



6.2.2

Functioning of the Institutional Bodies is Effective and Efficient as visible from Policies, Administrative setup, appointment, Service Rules, and Procedures, etc

HR Manual (Rules & Regulations)

Galgotias University

Plot No. 2, Yamuna Expressway,
Opposite, Buddha International Circuit,
Sector 17A, Greater Noida,
Uttar Pradesh 203201, India

Version 1.3 approved in Academic Council no _____ dated _____

RULES & REGULATIONS (HR)

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1. General Information

1.1 About Galgotias University:

The Galgotias University, Uttar Pradesh, sponsored by Smt. Shakuntala Educational and Welfare Society, has been established by state of Uttar Pradesh under section 2(f) of the UGC Act, 1956 vide The Galgotias University Uttar Pradesh Act, 14 of 2011. The University commenced its operation from the academic session 2011-12.

Galgotias University opened its door to the first batch of approximately 1,700 undergraduate and post-graduate students in July of 2011. Now in year 2019, the university has grown to more than 13000 students. Galgotias University aspires to be and is on a fast-track to become an internationally recognized university that excels in multidisciplinary and interdisciplinary education, research and innovation, educating globally competitive graduates with potential to become leaders in their fields of endeavor. The graduates will have deep knowledge within their fields but will also excel in problem solving skills, will be aware of the societal context of their chosen profession, will function effectively in teams, will have good communications skills and above all, be life-long learners.

The 'students-first' philosophy is a big reason why Galgotias University is consistently ranked among India's top universities. The focus of Galgotias University is on low student-to-faculty ratio that promotes plenty of personal attention and mentoring opportunities.

The record-breaking placement at Galgotias this year is an apt testimony to its focus on upholding the highest academic standards right from selecting top faculty, introducing world-class pedagogical practices to personality development of the students.

We have 13 schools and University polytechnic with 49 UG programs 40 PG programs and 21 PhD programs. We have approvals from various Councils [Pharmacy: Pharmacy Council of India (PCI); Law: Bar Council of India (BCI); Nursing: Indian Nursing Council (INC); Architecture: Council of Architecture (COA); Education: National Council for Teacher Education (NCTE); Hotel Management: Norms of National Council for Hotel Management (NCHM)].

Deepika Chandra



**DIRECTOR HR
GALGOTIAS UNIVERSITY
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VISION:

To be known globally for value-based education, research, creativity and innovation

MISSION:

- Establish state-of-the-art facilities for world class education and research.
- Collaborate with industry and society to align the curriculum,
- Involve in societal outreach programs to identify concerns and provide sustainable ethical solutions.
- Encourage life-long learning and team-based problem solving through an enabling environment.

Quality Policy

The Quality of Galgotias University is

Continuous Improvement of Professional Skills and Ethical Values of the Next Generation Human Society by means of Quality Education and Research"

The Core Values

The Galgotias University has been known for its highest standards of education and its continuous efforts of nation building by skill development in the young generation of the nation.

The Galgotias University believes and maintains the following Core Values in all its academic and management processes

- Enthusiasm to Innovate
- Quest for Excellence
- Zeal to inspire the next generation of leaders
- Openness and Transparency in communication
- Trust, Dependability and Commitment

1.2 Address of the University:

Galgotias University Plot No. 2, Yamuna Express Way, Opposite, Buddha International Circuit, Sector 17A, Greater Noida, Uttar Pradesh 203201

1.3 Contact Details Tel:

0120-4370000, +91 9582847072, 9810162221

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2. Code of Conduct

a) Working Hours

No	University	Time	Weekly Off
1	Monday to Saturday	9 am to 5 pm	1 st and 3 rd Saturday & All Sundays

The working days and time can be changed as per the direction of the University Administration

b) I-card:

All Employees should compulsorily come in formal Dress Code on all working days. ID card should be worn by all employees within the campus and must produce the Card when requested by the authorities at any time.

c) Reporting on duty upon arrival:

Employees are expected to register their attendance in the Attendance Muster as well as Biometric system on or before their schedules duty hours.

d) Late Reporting:

Employees are expected to report on duty 05 Minutes prior to reporting time on all working days. 15 Minutes delay is permissible however, only three permissions are allowed per month with intimation to the concerned Head of Department. Other than that, any late coming in a month will account for salary deduction of half day. Repeated incidences of late arrival are recorded in personal file and attracts negative points in performance evaluation.

e) Leaving the campus before time:

Employees are not allowed to leave the campus before the official working hours. The only exception to this rule is Permission from Concerned authority or On-duty leave. If irregularities are found in this process, will be reported to the disciplinary committee for further necessary action.

f) On-Duty leave:

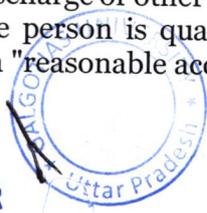
Employees should fill up the ON-DUTY form and take preapproval from Head of the Department/ Deans signature and submit the same to Registrar for record after approval from Vice Executive Council. The On- Duty form must be accompanied by suitable proof. In case where proof is not available, it is the responsibility of the sanctioning authority to judge the genuineness of the case.

g) Discrimination against Divyangs:

Discrimination is prohibited against any applicator employee in hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of that person's disability; if the person is qualified and able to perform the "essential functions" of the job with "reasonable accommodation."

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h) Drug and Alcohol-Free Workplace:

The unlawful distribution, dispensation, possession or use of illegal drugs by employees of the University is prohibited. All employees as a condition of employment:

- ❖ Abide by the University's norm
- ❖ When reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job, the employee is required to undergo a medical test. Smoking on campus is strictly prohibited.

i) Equal Employment Opportunity:

It is policy of the University to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, color, sex, disability, and age. However, the University follows **No Reservation Policy** as per the decision taken in the Executive Council meeting held on and as per clause

j) Sexual Harassment:

Sexual harassment of employees or students at the University is prohibited and offender is dismissed, or other disciplinary action is taken based on the process of Internal Complaints Committee and as per Provision of the Act.

k) Employment of Relatives:

No individual shall be employed in a department or unit, which will establish a subordinate- superior relationship between individual and any of his/her relative who is employed in the University through any line of authority. "Line of authority"

l) Attendance:

All employees must report on time and be in the premises during the working hours. If an employee is goes out for some official work, he/she must submit on duty form with the Head of Dept which must be duly signed by the HOD and submitted to HR before the month end else the employee will be treated as absent for that day. No oral communication will be accepted in this regard. Every employee of this University is required to register the fingerprint in biometric system and must record attendance through this system. This Biometric system is implemented not only for monitoring attendance, but also for security reasons.

m) Discipline

All employees must follow rules and regulations, and standards of courtesy, conduct, cooperation ethics and etiquettes as expected by the University. Following are examples of actions, which are unacceptable to the University and often result in disciplinary action or termination of employment.

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- a. Theft
- b. Falsifying, grafting, or forging of any record, report, or information
- c. Discourteous behavior
- d. Any other misconduct interfering with performance of job/tasks
- e. Unauthorized absence from assigned work area
- f. Sleeping on duty
- g. Interfering with the work performance of another employee
- h. Favoritism
- i. Wasting materials
- j. Willful damage to equipment or property of the University
- k. Entering an unauthorized work area
- l. Habitual absence or tardiness

n) Security & Vigilance on campus:

University has equipped with security office. They manage the security on campus. Everyone on campus should positively participate to assist the security personnel if he suspects anything odd in campus. University has also installed cameras in prominent and important locations as outdoor security monitoring.

o) Private Coaching / Outside Employment:

No employees should be involved in part time coaching and will not seek employment/deliver part- time lectures anywhere else whether gainful or otherwise without the written sanction of the University. All copyrights, patents, papers published or discoveries/ideas developed by the faculty during employment shall bear a joint ownership between faculty and the university.

p) Internet Facility:

Employees must use the internet facility only for office and academic purpose. Employees must not be involved in sending unsolicited mails through University's internet facility. Employee must not download material from internet without proper acknowledgement of original source. Employees must not watch unsolicited videos.

q) Nonsmoking, non-alcohol and no-tobacco chewing:

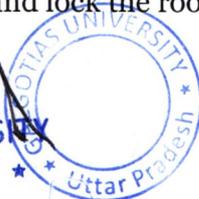
No tolerance is observed regarding smoking, drinking and tobacco chewing on campus. It is viewed as serious issue and strict action will be initiated against the employee members and student found indulged in smoking, drinking and tobacco chewing.

r) Keys deposition:

University's main office keys are deposited in the security office. Department key are deposited in the dept office keyboard. Department classroom, labs, employees' room keys are deposited in the department office keyboard. This hierarchy is followed by everyone in the University. Also, employees' members are authorized to close and lock the rooms.

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s) Dress Code:

All the employees must adhere to proper dress code during all working days. Faculty members must not come in Casual cloths like jeans etc. during any working day. The dressing etiquettes must be maintained by all employees all time.

t) Vehicle parking:

All the employees are required to park preferably at the designated parking slots for proper University Administration.

u) Teaching Load & Other Responsibilities

Assistant Professor: Must teach min. 3 subjects per year.

Associate Professor: Must teach min. 2 subjects per year

Professor: Must teach 1 subject complete with Lab

Additional Responsibilities: The Department Head based on the requirement of department can from time to time assign different roles and responsibilities to the Teaching Staff like Division Chair, Program Chair etc. In such cases after discussion with respective School Dean and VC relaxation in workload can be given. Faculty is expected to abide by administrative orders of university as amended from time to time. The work time may include weekends and evenings. No additional remuneration would be provided for the same.

v) Confidentiality & Usage of University property

Faculty shall maintain confidentiality of all knowledge/information gained during your employment at Galgotias University and shall not divulge the same to any unauthorized person by word-of-mouth or otherwise., at any time. The same is expected of student records as well

Faculty shall respect the privilege of using University property, goods or cash in your charge and shall render an account of the same when called upon to do so. You shall be responsible for all losses that may arise from willful neglect of duty or default on your part. Any equipment loaned to faculty for work outside the University such as laptop, will be used for university purposes only.

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3. Disciplinary Action

It is obligatory for an employer to set and maintain satisfactory standards of conduct and performance at work. Employees are clear about the standards that are expected from them and about the consequences in case they are not met. Disciplinary arrangements are therefore an important part of an employer's overall responsibility. Although disciplinary action involves sanctions against an employee, the primary purpose is to maintain and improve standards.

