

Goel Institute of Technology & Management



Service Rules, Code of Conduct & Policies

GOEL

INSTITUTE OF TECHNOLOGY & MANAGEMENT

LUCKNOW



Vision

To bring together rural and urban students providing them with quality education to become complete professionals

Mission

- ⚙️ To inculcate professional excellence in students with ethical and moral values.
- ⚙️ To arrange and maintain state-of-the-art infrastructure to excel in studies.
- ⚙️ To nurture the academic atmosphere to cater to the academic fraternity's needs.
- ⚙️ To enhance industry institute interaction with a close relationship with alumni.



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Ayodhya Road, Near Indira (Sharda) Canal, Lucknow-226028

Affiliations & Approvals:

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION, MINISTRY OF HRD, NEW DELHI
DR. A.P.J. ABDUL KALAM TECHNICAL UNIVERSITY, LUCKNOW
BOARD OF TECHNICAL EDUCATION, LUCKNOW

Service Rules, Code of Conduct & Policies INDEX

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1.		Code Of Conduct For Governing Body
	1.1	Governing Body:
		<ul style="list-style-type: none"> • Governing Body is the highest body that monitors the progress of the Institute and suggests activities for the growth and overall development of the institution. It also aims at giving desired shape to the institution to meet the highest standards in the field of technical education. • The Governing Body of the college has been constituted as per AICTE , New Delhi, India, and affiliating University AKTU guidelines • The main objective of the Governing Body is to offer transparent and effective governance in building and developing the institution, taking the confidence of stakeholders.



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		<ul style="list-style-type: none"> Goel Institute of Technology & Management, as per AICTE and AKTU empowers the president of the society as the Chairman of Governing Body
1.2		<ul style="list-style-type: none"> Functions of the Governing Body: <ul style="list-style-type: none"> Evolves the Vision, Mission and Objectives of the College and ensures that they are achieved Ensures Total Academic and Administrative Autonomies for achieving Short Term and Long Term objectives of the Institute. Governing body makes all policy decisions (Institute Policy, Quality Policy, HR Policy, Admission Policy, Administration Policy, Finance Policy, Placement & Alumni Manual, IT Policy, , Innovation & Entrepreneurship Policy etc.) regarding courses to be offered, recruitment of staff, service conditions of teaching and non-teaching staff, code of conduct of staff and student’s academic and non- academic activities, also it ensures that they are periodically updated . Approves the Academic calendar as recommended by the Academic Council. Approves new programmes of study leading to degree. Approves scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council and ensures the adequacy of financial resources for asset management All matters concerning the Academic and Finance Committees are thoroughly discussed and their recommendations/ comments are communicated to the concerned. It administers the physical resources of the Institute. Reviews the performance of the Institute and guide to function effectively to Achieve Excellence in Academics, Research and industry collaborations Ensures the Regulatory Compliance of all the decisions by the concerned Authorities like the Director, HoD and other Officers of the Institute in all matters of fundamental concern. Ratifies and resolves the minutes of Academic Council, Finance Committee and as required in other committee. Reviews to apply Accreditations of different regulatory bodies (NBA, NAAC, etc.) Monitors on the effective functioning of different non statutory committees of the college Encourages and gives directions to apply for funds from different funding agencies.
2		<p>Code of Conduct Of Director</p> <p>The Director is the Academic and Administrative head of the institute and works for the growth of the institute. She/he will implement the policies approved by the Governing Body, the highest decision making body of the Institute She/he shall achieve coordination among various statutory committees and non- statutory bodies including Academic Council.</p> <ul style="list-style-type: none"> She/he is the member secretary of Governing Body, Chairman of Academic Council, Member Secretary of Finance committee and also Center Superintendent of the University Examinations. He monitors admissions, examinations, evaluation for smooth functioning of the system. He is authorized to nominate Convener/Coordinators, members and other administration functionaries in various committees. He is responsible according extension or changes various functionaries in the administration, with the recommendation of Academic Council and subsequently approval of Governing Body To conduct the meetings of the Governing Body as per the stipulated guidelines To hold Academic Council meetings as per the norms.



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		<ul style="list-style-type: none"> • To coordinate and motivate the faculty, administrative authorities and the supporting staff, so that to play their respective roles more effectively. • Shall work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and lifelong learning. • She/he is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of technical education in particular. • She/ He, along with all the staff working under him, is singularly and collectively responsible to the Governing Body, Academic council, University, State Government, AICTE/UGC, students and parents for the smooth and effective functioning of the college.
2.1		Responsibilities of the Director:
	A	Academic administration:
		<ul style="list-style-type: none"> • On academic matters the Director is generally guided by the rules and regulation as well as the norms laid down by AKTU, AICTE, UGC, State Government and the Governing Body of the Institute. • Shall be assisted by various Heads of the departments,, Controller of Examinations, Registrar ,Dy Director ,Corporate Relation, of the Institute, senior faculty members and various committees conveners mentioned in the manual. • In matters related to decision implementation, Director will he assisted by the Governing Body and Academic council of the Institute. • In matter of admissions, MIS & admissions Head will assist the Director • In matters related to academic work, she/he will be assisted by the, Convener, Academic council, and Heads of the departments. • An integrated time table of the entire institution shall be prepared and submitted to the Director In this endeavour, coordinator of time-tables, first year coordinators along with the various heads of the departments extend support to the Director . • Shall closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty in-charges. • Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc. • Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome. • If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners. • In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, Director will be assisted by Controller of examinations and Examination committee of the Institute. • In matters related to student attendance, drop outs, medical condemnation, director gets assistance from Head of departments and COE. • The Director should plan for training need analysis (TNA) of the staff and devise training programmes such as refresher courses, orientation courses, faculty improvement programmes, quality enhancement programmes etc. • Director shall also ensure quality assurance and he should be assisted by Convener IQAC. • Shall monitor, evaluate research, development and consultancy activities. Director, Convener Innovation & Entrepreneurship Cell , should assist the Director in this matter. He should advise the faculty members to get sponsored research projects from various funding agencies.



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		<ul style="list-style-type: none"> • The Director should promote industry-institute interaction for better employability of the students. • Arrange Internship for the students with the active association of Dy Director, Corporate Relation • Shall efforts to look after overall welfare of staff and students. • For effective functioning of the college she/he shall build close rapport between staff, students and management. • Shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus. • Shall maintain regular, right and appropriate contacts and interaction with government, AICTE, University, State Council of technical education, Department of Technical Education authorities. • Shall involve faculty members at different levels for various institutional activities.
B		<p>General administration</p> <ul style="list-style-type: none"> • On general administrative matters Director shall be assisted by Chief Proctor, Registrar, Controller of Examinations, Convener IQAC, Heads of Departments, and other functional Conveners etc • Shall make proposal for appointment to all posts of cadres including contract, part-time, adhoc, and daily wage employees • Shall make regularization of services, declaration of probation, and release of increments. • Arrange performance appraisal of faculty and supporting staff. • Shall have power to sanction Leaves up to the level of Heads of departments, except himself. • Empowered to initiate disciplinary proceedings (with proper guidelines such as constitution of enquiry committee etc) and impose punishments of minor and major character such as warning, censure, fine, withholding increments, promotion and recovery from pay whole or part of pecuniary loss to the college. • All such cases requiring arrangements such a suspension, removal, dismissal from the services shall be referred to the Governing Body by the principal. • Campus maintenance cell shall work under the instructions of Principal
C		<p>Financial administration</p> <ul style="list-style-type: none"> • Director is assisted by the Finance committee in financial administration. • Subject to the budget allocations for a specific area of expenditure, Director is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time. • Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body • All contracts for and on behalf of the college (except himself and the college) when authorized by a resolution of the Governing Body, passed in writing and expressed to be made in the name of the Institute shall be executed by the Director. • The Director or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the college. • Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.



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		<ul style="list-style-type: none"> • Shall countersign T.A bills
3		<p>Duties & Responsibilities of Head Of The Department:</p> <ul style="list-style-type: none"> • HOD is responsible for conducting all academic programmes of the department as per the norms of affiliating university. In pursuance of above objective he/she is required: • To formulate timetables to provide adequate contact hours to complete the syllabus well in time while providing ample time for conducting personality development programmes and sports. • To train and update the faculty to deliver good instruction to the students. • To ensure proper evaluation of student's performance and take remedial action to improve the performance of slow learners. • To maintain harmonious relations between students and faculty while ensuring discipline and ethical behaviour of students. • HOD's are responsible for ensuring that all classes are held as per the time – table and make alternate arrangement for the class work of teachers absent on that day. Recommend for disciplinary action against those availing leave without prior arrangement for class work. • HOD's must verify the student attendance registers on every weekend to check for proper marking of attendance and implementation of lecture plans. They should forward all the registers on the last working day of every month to the director's perusal. • HOD's are responsible for going around the class rooms and laboratories to ensure the decorum and discipline as per time-table. • Should convene meetings of all faculties once in month to review academic and research activities of the Department. • HOD's should arrange guest lectures,/workshop/seminars preferably in a specialization related to the department to widen the horizons of knowledge. • Should monitor students' development and problems through feedback and counselling. • Should appoint faculty Mentors to meet the needs of students suffering from the effects of stress and peer pressure.
4		<p>Code of Conduct and responsibility for faculty:</p>
	4.1	<p>Purpose and Scope:</p> <ul style="list-style-type: none"> • As faculty members of Goel Institute of Technology and Management, they are responsible for contribution and sustenance of the standards of the institution. They should comply with the relevant policies, rules, regulations, norms and standards set to guide their work. While every individual member is accountable for his/her action, as member of the Institute community, they are collectively accountable for upholding those standards of behavior and for compliance with all applicable rules, regulations and code of conduct. • This document details the rules and regulations that every faculty member should follow and the code of conduct they should adopt in the discharge of their professional duties. These rules and regulations are not exhaustive and hence, the detailed instructions issued from time to time and the modifications made in these due to necessities have to be adopted by the faculty members.
	4.2	<p>Applicability and Infringements: These rules and regulations and code of conduct prescribed apply to all fulltime faculty members, visiting faculty members, faculty members on contract/part-time employment of institute.</p>
	4.3	<p>Curricular Related:</p>
	4.3.1	<p>Teaching and Learning: A faculty is responsible for:</p>



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		<ul style="list-style-type: none">• Teaching of both core and elective courses in the field of his/her specialization as allocated by the Head of the Department for various programs offered by the Institute.• Conducting laboratory courses, tutorials and seminars of the programs assigned to him/her in an effective manner, so as to improve the practical knowledge of the student.• Providing proper guidance and supervision of the project work undertaken by students and development of proper rapport with the industry/organization if the project is industry related one.• Making the teaching more effective and interesting to the students by the use of multi-media teaching aids.• Making the laboratory and seminar classes more purposeful by examining the students orally either before or after the experiment/seminar to improve the student's understanding of the subject.• On the whole, the teaching learning shall be learner centered ensuring learning outcome of different courses
	4.3.2	Course Planning and Material Preparation: <ul style="list-style-type: none">• The faculty member is required to plan and make complete preparation well in advance to effectively teach the theory and practical courses.• He/she should prepare the schedule of lectures with topics, tests, assignments, demonstrations, screening of video or power point presentation etc., in advance and the students should be informed of the same.• The faculty member has to design experiments for laboratory classes so as to improve the student's creative skills besides properly understanding the physical phenomena or concept.
	4.3.3	Examination, evaluation and grading: <ul style="list-style-type: none">• A faculty is required to set standard question papers to test the knowledge /analytical thinking of students and evaluate the answer scripts of courses not only taught by him/her, but also that assigned to him/her by the Dean/Head of Department of the Institute.• A faculty is required to conduct and invigilate any exam/test in the institute. Such test/exam may be for the course taught by him/her or for any other course assigned by the Head of Department of the Institute.• A faculty member while evaluating answer scripts, oral examination/project work evaluation, should scrupulously be objective in his/her approach so that the student can ear the marks/grading for his/her performance only. Besides, he/she should indicate the mistakes on the script except for end semester examination, where no marking is permitted to be made on the script.
	4.3.4	Maintenance of Records: <ul style="list-style-type: none">• Each faculty member is required to maintain the record of class work, attendance and continuous assessment neatly, properly and in time. This should be produced to the Head of the Department (HOD) as and when called for or immediately after the test for scrutiny and should be handed over to the HOD after the academic audit.• Each faculty member is required to maintain course file in proper standard format set by the academic council of institute.• If the faculty member is assigned to be the Class coordinator/Mentor by the HOD, he/she should maintain the list of students under him / her, their parent/local guardian contact address/phone/mail ID etc., so that the student's progress could be monitored and communicated to them. The Class coordinator/Mentor shall also maintain cumulative record of attendance for the courses undergone by the student course-wise. The Class coordinator/Mentor should also help the HOD in counseling poorly performing students and the follow up action taken to improve the students'



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			performance.
	4.3.5	Monitoring of students' progress:	<ul style="list-style-type: none">• The faculty of any course is required to watch the attendance and academic performance of each student of his/her course and take necessary steps at his/her command to improve the student's progress. If his/her effort fails, the faculty member should bring it to the notice of the HOD and the Class Coordinator/Mentor so that the information can be sent to the parents/guardians.• A faculty member is required to attend/organize the Class student Meeting either as a course teacher and/or as chairperson of the class coordinator meeting and should actively participate in the deliberations there to improve the teaching-learning process.• A faculty member may be required to be a Mentor to a group of students. He/she is then really a counselor for the students in his/her group. He/she has to keep account of the courses registered/enrolled by them and advise and counsel the students.• A faculty member has to be thorough with the regulations of the academic program offered by his/her Department and other instructions issued from time to time so that he/she can effectively guide the student.• As a Class coordinator/Mentor, the faculty member is required to motivate students under his/her care and also help them while they face any other general problem still they leave the Institute.
	4.3.6	Punctuality and regularity:	<ul style="list-style-type: none">• The faculty member shall not permit any student to attend the class after the stipulated time specified by the Institute so as to ensure punctuality in attending class by the students.• A faculty member is required to make alternative arrangement to handle his/her scheduled course work and other works whenever he/she goes on leave.• As far as possible a faculty member should not miss the scheduled class and only under unavoidable circumstances alternative arrangement can be made. This will ensure better compliance of scheduled classes.• A faculty member shall be punctual in attending class and leave the classroom after his/her class is over only after the arrival of the faculty for the next period or instruct the students to go to the laboratory/workshop for practical classes, as the case maybe.• The faculty member shall carry out any other academic related activity that may be assigned to him by the HOD/Higher Authorities from time to time.
	4.4	Research and Development:	
	4.4.1	Academic research:	<ul style="list-style-type: none">• As research is an inherent component of the functions of an Institute, every faculty member shall take active efforts to make research contributions in his/her field of specialization.• A faculty member should identify specific aspects relating to his/her area of specialization in which there is considerable scope for further working, so that He/she either does it by himself/herself or motivates under graduate and postgraduate scholars or a junior colleague to take up the study under his/her supervision.• Faculty members who act as Research/project Supervisors should spare adequate time to the students for discussion and monitor their progress, so that not only the quality of work is improved but also time over-run can be avoided.• As the scope for doing further research work from the undergraduate and postgraduate students' project work is ample, active involvement of the faculty member in the student's project work is very essential.• If the student's project work is industry related, the faculty member shall visit the



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		<p>industry to know the problem in its perspective so that he/she can guide effectively. In fact, this will help to develop contact with the industry.</p> <ul style="list-style-type: none">• Interdisciplinary and collaborative research is assuming enormous proportions a faculty should take efforts to identify such area(s) by interaction with his/her colleagues in other department so researchers in established R&D laboratories for collaborative research purposes.
	4.4.2	<p>Research publications and books:</p> <ul style="list-style-type: none">• As research publications in refereed journals of international importance not only improve the individual's image but also of the institution, every faculty member should strive to bring out such quality publications.• Faculty members should publish their research output only in SCI/SSCI/Scopus/UGC index journals and publications• Faculty members shall also strive to file patents if their research output is felt new and novel.• Depending upon the research content, the faculty member may also present papers in International/National level conferences, but the impact they command compared to publications in refereed journals is considered much less.• Faculty member should also take efforts to bring out his/her research work other than refereed journal papers, in the form of books or chapters in the books published by the international/National level publishers with ISBN/ISSN numbers.
	4.4.3	<p>Sponsored and funded research projects:</p> <ul style="list-style-type: none">• An important source of financing and professional recognition to the Institute is sponsored and funded research projects. Therefore, every faculty member should browse the web sites of various funding agencies, advertisement, etc., periodically and submit research proposals in the proper format to those agencies to secure funding assistance for research and acquiring facilities such as equipment, instruments, etc.• Many funding agencies provide funding assistance for establishment of center of excellence. A faculty member may also examine and send proposal pertaining to his/her department or inter disciplinary ones for establishment of such centers.• Students should also be encouraged by faculty members to submit proposals for securing funding assistance for student projects from Science and Technology Councils of the State and Centre and other agencies.• The effort of the faculty member must be to convert his/her creative idea in to a product either physical, conceptual or computer software. In order to get recognition not only for the faculty, but also, for the institution, he/she should take efforts to obtain Patent/Intellectual Property Right (IPR) so that nobody could copy them.
	4.5	<p>Consultancy and Extension Activities:</p>
	4.5.1	<p>Consultancy projects:</p> <ul style="list-style-type: none">• Executing consultancy works for the state and private organizations is another important source of financial resource to the Institute. A faculty member should take efforts to secure consultancy works in his/her area of specialization from industries and business or from State agencies.• To secure consultancy work, the individual's capability in solving practical problem in his/her area of specialization besides development of good rapport is very essential. Guiding industry oriented student projects is an easy way of establishing contacts with the industry counter parts. Hence, faculty member guiding such project works should establish proper, healthy and positive rapport with the concerned industry from where such project work is undertaken.• A faculty member should constantly update his/her knowledge, familiarize himself /herself with the problem of industry by going through industry publications, attending



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		<p>professional society meetings etc., to establish contact and get to know the problem of industry.</p> <ul style="list-style-type: none"> • Attending seminars and conferences organized by professional institutions such as Confederation of Indian Industry (CII), Federation of Indian Chamber of Commerce & Industry (FICCI), The Institution of Engineers (IEI), Institute of Electrical and Electronics Engineers (IEEE), Computer society of India (CSI) or other Industrial Associations will also help to understand the problem of industry.
	4.5.2	<p>Extension activities:</p> <ul style="list-style-type: none"> • A faculty member should take efforts to organize refresher courses, seminars, workshops not only for the benefit of faculty members but also for participants of industry and society at large. Such program could be self-supporting or sponsored ones. • Conducts of continuing education program/structured courses to meet specific requirement of the industry and society is yet another way of augmenting resource for the Institute. A faculty member can organize such programs either one time or on continual basis year on year. • Extension activities could include various community oriented services, preferably using the expertise in the field of science and technology, and addressing the requirement of weaker sections of the society.
	4.6	<p>Involvement in Development Activities:</p>
	4.6.1	<p>Laboratory Development & Maintenance:</p> <ul style="list-style-type: none"> • A faculty member is required to involve in the laboratory development activities of the Department by introducing innovative experimental setups /instruments/ computer software/ computer control of machines or processes. • Whenever new courses or new topics are proposed in the curriculum and syllabi in the emerging areas, the faculty member can design and fabricate or assemble new experimental setup for use by students. • As a member of the faculty, he/she should ensure that the various machinery and equipment in the laboratory and workshop are maintained in working condition and are used effectively both for academic requirement, project works and research related activities. • In case, a faculty member is assigned to be in charge of laboratory or workshop, he/she has to oversee the work of technical staff of the laboratory, besides arranging for periodical maintenance / repair and recalibration wherever necessary. • As one in charge of laboratory, he/she has to ensure proper maintenance of stock registers, both consumable and non-consumable, periodical stock verifications, and proposal for replacement of over aged/unserviceable equipment, besides their safe custody.
	4.6.2	<p>Purchase of items for the laboratory:</p> <ul style="list-style-type: none"> • As one in charge of laboratory has to prepare budget every year after taking into account the academic course requirements, research needs and discuss with the HOD and finalize it before inclusion in the overall budget proposal of the Department. • As one in charge of laboratory has to initiate proposals for the purchase of consumables and equipment for his/her laboratory and take follow up action till it is procured and taken into stock. • The faculty member should help the HOD in finalizing the specifications of equipment to be purchased calling the quotations and evaluation and tabulation of bids to be placed before the Purchase Committee. • Once the budget proposals are approved by the management, the faculty in charge of the laboratory/workshop is responsible for the compliance of the budget proposal, unless it is altered or revised. If necessary, he/she has to top repair revised budget proposal through



