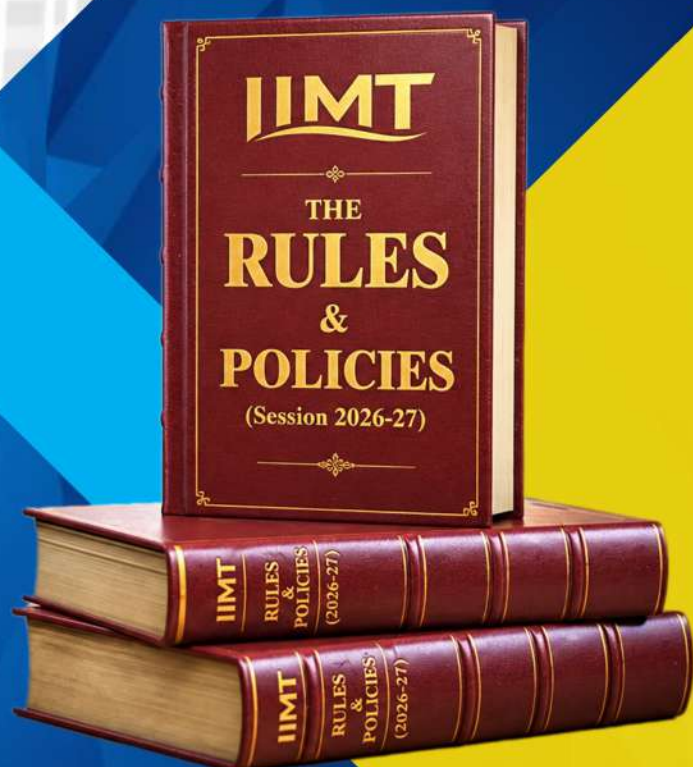


SERVICE RULES & POLICIES (Session 2026-27)





Ref: IIMTCOE/2025-26/BOG-43/03

Date: 05/01/2026

NOTE

The "Service Rule Book" of IIMT College of Engineering has been approved in 43rd meeting of the Board of Governors of IIMT College of Engineering, Greater Noida, U.P held on 05 Jan 2026 at 01:40 PM in A-204 Conference Hall, A-Block, 1st floor, IIMT College of Engineering, Greater Noida, Uttar Pradesh under the Chairmanship of Sh. Yogesh Mohan Ji Gupta, Chairman, Board of Governors.


(Dr. Chetan Khemraj)

Director & Member Secretary

Copy to

1. ALL BOG members.
2. Honorable Managing Director
3. All Deans & HODs
4. Head-HR
5. Registrar
6. Head Training & Placement
7. Librarian
8. Accounts Officer

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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.	Mr. Nipun Gupta	Member
13.	Mr. 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.

S. No.	Name of Members	Remarks
1.	Shri. Yogesh Mohan Ji Gupta	Chairman
2.	Dr. Mayank Agarwal	Secretary
3.	Mr. 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.	Mr. Dinesh Kumar Yadav	Member
11.	Mr. Nikhil Gupta	Member
12.	Mr. Rajesh Jha	Member
13.	Mr. Rajesh Sharma	Member (Parent)
14.	Prof. (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 imbibing 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:

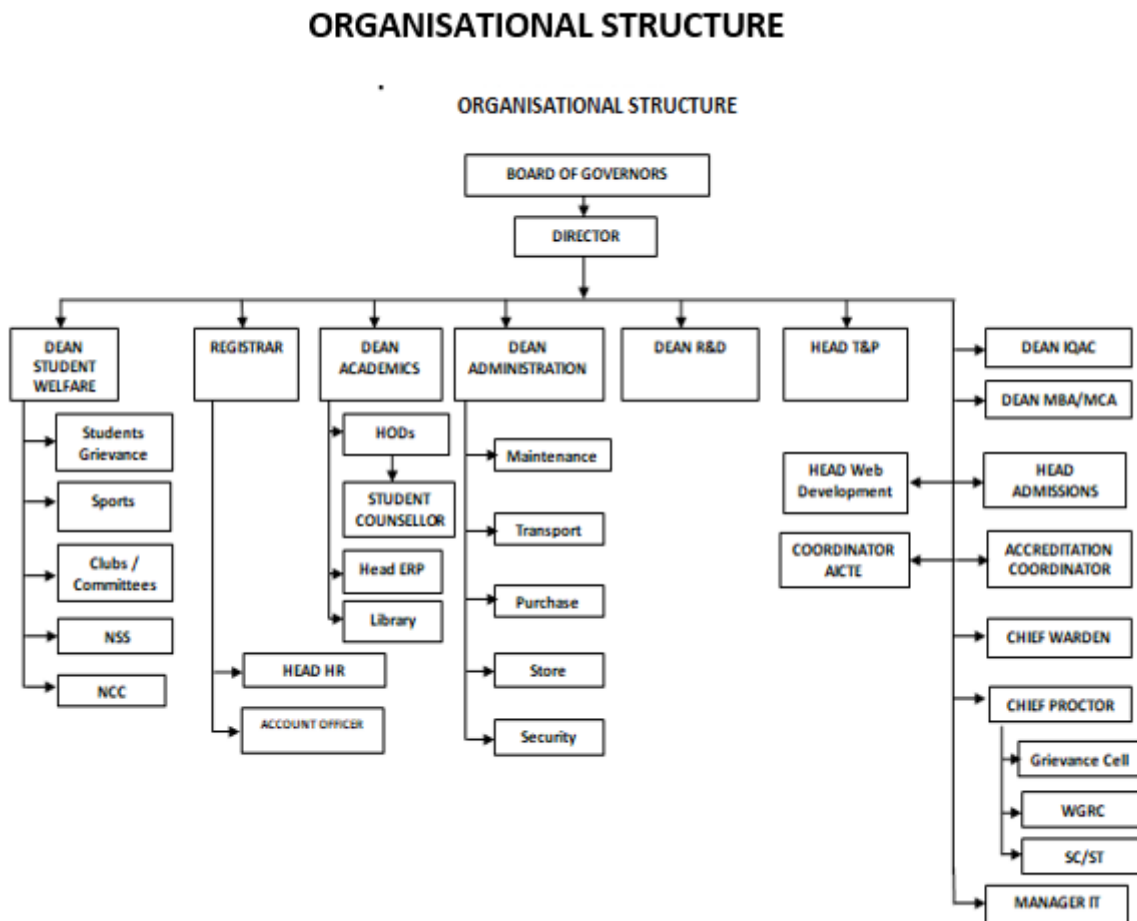


Figure: Flowchart of Administrative Setup

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

	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. Arranging internal audits, Audit observations, and remedial measures. 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
Dean Student Welfare (DSW)	Student Grievance Co-curricular activities Cultural activities Sports activities Student health care Formation of student council Student orientation Institute's Scholarship
Dean Administration	Ensure effective purchase procedure Resource Provision Transport Housekeeping including hostels Maintaining updated building plans and construction Overall building maintenance Oversee the generator facility NCC
Head R&D and Incubation Centre	EDC IIC Sponsored Projects Consultancy Industry Supported Labs Patents & Copyrights Liasoning with industry
Head Examination	Conduct Internal Examinations & External Examination Keep stock of all Internal Examination copies Keep Record of all Exams
Head of Departments	Maintain records of departmental academic activities and achievements Plan and execute academic activities of the department Maintain discipline and culture in the department Maintain the department neat and clean Pick and promote strengths of students / faculty / staff Monitor academic activities of the department Monitoring of lectures and practical Student's feedback Collective attendance of students Propose Department Budget Academic Audit

	Arrange remedial classes for weaker students
Head Training & Placement	Arrange and notify Employee Development Programs Maintain Training & Placement records Identify and provide for training needs of students Facilitate career guidance to students Maintain record of counseling activities Proposing annual Training & Placement budget Liaison with industry Student Placement Student Industrial Visits, internship Arrange campus placement interviews
Accreditation Coordinator	NBA, NAAC accreditation of different programs / institution Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC. Practice of outcome-based education in the teaching learning process Liaison with NBA/NAAC office
In-charge Library	Plan and execute routine activity of the library Plan and propose expansion / development Maintain library discipline and culture Prepare annual budget for library
In-charge Sports	Ensure smooth conduct of sports Ensure proper use of gym Purchasing of sport items Encourage students to participate in zonal tournaments Creation and upkeep of sports facilities
Registrar	All data related to students Liasoning & Compliance with AICTE, University, & any other agency Samaj Kalyan Vibhag All State Government Scholarships Maintain up-to-date master documents New proposals
Head HR	Employee recruitment process Faculty Personal Files Keep Service Books, Appraisal Form / ACR Faculty Leave Records Faculty Joining / Leaving Records
Account Officer	Annual College budget Oversee Employee Attendance System & Maintain the monthly attendance report Salary preparation
Prof. In-charge – Admissions	Design and print admission brochure Propose admission policy Arrange admission campaign Execute the admission process Maintain and update college website Maintain softcopy of photographs Publicity of Admission related events
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 ambience.
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: 01st August, 2025

COLLEGE TIMINGS

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

PURPOSE OF LEAVE

Leaves granted to employees with the good intention of providing rest, recuperation of health and for fulfilling social obligations. This provides for a healthy and efficient staff for the 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 23rd July to 22nd 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 1st of succeeding month, otherwise it would be counted in next month.

