



# Goel Institute of Technology & Management

(Under Sri Roop Chand Ramji Lal Educational Trust)

(Approved by Ministry of HRD, Govt. of India, AICTE, New Delhi and

Affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow, & Board of Technical Education, Lucknow)

Near Indira Canal, Faizabad Road, Lucknow E mail : goel.institute@gmail.com, Web : www.goel.edu.in

Ph.: +91 90440 68698, 90440 68699, 97934 45559

Ref...GITM/DIR/POL/2022-23/01

Date...20/10/22

## Policy of Governing Body Session 2022-23

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.
- Goel Institute of Technology & Management, as per AICTE and AKTU empowers the president of the society as the Chairman of Governing Body

### Composition:

The constitution of the Governing Body of a college shall be:

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

### Members

1. Minimum Three members to be nominated by Society/Trust
2. Minimum One Reputed Industrialist
3. Minimum One Eminent Technologist
4. Minimum One Educationalist
5. Minimum One Parent of Student
6. One University Nominee
7. One Male HOD/Senior Faculty Member for one year on rotation basis
8. One Female HOD/Senior Faculty Member for one year on rotation basis

### 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.

### Quorum

The quorum for the meeting shall be 50% of the total members of the Governing Body

### Functions of the Governing Body:

- 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.



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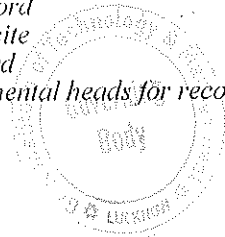
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Date.....

- 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
- Ensure 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.

CC:-

1. Hon'ble Chairman Sir, for kind information
2. IQAC
3. Concern Conveners/Member Secretary
4. All HoDs for record
5. IT Head for website
6. Library for record
7. Concern departmental heads for record



*Rishi Asthana*  
**Dr. Rishi Asthana**

**Director**





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Ref... GITM/DIR/POL/2022-23/02

Date... 20/10/22

## Finance Committee Policy

Session 2022-23

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:

- 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.

### Composition of Finance Committee

Chairman- Chairman of Society/Trust

Member Secretary- Director of the institute

Members

Minimum Five Senior level Academics and Administrative level Heads

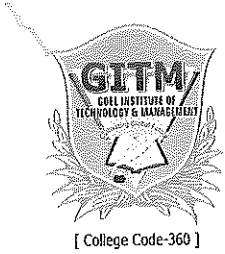
Registrar

System Admin

One Chartered Accountant nominated by Governing Body of Institute

### Functions of Finance Committee:

- The annual accounts and financial estimates of the Institute shall be placed before the Finance Committee for scrutiny and thereafter submitted to the Governing Council together with the comments of the Finance Committee for approval.
- 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.



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- 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.

**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.

### 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.

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**Dr. Rishi Asthana**  
**Director**





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Ref...G-ITM/DIR/POL/2022-23/03

Date...20/10/22

## CONSTITUTION & RESPONSIBILITIES: ACADEMIC COUNCIL Session 2022-23

### General

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.

### Composition

3. The Council of the college is constituted as mentioned:

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

### Tenure

4. The term of nominated members mentioned shall be of one year, which is subjected to the approval of Chairman of Academic council.

### Quorum

5. All members of the committee shall form the quorum for the meeting of the committee.

### Responsibilities

6. The academic council shall perform the following
  - a) To appoint sub-committee from amongst the members of the Academic committee.
  - b) To recommend the proposal of faculty appraisal form and students feedback form.
  - c) To review and approve the academic calendar for academic session.
  - d) To recommend and approve the sessional exam schedule proposed by Examination cell.
  - e) To advise on the working of academic department, library and workshop.
  - f) To promote teaching, research and related activities in the college for improvement in academic standards.
  - g) To make regulation regarding admission of the students to different programs of study in the college keeping in view the policy of AKTU.
  - h) To recommend proposal for new program of study to governing council as per AICTE regulations.
  - i) To frame regulations and recommend scholarship, prizes and medals for the students to the governing council.
  - j) To approve the best faculty award for each session as per the faculty appraisal provided by IQAC.
  - k) To approve the target of attainments of the program for different course outcome.
  - l) To recommend and approve the rubrics/guidelines for projects/mini projects for the academic session.
  - m) To institute new measures for innovations in teaching/learning methodology.
  - n) To exercise such other powers and perform such other duties as may be prescribed to them from time to time.



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- o) To instruct the HoDs to provide and monitor quarter semester planning for each academic year.

## Conduct of Meeting

7. The meetings of the committee shall be conveyed by the Member/Secretary on instruction of Chairman. Following points are noteworthy in the regard-

- 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.

## Conclusion

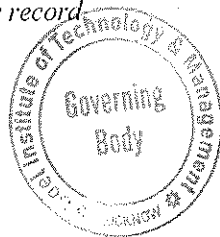
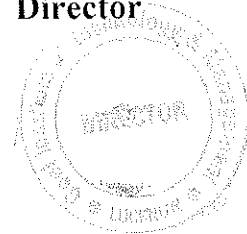
8. All the decisions made and all the minutes of meeting will be recorded and kept in the records of academic council.

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Dr. Rishi Asthana

Director





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Ref. GITM/DIR/POL/2022-23/04

Date 20/10/22

## Internal Quality Assurance Cell (IQAC)

Session 2022-23

### Introduction

1. 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.

### Objective

2. 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.

### Composition

3. 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

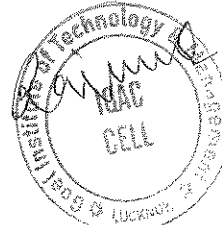
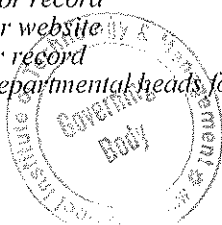
### Conclusion

8 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.

9. 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.

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Date...20/10/22

## ACADEMIC AUDIT POLICY Session 2022-23

### 1. Introduction

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.

### 2. Purpose

The purpose of Academic Audit is to:

- 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.

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.

### 3. Academic Audit Committee

A committee would be constituted annually to carry out 'Academic Audit' of the college as detailed below:

- 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

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.





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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.

#### 4. 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)'.  
*Rishi Asthana*

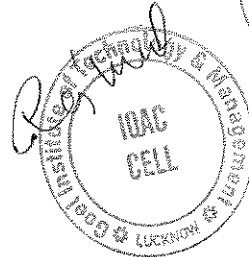
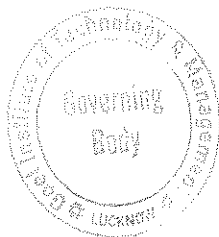
#### 5. Conclusion

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.

*Rishi Asthana*  
**Dr. Rishi Asthana**  
**Director**

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## Academic Audit Report for Session: 2022-23

**Department:** \_\_\_\_\_

A: Curriculum		Yes (Y)/ No (N)	Satisfactory (✓)/ Not Satisfactory (×)
1.	Vision/ Mission of Institute/ Department is available in the department		
2.	DAC meeting for each program is conducted at regular interval and "Minutes of Meeting" (MoMs) and "Action Taken Report" (ATRs) of meeting in documented		
3.	Program Specific Outcomes (PSOs) are well defined and are rectified by DAC for each department		
4.	Course Outcome (COs) are well defined and rectified by HoDs		
5.	Course related to following are added curriculum Employability Skill Development Field/ Industrial Visits		
6.	The department conducts feedback regarding curriculum from various stakeholder Faculty Academician Outside the Institute Semester Exit Students Recruiters/Employers Alumni		
7.	Department conducts analysis of feedback and takes actions		
8.	Following are displayed on Institute website: Program Outcomes (POs)* Program Specific Outcomes (PSO.)		

