GIET UNIVERSITY, GUNUPUR

A HAND BOOK OF

HR POLICIES AND PROCEDURES

FOR EMPLOYEES

Website: http://www.giet.edu

PRESIDENT'S MESSAGE

Dear Staff Member:

To those of you who are new, I welcome you to GIET University, Gunupur. I believe you will find that our Gandhian heritage, together with the GIETU's strong sense of community, produce an exciting environment in which to work.

Our vision To be a renowned and Globally Recognized University giving importance to academic excellence with latest technology, Research, Innovation and Entrepreneurial Attitude

Each employee has a vital part to play in helping the GIETU respond to the demands for change in higher education while strengthening our distinctive comprehensive, research and character. It is through the combined best efforts of all that GIETU can realize its vision for the 21st century.

We have prepared this handbook to acquaint you with the range of our services, and our employment policies and procedures. More detailed information is available in the GIETU's Office of Human Resources.

I sincerely hope that you will find your work both pleasant and rewarding, and that your association with the GIETU will be a satisfying one.

Sincerely,

President
GIETU, Gunupur

VICE PRESIDENT'S MESSAGE

Dear Staff Member:

This handbook is written for you as a staff employee of the GIETU. Staff employees are individuals who are employed in faculty and non-faculty positions. The handbook provides information regarding GIETU's general policies and administrative procedures.

Our current policies and procedures have changed over a period of time and will continue to change in order to meet the needs of the GIETU community. Periodically, we will send campus-wide notices announcing these changes. We will also revise this handbook as it becomes necessary.

Where some material in this handbook is provided in summary form, references are made to detailed information regarding specific policies and procedures. Official University policies and procedures dealing with employment-related issues are held in the Office of Human Resources.

GIETU strives to provide the best possible facilities, services and environment for its students, employees, and the general public. As a GGI staff member, you are an important part of this effort.

I hope your association with GIETUI will be positive and personally rewarding.

Sincerely,

Vice President
GIETU, Gunupur

PREFACE

Gandhi Institute of Engineering and Technology was established in the year 1997 at Gunupur with only two hundred odd students. It was accredited by NBA 5 times for seven programs and also by NAAC (twice) with "A" grade with latest CGPA being 3.28/4.0 scale. Due to its excellent track record, the Government of Odisha has accorded it private State University status in December 2018.

This handbook covers all professional and support staff employees of the GIETU. While GIETU has carefully considered the plans, policies, procedures and guidelines described herein, the University reserves the right to modify, suspend, revoke, terminate or change any or all of such plans, policies, procedures and guidelines, in whole or in part, at any time, with or without notice. The language set forth in this handbook is not intended to create, nor is it to be construed to create, a contract of any kind between GIETU and any or all of its employees.

In addition to this employee handbook, various departments, units, offices, or divisions within the GIETU may, with the approval of Board of Governors, periodically issue and/or change guidelines, rules, and/or manuals from time to time which pertain solely to the conduct of their individual area. Employees in that area are subject to such guidelines, rules and/or manuals and are expected and required to understand and abide by them.

GIETU, Gunupur

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SECTION 1

Section 1: GENERAL INFORMATION

1.1 Historical Background

GIET University, Gunupur has been the Flagship of the famous Gandhi Group of Institutions of Odisha (www.giet.edu). Before becoming a university, it was a 28-year-old Autonomous College accredited by NBA 5 times and also by NAAC (twice) with "A" grade with latest CGPA being 3.28/4.0. Due to its excellent track record, the Government of Odisha has accorded it status of State University.

We provide a supportive and responsive work environment that promotes initiative, hard work, team spirit and a passion for excellence. At GIET UNIVERSITY, we constantly strive to develop our human resource in terms of enhancement of individual and team skills through focused training, development programs, regular appraisals and rewards.

1.2 Vision & Mission of GIET UNIVERSITY

Vision:

- To be a renowned and Globally Recognized University giving importance to academic excellence with latest technology, Research, Innovation and Entrepreneurial Attitude.

Mission:

- To create innovative and committed work force to cater to the societal, environmental and economic needs of the Nation.
- To promote Education and Research Globally at par with the international standards.
- To prepare the future leaders with latest skills befitting to become Entrepreneurs or Employable.
- To support and uplift the meritorious students of this Tribal Area to represent as an ambassador in all forums as a part of our social responsibility.

1.3 Office of Human Resources

The Office of Human Resources, located in the administrative block, is responsible for the development of personnel policies and procedures at GIET UNIVERSITY. Human resources is also responsible for administering personnel functions including the employment process, position classification, record keeping, wage and salary administration, employee benefits, training and counseling. The following is Vision & Mission for the Office of Human Resources.

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

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

SECTION 2

Section 2: EMPLOYMENT

2.1. The Dignity of Persons within the GIET University Community and Standards of Behavior

- A primary assertion of both our religious and civil traditions is the inviolable dignity of each person.
- Recognition of and respect for the person are central to our life as an education community and are what allow us to pursue our common mission while being many diverse persons.
- Thus discrimination, harassment, and any other conduct that diminishes the worth of a person are incompatible with our fundamental commitment as a moral tradition.
- Every person regardless of race, color, creed, national origin, gender, sexual orientation, age or disability shall be treated with respect and dignity.
- No person shall be subject to any sexual, racial, psychological, physical, verbal or other similar harassment or abuse, or be denied equitable consideration for access to employment and the programs, services and activities of the GIET University.
- The quality of our campus life and community is dependent on the conduct of each of its members.
- GIET University expects that the behavior of employees will reflect civility, decency and respect for oneself and others.
- While certain expectations are more fully elaborated in specific policies, overall guidance should be respect for the dignity of each person.
- Failure to observe these standards of behavior will result in disciplinary action.
- Such failure is not limited to the regulations specifically listed in this handbook.

2.2. Affirmative Action and Equal Employment Opportunity Policy

Consistent with our moral commitment to respecting the dignity of each person, GIET University is an equal opportunity employer that prohibits discrimination based on race, color, sex, sexual orientation, national origin, religion, age, disability or veteran status.

All GIET University employment policies, practices and procedures are administered in a manner consistent with its own Principles.

In pursuance of this policy GIET University reaffirms its commitment to an Equal Employment and Affirmative Action Program consisting of three basic goals:

1. The analysis of current practices and policies and the adoption of new or revised practices and policies when necessary to ensure the establishment of effective and specific objectives and procedures for equalizing opportunities in each employment unit.
2. The elimination of any practice and the correction of any individual inequity that may discriminate towards minority groups or women.
3. The intensified recruitment and consideration of minority group members and women to ensure that candidates and employees with appropriate qualifications, potential, and responsibilities are afforded equal opportunity for selection, training, and promotion, and will be compensated without discrimination due to race, sex, disability or any other illegal discrimination ground.

It must also be recognized that GIET University must have an Affirmative Action Program that is acceptable to the appropriate federal agencies. This program not only monitors hiring policies to ensure equal employment but also acts as a vehicle for determining any deficiencies in the area of employment. In addition, those subcontractors hired by GIET University are bound by these same regulations.

While more specifically stated in the above policy these goals are inherent in the governing documents of GIET University. It follows then, that each individual having the authority to make recommendations for the appointment and promotion of academic, administrative, and staff positions is charged, both ethically and legally, with the responsibility of assisting in placing qualified members of minority groups and women in the mainstream of GIET University employment.

By rising to the challenge of this Affirmative Action and GIET University Employment Policy GIET University is responding to the intent and spirit of its tradition and beliefs.