- a) The purpose of these procedures and disciplinary rules is to establish equitable and consistent standards throughout the University and to ensure that disciplinary action is fair and reasonable in the circumstances of each case.
- b) Normally no formal disciplinary action is taken without some informal counseling where the employee is made aware of any shortcomings in standards or in behavior, and these shortcomings have been discussed between the employee and the Head of the School/Department.
- c) It is hoped that most of the difficulties, that arise, could be resolved through counseling. However, the disciplinary procedure may be implemented at any stage if the alleged misconduct or unsatisfactory performance warrants such action.
- d) The Head of the Department will outline the cause of concern and the employee will be given an opportunity to state his/her case. Head of the Department are required to provide appropriate prior notification of any allegations and any evidence, in accordance with natural justice. A written record of all disciplinary hearings and appeals are kept.
- e) If the conduct or performance of an employee is not satisfactory, he/ she is required to attend a formal disciplinary hearing held by the Head of the School/Department, Registrar, the VC and Director HR. If the explanation is not satisfactory, based on the committee's recommendation, action will be taken.
- f) As a matter of policy no substitution of classes is allowed at GU, however, in dire emergencies a maximum of six substitutions are permitted per faculty in a semester, which is inclusive of all courses taught by any one faculty (Theory + Lab)

We had circulated the matrix for action for defaults on account of not taking classes, excessive substitution, not uploading course material and attendance uploading

First default	-	First Written Warning
Second default	-	Second written warning with LWP
Third default	-	Three days salary deduction
Fourth default	-	Termination

Shipi Chandra

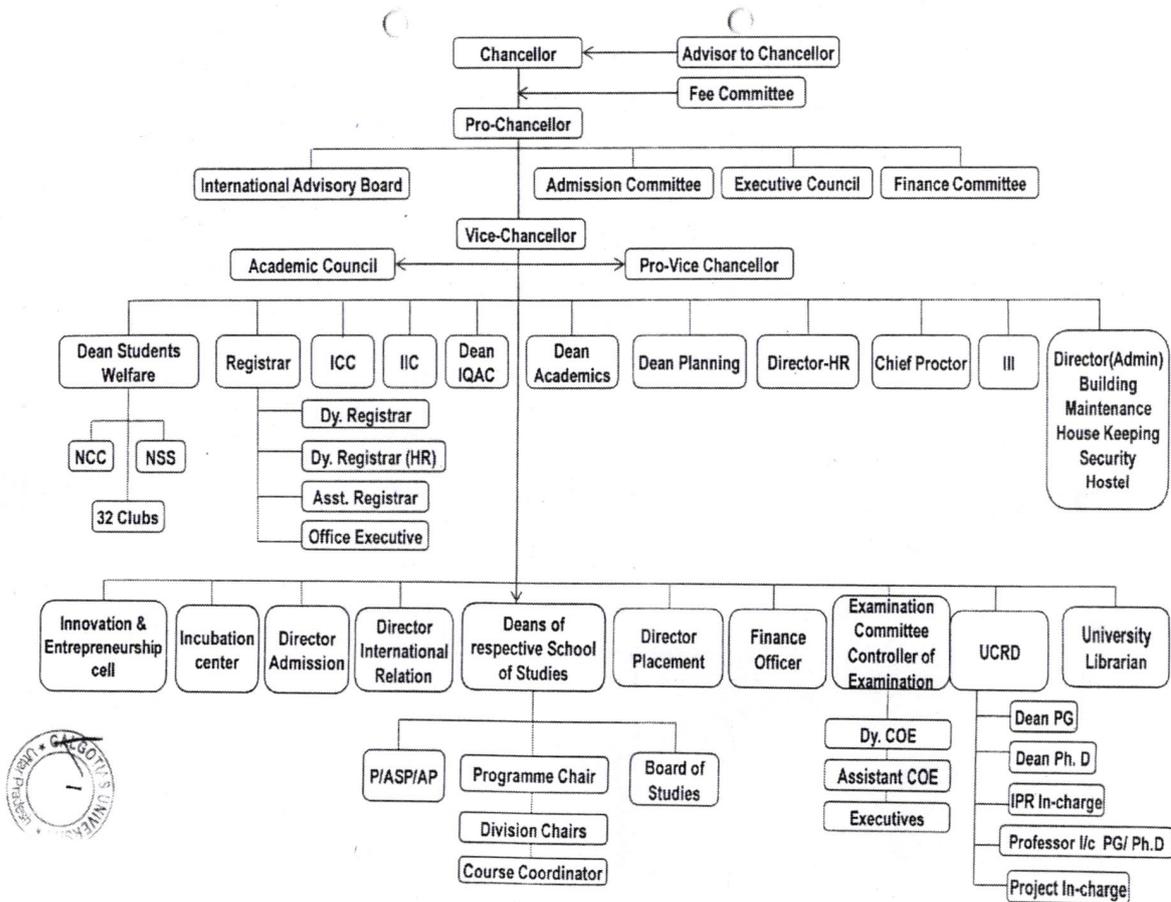
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4. EMPLOYEE CATEGORY & MINIMUM ELIGIBILITY

4.1 Employee Category:

The Organogram shows the line of responsibilities between departments and hierarchy of University's delegation of authority and responsibility.



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4.2 MINIMUM QUALIFICATIONS FOR APPOINTMENT TO THE FACULTY POSITIONS

4.2. A General Rules

- a. The minimum qualifications required for the post of Assistant Professors, Associate Professors, Professors, Assistant Directors, Deputy Directors and Director of Physical Education, Assistant Librarians, Deputy Librarians, Librarians will be those as prescribed by the University Grants Commission from time to time. The Regular appointment shall be applicable.
- b. The minimum requirement for the appointment to the post of Assistant Professor shall be a good academic record, 60% marks at the undergraduate and master's level and qualifying in the National Eligibility Test (NET), or an accredited test (State Level Eligibility Test-SLET/SET).
- c. NET/SLET/SET shall remain the minimum eligibility condition for recruitment and appointment of Assistant Professors provided, however, that candidates, who are or have been awarded Ph. D. degree in compliance of the "University Grants Commission (minimum standards and procedure for award of Ph.D. Degree), Regulations 2009, shall be exempt from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions.
- d. NET/SLET/SET shall not be required for such master's degree Programmes in disciplines for which NET/SLET/SET/ accredited test is not conducted.
- e. The 60% marks at Master's level should be insisted upon for those recruited as teachers at any level from Industry and Research institutions.
- f. The Ph.D. Degree shall be a mandatory qualification for the appointment of Professors and for promotion as Professors and for other have to complete by 2022.
- g. For Council Driven programs the rules of the Council shall be considered as min. eligibility.

4.2. B ENGINEERING & TECHNOLOGY DISCIPLINE:

ASSISTANT PROFESSOR

Essential:

First Class Master's Degree in the appropriate branch of Engineering & Technology.

Without prejudice to the above, the following conditions may be considered desirable:

1. Teaching, research industrial and / or professional experience in a reputed organization.
2. Papers presented at Conferences and / or in refereed journals.

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ASSOCIATE PROFESSOR

Essential:

A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engineering & Technology, and experience of **eight years** in teaching, research and / or industry at the level of Assistant Professor, excluding period spent on obtaining the research degree.

OR

In the event the candidate is from industry and the profession, the following shall constitute as essential:

- First Class Master's Degree in the appropriate branch of Engineering & Technology.
- Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engineering, & Technology, and industrial / professional experience of **eight years** in a position equivalent to the level of Assistant Professor.

Provided that the recognition for significant professional work shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Executive Council of the University.

Without prejudice to the above, the following conditions may be considered desirable:

1. Teaching, research industrial and / or professional experience in a reputed organization.
2. Published work, such as research papers, patents filed / obtained, books, and/ or technical reports.
3. Experience of guiding the project work / dissertation of PG / Research students or supervising R&D projects in industry.

PROFESSOR

Essential:

A Ph.D. Degree with First Class at Bachelor's or Master's Level in the appropriate branch of Engineering, & Technology, and experience of ten years in teaching, research and / or industry. **Out of which at least five years at the level of AsstProf/Reader or equivalent grade.**

OR

In the event the candidate is from industry and the profession, the following shall constitute as essential:

First Class Master's Degree in the appropriate branch of Engineering & Technology.

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Significant professional work which can be recognized equivalent to a Ph.D. Degree in appropriate branch of Engineering, & Technology, and industrial / professional experience of ten years. **Out of which at least five years at senior level of Asst Prof/Reader or equivalent grade.**

Provided that the recognition for significant professional work shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Executive Council of the University.

Without prejudice to the above, the following conditions may be considered desirable:

- i. Teaching, research, industrial and / or professional experience in a reputed organization;
- ii. Published work, such as research papers, patents filed / obtained, books, and/ or technical reports;
- iii. Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;
- iv. Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and
- v. Capacity to undertake / lead sponsored R&D, consultancy and related activities.

4.2.C MANAGEMENT/BUSINESS ADMINISTRATION DISCIPLINE:

ASSISTANT PROFESSOR

Essential:

First Class Master's Degree in Business Management / Administration / in a relevant management related discipline or first class in two-year full time PGDM declared equivalent by AIU / accredited by the AICTE / UGC;

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and Works Accountant / Company Secretary of the concerned statutory bodies.

Desirable:

1. Teaching, research, industrial and / or professional experience in a reputed organization;
2. Paper presented at Conferences and / or published in refereed journal.

ASSOCIATE PROFESSOR

Consistently good academic record with at least 60% marks in Master's Degree in Business Management / Administration / in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC;

OR

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First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory body.

Ph.D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU.

A minimum of eight years' experience of teaching / industry / research professional at managerial level excluding the period spent for obtaining the research degree.

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and Works Accountant / Company Secretary of the concerned statutory body.

A minimum of ten years of experience of teaching industry / research / profession **out of which five years must be at the level of Asst Prof or equivalent** excluding the period spent for obtaining research degree. The candidate should have Professional work experience, which is significant and can be recognized at national /international level as equivalent to Ph.D. and **ten years** managerial experience in industry / profession. **Of which at least five years should be at the level comparable to that of Asst Prof/Lecturer.**

Without prejudice to the above, the following conditions may be considered desirable:

1. Teaching, research industrial and / or professional experience in a reputed organization;
2. Published work, such as research papers, patents filed / obtained, books and /or technical reports; and
3. Experience of guiding the project work /dissertation of PG / Research Students or supervising R&D projects in industry:

PROFESSOR

Consistently good academic record with at least 60% marks in undergraduate and Master's Degree in Business Management / Administration / in a relevant discipline or in ~~two~~ year full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC;

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory body.

Ph. D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU.

A minimum of ten years' experience of teaching / industry / research / profession **out of which five years must be at the level of Reader or**

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equivalent, excluding the period spent for obtaining the research degree.

OR

In the event the candidate is from industry, the possession of the following shall constitute as essential:

The candidate should have professional work experience which is significant and can be recognized at national / International level as equivalent to Ph.D. and **twelve** years' managerial experience in industry / profession. **Of which at least eight years at a level comparable to that of Reader/Asst Prof.**

Without prejudice to the above, the following conditions may be considered desirable:

- i) Teaching, Research, Industrial and / or Professional experience in a reputed organization;
- ii) Published work, such as research papers, patents filed / obtained, books and / or technical reports;
- iii) Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;
- iv) Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and
- v) Capacity to undertake / lead sponsored R&D consultancy and related activities.