B: Assessment of Course Outcomes (COs)		Yes (Y)/ No (N)	Satisfactory (✓)/ Not Satisfactory (×)
1.	The department have methodology to check attainment of following POs PSOs COs		
2.	Methods for assessment of COs include: Direct Method Indirect Method Both methods		
3.	Review exercise for COs is conducted: Annually Biannually		
4.	The department have policy for "Week and Bright Learners" in place		
5.	Appropriate measures taken for " Week and Bright Learners"		



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C: Curriculum Delivery		Yes (Y)/ No (N)	Satisfactory (✓)/ Not Satisfactory (×)
1.	Course plan for each course is structured and prepared as per guidelines		
2.	Syllabus, POs, PSOs and COs are disseminated among students prior to the commencement of classes		
3.	Course files are prepared as per guidelines		
4.	The department ensure timeliness and regularity in conduction of classes		
5.	The department ensure arrangement of classes by faculties going on leave		
6.	The department review progress of course completion for each		
7.	The department ensure and monitor timely submission of marks of continuous internal evaluation		

D: Internal Evaluation		Yes (Y)/ No (N)	Satisfactory (✓)/ Not Satisfactory (×)
1.	The number, length, and depth of assessments are adequate to measure students' learning		
2.	Evaluation procedures for internal assessments in theory, labs, seminars, summer training, internship, projects etc, are clearly communicated to Students		
3.	The records of the following student reports are maintained in the department: <ul style="list-style-type: none"> <li>• Project</li> <li>• Industrial Visits</li> <li>• Summer training</li> </ul>		
4.	Assessment methods align with the COs		
5.	Project reports are submitted in Central Library		

E: Faculty /Staff		Yes (Y)/ No (N)	Satisfactory (✓)/ Not Satisfactory (×)
1.	Sufficient faculty is available to deliver the curriculum		
2.	Faculty list with qualification, designation, experience is available		
3.	List of staff members (including teaching and non-teaching staff with qualification, designation etc.) is available		
4.	The charter of duties of faculty and staff are well defined and understood		
5.	Faculty feedbacks are taken from students		
6.	Department takes action on students' feedback		

F: Attendance Monitoring		Yes (Y)/ No (N)	Satisfactory (✓)/ Not Satisfactory (×)
1.	Department communicates complete information related to attendance well in advance		



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2.	Department has an attendance monitoring mechanism at regular intervals		
3.	Department conducts analysis and takes necessary follow-upon attendance reports		
4.	Department maintains attendance of students for guest lectures and industrial visits		

G: Student		Yes (Y)/ No (N)	Satisfactory (✓)/ Not Satisfactory (×)
1.	Result analysis after each semester exams is properly documented		
2.	Data of student progression after result analysis of each semester is maintained		
3.	Data of student success is maintained: <ul style="list-style-type: none"> <li>□ Placement Statistics</li> <li>□ Student progression to Higher Education</li> <li>□ Student who opted for Entrepreneurship</li> </ul>		
4.	The information related to students' achievements are available <ul style="list-style-type: none"> <li>□ Co-curricular</li> <li>□ Extra-curricular</li> </ul>		
5.	Data related to MOOCs courses attended by students is maintained in the department		
6.	"List of Mentors" allotment is available		
7.	Mentor Card is maintained		
8.	"List of Clubs" and its activities are maintained in the department		
9.	Data related to Alumni is available with the department		

H: Research Innovation and Extension		Yes (Y)/ No (N)	Satisfactory (✓)/ Not Satisfactory (×)
1.	Record of "Research Publications" is mainlined in the department: <ul style="list-style-type: none"> <li>□ Journals</li> <li>□ Conference Proceedings</li> <li>□ Book Chapters</li> <li>□ Books</li> </ul>		
2.	IPR related activities organized for faculty and students' necessary details are maintained in the department		
3.	Details of Patents Filed/published/granted is maintained in the department		
4.	Data related to consultancy is maintained in the department		
5.	Data related to conferences/ seminars/ workshop/ attended by faculty is maintained in the department		
6.	Data related to Conference/ seminars/ FDP/ workshop/ Guest Lectures organized by department is maintained		
7.	Data related to Professional Bodies activities/ memberships is maintained in the department		
8.	Data related to collaboration/ MoUs are maintained in the		



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Ph.: +91 90440 68698, 90440 68699, 97934 45559

Date.....

Ref.....

9.	department		
	Data of student participation in community services and extension activities is maintained		

Recommendation (s)/ Suggestion (s): Some data missing in H.6 and H.9

Audit Category	No. of Parameters Under Each Category	Count of "Satisfactory" Ratings	Count of "Not Satisfactory" Ratings
A	8		
B	5		
C	7		
D	5		
E	6		
F	4		
G	9		
H	9		
Total	53		
$\text{Accomplishment Score} = \frac{\text{Count of Obtained Satisfactory Ratings}}{\text{Total No of Parameter}} \times 100\%$			

Accomplishment Score	Grade	Description of Accomplishment
Above 70%	Excellent	High Level of Academic Accomplishment
55-69%	Good	Above Average Academic Accomplishment
40-54%	Satisfactory	Average Academic Accomplishment
Less than 40%	Unsatisfactory	Below Average Academic Accomplishment

Auditors:

S. No.	Name	Signature (s)
1.		
2.		
3.		

CC:-

- Hon'ble Chairman Sir, for kind information
- IQAC
- Concern Conyeners/Member Secretary
- All HoDs for record
- IT Head for website
- Library for record
- Concern departmental heads for record

*Rishi Asthana*  
Dr. Rishi Asthana  
Director





# Goel Institute of Technology & Management

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Ref... G-ITM/DIR/POL/2022-23/06

Date... 20/10/22

## POLICY OF ANTI-RAGGING

Session 2022-23

Goel Institute of Technology & Management, Lucknow has a Proctorial system where administration of student related matters pertaining to all acts of indiscipline by 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.

### Functions of the Anti-Ragging Committee:

- 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.

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.

- 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



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common. The Anti-Ragging committee / Proctorial Board/ Anti-Ragging Squad will follow following procedure to initiate enquiry if the complaint is ascertain.

## Composition:

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-

- (a) **Chairman** – Director
- (b) **Convener** – Chief Proctor
- (c) **Co-Convener** – Deputy Chief Proctor
- (d) **Committee Members** – Minimum 12 members including Director Admin. Principal Diploma, HoDs from all branches & Senior faculty members along
- (e) **Government Minority Representative** -District Minority Officer
- (f) **Police representative** – Inspector of nearby Police Station
- (g) **News Paper Correspondent** – Manager of local daily newspaper.
- (h) **Student Members** – Minimum two representatives
- (i) **Stakeholders** –Minimum two parents.

## 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)

## Mechanism to resolve case:

- 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.



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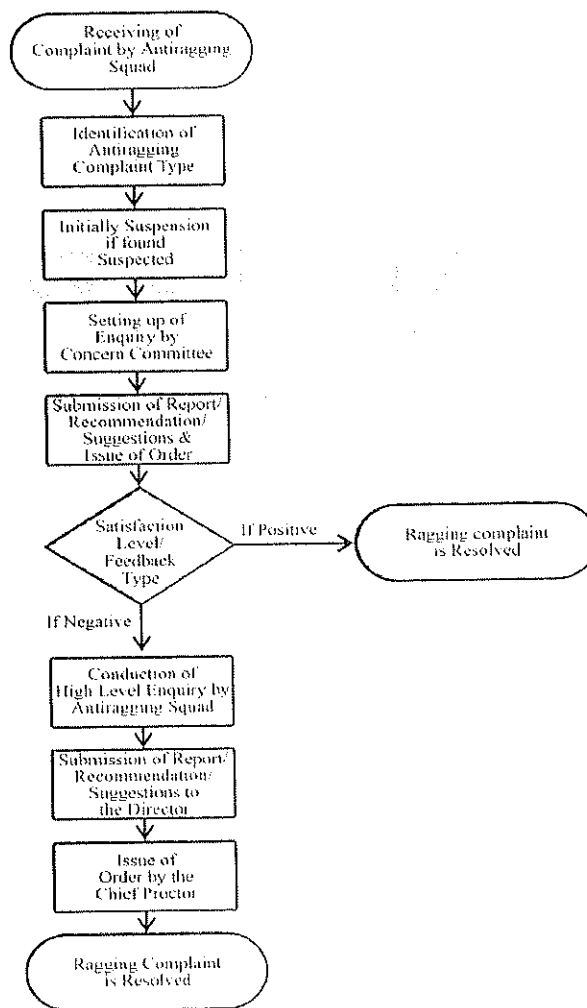
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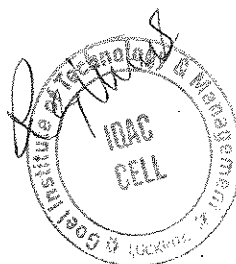
- The punished accused (student) has the right to appeal against the punishment and the authority that is empowered to deal with appeals, is the Director / Chairman, Proctorial Board / Anti-Ragging Committee.

## Flow Chart for Mechanism to resolve case, is given below

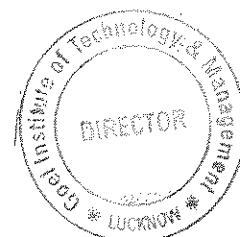


CC:-

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2. IQAC
3. Concern Conveners/Member Secretary
4. All HoDs for record
5. IT Head for website
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*Rishi Asthana*  
**Dr. Rishi Asthana**  
Director







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Ref. G.I.T.M./D.I.R./POL/2022-23/07

Date.....20/10/22

## POLICY OF GRIEVANCE REDRESSAL

Session 2022-23

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.

