



- i) **Vision:** To position GIET UNIVERSITY as an employer of choice by attracting, developing, and retaining a diverse, well-qualified, and effective workforce, guided by Gandhian principles and values.
- ii) **Mission:** The Office of Human Resources is an employee-oriented human resources provider committed to identifying and implementing best practices, policies, and programs that contribute to GIET UNIVERSITY being a unique leader in higher education.

iii) Values & Beliefs:

- ☑ People are the most valuable asset of the GIET UNIVERSITY.
- ☑ People should be supported in doing a good job.
- ☑ People deserve to be treated with dignity and respected for their talents and for who they are.
- ☑ People need a work/life balance.
- ☑ People need to be recognized and compensated appropriately.
- ☑ People should be provided with opportunities to grow professionally, personally, and spiritually.
- ☑ Diverse people who come together in community create strong, vital organizations that benefit all.
- ☑ HR must strive for balance in advising supervisors and advocating for employees.

1.4 Grades and Designations

The grade structure for teaching and non-teaching staff for various purposes designed below, the GIET UNIVERSITY employees are divided into 4 grades.

I	Group A	Registrar, Director General, Professors and Associate Professor, Dean (Academics), Dean (R & D), Director (R&D), Academic Staff College Finance Officer, Prof. I/C admission, Prof. I/C T & P, Deputy Registrar, Controller of Examinations, Deputy Controller of Examinations, Development Officer, Associate Professor and teachers of equivalent rank, Librarian/Chief Librarian, Director, College Development Council, Director, Academic Staff College Director, Students Welfare Deans, Executive Engineer or any other officer of the rank of Executive, Medical Officer (Health Centre), Other officers equivalent in rank to the officers listed above
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II	GROUP B	Asst. Professor/Lecturers and teachers of equivalent rank, Assistant Registrar, Assistant Controller of Examinations, Maintenance Engineer, Assistant Librarian, Students Welfare Officer, Budget-cum-Accounts Officer, Accounts Officer, Audit officer, Administrative Officer, Coordinator NSS, Secretary to Vice-Chancellor, Security Officer, Office Superintendent, Section Officer, Zonal Manager (Admission), Other officers equivalent in rank to the officers listed above
III	GROUP C	Admission Officer, Admission Executives Personal Assistant, Micro—Analyst, Accountant, Physical Training Instructor, Students Counselor, Demonstrator, Laboratory Assistant, Laboratory Technicians, Assistant Auditor, Stenographer, Office Assistant, Audit Assistant, Store-keeper, Driver (Heavy/Light), Care Taker, Plumber, Pump Driver, Khansama, Wireman, Programmer, Computer Operator, Data Entry Operator, Other employees equivalent in rank to those listed above.
IV	Group D	Attender, Daftary including Binder-cum-Daftary, Mali/Gardener, Gasman and Waterman Matron, Specimen Collector Bearer, Peon, Watchman/ Choukidar /Sweeper, Helper, Other employee's equivalent in rank to those listed above