Special Approvals

Designation	Casual Leave	Medical Leave	Short Leave	Gate Pass / Out Pass
Drivers	12 CL per Year	5 ML per Year	1 HOUR once per Month	08 SPL per Year (Only for whomever working on Sundays)

Designation	Casual Leave	Medical Leave	Short Leave	Gate Pass / Out Pass
Wardens	31 CL per Year	5 ML per Year	1 HOUR once per Month	4 HOURS per Week (Cannot carry forward)
	Total 36 Leaves 3 Leaves per Month			
+ <u>Additional Holidays</u> 1 Leave on 15 Aug 1 Leave on 02 Oct 1 Leave on 26 Jan 1 Leaves on Holi 2 Leaves on Diwali				
TOTAL	36 + 6 = 42 Leaves in a Year			

* 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	As per roster received from Head – Admissions	
	Admission Cell (Counsellors)		

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 22nd 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 30th 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 31st 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-data 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
<u>Female Employees:</u> 1. Indian Suit or Business Suit to be wear. 2. For VIP Visits or Major Events (including orientations) Saree Dress Code to be followed.	<u>Female Employees:</u> 1. Indian Suit or Business Suit to be wear. 2. For VIP Visits or Major Events Saree Dress Code to be followed.
<u>Male Employees: Faculty</u> 1. Formal Shirts, Trousers & Blazers along with Tie to be wear. AND <u>Relaxation:</u> Jackets / Blazers / V-Shape Pullovers along with Tie in visible mode (mandatory) till 31st January. <u>Gandhi Jackets are not allowed.</u> <u>NOTE:</u> <u>DGs, Directors, Deans & HODs:</u> formal attire is mandatory (No Relaxation) 2. <u>Only for Saturday</u> Jeans, Collared T-Shirts / Shirt / Pullovers / Jackets are allowed (<u>Only in Non-Academic days</u>).	<u>Male Employees:</u> 1. Formal Shirts & Trousers along with Tie to be wear. 2. Only for Saturday Jeans, Collared T-Shirts / Shirt are allowed (Only in Non-Academic days).

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 24th 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 2nd lot on 15th 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	Clubbed
Sunday	Paid Leave OK	Clubbed
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
Birthday Celebrations	Employees Birthday Celebration with Hon’ble Sir (cake + refreshment to be arranged)		Monthly (Ongoing)
Best Employee Award	Congratulatory announcements for the top performers		Ongoing
	A Badge to the top performer		
	Felicitation of Certificates through Hon’ble Sir during events		
	Digital Recognition - Create a Virtual Wall of Fame on Website - Congratulations through email - Promotion on social media by Web Team		
	Free Tickets for Outing Event / A quality sponsored trip acts as powerful motivator for employees (yearly)		
	Introduce employees to the Top Brass (Half Yearly) (refreshment to be arranged)		
Peer-to-Peer Appreciation	Online appreciations to each other & employee received highest appreciations must be awarded with Certificate + Gift Cards / Vouchers / Personalized Gifts		Semester Wise (Half Yearly)
Newsletters with employee success stories	Motivation to employees for self-up gradations & obtained rewards / rankings to be published in newsletters		Semester Wise (Half Yearly)
Festival Celebrations	Employees to celebrate Indian Festivals (Holi/Diwali) (Refreshment to be arranged)		One Event in Every Semester (Half Yearly)
Digital Promotion	Create a short film on an employee’s achievement		Semester Wise (Half Yearly)
Team Bonding	College wise outings & team bonding activities (high tea refreshment to be arranged)		for collective achievements
Best Performers Award	Best Performer of Administrative Support	A quality sponsored trip acts as powerful motivator for employees + Silver Coin OR Monetary Incentives	Yearly
	Best Central Function Head (Any 1) ♦ Web Team ♦ Human Resources ♦ Accounts ♦ IT Cell ♦ Library ♦ Training & Placement		

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

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 ≥ 15
3. 1 Ph.D. registered (beyond IRB) (can be compensated with additional 2 SCI papers
4. 1 R&D project ≥ 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 ≥ 20 (with at least 5 SCI since last promotion).
3. 2 PhD guided (awarded)
4. 1 R&D project ≥ 10 Lacs as PI/Co-PI) [R&D project(s) cannot be compensated with additional SCI papers]
5. Minimum 2 patent granted

Strategic Talent Acquisition

Diverse Sourcing: Managing recruitment campaigns to attract highly specialized professors, researchers, and executive leadership.

No Walking Interviewer will be organized. Resumes will be invited on official hr emails only with. Interviews will preferable be scheduled on Saturday and Sunday only.

HR Department will sort list candidates on the basis of Job description and will invite only eligible candidates for primary interaction in either online or off line mode. (Proceeding will be documented by HR on approved format)

- **Steps of Academic (Teaching Staff) hiring**

1- Primary HR Interaction:

Objective of Primary HR Interaction:

- Primary information
- Regarding Candidature profile (preventability & expression),
- Current working environment
- Level of comfort to Join and relocation,
- Current Salary Brackets
- Retention chances

2- Demo session by Applicant:

Panel Management:

Coordinating statutory selection committees, external subject matter experts, and institutional boards for bias-free hiring.

The Demo Reviewer committee will comprise of minimum 4 senior academicians including Director/Dean of the concerned college one External subject Expert one internal Subject expert. (Format Attached).

3- PI with Director & Director General /Dy. Director General Academics. (if Demo report is positive)

4- Final HR Round for Salary & other terms negotiation.

5- Verification of Original Document

6- On successful completion of verification of all credentials Offer letter to be issued. (No offer to be issued if docs are pending especially Academic docs).

- **Induction of New employ:**

All the hired Teaching staff must be inducted/ onboard at least two weeks before the commencement of Semester.

- **Induction /onboarding Process:**

[A Check list of following will be created and entire process sheet will be placed in Employee File]

- 1- Employ will report to HR office in first Half.
- 2- Joining letter will be submitted by Employ.
- 3- Formal Introduction and highlighting points of The Brand IIMT.
- 4- Issuance of I-card & Joining kit to the employee.
- 5- HR Executive will escort Faculty to College and Introduce to Concerned director and ensure proper seating arrangements.
- 6- A report from faculty inducted must be received /submitted to HR by next day of Joining regarding his /her seating arrangements, subject allotments, other rolls /duties assigned in the college, issuance of Library card.

- **Performance Appraisals & Career Advancement Schemes (CAS):**

Biannual (Odd sem PES between 1 to 15th of Jan & Even Sem EPS between 1 to 15th of July.) as per the approved PES.

Appraisals must be done as per the measurable points and norms strictly.

Summer and winter leaves:

Summer & winter leaves must be declared by the end of June or December or after completion of theory and practical examinations.

Faculty will be entitled to avail such leaves on pro rata basis only after completion of six months from the date of Joining.

- Each employee will be entitled for summer or winter breaks as per below table:

	Summer	Winter
Teaching Staff	Six days	Six days
Non-Teaching Staff	Four days	Three days

- Teaching Staff including may be allowed slots in one go or split them with in given frame of time as approved by Concerned authority (Director /Dean of the concerned college).
- Maximum 50% of employees may be allowed to avail such leaves at a time (Directors must ensure that Department work should not be hampered).

All the staff on such leaves may disclose their location if enquired by authorities while the break and should be available on mobile and other online modes.

- In case of any emergency staff member may be called back from the leave by higher authorities.

- All the slot must be availed before ten days of commencement of Semester. (Preferably by 10th of Jan for odd and 30th of July of Even semester).

Employee Relations & Grievance Redressal:

A Formal committee of three people will be formed in the headship of existing senior most person in the academics to investigate the matter.

In any circumstances the committee member will not be the person against whom complaint is made. (If complaint is against head or team leader)

Action will be initiated on Recommendations of the Committee only after fair investigations.

No Abrupt action like overnight removal from biometric punch is permitted without approvals of Head of The Institution.

ERP:

100 % Use of ERP systems related to HR Department.

Detachment Policy:

It is recommended to retain good people but in case any employee is willing to leave the organization due to any reason following must be followed strictly:

1. He or she must serve a notice for resignation as per the terms in the offer / appointment letter.
2. No academic staff be relieved in mid of the semester and without completing all the task assigned to him.

Exit Interview:

An Exit interview must be conducted with all the employees who resigns.

A format for exit interview will be provided to HR to conduct the same in which employee and HR person will sign and record the same.

A separate file will be maintained for each college for exit interview to analyses and upgrade policies if required.