4.2 D JOURNALISM AND MASS COMMUNICATION:

ASSISTANT PROFESSOR

Good academic record as defined with at least 60% marks at the undergraduate and Master's Degree level.

Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

Notwithstanding anything contained in sub-clauses (i) and (ii) above, candidates who are, or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor.

ASSOCIATE PROFESSOR

Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines.

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A Master's Degree with at least 60% marks (or an equivalent grade in a point scale wherever grading system is followed).

A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/ papers.

Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.

PROFESSOR

- An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/ papers.
- A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.
- Contribution to educational innovation, design of new curricula and courses, and – mediated teaching learning process.

OR

An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

NOTE: The appointment to the teaching posts in Dental, Para-Medical, Nursing, Pharmacy, Law streams shall be governed by the regulations of respective councils issued from time-to-time.

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4.2.E Teaching Staff

There are three types of teaching staff in the university

a) REGULAR TEACHING STAFF

The faculties appointed without any timeline in their appointment.

b) CONTRACT FACULTY

The employee appointed by the University on part time basis for teaching when any regular faculty is on medical leave, maternity leave or study leave. Maximum 2 course papers applicable as per the semester with a teaching work load of maximum 12 hours per week. He/ she is also responsible of contributing towards the activities related to their subjects and academic administration like, setting up of question papers and answer sheet checked, uploading the attendance, etc. (as and when required by the University Administration. They are appointed for a semester at a fixed pay per hour. The existing Contract faculties can continue teaching in the fresh semester only if there is any requirement and with the approval of the University Administration for the same. They are not entitled to any benefits of a regular employee in the University.

c) ADJUNCT FACULTY

Faculties appointed for specific semester or specific module only.

II NON-TEACHING

a) REGULAR FULL TIME

The employee is a regular employee who works as per the directions and responsibilities stated by the University Administration and also maintain a minimum work timing and schedule. They are also entitled to various benefits as of a regular employee

b) CONTRACT

Employees appointed via vendor or for any work for a specific time period.

c) PART TIME

Part-time employee means a person who is engaged for work for less than normal working hours. Part-time employees are ordinarily not entitled to the benefits provided to full-time employees. They are allowed such benefits provided as are specifically determined by the University Administration.

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5. Recruitment:

5.1 Recruitment Procedure:

Teaching: (Assistant Professor/Associate Professor/Professor)

Non- Teaching: (Lab In charge / Librarian / Training/ Placement)

Administration: (Registrar Office / HR Office/ Maintenance& Security)

5.1a Manpower Planning:

Step 1: Manpower planning is the first step in recruitment.

- This is to be carried out at the start for the approval in Academic Council and Executive Council meeting for both semesters.
- Recruitment during the semester will be avoided as far as possible.
- Planning the process is concern of the Dean of respective School along with PVC Planning.
- He along with Deans will calculate the load for each semester and put up to VC for approval.
- On approval of the Director HR will consult with the University Administration/VC and then determine if the vacancy is to be filled through in-house employees or a new employee has to be selected.
- As far as possible the University Administration/VC/Director HR will ensure that all existing employees are given the opportunity to apply for new vacancy if they so desire. Screening of the candidate for advertised post is important. Defined guidelines are to be followed for calling the qualified candidate. Head of the Department calculate the Human resource requirement:

Consolidation of subject wise teaching load Calculation.

Student – Faculty Ratio (as per UGC guideline)

According to UGC, undergraduate programmes in sciences, the ratio will be **1:30**. For undergraduate programmes in media and mass communication, the ratio will be **1:15** respectively. However, for B.Ed. programme, the ratio will be in line with the norms laid by National Council for Teacher Education.

The overall teacher- student ratio for all postgraduate course shall be 1: 20

5.1b Job Announcement:

All positions are advertised externally for a minimum period of fifteen working days. Exceptions are approved only in the rarest of circumstances by the University Administration. On the University's website, list of new openings will be available from time to time.

5.1c Closing Date:

All classified positions are open for a period of fifteen working days. At times, the HR can choose to keep the job open until filled. In such instances the Director HR reviews all applications received up to the date and notify the VC when decision is made.

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5.1 d Advertising:

Once the job advertisement is ready, the advertisement is posted on the website and at least one of the National newspapers and all social media. When placing an external advertisement, the advertisement will specify that all resumes or applications are to be sent to the Director HR and all correspondence refers to the appropriate job position.

5.2 Creating a New Position:

Description of a new position must be completed by the Head of the Department/Dean along with PVC Planning and must be submitted to University Administration and it will be approved in the Academic Council, who reviews and assigns the most appropriate title according to the job specifications in consultation with the competent authority. Reclassifications of vacant positions can be requested at any time during the academic year. If a classification is chosen which is not on the current pay plan, a pay grade will be assigned based on available market data. As far as possible, post titles should match with UGC nomenclatures.

5.3 Approval of Faculty by the University:

The University will ensure that, within the best of its capacity and within the rules the University/UGC approves all the faculties. Even in case a faculty fails to obtain the approval of the University, despite possessing the necessary qualifications, experience, and competence, he/she shall be treated at par with other approved faculty in terms of pay, allowances and other benefits.

5.4 Filling temporary vacancy:

Vacancy of a faculty is to be filled in temporarily for a period not exceeding one term, the HR Dept on the recommendation of the VC, initiates the process of temporary appointment.

5.5 Regulations relating to Service Conditions of Faculties approved by University

5.5.1. Application

- a. This shall apply to faculties which shall include Professors, Associate Professors, Assistant Professors and such other posts of the University as may be treated at par with Faculties by the executive Council
- b. The terms and conditions of service of the faculties appointed by the University shall be those as embodied in the Agreement of Service annexed hereto which every faculty of The University appointed on regular basis shall be required to enter into.

5.5.2. Definitions

Words and expressions used in these regulations shall have the meanings assigned to them in the Act and the statutes and ordinances, unless the context otherwise required.

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5.5.3. Recruitment

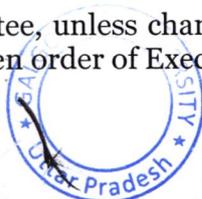
- a. All appointments to all categories of teaching employees shall be made by Executive Council after due advertisement through a Selection Committee process
- b. The selection Committee, unless changes by a resolution passed by executive council or by the written order of Executive Council, for selection of the teaching employees shall include
 - Vice Chancellor- Chairperson
 - Dean of Faculty
 - Three subject experts from outside, approved by Chancellor
 - One Nominee of Chancellor
 - Head of the Department
 - The Registrar Ex-Officio non – member Secretary
- c. The Selection Committee shall regulate its own procedure and in the case of any difference of opinion amongst the members of the Selection Committee or any matter, the matter shall be placed before the Executive Council whose decision shall be final.
- d. The recommendation of the selection committee shall be placed before the Executive Council who may not approve the selection made.
- e. If the recommendation of the selection committee is approved by the Executive Council than the appointment letter in anticipation of approval of executive council shall be issued to the concerned person by the Vice Executive Council
- f. The appointment of every teaching employee of the University shall be made by its executive council. However, the appointment letter shall be issued as provided above.
- g. Where any selection made by the Selection Committee is not acceptable to the Executive Council than the same shall stand rejected.
- h. All employees of the University shall be appointed on the basis of agreement and subject to the provisions of agreement and they shall have to comply with all the requirements of the provisions of Galgotias University Uttar Pradesh act 2011 UP Act 14 of 2011 and Statues and ordinances and rules and regulations framed there under.
- i. All the teaching employees shall be under the control and supervision and guidance of Vice Executive Council of the University with overall supervisory control of Executive Council and Pro Executive Council of the University.

5.6 Appointment of Non-Teaching Employees

- 5.6.1 All appointments to all categories of Librarian, Deputy Librarian, Assistant Librarian, Director of Physical Education, Administrative posts like Registrar, Treasurer, Finance Officer, Controller of Examinations, deputy Registrars, Deputy Controller of Exam, Assistant Registrars, Assistant Controller of Finance shall be made by Executive Council through a Selection Committee process
- 5.6.2 The selection Committee, unless changed by a resolution passed by executive council or by the written order of Executive Council, for selection of Registrars,

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Treasurer, Finance Officer, Controller of Examination, shall include

- 5.6.3 The Selection Committee, unless changed by a resolution passed by executive council or by the written order of Executive Council, for selection of Librarian, Deputy Librarian, Assistant Librarian, Director of Physical Education, Administrative posts like Deputy Registrars, Deputy Controller of Exam, Assistant Registrars, Assistant Controller of Finance shall include
- The Pro Chancellor
 - The Vice Chancellor
 - Registrar
 - members nominated by the Executive Council
- 5.6.4 The Selection Committee, unless changed by a resolution passed by executive council or by the written order of Executive Council, for selection of the Clerical employees and class III employees shall include
- The Vice Chancellor
 - Registrar
 - members nominated by the Executive Council
- 5.6.5 The Selection Committee, unless changed by a resolution passed by executive council or by the written order of Executive Council, for selection of the class IV employees shall include
- Registrar
 - members nominated by the Executive Council
- 5.6.6 The Registrars, Treasurer, Finance Officer, Controller of Examination, Deputy Controller of Exam, Assistant Controller of Finance shall be under the control and supervision and guidance of Vice Chancellor of the University with over all supervisory control of Executive Council of the University
- 5.6.7 All other non-teaching employees such as Librarian, Deputy Librarian, Assistant Librarian, Director of Physical education, Assistant Registrars, clerical and other class III employees and class IV employees shall be under the control and supervision and guidance of Registrar of the University with over all supervisory control of Executive Council of the University.

5.7 Induction and Orientation:

Every newly inducted employee has to undergo a formal orientation session at the Day of Joining or within a week of joining. Orientation sessions provide necessary information concerning the history, facilities and major policies of the University, employee responsibilities, employee benefits, and educational opportunities etc. The Director HR will take the responsibility for providing each new employee with the necessary on job orientation with the assistance of the respective Dean and Head of the Department. The HR intimates all concerned whenever a new employee joins the University. The HR section makes the newly joined employees aware of all the working procedures and leave rules, etc. The ERP Dept and respective Deans regarding their respective areas & division chairs for suggested domains.



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6 Probation Period

6.1 Probation:

Probation means an appointment made on trial on specified conditions for a stipulated period to a post for determining one's fitness for the job. All employees serve the period of 12 months of employment on probation.

