

I.T.S Dental College, Hospital & Research Centre

47, Knowledge Park- III, Greater Noida

7.1.9

Code of Conduct Monitoring Committee for the year 2022-23

S.No.	Name of the Member	Designation	Role
1	Dr. Sachit Anand Arora	Principal	Chairperson
2	Dr. Ashish Sharma	Professor, HOD, Dept. of Oral & Maxillofacial Surgery	Member- Secretary
3	Dr. Mousumi Goswami	Professor, HOD, Dept. of Pedodontics	Member
4	Dr. Rohit Kochhar	Professor, HOD, Dept. of Conservative Dentistry	Member
5	Dr. HeenaGohil	Professor, HOD, Dept. of Human Anatomy	Member
6	Dr. Himanshu Bhutani	Professor, Dept. of Oral & Maxillofacial Surgery	Member
7	Mr. Shailesh Kumar	Registrar	Member

Objectives of Monitoring Committee are:

- To ensure the smooth and efficient management of academics
- To revise Time Table for a course(s) / Department(s)
- To assess quality of the students joining in the college
- To assess dropout ratio, percentage of students securing different levels of performance in university examinations, competitive examinations etc.
- To enlighten staff and faculty about the college policy on code of conduct during working hours.

Dr. Sachit Anand Arora

Principal

Dr. Sachit Anand Arora

Principal

ITS Dental College, Hospital & Research Centre

47, Knowledge Park-III, Gr. Noida (U.P)

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SECTION – 1

INTRODUCTION

A) ABOUT OUR COLLEGE

I.T.S The Education Group is a 20 years old leading professional educational group of the country. It offers various programmes which are NBA & NAAC accredited. The ISO 9001:2008 certified group offers **20 courses** to its **8000 students** in **7 Colleges** spread over **4 campuses**, endowed with State-Of-The-Art infrastructure, modern facilities and **more than 700 distinguished faculty members**.

I.T.S The Education Group is a renowned and established educational group offering programmes in Management, IT, Dental, Engineering, Pharmacy, Biotechnology and Physiotherapy. PGDM programme offered by I.T.S is equivalent to MBA granted by the Association of Indian Universities (AIU) which a rare recognition is given to any such programmes in India. It supplements education with its CSR activities offering help, care and guidance to the down trodden and underprivileged segments of the society. It also offers nonprofit medical care to society through its two, 100 bedded fully equipped multi-specialty general hospitals and regularly conducts dental check-up and treatment camps.

I.T.S Dental College, Hospital & Research Centre (ITSDCHRC), is situated in an Institutional Area (Knowledge Part III) of Greater Noida, UP. *True to its motto “In Service For A Healthy Nation”, the I.T.S Dental College, Hospital & Research Centre focuses on both the rural and urban population by providing free transport, medicines and heavily subsidized treatment to the patients.*

The college is a self financed institution recognized by DCI, Ministry of Health & Family Welfare and is affiliated to Chaudhury Charan Singh University, Meerut. The group utilizes the skills and experience of outstanding teaching, admin and technical staff and students who share the passion in creating an institution known for its excellence and integrity. Blending tradition with neo realities, the I.T.S Group lays emphasis on four cardinal tenets:-

- Academic Rigor
- Advanced Technology
- Practical/Clinical Application
- Ethical Standards

B) OUR VISION

‘Inspiring learning for healthcare of tomorrow’

C) OUR MISSION

To foster higher level of learning, clinical thinking and evidence based health care capabilities in young professionals.

D) OUR OBJECTIVES

- To generate new learning techniques
- To improve teaching processes
- To expand the information technology capacity
- To strengthen the industry interaction network
- To facilitate professional practitioners in searching their potential
- To inculcate team spirit among the learners

E) CODE OF CONDUCT

Employees are expected to adhere to the highest standards of personal, professional and business ethics, and to always use good judgment about the way they conduct themselves when doing their work and representing ITSDCHRC-Greater Noida. The college's success is undermined by unethical conduct. Our standards require careful observance of the spirit and letter of all applicable policies, procedures, laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

ITSDCHRC-Greater Noida, will comply with all applicable policies, procedures, laws and regulations, and expects its directors, officers, and employees to conduct themselves in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. Compliance with this policy of personal, professional and business ethics and conduct is the responsibility of every College employee.

There are three levels disciplinary action against misconduct

The possible steps for disciplinary action are: counseling, verbal warning, one or more formal written warnings, performance evaluations indicating substandard performance, demotion, suspension, probation and/or dismissal. The choice of options depends on the seriousness of the behavior.

Level 1 actions:

These actions are taken for behaviors such as:

- * Unauthorized or excessive absence, tardiness or early quitting.
- * Unauthorized time away from work station.
- * Failure to notify supervisor promptly of completion of assigned work.
- * Failure to meet minimum established standards
- * Obscene, abusive, harassing, disruptive or indecent language, behavior or dress.
- * Failure to perform assigned job responsibilities
- * Failure to follow prescribed work procedures
- * Failure to notify supervisor of absences
- * Neglect of organization property – Laptop/desktops/data card/cellular phones.
- * Excessive personal use of the telephone and/or email/data card.
- * Misuse of chamber/association cellular phones.

The procedure for dealing with Level 1 behaviors is:

- Counseling
- Verbal warning
- Formal written warning letter 1 (Green Card)
- Suspension or probation
- Discharge

Level 2 actions:

These are more serious and must be dealt with firmly and immediately. Typical behaviors in this level include:

- Reoccurring tardiness without reasonable explanation.
- Absences without approved leave.
- Refusal to comply with instructions of a supervisor.
- Conduct endangering the safety of the employee, co-workers or members
- Violating major safety rules.
- Working when ability is impaired by the use of alcohol, illegal and/or prescription drugs.
- Unscheduled leaving from the work place without informing supervisor.

- Sleeping during work hours.
- Unauthorized use of organization materials and supplies.
- Fighting or threatening violence in the workplace
- Unauthorized possession of weapons on organization properties.

The procedure for dealing with Level 2 behaviors is:

- Written warning letter 2 (Yellow Card)
- Suspension or probation
- Termination

Level 3 actions

These are behaviors that are serious enough to justify either a suspension or, in extreme situations, termination of employment without following the preceding disciplinary steps. Behaviors for which immediate termination can be justified include, but are not limited to, the following:-

- Sexual harassment
- Insubordination, or the refusal to comply with the specific instructions of a supervisor in the context of an assigned job duty
- Falsification of personnel records, time records, or any other organization documents and records
- Fighting during work time or on work premises
- Use of, or possession of, alcohol or illegal drugs during work time or on work property
- Damaging, defacing, or misusing organization property or the property of coworkers
- Theft, misappropriation, embezzlement, unauthorized possession or removal of organization property or the property of employees or customers
- Immoral or indecent conduct which occurs on organization property
- Unauthorized or illegal possession of explosives, firearms, or other dangerous weapons on work premises, including parking areas.
- Failure to report an absence for a three-day period without a satisfactory explanation
- Conviction of a felony
- Unauthorized release of confidential information.
- Continued failure to comply with established information security policies and procedures.
- Continued unsatisfactory job performance.
- Violation of the organization's conflict of interest/ethical standards
- Other behaviors that, in the opinion of the President/Board of Directors, seriously threaten the well-being of the organization or any employee
- Intentional or deliberate injury to another person.

The procedure for dealing with Level 2 behaviors is:

- Written warning letter 3 (Red Card)
- Termination

1) Compliance with Laws and Regulations, Rules and Policies

Employees and individuals representing ITSDCHRC-Greater Noida, must transact college business in compliance with all Central, State and Local laws and regulations related to their positions and areas of responsibility, including, but not limited to, equal employment opportunity, fair employment practices, and non discrimination laws; laws regarding the privacy and confidentiality of employee and student records; laws regarding workplace safety and occupational health; and laws regarding antitrust and recording of financial transactions. All employees and individuals representing the college should recognize that noncompliance may have adverse financial and other disciplinary consequences for them and for the college. Individuals are responsible for keeping current with changes in applicable laws and regulations, and managers and supervisors are responsible for monitoring compliance in their areas.

2) Conflict of Interest

A conflict of interest exists when a college member or a member of their family is in the position to benefit personally, directly or indirectly, from their dealings with an organization or person conducting business with the college.

All decisions and actions by college employees in the course of their professional responsibilities are to be made in a manner which promotes the best interests of the college. It is the college's intent to avoid conflicts between the personal interests of employees and the interests of the college. In the event that a college member may have a financial, personal or professional interest that could potentially create a conflict of interest (or the perception of one) in any decision or transaction involving the college, the employee must do the following:

- Disclose clearly and fully in writing to the immediate HOD with the nature of the decision or transaction and the potential conflict of interest.
- Refrain from participation (acting individually or as a member of a group) in the college's consideration of the transaction or the processing of the transaction.
- No gifts or services from vendors should be accepted.

3) Consulting and Outside Employment

If a person is a full-time employee of the college, the employee's main employment responsibility is to ITSDCHRC-Greater Noida. Prior to the commencement of any outside employment or consulting engagements that may appear to involve a conflict of interest with the college responsibilities or that may compromise the college's relationship with the outside employer or consulting client, approval must be obtained in advance from the Principal, Director and College Authorities.

4) Non Competition Obligation

During the period of your employment with ITSDCHRC-Greater Noida and after its termination or expiry for any reason whatsoever, you will not either directly or indirectly, independently, jointly, or in conjunction with, any other person(s) or affiliate, in any manner whatsoever, anywhere in the world, including as an employee, principal, agent, director, proprietor, member, partner, representative, shareholder, manager, employee, trustee, consultant, adviser, financier, administrator and/or in any other like capacity: disclose any Confidential Information or trade secrets of ITSDCHRC-Greater Noida to any third party, including, without limitation, any competitors of ITSDCHRC-Greater Noida, or make any commercial use of such Confidential Information or trade secrets, or use it for the benefit of yourself or any third party (including, without limitation, any competitors of ITSDCHRC-Greater Noida), or to the detriment of ITSDCHRC-Greater Noida, or disclose to anyone the identities and other related information of any of ITSDCHRC-Greater Noida's clients/vendors/associates; or solicit, approach, canvass, enter into discussions or negotiations with or enter into any relationship, arrangement or understanding with, any employees, advisors, consultants, contractors/sub-contractors, clients, customers, suppliers, or partners of ITSDCHRC-Greater Noida.

During the course of the employment at ITSDCHRC-Greater Noida, you will not be engaged directly or indirectly as an employee or in any other capacity in any competition whatsoever with the organization and / or its associated entities.

5) Intellectual Property Rights and Copyright Ownership

ITSDCHRC-Greater Noida, respects the ownership of intellectual material governed by copyright laws. College Employees are expected to comply with the copyright laws and provisions of the licensing agreements that apply to software, printed and electronic materials. For specific guidelines consult ITSDHRC- Greater Noida's Intellectual Property Policy. Use of the college's seal and letterhead is restricted to college business. Questions regarding use of the seal and letterhead should be referred to the College Authorities.

6) Proper Use of College Property and Funds

All equipment and material is the property and/or the responsibility of ITSDCHRC-Greater Noida unless otherwise clearly indicated. All employees must ensure that college resources are used only for intended purposes. College employees have an obligation to manage the College's resources prudently, with a responsibility to those who provide those resources, including students, parents, alumni, foundations, donors and government agencies. College employees are responsible for safeguarding the tangible and intangible assets of the college that are under their control. College resources may not be used to make contributions to candidates for public office, to political parties, or to other political organizations that are organized primarily to accept contributions for the purpose of influencing the selection, nomination, election, or appointment of any individual to central, state, or local public office. This equipment and material is to be utilized in the most effective and efficient manner possible towards the accomplishment of university goals and objectives. College resources may not be converted to personal use, either for oneself or another person.

7) Accuracy of Records and Reporting – Financial & Academic

The records, data and information owned, used, and managed by the college must be accurate and complete. The accuracy and reliability of financial and academic reports is of the utmost importance to the business & academic operation of the college. College employees must record, allocate and charge costs/fees accurately and maintain documentation as required by established policies and procedures approved from time to time by the College Authorities. All reports, including travel/reimbursable, bills, invoices, payroll information, personnel records and other essential business records, must be prepared with care and honesty. All employees responsible for accounting and record-keeping must fully disclose and record all assets, liabilities or both, and must exercise due diligence in enforcing these requirements.

8) Acceptable Use of Campus Network and Computing System

It is the responsibility of each member of the college to use the services provided by the college's campus network and computing systems appropriately and in compliance with all college, city, county, state, and central laws and regulations. This policy covers all persons accessing a computer, telecommunications or network resource at ITSDCHRC-Greater Noida, including the campus data network, electronic mail, file sharing, printing, world-wide web services, telephone services and cable television. College computing systems are college resources and are provided to college employees for business purposes. Computers and the information contained on them are the property of the college and may be accessed by college officials at anytime. College policy and relevant laws apply to use of the college's network and computing services. Actions that are unacceptable in the college are also unacceptable on the network, computing systems and other electronic services including the following:

- Harassment in any form.
- Failure to respect the rights and property of others.
- Forgery or other misrepresentation of one's identity.
- Accessing inappropriate materials/contents.
- Downloading and distribution of copyrighted materials without the permission of the copyright owner.

9) Reporting Suspected Violations or Concerns

ITSDCHRC – Greater Noida, Ethics Code compliance efforts focus on teaching college employees standards that require adherence. Nevertheless, violations may occur. In addition, Employees of the Dental College may have concerns about matters that they are not sure represent violations. Therefore, college Employees should report suspected violations or concerns about these standards promptly to one of the following college offices: Human Resources, Principal, and Director & College Authorities. Reports are made anonymously to this number, unless the caller wishes to leave their contact information. The College will

investigate claims of inappropriate activities, including informing the College Authorities of claims related to the misuse of college assets and violation of compliance laws. The College will protect from retaliation against anyone who makes an effort in good faith to appropriately disclose perceived wrongdoing.

10) Consequences of Violation

Any non-compliance of the above code of conduct, any other related HR policies, non-performance or insubordination will be considered as a gross violation under the college's established disciplinary practices and procedures and may carry disciplinary consequences, up to and including dismissal from employment. Also note that any such violations may also subject individuals to financial and legal action in state or central courts.

F) DO's and DON'Ts at I.T.S. – The Education Group

Here are a few general rules and principles an employee of I.T.S. – The Education Group is expected to remain mindful of: -

ALWAYS

- ✓ Conducts themselves in accordance with the highest, ethical standards, remembering that the definition of a Professional is that of a person who places the students interests above that of personal financial gain
- ✓ Professional and business email etiquette and responsibility are expected of all teaching, admin and technical staff members. Internal communication between employees is strictly for internal use and must not be forwarded or shared with persons outside. Also when communicating with outsiders, email to internal colleagues must be marked with discretion and should be on strictly need basis
- ✓ Concern and respect towards Seniors in the college
- ✓ Pleasant, tactful and considerate in manner, remembering to lead rather than drive people
- ✓ Wishes all seniors and colleagues
- ✓ Neatly dressed and groomed
- ✓ Remembers that the students ultimate benefit is more important than their possible – interim annoyance
- ✓ On schedule and requests assistance when falling behind is anticipated
- ✓ Carry notebook to be used taking notes at Senior's cabin
- ✓ Quick to respond to students queries or messages
- ✓ Stays out of politics
- ✓ Tries to put themselves in the other person's place when exist differences of opinion

NEVER

- ✓ Promise more than what is expected to be delivered
- ✓ Lie or misrepresent anything, either to students, subordinates or superiors
- ✓ Acts on – primary reactions – always considers the consequences of any stand or action, checks themselves when necessary
- ✓ Fails to communicate – any type of reports
- ✓ Criticizes surroundings, local habits, foods
- ✓ Never say 'No' when a work/ additional work is assigned to you by seniors.

If an employee receives any warning notices for the same or different offenses within a period of 24 consecutive months, the employee shall, at the time of the issuance of the fourth such notice, be subject to discharge. **All will cover under Disciplinary Action Policy.**

G) EQUAL EMPLOYMENT POLICY

It is the policy of the College to provide equal employment opportunity to all employees and applicants for employment and not to discriminate on any basis prohibited by law, including race, color, sex, age, religion, disability, marital status etc. It is our intent and desire that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment. The College and all managerial personnel are committed to this policy and its enforcement.

Employees are directed to bring any violation of this policy to the immediate attention of their supervisor or the College Principal, Director & College Authorities. Any employee who violates this policy or knowingly retaliates against an employee reporting or complaining of a violation of this policy shall be subject to immediate disciplinary and legal action, up to and including discharge from employment. Complaints brought under this policy will be promptly investigated and handled with due regard for the privacy and respect of all involved.

H) CONFIDENTIALITY POLICY

Owing to the nature of work, many employees would be handling confidential information that is critical for the College. Integrity being the bottom-line of all transactions, our team nurtures ethical work habits. In consonance with that, the College believes in maintaining the sanctity of confidential information.

GUIDELINES

- To ensure the sanctity of confidential information, each employee will ensure the safekeeping of all official documents, records or notes in whatever manner (including matter stored in computer memory or in any digital form) for which they are responsible. In the same spirit, they will also endeavour to ensure the safe custody of all files, folders, discs or documents that are transported outside the office.
- The employees will make every other such effort, not mentioned in this manual, to maintain this confidentiality.
- The discipline of confidentiality is best when it is self-imposed. Therefore, the attempt of the College will be to make people aware of lack of confidentiality or indiscretion rather than impose penalties. But in the event that there is a breach of confidentiality leading to the leak of any sensitive information, it may lead to termination of the concerned employee, if they are proved responsible for such breach.
- Any employee, who has reason to believe that the confidentiality of the College is being violated, should immediately bring it to the notice of the concerned Manager/HR Department.
- Right of confidential information always rests with the College and supersedes any separation.
- All employees shall carefully read the Non-Disclosure Agreement and agree that all of the restrictions set forth are fair and reasonably required to protect College's interests.

SECTION – 2

WORKPLACE GUIDELINES

A) COLLEGE TIMINGS & WORKING HOURS

<u>TIMINGS</u>				
<u>Category</u>	<u>Work Week</u>	<u>Work Hours</u>	<u>Lunch Hour</u>	<u>Weekly Offs</u>
Teaching staff	Monday - Saturday	7 hours	30 minutes lunch break (between 12:30 PM - 1.30 PM)	All Sundays

- ✓ **Winter Timings will be shifted ahead by half hour for teaching staff only.**
 - During summer, college will start from 8.30 am.
 - During winter, college will start from 9.00 am.

Summer and winter period is defined as follows: -

- Summer : 15 Feb to 14 Dec
- Winter : 15 Dec to 14 Feb

* As decided at the time of appointment or as applicable to different categories according to their work profile, time slot for different categories of staff are as follows: -

	<u>Category</u>	<u>Staff</u>	<u>Department</u>	<u>Timings</u>
A	Teaching Staff	HOD, Professor, Associate Professor, Reader, Assistant Professor/ Sr. Lecturer, Tutor	-	8.30 am to 3.30 pm/ 09:00 am to 04:00 pm

Note: However, keeping in view the exigency of the work, employees may be asked to come on holidays, at the discretion of College Authorities.

- ❖ There is a staggered lunch break of 12.30 pm to 1.00 pm and 1.00 pm to 1.30 pm to ensure continued smooth functioning of all departments even during lunch time.
- ❖ Employees below Asst. Manager level, coming on their weekly-offs can avail Compensatory off on any day, after approval or will be compensated with an extra pay.

B) ATTENDANCE

- ❖ **Marking attendance:** All the employees are required to mark their attendance on arrival and while leaving the college, through bio-matrix system.
- ❖ **Official duty (OD):** Employees on official duty (outside college), must inform their Immediate Reporting manager/HOD in writing, get the same approved from their leave sanctioning authority and submit a copy to HR.

To maintain discipline in the college we also have defined guidelines for tardiness, which are as follows:

1. **Punctuality:** All employees must be punctual at work.
2. **Late Coming:** Employees must report on duty as per the working hours mentioned above with the following exceptions: -
 - a. **Late Coming:** A grace period of **15 minutes** in reporting time may be considered up to a maximum of 3 times in a month.

- b. **Late coming beyond grace period:** Post the above, if an employee is coming late to work, their short leaves (2 nos.) will be deducted, if available. In case short leave has been consumed, half day leave will be deducted, if available and thereafter half day salary will be deducted.

Any employee who is consistently late is to be informed to Reporting Manager/HOD and Principal/ Director by HR-In-Charge.

3. **Short Leave (SH) (late coming or early going):**

- a. **Short Leave (SH):** Two short leaves of 90 minutes each in a month are permitted, provided there is no academic loss.

Note: Late coming and Short leave facility is not applicable to Computer Operator and Clerk in OPD.

C) SECURITY NORMS/EMERGENCY CONTACT DETAILS

- **ID Cards:** Employees must wear their ID cards at all times when they are in college premises. Employee must fully cooperate and show their ID cards to security staff for any kind of inspection.
- **Emergency numbers:** A list of important Telephone Nos. such as Hospitals, Fire Station, and Police Station is available with HR/ADMIN department. List of emergency contact details of Employees will be available with the Admin department (also attached as Annexure).

D) DRESS CODE & PROFESSIONAL CONDUCT

Dress Code for all employees is as follows: -

	<u>Male</u>	<u>Female</u>
<u>Appropriate</u>	Business Formal Shirts (full sleeves or half sleeves tucked in), trousers, and closed leather shoes, smart casuals	Formal Suits/Sarees, Smart Casuals, Western formals (Tops & Trousers), Coordinated suits with knee or calf-length skirts, hair should be neatly tucked, sandal, shoes
<u>Inappropriate</u>	Jeans, kurta pyjama, traditional dresses, athletic shoes, flip-flops, slippers, shirts/t-shirts with offensive words terms logos, pictures	Tight clothes, T shirts, jeans, short tops, slippers, flip flops, sport shoes

Important Note:

1. Monday To Friday (Formals for Boys & Girls) & Saturday (Smart Casuals for Boys & Girls)
2. In our work environment, clothing should be neatly ironed.

The order of the day is comfort combined with professionalism! Every employee is a representative of the college, hence, they must pay attention to the personal grooming and adhere to the recommendations mentioned below –

- ❖ Must maintain personal hygiene.
- ❖ Sideburns, moustache and beard should be neatly trimmed and without adornments.

E) VISITOR/GUEST MANAGEMENT

This policy is applicable to each and every individual visiting College premises except the employees, Leadership team & College Authorities. However, this policy is applicable on all ex-employees/separated employees of the College/ third party employees.

General Guidelines: -

- ❖ **Prior appointment:** All employees need to ensure that any visitor coming to meet them takes prior appointment as far as possible.
- ❖ **Personal visitors:** Employees are not allowed to entertain personal visitors in the College premises during working hours. But due to any unavoidable circumstances, if an employee has to entertain any personal visitor, a prior approval needs to be taken from their HOD.
- ❖ **Designated areas:** All the visitors to the premises must be escorted and the discussions to be held in the designated area.
- ❖ **Duration of stay:** Employee needs to ensure that visitors stay for only limited and non-disruptive period of time.
- ❖ **Restrictions:** Visitors shall not be allowed to take any personal equipment such as camera, laptop etc inside college premises and shall not allow using any College telephone, internet without permission of GM Operations & GA. Photography is strictly prohibited to any visitor/guest in College premises.
- ❖ **Vigilant:** Upon observing an unescorted non-employee visitor or a visitor acting inappropriately in College premises, employees must immediately notify at security room/reception.
- ❖ ITSDCHRC-Greater Noida reserves the rights of admission for any visitor.

F) HEALTH, HYGIENE & SAFETY

- The College provides a clean, safe and healthy place to work.
- Employees are expected to follow their part in helping to maintain Safety and Health standards, work safely, wear safety equipment when required, observe safety rules and keep their work place whether in College or client premises neat and clean.
- College being a tobacco free campus does not allow any sort of smoking and consumption of tobacco products, alcohol and any other intoxicant as the same is strictly prohibited in the entire campus.

G) SEXUAL HARASSMENT POLICY (email id: wcell.dntl.gn@its.edu.in)

Sexual harassment is deemed to be misconduct and includes such unwelcome sexually determined behavior with any employee (male or female) (whether directly or by implication) as:

- Physical contact and advances; or
- A demand or request for sexual favors; or
- Sexually colored remarks; or
- Any unwelcome physical, verbal or non – verbal conduct of sexual nature; or
- Unwelcome remarks or jokes; or
- The display of pornographic, racist, or other offensive or derogatory pictures; or
- Leering or other similar gestures; or
- Persistent unwelcome social invitations; or
- Unnecessary or unwelcome physical contact, and; or
- Physical assault.

Guidelines:-

ITS Group does not tolerate or condone sexual harassment or other unlawful behavior in the workplace, and or in connection with employment in the Company whether committed by a

co-worker, leader, manager, client, contractor (including those working for an agency), supplier, or anyone else.

Actions, behavior, words, jokes or comments that are derogatory and based on any person's gender, race, ethnicity, sexual orientation, age, religion, or disability will not be tolerated by ITS Group

Furthermore, the policy establishes that any actions which create an impression that objections f complaints about sexual harassment would result in or create disadvantages in connection with employment or work including recruitment or promotion: and or that adverse consequences might result if the victim does not consent to the conduct in question and or objects thereto, and or any actions which creates a hostile work environment would also be viewed as sexual harassment by ITS Group in respect of which appropriate action will be taken in terms of the Policy.

In light of the gravity of any allegation of sexual harassment, any employee who deliberately provides f fabricates false information in connection with a complaint of sexual harassment or investigation in respect thereof will likewise be subject to disciplinary action which could extend up to and include termination of employment.

Anonymous complaints will not be entertained. However, the company will ensure that confidentiality is maintained in respect of both the complainant and the accused to the maximum extent possible.

The Complaints Committee is the inquiry committee formed and deemed to be the Inquiring Authority to inquire into all complaints of sexual harassment without fear or threat of reprisals in any form or manner.

Committee Members:

The Team shall consist of 7 employees nominated by ITS Group Management:

In case of Any Case Reported

The Committee members shall, after considering the findings and recommendations of the inquiry report and after taking into considerations the gravity of the misconduct, previous records (if any) of the employee concerned and other extenuating f aggravating circumstances that may exist, impose such punishment as may be considered necessary and appropriate, including dismissal from the services of ITS Group. The Committee members shall consider the inquiry report and take action thereon within 10 days' time respect of sexual harassment without fear or threat of reprisals in any form or manner.

In case of No Case Reported

The Committee members shall meet once in every quarter, and prepare a NIL Report which will be documented.

Employee Initiative

Any employee who feels f believes that he or she has been subjected to or witnessed sexual harassment in the Company, has an obligation and duty to report the same to the Complaints Committee in writing by sending mail to hr@its.edu.in & wcell.dntl.gn@its.edu.in.

It is important to emphasize that regardless of the avenue used to report complaints, employees will not be retaliated against in any way for making a good faith complaint of harassment. However, in the event that an employee deliberately makes or concocts a false complaint f allegation of sexual harassment, such complaint will itself be deemed to be misconduct and will be dealt with seriously.

It is reiterated that confidentiality will be maintained at all times by the Committee and or any other person to whom the Complaints are made. Any Leader f Manager to whom a complaint of sexual harassment is made, is liable to submit the same to the Complaints Committee for necessary action respect of sexual harassment without fear or threat of reprisals in any form or manner

Process / Procedure in case of a complaint of Sexual Harassment

An employee who is aggrieved by any conduct f behavior or is witness to or privy to information that amounts to sexual harassment is required to submit a written complaint to the complaints Committee by sending mail to hr@its.edu.in & wcell.dntl.gn@its.edu.in. The said complaint should contain all available information that the complainant has or is aware of. All complaints shall be treated with full confidentiality. Anonymous complaints will not be entertained by the Company.

In any event, it is advisable that a complaint be made within three days from the cause of the complaint.

The Complaints Committee shall investigate the complaints so received, and shall thereafter submit the report to Management within 10 days for further course of action.

In the event that complaint is received against a member of the Complaints Committee, the said member shall not in any event participate in any proceedings connected to the said complaint.

The Complaints committee could, at its discretion depending on the gravity of the allegations, either conduct a detailed inquiry or take other suitable action based on the evidence available.

College is an equal opportunity employer and we would like all of you to become aware of what constitutes sexual harassment. The College is committed to provide a safe and secure college environment to all its employees. The College firmly believes that sexual harassment incidents destroy human dignity and freedom, and therefore the College would treat complaints regarding such incidents seriously and would do its best to deter, prevent and when required, punish perpetrators.

All the sexual harassment cases should be promptly reported to the Sexual Harassment Committee. The complaints will be immediately addressed as per the SCI, DCI, UGC and University guidelines.

H) WHISTLE-BLOWERS PROTECTION POLICY (email id: employeerelation.dntl.gn@its.edu.in)

ITSDCHRC-Greater Noida requires all employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the college, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

(i) Reporting Responsibility

It is the responsibility of each employee to comply with the policy and to report violations or suspected violations of the policy in accordance with this Whistle-blower Policy.

(ii) No Retaliation

The policy is intended to encourage and enable employees to raise serious concerns within the college.

- Any employee who, in good faith, reports a violation of the policy is protected from harassment, retaliation and adverse employment consequence.

- An employee who retaliates against someone who has reported a violation in good faith is subject to disciplinary, financial and legal action upto and including termination of employment.

Employees are protected from retaliatory actions because they have reported to College Authorities: -

- Any violation of the policy
- Any gross waste of college funds/resources.
- Something that risks a fellow employees' health or safety

(iii) Reporting Violations

Employees are encouraged to share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's HOD is in the best position to address an area of concern.

If you are not comfortable speaking with your HOD or you are not satisfied with your HOD's response, you are encouraged to speak with someone in the Human Resources Department or Principal/ Director. HODs are required to report suspected violations to GM Operations, who has the responsibility to oversee the investigation all reported violations.

(iv) Acting in Good Faith

Anyone filing a complaint of wrongful conduct must act in good faith and have reasonable grounds for believing the information disclosed indicates wrongful conduct. Any allegations that prove to be unsubstantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offence and necessary disciplinary, financial and legal action will be taken against them.

(v) Confidentiality

Reports of wrongful conduct or suspected wrongful conduct will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

I) NATIONAL & FESTIVAL HOLIDAYS

❖ The College observes holidays every year as follows: -

- Teaching, Admin and Technical staff members: 18 days
 - New Year Day
 - Republic Day
 - Holi
 - Dhulendi
 - Ambedkar Jayanti
 - Id-ul-Fitr
 - Shiv Ratri
 - Independence Day
 - Raksha Bandhan
 - Janmashtami
 - Id-ul-Zuha
 - Gandhi Jayanti

- Durga Navami
- Dusshera
- Deepawali
- Goverdhan Pooja
- Bhaiya Dooj
- Christmas

The dates for these holidays for a calendar year will be declared by the beginning of every calendar year.

❖ The college also observes half day/ early offs on the following occasions: -

- Mata ki Chowki
- Diwali Celebrations
- New Year's eve
- Karvachauth (only for married ladies)

❖ Above are subject to change as per college policy.

J) **LEAVE RULES**

This policy is drawn to ensure work life balance amongst employee to take care of their personal emergencies that may arise in normal course and provide them with an opportunity to rejuvenate by way of planned leave. Before proceeding on leave, the leave application is to be sanctioned by the immediate superior/ HOD and submitted to HR Department. Leave above 3 days will need the approval of Principal/ Director. Teaching, Admin and Technical staff must then properly hand over the work to their colleague.

1. **ELIGIBILITY**

These leave rules shall be applicable to all confirmed employees of the College.

2. **TYPES OF LEAVE**

Types of Leave	Entitlement per year (Teaching staff)
Casual Leave (CL)	12 days
Sick Leave (SL)	10 days
Earned Leave (EL) (Tutors)	10 days
Vacation (V) (comprises of SV & WV)	30 days' vacation*
Academic Leave (Conferences, Seminars, DCI Inspections, University evaluation, Faculty Development Programmes, University bodies meetings, Ad-hoc committee meetings) ** (AL)	Up to 15 days
Maternity Leave (ML)	As per College Policy

* For Teaching staff (Reader), vacations are bifurcated as follows: -

1. Summer vacation (SV): 14 days
 2. Winter vacation (WV): 7 days
- Balance leave of 9 days will be merged with CL.

For Professor and above, vacations are as follows: -

1. Summer vacation (SV): 20 days
2. Winter vacation (WV): 10 days

For Sr. Lecturers and Tutors, vacation rules are as follows: -

- a. **Sr. Lecturers are not eligible for Vacation.** Sr. Lecturers are permitted to encash 30 days of vacation period after 12 months of service.
- b. **Tutors:** Not eligible for Vacation.

**** This leave will be subject to prior approval of College Authorities a week before. Who are working for 5 days a Week will be Entitlement for 10 AL and who are working for 6 days week will be entitlement for 15 AL. Both categories comes under on duty.**

Note: Principal and Director shall be eligible for leave as per terms of service agreed with them at the time of appointment.

New Joinees: All new teaching staff (except Computer Operator and Clerk in OPD) joining during the year will be entitled for CL/ SL on pro-rata basis. EL can be availed only by confirmed employees after completion of one year of service.

Existing employees: Apart from the previous leave balance, current year leave will be calculated on pro-rata basis and will be added to the existing leave balance.

3. LEAVE PERIOD

The effective period of all types of leave except vacation for Teaching Staff will be on calendar year from January to December.

Vacation for Teaching Staff shall be considered on calendar year basis as per College Vacation guidelines. To be eligible for vacation, Teaching Staff must have put in 6 months of regular service.

4. CASUAL LEAVE (CL)

- ❖ **Entitlement:** CL may be granted to an employee up to a maximum of 12 days in a Calendar year. CL cannot be combined with any other type of leave and is not en-cashable. CL can be availed of in half days (4 Hrs)/full day's units.
- ❖ **Un availed:** Un availed CL's will lapse automatically at the end of Calendar year.
- ❖ **Other:** The exigencies of work permit the grant of the leave and no appointment is required to replace the employee on leave.
- ❖ **New Joinee:** CL may be granted to a new joinee on pro-rata basis.

5. SICK LEAVE (SL)

- ❖ **Entitlement:** Employee can avail maximum of 10 days of SL's in a Calendar year when they are not in a position to attend college on grounds of ill-health.
- ❖ **Maximum:** More than 2 continuous SL's at a time per month will require a medical certificate from any MBBS doctor and duly countersigned by the College's Medical Officer for approval of leave.
- ❖ **Unavailed:** If the entitled number of SLs have not been consumed in a Calendar year, the same will be carried forward to the next year, up to a maximum of 60 days of accumulation. SL cannot be encashed.

- ❖ **Other:** SL may be granted to all confirmed employees as also to full time contract employees on medical grounds and on production of medical certificate to the leave sanctioning authority.
- ❖ **New Joinee:** SL may be granted to a new joinee on pro-rata basis.

