

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Administrative setup of the Institution

Gian Jyoti Institute of Management and Technology (GJIMT), established in 1998 under the Registered Educational Society is driven by a Board of Governors with a vision and mission that emphasizes innovative quality teaching and research in management, computer applications, and commerce, intending to bridge the gap between industry, society, and academia. The institute is managed by GJIMT's leadership, which follows a structured delegation of authority and responsibility as outlined in its organogram to ensure coordination and effectiveness.

The Director, the head of the institute, oversees academic, administrative, and financial matters, receiving guidance and direction from the Chairman. The Director collaborates with the Dean and Heads of Departments (HoDs) to ensure smooth operations in various academic and administrative areas. Along with Heads of the Departments further channelize institutional priorities in coordination with their Class Incharges teaching and non-teaching staff.

The training and placement cell handles all internship and placement-related matters. GJIMT also has an International Education wing dedicated to assisting international students who wish to study at GJIMT in India. This wing also facilitates collaborations and agreements with international universities and colleges for Indian students seeking to study or intern abroad.

The Director appoints coordinators and chairpersons for each committee such as the Grievance Committee, Anti-Ragging Committee etc, maintaining consistent interaction to ensure efficient and effective functioning for the benefit of all stakeholders. Coordinators and chairpersons of respective committees report relevant issues to the Director, who also oversees accounts and other administrative departments.

Service Rules, Procedures, Recruitment and Promotion Policies

The college adheres to well-defined service and conduct rules, leave policies, recruitment policies, and promotion policies for faculty and staff, all in accordance with AICTE guidelines to ensure effective institutional functioning. These comprehensive policies maintain high standards of professionalism and integrity, supporting a positive working environment. Leave policies cater to various needs, including casual, sick, and special leave. Recruitment policies

focus on attracting and retaining qualified individuals through transparent advertising, clear eligibility criteria, and a rigorous selection process.

Promotional Policies

GJIMT's promotional policies are designed to recognize and reward staff based on their performance appraisals, promoting them to higher levels accordingly. Promotions are contingent upon meeting specific qualifications and eligibility criteria as per AICTE norms. The performance appraisal system is comprehensive, evaluating various aspects such as teaching effectiveness, research contributions, and administrative responsibilities. This structured approach ensures that promotions are merit-based and transparent. Additionally, the salary structure for promoted positions adheres to AICTE standards, ensuring that all staff receive fair and competitive compensation that reflects their qualifications and contributions to the institution.



HUMAN RESOURCE POLICY



GIANJYOTI
Aspire. Achieve. Ascend

Institute of Management
and Technology

MESSAGE FROM CHAIRMAN'S DESK

GIAN JYOTI – “FLAME OF KNOWLEDGE”



It's As we progress into the teens of the twenty-first century and study the peculiar patterns of evolving 'commerce scape', the entrenchment of web 2.0 in business, mobile app usage, the proliferation of techno-smart startups, the growing emphasis on business-critical resources of data handling, security and virtualization, the management and IT education too needs a relook from a fresh perspective. There is an unprecedented need to look beyond the classroom and into the real-time environments empowered by diverse and multi-cultural talents. The contemporary scenario calls for the training of graduates with a focus on innovation and assimilatory socio-cultural approaches. Students also need to be made to understand that the professionals of today are instant decision-makers and nurture thinking in terms of the 'feasible' only. There is no time or resources to waste. World, and more so businesses, as we know today, adopt only the surest and quickest solutions.

In the current context, the talent needed with aforesaid qualities is immense but supply definitely is constricted. Institutions lack in modelling their environments on the needs of the times. Then why and how to make this novel teaching-learning possible and institutional effort worthwhile? The variable of learning definitely has to be moved quickly back and forth across a broad spectrum of modules comprising case studies, research, and academics and, of course, tutorship on behavioural and psychological management also. The entire spectrum is to be enriched with inputs from the corporate world on a dynamic basis.

With this bent of mind and working with the everyday motive of implementing most of the ideas expressed here in the DNA of my institution, I greet you at this juncture—when you have to serve society and make our nation great.

Welcome on board.

J. S. Bedi
Chairman
GJIMT

WELCOME NOTE BY THE HR DEPARTMENT

Dear Team,

Congratulations on your appointment and welcome to GJIMT! We are excited that you have decided to join us and look forward to a long, happy and successful partnership together.

We are pleased to introduce the **Human Resources Policy Manual ("HR Policy Manual")**. On behalf of staff members and Top Management, we welcome you to the GJIMT family and wish you success in your future. At Gian Jyoti, we believe that each employee contributes directly to the growth and success of the Institution, and we hope you will take pride in being a member of our team.

The HR Policy Manual is designed to provide a clear statement of the Institution's Human Resource Philosophy.

This HR Policy Manual is provided as a central reference for the employees and the specific policies that follow and promote the philosophy of the Institution with regard to standards of excellence; terms of employment; employee development; and employee services.

It may be necessary to change these policies from time to time to reflect changes in the workforce, employment trends, economic conditions, and legislation. However, any policy changes will be consistent with the Institution's approach to:

- Employ talented individuals whose creativity and imagination will support and contribute to achieving the Institution's business objectives.
- Communicate Institution standards and expectations in all aspects of employment including performance.
- Value diversity and assure equal employment opportunity and a workplace where relationships are based on mutual respect.
- Treat all staff, workers, contractors, and customers in a professional, non-discriminatory manner.
- Provide safe, effective working conditions.

These Policies & Procedures are approved by the Chairman and Director of the Institution, administered by the HR Department & applicable to all areas of operation & to the employees of Gian Jyoti Institute of Management & Technology.

This Manual is an exhaustive guide to your employment with us. It has been developed to act as a resource and reference for you. The policies within this Manual are easily listed and easily accessed via the contents page. This Manual will be updated as required as our business evolves and grows. You will be notified of any changes as they occur. If you have any questions about the content, please do not hesitate to contact the HR Department.

HR Department

Gian Jyoti Institute of Management & Technology

"Endeavour to make

"Endeavour to make GJIMT an employer of choice for candidates from good professional and academic backgrounds. Organized way of recruitment process to attract the best talent, develop individual to their fullest potential and work on retention strategies."

A1. RECRUITMENT AND SELECTION

1. INTRODUCTION

Effective recruitment and selection are central and crucial to the successful functioning of the Institution. It depends on finding people with the necessary skills, expertise and qualifications to deliver the strategic objectives and the ability to make a positive contribution to the values and aims of the institution.

2. SOURCES OF RECRUITMENT

Vacancies will generally be advertised in an appropriate way through internal or external sources, depending upon the critical level of position to fill. The *Department Head needs to submit the Manpower Requisition Form to the Director. The Director would recommend and with due permission from the Chairman, the process of recruitment would proceed at two levels:*

- **Internal:** Potential candidates would be sought from Employee Referrals and Internal Job Postings (IJP).
- **External:**

Data Bank:	Short listing of CVs from current CVs already available with HR.
Job Portals:	Sourcing is done from various professional networking sites including the institute website.
Advertisement:	Requirement posting on National/ Regional Newspaper.
Social media /Linked-In	requirement to be filled through social media platforms
In-House Placement:	Fresh/ New Talent hiring from in-house courses.

3. BAND MATRIX

It is the intent of the Gian Jyoti Institute of Management & Technology to clarify the definition of employment classification so that the employees understand their employment status and benefit eligibility. All employees are placed in their respective Bands, Designations & Grades/ Levels.

Band	Level	Designations	Recommended Qualification *	Recommended Experience *	Contributors
BAND D	D2	Board of Directors			Strategic Planning
BAND L	L3	Director	PG/ PhD/MBA	10 – 22 years	Leadership Professionals
	L2	Dean			
BAND F	F2	Professor, Associate Professor, Asst.Professor	Ph.D/MBA/ PG Diploma/ MCA, M.Sc., CA	3 – 10 years	Process Owners & Senior Domain Professionals

(*): The table above shows recommended qualifications & experience for a specific role/ position; however, the Selection/ Promotion criterion is based on the no. of years of service with Gian Jyoti Institute Of Management & Technology and the skill set required for the position only, or as per the discretion of the management.

