

# MANNUAL FOR STUDENTS

  
**INVERTIS**  
**UNIVERSITY BAREILLY**

Established by Govt. of U.P. u/s 2F of UGC Act, 1956 with U.P. Act 22 of 2010



## *Preface*

This is the First edition of Invertis Students' Manual which contains the rules and regulations for students of Invertis University.

This manual, will guide the students in the conduct and discipline expected of them.

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.

Dated: 1st January 2013.

Registrar, Invertis University

*This Manual will serve as a guide to facilitate smooth functioning of the University. For any queries, information or clarification, you may contact the HR Department.*

*Santosh.*  
Registrar  
Invertis University,  
Bareilly



# Contents

S. No.	Item	Page No.
1.	Message from the Chancellor	3
2.	Academic code of conduct and discipline	4
3.	General Rules	5
4.	Standards of Attire	6
5.	Discipline and Administration	6
6.	Fees & Dues/ Charges	8
7.	Examination Rules	9
8.	General information	9
9.	Internal marks	10
10.	Front Office Rules	12
11.	Computer Lab Rules	12
12.	Hostel and Mess Rules (Girls and Boys)	15
13.	Library Rules	19

*Santosh.*  
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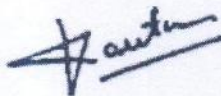


## *Message from the Chancellor*

Never has the need for quality education in its total spectrum been felt as strongly as it is in the present times. Thanks to technology, the world has now evolved into a global village. This new village transcends all barriers, be it physical, geographical or technological. In this environment, India must seize its opportunity to be amongst the major players.

The Invertis University is my brainchild as a young entrepreneur. It is dedicated to creating world-class Residential Institutes which will offer Students and Corporate, the opportunity to enhance skills in research and development of management and technical practices. Invertis aspires to rank amongst the top Universities with unparalleled standards. Its aim is to develop and create World Class quality leaders capable of providing leadership in all spheres of commerce, technology and service to the world.

- It is for us to take it to the heights of our dreams.
- It is for us to excel beyond expectations.
- It is for us to motivate ordinary people to perform at extraordinary levels.
- It is for us to create history in making INVERTIS into a fine University.
- It is for us to dedicate ourselves as a team so that we can all be proud of INVERTIS.



**Umesh Gautam**  
Chancellor, Invertis University



Registrar  
Invertis University  
Bareilly



# Invertis University

Invertis University took roots in the year 1998 with the establishment of Invertis Institute of Management Studies (IIMS). After a successful functioning of 7 years, the Invertis Group established Invertis Institute of Engineering & Technology (IET) with B.Tech courses in Computer Science & Engineering, Information Technology, Electronics & Communication, and Electronics and Instrumentation, as well as MBA. The third Institute- Invertis Institute of Engineering & Management (IEM), came up in the year 2009 with the same four branches of engineering, MBA, MCA, and B.Tech. Courses were affiliated to the erstwhile U.P. Technical University, now Gautam Buddh Tech. University, Lucknow, while BBA & BCA courses were affiliated to MJP Rohilkhand University, Bareilly. With its commitment to excellence in education, training research and consultancy in the field of Management and Information Technology, the Invertis Group secured ISO: 9001:2000 certification from UKAS Quality Management. Invertis, with its mission of excellence in offering- value based education through intensive and meaningful teaching methods, productive interface with the industry, assists students to excel in their respective fields of specialization.

## I. ACADEMIC CODE OF CONDUCT AND DISCIPLINE

The University believes in developing conceptual skills along with technical competence to prepare the best performers for the corporate world. All activities are scheduled in a way to impart value based education and practical training in the fields of Management, Information Technology and Engineering.

Experience has shown that education is most successful when standards of academic honesty are consistently observed. Therefore the institute has designed an Academic Code of Conduct and Discipline that sets-forth the standards of academic honesty and personal integrity, which are expected of all the students.

### A. INTEGRITY

- i. Any work (project, assignment, examination, practical, etc.) presented as one's own should be the product of one's own labour, thinking and research. This applies to all assigned work, including semester examination, mid-term examinations; written assignments, project work, quizzes, etc.
- ii. If a student knowingly allows another student to copy from his/her work, such student will be subject to the same disciplinary action as the student who is caught copying.



## **B. EXPECTATIONS**

The University expects from its students:

- i.) A clear vision of the tasks and responsibilities enshrined in the discipline of study he/she intends to specialize.
- ii.) Dedication to learning and acquisition of knowledge to the maximum.
- iii.) Understanding of the environment, physical and financial.
- iv.) Pragmatic approach to problems of life.
- v.) Fellow feeling and humanistic relations with others.
- vi.) Consistent behavior based on discipline.
- vii.) An all round personality to suit the changing socioeconomic environment.

## **II. GENERAL RULES**

**A. ATTENDANCE & PUNCTUALITY (Pls. refer to the attendance rules stipulated in the Ordinance and incorporate accordingly)**

- i.) The expected qualifying attendance to appear in the end semester/ yearly examination as prescribed by the university is 100 percent. Thus, students are expected to attend 100 percent classes. However, the Directors in deserving cases within the rules of the university may condone it up to 25%. Leave on medical grounds is to be extended on clear understanding that students will have to put in mandatory 75% attendance without availing any credit for medical leave.
- ii.) No leave will be granted for any religious purpose i.e. pooja or namaz.
- iii.) Students are required to be present in the classroom before the scheduled time of the lecture.
- iv.) Students are not allowed to leave any class, which is in progress before the end of the session.
- v.) Absence for more than six consecutive days shall be considered as an act of indiscipline and strict action shall be taken except in cases of justified grounds. Students are expected to be punctual and regular in their lectures. Attendance in seminars/ workshops is also compulsory.
- vi.) Participation in the extra curricular activities is compulsory.
- vii.) In case of sanctioned absence from tests and assignments, students shall undertake additional assignments and tests from the faculty.



### III. STANDARDS OF ATTIRE

We are what we put on. Organizations and corporate enterprises have their own dress code to inculcate the right mind set in their employees. The University also has a dress code for its students to prepare them for managerial functions in the future. Students should always follow the dress code.

- i.) University Uniform is compulsory except on Saturdays. Students attending guest lectures or functions and seminars which are held on Sundays/holidays will also be in Uniform, except when instructed otherwise.
- ii.) Jeans and T-shirts with collar are permitted on all Saturdays.

### IV. DISCIPLINE AND ADMINISTRATION

#### A. General Discipline

- a. Ragging in any form is forbidden and is a punishable offence. Ragging is defined as willful injury, physical or mental, to any fellow student, particularly a fresher.
- b. Following items or activities are banned inside the campus as a whole:
  - i.) Mobile Phones /Pager Phones.
  - ii.) Consumption and possession of alcohol, alcoholic beverages or Drugs.
  - iii.) Possession or use of addictive or hallucinogenic drugs.
  - iv.) Gambling/ possession of playing cards.
  - v.) Possession and use of firearms or any other object that can cause physical injury to another person.
  - vi.) Chewing pan, tobacco, 'gutka' and smoking.
  - vii.) Possession of/viewing of obscene pictures/films/clips etc.
  - viii.) Eve teasing.
  - ix.) Quarrelling/Fighting/Shouting/Abusing/Whistling or use of vulgar and indecent language.
  - x.) Lending/borrowing money amongst students.
  - xi.) Assembly of outsiders/non- Hostellers & Political Activists.
  - xii.) Any other item as per code of conduct for educational bodies.
  - xiii.) Item/act notified by the University as banned item/act.
- c. Entry to the campus is allowed only on production of Identity Card. Students must carry their identity card with them and produce it on demand before the authority/security staff while entering the campus.



- d. In case of loss of identity card, a duplicate may be issued on payment of Penalty as decided from time to time.
- e. Students are required to maintain proper decorum and discipline, as very shortly they will be expected to be disciplined Executives/ Professionals/Managers. Writing on the walls, furniture, etc. is totally prohibited. Students must not rest their feet with shoes on walls/tables/ chairs etc. Students must not rest their feet with shoes on walls/tables/ chairs etc. Defaulters shall be punished.
- f. Students will not cause any damage to property of the Institute. In case of any such happening, students shall be liable to be imposed with heavy penalty.
- g. Students are expected to conduct themselves honorably and respectfully towards the faculty members, administrative staff and guests.
- h. University will not be liable for any financial transaction made by a student with other students and/or any other person.
- i. Irregularities, if any, breach of rules by any student and indiscipline is to be brought to the notice of the Directors. All disciplinary action taken against the students by the University shall be final and binding on all concerned.
- j. Communication, direct or indirect (within or outside the University), is to be routed through the Registrar.
- k. Any breach of the above rules would be viewed seriously leading to punishment/suspension/termination from the University.