6. GENERAL GUIDELINES FOR CL'S & SL'S

- ❖ **Entitlement:** 12 days CL and 10 days SL will be compounded to 22 days of CL + SL per Calendar year.
- ❖ **Unavailed:** Out of the annual entitlement of 22 days of CL/ SL, 10 days SL can be carried forward to the subsequent years subject to a maximum of 60 days of accumulation. CL cannot be carried forward and will lapse at the end of every Calendar year.
- ❖ **Refilling of leave:** After completion of one year of service, the Teaching, Admin and Technical staff except Computer Operator and Clerk in OPD) shall be credited with CL/SL on a monthly basis, as per entitlement.
- ❖ **Extension:** Leave can be extended with prior permission. Those who fail to report for duty on completion of leave without prior permission will be deemed to be on leave without pay.
- ❖ **Prefix/Suffix:** Holidays/weekly offs can either be prefixed or suffixed by CL/ SL. Any holiday/ weekly of falling within the CL/SL applied for shall be counted as a part of leave and accordingly debited.

Example: If an employee has applied for leave from (Saturday) to (Monday) then the number of leaves will be calculated as 3 days. But if employee has taken leave on Monday only, then Sunday will not be counted as leave. In that case, only one leave would be counted.

- ❖ **Other:** Leave can only be availed after the same has been credited to the account and leave against future entitlements is not admissible.
- ❖ **New Joinee:** A new joinee will not be entitled for any leave during the first month of service and shall initially be entitled to 1 CL/ SL per month from the second month onwards till confirmation. After confirmation, all entitlement till date, as per the policy, will be credited in their account.

7. EARNED LEAVE (EL) (for Admin and Technical staff except Computer Operator and Clerk in OPD)

- ❖ **Earned Leave (EL):** Earned Leave as the term suggests is “earned” by an employee as they have worked for this leave.
- ❖ **Entitlement:** EL upto 10 days may be granted to all confirmed employees. Employee will be eligible for EL only after one year of continuous service.
- ❖ **Maximum:** EL can be availed maximum twice in a calendar year for a minimum of 4 days.
- ❖ **Unavailed:** EL, if not availed, can be encashed @ Basic Salary only, while keeping minimum balance of 10 EL. These EL can be accumulated upto a maximum of 30 days.
- ❖ **Exception:** There will be no EL for teaching staff as they are allowed summer and winter vacation.

- ❖ **Other:** In case of resignation/termination/retirement, un-availed EL due towards the Employees will be paid to them on their present basic Salary.
- ❖ EL should generally be taken in non-academic period (i.e. during no academic activity and when session is closed).
- ❖ Advance intimation shall be given at least 10 days in advance.
- ❖ It cannot be combined with any other type of leave but can be prefixed and suffixed by weekly offs. It can however be combined with long SL.

8. VACATION (V) (For Teaching Staff only)

Eligibility: Vacation is applicable to only to Teaching Staff who have completed atleast 6 months of continuous service in the college, else vacations proportionate to period of service put in shall be allowed. There is a term vacation in between the academic terms of the academic year usually, there are summer & winter vacations for Professor & above, duration of which as under:

- Summer Vacation (SV) : 20 days
- Winter Vacation (WV) : 10 days

For Reader, duration of Vacation is as follows: -

- Summer Vacation (SV) : 14 days
- Winter Vacation (WV) : 7 days

Balance leave of 9 days will be merged with CL

Vacation for Teaching Staff shall be considered on calendar year basis as per College Vacation guidelines.

The Teaching Staff's Vacation will be sanctioned in two batches as per the teaching requirement of the college. The roster of duties for vacations will be issued by the Principal/Director.

Out of these vacations, minimum one day will be common working day for handing over of charge/duties. The college authorities have the discretion not to grant vacations to any or all the Teaching Staff. The Teaching Staff on vacation can be recalled by the authority for exams, or for any other specific purpose and will be compensated for such duties by granting two days leave for every three days of work during vacations.

- **Entitlement for MDS Lectures:** No Vacation will be granted to MDS Lecturers. However, they will be allowed to encash 30 days of vacation period after 12 months of service.
- **Entitlement for BDS Tutors:** They are not eligible for Vacation.

The college may not grant vacations and allow leave in lieu of vacation to all employees/a group of employees/to any individual employee of the college in case of any delay in session or for any other such reason.

9. ACADEMIC LEAVE (for Teaching Staff only) (AL)

Academic leave upto **15 working days** shall be allowed on full pay for attending conferences, seminars, Faculty development programmes, DCI/ University Inspections, meetings of any of the university bodies, ad-hoc committees of which a teacher may be an ex-officio member of which they may have been nominated by the College or the University/ DCI and for conducting examination of the University. Also, this leave is provided for UPTU evaluation/ practical examination.

The grant of permission for these leaves shall be at absolute discretion of the Principal/Director & College Authorities.

- By reason of the employee having to attend as a delegate a meeting of an Association or other body recognized by the college in this regard.
- By reason of participation in sporting events of International or National importance in case where an employee is selected for such participation by any National sports federation, Association or other body approved by the college in this behalf or as a representative on behalf of a state, zone or circle if the sporting events are held on an inter-state, inter-zonal or inter-circle basis.
- Donating blood on a working day

10. MATERNITY LEAVE (ML):

- ❖ **Eligibility:** No female employee shall be entitled to maternity benefit unless they have worked in the College for a period of not less than 1 year of service with the College
- ❖ **Entitlement:** The maximum period for which any employee will be entitled to maternity benefit shall be 90 days of which not more than 42 days shall precede the date of her expected delivery.
- ❖ **Overall entitlement:** The total ML granted to an employee during the entire period of her service shall not exceed six months. The minimum gap between first leave taken for maternity purpose and second leave should be three years, else sanction of leave will be at the discretion of College Authorities.
- ❖ **Maximum:** ML shall be allowed only twice during the service of a female married Employee, and ML will not be admissible if the female married employee has two or more surviving children.
- ❖ **Miscarriage:** Leave for a period of 42 days may also be granted in case of miscarriage or medical termination of pregnancy, if duly supported by medical certificate.
- ❖ **Other:** Leave salary during ML shall be same as admissible under EL provisions.

11. COMPENSATORY OFF (CO)

- **Eligibility for Teaching, except Computer Operator and Clerk in OPD:** Any employee who works on a weekly-off/ any other holiday, would be allowed to take a compensatory off on a working day. Such compensatory off should be availed within 3 months, after applying through a sanctioned leave application being submitted to the HR Department. Employee is eligible for one compensatory off at a time.

Note: Travelling time and off time would not be considered for Compensatory leave.

- **Celebration days:** Staff will not be eligible / entitled to avail compensatory off or pay for Mata ki Chowki, Diwali Celebrations, New Year Celebrations, DCI/ University Inspections, Recruitment drives or any other significant functions.

12. SUMMARY OF ALL LEAVES

TEACHING STAFF			
	Entitlement	Unavailed leave status	Other
Casual Leave (CL)	12	Lapse	No appointment is required to replace the employee on leave
Sick Leave (SL)	10	Carried forward to next year*	Can be availed by confirmed and full time contract employees on medical grounds

Academic Leave (AL)	15	Lapse	-
Earned Leave (EL) for Tutors only)	10	-	-
Vacation (V) (Professor & above)	30	-	SV: 20 WV: 10
Vacation (V) (Reader)	30	-	SV: 14, WV: 7, Balance 9 leave to be merged with CL
Vacation (V) (Sr. Lecturer & Tutor)	0	-	Sr. Lecturers & Tutors are not eligible for V. However, Sr. Lecturers can encash the same.
Maternity Leave (ML)	As per College Policy		

NOTE:

1. * Out of annual entitlement of 22 days of CL/SL, 10 days of SL can be carried forward to the subsequent year subject to a maximum of 60 days of accumulation. SL cannot be encashed
2. ** Out of annual entitlement of 10 days of EL, EL can be carried forward to the subsequent year subject to a maximum of 30 days. EL can also be encashed @ Basic Salary, with a minimum balance of 10 EL
3. After one year of service, staff shall be credited with CL/SL on a monthly basis
4. Failure to report after extension of leave will result in Leave Without Pay
5. Weekly Offs can be prefixed/suffixed with CL/SL. Any holiday/weekly off falling within CL/SL will be counted as part of leave
6. To avail EL, intimation to be given 14 days in advance
7. EL cannot be combined with any other type of leave but can be prefixed/ suffixed by weekly offs

13. GENERAL RULES REGARDING LEAVES

- ❖ **Prior Sanction:** The employees should get a prior sanction of leave from their immediate supervisor to ensure smooth functioning in their absence in any communication medium (sms, email) in case the senior is not available face to face.
- ❖ **Power to grant/ reject:** It is to be noted that the sanctioning authority / College Authorities reserves the right to grant/reject a leave request, depending upon the operating conditions/ departmental functionality. Hence any unapproved leave will be considered as Leave without Pay (LWP).
- ❖ **Unplanned leave:** In the event of any unforeseen circumstances where the prior sanction of leave is not possible, the same should be communicated to the immediate supervisor and inform HR by any possible mode of communication (sms/phone/email etc). The employee should submit a formal leave application / intimation immediately after resuming the duty.
- ❖ **Other:** ITSDCHRC-Greater Noida, being a professional education centre focuses on providing quality education together with a disciplined way of life; proceeding on unplanned leave is consciously discouraged as it severely affects the curriculum delivery pattern and normal functioning of the college. Frequent unplanned absence will therefore, have its reflections on the appraisal and career progression of the individual.
- ❖ **New joinees:** CL/SL, EL's shall be calculated on pro-rata basis for employee joining in between of the calendar year where as EL shall be calculated on pro-rata basis but the entitlement will be applicable only after confirmation.

14. PROCEDURE FOR APPLYING FOR LEAVE

Below is the procedure for leave application process which needs to be followed for all cases. No leave will be considered sanctioned outside this process: -

- **Written application:** Application to be made in hard copy (as per format) and given to immediate superior/ reporting manager/HOD.
- **HOD's recommendation:** HOD to recommend the leave application with reasons and send to approval of Principal/ Director.
- **Approval:** On receipt of leave application, Principal/ Director will approve/ reject the leave and share a copy of the same with HR department for their records.
- **Exception:** Medical leave, if in an emergency, can be taken with information but needs to be backed by a medical certificate.

15. AUTHORITY, EMPOWERED TO GRANT LEAVE

- **For all employees:** Except as otherwise specifically provided in these Regulations, the power to grant leave to all employees except that of Principal & Director shall vest in the Principal/ Director or any senior officer of the college who has been delegated such power. All applications for leave should be routed through Head of the Department and addressed to authority empowered to grant leave.
- **Principal/ Director:** In case of Principal/ Director, the power to grant leave shall vest in the person designated by the College Authorities for this purpose.

16. POWER TO REFUSE / REVOKE/RECALL LEAVE

- ✚ It is emphasized that leave cannot be availed as a matter of right. Hence, before proceeding on any planned leave, the leave application is to be sanctioned by the concerned authority and it must be ensured that any important pending work/assignment is shared with their colleague/Reporting Manager in advance.
- ✚ In case of any work exigencies, if required, the leave can be refused, revoked or recalled (even after the approval) at the discretion of the Approving Authority.

17. COMMENCEMENT & TERMINATION OF LEAVE

- **Eligibility:** The first day of an employee's leave is the working day succeeding that upon which they make over charge or is last on duty; and the last day of an employee's leave is the working day preceding that on, which they have to report on duty.
- **Reporting to duty:** On the expiry of their leave, an employee shall report to their return to duty at the start of the working day successfully the day on which their leave expires.
- **Prefix/ Suffix:** Except CL, for all other kinds of leave, holidays but for prefix or suffix will be counted as leave.

18. LEAVE WITHOUT PAY (LWP)

- ❖ **Leave beyond entitlement:** In case staff members whose CL/SL/EL has been exhausted or taken in excess of the entitlement or whose has extended leave without informing or sanction from the authorities of the college, those excess leave taken will be treated as **LEAVE WITHOUT PAY (LWP)**.
- ❖ **Violation:** If the leave is not so authorized, it will be considered as violation of conduct rules and dealt accordingly.

19. COMBINATION OF LEAVE

- **CL cannot** be combined with or taken in continuation of any other leave unless a special approval (only on special/emergency circumstances) is obtained from the Granting Authority.
- **All other leaves** can be combined subject to prior approval from granting authority. The granting authority will ensure that the smooth functioning of their department/office is not affected during the long leave of the employee.

20. ABSENT WITHOUT LEAVE (A) – WITHOUT SANCTION OR AFTER EXPIRY OF LEAVE

- **Sanction:** An employee who applies for leave must ensure that the leave applied is sanctioned before proceeding on leave, failing which the period of absence will be treated as “**Absent without Leave**” and salary will be deducted for this duration.
- **Expiry of leave:** Similarly, an employee who remains absent after the expiry of their leave will be treated as “**Absent without Leave**”. Such kind of absence shall involve disciplinary, financial and legal action as deemed fit and/or forfeiture of appointment and salary will be deducted for this duration.

21. EARLY RETURN FROM LEAVE

- An employee on leave may not return to duty before the expiry of the period of leave granted to them unless they are permitted, in writing, to do so by the authority, which granted them leave.

22. LEAVE ENTITLEMENT DURING PROBATION FOR EMPLOYEES

Employees who are on probation shall be entitled to following leaves: -

- Casual Leave** on the same basis as admissible to confirmed employees provided that where an employee joins service during the course of a calendar year, only proportionate amount of CL will be admissible.
- Sick leave** to the extent of 10 days with full pay on pro rata basis depending on the period already served.
- Maternity leave** with half pay to female married employees, on probation, after completion of one year of service.
- Academic Leave** on the same basis as admissible to confirmed Teaching Staff.
- No other leaves** are entitled to them during probation, except otherwise mentioned.

Note: The Teaching Staff (except BDS Tutors) still on probation period but having completed 6 months of continuous service in the college, apart from CL/SL's will also be entitled for a vacation as per its eligibility during summer & winter vacation of the academic year.

23. OBLIGATION TO FURNISH UPDATED ADDRESS/ CONTACT DETAILS WHILE APPLYING/ PROCEEDING ON LEAVE

While applying and before proceeding on any leave, employee must furnish the updated address/contact details in the leave application form and shall keep the said authority informed of any change in the address previously furnished.

Note: While on leave, employee **shall not take up any service or accept any other employment** including the setting up of a private professional practice as consultant or as an expert without obtaining the sanction approval, in writing, from the College Authorities.

24. LEAVE ENTITLEMENT ON EMPLOYEE SUSPENSION

Leave will not be granted to an employee when they are under suspension and against whom enquiry/proceedings are pending. An employee who resigns/ is discharged/ dismissed or is removed from the employment of the college, cannot, if re-employed/reinstated after an interval, count their former service towards leave unless the authority reinstating them declares that it shall be counted in whole or in part.

25. MAINTENANCE OF LEAVE RECORDS

All leave details of an employee shall be updated and maintained by HR/Admin Department on regular basis. The Leave details consist of various kinds of leave granted and availed of by an employee service.

26. PAY DURING LEAVE

- **All leaves:** Employee who is only on approved leave (CL/SL/AL/ML/VL) is eligible for full pay during their leave period.
- **Academic Leave:** However, payment of these leaves (in case of AL) shall be subject to furnishing of a certificate by the employee to the effect that they are not in receipt of any scholarship, stipend or remuneration for any part time employment.
- **Sick Leave:** In case 2 or more SLs are availed continuously, a proper medical certificate by certified medical practitioner should be furnished.

Note: As a policy, employee who is on extra-ordinary leave shall draw no pay and the period spent on such leave shall not count for any increment for that financial year. The exceptions will be done on following cases:

- In case, where the concerned authority is satisfied that the extra ordinary leave was taken on account of illness or for any other reason beyond the control of the employee, the authority may permit the period of such extra ordinary leave to count for increments.
- In case, where extra-ordinary leave is forfeited for late attendance, the forfeited leave period shall not be deemed to be a period which does not count for increments or in respect of which no pay and allowances are admissible.

K) BUSINESS CARDS

Business cards may be provided to an employee (Department Such as Marketing, Purchase, Finance HR, Admin) whose job requires regular interaction with representatives of external agencies, contractors/vendors, state, local, or central governments agencies, private industry etc.

The Principal and Director determine which employees require business cards for their official duties. On receiving the required approval of Principal & Director, the following guidelines must be followed by Admin Department while printing the stationery: -

- The individual's name and college's address must be included on the business card; title, department, land line telephone with extension, mobile no., email id, college's web address etc.

L) TRAVEL POLICY

Purpose: To provide reimbursement for the travel and other expenses to the employees for the reasonable and necessary expenses incurred in connection with approved travel on behalf of the College.

1. LOCAL TRAVEL

For local official travel (in the city where employee is based), if an employee is using their own vehicle for official work, it shall be reimbursed as per entitlement below. An employee may find an efficient way to travel and then seek HOD's approval.

Travel Policy – Entitlements for Local Conveyance / Intra-city Travel (in home/out-station)			
Grades	Entitlements for Modes of Travel	Per Km Rate for Personal Vehicle Reimbursement / Other Modes	Entitlement for Meal Claims
Grade 1-4	Owned 2-Wheeler / Public Transport	Rs.4.00 per Km OR On Actual for Public Transport	Rs.75/- per meal (In case of working beyond office-hours at home-station, entitlement post-9:00 pm, with prior approvals only)
Grade 5-7	Owned 4-Wheeler / Auto / Metered-Taxi	Rs.8 per Km OR On Actual for Metered Taxi/Auto	
Grade 8 & Above	Owned 4-Wheeler / Hired Vehicle	Rs.8 per Km OR On Actual for Metered Taxi/Auto	

Guidelines:

- ❖ **Claiming of bill:** For claiming the conveyance, the individual shall be required to fill in the travelling details in the local conveyance reimbursement form, get it approved from the HOD and Principal/ Director and submit the same in accounts for payment. In addition to the local conveyance, parking and Toll charges shall also be reimbursed on submission of parking/Toll slips along with the local conveyance reimbursement form.
- ❖ **Exception:** Local travelling expenses from college to residence of the employee or from residence to the college shall not be reimbursed. This is not applicable to field staff or any other such category of employees whose nature of work primarily involves travelling. These employees would be paid for each day in varying amounts to be fixed by the College Authorities.

Note: The College Authorities reserves the right to amend these policy guidelines on time to time basis.

2. DOMESTIC TRAVEL

Travel and tour reimbursements would be made to all employees travelling outstation for official purposes.

The heads covered under this include:

- Travel Expenses (Travel tickets)
- Daily Allowance (Towards food, incidental and out of pocket expenses)
- Lodging (Hotel Accommodation)
- Local Travel (Conveyance)

3. BOARDING & LODGING EXPENSES

These shall be allowed based on the following:

Allowances for Outstation duty – Teaching staff		
S. No.	Details	Entitlement
1	Towards full day meal without lodging	Rs. 300/- (for outstation) Rs. 150/- (for Delhi NCR)

2	Towards meals and lodging for full day for one person to outstation	Rs. 1,700/-
3	Towards meals and lodging for full day for two persons travelling together to outstation	Rs. 2,200/-
4	Local transportation i.e. transportation to and fro at place of residence and at the station of duty (residence to the station and back as well as station to hotel and back)	Rs. 100/- to/ fro from Ghaziabad railway station and Rs. 200/- to/ fro from New Delhi station
5	Transportation cost connected with duty performed at outstation	On actual basis (documents to be attached)

Note:

- ❖ All employees shall travel as per the guidelines issued by College Authorities i.e. 2 AC for HOD/Professor, 3AC/ CC for other Teaching Staff, Admin and Technical staff for domestic travel. Lodging expenses should be supported by bills along with the travel tickets.
- ❖ Transportation charges include all charges such as Driver expenses etc. except the toll charges & parking which will be paid on actuals in addition to the taxi charges on submission of bills/toll/parking receipts.
- ❖ The boarding and lodging expenses mentioned above are maximum allowed and have to be supported by actual bills.

Guidelines:

- **Submission of request:** Before undertaking any outstation travel, employees are expected to submit the duly approved travel request to Admin department for making necessary bookings.
- **Booking of tickets:** Based on the travel request, Admin department shall book the tickets and convey the same to concerned employee.
- **Approval:** Leave entitlement while on travel would be applicable as per Leave policy with prior approval of HOD.
- **Cancellation of tour:** In the event of tour cancellation because of unforeseen circumstances, it is the responsibility of the employee to cancel the tickets and inform Admin department.
- **Payment reimbursement:** On completion of tour, statement of expenses in the specified format along with supporting documents and tour report duly approved by HOD shall be submitted to Accounts department within 7 days from the date of return for verification and payment processing.
- **Travel companions:** The employees are not allowed to travel with personal companions while travelling for official purpose until the same is approved by College Authorities.
- **Miscellaneous expenses:**
 - Any other expenditure incurred during travel, which is not defined in the policy, shall be claimed as miscellaneous expenses with necessary supporting documents and it should have approval of College Authorities.
 - Expenses incurred in client entertainment will be extra and would be subject to approval of College Authorities. The supporting documents will be required to claim the same.
 - All other extra expenses incurred would be subject to approval by College Authorities.

M) IT AND SOCIAL MEDIA POLICY

Social Media Policy

The Social Media policy applies to all kinds of electronic communications, including but is not limited to multi-media, social networking websites, blogs and wikis for both professional and personal use. Consistent with other college policies, internet postings may not disclose any information that is confidential or proprietary to ITSDCHRC-Greater Noida or to any third party that has disclosed

information to the college. Internet postings must respect copyright, privacy, fair use, financial disclosure and other applicable laws.

Employees may not claim nor imply that they are speaking on behalf of the college on personal social media accounts. Social media accounts on behalf of the college require approval of a College Authorities prior to initiation. ITSDCHRC-Greater Noida reserves the right to request certain subjects to be avoided, certain posts to be withdrawn and inappropriate comments to be removed on ITSDCHRC-Greater Noida social media accounts.

Examples of prohibited activity include, but are not limited to:

- ❖ Inappropriate posts that may include discriminatory remarks, harassment, or threats of violence
- ❖ Posts that could contribute to a hostile work environment on the basis of race, sex, national origin, religion, sexual preference, gender identity or any other status protected by law or by ITSDCHRC-Greater Noida.
- ❖ Posts that could be viewed as malicious, obscene, threatening, or intimidating.
- ❖ Offensive posts meant to intentionally harm someone's reputation.

IT Policy

The College expects its employees to use college equipments and resources with utmost care and responsibility without compromising on productivity. All employees are expected to use their rationality to ensure that the college equipment and resources are being utilized judiciously. Employees are responsible to ensure that College facilities such as telephone, fax, internet, mail, laptops, data card etc., are not used for personal purposes. This Policy is to ensure that due care is exercised in protecting computing systems and related policy. This policy also governs the use of College information and information systems and seeks to achieve an appropriate balance between information sharing and information protection.

1. DETAILED GUIDELINES FOR COMPUTER, INTERNET/INTRANET BROWSER(S) USAGE

- ❖ The system/internet/intranet are College resources and given to employees as business tools to use them for research, professional development and work-related communications.
- ❖ Supervisors/Reporting managers should work with employees to determine the appropriateness of using the system/internet/intranet for professional work.
 - ✓ Employees are individually liable for any and all damages incurred as a result of violating College's security policy, copyright, and licensing agreements
 - ✓ Violation of these policies and/or state and federal laws can lead to disciplinary action, up to and including dismissal and possible criminal prosecution.
- ❖ Use of College computers, networks, and internet access is a privilege granted by College Authorities and may be revoked at any time for inappropriate conduct including, but not limited to:
 - ✓ Sending chain letters;
 - ✓ Engaging in private or personal business activities;
 - ✓ Misrepresenting oneself or the College;
 - ✓ Engaging in unlawful or malicious activities;
 - ✓ Using abusive, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
 - ✓ Sending, receiving, or accessing pornographic materials;
 - ✓ Becoming involved in partisan politics;
 - ✓ Causing congestion, disruption, disablement, alteration or impairment of College networks or systems;

- ✓ Infringing in any way on the copyrights or trademark rights of others;
- ✓ Using recreational games;
- ✓ Defeating or attempting to defeat security restrictions on College systems and applications; and/or
- ✓ Downloading of movies, songs and other media for personal purposes.
- ❖ Using College automation systems to create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material is strictly prohibited.
- ❖ No employee may use the College's Internet/Intranet facilities to deliberately propagate any virus, trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the College's networks or systems or those of any other individual or entity.

2. CREATION OF OFFICIAL EMAIL ID

The Teaching, Admin and Technical staff's email creation process begins when new hires are joined into ITSDCHRC-Greater Noida.

Request: On the first day, after completion of new hire joining process, an email will be sent to the IT Departmental for creating an email id for new hire.

Creation of ID: On receiving the request, the email account is created and an automated email is sent to the Departmental Head containing the new hire's email address, password scheme and any other pertinent information. The email id created will be designation wise and not by the name of employee.

3. OWNERSHIP AND ACCESS OF ELECTRONIC MAIL & DOCUMENTS

- The College owns the rights to all data and files in any computer, network, or other information system used in the College. This includes the right to monitor and right to inspect all computer and e-mail usage.
- Employees must be aware that the electronic mail messages sent and received using College equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by College officials at all times.
- No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the Employee or an appropriate College official.

4. ELECTRONIC MAIL/**SIGNATURE** TAMPERING

- ❖ Electronic mail messages received should not be altered without the sender's permission; nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on other's electronic mail message.
- ❖ Email Signature and color format shouldn't be change listed standard format

Thanks & Regards

Employee Name


Designation Name/Degree

M: + 91 1234567890 **D:** +91 120 12345678

A: 47, Knowledge Park - III, Greater Noida, UP - 201308, IND (Company Address)

W: www.its.edu.in **E:** hr@its.edu.in

5. RULES FOR ELECTRONIC COMMUNICATIONS

 **Responsibility:** Each Employee is responsible for the content of all text, audio or images that

they place on or send over the College's e-mail, Intranet or Internet systems.

- ✚ **Professionalism:** Employees must ensure that their messages are courteous and professional and that the tone and words they use would not cause embarrassment to themselves or the College if the message were made public.

6. DATA/EMAIL HANDLING

Although the college may provide employee with computer, network and phone access, all data stored is, and remains, the property of the College. This includes, but is not limited to, electronic devices, electronic mail, voicemail, instant messages and all files and documents composed, sent, received are remain college property. Hence, all messages/documents need to be required for future reference and needs to be stored properly.

7. DOWNLOADING SOFTWARE

As a policy, employee should never download/transmit any software/applications which could lead to civil or criminal actions against the employee and the College. In case if any employee needs new software/applications, a request duly approved by HOD/ Principal/ Director, needs to be sent to the IT Department for support. IT department will evaluate the request and take necessary steps accordingly.

8. NEW SOFTWARE PURCHASE

- ❖ Any new software **request** will come from user/department (with approval of Departmental Head) to IT with specification (need etc.).
- ❖ On receiving the duly approved request, IT will **analyse** requirement (urgency & cost) and will find the best suitable solution after getting the approval of College Authorities.
- ❖ After **approval** from College Authorities, raise the Purchase Order to Vendor, delivery of Purchase Order and receiving with Material Receiving Note (MRN) Document.
- ❖ **Installation & training** on the software will be given to end user.

9. LOSS / DAMAGE OF COLLEGE ASSET

In the event of a loss / damage of a College Asset, the user, possessing the asset must report the incident to College IT team (along with their Reporting Manager) within 24 hours. The concerned departments, after considering the facts of the matter in question, will assess as to whether the loss / damage is attributed to the negligence / carelessness of the user in question. The principle of natural justice shall be applied and an equal opportunity of being heard shall be given to the user. If the user is found to be guilty of negligence / carelessness, resulting in the loss / damage of the college assets, suitable disciplinary and financial action will be initiated against them.

It is the responsibility of the user to get the documentation done as may be required to file the insurance claim in respect of the lost / damaged college asset (like the Copy of FIR) within the stipulated time limit i.e. 48 hours.

10. IT RELATED PURCHASE POLICY

The aim of this document is to outline the policy and procedures related to the procurement of IT related material, at College.

Purchase Process

- ❖ Departmental Heads will put a request to IT Department after taking the approval from Principal/Director & College Authorities for purchase of IT equipment and software and it shall be initiated as per purchase process policy available with IT.

11. DATA SECURITY

- ❖ Employees are supposed to take approval for all connections to the internet or other private network from IT Department. All computers used in the premises are tracked by IT department.
- ❖ Any electronic equipment must be disposed only after ensuring that it may not be accessible by third party.
- ❖ Systems must be made available for security update so that latest applications are being updated time to time.

12. DATABASE BACKUP

We expect all employees in ITSDCHRC-Greater Noida to create & maintain appropriate backup of their respective systems.

- ❖ **Backup-** The saving of files onto External mass storage media for the purpose of preventing loss of data in the event of equipment failure or destruction.
- ❖ IT Department will ensure timely backup of the server such as daily, weekly at respective locations.
- ❖ **Archive-** The saving of old or unused files onto External mass storage media for the purpose of releasing on-line storage room
- ❖ **Restore** - The process of bringing stored data back from the external media and putting it on an online storage system.

13. SECURITY GUIDELINES

a. Internet Connection Usage: -

- ❖ This specifies how users are allowed to connect to the approved Network and get IT department's approval on all connections to the internet or other private network.
- ❖ Requires all connections such as connections by modems or wireless media to a private network or the internet to be approved by the IT department and what is typically required for approval such as the operation of a firewall to protect the connection.
- ❖ Also defines how the network will be protected to prevent users from going to malicious web sites.

b. Asset Control: -

- ❖ This process is meant for the tracking of asset movement from one location to another location. It will define who signs off on the movement of the property.
- ❖ In case the system is moved from one location to other, database needs to be updated immediately so that location of all equipments is known. This will help network administrators to protect the network since they will know which user and computer is at what station in the case of a virus infecting the network.
- ❖ This also ensures that the data on the computer being moved between secure facilities may be sensitive and must be encrypted during the move.

c. Mobile Computer Usage (laptop, tab, phone): -

- **Precaution to be taken:** The authorized employee will accept responsibility for taking reasonable safety precautions with the mobile computer and agree to adhere to College's IT guidelines at all times. The computer user will not be allowed to have administrative rights unless granted special exception by the network administrator.
- **Configuration:** All mobile devices owned by the organization or allowed on the organization network must be identified by their MAC address to the IT department before being connected. (Possibly require static IP address).
- The device must meet the computer connection standards and familiar with College IT Guide lines.
- **Audit of software:** Devices not owned by the organization are subject to a software

audit to be sure no software that could threaten the network security is in operation. All computing devices are subject to a software audit at any time.

- **Access rights** to the organizational network cannot be transferred to another person even if that person is using an allowed computing device, unless it is approved by the concerned authority.
- **Firewall:** Ensure authorized Antivirus/Firewall program with the latest possible updates from time to time. The program shall be configured for real time protection, to retrieve updates daily, and to perform an anti-virus or malware scan at least once per week.
- Additional malware protection software shall be active on the computer in accordance with the anti-virus and malware policy.

d. **Computer Usage Training: -**

Training will be given to all users on the network to make them aware of basic computer threats to protect both their data and the network.

e. **System Update: -**

The systems and applications are checked for security updates by IT department at respective locations and it is the responsibility of IT team to regularly update each system in their respective location. All employees must co-operate/coordinate with IT Team for ensuring timely update of their system.

f. **User Rights: -**

Some of the employees based on the job requirements subject to approval from concerned authority are allowed accessing and controlling of sensitive and internet access to specific sites/programs.

g. **Application Installation/Implementation: -**

IT Department is responsible for installation/implementation of any computer licensed applications on the network to protect both the data used in the application and the rest of the computer network.

h. **Guidelines for the Usage of Mobile Connection/ Landline: -**

- ❖ **Eligibility for Mobile Connection:** The College, under its corporate connection arrangement, provides Sim card to employees depending upon the role and responsibilities of the employee. Based on this the monthly mobile limit of all individual will be fixed and the employee shall be issued a College owned sim card upon request with/without mobile instrument. Principal/ Director and College Authorities shall be entitled to nominate the employees who shall be provided with the corporate connection. Teaching, Admin and Technical staff members requiring frequent communication will be provided CUG number.
- ❖ **Eligibility for Landline:** Landline connection will be issued to concerned employee only if required depending upon the role and responsibilities of the employee.
- ❖ **Usage:** As per College policy it is vital that the mobile connection/ land lines are used as much as possible for all official calls when people are in college.
- ❖ **Issuance of SIM:** Admin Department will issue the sim card to employee based on the duly filled & approved request in the prescribed format available with HR and Admin department.
- ❖ **Plan type:** Mobile phone connection will be under CUG in the respective city/location and will be reimbursed only on post-paid connection (official usage).
- ❖ **Bill limit:** At the end of every billing cycle hard copy bill will be available with HR and the user needs to collect hard copy from HR/ADMIN for review. If any bill exceeds the maximum limits as specified below then the excess amount will be deducted from the subsequent month's salary.

Level	Limit (Post Paid)	Local/STD
Level 10	(upto Rs. 1500/- per month)	Local & STD
Level 6 to 9	(upto Rs.1000/- per month)	Local & STD
Level 4 to 5	(upto Rs. 500/- per month)	Local & STD
Level 2 to 3	(upto Rs. 500/- per month)	Local & STD
Level 1	(upto Rs. 200/-per month)	Local

- ❖ **Unofficial calls:** In case of any personal calls, the concerned employee should mark all their personal calls details and accordingly the deduction will be done towards personal calls in the next month salary
- ❖ **Decorum to be maintained:** The uses of non-essential features such as caller tunes etc. are not permitted especially to maintain the professional decorum of the College.
- ❖ All employees need to keep in mind the professional decorum of the College while choosing the mobile ring tone & keeping its volume to normal level.
- ❖ MMS and personal photos on mobile phone instruments are not permitted unless so requested by College Authorities.
- ❖ Sending of vulgar, malicious and or threatening calls, messages from the phone is strictly forbidden and can result in termination.

Note: The above rules are also applicable when College issues different chips and numbers while roaming domestic and international.

SECTION – 3

KEY PROCESS

A) HIRING PROCESS

This document lays down the broad policy and procedure that will govern the recruitment process. This policy only applies to employees who will be absorbed on the College rolls.

General hiring rules

1. Internal promotions/candidates will be considered before an external hire is proposed.
2. No person below 18 years of age can be hired.
3. New hire has to be in compliance with College structure/ compensation structure/College values/HR philosophy.
4. Recruitments are non-discriminated: Sex/Age/Religion/Orientation.

Procedure

1. New Position or Replacement - HOD will submit a 'Manpower Requisition Format to the HR team, after getting the required approval from the Principal/ Director and College Authorities. On receiving the same HR will initiate the hire process.
2. New hire search will be conducted by HR through internal Database, LinkedIn, job portals, consultants, referrals etc.
3. In addition to the immediate Manager, the concerned Department Head(s) along with HR will carry out interviews.
4. Interview feedback will be captured in interview evaluation forms.
5. The Final hire approval will be given by Principal, Director, & College Authorities after their meeting with shortlisted candidate.
6. Compensation will be structured and negotiated between the candidate and HR in consultation with the Department Head /Principal/Director & College Authorities.
7. Based on the approval from College Authorities, the Offer Letter will be issued in line with the approved Manpower Requisition format and agreed pay. This will be made subject to reference check and permanent address confirmation.
8. A letter will also be sent to the permanent address of the candidate to confirm the same.
9. HR will plan for induction of the employee by relevant Departmental Heads and ensure that an Induction check-list / schedule is made for all new joiners.
10. At the end of the probation period an appraisal will be made to enable confirmation.
11. Training of HODs in HR process and familiarization.