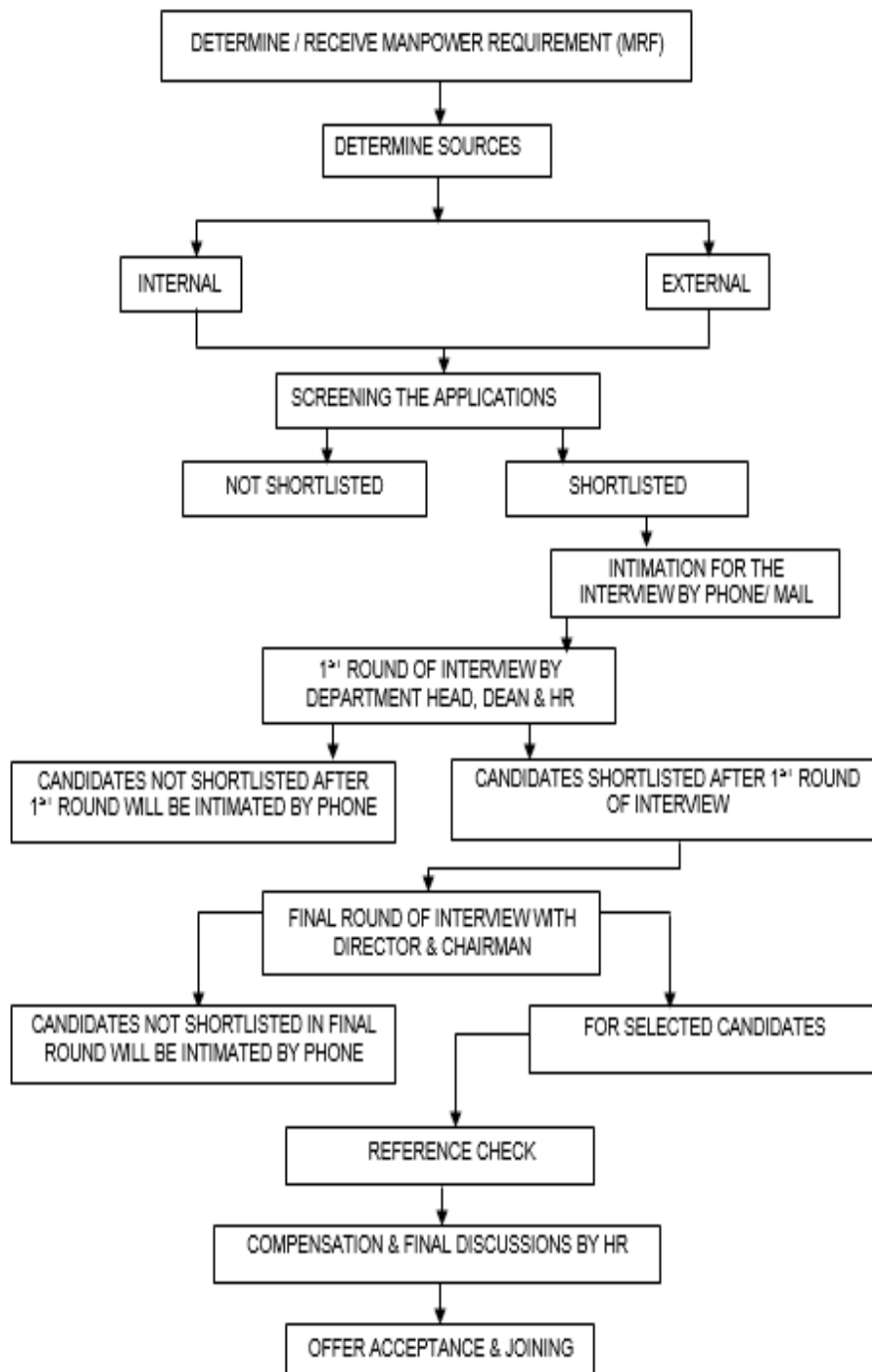
4. INTERVIEW PANEL COMPOSITION (Core Committee Members)

The panel consists of the Dean, the HOD of the respective department and senior faculty. The final decision is of the Director.

5. EMPLOYMENT OF FRIENDS/ RELATIVES

- Gian Jyoti Institute of Management & Technology permits employment of relatives, but in different departments. However, the employment of relatives in the same department can create a conflict of interest. Therefore, immediate family members (see definition below) should not work in the same department for the same Reporting Manager/ Department Head, or for a Reporting Manager who is an immediate family member.
- Only under special cases or professional acquaintances, it will be allowed but this must be recommended by the HR Representative and approved by the Director. Immediate family members include spouse, parent, child, grandchild, sister or brother, relatives, in-laws, and friends.

6. RECRUITMENT PROCESS



7. RELEVANT REFERENCE CHECKS

The offers of employment may need reference checks at times in certain cases and will be made conditional upon satisfactory results from the following:

- Two satisfactory references.
- Confirmation of the right to work in this country (if appropriate);
- Criminal Records Disclosure (if appropriate).

8. PROBATIONARY PERIOD

All appointments at Gian Jyoti Institute of Management & Technology will be made subject to a probationary period of **six calendar months**. After three months a review meeting will take place between the post holder and their department head to discuss progress. At the end of the probationary period, the employee's services would be confirmed automatically based on the performance else probation may be extended, as decided by the management.

9. EQUAL EMPLOYMENT OPPORTUNITY

Gian Jyoti Institute of Management & Technology provides equal employment and advancement opportunities to all individuals. Employment decisions at the institution are based on merit, qualification, and contribution to the institution. The institution does not discriminate in employment opportunities and practices based on race, colour, gender, state origin, age or any other characteristic protected by the law. The policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

All employment and promotion decisions will be based solely upon the individual's qualifications, experience prior contribution and demonstrated capacity to perform at higher levels of performance and will be in accordance with the principle of equal opportunity. The institution will take whatever affirmative action is necessary to attract and retain qualified persons.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

A2. INDUCTION AND ORIENTATION

1. INTRODUCTION

Induction and Orientation is the process of introducing employees to their new jobs and work environments. Gian Jyoti Institute of Management & Technology believes that all new employees must be given timely induction training. This training is regarded as a vital part of staff recruitment and integration into the working environment. This policy, associated procedures and guidelines define the Institution's commitment to ensure that all staff is supported during the period of induction, to the benefit of the employee and Institution alike.

"GJIMT believes its employees are their greatest asset and facilitate them understands the institution philosophy and work culture from the day of their joining. Ensure good practices to integrate the individual joining with the institution systems & procedures."

2. OBJECTIVE

Our Institution aims to ensure that staff induction is dealt with in an organised and consistent manner, to enable staff to be introduced into a new post and working environment quickly, so that they can contribute effectively as soon as possible. This induction policy, associated procedures and guidelines aim to set out general steps for managers and staff to follow during the induction process. It is expected that all managers and staff will adhere to this policy.

The Institution expects that the implementation of good induction practices by Heads of the Departments / Managers will:

- Make the new employees understand the Institution's philosophy and work culture.
- Ensure that new employees are highly motivated and that this motivation is reinforced.
- Support new employees during this difficult period and help them become fully integrated into the Institution as quickly and as easily as possible.
- Assist in reducing staff turnover, lateness, absenteeism and poor performance generally.
- Assist in developing a management style where the emphasis is on leadership.
- Ensure that employees operate in a safe working environment.
- Will reduce costs associated with repeated recruitment, training and production loss.

3. GUIDELINES FOR THE HR DEPARTMENT

The Institution's Human Resources Department/ Representative will:

- Issue guidelines to familiarise employees with the induction process.
- Maintain and update the Induction Policy.
- Provide an Induction and Orientation Plan to be followed during the induction period.
- Review all policy, procedure and guideline documents on a regular basis.
- Provide relevant formal training courses necessary to assist the induction process.

4. PROCEDURE

ACTIVITY	SUPPORT MATERIAL	RESPONSIBILITY
Explanation of policies	Policy Manual	HR
Attendance/ Leave procedures	Attendance procedure, leave application form, etc.	HR
Holidays	Institution holiday schedule Academic Calendar	HR
Activation of attendance system through biometric machine		HR
Ensuring seating & work area allotment		HR

- The new incumbent will meet the HR Representative and complete the formalities on the day of joining. Joining Report Forms are available with the HR & Administration Department.
- HR Department/ Representative shall coordinate with the IT Dept. and get an official email ID created for the new joinee (as per the business need).
- The HR Department/ Representative shall send a welcome note to the new joinee and all the concerned members in Gian Jyoti Institute of Management & Technology about the background of the new member joined.
- The HR Representative shall share the Induction programme and Welcome Kit with the new joinee.
- HR Representative shall introduce the new joinee to all the members of the Institution and familiarize him/ her with the office environment, Vision, Mission, Values, significant policies and procedures etc.
- The HR Representative will certify that the new joinee has been duly inducted and the same will go into the Personnel File of the New Joinee and formal induction shall finish.
- New joinee will report to the specific department, where the joinee shall be briefed of his roles and responsibilities by the Department Head.
- The appointment letter shall be issued to the member within 10 days of his/her joining, post-completion of all the above-stated formalities and required documents

submission. The candidate would sign one (duplicate) copy & the same will go in his/her Personnel File.

5. DRESS CODE POLICY

The dress code policy supports an Institution's image and projects the professionalism with which we provide high-quality services. The Institution's objective in establishing a dress code is to enable team members to project an appearance that is business-like and neat. Business-Casual Dress is the standard for this code.

Semi-formals (Monday to Friday) and Proper Formals on Wednesday

Acceptable for Men: Shirts with Collars, Trousers/Pants, Business Suits, Pullovers, and Leather Shoes

Acceptable for Women: Sarees, Suits, Kurtis, Collared Shirts, Trousers, Cardigans, Pullovers, Sandals & Shoes.

"The Institution places high emphasis on Attendance and Punctuality and lay down the rules pertaining to working hours, standards of conduct and marking attendance."

The dress code policy is subject to periodic review and may be modified at any time.

A3. ATTENDANCE AND PUNCTUALITY

1. INTRODUCTION

Regular attendance and punctuality are vital attributes, shows commitment, attentiveness and determination. It is important for employees to attend work regularly and to arrive at work on time. This is a great representation of a positive person that is ready to get things done on time effectively and efficiently. Punctuality shows respect and responsibility for your work.

2. ATTENDANCE PROCEDURE

Every staff member must report to work on time. The Institution expects staff members to be available to work as per working hours. Lateness or absence without prior intimation/ permission will not be accepted. To mark the attendance please follow the procedure mentioned below:

- **Biometric Machine** is installed at a designated place in the respective premises. Employees will punch the attendance by using the machine, at the beginning and end of the office timings.
- If there are any grievances regarding attendance, the concerned employee can contact the HR Department/ Representative for correction in their attendance duly verified by the Head of the Department.

