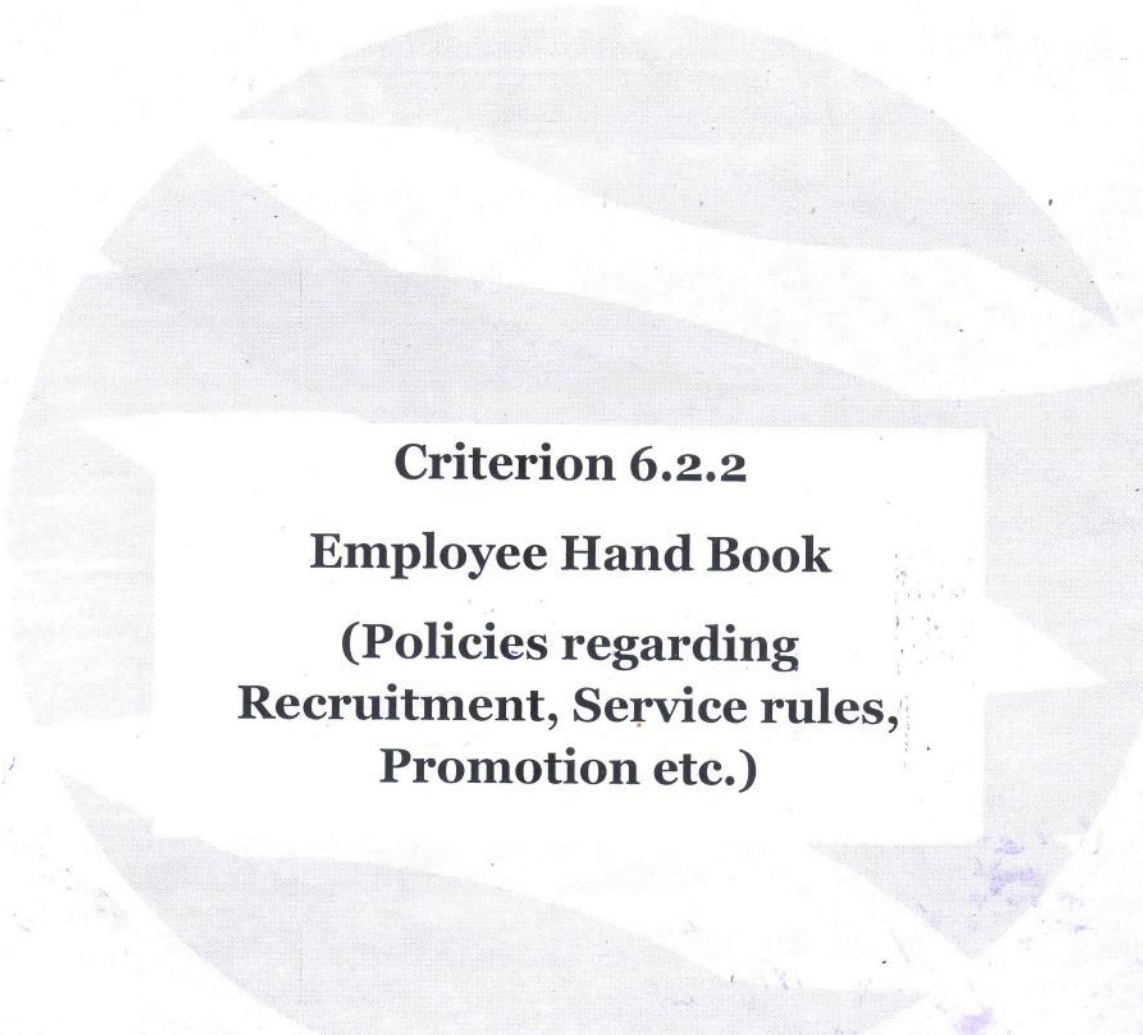


INVERTIS

UNIVERSITY BAREILLY
BUILDING VIBRANT PERSONALITIES



Criterion 6.2.2
Employee Hand Book
(Policies regarding
Recruitment, Service rules,
Promotion etc.)



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Preface to First Edition

This EMPLOYEE HAND-BOOK has been created anticipating the need for a manual, which would act as a guide for the conduct and discipline expected of all INVERTIS employees and also to make them aware of their responsibilities and authority.

We do hope, this will facilitate a disciplined and effective functioning of the University which, in turn, will accelerate the transition of INVERTIS into the list of the finest Academic hubs in the country.

Looking forward to your kind co-operation in the effort at making INVERTIS a 'truly world-class University.

Registrar

*For further information or clarification, you may contact the HR
Department.*

Santosh.
Registrar
Invertis University
Bateilly

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Message from the Chancellor

*"Success is not a destination,
We wish to grow beyond its dimensions as an
ongoing process of change and advancement."*



Our quest at Invertis starts with the honing of the pivotal aspect of human development. I was drawn towards the field of education where I first took note of the wide gap in conventional education and its applicable utility, and relevance to the outside world. My own stint as a student sparked in me a desire to build an institute which will be an educational hub with an identity to reckon with, encompassing a vision and mission indigenously developed and nurtured. Thus Invertis was born in 1998, dedicated to, imparting wholesome education, grooming its students into self reliant professionals who will contribute positively towards national growth and prosperity. With the University status granted to us, our responsibilities have grown further and we need to establish ourselves as one of the finest Universities in the country and the world. My best wishes are with you all.

Umesh Gautam
Chancellor

Santosh

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About Invertis University

AFFILIATIONS

Invertis University is situated in Bareilly on NH-24. It is established by Government of UP u/s 2(f) of UGC Act, 1956 vide Invertis University Act 22 of 2010.

VISION

"To meet the dynamic needs of competitive world around us through a valued systematic functioning and turn out professionals of caliber and competence, which would bring about a qualitative change to the nation through their contribution."

MISSION

"The mission is to provide quality education to all deserving students sans caste, creed, gender or money. The University provides state-of-the art infrastructure and teaching methodology which instills its students with an intellect to look beyond pay packages and achieve the broader objective of knowledge growth and learning."

THE PHILOSOPHY OF UNIVERSITY

WE believe in developing professionals brimming with knowledge and competence. They are shaped into competent professionals equipped with expertise, to take on the challenges of the new world order. Our philosophy of KAIZEN remains a precursor to propel the students to reinvent and improve at every step, to compete fearlessly adhering to ethical and moral values.

Invertis is dedicated to uphold the following objectives:

- To develop conceptual and analytical skills in all functional areas of Management, Information Technology, Engineering and all other professional courses provided here.
- To encourage understanding of the strategic perception of the fast changing global business scenario.
- To develop the ability to understand and apply multi-dimensional approach to achieve the overall mission of the organization.
- To develop the ability of self-assessment and motivate others in achieving organizational objectives.
- To develop skills in problem identification and analysis.
- To impart ethical and moral values for social well being.
- To prepare men and women for their career of leadership, and innovation in the field of Management, Engineering and all other courses offered in the University.
- To expand the base of engineering education through research and by developing technology to serve the needs of society.
- To benefit the public through service to industry, government, and the engineering profession.

- To impart advanced technical knowledge for the total upliftment of society in general, and rural masses in particular, by retaining their cultural identity.