While the Vice Chancellor and the Office of Human Resources oversee the employment and personnel processes of the total GIET University, the Registrar is charged with the responsibility of monitoring and implementing the policy.

2.3. Management Prerogatives

- The executives and officers of the GIET University have been vested with the exclusive responsibility to operate, manage and direct its assets and employees so as to legally achieve its objectives.
- This right to manage direct and control the operations of the GIET University and its employees remain vested exclusively with its management, notwithstanding that this handbook has been published to reflect the exercise of this exclusive management function.

- The rights to manage include, but are not necessarily limited to, the right to establish or change terms and conditions of employment, plan, control and direct all of our operations, hire.
- From time to time in the event that changes in this handbook are deemed to be in the best interest of the GIET University, such changes will be published as revisions and amendments to this handbook for purposes of informing and communicating such changes to all employees of the GIET University.
- The employee understands and acknowledges that the GIET University, as the employer, from time to time, will make changes in the terms and conditions of employment contained in this handbook just as it will do so, from time to time, in the rate of pay.
- The employee, by accepting employment at the GIET University and by receiving the wages and benefits attributable to his/her position at the GIET University, acknowledges these payments and benefits as consideration for the management prerogative retained above and for the right inherent in the GIET University to make changes in this employees' handbook and the terms and conditions of employment, including the assignment of duties or the reassignment of the employee to a different position, with any appropriate changes in compensation, in the event it deems this to be necessary. By continuing employment after such changes, the employee ratifies and consents to such changes, and the payment of wages and benefits thereafter shall be further consideration for such changes.

2.4. Employment Records

- The Office of Human Resources is the primary custodian of the official employment records of all staff members employed at GIET University both past and present.
- Every staff member must report changes in personal status including name and address changes, so that the records properly reflect the current status of every person employed and so that informational bulletins can be prepared on a timely basis.
- As a matter of policy with regard to employee personal privacy, we will collect and use only that information that is necessary or relevant to the operating needs of the GIET University. Internal access will be limited to those who have legitimate business reasons. Information regarding an employee's home address and telephone number will not be released unless there is an obvious "need to know" or in case of an emergency.

Employees' home addresses and telephone numbers will not be given to other employees for use in mailings.

- The following information is designated as directory information and will be provided and verified: dates of employment, job title or position, and department. All other information maintained in the personnel file for all staff members is considered confidential and is released only after written request and consent of the employee.
- Information will be released to government agencies when required by specific bodies and state laws. Information may be disclosed in response to summons, judicial order or subpoena.
- All reference checks by outside employers requesting information on current or former employees and verification of employment must be referred to the Office of Human Resources. Departments should not release information.
- The Office of Human Resources is authorized to reply to inquiries by verifying dates of employment and termination and job titles and department.
- The employee's personnel file shall be available for examination and review by the authority. Such review or examination shall take place during regular business hours in the Office of Human Resources in the presence of the record's custodian or his/her designee, and only upon prior notice.
- Employees will be required to sign a written form requesting access to his/her file and present valid identification.

2.5. Employment Process

The following hiring procedures apply for all positions at GIET University. Where indicated, the hiring procedures for some positions in institute may differ. In addition, where indicated, certain procedures may only apply for exempt positions (e.g., administrative/ professional.)

- The grade level and job classification should be determined in conjunction with the Office of Human Resources.
- No testing should be administered by departments without prior approval and coordination with the Office of Human Resources / Administration.
- In selecting a candidate for a position, factors used in evaluating a candidate must be job related and non-discriminatory.

- Examples of job-related criteria include an evaluation of the candidate's experience, education, skills, abilities and knowledge.
- Examples of discriminatory factors include race, color, national origin, sex, religion, disability, or veteran status.
- GIET University may go for a pre-employment investigation (background check) on all new hires and rehires who have been gone 90 days or longer.

SECTION 3

Section 3: RECRUITMENT POLICY

3.1. Posting Requirements

- The concern HOD / Reporting officer will place their staff requirement to the Registrar through proper channel.
- The same shall be approved and forwarded to the HR Cell for initiation of recruitment process**.**
- Upon receipt of the approved requirement the HR Cell shall initiate the recruitment process.

3.2. Recruitment/Advertising

- It is a goal of the GIET University to ensure diversity among faculty, staff and students. Thus, it is important that we strive to recruit persons who reflect the diversity of the reasonable recruitment area.
- For GIET University administrative and professional positions, supervisors are required to discuss their recruitment plan with the Registrar.
- It is the normal practice of the GIET University to advertise in appropriate newspapers and/ or job portals on the World Wide Web, and to utilize resources designed to hire the best.
- The Administration is available to advise and assist HR Cell in determining where advertisements should be placed.
- All advertisements will include a brief job description and a list of required and preferred qualifications.

3.3. Receipt of Resume and Structured Application Form

- Applicants will apply electronically/by post/courier to the posting and submit their application as well as any required documents such as a resume, cover letter, letter of reference, photographs, Photocopies of Academic & Experience credentials etc.
- The scrutiny committee will access application materials online/ offline via Team-HR.
- For Administrative purposes demographic / compliance information will be voluntarily collected from the applicant as part of the application process.

3.4. Pre-interview Process

- The scrutiny committee has the responsibility of reviewing all applications and/or resumes received during the application process. Prior to interviewing, the HR people must assign a rating, status, selection reason (if applicable) and request permission from the Authority to begin interviews.
- This process will assist the authority / administration in reviewing the qualifications of each applicant and will provide adequate challenge why he/she was not offered an interview for the position.
- If the diversity of the applicant pool for a particular position does not reflect the availability of persons within the reasonable recruitment area, the administration may advise the Office of the Human Resource to discuss the next steps

3.5. Interview Committee. (For teaching positions)

3.5.1 As per Statute of the University Selection committee for appointment of Professors and the Associate Professors shall consist of

(a) The President
(b) The Vice President
(c) The Vice-chancellor
(d) Dean of the concerned faculty
(e) HOD of the concerned Department
(f) Two subject experts in the rank of Professor or its' equivalent rank from outside the State.

3.5.2 As per Statute of the University Selection committee for appointment of the Assistant Professors shall consist of

(a) The President
(b) The Vice President
(c) The Vice-chancellor
(d) Dean of the concerned faculty
(e) HOD of the concerned Department.
(f) Two subject experts in the rank of Professor or its' equivalent rank from outside the jurisdiction of the University.

All the above members be informed before the Interview process starts.

3.6. Interview Process.

3.6.1 Interview Process for Teaching Staff follows as

- Filling of the Structured Application Form
- Verifying all Educational, Experience and other relevant certificates
- Written Examination.
- Demo on the Subject for 15 -20 minutes. (Only for teaching positions)
- Technical Test (only for candidates appearing for Technical Positions)
- Personal Interview

Interview questions must be designed to provide fair and objective evaluation of each candidate and should be developed in advance of committee interviews with candidates.

A set of identical questions should be asked and questions must be job- related.

3.6.2 Interview Process for Non-Teaching and Technical Staff as follows

- The interview process for technical staff includes Lab Demonstration observation followed by Viva-voce by internal Experts.
- The interview process for Non-Teaching staff includes test in the relevant area followed by Viva-voce by internal Experts.