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		<p>the HOD.</p> <ul style="list-style-type: none"> • The faculty member shall follow the detailed guidelines/procedure issued by the Institute with regard to purchase of consumable and non-consumable items both indigenous as well as imported items.
	4.6.3	<p>Co-Curricular activities:</p> <ul style="list-style-type: none"> • A faculty member is required to arrange guest lectures, seminars etc., to supplement regular lectures and also help in the conduct of faculty development program, short-term program, workshops, and open houses, exhibitions organized by the Department or Institute. • A faculty member is required to organize industrial visits, educational tours and accompany the students to visits/tours as and when required by the HoD. • A faculty member if nominated as an Office-bearer such as Treasurer, Convener, coordinator, Adviser of Professional Society functioning in the Department/Institute he/she shall perform such duties accordingly. • A faculty member is required to help the Professional Societies in organizing annual events such as symposium, technical contest, quiz, and also in the interaction with the parent bodies (e.g. ASME, IEEE.CSI, IE etc.) to promote the student chapter of the professional bodies. • A faculty member is required to coordinate National /International conferences/seminars / symposium/ workshop. • A faculty member should submit project proposals to the funding agencies for financial assistance to conduct seminars, conferences, etc.
	4.6.4	<p>Extra-curricular activities:</p> <ul style="list-style-type: none"> • A faculty member should see that the class rooms, department buildings, laboratories and surroundings are kept neat and tidy with the help of personnel assigned for this purpose. • A faculty member should ensure that lights and fans are switched off after the class is over, and if there is no lecture class for the students in the next period to save energy consumption. • As discipline in the campus is very essential, every faculty member should interfere if they notice indulgence by students in activities of condemnable nature. • A faculty member if required to help the HoD in all administrative matters like distribution of admit cards, mark sheets etc., and compilation of departmental replies to higher authorities etc. • The faculty member has to serve as a member of any enquiry committee or as a member of various committees whenever the Department/Institute organizes major events such as Sports Annual Day, Technical and Cultural Festivals, etc. • All faculty members are expected to oversee the students go to the class on time and not loitering in the campus. • Faculty members should also take part in activities related to NCC, NSC, NSO, Red Cross Society, Alumni Association, etc., as office bearer/organizer and shall discharge the duties assigned to the position. • Any other activity(s) related to Department or Institutional Development that may be assigned to the faculty member depending on the need.
	4.7	<p>Code of Conduct:</p> <p>As members of administrative and technical category staff, their responsibility in providing necessary support services in imparting education, research and extension activities of the Institute and in the administration of the Institute is enormous. They are responsible for sustaining the highest ethical standards of the Institute and the broader community in which they function. This code serves as a guide to all the members of both</p>



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			the category.
	4.7.1	Applicability and Violations:	The members should bring to the attention of appropriate authority any suspected violations of any of the provisions of these rules and regulations. Raising such a concern is a service to the Institute and will not jeopardize one's position or employment. Proved violations will result in suitable disciplinary action up to and including termination from employment of the Institute. If needed, legal recourse may also be resorted against the concerned individuals depending on the gravity of violations.
	4.7.2	Relationship with Students:	While the aim of the Institute is to ensure whole some development of students as future citizens of India, the technical and administrative staff should strive to achieve: <ul style="list-style-type: none">• According just and impartial treatment to all students irrespective of religion, community, caste, creed, sex, economic and social status.• Making regular contribution for the personal development of students, while looking after their interest and welfare.• Not disclosing confidential information about students, which the member knows, to anyone other than to authorize persons/agency or in the interest of law.• Having respect and an affectionate and friendly attitude towards all students and helping them to improve their behavior, unmindful of some untoward event if occurred, rather than having a feeling of revenge.• Abstaining from indulging in any corrupt practices with the students by showing favor of any kind.• Dealing with parents/guardian of wards politely and compassionately when they approach the administrative staff, in connection with his/her ward's educational matters, thereby ensuring proper public relations.• Trying to integrate the values of integrity, honesty and fairness and desire in all the dealings by the staff, since the Institute values them.
	4.7.3	Relationship with Staff Members:	<ul style="list-style-type: none">• As the technical and administrative staff is expected to work closely with the faculty of the Institute in day to day activities, the staff should• Respect the prerogative of the staff members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.• Develop friendly and co-operative relationship with the staff members.• Understand the role of supporting staff vis-à-vis the role of a faculty member that would enable developing proper relationship.• Not to transgress his/her defined role in the interest of discharge of assigned duties and responsibilities.• Provide full co-operation and support to the staff members for the development of laboratory/workshop and in the maintenance/calibration of equipment.
	4.7.4	Relationship with Colleagues:	<ul style="list-style-type: none">• A member of technical and administrative category is expected to develop fraternal relationships with his/her colleagues to nurture proper interpersonal relationships and to develop team spirit. In particular he/she should,• Move with his/her colleagues in the Institute in a manner that he/she expects them to move with him/her.• Extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.• Eschew writing anonymous letters in self-interest to the authorities about his/her



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		<p>colleagues thereby harming others in self-interest.</p> <ul style="list-style-type: none"> • Resist spreading rumors or wrong news about his/her colleagues to express his/her displeasure. • Refrain from passing information about colleagues to any individual or agency without his/her express permission.
	4.7.5	<p>Relationship with Management:</p> <ul style="list-style-type: none"> • A member is expected to develop proper rapport with the employer viz. Management of the Institute. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include, • Perform all professional activities through proper channels. • Do not discuss with unauthorized individuals about professional and other information pertaining to the Institute. • Look for promotion/elevation only on grounds of competence/performance. • Do not expect appointment or promotion out of turn, based on favoritism or against professional interest/ethics. • Honor the provision of the bilateral agreement viz. bond/Institute, which the member committed/entered with the employer viz. Institute. • Do not undertake any responsibility/work involving financial benefit in contravention of professional etiquette and the general interest of the Institute. • Co-operate whole heartedly with the authorities of the Institute in the fulfillment of mission and goals of Institute by performing his/her role in a professional manner. • Avoid condemnation of authorities, behavior through anonymous communication to outsiders/newspapers and also conversational conflicts which harm the interest of Institute. • Every member is required to conduct the Institute's transaction with utmost honesty, integrity and fairness. • Avoid unethical practices even on the grounds that it is 'customary'. Expediency should never compromise integrity. • Should follow all norms and job details assigned by the Institute to the member from time to time with dedication.
	4.7.6	<p>Use of Institutional Resources:</p> <ul style="list-style-type: none"> • The Institute resources include, but limited to, the use of telephone systems, data communication and networking services, Institute domain for electronic communication forums, computers and peripherals, stationery, reprographic facilities, vehicle and other equipment, time and effort of staff, students and others. • These resources must be used only for the purposes of the Institute. They should not be used for personal gain and for personal purposes, except in a manner that is incidental, and reasonable in the list of employee's duties.
	4.7.7	<p>Relationship with Society:</p> <p>The activities of a member of technical and administration are not only related to the Institute but also have a serious impact on common social interests. Therefore, the following aspects merit consideration in this regard:</p> <ul style="list-style-type: none"> • Adherence to desirable standards expected of the Institute by the society. • Participation in diverse activities of the community as a good citizen. • Soliciting public co-operation in the educational programs of the Institute. • Taking necessary efforts for the enrichment of educational, ethical, spiritual, cultural and intellectual life of the community.
	4.7.8	<p>Miscellaneous Rules Of Conduct:</p>



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		<ul style="list-style-type: none"> • The following are the miscellaneous items of rules of conduct, which a member is expected to follow. • A staff member shall not indulge in any adverse criticism of the Institute and its officers by means of any article, broadcast or any other document or statement. • A staff member shall not be under the influence of any intoxicating drug or liquor during the hours of his/her duty. • Use of cell phones by students in the Institute campus during working hours is discouraged and hence a technical staff member should not use them during practical class hours, meetings, etc. • All technical and administrative staff should follow the various rules and regulations framed; instructions issued by the Institute from time to time in true letter and spirit.
5		Code of Conduct and responsibility for Administrative Staff:
	5.1	Purpose and Scope: As employees of the Goel Institute of Technology and Management the administrative and technical staff has to follow the rules regulations and code of conduct prescribed in performing their duties so as to ensure the set standards achieved. These rules and regulations and code of conduct are applicable to all full time and part time staff members working either on time scale of pay or on consolidated pay attached to the Institute.
	5.2	Dealing with AICTE, AKTU, BTE and Accrediting Agencies: The responsibility of the administration includes: <ul style="list-style-type: none"> • Initiating all necessary actions in time to get extension of the Institute status since the conferment has to be extended after the expiry of the stipulated period. • Furnishing all returns called for by the AICTE, AKTU, BTE and other bodies who have supervisory / overseeing powers with regard to the programs offered by the Institute. • Taking allocations and doing all correspondence relating to securing accreditation from NAAC, NBA or other accrediting bodies, from whom the Institute may decide to get. • Furnishing of compliance reports and providing the details called for by the agency.
	5.3	Budget, Account and Finance Related Activities
	5.3.1	Budget Preparation: <ul style="list-style-type: none"> • Budget is an important instrument for the control of expenditure and financial management of the Institute. The duties and responsibilities of administrative staff include, • Calling for budget details both for consumables and non-consumables from the Departments of the Institute. • Compiling the budget and getting the approval of the appropriate body and communication back to the Department concerned. • Calling for budget modification if any from the Departments, compiling, securing approval for revised budget and communication back to Departments. • Bringing to the notice of appropriate authority timely if any deviation noticed timely so that necessary control can be exercised.
	5.3.2	Account Keeping: <ul style="list-style-type: none"> • Keeping of books of accounts such as ledger, subsidiary books, cash book, etc. as per the approved procedure/manual. • Compilation of accounts such as trial balance, reconciliation, preparation of income and expenditure statements, cash flow and balance sheet. • Management of accounts receivables by taking prompt action to recover the amount due to the Institute. • Receipt of semester fees and other fees from the students accounting them and attending to all other issues relating to that.



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		<ul style="list-style-type: none"> Accounting of caution deposit of students and refund/adjustment as the case may be. Maintenance of expenditure details and reviewing them periodically vis-à-vis budget and taking appropriate actions in pursuance of instructions by the authority concerned. Management of all payables by the Institute by taking prompt action after approval from the authority concerned, all bills for supplies and services availed.
	5.3.3	Fund Management: <ul style="list-style-type: none"> Investment of funds received from parent body and from income realized from students as per the decision of the Institute. Renewal of deposits and withdrawal of deposits for meeting recurring and non-recurring expenditure. Keeping the funds received as grant for sponsored and funded research projects in separate account and incurring expenditure only for the purpose it is granted.
	5.3.4	Salary and wages: <ul style="list-style-type: none"> Preparation of all pay bill, arrears bill and supplementary bills of all employees, draw and disbursement to the concerned person as per the established procedure. Maintenance of accounts pertaining to statutory deductions like provident fund, property tax, etc. Preparation of all remuneration bills and disbursement for testing, consultancy work, remuneration for approved courses conducted and other incentives related payment to the faculty and staff. Dealing with all matters relating to income tax deduction from the salary and other payments to the employees, which include prompt payment to the statutory authority, filing of returns and issue of tax deduction certificate, etc. Deduction of professional tax and remittance to appropriate authorities under the Act. Drawal of payment towards encashment of leave; leave salary, statutory payment like gratuity and recovery of dues from employees. Dealing with all other matters related to drawl & payment and recovery from the employees of the Institute. Dealing with all matters relating to sanction of advances to employees, and recovery/adjustment of the same.
	5.4	<u>Personal Related Activities (Establishment/ Administration Section):</u>
	5.4.1	Recruitment of staff: <ul style="list-style-type: none"> Working out staff requirement comprising, technical and administrative staff as per the norms fixed and obtaining necessary sanction from the appropriate authority. Maintenance of establishment list category-wise and taking action to fill up the position on approval from the authority concern. Putting up proposal for sanctioning additional staff as and when new programs are added and/or expanded, etc., after getting necessary proposals from the concerned Head of Department. Issuing of advertisement, receiving applications, short-listing candidates by test/experience, etc. by the Department and putting up the short listed candidates to the appropriate selection committees constituted for interview and selection. Issuing of appointment orders to the selected candidates after approval by the competent authority. Maintenance of qualifications fixed for various positions in different category of staff. Taking action to fix qualification for recruitment if and when new positions are created.
	5.4.2	Service related matters: <ul style="list-style-type: none"> All matters relating to probation, regularization for all categories of staff promptly.



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		<ul style="list-style-type: none"> • Receipt of all annual performance appraisal forms from the Departments, initial scrutiny for missing details and submission to the review committee. • Arranging for the conduct of annual review for all categories of staff and sanction of increment. • Arranging for special reviews for career advancement / promotion by the committee constituted and issue of orders thereafter. • Maintenance of all service records of all employees and period inculcating. • Matters relating to deputation of employees for higher studies in India or abroad. • All matters relating to deputation of faculty to attend conferences //seminars /workshops either in India or abroad. • Issue of certificate such as service certificate, experience certificate, etc., after obtaining approval from the authority concerned.
	5.4.3	<p>Resignation, severance and disciplinary action:</p> <ul style="list-style-type: none"> • Processing of resignation request of employees after checking his/her condition of appointment and the policy of the Institute. • Issuing relief order through the Department concerned only on satisfying all conditions prescribed, and after getting no dues certificate. • Maintaining the retirement date of employees and taking prompt action to relieve him/her following the due procedure prescribed. • Issuing certificate/experience certificate only on completion of all formalities. • All matters relating to disciplinary action against employees for offences committed dereliction of duty, etc. • All correspondence and files relating to legal action against any employee if and when such action pursued by the Institute.
	5.5	<p>Academic Related Matters:</p>
	5.5.1	<p>5.1 Admission of students:</p> <ul style="list-style-type: none"> • Issuing advertisements calling for application for various programs offered by the Institute (for vacant seats after counseling) and processing of applications. • All correspondences relating to admission of students in various programs and all issues relating to admission. • Verification of all certificates of students for validity is for admission. • Checking for equivalence of eligibility conditions for various programs especially in respect of students migrating from other Universities.
	5.5.2	<p>5.2 Maintenance of student records:</p> <ul style="list-style-type: none"> • Maintenance of formation relating to every student pursuing program in the Institute in proper form and to retrieve them as and when necessary. • Safe custody of all original certificates received from students for verification and safe return of them after verification.
	5.5.3	<p>5.3 Scholarships, bank loan and research fellowships</p> <ul style="list-style-type: none"> • Issuing certificates to students to secure loan from Banks for pursuing education in the Institute. • All matters relating to securing scholarship for students, who apply to various agencies awarding scholarships. • Matters relating to award of merit scholarship, fee waiver, etc., by the Institute for meritorious students. • Distribution of cash award, prize, etc., to students who secure ranks in the examination as per the scheme of Institute. • Forwarding the applications of research scholars and pursuing with AICTE and other



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		agencies for the award of research fellowships under various schemes.
5.6		Stores and Purchase:
	5.6.1	Purchase of items: <ul style="list-style-type: none">• The duties and responsibilities under this item shall include,• Though Departments take action to purchase consumable and non-consumable items, it is the duty of administration to ensure that they follow the purchase procedure as prescribed by the Institute.• Scrutiny and securing administrative approval from the appropriate authority for the purchase proposal of the Department and return it to the Department concerned.• Checking the short listed comparative statement and the evaluation sheet with remarks for accuracy, missing information and placing it before the purchase committee for consideration/negotiation with the parties concerned and final decision.• In respect of major items for which open tender is contemplated, obtaining specification from the Departments, calling for open tender through advertisement and forwarding to the Department concerned for remarks.• Placing is for the purchase committee the tender evaluation by the Department for consideration/negotiation if necessary and approval.• Making arrangements for procuring record note books and other stationery required by the Departments, Examination Cell, etc., every semester/annual as the case may be.• Purchase of all furniture and fittings required by the Departments through appropriate agencies as per the procedure enunciated by the Institute.
	5.6.2	Stores stocking & distribution: <ul style="list-style-type: none">• Assessing the requirements from Departments, make arrangements for printing and stocking and distribution of calendars, magazines, record note books, other forms and registers required by the Institute.• Printing/purchasing, stocking and distribution of all other stationery such as paper for writing, answer scripts, chalks, dusters, etc., required by the Departments and Examination Cell.• Gathering of indent for furniture from the Departments and arrange for the supply of the same following the procedure.• Maintenance of stock register and arranging for annual stock verification in all the Departments of the Institute.• Follow up action on the stock verification report pertaining to Departments to ensure they rectify the defects pointed out.
	5.6.3	Bills processing: <ul style="list-style-type: none">• Bills received from the Departments and suppliers have to be verified for stock certificate and the claim made by the suppliers.• Bills after due verification be passed by the Accounts Section for passing and issue of cheque.• Payment to the parties by cheque will be made by the Stores and Purchase section through the Department whoever procured the items.
6		Code of Conduct and responsibility for Technical Staff:
	6.1	Practical Classes:
	6.1.1	Laboratories: <ul style="list-style-type: none">• The technical supporting staffs are employed in the laboratories of various departments. As far as practical classes in the laboratory are concerned, the technical staff is responsible for• Arranging the equipment/instruments for conducting experiments by students in pursuance of the instructions of the faculty member in charge of the practical class.