Interview Workflow						
Grade & Level	Round 1(Screening)	Round 2(Technical)	Round 3(HOD discussion)	Round 4 (Final Discussion)	Round 5(Salary Nego.)	TAT
L1 to L4	HR*	HOD/MANAGER	GROUP HR/DIR. ADMIN	NA	GROUP-HR(NEGOTIATION)	15 Days
L5 to L7	HR	DIRECTOR/PRINCIPAL	GROUP HR/DIR. ADMIN	VC/SECRETARY	GROUP-HR(NEGOTIATION)	30 Days
L8 to L10	GROUP-HR/DIR. ADMIN	VC/SECRETARY			GROUP-HR(NEGOTIATION)	45 days
Class 4	HOD					15 days
Time Duration	Day 1	Day 1	Day2-3 as per availability	Day2-3 as per availability	Same day after round 4	

*Shortlisting to be done by HR, except n case of doctors that need to be shortlisted by HOD/Dir. Principal					

MRF Approval Matrix				
S No	Position and Band	Position Type	Level 1 Approver	Final Level 2 Approver
1	Academic	New	HOD	Director- Principal/Head HR
S No	Position and Band	Position Type	Level 1 Approver	Final Level 2 Approver
2	Academic	Replacement	Reporting Manager	Director- Principal /Head HR

Interview Assessment Parameter					
Rating	1	2	3	4	5
Feedback	Very Poor	Poor	Average	Good	Excellent
Status	Not selected	Not selected	Need more options	Need to be considered	Selected
*Subject to Approval					

Types of Appointments

a) Confirmed Full-Time Employees

Teaching staff: A confirmed full-time employee who is engaged for academic purpose and works for prescribed no. of hours from time to time, as per College Guidelines.

Admin and Technical staff: A confirmed full-time employee who is engaged in all admin and supporting functions and works for the prescribed no. of hours from time to time, as per College Guidelines.

b) Short-term Contract (on leave vacancy)

A contractual employee who is engaged for a short period to cover, in case of any leave vacancy.

Employment of relatives:

The college has no prohibition against hiring relatives of existing employees but understands that employment of relatives in the same department/location of the college may impact departmental functioning.

A relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Below are the guidelines of employee relatives hiring under teaching and admin and technical staff categories: -

Teaching staff: In case of teaching staff, no immediate relative should be considered for the same department.

Admin and Technical staff: An immediate relative* should not be considered while hiring for the same location.

* Immediate relative is defined as spouse, domestic partner, live in relationship partner, parents, sibling, or child.

B) EMPLOYEE REFERRAL SCHEME (ERS)

Employee Referral Scheme (ERS) wherein employees can refer their friends or references and if selected will be able to get an additional monetary benefit.

Eligibility:

All employees on rolls of the College are covered under this scheme. However, this scheme doesn't apply to employees working in Human Resource function, Immediate Reporting Manager/HOD & Principal, Director & College Authorities.

Procedure:

Employee may refer individuals who fit the specifications given in job descriptions for vacant positions which Human Resources posts from time to time. In case the resume is already available in the data bank the referral process will be terminated at this stage. Below are the general guidelines:-

- The employee's role will be limited to the submission of the resume of the candidate on hr.dntl.gn@its.edu.in
- After this the regular process of short listing and interviews will be applied to the referrals also. The employee making the referral will not in any way be involved with the interview or salary fixation of the candidate.
- Only the referrals that match the Job Description will be taken into account. If a candidate is referred by two employees at the same time, then the first referrer will be taken into consideration.
- Selection to the referred by any employee would be made only after going through the selection process, as per recruitment policy / procedures.
- There should be no specific canvassing in case of a referred candidate by both the employee who referred by them and the HR.

Rewards on Employee Referral Scheme – all categories of staff

Referral Category	Monthly CTC	Referral Bonus (INR)
Level 1 to 3	Monthly Salary upto 15 K	Rs. 2,500
Level 4 to 6	Monthly Salary upto 25K	Rs. 5,000
Level 7 to 9	Monthly Salary above 25K-50K	Rs. 10,000
Level 10	Monthly Salary Above 50K	Rs.20,000

Rules: -

- The scheme applies only to referrals for full time positions.
- A valid referral is for a candidate who is not already in the ITSDCHRC-Greater Noida, HR Candidate database.
- The referral bonus will be payable after and only if the new employee completes 6 months of employment at ITSDCHRC-Greater Noida.
- The referring team member and the new team member should be on the rolls of ITSDCHRC-Greater Noida, at the time of disbursement of the award.
- All recommendations made by ITSDCHRC-Greater Noida employee's must come from their personal contacts/ connections and not through any recruitment agency.

C) JOINING & INDUCTION FORMALITIES

Joining Documentation

Every employee joining the college at any hierarchical level must undergo all the joining formalities and fill the below mentioned forms as part of joining compliance.

- ❖ Personal Data Form
- ❖ ESIC Form No. 01 (if applicable)
- ❖ EPF Form No. 02 (if applicable)
- ❖ EPF Form No. 11 (if applicable)
- ❖ Gratuity Form F (if applicable) – form to be filled online

The employee should also submit the documents given below for Verification purpose:-

- ❖ Copy of Appointment/ Offer letter/ Joining letter
- ❖ Joining report
- ❖ Detailed appointment letter
- ❖ Declaration of Fidelity & Secrecy
- ❖ Attested copies of all Educational Qualifications, certificates and marksheets
 - High School
 - Graduation
 - Post Graduation
 - Ph.D.
- ❖ Affidavit on stamp paper of Rs. 10/-
- ❖ Medical fitness certificate
- ❖ Copy of Identity Proof - PAN card, Aadhar card, Driving License, Voter Card
- ❖ **Copies of Experience Certificates starting from First job till your last / recent employment.** You may submit the following documents as a proof of your experience:-
 - Copy of Last salary slip, Bank statement of last 2 months & IT Declaration/Form 16.
 - Copy of Identity Card of College (in case of trainee)
 - Copy of relieving order from previous employer
- ❖ Four passport-size (35 mm * 45 mm) color photographs.
- ❖ Two postcard-size (102 mm * 150 mm) color photographs with family members (If ESIC applicable)
- ❖ Copy of Age Proof - birth certificate/metric certificate/passport.
- ❖ Proof of citizenship/Right to work (in case of foreign citizen).

Induction

Purpose: To provide new entrants with comprehensive understanding of the College.

The HOD/Functional Head, in collaboration with the HR team defines the orientation schedule for each level in the functional hierarchy. The orientation program includes:

- ✓ Job description
- ✓ Brief on College Policies & Process.
- ✓ Roles and responsibilities of that Function
- ✓ Key responsibility areas and key performance indicators of the new hire.
- ✓ Allotment of work spaces, computer, Inter-com extension No., Mobile Handset, Connection etc (as applicable)
- ✓ Introduction to the functional structure and the employees.
- ✓ Flow of work and communications within the Function.
- ✓ Briefing on the process of performance appraisal/ evaluation.

To enable the orientation of the employee into their respective function, the HR team makes necessary arrangements including meetings with the functional head/HOD's and the respective team.

D) DATA ACCURACY

The College relies upon the accuracy of information contained in the Personal Data Form and resume given/filled by employee, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from employment or, if the person has been hired, may result in termination of employment.

E) UPDATE PERSONAL INFORMATION

The HR/ Administration function maintains all your personal records like your Application Form, your Employment history and other details. Any additional qualification or training received by you should also be notified. Notification of such details will enable the College to make maximum utilization of your capabilities that will not only benefit you but will also be of immense value to the College. It would also help to keep us posted on any additions to the family etc. to be done annually.

F) PROBATION, CONFIRMATION (POLICY)& NOTICE PERIOD

On probation: Every employee – teaching and admin and technical, joining the College shall be on a probation period as follows: -

ON PROBATION		
LEVEL	Probation Period	Notice Period during Probation
Professor & Above*		1 month notice or payment in lieu of notice**
Reader/ Associate Professor	3 months	1 month notice or payment in lieu of notice**
Sr. Lecturer/ Tutor	6 months	1 month notice or payment in lieu of notice**

** No probation is applicable in case of Professor and above.*

*** If during the probation, performance is found to be non-satisfactory, College Authorities may terminate the services of an employee without giving any notice or pay.*

Non-performance during probation: In case an employee is not able to meet the expectation & demonstrate the required performance / behavior during first three months or six month of probation, the College also may extend the probation or discontinue services without prior notice under the Confirmation policy stated below

ITS Education Group					
Rating	1	2	3	4	5
	0-20	21-40	41-60	61-80	81-100
Definition	Poor	Not Satisfactory	Good	Excellent	Outstanding
Confirmation Letter	Confirmation Request will be Reconsider After 3/6 Months and he/ She will not Qualifies for Appraisal	Confirmation Request will be Reconsider After 3 Months and he/ She will not Qualifies for Appraisal	Qualifies for Confirmation but not Qualifies for Appraisal	Qualifies for Confirmation and appraisal subject to approval from Management team.	Qualifies for Confirmation Appraisal

ITS Education Group					
Rating	Definition	Performance	Behavior	Absenteeism	PIP/Warning Letter
1	Poor	0-20	10*	10*	10*
2	Not Satisfactory	21-40			
3	Good	41-60			
4	Excellent	61-80			
5	Outstanding	81-100			

Attendance	More than 80% required If its less than 10 Points Add/deduct from final rating
PIP/Warning Letter	for Each PIP/Warning Letter Deducte 10 Points for Final rating
Behavior	Atleast Excellent reuiired (means falls between 60-80), If its less than 10 Points Add/deduct from final rating

CONFIRMATION AND NOTICE PERIOD AFTER CONFIRMATION

On confirmation of the employee, the services can be terminated by either side as follows: -

LEVEL	During Academic Session	During Academic break
	(from either side)	(from either side)
Professor and above	3 months	1 month notice or payment in lieu of notice**
Reader/ Associate Professor	3 months	1 month notice or payment in lieu of notice**
MDS/BDS	1 month	1 month notice or payment in lieu of notice**

** Such notice or payment of salary and admissible allowances shall not be necessary if the services of an employee are dispensed with by the College for committing act/s of misconduct or due to non-performance.

G) PERFORMANCE APPRAISAL PROCESS & PROMOTION GUIDELINES

Performance Appraisal Process

The Performance Management System is designed to define, measure and recognize the contribution of individuals and help the College establish achievable goals for all its people. We devote considerable time and attention to think of ways to improve the various facets of life with us.

Existing Employees: Performance of each employee shall be appraised once in a year but Performance review analysis will be on quarterly and our annual performance appraisal cycle is from February to January for teaching staff.

New Joinees: The first increment of new joinees [Teaching, Admin and Technical staff] will be as per their anniversary date, post which they will also fall in the Annual Performance Appraisal Cycle as mentioned above.

While appraising the performance, employee get to set and understand clearly what is expected from them and are assessed on the same (KRA/KPI). It's an opportunity to do a self-assessment and be given feedback by supervisor. The Appraisal form looks at key achievements of last year and next year plan. Please refer Annual Performance Review & Development Plan (APRDP).

Promotion Guidelines

As assessed during the appraisal and arising of the vacancy, the potential employee shall be promoted. The objective of the promotion is to ensure that high performance levels are recognized and rewarded. The following are the some of the key elements taken in consideration for Promotion: -

- ❖ Performance appraisal scores
- ❖ Competencies, Ability to do many tasks - Multi-tasking.
- ❖ Behavior with subordinates, colleagues, peers.
- ❖ Attendance/ leave.
- ❖ Demonstrated ability to improve quality, productivity, safety, cost and efficiency.
- ❖ Consistency in the quality of work.
- ❖ Willingness to accept tasks.

H) REWARDS & RECOGNITIONS

The objective is to reward and recognize the performers under various categories. The purpose is to build a performance driven College where efforts of the individual is recognized.

Long Service Awards

We believe in long run and stability therefore we reward the individual who are associated with ITS - The Education Group for a long time. The employees who have completed a continuous service of **5, 10, 15 and 25 years**, will be presented mementos and cash award on behalf of the College as under:-

S. No.	Salary upto (as on 01/01/2015)	After completion of 5 years of service	After completion of 10 years of service
1	Rs. 15,000 only	10 days salary* in cash	1 month salary* in cash
2	Rs. 15,001 to 30,000	03 days leave and Rs. 7,500/- in cash as reimbursement of expenses to go out with family	05 days leave and Rs. 15,000/- in cash as reimbursement of expenses to go out with family
3	Rs. 30,001 and above	03 days leave and Rs. 10,000/- in cash as reimbursement of expenses to go out with family	05 days leave and Rs. 30,000/- in cash as reimbursement of expenses to go out with family

***** Salary means Basic + D.A. + HRA + Other Allowances + Additional Allowances + Transport Allowance based on the Grade/Level of an employee.**

This leave can also be clubbed with holidays and taken in two parts

This is not an annual scheme and is subject to review and change from time to time.

I) CAREER PLANNING & DEVELOPMENT

As an HOD or Reporting Manager at ITSDCHRC-Greater Noida, you play a key role in the success of the college by helping to develop the workforce of the future. Each individual's career is a personal, lifelong quest for satisfaction and accomplishment, for learning and growth, for the security of an income, and for self-expression.

Your employees look to you for guidance and support in their career development efforts. In helping them develop this important aspect of their lives, you are contributing to their effectiveness, wellbeing, and job satisfaction. You are also contributing to their improved performance on the job because proper attention to an employee's career development is often associated with enhanced productivity and better teamwork. Hence, the College Authorities expects every HOD/Reporting Manager ensure the following: -

- Ensuring fair Recruitment enhanced Performance, Promotions.
- Ensuring Care for each other, Transparency & Trust with focus on institutionalizing the collective Initiatives of all.
- Ensuring Job Rotation, Job Enrichment, Training and Re-training, Career & Succession Planning, across the hierarchy.
- Enabling each employee to develop to their full potential with a shared sense of direction with a well-defined accountability and responsibility.
- Enabling each employee to evolve into self-starter Team Leader and meet the fast changing business environment and maintain a competitive edge.

Following is the Growth Chart for different categories of staff: -

ITS GROUP							
Band Academic	Salary Slab	Experience	Education	Academic/Admission Operations	Warden	APO Department	Library Department
T1	0-2 LPA	0-2 yrs	Under Grad./Graduat	BDS- Tutor	Jr. Warden	Executive - APO	Executive - Library
T2	2-3 LPA	2-3 yrs	Graduate/Post- Grad/Semi Qlfd/Qlfd	Lecturer- MDS/Assistant Professor	Warden	Jr. /Associate - APO	Associate - Librarian
T3	3-5 LPA	2-3 yrs	Graduate/Post- Grad/Semi	Reader/Associate Professor	Sr. Warden	Sr. Associate - APO	Sr. Associate - Librarian
T4	5-7 LPA	3-4 Yrs	Graduate/Post- Grad/Semi Qlfd/Qlfd	Professor	Asst. Manager Hostel Operations	APO	Asst. Librarian
T5	7-8 LPA	4-5 Yrs	Graduate/Post- Grad/Semi Qlfd/Qlfd	Senior Professor	Manager Hostel Operations	Jr. Registrar	Manager Librarian
T6	8-9 LPA	5-7 Yrs	Graduate/Post- Grad/Semi Qlfd/Qlfd	HOD		Assitant Registrar	
T7	9-10 LPA	7-9 Yrs	Graduate/Post- Grad/Semi	Dean/Vice Principal		Registrar	
T8	10-12 LPA	9-12 Yrs	Graduate/Post- Grad/Semi Qlfd/Qlfd	Principal			
T9	12-15 LPA	12-15 Yrs	Graduate/Post- Grad/Semi	Director/Director Principal			
T10	15 LPA and	15-20 Yrs	Graduate/Post- Grad/Semi Qlfd/Qlfd				
	15 LPA and	15-20 Yrs	Graduate/Post- Grad/Semi Qlfd/Qlfd				

GRIEVANCE HANDLING PROCESS – (email id: complaint.dntl.gn@its.edu.in)

Despite our best efforts to keep you happy whilst working with us, there may be times when you feel otherwise. At such times, do not keep your feelings to yourself. Take up the matter with your immediate superior. If you feel that your problems remain unresolved, you can approach the Human Resources Function. The earlier you do so, the better. Please remember grievances if not brought out into the open will have a disastrous effect on both you and the College.

Grievances fall into 3 categories.

1. Violation of written policy or procedure
2. Any unfair or inequitable application of written policy or procedure, or
3. Harassment or discrimination based on illegal factors.

Please note that all the grievances, as a policy, are handled by the HR Department maintaining utmost privacy and confidentiality.

Formal Grievance Procedure

If the informal grievance procedure is followed but unsuccessful, an employee may pursue the matter through this formal grievance procedure. Adhering to these guidelines will often result

in a prompt satisfactory solution. The matter may be resolved to the satisfaction of all involved parties at any of the following steps. The grievance does not proceed to the next step if it has been successfully resolved at an earlier step.

Step 1

Contact Human Resources for a **Grievance Form**. Complete and return the form within 2 working days of receiving the form. Human Resources will determine whether the issue/incident falls within this Grievance Procedure Policy and if it is to proceed.

Step 2

Once Human Resources has made the decision that the issue/situation falls within the grievance procedure, they will forward the Grievance Form to the person with whom the employee had the issue/incident. After consulting with the parties involved, a written response is provided to Human Resources within 5 working days. If no agreement or satisfaction is reached, the grievance is continued to step 3.

Step 3

Principal/ Director reviews the Grievance Form and the response. They will meet the employee who filed the grievance and the person responding to the grievance and attempts to create a solution. If there is no agreement with the suggested solution, the grievance is continued to Step 4 if the employee submits a written request to proceed to Human Resources within 5 days of receiving the suggested solution.

Step 4

A) Grievance Committee: A Grievance Committee consisting of a representative from Human Resources and four committee members from the pool of appointed members – one of them designated as the moderator. This Grievance Pool consists of three to four employees that the College Authorities appoints each calendar year, one being designated as the moderator. The employee filing the grievance selects one member from the pool and two members will be drawn at random. Neither the moderator nor the three committee members may be a party to the grievance or involved in the grievance issue/incident. If they are a party to the grievance or involved in the incident, they will be removed from the pool for that case only. Any committee member may reclude themselves from participation if they believe they will have a conflict of interest in hearing the grievance or has reason to believe that they cannot be fair or unbiased.

B) Procedure: The Grievance Committee will meet as soon as reasonably possible, but no later than 14 working days after receiving all of the material related to the grievance. Each party has the opportunity to present the facts to the Committee and the Committee can ask any questions and request any information of the parties it deems relevant to the grievance. The Grievance Committee is closed to those not directly involved in the grievance. The meeting is investigatory rather than adversarial.

C) Committee Authority: The Grievance Committee is prohibited from creating new or amending existing policies (written or unwritten), rules and regulations. The Committee, however, may suggest to the College Authorities that particular policies or rules be reviewed. The Committee will forward its written findings and recommendations to the College Authorities.

Step 5

The Principal/ Director shall normally have 15 working days from their receipt of the Committee's recommendation to review it. If the Principal/ Director take no action within that period, the Moderator shall transmit the Committee's finding to the parties in writing as ITSDCHRC-Greater Noida's final decision on the grievance and will, on behalf of the College Authorities, take whatever actions are necessary to implement the decision. If the College Authorities reverses or alters the Committee's recommendation, they will communicate this decision in writing to the Moderator. *The Moderator will transmit the decision of College Authorities in*

writing to the parties as the final decision on the grievance, with instructions for implementation.

J) NON-COMPETITION OBLIGATION

During the period of your employment with ITSDCHRC-Greater Noida and after its termination or expiry for any reason whatsoever, you will not either directly or indirectly, independently, jointly, or in conjunction with, any other person(s) or affiliate, in any manner whatsoever, anywhere in the world, including as an employee, principal, agent, director, proprietor, member, partner, representative, shareholder, manager, employee, trustee, consultant, adviser, financier, administrator and/ or in any other like capacity: disclose any Confidential Information or trade secrets of ITSDCHRC-Greater Noida to any third party, including, without limitation, any competitors of ITSDCHRC-Greater Noida, or make any commercial use of such Confidential Information or trade secrets, or use it for the benefit of yourself or any third party (including, without limitation, any competitors of ITSDCHRC-Greater Noida), or to the detriment of ITSDCHRC-Greater Noida, or disclose to anyone the identities and other related information of any of ITSDCHRC-Greater Noida's clients/vendors/associates; or solicit, approach, canvass, enter into discussions or negotiations with or enter into any relationship, arrangement or understanding with, any employees, advisors, consultants, contractors/sub-contractors, clients, customers, suppliers, or partners of ITSDCHRC-Greater Noida.

During the course of the employment at ITSDCHRC-Greater Noida, you will not engage directly or indirectly as an employee or in any other capacity in any company whatsoever with the organization and / or its associated entities.

K) INTELLECTUAL PROPERTY RIGHTS

All intellectual property rights including, without limitation, patents, copyrights, design rights, trade marks, authorship rights etc. in all jobs, works, items and material created, developed, discovered, invented, designed, authored and/or contributed to by you ("**Intellectual Property**") whilst discharging your duties, or during the course of your employment, or using ITSDCHRC-Greater Noida's resources, property or infrastructure, will belong to and be the sole and absolute property of ITSDCHRC-Greater Noida, and you confirm that you will not be entitled to claim any rights over such Intellectual Property, whether during or after expiry or sooner termination of your employment with ITSDCHRC-Greater Noida. You hereby acknowledge and agree that any such Intellectual Property is work done for valuable consideration at the instance of ITSDCHRC-Greater Noida, which is hereby transmitted and assigned by you to ITSDCHRC-Greater Noida. Such assignment (a) shall be for all time and shall survive the expiry or prior termination of your employment with ITSDCHRC-Greater Noida; (b) shall not lapse or terminate for any reason whatsoever, including (without limitation) any delay or failure by us in exercising and/or utilizing, for any period(s) of time, any or all of our rights; (c) shall be without limitation as to territory; and (d) shall be without any further consideration in addition to the remuneration payable to you in consideration of your employment.

You shall, without charge to ITSDCHRC-Greater Noida, but at ITSDCHRC-Greater Noida's cost and expense, both during your employment with ITSDCHRC-Greater Noida and thereafter, participate in any and all activities that we deem necessary to register, perfect or reaffirm ITSDCHRC-Greater Noida's title and ownership in and to such Intellectual Property, including, without limitation, any activities for the facilitation or reaffirmation of the transfer and assignment of such Intellectual Property to ITSDCHRC-Greater Noida. ITSDCHRC-Greater Noida reserves the right to proceed legally against you and recover damages, where any such Intellectual Property is sought to be protected or exploited by you independently of ITSDCHRC-Greater Noida.

SECTION – 4

TRAINING & DEVELOPMENT

A) OBJECTIVES OF TRAINING & DEVELOPMENT

- ✚ ITSDCHRC-Greater Noida, recognizes that the skills and knowledge of its employees are critical to the success of the college.
- ✚ By providing opportunities, facilities and where possible financial help from the College aims to ensure that all members of staff can develop the knowledge, skills and experience necessary to perform their jobs well and fulfil their potential in line with the future needs of the College.
- ✚ The College aims to provide high quality, cost effective training and development for its staff.

This document outlines the framework within which staff training and development operates and defines the respective roles of those responsible for staff training.

B) ASSESSING THE NEED FOR STAFF TRAINING AND DEVELOPMENT

Training and development needs will arise for:

- **Induction:** As part of the induction process for staff joining the College for the first time.
- **Continuous development:** To support continuous personal and professional development in order to enhance current job performance and prepare for future career progression.
- **New skills:** To attain skills and qualifications necessary to undertake new roles within the College.
- **New Policies and Procedures:** To familiarise staff with and assist them in the implementation of new policies and procedures.
- **Compliance:** To help support the delivery of the College's Strategic and Operational needs as identified from time to time by the College Authorities.

C) RESPONSIBILITY OF PROCESS OWNERS

Responsibility	Head of Department (HOD) has the overall responsibility for identifying Departmental and individual training needs, and for ensuring that these support the College's strategic aims. HOD's in consultation with the individual member of staff are responsible for ensuring that, so far as is possible, these needs are met
Identification of training needs	Departmental training needs may be identified as part of the Departmental planning process. Individual training needs will be identified through the ITSDCHRC-Greater Noida's Annual Appraisal process or as a result of a specific request by an employee approved by HOD

HOD and Reporting Managers are responsible for ensuring that staff are adequately trained to undertake their work and individual members of staff are expected to discuss with their managers, the training they believe they require, to take part in training activities, and to share information, skills and knowledge with their colleagues.

D) TRAINING NEEDS ANALYSIS PROCESS

Generally, post College's Annual Appraisal exercise, all training needs mentioned in the Form are to be analyzed & captured by HR Department. The following are the steps for the training need analysis: -

- ♦ The training needs inputs derived from the appraisal are first classified into **technical/behavioural/ developmental needs**.
- ♦ The needs are then classified into broad categories depending on the commonalties that exist and are drafted into **proposed activities**.
- ♦ HR will discuss with Departmental Heads so as to get a perspective on the training needs mentioned in the appraisal form. These discussions assist in getting an understanding of the needs for the entire department, the methodology to be followed and the priorities.
- ♦ Post discussions with the Functional Head/HOD, the identified **needs of all training programs to be consolidated** and a **training calendar** for the college for the year with all training details to be prepared.

E) TRAINING COORDINATION

Responsibility	Human Resources is responsible for the coordination of staff training and will provide professional advice on the options available to the HOD & College Authorities
Assessment of training needs	Heads of Department and/or Reporting managers with delegated responsibility will be asked on an annual basis to assess the training needs of their staff and to liaise with Principal/ Registrar in the production of an Annual Training Programme/Calendar.
Managing the program	HR will also administer the training programme and coordinate the appraisal process. Requests for external training should be made using the College's Staff Training Application Form which needs to be approved by HOD, Principal/ Director & College Authorities

F) STAFF TRAINING METHODS

The College will encourage, support and deliver training and development which supports its operational and strategic objectives by using the most appropriate, effective and affordable training method.

This will include in-house training such as:

- **Generic and tailored induction** programmes for all groups of staff which demonstrate how their jobs support the College's teaching, research, clinical and business development objectives.
- **Job related induction programmes** which aim to ensure that new members of staff are familiarised with their new role.
- **Individual coaching** to help Reporting Manager and others to effectively lead, motivate and develop their staff.
- An **annual training programme** of courses and workshops in five key areas: *Academic Staff Development; Health & Safety; Information Technology; Leadership & Management and Soft Skills & Knowledge Development*.
- **Job rotation and work shadowing**, where staff works with colleagues to learn their work in order to expand their own skills and to provide cover during holidays and other absences.

And additionally, staff will be encouraged to attend **external training events**, where these directly relate to their job roles and the College's operational and strategic needs, such as:

- Short courses/ conferences
- Seminars
- Workshops

Prior permission and approval of Departmental Head, Principal/Director and College Authorities should be taken before proceeding for training events.

G) FUNDING OF STAFF TRAINING EVENTS

The provision of training will be prioritized, in consultation with Heads of Department, with the aim of ensuring the best use of available funds allotted to at the beginning of every financial year.

(i) In-house

The College's HR Training Budget is set annually as part of the resource allocation exercise. This will be used to finance staff training and development activities. Access to this programme will be available at no cost to the individual staff member or their department.

(ii) External

Each department holds a training budget to support attendance at external training events which meet job related needs specific to that department, for example, attendance at conferences/seminars of professional bodies. Additionally, HR holds a limited budget which may be available to support such external activity. All requests for funding must be made on the "Application for Funding Form – External Program" collected from HR Department.

H) TRAINING FEEDBACK

Feedback or evaluation process covers the following features: -

- Quality of the programme
 - Relevance of the programme
 - Evaluation of the trainer
 - Impact of Training
- ◆ Training Feedback is solicited by way of a "Training Feedback Form," or "Impact of Training surveys".
 - ◆ Consolidated qualitative training feedback summary is distributed for all training interventions to the HR Department at the end of every training program.

I) TRAINING MONTHLY MIS REPORTS

HR Department will submit a monthly Training MIS Report to the Principal/ Director and College Authorities covering the following: -

- ✓ The MIS contains qualitative and quantitative information about the training programmes conducted for the month and also the rescheduled programmes for the next month.
- ✓ It provides information regarding the evolution of training in terms of man-hours and cost for the Internal, External trainings
- ✓ Short courses conferences/Workshops/Seminars attended.
- ✓ Technical & System related training.
- ✓ Behaviour/Soft Skills Training.

The half yearly and annual training reports give an overview of all the training activities conducted during the year. It gives qualitative data in terms of number of hours of training imparted and cost involved together with a quantitative data in terms of the programmes conducted, feedback received and an outline of the training activities planned for the next year.

SECTION – 5

COMPENSATION & BENEFITS

A) GRADE STRUCTURE OF THE COLLEGE

All the employees of the College will be governed by the following Grade Structure:

Admin and Technical Staff

Level	Designation	Exp/ Qualification
L1	General Manager / Departmental Head (Group)	Post Graduate in respective field with minimum 18+years of relevant experience or Graduate with minimum 22+ years of experience in relevant field
L2	Dy. General Manager	Post Graduate in respective field with minimum 16 years of experience or Graduate with minimum 18-19 years of experience in relevant field
L3	Asst. General Manager	Post Graduate in respective field with minimum 14 years of experience or Graduate with minimum 16-17 years of experience in relevant field
L4	Senior Manager	Post Graduate in respective field with minimum 11 Years of experience or Graduate with minimum 13-14 years of experience in relevant field
L5	Manager	Post Graduate in respective field with minimum 8 years of experience or Graduate with minimum 10-11 years of experience in relevant field
L6	Deputy Manager	Post Graduate in respective field with minimum 6 years of experience or Graduate with minimum 8-9 years of experience in relevant field
L7	Assistant Manager	Post Graduate in respective field with minimum 4 years of experience or Graduate with minimum 6-7 years of experience in relevant field
L8	Sr. Executive	Post Graduate in respective Field with minimum 2 years of experience or Graduate with minimum 4-5 years of experience in respective field
L9	Executive	Post Graduate Fresher or Graduate with minimum 2-3 years of experience in respective field
L10	Jr. Executive	Graduate fresher or Diploma with minimum 2 years of experience relevant/ Basic Computer Knowledge

- **Admin Staff includes:** - Accounts, Library, Store, APO, Admin, Purchase, HR, IT and OPD department's staff (staff list defined in Section 2 Page 12)
- **Technical Staff includes:** - Lab Technician, Dental Mechanic, Dental Hygienist, X-ray Technician, Photographer

Teaching staff

Grade	Designation	Minimum Qualification - BDS
T1	Principal / Director	MDS in respective subject from DCI recognized college/ university with minimum 14 years of teaching experience as per DCI norms
T2	Vice Principal	MDS in respective subject from DCI recognized college/ university with minimum 12 years of teaching experience as per DCI norms
T3	HOD	MDS in respective subject from DCI recognized college/ university with minimum 10 years of teaching experience as per DCI norms
T4	Professor	MDS in respective subject from DCI recognized college/ university with minimum 9 years of teaching experience as per DCI norms
T5	Reader/ Associate Professor	MDS in respective subject from DCI recognized college/ university with minimum 4 years of teaching experience as per DCI norms
T6	Sr. Lecturer/ Assistant Professor	MDS in respective subject from DCI recognized college/ university with 0-3 years of experience in relevant field
T7	Tutor	BDS from DCI recognized college/ university or an equivalent degree with 0-1 years of experience in relevant field

Note: Please refer to your respective grade for various entitlements.

B) SALARY CONFIDENTIALITY

Employees are prohibited from discussing their salary or wage levels and college benefits with other employees. Such information is confidential between you and ITSDCHRC-Greater Noida, and any breach of this confidence will be viewed with utmost seriousness and shall amount to a breach of the terms hereof.

C) SALARY PAYMENT

Salary will normally be paid on the **Tenth** day of each month through bank transfer

- **Opening of account:** The employee will have to open a savings account at the bank specified by the College and intimate the account number to the Accounts Department. The salary will be credited to that account.
- **Payment:** The HR department will, on the basis of attendance, intimate payment of monthly salary.
- **Deductions:** The College will make certain deductions such as Income Tax, Provident Fund, Transport Allowance Advances etc., whenever applicable, on a monthly basis.
- **IT Declaration:** To enable the College to compute Income Tax liability, the employee should send a Declaration in the Performa available and provide all details /documents like LIC premium, rent receipt etc.
- **Salary slip:** The employee will be provided a salary slip from HR Department for each month giving necessary details of the payout.

D) SALARY ADVANCES

- **Purpose:** The advance is aimed to cover sudden illness/ death/ hospitalization in the family, emergent requirement, medical expenses or for self or for employee's marriage or sister's marriage. The reason will have to be genuine.
- **Eligibility:** The College provides for salary advance to meet unforeseen and additional expenditure in case the employee has completed minimum one year of service subject to approval of HOD, Principal/Director & College Authorities.
- **Amount:** Advance entitlement is given below: -

Gross Salary level per month	Maximum Entitlement
Upto 50,000	Upto Rs. 1,00,000 or 3 times of gross salary, whichever is lower
50,000 and above	Upto Rs. 2,00,000 or 2 times of gross salary, whichever is lower

- **Repayment:** Amount of advance shall be deductible in equal instalments from salary of the concerned employee (subject to a maximum of 10 instalments) and has to be fully paid off within 6-10 months of its disbursement.
- **New Advance:** There should be a gap of atleast six months between the date of deduction of last instalment of previous advance from salary and date of new advance.
- **Exception:** The employee will not get advance for investments, discretionary spending, and purchase of property or for similar expenditure.

Note: Advance against salary cannot be claimed as a right by the employee. Sanctioning of an advance against salary shall be at the sole discretion of the authority.

E) PROVIDENT FUND SCHEME

(In compliance with Employees' Provident Fund & Miscellaneous Provisions Act, 1952)

The College is registered under the Provident Fund Scheme where the employees are required to contribute 12% of their Basic Salary towards the said scheme. An equal contribution is also made by the College on behalf of the employee.

- ❖ **Eligibility:** All Employees drawing monthly basic salary upto Rs. 15,000 are mandatorily covered under the scheme. However, employees drawing monthly basic salary above Rs. 15,000 may opt in or opt out from this scheme by filling Form 2 Revised of PF Act, 1952. If they opt to join the scheme, the basic salary will be considered at Rs. 15,000/- per month.

The scheme has three main benefits:

- ❖ **Interest Rate:** Savings for the Employee with a very attractive interest rate (provided by the central government)
- ❖ **Pension:** Governed by Employees Pension Scheme, 1995, providing pension to the retired members and to their dependents (after their demise), and
- ❖ **Life Insurance:** Governed by Employees Deposit Linked Insurance (EDLI) Scheme, providing for the life insurance benefit to the members.

Note: Employees can transfer previous service PF contributions to the current account by completing PF transfer form and submitting to Accounts Department. To know more about the Provident Fund scheme, do contact the HR Department at hr.dntl.gn@its.edu.in.