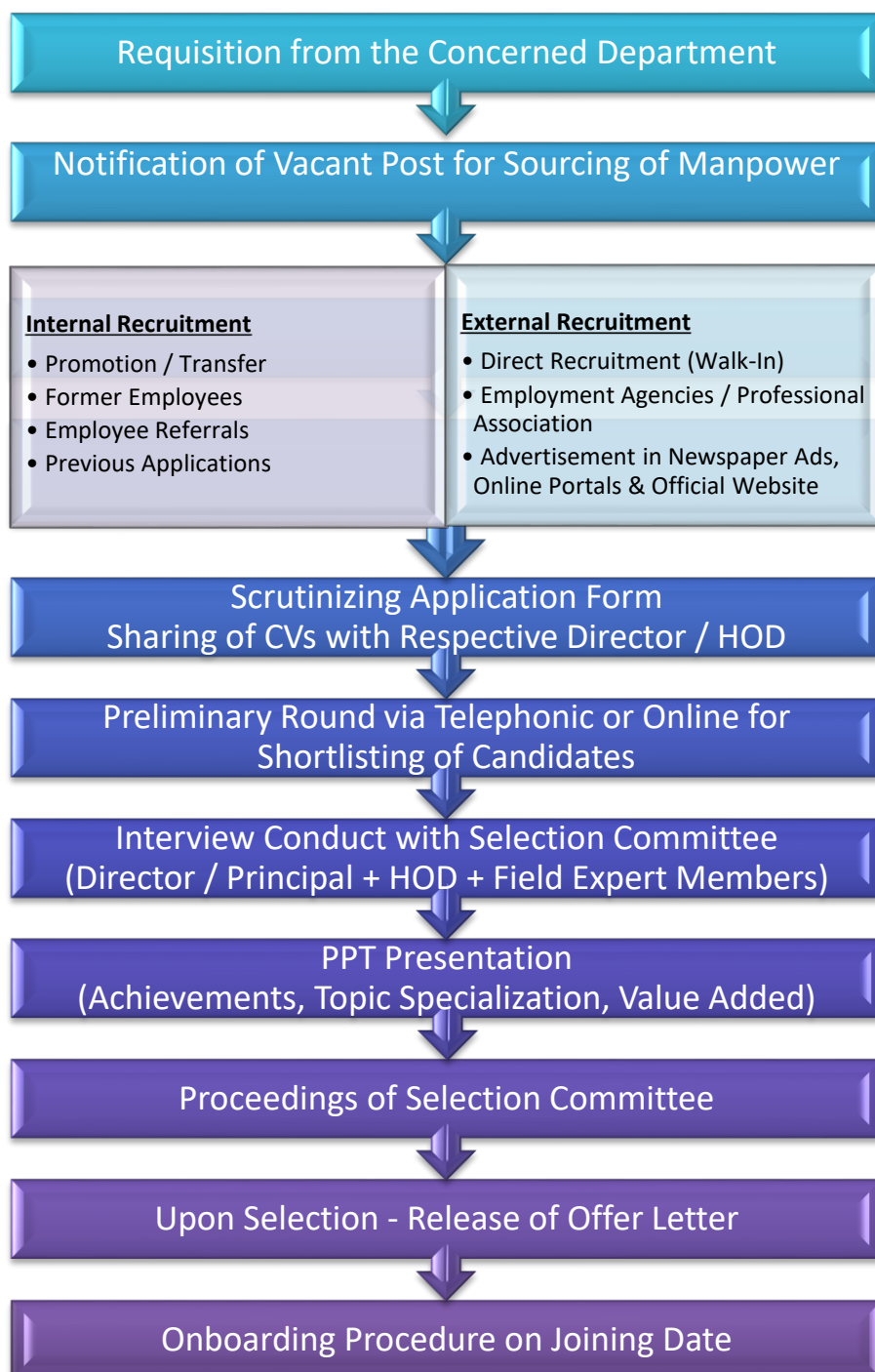
Full & Final Settlement:

Full & Final settlement of the leaving employees must be performed within 30 days on submission of no dues from concerned officials & Offices.

Assigning other duties to staff members:

- If Some personals or staff is required from any other office/college, consent must be taken from concerned director.

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 concerned Officials (Directors, Dean will ensure desired no of faculty members in the department/College & will request to HR Department in case of any deficit in the number & Grade.
2. Before the commencement of the Semester Director & Dean ensure that the Subject in the scheme in the programme are verified before the subject allotment & an undertaking must be submitted by the Head of the Institution (format to be provided by IQAC) for the compliance of verification & implementation of the scheme.
3. Dean & HOD will ensure right allotment of the subject to the best possible expert teacher in the department.
4. The Time Table & LDS must be uploaded on ERP before one week the commencement of Classes.
5. An Induction program must be conducted for newly joined faculty members before the commencement of the classes (conducted by senior members in the College Directors /Deans and a member from central team /member of IAC) to update IIMT working style, daily ERP report Leave taking mechanism etc.
6. **Academic Calendar:** Academic calendar of all colleges of IIMT Group of College must be aligned with Affiliating University Academic Calendar and declared fifteen days prior to commencement of Semester.
7. **All the responsibilities related to Academic/Administration; like R&D, Placement, IQAC, Proctors, Alumni etc. must be assigned before the commencement of the semester & well communicated to students & authorizes before fifteen days of commencement of semester.**
8. **Strategic Plan for the semester must be prepared with all respect (Subject Result Target, Activities, MoUs, Placement Plan, Industrial Visits etc.) & submitted to Authorities.**
9. All the faculties will submit a synopsis in the form of PPT of all the subjects allotted to them in the semester to concerned HOD/Dean and director will evaluate and submit report before the commencement of semester.
10. Class Rounds:
 - Directors & Deans must take three rounds in a day in each block. Any non-adherence must be recorded & reported in DG & Dy. DG office.
 - HOD must take three rounds in their department.
11. Director, Dean & HOD to sit in the class as per the plan in the classes where faculty feedback is not up to the mark & report below points along with Action Taken Report to be submitted in DG & Dy. DG Office.
 - Adherence of academic policy
 - Student Interaction with faculty during lecture

12. Faculty Meeting (MOM):

- Director Dean must take faculty meeting Monthly. Copy of Agenda & MOM must be submitted in DG & Dy. DG Office.
- HOD must take faculty meeting once in a week & copy of MOM to be submitted in the office of Dean (Academics) & Director, finally submitted in DG office.

13. Faculty Feedback from Students and eligibility criteria:

- 1st Feedback: First feedback (HOD Feedback) will be taken at the end of third week of classes 10th working days from commencement of classes with 60% Attendance criteria.
- 2nd Feedback: Director feedback will be taken on 20th working day of commencement of session working days from commencement of classes with 60% Attendance criteria.
- 3rd Feedback: Taken by Director General **before PUT**. (Attendance criteria 60%)
- **Minimum 80% of eligible students must give feedback.**

Note: The feedback will be open for students before 2 days at evening and students will be instructed to give their feedback on ERP by next morning before the commencement of the college. (Classrooms Feedback is strictly prohibited)

- a. For all official purposes, Average of minimum two feedbacks shall be considered.
- b. If Faculties performance is not improved & satisfactory, he/she will be issued a One Month Notice at the end of the Progressing Semester Although Senior Officials (Director, Dean) may assist & guide concerned faculty to improve their performance.
- c. Faculty members awarded point below 3.5 in HoD feedback will be issued advisory, faculties between 3.6 to 3.9 points will be counsel by the Director and appreciation letter will be issued to the faculties with 4.0 or above points. The report will be submitted to concerned authorities and HR department.
- d. Classes conducted by Training and Placement department will also be included in all the feedbacks taken by HOD, Director and Director General.

14. Conduction of Classes: The classes for Odd/Even Semester will commence as per affiliating university calendar matching pace of IIMT Group of colleges.

- a. Class Time: 9:30 AM to 5:00 pm (Including Lunch Break). In this duration regular classes will be conducted during 09:30AM -04:10PM for all students and to engage student all courses. Remedial/Revision classes will be conducted from 04:10 – 05:00 PM.
- b. Registration – On the commencement of the semester one day orientation for all the batches & branches will be organized in which all students must register and submit their updated information on a prescribed registration form (Online/offline) the orientation of old student will enhance feel good factor among them and the semester will start at a positive node.

All students should be allowed to attend the orientation & classes and student must be informed to submit their pending fee as applicable (Minimum 70%) within 10 days from the commencement of the classes in odd semester.

- c. Mentor's must fill the Mentor Mentee/registration form on the orientation day and be active

to ensure minimum 75% attendance from the day one and call to the students must be given not started attending the class. Mentor's must submit a tele - calling report every 15 day (Fortnightly) on ERP.

d. Mandatory Test for detained students: There will be a test or open book test of all the detained students as per the sessional scheme as a penalization to the students rather than regular classes on the same time.

15. Instructions for Undertakings: Minimum attendance undertaking that is 75% must be uploaded by each student on ERP to enable class attendance. (Must be communicated to students before the commencement of classes which they can update on ERP before they arrive to college).

a. All students are referred to sign an affidavit, about their commitment & responsibility to maintain 75% or as per affiliating university attendance for being able to appear in all sessional / PUT and university exam, or else they stand detained from the exams.

16. List of Weak Students: Weak students need to be identified, on the performance in university examinations of preceding semester & class test conducted by faculty after each Unit.

17. 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.

18. 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').

19. HOD will meet week student fortnightly and record their progress and submit to concerned dean & Director.

20. 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.

21. 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.

22. 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. In case of any Journal / case study or numerical pre approval of concerned college Director is mandatory.

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. Faculties must ensure to Deliver lectures in English and ask student to communicate in English

but in case any query come in Hindi, should be replied in both the languages.

- d. There should be two-way communication and learning environment should be provided to students.
- e. All faculties to reach their respective classes 5 minutes in advance and terminate smoothly on the time as per T.T.
- f. Student attendance must be marked on ERP within 5 mints from the commencement of class time.
- g. Ask 3-4 questions from previous session to different students to bring students in same zone & ensure continuity of thought.
- h. Group interaction, counseling with faculty & students should be between Monday to Friday afternoon session.
- i. HOD should ensure the condition of the classroom / common amenities are clean and in hygienic condition.