## **B. CHIEF PROCTOR'S ROLE.**

- i.) Only the Chief Proctor is authorized suspension of students, if required.
- ii.) DC/CRs appointed from the office of the Chief Proctor, hence any changes, in this regard can only be made by the Chief Proctor alone.
- iii.) Before organizing Fresher / Farewell or any other party, Class In-charges / Faculty must inform the Chief Proctor.
- iv.) Identity Cards (ID), Confiscated, by the faculty must immediately be submitted to the Chief Proctor.
- v.) In case of loss of ID card students must immediately register a FIR with the nearest Police Station. An application, in this regard, must be submitted to the



Chief Proctor's office. New ID card will be issued only after the approval of the Chief Proctor on depositing the requisite penalty.

- vi.) Faculty members must be vigilant about the code of conduct of the students. In case of any violation, they must immediately report the matter to the Chief Proctor.
- vii.) Chief proctor will form a committee once a year.

## **V. FEES & DUES/ CHARGES**

- i.) The fee is payable through pay order or through Demand Draft in favour of Invertis Institute of Management Studies, Bareilly or Invertis Institute of Engineering and Technology, Bareilly or Invertis Institute of Engineering and Management, Bareilly whichever is applicable and payable at Bareilly.
- ii.) The University may alter the fee structure, which the students should abide by.
- iii.) Examination fee shall be charged as per the University norms.
- iv.) The University Examination Fee of the I<sup>st</sup> Semester will be charged at the time of Admission.
- v.) Development Fee may be charged as per University directives.
- vi.) Fees, including examination and others, should be deposited by students by the due date(s). No relaxation in due dates will be allowed and in case of default, appropriate penalty will be levied.
- vii.) Fees/Charges/Dues once deposited shall not be refunded in any case.
- viii.) Fees and charges are to be paid by each student annually on the notified days. However, the institute may allow payment in installments to the needy students on request. Such requests must get prior written sanction of the Management.
- ix.) Late payments of fees and dues will attract a penalty for the delay in payment as notified from time to time.
- x.) In case of non- payment of fees and dues within fifteen days with late fee payment from the due date, the name of the student is liable to be struck off from the rolls and he/she will have to seek re-admission after paying the requisite fees.
- xi.) A student once admitted but leaving in mid course/ programme on his/her own, will have to pay all fees/dues/ charges for the whole duration of the course/ programme i.e. for the remaining period also. His/Her deposits/ fees will stand forfeited & caution money /security will also be adjusted and will not be refunded.



## VI. EXAMINATION RULES

- i.) On entering the examination room the examinee shall maintain complete silence and no discussion/conversation shall be permitted.
- ii.) No examinee shall be allowed entry in the examination room after the expiry of the specified time as decided by the examining body.
- iii.) Candidates shall not carry or keep any paper, book /note with them in the examination room except their Admit Card.
- iv.) Each student should bring his/her own equipment for quantitative subjects, i.e., calculators, etc. No one is permitted to borrow or exchange such equipment in the examination room.
- v.) The examinee shall not leave the room during the examination for any reason whatsoever. In case, the examinee leaves the room for any reason without proper permission, he/she shall not be allowed to re-enter the room. However, no such permission shall be granted in the first hour of the examination, unless under emergent conditions.
- vi.) Any exchange of remarks/notes or glancing at another student's paper shall be regarded as serious default amounting to use of unfair means and action initiated accordingly.
- vii.) Any one found infringing any of the regulation mentioned above might be asked to leave the examination room.
- viii.) Students will write only their roll no. on the question paper and nothing else.
- ix.) For University courses, University rules and regulations related to admission, attendance, examination, evaluation and standing orders shall be applicable to all students.

## VII. GENERAL INFORMATION

- a) A discount of Rs. 10,000/- will be given to the students of BBA & BCA if they continue with Invertis University and take admission in its MBA Program through MAT/CAT/XAT or Direct Admission Process.
- b) Similarly, a discount of Rs. 5000/- will be given to the students of BCA if they take direct admission in MCA Program of the University.
- c) This discount is one time only and will be adjusted with the 1st Year fee.
- d) Book Bank
  - i.) The scheme of Book Bank will commence shortly. Membership of the scheme is voluntary.
  - ii.) The students opting to avail the facility and desiring to get the books for complete semesters from the Book Bank in addition to the books issued from the Library, will pay a sum of Rs. 1,000/- (Rupees one thousand only) for 1<sup>st</sup> year membership and thereafter Rs. 100/- per year will be charged by way of renewal of membership every year.



They may pay Rs. 1200 in lump sum for all four years and avoid yearly payment.

- iii.) Each member shall be eligible to borrow one book of each subject as decided by the subject teacher for the whole semester. Books so obtained from the book bank by the students shall be returned to book bank immediately after completion of the relevant semester. Books for the subsequent semester shall be issued only after settling the account of the previous semester.
- iv.) If books are not deposited in time or lost/damaged, the student will then have to pay the cost of the book.
- v.) The students who are interested to be a member of book bank library facility may pay the prescribed fee and enlist their names with the librarian latest by 31<sup>st</sup> July in every year.
- vi.) Rules and regulations of the Book Bank can be changed with the permission of the competent authority without any prior notice.
- vii.) However, this has nothing to do with the refundable security deposit towards issue of the books from the library.
- viii.) Students can avail railway concession for journeys to and fro their home station.
- ix.) Railway concession will also be issued to students participating in cultural/sports meets being held outside Bareilly.
- x.) Students proceeding outside University campus to participate in cultural/sports events will be reimbursed with the registration fee & travelling allowance, provided, they are declared winners in the event. This can be claimed after returning from the participation. All Chief Executives of the clubs which are going to participate in event outside should seek the approval of the Hon'ble Chancellor before attending the event.

## VIII. INTERNAL MARKS

Assessment of performance of the students shall be based on the class activities such as:

- a. Unit Test and viva -voce.
- b. Attendance and participation in class/ case discussions and group activities.
- c. Individual /Group, oral presentation and assignments.
- d. Participation in work shops/seminars and other extra curricular activities.
- e. Students once suspended shall not be eligible for marks assigned to discipline.



## A. PROCTORIAL BOARD

Discipline will be strictly enforced by the Proctorial Board consisting of:

<b>Chief Proctor</b>	Professor or Associate Professor (appointed by the Vice-Chancellor with the approval of the Chancellor)
<b>Dy. Chief Proctor</b>	Senior Faculty
<b>Proctor</b>	One member from each discipline/warden
<b>Student Prefect</b>	One prefect (Class rep.) from each class/section,,

## B. ABHIRUCHI- THE HOBBY CLUB

Abhiruchi- "The hobby club" has the following clubs under its fold:

Panache	-	The arts club.
Rock on	-	The cultural club.
Stride	-	The sports club.
Images	-	The publication club.
I-Tech	-	The technology club.
M-Factor	-	The management club.

These clubs are constituted for the welfare of students, which have been designed to provide the students with a platform to arouse their creativity and indulge in the betterment of their skills to participate in activities other than academics. These will help them in furtherance of their personality.

These clubs are also responsible for ensuring the compliance of the rules and regulations of the University among the students. The clubs are guided by the Chief Executives who are faculty members and selected students who shoulder the responsibilities of President, Vice President, secretary, Joint Secretary and the Treasurer.

Students excelling in their field will be encouraged to participate in events organized outside the University in all India University Meets.

## X. INVERTIS SIKSHYA SURAKSHYA YOJANA

All students of the University will be insured through Invertis Sikshya Surakshya Yojana for the following:

1. Incase of the death of the Guardian the complete expenditure for the student will be borne by the University.



2. In case of hospitalization up to a sum of Rs. 15000/= will be borne by the University provided the student is treated in Clara Swain Mission Hospital.

Insurance premium will be notified at the start of the academic session.

## **XI. FRONT OFFICE RULES**

1. No student will visit the Front Office in casuals between 9 to 5pm, except on Saturdays.
2. No fees will be deposited in cash above Rs. 1000/=. Any student submitting fee above Rs. 1000/=. will have to pay an additional Rs. 100/- as "Bank Charges".
3. II, III & IV year students will deposit their fee directly in the Banks and deposit the Bank slip in the Accounts Department.
4. Students are not allowed personal telephone calls from the Front office.
5. Calls are not allowed from front office if the called student is present in the campus.
6. Fee once submitted will not be refunded without a written office order approved by the Management.
7. No excess amount in fees will be submitted without a written permission from the PRO Office.