### 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

### Types of Grievance:--

Sl. No.	Name	Description
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.



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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 norms 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.
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

## Composition of Grievance Redressal Cell –

**Description:** 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.

- (a) **Chairman** – Director
- (b) **Ombudsman**– External Member appointed by University/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

## 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:

### Functions:

- 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.



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- 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.

## 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.

## Exclusions:-

The Grievance Redressal Committee shall not entertain the following issues:

- Decisions of the Executive Council, Academic Council, Board of studies and other Administrative or Academic Committees constituted by the University.
- Decisions with regard to award of scholarship, fee concessions, medals, etc.
- Decisions made by the University with regard to disciplinary matters and misconduct.
- Decisions of the University about admissions in any courses offered by the Institute.
- Decisions by competent authority on assessment and examination result.

## Operations and Mechanism:

- 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.

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.

The operational mechanism is shown in Flow chart below:



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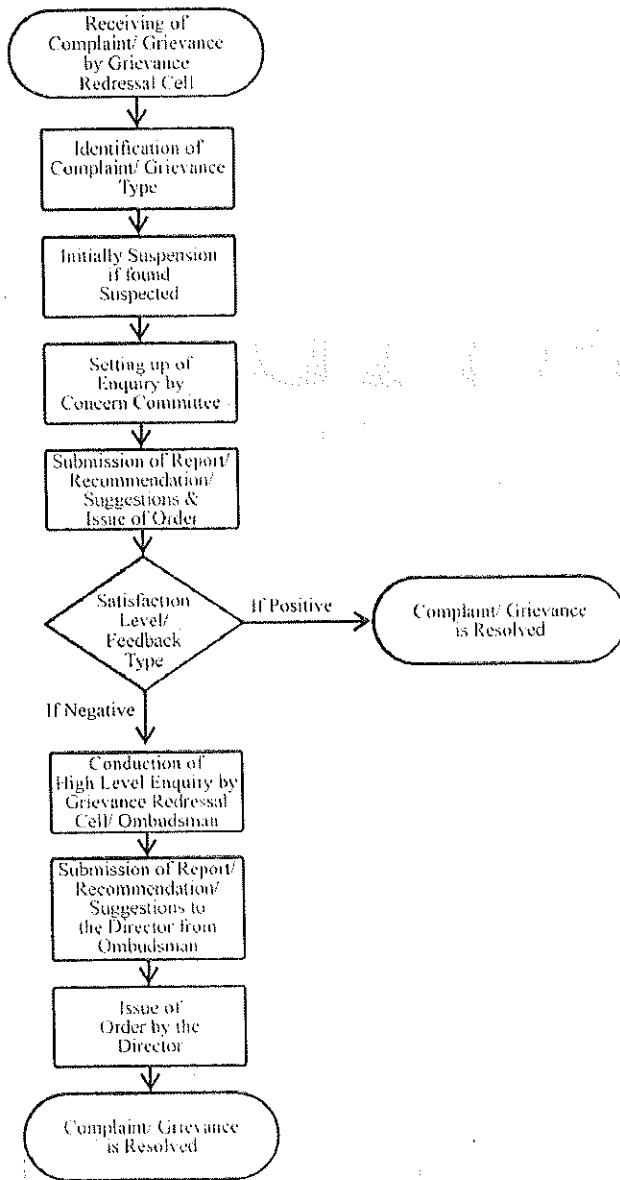
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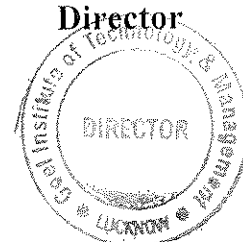
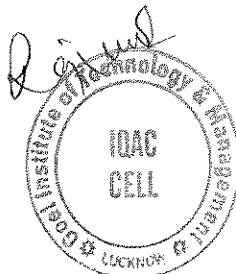
## FLOW CHART of OPERATIONAL MECHANISM



*Dr. Rishi Asthana*  
**Dr. Rishi Asthana**  
**Director**

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Ref. GITM/DIR/POL/2022-23/08

Date 20/10/22

## POLICY OF INTERNAL COMPLAINT/ WOMEN GRIEVANCE CELL Session 2022-23

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.

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 Apex Court's definition in the Vishaka Judgment. It also stipulates that a woman shall not be subjected to sexual harassment at any workplace.

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.

### OBJECTIVES OF THE POLICY:

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.



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- To fulfill 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 campus.
- 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 University to provide an environment free of gender- based discrimination.
- To create a secure physical and social environment which will deter acts of sexual harassments.

## JURISDICTION:

- 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 University 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 University 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.

Therefore, for its effective complacence of ICC, composition of committee is under:

- a. Chairman – Director GITM
- b. Convener – Chief Proctor
- c. Co-Convener – Deputy Chief Proctor / Senior faculty member of HoD rank.
- d. Committee Members – Minimum 10 including non teaching female staff, all female HoDs and female faculties with Warden Girls' hostel
- e. Student Members – Minimum (Two girls and a boy representatives from different branches

## Functions and Responsibilities

### Preventive:

- 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.



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## Remedial:

- 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.

## PROCEDURE FOR REGISTERING COMPLAINTS:

- 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.

## ENQUIRY PROCEDURES:

- 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 enquiry (in order not to prejudice the proceedings).
- 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.



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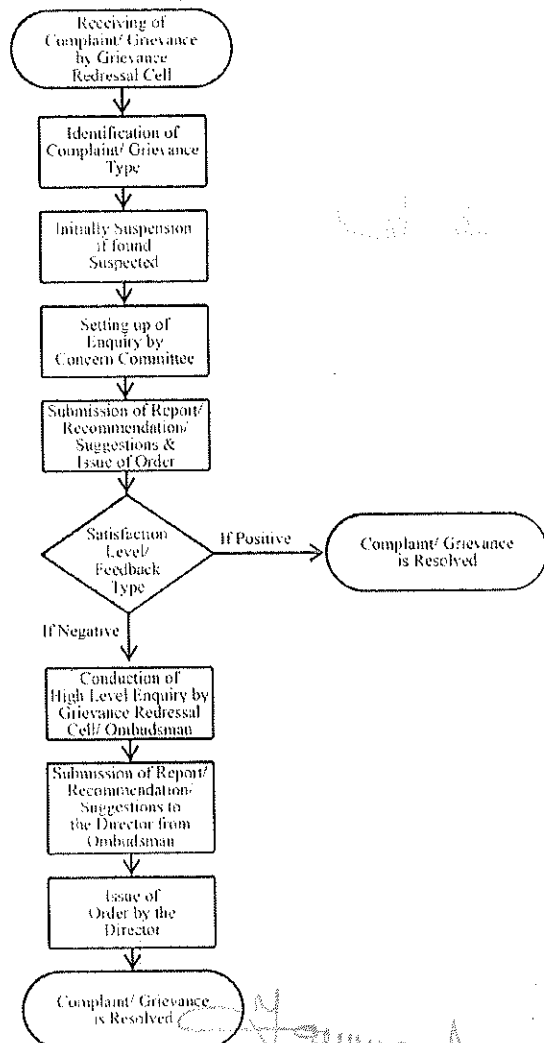
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- In special circumstances the matter may be referred to the Head of governing body.
- The entire process of enquiry should be completed within three months.

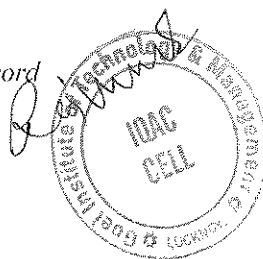
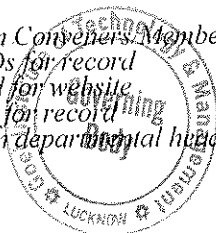
The whole procedure, given in writing, are shown in a flowchart depicting operational mechanism, as under:

## Flow Chart of Operational Mechanism



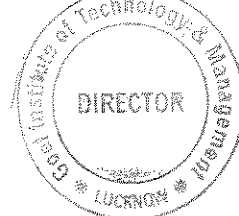
CC:-

1. Hon'ble Chairman Sir, for kind information
2. IQAC
3. Concern Concerners Member Secretary
4. All HoDs for record
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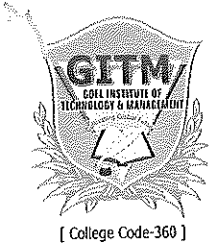


*Rishi Asthana*

**Dr. Rishi Asthana**  
**Director**







# Goel Institute of Technology & Management

(Under Sri Roop Chand Ramji Lal Educational Trust)

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Ph.: +91 90440 68698, 90440 68699, 97934 45559

Ref. GITM/DIR/POL/2022-23/09

Date 20/10/22

## CONSTITUTION & RESPONSIBILITIES: EXAM CELL Session 2022-23

### General

1. 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.