23. 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.
- 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.

24. 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.

25. Markings of Attendance on ERP through icloud ems 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 2nd, 5th & 7th 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.

26. 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 Affiliating university.
- 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 10marks.
- 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.

Format is separately attached

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.

27. 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 1st sessionals: 30% to 40%
- e. Syllabus to be covered before the before the PUT: 100%

28. 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 affiliating University 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.

29. Detention & Attendance:

As per UGC norms all the students pursuing any course is allow to avail 25% of leaves under any circumstances (including medical emergency) out of total number of classes conducted in a semester. So minimum 75 % attendance is mandatory in the classes.

For all sessional exams, attendance cut off is to be always **60%**, viewing student will maintain and cover backlogs while students to be told to maintain minimum 75% attendance conforming to AKTU guidelines.

- a. 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.

- b. 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 University result.
- c. Detained List has to be prepared as per the guidelines and submitted to the university before the last date as desired by university.
- d. No student below 60% attendance will be allowed to participate in any activity, be it an industrial visit or any cultural/sports activity.
- e. Any student will be allowed/approved 10% of total academic days in a semester to participate in any activities such as sport / cultural /technical or any other activity. (Other way around he or she must have 54% class attendance to get credit of 6% participation in approved activities.)
- f. **Undertaking by parents/students for detained students:** For detained students, all HODs have been advised to call the respective parents to communicate 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 University 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.*

30. 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. A congratulation call /SMS/Email to parents is to be sent to students above 75% attendance/ and excellent marks.
- c. Internal examination evaluation must be strict and under high secrecy, the result must be declared within 5 working days from the last day of Examination.
- d. A internal examination analysis report must be prepared and submitted on the prescribed format within given time.

31. 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 university 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**.

32. 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.

33. 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 7th and 8th Semester is utilized for the final year Projects as per the time table, but not at the cost of academics.
- Students to be discouraged for purchasing readymade projects from the market.
- Project Guide must take assigned sessions with students and track students' progress and report on weekly basis
- Add Mentor –Mentee /Library one session weekly in second half only in Time table.
- Total no of student strength subject wise (Specialization)/ class wise must be mentioned in Time table.

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.

34. Result:

Subject Target result: The target result for all the subjects will be average of previous three results of the subject Plus 5% to 10% increase if average is below 80%, if Average is above 80% there will be addition of 5%.

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.
- Director/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.

Action on University Examination result:

For faculties with less than three years with IIMT his current year targets will be considered:

Recommendation as per Appraisal Policy

If more than three years:

Average of previous two years result achievement 40% (A)	Current year result achievement 60% (B)	Total $X=(A+B)$	Average Achievement of Three Years (AATY) = X (No Action). AATY > X (Explanation/Action) AATY < X = Appraisal

35. 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).
- **There MUST be one industrial visit per YEAR in core companies excluding final year, arranged by T&P cell ONLY.** (Minimum two industrial visit in entire course duration)
- PDP & Other training sessions will be conducted as per the plan of Training department with mutual agreement with college director.
- 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.

36. Time Table Format for 1st year:**37. 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 2nd & 3rd year and junior ones to teach 4th year.

38. 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 update on ERP:**39. Director's Meeting with CRs:** Directors have to organize monthly meeting with Class Representatives (CRs). Maximum 2 meeting in a semester.**40. Weak Student/Slow Learners Policy:** It is applicable for 1st 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 (previous result same subject /Director's approvals).

41. Advanced Learner's Policy:

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

42. 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.

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

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

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

46. Faculty appraisal will be based on their API Score.

RESEARCH PROMOTION & INCENTIVE POLICY

For Faculty Members

1. OBJECTIVES OF THE POLICY

IIMT College of Engineering, Greater Noida recognizes that sustained research activity and innovation are essential components of academic excellence and institutional reputation. In order to cultivate a vibrant research ecosystem and to motivate faculty members to engage in meaningful scholarly activities, the Institute has formulated this **Research Promotion and Incentive Policy**.

The policy is designed to provide a structured framework for promoting high-quality research output, encouraging innovation and intellectual property creation, facilitating academic collaboration, and recognizing outstanding scholarly contributions made by faculty members.

2. SCOPE OF THE POLICY

This Research Promotion and Incentive Policy is applicable to **all full-time faculty members** of IIMT College of Engineering, Greater Noida.

The policy covers various categories of faculty members including:

- Assistant Professors
- Associate Professors
- Professors
- Heads of Departments
- Deans
- Director

The provisions outlined in this policy apply to activities related to research publications, patents, funded projects, academic events, innovation initiatives, and professional development undertaken by faculty members during their tenure with the Institute.

3. POLICY DEFINITIONS

For the purpose of clarity and uniform understanding, the following definitions are adopted in this policy.

3.1 Research Paper

A research paper refers to an original scholarly article presenting theoretical or experimental findings that contribute to the advancement of knowledge in a specific discipline. Such papers must be published in **peer-reviewed journals or conference proceedings recognized by reputed indexing agencies**.

3.2 Indexed Journal

An indexed journal refers to an academic journal that is included in recognized indexing databases that evaluate the quality and impact of scholarly publications. These indexing platforms include:

- SCOPUS
- Web of Science (SCI, SCIE, SSCI, AHCI)
- Other recognized international indexing databases.

3.3 Impact Factor

Impact Factor refers to the metric used to measure the frequency with which the average article in a journal has been cited during a particular period. It is typically calculated and published by **Clarivate Analytics through the Journal Citation Reports (JCR)**.

3.4 Corresponding Author

The corresponding author is the author who takes responsibility for communication with the journal during manuscript submission, peer review, and publication. This author is also responsible for responding to queries related to the published work.

3.5 Intellectual Property (IPR)

Intellectual Property Rights refer to legal rights granted to creators and inventors for their intellectual contributions. These include:

- Patents
- Copyrights
- Industrial designs
- Trademarks
- Technology licensing agreements.

3.6 Prototype

A prototype is a preliminary working model developed to demonstrate the feasibility, functionality, or design of an innovation or technology before its commercial production or implementation.

3.7 Funded Research Project

A funded research project refers to a research initiative that receives financial support from external funding agencies such as government departments, research councils, industry partners, or international organizations.

3.8 Patent

A patent is a legal right granted by the government to an inventor, providing exclusive rights to manufacture, use, or sell an invention for a specified period of time.

4. PROFESSIONAL DEVELOPMENT AND DUTY LEAVE

The Institute encourages faculty members to actively participate in academic and professional development activities to enhance their knowledge, research competence, and teaching effectiveness. Participation in academic events organized by reputed institutions helps faculty members remain updated with emerging trends in research and education.

To facilitate such participation, the Institute provides provisions for **duty leave**, enabling faculty members to attend academic programs without adversely affecting their official responsibilities.

Duty leave may be granted subject to prior approval of the Director and adherence to institutional guidelines.

4.1 Eligibility

Faculty members who have completed a **minimum of 6 months of continuous service** in the Institute shall be eligible to avail duty leave **only as resource persons** for academic and professional development activities.

OD will be allowed for all faculty members if invited as resource persons for any academic activity.

4.2 Participation in Academic Programs

Faculty members may attend academic events such as Workshops, Seminars, Symposiums, Short Term Courses (STC), Faculty Development Programs (FDP), Management Development Programs (MDP), and Entrepreneurship Development Programs (EDP).

These programs should preferably be organized by reputed institutions such as IITs, IIMs, IISc, NITs, Institutions of National Importance, and recognized universities and professional organizations.

Participation in such programs may be permitted **for a duration of up to one week in an academic year**, preferably during the lean academic period.

After attending the program, faculty members are required to **share the knowledge gained by making a presentation in their respective department**, thereby ensuring dissemination of learning among colleagues.

4.3 Participation in Academic Committees and Institutional Assignments

Faculty members may also be granted duty leave for participating in important academic assignments that contribute to the development of the higher education system.

Such assignments include:

- Serving as members of **NAAC / NBA / AICTE / AKTU / UGC expert teams**
- Delivering **invited lectures or keynote talks**
- Acting as **academic experts or evaluators in affiliating university**

- Serving as **Ph.D. viva-voce Guide/Co-guide**

All such engagements must receive **prior approval from the Director**.

4.4 Research Collaboration Visits

To encourage collaborative research and academic networking, faculty members may visit reputed research laboratories or institutions for collaborative research activities.

Faculty members may be granted **up to 5 days of duty leave per academic year** for:

- Research collaboration
- Project discussions
- Laboratory visits
- Joint academic activities

These visits must be planned in such a way that **regular teaching and departmental responsibilities are not adversely affected**.

4.5 External Practical Examinations

Faculty members appointed by the affiliating university as **external examiners for practical examinations** may be granted duty leave for conducting such examinations.

The maximum permissible duty leave for this purpose shall be **4 days per semester**.

4.6 Maximum Duty Leave Limit

The total duty leave granted to a faculty member shall normally **not exceed 12 days in an academic year excluding examination duty by affiliating university**.