6.2 Evaluation in Probation Period:

Probation period allows the employee's department head to evaluate the ability, suitability, and potential for success of the employee. It also allows time for the employee to decide whether or not the job is satisfying. Fifteen days prior to the completion of probation period, the Head of the Department, based on his / her evaluation, will intimate an employee about his performance / non-performance. If the evaluation is positive or with training if the performance of the employee can be improved the employee shall be continued in-service else, he / she may be terminated from service. An evaluation form (format attached in Annexure no 7) needs to be filled by the HOD, colleagues from own and other dept. The evaluation is to be done twice i.e. one at end of each semester and after approval from VC submitted to Executive Council for their approval.

6.3 Continuance of Probation:

If the employee's service during the probationary period is deemed unsatisfactory but if it is determined that the employee should continue in a probation status rather than being terminated, the recommendation that the employee remain in probationary status should be forwarded by the Head of the Department, HR and VC. Upon consultation with the University Administration the probation period may be extended. In all such instances, the employee must be counseled and notified in writing one month before completion regarding the extension of the probationary period.

6.4 Voluntary Resignation during Probation:

Any voluntary resignation is accepted only during the end of the Academic year with prior 1 months' notice or 1 month's gross salary in lieu of 1months' notice. The acceptance of resignation depends on University Administration decision. Voluntary resignations will not be entertained during the middle of the semester and is not permitted. However, the University Administration reserves the right to relieve the person even before the conclusion of the notice period. Further the University Administration reserves the right to terminate the services of a person without any notice period in case of non-satisfactory performance or any violation of the norms of the University.

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7. Salary

7.1 Type & fixation of salary:

Regular full-time faculties appointed by the University shall be in the grades that is to say Professor, Associate Professor or Assistant Professor in so far as they take part in the teaching in the University and shall, except in the cases of re- employed Faculties, be paid salaries on such pay scales or at such stage of such pay scales and allowances, as the executive Council may adopt or decide from time to time.

Every employee is entitled to the salary that is fixed as per the offer letter or appointment letter of the University and mutual agreement. Joining report shall be considered as agreement to all candidates of university only.

The various heads on which the Gross Salary of each employee is based is:

- Basic
- DA
- HRA
- PF*
- ESI*
- Gratuity*
- TDS (wherever applicable)
- Extra Allowance

*PF, ESI deductions and Gratuity benefits are given as per the law.

7.2 Consolidated salary: Employee is paid consolidated salary at the time of joining till regularization of salary on the basis of individual performance and qualification. Salary fixation is dependent upon post, qualifications and experience

7.3 Payroll Schedules: Employees are paid for all the present days of the month. Payment is directly deposited with the Designated Bank to the employee's account. Bank account is opened for all employees joining the University within 7 days of their joining.

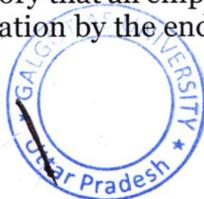
7.4 Payroll Deductions:

Income-tax, professional tax and contributory provident funds are deducted wherever applicable. All other deductions will be notified to the employees. Employees are not allowed to commit any deductions from salary directly to any outside agency / bank / financial institution / co-operative society, etc. without explicit written permission by the University Administration /VC

- ❖ **Income-tax:** It is mandatory that all employees must present their deduction scheme to the Administration by the end of May, and final proof for savings

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by the end of December of each calendar year in order to finalize tax deducted at source for the year.

- ❖ **Contributory Provident Fund Scheme:** Contributory provident fund facility is available to employees from the starting date of their employment.

7.5 Time sheet Record of Employees

- ❖ **Muster:** A record of entry time of employees is maintained by signing in the muster without fail. A record of entry and exit time is also maintained using Biometric system. Those going out for work related matter need to fill an on-duty form or else they will be marked absent for the day.
- ❖ **The Standard Workweek:** Since the requirements of the various operations of the University are diverse, different work schedules are adopted to meet different needs. However, the standard work week of the employees is Monday to Saturday.
- ❖ **Overtime:** No overtime charges are provided to any employee.

7.6 Travelling Allowance:

Travelling allowance is given for official travel to all employee members.

- All employees are eligible for claiming travelling allowance for official work other than reporting to university as per norms.
- The employee travelling locally for official work must produce proper bills/tickets for claiming the amount to the accounts department. If travelling by own vehicle it shall be paid km wise and with google location. The travelling expense will be verified by the Accounts Office and approved by Head of School / Dean and Registrar duly approved by VC.
- If the employee is travelling out of station for official work, he/she can avail advance amount, by getting approval from the Head of the Department & VC. Once coming back from the official tour, proper bills must be submitted to the accounts office and the advance taken must be settled within 2 days but not later than 7 days else it will deducted from salary.
- For every employee an expense limit is fixed for their Lodging expense during travel based on their category/designation (Ref – Annexure –).
- If the expense amount crosses the limit fixed, the exceeded amount must be borne by the employee.

7.9 Other Benefits

- **Accommodation:**
Given to Higher Positions holders of the University as per the mutual consent with employee and employer. HRA benefit shall not be given in case of Accommodation.
- **Laptops:**
Laptops are generally provided to all higher position holders and Central Team Members as per the requirement

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- **Professional Society Membership fee reimbursement:**
Professional Society, registration fee shall be reimbursed by the University for up to Rs. 5000/- per annum. However, the membership must be related to the respective field.
- **Faculty Exchange Programme:**
An opportunity shall be given to the faculty members to visit the Other University under Faculty Exchange programme. During Faculty Exchange programme faculty has to submit an undertaking to follow all the rules and regulations of the University. Only on duty shall be granted who have completed one year of service for max of and not exceeding Rs. 25000/- for one month.
- **Fee Concession for pursuing PhD programme:**
Regular faculties of the University are given 50% concession in fee for doing PhD from the University

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1. Recruitment Application Form

Application Form for Teaching Posts

(Please read the instructions given in the Advertisement carefully)

Post applied for: _____

Subject: _____

Area of specialization: _____

Affix recent
passport size
photograph

1. Personal Information (In CAPITAL LETTERS):			
Name of the applicant			
Date of Birth (DD/MM/YYYY)		Age (In Years)	
Gender (Male/Female/Transgender)		Marital Status	
Nationality		Religion	
Category (SC/ST/OBC/EWS/General/PWD/Minority)			
Mother's Name			
Father's Name			
Particulars of Physical Disability, if applicable			

2. Address (In capital letters):			
Mailing Address		Permanent Address	
PIN CODE :		PIN CODE :	
Email ID:			
Phone No:		Fax No.	
Mobile No:			

3. Educational Qualifications (Matriculation and onwards)					Subjects	Specialization (if any)
Name of the Degree exam	University/Institution/Board	Year of Passing	Percentage of Marks	Division/Class/CGP A		

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Please add additional sheet, if required, retaining the above tabular format.

NET Exam:		Rank/Percentile	
Ph.D.(Mark <input type="checkbox"/> in appropriate box)	Degree Awarded	[<input type="checkbox"/>]	Thesis Submitted [<input type="checkbox"/>]
	Regular mode	[<input type="checkbox"/>]	Part time mode [<input type="checkbox"/>]

4. Title of Thesis/Dissertation (If published, give details on a separate sheet)	Name of the University / Year of Award	Name of Supervisor
Ph.D.		
M.Phil.		

5.1 No. of publications:					
Refereed Journal only	Published		Accepted		Book Chapters
Books (only with ISBN or similar identification mark)				Conference Proceedings (full papers only)	

6. Academic Distinctions (Award/Scholarship/Rank, etc.)

7. Membership/Fellowship of learned/accredited bodies (Give details)

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8. Present Position:							
Designation	University/ Institution	From Date	Basic Pay(BP)	Pay Scale (PS)/Pay Band (PB)(Rs.)	Gross Pay/ Total Salary P.M.(Rs.)	Next Increase Date	Nature of duties

9. Experience (Enclose additional sheet, if required, in the same format):						
Post Held, Basic Pay & Pay band with Grade Pay/ Academic Grade Pay	University / Institution	Period		No. of years/ months	Nature of work	Sl.No. of proof enclosed
		From	To			

9.(A) Post-Doctoral Fellowship		
University/ Institution/Country	From	To

10. Competence in Computer Application:	Sl.No. of proof enclosed

11. Additional information, if any (please attach additional sheet, if required):	Sl.No. of proof enclosed

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12. Name and Complete postal address of 3 referees(In capital letters):

Reference 1	Reference 2	Reference 3
PIN CODE:	PIN CODE:	PIN CODE:
Email:	Email:	Email:
Phone No.:	Phone No.:	Phone No:
Mobile No:	Mobile No:	Mobile No:
Fax:	Fax:	Fax:

13. Teaching preference. Applicants are requested to write down their current and future academic plans in about 200 words. (if required separate sheet may be enclosed)

14. Do you have a near relative among the employees of this University? YES /NO
 If YES, please furnish the details given below:
 Name & designation of the person:
 Relationship with the candidate:

15. Any vigilance / Disciplinary case is pending against you? YES /NO
 If YES, please furnish the details given below:
 Name & designation of the person:
 Relationship with the candidate:

16. Any legal case (including FIR) is pending against you in any of the court(s) / Police station?

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YES /NO

If YES, please furnish the details given below:

Name & designation of the person:

Relationship with the candidate:

**17. Time required for joining / reporting for duty :
(in case of selection)**

18. Declaration:

I hereby declare that all the entries are made by me in this application are true to the best of my knowledge and belief. I also certify that I have not suppressed/hided any of the details on the date of submission. I aware that, if anything is found false at any stage (screening, selection, etc.), my candidature shall be cancelled without assigning any reason whatsoever.

Date: _____

Signature of the applicant

19. Endorsement by the Employer (for candidates in employment only):

To be signed and forwarded by the present employer

Forwarded to:

**The Director HR
Galgotias University**

The applicant Shri/Smt/Dr./Kum _____ is a permanent/temporary employee of the organisation holding the post of _____, w.e.f. ____/____/____ in the Pay Band of Rs. _____. He/She is drawing a Pay Band of Rs. _____ with AGP of Rs. _____. His/Her next increment is due on ____/____/____. Certified that no disciplinary/ Vigilance proceeding has been contemplated or is pending against the said applicant. It is certified that the integrity of Sri/Smt/Dr./Kum _____ is _____. We have no objection for his/her application being considered by the Central University of Tamil Nadu. The applicant will be relieved immediately on selection.