3. **WORK SCHEDULE**

The general work timings, lunch timings and working days of the Institution are:

General Institution Timings:	08:45 am to 5:00 pm - All Staff
Tea Breaks:	11:30 am to 11:45 am - Morning
Lunch Timings:	01:25 pm to 2:00 pm - All Staff
Tea Breaks:	2:55 pm to 3:10 pm - Evening
Working Days:	Monday to Saturday

4. **LATE COMINGS**

Employees are expected to adhere to office timings. A grace time of Ten (10) minutes is permitted after which it will be treated as “Late – Coming”. This is limited to two (2) late – marks every month. Only under special/ critical circumstances of getting late, the same can be considered as an exception based on the discretion of management.

5. **ADDITIONAL DUTY/ OVERTIME**

The Institution does not support any overtime policy and overtime is voluntary. Employees are requested to complete their assignments in a given period of time. However, if there is any call for an urgent assignment on a non-working day due to business exigency or any other valid reasons, such employee shall be given Compensatory off on some other working day (on the basis of approval from Heads of the Departments).

6. **LEAVE POLICY**

The employees may be given the following kind of Leave on an annual basis during their stay at the institute:

- i) Casual Leave (CL)
- ii) Academic Leave (AL)
- iii) Compensatory Leave (CPL)
- iv) On duty Leave (ODL)
- v) Short Leave

7. UNSCHEDULED ABSENCE

Absence from work for **FIVE (5) CONSECUTIVE DAYS** without notifying management or the HR Department will be considered for disciplinary action/voluntary discontinuation of services from the employment.

A4. STANDARDS OF BUSINESS CONDUCT

1. INTRODUCTION

Gian Jyoti Institute of Management & Technology expects its staff (including permanent, temporary, agency, contractor or consultant staff) to be scrupulously impartial and honest in all affairs relating to the Institution and their job within it. All staff also bear a responsibility as employees to act as ambassadors for the GJIMT in terms of their general conduct both within and outside the Institution. This policy outlines the responsibilities of staff working for the Institution.

Establish the "Code of Conduct" policy to promote ethics, honesty, and professionalism within GJIMT and among its employees. The Institution believes every employee is obligated to strive for the extension of the Institution's interests with legal limits, and responsible for preventing damages or loss of the Institution's interest.

The Code of Conduct clarifies the standards of behaviour that are expected of the Institution staff in the performance of their duties. The Institution is committed to developing a culture where it is safe for all employees and directors to raise concerns internally, about any unacceptable practice and any event of misconduct, unethical behaviour, actual or suspected fraud or violation of the Institution's code of conduct or ethics policy.

2. VALUES

We act in a responsible, fair, courteous and respectful way with our subordinate colleagues, superiors, customers, shareholders, business partners, authorities and the public and do not tolerate discrimination. We display professional behaviour and an open, transparent and constructive business style as well as loyalty towards the Institution.

We behave with integrity and in compliance with all general laws and the relevant internal and external rules and regulations for the respective area of activity. All employees are obliged to inform its superior of any uncertainties they may have regarding compliance with the law or other rules and regulations.

We fully recognize and strive to protect universal human rights, especially the rights of women and children and we condemn every violation of human rights, e.g. the sexual exploitation of children or child's work. We act responsible towards society, with due respect for other cultures and opinions.

3. GOOD BUSINESS PRACTICE

3.1 Cultural Diversity and Non-Discrimination

The diversity of its employees and customers is an opportunity and enrichment within the Institution's work culture. Diversity demands openness, tolerance and empathy from every one of us. We are committed to ensuring that nobody is harassed or discriminated against for any reason such as their race, religion, belief, nationality, sex, age, sexual orientation or disability. The Institution's employees behave with courtesy, fairness, openness and respect. Any cases of discrimination or harassment shall be reported immediately to the HR Department.

3.2 Code of Conduct

The Code of Conduct clarifies the standards of behaviour that are expected of the Institution's staff in the performance of their duties. It gives guidance in areas where staff needs to make personal and ethical decisions.

Law Practices

- Treat all with dignity and respect.
- No discrimination based on race, national or social origin, caste, birth, religion, disability, gender, sexual orientation, union membership, political opinions and age. No discrimination in hiring, remuneration, access to training, promotion, termination, and retirement.
- No use or support of child labour, as the group doesn't permit any person to work in the Institution before the age of 18 years.
- Provide a Clean and Safe workstation to anticipate any kind of accident. Acquainted with the code of conduct to keep the workplace clean & hygienic.
- Acquaints the local rule of law and maintains the environment neat and clean.

Business Practices

- Fair dealing with students, suppliers, competitors and employees of the Institution.
- Honest and ethical conduct at the Institution's premises.
- Confidentiality of information of Institution or any business associate of the Institution.
- Proper use of Institution assets.

Disciplinary Practices

- Declining favours and gifts which can create a conflict of interest.
- Providing true information during joining.
- Compliance of official orders.
- Not engaging in other employment activities.
- Avoid negligence of work and late and irregular attendance.

Ethical Conduct

- Abstain from all activities that can damage the reputation of the Institution.
- Non-participation in illegal activities and non-indulgence in violent activities.
- Refusal of bribes.
- No long absence without information.
- Avoid damaging Institution assets.
- Abstain from indecent/ disorderly behaviour.

4. WORK RELATIONSHIPS

Employers and employees build professional relationships and treat one another with respect. Discrimination and harassment of any form are not tolerated in the workplace. Employees should report cases of abuse and conflict before it escalates, and employers will take immediate action according to Institution policies and procedures.

5. DATA PROTECTION

The privacy of every individual shall be respected and protected. The Institution does not divulge any confidential information about its customers, employees or business partners unless law requires such divulgence. No Institution's employee may acquire personal data by illegal means or pass on any confidential information or business secrets of the Institution to any third party (including family members or friends), nor use such information or secrets for any inadmissible purpose.

6. COMMUNICATIONS

6.1 External Communications

We are active, transparent and timely in our communications. Only the clearly defined communication individuals at GJIMT for external communication are authorized to provide information on the Institution's related issues. We assist the media in their endeavours to report objectively on the Institution but we do not comment on rumours. The Chairman thereto shall take any exceptions.

6.2 Internal Communications

We are open and honest in our communications on all issues. GJIMT employees shall be informed as comprehensively as possible about any development, which affects them at the Institution, and about the Institution's course of business. In difficult situations employees will continue to be informed fairly and with respect.

7. SAFETY

Employers and employees should always maintain safety standards in the workplace to prevent accidents. Employees should report broken amenities, unsafe workspaces, or potential hazards in the workplace. They should stay alert in case of emergencies and be aware of emergency exits and procedures.

NOTE: All employees are expected to carry out the instructions/ guidelines by the management and respective department head diligently and faithfully, in connection with the Institution.

A5. PAYROLL, COMPENSATION AND BENEFITS

1. INTRODUCTION

Gian Jyoti Institute of Management & Technology Compensation & Benefits structure has been devised to be in line with best practices, incorporating the latest trends and laws, to extend value to employees. This is revised from time to time to ensure that our employees are paid in line with industry standards.

“Detail the Payroll process vis-à-vis the timely and correct payment of salaries after Tax withholdings in compliance with the Income Tax Act of India, 1961. This policy can be referred by all employees for clarity on the payroll process followed in GJIMT with respect to disbursement of salaries.”

2. PAY RULE AND SCHEDULE

- **PAY DAY:** All Employees shall be paid monthly on a scheduled payday, usually **by the 10th day** of the subsequent month.
- In case of any grievances in the salary, the same will be corrected immediately by the HR Representative and Accounts Department.
- The salary is credited into the respective employee account at the nominated bank after deduction of Tax. Employees whose salary accounts are not opened in the nominated bank may be given in cash/ cheque. Employees shall be notified, in the event of a change in the Institution’s bankers. For certain categories of employees, the salary may be given in cash as decided by the management.

3. INFORMATION FOR NEW HIRES

Eligible Full-Time Employees of the Institution are required to submit the following to the Accounts Department upon their joining:

- A copy of their PAN (Permanent Account Number) issued by the Income-tax Department
- Previous Employer tax deduction details. Form 16 along with duly verified salary and tax details from previous employer is accepted.

4. TAX DECLARATION

Eligible Full-Time Employees must submit details of proposed investments and deductions based on the latest provisions of the Income Tax Act.

This is to be submitted at the beginning of the financial year and is reconfirmed at the beginning of the fourth quarter.

The Final Declaration needs to be submitted by the **15th of March** along with actual Investment Proofs and exemption details with proofs in accordance with the Income Tax Act.

- **Changing Tax Declaration:** In case of any change in the proposed tax investments, a new declaration form must be completed and returned to the Institution's Payroll/ Accounts Division. Changes may be made at any time of the year.
- **Renewal of Tax Declaration:** The tax declaration submitted is valid for only one financial year. A new submission must be made at the beginning of every financial year.

5. **PAY, ALLOWANCES AND STATUTORY BENEFITS**

All employees are eligible for basic salary, allowances and deductions at the time of joining and any changes during the subsequent year will be intimated to the concerned employee. Gian Jyoti Institute of Management & Technology complies with all applicable laws in providing the following statutory benefits and allowances to the employees.

