

# **Standard Operating Procedure: HR**

## **Recruitment Process**

### **1- Step 1-**

At the first step, an e-mail is sent to HODs for seeking information about number of vacant positions in the department with supported documents. After the recommendation of HODs, HR needs to take approval for announcing vacancies from Dean and Vice Chancellor of University to fulfill the post.

### **2- Step 2 -**

HR office send the requirement to, Marcom department for publishing the advertisement in national as well as local newspaper (English and Hindi both), Employment Newspaper and University Website with one month's notice period for receiving applications. The advertisement specifies all required parameters of qualification, experience & other eligibility criteria. The candidates' responses are accepted in hard as well as soft copy.

### **3- Step 3 –**

Applications are received till last date as mentioned in advertisement and then start the processing of applications.

### **4- Step 4 –**

HR office starts scrutiny and candidates are shortlisted. List of shortlisted candidates is sent to the respective departments for further selection based on number of vacant positions to avoid extra rush in the interview.

### **5- Step 5 –**

After receiving the list of sorted candidates, HR office sends Interview call letters to candidates in soft/hard copies with mentioning the date of interview and time.

### **6- Step 6 –**

Selection committee is formed by Vice Chancellor as per the statutes of the University for the Concerned Positions which includes at least an External subject expert from another organization.

**7- Step 7 –**

HR office may conduct the written test for interviewer in case of greater response.

**8- Step 8 –**

Candidates selected for the interview are asked to fill an interview assessment form, which contains important information like.....

**9- Step 9 –**

Interview panel awards marks on a defined scale for important attributes of academic career, experience, communication skills to name a few.

**10- Step 10 –**

HR office prepares this list of successful waiting candidates on the basis of performance in the interview. This waiting list is valid for six months and any of these candidates can be offered a position within this period.

**11- Step 11 –**

HR office sends an appointment letter through e-mail/ hard copy of joining the University by mentioning the date of report.

**12- Step 12-**

Candidates may report HR office regarding joining date and other issues through email or telephonically.

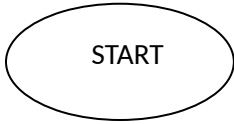
**13- Step 13-**

Candidates join the University by submitting the joining letter and with relevant documents like Adhar card, PAN card etc.

**14- Step 14-**

HR visits the concerned department with the newly joiner for short meeting with HOD and member of the department.

# FLOW CHART-Recruitment Process



Email sent to the HOD of obtaining vacant position if any.

Analyze requirements and send it to Marcom office for publishing Ads in the newspaper

Sorting the resumes /CVs as per requirements

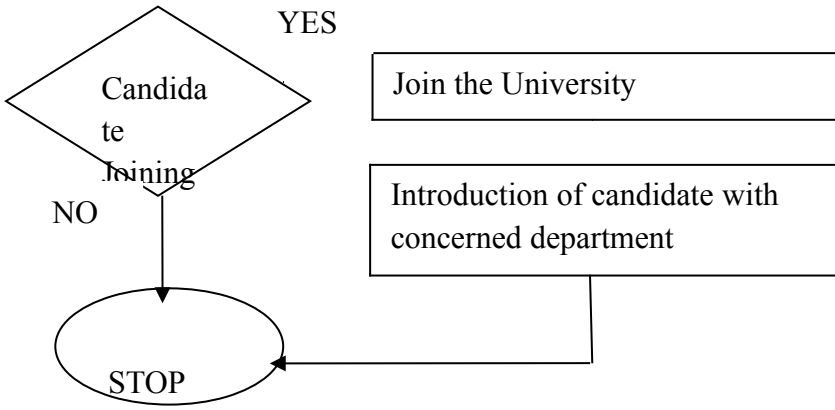
Formations of selection committee by concerned Deans and submit it to Vice Chancellor for final approval.

Conducting interviews/written test by concerned office.

Filling the interview assessment form provided by HR.

HR office collects evaluation sheets of candidates from the chairman of the interview panel to HR including waiting list of candidates

Sending the offer letter to selected candidates



# 1. Training & Development

## **Purpose:**

To establish a standard training procedure within the organization for various employees of the University from the different departments.

## **Scope:**

The Scope of preparing the Standard procedure is to identify the training need, development the training program, executing the training program, and analysis of outcomes of the training program.

## **Responsibilities:**

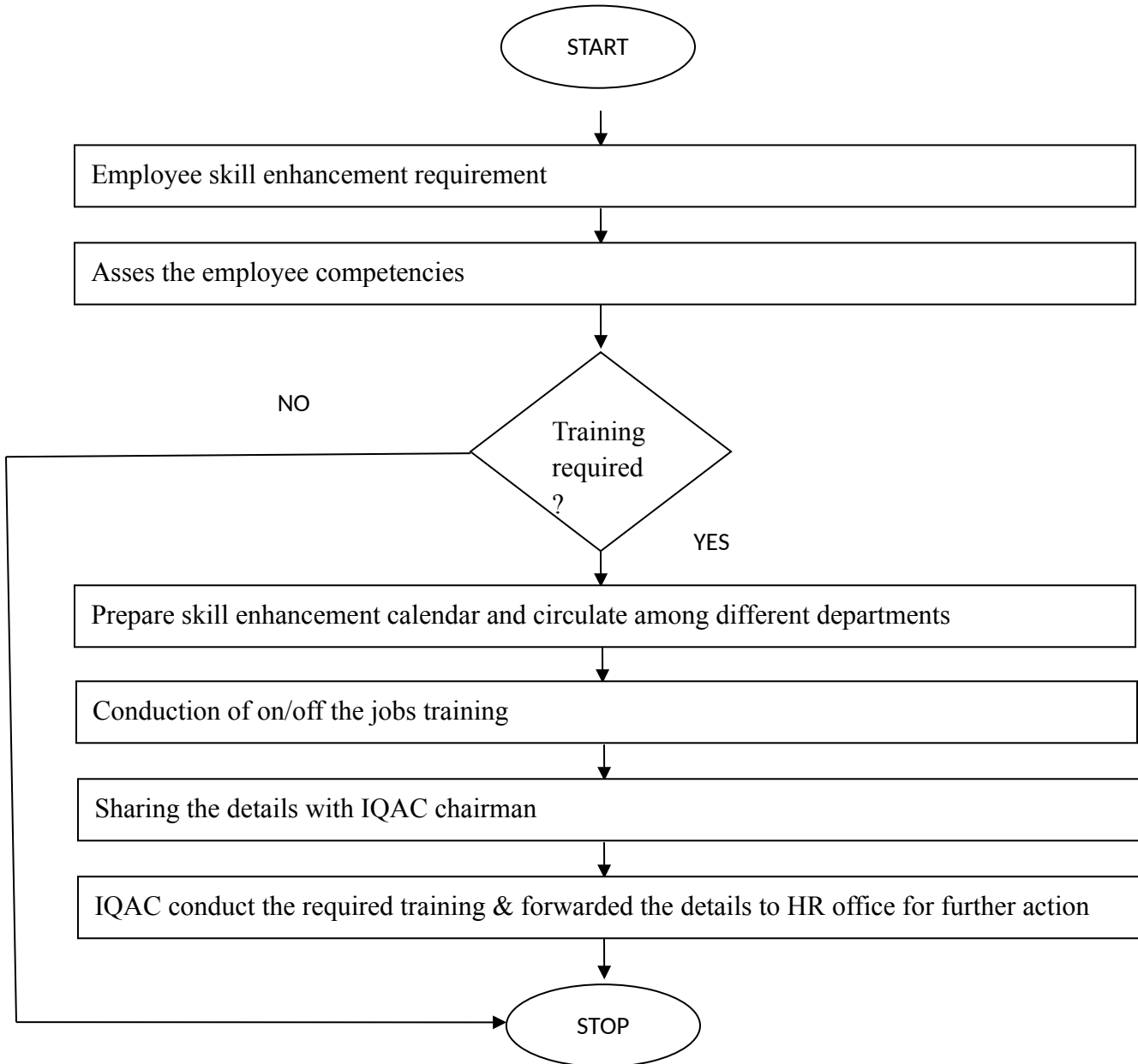
HR- Preparing training schedule, arranging training, doing post analysis of the training program conducted with IQAC. University ensures employees welfare as per the policies laid down in the employee manual.