(Signature of the forwarding authority)

Name: _____
Designation: _____
Place: _____
Date: _____

Office Seal

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(Please fill in the details as applicable)

(The details that are not relevant may be mentioned as "Not Applicable")

1. Educational Criteria (Please attach self-attested copies)

	Under graduation (Specify the degree major here)	Post-graduation (Specify the degree major here)	M.Phil (Specify title of M.Phil Dissertation here, University/ Institute, Research Supervisor)	Others (specify)
Percentage of Marks				

2. Competency in National /State level tests

Tests/ Fellowship:	NET	NET with JRF or Equivalent	National Fellowship	GATE or others SET, etc.,	SLET/
Yes /No (With Year)					

3. Details of Ph.D.

Title of the thesis	
Year of joining	
Institute	
Year of submission	
Name of Research Supervisor (Mention details of co-supervisor if any, with affiliation)	
Year of Award	

4. Awards

S.N	Name of Awards	Awarding Agency	Period		Level: International/National
			From	To	

5. Details of Post-doctoral and equivalent experience

(Provide details of Institute/University where post-doc was position was held, Date of joining)

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and Date of Relieving, Name and affiliation of the research supervisor; enclose self-attested relevant certificates)

6. Details of teaching experience

(Provide details of Institute/University where teaching was carried out, Date of joining and Date of Relieving, Courses handled and level of the course (UG/PG, etc.); enclose self-attested relevant certificates)

7. Research Papers in Peer-Reviewed or UGC listed Journals

S/N	Title of the paper, with Journal's name, Year of publication, Vol. No., Page Nos., etc.	SBN/ISSN No.	Impact Factor, if any*	Authorship**

* Impact Factor as per JCR-Thomson Reuter as on year 2019

** For Authorship: Kindly indicate whether you are (i) Single Author (ii) First and Principal/Corresponding author/Supervisor/Mentor or (iii) Other Author/Co-author. This should be as per standard definition of the respective terms as applicable to the concerned discipline.

- i. Total H-index (if any) _____
- ii. Total i-10 index (if any) _____

8. Publications (other than Research papers)

(a) Books authored

S/N	Publication Type*	Title of the Book Chapter/Book/Conference Proceeding, with year of publication and other publication details.	ISBN/SSN No.	Level International/National	Authorship**

(b) Translation works in Indian and Foreign languages by qualified faculties

S/N	Publication Type*	Title of the Book Chapter/Book/Conference Proceeding, with year of publication and other publication details.	ISBN/SSN No.	Level International/National	Authorship**

* For Publication Type: Kindly indicate whether the publication is (i) Text/Reference/Subject Books, (ii) Edited/Translated Books, (iii) Chapters in Books/Full Paper in Conference Proceedings. For Conference Proceedings only full Papers will be considered, abstracts will not be considered.

** For Authorship: Kindly indicate whether you are (i) Single Author/Editor/Translator, (ii) First and Principal/Corresponding author/supervisor/mentor, (iii) Other Author/Co-author, (iv) First Editor/translator or (v) Co-editor/Co-translator. This should be as per standard definition of the respective terms as applicable to the concerned discipline.

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9. Creation of ICT mediated Teaching-Learning pedagogy and content development of new and innovative courses and curricula (provide annexure wherever applicable/required)

(a) Development of Innovative pedagogy

SN	Brief description	University for which it was developed	Level: (PG/UG)

(b) Design of new curricula and courses

SN	Brief description	University for which it was developed	Level: (PG/UG)

(c) MOOCs

SN	Brief description	University for which it was developed	Level: (PG/UG)
(i)	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 5 marks/credit)		
(ii)	MOOCs (developed in 4 quadrant) per module/lecture		
(iii)	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)		
(iv)	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 2 marks/credit)		

(d) E-Content

SN	Brief description	University for which it was developed	Level: (PG/UG)
(i)	Development of e-Content in 4 quadrants for a complete course/e-book		
(ii)	Content (developed in 4 quadrants) per module		
(iii)	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)		
(iv)	Editor of e-content for complete course/paper/e-book		

10. Research Guidance/Research Projects

(a) Research Guidance

Level of Guidance	Number Enrolled	Thesis/Dissertation submitted		Degree Awarded	
		Period	Number	Period	Number
Ph.D.					

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M.Phil. dissertation					
P.G. dissertation					

(b) Research Projects Completed

SN	Title of Research Project	Funding Agency	Period	PI/Co-PI/ Joint PI	Amount

(c) Research Projects Ongoing

SN	Title of Research Project	Funding Agency	Period	PI/Co-PI/ Joint PI	Amount

(d) Consultancy

SN	Title of Consultancy Project	Funding Agency	Period	Amount

11. Patents/ Document

(a) Patents

SN	Brief Description	Patent No.	Date of Award	Level: International/ National
Total Score				

(b) Document submitted to an international body/University like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government

SN	Title of Document	Name of Body/ University	Date of Submission	Level: International/ National/State

12. Invited Lecture/Papers presented in Conferences/Seminars/Refresher/ Orientation/FDP

(Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once. Merely attending the Conference, Seminar, and FDP does not qualify for ARS. Accepted full paper must be presented during the Conferences/Seminars/FDP to qualify for ARS).

SN	Title of the Invited Lecture/Paper presented	Title of Conference/ Seminar etc.	Organized by	Date of Presentation	Level

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NOTE: Level shall be, International (Abroad)/ International (within India)/ National/State/ University

OTHER RELEVANT INFORMATION
(Attach self-certified evidence, wherever possible)

- (a) Academic awards and distinctions:
- (b) Membership/Fellowship of Learned bodies/Societies:
- (c) Literary, cultural or other activities (e.g., Attainment in sports etc.) in which the applicant is interested and distinctions obtained:
- (d) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier:
- (e) Future Plans (In approximately 150 words):

I certify that the information provided in the duly filled proforma is correct as per records enclosed.

Date :
Place :

Signature of the applicant

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2. Faculty Interview Evaluation Scorecard

List of Candidates who have been called and appeared for the Interview for the Post of Professor/Associate Professor/Assistant Professor FOR COMPUTER SCIENCE & ENGINEERING
DEPARTMENT Held on: 20/08/2020

Sr.N o.	Name of the applicant with full address	Academic Qualification		Ph.D./M.P hil./NET/ SET/ Year of Passing	Experi ence	Profession al Qualificati on if any	Presentati on & Communica tion Skills, Demo 20	Basic Concepts /Subject Knowledg e 20	Up to date Professio nal Knowledg e 30	Questio ns & Answer 20	Interactio n; on the parameter not covered 10	Tot al	Rema rk
		Graduation Level	Year of Passi ng										
1													
2													
3													
4													
5													
6													
7													

Principals



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3. Employee Joining Form

Documents required at the time of joining:

1. Certificates in support of Educational qualifications & Date of Birth (originals & aset of photocopies)
2. Previous Experience records (if applicable)
3. Relieving Certificate from last employer (if applicable)
4. Passport-size photographs (Six)
5. PAN Card(Detailed instructions could be seen at Income Tax Department Website <https://tin.tin.nsdl.cpm/pan/newpan.html> (PAN CARD APPLICATION)
6. Medical Fitness Certificate (from MBBS practicing Doctor)
7. Permanent Address Proof
8. Local Address Proof.
9. Aadhar Card.
10. Offer Letter (02 – copies)

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DIRECTOR HR
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CHECK LIST EMPLOYEES ON BOARD



Offer Date: _____

NAME:		
DEISGNATION:		
DEPARTMENT:		
DATE OF JOINING:		
SALARY:		
	E-mail ID:	
	Contact No:	

- | | |
|---|-----|
| ✓ Certificates in support of Educational qualifications & Date of Birth | () |
| ✓ Previous Experience records (if applicable) | () |
| ✓ Relieving Certificate from last employer (if applicable) | () |
| ✓ Passport-size photographs (Six) | () |
| ✓ PAN Card (No. _____) | () |
| ✓ Medical Fitness Certificate | () |
| ✓ Permanent Address Proof | () |
| ✓ Local Address Proof | () |
| ✓ Offer letter & Approval Copy | () |
| ✓ Undertaking | () |
| ✓ Performa | () |
| ✓ UGC Format (For Teaching) | () |
| ✓ Employee Information Form | () |
| ✓ Joining Form & Form II | () |
| ✓ Bonafide Certificate for Salary Account | () |
| ✓ Deduction of Provident Fund (If Applicable) | () |
| ✓ Appointment Letter | () |
| ✓ Aadhar No. (_____) | () |

Pratap Chandra

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UNDERTAKING

I am hereby joining the post of _____ in
the

Galgotias University on _____, I certify that I am, as on date,
not

associated with and not on the payroll of any other
college/University in any capacity.

(_____)

Date:

Pooja Chandra

DIRECTOR HR
GALGOTIAS UNIVERSITY
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PROFORMA

Paste
Latest
Photograph

Name: _____

Father's Name: _____

Designation: _____

Date of Birth : _____

Educational qualification starting from matriculation:

Exam Qualified	Roll No.	Year of Passing	Total Marks / Grade	Board/University

Permanent residential address: _____

District: _____ Pin Code _____

Present residential address : _____

District: _____ Pin Code _____

Shipichandra

DIRECTOR HR
GALGOTIAS UNIVERSITY
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Name of the Teacher	Department	Designation	Age	Education al qualifications (whether qualified as per UGC Regulations)	Teaching experience in years	Date of appointment	Whether full time or part time	Regul ar or ad hoc	Sca le of pay	No. of publica tions	Cas te Cate gory

Shilpi Chandra

DIRECTOR HR
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1. School :

2. Department:

3. Designation:

4. Joining Date:

Day

Month

Year

19 Bank Name & A/C No. PSB 09701000001_____

20 Nominee Name

Blood Group

Name	Relation	DOB	Mobile

21. PF A/C no.:

UAN No.:

22. Qualification(s):

S.No	Qualification	Subjects	College Name	Board/University	Medium	Year of Passing	Grade/%
1							
2							
4							
5							
6							
7							
8							
9							

Ajji Chandra

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23. Experience(s)

Experience In (Industry/Institute/Other)	Organization name	Department Name	Designation	Appointment date	Resignation Date	Work Nature	Salary Drawn

24. Publication/Seminar/workshop Details:-

Type (seminar / workshop / Journal/news letter)	Category (national/international)	Title	Name (seminar/workshop/Journal/news letter)	Year of Organize	Venue	Status (Paper Accepted YES/NO)	Date of Publication	Paper in Proceeding (YES/NO)	Exp Amount	Pass Amount

Employee Signature
Date

Anil Chandra

**DIRECTOR HR
GALGOTIAS UNIVERSITY
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GALGOTIAS UNIVERSITY Uttar Pradesh

JOINING REPORT

Name		Photograph	
Date of Joining			
Designation			
Department/School			
Educational Qualification		Employee Code	
Total experience: (Teaching/Research/Industry)			

PERSONAL DETAILS

Local Address with phone no.			
Permanent Address with phone no.			
Marital Status:		Date of Marriage:	
No. of Dependents			
Date of Birth			
Contact person & phone no. in case of emergency			
Blood Group			
Identification Marks			

Signature of Employee

REGISTRAR

Copy to: 1. Dean
of the school.