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		<ul style="list-style-type: none"> • Issuing instruments to the students based on the instructions of the faculty under due acknowledgement of the students for conducting experiments. • Receiving of the gadgets/instruments issued to students, after checking for any malfunctioning, damage caused etc., and reporting to the faculty member any damages etc., if noticed. • While the faculty member in charge of the practical class is responsible for issuing instructions a show to conduct experiment, the technical support member should perform the experiment by himself and then support the students in performing the experiments. • While the students conduct experiment, it is the duty of the technical staff to help the faculty member in ensuring that the students do not cause damage to the equipment due to wrong operation or mishandling. • After the laboratory class is over, the technical staff should ensure that the instruments and equipment used are cleaned properly for subsequent use. • In case of any damages, it should be properly entered in the register maintained for the purpose, so that a compiled statement could be sent to the Office at the end of the semester to effect recovery from the student concerned. • Wherever items/chemicals which are harmful, the supporting staff should watch to avoid misuse by students in the interest of the safety of students • Carry out any other work assigned to them by staff in charge and HoD.
	6.1.2	<p>Workshop:</p> <ul style="list-style-type: none"> • The technical staff such as Instructors and Technicians is employed in the Workshop primarily to coach the students in technical skills involving machining etc. While the faculty member in charge of the Workshop class is responsible for briefing the students about the exercise, the theory behind it, precaution to be adopted etc., and the technical staff is responsible for: • Issuing of tools and gadgets required for carrying out the exercise assigned to the student and receiving it back after the class is over. • Coaching the students as how to operate the machine, mounting of tool, carrying out machining operation, etc. • Helping the students in grinding the blunt tool, so that the students acquire the skill involved in it. • Adjusting the machine tool, ensuring that they are kept clean after the students complete their exercises. • Coaching the students in handling of hand tools involved in carpentry work, helping the student in learning simple carpentry works. • Coaching the students in fitting and welding activities, and in plumbing works. • Demonstrating to the students the steps involved in foundry and smithy related activities as per the instruction of faculty in charge of laboratory /practical class. • Keep a watch on the students so that they handle tools safely and securely in the interest of safety of students. • Technical staff should communicate with the students in English during Lab Classes. • Carry out any other work assigned to them by staff in charge and HoD.
	6.1.3	<p>Testing and machine oriented laboratories:</p> <ul style="list-style-type: none"> • There are many laboratories, where in the students are given practical exposure in conducting tests, which involve sophisticated and costly machineries. The technical staff provides support services to the faculty member in charge of the practical class in coaching the students. Their responsibilities include,



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		<ul style="list-style-type: none"> • Helping the students in the preparation of specimens required as per the instruction of faculty for conducting the test. The technician should avoid doing by himself instead of the students. • Providing assistance if needed by the students in mounting the specimen and in handling the equipment or machinery so as to ensure that the equipment is not damaged. • Issue of necessary consumables from the sub stock required by the students for conducting the experiment and accounting it properly. • Keeping the testing equipment/machinery in operable condition by checking them when the laboratory classes are not held. • Proper custody of all tools, gadgets, measuring instruments and other items of the laboratories and issue to the students and receipt back after the experiment is over. • Maintenance of the laboratory clean. • Carry out any other work assigned to them by staff in charge and HoD.
	6.1.4	<p>Electrical and Electronics laboratories:</p> <ul style="list-style-type: none"> • To assist the faculty in charge of laboratory practical class for an effective and orderly conduct of practical courses. • To ensure whether all the equipment and machineries are in proper working condition before the commencement of lab classes. • To ensure the safety of the students during lab classes by carefully following the safety instructions. • To issue the required meters, instruments, components etc., to the students during practical classes and receiving the same back after completion of experiment. • To help the students in the circuit debugging measurement observation, etc., in the regular lab classes. • Keeping the working tables in their respective labs always in working condition by proper maintenance. • To help the students in the fabrication of working models, as a part of their project work. • Maintenance of the laboratory clean. • Carry out any other work assigned to them by staff Incharge and HoD.
	6.1.5	<p>Computer related laboratories:</p> <ul style="list-style-type: none"> • Routine maintenance of all computer systems UPS and other peripherals related to laboratory. • Assisting the faculty in charge of laboratory class, so far as it relates to the hardware and system software problems. • If a system is in warranty period or in maintenance contract, wherever it develops defects, call the concerned company technical staff for fixing the defects. • Maintenance of computers attached to the Institute office and senior officials like Chairman, Registrar, Director Deans, and HoDs etc. • Maintenance of networking of the laboratory concerned. • Creation of new login during the commencement of semester for the students, so that students can done exercises during the semester. • Attending to the problem faced by students with respect to hardware and system software. • Arranging LCD projector to the class room, conference hall, seminar hall, etc., in and when needed. • Loading specifics of grading system to meet the specific requirement of students during project works.



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		<ul style="list-style-type: none">• Maintenance of all software packages attached to the laboratory. Removal of viruses in the system as and when affected.• Switching off the systems and air conditioners when students are not using the laboratory to save energy consumption.• Reporting to the faculty member if the technical staff notice any misuse of the system by students.• Keeping the laboratory clean.• To carry out work assigned to them by staff In charge of Laboratory or HoD.
6.2		<p>Cleanliness and Maintenance:</p> <ul style="list-style-type: none">• With regard to cleanliness and maintenance the duties and responsibilities of technical staff include,• Ensuring that the laboratory/workshop, in which the technical staff are posted is kept clean and neat by using the sweepers posted for the purpose.• All the equipment / machinery should be maintained so that they are in good working condition always. In case of any fault/defect, it should be brought to the notice of the faculty in charge of the laboratory and take prompt action to rectify the defects.• The technical staff should ensure that the garbage accumulated in the laboratory or in the vicinity outside the laboratory are cleaned by the cleaning staff of the Institute posted for the purpose.• All safety items like fire extinguisher etc., should be kept in working condition and first aid materials are kept in the box to be used in case of emergency.• Many equipment /measuring devices need periodical calibration. It is the responsibility of the technical staff to do recalibration with the help of faculty In-charge or getting it done by outside agencies wherever it is needed.• Maintenance and exhibition of charts and other learning materials in the laboratory as per the instructions of the laboratory In-charge is also the responsibility of technical staff.• The technical staff should bring it to the notice of faculty in charge about unserviceable items and items to be condemned. He/she should also help him/her in taking action to dispose them.• All the machineries and equipment are to be cleaned regularly by technical staff.
6.3		<p>Record Keeping:</p> <ul style="list-style-type: none">• Though the overall responsibility for the maintenance and upkeep of records pertaining to the laboratory is vested with the faculty member in charge of the laboratory, the technical staff is responsible for,• Maintaining the stock register for both consumable and non-consumable items by making entries then and there, and getting it attested by the faculty member.• Keeping the storeroom/cupboard where in the tools, gadgets, etc., are stocked securely and safely and issue to the students on the instruction of the faculty under proper acknowledgement only.• Helping the faculty in reconciliation of stock of items if any discrepancy pointed out by the stock verification team.• Maintenance of register regarding breakage of item by students while doing experiment, preparing the statement duly attested by the faculty member at the end of semester for forwarding to the office to effect recovery.• Maintaining all instruction manuals and record notebooks submitted by students to the faculty for correction and redistribution back to the students.
6.4		<p>Involvement in Development Activities:</p>



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	6.4.1	Laboratory development: <ul style="list-style-type: none">• The technical staff should contribute in the efforts of the faculty member in developing new experiments as and when needed.• Especially in project works, the students do come up with lots of new ideas. The technical staff with the approval of the project guide and the laboratory in charge should help the students in fabricating/assembling the experimental setup or developing gadget using the laboratory facilities.• Whenever new equipment/machinery is purchased, the technical staff should ensure their fullest co-operation to the faculty in charge in the installation of equipment.
	6.4.2	Research related: <ul style="list-style-type: none">• Not only help in preparing the experimental set up wherever needed, the technical staff shall assist the researcher in taking readings/measurements and in the operation of the gadget.• As an Institute, emphasis will be on sponsored research projects and consultancy, many research projects involve experiments, testing etc. Therefore, the technical staff of the laboratory should extend co-operation and help to the project co-coordinator and project associates in their endeavor.• Even if the work involves beyond the working hours of the institution, technical staff will have to render assistance to the project co-coordinators.
6.5		Examination Related Activities: <ul style="list-style-type: none">• The duties and responsibilities during practical examination are as follows:• Issue of instruments and other equipment to the students as per the instruction of examiners appointed for the purpose.• Desist from revealing to the students any confidential information relating to the content and scope of the practical test given to the students.• Desist from giving any prompt or assistance to the students, who are undergoing examination thereby not jeopardizing the sanctity of the examination.• Checking all the equipment, machinery and tools for any defect and rectify the same so that the students do not face any difficulty during examination.
6.6		Code of Conduct: <ul style="list-style-type: none">• As members of administrative and technical category staff, their responsibility in providing necessary support services in imparting education, research and extension activities of the institute and in the administration of the institute is enormous. They are responsible for sustaining the highest ethical standards of the University and the broader community in which they function. This code serves as a guide to all the members of both the category.
6.7		Applicability And Violations: <ul style="list-style-type: none">• The members should bring to the attention of appropriate authority any suspected violations of any of the provisions of these rules and regulations. Raising such a concern is a service to the University and will not jeopardize one's position or employment. Proved violations will result in suitable disciplinary action upto and including termination from employment of the institute. If needed, legal recourse may also be resorted against the concerned individuals depending on the gravity of violations.
6.8		Relationship With Students: <p>While the aim of the institute is to ensure wholesome development of students as future citizens of India, the technical and administrative staff should strive to achieve,</p> <ul style="list-style-type: none">• According just and impartial treatment to all students irrespective of religion, community, caste, creed, sex, economic and social status.• Making regular contribution for the personal development of students, while looking after their interest and welfare.



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		<ul style="list-style-type: none"> • Not disclosing confidential information about students, which the member knows, to anyone other than to authorized persons/agency or in the interest of law. • Having respect and an affectionate and friendly attitude towards all students and helping them to improve their behaviour, unmindful of some untoward event if occurred, rather than having a feeling of revenge. • Abstaining from indulging in any corrupt practices with the students by showing favour of any kind. • Dealing with parents/guardian of wards politely and compassionately when they approach the administrative staff, in connection with his/her ward's educational matters, thereby ensuring proper public relations. • Trying to integrate the values of integrity, honesty and fairness and desire in all the dealings by the staff, since the institute values them.
6.9		<p>Relationship with faculty members: As the technical and administrative staff are expected to work closely with the faculty Of the institute in day to day activities, the staff should</p> <ul style="list-style-type: none"> • Respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education. • Develop friendly and co-operative relationship with the faculty members. • Understand the role of supporting staff vis-à-vis the role of a faculty member that would enable developing proper relationship. • Not to transgress his/her defined role in the interest of discharge of assigned duties and responsibilities. • Provide full co-operation and support to the faculty members for the development of laboratory/workshop and in the maintenance/calibration of equipment.
6.10		<p>Relationship With Colleagues: A member of technical and administrative category is expected to develop fraternal relationships with his/her colleagues to nurture proper interpersonal relationships and to develop team spirit. In particular he/she should,</p> <ul style="list-style-type: none"> • Move with his/her colleagues in the institute in a manner that he/she expect them to move with him/her. • Extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession. • Eschew writing anonymous letters in self-interest to the authorities about his/her colleagues thereby harming others in self-interest. • Desist spreading rumours or wrong news about his/her colleagues to express his/her displeasure. • Refrain from passing information about colleagues to any individual or agency without his/her express permission.
6.11		<p>Relationship With Management: A member is expected to develop proper rapport with the employer viz. Management of the institute. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include,</p> <ul style="list-style-type: none"> • Perform all professional activities through proper channels. • Do not discuss with unauthorized individuals about professional and other information pertaining to the institute. • Look for promotion/elevation only on grounds of competence/performance. • Do not expect appointment or promotion out of turn, based on favouritism or against professional interest/ethics.



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		<ul style="list-style-type: none"> • Honour the provision of the bilateral agreement viz. bond/ institute, which the member committed/entered with the employer viz. institute. • Do not undertake any responsibility/work involving financial benefit in contravention of professional etiquette and the general interest of the institute. • Co-operate whole heartedly with the authorities of the institute in the fulfilment of mission and goals of institute by performing his/her role in a professional manner. • Avoid condemnation of authorities, behaviour through anonymous communication to outsiders/newspapers and also conversational conflicts which harm the interest of institute. • Every member is required to conduct the institute's transaction with utmost honesty, integrity and fairness. • Avoid unethical practices even on the grounds that it is 'customary'. Expediency should never compromise integrity. • Should follow all norms and job details assigned by the institute to the member from time to time with dedication.
7		<p>Disciplinary Action against Code of Conduct:</p> <ul style="list-style-type: none"> • All employees are liable for disciplinary action in case of disobedience, misconduct and dereliction / negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself / herself. • As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of the institution, after establishing the facts about committing an offence and dereliction / negligence of duties. <ul style="list-style-type: none"> ➤ Censure ➤ Withholding increments / promotion ➤ Recovery from his salary whole or part of any financial loss caused to the college due to negligence of duty or breach of orders / rules. ➤ Suspension ➤ Removal from service ➤ Dismissal from service ➤ If the competent authority feels it necessary to constitute an enquiry committee as a part of the procedure for taking disciplinary action, the enquiry committee shall consist of three members – Chief Proctor, HODs and one from amongst the senior faculty. An employee can appeal against any punishment imposed upon him / her by the competent authority to the Management / Governing Body as the case may be.
8		<p>Code Of Conduct Of Students:</p>
	8.1	<p>Dress Code: All students should have ID cards issued by Institute as per the respective year of study.. Foot wear must be clean and well-polished. Open toe shoes are not allowed. Clothing must be compulsory the Institute uniform as prescribed. Finger nails must be clean & short . Gold ornaments, Bracelets & rings are not allowed. Hair should be trimmed properly and face should be clean shaved or facial hair should be trimmed properly. Girls hair to be pinned and braided properly. Students are strictly advised to adhere to the rules and regulations that will be monitored by the disciplinary committee and appropriate action will be taken for those who are not complying with the college regulations.</p>
	8.2	<p>Safety Code: Long hair must be tied and put back for safety measures. Wear face mask in clinical session as & when required. Always work with good ventilation. Students should take care of their own instruments and their costlier belongings. Borrowing instruments from others</p>



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		is not allowed.
8.3		Cleanliness Code: Lab must be kept clean and after practical sessions all the trays and instrument equipment's should be wind up properly as per the rules. This includes working tables, machines, exercise therapy instruments. Used cotton, tape, guaze piece & other working wastes must be properly discarded in the separate dustbin. They should not be discarded in the sink (should not be discarded on the floor / Veranda). Before leaving the LAB make sure your working area is clean. Apron should be washed regularly & kept clean.
8.4		Cell Phones & Two Wheelers: The use of cell phones is strictly forbidden during their learning hours in lectures, clinical posting and laboratories. In case of emergency, parents / guardians are requested to use college communications. Any student, not abiding by this protocol will face severe disciplinary action. Two wheelers are banned inside the campus and should be parked in the allotted parking area for students.
8.5		Ragging (Banned) Any student found indulging in ragging or submitting to it, is strictly forbidden inside or outside the college campus. Ragging in any form is a punishable offence and shall warrant severe disciplinary action, by the concerned committee. Any incidence of ragging, should be immediately brought to notice of the Anti-Ragging Committee.
8.6		Any Damage, Misuse Of College Property Shall Warrant Disciplinary Action.
8.7		Leave application : Students who wish to apply leave for medical reasons / special occasion should fill the leave application form (Hostel/ College separately) from the office and get it approved by respective Head of the Departments and the Head of the Institution. Leave form photo copy to be submitted separately to individual department coordinators/Mentors at the time of entry to the respective theory / practical classes. In case of medical leave, copy of your medical report should be submitted & approved.
8.8		Attendance : A minimum of 75% attendance in theory and 75% in practical/clinical in all subjects in each year is mandatory for appearing in the university examinations. In case of a subject in which there is no examination at the end of the academic year/semester, the percentage of attendance shall not be less than 75%. The work quota of that subject has to be completed before entering into the subsequent year. However, at the time of appearing for the University examination in the subject, the aggregate percentage of attendance in the subject should satisfy above condition. A quarterly report of each student will be noted, from the departments & parents / guardians, duly intimated. Candidates who are found to be irregular & held for any misconduct shall not be permitted to appear for university examinations.
8.9		Term Fees: Students are strictly advised to pay their prescribed fee on the stipulated date without fail.
8.10		Grievances: Any grievances can be brought to the notice of the Convener of Students Grievance Redressal Committee and mechanism of filing a complaint and action followed by the committee is given under Students Grievance Redressal Mechanism. For further details of Grievance Redressal Committee see link through college ERP
8.11		Confidential Suggestion Box : The suggestions / complaints / feedback can be deposited in the form of a written letter / email addressed to the Principal. The suggestion box is placed in first floor near Director's office. The box will only be accessed by the Director. Director Mail ID: director.gitm@goel.edu.in
8.12		Social Media Policy: The GITM Social Media policy applies to all employees and students of the Institute. Comments and posts damaging the welfare of the institution will be taken up seriously by



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		the concerned authorities. Therefore avoid the misuse of social media and any issues can be discussed directly with the Director or by using the suggestion box or online feedback that is being practiced for the betterment for the institution.
9		<p>Policy of Governing Body: Governing Body is the highest body that monitors the progress of the Institute and suggests activities for the growth and overall development of the institution. It also aims at giving desired shape to the institution to meet the highest standards in the field of technical education.</p> <ul style="list-style-type: none"> • The Governing Body of the college has been constituted as per AICTE , New Delhi, India, and affiliating University AKTU guidelines • The main objective of the Governing Body is to offer transparent and effective governance in building and developing the institution, taking the confidence of stakeholders. • Goel Institute of Technology & Management, as per AICTE and AKTU empowers the president of the society as the Chairman of Governing Body
	9.1	<p>Composition: The constitution of the Governing Body of a college shall be:</p> <ol style="list-style-type: none"> 1. Chairman- Chairman/Trustee of the Society/Trust 2. Vice Chairman- Vice Chairman/Trustee of the society 3. Member Secretary- Director of the Institute 4. Treasurer-Chief Accountant of Society <p>Members</p> <ol style="list-style-type: none"> 5. Minimum Three members to be nominated by Society/Trust 6. Minimum One Reputed Industrialist 7. Minimum One Eminent Technologist 8. Minimum One Educationalist 9. Minimum One Parent of Student 10. One University Nominee 11. One Male HOD/Senior Faculty Member for one year on rotation basis 12. One Female HOD/Senior Faculty Member for one year on rotation basis
	9.2	<p>Meeting and its Venue The Governing Body shall meet at least twice a year. All such meetings shall be held within the respective Institute campus. In the absence of the Chairman, the members can elect a pro-term Chairman from amongst the members present for that meeting. It shall be the responsibility of the Member Secretary to ensure that the meetings are held regularly and keeps record.</p>
	9.3	<p>Quorum The quorum for the meeting shall be 50% of the total members of the Governing Body</p>
	9.4	<p>Functions of the Governing Body:</p> <ul style="list-style-type: none"> • Evolves the Vision, Mission and Objectives of the College and ensures that they are achieved • Ensures Total Academic and Administrative Autonomies for achieving Short Term and Long Term objectives of the Institute. • Governing body makes all policy decisions (Institute Policy, Quality Policy, HR Policy, Admission Policy, Administration Policy, Finance Policy, Placement &



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		<p>Alumni Manual, IT Policy, , Innovation & Entrepreneurship Policy etc.) regarding courses to be offered, recruitment of staff, service conditions of teaching and non-teaching staff, code of conduct of staff and student’s academic and non- academic activities, also it ensures that they are periodically updated .</p> <ul style="list-style-type: none"> • Approves the Academic calendar as recommended by the Academic Council. • Approves new programmes of study leading to degree. • Approves scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council and ensures the adequacy of financial resources for asset management • All matters concerning the Academic and Finance Committees are thoroughly discussed and their recommendations/ comments are communicated to the concerned. • It administers the physical resources of the Institute. • Reviews the performance of the Institute and guide to function effectively to Achieve Excellence in Academics, Research and industry collaborations • Ensures the Regulatory Compliance of all the decisions by the concerned Authorities like the Director, HoD and other Officers of the Institute in all matters of fundamental concern. • Ratifies and resolves the minutes of Academic Council, Finance Committee and as required in other committee. • Reviews to apply Accreditations of different regulatory bodies (NBA, NAAC, etc.) • Monitors on the effective functioning of different non statutory committees of the college <p>Encourages and gives directions to apply for funds from different funding agencies.</p>
10		<p>Finance Committee Policy The financial policy by the institution aims at the optimum use of resources for the achievement of various objectives of the institution. The financial policy of the institution intends to achieve the following objectives:</p> <ul style="list-style-type: none"> • Efficient and effective management of the financial resources. • Transparency in all aspects of financial management and financial reporting. • To comply with the legal requirements of various Acts. • Documentation of income and expenditure, assets and liabilities, banking requirements, budgeting, internal controls, reporting etc. • To ensure desirable standards of accountability and credibility of the institution in the use of funds entrusted to it. • To deliver maximum benefits at minimal cost.
	10.1	<p>Composition of Finance Committee Chairman- Chairman of Society/Trust Member Secretary- Director of the institute Members Minimum Five Senior lever Academics and Administrative level Heads Registrar System Admin One Chartered Accountant nominated by Governing Body of Institute</p>
	10.2	<p>Functions of Finance Committee:</p> <ul style="list-style-type: none"> • The annual accounts and financial estimates of the Institute shall be placed before