Concerned HOD/ Chairman IQAC- Relieving the employee for the training program and arranging the substitute of the employee after approval of the Chairman of IQAC.

## **Details of the procedure-**

- 1- Gathering the functional training requirements from the concerned HOD.
- 2- Mapping the competency of the employees and identify the need of the training.
- 3- After identification of training needs the training calendar and information related to training program will be circulated among the internal and external parties involved in the training.
- 4- Conduction of training program, On-the-job or Off-the-job.
- 5- After completing the above four steps, HR office forward the details to IQAC.
- 6- IQAC will conduct and collect the certificates from candidates and must ensure that the photocopies of these certificates must be submitted to HR office.

# FLOW CHART- Training & Development



## **2. PERFORMANCE APPRAISAL**

### **1. PURPOSE**

High-performing staff is critical to the University's success through their productivity, engagement and commitment. The University's Performance Management Plan (PMP) has been developed for this purpose. PMP requires work to be planned, goals identified, development plans to be set and progress regularly reviewed. This process helps management build performance for individual staff and across teams.

### **2. SCOPE**

This applies to all Invertis University's full time employees.

### **3. REFERENCES AND APPLICABLE DOCUMENT**

Employee's manual and Human Resources Policy, Invertis University  
(1/January/2013)

### **4. DEFINITION AND ABBREVIATION**

A performance appraisal is a regular review of an employee's job performance and overall contribution to an organization. Also known as an annual review, performance review or evaluation, or employee appraisal, a performance appraisal evaluates an employee's skills, achievements, and growth--or lack thereof.

<b>IU</b>	Invertis University
<b>HR</b>	Human Resource
<b>PR</b>	Pay role
<b>ESS</b>	Employee Self Service
<b>PF</b>	Personal File
<b>ERP</b>	Enterprise resource planning
<b>PMP</b>	Performance management Plan
<b>HOD</b>	<b>Head of Department</b>
<b>SEF</b>	Self evaluation form
<b>HRE</b>	Human Resource executive
<b>VC</b>	Vice Chancellor

### **5. RESPONSIBILITY**

HRE, Section and Departmental Heads, Dean and VC

## 6. PROCEDURES:

6.1 Supervisors are responsible for initiating the performance development and review process for staff. The process requires:

### 6.2 **planning realistic work for staff that aligns with the strategic goals of the University;**

- 6.2.1 Clarify expectations about how work will be done;
- 6.2.2 Continuously improving how work is done to achieve efficiencies;
- 6.2.3 Review staff effectiveness;
- 6.2.4 Ensure that staff receives regular, objective feedback and recognition for their achievements;
- 6.2.5 Ensure academic staff receives feedback about student evaluation of teaching
- 6.2.6 Promote professional growth and career development
- 6.2.7 Plan for staff to take annual leave;
- 6.2.8 Manage other factors that may impact on a staff member's work and health and wellbeing including ensuring that staff has equitable workloads.

The following is the performance management cycle:

Staff	Review
<b>Support staff</b>	January–March for the year ahead
<b>Academic staff</b>	Coincides with University's workload planning for the year ahead
<b>Senior Management</b>	January-March for the year ahead

PMP Guidance for Supervisors:

<b>Step 1 Work planning</b>	<ul style="list-style-type: none"> <li>• Discuss PMP items and agree on goals, tasks and KPIs using PMP template that support university/divisional strategic plan.</li> <li>• Identify staff member's development needs.</li> <li>• Agree on annual leave plans, work-related travel, outside work and consultancies.</li> <li>• Discuss progress review dates and set dates for meeting to discuss progress.</li> <li>• Finalized PMP template, sign and file locally and send</li> </ul>
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	copy to HRE.
<b>Step 2 Coaching/Mentoring</b>	<ul style="list-style-type: none"> <li>• Canvass feedback from staff and listen to it.</li> <li>• Show appreciation for good work and point out areas needing improvement.</li> <li>• Share your knowledge and experience.</li> <li>• Explore to see how problems can be resolved for e.g. further support or training needed to achieve their goals.</li> </ul>
<b>Step 3 Review of Progress</b>	<ul style="list-style-type: none"> <li>• Review progress against goals set.</li> <li>• Acknowledge achievements.</li> <li>• Discuss and agree to changes such as workload or priorities (if applicable).</li> <li>• Amend PMP to reflect changes above.</li> <li>• Update plans (signed off by supervisor &amp; staff) – file locally and send copy to HRE.</li> </ul>
<b>Step 4 Review of Performance</b>	<ul style="list-style-type: none"> <li>• Schedule a meeting to review PMP.</li> <li>• Discuss and acknowledge achievements</li> <li>• Identify areas needing improvement</li> <li>• Agree on level of performance and sign off PMP – file locally and send copy to HRE</li> <li>• Update position description, if applicable – file locally and send copy to HRE.</li> </ul>
<b>Step 5 Review and forward</b>	Dean reviews the appraisal form and writes their comment and forwards it to VC Office.
<b>Step 6 Recommendation</b>	Finally, Vice chancellor/Chancellor recommends and instructs HR for the further proceedings.
<b>Step 7 Final Allotment</b>	HRE asks the employee to collect increment/ promotion letter or call the candidate for informing about the rejection.

### PMP Rating Scale:

<b>Rating</b>	<b>Rating against objectives</b>	<b>Overall</b>
<b>Below expectations</b>	Performance below the agreed standard and demonstrated by some/most goals not being met.	<ul style="list-style-type: none"> <li>·Goals not met.</li> <li>·Minimum acceptable standards not met.</li> <li>·Adverse feedback.</li> </ul>
<b>Partially-met expectations</b>	Marginal performance, demonstrated by meeting some/most goals only after	<ul style="list-style-type: none"> <li>·Performance did not fully meet minimum PMP requirements</li> <li>·Some goals not met</li> </ul>

	significant coaching, support and/or assistance from a supervisor	·Minimum acceptable standards not met
<b>Met expectations</b>	Performance acceptable, demonstrated by meeting majority of goals to agreed standard	·Performance fully met minimum PMP requirements ·All goals met (taking external factors into account) ·Minimum acceptable standards met
<b>Exceeded expectations</b>	Performance consistently exceeded expectations with goals exceeding required standard	·Performance consistently and substantially exceeded minimum standard ·All goals met ·Completed additional tasks, contributing to the efficiency of the University

**PMP TEMPLATES I:**

TEMPLATE ANNUAL PERFORMANCE MANAGEMENT PLAN FOR ACADEMIC STAFF

**PART A: PREVIOUS YEAR**

Date: \_\_\_\_\_ Period covered: \_\_\_\_\_

Name: \_\_\_\_\_ Rank: \_\_\_\_\_ Contract term: \_\_\_\_\_

Staff No: \_\_\_\_\_

**1. LIST MAJOR FIELD AND RESPONSIBILITIES**

**2. TEACHING**

3. List all courses taught and lectures given during the year under review. Include graduate and undergraduate courses. List year/quarter, course number, course name, credit hours, enrolment, and your role (lecturer, programme coordinator, etc.).

4. Teaching documentation: Attach Student Evaluations and/or other documentation.

**5. SUPERVISION**

6. Summary of independent studies, special projects, theses and/or dissertations directed.

7. Master's and/or Doctoral student supervision as major professor.

8. Other.

**9. EDUCATIONAL INNOVATION**

10. Development of instructional materials.

11. Development of new courses and material or redesign of courses.

**12. RESEARCH, SCHOLARLY AND CREATIVE ACTIVITY**

13. Publications

Give a list of publications and works in press or accepted for publication. List in the following categories:

- Publications in refereed journals
- Publications in proceedings
- Books and chapters in books
- Others

A. Non-traditional Research outputs:

- Architectural creative works
- Visual or design exhibition of creative works
- Written creative works
- Recorded or rendered creative works (audio/visual recording, performance, inter-arts, digital creative work, website/web based exhibition)
- Live performance of creative works (music, play, dance)
- Curated or produced substantial public exhibitions or events (web based exhibition, exhibition/event, festival)
- Commissioned or solicited research reports (public sector, industry, not-for-profit)
  1. Major works in progress but not yet accepted for publication.
  2. Current grants, contracts and consultancies: List title of grant, agency, duration of grant and total funding.
  3. Grant proposals submitted during review year. List title of grant, agency, duration, funding requested and decision (pending)
  4. Grants in preparation or planned in near future.
  5. Patent filed/awarded/other Intellectual Property developed.