- **Basic Salary:** Basic salary is the core salary and it is the fixed part of the compensation package. Several other components are calculated in the basic salary. Generally, the basic salary depends upon the employee's designation or grade.
- **House Rent Allowance (HRA):** Employees generally receive a house rent allowance (HRA) from the Institution. This is a part of the salary package, in accordance with the terms and conditions of employment. HRA is given to meet the cost of a rented house taken by the employee for his/ her stay.
- **Dearness Allowance - DA** or Dearness Allowance is a cost of living adjustment allowance which the government pays to the employees of the public sector as well as pensioners of the same. Dearness Allowance can be basically understood as a component of salary which is some fixed percentage of the basic salary, aimed at hedging the impact of inflation.
- **Special Pay Allowance -** Residual part of the Gross Salary after adjusting Basic, HRA, and other tax saving allowances.
- **Provident Fund:** The Human Resources Department is responsible for determining employee eligibility and enrolment of retirement, life, disability, and health care benefits. Any changes or questions concerning this benefit coverage should be directed to Human Resources Department only.
- **Employees State Insurance (ESI):** All eligible employees shall be covered under the act from the very first day of joining the Institution as per The Employee State Insurances Corporation Act 1948 or amended from time to time.

6. PAYROLL DEDUCTIONS

All full-time regular employees are eligible for various payroll deductions. A partial listing of the most commonly used deductions is as follows:

- Income Tax Deduction based on Income Tax Act
- Employees Contribution towards Provident Fund
- Security Deposit - An amount equivalent to one month's salary of the employee will remain with the institution. Deduction of 10% from the Gross Salary, up to a period of ten (10) months from the date of joining.
- Telephone or any other recovery (as intimated by HR)

7. PAY SCALE OF TEACHING STAFF

Pay Scale of the teaching staff at Gian Jyoti Institute of Management & Technology:

S. No.	Position	Pay Band (In Rs.)	Minimum Pay in Pay Band (in Rs.)
1.	Professor	67,000-79,000	100000
2.	Associate Professor	37,400-67,000	50000
3.	Assistant Professor	15,600-39,100	25000

8. FULL & FINAL SETTLEMENT

In the event of an employee leaving the Institution, the Full & Final settlement amount is calculated by the HR Representative & Accounts on the basis of the inputs provided in the NOC. The whole process of Full & Final takes at least 15 working days from the day of receiving the NOC (i.e. the Day of relieving the employee).

The final payment is sent by the Accounts Department to the HR Department/ Representative and the HR Department/ Representative ensures further disbursement of the same, based on the discretion of the management.

A6. EMPLOYEE COMMUNICATION POLICY

1. OPEN COMMUNICATION

Gian Jyoti Institute of Management & Technology encourages employees to discuss any issues they may have with a co-worker directly with that person. If a resolution is not reached, employees should arrange a meeting with their Department Head. If the concern, problem, or issue is not properly addressed, employees should contact the HR Department/representative. Any information discussed in an Open Communication meeting is considered confidential, to the extent possible while still allowing management to respond to the problem. Retaliation against any employee for appropriate usage of Open Communication channels is unacceptable.

“Employee Communication policy designed for Mobile usage, IT, Wi-Fi Network access, used for business purposes. This policy also encourages employees to discuss any issues they may have with a co-worker directly and resolve the matter amicably.”

2. TELEPHONE AND INTERCOM POLICY

The Telephone Directory of the Institution consisting of name, designation, intercom number, mobile number & e-mail address is attached for the use of employees.

During office hours we recommend all to make minimum personal phone calls, depending upon the urgency of the situation at business.

3. GENERAL RULES FOR MOBILE USAGE

Mobile phone usage should be restricted to important calls only. Please do not carry your mobile phones in classrooms and keep your mobile on silent mode while on the institution premise. Also, the calls made/ received by you should not create disturbance for the other staff members in your staff room.

4. IT POLICY

This policy sets out the obligations and expectations on employees of the Institution including contractors and temporary staff, who use the Institution’s IT facilities for internet and email purposes. IT facilities are provided to assist with day-to-day work. It is important that they are used responsibly, are not abused, and that individuals understand the legal professional and ethical obligations that apply to them.

Use of the Internet

Use of the Internet by employees is encouraged where such use is consistent with their work and with the goals and objectives of the Institution in mind. Reasonable personal use is permissible subject to the following:

- Users must not participate in any online activities that are likely to bring the Institution into disrepute, create or transmit material that might be defamatory

incur liability on the part of the Institution, or adversely impact on the image of the Institution.

- Users must not visit, view or download any material from an internet site that contains illegal or inappropriate material. This includes, but is not limited to obscene matter, race hate material, violence-condoning messages, criminal skills, terrorism, cults, gambling and illegal drugs.
- Users must not knowingly introduce any form of computer virus into the Institution's computer network.
- Personal use of the internet must not cause an increase in significant resource demand, e.g. storage, capacity, speed or degrade system performance.
- Users must not "hack into" unauthorised areas.
- Users must not download commercial software or any copyrighted materials belonging to third parties unless such downloads are covered or permitted under a commercial agreement or other such licence.
- Users must not use the internet for personal financial gain.
- Users must not use the Internet for illegal or criminal activities, such as, but not limited to, software and music piracy, terrorism, fraud, or the sale of illegal drugs.
- Users must not use the internet to send offensive or harassing material to other users.
- Use of the internet for personal reasons (e.g. online banking, shopping, information surfing) must be limited, reasonable and done only during non-work time such as lunchtime.
- Use of gambling sites, online auction sites & social networking sites such as, but not limited to Facebook, LinkedIn, YouTube, Twitter, etc is not permissible.
- Staff may face disciplinary action if they breach this policy and/ or bring embarrassment to the Institution or bring it into disrepute.

Staff who receive improper emails from individuals inside or outside the Institution should discuss the matter in the first instance with their Department Head or HR Department/ Representative.

Personal use of the Institution's email is not permitted.

4.1 SOP – Desktop & Media Usage

- Desktop will be allocated to employees, depending upon the needs of the business. This should be recommended by the Director and approved by the Chairman.
- No software/ program/ tool can be taken out from the Institution premises in the form of a CD, Tape etc.

4.2 IT Staff Rights and Responsibilities

- IT staff is responsible for the design, operation and management of the Wi-Fi network, including the provision of security measures at the network level.
- In the event of a severe network problem that arises from the Wi-Fi network user's computer system and causing severe damage to the Institution's user community, IT staff has the right to terminate the network connection of the user's computer system without making prior notice to the user.
- The IT staff has the responsibility to provide advance notice of Wi-Fi network unavailability due to regular maintenance, upgrades or changes so that Wi-Fi

network users may plan for their work. However, in the event of an emergency, the IT staff has the right to shut down the whole or partial Wi-Fi network with little or no advance notification. Every effort will be made to give users a chance to save their work before the Wi-Fi network is taken out of service. In the event that a Wi-Fi network-connected computer presents an immediate security risk to equipment, software or data in the Institution network, IT staff has the right to terminate this connection without prior notice.

A7. SEPARATION/ EXIT POLICY

I. SEPARATION FROM EMPLOYMENT

a. RETIREMENT

The Institution has adopted the **normal retirement age of 60 years** but recognizes the need to retain certain exceptional, highly skilled and productive staff, particularly those in scarce skill disciplines, beyond the age of 60. It accordingly permits extensions beyond retirement subject to the rules of the relevant retirement funds.

“Exit Interviews usually helps to determine the real reasons of voluntary separations. This provides an opportunity to make changes – particularly when the separation may also be impacting other people. It is good for the Institution to know the reasons so they can take corrective action.”

b. RESIGNATION

The employment is terminable by either side by giving proper notice (as per appointment letter) or payment in lieu thereof.

The period of notice for **Teaching** staff is:

Band	Notice Period	Clause
All Bands *	2 months (during the teaching period)	Employee resigns from the institution within the semester (01 st Jan to 15 th May & 01 st July to 15 th Nov), he/ she will be required to give a two-months’ notice period (or one month’s salary & 10 month’s security amount in lieu of notice period).
	1 month (during non-teaching period)	Employee resigns from the institution at the beginning/ end of the semester (16 th May to 30 th June & 16 th Nov to 31 st Dec), he/ she will be required to give one month’s notice period (or one month’s salary in lieu of notice period).

* if the services of the employee are no longer required by the Institution, the Institution will also be liable to give one month's notice (or one month's salary in lieu of notice period). If the employee does not fulfil the above conditions, he/ she will not be issued experience and relieving letter as well.

2. DISCONTINUATION OF SERVICES - VOLUNTARY

A detailed exit process is carried out for all employees leaving the Gian Jyoti Institute of Management & Technology. This is necessary from a security, financial, administration, and information management perspective. The exit process applies to all employees leaving the Institute, whether they are permanent employees or on contract with Gian Jyoti Institute of Management & Technology.

This policy applies to employees who are resigning from the Institution, voluntarily.

2.1 Notice Period and Relieving

When an employee resigns, the Reporting Manager/ Department Head should attempt to understand his/ her reasons and identify means to retain the employee. In case, there is no possibility of retaining the employee the exit process should be initiated.

- Once the resignation is given and accepted by the management, it cannot be revoked or taken back.
- Notice period can be waived off (cancelled or reduced) at the discretion of the Director/ Management.

2.2 Institute Assets or Properties

- All the major Items like Data Card, Laptop, and Mobile Phone have to be returned by the employee leaving the Institute to the HR Department/ Representative before any clearance form is submitted.
- SIM Card, ID Cards and Keys of the Drawer are to be returned to the HR Department/ Representative and the clearance forms are to be signed by the employee.
- All the Institution records and files are to be properly handed over to the Reporting Manager or Department Head of the Exiting Employee.