LIST OF INSTITUTES

↓ Invertis Institute of Management Studies

- Bachelor of Business Administration(BBA)
- MBA (Retail Management)
- Master of Business Administration(MBA-Part Time)
- BBA + MBA (Integrated)
- MBA (Health Care)
- Masters of Business Administration (MBA)

↓ Invertis Institute of Computer Application

- BCA + MCA (Integrated)
- Master of Computer Application (MCA)
- BCA + MBA (Integrated)
- Bachelor of Computer Application (BCA)

↓ Invertis Institute of Engineering & Technology

- B.Tech. (Mechanical Engineering)
- B. Tech. + MBA (Integrated)
- B.Tech.(Computer Science and Engineering)
- B.Tech. (Electrical Engineering)
- B.Tech. (Electrical and Electronics Engineering)
- M. Tech. (Computer Science and Engineering)
- B.Tech.(Electronics and Instrumentation Engineering)
- B.Tech.(Electronics and Communication Engineering)
- M. Tech. (Mechanical Engineering)
- M. Tech. (Electronics and Communication Engineering)
- B. Tech. + M. Tech. (Integrated)
- B.Tech. (Information Technology)
- B.Tech. (Civil Engineering)

↓ Invertis University

- Doctor of Philosophy (Human Resource)

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- Doctor of Philosophy (Management)
- Doctor of Philosophy (CSE)
- Doctor of Philosophy (Physics)
- Doctor of Philosophy (Maths)
- Doctor of Philosophy (Economics)
- Doctor of Philosophy (Chemistry)
- Doctor of Philosophy (English)
- Doctor of Philosophy (Law)

↓ Invertis Institute of Architecture

- Bachelor of Architecture(B.Arch.)

↓ Invertis Institute of Bio-Technology

- Bachelor of Bio-Technology

↓ Invertis Institute of Law

- Bachelor of Law-Integrated(BA + LL.B.-Integrated)
- Bachelor of Law (LL.B.)
- Master of Law(LL.M)

↓ Invertis Institute of Pharmacy

- Master of Pharmacognosy(M.Pharm.)
- Master of Pharmacology(M.Pharm.)
- Bachelor of Pharmacy (B. Pharm.)
- Master of Pharmaceutical Chemistry(M.Pharm.)
- Master of Pharmaceutics(M. Pharm.)

↓ Invertis Institute of Journalism & Mass Communication

- Bachelor of Journalism & Mass Communication

↓ Such other courses to be started in the coming years.

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RECRUITMENT AND SERVICE CONDITIONS OF EMPLOYEES

- I. This Manual containing rules and regulations shall apply to all categories of employees except Vice- Chancellor, Pro-Vice Chancellor, Pro-Chancellor and Chancellor of the University.

II. CATEGORIES OF POSTS

The various categories of posts of employees in the University shall be:

a) Faculty

- Directors
- Professors
- Associate Professors
- Assistant Professors
- Workshop Superintendent
- And any other equivalent teaching/ research post specified by UGC/ AICTE/ PCI or other statutory bodies.

b) Administrative Officers

- Registrar
- Deputy Registrar
- Assistant Registrar
- Horticulturist
- Librarian
- Deputy librarian
- Assistant Librarian
- Medical Officer
- Sports Officer
- Engineers
- Assistant Engineers
- Estate Officer
- Store Purchase Officer
- Finance Officer
- Training and Placement Officer
- Accounts Officer
- Manager House-Keeping
- And such other officers as may be decided by the Executive Council

c) Technical Staff

- System Administrator
- Computer Programmer

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- Hardware Engineer
- Teaching Assistant
- Laboratory Assistant
- Laboratory Technician
- Electrician
- Pharmacist
- Gardener
- Workshop Supervisor
- Carpenter
- Plumber
- Mechanic
- Machinist
- Welder
- Black Smith
- And such other member of technical staff as may be decided by the Executive Council

d) Supporting Staff

- Personal Assistant
- Stenographer
- Steno-Typist
- Typist
- Accountant
- Accounts Clerk
- Store-Keeper
- Assistant Store-Keeper
- Supervisor
- Driver
- Peon
- Attendant
- Mali
- Mali Helper
- Safai Karamchari
- And such other members of supporting staff as may be decided by the Executive Council

III. QUALIFICATIONS, SELECTION PROCESS AND EMOLUMENTS

i. For Category (a) posts

These shall be adopted by the University as per the norms laid down by the UGC/ AICTE/ PCI or other statutory bodies, from time to time.

ii. For Category (b) posts

These shall be adopted by the University as per the norms laid down by the UGC/ AICTE/ PCI or other statutory bodies, wherever available, from time to time and where not so specified by any statutory body, these shall be

adopted as approved by the Executive Council on the recommendations of the Academic Council of the University.

iii. For Category (c) and (d) posts

These shall be adopted by the University as approved by the Executive Council keeping in view the norms as laid down by the State Government and where not specified by the State Government, these shall be adopted as approved by the Executive Council on the recommendations of the Academic Council of the University.

iv. The Selection Committee for the posts of Category (a) of Directors, Professors, Associate Professors, Assistant Professors, Director Physical education, librarian, Deputy Librarians, Assistant Librarians and other Administrative Officers of Category (b) shall be as follows:

- The Vice-Chancellor as the Chairperson of the Selection Committee
- Three experts in the concerned subject/ field, out of the panel of names recommended by the Vice-Chancellor and approved by the Executive Council or its Chairman or drawn from the panel of subject experts developed by UGC/ AICTE/ PCI or other statutory body and hosted on its website.
- Director and/ or Dean of the concerned Faculty, wherever applicable
- Head/ Chairperson of the Department
- An Academician nominated by the Chancellor, wherever applicable
- An Academician representing SC/ ST/ Minority/ Women to be nominated by the Vice-Chancellor, if any of the candidate belonging to these categories is an applicant.

At least four members, including two outside subject experts, shall constitute the quorum.

However, the candidate for the post of Professor, Associate Professor and Assistant Professor should have good quality research contribution. The amount and the proper index for the research publications will be determined by the Executive Council, on the recommendations, of the Academic Council of the University, considering the guidelines of UGC/ AICTE/ PCI or other statutory bodies.

v. The selection Committee for the staff positions under Category (b) and (d) will be constituted by the Vice-Chancellor. The guidelines for the same shall be approved by the Executive Council on the recommendations of the Academic Council.

vi. Applications for various posts shall be invited through advertisement in Regional and National Dailies.

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- vii. **Applications received in response to the advertisements** shall be screened, if required, by the Screening Committee to be constituted of three members, including a subject expert, by the Vice-Chancellor.
- viii. The Selection Committee shall consider all the candidates called for interview on the recommendations of the Screening Committee constituted as per the norms laid down by the purpose, provided that the Selection Committee may consider an eminent person for the post of Professor whose candidature may be brought to its consideration by any member of the Selection Committee.
- ix. No act or the proceedings of the Selection Committee shall be called in question by any one merely because of the absence of any of its member(s), provided the quorum is complete at the time of the meeting.
- x. The Selection Committee shall recommend candidates identified as suitable for appointment in order of merit, provided that not more than three candidates are recommended for a post.
- xi. Appointments shall be made on regular, *ad hoc* or contractual basis.
- xii. **Appointments through Promotion:** The constitution of the Selection Committees and associated processes laid down above shall also apply for promotion from within the Institute, provided that eligibility criteria shall be in accordance with the promotion policy laid down by the Executive Council.
- xiii. All the appointments shall be approved by the Executive Council or its Chairman.

IV. GENERAL CONDITIONS OF SERVICE

Without prejudice to any special conditions that may be incorporated in the appointment order, all employees of the University shall be governed by the following terms and conditions:

- i. **Medical fitness:** All appointments are subject to the condition that the appointee is presumed to be medically fit. The authorities have discretion to ask for medical fitness certificate of the prospective employees or of any employee in service.
- ii. **Probation:** the incumbents on regular appointments shall be treated as probationers
 - a) Subject to such exceptions may be specifically made in the appointment order, all incumbents are initially appointed on probation for a period of one year.