### Composition

2. The Examination Committee of the college is constituted as mentioned:

h) Director	Chairman
i) Controller of Examination	Convener
j) One Assistant Professor from each Departments	Members
k) Office Executives, Examination Cell	Members
l) Special Invitee, If any	Member

### Tenure

3. The term of nominated members mentioned shall be of one year, which is subjected to the approval of Chairman of Examination Committee.

### Quorum

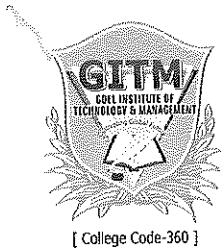
4. All members of the committee shall form the quorum for the meeting of the committee.

### Responsibilities

5. The Examination committee shall perform the following
  - 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.
  - h) After declaration of results, compiling and comparing of the results along with the tabulation will be carried out.
  - i) Examination committee will follow the guidelines and suggestions given by academic council in context of examination activities keeping in view that it should be aligned with AKTU guidelines.

### Conduct of Meeting

6. The meetings of the committee shall be conveyed by the Members/Convener on instruction of Chairman. Following points are notable in the regard-
  - a) The Committee shall meet as often as necessary as but not less than two times during the academic session.



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- b) A written notice of each meeting with the agenda shall be circulated by the convener 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.
- c) The chairman may call additional meeting of the committee and when required to consider urgent or special issues.
- d) The ruling of the chairman of the committee in regards to all questions to procedure shall be final.
- e) The minutes of the meeting will be circulated amongst the members.
- f) The minutes along with the amendments. If any shall be placed for confirmation of next meeting.
- g) All members of committee have meeting time to time for improvement of quality and clarity in examination.

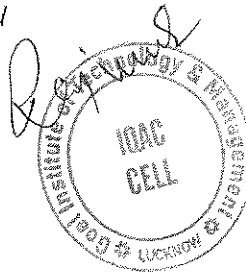
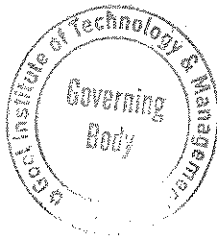
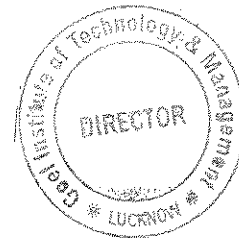
## Conclusion

7. All the decisions made and all the minutes of meeting will be recorded and kept in the records of examination committee.

  
**Dr. Rishi Asthana**  
Director

CC:-

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Ref. GITM/DIR/POL/2022-23/11

Date. 20/10/22

## CULTURAL COMMITTEE POLICY

Session 2022-23

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.

### OBJECTIVE

- 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.

### POLICY FOR FORMATION CULTURAL COMMITTEE

1. 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.
2. The Convener and Co-Convener of the Cultural Committee receive an appointment letter for the same.
3. The Convener and Co-Convener select the committee members as per the suggested members of each department by their Heads of Department.
4. Two members from each department are included in the Cultural Committee.
5. The Cultural Committee members of each department select the student members of the Cultural Committee from their respective department.
6. The complete Cultural Committee is formed.

### POLICY FOR SELECTION OF CULTURAL COMMITTEE STUDENT MEMBERS

1. Active involvement in cultural activities
2. Good communication skills
3. Leadership qualities
4. Good academic performance
5. Diversity and inclusivity
6. Availability and commitment
7. 2-3 students from each department as per the decision of Cultural committee member of respective department.

### POLICY FOR BUDGET ALLOCATION FOR THE EVENTS

1. The Convener of the Cultural Committee prepares a budget proposal for each event.



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2. 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.
3. The proposed budget is reviewed by the President of the Cultural Committee for approval.
4. Upon approval, funds are allocated from the institution's budget for the Cultural Committee to organize the event.
5. The Cultural Committee ensures that the allocated funds are used judiciously and within the approved budget.
6. Any unused funds are returned to the institution's budget and proper documentation of expenses is maintained.
7. The Cultural Committee explores other sources of funding such as sponsorships, donations, or fundraising events to supplement the allocated budget.

## **POLICY FOR MEETINGS OF THE COMMITTEE**

- 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.

## **POLICY FOR PROCEDURE FOR CONDUCTION**

All events decided by the committee or communicated by the President shall uphold the following procedure.

- a) 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.
- b) 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.
- c) 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.
- d) 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.
- e) 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.



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f) Upon completion of the event, the convener shall facilitate for compiling the "Event Report" to the President.

g) The Convener shall accurately file Office Copy (OC's) of all correspondances.

## ROLES OF CULTURAL COMMITTEE PRESIDENT:

1. 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.

## ROLES OF CULTURAL COMMITTEE CONVENER:

1. The Convener is responsible for facilitating effective communication among committee members and between the committee and the President.
2. The Convener oversees the active participation of all committee members in planning, organizing, and executing approved activities.
3. 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 reporting

## ROLES OF CULTURAL COMMITTEE MEMBERS:

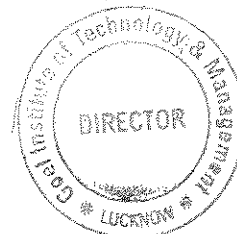
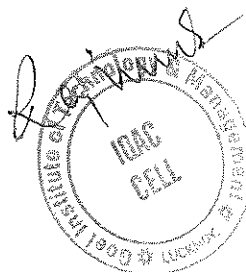
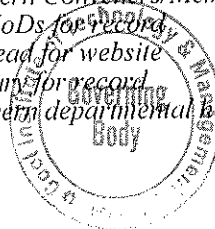
1. Committee members constructively and creatively participate in planning, organizing, executing, and controlling all events and activities assigned to them by the committee.
2. Members strictly adhere to the instructions of the President.
3. Members coordinate the activities of various students and staff.
4. Members extend unconditional cooperation in upholding the objectives of the committee.

## ROLES OF CULTURAL COMMITTEE STUDENT MEMBERS

1. Actively participate in the planning, organization, and execution of cultural events and activities.
2. Bring creative ideas and suggestions to enhance the quality of events and activities.
3. Encourage and motivate other students to participate in cultural events and activities.
4. Promote cultural diversity and inclusivity among students.
5. Serve as ambassadors of the cultural committee and represent the institute at various inter-college cultural events.
6. Ensure the smooth conduct of events and activities, and assist in resolving any issues that may arise.

CC:-

1. Hon'ble Chairman Sir, for kind information
2. IQAC
3. Concern Conveners/Member Secretary
4. All HoDs for record
5. IT Head for website
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*Rishi Asthana*  
**Dr. Rishi Asthana**  
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Ref... GITM/DIR/PL/2022-23/12

Date... 20/10/22

## Sports Committee Policy Session 2022-23

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, and extracurricular skills in all students and staff, thereby enhancing their overall personality.

### OBJECTIVE

- 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.

### POLICY FOR FORMATION SPORTS COMMITTEE

1. 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.
2. The Convener and Co-Convener of the Sports Committee receive an appointment letter for the same.
3. The Convener and Co-Convener select the committee members as per the suggested members of each department by their Heads of Department.
4. Two members from each department are included in the sports Committee.
5. The Sports Committee members of each department select the student members of the Sports Committee from their respective department.
6. The complete Sports Committee is formed.

### POLICY FOR SELECTION OF SPORTS COMMITTEE STUDENT MEMBERS

1. Active students & staff involvement in sports activities
2. Good communication skills
3. Leadership qualities
4. "A Healthy body is a Healthy Mind"
5. Sportsmanship and commitment.
6. 2-3 students from each department as per the decision of Sports Committee member of respective department.

### POLICY FOR BUDGET ALLOCATION FOR THE EVENTS

1. The Convener of the Sports Committee prepares a budget proposal for each event.
2. The budget proposal includes estimated expenses for refreshments, equipment rental, honorarium for guest artists/speakers, publicity materials, and any other miscellaneous expenses.



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3. The proposed budget is reviewed by the President of the Sports Committee for approval.
4. Upon approval, funds are allocated from the institution's budget for the Sports Committee to organize the event.
5. The Sports Committee ensures that the allocated funds are used judiciously and within the approved budget.
6. Any unused funds are returned to the institution's budget and proper documentation of expenses is maintained.
7. The Sports Committee explores other sources of funding such as sponsorships, donations, or fundraising events to supplement the allocated budget.