## **XII. COMPUTER LAB RULES**

### **A. DO'S**

- i.) Maintain silence in the computer Lab.
- ii.) Always work in your Login account only.
- iii.) Always save your data in your Login folder.
- iv.) Always scan your floppies through Antivirus software in order to protect your system from viruses.
- v.) Always Log off before leaving your terminal.
- vi.) Your Login must have a password & change it frequently in order to avoid unauthorized access.



- vii.) Access your Email account daily & make a habit of deleting unwanted/ old mails on regular basis.
- viii.) Do save your data from time to time in order to avoid any loss thereof due to power failures & breakdowns.
- ix.) Always keep your data within permissible limits of profile directory.
- x.) Swiping of ID card is a must in the Internet lab. Violation of the rule will attract a penalty/ suspension as punishment.
- xi.) Always operate printer/computer system carefully.
- xii.) Contact your concerned lab Instructor/System Administrator for any problem you face in the computer lab.
- xiii.) Make a habit of reading the message board displayed in the computer lab, follow the instructions given by lab instructors & any other staff from time to time
- xiv.) Behave politely with the Lab Instructors.
- xv.) Keep your USB drives clean from viruses.
- xvi.) Maintain cleanliness in Computer Lab.
- xvii.) Get the written permission or receipt from the Library, submit that to the concerned Lab-Instructor before taking printouts,

## B. DONT'S

- i.) Always shutdown a computer system improperly.
- ii.) Playing computer games in the lab is strictly prohibited. Any one indulging in such activities shall be liable to suspension/penalty/punishment.
- iii.) Do not keep unwanted graphics/images in your Login folder.
- iv.) Do not keep your mails pending on the mail server for a long time.
- v.) Do not save any data on the local disc or Desktop.
- vi.) Never put excess pressure on keyboard or any other part of the computer system.
- vii.) Never remove or transfer keyboard, mouse or any other part from one computer system to another.
- viii.) Opening of more than two websites at a time on Internet is prohibited.
- ix.) Viewing of obscene sites on Internet is strictly prohibited & shall be subjected to a heavy penalty or punishment.
- x.) Stealing of anything from the computer lab will be taken as a serious offence by the Management & will be subjected to a mass/individual penalty..
- xi.) Never leave the computer lab without getting prior permission from the concerned lab Instructor.
- xii.) Access of email account for more than 10 minutes is prohibited.
- xiii.) Please do not perform any job until & unless you have adequate knowledge of that job.



- xiv.) Never tell your password to your friend or any other person in order to avoid unauthorized access of your important data.
- xv.) Do not carry any bag (Carry bag, Polly bags or any other kind of bag.) inside the lab.
- xvi.) Do not listen to any kind of music in Computer Lab
- xvii.) Do not watch any kind of video in Computer Lab
- xviii.) Do not take any tangible or intangible object out of Computer Lab. The person found guilty of taking anything away will be penalized three times the price of the stolen object or suspension for the entire semester or both.
- xix.) Do not plug your laptop power adapters into the lab power sockets.

### C. PRINT OUTS AND USE OF FLOPPY DISCS

- i.) Printouts will be taken on A 4 sheets and put in plastic clip file (Report file)
- ii.) Taking print outs will not be allowed during the extra lab time
- iii.) Use of floppy is strictly prohibited in all labs.
- iv.) In case of project /presentation work, floppy will be permitted only in presentation machine.
- v.) No extra copy of the program printout would be permitted.

### D. CD WRITING FACILITY

If students want to take a backup of their project program /internet download files (academic related) can be taken by giving CD one day in advance to the lab in charge.

### E. GENERAL

- i.) Students will get entry into the lab with ID card only, No bags or luggage is permitted inside the lab.
- ii.) After 10 minutes from the starting of the session, students will not be allowed to enter the lab.
- iii.) No student is permitted to go out of the lab during the session, except to relieve him.
- iv.) In case of indiscipline, the lab in charge has the right to expel any student, out of the lab any time.
- v.) Playing games on computer is strictly prohibited.
- vi.) Eatables are not permitted inside the lab.
- vii.) Students are required to sit on the system allotted to them. If the allotted system is not working properly then another system will be allotted by the in charge.



## **F. INTERNET**

- i.) Browsing timings will be notified semester wise
- ii.) Students will surf the net in their net lab sessions only.

## **XIII. HOSTEL AND MESS RULES (Girls and Boys)**

In addition to the rules of discipline and administration of the University, students staying in hostels are also required to follow the following rules. Violation of these rules will attract penal action as decided by the warden with the prior permission of the Director- Admin. These rules can be amended as and when need arises, with the prior consent of the Management.

Hostel facilities are allowed on first come first serve basis to the students.

### **A. CODE OF CONDUCT AND DISCIPLINE**

#### **When outside the room:**

- a.) Boys have to be in pants/jeans with decent shirt/T-shirt.
- b.) Girls must wear salwar-kameez with dupatta or jeans with decent T-shirt/shirt.
- c.) Bathroom slippers/Hawai Chappals are not allowed while going to the Dinning Hall.

#### **When inside the room:**

- a.) Night Suits, Kurta-Pyjamas, lower- T-shirts should be worn.
- b.) Hostellers are required to be present in the hostel from 10.00 pm to 7.00 am next morning positively. They will seek special permission from the warden if they need to stay out of the hostel during other period due to some valid reasons.
- c.) The electrical equipment and bulbs provided for the common use should not be pilfered. The University bears no responsibility of changing tube lights/bulbs once provided in the room in the beginning of the academic session.
- d.) No power appliances shall be used in the rooms as wiring is meant for light and fan only.
- e.) Outsiders/Day scholars are strictly prohibited to enter the hostel premises without written permission from the warden. Hostellers inviting such outsiders/day scholars shall also be punished.
- f.) Outsiders/day scholars are not allowed to stay in the hostel during the day or night. However, parents can meet their wards residing in the hostel from 7:00 am to 9:00 am and from 5:00 pm to 7:00 pm and on Sunday 10:00 am to 7:00 pm only. Visitors must meet their wards in the visitors



room only. However with special permission of the warden parents may go to the room of their ward.

- g.) Gents are not allowed in girl's hostel. Staff of the college may take prior permission from the warden to enter in girl's hostel.
- j.) Students will keep and maintain their rooms neat and tidy. Proper hygienic conditions and cleanliness are to be maintained by the student inside and outside their rooms.
- k.) Possession and use of following activities/ items is prohibited anywhere in hostel:
  - a) Gambling, drinking, smoking (cigarettes, cigars etc.), drugs and alcoholic drinks in any form, pan/pan masala/gutka.
  - b) Pornographic or obscene material in any form and banned items.
  - c) Heater, tape recorder/music system (simple walkman/i-pod is allowed), electric iron, petromax, hair dryer, computer-speakers, electric kettle, immersion rod, desert cooler, LP Gas & any kind of posters.
  - d) Arms and ammunition of any kind including knife etc.
  - e) Material which are fire prone e.g. kerosene, petrol, diesel, stove etc.
  - f) Playing cards.
  - g) Costly items e.g. gold chains, rings, lockets, etc. If possessed it would be at their own risk and the warden or hostel staff will not be responsible in case of their loss.
  - i.) Hostellers should maintain an atmosphere of mutual co-operation and perfect harmony and regard to cross-culture.
  - ii.) Political activities are not allowed within the hostel premises and the hostellers should refrain from these.
  - iii.) Hostellers should devote their spare time (non-study hours) in mutual discussion regarding the academic programmes and prepare themselves for group discussions etc. as a team.
  - iv.) Each Hostel will have 1. Discipline Committee, 2. Sports Committee, 3. Mess committee, and 4. Maintenance Committee. Students are welcome to participate in the committees voluntarily.
  - v.) Hostellers are required to take special permission for keeping room coolers and computers subject to the payment of extra electricity bill and by the consensus of room mates.
  - vi.) All the Hostellers are required to abide by the rules of the mess.
  - vii.) No cooking is permitted by students in rooms, lobbies, balconies, and verandahs or in open spaces.
  - viii.) Carrying meals from mess to room is strictly prohibited except in case of sick students, not able or advised to be on bed rest only with the prior permission of the warden.
  - ix.) Timings for meals and tea will be exhibited on the Notice Board which should be followed strictly.