- b) The appointing authority shall have the discretion of extending the period of probation of any appointee for such period as may be considered necessary.
- c) If an appointee on probation is not confirmed in writing on completion of the probation period, he/ she would be deemed to have continued on probation for a further period of one year and his/ her services may be terminated with notice or pay in lieu thereof as may be mentioned in the appointment letter.

Provided that, if no order of confirmation is issued even after completion of the extended period, the probation would be deemed to have been completed satisfactorily and the services of the appointee would be deemed to have been confirmed with effect from the date of expiry of the extended period of probation.

iii. Termination of Service:

- a) The appointing authority shall have the power to remove any employee from the service without assigning any reason during the normal or extended period of probation on such terms and conditions as may be decided by the Executive Council.
- b) The appointing authority shall have the power to remove any confirmed employee from the service by giving him/ her at least one months' notice or salary in lieu thereof or as may be decided by the Executive Council.

V. DISCIPLINE AND RELATED MATTERS

i. Suspension:

The appointing authority may place an employee under suspension:

- a) Where disciplinary proceedings against him/ her are contemplated or are in progress.
 - b) Where a criminal case against him/ her is pending in a trial court;
- Provided a subsistence allowance of not less than one fourth and not more than one half of his/ her pay is allowed to him/ her during the period of suspension.

ii. Penalties:

The appointing authority may, for good and sufficient reasons to be recorded in writing, impose on an employee any of the following penalties.

- a) Censure
- b) Withholding of promotion or annual increment with or without cumulative effect.
- c) Reduction to a lower rank or to a lower stage in the time scale of pay.
- d) Compulsory retirement
- e) Removal from service without disqualification for future employment.

- f) Dismissal from service with disqualification for future employment in the University.

VI. CODE OF CONDUCT

- i. All employees shall always maintain absolute integrity and devotion to duty and be strictly impartial and objective in official dealing.
- ii. Unless otherwise specifically provided in the appointment order, an employee is a whole time employee of the University and shall not engage directly or indirectly in any trade, business or work of whatever nature.
- iii. All employees shall be required to be present at the place of work during the scheduled working hours save in cases where he/ she is allowed leave of absence by the competent authority for good and sufficient reasons.
- iv. All employees shall perform duties assigned by a competent authority even beyond the scheduled working hours and on Holidays and Sundays, if the exigencies of work so demand.
- v. The employees shall leave the station of posting with prior approval of the competent authority only during leave, holidays or vacation.
- vi. No employees shall be under the influence of liquor or drugs during working hours.
- vii. No employee shall take part or be associated with any political party or organization that subscribes to or assists any movement that tends directly or indirectly to be subversive to the University and the Government established by law.
- viii. No employee shall engage or participate in any demonstration or resort to or in any way abet any strike, which is prejudicial to the interest or integrity or security of the University, State, public order, decency or which involves contempt of court or impinges adversely on the dignity of the University.
- ix. No employee shall, (except with the permission of the competent authority), accept any offer to participate in a radio or TV broadcast or contributes an article or write a letter to any newspaper or periodical;
Provided that no such permission shall be required if such a broadcast or such a contribution is purely of literary, artistic, or scientific character.
- x. No employee of the staff shall, in any broadcast or communication to the press or in public utterances, make any statement which may amount to adverse or unfair criticism of the decision, policy or action of a superior functionary of the University.
- xi. No employee shall communicate without authorization any information or documents, except in cases where such communication is in the discharge of duties assigned to him.
- xii. No employee shall, except with prior approval of the competent authority, engage himself directly or indirectly in any trade or business or undertake any employment including private coaching.

Provided that an employee may undertake honorary work of a charitable nature or occasional work of literary, artistic or scientific nature that does not interfere or adversely affect his official duties.

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Provided further that he shall discontinue such work forthwith, if directed to do so by the competent authority.

- xiii. No employee shall, except with the permission of the competent authority, participate in the registration, promotion or management of any bank or the company.
- xiv. No employee shall lend or borrow money to or from any person having or likely to have official dealing with him.

VII. POWER TO INTERPRET THE RULES

The decision of the Executive Council on all questions relating to interpretation of these rules shall be final.

- VIII. The Executive Council of the University shall have the power to amend, add, annul, repeal or modify any of the provisions of this ordinance, in accordance with the law.**

RESEARCH PROMOTION ACTIVITY GRANTS

I. PREAMBLE

- i. Invertis University is keen on providing research facilities in its Institutions. To succeed in its goal of high quality research, it is necessary that the Executive Council creates the necessary infrastructure and encourages the teachers and staff to participate in research activities for sharing, generating and updating the knowledge.
- ii. Knowledge is dynamic and not static. Knowledge shall not be confined but shared in classes, seminars, symposia, conference, etc.
- iii. Active research work, exposure to scientific activities like seminars, workshops, symposia and conferences are important part of learning and spread of knowledge.
- iv. In view of the above, the guidelines are framed for deputation of personnel to various conferences, workshop, continued education and quality improvement programmes, etc. the guidelines shall be known as Research Promotion Activity Grants (RPAG).

II. CLASSIFICATION OF FACULTY STAFF

The teaching staff is classified into the following groups:

- GROUP A** - Heads of Institutions (Dean/Directors)
- GROUP B** - Professors/ Associate Professors
- GROUP C** - Assistant Professor (possessing PG Degree in the respective Specialization)

III. FINANCIAL AIDS

- i. FOR RESEARCH WORK**

- a) To encourage research activities, University would provide a consolidated amount from its own resources as an aid for the projects.
- Quantum of grants is based on the requirements of individual projects.
 - The maximum amount shall not exceed Rs. 50000/- per project
 - Staff is required to submit the details of project including aims and objectives, material and methods, etc and provisional cost, report along with time frame.
 - The project shall be submitted to the Head of Institution through the respective Heads of the Departments as per prescribed protocol.
 - Research work forms the property of the University. Research worker shall seek prior written permission for presentation/ publication of the research work in part or full.
 - If the worker is not completed within stipulated time, Head of Institution may consider extending the time for a reasonable period, if required.
 - The grant may be recovered in case the work is either abandoned or incomplete.
 - Due credit shall be recorded on the role of the University in the publications of research work.
- b) University shall encourage the teachers to submit project proposals to the Funding Agencies, Government, Non-Government and NGOs. Expenditure incurred in submission of the proposal and subsequent follow up shall be met by the University.

ii. FOR SCREENING COMMITTEE

- a) The Head of Institution shall constitute a "Screening Committee" consisting of Head of Institution and two other senior faculty members.
- b) The Screening Committee shall send its recommendation including quantum of funds required to the Executive Committee for the approval of grant.
- c) The Executive Committee reserves its rights to accept fully/ partially the recommendations of Screening Committee.

iii. PERMISSIONS/ SANCTIONS

- a) Permission may be accorded to attend National Conferences continuing education programmes, seminars, workshops and symposiums, etc. related to respective field of individuals.
- b) Ordinarily the duration of such visits should not exceed more than two weeks.
- c) Not more than 20% of teaching staff from the same department will be permitted to attend the Conference at any one time.

iv. SANCTIONING AUTHORITY

Sanctioning Authority will consist

- Vice-Chancellor/ Chairperson
- Nominee of the Executive Council
- Two Deans of Faculty- Nominated by Vice-Chancellor
- One Chairperson of Board of Studies- Nominated by Academic Council