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		<p>the Finance Committee for scrutiny and thereafter submitted to the Governing Council together with the comments of the Finance Committee for approval.</p> <ul style="list-style-type: none"> • The Finance Committee shall fix limits of the total recurring expenditure and the total non-recurring expenditure for the year based on the income and resources of the Institute. No expenditure shall be incurred by the Institute in excess of the limits so fixed. • Estimates the income from fees and other sources. • Estimates the fund received from UGC/AICTE/any other funding agency. • Scrutinizes the budget submitted by the different depts. and monitor the utilization of department's budget. • To consider audited accounts of the Institute and submits the audited accounts to GC. • Advise the Governing Council on all financial matters. • To scrutinize the budget submitted by the different departments and monitor the utilization of department budget. • Propose the budget for the financial year for the departments and institute. • Consider and submit the audited accounts.
	10.3	<p>Frequency of Meeting: The Finance Committee conducts meeting once at the starting of each semester of Academic year and conduct additional meeting as per requirement of the institute.</p>
	10.4	<p>Meeting Schedule and Process of convening a meeting: The member secretary is expected to issue a circular with the schedule and agenda one week in advance, with the consent of the Chairman. However, the Chairman reserves the right to conduct any emergency session under certain circumstances that can be deemed to be an emergency situation. If it is not possible for the member secretary to convene a meeting because of any academic or administrative reasons, one of the senior members of the committee can take up the responsibility of convening the meeting with the prior approval of the Chairman. Tentative schedule of the meetings during the academic year has to be drawn by the convener in consultation with the Chairman.</p>
	11	<p>Constitution & responsibilities: academic council</p> <p>General</p> <ol style="list-style-type: none"> 1. The Academic Council shall be the principal academic body of the College. 2. The Academic Council will coordinate and exercise general supervision of all the academic policies of the college.
	11.1	<p>Composition The Council of the college is constituted as mentioned:</p> <ol style="list-style-type: none"> a) Director Chairman, b) Professor/HoD Convener c) Professor/HoD Co-Convener d) Controller of Examination Member Secretary e) All the Heads of Departments Members f) Registrar Member g) Special Invitee, If any Member
	11.2	<p>Tenure The term of nominated members mentioned shall be of one year, which is subjected to the approval of Chairman of Academic council.</p>
	11.3	<p>Quorum</p>



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		All members of the committee shall form the quorum for the meeting of the committee.
11.4		<p>Responsibilities The academic council shall perform the following</p> <ol style="list-style-type: none"> To appoint sub-committee from amongst the members of the Academic committee. To recommend the proposal of faculty appraisal form and students feedback form. To review and approve the academic calendar for academic session. To recommend and approve the sessional exam schedule proposed by Examination cell. To advise on the working of academic department, library and workshop. To promote teaching, research and related activities in the college for improvement in academic standards. To make regulation regarding admission of the students to different programs of study in the college keeping in view the policy of AKTU. To recommend proposal for new program of study to governing council as per AICTE regulations. To frame regulations and recommend scholarship, prizes and medals for the students to the governing council. To approve the best faculty award for each session as per the faculty appraisal provided by IQAC. To approve the target of attainments of the program for different course outcome. To recommend and approve the rubrics/guidelines for projects/mini projects for the academic session. To institute new measures for innovations in teaching/learning methodology. To exercise such other powers and perform such other duties as may be prescribed to them from time to time. To instruct the HoDs to provide and monitor quarter semester planning for each academic year.
11.5		<p>Conduct of Meeting The meetings of the committee shall be conveyed by the Member/Secretary on instruction of Chairman. Following points are noteworthy in the regard-</p> <ol style="list-style-type: none"> The Committee shall meet as often as necessary as but not less than two times during the academic session. A written notice of each meeting with the agenda shall be circulated by the member secretary to all the members at least one day prior of the meeting. The chairman of the committee may permit inclusion of any item on the agenda for which due notice could not be given. The chairman may call additional meeting of the committee and when required to consider urgent or special issues. The ruling of the chairman of the committee in regard to all questions to procedure shall be final. The minutes of the meeting will be circulated amongst the members. The minutes along with the amendments. If any shall be placed for confirmation of next meeting.
11.6		All the decisions made and all the minutes of meeting will be recorded and kept in the records of academic council.
12		Internal quality assurance cell (IQAC)



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		<p>The institution is committed to take positive and proactive steps to ensure quality teaching, learning, research and outreach services relevant to need of the institution. Internal Quality Assurance Cell is to develop a quality system conscious, consistent and catalytic programmed actions to improve the academic and administrative performance of the institution. Basic principle of Quality Assurance of the institution include holistic approach., self assessment , continuous efforts for improving the quality of academic, administrative and supporting faculty, staff for continuous improvement.</p>
12.1		<p>Objective To work as catalyst for the overall academic and administrative improvement of the institution. To create a desire among the stakeholders for the pursuit of knowledge, to acquire the skills and achieve excellence in teaching-learning and research. The IQAC has, from time to time, adopted the quality parameters set by statutory agencies such as the UGC, NAAC, State Government and the University and used them to assess and assure that quality is maintained.</p>
12.2		<p>Composition IQAC is a significant administrative body that is responsible for all quality matters. The composition of the IQAC is as follows: (a) Chairman - Director (b) Vice Chairman - Director Administration (c) Convener - Senior Faculty (Associate Prof. /Prof.) (c) Co-Convener- Senior Faculty (Associate Prof. /Prof.) (d) Faculty Member. – One/ Two from each department (e) External Member - Director (Other College) (f) Industrialist – One/ two member (g) Alumni - two member(s) (h) Student Representative – two students (i) Employers - Director (Corporate Relations & Placement) (j) Stake Holders - One/two Parents (k) Staff – Registrar</p>
12.3		<p>Conclusion The IQAC will seek to provide a work environment where every task the institute undertakes is completed to the best possible standard of excellence. Over time, the College should establish itself as synonymous with quality.</p>
12.4		<p>The Quality Control Cell stands dissolved immediately as a result of the creation of IQAC. The Academic Cell will however carry on operating as usual.</p>
13		<p>Academic audit As the foundation of an educational establishment has always been part of academic ethos, quality concept in higher education has been a permanent point of concern. Assurance of quality and regular improvement in teaching-learning process are the main requirements of faculty activities. Therefore, an audit of all academic activities becomes necessary to consistently evaluate the quality processes in an education system. Academic Audit process is carried out to define quality in terms of learning outcomes. It focuses to adopt best practices for learning assessment, experiment with active learning and make continuous improvement a priority. Seek out good academic practices/innovations in comparable departments/institutions and adapt the best as per the circumstances. Academic audit is embedded as routine feature at institute level via a dedicated cell known as “Internal Quality Assurance Cell (IQAC)” which carries out academic monitoring as a routine process.</p>
13.1		<p>Purpose</p>



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		<p>The purpose of Academic Audit is to:</p> <ol style="list-style-type: none"> Ensure academic accountability. Evaluate the performance of various departments with respect to laid down SOP and prescribed guidelines. Give suggestions for further improvements regarding quality of teaching-learning, students' projects, co-curricular and extra-curricular activities. Ensure that the college is following Outcome Based Education (OBE) in its true sense. <p>It is therefore critical that annual 'Academic Audit' should be carried out to assess the inadequacies in the academic system and take requisite actions to further improve the existing academic standards and policies</p>
13.2		<p>Academic Audit Committee A committee would be constituted annually to carry out 'Academic Audit' of the college as detailed below:</p> <ol style="list-style-type: none"> Chairperson: Director Convener: Convener of IQAC Coordinators: (i) Controller of Examination (ii) Registrar Member: Two faculty members nominated by IQAC External Member: One academician/faculty from outside college <p>In the above committee, the portfolios of Chairperson, Convener & Coordinator will remain ex-officio; whereas other members may be nominated annually. Further, to expedite the process more than one committee may be constituted to carry out the audit of each department in parallel. The committee should be familiar with all the laid down norms of NBA, AICTE and AKTU while carrying out assessment against the laid down SOPs. If there are no laid down norms/SOPs for any criteria; the committee shall use its own experience and wisdom to evaluate such cases.</p>
13.3		<p>Procedure As a part of routine academic monitoring, IQAC carries out necessary checks on academic documents/records as well as inspection of academic activities during the entire course of semester. In addition to this, an annual Academic Audit is carried out for departments at the end of each academic session by aforementioned audit committee. This committee prepares their Audit Reports separately for each departments as per the template attached (Appendix-'A' refers). On receipt of the report, IQAC would offer their comments and submit to Director for perusal and necessary directions. After approval, IQAC conveys the audited reports to the HoD for necessary action. Based on the feedback received, HoD ensures the implementation of the corrective measures and thus prepares the 'Action Taken Report (ATR)'</p>
13.4		<p>Conclusion Academic Audit leads to a thoroughly documented process that meets the requirements for 'Quality Assurance'. It is a process that sustains continuous quality improvement of teaching and learning in an educational system.</p>
14		<p>HR Policy</p>
	14.1	<p>Recruitment of Faculty/Staff:</p>
	14.1.1	<p>Qualification Recruitment of faculty members is done based on the norms prescribed by AICTE/Affiliating University for various cadres. The fixation of seniority or additional increment for past service in Institutions/ Industries is done based on the</p>



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		norms prescribed by AICTE/Affiliating University
	14.1.2	<p>Recruitment Procedure HR collects the manpower requirement from respective authority. On the basis of approval of posts HR manager will give the advertisement in following ways:</p> <ul style="list-style-type: none"> • Advertisement in the newspapers. • Advertisement through website. • Advertisement through other sources like face book, WhatsApp etc. <p>After receiving the application for respective post shortlisted candidates are called for the interview.</p> <ul style="list-style-type: none"> • The selection committee consists of HOD, Director and University nominee, shall finalize the candidates on the basis of class room's demonstrations and personal interviews and further submit their recommendation along with the personal data sheets of the candidates to the Director of the Institute. Director will get approval from the Chairman of the Institute. • On the basis of approval of chairman of the Institute, the Director issues the offer letter/appointment letter of the appointment. • Qualification for the selection of faculty members/technical staff/administrative staff shall be followed as per the guidelines of AICTE/State Govt. /Affiliating University
	14.2	<p>Service Conditions Including Promotion Policy</p> <ul style="list-style-type: none"> • A person shall be deemed to have been appointed to the service when his appointment is made to post in accordance with the existing AICTE norms but it shall not include Faculty appointed on deputation or temporary/ad hoc. • Every appointee shall be subject to the conditions that he/she is certified as in sound mental health and physically fit for service by a medical authority as specified from time to time. • The pay of teaching staff shall be fixed by the selection committee in accordance with the scale of pay prescribed by AICTE. • Performance appraisal would be considered for promotion. • The pay of non-teaching staff shall be fixed by the selection committee in accordance with AICTE & Affiliating University • The seniority of an employee in any grade shall, unless he/she has been reduced to a lower rank on punishment, leave on LOP, be determined by the date of his/her first appointment on probation. • The appointment authority shall, at time of appointing two or more persons simultaneously to a grade, fix the seniority for them with reference to the rank fixed by the selection committee at the time of appointment, irrespective of date of joining. • All appointment in the academic service shall be made by open competition by an advertisement and selection, where in all the in-service personnel who possess the qualification prescribed shall also be permitted to apply. • The management may however make ad hoc appointments in specific cases or recruit by deputation. No application of the employee seeking employment elsewhere shall be forwarded during the probation period.
	14.3	<p>Performance appraisal: The formal written evaluation program of Goel Institute of Technology and Management, is established to provide annually, a planned, scheduled,</p>



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		<p>opportunity for the employee and supervisor to meet and mutually identify, discuss, and document the demonstrated job performance and accomplishments of the employee during a specified rating period.</p> <ul style="list-style-type: none"> • Indicates where he/she stands in relation to the expectations of the Institution. • Assures mutual understanding of responsibilities and work assignments. • Serves as a source of assistance and guidance in improving and preparing for advancement. • Helps identify an employee's performance level, growth potential, and developmental needs as measured by the standards of performance for the job. • Assures that the employee is fully aware of assigned duties and responsibilities. • Provides an opportunity to recognize effective performance and to let employees know that their contributions have a direct impact on the overall goals of the University. • Serves as a foundation to formulate with the employee a specific plan of action for achieving goals and improving job performance. • Establishes the basis for better two-way communications. • Serves as a major consideration in matters concerning employee development, promotion, transfer, retention, salary, and job performance improvement.
	14.3.1	<p>Performance Appraisal Review Process Performance Appraisals shall be done for all staff members of the Institution and copies must be placed in the personnel file in Human Resources. The appraisal will be done by the immediate Head of the Department & Director and will be reviewed at the next level of supervision (the reviewer).</p>
	14.4	<p>Increments</p> <ul style="list-style-type: none"> • Increment will be sanctioned only on satisfactory report on performance of the employee. • An increment may be withheld to the faculty/staff if the conduct has not been good or his work has not been satisfactory. • The authority ordering such with-holding the increment shall state the period for which it is to be withheld and whether the postponement shall have the effect for postponing future increment also. • In all cases, the increment is sanctioned based on the report of the Performance Appraisal of the employee
	14.5	<p>Promotion Policy</p> <ul style="list-style-type: none"> • The objective of the promotion policy is to recognize and reward, merit and competence. It improves the organizational and functional effectiveness. • All promotions shall be subject to completion of minimum qualifying period and other requirements such as employee's current academic performance, their research work, number of publications, commitment of the staff to the improvement of the institution etc. • The promotion of an employee is purely based on the merit cum seniority basis.
	14.6	<p>Probation</p>



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		<ul style="list-style-type: none">Initially the appointment of the selected candidates will be temporary, for a period of one year, after which the performance of the appointee will be reviewed to regularize the appointment. The service conditions of the incumbent will be governed by the rules and regulations of the institution issued from time to time.Except in the case of appointment in tenure or on contract basis or on deputation all appointments to the posts shall ordinarily be made of probation for a period of 2 years and the period of probation can be extended by management in case of non-satisfactory performance.If any candidate is appointed on purely temporary basis in a vacancy, he/she has no right to claim a permanent post. However, such candidates may also apply for permanent post following the regular procedure adapted to the candidates of competition. If a person, having been appointed temporarily to a post is subsequently appointed regularly, he/she shall commence probation from the date fixed for appointment on probation.The services of any candidate appointed on temporary/adhoc basis can be terminated without any notice and without assigning any reason.
14.7	Resignation	<ul style="list-style-type: none">Any member of the faculty in permanent service shall give three months' notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay three months' salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier.Any member of the support staff in permanent services shall give one month notice in case he/she shall pay one month salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier.Any member of the faculty / support staff during probation shall give one month notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay one month salary in lieu thereof. The resignation shall come to force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally they will not be relieved in the middle of a semester.However, the appointing authority reserves the right to waive the notice period or the compensation thereof
14.8	Retirement	<ul style="list-style-type: none">An Employee of the institution shall be retired on super annuation when he/she attain the age of 65 years. Provided that the authority shall have the right to issue orders of retirement of an employee who has attained the age of Sixty (60) years for reasons of inefficiency, ill-health and the like.However, this rule does not apply to those who are appointed on contract basis for whom the management will decide the renewal of contract for a further duration.



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14.9		<p>Termination of Service of an Employee</p> <ul style="list-style-type: none"> • The Management reserves the right to terminate the service of any employee whether probationer or regular giving 1/2/3 months' notice or in lieu thereof 1/2/3 months' pay. • The Management may terminate any faculty /staff whether temporary or permanent for the following causes such as incompetent or inefficient service, neglect of duty and physical or mental incapacity. • A service file shall be maintained in respect of each employee of the institution where all his/her service particulars shall be recorded under the signature of the Principal. • Not with standing said anywhere, any service rules, which involve financial commitments, will be subject to availability of funds and decision of the management will be final. • The management subject to ratification of the governing council is the authority for introducing, repealing or amending any service rule it deems necessary for day to day administration.
14.10		<p>Working Hours The Institution working time is from 9.00 AM to 4.30 PM and has 6 working periods per day. The institution works for Six days and totally 36 hours per week.</p>
14.11		<p>Teaching Days The institution follows the Academic calendar of the Affiliating University and shall have at least 180 full teaching days per year with 90 full teaching days per semester . Teaching Days here shall mean actual class room/laboratory conducting teaching days and do not include days of examination.</p>
14.12		<p>Leave Rules: Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. Any type of leave cannot be claimed as a matter of right. It may be granted for a casual purpose or a planned activity on medical grounds in extraordinary conditions. The following leave rules shall be applicable to all faculty and non-faculty of the institution of Goel Institute of Technology and Management, Lucknow with effect from 1st August 2019.</p>
	14.12.1	<p>General Rules:</p> <ul style="list-style-type: none"> • Leave cannot be claimed as a matter of right and when the exigencies so demand, leave of any description may be refused or revoked by the authority empowered to sanction the leave. • Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons. • Mere submission of leave application does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employees liable to disciplinary action besides penal deductions. • Faculty must make alternate arrangements/internal adjustments among the faculty members from his/her or any other department before applying for the leave. • Before proceeding on leave, an employee shall intimate to the sanctioning authority his/her contact details including address, phone no. email etc. for correspondence while he/she is on leave and shall be in touch with reporting



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		<p>authority or to inform his/her latest location about change of his address of phone, email etc.</p> <ul style="list-style-type: none"> • Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the date on which duty is resumed. • Except with the permission of the authority, who granted leave, employee on leave may return to duty before the expiry of the period of leave granted to him/her. • An employee who has been granted leave on medical reason is required to produce a medical certificate of fitness before resuming duty. Leave sanctioning authority may secure/demand a second medical fitness certificate, if considered necessary. • Absence from duty after expiry of leave entails disciplinary action. • Leave will not be granted to staff under suspension. • If any employee resigns, then he/she shall not be entitled to any further leave during the notice period. • Except as otherwise provided any kind of leave under these provisions may be granted in combination with or in continuation or any other kind of leave, subject to any limits prescribed in such cases. • At the request of the employee the sanctioning authority may convert any kind of leave including extraordinary leave, retrospectively into leave of a different kind which may be admissible as on the day on which the employee proceeded on leave; but the employee cannot claim such conversion as a matter of right. • An employee on leave should not take up any service or employment elsewhere without obtaining prior sanction of the competent authority. • The leave year is reckoned from 1st August of a calendar year to the 31st July of next calendar year. i.e., academic year of the institution.
	14.12.2	<p>Kinds of leave: The following kind of leave shall be admissible:</p> <ul style="list-style-type: none"> • Casual leave – 12 • Medical leave – 12 • Earned leave-8 • Duty leave – 12 • Vacation leave – 8 • Sabbatical leave • Study leave • Maternity leave • Short leave
	14.12.3	<p>Casual Leave (CL): CL is not earned; it may be granted to an employee for not exceeding twelve days in an academic year. If an employee joins after the expiry of first month of academic year, the number of casual leave admissible to him/her shall be proportionate to number of months left in the academic year. Moreover, if joining falls on or before 15th of the month then the joining month may be included while calculating the number of CL admissible to him/her. A minimum of half day or a maximum of three days CL can be availed of at a time. Ordinarily, an employee shall not be allowed to avail more than six CL in a semester. CL can only be pre-fixed or suffixed with all types of holidays/leaves. Sunday and Holidays falling during period of CL may not be counted as part of CL. CL will not carry forward to next academic year and shall lapse at the end of the ensuing year.</p>
	14.12.4	<p>Medical Leave (ML):</p>