3.7. Hiring Proposal and Job Offer Process

- After a selection has been made and before an employment offer has been extended, the HR Cell must recommend the selected applicant for hire and complete a hiring proposal through the online / or note sheets.
- The hiring proposal should have the narrative interview summary document attached along with their academic career, teaching experience, research publications and performance of the interview, as recommended by the selection committee.
- The narrative interview summary must specify job-related distinctions between candidates and list all relevant and job-related information, which contributed to the selection of one candidate over another.
- The hiring proposal should be submitted to the administration through the online / note sheet on file.
- After receiving the approval from the authority, a verbal offer of employment can be made to the candidate.

- When making the offer, the HR Cell may inform the candidate that the offer is contingent upon the successful results of the background check.
- An offer packet including the contingent offer letter for a probation period of one year and new hire paperwork will be sent by mail / by post / courier to the new hire.
- The Office of Human Resources may conduct any and all applicable background checks on the final candidate at any point of time.
- After the employment offer has been accepted and consequent joining, JR should be accepted by Dean / Principal, Registrar, Vice Chancellor Director General, Vice President and President.
- The Joining of the candidate should be circulated among all concerns with immediate effect and inducted to all concern.
- The new staff member is to be directed to the Office of Human Resources prior to the first day of work with the appropriate form(s) of identification for issue of the Identity card.
- The Biometric attendance process should be completed before their first day of work.
- Any other related issues to be completed as mentioned in the Offer/appointment letter/ Interviewer format.
- All new staff members are to complete the required documents in the Office of Human Resources.
- Employee's handbook be shared with the employees on joining.
- It is the responsibility of the immediate supervisor to obtain the appropriate keys and equipment for a new staff member.
- After completion of the probation period an employee shall be regularized basing on his / her performance. If the performance of the employee is not up to the mark, the probation period may be extended for further six months.
- In case of teaching staff if performance is not up to the mark in academics, but his/her services required for other services, he/she may be allowed to continue without increment.

3.8. Appointment of Temporary Employees

The GIET University realizes the need for temporary or seasonal employees. Employment agencies may be utilized to assist in temporary situations.

In all cases, the Office of Human Resources should be contacted before any temporary employee is hired.

3.9. Staff Background Check Policy

The GIET University is to educating the whole person and to linking learning and scholarship with leadership and service GIET University believes that hiring qualified individuals to positions contributes to the GIET University's overall strategic success. Background checks serve as an important part of the selection process.

GIET University may conducts background checks on all full-time, part-time and temporary faculty and staff employees post-offer (contingency offer) as well as non-employees who are not on the GIET University's payroll, but are on campus serving in various roles such as, volunteers, contractors, visiting researchers, consultants, etc.

GIET University may also use a third-party administrator to conduct background checks.

3.10. Identity Cards

All regular staff members are issued an identification card that enables them to use the various facilities where staff identification is necessary. A new staff member must obtain an authorization card from the Office of Human Resources.

3.11. Promotion and increment Policy for Teaching Staff

3.11.1. Eligible faculty members shall be promoted to the next eligible cadre as per the UGC / AICTE norms.

3.11.2. The teacher must fulfill the following criteria of the University to be eligible to get yearly increment. .

- A teacher must have at least one publication in the peer reviewed journals in a year.
- He / She should achieve 80% pass results for the 75% of the papers he taught in the academic year.
- He/ She should achieve 80% Feed back in 75% of the papers taught in the academic year.

- He/ She should have got at least one NPTEL Certification course in the academic year.

3.12. Promotion Policy for Non-Teaching and Supporting Staff

3.12.1. Purpose

The purpose of the GIET University's promotion policy is to ensure opportunity for internal mobility consistent with the commitment to equal employment opportunity and affirmative action. A further purpose of the policy is to provide a mechanism whereby employees can be recognized and rewarded for their successful performance and professional development at the University.

3.12.2. Procedures

Promotions may result from an upward reclassification of an existing position or from applying for a position posted either internally and/or externally. In determining an employee's eligibility for promotion, the following factors should be considered: performance, skills and abilities, relevant experience, professional development, and education.

A promotion may occur as follows:

- When an employee is uniquely qualified for an open position, the office of the HR may request to facilitate the promotion via bypassing the typical recruitment process.
- Approval from the authorities will be required before proceeding with the requested promotion. Accordingly, the job-related factors for considering an employee's eligibility for promotion, as listed above, will also be considered.

3.12.3. Increment for non teaching staff shall be allowed through yearly appraisal system.

3.13. Duration of Employment

Employees are not employed for any definite term and the employment relationship is "at will" and may be terminated at any time by either party for any reason with or without cause with one month notice (or as mentioned in the appointment order) /one month salary (or as mentioned in the appointment order) in lieu thereof.

The provisions of employment or benefits for a fixed term to employees are valid only when a written contract/letter of appointment has been executed by the Authority of GIET University and the individual.

3.14. Reduction in Workforce Policy

3.14.1. Objective

GIET University values the contributions of all of its employees and attempts to provide regular on-going employment. However, in the event of a reduction in force due to substantially decreased workload, discontinued functions, a change in business operations, economic conditions, or other circumstances out of the employee's control, it is the policy of GIET University to provide an equitable and supportive process to those employees directly impacted.

The determination of when any of these events has occurred rests solely with the authority of the University.

3.14.1.1. Policy

In the event of a reduction in force, GIET University will consider such factors as seniority, job necessity/job performance when determining the order in which a reduction in the workforce is accomplished.

GIET University retains the right to make the final decisions based on reasonable and economic needs. The determination of "reasonable and economic need" rests solely with the administration of the GIET University.

Affected employees may be given consideration for any available positions at the GIET University based on their skills, experience, educational background, skills, and past performance.

The primary responsibility for locating a new position either within or outside the GIET University shall reside with the affected employee; however, the Office of Human Resources may be available to advise and assist the employee regarding job search techniques, resources and procedures.

3.15. Notice Period

In the event of a reduction in force, GIET University will provide the affected employee with a one month paid notice period. Employees whose services are no more required for the institution will be served notice on 1st of April to leave the institute by 30th April or on 1st Nov to leave the institute by 30th Nov under normal circumstances. Depending on the reasonable service needs of GIET University, the affected employee may or may not be required to work all or a portion of this notice period.

This paid notice period may be extended by the GIET University as deemed necessary to fulfill contractual obligations, or meet other service requirements. In situations where affected employees are not required to work a portion of, or the full notice period, a lump-sum payment for the period not worked will be issued on the next regularly scheduled pay date.

Benefits in effect as of the notification date will continue during the paid period and will end in accordance with current policy for all employees separating from benefit eligible service.

3.16. **Separation from Service**

Non-faculty employees of GIET University are employed with an “at will” status. Employees are not employed for any definite term and either party for any reason, with or without cause, may terminate the employment relationship at any time.

3.16.1. Voluntary

316.1.1. Employee Responsibility:

- Upon resignation, all employees are requested to submit a written letter of resignation to their immediate supervisor and the Office of Human Resources prior to their last day of employment, at least one month notice prior to the date of separation from service.
- Person willing to leave the Institute should give notice between 1st April to 30th April or 1st Nov to 30th Nov of every year, failing which he/she has to refund the amount equivalent to his/her salary from 1st May and 1st December respectively till the date of relief.
- The employee is asked to get clearance from all the related departments and may schedule a personal exit interview with his/her Human Resources Generalist and complete an Exit Interview Questionnaire prior to leaving GIET University
- Before the employee separates from GIET University, the immediate supervisor is responsible for completing the Employee Separation Checklist, which requires collection of GIET University property, identity card, etc., and forwarding the completed form to the Office of Human Resources as the final step in the separation process.