5. SUPPORT FOR FACULTY PURSUING Ph.D.

The Institute strongly encourages faculty members to pursue doctoral studies in order to strengthen the academic and research capabilities of the institution. Faculty members enrolled in Ph.D. programs are provided reasonable academic support to enable them to complete their research work successfully.

Duty leave may be granted for specific academic requirements associated with the doctoral program, subject to institutional approval.

5.1 Eligibility

Faculty members who have completed **at least 6 months of continuous service** and have registered for a **Ph.D. program in a government or reputed university** shall be eligible to apply for leave related to Ph.D. activities.

5.2 Coursework Examination

Faculty members may be granted **up to 3 days of duty leave** to attend coursework examinations or academic requirements related to the Ph.D. program.

5.3 Research Progress Presentations

Faculty members may be granted **up to 2 days of duty leave** for participating in:

- Research Degree Committee (RDC) meetings
- Departmental Research Committee (DRC) meetings
- Annual research progress presentations

5.4 Convocation Attendance

Faculty members may be granted duty leave to attend the convocation ceremony for receiving their Ph.D. degree.

The permissible leave duration is:

- **1 day for locations within 100 km (Delhi NCR)**
- **2 days for locations beyond 100 km**

5.5 Coursework Requirement

In cases where the Ph.D. program requires **six months of regular coursework**, the faculty member may be permitted to attend such coursework with prior approval of the Director.

6. INCENTIVES ON AWARD OF Ph.D.

Obtaining a doctoral degree significantly enhances the academic qualifications and research competence of faculty members. The Institute recognizes the effort and dedication required to complete doctoral research and therefore provides incentives to faculty members who obtain a Ph.D. degree during their service.

Faculty members holding the designation of **Assistant Professor (AGP ₹ 6,000)** shall be eligible for salary increments based on their performance evaluation.

The increments shall be awarded as follows:

Performance Grade Increment	
Institutions of National Importance	₹ 8,000
Top-ranked Universities	₹ 6,000
Private Universities	₹ 4,000

7. QUALITY IMPROVEMENT PROGRAM (QIP)

Quality Improvement Programs play an important role in enhancing the teaching and research capabilities of faculty members. Participation in such programs enables faculty members to acquire new knowledge, learn advanced research methodologies, and build academic collaborations.

Faculty members who have completed a **minimum of one year of continuous service** may participate in Quality Improvement Programs organized by reputed institutions such as IITs, IIMs, NITs, Central Universities, Institutes of Eminence, and Other recognized academic institutions.

Faculty members may participate in such programs for **up to 30 days in an academic year**, including the summer break, subject to prior approval of the Director.

8. FACULTY RESEARCH INCENTIVES

The Institute strongly believes that research and innovation are fundamental to academic excellence and institutional growth. Faculty members are therefore encouraged to actively engage in scholarly activities such as developing prototypes, publishing research papers, writing books, mentoring student research, and contributing to academic knowledge creation.

To support these efforts, the Institute provides financial incentives and reimbursements for various research-related activities. These incentives are intended to recognize faculty achievements, motivate high-quality research output, and enhance the research visibility of the institution at national and international levels.

Faculty members who have completed a **minimum of six months of continuous service with IIMT College of Engineering** shall be eligible to avail the incentives described in this section.

8.1 Prototype Development and Product Innovation

Innovation and prototype development form an important part of applied research and technology transfer. Faculty members who guide students or independently develop innovative prototypes that demonstrate the potential for conversion into a product or technology solution will be supported by the Institute.

For such prototype development activities, the department may provide financial support to the faculty mentor or supervisor.

The Institute shall provide **financial assistance up to INR 15,000** for prototype development, provided that the prototype has potential for product conversion and intellectual property protection.

In order to encourage protection of intellectual property arising from such innovations, **filing of a patent related to the prototype shall be mandatory** for availing this incentive.

8.2 Registration Fee Reimbursement for Academic Activities

Participation in academic programs such as faculty development programs, seminars, workshops, and symposiums enable faculty members to update their knowledge and remain aligned with emerging trends in teaching, research, and technology.

To encourage such participation, the Institute provides partial reimbursement of registration fees for academic events organized by reputed institutions and professional bodies.

Faculty members may claim **reimbursement up to INR 5,000 per academic year** toward registration expenses for attending academic programs organized by recognized organizations such as IITs, IIITs, NITs, IEEE, ISTE, IEI, DST, DRDO, AICTE, SWAYAM, NITTTR, NPTEL (min. 8 weeks) and similar other government or professional organizations.

Reimbursement shall be made upon submission of valid payment receipts and participation / completion certificates, as applicable.

Faculty members will also be granted **one day of duty leave** in a semester to appear for the certification examinations, like SWAYAM, NITTTR, NPTEL etc., subject to prior approval.

9. INCENTIVES FOR RESEARCH PUBLICATIONS

Publication of research papers in reputed journals and conferences is considered a key indicator of academic productivity and research quality. The Institute encourages faculty members to publish their work in high-quality indexed journals and reputed international conferences.

In order to motivate faculty members to publish impactful research, the Institute provides financial incentives for publications in recognized indexing databases such as:

- **SCOPUS Indexed Journals**
- **SCI / SCIE / SSCI / AHCI Journals**
- **IEEE Xplore Conferences**
- **Springer / Elsevier Indexed Proceedings**

The incentives are distributed based on:

- **Journal indexing category**
- **Quartile ranking**
- **Author position**
- **Number of publications in the academic year**

Faculty members are eligible to receive incentives **up to the fifth author position**, subject to the conditions mentioned in this policy.

The detailed incentive structure for the following categories shall remain **exactly as provided in the institutional tables**:

9.1 SCOPUS Indexed Journals (Q1, Q2, Q3, Q4,)

Any faculty member who publishes a research paper up to the 5th author position in the calendar year 2027, in a Scopus-indexed journal, will be awarded as per the given table.

POSITION	% SHARE	SCOPUS			
		Q1	Q2	Q3	Q4
1ST	100%	₹ 18,000	₹ 16,200	₹ 14,400	₹ 12,600
2ND	80%	₹ 14,400	₹ 12,960	₹ 11,520	₹ 10,080
3RD	60%	₹ 10,800	₹ 9,720	₹ 8,640	₹ 7,560
4TH	40%	₹ 7,200	₹ 6,480	₹ 5,760	₹ 5,040
5TH	40%	₹ 7,200	₹ 6,480	₹ 5,760	₹ 5,040

9.2 IEEE / Springer / Elsevier Indexed Conference Proceedings

Any faculty member who publishes a research paper in IEEE Xplore / Springer / Elsevier / ESCI / SCOPUS-indexed conference or proceeding will be awarded as per the given table, up to 5th author position, and up to a maximum of 5 papers in the calendar year 2027.

POSITION	% SHARE	AMOUNT
1ST	100%	₹ 8,000
2ND	80%	₹ 6,400
3RD	60%	₹ 4,800
4TH	40%	₹ 3,200
5TH	40%	₹ 3,200

9.3 SCI / SCIE / SSCI / AHCI Indexed Journals

Any faculty member who publishes a research paper in SCI / SCIE / SSCI / AHCI journals in the calendar year 2027, will be awarded as per the given table, up to the 5th author position.

POSITION	% SHARE	SCI	
		Q1, Q2	Q3, Q4
1ST	100%	₹ 30,000	₹ 25,000

2ND	80%	₹ 24,000	₹ 20,000
3RD	60%	₹ 18,000	₹ 15,000
4TH	40%	₹ 12,000	₹ 10,000
5TH	40%	₹ 12,000	₹ 10,000

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

10. INCENTIVES FOR BOOK PUBLICATIONS

Faculty members publishing books with reputed national and international publishers shall be eligible for financial incentives.

The incentives shall be provided as follows:

- **INR 15,000** for publishing technical or English literature books with internationally recognized publishers such as McGraw-Hill, Wiley, SAGE, Taylor & Francis, Springer, Elsevier, Oxford Academic Press, Emerald, Pearson, etc.
- **INR 10,000** for publishing edited books as an editor with reputed national or international publishers such as IEEE, Springer, Taylor & Francis, PHI, Wiley, SAGE, CRC Press, etc.
- **INR 3,000** for publishing technical or academic books with ISBN/ISSN numbers through nationally recognized publishers or recognized online platforms.

POSITION	% SHARE	BOOK	EDITED BOOK	BOOK (ISBN)
1ST	100%	₹ 15,000	₹ 10,000	₹ 3,000
2ND	80%	₹ 12,000	₹ 8,000	₹ 2,400
3RD	60%	₹ 9,000	₹ 6,000	₹ 1,800
4TH	40%	₹ 6,000	₹ 4,000	₹ 1,200
5TH	40%	₹ 6,000	₹ 4,000	₹ 1,200

11. INCENTIVES FOR SCOPUS BOOK CHAPTERS

An incentive of up to **INR 8,000 per book chapter** shall be provided when the chapter is indexed in **Scopus or Web of Science** and published by reputed publishers such as IEEE, Springer, Taylor & Francis, PHI, Wiley, SAGE, CRC Press, etc.

The incentives will be given as per the given table, up to the 5th author position, in calendar year 2027.

POSITION	% SHARE	BOOK CHAPTER (SCOPUS)
1ST	100%	₹ 8,000
2ND	80%	₹ 6,400
3RD	60%	₹ 4,800
4TH	40%	₹ 3,200
5TH	40%	₹ 3,200

If multiple authors from IIMT College of Engineering contribute to the same chapter, the incentive amount will be **shared among them** in the ratio of their percentage share as mentioned in the table.