**6. SERVICE**

List membership in professional committees on which you have served during year under review. Your chairmanship should be indicated wherever appropriate.

- A. Department/ School committees
- B. College committees
- C. University committees
- D. National committees
- E. International committees

- F. Editorships (journals, books, etc.)
- G. Grants reviews
- H. Manuscripts reviews
- I. Sessions/symposia/workshops organized/chaired addresses, panel appearances, consultations community services, etc
- J. Describe any other important accomplishments, recognition, awards or activities which you deem notable.

**K. ACADEMIC LEADERSHIP**

Establishing and achieving goals for the unit's program (curricula) faculty development, quality, teaching and student issues)

**8. REVIEW OF GOALS VERSUS ACHIEVEMENTS FOR YEAR UNDER REVIEW**

**9. GOALS AND OBJECTIVES FOR NEXT REPORTING PERIOD**

- 10. List briefly, as relevant, the direction of, or goals for, your work in the coming academic year in:
- 11. Teaching activities. 2. Research, scholarly, and creative works. 3. Service activities. 4. Other professional activities. 5. Professional development as well as resources needed.
- 12. Indicate how the department/college might assist you in your work and/or professional development. You may choose to cover the longer term goals and objectives as well e.g. to the end of your contract term. Limit your comments to no more than 250 words.

**13. PROFESSIONAL DEVELOPMENT:**

List of agreed (with Supervisor) activities designed for professional growth.

**11. ANNUAL LEAVE PLANS**

What are your leave plans for the next 12 months? State periods during which you plan to go on annual leave. If you planning to go on other leave such as study leave, include them here. You can accumulate a maximum of 10 days of your annual leave entitlement in any one year.

12. **SUPERVISOR'S COMMENTS AND RATING:**

Comments: Rating : Recommended outcome of probation:

Continuation of employment     Termination of employment

13. **STAFF MEMBER'S COMMENTS:**

14. **DEAN'S COMMENTS AND DECISION:**

15. **VC COMMENTS AND DECISION:**

16. **SIGNATURES OF STAFF MEMBER, SUPERVISOR AND DEAN  
MEMBER VERIFYING PMP MEETING AND DISCUSSION.**

\_\_\_\_\_  
Signature of Staff member (Name)

\_\_\_\_\_  
Signature of Supervisor (Name)

\_\_\_\_\_  
Dean's Signature

## PMP TEMPLATES II:

NAME

DESIGNATION

Date of joining:  
Present Salary:  
Increment due on:

### WORKLOAD

Course & Semester	Workload	Subject taught

### RESULT ANALYSIS

Course & Semester	Subject	Previous year Result	Current year result

### EXTRA DUTIES


### SEMINARS ATTENDED/ORGANISED


### RESEARCH WORK DONE/PUBLISHED


### BOOKS PUBLISHED/ REVIEWED


### GUEST LECTURES DELIVERED


## 7.0 DOCUMENTATION

No.	Type of Record	Retention	Location	Responsibility
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		<b>Length</b>		
1	Emails, Memos, ratings etc.	6 years	HR Records Office	HRE

*Reference: Employees manual, Invertis University, Bareilly (243123), Uttar Pradesh (1/January/2013)*



**Invertis University Bareilly**  
**SOP FOR CONDUCT OF INQUIRIES AND DISCIPLINARY**  
**PROCEEDING**

1. PREAMBLE

Invertis University Bareilly is committed to create a safe, fair and harmonious learning and working environment. Grievance Redressal Cell was set up in accordance with the University Grants Commission regulations 2012 (The Gazette of India, March 23-29, 2013) for handling day-to-day grievances related to students and parents.

Grievance Redressal Cell resolve the grievances in a fair and impartial manner involving the respective Dept. / Office maintaining necessary confidentiality, as the case may be. Any stakeholder with a genuine grievance may approach Grievance Redressal Cell in writing or send through e-mail to Chief Proctor Office.

2. OBJECTIVES

- o To ensure a fair and mechanism for redressal of various issues faced by the stakeholders;
- o To promote cordial Student-Student Relationship and Student-teacher relationship.
- o To ensure that grievances are resolved promptly, objectively and with proper Confidentiality;
- o To ensure that the views of each grievant and respondent must be listened properly so to a grievance is neither discriminated against nor victimized;

### 3. GRIEVANCES REDRESSAL COMMITTEE

A high-power committee handles the function of remedying of grievances. It is guided by the vice chancellor of natural justice while redressing the grievances. The committee will consider only formal grievances, received via email or in person, and put its best to resolve the issue promptly

3.1 The Grievance Redressal Committee consists of the following members:

Grievance Redressal Committee

Sr.	Name	Designation	Position in Committee
1.	Prof. Y.D.S. Arya	Vice Chancellor	Chairman
2.	Mr. Suhail Javed Quraishi	Assistant Professor	Member/Secretary
3.	Prof. P.P. Singh	Dean Applied Sciences	Member
4.	Prof. Jitendra Nath Shrivastava	Chief Proctor	Member
5.	Ms. Zoya Abrar Khan	Assistant Professor	Member
6.	Mr. Mohammad Shakeel	Assistant Professor	Member
7.	Ms. Nasreen Javed	Assistant Professor	Member
8.	Dr. Chandan Kumar	Assistant Professor	Member
9.	Ms. Dheeraj sagar	Assistant Professor	Member
10	Ms. Zeva Mueed	Assistant Professor	Member

3.2 Functions of the committee:

- o To provide with proper advocacy to stakeholders to express their grievances freely and frankly without any fear of being victimized;

- o To analyses the merits of grievances and conduct formal hearings and investigation as the case may be
- o To protect the privacy and confidentiality of all parties during the investigation, consistent with and subject to the policy guidelines;
- o To obtain the facts through relevant sources in a fair and objective manner
- o To ensure speedy disposal of every grievance application;

#### 4. STANDARD OPERATING PROCEDURE (SOP)

Any student or parent who wants to initiate a grievance may, in the first instance, bring the issue to the notice of the Head of the respective department / office, who will address the issue and try to resolve it within 3 working days of the receipt of the grievance.

If, there is no response within the stipulated time from the respective department / office or grievant is dissatisfied with response / resolution to his / her grievance, then the grievant is free to represent his / her grievance to the University Grievance Redressal Cell.

If, the grievance is against the respective Heads of university / department / office, then the grievant may directly submit his/her grievance in writing via email or submit in person at the Grievance Redressal Cell.

4.1 FORMAL REGISTRATION: Any aggrieved student or parent or staff member with a genuine grievance will submit his/her Grievance in writing along with necessary documents, if any, through any of the following modes;

Sending via e-mail, submitting a signed hard copy of the grievance complaint, in person to Grievance Redressal Cell