## POLICY FOR MEETINGS OF THE COMMITTEE

- The Sports 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 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.

## POLICY FOR PROCEDURE FOR CONDUCTION

All events decided by the committee or communicated by the President shall uphold the following procedure.

- a) 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.
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- c) 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.
- d) 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.
- e) 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.
- f) Upon completion of the sports activity, the convener shall facilitate for compiling the "Event Report" to the President.
- g) The Convener shall accurately file Office Copy (OC's) of all correspondences.



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## ROLES OF SPORTS COMMITTEE MEMBERS:

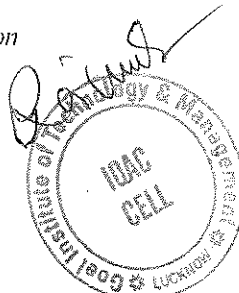
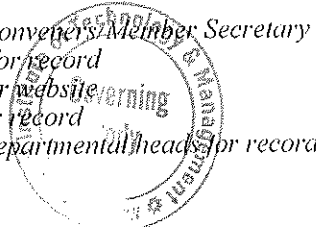
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3. Members coordinate the activities of various students and staff.
4. Members extend unconditional cooperation in upholding the objectives of the committee.

## ROLES OF SPORTS COMMITTEE STUDENT MEMBERS

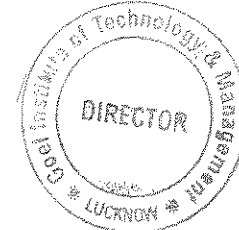
1. Actively participate in the planning, organization, and execution of sports activities.
2. Encourage and motivate other students to participate in sports activities.
3. Promote sports diversity and inclusivity among students.
4. Serve as ambassadors of the Sports Committee and represent the institute at various inter-college sports events.
5. Ensure the smooth conduct of events and activities, and assist in resolving any issues that may arise.

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Director







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Ref...G.I.T.M./D.I.R./POL/2022-23/13

Date.....20/10/22

## Hostel & Mess Policy

Session 2022-23

### Formation of Hostel and Mess Committee:

1. 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.
2. Chief Proctor and minimum three Professors (at least one female faculty) must be there in HMC.
3. Minimum three members must be nominated from administration department in HMC.
4. Warden (boys/ Girls) and at least one member from maintenance committee must be there in HMC.

### Formation of Student Committee:

1. Formation of student committee requires nomination of students from each department considering each year from the hostellers.
2. Student committee comprises of minimum eight members (4 boys and 4 girls) from each year hostellers.
3. HoDs are requested to nominate only those hostellers who have good communication skills, good academic record of previous year and attendance must be regular.
4. HMC will constitute the student committee after approval by chairman HMC.

### Selection of Mess contractor:

1. 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.
2. The contract is valid for one academic year. In case of contract breach the contractor may be penalized legally and monetarily both.

### Refund of Hostel and Mess Charges

#### **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.



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Ref.....

Date.....

## Refund of Hostel and Mess fee

Hostel and Mess fee comprises of following three factors:

1. **Caution money:** shall be refunded, as due, irrespective of timing of surrender of hostel facility.
2. **Room rent and messing charge:** refund will be admissible subjected to:
  - 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 –
    - i. Refund after deduction of current month full charges.
    - ii. Refund after deduction of one semester (half-yearly charges).

## Methodology:

Following methodology will be applicable

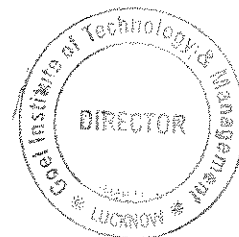
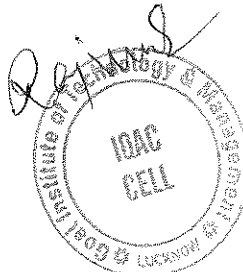
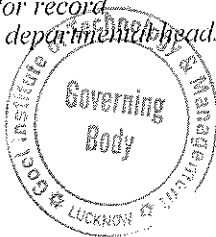
1. Application for leaving the hostel and refund of hostel charge will be submitted by the student to the warden along with the no-dues.
2. Warden will forward the application with supporting document to Director Admin (Chairman HMC) with suitable recommendation.
3. On approval of Chairman HMC, the account section will make the refund in the student's account.
4. No refund in case of in-disciplinary charges on the student.

This policy will be effective from the academic session 2022-23 and suitable amendments may be done as per the recommendation of HMC.

**Dr. Rishi Asthana**  
**Director**

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# Goel Institute of Technology & Management

(Under Sri Roop Chand Ramji Lal Educational Trust)

(Approved by Ministry of HRD, Govt. of India, AICTE, New Delhi and

Affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow, & Board of Technical Education, Lucknow)

Near Indira Canal, Faizabad Road, Lucknow E mail : goel.institute@gmail.com, Web : www.goel.edu.in

Ph.: +91 90440 68698, 90440 68699, 97934 45559

Ref. GTM/DIR/2022-23/14

Date 20/10/22

## POLICY ON STUDENT COUNCELLOR CELL (SCC)

Session 2022-23

Primarily STUDENT COUNCELLOR CELL (SCC) has been established to make the stake holders fine-tune in today's considerably transformed academic milieu along with a load of accountability of not only securing their future but also to chase his or her choice of career, students require Mentorship, Supervision & Advising Program which goes a long way.

### Objective:

The purpose of Student Counselor Cell is to encompass sustenance to the students not only for the better employability or acquirement of higher studies with high confidence but also converting them in a well groomed persona for facing the dares of real world. SCC bifurcates students in 3 categories – Bright, Average and Weak. Each type of student has different learning capabilities so SSC also deals with guiding weak students by adapting novel pedagogy. The students are dealt equally with all the love and affection this categorization is entirely meant for the benefit of the faculty not the student. The Student Counselor Cell even tackles and resolves grievances at day to day basis.

### Composition:

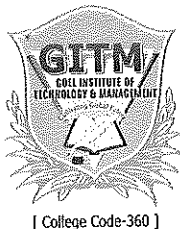
The SSC is constituted as follows:

Director	Chairman
Professor/Associate Professor/HoD	Convener
Professor/Associate Professor	Co-Convener
Associate/Assistant Professor (from each department)	Member
Student Representative (from II, III, IV year)	Member
Office Executive/MIS	Member
External Expert Counselor	Member
Clinical Psychologist	Member
Social Worker	Member

### Methods of Assessment:

**Faculty Mentor (FM)**, is one of the Faculty Members who are assigned for group of 20 students as per the prerequisite from 1<sup>st</sup> year in 2 or 3 year courses while from 2<sup>nd</sup> 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:

**Bright** – bright students are those who are ahead on learning curve; those who have cleared all subjects.



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**Average** – average students are those who have flunked in 1 or 2 subjects only.

**Weak** – weak students are those who have flunked in 3 or more subjects.

## Guiding Principles for Faculty Mentors

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.

### Responsibilities:

1. The responsibilities of the Faculty Mentor with respect to his/her set of students are as follows:
  - (a) Mentor shall be a tolerant listener and built very individual bond with the concerned student.
  - (b) 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.
  - (c) Mentor shall gravely scrutinize and deal with students' advancement and wherever needed praise their efforts hence or else advice them for improvement.
  - (d) 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.
  - (e) 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.
  - (f) 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.
  - (g) 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.
  - (h) Mentor shall make them to understand the importance of '*Mansa Vacha Karma*' in student life as it the best guiding policy which acts within oneself by creating a accord in 'what you say' and finally with 'what you do'.
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.
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.

### Policy Guidelines for Weak Students:

- a. The weak students are given extra classes every day.
- b. As per the requirement mentor contacts the parent/guardian(s) on latest performance status.
- c. Motivational lectures/talks are arranged.
- d. Faculty gives links of video lectures (MOOC) etc.
- e. Question banks/practice papers are provided for additional support.



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- f. Last but not the least we genuinely work on their morale.

## Policy Guidelines for Bright Students:


- 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.

## Policy Guidelines for Grievances Redressal:

- In case of grievance the student gives an application.
- Along with the mentor the accuser and complaineo 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.