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		<p>Medical leave may be granted in case of sickness of the employee and not his/her dependents. A medical certificate from doctor or a registered medical practitioner would be required.</p> <p>Medical leave shall not be granted for less than three days at a time and not more than three times in an academic year.</p> <p>Sundays and holidays may be prefixed/suffixed to MLs. Sundays and holidays falling during a period of ML may be counted as part of ML.</p> <p>No ML is allowed during probation period.</p> <p>Ordinary 12 ML may be allowed in an academic year.</p> <p>Medical leave may be combined with any other kind of permissible leave.</p>
	14.12.5	<p>Earned Leave (EL):</p> <p>EL is admissible to all employees and is credited after completing one year of service. EL is to be granted only after it is earned. One EL is credited for every period of twelve days spent on duty subject to a maximum of thirty days in an academic year.</p> <p>EL cannot be granted during probation period.</p> <p>Minimum of three EL may be granted at a time and at the most it may be granted three times an academic year.</p> <p>Sundays and holidays falling during the period of EL shall be counted as part of the EL.</p>
	14.12.6	<p>Leave Without Pay (LWP):</p> <p>There is no provision as such exist for grant of leave without pay. However, for reasons beyond ones control, if an employee has to avail leave in excess of one's authorization, he/she may be granted, LWP at the discretion of the sanctioning authority/management subject to exigencies of service. Such leave shall not exceed thirty days in an academic year subject to a maximum of fifteen days at a time.</p> <p>Absence of an employee without sanctioned leave is a case of indiscipline and does not fall under this category.</p> <p>LWP should also be sanctioned in advance like any other leave.</p> <p>In the case of sickness or cases of pregnancy and child birth, an employee may avail leave without pay with prior permission.</p>
	14.12.7	<p>Duty Leave (DL):</p> <p>Duty leave may be granted for one or more of the following purpose:</p> <p>Attending conferences, congresses, symposia and seminars on behalf of the institute or with the permission of the institute.</p> <p>To work on behalf of the institute.</p> <p>Delivering lectures in institutions and at the invitation of such institutions or university received by the institution, and accepted by the head of the institution;</p> <p>To defend/attend project proposals/meeting of project related filed work/various funding agencies, viz. UGC, DST, AICTE or Affiliating University etc.</p> <p>To participate in refresher/orientation and similar short term courses.</p> <p>The Affiliating university work will be considered under Duty Leave i.e. evaluation work/Practical work etc.</p> <p>The application for duty leave shall be forwarded along with recommendation by the head/dean/director to the sanctioning authority after taking into account, the academic needs of the department/institute. While recommending the application, the head/Dean/ Director of the department will specify that alternative arrangements for the academic duties of the faculty member concerned will be made, without asking for a substitute/extra academic position.</p> <p>Total number of duty leaves shall not exceed fifteen days in a year of which a maximum of twelve days in a semester.</p>
	14.12.8	<p>Sabbatical Leave (SBL):</p> <p>Sabbatical up to a period of one year may be granted to a faculty once in every five year's of attachment to a research organization or an institute of good standing with</p>



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		<p>the sole aim of pursuing research activity. Although the employee will hold the line with the parent institution, yet he/she will not be entitled to draw salary from the institution.</p>
	14.12.9	<p>Study Leave (SL): Leave for up to a maximum of three years may be granted once in the tenure of service for pursuing higher studies at a recognized institute, however, salary shall not be payable for the period. Study leave may be granted after an employee has rendered at least two years of unblemished service to the institute. He/she will be required to furnish a bond of non-judiciary stamp paper of rupee one hundred that he/she will serve the institution at least for a period of three years after return from the study leave. However, the management may reduce the bond period or allow such leave without a bond. An employee having completed a minimum service of one year shall be entitled to study leave for pursuing full time masters' degree/PhD course work/part-time PhD and examination thereof, thesis writing etc. entitlement shall be one month for each year of service to a limit of three months in an academic session. However for full time Masters/PhD study, leave shall be without salary. An employee having less than one year of service shall not be entitled for any study leaves whatsoever. Study leave may be granted up to a maximum of 10% of the sanctioned posts in any department.</p>
	14.12.10	<p>Vacation Leave (VL): A faculty is entitled to 08 days summer and/or winter vacation from earned EL subject to their being able to complete the preparations for the next semester. If, however, the exigencies of service do not allow an employee to avail of these vacations, the short fall in period of vacation not availed of by the employee will be converted into earned leave and rules of earned leave will apply. A non-faculty (supporting staff) is entitled for 04 days' vacation leave under same conditions. The vacation leave shall require to be sanctioned in advance in writing, as for any other leaves. The vacation period amongst the faculty members shall generally be staggered to ensure that the department/concerned office functioning is not hampered. Like earned leave, vacation leave shall first be earned. An employee who has not worked for the preceding semester shall not be entitled to vacation leave. He/she shall however, be entitled to reduced period of vacation on prorata basis. Each six months period will be counted from the first day of an academic session.</p>
	14.12.11	<p>Maternity leave (MATL): A woman employee with less than two surviving children may be granted maternity leave with approval from the sanctioning authority/management. Maternity leave may be combined with any other kind of permissible leave. Such leaves may be allowed two times in the period of service.</p>
	14.12.12	<p>Short leave (SHL): An employee can avail maximum two short leaves in case of unforeseen emergencies during working hours in a month for 2 hours; if he/she takes any short leave after this limit, each short leave will be considered as half day.</p>
	14.13	<p>Faculty & Staff Development:</p>
	14.13.1	<p>Allowances for Presenting Papers in Seminar / Conferences etc. • The regular Teaching staff who are sponsored for presenting papers in seminars/conferences are eligible to claim travel by one III A/C or II A/C (as per cadre) by rail in addition to reimbursement 50% of registration fee. No D.A. is admissible. This facility is limited to once in an academic year i.e. July – June.</p>
	14.13.2	<p>Allowances for Attending Seminars, Q.I.P. Courses, Refresher Courses Etc. • The regular teaching staff who are permitted to attend the seminars as delegates, and to undergo Q.I.P. Courses, Refresher Courses etc., are eligible to travel by II sleeper</p>



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			class. No D.A. is admissible. This provision is not extended when the organizing agency is meeting the T.A.
		14.13.3	The period of absence is treated as “ON DUTY” during the period of attending the courses.
		14.13.4	<p>Promotion Of In-House Research And Development</p> <ul style="list-style-type: none"> • The Institution aims at promoting Research & Development, Consultancy and such other profession – promotional activities, involving the faculty at various levels. It encourages the faculties to undergo In-House R & D activities along with the students. • The faculty involving in research are encouraged for getting substantial grants for R&D works or for strengthening the infrastructure in the institute. • Management shall pay 50% fee for Patent registration.
		14.13.5	<p>Incentives and Awards</p> <p>The Best Teacher Awards and Appreciation Letter have been instituted to encourage the staff members to put in their best efforts. Faculty members are encouraged to take up minor research and development projects by sanctioning the grants to the extent possible when sought and travel grants are sanctioned to faculty to present research papers or attend National or International conferences in India/Abroad.</p>
		14.13.6	<p>Development Program For Technical Supporting Staff</p> <p>The training programme for Lab Practical shall be arranged for the Lab Instructor if required in new curriculum .The management also encourages conducting and attending programmes in modern tools to upgrade the technical knowledge of Lab Instructors.</p>
		14.13.7	<p>Amenities</p> <ul style="list-style-type: none"> • The Management shall encourage faculty members to upgrade their knowledge and in this context shall undertake to bear the cost of higher academic qualification or special training of faculty members after signing a necessary conditional bond to serve the institution for a certain period after benefitting from such academic qualification/training. • Free transportation shall be provided to all the faculty members to and from the Institution within the city limits. • Staff Members are permitted to pursue Higher Education, as part time programme, while serving the Institution. • By providing registration fees and other facilities, Staff Members are given full support to undergo their research work and submit proposals. • CCL is given to Staff Members for carrying out the assigned works during Holidays. <ul style="list-style-type: none"> • The management grants maternity leave to the women employees, for a period of 90 days and limited to the first two living children. • Medical reimbursement for major accidents. • Interest free loans for emergency. • Free admission for children of employee and concession of fees for them. • Any kind of celebration within the campus has to be organized after seeking approval from the Management, in prior. • If found dissuading from anything listed in these Rules, the Management/Society shall have the power and authority to decide and act upon any matter of concern that leads to chaos and arising difficulties.
15			<p>Policy of anti-ragging</p> <p>Goel Institute of Technology & Management, Lucknow has a Proctorial system where administration of student related matters pertaining to all acts of indiscipline by</p>



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		students are delegated to the Anti-Ragging Committee / Proctorial Board / Anti-Ragging Squad. Anti-Ragging Committee / Proctorial Board is chiefly responsible for ensuring that rules and regulations framed by GITM are being followed by the students.
15.1		<p>Functions of the Anti-Ragging Committee:</p> <ul style="list-style-type: none"> • To take cognizance of any breach of discipline and suggest immediate disciplinary action in such cases and take preventive steps such as issue of notices, warnings, and instructions for act of indiscipline. • To implement and coordinate anti-ragging measures. • To form the anti-ragging squad and prevent ragging inside the institute premises. • To monitor discipline among students community in classroom and at other places • To canvases about anti-ragging in the forms of Flexes, Posters and Boards in college premises and surrounding areas where there is a chance of ragging. • To arranges counseling and guidance programs arranged for the fresher's and parents regarding ragging. <p>Cases of indiscipline or indecent behavior of any student, cases of individual / group harassment, threats, manhandling etc, are dealt strictly by the Anti-Ragging Committee / Proctorial Board / Anti-Ragging Squad, HoDs from all departments are by default members and has at least one lady member who is the chairperson of the Committee for enquiry against sexual harassment, Eve-teasing or disrespectful behavior or any misbehavior with any girl student Rule & Regulations of GITM Charter are thoroughly followed. However the Anti-Ragging Committee / Proctorial Board / Anti-Ragging Squad at its discretion can add additional norms or delete existing ones separately depending on the nature and need of the enquiry.</p> <p>To combat ragging and avoid any outward activity in the institute, Discipline committee and Anti-Ragging Squad in institute have been constituted. Inside hostel (Boys' And Girls') the administrative authorities appointed by the institute, maintains the discipline and thus assist the Anti-Ragging Committee / Proctorial Board / Anti-Ragging Squad. Though all the preventive measures against ragging are implemented, nevertheless, all the students are required to submit an undertaking to the concerned HoD at the time of admission are sworn and under oath to get involved in any type of misconduct and will abide by the anti-ragging rules. In case of any report obtained from Anti-Ragging Committee, the Anti-Ragging Committee / Proctorial Board / Anti-Ragging Squad primarily conducts an enquiry and recommends suitable punishments to those found guilty as per rule. With the assistance of Central Security System established in the institute, the Anti-Ragging Committee / Proctorial Board maintains the discipline and law & order during various celebrations, events and other occasions especially like examinations, celebration events and other activities where large gathering of students are common. The Anti-Ragging committee / Proctorial Board/ Anti-Ragging Squad will follow following procedure to initiate enquiry if the complaint is ascertain.</p>
15.2		<p>Composition –</p> <p>The policy of Anti-Ragging is designed to deal with concerned issues related to discipline, law & order situation under GITM charter in whole campus (including both Boys' and Girls' hostels with institute) and to keep an eye on the general moral behavior of the student. Also to prevent the student from indulging in any political activities on institute premises. Hence for its effective complacence, composition of committee is under-</p> <p>(a) Chairman – Director</p>



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		<p>(b) Convener – Chief Proctor</p> <p>(c) Co-Convener – Deputy Chief Proctor</p> <p>(d) Committee Members – Minimum 12 members including Director Admin. Principal Diploma, HoDs from all branches & Senior faculty members along</p> <p>(e) Government Minority Representative -District Minority Officer</p> <p>(f) Police representative – Inspector of nearby Police Station</p> <p>(g) News Paper Correspondent – Manager of local daily newspaper.</p> <p>(h) Student Members – Minimum two representatives</p> <p>(i) Stakeholders –Minimum two parents.</p>						
	15.3	<p>Frequency of the meetings: The Anti-ragging committee schedules a meeting twice a year, at the starting of academic session in both semesters. Again as per the recommendation of Anti-ragging squad, the committee holds meetings to resolve the cases of indiscipline and ragging (if any)</p>						
	15.4	<p>Mechanism to resolve case –</p> <ul style="list-style-type: none"> • The complaint and accused both is called for hearing and his/her written statement is recorded. • Along with Witnesses mentioned by both parties, listed are also called for recording their depositions. Further, any evidence, from security staff (inclusive guard on duty) or other person who were present there and had witnessed the incident, are called and their statements also recorded. • If any accused found suspected, an initial order of Suspension or likewise another, is issued and a committee is formed from members Anti ragging Squad/Proctorial Board • After that committee cross-examination of the accused and the complainant is conducted. And if any material evidence, like audio/video tapes/paper documents etc, is available, the same is examined. • The authenticity is established from the submitted documents. • And finally a comprehensive report is prepared. And on that basis, a report is prepared as per rules & regulations framed by Institute discipline Committee. After that final report and Anti-Ragging Squad's recommendation, is submitted to the Anti-Ragging Committee for approval and final decision. • Consequently the award of punishment is conveyed to the accused (student) duly signed by the Convener/Chief Proctor. • The punished accused (student) has the right to appeal against the punishment and the authority that is empowered to deal with appeals, is the Director / Chairman, Proctorial Board / Anti-Ragging Committee. 						
	16	<p>Policy of grievance redressal The Grievance Redressal cell is intended to undertake the processes of attending to the grievances put forward by the students, faculty and staff. It focuses on setting proper facilitation procedures for settling the issues in a cordial atmosphere.</p>						
	16.1	<p>Grievances Submission Mechanism -- The suggestion/complaint boxes are placed at various places in institute. Students, faculty and staff are encouraged to use these boxes to give suggestions and grievances (if any). They can approach to Mentors/HOD/Reporting authority or give grievance on online through Institute ERP. The various kind of Grievances submitted and handled by Grievance Cell are as follows</p>						
	16.2	<p>Types of Grievance:--</p> <table border="1" data-bbox="496 1955 1514 1998"> <thead> <tr> <th>Sl.No.</th> <th>Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Sl.No.	Name	Description			
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			1.	Grievance on discrimination by students from SC/ST/Minority/Women/Disabled Categories	Complaints on discriminatory treatments faced by students from SC/ST/Minority/Women/Disabled categories or other kinds of discrimination on the basis of their race, colour, religion, sex, sexual orientation, national origin, age etc.
			2.	Grievance regarding college transportation	Complains regarding transportation faced by students regarding routes, driver behavior, timing and etc.
			3.	Grievance regarding non-transparent or unfair evaluation process	Complaints related to unfair practices in assessment processes including biased evaluation, non-transparency in internal mark assessment etc.
			4.	Grievance related to Admission	Specific concerns or complaints about the admissions processes including making admission contrary to merit determined in accordance with the declared admission policy of the institute, irregularity in the admission process adopted by the institute, refusing admission in accordance with the declared admission policy etc.
			5.	Grievance related to Attendance	Complaints related to attendance shortages, non-transparency or partiality in attendance procedures, publishing of attendance etc.
			6.	Grievance related to charging of fees	Complaints related to overcharging of fees, compelling students to pay fees in respect of any course of study which they do not intend to pursue, different fee structure for same course, refund of fees or other fee related issues in the institution.
			7.	Grievance related to harassment by students or teachers	Complaints regarding harassment by fellow students or teachers which is insulting or annoying to the victim.
			8.	Grievance related to provision of student amenities and quality education as promised or required to be provided	Denial of quality education as promised at the time of admission or required to be provided, lack of academic and infrastructural facilities etc.
			9.	Grievance related to Victimization	Grievances related to victimization of students including sexual assaults, ragging, intimidation, violation of another person's dignity, degrading or offensive acts including bullying, threatening, use of abusive words, insulting, mental or physical torture etc.
			10.	Non-observation of AICTE norm and standards	Complaints related to the non-following of AICTE norms and standards in case of admission, attendance, infrastructure and other academic activities in the institution.
			11.	Non-payment or Delay in payment of scholarships	Grievance related to non-payment of scholarships, continuous delay in the payment of scholarships etc.



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			<table border="1"> <tr> <td>12.</td> <td>Refusal to return documents such as certificates</td> <td>Withholding or refusal to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by the student.</td> </tr> <tr> <td>13.</td> <td>Routine Maintenance</td> <td>All type of maintenance of campus and complaints</td> </tr> <tr> <td>14.</td> <td>Women Grievances</td> <td>All grievances related to women either students or employees</td> </tr> </table>	12.	Refusal to return documents such as certificates	Withholding or refusal to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by the student.	13.	Routine Maintenance	All type of maintenance of campus and complaints	14.	Women Grievances	All grievances related to women either students or employees
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16.3		<p>Composition of Grievance Redressal Cell In order to ensure transparency by Technical Institutions imparting technical education, in admissions and with Paramount Objectives of preventing unfair practices and to provide a mechanism to faculty, staff members & students for redressal of their grievances, AICTE has notified regulation for establishment of mechanism for Ombudsman and Grievances redressal Committee for all the AICTE approved technical Institutions vide No. 37-3/Legal/2012 dated 25.05.2012. Based on the above guidelines a Grievances Redressal Cell is formed in the institute with following composition.</p> <p>(a) Chairman – Director (b) Ombudsman– External Member appointed by Institute/ Governing Body of Institute (c) Convener – Chief Proctor (d) Co-Convener – Deputy Chief Proctor / Senior HoD (e) Committee Members – Minimum Eight members including Principal, all HoDs, and senior faculty members</p>										
16.4		<p>Functions of Grievance Redressal Cell: Working: Based on grievance, the committee conducts thorough investigation by interaction with involved persons and fact finding and then committee summarizes the fact and findings. based on investigation the committee recommends further action given as under --</p> <p>Functions:</p> <ul style="list-style-type: none"> • Uphold the dignity of the college by ensuring strife free atmosphere through promoting cordial student-student relationship, student-faculty/ staff relationship & faculty/staff- faculty/staff relationship. • To resolve the grievance received by any student, faculty and staff and take action accordingly. • To encourage the students, faculty & staff to express their grievances/ problems freely and frankly, without any fear of being victimized. • To advise students, faculty and staff of the institute to respect the right and dignity of peer and show utmost restraint and patience whenever any occasion of rift arises. • To advise the all members to refrain from, inciting students against other students, faculty and institute administration. • To advising the staffs not to behave in a vindictive manner towards the students for any reason. 										
16.5		<p>Frequency of Meeting: The Grievance Redressal & Committee holds the meeting once at the beginning of the each semester, and as per the requirement, the meeting can be scheduled at any time to resolve any case.</p>										
16.6		<p>Exclusions:- The Grievance Redressal Committee shall not entertain the following issues:</p>										



