programs for up gradation of knowledge and skill.
4. Organizing Staff development programs to enhance skills & competency.
5. Strong mentor mentee system.
6. Academic support to slow learners.
7. Practice of outcome-based education in the teaching learning process.
8. Conducting webinars, guest lectures.
9. External and internal academic audit.
10. To take students feedback on different areas of improvement.

### **Strategies are evolved by IQAC for:**

- Development of Quality Culture in the institution.

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the Institution.
- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- Optimization and integrations of modern methods of teaching and learning.
- Enhancing the creditability of assessment and evaluation procedures.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from prime stakeholders including students, faculty members, employers/industry experts and alumni on curricula and quality-related institutional processes.
- Periodic conduct of Academic and Administrative Audit and its follow-up.
- Dissemination of information on various quality parameters of higher education.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Coordinating quality-related activities including adoption and dissemination of best practices.
- Documentation of the various programmes/activities leading to quality
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.
- Collaborations / quality initiatives with other institutions.

## 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 cooperation 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.

## 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 university examinations smoothly conducted.
- B. To get university examinations form filled and scrutinize them thoroughly and properly
- C. To get question papers of internal examinations and university 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. University examination forms are filled in accordance with the university 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 university schedule.
- I. After declaration of results, compiling and comparing of the results along with the tabulation is carried out.

## GRIEVANCE REDRESSAL CELL

The Grievance Redressal Cell, headed by DSW, 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 students, 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.
- (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.

## SC / ST COMMITTEE

Institute 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.