- x.) Guardians can stay in the hostel accompanying their wards in case of emergency like medical problems only after prior permission from the warden.
- xi.) Students should leave the hostel well before 9 am and reach their respective classes by 9 am, the scheduled commencement of the class.
- xii.) No student should be granted leave after she/he has reported to the Institute for the day. Medical leave will be granted whenever a student is required to be sent to the hospital for treatment. University vehicle will be used for this purpose and an attendant or warden will accompany the patient.
- xiii.) Students staying in hostels will not be granted leave for any reason, whatsoever, except scheduled holidays. In case, the parent of a student comes to collect their ward, they should conclusively convince the Institute of the reasons of leave sought.
- xiv.) No items can be shifted from the hostel/room premises to any other place without the written permission of the warden.
- xv.) A duplicate key of the room/almirah must be deposited with the warden while joining the hostel.
- xvi.) Handling of electrical fittings/main switches, main switchboards, water supply system is not permitted. In case of any problem do not attempt rectification on your own. Please contact warden at once to get the problem rectified.
- xvii.) Night roll call will be taken by the warden at 22.00 hours daily. Every student must be present at that time.
- xviii.) Lights of lobbies/verandah/security lights etc. shall be kept on throughout the night. Students whose rooms are close to the switches of these lights shall ensure that these are put on/put off at proper time.
- xix.) Rooms will be allotted to the inmates by the University authorities only. No student is allowed to change his/her room once it is allotted.
- xx.) The hostel has a first-aid box with only general medicines. If any inmate is taking specific medicine, he/she must make his or her own arrangement and must mention it in the personal details form. In case of any exceptional medical problem they should inform the warden well in time.
- xxi.) The inmates can watch the T.V. from 6:00 pm to 10:00 pm on weekdays. On Sundays & Holidays the timings would be 10:00 am to 10:00 pm.
- xxii.) The inmates can celebrate their birthday parties in the common room with prior written permission from the warden.
- xxiii.) The inmates must make "out slips" at least 24 hrs before leaving for out station or in case of emergency for night stay outside. They must submit a permission letter/fax message signed by their parents while applying for "out pass". The students must follow these rules strictly otherwise out slip will not be issued to them.



- xxiv.) The inmates are not allowed to move around inside the hostel premises after 11:00 pm.
- xxv.) Timings of outing must be followed strictly. If any student is late to reach the hostel without information, he/she will not be allowed to get into the hostel.
- xxvi.) Violation of any rule shall be strictly dealt with, which may extend to the expulsion from the hostel.
- xxvii.) The above regulations are mandatory and no deviations should be permitted.
- xxviii.) Punishment will be imposed on the students:
  - a. On wastage of food.
  - b. On wastage of electricity
  - c. On absence from attendance and hostel meeting.
  - d. On late payment of dues.
  - e. On blockage of bathroom & sinks and waste pipes.
  - f. On creating dirty and unhygienic conditions.
  - g. On breaking any of the rules and regulations of the hostel.
  - h. On breaking of any equipment or furniture provided in the room as well as hostel.
- xxix.) Students can go to the 'Cafe', till 10 pm. Students can go there, sit/eat together but Boy/s or Girl/s are not allowed to have common walk after regular college hours.
- xxx.) Students are allowed to keep mobile phones but they will not carry these to the class rooms and dining hall. They are also allowed to make phone calls from 7 am to 10 pm. from the PCO.
- xxxi.) Students are not allowed to go on terrace after 9 pm.
- xxxii.) If any hosteller is not able to attend classes due to some physical problem, he/she has to inform his/her faculty in-charge in writing and a copy of this sanctioned application should be submitted to concerned warden.
- xxxiii.) Hostlers should ensure to put off their room lights and fans when leaving the room. Defaulters will be charged RS.100/=.
- xxxiv.) For Sunday outing, buses will leave the campus at 10:30 am and return to the campus at 4:00 pm from the city office. Students are not allowed to come into the campus on their own. They have to return by the buses only. If they do not report back in the buses, they will not be allowed inside the campus by the security at the Main Gate and the matter will be reported to their parents.
- xxxv.) Students can avail the bus facility with prior information.
- xxxvi.) No student whether hosteller or day scholar, is allowed mobile phones in the campus. Anyone caught otherwise will be suspended for 15 days.



## **XIV. LIBRARY RULES**

### **The University Library Is an Independent Learning Resource Centre.**

- i.) Silence should be observed in the library by the users.
- ii.) To enroll as a member of the library, a student has to apply on a prescribed form along with caution money deposit-receipt.
- iii.) Reference books, magazines, periodicals, videos, audios, CDs and photos shall not be issued and will not be allowed to be taken outside the library.
- iv.) No book will be re-issued immediately after its return to the same student. It has to be retained for at least 24 hours in the library after its return by the user.
- v.) Two Books shall be issued for a period of 10 days. In case the book is not returned on the due date, a penalty as decided by the Management on per day basis shall be imposed on the defaulters for late return. In case the due date falls on notified holidays or vacation, the books shall be returned on the opening day after the holidays or vacation.
- vi.) In case of loss of library card the student should inform the librarian within 24 hours. Care will be taken to check the misuse of the lost card but the ultimate responsibility shall rest upon the student. A duplicate card may be issued on payment of requisite penalty and on furnishing a written apology for the loss.
- vii.) Any personal book, bag, etc. shall not be allowed inside the library premises.
- viii.) Smoking, drinking, taking refreshments in the library is not allowed.
- ix.) Stealing library books is an anti-social activity and shall be strictly dealt with.
- x.) A Student caught tearing the pages of a book or otherwise spoiling the book, will have to pay the full cost of the book in question.
- xi.) Close Access system will be observed whereby no student will be permitted inside the stack area. However, in emergent cases, the librarian may allow a student to the stack area. But this facility will never be a right of the member/user.
- xii.) Any student found violating these rules will be strictly dealt with and this violation may result in cancellation of membership of the library.
- xiii.) Since the library is a learning resource center, the use of the material available must be used for learning only.
- xiv.) In case any book is lost or damaged by any member shall replace the book or shall pay "Six Times" of the cost of the book. If a book is one of the volumes of a set, the reader may be asked to replace the whole set.



- xv.) Submission of all the library cards with their photographs is necessary at the time of "No Dues".
- xvi.) Every person who enters the Library shall sign on the gate register. Those who do not sign shall not be allowed to enter the Library.

## XV. CONCLUSION

In conclusion it is emphasized that students 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.

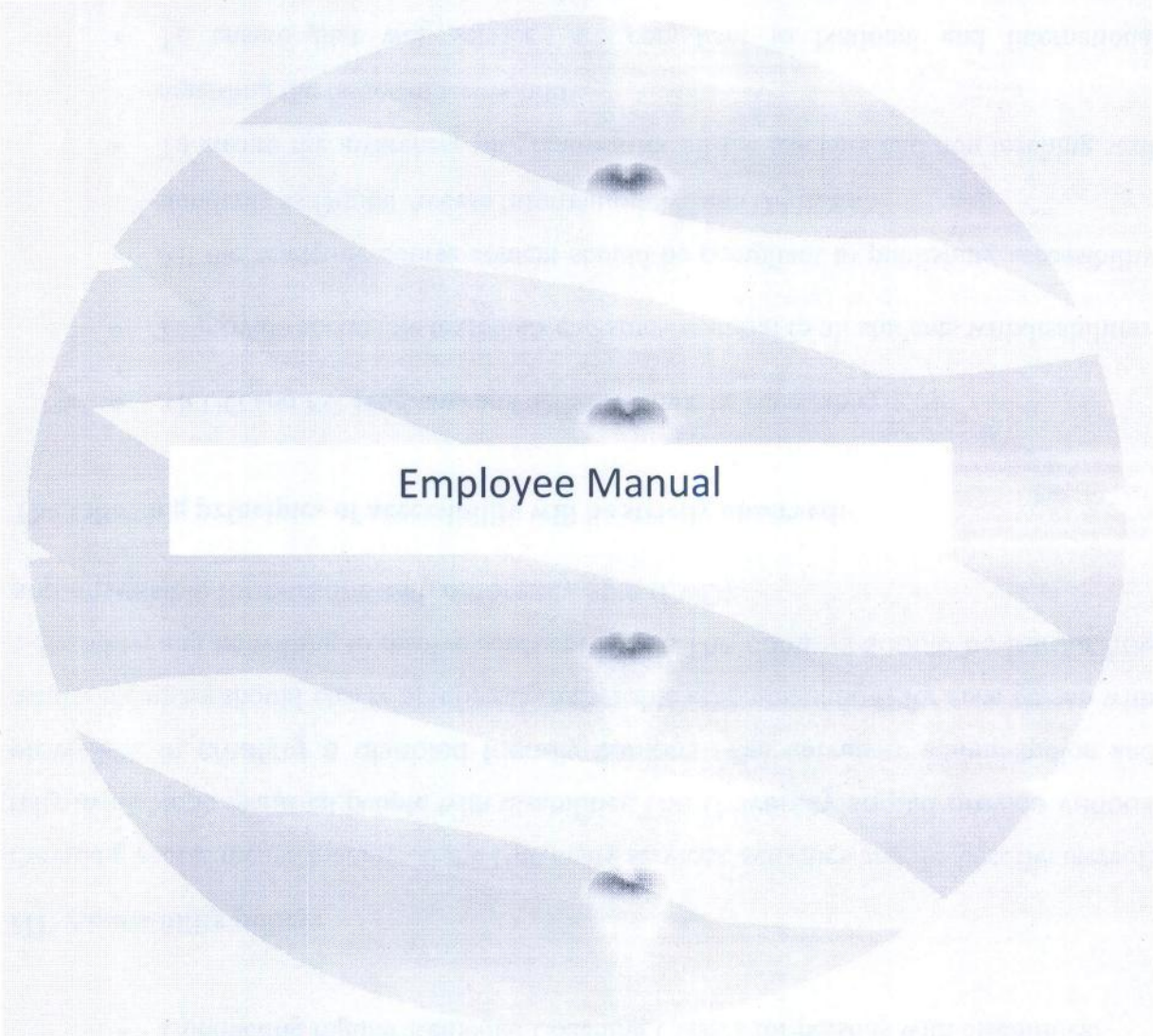
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Registrar  
Invertis University  
Bareilly