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		<ul style="list-style-type: none"> • Decisions of the Executive Council, Academic Council, Board of studies and other Administrative or Academic Committees constituted by the Institute. • Decisions with regard to award of scholarship, fee concessions, medals, etc. • Decisions made by the Institute with regard to disciplinary matters and misconduct. • Decisions of the Institute about admissions in any courses offered by the Institute. • Decisions by competent authority on assessment and examination result.
16.7		<p>Operations and Mechanism:</p> <ul style="list-style-type: none"> • After receiving the Complaint/ Grievances, the cell shall take into consideration all the redressal criteria, types of Grievance with rules and regulations of the institute in admitting the complaint and in conducting the enquiry. • The cell is expected to commence its operations by constituting a committee meeting or directing the case to concern specific committee in case of need to conduct enquiry. • The observations, findings, suggestions and recommendations are drafted in the report by the specific committee and issue orders to resolve the complaint. If the individual is not satisfied then the case is again reopened by the cell. The cell is expected to conduct high level enquiry and submit minutes of its meetings, their recommendations based on their observations, along with observations, suggestions, if any, given by specific committee, and resolutions to the Director of the institute for further processing and approval. <p>The /Director of the institute and the members of the cell shall undertake all the operations in coordination with the Heads of the departments/reporting authority to resolve the Complaint/Grievances.</p>
17		<p>Policy of internal complaint/ women grievance cell</p> <p>Any technical institute, is not only a ‘workplace’ where faculty and nonteaching staff are employed but is also a seat of learning where students come to learn and get knowledge to shape up their careers, to realize their full potential as individuals. Over a period of time the GITM has shown increasing trend in more and more female students taking admissions and participating in higher studies. It is therefore imperative that all students, particularly female students, are provided with a safe and dignified environment in which they are able to achieve these goals, because only then will they be able to realize the constitutional promise of equality. The goal of Sexual Harassment policy is to end the problem faced by the student/employee through an internal system of relief that is easy to access, and thereby to provide an effective remedy to the aggrieved complainant as quickly as possible so that s/he can continue to study and develop without further impediments. The larger perspective guiding sexual harassment policy is to be educational, preventive, corrective and, when punitive, to carry out processes following an internal complaint with sensitivity, rigor and justice.</p> <p>In a sexual harassment case Hon’ble Judge of Supreme court acknowledged for the first time sexual harassment against women as a human rights violation, and outlined guidelines making it mandatory for employers to provide for sympathetic and non-retributive mechanisms to enforce the right to gender equality for working women. Therefore after this verdict, Sexual harassment is now considered as a violation of the fundamental right of a woman to equality as guaranteed under Article 14 and 15 of the Constitution of India and her right to life and to live with dignity as per Article 21 of the Constitution. It has also been considered as a violation of a right to practice or to carry out any occupation, trade or business under Article 19 (1) (g) of the Constitution which includes a right to a safe environment free from harassment. The definition of sexual harassment in the Act of 2013 is broadly in line with the</p>



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		<p>Apex Court’s definition in the Vishaka Judgment. It also stipulates that a woman shall not be subjected to sexual harassment at any workplace.</p> <p><i>Goel Institute of Technology & Management, Lucknow is committed to create and maintain a community in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation and intimidation. Every member of the institute community should be aware that while the institute is committed to the right to freedom of expression and association, it strongly supports gender equality.</i></p>
17.1		<p>OBJECTIVES OF THE POLICY</p> <p>Goel Institute of Technology & Management, Lucknow has set up an Internal Complaints Committee (ICC) under the Sexual Harassment Act. The goal of the Sexual harassment policy is to end the problem faced by the student/employee through an internal system of relief that is easy to access, and thereby provides an effective remedy to the aggrieved complainant as quickly as possible so that she can continue to study and develop without further impediments. This is very important to recognize for two reasons. One, in relation to how cases are resolved, in that redressal does not necessarily have to be punitive and instead may be educational, (depending it is openly discussed at forums which are attended by both teachers and students; women students are encouraged to speak up freely in class or elsewhere. In this background the Institute’s Sexual harassment has the following objectives..</p> <ul style="list-style-type: none"> • To fulfil the directive of the Supreme Court enjoining all employers to develop and implement a policy against sexual harassment at the work place. • To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the Institute. • To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures. • To uphold the commitment of the Institute to provide an environment free of gender- based discrimination. • To create a secure physical and social environment which will deter acts of sexual harassments.
17.2		<p>Jurisdiction –</p> <ul style="list-style-type: none"> • The rules and regulations outlined in this policy shall be applicable to all complaints of sexual harassment made: • By a member of the Institute against any other member of the Institute irrespective of whether the harassment is alleged to have taken place within or outside the campus • By an outsider against a member of the Institute or by a member of the Institute against an outsider if the sexual harassment is alleged to have taken place within the campus • By a member of the Institute against an outsider if the sexual harassment is alleged to have taken place outside the campus. In such cases the Committee shall recommend that the Institute authorities initiate action by making a complaint with the appropriate authority. Further the committee will actively assist and provide available resources to the complainant in pursuing the complaint. <p>Therefore, for its effective complacence of ICC, composition of committee is under-</p> <p>(a) Chairman – Director GITM</p> <p>(b) Convener – Chief Proctor</p>



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		<p>(c) Co-Convener – Deputy Chief Proctor / Senior faculty member of HoD rank.</p> <p>(d) Committee Members – Minimum 10 including non teaching female staff, all female HoDs and female faculties with Warden Girls’ hostel</p> <p>(E) Student Members – Minimum (Two girls and a boy representatives from different branches.</p>
17.3		<p>Functions and Responsibilities</p> <p>Preventive—</p> <ul style="list-style-type: none"> • To create and ensure a safe environment that is free of sexual harassment. • To create an atmosphere promoting equality and gender justice. • To publicize the policy in Hindi and English widely, especially through website and notice boards. • To publicize in English and in Hindi the names and phone numbers of members of the committees. • To plan and carry out programs for gender sensitization (through workshops, seminars, posters, film shows, debates, skits) either independently or with the assistance of the Gender Sensitizing Committee. <p>Remedial --</p> <ul style="list-style-type: none"> • The mechanism for registering complaints should be safe, accessible and sensitive. • To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary. • To recommend to the concerned authorities follow-up action and monitor the same. • To advise the disciplinary authority concerned to issue warnings or take the help of the law to stop the harasser, if the complainant consents. • To seek medical, police and legal intervention with the consent of the complainant. • To make arrangements for appropriate psychological and emotional support (in the form of counseling, security and other assistance) to the victim if s/he so desires.
17.4		<p>Procedure for registering complaints:</p> <ul style="list-style-type: none"> • All complaints must be brought by the complainant in person which will refer the case to ICC. The exception for this will be in cases of forced confinement of the person. In such a case, brought by another person on behalf of the complainant, the committee will examine whether an investigation, intervention or some other assistance is needed. In exceptional cases, third party/witness complaints may be entertained. In such cases, the committee will ascertain whether the person alleged to have been harassed wishes to lodge a formal complaint. Once such a complaint is received the committee shall proceed to investigate it as per the procedure specified. • If the complainant wishes he/she can be accompanied by a representative. • The Director can refer any complaint to ICC.
17.5		<p>Enquiry procedures –</p> <ul style="list-style-type: none"> • All complaints made to any committee member must be received and recorded by the member, who shall then inform the Convener about the complaint, who in turn shall call a meeting of the committee. • The committee is bound to maintain confidentiality during the time of the



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		<p>enquiry (in order not to prejudice the proceedings).</p> <ul style="list-style-type: none"> • After the report has been finalized, confidentiality should be maintained, if the complainant so desires, by withholding the complainant's name and other particulars that would identify her. • The ICC after the receipt of a complaint, establish a prima facie case of sexual harassment on the basis of both the definition of sexual harassment as given in this policy, and the jurisdiction of this policy. Reasons for not pursuing a complaint must be recorded in the minutes and made available to the complainant in writing. • In case of a complaint filed by another person on behalf of the complainant (where the complainant is in confinement) the complaint will be investigated in order to explore whether a prima facie case of sexual harassment exists and whether intervention or some other assistance is required. • During the enquiry procedure, the complainant and the accused will be called separately so as to ensure freedom of expression and an atmosphere free of intimidation. The complainant will be allowed to be accompanied by one representative during the enquiry. • The ICC must submit its report to the Director not later than one month for punitive action if required. • In special circumstances the matter may be referred to the Head of governing body. • The entire process of enquiry should be completed within three months.
18		<p>Constitution & responsibilities: exam cell The Examination committee must assure the quality, clarity, accuracy of the internal examination and the marks allotted to the students. For this purpose, governing body allots certain tasks and responsibilities to the Examination Committee.</p>
18.1		<p>Composition The Examination Committee of the college is constituted as mentioned:</p> <ol style="list-style-type: none"> a) Director, Chairman b) Controller of Examination Convener c) One Assistant Professor from each Departments Members d) Office Executives, Examination Cell Members e) Special Invitee, If any Member
18.2		<p>Tenure The term of nominated members mentioned shall be of one year, which is subjected to the approval of Chairman of Examination Committee.</p>
18.3		<p>Quorum All members of the committee shall form the quorum for the meeting of the committee.</p>
18.4		<p>Responsibilities The Examination committee shall perform the following</p> <ol style="list-style-type: none"> a) Committee has formulated the guidelines, rules and regulations for all internal examinations. b) Members of committee give their suggestions and directions for smooth conduction of examination. c) Committee takes whole sole responsibilities for fairness in the examination. d) Solving grievances, if any, with respect to examination work. e) Maintenance of all records related to examination. f) Committee scrutinizes all internal marks (sessional) before uploading the university web portal. g) Ensures the uploading of internal marks in the university web portal before the commencement of end exams.



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		<p>Student Representative (from IInd, IIIrd, IVth year) Member</p> <p>Office Executive/MIS Member</p> <p>External Expert Counselor Member</p> <p>Clinical Psychologist Member</p> <p>Social Worker Member</p>
19.3		<p>Methods of Assessment:</p> <p>Faculty Mentor (FM), is one of the Faculty Members who are assigned for group of 20 students as per the prerequisite from 1st year in 2 or 3 year courses while from 2nd year in 4 or 5 year courses throughout that academic program to mentor them in almost all facets of life whether it is academic, career related or personal. SSC works on grass root level; students are assessed by their respective faculty and subsequently they are continuously assessed on the basis of their performance in their examinations. And this performance defines their category which is:</p> <p>Bright – bright students are those who are ahead on learning curve; those who have cleared all subjects.</p> <p>Average – average students are those who have flunked in 1 or 2 subjects only.</p> <p>Weak – weak students are those who have flunked in 3 or more subjects.</p>
19.4		<p>Guiding Principles for Faculty Mentors</p> <p>Faculty Mentor (FM), who has been assigned a set of students for the entire extent of their academic program, shall act as a pal, philosopher and channel to them. While mentoring, Mentors shall center to improve their overall performance by looking after their learning, counseling them to make best use of their potential and suggesting them to develop life skills.</p>
	19.4.1	<p>Responsibilities:</p> <p>The responsibilities of the Faculty Mentor with respect to his/her set of students are as follows:</p> <ol style="list-style-type: none"> Mentor shall be a tolerant listener and built very individual bond with the concerned student. Mentor shall be encouraging of new ideas and at the same time they shall keenly share their life experiences which may impact students thought process in optimistic manner. Mentor shall gravely scrutinize and deal with students' advancement and wherever needed praise their efforts hence or else advice them for improvement. Mentor shall enhance their assurance so that they may take up any type of challenges be it an academic or on personal front and persuade them to stretch themselves up to their limits. Mentor shall discuss vistas that can be opened before them at the most suitable time so that the student may get sufficient time for its preparation. Mentor shall encourage them to become self reliant in terms of making a verdict and at the same time shall be vigilant about their direction. Mentor shall make them to comprehend setting up long and short term goal for oneself but incessant and meticulous pursuit is what matters that the means chosen to achieve the preferred goal. Mentors shall also put emphasis on them that the means chosen to achieve the desired goal is also of greater consequence. Mentor shall make them to understand the importance of '<i>Mansa Vacha Karmna</i>' in student life as it the best guiding policy which acts within



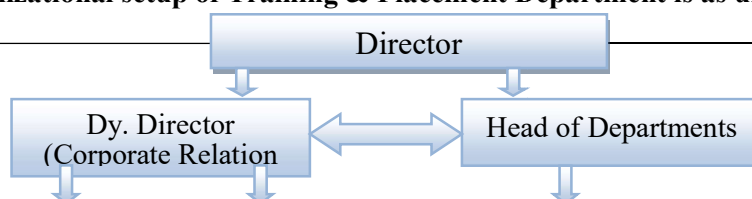
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		oneself by creating a accord in ‘what you say’ and finally with ‘what you do’.
	19.4.2	Allotted Faculty Mentor shall hold obligatory meeting with his/her group of students at least twice in a semester one at the commencement of the semester i.e. within first two week and one towards end of the semester i.e. towards last two week before end semester examination while personal meeting may be held as per the requirement at any point of time.
	19.4.3	Purpose of Mentorship shall be explained to the respective students and to ensure that Faculty Mentors meet their respective Faculty Mentors twice in a semester and a record of their meeting shall be maintained at Faculty Mentors level. Faculty Mentor shall fill this format to keep the track of their meeting with the mentees.
	19.5	<p>Policy Guidelines for Weak Students:</p> <ul style="list-style-type: none"> • The weak students are given extra classes every day. • As per the requirement mentor contacts the parent/guardian(s) on latest performance status. • Motivational lectures/talks are arranged. • Faculty gives links of video lectures (MOOC) etc. • Question banks/practice papers are provided for additional support. • Last but not the least we genuinely work on their morale.
	19.6	<p>Policy Guidelines for Bright Students:</p> <ul style="list-style-type: none"> • Bright learners are motivated to strive for advanced goals. • They are provided with supplementary inputs for enhanced career planning and growth through offering special lessons for higher level competitive examinations. • Inspiring them to involve in research projects to inculcate research orientation and higher studies aspirations. • The mentors give advanced goals and also make the fast learners get higher levels of personality development and stress management trainings. • Promoting these students to take part in Inter-institute competitions. • Mapping of these students for extra-curricular and co-curricular activities.
	19.7	<p>Policy Guidelines for Grievances Redressal:</p> <ul style="list-style-type: none"> • In case of grievance the student gives an application. • Along with the mentor the accuser and complaineer all present themselves in the office of the SSC. • SSC nominates a committee of 3 members to inquire about the whole issue. • A session is conducted with all the parties involved, a thorough inquiry is conducted. • The offender is duly punished. In case of further probe the file is handed over to the Central Committee of Grievance Redressal.
	19.8	<p>Conclusion:</p> <p>The importance of mentoring cannot be denied or ignored. Education <i>sanskaar</i> should be emphasized in every institute; institute is integral to learning process. Regardless how unmatched the mentor mentee may be the relationship should be professional yet cordial. Successful mentorship often results in a lifetime bond with both the parties learning and providing support to each other.</p>
20		<p>Career Guidance, Training and Placement Training & Placement Department</p> <p>The institute has set up a comprehensive Training & Placement Department offering result oriented services for building commendable careers. The onus of the Training & Placement Department is to facilitate and foster a mutually beneficial relationship between the corporates, academia and the students.</p>
	20.1	<p>The organizational setup of Training & Placement Department is as under:</p>





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20.2		<p>Composition of Carrier Guidance Cell: Chairman- Director Convener- Dy Director (Corporate Relation & Placement) Members</p> <ul style="list-style-type: none"> • Two to three members from Carrier guidance Cell • All HODs and Principle • Two to three Senior Faculty Members • Three to Four representatives from Industry
20.3		<p>Composition of Training & Placement Cell: Chairman- Director Convener- Dy Director (Corporate Relation & Placement) Members</p> <ul style="list-style-type: none"> • Two to three members from Carrier guidance Cell • All Department placement Coordinators • Student Representatives from final year and Pre final year from each Department
20.4		<p>Infrastructure & Facilities: Goel Institute of Technology & Management: Training & Placement department owns the following infrastructural facilities to organize smooth and well-organized training and placement events.</p> <ul style="list-style-type: none"> • GoelPlex - Multi-Purpose, fully equipped with audio and visual facilities, 500 sitters, Auditorium for conducting pre placement talk for large pool campus drive, seminars and workshops for placement training. • Mini Auditorium 1- Multi-Purpose, fully equipped with audio and visual facilities, 250 sitters, hall for conducting pre placement talk for medium pool campus drive, seminars and workshops for placement training. • Mini Auditorium 2 - Multi-Purpose, fully equipped with audio and visual facilities, 150 sitters, hall for conducting pre placement talk for own individual institute, seminars and workshops for placement training. • Conference hall for conducting Group discussion & Meetings for Industry-Academia Relationship • Interview Cabins for conducting Technical and HR Interviews • Computer Labs connected to Internet/LAN. • Waiting Lounge. • Reprographic Facility. • Tie-ups with the hotels for best in class hospitality for the recruiters. • Well- maintained transport facility,
20.5		The Role and Functions of Training & Placement Department are as follows



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		<p>(A) Industry-Academia Relationship (B) Career Guidance (C) Counselling for higher studies (D) Pre-Placement Training (E) Placement Policy, Process, Support</p>
	20.5.1	<p>(A) Industry-Academia Relationship MOU & Network with Industry/Employers: Training & Placement Cell has signed MOUs with several Industries and Skill development centres and hence built strong relationships with employers that helps cell to set up partnerships with companies where students can do internships or visit for job shadowing. They also recommend students to these employers after they learn what skills companies prefer from candidates. Plan Hiring Events: Planning campus hiring events like job fairs or pool campus gives students exposure to potential jobs and helps companies find suitable candidates. Training & Placement Cell use their knowledge of job trends and the employer network they have built, to bring a variety of employers to the Institute for a successful event</p>
	20.5.2	<p>(B) Career Guidance Establishment of Innate Pro center for carrier guidance Goel Institute of Technology and Management has signed an MOU and established a In house centre of a company, Innate Pro- a Life Interpretive Analysis & Guidance System based on the science of Anthropological Dermatoglyphics & its interpretations for the students which guide them through Anthropological Science and counselling sessions so that they can choose their right carrier Training and Placement Committee Further there is an institute Training and Placement Committee, for career counseling and guidance, which is enriched with a team of industry experts and professionals. These experts, not only counsel & guide the students for the right career path based on their caliber & skill sets, but also help them to take the right decision in terms of their career planning. This team takes the complete responsibility of students' career and ensures the enhancement of student's employability on regular interval. Many students have achieved their dream career in various Corporate MNCs as well as domestic, PSUs and Defense services. Mentoring System: Besides that institute has well- defined Mentoring system in which respective Mentor (faculty) watch closely and analyse the strength and weakness of Mentee(student), their aptitude and orientation towards future ,their qualities etc, and based on that analysis they guide the students to choose and prepare for the carrier from the very First Year as they enter in the institute. The Mentorship, guidance and counseling sets the student to follow the right direction and move to the path of success for attainment of his carrier.</p>
	20.5.3	<p>(C) Counseling for higher studies Institute has a well-defined Mentoring system to support students who are doing undergraduate course and council them to pursue Higher degree of M.Tech and MBA The respective Mentors guides the students (Mentee) from very First Year to learn the concepts of core subjects as well as aptitude (soft skills) required for Competitive Entrance Examinations as a gateway to pursue higher degree. .They advises students about the benefits of doing MTech or MBA and how their carrier will get flourished by gaining such higher degrees. For the same purpose the Institute has signed MOU with leading private Education groups which help and train students for competitive Entrance examination like GATE and CAT for doing M.Tech and MBA. They are as follows:</p>