Reimbursement will be processed after submission of a **complimentary copy of the book to the institute library**.

12. INCENTIVES FOR PATENTS

Faculty members are encouraged to file patents for their inventions and research outcomes. Incentives are applicable for **any number of patents in the calendar year 2027**.

The Institute provides incentives for **patent publication, patent grant, and patent commercialization**, as per the detailed incentive tables.

- A faculty member whose **utility patent** is published with individual efforts will be awarded a sum of **INR 2,500/-**.
- A faculty member whose **design patent** is published with individual efforts will be awarded a sum of **INR 1,000/-**.

PATENT		PUBLICATION		GRANT	
POSITION	% SHARE	UTILITY	DESIGN	UTILITY	DESIGN
1ST	100%	₹ 2,500	₹ 1,000	₹ 10,000	ACTUAL EXPENSES
2ND	80%	₹ 2,000	₹ 800	₹ 8,000	
3RD	60%	₹ 1,500	₹ 600	₹ 6,000	
4TH	40%	₹ 1,000	₹ 400	₹ 4,000	
5TH	40%	₹ 1,000	₹ 400	₹ 4,000	

- Faculty member whose **utility patent** has been granted with individual efforts (for certain periods) will be awarded a sum of **INR 10,000/-**.
- Faculty member whose **design patent** has been granted with individual efforts (for certain periods) will be awarded the **actual expenses**.

- If the patent is filed with **the college as the main applicant**, the Institute will bear **100% of patent filing and examination expenses**.
- If the patented product is commercialized, the revenue will be shared between the **inventors and the institute in the ratio of 40:60**, respectively.

UTILITY / DESIGN PATENT BY COLLEGE			
PUBLICATION		GRANT	
% SHARE	INCENTIVE	% SHARE	INCENTIVE
100% BY COLLEGE	NO INCENTIVE TO FACULTY MEMBER	100% BY COLLEGE	NO INCENTIVE TO FACULTY MEMBER

Note: General Conditions for Incentives

The following conditions shall apply for claiming incentives under publication categories mentioned above in point 9, 10, 11, and 12:

- i) The faculty member(s)/Author(s) must have affiliation with “IIMT College of Engineering, Greater Noida, U.P., India” in the published paper.*
- ii) The date of online publication of a publication shall be considered the reference date for determining the applicable incentive. The incentive shall be awarded in accordance with the policy that is in effect on the date of online publication.*
- iii) The publication incentives prescribed under this Policy shall be applicable to all publications with an online publication date falling between 01 January 2027 and 31 December 2027 (both dates inclusive).*
- iv) Publications with an online publication date falling between 01 January 2026 and 31 December 2026 (both dates inclusive) shall be eligible for incentives in accordance with the Research Promotion Incentive Policy amended in February 2026. This policy shall remain effective until 31 December 2026.*
- v) Incentives will be applicable **only for published and indexed research papers**.*
- 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) In case of publications in SCI / SCIE/ Scopus / ESCI / WOS Indexed journals, or 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.)*

viii) *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, CiteScore and other information will be obtained from scopus.com.*

ix) *Faculty members may avail incentives in multiple categories, any number of times **in a single category** during the calendar year 2027.*

x) *To strengthen the institutional research ecosystem and improve the **NIRF ranking**, authors are encouraged to cite relevant previously published research papers from IIMT College of Engineering, wherever appropriate.*

xi) *Faculty members publishing **3 or more SCI-indexed papers** in the calendar year 2027 will be facilitated with **two-night stay vouchers at Mussoorie with family** as a token of appreciation.*

xii) *Research papers published jointly with students will also contribute toward the **individual research targets of faculty members**. But in such a case, students will only be entitled to an incentive.*

xiii) *All incentives will be given **only once in a year**, after the completion of an academic session, preferably at the beginning of the new session.*

xiv) *Claims under this policy will not be considered on or after the date of resignation, even in case a research paper is published before the date of resignation.*

xv) *If the faculty make any claim 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.*

xvi) *A faculty member can avail the total incentives resulting from any type of R&D activity up to a maximum of **Rs. 80,000**.*

13. SUPPORT FOR INTERNATIONAL CONFERENCE PRESENTATION

Participation in international conferences provides valuable opportunities for faculty members to disseminate research findings, interact with global researchers, and establish academic collaborations.

The Institute may support faculty members for presenting research papers in **international conferences held abroad**, subject to prior approval.

The financial support shall be provided on a **case-to-case basis**, with the following conditions:

- 50% of the total expenditure towards conference registration charges (excluding travelling and lodging) will be borne by the faculty member.
- The remaining 50% will be borne by the Institute.
- Faculty members will be granted up to **five days' duty leave**.

Eligibility requires a **minimum of one year of service in the Institute**.

Only **one faculty member** may avail the benefit in case of joint authorship.

14. INCENTIVES FOR FUNDED RESEARCH PROJECTS

To recognize such achievements, the Institute provides incentives based on the total sanctioned amount of the externally funded research projects from government agencies, industries, and research organizations.

The incentive structure shall remain **exactly as specified in the institutional table**.

S. No.	Sanctioned Amount	Appreciation in %	Maximum Amount (INR)
1	01.00 – 50.00 Lakh	5	02.50 Lakh
2	00.51 – 01.00 Crore	4	04.00 Lakh
3	01.01 – 05.00 Crore	1	05.00 Lakh
4	05.01 Crore Plus	1	10.00 Lakh Max.

The incentive received shall be **shared between the Principal Investigator (PI) and Co-Principal Investigator (Co-PI)** involved in the project.

15. INCENTIVES FOR Ph.D. GUIDANCE

Faculty members who guide / co-guide doctoral scholars contribute significantly to the academic research environment of the institution. To recognize their academic contribution, incentives are provided when a doctoral scholar completes the Ph.D. under their supervision.

The incentive amounts are as follows:

- **INR 15,000** for a Ph.D. awarded by Institutions of National Importance
- **INR 10,000** for a Ph.D. awarded by Top-ranked Universities
- **INR 05,000** for a Ph.D. awarded by other NAAC A-accredited institutions

Note:

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

16. PROFESSIONAL SOCIETY MEMBERSHIP

Professional memberships help faculty members stay connected with global research communities and emerging professional practices.

The Institute will reimburse **50% of the annual membership fee**, subject to a maximum of **INR 5,000 per year**, for membership in recognized professional bodies such as IEEE, ACM, ASME, ASHRAE, CSI, ISTE, ISCA, etc.

Life membership fees shall **not be reimbursed**.

17. SPECIAL REWARDS

In addition to regular research incentives, the Institute recognizes that faculty members contribute to institutional growth in multiple ways such as consultancy activities, academic leadership in conferences, professional recognition, digital content development, and mentoring student achievements. To acknowledge such contributions and to encourage faculty participation in diverse scholarly activities, the Institute provides a set of **Special Rewards and Recognition mechanisms**.

17.1 Consultancy Incentive

Consultancy activities undertaken by faculty members are considered an important means of strengthening the relationship between academia and industry. Such activities allow faculty members to apply their expertise to real-world problems while also contributing to institutional development.

In case a faculty member receives consultancy work, the consultancy amount shall be distributed in the ratio of **80:20**, where:

- **80% of the consultancy amount shall be given to the Principal Investigator (PI)**
- **20% shall be retained by IIMT College of Engineering**

The following conditions shall apply:

- (a) The consultancy project should involve a **minimum amount of INR 50,000**.
- (b) Official Duty (OD) may be granted for travel to long-distance locations related to consultancy work.
- (c) **Prior approval from the competent authority must be obtained before undertaking the consultancy visit.**

17.2 Citation Incentive

Faculty members shall receive **INR 100 per citation**, subject to a maximum limit of **INR 2,000 per faculty member per year**.

The following conditions shall apply:

- Citations will be counted **only from SCOPUS database records**.
- **Self-citations shall not be considered** for this incentive.

17.3 Recognition for Conference Leadership Roles

Faculty members who contribute to the academic community by serving as **technical session chairs or keynote speakers** at reputed international conferences play an important role in enhancing the visibility of the institution.

Faculty members who **chair technical sessions** or are invited as **keynote speakers at international conferences held in India** shall be granted up to **two days of duty leave** for attending such events.

The following conditions shall apply:

- Prior approval from the Director is mandatory.
- Attendance or participation certificate from the conference organizers must be submitted.
- Any honorarium/remuneration received from the host institution must be reported to the Director.

Eligible conferences must be organized by reputed institutions such as IITs, IISc, NITs, IIITs, Deemed Universities, Central or State Universities, Recognized Research Laboratories, and Autonomous institutions accredited by NAAC (minimum grade A).

17.4 Incentives for Development of E-Content

In line with national initiatives to promote digital learning and open educational resources, faculty members are encouraged to develop high-quality digital learning content for national educational platforms such as e-PG Pathshala, CEC, SWAYAM, NPTEL, and NMEICT.

The course content must follow the **four-quadrant approach of SWAYAM**, which includes:

1. e-Text
2. Self-learning videos
3. Additional reading resources
4. Self-assessment modules.