3.16.2 Human Resources Responsibility:

- Once the Office of Human Resources receives the resignation letter stating that an employee is terminating,

- The Human Resources Generalist may conduct an exit interview with the separating employee to obtain information regarding various working conditions observed or experienced during the employee's period of employment.
- The Office of Human Resources Records Department will collect and file all Employee Separation Checklists verifying that the separating employee has no outstanding obligation to GIET University.
- The exiting employee who has served GIET University at least for one year shall be issued with Experience and Relieving Certificate under the signature of the Registrar.

Note: The last day actually worked is considered the last day of employment with the GIET University. Vacation may not be taken for the purpose of extending the term of employment. Any accrued vacation as of the last day worked will be paid in a lump sum in the last paycheck.

Contact the appropriate Office of Human Resources for additional information.

3.16.2. Involuntary

- Involuntary separation is a serious matter for the employee and GIET University. Supervisors and HR strive to ensure that all involuntary separations are handled in a way that treats the employee with fairness and reduces the GIET University's potential liability.
- Address performance issues as soon as they become apparent.
- If performance issues do not improve with direction and coaching, supervisors should alert their immediate supervisors and their Human Resources Representative. It is important that Human Resources be involved as early as possible to provide assistance to the supervisor and to ensure that the interests of the employee and the GIET University are well served.
- If involuntary separation is due to egregious behavior, the next level of supervision and a Human Resources Representative, at minimum, should be involved immediately. Depending on the behavior, our first consideration is always the safety of people and the second is protection of GIET University resources.
- The administration must review an involuntary termination decision with the next level of authority and the HR Representative prior to making a decision.

- The supervisor/manager is responsible for conducting the termination meeting and for documenting comments made by the employee during the meeting. The supervisor may request their Human Resources Representative to be present at the meeting.
- Before the employee leaves employment, the supervisor is responsible for completing the Employee Separation Checklist, which requires collection of GIET University property, identification card, etc., and suggests other measures to ensure the protection of GIET University during separation.
- The supervisor/manager is responsible for promptly completing the clearance form and obtaining all necessary approvals and signatures.
- The Personal Action Form (PAF) must be forwarded to the Office of Human Resources to complete the termination process.
- Suspension: Any employee whose behavior or conducts found against the interest of the institute may be suspended up to a maximum of one month viewing the seriousness of the activity which can be decided and finalized by the Administration.

3.17. Exit Procedures, Interview, & Return of Institute Materials

- The separating employee must contact the Office of Human Resources immediately after giving notice to his/her supervisor in order to schedule an exit interview prior to the last working day.
- Arrangements must be made at the exit interview for the return of the GIET University identification card, any GIET University property (such as equipment and keys) and for the completion of any obligations (such as payment of fines, payment of loans, return of library books and completion of expense reports, electricity charges etc).
- The final paycheck may be withheld until this process has been completed.

SECTION

Section 4: COMPENSATION MANAGEMENT

4.1. Wage and Salary Administration

- Each position is classified and is assigned a specific pay range / Consolidate pay by the Office of Human Resources.
- The Office of Human Resources reviews specific positions to ensure that positions are correctly classified and that job descriptions reflect any changes in the duties and responsibilities of the position.

4.2. Categories of Appointment and Pay Ranges

- The policy of the GIET University is to attempt to maintain pay rates that are competitive in the appropriate local and national markets, taking into consideration the GIET University's fiscal position and its geographic location. All pay ranges are established and maintained by the Office of Human Resources.

4.3. Wage and Pay Changes

- Wage and pay recommendations following initial hire are submitted on a fiscal year basis by principal administrators at the time budgets are prepared. Guidelines/Feedback forms and procedures are established by the Office of Human Resources and are distributed to each department annually.

NB: Pay increases are generally effective January1st of each year.

4.4. Pay Procedures

- Most employees are paid on monthly basis. The monthly payment for time worked 21st of previous month to 20th of the current month is made on the 30th / 31st of current month.
- In the event the 30th or31st falls on a Sunday, holiday, or on a day that GIET University is closed for normal business, payment is made on the preceding working day.
- The GIET University provides direct deposit service for staff members with State Bank of India accounts. It is recommended that staff members take advantage of this service as a convenience both for themselves and for the GIET University.
- On exceptional cases the remuneration is paid by cash where the remuneration is less than Rs 5, 000/- (Rupees Five Thousand) only by the Accounts Department.

4.5. Compensation

4.5.1. Overtime

- Administrative and professional staff members are considered to be exempt employees and thus are not compensated for overtime work.
- However exempt employees are compensated with a paid leave for the holidays he/she was engaged on duty which should be availed within the same quarter.

4.5.2. Payroll Deductions

The following is a list of deductions that either must or may be taken through the payroll process as per the rules of the Govt. of India / Odisha.

- Professional Tax
- T.D.S
- Re payment of Loans
- LIC / Other
- Other Deductions
  (LOAN REPAYMENT - GIET UNIVERSITY loans only)

4.6. Hours of Work

The normal hours that department is to be open to provide services to the various publics are 8:30 a.m. to 6:00 p.m. Monday through Saturday. (Lunch Break – 1.30 p.m. – 3.00 p.m.)

Offices under the administrative control are normally open for services from 9:00 a.m. to 7:00 p.m. Monday through Saturday. (Lunch Break -1.30 pm to 3.00 pm)

Working hours of some department and other exceptional staff members may vary as per the shift duties assigned to them/ or as approved by the authority.

- Teaching staff members are required to maintain minimum 8.00 working hours per day.
- Non-Teaching and supporting staff members are required to maintain 8 hours working hour per day.

SECTION 5

Section 5: Procedures for Reporting Illness and Absence

When an employee is unable to report to work as scheduled, the employee's immediate supervisor or another designated person should be notified as early as possible prior to the start of the workday.

Excessive absences or failure to properly notify the employee's supervisor of an absence may lead to disciplinary action.

5.1. Leave rules:

- The present 15 days CL will be divided into two slots, viz., January to June- 08 days and July to December – 07 days for those who have completed one year at GIETU. Anyone taking more than these allotted days, he/she has to bear loss of pay for extra days during that slot. However, the existing rules, i.e., 4-days in first three quarter and 3- days in last quarter of the year shall be applicable to those who have not completed one year at GIETU.
- LTC is permissible for staff members once in three years up to 4000 kms.
- For Self-marriage, 08- days' special leave may be given to the staff members. However, **if the occasion falls in any vacation the special leave cannot be extended and availed after vacation including public holidays and Sundays.**
- In case of death of parents (Father and Mother), Wife / Husband, 12 days obsequies leave may be given to the staff members. However, if the **miss happenings occur during any vacation, the obsequies leave cannot be extended and availed after vacation including public holidays and Sundays.**
- In case of on-duty accident, the university may bear the medical expenditure and appropriate leave to that effect will also be sanctioned. Free Ambulance service is being arranged for the employees as per necessity.
- Maternity & Paternity leave as per rules may be granted.
- Special medical leave may be granted in case of the incumbent suffering from the following diseases, which has to be certified by a specialist doctor. The genuineness of medical certificate and other supporting documents shall be verified by the administration before grant of such leave.

- Chicken Pox
- Typhoid/Jaundice
- Cerebral Malaria
- Any other serious disease which deserves consideration

❖ The academic leave rules for those who are pursuing Ph D Programme and M. Tech. in a branch which is not available at GIETU shall be:

- The application for Academic Leave for R & D work should be routed through the HOD, Principal / Dean of Schools to Dean (R &D) which shall be forwarded to Registrar with proper recommendation.
- The Registrar can grant leave up to a maximum of 3 days per month;
- The Board of Management can grant leave for more than 3 days only in specific cases on recommendation of Registrar.
- Academic Leave up to a maximum of 2 months during semester-break can be granted by the management only when it is recommended by the HOD/Dean / Director that s/he has no class work through Registrar.