			<ol style="list-style-type: none"> 1. Made Easy- For pursuing M.Tech through competitive examination like GATE,GRE 2. Catapult- For pursuing MBA through competitive examination like CAT,MAT
	20.5.4	<p>(D) Pre-Placement Training & Internship: The Training & Placement Department of the Institute has developed resources for pre- placement training as well as tied up with world leading organization for E learning certification courses to enhance the soft skills and technical skills of students as per industry requirement and to get them placed in top private sector companies.</p> <p>Training Resources</p> <ol style="list-style-type: none"> i. Goel Training & Placement Application: Training & Placement department in association with Zelinoid Technologies Ltd, Hyderabad has developed a Mobile application exclusively for Institution to fulfill the requirements of recruitment process. The application consist of soft skill(apptitude) and technical skill questions database for practice , its detailed solution and video lectures from renowned academicians from IIT,IIM. The inbuilt variety of company specific mock tests to practice all reputed private sector companies entrance examinations and continuous evaluation help students to enhance their skillset. This application helps the students to prepare themselves for their recruitment drives. <p>Major Features of Goel Training & Placement Application</p> <ul style="list-style-type: none"> • State- of- the- Art Placement Training Resources to students • Comprehensive, Creditable and Affordable Placement Tests Study Materials and Resources • Course Syllabus Curated and Instructed by Experienced Subject Experts- Alumni of India’s Premier institutions like IIT, IIM, NIT, IIFT, IFMR • Google Play Store App –An Intuitive and Fast App Platform with Videos, Tests, Notes and Company- Wise Mock Tests for students to learn anytime, anywhere on Smartphone • Inbuilt continuous evaluation feature with result oriented guidance <ol style="list-style-type: none"> ii. Center of Excellence-Incubation Unit – Royal Enfield: Centre of Excellence –Incubation unit is established at institute, in association with Royal Enfield (A Unit Of Eicher Motors Ltd). It is an esteemed center that facilitates the students to get aware of all technical aspects & renowned technology governed by Royal Enfield. The Center of Excellence is equipped with the latest machines to provide Research, skill development, and practical training in the fields of all branches of Engineering. Numbers of Training programs are executed by experts from Royal Enfield Company in the center under the supervision of the Training & Placement Department, which help students to develop practical knowledge and make them ready for recruitment. iii. Innovation Cell: Innovation and entrepreneurship are at the peak in India. The buzzword across the globe for the 21st century is ‘Innovation’. In the simplest term, Innovation could be defined as converting ideas into new or improved products, processes and services. From the basic objective “Make student job creator rather job seeker”, Institute’s Innovation cell works to create an attractive work environment that nourish the vibrant research works towards the development of social as well as national issues. It provides a platform for students of institute to be part of this cell and come up with Innovative Ideas in the field of waste management, genetic diseases ; renewable source of energy, artificial intelligence, IOT, robotics etc converting the ideas to startups and become successful Entrepreneurs. iv. Microsoft Center of Excellence: Benefits 	



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			<ul style="list-style-type: none"> • Unlimited Learning Access for Students and faculties • Free Certifications on popular courses • Free \$100 azure credits to all students • Unlimited Office 365 with Teams • Unlimited Windows Upgrade <p>v. Center of Excellence on IOT, Industry x.o by Softpro India Computer Technologies Pvt.Ltd: Benefits</p> <ul style="list-style-type: none"> • Innovation Research in the area of Robotics, AI, IoT, RPA, ROS, AR/VR and Industry 4.0 etc. • Best equipment’s for building Industry 4.0 technologies’ projects. • CoE will be a one stop shop for students and faculties interested in R&D around IoT and Industry 4.0 • Purpose of CoE is to create more awareness in Industry X.0, • Students should take up an idea and make major project around it, and ultimately go for patents. • CoE will be a major breakthrough for students who are interested in start-ups. They will make their pilot projects in lab. <p>Building Blocks for Industry 4.O</p> <ul style="list-style-type: none"> • The Industrial Internet of Thing • Big Data and Analytics • Digital Twin • Cybersecurity • The Cloud • Industrial Revolutions (1.0 to 4.0) • Augmented Reality/Virtual Reality • Autonomous Robots • Additive Manufacturing <p>vi. Internshala- Institute has association with a Company Internshala, a channel partner of AICTE for Summer/ Winter Internship ,traing and skill based course</p> <p>Internshala Annual Ranking 2022- Based on the number of selection of students for Internship and their performance in Internship, Goel Institute of Technology and Management was awarded All India Rank of 160th Position and North Zonal Ranking of 36th Position in Internshall Annual Rankings 2022</p> <p>1. Proctored E learning Certification Courses</p> <ul style="list-style-type: none"> ➤ NPTEL: Institute in co-ordination with The National Program on Technology Enhanced Learning (NPTEL) (online courses from IIT’s with proctored Examination) focuses on various platforms that a student needs to fill the gaps of existing university curriculum to develop their skills as per industry requirement. The students are advised to do courses of their interest through NPTEL which offers self-study courses across engineering, humanities and science streams. The certificate thus obtained after clearing the Proctored examination conducted by IITs serves as additional qualification and help students for getting selections in reputed companies. ➤ Spoken Tutorial-IIT Bombay: Institute has association with Spoken Tutorial-IIT Bombay, an initiative of the National Mission on Education through Information and Communication Technology (ICT), launched by the Ministry of Human Resources and Development, Government of India which includes various open source software courses that are fruitful for the students in building their career. The students are motivated by their mentors to do courses and are
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			<p>strictly monitored by Training Placement Department.</p> <ul style="list-style-type: none"> ➤ Red Hat Academy-USA: The Institute in co-ordination with Red Hat Academy (a multinational education academy of USA) provides latest technology courses followed by certification examination to students. With main objective to bridge gap between education and industry, it turns academic institutions into centers for enterprise-ready talent by outfitting them with Red Hat training and certification. After successful completion of these courses, students become certified professional of Red Hat academy which enables them to get placements in multinational companies all over the world. ➤ Oracle Academy-USA: The institute has tied up with Oracle Academy USA, an Oracle’s global, philanthropic educational program. Oracle Academy advances computing education around the world to increase knowledge, innovation, skills development, and diversity in technology fields. Oracle Academy offers students free resources to teach and learn computer science. This includes curriculum, learning resources, Oracle cloud technologies, software, support, and professional certification resources. With Oracle Academy, students receive hands-on experience with the latest technologies, helping make them college and career ready in the era of cloud computing, artificial intelligence, machine learning, data science, the Internet of Things, and beyond.. Oracle Academy curriculum is designed to provide students with foundational knowledge and skills in areas of computer science that are universally in high demand across computing jobs and hence helps them to get placed. ➤ Virtual Labs-IIT Kanpur: The Institute is the official nodal center of IIT Kanpur under the project Virtual Lab, an initiative of Ministry of Human resource and Development, Government of India under the National Mission of Education through ICT. The main objective fulfilled under this project for the benefit of students for pre training and enhancing their simulation knowledge are as under ➤ To provide remote-access to Virtual Labs in various disciplines of Science and Engineering. These Virtual Labs would cater to students at the undergraduate level, post graduate level as well as to research scholars. ➤ To enthuse students to conduct experiments by arousing their curiosity. This would help them in learning basic and advanced concepts through remote experimentation. ➤ To provide a complete Learning Management System around the Virtual Labs where the students can avail the various tools for learning, including additional web-resources, video-lectures, animated demonstrations and self-evaluation. ➤ To share costly equipment and resources, which are otherwise available to limited number of users due to constraints on time and geographical distances <p>2. Conduction of Workshop/Seminar/Expert Lecture/Industry Visit</p> <p>The Training & Placement Department conduct various workshops, Seminars and Expert Lectures from industry Personals at regular interval of time in academic session. It organize Industrial visit so that students can feel and learn the real world projects /applications the industry is handling.</p> <p>The major thrust areas covered through the above mediums for pre placement trainings are</p> <ul style="list-style-type: none"> • Workshop on Preparation of Resume • Practice of Aptitude Tests , English Grammar and Verbal Ability , Training for Communicative English / Developing Business Communication Skills • Training on Personality Development • Conduction of Group Discussions and Mock Interview. • Domain specific seminars for technical learning
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			<ul style="list-style-type: none"> • Company specific Training and workshop • Visit of Core industry and software industry
	20.5.5		<p>(E) Placement Policy, Process and Support:</p> <p>1. Placement Policy for Students Students are required to register themselves with the training and placement cell within the stipulated time. All students are required to read, understand and adhere to all the terms laid down by the Training & Placement Cell.</p> <ul style="list-style-type: none"> • Minimum 75% attendance is mandatory in training classes. • Attendance is mandatory in any campus recruitment drive for registered students. • Students need to submit their updated resume with pasted color photograph, photocopy of all certificates. • Eligible students are provided opportunity to appear for the campus drive for placement. • No further attempts will be permitted to the students who have already secured one job offer in Core Company. <p>At the end of academic year, if any student is not placed Training & Placement Cell will extend support for off campus/on campus recruitment drive in the next session.</p> <p>2. Policy to create interface with the industry for placement</p> <ul style="list-style-type: none"> • The training and placement cell will invite the prospective industries for the recruitment of final year students from August / September of every academic calendar. • As per the criteria & parameter of the company, Training and Placement Cell will share the detailed database of the respective final year students opting for placement, along with mutually convenient date for the campus recruitment drive. • On the receipt of detailed job profile of company Training & Placement cell will inform the respective student through official notice and ask them to register with the Training & Placement in person within a stipulated time frame. • As per the given details by the employer, the Institute will make necessary arrangements for campus drive. <p>3. Placement Process and Support</p> <p>➤ Pre Placement Stage</p> <ol style="list-style-type: none"> 1. Identification of the companies hiring fresh students. 2. Inviting and collecting the job details (JDs). 3. Training the students according to the requirements with the help of Training and Placement Cell. 4. The training & Placement Cell shares the information of the trained students with the interested companies 5. Fixing the date of campus recruitment as per available dates with the company. <p>➤ Placement Execution Stage</p> <p>i. Pre-Placement Presentation This is the first part of the procedure. In the pre-placement presentation, the companies that have come for the campus placements put up presentations regarding their organization. The students get to know all about the companies, their recruitment process and the salaries they can expect. After the presentations, students are allowed to ask questions to the representative.</p>



		<p>ii. Qualifications In this step, the students will come to know about the qualifications and other important criteria that the companies have set for recruitment. Usually, companies interview only those candidates that belong to a certain stream of education and will choose from among them.</p> <p>iii. Written Examination Sometime some companies that the students are applying for, conducts aptitude test for the students. The test may vary based on the position's students have applied for.</p> <p>iv. Group Discussion A few times, this round is not conducted, but many companies use this for filtering candidates. A group of students is created that is moderated by a judge. A common topic is given for the group to discuss. Once the discussions begin, students are judged on their knowledge, their communication skills, their confidence, their leadership skills, and their listening and retaining capabilities.</p> <p>v. Technical Knowledge Interview/Machine Test This is an Interview/Machine test that will check the knowledge of the students related to their subjects. This round is mostly conducted in a one-on-one setting or Machine Testing in labs,</p> <p>vi. Formal Interview/HR Interview This is the final part of the procedure – formal interview. In this round, the students are judged for their confidence and abilities.</p> <p>➤ Post Placement Stage & support If the students have cleared the formal interview, they will get an offer letter. They will be given guidelines and be told about the joining procedure. Placement Support goes hand in hand with the Placement Process. The Training and Placement Cell keeps in touch with the participating corporate on a regular basis and keep working out of their requirements so that the students are guided and nurtured accordingly till they join the company. It provide support for student participation in job placement activities, including documentation, transportation, and communication between employers and students.</p> <p>Post joining formalities are also taken care of, such as taking feedback from the companies on the performance of the students and vice-versa.</p>
21		<p>Placement policy & rules</p>
	21.1	<ul style="list-style-type: none"> ● Placement Cell only facilitates for the placement and it's not mandatory. ● All the efforts are put by the placement head to get reputed Multinational and Indian companies for the placement of MBA/ BTech/ BBA/ BCA/ BPharma/ DPharma/ BCom/ Diploma final year students, for which placement team visit country-wide to maintain a cordial corporate relations. ● The eligibility criteria mostly for B.Tech students ranges between 60%-70% marks throughout (i.e. class X, XII & B.Tech- upto pre final year) ● Once the student got selected he/she will not be allowed for any other campus drives. However in some conditions students, placed in a company, having a package less will be permitted to participate in placement drives that are providing an annual package more than the last offer. ● As far as possible, Placement Cell avoids BPO/KPO and also companies who offers the salary package less than Rs. 1.2 lac per annum. ● For all the students, it is mandatory to attend the “Personality Development Program” run by T&P cell. ● There is always a crash program run by the placement cell for major reputed companies before the campus of that company, to ensure the higher success. ● If any candidate submits his/her willingness to participate in any oncampus



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		<p>or off-campus placement recruitment drive and thereby fails to present himself/herself on the day of the pre-placement talk (PPT), then he/she is likely to be blacklisted from the Placement activities.</p> <ul style="list-style-type: none"> All post job-offer communication between student and company should be channelized through the placement cell. Direct communication by the student with the company officials is not allowed. Attendance in PPT by the company delegates is mandatory for all the eligible students. Students proceeding after the PPT for the next step in the selection process cannot quit in between. If a student quits in between, then he/she will be debarred & will not be allowed to appear in further placement event. All students must keep their identity card with them at the time of PPT/Written Test/GD/PI and produce the same when demanded by the visiting team or T&P Cell members. If any candidate is blacklisted from the Training & Placement Cell, then he/she will not be allowed to participate in any of the placement drives throughout the academic year. Any kind of misbehaviour/complaints reported by the company officials will be taken seriously and if proven, the student will be debarred from future campus placements. All the Alumni base of the placed students is also maintained by the placement cell time to time. The policy is subjected to stage at a later stage at the discretion of the Training & Placement Cell. The Changes made, if any, at a later stage will be notified to all concerned. Those students interested for higher studies, CAT GATE, Entrepreneurship, Defence Services must inform the placement cell through email i.e ggitnp@goel.edu.in.
	21.2	<p>Facilities for recruiters</p> <ul style="list-style-type: none"> State-of-the-art Auditoriums with a seating capacity in excess of 1000 for conducting pre-placement talks & other analytical tests, Conference rooms for Group Discussions and Group Interviews. 100(+) computers on LAN for Training & Placement staff support for test & evaluation. Student volunteers / Placement coordinators for assistance during the placement visit. Stay arrangements at the college-owned guest house / hotels for Recruiters. Transport from college to desired places & nearest point of pick-up to / from is arranged.
22		HMC Policy
	22.1	<p>Formation of Hostel and Mess Committee:</p> <ul style="list-style-type: none"> HMC is constituted with Director(administration) as Chairman, Director(GITM) as Vic Chairman and HoD or Sr. Professor as a convener (Boys/Girls) of the committee. Chief Proctor and minimum three Professors (at least one female faculty) must be there in HMC. Minimum three members must be nominated from administration department in HMC. Warden (boys/ Girls) and at least one member from maintenance committee must be there in HMC.
	22.2	<p>Formation of Student Committee:</p> <ul style="list-style-type: none"> Formation of student committee requires nomination of students from each



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		<p>department considering each year from the hostellers.</p> <ul style="list-style-type: none"> • Student committee comprises of minimum eight members (4 boys and 4 girls) from each year hostellers. • HoDs are requested to nominate only those hostellers who have good communication skills, good academic record of previous year and attendance must be regular. • HMC will constitute the student committee after approval by chairman HMC.
	22.3	<p><u>Selection of Mess contractor:</u></p> <ul style="list-style-type: none"> • For the contract a bid for Mess is given with the approval of chairman HMC, and minimum three contractors will be shortlisted and the most experienced having good record will get contract for the session. • The contract is valid for one academic year. In case of contract breach the contractor may be
	22.4	<p><u>Refund of Hostel and Mess Charges</u> General There are various occasions when a hosteller applies for leaving the hostel during the currency of an academic session. This may be due to personal reasons like transfer of parents, shifting to local guardians, health grounds or food preferences, etc. This leads to initiation of refund for host and mess charges for the left over period of stay during academic session. This creates a situation that is a burden on the budgeted amount for running the hostel and mess during the session as refund asked has to be granted from this budget only. So, it is necessary to draft a policy for providing a swift and smooth remedy for such instances.</p> <p><u>Refund of Hostel and Mess fee</u> Hostel and Mess fee comprises of following three factors:</p> <ul style="list-style-type: none"> • Caution money: shall be refunded, as due, irrespective of timing of surrender of hostel facility. • Room rent and messing charge: refund will be admissible subjected to: <ol style="list-style-type: none"> a. If room allotted but not occupied for a single day – full refund. b. If vacated after 15 days or less of accommodation - refund after deduction of one month charges. c. If vacated after 15 days of accommodation – <ol style="list-style-type: none"> I. Refund after deduction of current month full charges. II. Refund after deduction of one semester (half-yearly charges). <p><u>Methodology:</u> Following methodology will be applicable</p> <ul style="list-style-type: none"> • Application for leaving the hostel and refund of hostel charge will be submitted by the student to the warden along with the no-dues. • Warden will forward the application with supporting document to Director Admin (Chairman HMC) with suitable recommendation. • On approval of Chairman HMC, the account section will make the refund in the student’s account. • No refund in case of in-disciplinary charges on the student.
	22.5	<p>This policy will be effective from the academic session 2022-23 and suitable amendments may be done as per the recommendation of HMC.</p>
23		<p><u>Maintenance Policy</u></p>
	23.1	<p><u>Policy Statement:</u> The Maintenance policy of the institute aims to ensure effective maintenance, handling, and management of various amenities and resources, including buildings, computers, classrooms, equipment and laboratories etc.</p>



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23.2		Objectives: <ul style="list-style-type: none">• To maintain equipment and amenities in laboratories in proper order.• To maintain ICT-enabled classrooms, seminar halls and faculty rooms in proper order and necessary up-gradation.• To ensure regular maintenance of buildings with minimum disturbance to the stakeholders.• To ensure proper maintenance of IT Network and CCTV cameras within the campus.
23.3		Formation of Maintenance Committee: <ul style="list-style-type: none">• Maintenance Committee is constituted with Director (administration) as Chairman, Director (GITM) as Vice Chairman and Sr. faculty members as a convener and co-convener of the committee.• At least minimum three faculty members (at least one Sr. Professor)) must be there in Maintenance Committee.• Minimum five members must be nominated from administration department and three from technical staff along with system administrator in Maintenance Committee.
23.4		Maintenance Procedure: <p>Any problem that occurs in a department is represented to the maintenance convener through a letter/mail.</p> <ul style="list-style-type: none">• The convener deputes a skilled person/technician to attend to the specific problem.• The skilled person will resolve the problem on site if no additional material is required. In case of material requirement, it is received from the maintenance section or central store through proper request.• If the material needs to be procured from outside, permission must be obtained from the purchase committee on recommendation of Chairman-Maintenance committee.• While purchasing any new equipment, the terms of Annual Maintenance Contract (AMC) are also taken into consideration before deciding the purchase.
23.4.1		Academic facilities: Laboratories: <ul style="list-style-type: none">• The maintenance and repair of equipment is done by the respective departments with the help of technical assistants as well as external agencies, if required.• Each department of the institute carries out the calibration and maintenance of the measuring instruments periodically.• All other equipment in the laboratories is maintained regularly.• The in-house maintenance and repairs are addressed by the respective department technicians who are qualified and trained. Class Rooms: <ul style="list-style-type: none">• A House-keeping in-charge who will periodically check the condition of classroom amenities like benches, chairs, black boards, fans, lights and ICT facilities.• The in-charge will resolve the problem through the Head of the Department .