The incentives shall be provided as follows:

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.	INR 10,000/-
MOOCs / e-Content (developed in 4 quadrants) per module/lecture	INR 5,000/-
Content writer/subject matter expert for each module of MOOCs / e-Content (at least one quadrant)	INR 2,000/-

18. SEED MONEY SUPPORT

To facilitate such early-stage research initiatives, the Institute may provide **seed-money support to faculty members to initiate** research projects, pilot studies, or innovation-based start-up activities. Seed money support may be granted based on the recommendation of the **Research Committee**, which comprises:

- Director
- Dean (Academics)

- Heads of Departments
- Head (R&D)
- Subject Experts
- IQAC Coordinator

Upon evaluation of the feasibility and research potential of the proposed project, the Institute may sanction **seed money of up to INR 2,00,000 to a faculty member to initiate a research project or an** innovation-driven start-up activity.

19. START-UP PROMOTION AND ENTREPRENEURSHIP SUPPORT

To support entrepreneurial initiatives undertaken by faculty members, the Institute provides financial and institutional support for start-up formation and development.

The provisions under this section are intended to encourage faculty members to establish start-ups, mentor student entrepreneurs, and collaborate with external funding agencies.

19.1 Support for Start-up Registration

To encourage formal establishment of start-up ventures, the Institute shall provide financial support toward the registration cost of start-ups.

The Institute shall bear **50% of the registration cost** for incorporation of a **Private Limited Company or Limited Liability Partnership (LLP)** at the time of start-up formation.

19.2 Incentive for Successful Start-up Performance

Faculty-led start-ups that achieve measurable financial success contribute significantly to institutional innovation outcomes.

Faculty start-ups achieving an **annual turnover of up to INR 10,00,000** shall be facilitated and awarded:

- **INR 10,000**, or
- **1% of the annual turnover**, whichever is less.

19.3 Incentive for Mentoring Multiple Start-ups

Faculty members who actively mentor student start-ups play an important role in strengthening the entrepreneurial ecosystem of the Institute.

Faculty members mentoring **more than three start-ups originating from IIMT College of Engineering**, where the participating students are also from the Institute, shall be suitably recognized and felicitated by the Institute.

The nature of such facilitation may be determined based on the recommendation of the Research Committee.

19.4 Facilitation for External Funding of Start-ups

Faculty members who assist start-ups in securing **seed funding or financial support from government agencies, NGOs, or other external funding organizations** shall be suitably recognized and felicitated by the Institute.

The nature of such facilitation may be determined based on the recommendation of the Research Committee.

19.5 Faculty as Angel Investors

Faculty members who wish to invest in institutional start-ups may participate as **angel investors** in such ventures.

The terms and conditions for such investments shall be governed by mutually agreed modalities between the faculty member and the institutional management.

20. PRODUCT COMMERCIALIZATION SUPPORT

Faculty members who develop innovative products or technologies may seek institutional support for commercialization and market launch.

The Institute may assist faculty members in conducting **market valuation, commercialization planning, and product launch activities**.

The expenditure for such commercialization activities shall be shared between the faculty member and the Institute in the ratio:

- **30% by the Principal Investigator (PI)**
- **70% by IIMT College of Engineering**

Mandatory Condition

Before commercialization or product launch, **patent filing is compulsory**, and **IIMT College of Engineering must be included as a co-applicant in the patent application**.

21. MISCELLANEOUS PROVISIONS

This section outlines additional provisions intended to strengthen the research ecosystem of the Institute and ensure active participation of faculty members in institutional academic development initiatives.

21.1 Mandatory Professional Development Certifications

Continuous professional development is considered an essential component of faculty performance evaluation.

All faculty members, including **Assistant Professors, Associate Professors, Professors, Heads of Departments, Deans and Directors**, are required to complete the following certifications during an academic session:

- At least one MOOC certification from platforms such as NPTEL or SWAYAM in their respective domain.

21.2 Research Profiling and Citation Tracking

To strengthen institutional research visibility, faculty members must maintain updated research profiles.

Each faculty member must create and maintain:

- A Scopus, Vidwan, ORCID, **Google Scholar profile**
- A **Clarivate Researcher profile**

These profiles should include details of all publications, citations, h-index, and i10-index.

Additionally, a centralized institutional account will be maintained to track overall research impact of publications affiliated with **IIMT College of Engineering, Greater Noida**.

21.4 Authorship Policy for Student Research Publications

In research publications arising from **B.Tech. and/or M.Tech. projects**, the authorship order should follow the academic contribution structure.

The **student's name should appear as the first author**, followed by the **faculty guide as the second author or corresponding author**.

Research papers published jointly with students will also contribute toward the **individual research targets of faculty members**. But in such a case, only students will be entitled to the incentive.

21.5 Mandatory Academic Participation by Academic Leadership

Directors, Deans and Heads of Departments are expected to actively participate in academic events to strengthen institutional academic networking.

They must attend **at least two academic events per year**, such as:

- Seminars
- Conferences
- Workshops
- Short-term courses
- Faculty development programs

These events must be organized by reputed institutions such as **IITs, IIMs, NITs, IIITs, Central Universities, Institutes of Eminence or government-recognized organizations**.

21.6 Research Responsibilities of Academic Leadership

Directors, Deans and Heads of Departments must ensure research within the institution.

They are expected to:

- (a) File **at least one patent as inventor in each academic year.**
- (b) Apply for **at least one government-funded research project as PI or Co-PI each academic year as applicable.**
- (c) Facilitate **collaborations or MoUs with government organizations, research institutions or branded multinational companies.**

22. YEARLY AWARDS AND APPRECIATIONS

To recognize outstanding research contributions by faculty members and students, the Institute shall confer annual awards based on defined performance criteria.

The awards include:

- **Pioneering Research Excellence Award**
- **Emerging Innovator Award**
- **Entrepreneurial Leadership Award**
- **Outstanding IPR Creator Award**

Recipients of these awards will also receive a **complimentary outdoor recreational tour voucher** as a token of institutional appreciation.

23. MANDATORY RESEARCH PUBLICATION REQUIREMENTS

Publication Requirements for Professor / Associate Professor / Assistant Professor

Director, Dean, HOD, Professor, Associate Professor, and Assistant Professor are required to publish **at least three research papers** in the calendar year 2027, in an **SCI / Scopus / Web of Science indexed journal/conference.**

The publication must clearly mention the affiliation of **IIMT College of Engineering, Greater Noida.**

The author position may be **up to the fifth author or corresponding author.**

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:

Any student who publishes research paper in SCI / SCIE / SSCI / AHCI journals will be awarded as per the given table, up to the 5th author position, in calendar year 2027.

POSITION	% SHARE	SCI	
		Q1, Q2	Q3, Q4
1ST	100%	₹ 30,000	₹ 25,000
2ND	80%	₹ 24,000	₹ 20,000
3RD	60%	₹ 18,000	₹ 15,000
4TH	40%	₹ 12,000	₹ 10,000
5TH	40%	₹ 12,000	₹ 10,000

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

Any student who publishes research paper in Scopus Indexed Journal will be awarded as per the given table, up to the 5th author position, in calendar year 2027.

POSITION	% SHARE	SCOPUS			
		Q1	Q2	Q3	Q4
1ST	100%	₹ 18,000	₹ 16,200	₹ 14,400	₹ 12,600
2ND	80%	₹ 14,400	₹ 12,960	₹ 11,520	₹ 10,080
3RD	60%	₹ 10,800	₹ 9,720	₹ 8,640	₹ 7,560
4TH	40%	₹ 7,200	₹ 6,480	₹ 5,760	₹ 5,040
5TH	40%	₹ 7,200	₹ 6,480	₹ 5,760	₹ 5,040

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

Any student who publishes research paper in IEEE Xplore / Springer / Elsevier / ESCI / SCOPUS indexed conference or proceeding, will be awarded as per the given table, up to the 5th author position, in calendar year 2027.

POSITION	% SHARE	AMOUNT
1ST	100%	₹ 8,000
2ND	80%	₹ 6,400
3RD	60%	₹ 4,800
4TH	40%	₹ 3,200
5TH	40%	₹ 3,200

Note:

- (i) The incentive is applicable only if the first or second or third or fourth or fifth or corresponding author is from IIMT College of Engineering, Greater Noida as per the defined Table.
- (ii) Every final year project shall lead to at least one research publication in the conferences (Internal as well as External) or a journal indexed in Peer Review / SCOPUS / WEB of SCIENCE / UGC CARE.
- (iii) The minimum 40 % students of pre-final year will publish their articles in the conferences (Internal as well as External) or a journal indexed in Peer Review / SCOPUS / WEB of SCIENCE / UGC CARE.
- (iv) Publication incentives for students will be same as mentioned in the point no. 3A & 3B in the faculty incentives sections along with table.
- (v) Student Research Paper Publications in IEEE/Scopus/SCI will be considered for individual faculty target.