❖ A teacher can be granted on-duty (OD) leave either on university work or attending seminars/conferences/workshops.

❖ Special leave for attending one international and two national seminars held in India. Adequate research leaves during lean period.

❖ Vacation cannot be extended beyond the vacation period to the staff members who were assigned with or availed on duty leaves (OD) during the vacation.

❖ During the period of roster duty, no staff member is allowed to avail academic leave.

N.B.: Except CLs, all other types of leaves are allowed to employees who have completed more than one year of services at GIETU, Gunupur and shall be granted by the President / Vice President only.

Employees not completed one year of service in GIETU are entitled to avail 50% of the vacation leaves declared during summer and winter.

5.2. On Duty Leave Rules

A teacher can be granted on-duty (OD) leave either on university work or for attending seminars/conferences/workshops

I. The application for OD should be routed through the HOD & Principal / Dean of Schools.

II. The Registrar after getting the OD application will put up the file for approval of the President / Vice President. However, in emergencies, the President / Vice President may sanction the OD leave directly.

III. The joining report should be submitted by the teacher through the HOD & / Principal / Dean of Schools on resumption of duties after availing himself/herself of the OD leave.

SECTION 6

Section 6: Travelling allowance

6.1. Travelling Allowances Rules

I. These rules may be called the GIET University travelling allowance rules. It is effective from 1.1.2019.

II. These rules apply to all employees under the administrative control of GIET University.

III. Actual travelling allowance means the actual cost of bus fare and DA for the journey made by the employees. No other allowance except DA is admissible to the employees on Journey on tour. Bus fare / train fare should be supported with the tickets along with the reservation charges. The tour performed by the employees shall be shortest and cheapest.

IV. A daily allowance is a uniform allowance for each day of absence on duty from headquarters, which is intended to cover the ordinary daily expenses by employee in consequence of such absences.

V. Daily allowance may not be drawn for any day on which a GIETU employee does not reach a point more than 8 K.M. from his headquarters or return to headquarters from such point.

VI. Daily allowance may not be drawn for continuous halt of more than 10 days at any one place, provided that the competent authority may grant generally or in individual exemption from the operation of this rule, on such condition as it thinks fit, if it is satisfied that the prolonged halt is necessary in the interest of the GIETU work.

VII. For the purpose of calculating the travelling allowance, the GIETU employee's category may be referred as specified in clause 1.4. J

VIII. Journeys inside and outside state, daily allowance is admissible on the following categories as follows:

Employee Group	Metro / Grade I Cities	Grade II Cities	Grade III Cities
GROUP A	Variable from case to case with prior approval of authority		
GROUP B	300	250	230
GROUP C	250	200	180
GROUP D	250	200	180

Four-wheeler drivers:

Night halt allowance : Rs. 100

Driver beta : Rs. 100

IX. When no official accommodation is made available to the employees of GIETU, they will be entitled to reimbursement of accommodation charges of a single room accommodation in lodging suitable to his status besides the daily allowance

as per the following:

(Note: Accommodation charges under this rule shouldn't be sanctioned unless the authorities are satisfied with reference to the voucher (Lodging Bill) produced by the employees.)

Employee group	Metro / Grade I Cities	Grade II Cities	Grade III Cities
GROUP A	Variable from case to case with prior approval of authority		
GROUP B	800	500	400
GROUP C	600	400	300
GROUP D	600	400	300

Rickshaw, auto charge along with DA is not admissible. However, the management may approve such conveyance, i. e. rickshaw, auto charge in exceptional cases.

The staffs on OD are required to submit the tour diary along with TA bills for pass and payment.

X) Graduated Rates: - Daily allowance shall be allowed at the graduated rates according to the period of absence from headquarters as stated below.

	Absence from the headquarters	**Daily allowance allowed**
A.	Less than 6 hours.	30%
B.	Less than 12 hours but exceeding 6 hours	60%
C.	More than 12 hours, but less than 24 hours.	Full DA

Day means a calendar day beginning and ending at midnight. As per the above rules if the total period of absence exceeds 24 hours, it will be treated as absence within one day and

the total entitlement of DA will be calculated on the basis of graduated rates according to the period of absence from the headquarters as state above.

XI) A GIETU employee of Grade I and II shall be entitled to the reimbursement of actual expenses in hiring conveyance at any place of halt outside the state. Maximum limit is Rs. 50/- per day subject to production of voucher. However, the management may approve any expense relating to conveyance in exceptional cases.

XII) Mileage allowance by road (other than by public motor services)

For journey by train, entitlement of class for the following categories is as follows:

Employee group	Own Car	Own Motor Cycle / Scooter	By Own Moped
GROUP A	5.00 / 4.50	4.00	NA
GROUP B	5.00 / 4.50	4.00	2.50
GROUP C	NA	4.00	2.50
GROUP D	NA	4.00	2.50

Employee group	Travelling in Train
GROUP A	3 tier A.C (with Res. Charge) + DA at graduated rates.
GROUP B & C	Sleeper Coach (with Reservation charge) + DA at graduate Rates.
GROUP D	Ordinary class + DA at graduated rates not more than 500KM

SECTION 7

Section 7: PERFORMANCE MANAGEMENT - WORKING FOR THE VISION

- The GIET University's performance management program is known as Working for the Vision. Working for the Vision is an annual performance management cycle that directly involves both supervisor or academic administrator and the employee and activities included in the four major components depicted below:

    - Planning performance
    - Managing performance
    - Assessing results
    - Career development

- Annual performance development plans are completed for all staff members. For teaching staff, the performance development plan is normally completed in between Jan to Dec. For all other employees too the plan is completed in late Jan to Dec. Forms and instructions for the performance development plan are available in the department of Human Resources. After the plan is completed and signed by the employee and supervisor, it is to be reviewed and signed by the appropriate higher-level supervisor. Copies are then distributed to the staff member, the immediate supervisor, and the Office of Human Resources for placement in the employee's file.

- Working for the Vision assumes that employees are in the best position to identify the activities they should perform to support the success of their units. If they are knowledgeable, equipped to meet the challenges of their jobs, motivated, supported, and empowered to perform, their capability to maximize their individual performance is enhanced. If all employees in a unit are successful and maximize their individual performance, the overall performance of the unit is maximized. If they are successful and are recognized and rewarded for their accomplishments, their satisfaction with their job and the GIET University will be higher.

- The Working for the Vision program is a human resource process aimed at creating a strong campus community by empowering and equipping all employees of the GIET University to be able to participate in achieving the Vision. It is intended to enable every employee to:

    - Be involved in planning the programs and projects of importance to the

success of their unit and defining their role in accomplishing them

- Know what is expected of their performance by involving them in defining the criteria that will be used to measure their success,
- Be more self-managed
- Receive feedback and assistance when they can actually use it to make any needed adjustments in performance
- Be more proactive in defining career objectives and involving their supervisor or academic administrator in assisting them in achieving their goals,
- Be confident that their contributions to the GIET University are recognized and rewarded.

- The Working for the Vision program plays a critical role in allowing the GIET University, Gunupur, through its employees, to meet its vision of being an international leader in higher education.