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		Computer and ICT Facilities: <ul style="list-style-type: none">All computers in the institute premises have been connected by LAN. The systems section maintains the firewall, LAN connectivity, Campus Wi-Fi and internet connectivity throughout the institute.Maintenance of computer systems is carried out by technical assistants of the respective department. If the department is not able to resolve the issue, the problem is referred to technician. In case the problem persists, the same is referred to the outside vendor.The functioning of college intranet and internet facility is monitored and maintained by the hardware technicians in association with Network administrator.Fiber Optic cable issues are maintained with the support from vendor.Any up-gradations or modification of the existing Network Model is carried out by inviting quotations from external agencies by following the central purchase procedure.
	23.4.2	Maintenance of Infrastructure(Building): <p>Building maintenance includes civil work modifications, civil repairs in buildings, other repairs and maintenance of internal roads, plumbing, pest control, coloring and painting for structures.</p> <ul style="list-style-type: none">It will monitor housekeeping, cleaning of water tanks, and sanitary arrangements.Small repairs and maintenance is carried in-house whereas contractor services are obtained for major maintenance requirements.Annual inspection is done for Fire Safety by AP state Disaster Response, and Fire Service Department and issues fire safety certificate.
	23.4.3	Electrical Systems Maintenance: <ul style="list-style-type: none">Monthly monitoring of electrical systems such as solar PV system, generator, UPS, and batteries is done and its status is entered in the Log/Stock Book. The suppliers/service providers are approached in case of any major fault.Major electrical equipment is covered under Annual Maintenance Contract (AMC) by the suppliers.Adequate number of UPS are installed in each department to ensure uninterrupted power supply for all computers.Technicians are available as part of maintenance section to maintain refrigeration and air conditioning systems.
	23.4.4	Furniture Maintenance: <ul style="list-style-type: none">Furniture maintenance includes customized fabrication of cabinets, desks, counter tops, installation of doors and windows, and concerned supporting staff attends to all repairs and maintenance.The internal operating procedures are followed for maintaining the furniture in the institution.
	23.4.5	Sports and games facilities: <ul style="list-style-type: none">The indoor and outdoor stadiums, gymnasium, playgrounds, and all other sporting equipment are regularly supervised and maintained by the Co-convenor with the help of supporting staff.
	23.4.6	Other facilities: <ul style="list-style-type: none">One member is appointed as transport in-charge to supervise and maintain



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		<p>all transport facilities of the institution with the help of supporting staff</p> <ul style="list-style-type: none"> • Adequate man power is employed to maintain cleanliness of the campus, Classrooms, Staff rooms, Seminar halls and Laboratories, wash rooms and rest rooms for good ambience. • The Green Cover of the campus is well maintained by full time gardeners as well as contractual labor. • The campus security is monitored through surveillance Cameras and is maintained by a supplier under AMC. • The college has Canteen facility where subsidized food is provided to staff and students. The maintenance of the canteen is the responsibility of canteen manager under the supervision of Hostel and Mess committee. • Bank of Baroda branch is located inside the campus to facilitate transactions and the maintenance is taken care by the bank itself.
24		<p>Cultural committee policy The Goel Institute of Technology and Management have established Cultural Committee with the primary objective of promoting the institute's core values. The institute aims to develop individuals who can contribute to the growth of the nation, and as a country with profound cultural values, it is the responsibility of the institute's stakeholders to preserve and enhance India's cultural legacy globally. The committee has various programs and initiatives that aim to instill well-defined values, professionalism, and extracurricular skills in both students and staff, thereby enhancing their overall personality.</p>
	24.1	<p>Objective</p> <ul style="list-style-type: none"> • Goel Institute of Technology and Management strive to create a cultured atmosphere by promoting behavior, attitude, and presentation aspects. • The Institute aims to foster an environment that encourages active participation of both students and staff in various celebrations. • GITM is committed to identifying, encouraging, and promoting the talents of its students at various stages facilitated by the Institute. • GITM provides a platform for both students and staff to showcase their talents and skills.
	24.2	<p>Policy for formation cultural committee</p> <ul style="list-style-type: none"> • The President of the Cultural Committee and the Director of the institution issue an office order to appoint the Convener and Co-Convener of the Cultural Committee. • The Convener and Co-Convener of the Cultural Committee receive an appointment letter for the same. • The Convener and Co-Convener select the committee members as per the suggested members of each department by their Heads of Department. • Two members from each department are included in the Cultural Committee. • The Cultural Committee members of each department select the student members of the Cultural Committee from their respective department. • The complete Cultural Committee is formed.
	24.3	<p>Policy for selection of cultural committee student members</p> <ul style="list-style-type: none"> • Active involvement in cultural activities • Good communication skills • Leadership qualities • Good academic performance • Diversity and inclusivity



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		<ul style="list-style-type: none"> • Availability and commitment • 2-3 students from each department as per the decision of Cultural committee member of respective department.
24.4		<p>Policy for budget allocation for the events</p> <ul style="list-style-type: none"> • The Convener of the Cultural Committee prepares a budget proposal for each event. • The budget proposal includes estimated expenses for venue rental, decorations, refreshments, equipment rental, honorarium for guest artists/speakers, publicity materials, and any other miscellaneous expenses • The proposed budget is reviewed by the President of the Cultural Committee for approval. • Upon approval, funds are allocated from the institution's budget for the Cultural Committee to organize the event. • The Cultural Committee ensures that the allocated funds are used judiciously and within the approved budget. • Any unused funds are returned to the institution's budget and proper documentation of expenses is maintained. • The Cultural Committee explores other sources of funding such as sponsorships, donations, or fundraising events to supplement the allocated budget.
24.5		<p>Policy for meetings of the committee</p> <ul style="list-style-type: none"> • The cultural committee is required to hold four meetings annually. • These meetings must be held during each quarter of the year, with two meetings in each session (Even and Odd). • The purpose of these mandatory meetings is to plan upcoming events for the following months. • If necessary, additional meetings may be scheduled as needed. • After each meeting, the convener of the cultural committee is responsible for preparing the minutes of the meeting and the attendance sheet. • These documents are to be compiled for the yearly records of the committee.
24.6		<p>Policy for procedure for conduction</p> <p>All events decided by the committee or communicated by the President shall uphold the following procedure.</p> <ul style="list-style-type: none"> • As per President's direction the convener shall convene the meeting and draft the execution plan of the said event and submit the proposal to the President. The plan may contain Proposed Date and Time, Venue, Estimated Audience Size, nature of event, approximate budget, guests(if any)from within the institute/ from outside of the institute, etc. • The President shall scrutinize the plan and upon all modifications incorporated by the convener, the President must submit the detailed plan of event to the President. • Upon the Approval of the plan by the President, the President shall communicate the same to the Convener and the Convener must then convene the meeting of the committee and gear up for execution of the plan. • The Committee members shall be allotted with specific roles and responsibilities by the convener and further to this, the members shall organize and facilitate for completion of the event. • The Committee shall co-opt any staff and students of the institute, as may be required as per magnitude of the event. The proposed members to be co-opted shall only be made available for service to the committee upon the consent for requisition received from the respective HOD's of the department to which the proposed Co-opted members report to. The Co-opted members



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		<p>shall only be on one time basis and the Co-opted members are considered as adjunct members of the committee only form the event that their services are requested.</p> <ul style="list-style-type: none"> • Upon completion of the event, the convener shall facilitate for compiling the “Event Report” to the President. • The Convener shall accurately file Office Copy (OC’s) of all correspondances.
24.7		<p>Roles of cultural committee president: The President is responsible for formulating a functional hierarchy, dividing various activities among committee members, communicating the execution plan, and ensuring end-to-end control of approved activities.</p>
24.8		<p>Roles of cultural committee convener:</p> <ul style="list-style-type: none"> • The Convener is responsible for facilitating effective communication among committee members and between the committee and the President. • The Convener oversees the active participation of all committee members in planning, organizing, and executing approved activities • The Convener drafts the agenda, proposes it in subsequent meetings, and devises mechanisms for accurate documentation. The agenda may include: a) Approval for the calendar of cultural events from the President b) Budget proposal and subsequent approval from the President c) Budget utilization report and subsequent approval from the President d) Measures for publicizing the objectives of the committee and all events e) Measures to enhance cultural upbringing of students and staff f) Execution planning of events g) Measures to oversee effective conduction of events h) Facilitating accurate.
24.9		<p>Roles of cultural committee members:</p> <ul style="list-style-type: none"> • Committee members constructively and creatively participate in planning, organizing, executing, and controlling all events and activities assigned to them by the committee. • Members strictly adhere to the instructions of the President. • Members coordinate the activities of various students and staff. • Members extend unconditional cooperation in upholding the objectives of the committee.
24.10		<p>Roles of cultural committee student members</p> <ul style="list-style-type: none"> • Actively participate in the planning, organization, and execution of cultural events and activities. • Bring creative ideas and suggestions to enhance the quality of events and activities. • Encourage and motivate other students to participate in cultural events and activities. • Promote cultural diversity and inclusivity among students. • Serve as ambassadors of the cultural committee and represent the institute at various inter-college cultural events. • Ensure the smooth conduct of events and activities, and assist in resolving any issues that may arise.
25		<p>Sports Committee Policy The Goel Institute of Technology and Management have established Sports Committee with the primary objective of promoting the institute's sports activity. The institute aims to develop individuals who can contribute to the growth of the nation, and as a country with profound sports activity, it is the responsibility of the institute's stakeholders to preserve and enhance India's sports activity globally. The committee has various programs and initiatives that aim to instill well-defined values of sports,</p>



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		and extracurricular skills in all students and staff, thereby enhancing their overall personality.
25.1		<p>Objective</p> <ul style="list-style-type: none"> • Goel Institute of Technology and Management strive to create a sports atmosphere by promoting behavior, attitude, and presentation aspects. • The Institute aims to foster an environment that encourages active participation of both students in various Games. • GITM is committed to identifying, encouraging, and promoting the talents of its students at various stages facilitated by the Institute. • GITM provides a platform for both students and staff to showcase their talents and skills.
25.2		<p>Policy for formation sports committee</p> <ul style="list-style-type: none"> • The President of the Sports Committee and the Director of the institution issue an office order to appoint the Convener and Co-Convener of the sports Committee. • The Convener and Co-Convener of the Sports Committee receive an appointment letter for the same. • The Convener and Co-Convener select the committee members as per the suggested members of each department by their Heads of Department. • Two members from each department are included in the sports Committee. • The Sports Committee members of each department select the student members of the Sports Committee from their respective department. • The complete Sports Committee is formed.
25.3		<p>Policy for selection of sports committee student members</p> <ul style="list-style-type: none"> • Active students & staff involvement in sports activities • Good communication skills • Leadership qualities • “A Healthy body is a Healthy Mind” • Sportsmanship and commitment. • 2-3 students from each department as per the decision of Sports Committee member of respective department.
25.4		<p>Policy for budget allocation for the events</p> <ul style="list-style-type: none"> • The Convener of the Sports Committee prepares a budget proposal for each event. • The budget proposal includes estimated expenses for refreshments, equipment rental, honorarium for guest artists/speakers, publicity materials, and any other miscellaneous expenses. • The proposed budget is reviewed by the President of the Sports Committee for approval. • Upon approval, funds are allocated from the institution's budget for the Sports Committee to organize the event. • The Sports Committee ensures that the allocated funds are used judiciously and within the approved budget. • Any unused funds are returned to the institution's budget and proper documentation of expenses is maintained. • The Sports Committee explores other sources of funding such as sponsorships, donations, or fundraising events to supplement the allocated budget.
25.5		<p>Policy for meetings of the committee</p> <ul style="list-style-type: none"> • The Sports Committee is required to hold four meetings annually. • These meetings must be held during each quarter of the year, with two



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		<p>meetings in each session (Even and Odd).</p> <ul style="list-style-type: none"> • The purpose of these mandatory meetings is to plan upcoming events for the following months. • If necessary, additional meetings may be scheduled as needed. • After each meeting, the convener of the Sports Committee is responsible for preparing the minutes of the meeting and the attendance sheet. • These documents are to be compiled for the yearly records of the committee.
25.6		<p>Policy for procedure for conduction All events decided by the committee or communicated by the President shall uphold the following procedure.</p> <ul style="list-style-type: none"> • As per President's direction the convener shall convene the meeting and draft the execution plan of the said event and submit the proposal to the President. The plan may contain Proposed Date and Time, Venue, Estimated Audience Size, nature of event, approximate budget, guests(if any)from within the institute/ from outside of the institute, etc. • The President shall scrutinize the plan and upon all modifications incorporated by the convener, the President must submit the detailed plan of event to the President. • Upon the Approval of the plan by the President, the President shall communicate the same to the Convener and the Convener must then convene the meeting of the committee and gear up for execution of the plan. • The Committee members shall be allotted with specific roles and responsibilities by the convener and further to this, the members shall organize and facilitate for completion of sports activity. • The Committee shall co-opt any staff and students of the institute, as may be required as per magnitude of the event. The proposed members to be co-opted shall only be made available for service to the committee upon the consent for requisition received from the respective HOD's of the department to which the proposed Co-opted members report to. The Co-opted members shall only be on one time basis and the Co-opted members are considered as adjunct members of the committee only form the event that their services are requested. • Upon completion of the sports activity, the convener shall facilitate for compiling the "Event Report" to the President. • The Convener shall accurately file Office Copy (OC's) of all correspondences.
25.7		<p>Roles of sports committee president:</p> <ul style="list-style-type: none"> • The President is responsible for formulating a functional hierarchy, dividing various activities among committee members, communicating the execution plan, and ensuring end-to-end control of approved activities.
25.8		<p>Roles of sports committee convener:</p> <ul style="list-style-type: none"> • The Convener is responsible for facilitating effective communication among committee members and between the committee and the President. • The Convener oversees the active participation of all committee members in planning, organizing, and executing approved activities. • The Convener drafts the agenda, proposes it in subsequent meetings, and devises mechanisms for accurate documentation. The agenda may include: a) Approval for the calendar of cultural events from the President b) Budget proposal and subsequent approval from the President c) Budget utilization report and subsequent approval from the President d) Measures for publicizing the objectives of the committee and all events e) Measures to enhance cultural upbringing of students and staff f) Execution planning of



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		events g) Measures to oversee effective conduction of events h) Facilitating accurate reporting
	25.9	<p>Roles of sports committee members:</p> <ul style="list-style-type: none"> • Committee members constructively and creatively participate in planning, organizing, executing, and controlling all events and activities assigned to them by the committee. • Members strictly adhere to the instructions of the President. • Members coordinate the activities of various students and staff. • Members extend unconditional cooperation in upholding the objectives of the committee.
	25.10	<p>Roles of sports committee student members</p> <ul style="list-style-type: none"> • Actively participate in the planning, organization, and execution of sports activities. • Encourage and motivate other students to participate in sports activities. • Promote sports diversity and inclusivity among students. • Serve as ambassadors of the Sports Committee and represent the institute at various inter-college sports events. • Ensure the smooth conduct of events and activities, and assist in resolving any issues that may arise.
	26	<p>NSS committee policy</p> <p>The Goel Institute of Technology and Management have established NSS Committee with the primary objective of promoting the institute's social activity in students working as volunteers. The institute aims to develop individuals who can contribute to the growth of the nation, and as a country with profound social activity, it is the responsibility of the institute's stakeholders to preserve and enhance India's social activity globally. The committee has various programs and initiatives that aim to instill well-defined values of social services and extracurricular skills in all students and staff, thereby enhancing their overall personality.</p>
	26.1	<p>Objective</p> <ul style="list-style-type: none"> • Goel Institute of Technology and Management strive to create a social responsibilities by promoting behavior, attitude, and presentation aspects. • The Institute aims to foster an environment that encourages active participation of volunteers in various social activities. • GITM is committed to identifying, encouraging, and promoting the talents of its students at various stages facilitated by the Institute. • GITM provides a platform for volunteers and staff to showcase their talents and skills.
	26.2	<p>Policy for formation NSS committee</p> <ul style="list-style-type: none"> • The President of the NSS Committee (Director) of the institution issue an office order to appoint the Convener and Co-Convener of the NSS Committee. • The Convener and Co-Convener of the NSS Committee receive an appointment letter for the same. • The Convener and Co-Convener select the committee members as per the suggested members of each department by their Heads of Department. • Two members from each department are included in the sports Committee. • The NSS Committee members of each department select the student members of the NSS Committee from their respective department. • The complete NSS Committee is formed.
	26.3	<p>Policy for selection of NSS committee student members</p> <ul style="list-style-type: none"> • Active students & staff involvement in NSS activities • Good communication skills



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		<ul style="list-style-type: none">• Leadership qualities• “A Healthy body is a Healthy Mind”• Sportsmanship and commitment.• 2-3 students from each department as per the decision of NSS Committee member of respective department.
26.4		<p>Policy for budget allocation for the programs by government body</p> <p>The Convener of the NSS Committee prepares a budget proposal for each event.</p> <ul style="list-style-type: none">• The budget proposal includes estimated expenses for refreshments, honorarium for guest artists/speakers, publicity materials, and any other miscellaneous expenses.• The proposed budget is reviewed by the President of the NSS Committee for approval.• Upon approval, funds are allocated from the institution's budget for the NSS Committee to organize the event.• The NSS Committee ensures that the allocated funds are used judiciously and within the approved budget.• Any unused funds are returned to the institution's budget and proper documentation of expenses is maintained.• The NSS Committee explores other sources of funding such as sponsorships, donations, or fundraising events to supplement the allocated budget.
26.5		<p>Policy for meetings of the NSS committee</p> <ul style="list-style-type: none">• The NSS Committee is required to hold four meetings annually.• These meetings must be held during each quarter of the year, with two meetings in each session (Even and Odd).• The purpose of these mandatory meetings is to plan upcoming events for the following months.• If necessary, additional meetings may be scheduled as needed.• After each meeting, the convener of the NSS Committee is responsible for preparing the minutes of the meeting and the attendance sheet.• These documents are to be compiled for the yearly records of the committee.
26.6		<p>Policy for procedure for conduction of NSS committee</p> <p>All events decided by the committee or communicated by the Chairman shall uphold the following procedure.</p> <ul style="list-style-type: none">• As per Chairman’s direction the convener shall convene the meeting and draft the execution plan of the said event and submit the proposal to the Chairman. The plan may contain Proposed Date and Time, Venue, Estimated Audience Size, nature of event, approximate budget, guests(if any)from within the institute/ from outside of the institute, etc.• The Chairman shall scrutinize the plan and upon all modifications incorporated by the convener, the convener must submit the detailed plan of event to the Chairman. .• Upon the Approval of the plan by the Chairman, the Chairman shall communicate the same to the Convener and the Convener must then convene the meeting of the committee and gear up for execution of the plan.• The Committee members shall be allotted with specific roles and responsibilities by the convener and further to this, the members shall organize and facilitate for completion of NSS activity.• The Committee shall co-opt any staff and students of the institute, as may be required as per magnitude of the event. The proposed members to be co-opted shall only be made available for service to the committee upon the consent for requisition received from the respective HOD’s of the department to which the proposed Co-opted members report to. The Co-opted members



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		<p>shall only be on one time basis and the Co-opted members are considered as adjunct members of the committee only form the event that their services are requested.</p> <ul style="list-style-type: none"> • Upon completion of the NSS activity, the convener shall facilitate for compiling the “Event Report” to the Chairman. • The Convener shall accurately file Office Copy (OC’s) of all correspondences.
	26.7	<p>Roles of NSS committee chairman:</p> <ul style="list-style-type: none"> • The Chairman is responsible for formulating a functional hierarchy, dividing various activities among committee members, communicating the execution plan, and ensuring end-to-end control of approved activities. • resolving any issues that may arise.
	26.8	<p>Roles of NSS committee convener:</p> <ul style="list-style-type: none"> • The Convener is responsible for facilitating effective communication among committee members and between the committee and the President. • The Convener oversees the active participation of all committee members in planning, organizing, and executing approved activities. • The Convener drafts the agenda, proposes it in subsequent meetings, and devises mechanisms for accurate documentation. The agenda may include: a) Approval for the calendar of NSS programs from the Chairman b) Budget proposal and subsequent approval from the Chairman dc) Budget utilization report and subsequent approval from the Chairman d) Measures for publicizing the objectives of the committee and all events e) Measures to enhance cultural upbringing of students and staff f) Execution planning of events g) Measures to oversee effective conduction of events h) Facilitating accurate reporting
	26.9	<p>Roles of NSS committee program officers:</p> <ul style="list-style-type: none"> • Program officer of NSS Committee constructively and creatively participate in planning, organizing, executing, and controlling all events and activities assigned to them by the committee. • Program officer strictly adhere to the instructions of the Chairman. • Program officer coordinate the activities of various students working as volunteers and staff. • Program officer extend unconditional cooperation in upholding the objectives of the committee.
	26.10	<p>Roles of volunteers of NSS committee:</p> <p>Actively participate in the planning, organization, and execution of NSS activities.</p> <ul style="list-style-type: none"> • Encourage and motivate other students to participate in NSS activities. • Promote NSS activities diversity and inclusivity among volunteers (students). • Serve as ambassadors of the NSS Committee and represent the institute at various inter-college sports events. <p>Ensure the smooth conduct of events and activities, and assist in resolving any issues that may arise.</p>