2.3 Absence in the Notice Period

- The Exiting Employee is not allowed to remain absent during his/ her notice period.
- If such an employee remains absent during his notice period, then the notice period of the employee will be extended by the number of days the employee remains absent or the salary of that period can be deducted from the full and final payment given to the employee.

2.4 Other Deductions

If the employee leaves the Institution before completing the six months then the cost of the following will be deducted from his full and final payment cheque.

- Any Amount Excess of the Limit sanctioned in the Mobile Phone Bill of the employee.
- If the mobile phone/ SIM card/ Data Card is not returned: Mobile phone Charges, SIM Blocking Charges and Duplicate SIM Card Charges will be deducted from the employee's full and final payment.
- If any Repair is required on the asset returned by the employee, then the cost of such Repair work.

2.5 General

- If the leaving employee is eligible for any Reimbursements then he/she must submit all the bills and necessary documents to the Accounts department before settling his/ her account.
- If there is any Tax Liability, supporting documentary proofs have to be submitted to the Accounts Department otherwise it will be deemed that there are no investments/ documents and TDS will be calculated and deducted accordingly.
- The full and final payment will be processed by the HR Department/ Representative only after getting the approved clearance form.
- The exit interview form is to be filled by the leaving employee before releasing the payment.
- The full and final payment will be made by cheques only and the employees have to sign the documents related to the full and final payment.

3. DISCONTINUATION OF SERVICES - INVOLUNTARY

Each employee is considered a key member in maintaining the quality of our business operations. Maintaining integrity is a vital part of our business and the behaviour of each employee reflects the success of our Institution. When prevailing circumstances justify such action in relation to an employee, the Institution's management reserves the right to subject that employee to corrective action up to and including termination of employment. A corrective action policy has been developed which enables the Institute to deal effectively and consistently with employee-related issues in a fair and just manner.

Gian Jyoti Institute of Management & Technology reserves the right to change or modify the policy set forth below at its discretion and without prior notice to employees. This policy is not intended to and does not constitute a contract of employment. This policy applies to Employees who are being separated from the Institution, involuntarily.

Progressive Disciplinary Steps

Where the Institution finds the employee's performance, behaviour or conduct warrants such action, the Institution may, at the discretion and judgment of

management in appropriate circumstances, pursue the following steps for disciplinary action. If an employee fails to respond to coaching and/or informal counselling, the following action would provide the framework for corrective measures.

3.1 Initial Verbal Warning

This is a problem-solving session wherein the Reporting Manager/ Heads of the Department conducts a “verbal discussion” related to the performance problem in a private conversation with the employee. The employee is reminded of the need to adhere to and be committed to the work rules and the Institution's standards.

The Department Head will also be required to keep the HR informed about the same and a note with proof will go into the Personal File of the employee.

3.2 Written Warning

Within three (3) weeks of the Initial Verbal Warning, if the problem persists the Reporting Manager/ Department Head and HR Department/ Representative will conduct a formal discussion with the employee and fully describe the incident and/or action that may have resulted in the next warning, i.e. Written Warning.

The Written Warning should comprise structured documentation highlighting the previous feedback provided to the employee and the improvements, if any. The Department Head will also be required to keep HR informed about the same and a note with proof will go into the Personal File of the employee. Warning could result in the termination/ suspension of the employee according to the severity of the case. The termination letter, however, can be only authorized by the HR Department/ Representative with due approval from the Institute Director.

A termination recommendation note must be completed at this stage and forwarded to the management. HR will then conduct a private one-to-one conversation with the employee to determine the facts from both angles.

Employee's employment will be immediately terminated, whenever it is deemed necessary in the judgment of the management, including but not limited to the following:

- Continuous unsatisfactory performance of the employee.
- Continuous medical unfitness, which is likely to affect significantly his/ her performance.
- Misconduct of a serious nature, Loss of confidence.
- Wilful and persistent disobedience or failure to perform diligently duties assigned.
- Engagement in Fraud or other dishonest practices.
- Falsification of records.
- Violation of Institution Policies / Records / Equipment's / Systems.
- Behaving in a manner that is Threatening, Intimidating or Insubordination.
- Removing or destroying Institution or customer records or property, releasing confidential or proprietary information without appropriate approval.

- Being under the influence / use / sale / possession of any intoxicating substance or illegal drugs within the Institution or customer premises.
- Possession of weapons of firearms or gambling on Institution or customer premises.
- Engaging in other acts which would be contrary to the best interest of the Institution.
- Improper use of Institution or customer equipment and systems.
- Violations of Indian Central and State laws and regulations.
- Breach of Customer and/or Institute confidentiality.
- Breach of Customer and/or Institute personal information confidentiality.

4. **EXIT INTERVIEW: PURPOSE & PROCESS**

Upon receipt of notice of resignation from an employee, an exit interview will be conducted by the HR Department/ Representative and Director, to assess the reason behind tendering resignation so that necessary action can be taken to retain the existing and future employees.

PURPOSE:

- Understanding why people voluntarily leave the Institution can provide an opportunity for the Institution to make changes to reduce turnover rates and reduce the associated costs.
- An exit interview is an opportunity for the employer to end the employee's time with the Institution on a positive note.
- Equally important for public relations. A new relationship with the departing employee may be created. As the employee departs with positive feelings about the Institution, this will be communicated to remaining employees, local community / technical fraternity and future employees. The result may even be ease of recruiting future applicants.

CONDUCTING THE INTERVIEW – Exit interviews should be conducted by the HR Department/ Representative and Institute Director, with the knowledge and input of the Department Head of the departing employee. Being HR as an interviewer improves the chance for employees to open up and provide more valuable feedback.

PROBING/ ANALYSING THE REASONS:

- Exit Interview determines the real reasons for voluntary separations.
- Provides an opportunity to make changes – particularly when the separation may also be impacting other people. It is good for the Institution to know the reasons so they can take corrective action.
- The information solicited from the exit interview is disseminated to the appropriate people within the Institution and then actually used to make positive changes.

SECTION B – MANAGING EMPLOYEE PERFORMANCE

SETTING OBJECTIVES, ASSESSING & MANAGING EMPLOYEE PERFORMANCE, AND SUCCESSION PLANNING

B1. Performance Management & Appraisal

“The appraisal process aims to achieve the individual goals vis-à-vis Institution goals and to improve the effectiveness of the Institution through well-motivated and competent workforce.”



B1. PERFORMANCE MANAGEMENT & APPRAISAL

1. INTRODUCTION

Gian Jyoti Institute of Management & Technology is committed to supporting every employee to reach their potential and achieve their personal goals, which in turn will assist the institution in achieving its objectives.

The scheme is a formal process centred on the annual performance of each employee, in consultation with the Reporting Manager/ Department Head. The purpose of the appraisal process is to review the previous year’s achievements and to set objectives for the following year, in order to align individual employees’ goals and objectives with the Institution’s goals and objectives.

2. PROMOTION CATEGORIES

- **Job Promotions:** Recognize the deepening of knowledge and experience in the current role. Promotion in this level would be a movement to the level two (2) designations and the **key criteria is a consistent, effective or exceptional performance with the required skill set at the level one (1) designation at GJIMT for at least one (1) year.**
- **Role Promotions:** Represents broadening of responsibility and authority. Promotions to this level would be movement to the next Role/ Band designation.
- **Fast Track Promotions:** Represents special recommendation/ broadening of responsibility and authority, based on a consistent and exceptional performance within a short period with required proficiency/ skills defined in the skill set matrix.

3. APPRAISAL PROCESS

Performance Appraisal will be held on a yearly basis - **Annually.**

The review will be done to analyse the performance of employees every half year and take corrective actions if required to achieve annual goals.

The Previous year's performance will be assessed on targets/ goals set out for each member by his/ her Department Head at the beginning of the assessment period (financial year). **Appraisal** is to be done by the Department Heads and HR Department/ Representative, through ratings on goals in a measurable Performance Review Format.

The increments and promotions will be based only on final ratings on goals and as per the promotion criteria.

HR Department/ Representative after calculating the consolidated rating shall submit the proposal to the Reviewer/ Sanctioning Authority. The Reviewer/ Sanctioning Authority shall then decide the future course of action to be taken in terms of Increment, Promotion, Transfer, Training, etc.

PROCESS (Non-Teaching)

The essence of the Appraisal Policy is to review the performance of the individual employee, vis-à-vis his/ her contribution to the overall growth of the Institution. The performance will be evaluated on the achievement of **Key Performance Targets (Functional Skills)** and **Competency & Behavioural Skills.**

The weightage allotted to both categories will be **50%** each. The employee will be evaluated by his Reporting Manager and Self for Additional Accountabilities/ Initiatives and on competency/ behavioural skills, there will be a 360-degree evaluation. The entire process is explained in the Appraisal Form for ease of filling up of the form.

PROCESS (Teaching)

The UGC has upgraded the appraisal system for the faculty and also has introduced the appraisal by the students of the faculty. In lieu of the UGC guidelines and formal system set up by the Gian Jyoti Institute of Management and Technology, we are adapting the appraisal system with the following categories:

- **Functional Skills rating (50%)** – The employee will be evaluated functionally by his Reporting Manager and Self on the achievement of targets. The functional skills rating is based on the summative evaluation of the criteria mentioned below:
 - Academic (Teaching & Learning) Evaluation
 - Research and Professional Development Activities.
- **Competency and Behavioural Skills rating (50%)**
The employee will be evaluated by his Reporting Manager and Self for Additional Accountabilities/ Initiatives and on competency/ behavioural skills, there will be a 360-degree evaluation. The entire process is explained in the Appraisal Form for ease of filling up of the form.