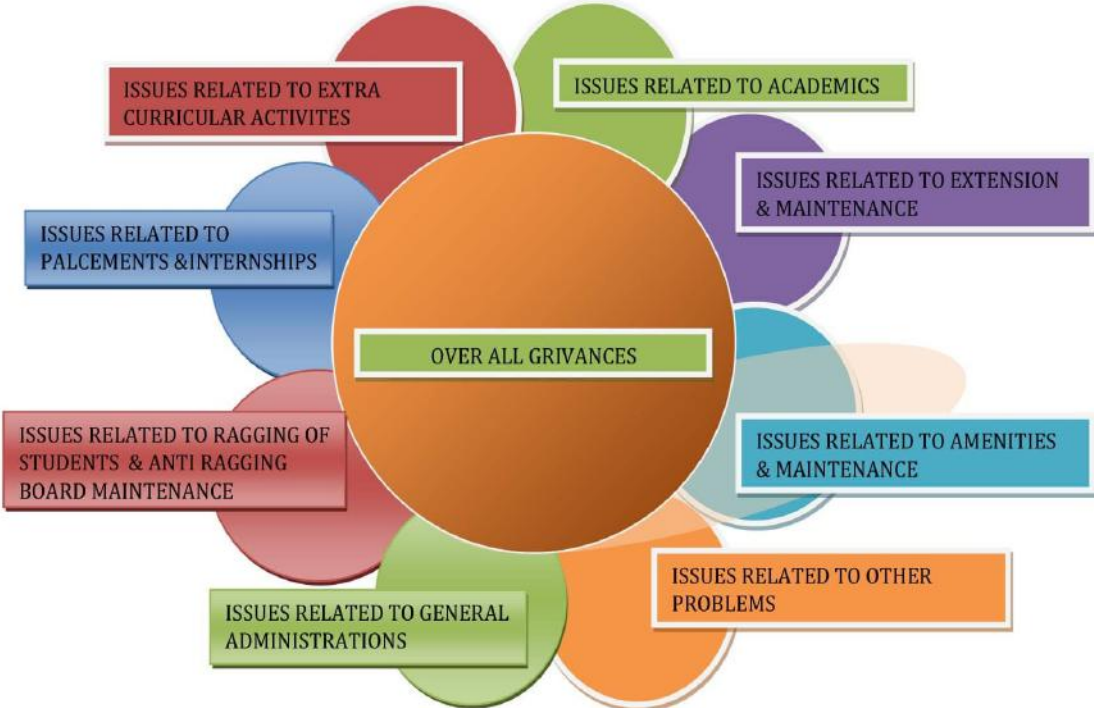
- 4.2 FORWARDING: Upon receipt of grievance, the Grievance Redressal Cell shall categories, analyse the merits of the grievance, and forward the grievance to the respective department / office / individual (dealing with the substantive function linked with the grievance) requesting them to enquire into the grievance and redress within such period as may be specified, in a time not exceeding 3 days from the receipt of grievance complaint.
- 4.3. SCRUTINY: Grievance Redressal Committee will make a thorough review of the redressal process. In case, the committee feels satisfied with the resolution provided by the respective department / office / individual, then it will intimate the same to the grievant.
- 4.4 FINAL DECISION: After the hearing or investigation, the Grievance Redressal Committee shall use its best efforts to work out a resolution of the issues involved with the parties named in the grievance application – pass an order indicating the reasons for such order, as may be deemed fit.
- 4.5 CLOSURE OF COMPLAINT: The complaint shall be considered as disposed off and closed when:
- a. The grievant has indicated acceptance of the resolution
  - b. The grievant has not responded within 2 weeks from the date of receipt of information on resolution

The proceeding concerning each grievance will be recorded in a systematic manner. The information relating to the proceedings shall be treated as confidential and can be viewed only by the members of Grievance Redressal Committee, for the purpose of investigation.



- 4.6. DOCUMENTATION: The information relating to the proceedings of grievances shall be treated as confidential and can be viewed only by the members of Grievance Redressal Committee, for the purpose of investigation.
- 4.7. APPEALS: If, grievant is dissatisfied with the decision / resolution of the Grievance Redressal Committee, then he/she can appeal the decision to the Hon'ble Vice - Chancellor within 3 days of the receipt of the committee's decision. Hon'ble Vice – Chancellor shall provide final decision within 15 days of receipt of the appeal, which shall be binding on both parties..

**INVERTIS UNIVERSITY BAREILLY**  
**TYPES OF GRIEVANCES**



The following committee is formed as per guidelines of UGC for the academic year 2019-20 and the Scheduled Castes and the scheduled Tribes (Prevention of Atrocities) act. 1989, No. 33 of 1989, and dated 11.09.1989

SC/ST Committee

Sr.	Name	Designation	Cast	Position in Committee
1.	Prof. Y.D.S. Arya	Vice Chancellor	General	Chairman
2.	Mr. Santosh Kumar	Registrar	General	Secretary
3.	Prof. R.K. Shukla	Dean Engineering	General	Member/Secretary
4.	Prof. P.P. Singh	Dean Applied Sciences	General	Member
5.	Prof. Jitendra Nath Shrivastava	Chief Proctor	General	Member
6.	Mr. Dheeraj Sagar	Assistant Professor	SC	Member
7.	Mr. Jitendra Chaudhary	Assistant Professor	OBC	Member
8.	Mr. Saurbh Kumar	Assistant Professor	OBC	Member
9.	Mr. Mohnish Kumar	Assistant Professor	SC	Member
10.	Mr. Nishu Rastogi	Assistant Librarian	OBC	Member

The SC/ST Standing Committee ensures the effective implementation of the policies and programmes of the Government of India, UGC and State Governments with regard to backward castes, classes and physically challenged. It also suggests measures for achieving the objectives laid down by the various government agencies. The Committee meets at least two times in a year and the decisions arrived at are mandatory to be implemented. The Committee functions under the Chairmanship of the Vice Chancellor.

**(Prof. Y.D.S. Arya)**

**Vice Chancellor**



### Functions of the SC/ST Cell

- To circulate Government of India and Commission's decisions regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes.
- To circulate Government of India orders and Commission's decisions and to obtain information in respect of appointment, training of these communities in teaching and non-teaching posts in the Universities in suitable forms by a stipulated date and take follow up action where required.
- To obtain reports and information regarding the Government of India orders on the various aspects of education, training and employment of Scheduled Castes and Scheduled Tribes for evolving new policies or modifying existing policy by the Commission.
- To analyze the information collected above and prepare reports and direct for onward transmission to the Ministry of Human Resource Development/University Grants Commission and such other authorities as may be required.
- To deal with representations received from Scheduled Castes and Scheduled Tribes candidates regarding their admission, recruitment, promotion and other similar matters in University.
- To function as a Grievances Redressal Cell for the Grievances of SC/ST students and employees of the university and render them necessary help in solving their academic as well as administrative problems.
- Any other work assigned from time to time to promote higher education among these communities suffering economic, social and education deprivations.



The following committee is formed as per guidelines of UGC for the academic year 2019-20 and National Commission for Backward Classes (NCBC) Act, 1993 (27 of 1993) dated 2.4.1993

**OBC Committee**

Sr.	Name	Designation	Cast	Position in Committee
1.	Prof. Y.D.S. Arya	Vice Chancellor	General	Chairman
2.	Mr. Santosh Kumar	Registrar	General	Secretary
3.	Prof. R.K. Shukla	Dean Engineering	General	Member/Secretary
4.	Prof. P.P. Singh	Dean Applied Sciences	General	Member
5.	Prof. Jitendra Nath Shrivastava	Chief Proctor	General	Member
6.	Mr. Dheeraj Sagar	Assistant Professor	SC	Member/Secretary
7.	Mr. Anil Kumar Chanchal	Assistant Professor	SC	Member
8.	Mr. Arun Kumar Gangwar	Assistant Professor	OBC	Member
9.	Mr. Anuj Kumar	Assistant Professor	OBC	Member
10.	Mr. Omkar Singh Yadav	Assistant Librarian	OBC	Member
11.	Mr. K.K. Gangwar	Lab Assistant	OBC	Member

The OBC Standing Committee ensures the effective implementation of the policies and programmes of the Government of India, UGC and State Governments with regard to backward castes. It also suggests measures for achieving the objectives laid down by the various government agencies. The Committee meets at least two times in a year and the decisions arrived at are mandatory to be implemented. The Committee functions under the Chairmanship of the Vice Chancellor.

**(Prof. Y.D.S. Arya)**

**Vice Chancellor**



## Functions of the OBC Cell

- To circulate Government of India and Commission's decisions regarding course-wise admissions to candidates belonging to the OBC
- To circulate Government of India orders and Commission's decisions and to obtain information in respect of appointment, training of these communities in teaching and non-teaching posts in the Universities in suitable forms by a stipulated date and take follow up action where required.
- To obtain reports and information regarding the Government of India orders on the various aspects of education, training and employment of OBC for evolving new policies or modifying existing policy by the Commission.
- To analyze the information collected above and prepare reports and direct for onward transmission to the Ministry of Human Resource Development/University Grants Commission and such other authorities as may be required.
- To deal with representations received from OBC candidates regarding their admission, recruitment, promotion and other similar matters in University.
- To function as a Grievances Redressal Cell for the Grievances of OBC students and employees of the university and render them necessary help in solving their academic as well as administrative problems.
- Any other work assigned from time to time to promote higher education among these communities suffering economic, social and education deprivations.

