



# GIET UNIVERSITY, GUNUPUR

## RECRUITMENT AND PROMOTIONAL POLICIES:

### Qualifications:

The qualifications, age, experience etc., shall be as per AICTE/UGC norms in respect of teaching staff Non-Teaching Staff.

### Appointments:

1. The Governing Body is the competent authority to appoint any employee based on the recommendations of the Selection Committee. The appointment orders shall be issued by the President/Vice President/ Registrar.
2. All administrative appointments such as Deans/Heads of the Departments will be through nomination by the Governing Body for a specific period, based on the candidate's relevant academic qualifications, relevant experience, performance, and administrative capabilities.
3. Faculty shall be on probation for a period of two years, which can be extended further or faculty may be terminated earlier at the discretion of the management. He/She may continue to be on probation till they are confirmed in writing by the management.
4. A notice of one month, on faculty side is required for relieve and in case of failure on his/her part to do so, the management will be entitled to recover the requisite amount either by withholding his/her salary to that extent or otherwise, as may be necessary. Relieving will be considered only during November 30<sup>th</sup> for Odd Semester and April 30<sup>th</sup> for even semester.
5. Faculty continuation in the employment will always be subject to his/her physical and mental fitness and also performance.
6. Faculty members have to work and discharge their duties assigned to them from time to time by their superiors. They are not permitted to engage any session or academic engagement in other institutions without prior permission of the Governing Body. However, the university will encourage the faculty to present papers, participation in seminars and other programs to enrich knowledge.
7. Faculty members shall not be permitted to leave the University during the academic year/ semester.
8. Faculty member services will be governed by the HR Policies and Procedures of the University as well as regulatory bodies such as AICTE and UGC regulations.
9. Faculty members shall prepare Lesson plan and course material well in advance and distribute to the students with the prior approval of the HoD or Dean of Schools .
10. Dean and HoD have the discretion to allot subjects on careful evaluation of his/her



# GIET UNIVERSITY, GUNUPUR

background, ability and experience.

11. As a mentor, He/she is required to take care of twenty students allotted by the HoD, monitor their progress on regular basis and maintain their database for their special grooming.

12. Faculty member shall be a part of either anti-ragging committee or anti-ragging squad or mentoring cell or grievance cell to prohibit, prevent and eliminate the scourge of ragging to comply with AICTE norms.

13. You shall involve yourself in any other task assigned to you by head of the department/ higher authority beyond teaching as a part of University building initiative.

## **Selection:**

a) The rules prescribed for selection of employees from time to time by AICTE /UGC/University/ shall be followed.

b) A post shall be filled up by direct recruitment through open advertisement or by: Promotion from among qualified and eligible internal candidates by a screening committee.as directed by management from time to time.

## **Seniority:**

The matters related to seniority is finalized by the Governing Body of the University as per the procedure laid out in the hand book of HR policies and procedures for Employees,

## **Pay, Allowance, Increments:**

### **1. Pay:**

AICTE/UGC scales of pay as applicable from time to time shall be adapted to the posts classified as teaching staff.

University scales of pay as applicable from time to time shall be adapted to the posts classified as non-teaching staff.

### **2. Allowances:**

Dearness, House Rent and other allowances as per AICTE norms for teaching staff and non -taching staff are extended by Management from time to time to all regular employees of the University.

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# GIET UNIVERSITY, GUNUPUR

## Sanction of Increments:

a) Registrar on the recommendations of selection committee is the competent authority to sanction annual increments to the employees selected based on their qualification / specialization / Research contributions salary drawn on completion of one year.

## Leave Rules:

### 1. Casual Leaves:

All employees of the University who have completed 1 year service shall be entitled to 15 days of casual leave for an calendar year.

Causal Leave for half day can be granted to an employee for the Forenoon or afternoon session.

In normal circumstances, casual leave requires advance sanction. The employee has to make alternate arrangements for his / her work.

### 2. vacation Leave:

All the vacation, teaching staff of the University shall be eligible for a vacation of 15 days and winter 10 days in a academic year.

They shall be present in University either on the last working day before vacation or on first working day after the vacation. However the Registrar is empowered to recall any staff from vacation in case of essential work.

During the probation period, no vacation will be permitted.

### 3. Maternity Leave:

All Women employees are entitled to maternity leave as per government norms.

### 4. Travelling Allowance, Daily Allowance, Local Transport etc.:

The employees of the University when deputed to any out stations shall be entitled to Travelling Allowance, Daily Allowance and other permissible expenses they incur as per the HR policies and procedures for employees.

5. **Allowance for Presenting Papers in Seminar / Conferences etc.** The regular teaching staff who are sponsored (usually once in an academic year) for presenting papers in seminars / conferences are eligible to traveling allowance addition to registration fee. No D.A. is admissible.
6. **Allowances for attending seminars, ISTE / AICTE/ UGC refresher courses etc.** The regular teaching staff who are permitted to attend the seminars as delegates, and to undergo refresher courses etc. as above are eligible to traveling allowance addition to, registration fee. No D.A. is admissible.

  
Registrar