SCHEDULE CALENDAR

Review and Appraisal: For the final review and appraisal, the consolidated appraisal form along with the Key Performance Targets (functional assessment), Competency and Behavioural skills assessment for the year, is submitted to HR. Staff members will be evaluated on these targets and on competency & behavioural skills. The duly completed appraisal form of the employee should reach HR, by the twelfth month (at the last month of one-year completion with the Institution). At the same time, the Department Heads will ensure that they identify the Targets for the next year, which will be evaluated in the Annual Appraisal. Based on the summative evaluation, the increments will be released in the subsequent month's salary.

Please Note:

- **Performance Appraisal Form** has to be compulsorily returned to the HR department within twenty (20) days of receipt of the form.
- No overwriting or cutting of entries will be acceptable. All entries have to be made in pen.

4. INCREMENT AND RATING SCALE

The increments are correlated with the appraisal ratings. The various ratings and increments are mentioned below:

Rating Band	Description	Overall Rating	Increment
5 Excellent	Performance is consistently of high quality. Contribution is far above the requirements of the position (Admirable).	4.50 - 5.00	20%

4 Very Good	Performance frequently surpasses the standards required. Has the potential to contribute more than what he/ she does at present.	3.50 - 4.49	15%
3 Good	Meets most of the KPTs as per standards but seldom surpasses standards. Requires occasional supervision.	2.50 - 3.49	10%
2 Above Average	Just about meets performance targets (KPTs) and competency/ behavioural skill standards.	1.50 - 2.49	5%
1 Average	Does not meet the targeted standards. Cannot work without constant supervision.	1.0 – 1.49	0%

Please Note: The increments are correlated to the employee's overall rating, the skill set desired and the business performance of the institution or based on the discretion of the management.

5. PROMOTION CRITERIA

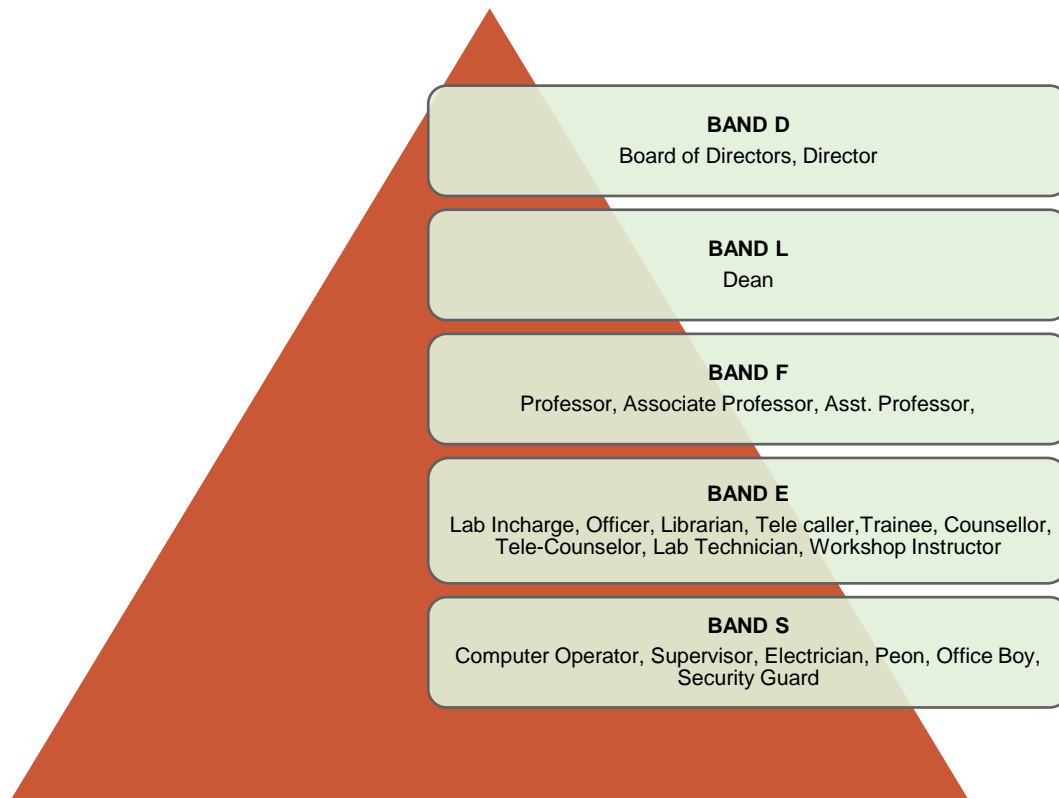
All Promotions are based on Tenure, Performance Standard, Skill Set desired for the band or fast track promotion in case of exceptional performances, at the discretion of the management.

Appraisal System for Teaching Faculty

The appraisal system endeavours to update and enrich knowledge, consequently enhancing teachers' efficiency and productivity. The appraisal system is based on the multi-dimensional aspects of the role of faculty members and comprises a total of 410 marks. It consists of the following parameters:

1. Student Result (50): This parameter is divided into two subsections viz. Students' results (40 marks) and students' attendance (10 marks).
2. Mentorship (20): This parameter focuses on efforts put in by the mentors to nurture and counsel the mentee whenever needed.
3. Publication and Development (150): This parameter focuses on the contribution of faculty in publications of research papers/books/book chapters/patents and Ph.D. students guided under their supervision. It also includes the research projects grants received and guest lectures delivered at various institutes of repute.
4. Administrative Responsibilities (100): This parameter focuses on the responsibilities fulfilled by the faculty at various administrative levels.
5. Students Feedback (10): This parameter will be calculated from the feedback received via the online student feedback form.
6. Dean Report (10): This parameter will be calculated on the fair feedback of heads of various Departments.
7. Director's Report (10): This parameter can be calculated on the basis of the Director's report.
8. Class Analysis (50): This parameter focuses on the delivery of content in the classroom.

6. CAREER PATH



7. SUCCESSION PLANNING POLICY

7.1 Introduction

The working culture of the Gian Jyoti Institute of Management & Technology encourages having succession planning in place. If an employee is not available, the Institution should always have someone skilled ("second in command") and ready to act as a replacement.

7.2 Objective

- Develop career paths for employees, which will facilitate the Institution's ability to recruit and retain top-performing employees and volunteers.
- Improve ability to respond to changing environmental demands.
- Improve employee morale and a message to our employees that they are valuable.
- Encourage the advancement of diverse groups.
- Cope with the effects of downsizing, attrition, and retirements.
- An external repute as an Institution - invests in its people and provides opportunities and support for advancement.

7.3 Eligibility & Procedure

The board/ management may decide that there needs to be a "second in command" who has the capacity to replace the senior management, and specialized skills professionals in the future. This means:

- A nominee/ eventual successor is eligible only after 5 years of employment with GJIMT or at the discretion of management decision depending upon the criticality.
- Assess the potential vacancies in leadership and other key positions (who are of retirement age? Which positions/departments/divisions are most affected?)
- Identify the person in collaboration with the management.
- Assess the motivation level and competencies of current staff to assume the position.
- Develop a plan to ensure that the eventual successor gains the requisite skills and knowledge to take the job on.
- Ensuring that the second in command is exposed to a broad range of experiences so that he or she has a wider understanding of the operations of the Institution.
- Develop strategies to address these needs based on the skill gaps.
- The plan could include a formalized process of mentoring or coaching and training in more specific aspects of the job. When the size of the Institution permits, it would be preferable to have more than one person identified as a potential successor.

SECTION C – SUPPORTING OUR STAFF IN THE WORKPLACE

STAFF WELL-BEING IS AN INCREASINGLY RELEVANT AND NECESSARY CONSIDERATION IN THE MODERN WORKPLACE. STAFF WELL-BEING AT WORK MEANS PRINCIPLES, IDEAS, METHODS AND THEORIES FOR STRESS REDUCTION AND IMPROVING WELL-BEING IN THE WORKPLACE, FOR EMPLOYERS AND EMPLOYEES.

C1. EMPLOYEE ENGAGEMENT POLICY

1. INTRODUCTION

Employee engagement is a workplace approach designed to ensure that employees are committed to the Institution's goals and values, motivated to contribute to success, and are able at the same time to enhance their own sense of well-being. Engagement is about creating opportunities for employees to connect with their colleagues, managers and wider Institution. It is also about creating an environment where employees are motivated to want to connect with their work and really care about doing a good job. It is a concept that places flexibility, change and

“Improve Institution’s performance through positive contributions of the employees. Engagement strategies also help to maintain maximum flexibility and openness to change in an uncertain market

continuous improvement at the heart of what it means to be an employee and an employer.

2. EMPLOYEE ENGAGEMENT PROGRAMS

GJIMT is committed to developing strong employee relations through its various Employee Engagement Platforms/ Activities, Rewards & Recognition programs and Long Service Award. The Institution has engagement platforms on a Monthly, Quarterly and Annual basis.

2.1 EMPLOYEE ENGAGEMENT PLATFORMS/ ACTIVITIES

The Institution facilitates healthy employee relations by providing them with an opportunity to meet at various platforms spread out throughout the year:

PLATFORMS	ENGAGEMENT PROGRAMS	* PROGRAM DATES
<i>MONTHLY</i>	<ul style="list-style-type: none"> • <i>"Monthly Cake Cutting and personalised message by Director for all Birthdays in the month.</i> 	<i>Month End/ New Month starting week</i>
<i>QUARTERLY</i>	<ul style="list-style-type: none"> • <i>Festival Celebrations (Lohri, Holi, Dussehra, Diwali, etc).</i> • <i>Re-creational activities</i> 	<i>On/ Before the festive day</i>
<i>ANNUALLY</i>	<ul style="list-style-type: none"> • <i>Faculty and Admin Staff Day out</i> • <i>Annual Sports Day</i> 	<i>As decided by the management</i>

** The dates can be changed based on the exigency of the business or as per the discretion of the management.*

Engagement and welfare measures:

- Welfare policy formulation and implementation Conducive and safe working environment Participation in FDP, STP, and STTP
- Rewards and recognitions Distribution of uniform workload
- Academic leave and study leaves are accorded for the build-up of the faculty. Winter vacation at the end of the odd semester.