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- Chief Finance Officer and Accounts Officer- Member
 - Registrar- Member Secretary
- v. **ELIGIBILITY OF STAFF**
- a) **For Head of the Institutions**
- Minimum service in the organization shall be one year.
 - Eligible to attend one event in a year provided he/ she presents a paper.
 - Eligible for Air fare/ 1st AC fare from Bareilly to the place of event and back.
 - Eligible of re-imbusement of registration fee in full.
 - Eligible for grant of accommodation at actual or at the rate not more than Rs. 5,000/- per day.
 - Eligible for additional grant of Rs. 3,000/-, if he/ she also chairs a session.
 - Re-imbusement will be done on production of tickets and receipts.
- b) **For Professors/ Associate Professors**
- Minimum service in the organization shall be one year.
 - Eligible to attend one event in a year provided he/ she presents a paper.
 - Eligible for 1st AC fare from Bareilly to the place of event and back.
 - Eligible of re-imbusement of registration fee in full but not exceeding Rs. 5,000/-.
 - Eligible for grant of accommodation at actual or at the rate not more than Rs. 3,000/- per day.
 - Eligible for additional grant of Rs. 2,000/-, if he/ she also chairs a session.
 - Re-imbusement will be done on production of tickets and receipts.
- c) **For Assistant Professors**
- Minimum service in the organization shall be one year.
 - Eligible to attend one event in a year provided he/ she presents a paper.
 - Eligible for 1st AC fare from Bareilly to the place of event and back.
 - Eligible of re-imbusement of registration fee in full but not exceeding Rs. 5,000/-.
 - Eligible for grant of accommodation at actual or at the rate not more than Rs. 2,000/- per day.
 - Eligible for additional grant of Rs. 1,500/-, if he/ she also chairs a session.
 - Re-imbusement will be done on production of tickets and receipts.
- d) Provisions of Section III (a, b, c) do not apply, if he/ she obtains funding support from other sources. He/ She would be allowed **Duty Leave** for the duration of programme plus the days of travel. Additional day is allowed in case of foreign travel.

IV. PUBLICATIONS

To encourage and appreciate the contribution of teachers in spread of research work through recognized journals, the University may grant financial aid as follows:

- a) An incentive of Rs. 10,000/- be given on publication of research article in Indexed Foreign Journal, for a single author paper.
- b) An incentive of Rs. 8,000/- be given on publication of research article in Indexed Foreign Journal, if the teacher of the University is the first author.
- c) An incentive of Rs. 6,000/- be given on publication of research article in Indexed Foreign Journal, if the teacher of the University is the second author.
- d) An incentive of Rs. 5,000/- be given on publication of research article in Indexed Foreign Journal, for a multiple author paper.
- e) An incentive of Rs. 8,000/- be given on publication of research article in Indexed Indian Journal, for a single author paper.
- f) An incentive of Rs. 6,000/- be given on publication of research article in Indexed Indian Journal, if the teacher of the University is the first author.
- g) An incentive of Rs. 4,000/- be given on publication of research article in Indexed Indian Journal, if the teacher of the University is the second author.
- h) An incentive of Rs. 5,000/- be given on publication of research article in Indexed Indian Journal, for a multiple author paper.
- i) An incentive of Rs. 2,000/- will be given to review/ general/ case reports/ articles published in Indexed Foreign/ Indian Journals.
- j) Teachers shall apply for the above incentive to the Head of the Institution(s) with five hard copies and one soft copy of publication.
- k) Incentives will be granted on approval of Screening Committee.

V. SPECIAL PERMISSION

- a) Deputation to International Conferences, etc, and relaxation of the above guidelines for re-imbusement at higher value, if any, shall be at the sole discretion of the Chancellor, on the merits of each case.
- b) The teaching faculty, not covered under Para II above for Research Promotion Activity, grants may also be considered by the Chancellor, based on the recommendation of Vice-Chancellor.
- c) If a teacher desires to purchase books and copies of articles for research purpose, he/ she may pass on the requirement through the Director of the Institute to the Library to procure these.
- d) University will bear the expenses towards the postage, etc. for sending the paper, however, it encourages online submission.
- e) University may bear cost in special cases where page charges are to be paid.

I. TEACHING POSITIONS

- a) Director
- b) Dean/Professor
- c) Associate Professor
- d) Assistant Professor

II. FACULTY STRENGTH

- a) The ratio of Professor/ Associate Professors/ Assistant Professor shall be 1:2:4
- b) The required total strength of teachers shall be determined on the basis of the students/ staff ratio according to AICTE norms is 1:15 (teacher to students)
- c) A Balance between academicians with strong teaching and research acumen and seasoned corporate practitioners having academic interface is highly recommended.

III. CATEGORIES OF FACULTY

- a) Permanent Faculty duly confirmed
- b) Permanent Faculty on probation
- c) Faculty on contract and part time (temporary basis)

IV. PAY SCALES FOR FACULTY

As per the UGC norms & University norms.

V. QUALIFICATION & EXPERIENCE REQUIREMENTS FOR FACULTY

<u>Category/Cadre</u>	<u>Qualification</u>	<u>Experience</u>
Director	PhD	15 years with 5 years as Professor
Dean/ Professor	PhD	10 years with 5 years as Assistant Professor
Associate Professor	M.Tech/ PhD *	5 years
Assistant Professor	M.Tech/ MBA/	3 years

VI. WORK LOAD FOR FACULTY MEMBERS (IN HOURS) PER WEEK

<u>Categories/Cadre</u>	<u>LTP</u>	<u>R</u>	<u>C</u>	<u>A</u>	<u>CH</u>	<u>Total</u>
Director	5*	5*	2	25	4	36
Dean/ Professor	6*	8*	8	16	4	42
Associate Prof	14*	6*	4	14	4	42
Assistant Professor	18*	10*	4	6	4	42

*if no research is undertaken or do not have any project assignment, full workload of classes may be assigned.

LTP (L-Lecture, T-Tutorial, P-Practical), R-Research, C-Consultancy, A-Administration, CH- Contact Hour)

Note: Keeping in view the requirements of the Institutes and the occupation of the faculty members, load of various activities can be revised from time to time by the Directors.

VII. SERVICE CONDITIONS FOR FACULTY

A. On Probation or Permanent Basis:

i. Nature of Employment

A faculty shall be placed on probation for a period of one/two years. On satisfactory completion of this period, the faculty appointment shall be confirmed in writing. If not confirmed in writing, it will amount to extension in the probation for a further period of six months. In case the performance during such extended period is found unsatisfactory, the probation may be extended further by a period of six months. If the performance during these two/three years of probation is not satisfactory, the services shall no longer be required and the incumbent shall withdraw from the service automatically. During the probation period the performance of a faculty member will be assessed/ discussed at periodical intervals and the appraisal will be based on teaching, research, publication and examination result.

Job of the faculty members is to read and teach, do research, publish research work, engage in consultancy with the approval of the Institutes, attend and conduct seminars etc. It is therefore expected of him to be available in his/her office, in the class or library. He/ She is not supposed to unnecessarily crowd general office, accounts department, placement office, reception etc. for gossips. This type of behavior will again earn reprimand and adverse entry in his/her personal file. Befriending students and loitering with them is not befitting the conduct of a teacher. In the class he is supposed to maintain decency and decorum. No student in the class should feel that he or she is being discriminated against. It is also required of a teacher to be on time in his/her class. Late arrival or delayed coming out of the class is not a good practice and naturally earns adverse remark.