# **INVERTIS**

## **UNIVERSITY BAREILLY**

### **BUILDING VIBRANT PERSONALITIES**



#### **Employee Manual**



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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

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

*Santosh.*



## *Contents*

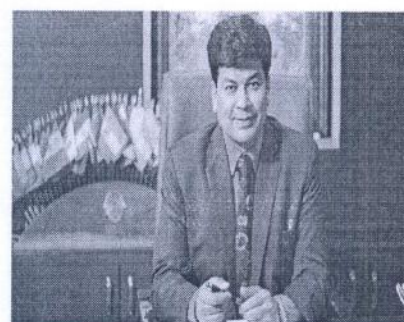
<b>S.No.</b>	<b>Item</b>	<b>Page No.</b>
1.	Message from the Chancellor	3
2.	List of Institutes	5
3.	Recruitment and Service conditions	7
3.	Research Promotion Activity Grants	13
4.	Teaching Position & Categories of Faculty	17
5.	Pay Scales for Faculty	17
6.	Qualification & Experience requirements for Faculty	17
7.	Work load for faculty members (in hours) per week	17
8.	Service conditions for faculty	18
9.	Functional Responsibilities of faculty	22
10.	Rules for attending National and International Seminars/Workshops	25
11.	Rules of Academic Leave	27
12.	Leave rules common for all employees except General Staff	29
13.	Other fringe benefits for all employees	30
14.	Leave rules for General Staff	30
15.	University Timings	30
16.	Mess functioning and Administration	30
17.	Pay Scales for non-teaching staff	31
18.	Provident Fund Scheme for non-teaching staff	31
19.	Remuneration of Examinations Centre	31
19.	T.A. & D.A. rules for all employees	32
20.	T.A. /D.A. and honorarium rules for guest lecturers/speakers	33
21.	Advance for Travelling Expenses	34
22.	Submission of PAN No and details of investment In tax saving schemes.	34
23.	Conclusion	34
	<b>Annexure I</b>	
	<b>Annexure II</b>	
	<b>Annexure III</b>	

*Samtosh*  
Registrar  
Invertis University,  
Bareilly



## *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



## **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)



- 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.



## **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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Bareilly



- 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.**



- 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.



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 firms 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



- 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/ Ist AC fare from Bareilly to the place of event and back.
- Eligible of re-imbursement 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-imbursement 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 IInd AC fare from Bareilly to the place of event and back.
- Eligible of re-imbursement 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-imbursement 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 IInd AC fare from Bareilly to the place of event and back.
- Eligible of re-imbursement 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-imbursement 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-imbursement 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 co-ordinate: 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

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 including performance appraisal report.

**v. Retirement Age**



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. Medical 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 7<sup>th</sup> 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 holds well 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

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.

- 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 regards to their assignments, unit tests and class tests etc.
- h) To facilitate conducting three Unit Tests per semester.



- 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 uninterrupted.
- 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.

- 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 note 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 DCPs, and once in two months of proctorial board of the Group.
- d) To report to directors 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 then will allow him/her for the same. Satisfaction of the Director in this regard is important.
- d) The teacher concerned shall give a brief 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 of his/her return.

#### **X. RULES FOR PUBLICATION OF RESEARCH OUTPUT**

Management is keen to help faculty members develop their research output and publish their research papers. All types of help shall be available in this regard.

- a) Our Library is fairly well stocked; however, if the teacher desires to buy some books for research purpose, he may pass on his requirements to the concerned Academic Advisor through respective director.

- 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](http://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.

*Santosh*  
Registrar  
Invertis University

**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 1<sup>st</sup> January to 31<sup>st</sup> 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.

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 Dining 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 <sup>th</sup> (Peon, Lab Attendant, Driver)                 |
| b) 3050-75-3950-80-4590 | Class III <sup>rd</sup> (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,Ag ra, Varanasi,Allahabad, Gorakhpur,Meerut, NoidaRegion(Gautam BuddahNagar)and Ghaziabad	Moradabad,Aligarh,Jh ansi,Saharanpur,Faija bad,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	

<b>Grade pay Rs 6000 &amp; CONSOLIDATED SALARY</b>	300.00	240.00	190.00	
----------------------------------------------------	--------	--------	--------	--

#### **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 1<sup>st</sup> / AC taxi fares for Professors from IIT/IIM/NIT or equivalent
- AC 2<sup>nd</sup> / 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 concerned 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. Further 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 31<sup>st</sup> 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.

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Registrar  
Invertis University  
Bareilly

Ref: IU/CP/2020/247

Date: 11-01-2020

# **Invertis University**

**Proctorial Board**  
**(Session: 2019-20)**

## **Deputy Chief Proctors**

1. Dr. Angrish Kr. Agarwal, Associate Professor, Management
2. Dr. Chandan Kumar, Assistant Professor, Computer Science & Engineering
3. Ms. Meeta Chaudhary, Associate Professor, Computer Science & Engineering
4. Ms. Darshneel Grover, Assistant Professor, Management

## **Proctors for Academic Block-I**

1. Mr. Dheeraj Sagar, Assistant Professor, Mechanical Engineering
2. Mr. Amritansh Mishra, Assistant Professor, Professional Communication
3. Dr. Akansha Shukla, Assistant Professor, Applied Science

## **Proctors for Academic Block-II**

1. Dr. K. K. Dubey, Associate Professor, Applied Science
2. Dr. Akash Sanghi, Assistant Professor, Computer Science & Engineering
3. Dr. Kamlesh Kumar Sharma, Assistant Professor, Applied Science
4. Mr. Arvind Kumar, Assistant Professor, Civil Engineering
5. Dr. Gaurav Agarwal, Assistant Professor, Computer Science & Engineering

## **Proctors for Academic Block-III**

1. Mohd. Shakeel, Assistant Professor, Computer Applications
2. Dr. Ravi Deval, Associate Professor, Bio Technology
3. Mr. Tarun Gupta, Assistant Professor, Management
4. Ms. Shilpi Dixit, Assistant Professor, Management

**(Dr. Jitendra N. Shrivastva)**

**Chief Proctor**

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# **INVERTIS**

## **UNIVERSITY BAREILLY**

### **BUILDING VIBRANT PERSONALITIES**

7.1.10 The institute has a prescribe code of conduct for students, teachers, administrator and other staff and conducts periodic programmes in this regards



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Toll-Free 1800-274-5252

info@invertis.org  
www.invertisuniversity.ac.in

**7.1.10.1 The code of conduct is displayed on the websites**

<https://www.invertisuniversity.ac.in/pdf/CodeofConduct.pdf>

**7.1.10.2 There is a committee to monitor adherence to code of conduct**

Ref: IU/CP/2020/247

Date: 11-01-2020

**Invertis University**

**Proctorial Board  
(Session: 2019-20)**

**Deputy Chief Proctors**

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**Proctors for Academic Block-I**

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4. Ms. Shilpi Dixit, Assistant Professor, Management

(Dr. Jitendra N. Shrivastva)

Chief Proctor

  
Registrar  
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Bareilly



The Chief Proctor shall be appointed by the Vice-Chancellor from among 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 uninterrupted.
- 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.
- 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 notice 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.

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- 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 DCPs and once in two months of Proctorial board of the Group.
- d) To report to directors 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.