F) EMPLOYEE STATE INSURANCE SCHEME

(In compliance with Employees' State Insurance Act, 1948)

The College is registered under the ESI Scheme and Employees drawing a **monthly Gross Salary up to 15,000/-** are covered under the same. The Employees are required to contribute 1.75% of their Gross Salary towards the said scheme. 4.75% of the Gross Salary is also put in by the College as the contribution.

The scheme has the following benefits for its members:

- ❖ Medical Benefit
- ❖ Sickness Benefit
- ❖ Maternity Benefit
- ❖ Disability Benefit

Note: To know more about the ESI scheme, do contact the HR Department at hr.dntl.gn@its.edu.in.

G) GRATUITY

(In compliance with Payment of Gratuity Act, 1972)

Gratuity is the reward conferred by the employer to its Employees who have served a minimum of 5 years of continuous service. All employees are covered under Gratuity act.

Employees who have worked continuously for five years or more are paid gratuity for every fifteen days salary in a year. The Gratuity is paid at the time of the Employee leaving the services of the College and is calculated as per the following formula:

$$\frac{\text{Last Drawn Basic Salary (p.m.)} \times \text{No. of Years of Completed Service}^* \times 15}{26}$$

** Rounded off with a cut off of 6 months.*

Gratuity shall not be paid to a teaching, admin and technical staff in case of the following circumstances:

1. Riotous and disorderly conduct or any act of violence
2. Any act which constitutes an offence involving moral behaviour provided that such offence is committed by them in the course of their employment
3. Causing financial loss to the college
4. Any unethical behaviour which tarnishes the image of the college
5. Loss of confidence while in service

H) CONFERENCE REIMBURSEMENT (for teaching staff)

This benefit entitles teaching staff to avail conference expenses reimbursed for attending one specialty conference in a year as per the following: -

Designation	Amount Rs. (maximum upto)
Professor	25,000/-
Associate Professor	15000/-
Assistant Professor	7,000/-

Conditions:

1. Eligibility
 - i. Minimum one year of service from the date of joining in the college.
 - ii. As per Dental Council of India requirements, the following conditions are to be met for reflecting in the inspection pro-forma.

- Presentation of Scientific Paper
or
 - Chairing of the Scientific Session
or
 - Member of the Organizing Committee of the Conference.
or
 - Conducting a preconvention/ Preconference course.
- iii. At a time 50% of the teaching staff from the department will be allowed to attend the conference in the interest of the patient care and teaching and provided it does not clash with any other activity going on in the college.
 - iv. Prior permission must be obtained 4-6 weeks before proceeding for conference.
 - v. The final permission for the participation in the conference rests with the concerned college authorities.
 - vi. The duly approved bills must be submitted within 15 days after attending the conference along with the supporting documents like attendance certificate, final academic leave application etc.

2. Document required - Proof of conference attendance & original bills.

3. Amount - Includes travel, Stay & conference registration.

Any discrepancies observed in this, will lead to necessary disciplinary, financial and legal action and no reimbursement of Registration / any travel expenses will be sanctioned.

I) **GROUP MEDICAL INSURANCE COVERAGE BENEFITS**

- In order to provide the employees security and protection, the College provides an Insurance Scheme for the Admin and Technical staff and BDS Tutors, who are not covered under ESI Scheme.
- This policy will cover unforeseen expenditure incurred by the employee in case of hospitalization due to any medical emergency.

The sum assured will depend upon the grade/level of the employee.

J) **OTHER BENEFITS**

Below are the other benefits extended to the employees of ITS - The Education Group.

1) **BENEFITS ON SPECIAL OCCASIONS**

Eligibility: Employees whose **monthly gross salary is upto Rs. 15,000/-** having served minimum 3 years in College

On the Occasion of own's marriage	Min Rs. 500 - Max Rs.1000* per year, for every completed year of service
On the occasion of immediate Sister/Brother's marriage i.e. blood relation only	
On the occasion of Daughter/Son's marriage	

- **Amount:** The exact amount to be paid shall be decided on the basis of performance and contribution made by the member towards the growth of the college.
- **Maximum:** The above incentive shall be paid subject to maximum of Rs.25,000/- per relation.
- **Relative entitlement:** If by virtue of employment in I.T.S - The Education Group, two relatives become entitled for the above incentive for the same marriage, then the incentive of higher

amount shall be paid to one member only.

Note: Further, if the monthly gross salary of the member crosses Rs.15,000/- after having served for more than 3 years at a monthly gross salary of upto Rs.15,000/-, the above incentive shall be paid for the period for which, the member had served in I.T.S The Education Group at a monthly gross salary of upto Rs.15,000/-.

Process to be followed for claiming the benefit

To claim the benefit for a special occasion as defined above, HR Department has to get the information about the special occasion of the employee. The concerned employee must share the Invitation card - in case of self marriage or marriage of sibling and children for claiming the benefit.

2) CHILDREN EDUCATION SUPPORT

Eligibility: All employees drawing **monthly gross salary upto Rs. 20,000/-** and whose children are studying in school (Class 1 to 12), shall be eligible to receive this benefit.

Amount: Details of the entitlement are as follows: -

Gross Salary upto (per month)	Eligibility	Tuition Fee (per child per month)	No. of children applicable
Rs. 12,000 per month	From the date of joining or 01.02.16, whichever is later	Rs. 750/- per child per month	2 children
Rs. 12,000 to Rs. 15,000 per month	From the date of joining or 01.02.16, whichever is later	Rs. 750/- per child per month	1 child

When to get reimbursement: Employees can claim reimbursement of tuition fee paid for the education of their children upto 12th standard only, on a monthly basis.

Maximum: Please note that at a time only one child will get this facility and the eligible applicant can avail this benefit maximum up to two children as per the above details.

Exception: In case where a child requires assistance in higher studies (Graduation / Post Graduation / Other professional courses), the same can be approved by College Authorities based on duly approved request. The support limit in such a case shall be decided individually on basis of merit from case to case.

Procedure for claiming Education Support & documentation

The scheme will run on a year to year basis (April – March) and the education support shall be extended to an eligible applicant accordingly. To avail the same, the eligible applicant shall be required to submit the following documents to the concerned HR personnel alongwith recommendation of their HOD:

- The relationship proof (in respect of the child)
- The current/ existing proof that the child is currently studying (School Fee receipts, current mark-sheet, Certificate from School, etc.)

The HR department will then verify the details from the declaration form already available with them and process the same after the approval of Principal/Director and put forward before the College Authorities for final approval.

The documentation would be required to be submitted in the beginning of the benefit period (April every year) and the education support shall be extended to the applicant till March next year. Once it is approved, in order to process the claim, applicant should submit the documents to HR on monthly basis along with the supporting documents.

3) CHILD BIRTH ALLOWANCE

Eligibility: This scheme is for the employees of I.T.S -The Education Group who have completed more than 3 years of service at I.T.S and whose **monthly gross salary is upto Rs. 10,000/-**.

Amount: Amount will be given as increment in salary on a monthly basis

CHILD	On the birth of FIRST CHILD	On the birth of SECOND CHILD
GIRL CHILD	Rs. 300 per month	Rs. 250 per month
MALE CHILD	Rs. 200 per month	Rs. 200 per month

Exception: The above benefit will not be available on birth of third child.

Procedure for claiming allowance: The concerned employee needs to collect pro-forma for the said entitlement, fill it up and submit to HR department alongwith copy of birth certificate of the child.

HR department will then forward the same to Registrar/ Principal/ Director for their approval.

Post approval, the employee can collect the amount from Accounts department or the same will be given as a part of their salary on a monthly basis.

4) TRANSPORT FACILITY FOR STAFF

Eligibility: Transport facility is for all teaching, admin and technical staff members at subsidized rates based on the distance travelled.

Monthly Cost: Monthly charges to avail this facility are Rs. 1,200 to 1,500 per month depending upon the bus routes and stoppage.

Bus Routes: Presently, this facility is being provided on 4 routes from Vasundhara, Mohan Nagar (2 routes), Kohat Enclave, etc

Bus timings in morning: Staff members can avail bus facility as per Bus route details shared as Annexure T.

Bus timings in evening: Staff members can avail bus facility from college at different timings during evening at 3.45 pm, 5.00 pm and 6.00 pm.

Exception: Employees drawing monthly gross salary upto Rs.15,000/-, are allowed to use college bus/ conveyance facility free of charge.

5) CONCESSION ON TREATMENT CHARGES AT SURYA HOSPITAL

Eligibility: This scheme is applicable for all employees at ITS - The Education Group. All employees will be given discount on Hospital treatment charges at ITS Surya Hospital-Greater Noida

Salary	Discount given
For employees drawing monthly gross salary upto Rs. 20,000/-	100% discount on OPD/ IPD charges except consumable, medicine and fees charged by outside consultants
For employees drawing monthly gross salary of Rs. 20,000/- & above	50% discount on OPD/ IPD charges except diagnostic, consumable, medicines and fees charged by outside consultants

Procedure: The staff members are required to produce their valid identity at the Registration counter to avail concession.

Exception: The above discount is available only for the treatment of employee themselves.

Employee Referral: 50% discount on OPD/ IPD charges except diagnostic, consumable, medicines and fees charged by outside consultants for all patients referred by employees of ITS DCHRC-Greater Noida.

6) DISCOUNT ON TREATMENT CHARGES AT DENTAL HOSPITAL

The discount policy for **Dental Treatment Charges** is as follows:

Sl. No.	Eligibility	Procedure	Entitlement/ Benefits
1	ITS Teaching, Admin and Technical staff & their immediate dependents* (All campuses)	On submission of Valid I- card	50% Discount for all treatments except Fixed Orthodontics, CBCT, Major Oral Surgeries, Implants and FPD (upto 3 units only) . Copy of the ID- Card to be attached at Registration Counter.
2	Academic Interest Patients	HOD	100% Discount on individual treatment by HOD except Fixed Orthodontics and Implants . HOD's to sign the receipt.

* Dependants - Mother, Father, Wife/ Husband, Son, Daughter and unmarried/ unemployed dependant brother and sisters.

* Fixed Partial Denture (FPD) more than 3 units will be chargeable as per the normal rates for all Discount categories.

Note: In addition to above Administrator/ Principal/ Director are also authorized to give discounts to the patients.

All the above benefits shall be given at the sole discretion of the College Authorities and cannot be claimed as a right.

7) ACCOMMODATION FACILITY FOR TEACHING, ADMIN AND TECHNICAL STAFF

The college provides accommodation facilities to teaching, admin and technical staff in staff flats and hostels at subsidized rates: -

Type of Accommodation	Charges
2 BHK**	HRA + 10% of Revised Basic Pay as License fee subject to a minimum of Rs. 5,000 and maximum of Rs. 8,000 per month plus electricity charges as per actual consumption
1 BHK**	Rs. 3,000 plus electricity charges
Hostel accommodation on single sharing basis*	Rs. 3,000 including electricity charges
Hostel accommodation on twin sharing basis*	Rs. 2,000 per head including electricity charges

Note: -

** 1 BHK and 2 BHK flats are available at Dental & Engineering Colleges and will be provided to staff as per availability, if required. 2 BHK flats can also be availed on sharing basis by the staff.

* We have three Hostels for accommodating ladies staff i.e. Durga 1, Durga 2 Hostel (Dental College) & Saraswati Hostel (Engineering College) and three hostel for gents staff i.e. Eklavya (Dental College) and Arjun & Dhruv Hostels (Engineering College).

8) MESS CHARGES FOR TEACHING, ADMIN AND TECHNICAL STAFF

The college provides food facility to teaching and non-teaching (admin and technical) staff at subsidized rates, details of which are provided as Annexure M.

SECTION – 6

SEPARATION PROCESS

SEPARATION GUIDELINES

The college believes in taking good care of you even while parting. At ITSDCHRC-Greater Noida, you can check out anytime you like, but you can never leave. The term “separation” pertains to removal of the name of an employee from the rolls of college. If you must part ways, the procedure is quite simple. Below are the details: -

A) PROCESS FOR RESIGNATION

The mail/ letter has to be addressed and sent to the Principal/ Director. Written acceptance of resignation will be given to the employee clearly specifying the date of relieving by HR department. All departing employees are required to handover their assigned responsibilities to the designated person and get a confirmation from them that all job responsibilities have been handed over to the satisfaction of the reporting manager.

B) NOTICE PERIOD

- ✓ The notice period will be mentioned in the appointment letter.
- ✓ A teaching, admin and technical staff can resign by giving required notice, or by payment of gross salary in lieu of notice or as mentioned below. A teaching staff can resign during the Academic year/ session by giving the required notice or by payment of gross salary in lieu of notice or as mentioned below.

ON PROBATION & EXTENDED PROBATION		
LEVEL	During Academic Session	During Academic break
Reader/ Associate Professor	1 month**	
Sr. Lecturer/ Tutor		
Admin and Technical staff		

* No probation is applicable in case of Professor and above.

** If during the probation, performance is found to be non-satisfactory, College Authorities may terminate services of an employee without giving any notice or pay.

AFTER CONFIRMATION		
LEVEL	During Academic Session	During Academic break
Professor and above	3 months*	1 month*
Reader/ Associate Professor	3 months	1 month*
Sr. Lecturer/ Tutor	1 month	
Admin and Technical staff		

* Such notice or payment of salary and admissible allowances shall not be necessary if your services are dispensed with by the College for committing act/s of misconduct or due to non-performance.

- ✓ There will be **no waiver of notice period**.
- ✓ No EL will be sanctioned during notice period and Notice period will not be adjusted against unutilized EL. In case of an emergency, an employee can avail maximum 2 leaves per month from their CL or SL balance. If there is no leave balance the same will be treated as LWP.
- ✓ In case of excessive leaves during the notice period, the relieving date may be extended by the college.
- ✓ Notice period or any other related rule mentioned in the Appointment letter will supersede this manual.

C) RETIREMENT

Teaching staff: Retirement age for teaching staff is 65 yrs and may continue to teach upto 70 yrs subject to approval of College Authorities, DCI & University.

Admin and Technical staff: Retirement age for admin and technical staff is 65 years.

D) ABANDONMENT OF SERVICES

Abandonment of services is deemed to have occurred when an employee keeps away from duty without sanction for **5** consecutive days of leave or non intimation of their absence to Reporting Manager/HOD & HR. The HR Department will send 2 show cause letters to the concerned employee for giving an explanation for absence from duty without sanction or without intimation. If no response or a satisfactory explanation is received after sending **2** show cause letters to the concerned employee, in such cases, the employee's name may be removed from the rolls of the college.

E) TERMINATION OF SERVICES

The services of an employee may be terminated under following circumstances: -

- ✓ **Regular employees:** A teaching, admin and technical staff can resign by giving required notice as per Appointment letter or by payment of equivalent gross salary or as mentioned above. However, during Academic session a teaching staff can resign by giving the required notice or payment of gross salary in lieu of notice or as mentioned above.
- ✓ **Employees on probation:** During probation period every staff (as mentioned above) is liable to be terminated at any time without any notice or any reason(s) thereof. Staff on extended period of probation, will be liable to be terminated without any notice or reason. However, a staff can resign during extended probation by giving one month's notice or payment of gross salary in lieu of notice.
- ✓ **Non Performance:** If employees fall below required performance standards and performance management processes have not been adequate to address the issue and consistently fails to meet agreed standards.
- ✓ **Misconduct,** which includes insubordination, drunkenness, dishonesty, assault, deliberately endangering the safety of others, commission of a criminal offence, accepting bribe and objectionable language etc.
- ✓ **Lapse in confidentiality of information policy:** Involved in leaking of college's confidential information.
- ✓ **Presentation of false /misleading past record/ information:** If past information provided by employee during the appointment is found to be false, misleading or deliberately concealed.
- ✓ **Integrity Issues:** In case behaviour or conduct is found wanting or undesirable.

F) POST RESIGNATION /TERMINATION FORMALITIES

- ❖ **Resigned employees are expected** to handover all the **college property** issued by the college and get the **clearance done**. In case of any faults found by the concerned department, the same will be recovered from the concerned employee.
- ❖ Resigned employees need to get the No dues clearance certificate filled in by all departmental heads and submit to HR department, so that HR can make the final settlement within **a month** of leaving.
- ❖ Also complete the **exit interview** form and PF withdrawal form before getting relieved.
- ❖ On receipt of No Dues Certificate, the full and final settlement of account would be prepared. Final payment cheque shall be issued alongwith Experience-cum-Relieving Certificate. This will be telephonically communicated to the employee who can either pick the cheque from HR department or it will be posted to the address as mentioned by them.

Note: Derogatory mail or chain email at the time of leaving College shall lead to legal and disciplinary action.

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SECTION – 1

INTRODUCTION

A) ABOUT OUR COLLEGE

I.T.S The Education Group is a 20 years old leading professional educational group of the country. It offers various programmes which are NBA & NAAC accredited. The ISO 9001:2008 certified group offers **20 courses** to its **8000 students** in **7 Colleges** spread over **4 campuses**, endowed with State-Of-The-Art infrastructure, modern facilities and **more than 700 distinguished faculty members**.

I.T.S The Education Group is a renowned and established educational group offering programmes in Management, IT, Dental, Engineering, Pharmacy, Biotechnology and Physiotherapy. PGDM programme offered by I.T.S is equivalent to MBA granted by the Association of Indian Universities (AIU) which a rare recognition is given to any such programmes in India. It supplements education with its CSR activities offering help, care and guidance to the down trodden and underprivileged segments of the society. It also offers nonprofit medical care to society through its two, 100 bedded fully equipped multi-specialty general hospitals and regularly conducts dental check-up and treatment camps.

I.T.S Dental College, Hospital & Research Centre (ITSDCHRC), is situated in an Institutional Area (Knowledge Part III) of Greater Noida, UP. *True to its motto “In Service for a Healthy Nation”, the I.T.S Dental College, Hospital & Research Centre focuses on both the rural and urban population by providing free transport, medicines and heavily subsidized treatment to the patients.*

The college is a self financed institution recognized by DCI, Ministry of Health & Family Welfare and is affiliated to Chaudhury Charan Singh University, Meerut. The group utilizes the skills and experience of outstanding teaching, admin and technical staff and students who share the passion in creating an institution known for its excellence and integrity. Blending tradition with neo realities, the I.T.S Group lays emphasis on four cardinal tenets:-

- Academic Rigor
- Advanced Technology
- Practical/Clinical Application
- Ethical Standards

B) OUR VISION

‘Inspiring learning for healthcare of tomorrow’

C) OUR MISSION

To foster higher level of learning, clinical thinking and evidence based health care capabilities in young professionals.

D) OUR OBJECTIVES

- To generate new learning techniques
- To improve teaching processes
- To expand the information technology capacity
- To strengthen the industry interaction network
- To facilitate professional practitioners in searching their potential
- To inculcate team spirit among the learners

E) CODE OF CONDUCT

Employees are expected to adhere to the highest standards of personal, professional and business ethics, and to always use good judgment about the way they conduct themselves when doing their work and representing ITSDCHRC-Greater Noida. The college's success is undermined by unethical conduct. Our standards require careful observance of the spirit and letter of all applicable policies, procedures, laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

ITSDCHRC-Greater Noida, will comply with all applicable policies, procedures, laws and regulations, and expects its directors, officers, and employees to conduct themselves in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. Compliance with this policy of personal, professional and business ethics and conduct is the responsibility of every College employee.

There are three levels disciplinary action against misconduct

The possible steps for disciplinary action are: counseling, verbal warning, one or more formal written warnings, performance evaluations indicating substandard performance, demotion, suspension, probation and/or dismissal. The choice of options depends on the seriousness of the behavior.

Level 1 actions:

These actions are taken for behaviors such as:

- * Unauthorized or excessive absence, tardiness or early quitting.
- * Unauthorized time away from work station.
- * Failure to notify supervisor promptly of completion of assigned work.
- * Failure to meet minimum established standards
- * Obscene, abusive, harassing, disruptive or indecent language, behavior or dress.
- * Failure to perform assigned job responsibilities
- * Failure to follow prescribed work procedures
- * Failure to notify supervisor of absences
- * Neglect of organization property – Laptop/desktops/data card/cellular phones.
- * Excessive personal use of the telephone and/or email/data card.
- * Misuse of chamber/association cellular phones.

The procedure for dealing with Level 1 behaviors is:

- Counseling
- Verbal warning
- Formal written warning letter 1 (Green Card)
- Suspension or probation
- Discharge

Level 2 actions:

These are more serious and must be dealt with firmly and immediately. Typical behaviors in this level include:

- Reoccurring tardiness without reasonable explanation.
- Absences without approved leave.
- Refusal to comply with instructions of a supervisor.
- Conduct endangering the safety of the employee, co-workers or members
- Violating major safety rules.
- Working when ability is impaired by the use of alcohol, illegal and/or prescription drugs.
- Unscheduled leaving from the work place without informing supervisor.

- Sleeping during work hours.
- Unauthorized use of organization materials and supplies.
- Fighting or threatening violence in the workplace
- Unauthorized possession of weapons on organization properties.

The procedure for dealing with Level 2 behaviors is:

- Written warning letter 2 (Yellow Card)
- Suspension or probation
- Termination

Level 3 actions

These are behaviors that are serious enough to justify either a suspension or, in extreme situations, termination of employment without following the preceding disciplinary steps. Behaviors for which immediate termination can be justified include, but are not limited to, the following:-

- Sexual harassment
- Insubordination, or the refusal to comply with the specific instructions of a supervisor in the context of an assigned job duty
- Falsification of personnel records, time records, or any other organization documents and records
- Fighting during work time or on work premises
- Use of, or possession of, alcohol or illegal drugs during work time or on work property
- Damaging, defacing, or misusing organization property or the property of coworkers
- Theft, misappropriation, embezzlement, unauthorized possession or removal of organization property or the property of employees or customers
- Immoral or indecent conduct which occurs on organization property
- Unauthorized or illegal possession of explosives, firearms, or other dangerous weapons on work premises, including parking areas.
- Failure to report an absence for a three-day period without a satisfactory explanation
- Conviction of a felony
- Unauthorized release of confidential information.
- Continued failure to comply with established information security policies and procedures.
- Continued unsatisfactory job performance.
- Violation of the organization's conflict of interest/ethical standards
- Other behaviors that, in the opinion of the President/Board of Directors, seriously threaten the well-being of the organization or any employee
- Intentional or deliberate injury to another person.

The procedure for dealing with Level 2 behaviors is:

- Written warning letter 3 (Red Card)
- Termination

1) Compliance with Laws and Regulations, Rules and Policies

Employees and individuals representing ITSDCHRC-Greater Noida, must transact college business in compliance with all Central, State and Local laws and regulations related to their positions and areas of responsibility, including, but not limited to, equal employment opportunity, fair employment practices, and non discrimination laws; laws regarding the privacy and confidentiality of employee and student records; laws regarding workplace safety and occupational health; and laws regarding antitrust and recording of financial transactions. All employees and individuals representing the college should recognize that noncompliance may have adverse financial and other disciplinary consequences for them and for the college. Individuals are responsible for keeping current with changes in applicable laws and regulations, and managers and supervisors are responsible for monitoring compliance in their areas.

2) Conflict of Interest

A conflict of interest exists when a college member or a member of their family is in the position to benefit personally, directly or indirectly, from their dealings with an organization or person conducting business with the college.

All decisions and actions by college employees in the course of their professional responsibilities are to be made in a manner which promotes the best interests of the college. It is the college's intent to avoid conflicts between the personal interests of employees and the interests of the college. In the event that a college member may have a financial, personal or professional interest that could potentially create a conflict of interest (or the perception of one) in any decision or transaction involving the college, the employee must do the following:

- Disclose clearly and fully in writing to the immediate HOD with the nature of the decision or transaction and the potential conflict of interest.
- Refrain from participation (acting individually or as a member of a group) in the college's consideration of the transaction or the processing of the transaction.
- No gifts or services from vendors should be accepted.

3) Consulting and Outside Employment

If a person is a full-time employee of the college, the employee's main employment responsibility is to ITSDCHRC-Greater Noida. Prior to the commencement of any outside employment or consulting engagements that may appear to involve a conflict of interest with the college responsibilities or that may compromise the college's relationship with the outside employer or consulting client, approval must be obtained in advance from the Principal, Director and College Authorities.

4) Non Competition Obligation

During the period of your employment with ITSDCHRC-Greater Noida and after its termination or expiry for any reason whatsoever, you will not either directly or indirectly, independently, jointly, or in conjunction with, any other person(s) or affiliate, in any manner whatsoever, anywhere in the world, including as an employee, principal, agent, director, proprietor, member, partner, representative, shareholder, manager, employee, trustee, consultant, adviser, financier, administrator and/or in any other like capacity: disclose any Confidential Information or trade secrets of ITSDCHRC-Greater Noida to any third party, including, without limitation, any competitors of ITSDCHRC-Greater Noida, or make any commercial use of such Confidential Information or trade secrets, or use it for the benefit of yourself or any third party (including, without limitation, any competitors of ITSDCHRC-Greater Noida), or to the detriment of ITSDCHRC-Greater Noida, or disclose to anyone the identities and other related information of any of ITSDCHRC-Greater Noida's clients/vendors/associates; or solicit, approach, canvass, enter into discussions or negotiations with or enter into any relationship, arrangement or understanding with, any employees, advisors, consultants, contractors/sub-contractors, clients, customers, suppliers, or partners of ITSDCHRC-Greater Noida.

During the course of the employment at ITSDCHRC-Greater Noida, you will not be engaged directly or indirectly as an employee or in any other capacity in any competition whatsoever with the organization and / or its associated entities.

5) Intellectual Property Rights and Copyright Ownership

ITSDCHRC-Greater Noida, respects the ownership of intellectual material governed by copyright laws. College Employees are expected to comply with the copyright laws and provisions of the licensing agreements that apply to software, printed and electronic materials. For specific guidelines consult ITSDHRC- Greater Noida's Intellectual Property Policy. Use of the college's seal and letterhead is restricted to college business. Questions regarding use of the seal and letterhead should be referred to the College Authorities.

6) Proper Use of College Property and Funds

All equipment and material is the property and/or the responsibility of ITSDCHRC-Greater Noida unless otherwise clearly indicated. All employees must ensure that college resources are used only for intended purposes. College employees have an obligation to manage the College's resources prudently, with a responsibility to those who provide those resources, including students, parents, alumni, foundations, donors and government agencies. College employees are responsible for safeguarding the tangible and intangible assets of the college that are under their control. College resources may not be used to make contributions to candidates for public office, to political parties, or to other political organizations that are organized primarily to accept contributions for the purpose of influencing the selection, nomination, election, or appointment of any individual to central, state, or local public office. This equipment and material is to be utilized in the most effective and efficient manner possible towards the accomplishment of university goals and objectives. College resources may not be converted to personal use, either for oneself or another person.

7) Accuracy of Records and Reporting – Financial & Academic

The records, data and information owned, used, and managed by the college must be accurate and complete. The accuracy and reliability of financial and academic reports is of the utmost importance to the business & academic operation of the college. College employees must record, allocate and charge costs/fees accurately and maintain documentation as required by established policies and procedures approved from time to time by the College Authorities. All reports, including travel/reimbursable, bills, invoices, payroll information, personnel records and other essential business records, must be prepared with care and honesty. All employees responsible for accounting and record-keeping must fully disclose and record all assets, liabilities or both, and must exercise due diligence in enforcing these requirements.

8) Acceptable Use of Campus Network and Computing System

It is the responsibility of each member of the college to use the services provided by the college's campus network and computing systems appropriately and in compliance with all college, city, county, state, and central laws and regulations. This policy covers all persons accessing a computer, telecommunications or network resource at ITSDCHRC-Greater Noida, including the campus data network, electronic mail, file sharing, printing, world-wide web services, telephone services and cable television. College computing systems are college resources and are provided to college employees for business purposes. Computers and the information contained on them are the property of the college and may be accessed by college officials at anytime. College policy and relevant laws apply to use of the college's network and computing services. Actions that are unacceptable in the college are also unacceptable on the network, computing systems and other electronic services including the following:

- Harassment in any form.
- Failure to respect the rights and property of others.
- Forgery or other misrepresentation of one's identity.
- Accessing inappropriate materials/contents.
- Downloading and distribution of copyrighted materials without the permission of the copyright owner.

9) Reporting Suspected Violations or Concerns

ITSDCHRC – Greater Noida, Ethics Code compliance efforts focus on teaching college employees standards that require adherence. Nevertheless, violations may occur. In addition, Employees of the Dental College may have concerns about matters that they are not sure represent violations. Therefore, college Employees should report suspected violations or concerns about these standards promptly to one of the following college offices: Human Resources, Principal, and Director & College Authorities. Reports are made anonymously to this number, unless the caller wishes to leave their contact information. The College will investigate claims of inappropriate activities, including informing the College Authorities of claims related to the misuse of college

assets and violation of compliance laws. The College will protect from retaliation against anyone who makes an effort in good faith to appropriately disclose perceived wrongdoing.

10) Consequences of Violation

Any non-compliance of the above code of conduct, any other related HR policies, non-performance or insubordination will be considered as a gross violation under the college's established disciplinary practices and procedures and may carry disciplinary consequences, up to and including dismissal from employment. Also note that any such violations may also subject individuals to financial and legal action in state or central courts.

F) DO's and DON'Ts at I.T.S. – The Education Group

Here are a few general rules and principles an employee of I.T.S. – The Education Group is expected to remain mindful of: -

ALWAYS

- ✓ Conducts themselves in accordance with the highest, ethical standards, remembering that the definition of a Professional is that of a person who places the students interests above that of personal financial gain
- ✓ Professional and business email etiquette and responsibility are expected of all teaching, admin and technical staff members. Internal communication between employees is strictly for internal use and must not be forwarded or shared with persons outside. Also when communicating with outsiders, email to internal colleagues must be marked with discretion and should be on strictly need basis
- ✓ Concern and respect towards Seniors in the college
- ✓ Pleasant, tactful and considerate in manner, remembering to lead rather than drive people
- ✓ Wishes all seniors and colleagues
- ✓ Neatly dressed and groomed
- ✓ Remembers that the students ultimate benefit is more important than their possible – interim annoyance
- ✓ On schedule and requests assistance when falling behind is anticipated
- ✓ Carry notebook to be used taking notes at Senior's cabin
- ✓ Quick to respond to students queries or messages
- ✓ Stays out of politics
- ✓ Tries to put themselves in the other person's place when exist differences of opinion

NEVER

- ✓ Promise more than what is expected to be delivered
- ✓ Lie or misrepresent anything, either to students, subordinates or superiors
- ✓ Acts on – primary reactions – always considers the consequences of any stand or action, checks themselves when necessary
- ✓ Fails to communicate – any type of reports
- ✓ Criticizes surroundings, local habits, foods
- ✓ Never say 'No' when a work/ additional work is assigned to you by seniors.

If an employee receives any warning notices for the same or different offenses within a period of 24 consecutive months, the employee shall, at the time of the issuance of the fourth such notice, be subject to discharge. All will cover under Disciplinary Action Policy.

G) EQUAL EMPLOYMENT POLICY

It is the policy of the College to provide equal employment opportunity to all employees and applicants for employment and not to discriminate on any basis prohibited by law, including race, color, sex, age, religion, disability, marital status etc. It is our intent and desire that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment. The College and all managerial personnel are committed to this policy and its enforcement.

Employees are directed to bring any violation of this policy to the immediate attention of their supervisor or the College Principal, Director & College Authorities. Any employee who violates this policy or knowingly retaliates against an employee reporting or complaining of a violation of this policy shall be subject to immediate disciplinary and legal action, up to and including discharge from employment. Complaints brought under this policy will be promptly investigated and handled with due regard for the privacy and respect of all involved.

H) CONFIDENTIALITY POLICY

Owing to the nature of work, many employees would be handling confidential information that is critical for the College. Integrity being the bottom-line of all transactions, our team nurtures ethical work habits. In consonance with that, the College believes in maintaining the sanctity of confidential information.

GUIDELINES

- To ensure the sanctity of confidential information, each employee will ensure the safekeeping of all official documents, records or notes in whatever manner (including matter stored in computer memory or in any digital form) for which they are responsible. In the same spirit, they will also endeavour to ensure the safe custody of all files, folders, discs or documents that are transported outside the office.
- The employees will make every other such effort, not mentioned in this manual, to maintain this confidentiality.
- The discipline of confidentiality is best when it is self-imposed. Therefore, the attempt of the College will be to make people aware of lack of confidentiality or indiscretion rather than impose penalties. But in the event that there is a breach of confidentiality leading to the leak of any sensitive information, it may lead to termination of the concerned employee, if they are proved responsible for such breach.
- Any employee, who has reason to believe that the confidentiality of the College is being violated, should immediately bring it to the notice of the concerned Manager/HR Department.
- Right of confidential information always rests with the College and supersedes any separation.
- All employees shall carefully read the Non-Disclosure Agreement and agree that all of the restrictions set forth are fair and reasonably required to protect College's interests.

SECTION – 2

WORKPLACE GUIDELINES

A) COLLEGE TIMINGS & WORKING HOURS

<u>TIMINGS</u>				
<u>Category</u>	<u>Work Week</u>	<u>Work Hours</u>	<u>Lunch Hour</u>	<u>Weekly Offs</u>
Technical Staff*		9 hours	30 minutes lunch break (between 12:30 PM - 1.30 PM) and 2 tea breaks of 15 minutes each in morning and evening	All Sundays

* As decided at the time of appointment or as applicable to different categories according to their work profile, time slot for different categories of staff are as follows: -

Category	Staff	Department	Timings
Admin (Non Academics) Staff	Accounts	Accounts	9.00 am to 6.00 pm
	Library	Library	9.00 am to 6.00 pm 10.00 am to 8.00 pm 8.30 am to 5.30 pm
	Store	Central Store	8.30 am to 5.30 pm 9.00 am to 6.00 pm
	APO	APO	8.30 am to 5.30 pm
	Purchase	Purchase	9.00 am to 6.00 pm
	HR	HR	
	IT	IT	
	Office Executive	Admin	9.00 am to 6.00 pm
	Admission Coordinator		8.30 am to 5.30 pm
	P.A.		
	Admin Officer		
	Chair Mechanic		
	OPD Executive		
	Computer Operator (OPD)	OPD	8.30 am to 5.00 pm
	Clerk (OPD)		

Note: However, keeping in view the exigency of the work, employees may be asked to come on holidays, at the discretion of College Authorities.

- ❖ There is a staggered lunch break of 12.30 pm to 1.00 pm and 1.00 pm to 1.30 pm to ensure continued smooth functioning of all departments even during lunch time.
- ❖ Employees below Asst. Manager level, coming on their weekly-offs can avail Compensatory off on any day, after approval or will be compensated with an extra pay.

B) ATTENDANCE

- ❖ **Marking attendance:** All the employees are required to mark their attendance on arrival and while leaving the college, through bio-matrix system.

- ❖ **Official duty (OD):** Employees on official duty (outside college), must inform their Immediate Reporting manager/HOD in writing, get the same approved from their leave sanctioning authority and submit a copy to HR.

To maintain discipline in the college we also have defined guidelines for tardiness, which are as follows:

1. **Punctuality:** All employees must be punctual at work.
2. **Late Coming:** Employees must report on duty as per the working hours mentioned above with the following exceptions: -
 - a. **Late Coming:** A grace period of **15 minutes** in reporting time may be considered up to a maximum of 3 times in a month.
 - b. **Late coming beyond grace period:** Post the above, if an employee is coming late to work, their short leaves (2 nos.) will be deducted, if available. In case short leave has been consumed, half day leave will be deducted, if available and thereafter half day salary will be deducted.