Teaching staff is supposed to work under the overall supervision of the Directors. They will obey the instructions issued by them. If the Directors so desire, they shall be free to form their own teams for smooth conduct of the affairs of the Institutes. They may designate anyone to coordinate teaching, examination, seminar, newsletter, journal, discipline etc. All employees will extend whole-hearted co-operation to the teams, so selected.

ii. Location

The faculty shall render his/her services at Invertis University, Bareilly and normally report to the Director of the Institute he/ she is appointed in. However, the


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appointment is transferable in nature. The faculty is liable to be transferred at the discretion of the management to any other Institute under the same management. Such transfer shall not affect his/her emoluments and seniority. Expenses incurred on transfer shall be reimbursed subject to rules framed in this regard by the management.

iii. Terms of Employment

- a) The terms and conditions of employment are strictly confidential between the University and the faculty member. Any disclosure of the terms & conditions of employment to other parties will constitute a breach of this agreement and may result in disciplinary action.
- b) Faculty members shall not, either during or after leaving the service of the Institute, disclose to anyone, any confidential information related to the affairs of the University.
- c) The faculty members will not be entitled to serve anywhere else whether full time or part time during the tenure of employment with the University. Faculty members will not be permitted to carry on any private tuitions/ other business activity during the tenure of service.
- d) Faculty members shall not apply for any job whatsoever without due written permission of the Directors, who may or may not grant such permission.
- e) During the service at the University a faculty member shall not directly or indirectly own, manage, control, participate in, consult with, render service for, or engage in any organization competing with the University or its associates.
- f) Besides teaching, a faculty member will be required to promote other academic/ extracurricular activities for all round growth and development of the students. A faculty member will be responsible for the efficient functioning of his/her respective department/Institute. The services of a faculty member could be used in any department/ branch of the Institute depending on the exigencies of service and requirements.
- g) It shall be the duty of every faculty member to take up invigilation, evaluation and question paper setting work as and when assigned. No remuneration shall be paid to such of these works, when the work is done during office hours and on working days.
- h) Faculty member should not avail leave under any circumstances without prior sanction, when the examination duty especially when invigilation duties are assigned to them.

iv. Increment Policy

A faculty member shall be eligible for increment(s) on annual basis subject to the satisfactory/ extra ordinary work done by him/ her. Performance of the faculty member shall be assessed at periodical intervals in relation to his/her teaching, research, conduct, integrity and other parameters as per the performance appraisal report.

v. Retirement Age

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The age of retirement of a faculty member will be 62 years. No retired faculty member shall stake a claim for extension.

vi. Limited Insurance Coverage

Faculty members are advised to have medical cover from any insurance company which shall give benefits during ailment, hospitalization or accidental death etc. Med claim policies may be taken up by the employees of The University. University shall not be liable for any compensation directly or indirectly.

vii. Faculty Quarters

All Faculty who are on consolidated salary or on scale availing the accommodation in Faculty Quarters, 15% HRA will be deducted from their salary and they have to pay their electricity bill on or before 7th of every month.

viii. Promotion

The management believes in development of employee skills and promotions on regular basis. For faculty members, posts have to be filled by way of selection process prescribed by the University. Teachers are expected to keep themselves busy in research, consultancy and publication of papers in refereed journals. Whenever the vacancies are advertised by the University, they are welcome to apply for higher posts and appear for interview.

Teachers getting postdoctoral fellowships from foreign universities would be encouraged to avail the same (outside the bond period, if any) and the University will grant them leave without pay. On return the teacher will serve as per mutually agreed period.

In case a teacher desires to work at some center of excellence or of higher learning under a well-known scholar in his/her area, the University will be happy to permit such teacher for a limited period to move to such university etc. and spend time in developing oneself. It is necessary that the teacher after returning will submit a detailed report of the work done and the benefit derived. In such cases management will use its discretion to reimburse living expenses at such places and grant leave with or without pay. If desired, certain conditions can also be laid down before granting the reimbursement or leave of absence, it will be case specific.

ix. Termination

- a) In case of employment on probation, the services of a faculty member may be terminated by giving one month's notice in writing or one month's salary in lieu thereof, without assigning any reason. This will be valid during the extended period of probation too. Similarly the employee shall be free to resign by giving one month notice in writing.
- b) After satisfactory completion of the probation period and confirmation in writing by the management, the services may be terminated from either side on giving

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two months notice or two months' salary in lieu thereof without assigning any reason.

- c) However in case a faculty member resigns and desires relief, during a particular academic semester; it shall be at the discretion of the University to relieve or not to relieve him from the service of the Institute, during that semester. The management shall have the overriding right to decide in such cases and use its discretion to withhold the release of the faculty member till the completion of the current academic semester.

In case of termination of service on grounds of misconduct, ill-health, long absence without approval, false information and misrepresentation of facts, no notice or salary in lieu thereof is liable to be paid by the employer.

x. Code of Conduct and Discipline

- a) Every faculty has to observe the dress code. Male faculty should wear full sleeve shirt with tie, and trouser with belt, suit/ combination in winters. Ladies must wear sarees with blouse or shirt with trouser. However, dress code is not observed on Saturday.

Mobile phones should be kept in silent/vibratory mode at all the times while in the Institute including the meetings.

- b) Use of mobile phone is strictly prohibited while taking a class. Faculty should leave their mobile phones in their cabins before going to the class.
- c) Chief Proctor should take consent of concerned Director before issuing suspension letter to the students.

B. On Contract Basis:

Invertis University can appoint faculty members on contract basis for a specific assignment or for a specific period. The conditions for such appointment are as follows:

- i. The faculty member will be working on a consolidated salary and not on a regular scale of pay.
- ii. The appointment of the faculty member shall be for a period mutually decided between the parties.
- iii. The faculty member shall not be entitled to any kind of allowances or benefits available to a regular faculty member.
- iv. The contractual faculty member shall be entitled to the privileges settled between the two contracting parties.
- v. The contract of such a faculty member shall come to an end by giving one week notice on either side.

C. On Part Time Basis:

University can appoint a faculty member on part time basis for a specific assignment or for a specific period. The conditions for the appointment shall be as under:

- i. The faculty member will visit the Institute to deliver his/her respective lecture/assignment only and shall be paid on lecture basis.

- ii. The appointment of such faculty member will not exceed one semester.
- iii. The nature of this employment shall be purely temporary and the faculty member so employed will have no other claims like a regular faculty member.
- iv. The faculty member will not be entitled to leave of any kind.
- v. Services of part time faculty members may be terminated by the management at any time without assigning any reason.

VIII. FUNCTIONAL RESPONSIBILITIES OF FACULTY

Each Department is headed by a coordinator. Each class is managed by a class in charge. There are specific duties of a faculty, a class in charge, and a coordinator which are as follows:

i. Faculty members

Duties:

- a) Keeping updated syllabus and examination question papers of the University since inception of their subject.
- b) Preparation of lesson plan of the subject. It will consist of class tests, quizzes, solving the University examination papers and assignments etc. It shall be submitted to class in charge as well as coordinator.
- c) Keeping record of the attendance of students.
- d) Regularly giving assignments/projects to students.
- e) Solving of subject related problems of the students.
- f) Ensuring course completion on time and as per lesson plan.
- g) Identification of weak students and providing them suitable help including extra classes.
- h) Sharp students in the class are also to be identified so that they are prepared for ranks in the University.
- i) Presentations of paper(s) in seminars/conferences.
- j) To motivate students for punctuality.

Reporting;

- a) Weekly report about the class to the class in charge.
- b) Fortnightly report to coordinator regarding status of the completion of the syllabus, attendance of students and other activities.
- c) Reporting to the Director every month.
- d) Reporting to the Chancellor every two months.
- e) Students with short attendance are to be reported to their parents every month for corrective action at their end.

ii. Class in charge Duties:

- a) Keeping syllabi of his class and the University examination papers of all subjects since inception.
- b) To collect lecture plans of all teachers and see that the teaching is as per plan.
- c) Compiling records of attendance of all the students of the class in all subjects.

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- d) Verification of marks obtained by students in assignments and projects submitted by them.
- e) Taking care of all academic issues of students.
- f) Exercising checks on class functioning. Meeting CRs and DCs for class updates every week.
- g) Ensuring completion of course on time and as per plan.
- h) Obtaining list of weak students and arrangement of extra classes for them.
- i) Motivating students for paper presentations in seminars.
- j) Conducting weekly meetings with faculty members. Minutes of such meetings shall be drafted and passed on to the course coordinator within two days.