_____ for taking him/her on rolls

Shilpi Chandra

DIRECTOR HR
GALGOTIAS UNIVERSITY
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GALGOTIAS UNIVERSITY Uttar Pradesh

FORM II

(Details of Individual
Faculty/Staff Members)

Name :

Designation :

Date of Birth :

Academic Qualifications :

Previous Experience :
(In details)

Name & Details of the previous Employer:

Last Pay Drawn:

Other Credentials:

Course for which employed:

Above details to be supported by the following mandatory documents:

- All supporting attested documents in respect of above information**
- An attested copy of appointment letter**
- Attested copies of consent letter and the joining report of Faculty members**
- Photograph of the Faculty member, signed and attested by the Chairman / President of the Trust / Society.**

Kindly note that the faculty members recruited must be eligible as per UGC norms.

Shilpi Chandra

DIRECTOR HR
GALGOTIAS UNIVERSITY
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Date: _____

To,
The Accounts Officer
Galgotias University
Uttar Pradesh

Sir,

I request you to kindly do not make any deduction of EPF Contribution from my salary.

I undertake as follows:

- I have never been covered under EPF Scheme in my previous organization where I have served. (Proof Attached/ Proof will be submitted within 3 days).
- Galgotias University is my first employment.

Note: I understand that in case proof is not given within 3 days, the EPF may be deducted.

Name:

Signature

Shilpi Chandra

DIRECTOR HR
GALGOTIAS UNIVERSITY
★ UTTAR PRADESH ★



4. Employee Leave Application Form

LEAVE APPLICATION FORM

Name of applicant

Designation:

Type of leave:

CL

SL

EL

SPL

Emp code:

Dept: SOB

D.O.J:

CO/OD

Period of leave from.....to..... No of days.....

Reasons for leave.....

Contact No and Address during leave.....

Class arrangement during leave (Applicable in case of teaching and technical supporting staff)

Adjustment			
Date	Period	Alternate	Signature

Leave Record

Leave Due

Leave Applied for

Leave balance

Signature of Applicant

Signature of Record

office

Recommended

Not Recommended

Branch Head/Incharge

Sanctioned

Not Sanctioned

Dean/Registrar/Branch Incharge (As applicable)

Shilpi Chandra

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5. Employee Exit Forms

5.1 Employee Exit Checklist

Sr. No	Tasks	Tick complete	When
1	Hardcopy Resignation Letter signed by employee		
2	Handover done formally to concerned person		
3	Exit Interview		
4	Personal File updated and kept in the inactive employee stack		
5	Keys collected (if any)		
6	Understanding of all files in desk and pending work		
7	Inactivate email access		
8	ID Card		
9	Any other University belonging		
10	Updation made on ERP		

Ashwini Chandra

DIRECTOR HR
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5.2 CLEARANCE FORM

Name:- _____
 DESIGNATION: _____ DEPARTMENT: _____
 Joining date:- _____ Office Order No:- _____ Date of
 Resignation _____
 Date of Reliving _____ (Resignation Letter to be enclosed)
 ADDRESS: _____
 PHONE NO:- _____ MOBILE NO: _____

Sr. No.	Department	Amount in Rs.	Signature In charge	Date
1.	Computer Section (A-022) (email suspension, forwarding)			
2.	ERP (Including ID Card) (A-023)			
3.	Library			
4.	Accounts			
5.	Proctor Office			
6.	Examination Dept			
7.	Administration (A-024)			
8.	Store (C-119)			
9.	Charge of centralized portfolio files handover to			
10.	Charge of Dept Responsibilities handed over to			
Total Amount to be recovered Rs. _____ All the dues are cleared / not cleared (In case dues are payable) Signature of Accountant		Signature of employees		
Laptop License Software and other Electronics Material is returned to the University Authority / University Administration. Head of IT /ERP Dept		Consumable items issued to the employees is account for, there is no discrepancy/ CAT records, IA records, Subject files/ Notes, portfolio files, Question paper, Answer sheets submitted. Signature of H.O.D Clearance should be given/ withheld. Relieved from date: - Last Working Day: -		

**Director – HR
Council**

Registrar

Vice

Executive

Prity Chandra

DIRECTOR HR
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5.3 Hand Over Report

Mention the primary and secondary responsibilities handled by the employee

Pending Task and assigned to whom

Files

In Desktop / Laptop

If files are in personal Laptop to be saved in Dept Server or Drive

Sr. No	File Path	Purpose

Hardcopy Files

Sr. No	File Name	Purpose

Files Related to University Portfolio

Sr. No	File Name	Purpose

Files Related to Dept Portfolio

Sr. No	File Name	Purpose

Students related files or details if any

Question Papers/ Answer keys/ Marks etc of all the related exams submitted or not

Philip Chandra

DIRECTOR HR
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Any other details

I hereby certify that the _____ has submitted all the documents related to her work and we can relive him/her. I also confirm that I have verified all the data till date is ok and within my safe custody.

Dean
Date:

(The Same handover format to be used in case of Deans however, the signatory will be the Vice Executive Council)

Ashpi Chandu

DIRECTOR HR
GALGOTIAS UNIVERSITY
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.4 EXIT INTERVIEW FORM

Employee Name: _____

Department: _____ Designation: _____

Date of Joining: _____ Date of Resignation: _____

Department: _____ Reports to: _____

1.	Why are you leaving the University	Personal Reason	Medical Benefit	Quality of Supervision	Work environment	Other
2.	Please explain your reason(s) for leaving in more detail.					
3.	What suggestion of improvement do you have for us?					
4.	If we implemented those suggestions, would you return to work here?				Yes	No
5.	Would you recommend GU to your friends as a good place to work?				Yes	No
6.	How as Cooperation within your department					
7.	Security arrangement in university are they appropriate					
8.	Cooperation with other departments					
9.	How are Physical working conditions					
10.	How was the Communication with department					
11.	Workload					
12.	If I had a question, I felt comfortable in speaking with :					
	My immediate Supervisors					

Philip Charles

DIRECTOR HR
GALGOTIAS UNIVERSITY
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	Upper University Administration	
	Human Resource	
13.	I was kept well informed about the University, its policies and procedures and other important information	
14.	I felt that the University provides me with job security. Give your views	
15.	Your views on the appraisal process	
16.	My compensation meets my expectation	

Reason of leaving according to University Administration / HOD/ HR:

Signature of Employee
Department:
Date:

Signature of HR
Date:

Shripichand

DIRECTOR HR
GALGOTIAS UNIVERSITY
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6. PERFORMANCE APPRAISAL FORM

PERFORMANCE APPRAISAL FORM-TEACHING STAFF (Academic Year)

1. Personal Details

1. Parameters – Summary of activities

Name	
Designation	
Employee ID	
School	
Department	
DOJ	
Academic Grade Pay	
Pay Band	
Official Email ID	

(Scores are to be given between 4 to 0 with 4 as the highest score and 0 as the lowest. Rubrics to be referred for the same)

S. No	Particulars	Count/ %	Self	HOD	Dean	Committee
	ACADEMICS					
1	Students' Feedback					
2	Punctuality in updating data in ERP					
3	Average attendance of students					
4	No. of lectures conducted Vs Planned					
5	Use of Teaching Techniques, material (Interactive board/ Google classroom/Webinar/ MOOCS/any other innovative technique)					
6	End Term Examination (ETE) , Result Analysis (AA & AB & FF Count)					
	RESEARCH					
1	Research Paper publication in any Indexed Journal					
2	Published Book/ Book Chapter/ course material					
3	Persuasion of Ph.D./Post-doctoral Studies(Maximum 3 years)/ Guiding PhD students					
4	Guiding Masters (M.Tech, MBA, MSc etc.)Projects					
5	Joint publication with reputed Institutes/Industry person/other institute Professor					
6	Special Lectures Delivered as Resource Person or Keynote Speaker. Session Chair outside in Conference/ Advisory/ guest lecture etc.					
7	PhD / Research Work Supervision/ Research Project					
8	Research Project submitted / Grants Obtained					
	SERVICE					
1	Portfolio School					
2	Portfolio Centralized					
3	Patents filed/granted					
4	Activities that support School accreditation					
5	Administrative support to the University					

Phypanadu

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6	Research Related Services (Reviewing of indexed conference journals, serving in editorial roles, organizing research seminars, conferences etc.)					
OTHER CONTRIBUTION						
1	Collaborative projects/ MOU with industry, inviting guest speakers from industry, research centers etc.					
2	Initiate MOU with reputed universities / research centers/ Universitys					
3	Co/ extra-curricular activities (ex. Entrepreneurial activities)					
4	Committee member for any programme					
FACULTY PROFESSIONAL DEVELOPMENT						
1	Organizing activities in professional bodies					
2	Attended FDPs in reputed institutes/ Trainings in industry/ Other Universitys/ Organized FDPs/Conference					
3	Achievements- Awards/Prizes					
3	Citations other than self in one year					
5	Interaction with Outside world: (For example : Member on Industry BoG /advisory board / CII, FICCI, Worked as a member on bodies like NBA/NAAC,etcBoS of other college, Ph.D. referee/reviewer, any other activity which will make University proud/outreach activities(NSS/ISR)					
Total						

Signature of Employee

Behavioral Assessment by the Dean of School	Poor	Satisfactory	Excellent
General Behavior of the faculty			
Adherence to the University norms and discipline			
Ability to work in a team			
Attitude towards parents, general public and students			

Dean

Director HR

Vice Executive Council

Pratibha Chandra

**DIRECTOR HR
GALGOTIAS UNIVERSITY
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Annual Appraisal Assessment of Non-Teaching Employees

Name of the School/Dept: - -----

Name of employee: - ----- Designation: - -----

Length of Service in GU: ----- Yrs. Duration mm ----- to-----

Reporting Officer will write any of the following remarks in the Column comments

1. Excellent : Consistently superb performance and always exceeds the expectation
2. Very Good: Consistent Performance exceeds expectations many times
3. Good- Just meets the requirements of the job responsibility
4. Need Improvement- Sometimes meets the requirement but needs improvement
5. Unsatisfactory – Does not meet the requirement of the job warning to be issued

Sr. No.	Parameter	Comments
1	Industriousness	
2	Enthusiasm	
3	Sense of Responsibility	
4	Punctuality	
5	Behavior with Superiors	
6	Behavior with students	
7	Intelligence	
8	Integrity	
9	Character	
10	Initiative	
11	Drive	
12	Attitude for team work	
13	Overall Performance	

Signature of Reporting Officer

Date: Seal

Remarks of Reviewing Officer

Reviewing Officer

Place:

Date:

Signature of

Seal

For Use of Corporate Office:

Final Remarks

Signature of Director
(HR)