Any employee who is consistently late is to be informed to Reporting Manager/HOD and Principal/ Director by HR-In-Charge.

3. **Short Leave (SH) (late coming or early going):**
 - a. **Short Leave (SH):** Two short leaves of 90 minutes each in a month are permitted, provided there is no academic loss.

Note: Late coming and Short leave facility is not applicable to Computer Operator and Clerk in OPD.

C) SECURITY NORMS/EMERGENCY CONTACT DETAILS

- **ID Cards:** Employees must wear their ID cards at all times when they are in college premises. Employee must fully cooperate and show their ID cards to security staff for any kind of inspection.
- **Emergency numbers:** A list of important Telephone Nos. such as Hospitals, Fire Station, and Police Station is available with HR/ADMIN department. List of emergency contact details of Employees will be available with the Admin department (also attached as Annexure).

D) DRESS CODE & PROFESSIONAL CONDUCT

Guidelines for Dressings for all employees is as follows: -

	Male	Female
<u>Appropriate</u>	Business Formal Shirts (full sleeves or half sleeves tucked in), trousers, and closed leather shoes, smart casuals	Formal Suits/Sarees, Smart Casuals, Western formals (Tops & Trousers), Coordinated suits with knee or calf-length skirts, hair should be neatly tucked, sandal, shoes
<u>Inappropriate</u>	Jeans, kurta pyjama, traditional dresses, athletic shoes, flip-flops, slippers, shirts/t-shirts with offensive words terms logos, pictures	Tight clothes, T shirts, jeans, short tops, slippers, flip flops, sport shoes

Important Note:

1. Monday To Friday (Formals for Boys & Girls) & Saturday (Smart Casuals for Boys & Girls)
2. In our work environment, clothing should be neatly ironed.

The order of the day is comfort combined with professionalism! Every employee is a representative of the college, hence, they must pay attention to the personal grooming and adhere to the recommendations mentioned below –

- ❖ Must maintain personal hygiene.
- ❖ Sideburns, moustache and beard should be neatly trimmed and without adornments.

E) VISITOR/GUEST MANAGEMENT

This policy is applicable to each and every individual visiting College premises except the employees, Leadership team & College Authorities. However, this policy is applicable on all ex-employees/separated employees of the College/ third party employees.

General Guidelines: -

- ❖ **Prior appointment:** All employees need to ensure that any visitor coming to meet them takes prior appointment as far as possible.
- ❖ **Personal visitors:** Employees are not allowed to entertain personal visitors in the College premises during working hours. But due to any unavoidable circumstances, if an employee has to entertain any personal visitor, a prior approval needs to be taken from their HOD.
- ❖ **Designated areas:** All the visitors to the premises must be escorted and the discussions to be held in the designated area.
- ❖ **Duration of stay:** Employee needs to ensure that visitors stay for only limited and non-disruptive period of time.
- ❖ **Restrictions:** Visitors shall not be allowed to take any personal equipment such as camera, laptop etc inside college premises and shall not allow using any College telephone, internet without permission of GM Operations & GA. Photography is strictly prohibited to any visitor/guest in College premises.
- ❖ **Vigilant:** Upon observing an unescorted non-employee visitor or a visitor acting inappropriately in College premises, employees must immediately notify at security room/reception.
- ❖ ITSDCHRC-Greater Noida reserves the rights of admission for any visitor.

F) HEALTH, HYGIENE & SAFETY

- The College provides a clean, safe and healthy place to work.
- Employees are expected to follow their part in helping to maintain Safety and Health standards, work safely, wear safety equipment when required, observe safety rules and keep their work place whether in College or client premises neat and clean.
- College being a tobacco free campus does not allow any sort of smoking and consumption of tobacco products, alcohol and any other intoxicant as the same is strictly prohibited in the entire campus.

G) SEXUAL HARASSMENT POLICY (email id: wcell.dntl.gn@its.edu.in)

Sexual harassment is deemed to be misconduct and includes such unwelcome sexually determined behavior with any employee (male or female) (whether directly or by implication) as:

- Physical contact and advances; or
- A demand or request for sexual favors; or
- Sexually colored remarks; or
- Any unwelcome physical, verbal or non – verbal conduct of sexual nature; or

- Unwelcome remarks or jokes; or
- The display of pornographic, racist, or other offensive or derogatory pictures; or
- Leering or other similar gestures; or
- Persistent unwelcome social invitations; or
- Unnecessary or unwelcome physical contact, and; or
- Physical assault.

Guidelines:-

ITS Group does not tolerate or condone sexual harassment or other unlawful behavior in the workplace, and or in connection with employment in the Company whether committed by a co-worker, leader, manager, client, contractor (including those working for an agency), supplier, or anyone else.

Actions, behavior, words, jokes or comments that are derogatory and based on any person's gender, race, ethnicity, sexual orientation, age, religion, or disability will not be tolerated by ITS Group

Furthermore, the policy establishes that any actions which create an impression that objections f complaints about sexual harassment would result in or create disadvantages in connection with employment or work including recruitment or promotion: and or that adverse consequences might result if the victim does not consent to the conduct in question and or objects thereto, and or any actions which creates a hostile work environment would also be viewed as sexual harassment by ITS Group in respect of which appropriate action will be taken in terms of the Policy.

In light of the gravity of any allegation of sexual harassment, any employee who deliberately provides f fabricates false information in connection with a complaint of sexual harassment or investigation in respect thereof will likewise be subject to disciplinary action which could extend up to and include termination of employment.

Anonymous complaints will not be entertained. However, the company will ensure that confidentiality is maintained in respect of both the complainant and the accused to the maximum extent possible.

The Complaints Committee is the inquiry committee formed and deemed to be the Inquiring Authority to inquire into all complaints of sexual harassment without fear or threat of reprisals in any form or manner.

Committee Members:

The Team shall consist of 7 employees nominated by ITS Group Management:

In case of Any Case Reported

The Committee members shall, after considering the findings and recommendations of the inquiry report and after taking into considerations the gravity of the misconduct, previous records (if any) of the employee concerned and other extenuating f aggravating circumstances that may exist, impose such punishment as may be considered necessary and appropriate, including dismissal from the services of ITS Group. The Committee members shall consider the inquiry report and take action thereon within 10 days' time respect of sexual harassment without fear or threat of reprisals in any form or manner.

In case of No Case Reported

The Committee members shall meet once in every quarter, and prepare a NIL Report which will be documented.

Employee Initiative

Any employee who feels or believes that he or she has been subjected to or witnessed sexual harassment in the Company, has an obligation and duty to report the same to the Complaints Committee in writing by sending mail to hr@its.edu.in & wcell.dntl.gn@its.edu.in.

It is important to emphasize that regardless of the avenue used to report complaints, employees will not be retaliated against in any way for making a good faith complaint of harassment. However, in the event that an employee deliberately makes or concocts a false complaint or allegation of sexual harassment, such complaint will itself be deemed to be misconduct and will be dealt with seriously.

It is reiterated that confidentiality will be maintained at all times by the Committee and or any other person to whom the Complaints are made. Any Leader or Manager to whom a complaint of sexual harassment is made, is liable to submit the same to the Complaints Committee for necessary action in respect of sexual harassment without fear or threat of reprisals in any form or manner.

Process / Procedure in case of a complaint of Sexual Harassment

An employee who is aggrieved by any conduct or behavior or is witness to or privy to information that amounts to sexual harassment is required to submit a written complaint to the complaints Committee by sending mail to hr@its.edu.in & wcell.dntl.gn@its.edu.in. The said complaint should contain all available information that the complainant has or is aware of. All complaints shall be treated with full confidentiality. Anonymous complaints will not be entertained by the Company.

In any event, it is advisable that a complaint be made within three days from the cause of the complaint.

The Complaints Committee shall investigate the complaints so received, and shall thereafter submit the report to Management within 10 days for further course of action.

In the event that complaint is received against a member of the Complaints Committee, the said member shall not in any event participate in any proceedings connected to the said complaint.

The Complaints committee could, at its discretion depending on the gravity of the allegations, either conduct a detailed inquiry or take other suitable action based on the evidence available. The College is an equal opportunity employer and we would like all of you to become aware of what constitutes sexual harassment. The College is committed to provide a safe and secure college environment to all its employees. The College firmly believes that sexual harassment incidents destroy human dignity and freedom, and therefore the College would treat complaints regarding such incidents seriously and would do its best to deter, prevent and when required, punish perpetrators.

All the sexual harassment cases should be promptly reported to the Sexual Harassment Committee. The complaints will be immediately addressed as per the SCI, DCI, UGC and University guidelines.

H) WHISTLE-BLOWERS PROTECTION POLICY (email id: employeeerelation.dntl.gn@its.edu.in)

ITSDCHRC-Greater Noida requires all employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the college, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

(i) Reporting Responsibility

It is the responsibility of each employee to comply with the policy and to report violations or suspected violations of the policy in accordance with this Whistle-blower Policy.

(ii) No Retaliation

The policy is intended to encourage and enable employees to raise serious concerns within the college.

- Any employee who, in good faith, reports a violation of the policy is protected from harassment, retaliation and adverse employment consequence.
- An employee who retaliates against someone who has reported a violation in good faith is subject to disciplinary, financial and legal action upto and including termination of employment.

Employees are protected from retaliatory actions because they have reported to College Authorities: -

- i. Any violation of the policy
- ii. Any gross waste of college funds/resources.
- iii. Something that risks a fellow employees' health or safety

(iii) Reporting Violations

Employees are encouraged to share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's HOD is in the best position to address an area of concern.

If you are not comfortable speaking with your HOD or you are not satisfied with your HOD's response, you are encouraged to speak with someone in the Human Resources Department or Principal/ Director. HODs are required to report suspected violations to GM Operations, who has the responsibility to oversee the investigation all reported violations.

(iv) Acting in Good Faith

Anyone filing a complaint of wrongful conduct must act in good faith and have reasonable grounds for believing the information disclosed indicates wrongful conduct. Any allegations that prove to be unsubstantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offence and necessary disciplinary, financial and legal action will be taken against them.

(v) Confidentiality

Reports of wrongful conduct or suspected wrongful conduct will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

I) NATIONAL & FESTIVAL HOLIDAYS

❖ The College observes holidays every year as follows: -

- Teaching, Admin and Technical staff members: 18 days
 - New Year Day

- Republic Day
- Holi
- Dhulendi
- Ambedkar Jayanti
- Id-ul-Fitr
- Shiv Ratri
- Independence Day
- Raksha Bandhan
- Janmashtami
- Id-ul-Zuha
- Gandhi Jayanti
- Durga Navami
- Dusshera
- Deepawali
- Goverdhan Pooja
- Bhaiya Dooj
- Christmas

The dates for these holidays for a calendar year will be declared by the beginning of every calendar year.

- ❖ The college also observes half day/ early offs on the following occasions: -
 - Mata ki Chowki
 - Diwali Celebrations
 - New Year's eve
 - Karvachauth (only for married ladies)
- ❖ Above are subject to change as per college policy.

J) **LEAVE RULES**

This policy is drawn to ensure work life balance amongst employee to take care of their personal emergencies that may arise in normal course and provide them with an opportunity to rejuvenate by way of planned leave. Before proceeding on leave, the leave application is to be sanctioned by the immediate superior/ HOD and submitted to HR Department. Leave above 3 days will need the approval of Principal/ Director. Teaching, Admin and Technical staff must then properly hand over the work to their colleague.

1. **ELIGIBILITY**

These leave rules shall be applicable to all confirmed employees of the College.

2. **TYPES OF LEAVE**

Types of Leave	Entitlement per year (except Computer Operator & Clerk in OPD)*
Casual Leave (CL)	12 days
Sick Leave (SL)	10 days
Earned Leave (EL) (Tutor, Admin & Technical staff)	10 days
Maternity Leave (ML)	As per Policy

* Clerk in OPD will be allowed 12 CL only on a yearly basis.

Note: Principal and Director shall be eligible for leave as per terms of service agreed with them at the time of appointment.

New Joinees: All new Admin staff (except Computer Operator and Clerk in OPD) joining during the year will be entitled for CL/ SL on pro-rata basis. EL can be availed only by confirmed employees after completion of one year of service.

Existing employees: Apart from the previous leave balance, current year leave will be calculated on pro-rata basis and will be added to the existing leave balance.

3. LEAVE PERIOD

The effective period of all types of leave except vacation for Teaching Staff will be on calendar year from January to December.

Vacation for Teaching Staff shall be considered on calendar year basis as per College Vacation guidelines. To be eligible for vacation, Teaching Staff must have put in 6 months of regular service.

4. CASUAL LEAVE (CL)

- ❖ **Entitlement:** CL may be granted to an employee up to a maximum of 12 days in a Calendar year. CL cannot be combined with any other type of leave and is not en-cashable. CL can be availed of in half days (4 Hrs)/full day's units.
- ❖ **Un availed:** Un availed CL's will lapse automatically at the end of Calendar year.
- ❖ **Other:** The exigencies of work permit the grant of the leave and no appointment is required to replace the employee on leave.
- ❖ **New Joinee:** CL may be granted to a new joinee on pro-rata basis.

5. SICK LEAVE (SL)

- ❖ **Entitlement:** Employee can avail maximum of 10 days of SL's in a Calendar year when they are not in a position to attend college on grounds of ill-health.
- ❖ **Maximum:** More than 2 continuous SL's at a time per month will require a medical certificate from any MBBS doctor and duly countersigned by the College's Medical Officer for approval of leave.
- ❖ **Unavailed:** If the entitled number of SLs have not been consumed in a Calendar year, the same will be carried forward to the next year, up to a maximum of 60 days of accumulation. SL cannot be encashed.
- ❖ **Other:** SL may be granted to all confirmed employees as also to full time contract employees on medical grounds and on production of medical certificate to the leave sanctioning authority.
- ❖ **New Joinee:** SL may be granted to a new joinee on pro-rata basis.

6. GENERAL GUIDELINES FOR CL'S & SL'S

- ❖ **Entitlement:** 12 days CL and 10 days SL will be compounded to 22 days of CL + SL per Calendar year.

- ❖ **Unavailed:** Out of the annual entitlement of 22 days of CL/ SL, 10 days SL can be carried forward to the subsequent years subject to a maximum of 60 days of accumulation. CL cannot be carried forward and will lapse at the end of every Calendar year.
- ❖ **Refilling of leave:** After completion of one year of service, the Teaching, Admin and Technical staff except Computer Operator and Clerk in OPD) shall be credited with CL/SL on a monthly basis, as per entitlement.
- ❖ **Extension:** Leave can be extended with prior permission. Those who fail to report for duty on completion of leave without prior permission will be deemed to be on leave without pay.
- ❖ **Prefix/Suffix:** Holidays/weekly offs can either be prefixed or suffixed by CL/ SL. Any holiday/ weekly off falling within the CL/SL applied for shall be counted as a part of leave and accordingly debited.

Example: If an employee has applied for leave from (Saturday) to (Monday) then the number of leaves will be calculated as 3 days. But if employee has taken leave on Monday only, then Sunday will not be counted as leave. In that case, only one leave would be counted.

- ❖ **Other:** Leave can only be availed after the same has been credited to the account and leave against future entitlements is not admissible.
- ❖ **New Joinee:** A new joinee will not be entitled for any leave during the first month of service and shall initially be entitled to 1 CL/ SL per month from the second month onwards till confirmation. After confirmation, all entitlement till date, as per the policy, will be credited in their account.

7. EARNED LEAVE (EL) (for Admin and Technical staff except Computer Operator and Clerk in OPD)

- ❖ **Earned Leave (EL):** Earned Leave as the term suggests is “earned” by an employee as they have worked for this leave.
- ❖ **Entitlement:** EL upto 10 days may be granted to all confirmed employees. Employee will be eligible for EL only after one year of continuous service.
- ❖ **Maximum:** EL can be availed maximum twice in a calendar year for a minimum of 4 days.
- ❖ **Unavailed:** EL, if not availed, can be encashed @ Basic Salary only, while keeping minimum balance of 10 EL. These EL can be accumulated upto a maximum of 30 days.
- ❖ **Exception:** There will be no EL for teaching staff as they are allowed summer and winter vacation.
- ❖ **Other:** In case of resignation/termination/retirement, un-availed EL due towards the Employees will be paid to them on their present basic Salary.
- ❖ EL should generally be taken in non-academic period (i.e. during no academic activity and when session is closed).
- ❖ Advance intimation shall be given at least 10 days in advance.
- ❖ It cannot be combined with any other type of leave but can be prefixed and suffixed by weekly offs. It can however be combined with long SL.

8. MATERNITY LEAVE (ML):

- ❖ **Eligibility:** No female employee shall be entitled to maternity benefit unless they have worked in the College for a period of not less than 1 year of service with the College
- ❖ **Entitlement:** The maximum period for which any employee will be entitled to maternity benefit shall be 90 days of which not more than 42 days shall precede the date of her expected delivery.
- ❖ **Overall entitlement:** The total ML granted to an employee during the entire period of her service shall not exceed six months. The minimum gap between first leave taken for maternity purpose and second leave should be three years, else sanction of leave will be at the discretion of College Authorities.
- ❖ **Maximum:** ML shall be allowed only twice during the service of a female married Employee, and ML will not be admissible if the female married employee has two or more surviving children.
- ❖ **Miscarriage:** Leave for a period of 42 days may also be granted in case of miscarriage or medical termination of pregnancy, if duly supported by medical certificate.
- ❖ **Other:** Leave salary during ML shall be same as admissible under EL provisions.

9. COMPENSATORY OFF (CO)

- **Eligibility for Teaching, Admin and Technical staff except Computer Operator and Clerk in OPD:** Any employee who works on a weekly-off/ any other holiday, would be allowed to take a compensatory off on a working day. Such compensatory off should be availed within 3 months, after applying through a sanctioned leave application being submitted to the HR Department. Employee is eligible for one compensatory off at a time.

Note: Travelling time and off time would not be considered for Compensatory leave.

- **Celebration days:** Staff will not be eligible / entitled to avail compensatory off or pay for Mata ki Chowki, Diwali Celebrations, New Year Celebrations, DCI/ University Inspections, Recruitment drives or any other significant functions.

10. SUMMARY OF ALL LEAVES

ADMIN AND TECHNICAL STAFF (except Computer Operator and Clerk in OPD) ***			
	Entitlement	Unavailed leave status	Other
Casual Leave (CL)	12	Lapse	No appointment is required to replace the employee on leave
Sick Leave (SL)	10	Carried forward to next year*	Can be availed by confirmed and full time contract employees on medical grounds
Earned Leave (EL)	10	Carried forward to next year**	EL due towards the resigned employees to be paid on their present basic Salary.
Maternity Leave (ML)	As per College Policy		

NOTE:

1. * Out of annual entitlement of 22 days of CL/SL, 10 days of SL can be carried forward to the subsequent year subject to a maximum of 60 days of accumulation. SL cannot be encashed
2. ** Out of annual entitlement of 10 days of EL, EL can be carried forward to the subsequent year subject to a maximum of 30 days. EL can also be encashed @ Basic Salary, with a minimum balance of 10 EL
3. After one year of service, staff shall be credited with CL/SL on a monthly basis
4. Failure to report after extension of leave will result in Leave Without Pay

5. Weekly Offs can be prefixed/suffixed with CL/SL. Any holiday/weekly off falling within CL/SL will be counted as part of leave
6. To avail EL, intimation to be given **14** days in advance
7. EL cannot be combined with any other type of leave but can be prefixed/ suffixed by weekly offs
8. *** Clerk in OPD will be allowed 12 CL only on yearly basis

11. GENERAL RULES REGARDING LEAVES

- ❖ **Prior Sanction:** The employees should get a prior sanction of leave from their immediate supervisor to ensure smooth functioning in their absence in any communication medium (sms, email) in case the senior is not available face to face.
- ❖ **Power to grant/ reject:** It is to be noted that the sanctioning authority / College Authorities reserves the right to grant/reject a leave request, depending upon the operating conditions/ departmental functionality. Hence any unapproved leave will be considered as Leave without Pay (LWP).
- ❖ **Unplanned leave:** In the event of any unforeseen circumstances where the prior sanction of leave is not possible, the same should be communicated to the immediate supervisor and inform HR by any possible mode of communication (sms/phone/email etc). The employee should submit a formal leave application / intimation immediately after resuming the duty.
- ❖ **Other:** ITSDCHRC-Greater Noida, being a professional education centre focuses on providing quality education together with a disciplined way of life; proceeding on unplanned leave is consciously discouraged as it severely affects the curriculum delivery pattern and normal functioning of the college. Frequent unplanned absence will therefore, have its reflections on the appraisal and career progression of the individual.
- ❖ **New joiners:** CL/SL, EL's shall be calculated on pro-rata basis for employee joining in between of the calendar year where as EL shall be calculated on pro-rata basis but the entitlement will be applicable only after confirmation.

12. PROCEDURE FOR APPLYING FOR LEAVE

Below is the procedure for leave application process which needs to be followed for all cases. No leave will be considered sanctioned outside this process: -

- **Written application:** Application to be made in hard copy (as per format) and given to immediate superior/ reporting manager/HOD.
- **HOD's recommendation:** HOD to recommend the leave application with reasons and send to approval of Principal/ Director.
- **Approval:** On receipt of leave application, Principal/ Director will approve/ reject the leave and share a copy of the same with HR department for their records.
- **Exception:** Medical leave, if in an emergency, can be taken with information but needs to be backed by a medical certificate.

13. AUTHORITY, EMPOWERED TO GRANT LEAVE

- **For all employees:** Except as otherwise specifically provided in these Regulations, the power to grant leave to all employees except that of Principal & Director shall vest in the Principal/ Director or any senior officer of the college who has been delegated such power. All applications for leave should be routed through Head of the Department and addressed to authority empowered to grant leave.

- **Principal/ Director:** In case of Principal/ Director, the power to grant leave shall vest in the person designated by the College Authorities for this purpose.

14. POWER TO REFUSE / REVOKE/RECALL LEAVE

- ✚ It is emphasized that leave cannot be availed as a matter of right. Hence, before proceeding on any planned leave, the leave application is to be sanctioned by the concerned authority and it must be ensured that any important pending work/assignment is shared with their colleague/Reporting Manager in advance.
- ✚ In case of any work exigencies, if required, the leave can be refused, revoked or recalled (even after the approval) at the discretion of the Approving Authority.

15. COMMENCEMENT & TERMINATION OF LEAVE

- **Eligibility:** The first day of an employee's leave is the working day succeeding that upon which they make over charge or is last on duty; and the last day of an employee's leave is the working day preceding that on, which they have to report on duty.
- **Reporting to duty:** On the expiry of their leave, an employee shall report to their return to duty at the start of the working day successfully the day on which their leave expires.
- **Prefix/ Suffix:** Except CL, for all other kinds of leave, holidays but for prefix or suffix will be counted as leave.

16. LEAVE WITHOUT PAY (LWP)

- ❖ **Leave beyond entitlement:** In case staff members whose CL/SL/EL has been exhausted or taken in excess of the entitlement or whose has extended leave without informing or sanction from the authorities of the college, those excess leave taken will be treated as **LEAVE WITHOUT PAY (LWP)**.
- ❖ **Violation:** If the leave is not so authorized, it will be considered as violation of conduct rules and dealt accordingly.

17. COMBINATION OF LEAVE

- **CL cannot** be combined with or taken in continuation of any other leave unless a special approval (only on special/emergency circumstances) is obtained from the Granting Authority.
- **All other leaves** can be combined subject to prior approval from granting authority. The granting authority will ensure that the smooth functioning of their department/office is not affected during the long leave of the employee.

18. ABSENT WITHOUT LEAVE (A) – WITHOUT SANCTION OR AFTER EXPIRY OF LEAVE

- **Sanction:** An employee who applies for leave must ensure that the leave applied is sanctioned before proceeding on leave, failing which the period of absence will be treated as **"Absent without Leave"** and salary will be deducted for this duration.
- **Expiry of leave:** Similarly, an employee who remains absent after the expiry of their leave will be treated as **"Absent without Leave"**. Such kind of absence shall involve disciplinary, financial and legal action as deemed fit and/or forfeiture of appointment and salary will be deducted for this duration.

19. EARLY RETURN FROM LEAVE

- An employee on leave may not return to duty before the expiry of the period of leave granted to them unless they are permitted, in writing, to do so by the authority, which granted them leave.

20. LEAVE ENTITLEMENT DURING PROBATION FOR EMPLOYEES

Employees who are on probation shall be entitled to following leaves: -

- a. **Casual Leave** on the same basis as admissible to confirmed employees provided that where an employee joins service during the course of a calendar year, only proportionate amount of CL will be admissible.
- b. **Sick leave** to the extent of 10 days with full pay on pro rata basis depending on the period already served.
- c. **Maternity leave** with half pay to female married employees, on probation, after completion of one year of service.
- d. **No other leaves** are entitled to them during probation, except otherwise mentioned.

21. OBLIGATION TO FURNISH UPDATED ADDRESS/ CONTACT DETAILS WHILE APPLYING/ PROCEEDING ON LEAVE

While applying and before proceeding on any leave, employee must furnish the updated address/contact details in the leave application form and shall keep the said authority informed of any change in the address previously furnished.

Note: While on leave, employee **shall not take up any service or accept any other employment** including the setting up of a private professional practice as consultant or as an expert without obtaining the sanction approval, in writing, from the College Authorities.

22. LEAVE ENTITLEMENT ON EMPLOYEE SUSPENSION

Leave will not be granted to an employee when they are under suspension and against whom enquiry/proceedings are pending. An employee who resigns/ is discharged/ dismissed or is removed from the employment of the college, cannot, if re-employed/reinstated after an interval, count their former service towards leave unless the authority reinstating them declares that it shall be counted in whole or in part.

23. MAINTENANCE OF LEAVE RECORDS

All leave details of an employee shall be updated and maintained by HR/Admin Department on regular basis. The Leave details consist of various kinds of leave granted and availed of by an employee service.

24. PAY DURING LEAVE

- **All leaves:** Employee who is only on approved leave (CL/SL/ML) is eligible for full pay during their leave period.
- **Sick Leave:** In case 2 or more SLs are availed continuously, a proper medical certificate by certified medical practitioner should be furnished.

Note: As a policy, employee who is on extra-ordinary leave shall draw no pay and the period spent on such leave shall not count for any increment for that financial year. The exceptions will be done on following cases:

- In case, where the concerned authority is satisfied that the extra ordinary leave was taken on account of illness or for any other reason beyond the control of the employee, the authority may permit the period of such extra ordinary leave to count for increments.
- In case, where extra-ordinary leave is forfeited for late attendance, the forfeited leave period shall not be deemed to be a period which does not count for increments or in respect of which no pay and allowances are admissible.

K) BUSINESS CARDS

Business cards may be provided to an employee (Department Such as Marketing, Purchase, Finance HR, Admin) whose job requires regular interaction with representatives of external agencies, contractors/vendors, state, local, or central governments agencies, private industry etc

The Principal and Director determine which employees require business cards for their official duties. On receiving the required approval of Principal & Director, the following guidelines must be followed by Admin Department while printing the stationery: -

- The individual's name and college's address must be included on the business card; title, department, land line telephone with extension, mobile no., email id, college's web address etc.

L) TRAVEL POLICY

Purpose: To provide reimbursement for the travel and other expenses to the employees for the reasonable and necessary expenses incurred in connection with approved travel on behalf of the College.

1. LOCAL TRAVEL

For local official travel (in the city where employee is based), if an employee is using their own vehicle for official work, it shall be reimbursed as per entitlement below. An employee may find an efficient way to travel and then seek HOD's approval.

Travel Policy – Entitlements for Local Conveyance / Intra-city Travel (in home/out-station)			
Grades	Entitlements for Modes of Travel	Per Km Rate for Personal Vehicle Reimbursement / Other Modes	Entitlement for Meal Claims
Grade 1-4	Owned 2-Wheeler / Public Transport	Rs.4.00 per Km OR On Actual for Public Transport	Rs.75/- per meal (In case of working beyond office-hours at home-station, entitlement post-9:00 pm, with prior approvals only)
Grade 5-7	Owned 4-Wheeler / Auto / Metered-Taxi	Rs.8 per Km OR On Actual for Metered Taxi/Auto	
Grade 8 & Above	Owned 4-Wheeler / Hired Vehicle	Rs.8 per Km OR On Actual for Metered Taxi/Auto	

Guidelines:

- ❖ **Claiming of bill:** For claiming the conveyance, the individual shall be required to fill in the travelling details in the local conveyance reimbursement form, get it approved from the HOD and Principal/ Director and submit the same in accounts for payment. In addition to the local conveyance, parking and Toll charges shall also be reimbursed on submission of parking/Toll slips along with the local conveyance reimbursement form.
- ❖ **Exception:** Local travelling expenses from college to residence of the employee or from residence to the college shall not be reimbursed. This is not applicable to field staff or any other such category of employees whose nature of work primarily involves travelling. These employees would be paid for each day in varying amounts to be fixed by the College Authorities.

Note: The College Authorities reserves the right to amend these policy guidelines on time to time basis.

2. DOMESTIC TRAVEL

Travel and tour reimbursements would be made to all employees travelling outstation for official purposes.

The heads covered under this include:

- Travel Expenses (Travel tickets)
- Daily Allowance (Towards food, incidental and out of pocket expenses)
- Lodging (Hotel Accommodation)
- Local Travel (Conveyance)

3. BOARDING & LODGING EXPENSES

These shall be allowed based on the following:

Allowances for Outstation duty – Admission staff		
S. No.	Details	Entitlement
1	Towards full day meal without lodging	Rs. 125/- (for Delhi NCR)
2	Towards meals and lodging for full day for one person to outstation	Rs. 1,500/-
3	Towards meals and lodging for full day for two persons travelling together to outstation	Rs. 1,900/-
4	Local transportation i.e. transportation to and fro at place of residence and at the station of duty (residence to the station and back as well as station to hotel and back)	Rs. 100/- to/ fro from Ghaziabad railway station and Rs. 200/- to/ fro from New Delhi station
5	Transportation cost connected with duty performed at outstation	On actual basis (documents to be attached) – by auto only

Allowances for Outstation duty – Non teaching staff		
S. No.	Details	Entitlement
1	Towards full day meal without lodging	Rs. 200/- (for outstation) Rs. 125/- (for Delhi NCR)
2	Towards meals and lodging for full day for one person to outstation	Rs. 1,200/-
3	Towards meals and lodging for full day for two persons travelling together to outstation	Rs. 1,500/-
4	Local transportation i.e. transportation to and fro at place of residence and at the station of duty (residence to the station and back as well as station to hotel and back)	Rs. 100/- to/ fro from Ghaziabad railway station and Rs. 200/- to/ fro from New Delhi station
5	Transportation cost connected with duty performed at outstation	On actual basis (documents to be attached)

Note:

- ❖ All employees shall travel as per the guidelines issued by College Authorities i.e. 2 AC for HOD/Professor, 3AC/ CC for other Teaching Staff, Admin and Technical staff for domestic travel. Lodging expenses should be supported by bills along with the travel tickets.
- ❖ Transportation charges include all charges such as Driver expenses etc. except the toll charges & parking which will be paid on actuals in addition to the taxi charges on submission of bills/toll/parking receipts.
- ❖ The boarding and lodging expenses mentioned above are maximum allowed and have to be supported by actual bills.

Guidelines:

- **Submission of request:** Before undertaking any outstation travel, employees are expected to submit the duly approved travel request to Admin department for making necessary bookings.
- **Booking of tickets:** Based on the travel request, Admin department shall book the tickets and convey the same to concerned employee.
- **Approval:** Leave entitlement while on travel would be applicable as per Leave policy with prior approval of HOD.
- **Cancellation of tour:** In the event of tour cancellation because of unforeseen circumstances, it is the responsibility of the employee to cancel the tickets and inform Admin department.
- **Payment reimbursement:** On completion of tour, statement of expenses in the specified format along with supporting documents and tour report duly approved by HOD shall be submitted to Accounts department within 7 days from the date of return for verification and payment processing.
- **Travel companions:** The employees are not allowed to travel with personal companions while travelling for official purpose until the same is approved by College Authorities.
- **Miscellaneous expenses:**
 - Any other expenditure incurred during travel, which is not defined in the policy, shall be claimed as miscellaneous expenses with necessary supporting documents and it should have approval of College Authorities.
 - Expenses incurred in client entertainment will be extra and would be subject to approval of College Authorities. The supporting documents will be required to claim the same.
 - All other extra expenses incurred would be subject to approval by College Authorities.

M) IT AND SOCIAL MEDIA POLICY

Social Media Policy

The Social Media policy applies to all kinds of electronic communications, including but is not limited to multi-media, social networking websites, blogs and wikis for both professional and personal use. Consistent with other college policies, internet postings may not disclose any information that is confidential or proprietary to ITSDCHRC-Greater Noida or to any third party that has disclosed information to the college. Internet postings must respect copyright, privacy, fair use, financial disclosure and other applicable laws.

Employees may not claim nor imply that they are speaking on behalf of the college on personal social media accounts. Social media accounts on behalf of the college require approval of a College Authorities prior to initiation. ITSDCHRC-Greater Noida reserves the right to request certain subjects to be avoided, certain posts to be withdrawn and inappropriate comments to be removed on ITSDCHRC-Greater Noida social media accounts.

Examples of prohibited activity include, but are not limited to:

- ❖ Inappropriate posts that may include discriminatory remarks, harassment, or threats of violence

- ❖ Posts that could contribute to a hostile work environment on the basis of race, sex, national origin, religion, sexual preference, gender identity or any other status protected by law or by ITSDCHRC-Greater Noida.
- ❖ Posts that could be viewed as malicious, obscene, threatening, or intimidating.
- ❖ Offensive posts meant to intentionally harm someone's reputation.

IT Policy

The College expects its employees to use college equipments and resources with utmost care and responsibility without compromising on productivity. All employees are expected to use their rationality to ensure that the college equipment and resources are being utilized judiciously. Employees are responsible to ensure that College facilities such as telephone, fax, internet, mail, laptops, data card etc., are not used for personal purposes. This Policy is to ensure that due care is exercised in protecting computing systems and related policy. This policy also governs the use of College information and information systems and seeks to achieve an appropriate balance between information sharing and information protection.

1. DETAILED GUIDELINES FOR COMPUTER, INTERNET/INTRANET BROWSER(S) USAGE

- ❖ The system/internet/intranet are College resources and given to employees as business tools to use them for research, professional development and work-related communications.
- ❖ Supervisors/Reporting managers should work with employees to determine the appropriateness of using the system/internet/intranet for professional work.
 - ✓ Employees are individually liable for any and all damages incurred as a result of violating College's security policy, copyright, and licensing agreements
 - ✓ Violation of these policies and/or state and federal laws can lead to disciplinary action, up to and including dismissal and possible criminal prosecution.
- ❖ Use of College computers, networks, and internet access is a privilege granted by College Authorities and may be revoked at any time for inappropriate conduct including, but not limited to:
 - ✓ Sending chain letters;
 - ✓ Engaging in private or personal business activities;
 - ✓ Misrepresenting oneself or the College;
 - ✓ Engaging in unlawful or malicious activities;
 - ✓ Using abusive, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
 - ✓ Sending, receiving, or accessing pornographic materials;
 - ✓ Becoming involved in partisan politics;
 - ✓ Causing congestion, disruption, disablement, alteration or impairment of College networks or systems;
 - ✓ Infringing in any way on the copyrights or trademark rights of others;
 - ✓ Using recreational games;
 - ✓ Defeating or attempting to defeat security restrictions on College systems and applications; and/or
 - ✓ Downloading of movies, songs and other media for personal purposes.
- ❖ Using College automation systems to create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material is strictly prohibited.
- ❖ No employee may use the College's Internet/Intranet facilities to deliberately propagate any virus, trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the College's networks or systems or those of any other individual or entity.