### **7.1.10.3 Institution organizes professional ethics programmes for students , teachers, administrators and others staff .**

The Invertis University's (IU) vision explicitly mentions human values, social commitment and ethics. intellectual competence, moral uprightness, social commitment, spiritual orientation service to society. These elements are inculcated in the value system of the university community, learners on one hand and staff and faculty on the other side. Some of the human values that are integrated into the curriculum are: justice, dignity of life, peace, harmony,

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acceptance and respect for diversity in religion, ethnicity, culture and gender, discipline and hard work, honesty and integrity of life, commitment to society, especially the less privileged, etc..

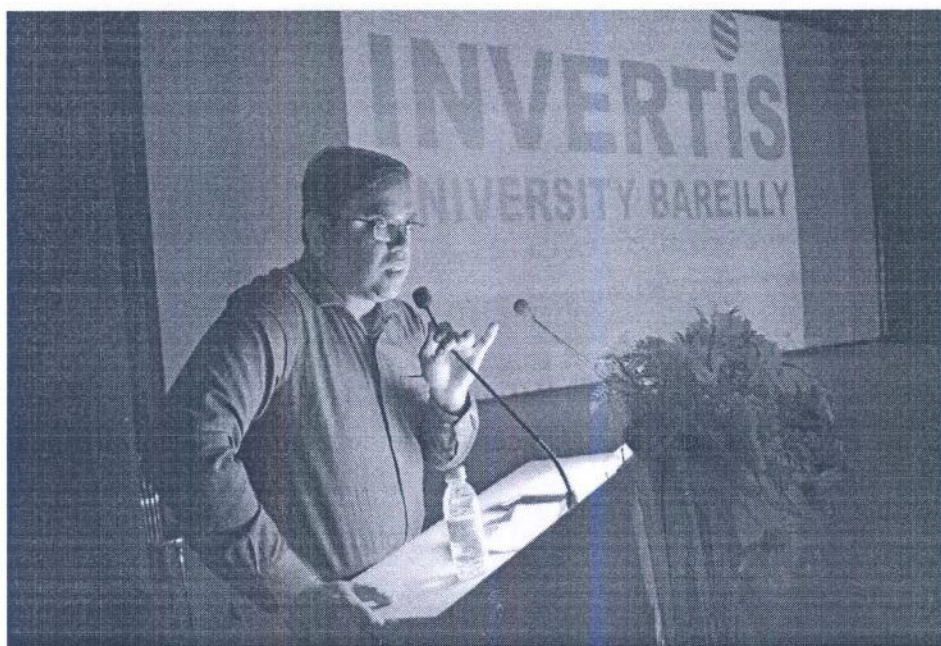
Thus, the curriculum including the pedagogy is designed integrating these cross cutting issues pertaining to gender, environment and sustainability; and human values and professional ethics in varying degree in all the departments.

In the Engineering , all the branches have a course in Communication skills (using English), having both theory and practice in the first and second semesters. The Extra Academic Programs in each of semesters for all the B.Tech. Students and deal with personal growth, inter-personal relations and harmonious living through, ethics and integrity of life, taking responsibility for one's life and planning for success. For the IU students almost the entire programme deals with human values, social commitment, peace and justice. A few representative examples are:

- Human Growth and Development
- Society and Social Problems
- Leadership and Social Responsibility
- Personality Development
- Peace Education and Conflict Management
- Social Justice, Human Rights and Social Legislations
- Governance and Community Development
- Development Concerns and Women Empowerment

#### **7.1.10.4 Annual awareness programmes on code of conduct are organized**

On every year, to make the awareness on code of conduct, the University organised orientation days and present the Code of conduct.





## **ORIENTATION PROGRAMME 2019-20**

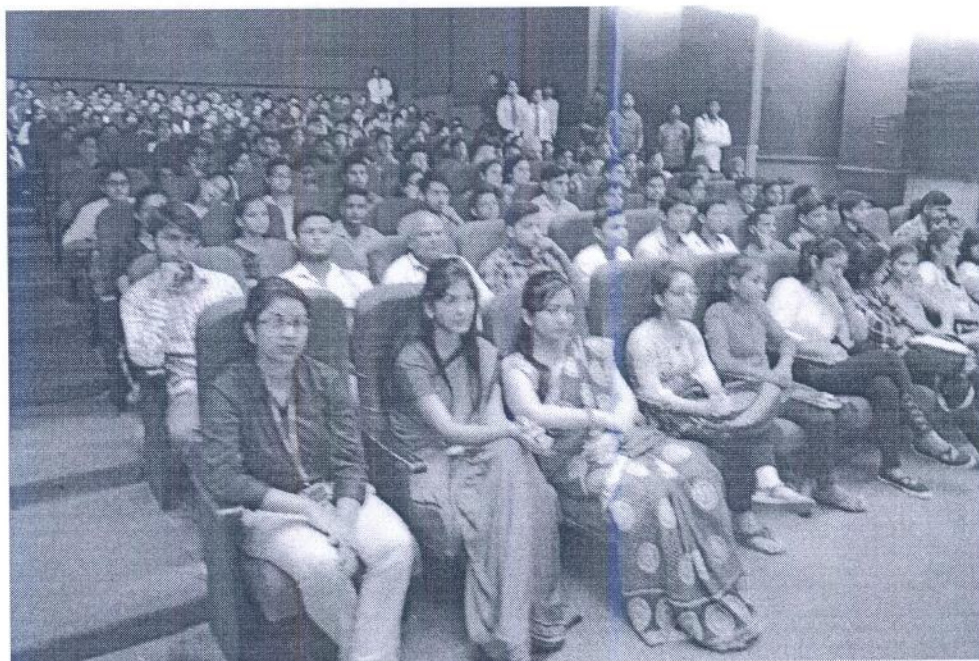
**Date: 05/8/2018    Venue: Auditorium**

<b>S. No</b>	<b>Steps</b>	<b>Timings</b>
1	Student reaching campus	9.00 - 9.40 am
2	Help desk (in front of Library)	
3	(CRs & DCs of senior Classes will Escort Juniors to the Classes)	
4	CI's take attendance & some chit chat	
5	CI's take the students to Auditorium	9.45 am
6	Settle down at auditorium	10:00 AM
7	Compeering by Dr Rubina	10.00 - 10.10 am
	a. Lighting Lamp & Garlanding	10.10 - 10.20 am
	b. Saraswati vandana	
8	Introduction of Orientation Programme	10.20 - 10.22 am
	and Welcome Address By Hon'ble V C sir	
9	Address by Patron Sir	10.22 - 10.25 am
10	Address by Director Engineering	10.25 - 10.27 am
11	Address by Director Development	10.27 - 10.29 am
12	Address by Director Administration	10.29 - 10.31 am
13	Address by Registrar	10.31 - 10.33 am
14	Address by Dean Engineering	10.33 - 10.35 am
15	Address by Dean Sciences & Student Welfare	10.35 - 10.37 am
16	Address by Dean Management	10.37 - 10.39 am
17	Address by Chief Proctor (Discipline PPT)	10.39 - 10.55 am
18	Introduction of Facility Heads (by Dr Rubina)	10.55 - 11.05 am
	Corporate Resource Centre	
	Library (Both Blocks)	
	Computer Lab	
	Transport	
	ERP	
	Examination	
	Store	
	Student's Records Room	
19	Abhiruchi Reloading	11.05 - 12.05 pm
20	Address by Chancellor Sir	12.05 - 12.40 pm
21	Open Forum	12.40 - 01.00 pm
22	Student Oath by Registrar	01.00 - 01.10 pm
24	<b>Lunch</b>	1:10 - 1:45 pm

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25	Interaction with respective CI,HOD, Deans etc (Venues.....)	1.45 - 3.00 pm
26	Students off to their home/hostel	3:00 PM



### **ORIENTATION PROGRAMME 2017-18**

**Date: 09/8/2017    Venue: Auditorium**

S. No	Steps	Timings
1	Student reaching campus	9.00 - 9.50 am
2	Help desk (in front of Library)	
3	(CRs & DCs of senior Classes will Escort Juniors to the Classes)	
4	CI's take attendance & some chit chat	
5	CI's take the students to Auditorium	10.00 am
6	Settle down at auditorium	10.20 am
	Compeering by Dr Rubina	10.20 - 10.25 am
7	a. Lighting Lamp & Garlanding	10.25 - 10.30am
	b. Saraswati vandana	
8	Introduction of Orientation Programme and Welcome Address By Hon'ble V C sir	10.30 - 10.35 am
9	Address by Patron Sir	10.35 - 10.40 am
10	Address by Director Engineering	10.40 - 10.45 am