SECTION

Section 8: BENEFITS

8.1 Employee Provident Fund (EPF):

- Employees after eligibility can enroll their names under the E.P.F. Scheme. As per rule of the E.P.F. Scheme, of Govt. of India, an employee may deposit 12 % of his basic pay towards his share, in turn, the employer will also deposit 12 % on a maximum of basic pay of Rs.15,000/- towards his share. Out of 12 % share of the Employer, 8.33 % towards pension & 3.67 % towards EPF will be deposited.

8.2 Mediclaim/ Group Insurance:

- As per the circular No 286 dated 17.01.2014. The University will pay either 50% of the premium amount what an employee is paying or the privileged amount fixed as follows whichever is lower.

Sl. No	Designations	Privileged amount
1.	Vice Chancellor, Registrar, Principal, Deans, Directors, Vice Principal, r & Professors	Rs. 5,000.00
2.	Associate Professor	Rs. 3,500.00
3.	Asst. Professor	Rs. 2,500.00
4.	Sr. Lecturer / Lecturer	Rs. 2,000.00
5.	Accounts Officer, Audit Officers, Doctors, Librarian, Sports Officer, Security Officer, Warden and equivalent positions	Rs. 3,000.00
6.	Manager, SWO, Teaching Asst., Accountant, HR-Executive, Placement Officers and equivalent positions (who have completed more than 02 years of service)	Rs. 2,000.00
7.	Accounts Asst., Audit Asst., Lab Technicians, Skilled Asst., Coordinators, Store In Charge, and Grocery in charge, Steno, DEO, Supervisor, Driver and equivalent positions.	Rs. 1,500.00
8.	Security Guard, Sweeper, Gardener, Cook, Care Taker, Attendant, Peon and other equivalent positions.	Rs. 1,000.00

- To have an insured life, it is decided to implement the group life insurance scheme to all the eligible employees.

8.3 House Rent Allowances (HRA):

- The married staff members are provided with Free Accommodation inside/outside the campus as per the availability of the staff quarters. In case of non-availability of the staff quarters he/she shall be allowed the HRA as per institution norms.

- A Bachelor employee can avail himself/herself of free bachelor accommodation provided by the institute.

8.4 Leave Travel Concession (LTC):

- Faculty members who have completed three years of uninterrupted service at GIET University, Gunupur shall be covered under this scheme. Part time/ visiting / faculties above 60 years of age shall not be covered under this scheme.
- If both husband and wife are employed, then LTC shall be provided to one of them in three years (not twice).
- LTC can be availed during vacation viz., summer vacation and Durga Puja vacation. No extra leave in this regard shall be provided to any faculty members. LTC scheme cannot be carried forward for the next three years.
- LTC can be availed from the home town or place of work to any place in India with a maximum limit of 4000 kms (to and fro) or the distance actually travelled, whichever is less.
- LTC can be availed for a maximum of two full tickets for husband& wife and two half tickets for two children.
- Faculty Members up to the rank of Associate professor can avail 3–AC and professors can avail 2-AC train journey. The place where train journey is not possible or not available, they can travel by road by AC bus/Volvo Bus, but the fare reimbursed must not be more than the train fare applicable to them subject to production of original tickets or receipts.
- Faculty members are entitled to reimbursement of only the ticket cost. Costs like food, lodging, etc shall not be covered under this scheme.
- Claims for reimbursement in all cases shall be entertained within 15 days of completion of the return journey on production of original tickets In case of misuse of LTC disciplinary action as deemed fit shall be taken against them. No advance shall be paid to any faculty member in this regard.
- Before availing LTC facility, faculty members have to apply in the prescribed form at least before three months in normal circumstances and shall commence the journey after getting the sanction.

8.5 TEACHER MOTIVATION:

8.5.1. Participation in Seminar /Conference /Workshop:

- In order to motivate faculty in attending seminars / conferences / workshops organized by reputed institutions of India, the following facilities are being provided to the faculty members by the college to actively participate in seminars / conferences / workshops, organized by approved organizations:

Sl.No.	Subject	Professor & Associate Professor	Asst. Professor	Lecturers
A	Registration fee to participate in seminars / conferences / work-shops **(Amount beyond this limit shall be borne by the faculty member concerned.)**	Up to Rs. 3,000/-	Up to Rs. 2,000/-	Up to Rs. 1,000/-
B	Only one seminar / conference / workshop per calendar year allowed for Lecturers / Asst. Professors			
C	Two seminars / conferences / workshops either National or International held in India are allowed to Professors & Associate Professor.			
D	TA & DA for the above purpose shall be paid.			

➢ **Post-Visit Presentation in Department**

- Immediately on return of a faculty member to GIET University Campus after participating in Seminar / Conference / workshop, the department concerned must arrange a presentation of the said teacher to the departmental faculty members.
- Other departmental faculty members who are interested may be invited to attend the same.

8.5.2. Incentive to Teachers for Publication of Papers (in journals) / books.

- In order to encourage teachers for undertaking and promoting research work at GIET University, Gunupur, the authority has decided to award some incentive for their good research work. Papers published by the faculties are categorized in the following manner:
    - Category A—Journals with impact factor more than or equal to 2
    - Category B—Journals with impact factor less than 2.
- If the publication is made by faculties in the journal of the ranking of category A, they will be eligible to receive an award of Rs. 5000/-.Award of teachers will be Rs. 2000 if the impact factor of journals falls in category B.

- However, papers published from Ph.D/M.Tech thesis after the award of the degree will not be considered for any financial award by the institute, since one time incentive is given after obtaining Ph.D. degree.

8.6 Training program for Technical / Support staff

- A Technical / support staff shall be encouraged for up gradation of technical and non-technical skills for the purpose the University is organizing in campus training programs for the Technical / support and also encourage the training / orientation programs conducted by other agencies.

8.7 Transport

- An Employee can freely avail himself/herself of the staff buses provided for conveyance of the staff members.
- If an employee wishes to have his own conveyance (for which no allowance is admissible), then he/she should follow the following instructions:
    - Wear ISI certified crash helmet for two wheelers (both rider and pillion rider)
    - Use seatbelt for four wheelers
    - Always keep DL, Insurance, and other documents related to your vehicle.

8.8 Medical:

- The institute has a health club which can be availed of by all the employees between 6 PM to 7 PM every day.
- An Employee can consult the institute doctors (both homeopathic and allopathic) free of cost.
- Interest free loan for medical treatment is allowed.

8.9 Faculty Club

- There is a faculty club meant for all members of the faculty. A get-together is arranged on the last day of every month where all the members should actively participate to greet employees on birth anniversary / marriage anniversary. Each faculty member has to make a nominal monthly financial contribution to the club.

8.10 Recreation:

- The national standard swimming pool can be used only on holidays by the faculty members as per the following schedule:
- 6:30 AM to 8:00 AM—Ladies
- 8:30 AM to 10:30 AM—Gents

8.11 Yoga

- In order to keep the employees and students mentally and physically fit, the institute provides regular yoga and meditation classes in the campus and hostels by qualified and well-trained yoga instructors.

8.12 LIBRARY FACILITY:

- The maximum number of books issued to a teacher is 10(Ten). It can be extended with due permission from the Registrar.
- The faculty reading room is in the Reference Section of the Library and is open round-the-clock.
- A teacher can be issued a book on fiction, non- fiction and other literature from different fields for a maximum of 3 (three) days.
- The library provides reprographic, spiral and lamination facilities to the faculty atan affordable price.
- Through the digital library, the faculty members can have access to different online magazines, journals and books.
- The library subscribes to a substantial number of national and international journals pertaining to different branches. It helps the faculty members towards paper publication and carrying out research and development activities.
- Every teacher should spend a minimum of 5 hours a week in the library. He/she should sign and date in the register maintained for the purpose.