## Conclusion:

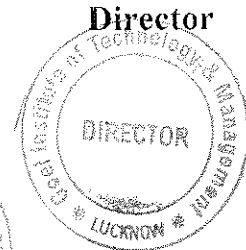
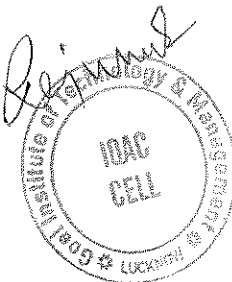
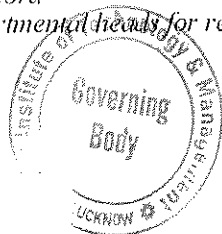
The importance of mentoring cannot be denied or ignored. Education *sanskara* should be emphasized in every institute; institute is integral to learning process. Regardless how unmatched the mentor mentee may be the relationship should be professional yet cordial. Successful mentorship often results in a lifetime bond with both the parties learning and providing support to each other.

  
**Dr. Rishi Asthana**

**Director**

CC:-

- Hon'ble Chairman Sir, for kind information
- IQAC
- Concern Conveners/Member Secretary
- All HoDs for record
- IT Head for website
- Library for record
- Concern departmental heads for record





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Date.....20/10/22

## PLACEMENT POLICY & RULES

Session 2022-23

- 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 **B.Tech./ M.Tech./ MBA/ 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 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.
- 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, Defense Services must inform the placement cell through email i.e [ggitnp@goel.edu.in](mailto:ggitnp@goel.edu.in) .



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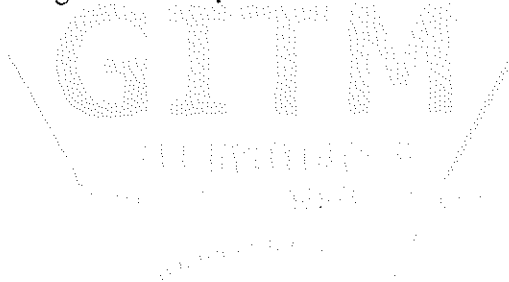
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## FACILITIES FOR RECRUITERS

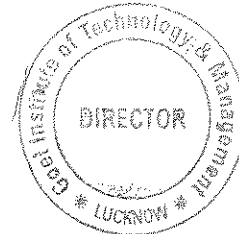
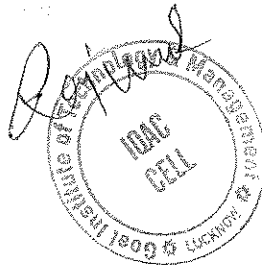
- State-of-the-art Auditoriums with a seating capacity in excess of 1000 for conducting pre-placement talks & other analytical tests, Conference rooms for Group Discussions and Group Interviews.
- 100(+) computers on LAN for Training & Placement staff support for test & evaluation.
- Student volunteers/Placement 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.



  
**Dr. Rishi Asthana**  
**Director**

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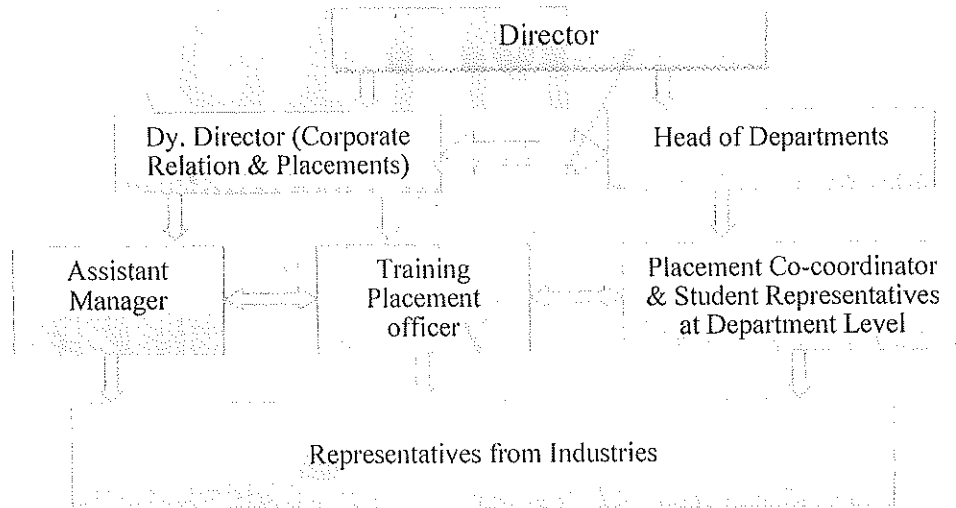
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## Career Guidance, Training & Placement Policy Session 2022-23

### ✓ Training & Placement Department

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.

The organizational setup of Training & Placement Department is as under:



### ✓ Composition of Career Guidance Cell:

Chairman- Director

Convener- Dy Director (Corporate Relation & Placement)

Members

- Two to three members from Career guidance Cell
- All HODs and Principle
- Two to three Senior Faculty Members
- Three to Four representatives from Industry

### ✓ Composition of Training & Placement Cell:

Chairman- Director

Convener- Dy Director (Corporate Relation & Placement)

Members

- Two to three members from Career guidance Cell
- All Department placement Coordinators
- Student Representatives from final year and Pre final year from each Department

### ✓ Infrastructure & Facilities:





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Goel Institute of Technology & Management: Training & Placement department owns the following infrastructural facilities to organize smooth and well-organized training and placement events.

- **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,**

The Role and Functions of Training & Placement Department are as follows

- (A) **Industry-Academia Relationship**
- (B) **Career Guidance**
- (C) **Counselling for higher studies**
- (D) **Pre-Placement Training**
- (E) **Placement Policy, Process, Support**
- (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

#### **(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 & amp; Guidance System based on the**



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**science of Anthropological Dermatoglyphics & amp; 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 analyze 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.

## (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 M.Tech 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:

1. **Made Easy- For pursuing M.Tech. through competitive examination like GATE,GRE**
2. **Catapult- For pursuing MBA through competitive examination like CAT,MAT**

## (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..

### 1. Training Resources



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- 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(apitude) 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.

## Major Features of Goel Training & Placement Application

- 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
- 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**
- 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



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- v. **Center of Excellence on IOT, Industry x.o by Softpro India Computer Technologies Pvt. Ltd: Benefits**
- 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.

## Building Blocks for Industry 4.0

- 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

- vi. **Internshala-** Institute has association with a Company **Internshala**, a channel partner of AICTE for Summer/ Winter Internship, training and skill based course
- 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 160<sup>th</sup> Position and North Zonal Ranking of 36<sup>th</sup> Position in Internshala Annual Rankings 2022
2. **Proctored E learning Certification Courses**

- **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 strictly monitored by Training Placement Department.



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- **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

### 3. Conduction of Workshop/Seminar/Expert Lecture/Industry Visit

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.

The major thrust areas covered through the above mediums for pre placement trainings are

- Workshop on Preparation of Resume



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- 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
- Company specific Training and workshop
- Visit of Core industry and software industry

## (E) Placement Policy, Process and Support:

### 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.

- 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.

**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.**

### 2. Policy to create interface with the industry for placement

- 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.

### 3. Placement Process and Support

#### ➤ Pre Placement Stage

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.

#### ➤ Placement Execution Stage:



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## 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.

## 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.

## 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.

## 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.

## 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,

## 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.

### ➤ 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.

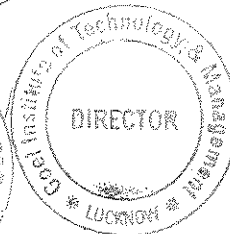
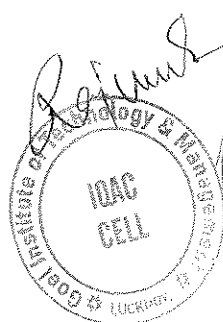
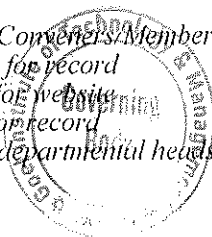
Placement Support goes hand in hand with the Placement Process. The Training and Placement Cell keeps in touch with the participating corporate on a regular basis and keep working out of their requirements so that the students are guided and nurtured accordingly till they join the company. It provide support for student participation in job placement activities, including documentation, transportation, and communication between employers and students.

Post joining formalities are also taken care of, such as taking feedback from the companies on the performance of the students and vice-versa.

CC:-

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3. Concern Convener's/Member Secretary
4. All HoDs for record
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**Dr. Rishi Asthana**  
**Director**





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Ref...G.I.T.M./DIR./POL/2022-23/17

Date...20/10/22

## Maintenance Policy

Session 2022-23

### Policy Statement:

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.

### Objectives:

- 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.

### Formation of Maintenance Committee:

1. 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.
2. At least minimum three faculty members (at least one Sr. Professor)) must be there in Maintenance Committee.
3. Minimum five members must be nominated from administration department and three from technical staff along with system administrator in Maintenance Committee.