2.2 Faculty Empowerment Strategies

- Health insurance, Casual leave, and medical leave Leaves for higher studies are also provided to faculty members.
- Six-day working rule is followed, if any staff/ faculty has to come on the non-

- working day he/ she is given compensatory leave for the same.
- Medical facilities are provided to faculty members. Medical room facility is provided to staff during working.
- Employee gets tuition fee concessions for their ward.
- The institution has a multicultural environment on the campus. The management ensures the celebration of all the festivals together.
- Senior staff members are given benefits of flexible working hours.
- Internet and Wi-Fi facilities are available on campus.
- Faculty empowerment strategies are used by the institute. All faculty members are given proper details regarding webinars, workshops and seminars happening around the area of reach by the director of the institutes through departmental heads from time to time.
- Salaries of all the employees are timely credited to the bank account of the employee for the smooth running of their all expenditures.
- The institution has a performance-based appraisal system for the assessment of teaching and non-teaching staff. The appraisal report is based on the annual performance of the employees on the basis of their academic, research and other extracurricular activities.
- Appreciation awards are given to the faculty members for their hard work so that they can work in more energetic way for the development of students as well as in the overall development of the college.
- Various sports activities are organized for staff (Teaching and Non-Teaching).
- Faculty members are provided with Individual cabins to facilitate good ambience.

D1. GENERAL RULES AND REGULATIONS

1. PURPOSE

Establish general rules and regulations intended for the guidance of all staff members of Gian Jyoti Institute of Management and Technology, so they may be informed on the operations of their department/ self, their responsibilities and the code of conduct they are expected to observe.

“Establish general rules and regulations intended for the guidance of all staff members of the Institution so they may be informed on the operations of their department/ self, their responsibilities and the code of conduct they are expected to observe.”

2. CONFIDENTIAL INFORMATION & NON-DISCLOSURE OF INTELLECTUAL PROPERTY

The Institution may provide and make available to you certain information regarding our business, including without limitation:

- Various sales and marketing information.
- Actual and potential customer and lead names, addresses, telephone numbers, and specific characteristics;
- Mailing labels;
- Sales report forms;
- Pending projects or proposals;

- Business plans and projections, including new services, facility or expansion plans;
- The techniques used in, approach, or result of any market research;
- Advertising sources;

Whether written or verbal, or contained on computer hardware or software, disk, tape, or other media (“Information”), this information is of substantial value, highly confidential and is not known to the general public. It is the subject of reasonable efforts to maintain its secrecy, constitutes the professional and trade secrets of the Institution, and is being provided and disclosed to you solely for use in connection with your employment by the Institution.

In consideration of your employment and receipt of the Information, you agree that you:

- Will regard and preserve the Information as highly confidential and the trade secrets of the Institution.
- Will not disclose, nor permit to be disclosed, any of the Information to any person or entity, absent written consent and approval from the Institution;
- Will not photocopy or duplicate, and will not permit any person to photocopy or duplicate, any of the Information without the Institution’s written consent and approval;
- Will not make any use of Information for their benefit or the benefit of any person or entity other than the Institution;
- Will return all Information to the Institution immediately upon request for it.
- Nothing in this policy alters the at-will nature of the employment relationship.

However, employment with the Institution assumes an obligation to maintain confidentiality, even after an employee leaves the Institution.

D.2 Strategy Development and Deployment

D.2.1 The institutional Strategic / Perspective plan is effectively deployed Response: The framework of the perspective plan

The prospective plan of the institute aims to fulfil the expectations of the stakeholders and counter the challenges faced by effectively deploying resources after taking due care of the strengths and weaknesses of the institution and tapping opportunities available. Students have expectations from the institute in the form of strong and future-ready education, student-centric, innovative teaching-learning approach, and career counselling and placement opportunities. Faculty expect academic autonomy and incentives for research and consultancy.

The broad strategies are

1. March Towards Accreditation and Rankings
2. Academic & Physical Infrastructure, ICT Tools & Laboratory apparatus.
3. Principles & Practices of Good Governance
4. Anticipation, Acquisition, Allocation, Appropriation, and Assessment of Funds

5. Green Campus
6. Human Resource Management
7. Teaching-Learning and Evaluation Process
8. Industry-Institute Interaction & Incubation Cell.
9. Research, Development and Innovation
10. Quality Assurance Systems
11. Training, Internships & Placements
12. Holistic Approach to Education
13. Alumni Interaction
14. International Initiatives

Effective deployment

- Consistent improvement in teaching-learning has been ensured by incorporating innovative methodologies such as flipped, blended, and project-based learning.
- The institution has consistently improved the ICT facilities for better efficiency and to make teaching-learning more interactive. The institute utilizes audio-visual devices, automated lecture capture technology, 3-D projection, communication lab, relevant software, digital resources, etc.
- The Institute has an MS Teams software tool for remote learning and managing educational resources.
- The institute puts rigorous efforts to make students more employable by inculcating technical as well as soft skills among students by conducting skills development training, courses, workshops, seminars, etc. Students are encouraged to make the best use of the internship opportunities.
- The institute is working on the enhancement of skills periodically reviews outcome-based education systems and has introduced content beyond the syllabus.
- The institute has been providing various opportunities for the overall development of students through engagement in extra-curricular and extension activities.

DETAIL OF LEAVES & VACATION RULES

GJIMT Staff may be given the following kind of Leaves on an annual basis during their stay at the institute:

- i) Casual Leave (CL)
- ii) Academic Leave (AL)
- iii) Compensatory Leave (CPL)
- iv) On duty Leave (ODL)
- v) Short Leave

Leave Calendar: - From January 1 to December 31.

It may be noted that all kinds of leaves will be considered from Timing 8:45 AM to 5:00 PM.

I. The above-mentioned types of leaves are discussed in detail as below:

i) Casual Leaves (CL):

Ten CLs will be credited to the faculty/staff account on 1st January.

During probation, only one leave will be credited on the 1st of every month after completing a minimum 40 days at campus.

The account of CL will be disposed of on 31st December.

ii) Academic Leave (AL):

AL will be granted strictly for the following purposes:

1. FDP/Workshop / Conference/External Viva Examiner, for the day of paper presentation / Session chair / Talk etc.

Maximum up to **five Academic Leaves** will be sanctioned & considered only after submission of proof for the same like an invitation of a workshop/conference (To be attached with the leave form)

iii) On Duty Leave (ODL):

ODL will be considered only for the following purposes:

1. Institution work assigned by Institution Competent Authority.

2. IKGPTU-related work (only if he/she does not have any pre-assigned activities at the Institute).

iv) Compensatory leave (CPL):

However, it is the responsibility of any faculty to undertake the work assigned as and when deemed fit by the Institute authorities. However, Faculty / Staff will be provided Compensatory leave in lieu of assignment given on holidays. The number of compensatory leaves will be equal to the number of days of such assignment for teaching and non-teaching faculty. That compensatory leave can be availed on subject to the availability of dates & approval of The Director.

v) Short Leave (SL):

Faculties are allowed to take two SLs for the duration of at most one hour. Two SLs per month can be availed by any staff member which will not be counted towards full day leave calculation. The two SLs (free) will not be carried forward to next month and will be lapsed if not used. In case of more than 2 SLs are availed, it would be treated as Half day.

II. Summer & Winter vacation: For Teaching Faculty only

Summer Vacation: Two weeks maximum in two slots.

Winter Vacation: One week.

The summer vacation should not be considered as his/her right. The institute may detain any number of faculty for a full or partial period of vacation in case of any need due to Institute work as deemed fit by the Institute's competent authority.

Such faculty will be credited with 50% leave as special leave. These special leaves will be carried forward to subsequent years and can be availed as casual Leave during regular days.

Note: Summer and winter vacations are not allowed during the first six months of the probation period. After completing six months in the Institute, faculty could be given half of the Summer/Winter vacations.

General Rules:

- Casual Leave will be considered only if it is sanctioned in advance.
- Any different kind of leave can be clubbed with Without Pay Leave.

Leave up to one week is only permissible under normal circumstances, for genuine reasons, Leave beyond one week and up to two weeks is only permissible under extraordinary circumstances with prior permission of the undersigned, If any faculty or staff member requires leave beyond four weeks, then it would be considered as a break in the service, and the individual has to re-join officially after resuming the office. In that case, the joining date would

be changed to the new one, and accordingly, all future appraisals & other benefits would be considered on the basis of the new date of joining.

Director



PERFORMA FOR ANNUAL APPRAISALS (ACADEMIC YEAR 20..... to 20.....)