2. CREATION OF OFFICIAL EMAIL ID

The Teaching, Admin and Technical staff's email creation process begins when new hires are joined into ITSDCHRC-Greater Noida.

Request: On the first day, after completion of new hire joining process, an email will be sent to the IT Departmental for creating an email id for new hire.

Creation of ID: On receiving the request, the email account is created and an automated email is sent to the Departmental Head containing the new hire's email address, password scheme and any other pertinent information. The email id created will be designation wise and not by the name of employee.

3. OWNERSHIP AND ACCESS OF ELECTRONIC MAIL & DOCUMENTS

- The College owns the rights to all data and files in any computer, network, or other information system used in the College. This includes the right to monitor and right to inspect all computer and e-mail usage.
- Employees must be aware that the electronic mail messages sent and received using College equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by College officials at all times.
- No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the Employee or an appropriate College official.

4. ELECTRONIC MAIL/**SIGNATURE** TAMPERING

- ❖ Electronic mail messages received should not be altered without the sender's permission; nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on other's electronic mail message.
- ❖ Email Signature and colour format shouldn't be change listed standard format

Thanks & Regards

Employee Name



Designation Name/Degree

M: + 91 1234567890 **D:** +91 120 12345678

A: 47, Knowledge Park - III, Greater Noida, UP - 201308, IND (Company Address)

W: www.its.edu.in **E:** hr@its.edu.in

5. RULES FOR ELECTRONIC COMMUNICATIONS

-  **Responsibility:** Each Employee is responsible for the content of all text, audio or images that they place on or send over the College's e-mail, Intranet or Internet systems.
-  **Professionalism:** Employees must ensure that their messages are courteous and professional and that the tone and words they use would not cause embarrassment to themselves or the College if the message were made public.

6. DATA/EMAIL HANDLING

Although the college may provide employee with computer, network and phone access, all data stored is, and remains, the property of the College. This includes, but is not limited to, electronic devices, electronic mail, voicemail, instant messages and all files and documents composed, sent, received are remain college property. Hence, all messages/documents need to be required for future reference and needs to be stored properly.

7. DOWNLOADING SOFTWARE

As a policy, employee should never download/transmit any software/applications which could lead to civil or criminal actions against the employee and the College. In case if any employee needs new software/applications, a request duly approved by HOD/ Principal/ Director, needs to be sent to the IT Department for support. IT department will evaluate the request and take necessary steps accordingly.

8. NEW SOFTWARE PURCHASE

- ❖ Any new software **request** will come from user/department (with approval of Departmental Head) to IT with specification (need etc.).
- ❖ On receiving the duly approved request, IT will **analyse** requirement (urgency & cost) and will find the best suitable solution after getting the approval of College Authorities.
- ❖ After **approval** from College Authorities, raise the Purchase Order to Vendor, delivery of Purchase Order and receiving with Material Receiving Note (MRN) Document.
- ❖ **Installation & training** on the software will be given to end user.

9. LOSS / DAMAGE OF COLLEGE ASSET

In the event of a loss / damage of a College Asset, the user, possessing the asset must report the incident to College IT team (along with their Reporting Manager) within 24 hours. The concerned departments, after considering the facts of the matter in question, will assess as to whether the loss / damage is attributed to the negligence / carelessness of the user in question. The principle of natural justice shall be applied and an equal opportunity of being heard shall be given to the user. If the user is found to be guilty of negligence / carelessness, resulting in the loss / damage of the college assets, suitable disciplinary and financial action will be initiated against them.

It is the responsibility of the user to get the documentation done as may be required to file the insurance claim in respect of the lost / damaged college asset (like the Copy of FIR) within the stipulated time limit i.e. 48 hours.

10. IT RELATED PURCHASE POLICY

The aim of this document is to outline the policy and procedures related to the procurement of IT related material, at College.

Purchase Process

- ❖ Departmental Heads will put a request to IT Department after taking the approval from Principal/Director & College Authorities for purchase of IT equipment and software and it shall be initiated as per purchase process policy available with IT.

11. DATA SECURITY

- ❖ Employees are supposed to take approval for all connections to the internet or other private network from IT Department. All computers used in the premises are tracked by IT department.
- ❖ Any electronic equipment must be disposed only after ensuring that it may not be accessible by third party.
- ❖ Systems must be made available for security update so that latest applications are being updated time to time.

12. DATABASE BACKUP

We expect all employees in ITSCHRC-Greater Noida to create & maintain appropriate backup of their respective systems.

- ❖ **Backup-** The saving of files onto External mass storage media for the purpose of preventing loss of data in the event of equipment failure or destruction.

- ❖ IT Department will ensure timely backup of the server such as daily, weekly at respective locations.
- ❖ **Archive-** The saving of old or unused files onto External mass storage media for the purpose of releasing on-line storage room
- ❖ **Restore** - The process of bringing stored data back from the external media and putting it on an online storage system.

13. SECURITY GUIDELINES

a. Internet Connection Usage: -

- ❖ This specifies how users are allowed to connect to the approved Network and get IT department's approval on all connections to the internet or other private network.
- ❖ Requires all connections such as connections by modems or wireless media to a private network or the internet to be approved by the IT department and what is typically required for approval such as the operation of a firewall to protect the connection.
- ❖ Also defines how the network will be protected to prevent users from going to malicious web sites.

b. Asset Control: -

- ❖ This process is meant for the tracking of asset movement from one location to another location. It will define who signs off on the movement of the property.
- ❖ In case the system is moved from one location to other, database needs to be updated immediately so that location of all equipments is known. This will help network administrators to protect the network since they will know which user and computer is at what station in the case of a virus infecting the network.
- ❖ This also ensures that the data on the computer being moved between secure facilities may be sensitive and must be encrypted during the move.

c. Mobile Computer Usage (laptop, tab, phone): -

- **Precaution to be taken:** The authorized employee will accept responsibility for taking reasonable safety precautions with the mobile computer and agree to adhere to College's IT guidelines at all times. The computer user will not be allowed to have administrative rights unless granted special exception by the network administrator.
- **Configuration:** All mobile devices owned by the organization or allowed on the organization network must be identified by their MAC address to the IT department before being connected. (Possibly require static IP address).
- The device must meet the computer connection standards and familiar with College IT Guide lines.
- **Audit of software:** Devices not owned by the organization are subject to a software audit to be sure no software that could threaten the network security is in operation. All computing devices are subject to a software audit at any time.
- **Access rights** to the organizational network cannot be transferred to another person even if that person is using an allowed computing device, unless it is approved by the concerned authority.
- **Firewall:** Ensure authorized Antivirus/Firewall program with the latest possible updates from time to time. The program shall be configured for real time protection, to retrieve updates daily, and to perform an anti-virus or malware scan at least once per week.
- Additional malware protection software shall be active on the computer in accordance with the anti-virus and malware policy.

d. Computer Usage Training: -

Training will be given to all users on the network to make them aware of basic computer threats to protect both their data and the network.

e. **System Update: -**

The systems and applications are checked for security updates by IT department at respective locations and it is the responsibility of IT team to regularly update each system in their respective location. All employees must co-operate/coordinate with IT Team for ensuring timely update of their system.

f. **User Rights: -**

Some of the employees based on the job requirements subject to approval from concerned authority are allowed accessing and controlling of sensitive and internet access to specific sites/programs.

g. **Application Installation/Implementation: -**

IT Department is responsible for installation/implementation of any computer licensed applications on the network to protect both the data used in the application and the rest of the computer network.

h. **Guidelines for the Usage of Mobile Connection/ Landline: -**

❖ ***Eligibility for Mobile Connection:*** The College, under its corporate connection arrangement, provides Sim card to employees depending upon the role and responsibilities of the employee. Based on this the monthly mobile limit of all individual will be fixed and the employee shall be issued a College owned sim card upon request with/without mobile instrument. Principal/ Director and College Authorities shall be entitled to nominate the employees who shall be provided with the corporate connection. Teaching, Admin and Technical staff members requiring frequent communication will be provided CUG number.

❖ ***Eligibility for Landline:*** Landline connection will be issued to concerned employee only if required depending upon the role and responsibilities of the employee.

❖ ***Usage:*** As per College policy it is vital that the mobile connection/ land lines are used as much as possible for all official calls when people are in college.

❖ ***Issuance of SIM:*** Admin Department will issue the sim card to employee based on the duly filled & approved request in the prescribed format available with HR and Admin department.

❖ ***Plan type:*** Mobile phone connection will be under CUG in the respective city/location and will be reimbursed only on post-paid connection (official usage).

❖ ***Bill limit:*** At the end of every billing cycle hard copy bill will be available with HR and the user needs to collect hard copy from HR/ADMIN for review. If any bill exceeds the maximum limits as specified below then the excess amount will be deducted from the subsequent month's salary.

Level	Limit (Post Paid)	Local/STD
Level 10	(upto Rs. 1500/- per month)	Local & STD
Level 6 to 9	(upto Rs.1000/- per month)	Local & STD
Level 4 to 5	(upto Rs. 500/- per month)	Local & STD
Level 2 to 3	(upto Rs. 500/- per month)	Local & STD
Level 1	(upto Rs. 200/-per month)	Local

❖ ***Unofficial calls:*** In case of any personal calls, the concerned employee should mark all their personal calls details and accordingly the deduction will be done towards personal calls in the next month salary

- ❖ ***Decorum to be maintained:*** The uses of non-essential features such as caller tunes etc. are not permitted especially to maintain the professional decorum of the College.
- ❖ All employees need to keep in mind the professional decorum of the College while choosing the mobile ring tone & keeping its volume to normal level.
- ❖ MMS and personal photos on mobile phone instruments are not permitted unless so requested by College Authorities.
- ❖ Sending of vulgar, malicious and or threatening calls, messages from the phone is strictly forbidden and can result in termination.

Note: The above rules are also applicable when College issues different chips and numbers while roaming domestic and international.

SECTION – 3

KEY PROCESS

A) HIRING PROCESS

This document lays down the broad policy and procedure that will govern the recruitment process. This policy only applies to employees who will be absorbed on the College rolls.

General hiring rules

1. Internal promotions/candidates will be considered before an external hire is proposed.
2. No person below 18 years of age can be hired.
3. New hire has to be in compliance with College structure/ compensation structure/College values/HR philosophy.
4. Recruitments are non-discriminated: Sex/Age/Religion/Orientation.

Procedure

1. New Position or Replacement - HOD will submit a 'Manpower Requisition Format to the HR team, after getting the required approval from the Principal/ Director and College Authorities. On receiving the same HR will initiate the hire process.
2. New hire search will be conducted by HR through internal Database, LinkedIn, job portals, consultants, referrals etc.
3. In addition to the immediate Manager, the concerned Department Head(s) along with HR will carry out interviews.
4. Interview feedback will be captured in interview evaluation forms.
5. The Final hire approval will be given by Principal, Director, & College Authorities after their meeting with shortlisted candidate.
6. Compensation will be structured and negotiated between the candidate and HR in consultation with the Department Head /Principal/Director & College Authorities.
7. Based on the approval from College Authorities, the Offer Letter will be issued in line with the approved Manpower Requisition format and agreed pay. This will be made subject to reference check and permanent address confirmation.
8. A letter will also be sent to the permanent address of the candidate to confirm the same.
9. HR will plan for induction of the employee by relevant Departmental Heads and ensure that an Induction check-list / schedule is made for all new joiners.
10. At the end of the probation period an appraisal will be made to enable confirmation.
11. Training of HODs in HR process and familiarization.

Interview Workflow

Grade & Level	Round 1(Screening)	Round 2(Technical)	Round 3(HOD discussion)	Round 4 (Final Discussion)	Round 5(Salary Nego.)	TAT
L1 to L4	HR*	HOD/MANAGER	GROUP HR/DIR. ADMIN	NA	GROUP-HR(NEGOTIATION)	15 Days
L5 to L7	HR	DIRECTOR/PRINCIPAL	GROUP HR/DIR. ADMIN	VC/SECRETARY	GROUP-HR(NEGOTIATION)	30 Days
L8 to L10	GROUP-HR/DIR. ADMIN	VC/SECRETARY			GROUP-HR(NEGOTIATION)	45 days
Class 4	HOD					15 days
Time Duration	Day 1	Day 1	Day2-3 as per availability	Day2-3 as per availability	Same day after round 4	
*Shortlisting to be done by HR, except n case of doctors that need to be shortlisted by HOD/Dir. Principal						

MRF Approval Matrix				
S No	Position and Band	Position Type	Level 1 Approver	Final Level 2 Approver
1	Non- Academic	New	HOD	Director- Admin/Head HR
S No	Position and Band	Position Type	Level 1 Approver	Final Level 2 Approver
2	Non- Academic	Replacement	Reporting Manager	Director- Admin/Head HR

Interview Assessment Parameter					
Rating	1	2	3	4	5
Feedback	Very Poor	Poor	Average	Good	Excellent
Status	Not selected	Not selected	Need more options	Need to be considered	Selected
*Subject to Approval					

Types of Appointments

a) Confirmed Full-Time Employees

Admin and Technical staff: A confirmed full-time employee who is engaged in all admin and supporting functions and works for the prescribed no. of hours from time to time, as per College Guidelines.

b) Short-term Contract (on leave vacancy)

A contractual employee who is engaged for a short period to cover, in case of any leave vacancy.

Employment of relatives:

The college has no prohibition against hiring relatives of existing employees but understands that employment of relatives in the same department/location of the college may impact departmental functioning.

A relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Below are the guidelines of employee relatives hiring under teaching and admin and technical staff categories: -

Teaching staff: In case of teaching staff, no immediate relative should be considered for the same department.

Admin and Technical staff: An immediate relative* should not be considered while hiring for the same location.

* Immediate relative is defined as spouse, domestic partner, live in relationship partner, parents, sibling, or child.

B) EMPLOYEE REFERRAL SCHEME (ERS)

Employee Referral Scheme (ERS) wherein employees can refer their friends or references and if selected will be able to get an additional monetary benefit.

Eligibility:

All employees on rolls of the College are covered under this scheme. However, this scheme doesn't apply to employees working in Human Resource function, Immediate Reporting Manager/HOD & Principal, Director & College Authorities.

Procedure:

Employee may refer individuals who fit the specifications given in job descriptions for vacant positions which Human Resources posts from time to time. In case the resume is already available in the data bank the referral process will be terminated at this stage. Below are the general guidelines:-

- The employee's role will be limited to the submission of the resume of the candidate on hr.dntl.gn@its.edu.in
- After this the regular process of short listing and interviews will be applied to the referrals also. The employee making the referral will not in any way be involved with the interview or salary fixation of the candidate.
- Only the referrals that match the Job Description will be taken into account. If a candidate is referred by two employees at the same time, then the first referrer will be taken into consideration.
- Selection to the referred by any employee would be made only after going through the selection process, as per recruitment policy / procedures.
- There should be no specific canvassing in case of a referred candidate by both the employee who referred by them and the HR.

Rewards on Employee Referral Scheme – all categories of staff

Referral Category	Monthly CTC	Referral Bonus (INR)
Level 1 to 3	Monthly Salary upto 15 K	Rs. 2,500
Level 4 to 6	Monthly Salary upto 25K	Rs. 5,000
Level 7 to 9	Monthly Salary above 25K-50K	Rs. 10,000
Level 10	Monthly Salary Above 50K	Rs.20,000

Rules: -

- The scheme applies only to referrals for full time positions.
- A valid referral is for a candidate who is not already in the ITSDCHRC-Greater Noida, HR Candidate database.
- The referral bonus will be payable after and only if the new employee completes 6 months of employment at ITSDCHRC-Greater Noida.
- The referring team member and the new team member should be on the rolls of ITSDCHRC-Greater Noida, at the time of disbursement of the award.
- All recommendations made by ITSDCHRC-Greater Noida employee's must come from their personal contacts/ connections and not through any recruitment agency.

C) JOINING & INDUCTION FORMALITIES**Joining Documentation**

Every employee joining the college at any hierarchical level must undergo all the joining formalities and fill the below mentioned forms as part of joining compliance.

- ❖ Personal Data Form

- ❖ ESIC Form No. 01 (if applicable)
- ❖ EPF Form No. 02 (if applicable)
- ❖ EPF Form No. 11 (if applicable)
- ❖ Gratuity Form F (if applicable)– form to be filled online

The employee should also submit the documents given below for Verification purpose:-

- ❖ Copy of Appointment/ Offer letter/ Joining letter
- ❖ Joining report
- ❖ Detailed appointment letter
- ❖ Declaration of Fidelity & Secrecy
- ❖ Attested copies of all Educational Qualifications, certificates and marksheets
 - High School
 - Graduation
 - Post Graduation
 - Ph.D.
- ❖ Affidavit on stamp paper of Rs. 10/-
- ❖ Medical fitness certificate
- ❖ Copy of Identity Proof - PAN card, Aadhar card, Driving License, Voter Card
- ❖ **Copies of Experience Certificates starting from First job till your last / recent employment.** You may submit the following documents as a proof of your experience:-
 - Copy of Last salary slip, Bank statement of last 2 months & IT Declaration/Form 16.
 - Copy of Identity Card of College (in case of trainee)
 - Copy of relieving order from previous employer
- ❖ Four passport-size (35 mm * 45 mm) color photographs.
- ❖ Two postcard-size (102 mm * 150 mm) color photographs with family members (If ESIC applicable)
- ❖ Copy of Age Proof - birth certificate/metric certificate/passport.
- ❖ Proof of citizenship/Right to work (in case of foreign citizen).

Induction

Purpose: To provide new entrants with comprehensive understanding of the College.

The HOD/Functional Head, in collaboration with the HR team defines the orientation schedule for each level in the functional hierarchy. The orientation program includes:

- ✓ Job description
- ✓ Brief on College Policies & Process.
- ✓ Roles and responsibilities of that Function
- ✓ Key responsibility areas and key performance indicators of the new hire.
- ✓ Allotment of work spaces, computer, Inter-com extension No., Mobile Handset, Connection etc (as applicable)
- ✓ Introduction to the functional structure and the employees.
- ✓ Flow of work and communications within the Function.
- ✓ Briefing on the process of performance appraisal/ evaluation.

To enable the orientation of the employee into their respective function, the HR team makes necessary arrangements including meetings with the functional head/HOD's and the respective team.

D) DATA ACCURACY

The College relies upon the accuracy of information contained in the Personal Data Form and resume given/filled by employee, as well as the accuracy of other data presented throughout

the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from employment or, if the person has been hired, may result in termination of employment.

E) UPDATE PERSONAL INFORMATION

The HR/ Administration function maintains all your personal records like your Application Form, your Employment history and other details. Any additional qualification or training received by you should also be notified. Notification of such details will enable the College to make maximum utilization of your capabilities that will not only benefit you but will also be of immense value to the College. It would also help to keep us posted on any additions to the family etc. to be done annually.

F) PROBATION, CONFIRMATION (POLICY)& NOTICE PERIOD

On probation: Every employee – teaching and admin and technical, joining the College shall be on a probation period as follows: -

ON PROBATION		
LEVEL	Probation Period	Notice Period during Probation
Admin staff	6 months	1 month notice or payment in lieu of notice*

** If during the probation, performance is found to be non-satisfactory, College Authorities may terminate the services of an employee without giving any notice or pay.*

Non-performance during probation: In case an employee is not able to meet the expectation & demonstrate the required performance / behavior during first three months or six month of probation, the College also may extend the probation or discontinue services without prior notice under the Confirmation policy stated below

ITS Education Group					
Rating	1	2	3	4	5
	0-20	21-40	41-60	61-80	81-100
Definition	Poor	Not Satisfactory	Good	Excellent	Outstanding
Confirmation Letter	Confirmation Request will be Reconsider After 3/6 Months and he/ She will not Qualifies for Appraisal	Confirmation Request will be Reconsider After 3 Months and he/ She will not Qualifies for Appraisal	Qualifies for Confirmation but not Qualifies for Appraisal	Qualifies for Confirmation and appraisal subject to approval from Management team.	Qualifies for Confirmation Appraisal

ITS Education Group					
Rating	Definition	Performance	Behavior	Absenteeism	PIP/Warning Letter
1	Poor	0-20	10*	10*	10*
2	Not Satisfactory	21-40			
3	Good	41-60			
4	Excellent	61-80			
5	Outstanding	81-100			

Attendance More than 80% required If its less than 10 Points Add/deduct from final rating
 PIP/Warning Letter for Each PIP/Warning Letter Deducte 10 Points for Final rating
 Behavior Atleast Excellent reuired (means falls between 60-80), If its less than 10 Points Add/deduct from final rating

CONFIRMATION AND NOTICE PERIOD AFTER CONFIRMATION

On confirmation of the employee, the services can be terminated by either side as follows: -

AFTER CONFIRMATION		
LEVEL	During Academic Session (from either side)	During Academic break (from either side)
Admin staff	1 month notice or payment in lieu of notice	

** Such notice or payment of salary and admissible allowances shall not be necessary if the services of an employee are dispensed with by the College for committing act/s of misconduct or due to non-performance.

G) PERFORMANCE APPRAISAL PROCESS & PROMOTION GUIDELINES

Performance Appraisal Process

The Performance Management System is designed to define, measure and recognize the contribution of individuals and help the College establish achievable goals for all its people. We devote considerable time and attention to think of ways to improve the various facets of life with us.

Existing Employees: Performance of each employee shall be appraised once in a year but Performance review analysis will be on quarterly and our annual performance appraisal cycle is from July to June for staff.

New Joinees: The first increment of new joinees [Teaching, Admin and Technical staff] will be as per their anniversary date, post which they will also fall in the Annual Performance Appraisal Cycle as mentioned above.

While appraising the performance, employee get to set and understand clearly what is expected from them and are assessed on the same (KRA/KPI). It's an opportunity to do a self- assessment and be given feedback by supervisor. The Appraisal form looks at key achievements of last year and next year plan. Please refer Annual Performance Review & Development Plan (APRDP).

Promotion Guidelines

As assessed during the appraisal and arising of the vacancy, the potential employee shall be promoted. The objective of the promotion is to ensure that high performance levels are recognized and rewarded. The following are the some of the key elements taken in consideration for Promotion: -

- ❖ Performance appraisal scores
- ❖ Competencies, Ability to do many tasks - Multi-tasking.
- ❖ Behavior with subordinates, colleagues, peers.
- ❖ Attendance/ leave.
- ❖ Demonstrated ability to improve quality, productivity, safety, cost and efficiency.
- ❖ Consistency in the quality of work.
- ❖ Willingness to accept tasks.

H) REWARDS & RECOGNITIONS

The objective is to reward and recognize the performers under various categories. The purpose is to build a performance driven College where efforts of the individual is recognized.

Long Service Awards

We believe in long run and stability therefore we reward the individual who are associated with ITS - The Education Group for a long time. The employees who have completed a continuous service of **5, 10, 15 and 25 years**, will be presented mementos and cash award on behalf of the College as under:-

S. No.	Salary upto (as on 01/01/2015)	After completion of 5 years of service	After completion of 10 years of service
1	Rs. 15,000 only	10 days salary* in cash	1 month salary* in cash
2	Rs. 15,001 to 30,000	03 days leave and Rs. 7,500/- in cash as reimbursement of expenses to go out with family	05 days leave and Rs. 15,000/- in cash as reimbursement of expenses to go out with family
3	Rs. 30,001 and above	03 days leave and Rs. 10,000/- in cash as reimbursement of expenses to go out with family	05 days leave and Rs. 30,000/- in cash as reimbursement of expenses to go out with family

***** Salary means Basic + D.A. + HRA + Other Allowances + Additional Allowances + Transport Allowance based on the Grade/Level of an employee.**

This leave can also be clubbed with holidays and taken in two parts

This is not an annual scheme and is subject to review and change from time to time.

I) CAREER PLANNING & DEVELOPMENT

As an HOD or Reporting Manager at ITSDCHRC-Greater Noida, you play a key role in the success of the college by helping to develop the workforce of the future. Each individual's career is a personal, lifelong quest for satisfaction and accomplishment, for learning and growth, for the security of an income, and for self-expression.

Your employees look to you for guidance and support in their career development efforts. In helping them develop this important aspect of their lives, you are contributing to their effectiveness, wellbeing, and job satisfaction. You are also contributing to their improved performance on the job because proper attention to an employee's career development is often associated with enhanced productivity and better teamwork. Hence, the College Authorities expects every HOD/Reporting Manager ensure the following: -

- Ensuring fair Recruitment, enhanced Performance, Promotions.
- Ensuring Care for each other, Transparency & Trust with focus on institutionalizing the collective Initiatives of all.
- Ensuring Job Rotation, Job Enrichment, Training and Re-training, Career & Succession Planning, across the hierarchy.
- Enabling each employee to develop to their full potential with a shared sense of direction with a well-defined accountability and responsibility.
- Enabling each employee to evolve into self-starter Team Leader and meet the fast changing business environment and maintain a competitive edge.

Following is the Growth Chart for different categories of staff: -

ITS GROUP							
Band Accademic	Salary Slab	Experience	Education	Acedemic/Admission Operations	Warden	APO Department	Library Department
T1	0-2 LPA	0-2 yrs	Under Grad./Graduat	BDS- Tutor	Jr. Warden	Executive - APO	Executive - Library
T2	2-3 LPA	2-3 yrs	Graduate/Post- Grad/Semi Qlfd/Qlfd	Lecturer- MDS/Assistant Professor	Warden	Jr. /Associate - APO	Associate - Librarian
T3	3-5 LPA	2-3 yrs	Graduate/Post- Grad/Semi	Reader/Associate Professor	Sr. Warden	Sr. Associate - APO	Sr. Associate - Librarian
T4	5-7 LPA	3-4 Yrs	Graduate/Post- Grad/Semi Qlfd/Qlfd	Professor	Asst. Manager Hostel Operations	APO	Asst. Librarian
T5	7-8 LPA	4-5 Yrs	Graduate/Post- Grad/Semi Qlfd/Qlfd	Senior Professor	Manager Hostel Operations	Jr. Registrar	Manager Librarian
T6	8-9 LPA	5-7 Yrs	Graduate/Post- Grad/Semi Qlfd/Qlfd	HOD		Assitant Registrar	
T7	9-10 LPA	7-9 Yrs	Graduate/Post- Grad/Semi	Dean/Vice Principal		Registrar	
T8	10-12 LPA	9-12 Yrs	Graduate/Post- Grad/Semi Qlfd/Qlfd	Principal			
T9	12-15 LPA	12-15 Yrs	Graduate/Post- Grad/Semi	Director/Director Principal			
T10	15 LPA and	15-20 Yrs	Graduate/Post- Grad/Semi Qlfd/Qlfd				
	15 LPA and	15-20 Yrs	Graduate/Post- Grad/Semi Qlfd/Qlfd				

GRIEVANCE HANDLING PROCESS – (email id: complaint.dntl.gn@its.edu.in)

Despite our best efforts to keep you happy whilst working with us, there may be times when you feel otherwise. At such times, do not keep your feelings to yourself. Take up the matter with your immediate superior. If you feel that your problems remain unresolved, you can approach the Human Resources Function. The earlier you do so, the better. Please remember grievances if not brought out into the open will have a disastrous effect on both you and the College.

Grievances fall into 3 categories.

1. Violation of written policy or procedure
2. Any unfair or inequitable application of written policy or procedure, or
3. Harassment or discrimination based on illegal factors.

Please note that all the grievances, as a policy, are handled by the HR Department maintaining utmost privacy and confidentiality.

Formal Grievance Procedure

If the informal grievance procedure is followed but unsuccessful, an employee may pursue the matter through this formal grievance procedure. Adhering to these guidelines will often result in a prompt satisfactory solution. The matter may be resolved to the satisfaction of all involved

parties at any of the following steps. The grievance does not proceed to the next step if it has been successfully resolved at an earlier step.

Step 1

Contact Human Resources for a **Grievance Form**. Complete and return the form within 2 working days of receiving the form. Human Resources will determine whether the issue/incident falls within this Grievance Procedure Policy and if it is to proceed.

Step 2

Once Human Resources has made the decision that the issue/situation falls within the grievance procedure, they will forward the Grievance Form to the person with whom the employee had the issue/incident. After consulting with the parties involved, a written response is provided to Human Resources within 5 working days. If no agreement or satisfaction is reached, the grievance is continued to step 3.

Step 3

Principal/ Director reviews the Grievance Form and the response. They will meet the employee who filed the grievance and the person responding to the grievance and attempts to create a solution. If there is no agreement with the suggested solution, the grievance is continued to Step 4 if the employee submits a written request to proceed to Human Resources within 5 days of receiving the suggested solution.

Step 4

A) Grievance Committee: A Grievance Committee consisting of a representative from Human Resources and four committee members from the pool of appointed members – one of them designated as the moderator. This Grievance Pool consists of three to four employees that the College Authorities appoints each calendar year, one being designated as the moderator. The employee filing the grievance selects one member from the pool and two members will be drawn at random. Neither the moderator nor the three committee members may be a party to the grievance or involved in the grievance issue/incident. If they are a party to the grievance or involved in the incident, they will be removed from the pool for that case only. Any committee member may reclude themselves from participation if they believe they will have a conflict of interest in hearing the grievance or has reason to believe that they cannot be fair or unbiased.

B) Procedure: The Grievance Committee will meet as soon as reasonably possible, but no later than 14 working days after receiving all of the material related to the grievance. Each party has the opportunity to present the facts to the Committee and the Committee can ask any questions and request any information of the parties it deems relevant to the grievance. The Grievance Committee is closed to those not directly involved in the grievance. The meeting is investigatory rather than adversarial.

C) Committee Authority: The Grievance Committee is prohibited from creating new or amending existing policies (written or unwritten), rules and regulations. The Committee, however, may suggest to the College Authorities that particular policies or rules be reviewed. The Committee will forward its written findings and recommendations to the College Authorities.

Step 5

The Principal/ Director shall normally have 15 working days from their receipt of the Committee's recommendation to review it. If the Principal/ Director take no action within that period, the Moderator shall transmit the Committee's finding to the parties in writing as ITSDCHRC-Greater Noida's final decision on the grievance and will, on behalf of the College Authorities, take whatever actions are necessary to implement the decision. If the College Authorities reverses or alters the Committee's recommendation, they will communicate this decision in writing to the Moderator. *The Moderator will transmit the decision of College Authorities in writing to the parties as the final decision on the grievance, with instructions for implementation.*

J) NON-COMPETITION OBLIGATION

During the period of your employment with ITSDCHRC-Greater Noida and after its termination or expiry for any reason whatsoever, you will not either directly or indirectly, independently, jointly, or in conjunction with, any other person(s) or affiliate, in any manner whatsoever, anywhere in the world, including as an employee, principal, agent, director, proprietor, member, partner, representative, shareholder, manager, employee, trustee, consultant, adviser, financier, administrator and/ or in any other like capacity: disclose any Confidential Information or trade secrets of ITSDCHRC-Greater Noida to any third party, including, without limitation, any competitors of ITSDCHRC-Greater Noida, or make any commercial use of such Confidential Information or trade secrets, or use it for the benefit of yourself or any third party (including, without limitation, any competitors of ITSDCHRC-Greater Noida), or to the detriment of ITSDCHRC-Greater Noida, or disclose to anyone the identities and other related information of any of ITSDCHRC-Greater Noida' clients/vendors/associates; or solicit, approach, canvass, enter into discussions or negotiations with or enter into any relationship, arrangement or understanding with, any employees, advisors, consultants, contractors/sub-contractors, clients, customers, suppliers, or partners of ITSDCHRC-Greater Noida.

During the course of the employment at ITSDCHRC-Greater Noida, you will not engage directly or indirectly as an employee or in any other capacity in any company whatsoever with the organization and / or its associated entities.

K) INTELLECTUAL PROPERTY RIGHTS




All intellectual property rights including, without limitation, patents, copyrights, design rights, trade marks, authorship rights etc. in all jobs, works, items and material created, developed, discovered, invented, designed, authored and/or contributed to by you ("**Intellectual Property**") whilst discharging your duties, or during the course of your employment, or using ITSDCHRC-Greater Noida's resources, property or infrastructure, will belong to and be the sole and absolute property of ITSDCHRC-Greater Noida, and you confirm that you will not be entitled to claim any rights over such Intellectual Property, whether during or after expiry or sooner termination of your employment with ITSDCHRC-Greater Noida. You hereby acknowledge and agree that any such Intellectual Property is work done for valuable consideration at the instance of ITSDCHRC-Greater Noida, which is hereby transmitted and assigned by you to ITSDCHRC-Greater Noida. Such assignment (a) shall be for all time and shall survive the expiry or prior termination of your employment with ITSDCHRC-Greater Noida; (b) shall not lapse or terminate for any reason whatsoever, including (without limitation) any delay or failure by us in exercising and/or utilizing, for any period(s) of time, any or all of our rights; (c) shall be without limitation as to territory; and (d) shall be without any further consideration in addition to the remuneration payable to you in consideration of your employment.

You shall, without charge to ITSDCHRC-Greater Noida, but at ITSDCHRC-Greater Noida's cost and expense, both during your employment with ITSDCHRC-Greater Noida and thereafter, participate in any and all activities that we deem necessary to register, perfect or reaffirm ITSDCHRC-Greater Noida's title and ownership in and to such Intellectual Property, including, without limitation, any activities for the facilitation or reaffirmation of the transfer and assignment of such Intellectual Property to ITSDCHRC-Greater Noida. ITSDCHRC-Greater Noida reserves the right to proceed legally against you and recover damages, where any such Intellectual Property is sought to be protected or exploited by you independently of ITSDCHRC-Greater Noida.

SECTION – 4

TRAINING & DEVELOPMENT

A) OBJECTIVES OF TRAINING & DEVELOPMENT

-  ITSDCHRC-Greater Noida, recognizes that the skills and knowledge of its employees are critical to the success of the college.
-  By providing opportunities, facilities and where possible financial help from the College aims to ensure that all members of staff can develop the knowledge, skills and experience necessary to perform their jobs well and fulfil their potential in line with the future needs of the College.
-  The College aims to provide high quality, cost effective training and development for its staff.

This document outlines the framework within which staff training and development operates and defines the respective roles of those responsible for staff training.

B) ASSESSING THE NEED FOR STAFF TRAINING AND DEVELOPMENT

Training and development needs will arise for:

- **Induction:** As part of the induction process for staff joining the College for the first time.
- **Continuous development:** To support continuous personal and professional development in order to enhance current job performance and prepare for future career progression.
- **New skills:** To attain skills and qualifications necessary to undertake new roles within the College.
- **New Policies and Procedures:** To familiarise staff with and assist them in the implementation of new policies and procedures.
- **Compliance:** To help support the delivery of the College's Strategic and Operational needs as identified from time to time by the College Authorities.