8.13 INTERNET FACILITY TO EMPLOYEES:

- 15 systems of INTERNET LAB are reserved for employees.
- Employees can use these systems every day from 8.30 AM To 9 PM.
- All department systems are connected to network. As such all teachers can avail themselves of 24 hours Internet facility.
- 24 hours Wi-Fi Internet facilities are available to staff members residing in staff quarter son campus and hostels.
- Staff members possessing a laptop can avail themselves of Internet 24 hours through Wi-Fi facilities on GIET University campus.

SECTION 9

Section 9 : CONDUCT AND ETHICS

DO'S AND DON'TS FOR EMPLOYEES

DO'S

1. Remember that as a faculty member you have many roles to play, viz that of a teacher vis-à-vis your students, that of an academician for carrying out other functions like research, examination or other duties as assigned to you from time to time.
2. Remember that people at large are observing you as a distinguished teacher of GIETU and your general conduct and behavior in public should be in keeping with the expectations.
3. Remember that taking classes is your primary responsibility and you should be regular, punctual and diligent in discharging this duty. Under no circumstances you should absent yourself from classes/institute without prior permission of the competent authorities. Attendance is a statutory requirement and that students may be debarred from appearing at the university examinations if it falls short of the minimum requirement of 80%. Attendance Record must be maintained in the proper format with date and signature of the teacher concerned and should be informed the parent through ERP every day.
4. Remember that English is the official language of GIETU. Hence English should be used as the only medium of instruction and communication.
5. Please prepare well in advance for a class so that you can deliver a quality lecture. You may use teaching aids for elucidation and circulate soft copies of your class-notes.
6. Take class tests, give home assignments to the students and be transparent regarding their performances so that the results at the end of the term do not come as a shock.
7. Please discuss with the HOD and the Librarian regarding availability or otherwise of sufficient copies of text and reference books.
8. Remember to return books issued to you from the library in time so as to set a good example for others to follow.
9. Remember that the students are entitled to submit feedback about you in the prescribed format and exerting any influence in this regard is a disqualification.

10. Remember that if you are entrusted with laboratory work, you must ensure that the equipment is in good running condition at all times and the students conduct experiments as per the stipulations of the syllabus and also lab manuals.
11. Please discuss with your HOD if you require any assistance regarding procurement of spare parts, consumables, chemicals or other resources required for smooth functioning of that part of the laboratory you are responsible for.
12. Remember that you may be assigned examination duty from time to time by the Examination Section in consultation with your HOD. Please find out your exact role from the Examination Section and carry out the same to the letter and spirit.
13. Remember that some of you may be assigned other duties like that of external examination duty, representing the institute in seminars /conferences, or other events in consultation with your HOD. These must also be carried out in a proper manner.
14. Every faculty member needs to register themselves to update their research profile in the following
    - Google Scholar, Research gate, Scopus ID, Orcid, Publon etc.

DON'TS

1. Don't take part in any activity on or off the campus that might tarnish the image of the University in any way.
2. Don't fail in time management which may lead to inability in your part to discharge all your roles equally well and prevent you from being recognized as a successful teacher.
3. Don't make any statement to the Press or other outside agencies about any incidence or development at GIETU without being authorized to do so by the competent authorities.
4. Don't make any distinction among your students and colleagues on grounds of caste, creed, religion or sex.
5. Don't use mobile phones inside Examination Hall, Class room & Laboratories.

SECTION 10

AMMENDMENTS

❖ **Clause no 8.5.1 in page 34 of the handbook is amended as under.**

8.5.1 Participation in Seminar /Conference /Workshop:

In order to motivate faculty in attending seminars / conferences / workshops organized by reputed institutions of India like Govt. Colleges, Govt. Universities, NITs, IITs, IIITs, and other organizations (Institutions / Universities / Colleges appearing with in 100 NIRF Ranking), the following facilities are being provided to the faculty members by the college to actively participate in seminars / conferences / workshops, organized by approved organizations as OD / AL.

Sl. No.	Subject	Prof. / Asso. Prof.	Asst. Prof.	Lecturer
A	Registration fee to participate in seminars / conferences / work-shops (**Amount beyond this limit shall be borne by the faculty member concerned.)**	**Up to Rs. 5,000/-**	**Up to Rs. 3,000/-**	**Up to Rs. 2,000/-**
B	Only one seminar / conference / workshop per calendar year allowed for **Lecturers / Asst. Professors**			
C	Two seminars / conferences / workshops either National or International held in India are allowed to **Professors. / Asso. Prof.**			
D	TA & DA as per existing rules shall continue to be paid, if not paid by the inviting organization.			

❖ **Clause no 8.5.2 in page 39 of the handbook is amended vide order No 407/GIETU/HR/2024 dated 02.07.2024 and 8.5.3 to add as under.**

8.5.2 Incentive to Teachers for Publication of Papers (in journals) / books.

In order to encourage teachers for undertaking and promoting research work at GIETU, Gunupur, the Management has decided to award some incentive for their good research work. Papers published by the faculties are categorized in the following manner:

Category Q1 — Journals with impact factor more than or equal to 3 onwards

Category Q2 — Journals with impact factor less than 2.

If the publication is made by faculties in the journal of the ranking of category Q1, they will be eligible to receive an award of Rs. 5, 000/-.Award of teachers will be Rs. 3000 if the impact factor of journals falls in category Q2.

However, papers published from Ph D/M Tech thesis after the award of the degree will not be considered for any financial award by the university, since one time incentive is given after obtaining Ph D degree.

8.5.3. Patent Grant

The University shall bear the **entire cost** associated with patent applications, from filing to grant, to promote innovation and research among faculty.