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11	Address by Director Development	10.45-10.50 am
12	Address by Director Administration	10.50 - 10.55 am
13	Address by Registrar	10.55 - 11.00 am
14	Address by Dean Engineering	11.00 - 11.05 am
15	Address by Dean Management	11.05 - 11.10 am
16	Address by Chief Proctor (Discipline PPT)	11.10 - 11.25 am
17	Address by Dean Student Welfare	11.25 - 11.30 am
18	Address by Abhiruchi CEOs (2 minutes each)	11.30 - 11.40 am
19	Introduction of Facility Heads (by Dr Rubina)	11.40 - 11.50 am
	Corporate Resource Centre	
	Library (Both Blocks)	
	Computer Lab	
	Transport	
	ERP	
	Examination	
	Store	
	Student's Records Room	
20	Patriotic Dance Performance	11.50 - 11.55 am
21	Address by Chancellor Sir	11.55 - 12.30 pm
22	Open Forum	12.30 - 12.45 pm
23	Student Oath by Registrar	12.45 - 12.50 pm
24	<b>Lunch</b>	12:50 - 1:35 pm
25	Interaction with respective CI,HOD, Deans etc (Venues.....)	1.35 - 3.00 pm
26	Students off to their home/hostel	3:00 PM

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### **ORIENTATION PROGRAMME 2017-18**

**Date: 09/8/2017    Venue: Auditorium**

<b>S. No</b>	<b>Steps</b>	<b>Timings</b>
1	Student reaching campus	9.00 - 9.50 am
2	Help desk (in front of Library)	
3	(CRs & DCs of senior Classes will Escort Juniors to the Classes)	
4	CI's take attendance & some chit chat	
5	CI's take the students to Auditorium	10.00 am
6	Settle down at auditorium	10.20 am
7	Compeering by Dr Rubina	10.20 - 10.25 am
	a. Lighting Lamp & Garlanding	10.25 - 10.30am
	b. Saraswati vandana	
8	Introduction of Orientation Programme and Welcome Address By Hon'ble V C sir	10.30 - 10.35 am
9	Address by Patron Sir	10.35 - 10.40 am
10	Address by Director Engineering	10.40 - 10.45 am
11	Address by Director Development	10.45-10.50 am
12	Address by Director Administration	10.50 - 10.55 am
13	Address by Registrar	10.55 - 11.00 am
14	Address by Dean Engineering	11.00 - 11.05 am
15	Address by Dean Management	11.05 - 11.10 am
16	Address by Chief Proctor (Discipline PPT)	11.10 - 11.25 am
17	Address by Dean Student Welfare	11.25 - 11.30 am

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18	Address by Abhiruchi CEOs (2 minutes each)	11.30 - 11.40 am
19	Introduction of Facility Heads (by Dr Rubina)	11.40 - 11.50 am
	Corporate Resource Centre	
	Library (Both Blocks)	
	Computer Lab	
	Transport	
	ERP	
	Examination	
	Store	
	Student's Records Room	
20	Patriotic Dance Performance	11.50 - 11.55 am
21	Address by Chancellor Sir	11.55 - 12.30 pm
22	Open Forum	12.30 - 12.45 pm
23	Student Oath by Registrar	12.45 - 12.50 pm
24	<b>Lunch</b>	12:50 - 1:35 pm
25	Interaction with respective CI,HOD, Deans etc (Venues.....)	1.35 - 3.00 pm
26	Students off to their home/hostel	3:00 PM



### **ORIENTATION PROGRAMME 2016-17**

**Date: 09/8/2016    Venue: Auditorium**

<b>S. No</b>	<b>Steps</b>	<b>Timings</b>
1	Student reaching campus	9.00 - 9.50 am
2	Help desk (in front of Library)	

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3	(CRs & DCs of senior Classes will Escort Juniors to the Classes)	
4	CI's take attendance & some chit chat	
5	CI's take the students to Auditorium	10.00 am
6	Settle down at auditorium	10.20 am
	Compeering by Dr Rubina	10.20 - 10.25 am
7	a. Lighting Lamp & Garlanding	10.25 - 10.30am
	b. Saraswati vandana	
8	Introduction of Orientation Programme and Welcome Address By Hon'ble V C sir	10.30 - 10.35 am
9	Address by Patron Sir	10.35 - 10.40 am
10	Address by Director Engineering	10.40 - 10.45 am
11	Address by Director Development	10.45-10.50 am
12	Address by Director Administration	10.50 - 10.55 am
13	Address by Registrar	10.55 - 11.00 am
14	Address by Dean Engineering	11.00 - 11.05 am
15	Address by Dean Management	11.05 - 11.10 am
16	Address by Chief Proctor (Discipline PPT)	11.10 - 11.25 am
17	Address by Dean Student Welfare	11.25 - 11.30 am
18	Address by Abhiruchi CEOs (2 minutes each)	11.30 - 11.40 am
19	Introduction of Facility Heads (by Dr Rubina)	11.40 - 11.50 am
	Corporate Resource Centre	
	Library (Both Blocks)	
	Computer Lab	
	Transport	
	ERP	
	Examination	
	Student's Records Room	
20	Patriotic Dance Performance	11.50 - 11.55 am
21	Address by Chancellor Sir	11.55 - 12.30 pm
22	Open Forum	12.30 - 12.45 pm
23	Student Oath by Registrar	12.45 - 12.50 pm
24	<b>Lunch</b>	12:50 - 1:35 pm
25	Interaction with respective CI,HOD, Deans etc (Venues.....)	1.35 - 3.00 pm
26	Students off to their home/hostel	3:00 PM

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# **INVERTIS**

## **UNIVERSITY BAREILLY**

### **BUILDING VIBRANT PERSONALITIES**

**7.1.10.3 Institution organizes professional ethics programmes for students, teachers, administration and others staff**



## Course Content & Structure of the program for Students

### BBA 303: BUSINESS ETHICS & VALUES

L T P C  
3+1+0+4

#### UNIT I (6 Hours)

Business Ethics: Nature, scope and purpose of ethics; Relevance of values; Importance of Ethics & Moral standards; Ethics & Moral Decision Making.

#### UNIT II (10 Hours)

Corporate Social Responsibility: Nature, Scope & Importance.

#### UNIT III (10 Hours)

Corporate Governance: Concept, Importance for Industry, Salient features, Scope, Major Functions.

#### UNIT IV (10 Hours)

Ethical Issues related with Advertisements, Finance, Investment, Technology; Secular versus Spiritual Values in Management; Work ethics: concept of Swadhrama.

#### UNIT V (10 Hours)

Gandhian approach in Management & Trusteeship: Gandhiji's doctrine of Satya & Ahinsa, Concept, importance & relevance of Trusteeship principle in modern business.

#### UNIT VI (10 Hours)

Indian Ethos: Need, purpose & relevance of Indian Ethos; Salient feature (Brain Stilling, Total Quality Mind, Intuition, Intellectual rational brain V/s Holistic-Spiritual Brain, Holistic Approach for Managers in Decision Making.)

#### Suggested Readings:

1. Business Ethics , Fernando; Pearson Publication, 2007
2. Business Ethics , Bani P. Banerjee, Excel Books, 2005
3. Business Ethics , Manisha Paliwal, New Age Publication, 1<sup>st</sup> Edition
4. Business Ethics , Daniel Albuquerque, Oxford Publishers
5. Business Ethics , CSV Murthy, Himalaya Publishing House, 2<sup>nd</sup> Edition
6. Business Ethics and Professional Values, AB Rao; Excel Books
7. Ethics in Management and Indian Ethos , Biswanath Ghosh, Vikas Publishing House, 2<sup>nd</sup> Edition

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Uttarakhand



**Invitation regarding Swami Ji Lecture**

Tarun Gupta <tarun.g@inveris.org>  
To: All Faculty <ig@inveris.org>

Mon, Oct 30, 2017 at 2:22 PM

Dear Mam/Sir, (Faculty & Staff Members)

Greetings of the day!

"Spiritual Knowledge is the solution to all of our problems"

On behalf of Management club, it takes immense pleasure to invite you all in a Motivational lecture by Swami Chidrupananda ji, Director Chinnmay Mission Noida, on October 31st 2017 in Auditorium.

Lecture schedule is as follows -

Session 1 - 10.30 am till 12.30 pm (Topic - Power of positive thinking)

Session 2 - 2.30 pm till 4.30 pm (Topic - Power of Mind Management)

Do join for the lecture, if free and get motivated.

Looking forward for your gracious presence.