C) RESPONSIBILITY OF PROCESS OWNERS

Responsibility	Head of Department (HOD) has the overall responsibility for identifying Departmental and individual training needs, and for ensuring that these support the College's strategic aims. HOD's in consultation with the individual member of staff are responsible for ensuring that, so far as is possible, these needs are met
Identification of training needs	Departmental training needs may be identified as part of the Departmental planning process. Individual training needs will be identified through the ITSDCHRC-Greater Noida's Annual Appraisal process or as a result of a specific request by an employee approved by HOD

HOD and Reporting Managers are responsible for ensuring that staff are adequately trained to undertake their work and individual members of staff are expected to discuss with their managers, the training they believe they require, to take part in training activities, and to share information, skills and knowledge with their colleagues.

D) TRAINING NEEDS ANALYSIS PROCESS

Generally, post College's Annual Appraisal exercise, all training needs mentioned in the Form are to be analyzed & captured by HR Department. The following are the steps for the training need analysis: -

- ♦ The training needs inputs derived from the appraisal are first classified into **technical/behavioural/ developmental needs**.
- ♦ The needs are then classified into broad categories depending on the commonalties that exist and are drafted into **proposed activities**.
- ♦ HR will discuss with Departmental Heads so as to get a perspective on the training needs mentioned in the appraisal form. These discussions assist in getting an understanding of the needs for the entire department, the methodology to be followed and the priorities.
- ♦ Post discussions with the Functional Head/HOD, the identified **needs of all training programs to be consolidated** and a **training calendar** for the college for the year with all training details to be prepared.

E) TRAINING COORDINATION

Responsibility	Human Resources is responsible for the coordination of staff training and will provide professional advice on the options available to the HOD & College Authorities
Assessment of training needs	Heads of Department and/or Reporting managers with delegated responsibility will be asked on an annual basis to assess the training needs of their staff and to liaise with Principal/ Registrar in the production of an Annual Training Programme/Calendar.
Managing the program	HR will also administer the training programme and coordinate the appraisal process. Requests for external training should be made using the College's Staff Training Application Form which needs to be approved by HOD, Principal/ Director & College Authorities

F) STAFF TRAINING METHODS

The College will encourage, support and deliver training and development which supports its operational and strategic objectives by using the most appropriate, effective and affordable training method.

This will include in-house training such as:

- **Generic and tailored induction** programmes for all groups of staff which demonstrate how their jobs support the College's teaching, research, clinical and business development objectives.
- **Job related induction programmes** which aim to ensure that new members of staff are familiarised with their new role.
- **Individual coaching** to help Reporting Manager and others to effectively lead, motivate and develop their staff.
- An **annual training programme** of courses and workshops in five key areas: *Academic Staff Development; Health & Safety; Information Technology; Leadership & Management and Soft Skills & Knowledge Development*.
- **Job rotation and work shadowing**, where staff works with colleagues to learn their work in order to expand their own skills and to provide cover during holidays and other absences.

And additionally, staff will be encouraged to attend **external training events**, where these directly relate to their job roles and the College's operational and strategic needs, such as:

- Short courses/ conferences
- Seminars
- Workshops

Prior permission and approval of Departmental Head, Principal/Director and College Authorities should be taken before proceeding for training events.

G) FUNDING OF STAFF TRAINING EVENTS

The provision of training will be prioritised, in consultation with Heads of Department, with the aim of ensuring the best use of available funds allotted to at the beginning of every financial year.

(i) In-house

The College's HR Training Budget is set annually as part of the resource allocation exercise. This will be used to finance staff training and development activities. Access to this programme will be available at no cost to the individual staff member or their department.

(ii) External

Each department holds a training budget to support attendance at external training events which meet job related needs specific to that department, for example, attendance at conferences/seminars of professional bodies. Additionally, HR holds a limited budget which may be available to support such external activity. All requests for funding must be made on the "Application for Funding Form – External Program" collected from HR Department.

H) TRAINING FEEDBACK

Feedback or evaluation process covers the following features: -

- Quality of the programme
 - Relevance of the programme
 - Evaluation of the trainer
 - Impact of Training
- ◆ Training Feedback is solicited by way of a "Training Feedback Form," or "Impact of Training surveys".
 - ◆ Consolidated qualitative training feedback summary is distributed for all training interventions to the HR Department at the end of every training program.

I) TRAINING MONTHLY MIS REPORTS

HR Department will submit a monthly Training MIS Report to the Principal/ Director and College Authorities covering the following: -

- ✓ The MIS contains qualitative and quantitative information about the training programmes conducted for the month and also the rescheduled programmes for the next month.
- ✓ It provides information regarding the evolution of training in terms of man-hours and cost for the Internal, External trainings
- ✓ Short courses conferences/Workshops/Seminars attended.
- ✓ Technical & System related training.
- ✓ Behaviour/Soft Skills Training.

The half yearly and annual training reports give an overview of all the training activities conducted during the year. It gives qualitative data in terms of number of hours of training imparted and cost involved together with a quantitative data in terms of the programmes conducted, feedback received and an outline of the training activities planned for the next year.

SECTION – 5

COMPENSATION & BENEFITS

A) GRADE STRUCTURE OF THE COLLEGE

All the employees of the College will be governed by the following Grade Structure:

Admin and Technical Staff

Level	Designation	Exp/ Qualification
L1	General Manager / Departmental Head (Group)	Post Graduate in respective field with minimum 18+years of relevant experience or Graduate with minimum 22+ years of experience in relevant field
L2	Dy. General Manager	Post Graduate in respective field with minimum 16 years of experience or Graduate with minimum 18-19 years of experience in relevant field
L3	Asst. General Manager	Post Graduate in respective field with minimum 14 years of experience or Graduate with minimum 16-17 years of experience in relevant field
L4	Senior Manager	Post Graduate in respective field with minimum 11 Years of experience or Graduate with minimum 13-14 years of experience in relevant field
L5	Manager	Post Graduate in respective field with minimum 8 years of experience or Graduate with minimum 10-11 years of experience in relevant field
L6	Deputy Manager	Post Graduate in respective field with minimum 6 years of experience or Graduate with minimum 8-9 years of experience in relevant field
L7	Assistant Manager	Post Graduate in respective field with minimum 4 years of experience or Graduate with minimum 6-7 years of experience in relevant field
L8	Sr. Executive	Post Graduate in respective Field with minimum 2 years of experience or Graduate with minimum 4-5 years of experience in respective field
L9	Executive	Post Graduate Fresher or Graduate with minimum 2-3 years of experience in respective field
L10	Jr. Executive	Graduate fresher or Diploma with minimum 2 years of experience relevant/ Basic Computer Knowledge

- **Admin Staff includes:** - Accounts, Library, Store, APO, Admin, Purchase, HR, IT and OPD department's staff (staff list defined in Section 2 Page 12)
- **Technical Staff includes:** - Lab Technician, Dental Mechanic, Dental Hygienist, X-ray Technician, Photographer

Teaching staff

Grade	Designation	Minimum Qualification - BDS
T1	Principal / Director	MDS in respective subject from DCI recognized college/ university with minimum 14 years of teaching experience as per DCI norms
T2	Vice Principal	MDS in respective subject from DCI recognized college/ university with minimum 12 years of teaching experience as per DCI norms
T3	HOD	MDS in respective subject from DCI recognized college/ university with minimum 10 years of teaching experience as per DCI norms
T4	Professor	MDS in respective subject from DCI recognized college/ university with minimum 9 years of teaching experience as per DCI norms
T5	Reader/ Associate Professor	MDS in respective subject from DCI recognized college/ university with minimum 4 years of teaching experience as per DCI norms
T6	Sr. Lecturer/ Assistant Professor	MDS in respective subject from DCI recognized college/ university with 0-3 years of experience in relevant field
T7	Tutor	BDS from DCI recognized college/ university or an equivalent degree with 0-1 years of experience in relevant field

Note: Please refer to your respective grade for various entitlements.

B) SALARY CONFIDENTIALITY

Employees are prohibited from discussing their salary or wage levels and college benefits with other employees. Such information is confidential between you and ITSDCHRC-Greater Noida, and any breach of this confidence will be viewed with utmost seriousness and shall amount to a breach of the terms hereof.

C) SALARY PAYMENT

Salary will normally be paid on the **Tenth** day of each month through bank transfer

- **Opening of account:** The employee will have to open a savings account at the bank specified by the College and intimate the account number to the Accounts Department. The salary will be credited to that account.
- **Payment:** The HR department will, on the basis of attendance, intimate payment of monthly salary.
- **Deductions:** The College will make certain deductions such as Income Tax, Provident Fund, Transport Allowance Advances etc., whenever applicable, on a monthly basis.
- **IT Declaration:** To enable the College to compute Income Tax liability, the employee should send a Declaration in the Performa available and provide all details /documents like LIC premium, rent receipt etc.
- **Salary slip:** The employee will be provided a salary slip from HR Department for each month giving necessary details of the payout.

D) SALARY ADVANCES

- **Purpose:** The advance is aimed to cover sudden illness/ death/ hospitalization in the family, emergent requirement, medical expenses or for self or for employee's marriage or sister's marriage. The reason will have to be genuine.
- **Eligibility:** The College provides for salary advance to meet unforeseen and additional expenditure in case the employee has completed minimum one year of service subject to approval of HOD, Principal/Director & College Authorities.
- **Amount:** Advance entitlement is given below: -

Gross Salary level per month	Maximum Entitlement
Upto 50,000	Upto Rs. 1,00,000 or 3 times of gross salary, whichever is lower
50,000 and above	Upto Rs. 2,00,000 or 2 times of gross salary, whichever is lower

- **Repayment:** Amount of advance shall be deductible in equal instalments from salary of the concerned employee (subject to a maximum of 10 instalments) and has to be fully paid off within 6-10 months of its disbursement.
- **New Advance:** There should be a gap of atleast six months between the date of deduction of last instalment of previous advance from salary and date of new advance.
- **Exception:** The employee will not get advance for investments, discretionary spending, and purchase of property or for similar expenditure.

Note: Advance against salary cannot be claimed as a right by the employee. Sanctioning of an advance against salary shall be at the sole discretion of the authority.

E) PROVIDENT FUND SCHEME

(In compliance with Employees' Provident Fund & Miscellaneous Provisions Act, 1952)

The College is registered under the Provident Fund Scheme where the employees are required to contribute 12% of their Basic Salary towards the said scheme. An equal contribution is also made by the College on behalf of the employee.

- ❖ **Eligibility:** All Employees drawing monthly basic salary upto Rs. 15,000 are mandatorily covered under the scheme. However, employees drawing monthly basic salary above Rs. 15,000 may opt in or opt out from this scheme by filling Form 2 Revised of PF Act, 1952. If they opt to join the scheme, the basic salary will be considered at Rs. 15,000/- per month.

The scheme has three main benefits:

- ❖ **Interest Rate:** Savings for the Employee with a very attractive interest rate (provided by the central government)
- ❖ **Pension:** Governed by Employees Pension Scheme, 1995, providing pension to the retired members and to their dependents (after their demise), and
- ❖ **Life Insurance:** Governed by Employees Deposit Linked Insurance (EDLI) Scheme, providing for the life insurance benefit to the members.

Note: Employees can transfer previous service PF contributions to the current account by completing PF transfer form and submitting to Accounts Department. To know more about the Provident Fund scheme, do contact the HR Department at hr.dntl.gn@its.edu.in.

F) EMPLOYEE STATE INSURANCE SCHEME

(In compliance with Employees' State Insurance Act, 1948)

The College is registered under the ESI Scheme and Employees drawing a **monthly Gross Salary up to 15,000/-** are covered under the same. The Employees are required to contribute 1.75% of their Gross Salary towards the said scheme. 4.75% of the Gross Salary is also put in by the College as the contribution.

The scheme has the following benefits for its members:

- ❖ Medical Benefit
- ❖ Sickness Benefit
- ❖ Maternity Benefit
- ❖ Disability Benefit

Note: To know more about the ESI scheme, do contact the HR Department at hr.dntl.gn@its.edu.in.

G) GRATUITY

(In compliance with Payment of Gratuity Act, 1972)

Gratuity is the reward conferred by the employer to its Employees who have served a minimum of 5 years of continuous service. All employees are covered under Gratuity act.

Employees who have worked continuously for five years or more are paid gratuity for every fifteen days salary in a year. The Gratuity is paid at the time of the Employee leaving the services of the College and is calculated as per the following formula:

$$\frac{\text{Last Drawn Basic Salary (p.m.)} \times \text{No. of Years of Completed Service}^* \times 15}{26}$$

** Rounded off with a cut off of 6 months.*

Gratuity shall not be paid to a teaching, admin and technical staff in case of the following circumstances:

1. Riotous and disorderly conduct or any act of violence
2. Any act which constitutes an offence involving moral behaviour provided that such offence is committed by them in the course of their employment
3. Causing financial loss to the college
4. Any unethical behaviour which tarnishes the image of the college
5. Loss of confidence while in service

H) CONFERENCE REIMBURSEMENT (for teaching staff)

This benefit entitles teaching staff to avail conference expenses reimbursed for attending one specialty conference in a year as per the following: -

Designation	Amount Rs. (maximum upto)
Professor	25,000/-
Associate Professor	15000/-
Assistant Professor	7,000/-

Conditions:

1. Eligibility
 - i. Minimum one year of service from the date of joining in the college.
 - ii. As per Dental Council of India requirements, the following conditions are to be met for reflecting in the inspection pro-forma.
 - Presentation of Scientific Paper

- or
 - Chairing of the Scientific Session
 - or
 - Member of the Organizing Committee of the Conference.
 - or
 - Conducting a preconvention/ Preconference course.
- iii. At a time 50% of the teaching staff from the department will be allowed to attend the conference in the interest of the patient care and teaching and provided it does not clash with any other activity going on in the college.
 - iv. Prior permission must be obtained 4-6 weeks before proceeding for conference.
 - v. The final permission for the participation in the conference rests with the concerned college authorities.
 - vi. The duly approved bills must be submitted within 15 days after attending the conference along with the supporting documents like attendance certificate, final academic leave application etc.
2. Document required - Proof of conference attendance & original bills.
 3. Amount - Includes travel, Stay & conference registration.

Any discrepancies observed in this, will lead to necessary disciplinary, financial and legal action and no reimbursement of Registration / any travel expenses will be sanctioned.

I) GROUP MEDICAL INSURANCE COVERAGE BENEFITS

- In order to provide the employees security and protection, the College provides an Insurance Scheme for the Admin and Technical staff and BDS Tutors, who are not covered under ESI Scheme.
- This policy will cover unforeseen expenditure incurred by the employee in case of hospitalization due to any medical emergency.

The sum assured will depend upon the grade/level of the employee.

J) OTHER BENEFITS

Below are the other benefits extended to the employees of ITS - The Education Group.

1) BENEFITS ON SPECIAL OCCASIONS

Eligibility: Employees whose **monthly gross salary is upto Rs. 15,000/-** having served minimum 3 years in College

On the Occasion of own's marriage	Min Rs. 500 - Max Rs.1000* per year, for every completed year of service
On the occasion of immediate Sister/Brother's marriage i.e. blood relation only	
On the occasion of Daughter/Son's marriage	

- **Amount:** The exact amount to be paid shall be decided on the basis of performance and contribution made by the member towards the growth of the college.
- **Maximum:** The above incentive shall be paid subject to maximum of Rs.25,000/- per relation.
- **Relative entitlement:** If by virtue of employment in I.T.S - The Education Group, two relatives become entitled for the above incentive for the same marriage, then the incentive of higher amount shall be paid to one member only.

Note: Further, if the monthly gross salary of the member crosses Rs.15,000/- after having served for more than 3 years at a monthly gross salary of upto Rs.15,000/-, the above incentive shall be paid for the period for which, the member had served in I.T.S The Education Group at a monthly gross salary of upto Rs.15,000/-.

Process to be followed for claiming the benefit

To claim the benefit for a special occasion as defined above, HR Department has to get the information about the special occasion of the employee. The concerned employee must share the Invitation card - in case of self marriage or marriage of sibling and children for claiming the benefit.

2) CHILDREN EDUCATION SUPPORT

Eligibility: All employees drawing **monthly gross salary upto Rs. 15,000/-** and whose children are studying in school (Class 1 to 12), shall be eligible to receive this benefit.

Amount: Details of the entitlement are as follows: -

Gross Salary upto (per month)	Eligibility	Tuition Fee (per child per month)	No. of children applicable
Rs. 12,000 per month	From the date of joining or 01.02.16, whichever is later	Rs. 750/- per child per month	2 children
Rs. 12,000 to Rs. 15,000 per month	From the date of joining or 01.02.16, whichever is later	Rs. 750/- per child per month	1 child

When to get reimbursement: Employees can claim reimbursement of tuition fee paid for the education of their children upto 12th standard only, on a monthly basis.

Maximum: Please note that at a time only one child will get this facility and the eligible applicant can avail this benefit maximum up to two children as per the above details.

Exception: In case where a child requires assistance in higher studies (Graduation / Post Graduation / Other professional courses), the same can be approved by College Authorities based on duly approved request. The support limit in such a case shall be decided individually on basis of merit from case to case.

Procedure for claiming Education Support & documentation

The scheme will run on a year to year basis (April – March) and the education support shall be extended to an eligible applicant accordingly. To avail the same, the eligible applicant shall be required to submit the following documents to the concerned HR personnel alongwith recommendation of their HOD:

- The relationship proof (in respect of the child)
- The current/ existing proof that the child is currently studying (School Fee receipts, current mark-sheet, Certificate from School, etc.)

The HR department will then verify the details from the declaration form already available with them and process the same after the approval of Principal/Director and put forward before the College Authorities for final approval.

The documentation would be required to be submitted in the beginning of the benefit period (April every year) and the education support shall be extended to the applicant till March next year. Once it is approved, in order to process the claim, applicant should submit the documents to HR on monthly basis along with the supporting documents.

3) CHILD BIRTH ALLOWANCE

Eligibility: This scheme is for the employees of I.T.S -The Education Group who have completed more than 3 years of service at I.T.S and whose **monthly gross salary is upto Rs. 10,000/-**.

Amount: Amount will be given as increment in salary on a monthly basis

CHILD	On the birth of FIRST CHILD	On the birth of SECOND CHILD
GIRL CHILD	Rs. 300 per month	Rs. 250 per month
MALE CHILD	Rs. 200 per month	Rs. 200 per month

Exception: The above benefit will not be available on birth of third child.

Procedure for claiming allowance: The concerned employee needs to collect pro-forma for the said entitlement, fill it up and submit to HR department alongwith copy of birth certificate of the child.

HR department will then forward the same to Registrar/ Principal/ Director for their approval.

Post approval, the employee can collect the amount from Accounts department or the same will be given as a part of their salary on a monthly basis.

4) TRANSPORT FACILITY FOR STAFF

Eligibility: Transport facility is for all teaching, admin and technical staff members at subsidized rates based on the distance travelled.

Monthly Cost: Monthly charges to avail this facility are Rs. 1,200 to 1,500 per month depending upon the bus routes and stoppage.

Bus Routes: Presently, this facility is being provided on 4 routes from Vasundhara, Mohan Nagar (2 routes), Kohat Enclave, etc

Bus timings in morning: Staff members can avail bus facility as per Bus route details shared as Annexure T.

Bus timings in evening: Staff members can avail bus facility from college at different timings during evening at 3.45 pm, 5.00 pm and 6.00 pm.

Exception: Employees drawing monthly gross salary upto Rs.15,000/-, are allowed to use college bus/ conveyance facility free of charge.

5) CONCESSION ON TREATMENT CHARGES AT SURYA HOSPITAL

Eligibility: This scheme is applicable for all employees at ITS - The Education Group. All employees will be given discount on Hospital treatment charges at ITS Surya Hospital-Greater Noida

Salary	Discount given
For employees drawing monthly gross salary upto Rs. 20,000/-	100% discount on OPD/ IPD charges except consumable, medicine and fees charged by outside consultants
For employees drawing monthly gross salary of Rs. 20,000/- & above	50% discount on OPD/ IPD charges except diagnostic, consumable, medicines and fees charged by outside consultants

Procedure: The staff members are required to produce their valid identity at the Registration counter to avail concession.

Exception: The above discount is available only for the treatment of employee themselves.

Employee Referral: 50% discount on OPD/ IPD charges except diagnostic, consumable, medicines and fees charged by outside consultants for all patients referred by employees of ITSDCHRC-Greater Noida.

6) DISCOUNT ON TREATMENT CHARGES AT DENTAL HOSPITAL

The discount policy for **Dental Treatment Charges** is as follows:

Sl. No.	Eligibility	Procedure	Entitlement/ Benefits
1	ITS Teaching, Admin and Technical staff & their immediate dependents* (All campuses)	On submission of Valid I-card	50% Discount for all treatments except Fixed Orthodontics, CBCT, Major Oral Surgeries, Implants and FPD (upto 3 units only) . Copy of the ID- Card to be attached at Registration Counter.
2	Academic Interest Patients	HOD	100% Discount on individual treatment by HOD except Fixed Orthodontics and Implants . HOD's to sign the receipt.

* Dependants - Mother, Father, Wife/ Husband, Son, Daughter and unmarried/ unemployed dependant brother and sisters.

* Fixed Partial Denture (FPD) more than 3 units will be chargeable as per the normal rates for all Discount categories.

Note: In addition to above Administrator/ Principal/ Director are also authorized to give discounts to the patients.

All the above benefits shall be given at the sole discretion of the College Authorities and cannot be claimed as a right.

7) ACCOMMODATION FACILITY FOR TEACHING, ADMIN AND TECHNICAL STAFF

The college provides accommodation facilities to teaching, admin and technical staff in staff flats and hostels at subsidized rates: -

Type of Accommodation	Charges
2 BHK**	HRA + 10% of Revised Basic Pay as License fee subject to a minimum of Rs. 5,000 and maximum of Rs. 8,000 per month plus electricity charges as per actual consumption
1 BHK**	Rs. 3,000 plus electricity charges
Hostel accommodation on single sharing basis*	Rs. 3,000 including electricity charges
Hostel accommodation on twin sharing basis*	Rs. 2,000 per head including electricity charges

Note: -

** 1 BHK and 2 BHK flats are available at Dental & Engineering Colleges and will be provided to staff as per availability, if required. 2 BHK flats can also be availed on sharing basis by the staff.

* We have three Hostels for accommodating ladies staff i.e. Durga 1, Durga 2 Hostel (Dental College) & Saraswati Hostel (Engineering College) and three hostel for gents staff i.e. Eklavya (Dental College) and Arjun & Dhruv Hostels (Engineering College).

8) MESS CHARGES FOR TEACHING, ADMIN AND TECHNICAL STAFF

The college provides food facility to teaching and non-teaching (admin and technical) staff at subsidized rates, details of which are provided as Annexure M.

SECTION – 6

SEPARATION PROCESS

SEPARATION GUIDELINES

The college believes in taking good care of you even while parting. At ITSDCHRC-Greater Noida, you can check out anytime you like, but you can never leave. The term “separation” pertains to removal of the name of an employee from the rolls of college. If you must part ways, the procedure is quite simple. Below are the details:

A) PROCESS FOR RESIGNATION

The mail/ letter has to be addressed and sent to the Principal/ Director. Written acceptance of resignation will be given to the employee clearly specifying the date of relieving by HR department. All departing employees are required to handover their assigned responsibilities to the designated person and get a confirmation from them that all job responsibilities have been handed over to the satisfaction of the reporting manager.

B) NOTICE PERIOD

- ✓ The notice period will be mentioned in the appointment letter.
- ✓ A teaching, admin and technical staff can resign by giving required notice, or by payment of gross salary in lieu of notice or as mentioned below. A teaching staff can resign during the Academic year/ session by giving the required notice or by payment of gross salary in lieu of notice or as mentioned below.

ON PROBATION & EXTENDED PROBATION		
LEVEL	During Academic Session	During Academic break
Reader/ Associate Professor	1 month**	
Sr. Lecturer/ Tutor		
Admin and Technical staff		

* No probation is applicable in case of Professor and above.

** If during the probation, performance is found to be non-satisfactory, College Authorities may terminate services of an employee without giving any notice or pay.

AFTER CONFIRMATION		
LEVEL	During Academic Session	During Academic break
Professor and above	3 months*	1 month*
Reader/ Associate Professor	3 months	1 month*
Sr. Lecturer/ Tutor	1 month	
Admin and Technical staff		

* Such notice or payment of salary and admissible allowances shall not be necessary if your services are dispensed with by the College for committing act/s of misconduct or due to non-performance.

- ✓ There will be **no waiver of notice period**.
- ✓ No EL will be sanctioned during notice period and Notice period will not be adjusted against unutilized EL. In case of an emergency, an employee can avail maximum 2 leaves per month from their CL or SL balance. If there is no leave balance the same will be treated as LWP.
- ✓ In case of excessive leaves during the notice period, the relieving date may be extended by the college.
- ✓ Notice period or any other related rule mentioned in the Appointment letter will supersede this manual.

C) RETIREMENT

Teaching staff: Retirement age for teaching staff is 65 yrs and may continue to teach upto 70 yrs subject to approval of College Authorities, DCI & University.

Admin and Technical staff: Retirement age for admin and technical staff is 65 years.

D) ABANDONMENT OF SERVICES

Abandonment of services is deemed to have occurred when an employee keeps away from duty without sanction for 5 consecutive days of leave or non intimation of their absence to Reporting Manager/HOD & HR. The HR Department will send 2 show cause letters to the concerned employee for giving an explanation for absence from duty without sanction or without intimation. If no response or a satisfactory explanation is received after sending 2 show cause letters to the concerned employee, in such cases, the employee's name may be removed from the rolls of the college.

E) TERMINATION OF SERVICES

The services of an employee may be terminated under following circumstances: -

- ✓ **Regular employees:** A teaching, admin and technical staff can resign by giving required notice as per Appointment letter or by payment of equivalent gross salary or as mentioned above. However, during Academic session a teaching staff can resign by giving the required notice or payment of gross salary in lieu of notice or as mentioned above.
- ✓ **Employees on probation:** During probation period every staff (as mentioned above) is liable to be terminated at any time without any notice or any reason(s) thereof. Staff on extended period of probation, will be liable to be terminated without any notice or reason. However, a staff can resign during extended probation by giving one month's notice or payment of gross salary in lieu of notice.
- ✓ **Non Performance:** If employees fall below required performance standards and performance management processes have not been adequate to address the issue and consistently fails to meet agreed standards.
- ✓ **Misconduct,** which includes insubordination, drunkenness, dishonesty, assault, deliberately endangering the safety of others, commission of a criminal offence, accepting bribe and objectionable language etc.
- ✓ **Lapse in confidentiality of information policy:** Involved in leaking of college's confidential information.
- ✓ **Presentation of false /misleading past record/ information:** If past information provided by employee during the appointment is found to be false, misleading or deliberately concealed.
- ✓ **Integrity Issues:** In case behaviour or conduct is found wanting or undesirable.

F) POST RESIGNATION /TERMINATION FORMALITIES

- ❖ **Resigned employees are expected** to handover all the **college property** issued by the college and get the **clearance done**. In case of any faults found by the concerned department, the same will be recovered from the concerned employee.
- ❖ Resigned employees need to get the No dues clearance certificate filled in by all departmental heads and submit to HR department, so that HR can make the final settlement within **a month** of leaving.
- ❖ Also complete the **exit interview** form and PF withdrawal form before getting relieved.
- ❖ On receipt of No Dues Certificate, the full and final settlement of account would be prepared. Final payment cheque shall be issued alongwith Experience-cum-Relieving Certificate. This will be telephonically communicated to the employee who can either pick the cheque from HR department or it will be posted to the address as mentioned by them.

Note: Derogatory mail or chain email at the time of leaving College shall lead to legal and disciplinary action.

ITS DENTAL COLLEGE, HOSPITAL & RESEARCH CENTRE

47, Knowledge Park –III, Greater Noida

Rule Book – BDS Batch 2022

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INTRODUCTION

I.T.S - The Education Group welcomes you to **I.T.S Dental College, Hospital & Research Centre, Greater Noida** and promises you an enriching and fulfilling professional experience. We welcome the *BDS Batch of 2022* into the fold of ITS Parivar.

I.T.S Dental College, Hospital & Research Centre, Greater Noida is a constituent college of the conglomerate I.T.S - The Education Group. The Group completed 23 years of purposeful existence offering quality education in the areas of Dental Sciences, Management, Information Technology, Engineering, Paramedical Sciences, Physiotherapy & Pharmacy.

True to its motto-"**In Service for A Healthy Nation**", I.T.S Dental College, Hospital & Research Centre focuses on both the rural and urban population by providing free transport, medicines and heavily subsidized treatment to the patients. The campus is located in the institutional area of Greater Noida, adjacent to the Noida-Greater Noida Express Way. The entire campus is self-sufficient with hostels for all students, Indoor Sports facilities, Playgrounds, State of art Gymnasium, recreation room, canteen etc.

The group utilizes the skills and experience of outstanding faculty, staff and students who share the passion in creating an institution known for its excellence and integrity. Blending tradition with neo realities, the I.T.S Group lays emphasis on four cardinal tenets.

- Academic Rigor
- Advanced Technology
- Practical / Clinical Application
- Ethical Standards

The populated areas around the college provides the clinical material so vital for training in life sciences. The infrastructure is more than sufficient to fulfil the academic, administrative and residential requirements of the students and faculty and is at par with the best.

Vision : Inspired Learning for Healthcare of Tomorrow.

Mission :

- To foster higher levels of learning, critical thinking and evidence based healthcare capabilities in young professionals.
- To develop the knowledge, attitude and clinical skills leading to undergraduate and postgraduate degrees in oral health sciences
- To encourage evidence based practices, patient centred healthcare and research
- To foster specialty training and research in all the disciplines of oral health sciences. To prepare and nurture healthcare professionals of tomorrow

The Rules and Regulations of the Institute serve as a constructive notice to all concerned. Every student is expected to have read and understood its contents totally. Ignorance of any of the **provisions of these rules shall not be a ground for consideration**. The College reserves its rights to amend the Rules & Regulations written thereof through a notice/Circular from the Head of the Institution.

(I) ADMISSIONS

Eligibility Criteria: Are Appended below-

1. **Minimum age:** He / She shall complete the age of 17 years on or before 31st December of the year of admission to the B.D.S course.
2. **Minimum qualification:** He / She should have passed qualifying examination as under:
The higher secondary examination of the Indian School Certificate Examination which is equivalent to 10 + 2 Higher Secondary Examination after a period of 12 years' study, the last two years of study comprising of Physics, Chemistry, Biology or any other elective subjects with English or any equivalent course as directed by the Dental Council of India (DCI).

(II) SELECTION OF STUDENTS

National Eligibility Cum Entrance Test –I&II

The selection of students to the dental college is based solely on merit of the candidate and for determining merit; the following criteria shall be adopted: -

Procedure for selection to B.D.S course shall be as follows: -

As per the directive of Hon'ble Supreme Court of India and the Ordinances promulgated by the Central Government on 24.05.2016 on conduct of NEET, online applications are invited for NATIONAL ELIGIBILITY CUM ENTRANCE (UG) Test-II, 2016 to be conducted by the Central Board of Secondary Education (CBSE), Delhi for admission to MBBS/BDS Courses in India in Medical/Dental College run with the approval of Medical Council of India/Dental Council of India under the Union Ministry of Health and Family Welfare, Government of India.

NATIONAL ELIGIBILITY CUM ENTRANCE (UG), 2016 is applicable for admission to the following; -

- (i) All India Quota Seats.
- (ii) State Government Quota Seats where the state Government concerned so opts,
- (iii) Private/Management/NRI Quota seats in all Private Medical/ Dental colleges or any Private/Deemed University.

During counselling, the eligibility criteria, self-declaration, various documents, etc. Of the eligible candidates shall be verified as per norms specified by the respective authorities and medical/Dental College.

(III) DURATION OF COURSE

The undergraduate dental training program, leading to B.D.S degree shall be of 4 years with minimum of 240 teaching days in each of the four academic years and one year of compulsory rotatory internship.

During the period, the students shall be required to have engaged in full time study.

(IV) CURRICULUM (1 – 3 are exam going subjects)

First Year

1. General Human Anatomy including Embryology and Histology.
2. General Human Physiology and Biochemistry, Nutrition and Dietetics.
3. Dental Anatomy, Embryology and Oral Histology.
4. Dental Material
5. Pre-Clinical Prosthodontics and Crown & Bridge

Second Year

1. General Pathology and Microbiology.
2. General and Dental Pharmacology and Therapeutics.
3. Dental Materials.
4. Pre-Clinical Conservative Dentistry
5. Pre-Clinical Prosthodontics and Crown & Bridge

Third Year (1 – 3 are exam going subjects, 4 -10 are final year subjects)

1. General Medicine.
2. General Surgery.
3. Oral Pathology and Oral Microbiology.
4. Conservative Dentistry & Endodontics.
5. Oral & Maxillofacial Surgery.
6. Oral Medicine and Radiology.
7. Orthodontics & Dentofacial Orthopaedics.
8. Paediatric & Preventive Dentistry.
9. Periodontology.
10. Prosthodontics and Crown & Bridge

Fourth Year

1. Orthodontics & Dentofacial Orthopaedics.
2. Oral Medicine & Radiology.
3. Paediatric & Preventive Dentistry.
4. Periodontology.
5. Oral & Maxillofacial Surgery.
6. Prosthodontics and Crown & Bridge.
7. Conservative Dentistry & Endodontics.
8. Public Health Dentistry

SUBJECT- WISE EXAMINATION SCHEDULE (ANNUAL)

First Year

1. General Anatomy including Embryology and Histology
2. General Human Physiology and Biochemistry.
3. Dental Anatomy, Embryology and Oral Histology.

Second Year

1. General and Dental Pharmacology and Therapeutics.
2. General Pathology and Microbiology.
3. Dental Materials.
4. Pre-Clinical Conservative - only Practical and Viva-Voce.
5. Pre-Clinical Prosthodontics - only Practical and Viva-Voce.

Third Year

1. General Medicine.
2. General Surgery.
3. Oral Pathology and Oral Microbiology.

Fourth Year

1. Orthodontics & Dentofacial Orthopaedics.
2. Oral Medicine & Radiology.
3. Paediatric & Preventive Dentistry.
4. Periodontology.
5. Oral and Maxillofacial Surgery.
6. Prosthodontics and Crown & Bridge.
7. Conservative Dentistry & Endodontics.
8. Public Health Dentistry

(V) FEES PAYMENT

- **Withdrawal & Refund:** No student can withdraw from the course without paying the **fee for the whole course & no refund of the fees already paid is permitted.**
- **Revision in fees:** In case fee is revised by the college, as per the instructions of the University / DCI / State Government, the same will be applicable and will have to be paid by the students.
- **Late fee deposit fine:** Students will have to pay Rs. 200/- per day in case of delay in depositing the fee by the scheduled date notified by the college.
- **Non-payment of fees:** The name of the student will be struck off from the rolls of the college, in case the fees are not paid with a fine of Rs. 200/- per day within 30 days from the date notified by the college.
- *Fees can be paid through DD/Online/Paytm.*

(VI) ATTENDANCE

- **All subjects:** Minimum of 75% in Theory, Practical / Clinical separately in all subjects (at end of each academic year) is mandatory.
- **Non-exam subjects:** A Minimum of 75% in Theory, Practical / Clinical separately in non exam going subject is mandatory.
- **Shortage:** Attendance shortage renders student **INELIGIBLE** to appear for any university examinations as per the Norms of the University & DCI.
- **Rewards:** Certificate of Excellence for those attending all the classes of the Academic year (100% attendance) will be given

(VII) LIBRARY

- Library is a source of learning and any student having attendance of over 75% can use the library even during Class/Practical's/Clinics after permission from the academic Coordinators.