The following committee is formed as per guidelines of UGC for the academic year 2019-20 and the National Commission for Minorities Act, 1992

**Minority Cell**

Sr.	Name	Designation	Position in Committee
1.	Prof. Y.D.S. Arya	Vice Chancellor	Chairman
2.	Mr. Suhail Javed Quraishi	Assistant Professor	Member/Secretary
3.	Prof. P.P. Singh	Dean Applied Sciences	Member
4.	Prof. Jitendra Nath Shrivastava	Chief Proctor	Member
5.	Ms. Zoya Abrar Khan	Assistant Professor	Member
6.	Mr. Mohammad Shakeel	Assistant Professor	Member
7.	Ms. Nasrren Javed	Assistant Professor	Member
8.	Ms. ZevaMueed	Assistant Professor	Member

The minority cell ensures the effective implementation of the policies and programmes of the Government of India, UGC and State Governments with regard to minority community. It also suggests measures for achieving the objectives laid down by the various government agencies. The Committee meets at least two times in a year and the decisions arrived at are mandatory to be implemented. The Committee functions under the Chairmanship of the Vice Chancellor.

**(Prof. Y.D.S. Arya)**

**Vice Chancellor**



### Functions of the Minority Cell

- To circulate Government of India and Commission's decisions regarding course-wise admissions to candidates belonging to the minority community.
- To circulate Government of India orders and Commission's decisions and to obtain information in respect of appointment, training of these communities in teaching and non-teaching posts in the Universities in suitable forms by a stipulated date and take follow up action where required.
- To obtain reports and information regarding the Government of India orders on the various aspects of education, training and employment of minority candidate for evolving new policies or modifying existing policy by the Commission.
- To analyze the information collected above and prepare reports and direct for onward transmission to the Ministry of Human Resource Development/University Grants Commission and such other authorities as may be required.
- To deal with representations received from minority candidates regarding their admission, recruitment, promotion and other similar matters in University.
- To function as a Grievances Redressal Cell for the Grievances of minority students and employees of the university and render them necessary help in solving their academic as well as administrative problems.
- Any other work assigned from time to time to promote higher education among these communities suffering economic, social and education deprivations.

The following Internal Complaints Committee (ICC) is formed according to the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

**Internal Complaints Committee**

Sr.	Name	Designation	Position in Committee
1.	Prof. Y.D.S. Arya	Vice Chancellor	Chairman
2.	Mr. SuhailJavedQuraishi	Assistant Professor	Member/Secretary
3.	Prof. P.P. Singh	Dean Applied Sciences	Member
4.	Prof. JitendraNathShrivastava	Chief Proctor	Member
5.	Ms. ShaliniAnand	Assistant Professor	Member
6.	Ms. RunbiaVerma	Assistant Professor	Member
7.	Ms. Priyanka Verma	Assistant Professor	Member
8.	Ms. NishuRastogi	Assistant Professor	Member
9.	Ms. NasreenJaved	Assistant Professor	Member
10.	Dr. Darshneel Grover	Assistant Professor	Member
11.	Ms. Meeta Chaudhary	Assistant Professor	Member

In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and in partial modification of Office Order No. 449 dated 05.08.2016, Internal Complaints Committee (ICC) is re-constituted as under to deal with the complaints relating to Sexual harassment at work place. The Committee functions under the Chairmanship of the Vice Chancellor.

**(Prof. Y.D.S. Arya)**

**Vice Chancellor**



### Functions of the Internal Complaints Committee (ICC)

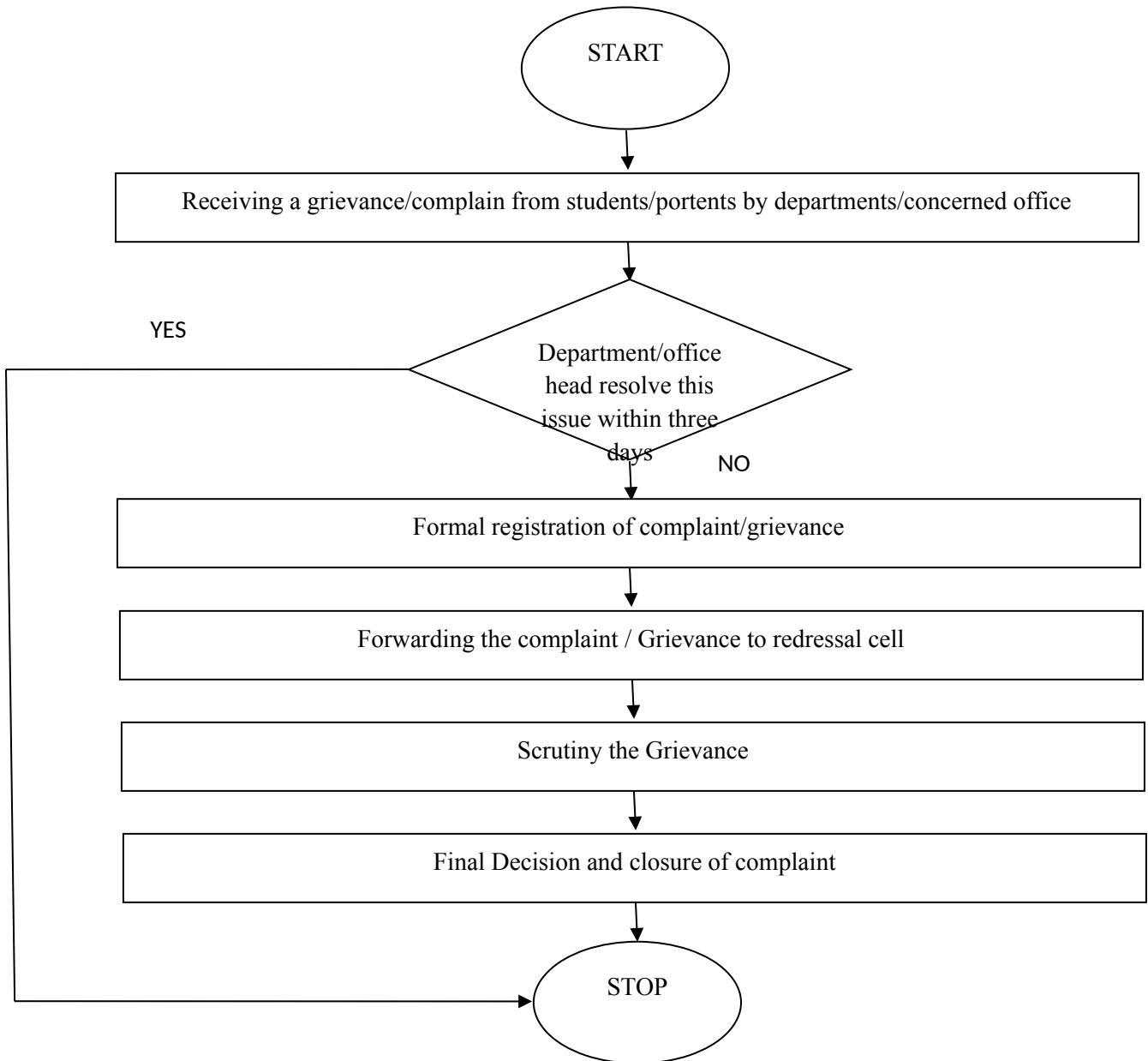
On receipt of a complaint, ICC shall conduct initial level enquiry to identify the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant. ICC shall then submit the initial enquiry report to Vice Chancellor along with all the original documents presented during the initial enquiry proceedings. In case the allegations are not in the nature of sexual harassment, ICC may refer such complaints to the Grievance Redressal cell or to Registrar.

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action. ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in a time bound manner.

If ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulations 2015.