Ashpi Asande

DIRECTOR HR
GALGOTIAS UNIVERSITY
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Annual Confidential Report of Teaching Employees

Name of the School: - -----

Name of Faculty: - ----- Designation: - -----

Length of Service in GU: ----- Yrs. Duration mm ----- to-----

Sr.No	Parameter	Report	Point	Ticks
1	(How Busy Keeps Himself/Herself)	Self-Motivated	4	
		Takes job to Logical End	3	
		Tendency to shrink any work	2	
		Lazy	0	
2	Application Of Mind	Applied mind every time	4	
		Give Personal Touch	3	
		Lack of Confidence	2	
		No. application of mind	0	
3	Capacity to Extract Work Form Subordinates	Very Good	3	
		Just Enough	2	
		Incompetent	0	
4	Relations with colleagues	Very Healthy	4	
		Cooperative	3	
		Strained	2	
		Behave rudely	0	
5	General Intelligence	Very sharp, Creative	4	
		Limited, just enough	2	
		Needs elaborate explanation	1	
		Dull	0	
6	Decision Making	Quick and Confidant	4	
		Delivery good	3	
		Slow	2	
		Incompetent	0	
7	Natural Aptitude towards initiative	Strong	4	
		Just enough	3	
		Casual	2	
		No-imitative	0	

8	Drive in carrying Out Assignment	Forceful	4	
		sluggish	2	
		No confidence	0	
9	Integrity	Beyond Doubt	3	
		Suspect	2	
10	Fitness to continue present Post	Fit	3	
		Unfit	2	
11	Fitness for Promotion	Deserves quick promotion	4	
		Fit for promotion	3	

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		Not recommended	0	
--	--	-----------------	---	--

12	Involved in private tuitions / business	No, to the best of my 4 knowledge	4	
		Heard about It	2	
		Ye s	0	
13	Loyalty to University	Absolute loyal	4	
		Quite Good	3	
		Always looking for other job	1	
		May not continue with us	0	
14	Any Other Remarks			
	Total		50	

Grades

40 to 50	Excellent	A+
41 to 45	Very Good	A
31 to 40	Good	S+
21 to 30	Average	S
Below 20	Poor	S-

Signature of Reporting Officer
Date: Seal

Remarks of Reviewing Officer
Officer
Place:
Date:

Signature of Reviewing
Seal

For Use of Corporate Office:

Final Grade awarded

Signature
of
Director
(HR)

Remarks to be communicated Seal

Ashwini Chandra

DIRECTOR HR
GALGOTIAS UNIVERSITY
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7. Assessment of Teaching Faculty on Probation

Name of Department

Post Held

Name of Faculty Date of joining

Probation Period From To

Instructions:

- * Study carefully the implications of exact factor
- * Concentrate on one factor at a time
- * Be reasonably accurate in assessment of each Parameter and do not allow personal feelings to influence.

SN	PARTICULARS OF ITEMS (Performance factors)	Evaluation of Performance for job requirement			
		Exceeds	Just meets	Meets partially	Does not meet
1.	Ability to deliver lecture effectively				
2.	Ability to cover syllabus uniformly				
3.	Ability to motivate students				
4.	Knowledge of subjects				
5.	Classroom control				
6.	Communication Skill (Fluency, Grammar)				
7.	Use of Learning resources				
8.	Punctuality in engaging classes				
9.	Punctuality in evaluation of assignments				
10.	Aptitude for the post held				
11.	Willingness to learn				
12.	Efforts to improve qualification				
13.	Aptitude towards students welfare				
14.	Initiative in extracurricular activities				
15.	Students feedback about faculty				
16.	Attitude towards upkeep of laboratories				
17.	Attitude to accept responsibilities				
18.	Attitude towards record keeping				
19.	Behaviour with colleagues				
20.	Behaviour with students				

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DIRECTOR HR
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21.	Behaviour with Subordinates				
22.	Behaviour with Superiors				
23.	Behaviour with Parents/Public				
24.	Attitude towards University Development				
25.	Capability of drafting letters/proposals				
26.	Team Spirit displayed				
27.	Industriousness				
28.	Decision making ability				
29.	Discipline				
30.	Drive				
31.	Dependability				
32.	Balanced set up mind				
33.	Integrity				
34.	Liveliness				
35.	Resourcefulness				
36.	Self-Reliance				
37.	Thoroughness in discharging duties				
38.	Consistency in performance				
	Total number of tick marks				
	Multiplying factors	1.25	1.0	0.5	0
	Quantitative performance in each point				
	Total Performance				

Note: Please sum up Performance and mention your cleat-cut recommendations whether the faculty should be allowed to complete probation or probation should be extended by 6 months or terminated.

Place:

Signature of Head of the Department

Date:

Seal

Vice Executive Council

Director HR

Date

Date

Place

Place

Pooja Chandra

**DIRECTOR HR
GALGOTIAS UNIVERSITY
★ UTTAR PRADESH ★**



8 Travelling Allowance Chart

Galgotias University - Traveling Allowance Chart
(International Travel)

Sr No	Country	Daily Allowance rates															
		VC/ Director / Dean				Professor				Associate Professor / Assistant Professor							
		Travelling	a	b	c	d	Travelling	a	b	c	d	Travelling	a	b	c	d	
1	USA (USD per day)	90	60	50	10		65	45	35	8	45	30	25	5			
2	Canada (CAD per day)	120	80	70	12		90	60	50	9	60	40	35	6			
3	Australia (AUD per day)	120	80	80	12		90	60	60	9	60	40	40	6			
4	Japan (Japanese Yen per day)	103 00	70 00	70 00	12 00	Actual Economy Class Flight Charge (Both ways)	772 5	525 0	525 0	90 0	515 0	35 00	350 0	60 0			
5	Malaysia (Ringgit per day)	410	270	275	50		30 0	20 0	20 0	35	20 5	135	140	25			
6	Singapore (Singapore \$ per day)	130	85	90	15		95	60	70	12	65	40	45	8			
7	UK (GBP per day)	75	50	50	9		60	35	35	7	40	25	25	5			

Allowances for Tour in India

Daily Allowance rates			
VC/ Director / Dean	Professor / Associate	Assistant Professor	

Priggi Chandra



DIRECTOR HR
GALGOTIAS UNIVERSITY
* UTTAR PRADESH *

No	Country	Travelling				Professor				Travelling						
		a	b	c	d	a	b	c	d	a	b	c	d			
1	India (INR per day)	Actual Economy Class Flight Charge or First AC Train fare (Both ways)	3000	1500	1000	200	Two tier AC Train fare (One way) or Three tier AC Train fare (Both ways)	1500	700	400	500	Three tier AC Train fare (One way) or Sleeper class (Both ways)	1000	500	200	500

a - Travel b - Stay c - Ground Transport d - Miscellaneous

Shripal Chandra

DIRECTOR HR
GALGOTIAS UNIVERSITY
* UTTAR PRADESH *



ERP Snapshots



Showing 1 to 2 of 2 entries

Previous **1** Next

Search Leave List

From (dd/mm/yyyy)

dd-mm-yyyy

To (dd/mm/yyyy)

dd-mm-yyyy

Show Leave with Status

All

Date	Employee Id	Employee Name	Apply Date	Leave Types	Number of Days	Comment	Status	Action	Print Leave Request
No Result Found									

Pravin Chandra

DIRECTOR HR
GALGOTIAS UNIVERSITY
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Grievance Registration

Inbox - chandansinhbabu@galga X iCloudEms - We honor great ed X +

guicloudems.com/corecampus/admin/grievance/grievance_entry.php

Apps Gmail YouTube Maps

Menu

Grievance >> Grievance Complaints

Grievance/ Complaint

Grievance Settings

Grievance Assigned to me

- Apply Leave
- Circular
- Employee
- Grievance Complaint
- Leave Management
- Payroll
- Reports
- Settings
- Student
- Timesheet

Register Complaint

Select Grievance Category *

Select Grievance Subject *

Enter Description *

Attach File

Select Category

Select Subject

Enter Grievance Description

Choose File No file chosen

Submit

My Complaints

Sr	Complaint No.	Date	Subject	Category	Description	Attach File	Status	Message	Remark
----	---------------	------	---------	----------	-------------	-------------	--------	---------	--------

Chandansinh Babu

DIRECTOR HR
GALGOTIAS UNIVERSITY
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Circular View Circular

Filter

2020-2021

Select date

Type to begin search

Date : 27/09/2020
Title : Message for students for implementation of Superset.
For : Student & Staff
Department : All



Chanda Sinhababu

DIRECTOR HR
GALGOTIAS UNIVERSITY
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8. Performance Evaluation

Employee who has completed **one year** of service is entitled for Performance Appraisal. Performance Appraisal/Evaluation is a benefit given to the employees. It helps the employees for self-development, student enrichment and contributes more towards the growth of the University. The following factors are taken into consideration for Faculty Performance Evaluation (Ref – Annexure – – Faculty Performance Appraisal Form),

8.1. Academics: The Faculty performance in Academics is evaluated during every semester. The academic performance is evaluated using the following parameters,

1. Student's feedback
2. Punctuality in updating data in ERP
3. Average attendance of students
4. No. of lectures Conducted vs Planned
5. End Term Examination (ETE), Result Analysis
6. No of Substitute in a Semester
7. Attending Students outside the classroom

8.2 Research: Research is one important activity in the University and all the teaching employees is encourages to contribute in some or the other way in this particular field. The evaluation takes place on the basis of

1. Research paper published in any Indexed journal
2. Published Book/ book chapters/ course material
3. Guiding PhD students.
4. Guiding Masters (MTech, MBA, MSc etc.) project
5. Joint publication with reputed Institutes/industry person/ person/ another institute professor.
6. Special lectures delivered as Resource person or keynote speaker. Session Chair outside in Conference/ Advisory/guest lecture etc.
7. PhD/ Research work supervision/ research project
8. Research projects submitted/ Grants obtained
9. From Mandate

8.3 Portfolio of School /University: The Faculty performance is also evaluated by taking into account the amount of work done in their respective School for its development and their contribution towards University's growth. The following factors are taken into account for evaluation the faculty,

1. Portfolio School
2. Portfolio centralized
3. Activities that support School accreditation
4. Administrative support to the University
5. Collaborative projects/ MOU with industry, inviting guest speakers from industry, research centers etc.