Reporting:

- a) Weekly submission of class report to coordinator.
- b) Reporting to the Dean once in a month.
- c) Two-monthly reporting to the Chancellor.

iii. Head of Department-Material Possession:

- a) Syllabi of all related subjects.
- b) Time Table of all classes.
- c) Attendance records of all classes.
- d) Question papers of the University since its inception.
- e) Preparing a list of book, consumables (paper, pen, ink, marker, duster, lab material, computer fixtures or any other thing required in the coming semester. It shall be passed on to the Directors at least 4 weeks in advance of the commencement of semester. Non consumables required may also be listed for onward transmission.
- f) All the HOD's are eligible for a printer for their office use only. Also, a faculty member, registered as a research scholar in a recognized university and duly permitted by the Institute, is eligible for a laser printer. However, the running cost of the printer will be one's own responsibility.

Assignments:

- a) Subjects allocation with the approval of the Directors.
- b) Scheduling of the Time Table.
- c) Approving substitution for classes when the subject teacher goes on leave.

Tasks:

- a) Planning and coordinating the course.
- b) Monitoring progress of completion of syllabi as per lecture plan submitted by teacher concerned.
- c) Weekly meetings with faculty members of the department.
- d) Fortnightly meetings with faculty members of the department.
- e) Monthly meetings with C.R. and D.C. of the Department.
- f) Monthly meetings with students for solving their problems.
- g) Evaluating weak students monthly with regard to their assignments, unit tests and class tests etc.
- h) To facilitate conducting three Unit Tests per semester.

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- i) Random verification of marks/grades obtained in assignments and projects given to students.
- j) Motivating faculty members for research and paper presentation in seminars/conferences.

Actions:

- a) Recommending leave applications of faculty members
- b) Arranging monthly Guest Lectures from academics and industry.
- c) Organizing national and international seminars in the department.

Reporting:

- a) Monthly reporting of the above to the Director/ Dean.
- b) Bi-monthly reporting of the above to the Chancellor.

iv. Proctorial Board

The Chief Proctor shall be appointed by the Vice-Chancellor from amongst the teachers of the university not below the rank of an Associate Professor. The Chief Proctor shall assist the Vice-Chancellor in exercise of the powers as a disciplinary authority in respect of students of the University and shall also exercise such powers and perform such duties in respect of discipline as may be assigned to him by the Vice-Chancellor in this behalf from time to time.

- The chief proctor shall be assisted by Proctors and Assistant Proctors whose numbers shall be fixed by the Vice-Chancellor. At least one of the proctor/Assistant Proctor will be female, if the Chief Proctor is male.
- Proctors and Assistant Proctors shall be appointed by the Vice-Chancellor in consultation with the Chief Proctor.
- The Chief Proctor, Proctors and Assistant Proctors shall hold office for a period of two years.
- The Chief Proctor, Proctors and Assistant Proctors shall perform their duties in addition to their normal teaching work.

Responsibilities of Proctor:

- a) The Chief Proctor and Proctorial Board shall be exclusively responsible to maintain law and order and discipline among students in the University campus..
- b) The Chief Proctor /Board shall see that the teaching, examinations, functions and games etc in the University are conducted uninterupted.
- c) The Chief Proctor /Board shall ensure that no unauthorized person is allowed in the University campus..
- d) The Chief Proctor /Board shall check the identity card and class time table of the students.
- e) The Chief Proctor /Board shall keep close watch over the students activities such that they are not involved in any anti social activities.

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- f) They shall keep a watch that all the students are not wasting their spare time on the activities other than educational/academic.
- g) They shall dispose off the routine normal complaints of the students.
- h) They shall take nice of each and every complaint/incident on its own initiative.
- i) If the Chief Proctor /Board has reasons to believe that the incident /complaint is of serious nature and it is to be taken up with the district administration or the matter is to be looked into by the disciplinary Committee then the Chief Proctor/Board shall forward the matter to the Vice-Chancellor with specific recommendations together with reasons and logic for the direction.
- j) They shall see that students do not bring mobile phone with them in the University campus.
- k) The Chief Proctor/Board may:
 - Recommend expulsion of the student from teaching classes or to strike off the name from the University roll or ban entry to the campus.
 - Call parents when necessary, in the interest of the students as well as of the University.
 - Impose financial /pecuniary penalty to students for his misbehavior with the seniors or the teaching faculty.
- l) Constitution of Proctorial board shall be as follows:
 - Chief Proctor
 - Deputy Chief Proctor
 - Two Asst. Proctors-Male (No. may be increased as and when required)
 - One Asst. Proctor-Female

Responsibilities of Deputy Proctor:-

- a) To supervise proctors reporting to him/ her.
- b) Hold meeting, once a month, with all CRs, DCs, and proctors of his/ her Institute.
- c) To watch faculty dress code/ other disciplinary matters and report defaulters to the Director of the Institute.
- d) To initiate disciplinary measures against the defaulters with the approval of Director and forward to Chief Proctor for action.
- e) Report to Chief Proctor whenever required.
- f) To keep written record of all the matters reported to him/ her or reported by him/ her to higher authorities.

Responsibilities of Chief Proctor:

- a) To issue notices to defaulters received from Deputy Chief Proctors.
- b) To supervise activities of all the members of proctorial board.
- c) To hold meeting, once a month, with D. Ps. and once in two months of proctorial board of the Group.
- d) To report to director and Chancellor, whenever required.
- e) To keep written record of all the matters reported to him/ her or reported by him/ her to higher authorities as well as notices issued by him/ her.

Note: Best Class-in-charge/ Proctor of each college will be awarded every semester

IX. RULES FOR ATTENDING NATIONAL AND INTERNATIONAL SEMINARS/ WORKSHOPS

It is the policy of the management to encourage faculty members to attend national seminars and workshops being organized by universities, research institutes and institutions of higher learning. Such participation helps teachers to remain in the main stream of their subjects and develop confidence. The learning at such events makes the participants sharper by any standard. However in order that the facility, so extended by the management is not abused, the faculty members shall abide by the following guidelines before applying to such events:

- a) A faculty member may be deputed once in a year for attending conference / workshop. However, it can be enhanced to two, provided organizing Institute is IIM/IIT/NIT/BHU or equivalent and the faculty member has completed two years services at Invertis.
- b) The Institute may reimburse train fare (actual or entitlement whichever is less) and the delegate fees for attending the seminar/workshop. Other expenses shall have to be borne by the teacher concerned.
- c) The duration of the seminar and the travel time taken shall be treated as on duty.

The applicant for nomination to the seminar shall comply with the following:

- a) The applicant shall be submitted to the office at least 30 days in advance of the date of the seminar with the research paper selected for the publication. It shall be got vetted by the Director and report obtained.
- b) It must be accompanied by the acceptance of the seminar paper of the teacher from the organizing secretary of the seminar.
- c) In case of workshop, there has to be an invitation from the coordinator of the workshop. The Institute will see whether the workshop will sharpen the skills of the participant, and only if it will add something for the same. Satisfaction of the Director in this regard is important.
- d) The teacher concerned shall submit a note containing the probable amount to be spent by the Institute, the leave of absence and the benefit he is likely to derive from such seminar/workshop.
- e) At the end of the seminar/workshop, he shall give a report in writing of the event and submit the vouchers for reimbursement of the amount incurred on such event within a week thereafter.

X. RULES FOR PURCHASE OF BOOKS FOR RESEARCH PURPOSES

Management is keen to encourage faculty members to publish their research output and publish their research papers. It will provide all possible help that is available in this regard.