Member Secretary/Chairperson, ICC shall receive the complaints of sexual harassment, if any, on behalf of ICC and shall co-ordinate the deliberations of the ICC on the complaints received

## FLOW CHART- Conduct of Inquiries and Disciplinary Proceedings





## Standing Operating Procedure

### ADMISSION

#### PROCEDURE:

#### 1. OBTAINING APPLICATION FORM

Students are asked to apply for admission by any of the following means:

**a) Online:** Visit the website, ‘[www.invertisuniversity.ac.in](http://www.invertisuniversity.ac.in)’ and click on the link of "Online Admission" to fill the application form and pay the application fees of Rs.750/- online through credit cards, debit cards or Internet banking.

**b) Enquiry Desk:** Students can purchase the application form by paying an amount of Rs. 700/-through cash/demand draft (issued in favor of “Invertis University Bareilly”) from any of our mentioned offices:

**(i) CAMPUS:** Invertis University, Invertis Village, Delhi-Lucknow National Highway-25, Bareilly -243123 (U.P.), India.

**(ii) CITY OFFICE:** B-186, Civil Lines, Opposite GPO, Bareilly-243001 (U.P.), India.

**(iii) AUTHORIZED REGIONAL ADMISSION OFFICES** located in various cities.

#### 2. ENTRANCE EXAM

Students, fulfilling the eligibility criteria will be eligible for admission in different courses of the University through the Invertis University Combined Entrance Test (IUCET) followed by Counseling / GD and PI with due weightage of the performance in 10th, 12th and graduation (as applicable) examination.

or





Direct admission through merit of passing exams or national level competitive exams conducted by independent bodies like JEE (Mains) / CAT / XAT / CLAT / MAT / GATE / UGAT / UPMAT, UPSEE and other Central and State entrance exams.

## **GENERAL FEE RULES**

The fee is payable through pay order or through demand draft in favor of ‘Invertis University, Bareilly’ payable at Bareilly. The fee, once paid, is nonrefundable and cannot be adjusted in any manner after the last date of admission process. The University may make any alteration in fee structure, which has to be abided by the students.

Examination fee, Hostel fee, Bus fee, Uniform fee and Stationery fee shall be charged as per the University norms.

In campus, hostel accommodation is available to students. There are separate hostels for boys and girls.

## **DOCUMENTS REQUIRED:**

1. Admission Form
2. High School Mark sheet
3. High School Certificate
4. Intermediate Mark sheet
5. Intermediate Certificate
6. Graduation Mark sheet (All Semesters)
7. Post Graduation Mark sheet (All Semesters)
8. Four (4) passport size photographs
9. Fitness Certificate
10. Migration/ Transfer Certificate
11. Category Certificate (if available)
12. Gap Certificate (if applicable)
13. Score Card of Pre Qualifying Exam
14. Domicile (if required)
15. Undertaking for Anti ragging
16. Aadhar Card



## **ADMISSION PROCEDURE FOR INTERNATIONAL STUDENTS:**

**1:** (A) Download the application form from the website.

or

(B) Get the application form by writing to: Head, Foreign Admissions, Invertis University, Invertis Village, NH-24, Bareilly, Uttar Pradesh, India, and Pin Code-

243123. Please note the application form for resident Indian students and foreign students are different.

**2:** Fill up the application form. If the final marks/result is available, then attach the result. If the marks/ grades are not known or not available at the time of filling the application, please indicate 'results awaited' in the marks/grades column. Students who will be appearing for the GCE 'A' Levels and IB examinations in June 2019 will have to enclose forecast/predicted results certified by the school. All other candidates are expected to send their final results to the University as soon as it is available to ascertain their eligibility. It is to be noted that the application will be considered only if the marks/grades are made available to the University within the stipulated date.

**3:** Attach the following documents:

- (a) Certified copy (translated in English) of the marks/ grade sheet of the qualifying examination.
- (b) Certified copy of the grade equivalent to marks by boards/schools.
- (c) Copy of passport.
- (d) Proof of NRI status of the student/parents/sponsor.
- (e) 8 recent passport size photographs.



(f) Application fee of US \$50 or Indian Rupees 2500 in the form of a bank draft/cashier's check in favour of 'Invertis University'. Draft should be payable at Bareilly if paid in Indian Rupees.

4: Submit the filled-in application along with the above documents to: Head International Admissions, Invertis University, Invertis Village, NH-24, Bareilly,

Uttar Pradesh, India, Pin Code-243123, Telephone: 91-0581-2460442, 2460443, Email: [admission@invertis.org](mailto:admission@invertis.org)

**5: Acknowledgement:** When the application is received, the candidate will be sent a letter of acknowledgement with an application number informing that the application has been received. Students will also be intimated if additional information is required. Acknowledgement will be sent by email to the candidate/parents.

**6: Provisional Admission:** Once we satisfy with all the eligibility requirements, the provisional admission/letter will be e-mailed and a hard copy will be posted to the candidate. Students who have submitted the forecast or predicted or pre-board results, letters of provisional admission/offer letter (conditional) will be sent. The letter will state when the first installment of course/tuition fee should be paid which is 25% of the total tuition fee.

**7: Confirmed Admission:** A letter of confirmed admission will be issued as soon as the first installment of course fee/tuition fee is received by the University. The confirmed admission letter may be used by foreign students to apply for their student visa from the Indian embassy.

**8: Final Information Package:** Four weeks prior to the commencement of classes, information pertaining to “Things to Do on Arrival”, academic calendar, details of hotels, etc will be sent. This letter will also indicate the date of final registration at Invertis University.



**9: Final Registration:** Students are advised to reach Invertis campus 1-2 days prior to the commencement of classes and report to the office of the Deputy Director, International Admissions, Invertis University for submission of their official or original mark sheets/ transcripts and other documents as listed in the confirmed admission letter. Thereafter candidates will be issued an 'Admission Order'. Only after the admission formalities are completed, will students be permitted to move into the allotted hostels.

**10:Registration at FRO:** It is part of the normal mandatory process that all foreign students holding foreign citizenship have to register with the Foreigner's Registration Office (FRO) within the stipulated time frame of their arrival in India. A student who is a PIO card holder is also required to register with the FRO. Invertis University will provide the necessary assistance in this regard.

## **FOR FOREIGN STUDENTS**

### **Who is eligible?**

Foreign citizens PIO card holders, OCI (Overseas Citizens of India) , NRI students and NRI sponsored students can apply under the Foreign/ NRI category. These candidates are not required to take the entrance examinations conducted for resident Indian students (General Category). Foreign students, PIO Card Holders, OCI (Overseas Citizens of India) and NRI students (including those sponsored by the parents) get preference over NRI Sponsored category.

**SAARC MEMBER COUNTRIES:** The fees structure applicable is same as for Indian nationals.

### **HOW TO APPLY:**

The office of International Admissions of Invertis University is the nodal point for International students. Foreign/NRI students from abroad will generally be



admitted at the beginning of the academic year commencing in July/August every year. The admissions are based on merit/grades obtained in the qualifying examination (equivalent to 10+2 examination of India). International students are not required to take the entrance examination conducted by Invertis University for resident Indian students. International students seeking admission to the PG courses should have graduate degree equivalent to an Indian graduate degree. Just send in an email ([admission@invertis.org](mailto:admission@invertis.org)) to the office of International Admissions for any further details/queries.

## **CATEGORIES OF FOREIGN STUDENTS**

**FOREIGN STUDENTS:** Students holding the passport issued by foreign countries including people of India origin who have acquired the nationality of foreign countries are classified as foreign students.