**Fwd: Audience for**

Prem Prakash Singh <ppsingh@inveris.org>

To: Ajit Yadav <ajit.y@inveris.org>, Shalabh Saxena <shalabh.s@inveris.org>, Ajitanshu Mishra <ajitanshu.m@inveris.org>, Arvind Kumar <arvind.k@inveris.org>, Anil Pandey <anil.p@inveris.org>, Mon  
Prakash Upadhyay <mon.u@inveris.org>, Chandan Gupta <chandan.g@inveris.org>  
Cc: Manish Gupta <manish.g@inveris.org>

Wed, Mar 2, 2016 at 11:59 AM

Dear HODs,

As per forwarded mail, kindly ensure the presence of students of B Tech II & IV semester, B Sc, M Sc II & IV semester, & B Pharma II & IV semester in Auditorium before 2:20 PM after taking the attendance at 2 PM, along with concerned teacher for a sessions by Swami Chidrupananda ji.

----- Forwarded message -----

From: **Rajesh Kumar Shukla** <rkshukla@inveris.org>

Date: Tue, Mar 1, 2016 at 4:36 PM

Subject: Fwd: Audience for

To: Prem Prakash Singh <ppsingh@inveris.org>, Shalabh Saxena <shalabh.s@inveris.org>  
Cc: Manish Gupta <manish.g@inveris.org>

I shall be on leave so that please coordinate with Dr. Manish Gupta, Dean Mgt so that students can attend the lecture properly.

Thanks

RKShukla

----- Forwarded message -----

From: **Dr Manish Gupta** <manish.g@inveris.org>

Date: Tue, Mar 1, 2016 at 4:09 PM

Subject: Re: Audience for

To: Santosh Kumar <santosh.k@inveris.org>

Cc: Rajesh Kumar Shukla <rkshukla@inveris.org>

*Santosh*  
Registrar  
Inveris University  
Bareilly

From: Dr Manish Gupta <manish.g@invertis.org>

Date: Fri, Sep 18, 2015 at 9:42 AM

Subject: Urgent: Notice regarding Lecture by Swami Ji on 19th Sept, 2015

To: Santosh Kumar <santosh.k@invertis.org>

Dear Sir,

One notice is to be placed in MSDN as well as on IGI regarding the session of **Swami Chidrupananda Ji from Chinmay Mission, Noida** on the the topic **"Ordinary to Extraordinary"** on **19th September, 2015** in the main auditorium from 11:00 am on-wards.

The Audience is All MBA, BBA, B Com (H), B Com (R) and B Tech Final year students.

The presence of aforesaid students is compulsory.

Respective Class In-charges will ensure their timely sitting in the auditorium and they would also be present with their respective class/section till the end of the programme.

Regards,

Manish

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Ref.No. IU/2015/3388

Date: 18<sup>th</sup> September, 2015

## NOTICE

All the students of MBA, BBA, B Com.(H), B Com. (R) and B Tech. Final year students are hereby informed that a session of **Swami Chidrupananda Ji from Chinmay Mission, Noida** on the topic **"Ordinary to Extraordinary"**, on **19th September, 2015** will be held in the main auditorium from 11:00 am on-wards.

All the students of above mentioned courses are required to attend the session compulsorily.

Registrar  
Invertis University, Bareilly

Cc to:

Chancellor's secret. for information of the Hon'ble Chancellor.

Dean Management

Vice-Chancellor

Reception

Others through MSDN/ERP.

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*Santosh*  
Registrar  
Invertis University  
Bareilly



# **Guest lecture by Swami Chidanand Ji**

1 message

Thu, Aug 21, 2014 at 9:37 AM

Santosh Kumar <santosh.k@invertis.org>

To: All Faculty <igi@invertis.org>

Cc: Vice Chancellor <jagdish.rao@invertis.org>, YDS Arya <yds.a@invertis.org>, Arpan Khasigir <arpan.k@invertis.org>, Rajesh Kumar Shukla <rkshukla@invertis.org>, Manish Gupta <manish.g@invertis.org>, Prem Prakash Singh <ppsingh@invertis.org>, darshna sethi <darshna.s@invertis.org>, Reena Jaiswal <reena.j@invertis.org>, Jitendra Shrivastava <jns@invertis.org>, Santosh Kumar <santosh.k@invertis.org>

Kindly find the attachment regarding guest lecture by Swami Chidanand Ji on 22nd and 23 rd August, 2014.

Santosh Kumar  
Associate Professor  
Registrar  
Invertis University, Bareilly  
Contact No 05943000659

Swami Chidanand Ji Schedule.pdf  
213K

Reference No. IU/2014/1220

Date: 21/08/14

## **CIRCULAR**

As per the discussion with Honourable Vice chancellor the respective CIs are required to be present on the respective venues along with their students for the Guest Lectures by Swami Chidanand Ji on 22-23 August, 2014.

All the respected Deans and HODs are requested to kindly ensure the presence of respective CIs to the respective venues.

### **Programme Schedule**

S N O.	Topic	Audience	Date & Timing	Venue
1	Act, Do not React	All first year students	22 <sup>nd</sup> August, 2014 9:30 am-11:30 am	Main Audi
2	Emotional Intelligence for Executives	MBA I Sem MBA III Sem	22 <sup>nd</sup> August, 2014 2:30 pm -4:30 pm	Seminar Hall-1
3	Team work & Synergy	BBA III, V BCA III, V B Com (H) III B Arch III, V, VII BJMC III, V BALLB III, V, VII	23 <sup>rd</sup> August, 2014 9:30 am-11:30 am	Main Audi
4	Way to End Anxiety	B Tech Final Year MCA Final Year	23 <sup>rd</sup> August, 2014 1:00 pm -3:00 pm	Main Audi

Santosh Kumar  
Registrar

CC: To Hon'ble Chancellor's Secretariat for kind information.

Others through MSDN and e-mail (igi).

*Santosh*  
Registrar  
Invertis University,  
Bareilly



**INVERTIS**  
UNIVERSITY BAREILLY

Anil Pandey <anil.p@invertis.org>

### Regarding Birth Centenary Celebrations of Param Pujya Gurudev Swami Chinmayanand Ji

santosh kumar <registrar@invertis.org>

To: All Members <igi@invertis.org>

Cc: Vice Chancellor <jagdish.ra@invertis.org>, Manish Gupta <manish.g@invertis.org>, Arpan Khastgir <arpankhastgir@invertis.org>, YDS Arya <yds.arya@invertis.org>, Santosh Kumar <santosh.k@invertis.org>, Rajesh Kumar Shukla <rkshukla@invertis.org>, Reena Jaiswal <reena.j@invertis.org>, Darshna Sethi <darshna.s@invertis.org>, Prem Prakash Singh <ppsingh@invertis.org>, Jitendra Shrivastava <jns@invertis.org>

Thu, Oct 8, 2015 at 2:07 PM

Dear Sir/Madam,

This is to inform you all that the Birth Centenary Celebrations of Param Pujya Gurudev Swami Chinmayanand Ji will be celebrated today on 8th October 2015 in the Main Auditorium of the University in the evening from 5:30 pm to 8:10 pm.

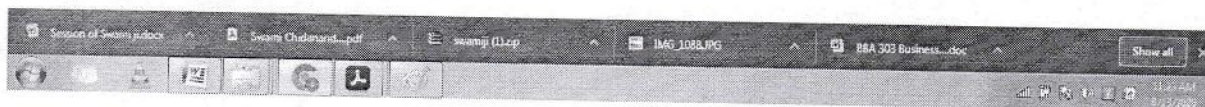
All the faculty and staff members are required to be compulsorily present in the Auditorium from 5:00 pm onward till the end of the program.

However, females having small kids at home are exempted from attending the program.

In case of any query, kindly contact Dean Management Dr. Manish Gupta.

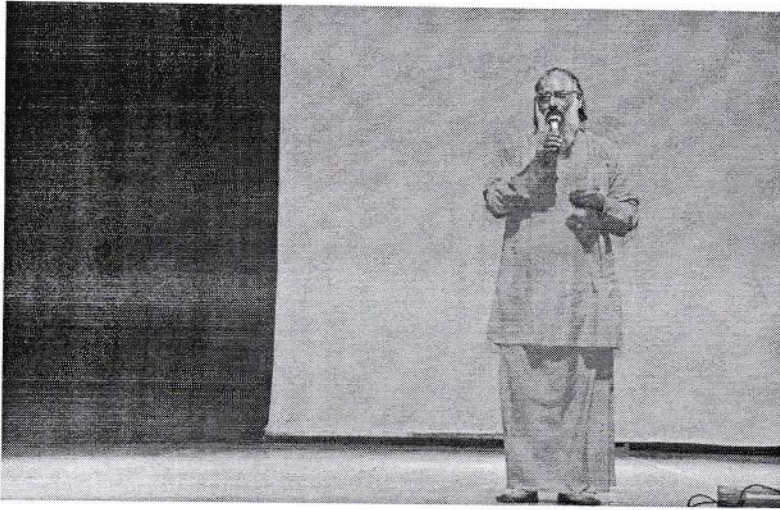
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