- a) Our Library is well stocked, however, if the teacher desires to buy some books for research purposes, he may seek the requirements to the concerned Academic Advisor through the Library Secretary, Invertis.

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- b) Where research work is to be published, if it sent through us, postage shall be borne by the Institute and submission fees also shall be payable by us. But in that case, we have to get the papers in advance for vetting.
- c) Where papers are published outside the country in refereed journals which have international character and if their mention is found in www.sciencedirect.com, a prize of Rs. 20,000 is given. In case of more than one author, it shall be shared equally.
- d) In case it is published in reputed Indian refereed journal, an award of Rs. 10,000 is available, in case of authors being more than one, it shall be shared equally.
- e) Where the papers are published in a journal other than the above, a prize of Rs. 1,000 shall be available to the first author.

In all cases, decision of the Chairman shall be final. However, he may seek opinion from the Director and/or scholars from outside.

Teachers who has been deputed to participate in any Seminar / Symposium / Workshop or Conference should necessarily submit a detailed feedback report as to his/her participation in the Seminar , his/her specific contribution and impact on his teaching and usefulness in curriculum development , as the case may be . His /Her T.A. Bill should accompany the above report. Even if he/she is not financed by the University in attention Seminars etc , feedback report must be submitted to the Vice-Chancellor , through the Deans/Directors , which will be taken note of at the time of recommending his/her annual increment. There must be constant encouragement by the Deans/Directors for the teachers to participate in Seminars/Symposium etc. Monitoring of the effectiveness of teaching has to be done on a monthly basis and information must be available with the Director.

XI. RULES OF ACADEMIC LEAVE

Rules for academic leave have been framed but as usual the leave cannot be claimed as a matter of right. It is the discretion of the management which shall ultimately decide whether the candidate is a fit case for the academic leave.

a) Leave without pay for Doctoral Programme

- i. Leave without pay could be given for pursuing doctoral programme for a period of three years which could be extended by another six months on the recommendation of the research supervisor.
- ii. The incumbent will have lien on the post and on rejoining will earn increments as usual. The management will use its discretion in granting increments for the days of leave. In such cases the incumbent will be treated having earned those increments. The research experience will thus be counted as teaching experience.
- iii. In case the management refuses to allow increments for days of leave, the incumbent will earn increment from the date he rejoin duties. The duration of break in service will also be counted.
- iv. The qualifying period of service before applying for leave without pay under this clause is three years.

- v. The incumbent shall serve the University for a minimum period of three years after the Doctoral Programme, failing which he/she will pay penalty equal to his/her pay for three years. The application for leave shall be submitted to the Director at least six months in advance.
- vi. In case the incumbent does not prefer to go on leave after having been granted study leave, he/she will not be allowed to apply for similar facility for another two years from the date of decline.

b) Leave with/ without pay for Master's programme in Technology/Management

- i. Leave for 1-1/2 or 2 years could be given for undergoing masters' programme in Technology/Management after completion of three years of regular service with the Institute.
- ii. It shall be at the sole discretion of the management to grant such leave with pay, without pay, or with half pay.
- iii. The incumbent shall serve the institute for a period of two years (when leave granted is without pay), or five years (when leave granted is with full pay.) failing which he/she shall refund double the amount drawn by him as salary.
- iv. If the incumbent is to leave the institute before completing his/her term:
 - ❖ He/ She shall refund double the amount he/she has drawn by way of salary.
 - ❖ Where the incumbent has gone on leave without pay, he/she shall pay two years salary he/she would have drawn had he/she continued in service.

c) Leave with pay for other academic work with prior permission

Academic leave up to 15 days may be granted for the following, subject to the conditions and limitations imposed by the management from time to time.

- i. Presenting Paper in conference, congresses, symposia, and seminar on behalf of the Institute with the permission of the competent authority in the Institution in renowned colleges/universities.

d) Duty Leave with prior permission

Duty leave shall be allowed to a teacher in respect of the following:

- i. When the teacher is drafted by the Government, the UGC or the respective Council for any official assignment like examination, meetings, inspection etc.
- ii. To inspect the academic institutions attached to any other statutory body.

e) Vacation Leave

i. For Directors

Directors are not eligible for vacation in general. However, they may avail summer and winter breaks of one week each subject to the convenience and permission of management.

ii. For Faculty

The vacation dates will be decided by Director as per convenience in only two slots. The vacation period depends upon the length of service of the faculty, here are the rules:

- ❖ faculty who have completed six months service => 07 days
- ❖ faculty who have completed one year service => 15 days
- ❖ faculty who have completed five years service => 20 days

Note: Faculty members will avail their summer leave in one installment. No prefix or suffix is allowed. Any additional leave availed will be treated as LWP.

XII. LEAVE RULES COMMON FOR ALL EMPLOYEES EXCEPT GENERAL STAFF

a) Casual Leave

- i. It may be stated at the outset that no leave can be claimed as a matter of right. Casual leave must be applied for in advance (if possible) and the sanction obtained from the competent authority, only then shall the applicant proceed on leave.
- ii. In the first year of service the employee earns only one CL for every month of service rendered. It goes on accumulating till the end of the year. It cannot be carried forward to the following year.
- iii. An employee cannot avail CL for more than three days at a time, with, of course, prefixing of suffixing any holidays or Sundays.
- iv. In case the employee goes on leave without sanction, the days of absence shall be treated as leave without pay (LWP) and the date of the increment shall be shifted by the number of days the employee was on leave without pay.
- v. In the subsequent years of service, the leave account of the employee shall stand credited by 14 days and the employee shall be free to apply for leave as and when needed, subject to the limitation stated in paragraph (iii) above.
- vi. The leave account shall be maintained on the basis of the calendar year that is from 1st January to 31st December every year.
- vii. The casual leave shall not be combined with any other kind of leave except special casual leave. It may be combined with holidays including Sundays. Holidays and Sundays falling within the period of casual leave shall not be counted as casual leave.
- viii. The annual increment date of an employee will advance by as many days as many LWPs were there to his/her credit in the preceding year of service.

b) Compensatory Leave for working on holidays as per administrative requirement

- i. If any employee (teaching or non teaching) is asked to come on any Sunday/holiday, he/ she will be allowed compensatory leave when it is

genuinely required by him/ her. However, faculty/ staff doing paid duty on Sunday/ holiday will not be allowed compensatory leave.

ii. The leave will be granted by the competent authority.

c) Medical Leave

In case of hospitalization an employee shall be granted medical leave up to 15 days with full pay (medical certificate/hospitalization documents required) in one year, as per the discretion of the management

d) Maternity Leave

Maternity leave with half pay shall be granted as per discretion of the management to a female employee who has completed at least three years of continuous service. The leave shall not be for more than 90 days. In case the employee is already having two or more children, such leave shall not be allowed. "Any sanctioned maternity leave, with or without pay, shall count towards the service of an individual."

XIII. OTHER FRINGE BENEFITS FOR ALL EMPLOYEES

- a) Employees working in the University will get tuition fee waiver for their children, provided they have completed five years service and their children qualify in the open competition for admission in Management, Engineering or such other courses, University may decide.
- b) Employees completing long and satisfactory service with Invertis University are suitably rewarded. At present, employees completing 7 years of service are rewarded with a gift of sizable house hold item/cash as the case may be.

XIV. LEAVE RULES FOR GENERAL STAFF

<u>S.No.</u>	<u>Designation</u>	<u>Criteria for granting leave</u>
1.	Electrician	Two alternate Sundays in a month.
2.	Office Boys	Only Sundays.
3.	Sweepers	One-day leave in a month.
4.	Drivers, Bus helpers	Only Sundays.
5.	Gardeners	One day leave in a month.
6.	Mistri & Helper	One day leave in a month.
7.	Guards & Gunmen	Leave will be allowed on the Discretion of Management
8.	Mess Staff	Only during the Vacations.