### **Category I: NON RESIDENT INDIANS (NRI):**

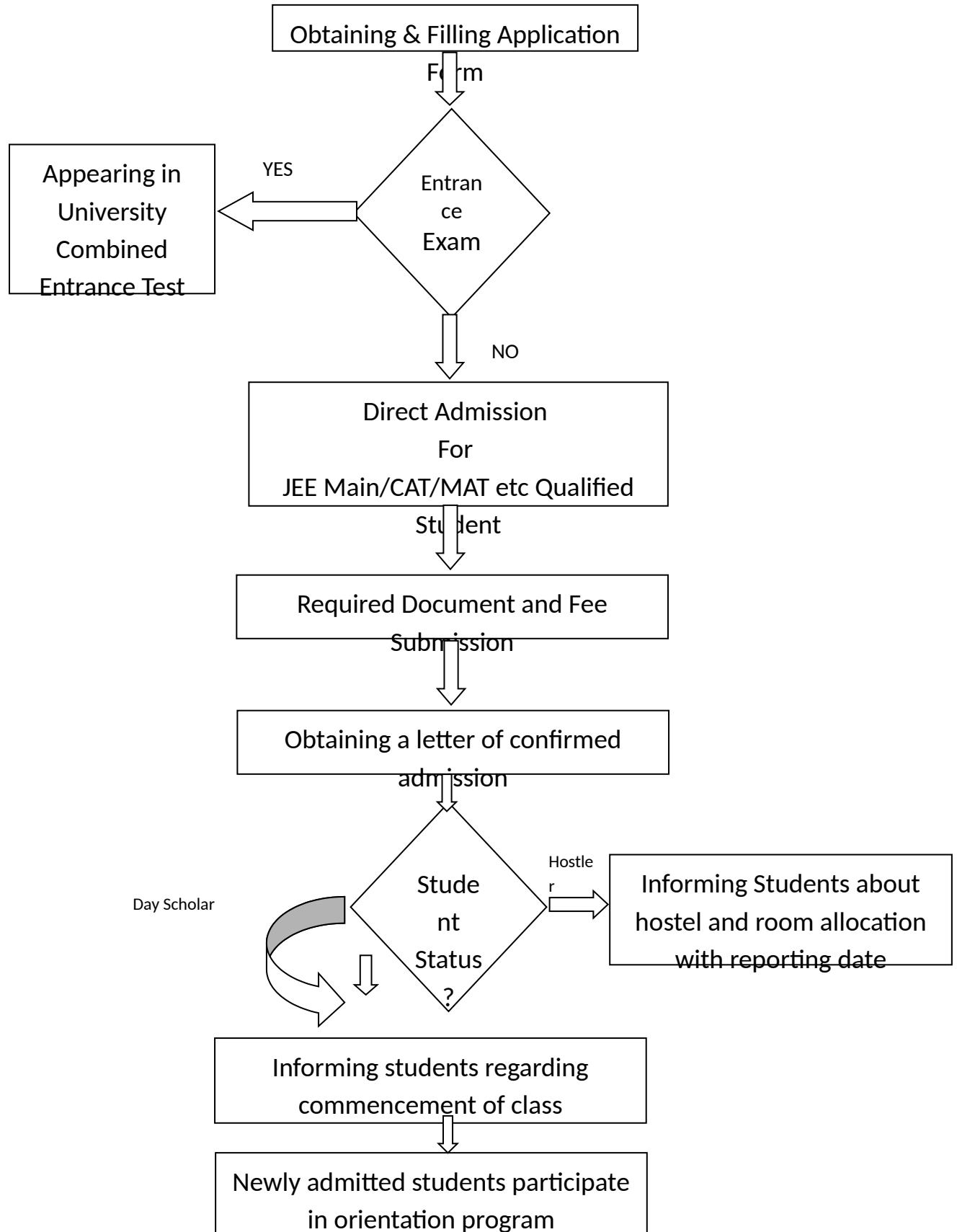
An NRI student is one who has an NRI status. Students who have studied their qualifying examination (equivalent to the 10+2 of India) from schools or colleges abroad will be considered as NRI/ International students.

**Category II: NRI SPONSORED STUDENTS:** An NRI sponsored student is an Indian citizen whose direct blood relative (parents, grandparents, parent's direct brother/sister or candidate's direct brother/sister) is an NRI.

### **Student orientation:**

Once the student takes admission in university, he/she will undergo the orientation and induction program to acclimatize with all spheres of the university. Students are also provided student manual to get detailed information about all guidelines, general discipline, culture, department, and other facilities like mess, hostel, transportation, library etc.

## FLOWCHART OF ADMISSION PROCESS



**STANDARD OPERATING PROCEDURE (SOP)  
FOR THE CONDUCT OF EXAMINATIONS**

**Process of Student Admission to Passout:**

**Student purchases Admission Form/ Prospectus from the Reception of University**



**Student submits the admission form duly filled with their document at the reception**



**Student submits the required fee at fee counter (tuition/bus/enrollment/Exam fee)**



**Student attend the classes from the starting of session**



**Student fills the Enrollment forms and provides it to teacher/ Class In-charge**



**Teacher/ Class In-charge deposits filled Enrollment forms to Examination department**



**Examination Department generates Enrollment Number/ Roll Number**



**Student attends the Unit Test (As per norms of University)**



**Class In-charge provides Examination Forms information to the exam department**



**Examination department fills student Examination form**



**Examination department prints admit cards and provides to Class In-charge  
Students collect the Admit Cards from Class In-charge**



**Students attend the end semester exam**



**Exam Process  
Registrar circulates Examination notification**



**Examination department prepares list of Question Paper Setter**



**Examination department informs to Question Paper Setter External/ Internal  
examiner**



**Examination department receives Question Paper through Pan Drive or CD  
Only**



**Examination Department prepares the Schedule & Seating Plan as per  
student count and subjects**



**Examination Department circulates the schedule/seating plan on Notice  
Board/University ERP/Website**

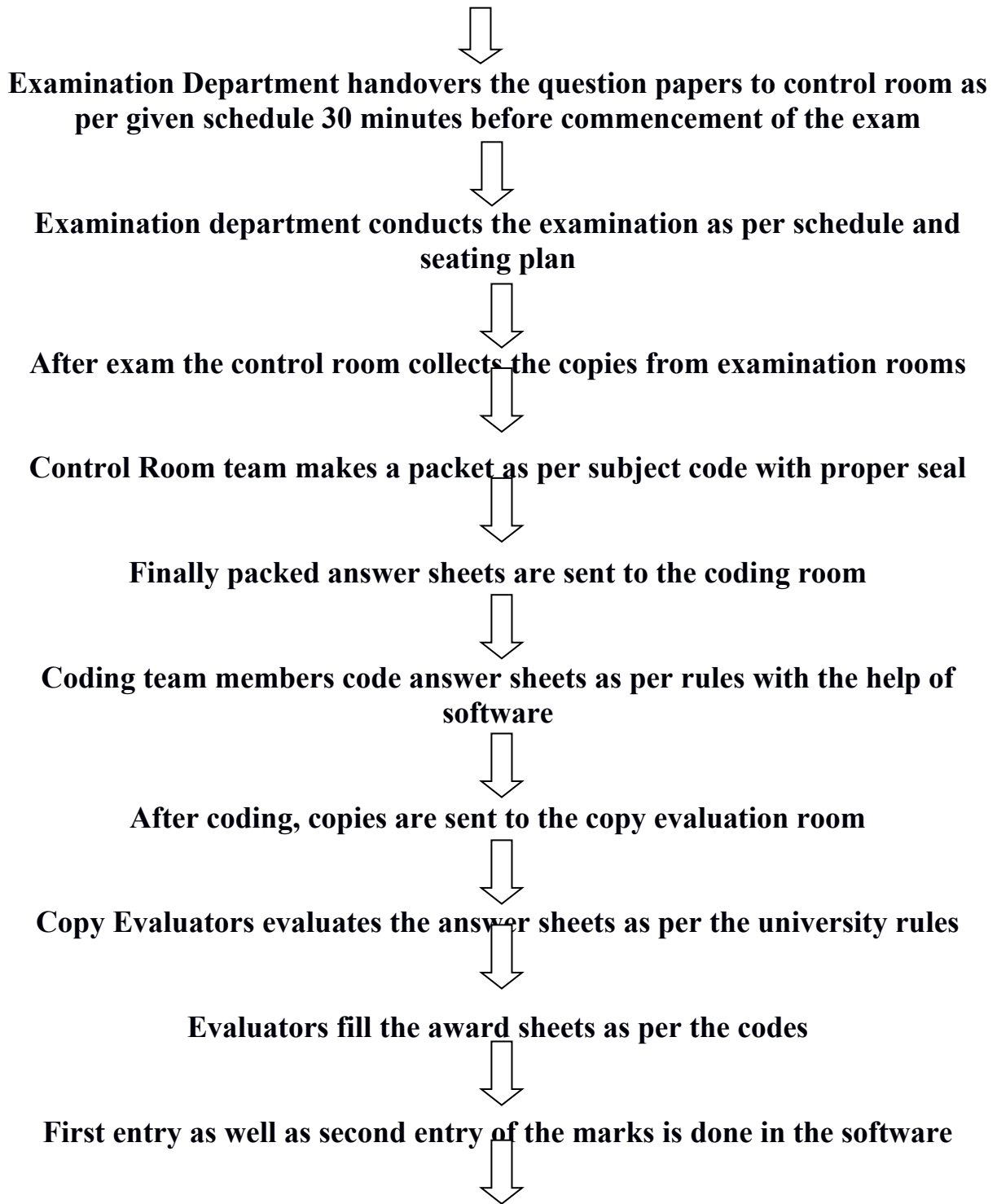


**One assigned person prints the Question Paper as per date sheets in  
confidential Room**



**Pre formed Question Paper Team visits in confidential Room**





**After completing the entries of award sheets in software, Exam department processes the result and declares it on ERP**