### Maintenance Procedure:

- Any problem that occurs in a department is represented to the maintenance convener through a letter/mail.
- The convener deposes 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.

### I- ACADEMIC FACILITIES:

#### i. Laboratories:





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- 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.

## ii. Class Rooms:

- 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 .

## II-Computer and ICT Facilities:

- 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.

## III-Maintenance of Infrastructure (Building):

- 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.
- 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.

## IV-Electrical Systems Maintenance:



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- 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.

## V-Furniture Maintenance:

- 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.

## VI-SPORTS AND GAMES FACILITIES:

- The indoor and outdoor stadiums, gymnasium, playgrounds, and all other sporting equipment are regularly supervised and maintained by the Co-convener with the help of supporting staff.

## VI- OTHER FACILITIES:

- One member is appointed as transport in-charge to supervise and maintain all transport facilities of the institution with the help of supporting staff
- 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.



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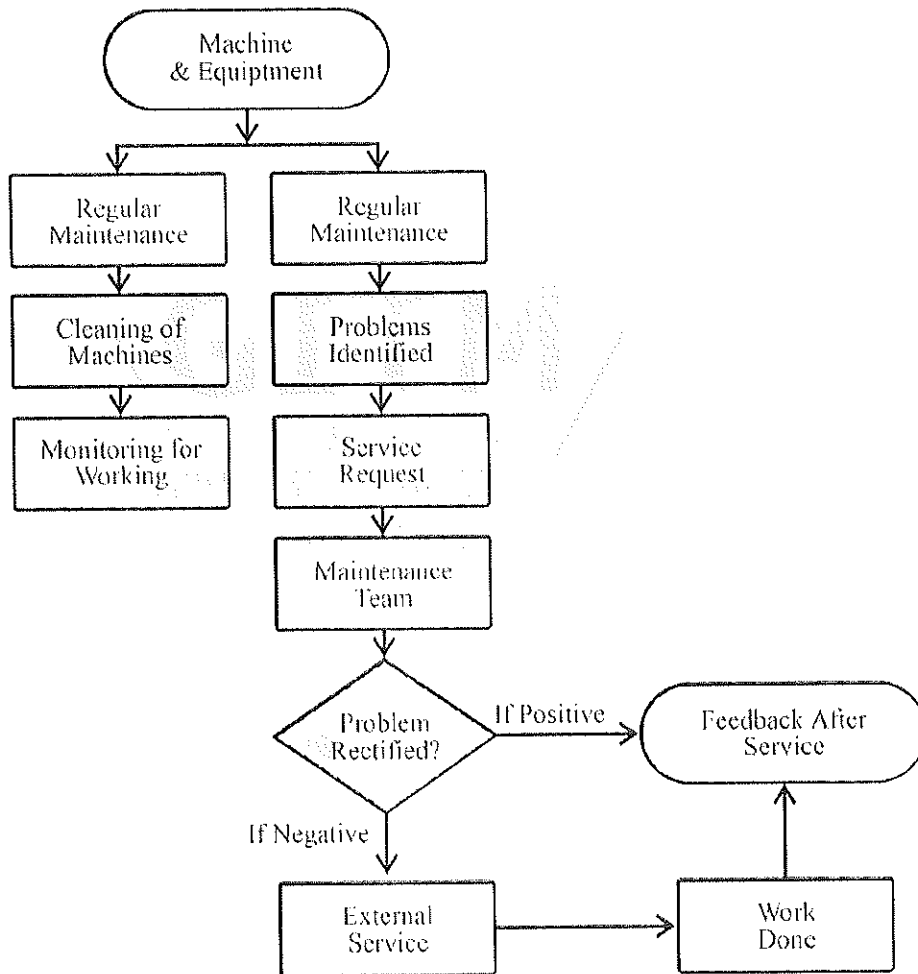
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## Machines and Equipment Maintenance Procedure Flowchart

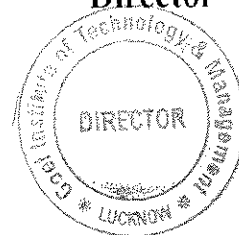
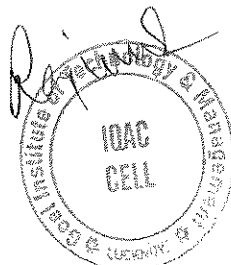
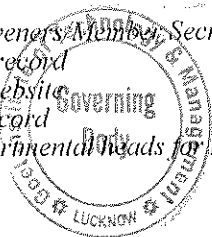


*[Handwritten Signature]*

*[Handwritten Signature]*  
**Dr. Rishi Asthana**  
**Director**

CC:-

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Ref... G.I.T.M./D.I.R./POL/2022-23/19

Date... 20/10/22

## Policy of SC/ST Committee

### Session 2022-23

SC/ST Committee is the Committee that monitors and suggests activities for the purpose to provide the transparent, safe and homogeneous atmosphere in the institution for development of SC/ST students/ working staff without any discrimination. It also aims at help the deserving students of SC/ST to obtain the benefits of various schemes runs by Central/ State Government for deployment of these students.

- The SC/ST Committee of the college has been constituted as per AICTE , New Delhi, India, and affiliating University AKTU guidelines
- The main objective of the SC/ST Committee is to offer transparent, safe and homogeneous atmosphere in the institution for development of SC/ST students/ working staff without any discrimination.
- Goel Institute of Technology & Management, as per AICTE and AKTU empowers the president of the society as the Chairman of Governing Body

### **Composition:**

The constitution of the Governing Body of a college shall be:

1. Chairman- Head of the Institute/ Director
2. Convener- Chief Proctor of the Institute
3. Member Secretary- Registrar of the Institute

### **Members**

4. Minimum five members to be nominated by Director
5. Minimum One person from Social Welfare Dept
6. Minimum One person form Backward Welfare Dept
7. Minimum One person form Minority Welfare Dept
8. Minimum One person form local administration

### **Meeting and its Venue**

The Committee 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.

### **Quorum**

The quorum for the meeting shall be 50% of the total members of the Governing Body



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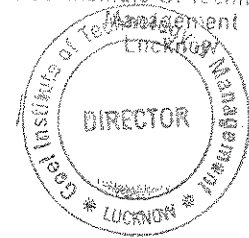
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## Functions of the SC/ST Committee:

- Resolve the grievances of SC/ST students and employee of the college and render them necessary help in solving their academic as well as administrative problems.
- Look after the work related to the SC/STs matter and no other work is assigned to the cell.
- Ensures the effective implementation of the guidelines/ policies and programmes of the Government of India and State Government backward caste, classes and differently abled students and staff.
- Collects data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions in the Institute and inform the same to the authorities.
- Give wide publicity through circulars to all the faculties and inform the students about the various scholarship schemes run by Government of India/ State Government..
- Ensures the Regulatory Compliance of all the decisions by the concerned Authorities.

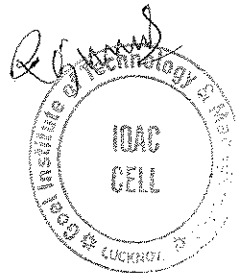
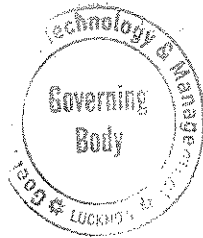


Dr Rishi Asthana  
Director  
Goel Institute of Technology  
& Management  
Director  
Goel Institute Of Technology &  
Management  
Lucknow



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4. All concerned members of the committee
5. IT head for website
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Ref. GITM/DIR/POL/2022-23/19

Date. 20/10/22

## NSS Committee Policy Session 2022-23

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.

### OBJECTIVE

- 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.

### POLICY FOR FORMATION NSS COMMITTEE

1. 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.
2. The Convener and Co-Convener of the NSS Committee receive an appointment letter for the same.
3. The Convener and Co-Convener select the committee members as per the suggested members of each department by their Heads of Department.
4. Two members from each department are included in the sports Committee.
5. The NSS Committee members of each department select the student members of the NSS Committee from their respective department.
6. The complete NSS Committee is formed.

### POLICY FOR SELECTION OF NSS COMMITTEE STUDENT MEMBERS

1. Active students & staff involvement in NSS activities
2. Good communication skills
3. Leadership qualities
4. "A Healthy body is a Healthy Mind"
5. Sportsmanship and commitment.



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6. 2-3 students from each department as per the decision of NSS Committee member of respective department.

## **POLICY FOR BUDGET ALLOCATION FOR THE PROGRAMS BY GOVERNMENT BODY**

The Convener of the NSS Committee prepares a budget proposal for each event.