(VIII) CRITERIA FOR PASSING THE EXAMINATION

- Fifty percent of the total marks in any subject computed as aggregate of theory. i.e. written, viva voce and internal assessment and practical including internal assessment, separately essential for a pass in all years of study.
- For declaration of pass in subject, a candidate shall secure 50% mark in the University examination both in Theory and Practical/Clinical examinations separately.
- **Time limit for qualifying for the degree (As per DCI Regulation)**
- **Maximum limit:** Any candidate who does not clear the B.D.S course in all the subjects within a period of 9 years, including one year compulsory rotatory internship, from the date of admission shall be discharged from the course.
- **Compartment subjects:** Any candidate who fails in one subject only in an examination will be permitted to go to the next higher class and paper for the subject and complete it successfully before he is permitted to appear for the next higher examination.

(IX) GENERAL CONDUCT AND BEHAVIOUR

Academic Coordinator for 1st Year BDS: Dr. Heena Gohil (Prof. & Head , Dept. of Human Anatomy.)

- **Identity Card:** Students shall always carry their Identity card issued by the college, Student without the Identity card may not be allowed to enter the college premises. The Identity card must also be shown as and when asked by the college authorities within the campus.
- **Proper conduct:** Students shall behave in a civilized manner during their stay in the college. They must be co-operative with fellow students and shall not participate in ragging of any student.
- **Inappropriate usage of language:** Students shall neither use such language, which disturbs the other student mentally or physically nor use such words which may hurt the feeling or insult other students.
- **Outing during classes:** Students are to stay within the campus during their schedule of classes & practical / Clinics. Students going out of the campus should seek permission from the HODs/ Academic Coordinator/ Registrar and fill up the particulars in the prescribed application.
- **Usage of college premises:** Students must **leave** the college Academic building after their classes are over unless if they have specific assigned work, or want to use the library facilities. They are *not expected* to loiter in the campus before or after their class timings.
- **Various Committees:** Students on the roll of the college may be asked to join any one of the various student committees formed to look after the affairs of the *hostel, mess, sports* and specified areas of *academic and non-academic interest*.
- **Parking facility:** Parking space outside the college is provided to park the vehicles at "OWNER'S RISK" Though a security guard is normally present, the students are advised in their own interest, to lock the vehicles properly to avoid any theft or loss. The college will not be responsible for security of the vehicles.
- **Tobacco/ drug free college:** Intoxicants, including smoking, betel or tobacco chewing are strictly prohibited in the college. No students, after consumption of drugs, alcohol any

intoxicant should enter the premises of the college. Erring students will be fined a **minimum of Rs. 5000/-** subject to increase at the discretion of the Principal along with appropriate disciplinary action including expulsion from the hostel or the college.

- **Usage of Mobile phones:** Use of mobile phones is strictly prohibited anywhere in the College Building Premises and in the library at all times. Any student found doing so will be fined Rs. 1000/- and the mobile phone will be confiscated. Students can use mobile phones outside the College Building or in the Canteen. *In case of any Emergency, students can use the phone in the Principal's office* and similarly, if Parent's need to speak with their wards in an Emergency, during College Hours, they can call on the Office Phone Nos.
- **Discipline in Library:** Absolute silence must be observed in the library. Please contact the librarian for any help. Students must maintain proper discipline and behaviour in the library.
- Students must not enter into any kind of monetary dealings with the teaching and non-teaching staff of the college, nor offer any presents or gratification in any form to them.
- Students must ensure that they avoid gathering and shouting near the main entrance and office areas, class rooms, Lab etc.
- Students shall devote their whole time to the assigned work and shall faithfully, diligently and willingly carry out instructions or orders given to them from time to time.
- It is the moral duty of all students to keep the campus clean. As such garbage must be thrown in the dustbins available at different locations in the campus.
- Every student shall be polite, courteous and obedient in his or her talk and behaviour with the college's academic, administrative and subordinate staff.
- Students must have a high standard of discipline and loyalty to the college and personal conduct of every student should be exemplary.
- Tampering with the notice boards or removing any notice (without prior permission from the authorities) is prohibited.
- **Violation of rules:** If any student is found violating the above mentioned rules, the college has the right to withdraw any facilities granted to him / her. The Principal / College Authorities has the right to debar him / her from appearing in the College / University examinations or he / she may be expelled from the college or hostel.

(X) DRESS CODE

- **Prescribed Uniform:** Students should be dressed neatly in the prescribed uniform when coming to attend the classes, clinics, library, IT. Lab and cafeteria or while on any college associated activity inside or outside campus.
- Students are also required to wear only leather shoes (Black/Brown) with uniform.
- **Un-prescribed Uniform:** Students without prescribed uniform may be refused entry by security personnel at the main gate or by the Principal/HOD in College premises.
- **Dress Code on Saturday:** Any dress other than the prescribed uniform except Jeans, T-shirts and sports shoes.
- *Violation of dress code would attract a fine of Rs.500/-*

(XI) PERSONAL GROOMING

- All students must be neatly groomed.
- Visible tattoos and body piercings are strictly not allowed.

(XII) LIBRARY RULES

ABOUT THE LIBRARY

- The main function of a library is the collection and preservation of knowledge for its dissemination to all.
- **Facilities:** Our Central Library is air-conditioned and has been designed with a lot of care, paying adequate attention to the needs of both the faculty and students.
- **Study area for Faculty:** There is a separate enclosure for faculty members to enable them to pursue their research interests with maximum concentration.
- **Seating arrangement for students:** Unlike other libraries where student sit together and read, here students are allowed their individual desk for total concentration.
- **The library & the campus has fully active WIFI Facility 24X7**
- **E library is also readily available.**

LIBRARY TIMINGS

Rules @ Library: -

- Borrowing Limits for BDS students = 4 books for 7 days.
- Scholar Students are permitted to borrow 2 extra books for one month.
- Users will be asked to show their college ID or give their personal mobile no. each time they wish to borrow library materials. They will also sign in the book issue register.
- The Central Library has been designed as the reading section along with the property counter at the entrance.
- Look out for notices detailing any changes in library timings

Fines / Penalty

- If a book is not returned in the stipulated time the member will be charged a penalty as per rules. The fine should be paid at the library books return counter and a valid receipt should be obtained.
 - Rs 5/- per day per book. After two days fine will be charged Rs. 10/- per day for loan materials.
 - Rs. 20/- per day for reference books.
 - Rs. 500/- for lost/damaged ID card.
 - Rs. 50/- for renewal of ID card.
 - Rs. 50/- per day for loan periodical/Magazine/Dissertation.
- If a member loses a book issued against his/her ticket, the penalty will be as follows:
 -
 - He / she will have to replace the book lost. In addition, he / she will pay a fine equivalent to the cost of book depending on the book lost and the cost of Binding of the book.
 - If the book is not easily available in the market, then the amount double the current cost of the book, or the cost at which the book was procured, whichever is more, will be charged.
- A penalty of Rs. 500/- is charged for lost/ damaged library card
- A penalty of Rs. 50/- is charged for lost/ damaged name plate
- If a member loses his / her borrower's ticket, he / she shall make an immediate written report to the Librarian and Principal. He / she can get the duplicate ID Card on payment of Rs. 500/-.

Particulars	Timings
Book Issue & Return (Mon to Sat)	9.00 am to 7.30 pm
Reading Hours(Mon to Sat)	9.00 am to 8.00 pm
Reading Hours and Book Issue & Return (Sun)	9.00 am to 5.00 pm
Fine Collection on late book return (Mon to Sat)	9.00 am to 7.30 pm
Lunch	1.00 pm to 1.30 pm
Gazetted Holidays	CLOSED

Circulation Rules

- **Issuance of books:** Borrowing facilities are given only to the members of the library against library cards issued to them. Books are issued through the counter on presenting the library card. *The borrower cards are non-transferable.* Students are not allowed to borrow books on other students ID Cards.
- **Renewal of Books:** For renewing, it is necessary that the book be presented at the counter, renewal is not automatic. If there is a pending request for the book, the request for renewal may be turned down by the library.
- **New books issuance:** New additions can be issued only after completion of technical processing (Accessioning, classification, cataloguing and clearance of bills).
- **Overdue books:** The Librarian can refuse to issue books to members possessing overdue books.
- **Exception:** Reference books & journals, magazines, CD's and floppies are **not issued**.
- **Newspapers and Periodicals:** Newspapers are not allowed to be taken out of the library on the same day. Periodicals will not be issued to any member of the library. Issues older than three or four months can be issued to faculty members.
- **New collection:** New arrivals of books will be listed on the notice board and kept on display in the display shelf, meant for new arrivals, for a week, afterwards it will be available for issue.
- **Responsibility:** The holder of the library card is responsible for any book issued against his/her ticket, as per the library record.
- Maiden copy of any document will not be issued, the same can only be consulted within the library.
- All members of the library should get the '**No Dues report**' from the library before they leave the college.
- Librarian can recall material after 2 weeks of issue. Material to be placed on reserve may be recalled any time.

General Rules

- **Attendance:** All library users must sign in/out through Bio-metric Machine available in the Library.
- **Decorum:** Users should maintain silence in the library and should not disturb others. Smoking / eating / talking / chewing is strictly prohibited in the library.
- **Mobile phones are strictly prohibited inside the library.**
- **Counter facility:** While entering the library users should leave their personal belongings such as bags, personal books, helmets, etc. at the property counter.

- **Damage to library property:** User of the library should not deface, mark, cut, mutilate or damage the reading material in any way.
- **Violation of rules:** Persons doing so are liable to be fined heavily, apart from being asked to pay the cost of the damage.
- **Termination:** In case a person repeats the offence second time, his / her library tickets would be impounded and the membership terminated summarily.

Help in the Library

- Student will usually find the Librarian in the Library during operating hours.
- Please do not hesitate to contact the Librarian if you have a problem or a query pertinent to the Library or learning resources. He will be happy to help. If the Librarian is unable to provide a ready response, he will try to answer your query within 24 hours.

(XIII) HOSTEL RULES

- Students are required to bring the following items with them while joining the hostel.
 - One bed Roll comprising of Bed sheets, Bedcover, Pillow, Mattress, Quilt (for winter) etc.
 - One water jug, one flask, two glasses.
 - Toiletries
- **Compulsory college:** Students are not allowed to stay in their hostel rooms during normal college hours unless they have written permission from the Principal / Academic Co-ordinator / Registrar.
- It is obligatory for the residents of the hostel to attend the classes in the college. Absence, without permission, from the classes will be considered a serious violation and the hostel admission can be cancelled without any notice.
- **Attending College from home:** Hostel Residents will not be allowed to attend the College from their homes when regular classes are conducted in the College except if the student has taken prior written approval from the Principal.
- Kindly note that becoming a Day Scholar will not be permitted for a prolonged period. Students leaving the hostel temporarily are **NOT ALLOWED** to enter the hostel without prior permission of the Principal.
- **Hostel attendance:** Hostel doors will be closed at 10:00 p.m. for Durga-1 and Durga-2 Girls Hostel and Eklavya Boys Hostel every day. Timings are subjective to change only by the Order of the Principal's Chair. Residents will not be allowed to enter or leave the hostel after the stipulated time except in a medical emergency. A Biometrics machine has been installed in the hostel for attendance. The Student has to mark attendance on Biometrics machine twice a day. i.e. during dinner time (at night) and during breakfast (in the morning). Erring residents will be penalized as per discretion of the Principal/ Warden. On Sunday & Holidays, Morning Attendance punching time is 9.00 to 11.00 am.
- **Stay with parents/ local guardians:** Residents of the Hostel may have local guardians. The residents can stay with local guardians after obtaining written permission or via mail from the parents only on weekends permission for night out is not allowed during the week except in case of serious medical emergency.
- **Authorization letter:** Parents will issue an authorization letter in the name of the Local guardian whose consent along with the photograph must be submitted to the warden in the prescribed format.

- **Feedback form:** Residents will submit the Parent's feedback form to the Warden immediately after returning to the Hostel from their homes / local guardian's homes.
- **Guest house for parents:** Parents of the residents are not allowed to stay in the hostel. Only Parents (Father / Mother) can avail the facility of college Guest House on payment if they desire to stay within the campus for a short period only (Max 3 days) only.
- **Holidays:** Resident will be allowed to go home only in the event of stipulated holidays in the College. Hostel Residents will be allowed to go out of station with parents / with persons authorized by the parents or can go home alone after submitting a letter, authorizing them to leave alone, by their parents during holidays or closure of the College.
- **Categorization of rooms:** Hostel residents of A/C rooms are NOT allowed to permit residents of Non A/C rooms to stay in their room during college hours or in the absence of any resident of that room.
- **Changing of rooms:** Rooms of the students can be changed, if absolutely necessary, during the session with permission from the Principal/ Registrar.
- **Cooking in hostel rooms:** Cooking is not allowed in the rooms of the hostel. Carrying meals to their room from the Mess is strictly prohibited except where the student is medically unfit/or during the time of pandemic. Such students can take the meals in their rooms in their personal utensils. Under no circumstances the students are allowed to carry the Mess utensils to their rooms. Students found doing so will be penalized according to the rules and regulations of the college.
- **Safety and security of personal belongings:** Residents are advised not to keep valuable jewellery / electronic gadgets with them. The safety of the belongings of residents is NOT the responsibility of the Hostel Warden or College authorities.
- **Visitors:** Visitors are allowed to meet residents between 4:00 p.m. to 6:00 p.m. The permission of Warden is required to meet the visitors. Residents must ensure that visitors enter their details viz. Name, address, telephone no., cell no., vehicle no., etc. in the register available in the visitor's room and at the Main Gate.
- **Short Leave:** Short leave will be allowed to students on designated days, other than compulsory library reading days, which are as follows: -

SUMMER & WINTER	
Particulars	Timings
Girls	(All days till 6:00 P.M.
Boys	
Note: Slip Issue time for Short Outing is upto 5.15 pm and will be allowed to students other than their Library days	

Written permission is required from the warden for the short leave.

- **Long Outing:** Residents are allowed to go out of the hostel for Long outing on holiday/ weekly off from 8:30 am to 6:00 pm during Summer & Winter, after making entry in Registers available with warden. The timings are subjective to change in case of pandemic or as per directions from the Principal/Dean .
- **Long Outing on working day:** Long outing on a working day will be permitted only after written prior permission from Principal / Registrar/Coordinator
- **Night Outing:** Residents are allowed to avail night out facility any day prior to holiday including Sunday. They can leave and return back to college as per following terms and conditions: -

Summer	Winter
<i>During Working days: -</i> Leaving: After 3.30 pm Returning: Before 8.30 am (college hours) <i>During Holidays: -</i> Leaving: After 8.00 am Returning: Before 8.30 am (college hours)	<i>During Working days: -</i> Leaving: After 4.00 pm Returning: Before 8.30 am (college hours) <i>During Holidays: -</i> Leaving: After 8.00 am Returning: Before 8.30 am (college hours)

- **Leave in emergencies:** In any emergencies if the residents have to go home beyond schedules mentioned above, special permission may be taken through the Principal/Registrar.
- **Electricity consumption:** Residents will switch off Air Conditioners, fans and lights when they leave their rooms. In their absence if these are found to be on, they will be penalized.
- **Medical expenses:** Expenditure on ailments, illness etc. will be borne by the residents. In case of continuous disease, residents should be taken home by the parents / local guardians. Hostel has arrangements for first aid treatment only.
- **Serious medical issues:** Hostel admission can be cancelled if the authorities are convinced that the resident suffers from a chronic disease or serious illness.
- **Hostel Committees:** The following committees will be constituted to manage the hostel and to look into the day to day problems of hostel residents.
 1. Cultural Programs
 2. Mess
 3. Games
 4. General Welfare
 5. Discipline

These committees will work under the overall supervision of the Warden who will take directions from the Principal from time to time.
- **Restriction:** Parties / get together are not allowed in the Hostel without the Warden's / Principal's permission.
- **Prohibited items:** Use of radios, irons and heaters and any other electrical appliances is strictly prohibited in the hostels. Students found using them will be penalized and their short/long outing will be cancelled.
- **Cleanliness of the rooms** Housekeeping facility is available as per the roster. Contact the warden for any query.
- **Appropriate dress code:** It is normally expected that the residents will follow simplicity and will not wear any dress objected to by the Principal/Warden.

Note: -

- All the Residents will follow the rules strictly and obey the orders of the Warden / Principal.
- Hostel residents violating any of the above rules are liable to be expelled / suspended from the hostel without any show cause notice or prior intimation. The decision of the College authorities will be final.
- The Principal / College Authorities have full powers to modify or change the hostel rules.

Regarding the usage of Desert coolers in summer the following is applicable: -

1. Cooler will be procured by the concerned resident on his/ her own expenses.
2. Electrical installations required for the cooler will be provided by the College in respective rooms.
3. The residents will have to pay Rs. 12000/- per cooler / room, (May - Sep) to the College towards consumption of electricity in advance.

Important Note: -

Consumption / Possession of Liquor / Smoking / Chewing tobacco or taking of any kind of drugs and Non- Vegetarian food is strictly prohibited in college premises. If any student is found guilty he / she is liable to be expelled / suspended from the hostel as well as from the college and will also be penalized.

(XIV) DISCIPLINE

The following are deemed as acts of Indiscipline and may lead to debarring a student from attending the course any further.

1. Violation of rules and regulations laid down by the college.
2. Taking recourse to unfair means during examination and assessment.
3. Indecent behaviour or use of abusive or threatening language anywhere in the College Campus or through electronic/Social media with any other student or staff member.
4. Indulging in ragging / misbehaviour / violence with any other student or staff member.

The college holds the authority of a surprise inspection of the hostel / room / college premises as and when required basis without prior information.

(XV) HANDLING OF COLLEGE PROPERTY

- College property is an asset for all the students. It is the responsibility of all the students to keep the property intact. Articles, pictures, documents etc., must not be torn off from the reading / study material available in the library as it will hamper the needs of fellow students. In case anything is required by the students, permission may please be sought from the Principal.
- Student should take care not to deface any part of the college premises. Pasting of posters, charts, pamphlets etc. of any kind is not permitted without prior permission of the Principal. In case any financial responsibility is given to a student he / she must fulfil it cautiously. In case the money is handed over to any individual student for any particular job assigned to him / her the accounts for the money must be given to the authorized representative of the college within 24 hours of the completion of the job.

(XVI) MOBILE PHONES

- **Use of mobile phones:** Students are not allowed to use the mobile phone anywhere in the College Building during college hours.
- **Day Scholars:** Day Scholars are allowed to bring mobile phones, but it must be SWITCHED OFF during college hours. Students are permitted to use the mobile phone only in the canteen or outside the college building.
- **Hostellers:** Hostellers are **NOT ALLOWED** to bring their mobile phones to the college at all.
- Any Hosteller found with the mobile phone (even switched off) and Day Scholar with mobile phone switched on anywhere in the college building will be fined Rs. 1000/- and the phone will be confiscated.
- In any emergency Parents / Students can use the OFFICE PHONES to call.

(XVII) RAGGING

- As per Supreme Court's ruling of writ petition (Civil No. 656 of 1998) Ragging in any form is strictly prohibited. The most stringent measures against anyone caught ragging shall include the below mentioned disciplinary actions.

What Constitutes Ragging

- Ragging constitutes one or more of any of the following acts:
 - A. Any conduct by any student or students whether by words spoken or written or by any act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
 - B. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in a fresher or any other student.
 - C. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
 - D. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
 - E. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
 - F. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
 - G. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
 - H. Any act or abuse by spoken words, emails, internet social network, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
 - I. Any act that affects the mental health and self-confidence of a fresher or any.

"The punishments to be given in such case"

1. Cancellation of admission.
2. Suspension from attending classes.
3. Withholding / withdrawing scholarship / fellowship and other benefits.
4. Debarring from appearing in any test / examination or other evaluation process.
5. Withholding results.
6. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
7. Suspension / expulsion from the hostel.
8. Rustication from the institution for period ranging from 1 to 4 semesters.
9. Expulsion from the institution and consequent debarring from admission to any other institution.
10. Fine ranging between Rs. 25,000/- and Rs. 1,00,000/-.
11. Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

12. F.I.R. with the Local Police leading to imprisonment.

Safety Tips (to juniors) Against Ragging "Ragging can be stopped by creating awareness amongst the students, teachers and parents". (As quoted by Hon'ble Supreme Court)

A fresher who is new to the college environment and does not know how to react to ragging, can undergo severe psychological consequences.

Precautions/ Safety Measures to Be Observed:

- The apprehension to join the college and the first few days can be easily overcome. All that the student needs to do is –
 1. To know the concerned person in the college for any complaint against ragging or otherwise.
 2. Be aware of the rights under the rules.
 3. Don't lash back physically or mentally at any indecent or vulgar act of seniors. He / she can always come back in a group.

ANTI RAGGING COMMITTEE

Sl. No.	Name of Member	Designation	Contact No.
1	Dr. Sachit Anand Arora	Principal	9910222799
2	Dr. Manisha Lakhanpal	Prof. & Head	9871112620
3	Dr. Heena Gohil	Professor & Head	9911546977
4	Dr. Amrita Puri	Professor	9899216233
5	Dr. Himanshu Bhutani	Reader	9971772321
6	Dr. Kumar Saurav	Reader	9826483854

ANTI RAGGING SQUAD (Boys)

Sl. No.	Name of Member	Designation	Contact No.
1	Mr. Atul Sharma	Registrar	7838555877
2	Dr. Tushar	Asst. Manager Operation	8527525497
3	Mr. Shailesh Kumar	APO	7840001439
4	Mr. Mohsin	Asst. APO	8076043990
5	Mr. Anil Kr. Sharma	Hostel Warden (Boys)	9582888269
6	Mr. Prabhi Kothari	Maintenance Supervisor	7840001498

ANTI RAGGING SQUAD (Girls)

Sl. No.	Name of Member	Designation	Contact No.
1	Dr. Manish Lakhanpal	Professor& Head	9871112620
2	Dr. Sheema Wazib	Lecturer	9873798666
3	Dr. Hafsa Wani	Tutor (BDS)	7051393340
4	Dr. Meenu Parihar	Tutor (BDS)	9582106968
5	Ms. Little Flower	Warden – Durga Hall 1	7838555873
6	Ms. Shama	Warden – Durga Hall 2	7838555886

(XVIII) MESS

- The college offers mess facility to all the hostellers, timings of which are as follows:
-

SUMMER	
Particulars	Timings
Break fast	7.30 am to 8.20 am
Lunch	12.30 pm to 2.00 pm
Snacks	5.00 pm to 6.00 pm
Dinner	8.00 pm to 9.45 pm

WINTER	
Particulars	Timings
Break Fast	8.00 am to 8.50 am
Lunch	1.30 pm to 2 pm
Snacks	5.00 pm to 6.00 pm
Dinner	8.00 pm to 9.45 pm

(XIX) DINING AREA

- Students can utilize the dining area service at their hostels during all meal hours.

(XX) CANTEEN

- For the convenience of the students, the college also offers the facility of a cafeteria. This cafeteria offers refreshments and meals at nominal rates fixed by the college authorities. Opens during the college hours, it provides eating variety to the students. Non vegetarian items are prohibited in the cafeteria, Hostel Mess and the Campus.

(XXI) JUICE CORNER

- The college also offers the facility of a juice corner for students residing in campus/ day scholars. Refreshments are available at nominal rates fixed by the vendor. It opens during college hours up to evening.

(XXII) COMMON ROOM & STUDY ROOM

- All the hostels have a common room and study room for students which are accessible throughout the day.

ROOM CLEANING

- Room cleaning service is provided to Hostel residents.

(XXIII) LAUNDRY

- A Centralized laundry facility is available in the campus. Students are eligible for 30 washes in a year. 1 wash= a load of 6kg (approx 20 garments) maximum per load. Laundry charges are subject to revision after a year.

(XXIV) HOT WATER FACILITY

- During winter, the college provides hot water facility to all its students twice in a day.

WINTER

Particulars	Timings
Morning	7.00 am to 8.30 am
Evening	5.00 pm to 6.30 pm

(XXV) GYM FACILITY

- The college houses a common gym for hostellers, which are to be used as per the following timing:-

SUMMER	
Boys/Girls	
Morning	6.00 am to 7.30 am
Evening	4.00 pm to 10.00 pm
WINTER	
Boys/Girls	
Morning	6.30 am to 8.00 am
evening)	4.30 pm to 10.00 pm

(XXVI) . EDUCATION EVENTS & EXTRA CO- CURRICULAR ACTIVATES

- For the knowledge of the students institute Organizes different educational programs and events such as:
- Continuous dental education program
- Basic life Science Course
- Hepatitis-B Vaccination
- Implant Courses
- Personality Development program
- Fresher's Day
- Hostel Day
- Annual Inter college Fest (Occlusion)
- Inter Batch Fest (Vibgyor)
- Commemorates Important days such as Independence Day/ Doctors Day/Dentist Day/World No tobacco day etc.

To encourage fun & Frolic in the hectic professional Course, the institute organizes Excursion trips in the month of Feb-March for 3-4 days.

EXAMINATION RULES

- **Penalty on non-appearance in Examinations:** The College will conduct Internal Assessment examinations, surprise tests and pre-university examinations. Students not performing up to the desired level in these tests / exams may be detained from appearing in their university examinations. Students not appearing in any of the class test / internal assessment examination without a valid medical reason will be penalized Rs. 500/- for each subject.
- *Students not passing in the internal exam would be asked to appear again till the reach the passing grades.*
- **Outstanding dues/fees:** Students must clear their outstanding library dues, fees, if any, and submit NO-DUES certificate to be eligible to appear in the examination.
- **Discipline in Exam Hall:** During the examinations the candidates shall be under the discipline and control of the Principal / Central Superintendent. If a candidate disobeys the instructions of invigilators or misbehaves with any of the examiners, he / she may be excluded for the day of examinations and if he / she persists, he / she may be excluded from the rest of the examinations by The Principal / Centre Superintendent. The invigilators or supervisory staff shall be completely authorized to carry out the search of any student to find out whether the student has got any objectionable material with him / her. Refusal of the candidate to be searched would raise a presumption that he / she is in possession of objectionable material to be used in the examination hall as a result of which he / she is liable to be debarred from the particular examination or from the college, as per the discretion of the Principal / Central Superintendent.
- **Commencement of exams:** The examination hall will open 15 minutes before commencement of the examination. Candidates are expected to take their seats 10 minutes before commencement of the examination. Only those candidates will be allowed to sit in the examination hall, who are on the rolls of the college and possess the admit card. They are required to sit in their allocated seats.
- **Leaving during examination:** No candidate will be allowed to leave the examination hall till the time of examination is over without the permission of the Invigilator / Centre Superintendent. No candidate should go outside the examination hall without handing over the answer sheets to the invigilator on duty.

- **Restrictions in exam hall:** Smoking, tea, coffee, cold drinks, snacks or eatables of any kind are not allowed in the examination hall.
- Rules will be up dated from time to time and the same will be applicable to one and all. The above instructions / advice should be followed by all students which will help us in developing a cohesive, comprehensive, congenial and friendly atmosphere in the college.
- **The division of marks** is as follows (Subject to change by the DCI)-
 1. Each subject shall have a maximum of 200 marks i.e. (Theory = 100 + Practical = 100)
 2. Theory =100 will comprise of University written exam = 70 + Viva voce = 20 + Internal assessment =10.
 3. Practical = 100 will comprise of University exam = 90 + Internal assessment =10
 4. Only Practical and Viva-Voce in university examination - (for Pre-clinical Prosthodontics and Pre clinical Conservative Dentistry) = 100 each, will comprise of University Practical exam = 60 + Viva voce = 20 + internal assessment = 20.

(XXVII) AWARDS AND RECOGNITIONS

The scholar students would be awarded with cash prize, certificates and medals.

- 1) **For Rank in College:** The students getting *first three positions* in college will get the following awards: -
 - **First position = Rs. 10,000/- and certificate of appreciation**
 - **Second position = Rs. 7,500/- and certificate of appreciation**
 - **Third position = Rs. 5,000/- and certificate of appreciation**
- 2) **For Rank in University:** Additional amount as per following details will be paid to students securing *top three positions* in the University: -
 - **First position = Rs. 10,000/- and certificate of appreciation**
 - **Second position = Rs. 7,500/- and certificate of appreciation**
 - **Third position = Rs. 5,000/- and certificate of appreciation**
- 3) **4th to 10th Rank in College:** Students securing *4th to 10th Rank* in college will be provided Subject textbook & Certificates
- 4) **Academic improvement:** *Top 10 students* in each batch who have improved upon their Rank in the college will be awarded with books & Certificates.
- 5) **Attendance Awards:**UG/ PG students of each batch with 100% attendance in the last quarter (3 months) will be awarded with a Memento and certificate. Students with attendance upto 99% with genuine health reason and medical leave application will also be considered as having 100% attendance and will be rewarded as mentioned.
- 6) **Best Outgoing Student Awards:**
 - For Academics
 - For All Rounder
 - For Extra-Curricular (Sports & Cultural)

As per college policy

(XXVIII) CLINICAL POSTINGS

- Upon commencement of 3rd year B.D.S the students would be posted in the Clinical OPD's of various Dental and Medical Departments. They would be undertaking clinical treatment of the patients under the supervision of the faculty members. A brief outline of general guidelines to be followed in the clinical postings are mentioned below, however, respective departments will issue further/ additional guidelines to the students during the clinical posting. All these guidelines must be followed diligently by students at all times.

General guidelines for clinical postings

- Students shall always carry their identity Card issued by the college and should wear their name badge on their aprons within the college premises.
- Students shall behave in a civilized manner during their stay in the clinics, they must be courteous. Polite, gentle and co-operative with patients / fellow students
- Students will neither use any abusive / aggressive language which disturbs the patients / other students mentally or physically, nor use such words which may hurt the feeling or insult patients.
- Students are required to report to the department practical / Clinics on time. Students going out of the department during clinical posting should seek permission from the HOD / faculty members.
- Students shall devote their whole time to the assigned work and shall faithfully, diligently and willingly carry out the interactions or orders given to them from time to time in the clinics.
- Students are expected to report to the clinics in full uniform, neatly dressed and in a presentable manner. Girls are supposed to tie their long hair back and trim all nails before taking up any patients. All students are supposed to take off any rings, bangles, ornaments, threads, bands, etc, from their hands before entering the clinics. They should follow strict sterilization and asepsis guidelines in the clinics.
- Clinical quota for each department as per DCI has been defined. All students have to complete the required quantum of work. Failure to complete would result in ineligibility to sit for university exam.

(XXIX) WOMEN'S GRIEVANCES & EMPOWERMENT CELL

- Girl students can contact the following committee members in case of any problem within the college premises & report at womengrievancecell.dntl.gn@its.edu.in

S. No.	Name of Member	Designation
1	Dr. Mousumi Goswami	Chairperson & Head of the Committee
2	Dr. Rupali Kalsi Mathur	Executive Member of the Committee
3	Dr. Amrita Puri	Executive Member of the Committee
3	Dr. Pranshi Tripathi	Executive Member of the Committee

(XXX) ACADEMIC CO- ORDINATORS

- Students can approach their respective Academic Co-ordinators for any help or in case of any academic queries.

S. No.	Name of Co-ordinator	Designation	Year
1	Dr. Heena Gohil	Prof. & Head, Dept. of Anatomy	1 st year B.D.S.
2	Dr. Kunal Madhav	Lecturer, Dept. of Microbiology	2 nd year B.D.S.
3	Dr. Kumar Saurav	Reader, Dept. of Periodontics	3 rd year B.D.S.
4	Dr. Anju Agarwal	Prof. Dept. of Prosthodontics	4 th year B.D.S.
5	Dr. Amrita Puri	Prof. Dept. of Orthodontics	Intern

(XXXI) STUDENT COUNSELLORS

- Students can meet the appointed counsellors for any problems-

Name	Contact No.
Dr. Anju Singh	9958908235
Wed & Fri	10.00am to 1.00pm

I.T.S Dental College, Hospital & Research Centre

47, Knowledge Park III, Greater Noida

ACKNOWLEDGEMENT

I have received the student's handbook of the college and I have gone through it with utmost care and have understood its contents. I also hereby state and declare that after knowing and understanding the contents of the same clearly and fully. I hereby undertake that I will abide by and adhere to the provisions mentioned in the said students Handbook in letter and spirit and will do nothing, which would amount to contravention of any such provision that will bring disrepute to this college and the profession. I also undertake to keep the college informed about any change of my residential address and/or my telephone numbers & e-mail ID and also my parents and local guardian's telephone numbers & e-mail ID.

I also acknowledge the rights of the college to change the existing provisions of the student's Handbook in the interest of the College.

Date:_____

(Signature of Student)

Place:_____

Name:_____

Father's/Mother's Name:_____

Signature of Parent_____

Name & Address of Local Guardian: _____

Signature of Local Guardian_____

(XXXIII). UNDERTAKING BY THE CANDIDATE/STUDENT

1. I _____ S/O,D/O of Mr./Mrs./Ms _____ have carefully read and fully understood the law prohibiting ragging and the directions of the Hon'ble Supreme Court and the Central /State Government in this regard.
2. I have received a copy of DGI Regulations in Curbing the Menace of Ragging in Dental Colleges, 2009 and have carefully gone through it.
3. I hereby undertake that
 - I will not indulge in any behaviour or act that may come under that definition of ragging.
 - I will not hurt anyone physically or psychologically or cause any other harm.
4. I hereby agree that if found guilty of any aspect of ragging. I may be punished as per the provisions of the DCI regulations mentioned above and / or as per the law in force.
5. I hereby affirm that I have not been expelled or debarred from admission by any institution.

Signed this _____ day of _____ month of _____ year _____

Name _____ Signature _____

(XXXIV). UNDERTAKING BY THE PARENT/GUARDIAN

1. I, _____ F/O, M/O, G/O, _____
R/o _____ have carefully read and fully understood the laws prohibiting ragging and the directions of the Hon'ble Supreme Court and the Central/State Government in this regard as well as DCI Regulations in Cubing the Menace of Ragging in Dental Colleges, 2009.
2. I assure you that my son/daughter/ward will not indulge in any act of ragging.
3. I hereby agree that if he / she is found guilty of any aspect of _____ ragging, he /she may be punished as the provision of the DCI regulations mentioned above and / or as per the law in force.

Signed this _____ day of _____ month of _____ year _____

Name _____ Signature _____

(XXXV). DECLARATION

I, _____ have received a copy of the Student's Handbook of I.T.S Dental College, hospital & Research Centre, Greater Noida for the Rules & Regulations of the college.

I hereby declare that I have carefully read the Rules & Regulations and have fully understood them. I Accept and declare that I will abide by all rules & Regulations.

Name : _____

Place : _____

Date : _____

Course : _____

Batch : _____

Signature _____