XV. UNIVERSITY TIMINGS

All faculty and staff members should report for duty at 09:00 a.m. Persons coming by their own vehicle will be marked red if they report between 09:05 to 09:15 am.

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Employees with three red marks in a month will lose one day salary. Any one reporting after 09:15 a.m. will have at least half day leave deducted.

XVI. MESS FUNCTIONING AND ADMINISTRATION

It is the combined responsibility of University administrators and employees working in Hostel/Mess to provide healthy and tasty food to the students and observe discipline in the Hostels. Following activities are to be carried out for this purpose.

a) Monthly Mess Meetings

Mess Meetings are to be arranged in the Girls Dinning Hall in the first week of every month for better administration of mess facilities.

The meeting is to be attended by the following persons:

- i. Presenting Authority
- ii. Mess Administrative Officer
- iii. Mess In-Charge
- iv. Hostel Wardens (Girls & Boys)
- v. Boys Hostel Supervisor
- vi. Cook In-Charge
- vii. Six Hostel (3 boys and 3 girls) Students –volunteers

b) Other Duties pertaining to The Mess

- i. Weekly inspection is to be carried out by the Director-Admin and other Directors. They should inspect the cleanliness of the mess and kitchen.
- ii. Monthly Demand Chart is to be prepared by Mess Administrative Officer and all sundry items of the mess are to be purchased according to this chart.
- iii. Duties of mess staff & cooks are to be assigned by cook in-charge after discussion with Mess Administrative Officer.
- iv. Student volunteers, who attend the Mess Meetings, have to contribute in the mess management and administration.

c) Hostel Facilities Management

Each hostel will have following committees, which should be reconstituted in every new academic session (July-August):

- i. Discipline Committee
- ii. Sports Committee
- iii. Mess Committee
- iv. Maintenance Committee

XVII. PAY SCALES FOR NON-TEACHING STAFF

- | | |
|-------------------------|--|
| a) 2550-55-2600-60-3200 | Class IV th (Peon, Lab Attendant, Driver) |
| b) 3050-75-3950-80-4590 | Class III rd (Clerical, Lab assistant, Computer Operator) |
| c) 4500-125-7000 | Accountant, Steno, Workshop Superintendent |
| d) 5000-150-8000 | Office Superintendent, System administrator |
| e) 6500-200-10500 | Bursar, Office Administrator, Assistant Librarian |
| f) 8000-275-13500 | Librarian |

XVIII. PROVIDENT FUND SCHEME FOR NON-TEACHING STAFF

Employees drawing salary up to 6,500/- p.m. are put into the scheme on mandatory basis. 12% of some assumed basic pay is deducted from employee's salary and the same amount is contributed by the University. The sum of these two amounts is deposited in the provident fund account of the employee every month.

XIX. (1) Question Paper Setting

- UG/MBA/MCA Paper Setting 1000.00
Solution 500.00
- PG Paper Setting 1000.00
Solution 500.00
- Postal Charges Charged by the Q.P Setters(if any) Allowed

(2) Entrance Examinations Question Paper Setting

- Entrance Test Paper Setters Remuneration for (External Paper Setter only) 3000.00
- Postal Charges charged by the QP setters(if any) Allowed

(3) Travelling Allowance

- First 500 Kms. (Vehicle) 7.50
- >500 Kms. & <=1200 Kms. 5.50

(4) Daily Allowance

	A Class Cities	B Class Cities	Others	
According to Grade	Metro cities.Kanpur,Lucknow,Agra, Varanasi,Allahabad, Gorakhpur,Meerut, NoidaRegion(Gautam BuddahNagar)and Ghaziabad	Moradabad,Aligarh,Jhansi,Saharanpur,Faijabad,Firojabad	Differ from class A&B	
Grade pay Rs 8000	420.00	330.00	270.00	
Grade pay Rs 7000 & STAFF HOD	360.00	285.00	240.00	

Grade pay Rs 6000 & CONSOLIDATED SALARY	300.00	240.00	190.00	
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Hotel Accommodation for night stays per day

For Metros 300/-	Actuals	Rs. 1200/-	Rs. 700/-	Rs. 400/-	Rs.
Other Cities 200/-	Actuals	Rs. 800/-	Rs. 400/-	Rs. 300/- per	Rs.

Note:

- Metro Cities: Calcutta, Delhi, Mumbai, Chennai, Bangalore, Hyderabad, Pune, & Chandigarh.
- All tickets of journey and original bills of hotel, etc. should be submitted with statement of account for reimbursement of travelling expenses. The bill should be submitted in performa marked as Annexure I.
- For Journey between Bareilly and Delhi all employees may preferably avail intercity/Garib Rath train services, which are at convenient timings and provide good and reasonable accommodation.
- It may be stated that traveling allowance cannot be made a source of income. Submission of wrong bills and claiming excess amount may end up in serious disciplinary action.

XX. T.A. & D.A. AND HONORARIUM RULES FOR GUEST LECTURERS/ SPEAKERS

a) Honorarium Rates

- From IIT/IIM or equivalent Rs 2000/- per hour(Max 5,000 per day)
- Industry negotiable
- Other institutes Rs 1000/- per hour (max 2000/- per day)

Travelling Expenses Reimbursement

- AC 1st / AC taxi fares for Professors from IIT/IIM/NIT or equivalent
- AC 2nd / taxi fares to and fro journey for others. The taxi fare will be paid in the range of Rs 6.5 to 8.5 per km on production of receipt.
- Accommodation preferably in guest house, if required.
- Claimant will submit his travelling expenses bill in performa marked as Annexure II.

Honorarium to the non-official members of Boards/Councils etc.

- The non-official members of the court, Executive Council, academic Council and planning Board would be paid an honorarium of Rs 5000/-

(Rupees Five Thousand only) for attending the meeting. They would also be paid TA/DA as per their entitlement.

- Non-official members of Faculty board and Board of studies would be paid honorarium of Rs 4000/- (Rupees Four Thousand only) per day. In addition, they would be paid TA/DA as per their entitlement. Claimant will have to submit his bill in performa marked as Annexure II.

b) Miscellaneous rules

- i. Part-time teachers from local resource are to be paid between Rs. 300 to 500 per hour depending upon the negotiations.
- ii. Sometimes the teachers from other universities are invited on regular basis; payment in such cases shall be based on negotiation.
- iii. Guest from outside shall be reimbursed their traveling expenses and the local hospitality will be extended by the University.

XXI. Advances for travelling or other kind of Expenses.

Faculty members or other employees may be granted an advance to meet out the travelling and other expenses. The advance will be granted by the Director Administration/ Chancellor on submitting an application therefore in the prescribe format worked as Annexure III. The employee concern will have to submit the bill immediately after return on duty within 3 days for adjustment of advance entry in his name in account department.

XXII. Faculty/ Employees drawing gross monthly salary of Rs. 20,000/- and above must provide their PAN number to the HR / Account Department within 30 days from their appointment . Furthur any Faculty/employees who are liable for the payment of income tax, should also furnish the details of income tax , should also furnish the details of their investment plans in tax saving schemes to the Finance officer every year before 31st January .

CONCLUSION:

In conclusion it is emphasized that employees should follow these rules in its letter and spirit. It will not only help them in their conduct in the University but will also be useful in the long run. They should inculcate discipline so that they are always in good stead wherever they go. It will also help them in achieving their GOAL in life.
With all the best wishes from Invertis.

Santosh
Registrar
Invertis University
Bareilly