1. The budget proposal includes estimated expenses for refreshments, honorarium for guest artists/speakers, publicity materials, and any other miscellaneous expenses.
2. The proposed budget is reviewed by the President of the NSS Committee for approval.
3. Upon approval, funds are allocated from the institution's budget for the NSS Committee to organize the event.
4. The NSS Committee ensures that the allocated funds are used judiciously and within the approved budget.
5. Any unused funds are returned to the institution's budget and proper documentation of expenses is maintained.
6. The NSS Committee explores other sources of funding such as sponsorships, donations, or fundraising events to supplement the allocated budget.

## **POLICY FOR MEETINGS OF THE NSS COMMITTEE**

- 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.

## **POLICY FOR PROCEDURE FOR CONDUCTION OF NSS COMMITTEE**

All events decided by the committee or communicated by the Chairman shall uphold the following procedure.

- a) 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.



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- b) 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. .
- c) 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.
- d) 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.
- e) 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.
- f) Upon completion of the NSS activity, the convener shall facilitate for compiling the "Event Report" to the Chairman.
- g) The Convener shall accurately file Office Copy (OC's) of all correspondences.

## ROLES OF NSS COMMITTEE CHAIRMAN:

1. 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.

## ROLES OF NSS COMMITTEE CONVENER:

1. The Convener is responsible for facilitating effective communication among committee members and between the committee and the President.
2. The Convener oversees the active participation of all committee members in planning, organizing, and executing approved activities.
3. 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

## ROLES OF NSS COMMITTEE PROGRAM OFFICERS:





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1. 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.
2. Program officer strictly adhere to the instructions of the Chairman.
3. Program officer coordinate the activities of various students working as volunteers and staff.
4. Program officer extend unconditional cooperation in upholding the objectives of the committee

## ROLES OF VOLUNTEERS OF NSS COMMITTEE:

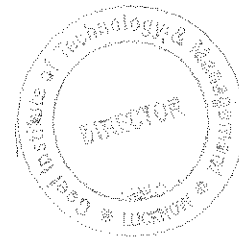
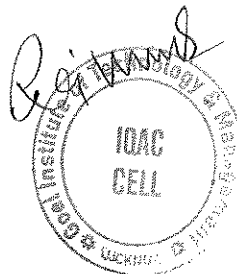
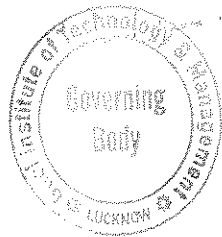
Actively participate in the planning, organization, and execution of NSS activities.

1. Encourage and motivate other students to participate in NSS activities.
2. Promote NSS activities diversity and inclusivity among volunteers (students).
3. Serve as ambassadors of the NSS Committee and represent the institute at various inter-college sports events.
4. Ensure the smooth conduct of events and activities, and assist in resolving any issues that may arise.

  
**Dr. Rishi Asthana**  
Director

CC:-

1. Hon'ble Chairman Sir, for kind information
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# Goel Institute of Technology & Management

(Under Sri Roop Chand Ramji Lal Educational Trust)

(Approved by Ministry of HRD, Govt. of India, AICTE, New Delhi and

Affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow, & Board of Technical Education, Lucknow)

Near Indira Canal, Faizabad Road, Lucknow E mail : goel.institute@gmail.com, Web : www.goel.edu.in

Ph.: +91 90440 68698, 90440 68699, 97934 45559

Ref.....G.I.T.M./D.I.R./P.O.L./2022-23/20

Date.....20/10/22

## Human Resource Policy Session 2022-23

### Recruitment of Faculty/Staff:

#### 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 norms prescribed by AICTE/Affiliating University

#### 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:

- o Advertisement in the newspapers.
- o Advertisement through website.
- o Advertisement through other sources like face book, WhatsApp etc.
- o After receiving the application for respective post shortlisted candidates are called for the interview.
- o 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.
- o On the basis of approval of chairman of the Institute, the Director issues the offer letter/appointment letter of the appointment.
- o Qualification for the selection of faculty members/technical staff/administrative staff shall be followed as per the guidelines of AICTE/State Govt. /Affiliating University

### Service Conditions Including Promotion Policy

- o 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.
- o 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.
- o The pay of teaching staff shall be fixed by the selection committee in accordance with the scale of pay prescribed by AICTE.
- o Performance appraisal would be considered for promotion.
- o The pay of non-teaching staff shall be fixed by the selection committee in accordance with AICTE & Affiliating University
- o 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.
- o 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.



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- 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.

## Performance appraisal:

- The formal written evaluation program of Goel Institute of Technology and Management, is established to provide annually, a planned, scheduled, 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.
- 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.

## 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).

## Increments

- 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

## Promotion Policy

- The objective of the promotion policy is to recognize and reward, merit and competence. It improves the organizational and functional effectiveness.



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- 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.

## Probation

- 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.

## Resignation

- 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

## Retirement

- 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.



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- 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.

## Termination of Service of an Employee

- 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.

## 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.

## 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.

## 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.

## General Rules:

- 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.



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- 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 authority or to inform his/her latest location about change of his address of phone, email etc.
- 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.

## Kinds of leave:

- The following kind of leave shall be admissible:
  - ✓ Casual leave – 12
  - ✓ Medical leave – 12
  - ✓ Earned leave-8
  - ✓ Duty leave – 12
  - ✓ Vacation leave – 8
  - ✓ Sabbatical leave
  - ✓ Study leave
  - ✓ Maternity leave
  - ✓ Short leave

## 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.



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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.

## Medical Leave (ML):

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.

Medical leave shall not be granted for less than three days at a time and not more than three times in an academic year.

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.

No ML is allowed during probation period.

Ordinary 12 ML may be allowed in an academic year.

Medical leave may be combined with any other kind of permissible leave.

## Earned Leave (EL):

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.

EL cannot be granted during probation period.

Minimum of three EL may be granted at a time and at the most it may be granted three times in an academic year.

Sundays and holidays falling during the period of EL shall be counted as part of the EL.

## Leave Without Pay (LWP):

There is no provision as such exist for grant of leave without pay. However, for reasons beyond one's 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.

Absence of an employee without sanctioned leave is a case of indiscipline and does not fall under this category.

LWP should also be sanctioned in advance like any other leave.

In the case of sickness or cases of pregnancy and child birth, an employee may avail leave without pay with prior permission.

## Duty Leave (DL):

Duty leave may be granted for one or more of the following purpose:

Attending conferences, congresses, symposia and seminars on behalf of the institute or with the permission of the institute.

To work on behalf of the institute.

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;



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To defend/attend project proposals/meeting of project related filed work/various funding agencies, viz. UGC, DST, AICTE or Affiliating University etc.

To participate in refresher/orientation and similar short term courses.

The Affiliating university work will be considered under Duty Leave i.e. evaluation work/Practical work etc.

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.

Total number of duty leaves shall not exceed fifteen days in a year of which a maximum of twelve days in a semester.

### **Sabbatical Leave (SBL):**

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 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.

### **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.

### **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.





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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.

### **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.

### **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.

### **Faculty & Staff Development:**

#### **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.

#### **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 class. No D.A. is admissible. This provision is not extended when the organizing agency is meeting the T.A.
- The period of absence is treated as “ON DUTY” during the period of attending the courses.

#### **Promotion Of In-House Research And Development**

- 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.

#### **Incentives and Awards**

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.



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## Development Program For Technical Supporting Staff

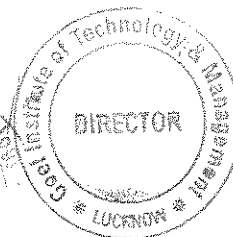
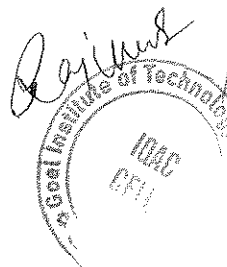
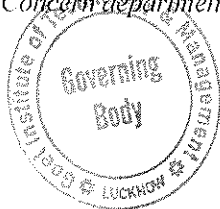
The training programme for Lab Practical shall be arranged for the Lab Instructor if required in new curriculum .The management also encourages conducting and attending programmes in modern tools to upgrade the technical knowledge of Lab Instructors.

### Amenities

- 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.
  - ✓ 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.

CC:-

1. Honble Chairman Sir, for kind information
2. IQAC
3. Concern Convener/Member, Secretary
4. All HoDs for record
5. IT Head for website
6. Library for record
7. Concern departmental heads for record



  
**Dr. Rishi Asthana**  
Director