❖ Clause no 8.14 to be added under the heading of **Fees Wavier** in page no 41

8.14: Fees Wavier

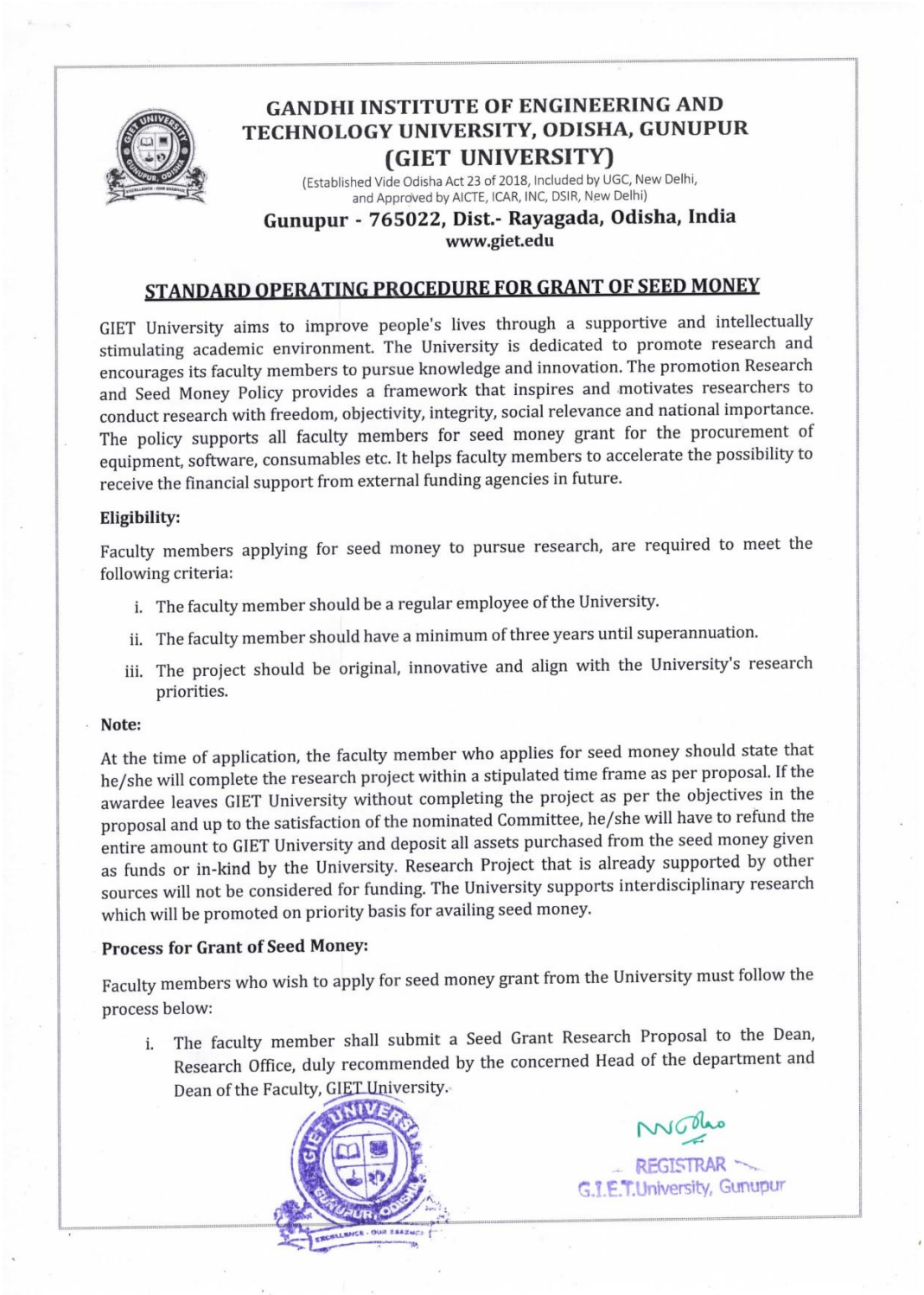
The Employees of GIET University shall be allowed to get 50% fees relaxation in tuition fees in pursuing the courses available in the GIET University campus to add on qualification for self, spouse & children (up to two no's). In such case the employee shall execute a bond to the effect that he / she shall not leave the institute until expiry of 1 year after completion of the course of Self/Spouse or Children.

An CBSE affiliated School is also established inside the University campus as a support for the education of staff member of the University

❖ Clause no 8.15 to be added under the heading of **Grant of Seed Money.**

8.15. **Grant of Seed Money**

To foster a culture of innovation and scholarly pursuit, the University shall provide **seed funding** to faculty members as per the Standard Operating Procedure (SOP) attached. This initiative aims to support preliminary research, pilot studies, or early-stage project development.



GANDHI INSTITUTE OF ENGINEERING AND TECHNOLOGY UNIVERSITY, ODISHA, GUNUPUR
(GIET UNIVERSITY)
(Established Vide Odisha Act 23 of 2018, Included by UGC, New Delhi, and Approved by AICTE, ICAR, INC, DSIR, New Delhi)
Gunupur - 765022, Dist.- Rayagada, Odisha, India
www.giet.edu

STANDARD OPERATING PROCEDURE FOR GRANT OF SEED MONEY

GIET University aims to improve people's lives through a supportive and intellectually stimulating academic environment. The University is dedicated to promote research and encourages its faculty members to pursue knowledge and innovation. The promotion Research and Seed Money Policy provides a framework that inspires and motivates researchers to conduct research with freedom, objectivity, integrity, social relevance and national importance. The policy supports all faculty members for seed money grant for the procurement of equipment, software, consumables etc. It helps faculty members to accelerate the possibility to receive the financial support from external funding agencies in future.

Eligibility:

Faculty members applying for seed money to pursue research, are required to meet the following criteria:

i. The faculty member should be a regular employee of the University.
ii. The faculty member should have a minimum of three years until superannuation.
iii. The project should be original, innovative and align with the University's research priorities.

Note:

At the time of application, the faculty member who applies for seed money should state that he/she will complete the research project within a stipulated time frame as per proposal. If the awardee leaves GIET University without completing the project as per the objectives in the proposal and up to the satisfaction of the nominated Committee, he/she will have to refund the entire amount to GIET University and deposit all assets purchased from the seed money given as funds or in-kind by the University. Research Project that is already supported by other sources will not be considered for funding. The University supports interdisciplinary research which will be promoted on priority basis for availing seed money.

Process for Grant of Seed Money:

Faculty members who wish to apply for seed money grant from the University must follow the process below:

i. The faculty member shall submit a Seed Grant Research Proposal to the Dean, Research Office, duly recommended by the concerned Head of the department and Dean of the Faculty, GIET University.

REGISTRAR
G.I.E.T.University, Gunupur

ii. The faculty member will present their research proposal to Research Advisory Committee (RAC), and the Dean Research is the Member Secretary.

iii. Faculty members in the domain of the research proposal shall be invited to the presentation.

iv. If the research proposal is accepted/approved in principle, the suggestions made by the Committee shall be incorporated and the proposal revised, which would then be submitted to the Office of Dean, Research, GIET University.

v. On receipt of the revised research proposal for seed-money grant, the RAC would recommend to the BoM/ BoG, GIET University for approval of the Seed Grant.

vi. After approval of the BoM/ BoG, GIET University, the case would be processed for the release of the Seed Grant to concerned faculty and the necessary instructions will be given to Purchase Department/ Audit Office of GIET University, accordingly.

vii. The expenditure from seed grant towards equipment, consumables and contingency shall be as per norms of the University and duly audited by Auditor of GIET University.

GIET UNIVERSITY GUNUPUR, ODISHA EXCELLENCE - OUR ESSENCE

REGISTRAR
G.I.E.T.University, Gunupur

PROFORMA

GANDHI INSTITUTE OF ENGINEERING AND TECHNOLOGY UNIVERSITY, ODISHA, GUNUPUR
(GIET UNIVERSITY)

(Established Vide Odisha Act 23 of 2018, Included by UGC, New Delhi, and Approved by AICTE, ICAR, INC, DSIR, New Delhi)

Gunupur - 765022, Dist.- Rayagada, Odisha, India

www.giet.edu

PROFORMA FOR SEED MONEY

RESEARCH PROJECT PROPOSAL FOR SEED MONEY GRANT

(To be submitted in triplicate)

Name of the faculty member:

Department :

Project group :

Members :

Seed Money Requested :

Project Title :

Project Description	
Location/Area	
Project Duration	

Date:

Full Signature of the Applicant

REGISTRAR
G.I.E.T.University, Gunupur

- **Clause no 3. 11.1 in page 16 of the handbook is amended as under.**

3.11.1. Eligible faculty members shall be promoted to the next eligible cadre as per the UGC / AICTE norms.

Departmental Promotion Committee shall be constituted as under.

(a) The Vice Chancellor- Chairperson

(b) The Subject Experts in the rank of Professor from out side the jurisdiction of the University – External Expert

(c) Dean of the concerned faculty as member

(e) HOD of the concerned Department as member

(f) Registrar as Convenor

GIET UNIVERSITY,

Gunupur-765022, Odisha, India,
06857 - 250172, HRO Extn. No. 79