**Examination department prints the mark sheets of pass students**



**Student collects the mark sheets from Exam department**



**Provisional degree is being provided to the needy students**



**Student collects the degree in Convocation**



**Finally needy students collect the different type of documents like Migration/ Transfer Certificate/Character Certificate/Provisional Degree Certificate form Exam department.**

**1. Following are the examinations which currently held in an academic year:**

**a) Semester:** BTECH, MCA, MTECH, BCA, BSC COMPUTER SCIENCE, INTEGRATED COURSES, DIPLOMA ENGINEERING, BBA, BCOM, BCOM H, BCOM H FM, MBA, LLB, BALLB, LLM, B PHARMA, BSC AG, MSC AG, BARCH, BSC PCM, BSC ZBC, BSC H (MATH, PHYSICS, CHEMISTRY, BIOTECH),. MSC (MATH, PHYSCIS, CHEMISTRY, Food Tech, Micro Biology, Biotech), BSC BIOTECH, BSC AGRICULTURE, MSC SOIL SCIENCE, BA BED, BELD, BSC BED.

**End-Semester Examination (Autumn Semester)**–Between First-Third weeks of DECEMBER

**End-Semester Examination (Spring Semester)**–Between Third weeks of May–First week of June

**b) Yearly Examination-** Diploma Pharmacy course between Third weeks of May–First week of June

**2. After receiving the order from the Registrar regarding the conduct of the examination (Yearly/Semester) the following things are need to be prepared in chronological order:**

**a) Work needs to be done by the Examination Department before the Examination starts.**

- i) Examination Department prepares a list of question paper setters (Preferably one internal and one external)
- ii) Letters to be issued to the Question paper Setter
- iii) Examination Department receives question papers (by mode of pen drive in case of internal paper setter and by CD in case of external paper setter)
- iv) Controller of Examination prepares Control room team members, Control room question paper setters, Question paper moderation team, flying squad, copy coding team, copy evaluation head, Invigilation Duty In-charges and seek approval from Vice Chancellor and informs to respective persons.
- v) Date of Examination to be notified on ERP.
- vi) Controller of Examination prepares Examination Schedule and updates it on ERP and on prominent sites in University.
- vii) Last date of filling the enrollment form and the examination to be notified, Controller of Examination receives Examination forms and enrollment form from Class In-charges.
- viii) Examination department fills Examination form through ERP.
- ix) Question papers to be printed.
- x) Admit card to be printed and distributed to respective Class In-charges.
- xi) Required stationary and documents to be sent to the control room:
  - 1) Answer sheets & Graph Papers & (Steam Table), etc.
  - 2) Question Papers on paper day
  - 3) Attendance sheet
  - 4) Format B (Details of Examinee who left the Exam Room/Room Invigilator Report)
  - 5) Form E (Room Wise student absentee summary)
  - 6) UFM form

**b) Work to be done by the Control room Team (ACS)**

- i) Examination department prepares Seating Plan for candidates (with the help of ACS) and display it at prominent sites.
- ii) Answer Sheets to be distributed to the Examiners - Records to be maintained by control room
- iii) Used answer sheets - Record to be maintained by control room

- iv) Absentee record to be maintained by control room.
- v) Send unused papers to library and examination department.

**c) Work to be done by the Invigilation duty In-charge**

Invigilators' list to be prepared and published according to shift daily (A minimum of two invigilatorsshould be there in a room).

**d) Rules to be followed at the control room**

- i) Envelopes containing Question Papers, Attendance sheets, Answer sheets, Graph paper, Log Table, ream paper, butter paper, marker, punch machine, pen, paper cutter, Staplers, Stapler pin should be kept ready at least one hour prior to the exam starts.
- ii) Invigilators should reach the examination hall at least 15 minutes before the exam starts.
- iii) Invigilators should respond to the following bells (in case of a 3-hour examination) to executetheir works:

**Morning Bell Timing (Activity Schedule) Afternoon**

**9.15 am** Warning Bell (Students to be allowed to enter theexamination hall)

**1.15 pm**

**9.20 am** Prayer Bell (After Prayer Answer sheets to bedistributed to the candidates)

**1.20 pm**

**9.30 am**Final Bell (Exam Starts- Candidates can startwriting)

**1.30 pm**

**10.30 am** 1st hour bell (Candidate may be allowed to leavethe examination hall after submission of the answerscript)

**2.30 pm**

**11.30 am** 2nd hour bell 3.30 pm

**12.15 am** Warning Bell 4.15 pm

**12.30 pm** \*Final Bell (Exam end's) - Candidates should notbe allowed to write.

iv) Invigilator should check the admit card before signing the answer sheets and also checkwhen the candidates sign the attendance sheet. The answer sheet number should beproperly entered by the candidate in the attendance sheet.

v) No candidates should be allowed to use the toilets during examination hour. In case ofemergency student signs form B (Room Invigilator report) before leaving for washroom and after returning to examination hall. Only one candidate should be allowed to go to the toilet at a time.

**vi)** It is the duty of the invigilator's to prevent the use of unfair means by the candidates. In case a candidate is found to use unfair means the matter must be brought to the notice of the Officer in-charge and necessary action must be taken as per rules.

**vii)** After the final bell the Invigilators should collect the answer sheets from the candidates and arrange it according to the serial number of the answer sheets before submitting them in the control room.

**viii)** Invigilator fill format B (room invigilator report) and format E (room wise student absentee summary) daily shift wise and returns to control room team.

**ix)** Team of Discipline committees check admit card of students at the entrance and no student is allowed to enter in examination room without admit card.

**x)** In case if student lost his admit card he/she should report to control room team/Examination department then Examination department issue him/her duplicate admit card.

### **3. Post-Examination**

#### **a) List of things to be received from the control room**

**i)** Attendance sheet

**ii)** Graph Papers, Log Table, ream paper, butter paper, marker, punch machine, paper cutter, Staplers, Stapler pin etc.

#### **b) Work to be done after the Examination**

**i.** Packed answer sheets are sent to the coding room

**ii.** Coding room team members code answer sheets as per rules with the help of the software

**iii.** Coding room team sends answer sheets to the evaluation room

**iv.** Copy Evaluators evaluates answer sheets and fills award sheets

**v.** Examination department collects the filled award sheets and checked answer sheets from the evaluation room

**vi.** Marks entry on ERP- First entry as well as Second entry of the marks are done on the software

**vii.** Examination Department process the result and declares it on ERP

**viii.** Controller of Examination forms UFM committee members with discussion with Vice Chancellor.

**ix.** Meeting of UFM committee members held after examination.

**x.** UFM committee members will check claimed UFM cases.

- xi.** Controller of Examination prints tabulation sheets and get it signed from Registrar and Vice Chancellor then declares results on ERP.
- xii.** Notification for Scrutiny/Re-evaluation/Reexamination by the Examination Department on ERP and Letters to be issued to:
  - 1) Chancellor
  - 2) Vice Chancellor
  - 3) Registrar
  - 4) Notice Board
- xiv.** Remuneration to be paid to the Question Setters (External).

**4. Preparation for Next Examination:** Verification of Stock for the documents and stationary.