(Please attach as many as proofs possible)

1	Name (in Block Letters)	
2	Father's Name/Mother's Name	
3	Date of Birth	
4	Department	
5	Date of Joining	
6	Present Designation held from (Date)	
7	Highest Qualification (Attach Copy)	
8	Any Higher Qualification being perused with its present status	

9. Record of leaves availed in the Academic Year

Casual Leave : Days | Study Leave : Days | Leave without Pay (LWP) : Days |

Leave without Pay (No. of times) : | Earned Leave : Days

10. Membership of Professional Bodies :

11. Class In charge (No. of students)

(Outcomes/ solution to student problem. Please attach a sheet)

12. Any Warning Letter/Explanation Letter/Counseling Letter issued (Mention the reason)

(03 marks will be deducted from the overall score for each Warning Letter/Explanation Letter/Counseling Letter issued).

.....

.....

.....

TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(Please attach as many as proofs possible)

13. Lectures, Seminars, Tutorials, Practical's (give semester-wise details from January'..... to May'..... and July'..... to Dec'..... For calculation of result refer to Annexure-I (50)

S.No.	Title of the Course	Subject	Load Per Week			No. of periods per week	Total No. of Students	Total No. of students appeared	Total No. of Students Passed %	Result Pass (%)
			L	T	P					

Lecture (L), Seminars (S), Tutorials (T), Practical (P), (for result calculation check Annexure-I)

14. Use of Participatory and innovative Teaching-Learning Methodologies, Updating of subject content, Course Improvement etc. (Please attach as many as proofs possible) (100)

S.No.	Item	No.	Whether Provided to students
1	PPT's		
2	Case Studies		
3	Tutorials		
4	Surprise Test		
5	Quiz		
6	Any Other		

14 (A). Reading/Instructional material consulted and additional knowledge resources provided to students (give semester wise details) (Please attach as many as proofs possible) (50)

S.No.	Course/Paper	Materiel Consulted	Materiel Prescribed	Additional Resource provided

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15. Any Additional Activities

(Class Counselor/Examination/Placements/Admissions/Fests/NCC/NSS /Mentor /Cultural/Sports/Other Co-Curricular Jobs etc.) assigned and performed.

S.No.	Type of Duties	Duties Assigned	Extent to which carried out

RESEARCH & ACADEMIC CONTRIBUTIONS

(Please attach as many as proofs possible) (150)

16. Research Papers/Books Published /Articles/Chapters etc. in the academic year 20..... to 20.....

S.No.	Title with page no	Journal/Book Title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed. Impact factor, if any	No. of Co-authors	Whether you are the main author

16 (A). Papers presented in Conferences, Seminars, Workshops, Symposia in the academic year 20..... to 20.....

S.No.	Title of the paper presented	Title of Conference/ Seminar etc	Date(s) of the event	Organised by	Whether International/ National/State/ Regional/ University or College Level

17. Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (Not less than one week duration), Seminars and Conferences attended in the year 20..... to 20.....

S.No.	Programme	Duration	Organized by

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17 (A). Ongoing Research projects and consultancies/Innovative work done

S.No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs Lakhs)

18. Research Guidance

S.No.	Number Enrolled	Thesis Submitted	Degree Awarded
M.Tech/M.Phil Equivalent			
Ph.D or Equivalent			

OTHER RELEVANT INFORMATION

(Please attach as many as proofs possible)

19. Activities Organized

(Seminars/Workshops/conference/symposia/continuing Education Programmes etc.)

S.No.	Title	Duration	Major Sponsor (S)	Level (International/National)

20. Achievements/Awards/Recognition during the year: (Give details on a separate sheets)

.....
.....

21. Over all self appraisal

.....
.....

22. (i)Targets set for the year

(ii)Target Achieved

(iii)Not achieving the set targets & reason thereof

Note: For details use separate sheet.

I certify that the information provided is correct as per records available with the University.

Signature of the Candidate

Annexure-I

Instructions for Filling up Annual Appraisal Performa

(Please attach as many as proofs possible while filling the Performa)

Teaching, Learning and Evaluation Related Activities

S. No	Nature of Activity				
(i) (a)	Lectures, seminars, tutorials, practical should be based on verifiable records. No score should be assigned if a teacher has taken less than 80% of the assigned classes.				
(ii)	Imparting of knowledge / instruction as per curriculum with the prescribed material (Text book/Manual etc.), syllabus enrichment by providing additional resources to students				
(iii)	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.				
(iv)	Updating of Courses, design of curriculum,				
	Participatory & Innovative T/L Process with material for problem based learning, case studies, Group discussions etc. a) Interactive Courses b) Participatory Learning modules c) Case studies				
(v)	Academic result Calculation for Theory /Practical Subjects. For Example Total No. of students in a class = 60				
	Performance of Students	No. of Students Passed	Corresponding % (total Students passed/ Total Students *100)	Weightage	Score
	Students performing between 81-100%	10	$10/60*100 = 16.6\% (A)$	$=A*5$ $16.6\% * 5 = 0.83$	0.83
	Students performing between 71-80%	8	$8/60*100 = 13.3\% (B)$	$=B*4$ $13.3\% * 4 = 0.53$	0.53
	Students performing between 61-70%	5	$5/60*100 = 8.33\% (C)$	$=C*3$ $8.33\% * 3 = 0.24$	0.24
	Students performing between 51-60%	15	$15/60*100 = 25\% (D)$	$=D*2$ $25\% * 2 = 0.5$	0.5
	Students performing between 40-50%	7	$7/60*100 = 11.6\% (E)$	$=E*1$ $11.6 * 1 = 0.11$	0.11
	Students performing less than 40%	15	$5/60*100 = 25\% (F)$	$=F*0$ $25\% * 0 = 0$	0.0
	Score				Sum=2.21
	Total Score (%)		Sum/5*100 (2.21/5*100 = 44.2%)		

Students Performance =

Score calculated for Theory courses

Total no. of courses taught during the complete academic year

(vi)	Institutional Co-curricular activities for students such as Class Counseling/industry-implant training and placement activity. Positions held/Leadership role played in organization linked with Extension Work and National service Scheme (NSS), NCC, Students and Staff Related Socio Cultural and Sports Programmes, Institutional Governance responsibilities like, Warden, Coordinator, Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee. Responsibility or participation in committees for Students Welfare, Counseling and Discipline. Organization of Conference / Training as Chairman/Organizational Secretary. Membership in profession related committees/bodies at state, national and international level.
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RESEARCH AND ACADEMIC CONTRIBUTIONS

S.No.	Criteria	Faculties of Engineering	Faculties of Management
(vii)	Research Papers (Published in Journals)	International Journals : 01 Publication = 05 Marks National Journals : 01 Publication = 03 Marks	International Journals : 01 Publication = 05 Marks National Journals : 01 Publication = 03 Marks
(viii)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system = 05 Marks Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers =03 Marks	Text or Reference Books Published by International Publishers with an established peer review system = 05 Marks Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers =03 Marks
(ix)	Paper Presentation in Conferences	Conference proceedings as full papers, etc. (abstracts not to be included). International Conference= 04 Marks National Conference =03 Marks	Conference proceedings as full papers, etc. (abstracts not to be included). International Conference= 04 Marks National Conference =03 Marks
(x)	Seminars, Workshop, Symposia	Max. Marks =02	Max. Marks =02
(xi)	Ongoing Research projects and consultancies	Max. Marks =02	Max. Marks =02
(xii)	Research Guidance	PhD Degree awarded =02 Marks M.Tech degree awarded = 01 Marks/M.tech	



Self-Appraisal Form (Admin Staff)

Appraisal Period ()

1. **Name:**
2. **Contact no:**
3. **Date of Joining:**.....
4. **Designation & Dept.:**.....
5. **Self-evaluation:**

Appraisal Summary Score
(For Office Use Only)

S.no	Section	Total Marks(100)	Marks Secured
1	Technical Adequacy	50	
2	Conduct & General Impression	30	
3	Values, Attitudes, Efforts towards institutional focus areas	20	
Appraisal Score (Sum of Section Wise Scores) *			

* Faculty members' extra-ordinary contribution and efforts for the institution may be considered and duly recognized as part of the appraisal process by the appraising authorities.

Self-Appraisal Form (To be filled by Admin Staff)

RATINGS SCALES: 1/2/3/4/5

1 = Below Standards or Expected Results Performance is below standards. Employee does not fully achieve assigned goals. Work assignments are not consistent in meeting quality standards or deadlines. Employee requires close supervision and does not consistently demonstrate the ability to perform job functions at expected level of proficiency.

2 – 3 = Meets Expectations Satisfactorily performs assigned activities and achieves expected outcomes. Work assignments typically are completed on time and meet all quality standards. Employee works under general or minimum supervision, with demonstrated understanding of all job functions and expected standards.

4 – 5 = Exceeds Expectations Quality and quantity of work is routinely higher than expected. Performance reflects high degree of initiative, commitment to excellence and ability to anticipate and respond to the needs of the institution. Employee demonstrates mastery of all job functions and

PERFORMANCE ASSESSMENT

Sr.	Item	Applies	Not Appli- cable	Self Rating	Apprais er Rating	Final Ratin g	Remarks
I.	<u>Technical Adequacy:-</u>						
1	Proficiency in Current role						
2	Quality of work						
3	Quantity of work						
4	Neatness						
5	Accuracy						

6	Punctuality in work						
7	Methodical and systematic Working						
8	Promptness in completion of work						
9	Regularity in attendance						
10	Relations with Superiors						
11	Relations with Colleagues						
12	Relations with members of public – students and parents						
13	Dependability						
14	Capacity to get work done						
II	<u>General Impression :-</u>						
1	General Impression & Grasp						
2	Leadership Qualities						
3	Level of Knowledge (related to the Section/Department)						
4	Tech. ability (wherever relevant).						
5	Spl. Complementary aptitude qualities etc. other than job requirements.						