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.	Honorarium / 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	Honorarium for VC	Rs. 10,000 / session / day	Rs. 5,000 / session / day	Rs. 7,000 / session / day	Rs. 3,000 / session / day
2	Honorarium for Professor	Rs. 7,000 / session / day	Rs. 5,000 / session / day	Rs. 5,000 / session / day	Rs. 3,000 / session / day
3	Honorarium 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 nd AC fare + Guest House	Not applicable	Rs. 15 / Km, if by own vehicle OR Actual Ola/Uber bill OR 2 nd 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.	Honorarium / 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	Honorarium for Professor	Rs. 2,000 / hour	Rs. 1,000 / hour	Rs. 1,000 / hour	Rs. 500 / hour
2	Honorarium for Associate Professor	Rs. 1,500 / hour	Rs. 800 / hour	Rs. 750 / hour	Rs. 400 / hour
3	Honorarium 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
Teaching		
1)	Assistant Professor	Rs. 12/km by own car/taxi, whichever is less
2)	Associate Professor / Professor	Rs. 12/km by own car/taxi, whichever is less
3)	Director	Rs. 12/km by own car/taxi
Non-Teaching		
1)	Head HR / Registrar / Training & Placement-Head / Chief Librarian / Dean Admin.	Rs. 12/km by own car/taxi, whichever is less
2)	Others	Rs. 8/km by own two-wheeler/ metro/ bus, whichever is less

- **For outside NCR regions:**

S. No.	Category	Rate
Teaching		
1)	Director	2 st Class AC by train / by car @ Rs. 15/Km
	Associate Professor / Professor	2 st Class AC by train / AC Sleeper Bus
2)	Assistant Professor	3 rd Class AC by train / AC Sleeper Bus
Non-Teaching		
1)	Head HR / Registrar / Training & Placement-Head / Chief Librarian / Dean Admin.	2 st 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 24×7 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 24×7 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 journals / conferences:** Refer Research Promotion Incentive policy for students.

Note:

- (i) Every final year project shall lead to at least one research publication in the conferences (Internal as well as External) 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 External) or a journal indexed in Peer Review / SCOPUS / WEB of SCIENCE / UGC CARE.

4. 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).
5. **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.
6. **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.

7. 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.*

8. 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.

9. 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 1st / 2nd / 3rd position

- b) **For Winner Team at District / Zonal Level:**

Certificate of Felicitation +

Rs. 2,000 / Rs. 1,500 / Rs. 1,000 cash reward for 1st / 2nd / 3rd 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 1st / 2nd / 3rd position

- iv) **For Winner Team at National Level:**

Certificate of Felicitation +

Rs. 5,000 / Rs. 3,000 / Rs. 2,000 cash reward for 1st / 2nd / 3rd 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 1st / 2nd / 3rd 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.

10. 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.

11. 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 centers. 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 $\leq$ **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
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1	Requirement raised by a department & sent to store & IT cell to check the availability of the required items.	Department head (HoD) Store incharge, IT manager
2	HoD will send the requirement to purchase officer.	Purchase officer,
3	Purchase officer will arrange the quotations and prepare a comparative statement	Purchase officer
	1 quotation if total amount $\leq$ INR 10,000	
	3 quotations if total amount $>$ INR 10,000	
4	4.1) 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.	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 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.	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	HoD, faculty incharge, lab

	register. Bill received will be signed by lab in-charge and faculty coordinator.	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. Chair Person | Director |
| 2. Sports Secretary | Mr. Raghvendra Singh (9415554713) |
| 3. Sports Coordinator | Mr. Manoj Kumar (9971349088) |
| 4. Member | Mr. Vipin Bhati (6396580081) |
| 5. Member | 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 1st / 2nd / 3rd position

ii) **For Winner Team at District / Zonal Level:**

Certificate of Felicitation +

Rs. 2000 / Rs. 1500 / Rs. 1000 cash reward for 1st / 2nd / 3rd position

iii) **For Winner Team at State / Affiliating University Level:**

Certificate of Felicitation +

Rs. 3000 / Rs. 2000 / Rs. 1500 cash reward for 1st / 2nd / 3rd position

iv) **For Winner Team at National Level:**

Certificate of Felicitation +

Rs. 5000 / Rs. 3000 / Rs. 2000 cash reward for 1st / 2nd / 3rd 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 1st / 2nd / 3rd 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. 40% of total fee (College + Hostel / Transport, after Scholarship) + Uniform Fee for confirming the admission, and 50% of total fee (College + Hostel / Transport, after Scholarship) on or before commencement of classes.
2. Balance 50% of total fee (College + Hostel / Transport, after Scholarship) on or before 30th November 2026, or before submission of examination form, whichever is earlier. Afterwards fine of Rs. 50/- per day will be applicable, on pro-rata basis.

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 11th September, 2026. Fine will be imposed from 12th September, 2026 @ Rs. 50/- per day on Pro-Rata Basis.
2. Balance 40% of total fee (College + Hostel / Transport, after Scholarship) on or before 30th November 2026, or before submission of examination form, whichever is earlier. Afterwards fine of Rs. 50/- per day will be applicable, on pro-rata basis.

Note:

1. In Education loan cases fine will be imposed after one week of result declaration (2nd Year Onwards).
2. BSCC cases of existing students fine will not be imposed.
3. BSCC/Loan cases of new admitted students fine will not be imposed.
4. All Students will be registered in their respective classes without submission of 60% Fee.
5. No fine to be charged on balance dues less than or equal to Rs. 3,000.
6. Excess amount of fee will be refunded within 20 days after receiving the application by the students.

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	Averag e Package (2024- 25)	Incentive									
			Target	Incentiv e	Target	Incentiv e	Target	Incntiv e	Target	Incentiv e	Target	Incentiv e
IIMT COLLEGE OF ENGINEERING												
a.	B.TECH CS	550000	82500	2750	123750	8250	185625	18563	278437	37125	417656	69609
b.	B.TECH IT	500000	75000	2500	112500	7500	168750	16875	253125	33750	379687	63281
c.	B.TECH AI	500000	75000	2500	112500	7500	168750	16875	253125	33750	379687	63281
d.	B.TECH DS	500000	75000	2500	112500	7500	168750	16875	253125	33750	379687	63281
e.	B.TECH ECE	400000	60000	2000	900000	6000	135000	13500	202500	27000	303750	50625
f.	B.TECH CE	300000	45000	1500	675000	4500	101250	10125	151875	20250	227812	37969
g.	B.TECH ME	300000	45000	1500	675000	4500	101250	10125	151875	20250	227812	37969
h.	M.TECH ME	400000	60000	2000	900000	6000	135000	13500	202500	27000	303750	50625
i	MBA	600000	90000	3000	135000	9000	202500	20250	303750	40500	455625	75938
j.	MCA	300000	45000	1500	675000	4500	101250	10125	151875	20250	227812	37969
IIMT COLLEGE OF MANAGEMENT												
a.	BBA	350000	52500	1750	787500	5250	118125	11813	177187	23625	265781	44297
b.	BCA	350000	52500	1750	787500	5250	118125	11813	177187	23625	265781	44297
c.	BJMC	250000	37500	1250	562500	3750	843750	8438	126562	16875	189843	31641
d.	MJMC	300000	45000	1500	675000	4500	101250	10125	151875	20250	227812	37969
e.	BCOM PASS	250000	37500	1250	562500	3750	843750	8438	126562	16875	189843	31641
f.	B.COM (H)	200000	30000	1000	450000	3000	675000	6750	101250	13500	151875	25313
IIMT COLLEGE OF PHARMACY												

IIMT COLLEGE OF ENGINEERING, GREATER NOIDA SERVICE RULE BOOK 2026-27

a.	D.PHARM	200000	30000 0	1000	450000	3000	675000	6750	101250 0	13500	151875 0	25313
b.	B.PHARM	300000	45000 0	1500	650000	4000	975000	9750	146250 0	19500	219375 0	36563
c.	M.PHARM	340000	51000 0	1700	765000	5100	114750 0	11475	172125 0	22950	258187 5	43031
IIMT COLLEGE OF LAW												
a.	BALLB (5 yrs)	360000	54000 0	1800	810000	5400	121500 0	12150	182250 0	24300	273375 0	45563
b.	LLB (3 yrs)	300000	45000 0	1500	675000	4500	101250 0	10125	151875 0	20250	227812 5	37969
IIMT COLLEGE OF POLYTECHNIC												
a.	Diploma EC	180000	27000 0	900	405000	2700	607500	6075	911250	12150	136687 5	22781
b.	Diploma ME	180000	27000 0	900	405000	2700	607500	6075	911250	12150	136687 5	22781
c.	Diploma CE	180000	27000 0	900	405000	2700	607500	6075	911250	12150	136687 5	22781
IIMT COLLEGE OF SCIENCE & TECHNOLOGY												
a.	BSC-CS	300000	45000 0	1500	675000	4500	101250 0	10125	151875 0	20250	227812 5	37969
b.	B.Ed.	250000	37500 0	1250	562500	3750	843750	8438	126562 5	16875	189843 8	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.
- Minimum of trainings to be part of as below:
- **PDP: 50 to 60 hrs**
Quant: 40 to 50 hrs
VAC: 100 hrs

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

Customized Training Modules by Discipline:

A. Engineering 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

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 2026	T&P Cell
Technical & Aptitude Training (Phase I)	Sept–Dec 2026	T&P Cell + External Trainers
PDP Training (Phase II)	Aug–Dec 2026	PDP Trainers
Placement Readiness Test & Mock Interviews	Sep 2026	T&P Cell + HR Panel
Placement Day	Jan 2027	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 ≥ 7.5 , strong technical aptitude test, faculty recommendation
 - Finalized list of 100 students.
- **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

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

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.

IQAC CELL

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.