Shilpi Chandra

**DIRECTOR HR
GALGOTIAS UNIVERSITY
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6. Initiate MOU with reputed universities/ research centers/ University.
7. Co/ extra – curricular activities (ex. Entrepreneurial activities)
8. Committee member for any programme.
9. Bring company for placement
10. Organizing FDP or conference by any Nobel laureate

8.4 Faculty Professional/Personal Development: The University concentrates more on Faculty Development in their personal & professional life. The University encourages its entire Faculty crew to undergo Quality Improvement Programs, Conferences, Seminars and other Training Programs. The faculties performance is evaluated under the following parameters,

1. Organizing activities in professional bodies
2. Attended FDPs in reputed institutes/ training in industry/ other University/ organized FDPs / Conference
3. Achievements- Awards / Prizes
4. Citations other than self in one year
5. Interaction with outside world: Member on Industry BoG/ advisory board/ CII/ FICCI/ worked as a member on bodies like NBA, NAAC etc. BoS of other institution, PhD referee/ reviewer/examiner. Any other activity which will make University proud/ outreach activities.
6. University shall pay minimum of Rs. 2000/- to the faculty members for attending the faculty development programme with prior approval of the university authorities.

8.5 Frequency – The performance of an employee is reviewed every calender year after twelve months of employment and yearly. A Dean/ Head may give an interim review at any time without waiting for the scheduled time.

8.6 Process:

- 1) The Employee eligible for the Performance Appraisal will fill up a self-assessment form and Dean will submit their evaluation.
- 2) Based on both the report the final appraisal report after evaluation by VC will be put up to University Administration.
- 3) Based on the fixed standard and achieved score the employee can be appraised. One Best Teacher Award for every year as per School will be given. Rs. 5000/- cash and a rolling trophy will be given. The Winner will not apply for the award for consecutive next 3 years

All faculty achievements are published on the website and in e- magazines of the schools if any. Also, special cash prizes are given by the University to faculties for their contribution towards Research & innovation.

Shilpi Chandra

**DIRECTOR HR
GALGOTIAS UNIVERSITY
★ UTTAR PRADESH ★**



9. Promotion

A promotion is an open competition for the higher positions and every employee can apply for it. Based on the merits the University administration may take the decision to promote an employee or fill the position by new candidate.

PROMOTION UNDER CAREER ADVANCEMENT SCHEME OF INCUMBENTS OF THE POSTS OF ASSISTANT PROFESSORS/ ASSOCIATE PROFESSORS/PROFESSORS:

Entry level Assistant Professors (Stage 1) would be eligible for promotion under the Career Advancement Scheme (CAS) through two successive stages (stage 2 and stage 3), provided they are assessed to fulfill the eligibility and performance criteria as laid down.

An entry level Assistant Professor, possessing Ph. D. Degree in the relevant discipline shall be eligible, for moving to the next higher grade (stage 2) after completion of four years' service as Assistant Professor.

An entry level Assistant Professor possessing M.Phil. Degree or post-graduate Degree in professional courses, approved by the relevant statutory body, such as MTech, etc. shall be eligible for the next higher grade (stage 2) after completion of five-year service as Assistant Professor.

An entry level Assistant Professor who does not have Ph.D. or M.Phil., or a Master's Degree in the relevant professional course, shall be eligible for the next higher grade (stage 2) only after completion of six years' service as Assistant Professor.

The upward movement from the entry level grade (stage 1) to the next higher grade (stage 2) for all Assistant Professors shall be subject to their satisfying the API based PBAS conditions as laid down.

Assistant Professors who have completed five years of service in the second grade (stage 2) shall be eligible, subject to meeting the API based PBAS requirements, to move up to next higher grade (stage 3).

Assistant Professors completing three years of teaching in third grade (stage 3) shall be eligible, subject to the qualifying conditions and the API based PBAS requirement, to move to the next higher grade (stage 4) and to be designated as Associate Professor.

Associate Professor completing three years of service in stage 4 and possessing a Ph.D. Degree in the relevant discipline shall be eligible to be appointed and designated as Professor and be placed in the next higher grade (stage 5), subject to (a) satisfying the required credit points as per API based PBAS methodology, and (b) an assessment by a duly constituted selection committee same as for the

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direct recruitment of Professor.

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10 Leave & Vacation RULES

These rules shall be applicable to regular full-time employees of Galgotias University (Teaching, non-teaching including technical supporting employees) and shall not be applicable to contractual or any other type of employee and are subject to amendments as and when required.

The teaching employees on probation will not be entitled for any Vacation Leave.

10.1 LEAVE RULES:

Effective from 1st June 2011

Leave is not a right but a privilege to be taken in planned way with permission of competent authority. Any type of leave other than mentioned below shall be at the discretion of the Executive Council or his nominee.

1. For Leave Rules calendar year shall be followed i.e., from January to December
2. Leave shall be granted according to the exigencies of service. If so required, the University may refuse or revoke leave whether during the term or vacation by issuing a circular/notice.
3. In case an employee has to go out of station, he/she shall mention his/ her outstation address in the leave application and shall also handover charge to another member of the employees in the manner directed by university. No member of the employees shall leave station at any time without prior written permission of the Vice- Executive Council
4. Application for leave must be submitted and got sanctioned before proceeding on leave.
5. Period of leave without pay exceeding 15 days in a year shall not be counted as service for calculating any kind of benefit later on.

10.2 Categories of Leave

1. Casual Leave
2. Academic Leaves
3. Medical Leave
4. Maternity Leave- only applicable to women employees
5. Vacation Leave – for teaching employees only
6. Earned Leave
7. Compensatory Leave

1. CASUAL LEAVE (for all employees)

- ❖ 12 days casual leave in a calendar year is permissible. Maximum 6 days casual leave allowed in a semester.

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- ❖ Casual leave cannot be combined with any other type of leave
- ❖ Casual Leave cannot be taken for more than 3 days continuously.
- ❖ Casual leave cannot be carried to next calendar year nor encashed.
- ❖ For a new employee, proportionate Casual leave will be allowed.

2. SPECIAL ACADEMIC LEAVE

Special Casual Leave not exceeding 10 full days or 20 half days in a year can be given with special permission of the Vice Executive Council for FDP, conferences, seminars, paper presentations or for other academic activities related to one's portfolio, subject, higher studies etc. After giving a proof (such as registration in the conference etc.) of intention to attend the same, without affecting the Academic Schedule of the University.

3. MEDICAL LEAVE (for all employees)

- ❖ 10 full days or 20 half days Medical Leave is permissible during a calendar year.
- ❖ Entitlement of the Medical Leave is only after completion of one – year of service. For new employees proportionate Medical Leave will be allowed after completion of one year.
- ❖ In circumstances such as accident / indoor hospitalization on the advice of the doctor, it may be converted into 20 days half pay.
- ❖ Medical Leave is allowed only on submission of Medical Certificate.

4. VACATION LEAVE (for teaching employees only)

- ❖ Faculty is allowed 2 weeks vacations in summer and 1 week in the winter, after teaching two full semesters, as per the academic calendar approved by competent authority of the University.
- ❖ No vacation leave is permissible for part semester teaching
- ❖ The Leave can be availed only when all semester related work like examination, assessment and report and completed

5. EARNED LEAVE

- ❖ For Vacation Employees Viz Faculty: One day earned leave for full completed month of service i.e., 12 days per year PLUS 1/3rd of the period, if any, during which he/she is required to perform duty during vacation
- ❖ For Non – vacation Employees viz non-Teaching and technical employees: One and a half days Earned Leave for fully completed month of service i.e., 18 days per year.

General conditions for Earned Leave:

- ❖ Earned Leave is to be planned and got sanctioned in advance
- ❖ Earned Leave cannot be taken more than three times in a year

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- ❖ Sundays –Saturdays and Holidays are counted if falling in between the Earned Leave period
- ❖ Earned Leave can be accumulated only up to 24 days for the teaching employees and 36 days for non-teaching employees
- ❖ Entitlement of earned leave is only after completion of one year service.
- ❖ There shall be no encashment of earned leave.

6. MATERNITY LEAVE (all female employees)

- ❖ All female employees are entitled to 90 days (Full pay) Maternity leave, admissible only to employees with less than two surviving children and for maximum of 2 times in the whole service.
- ❖ Entitlement of Maternity leave is only after completion of one year of regular service.

7. EXTRA ORDINARY LEAVE

- ❖ E.O.L without pay may be granted to regular faculty when no other leave is admissible
- ❖ It can be granted on the following grounds
 - i. On the basis of medical certificate
 - ii. For pursuing higher studies (Post Doctoral)
 - iii. For attending a fellowship or research assignment for technical or academic work of importance.
 - iv. Child Care Leave
- ❖ Duration of E.O.L shall be decided in each individual case on merit with the approval of Executive Council
- ❖ It shall be the absolute discretion of the Executive Council to approve any such leave or not.

8. STUDY LEAVE/ SABBATICAL LEAVE

- ❖ Study leave/ sabbatical leave without pay can be granted with the approval of Executive Council subject to the fulfillment of laid down conditions.
- ❖ It shall be the absolute discretion of the Executive Council to approve any such leave or not.

9. COMPENSATORY LEAVE

- ❖ Compulsory attendance on Saturday's (non-instructional days), Sundays or other public holidays justifies the grant of compensatory leave for the number of days a non – teaching employee is directed to attend the office, unless it is imposed on him as a penalty or it is required to clear arrears for which he is personally responsible. The attendance in such cases should be under prior orders of the officer – in charge
- ❖ No compensatory leave will be admissible to an employee who is paid overtime allowance or TA/DA for the day of compulsory attendance on Sundays and other holidays.
- ❖ Compensatory leave should be treated like casual leave, however, the compensatory leave to the extent actually earned may be availed within one

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- month of the entitlements otherwise the same will be treated as lapsed
- ❖ Compensatory leave will be admissible only to Ministerial & Class IV employees and not to Supervisory Employees

10.3 GENERAL

- ❖ Leave is normally to be sanctioned in advance. However, it has to be got sanctioned within three days from the last date of leave, failing which only leave without pay will be sanctioned. Absence not supported by sanctioned leave by 15th and 25th of each month (for the purpose of salary) and cannot be sanctioned with pay subsequently.
- ❖ Absenteeism i.e., absence without approval will be termed as misconduct and will be treated as break in service. Sanction for leave without pay is equally essential failing, which it will be treated as unauthorized absence.
- ❖ For leave during teaching days, all the teaching employees shall arrange their lectures by alternate faculty with consent, for getting their leave sanctioned. In case of emergency leave during teaching days, the faculty is required to inform the HOD/Dean immediately specifying alternate arrangement for engagement of his/her classes. They should however submit and get the leave sanctioned next day positively

10.4 Leave Summary Chart

Sr. No	Type of Leave	For one year of Joining	After one year of joining	Leave Period	Rules	Remarks
1	Casual Leave	1 per month/ Max 12 per year	3 leaves per quarter/ max 12 per year	Jan- Dec		
2	Earned Leave	Nil	12 leaves for teaching and 18 for non-teaching	From date of joining	3 times in an academic calendar	Shall require prior approval before proceeding
3	Medical Leave	Nil	10 Leaves	From date of joining		2 medical leaves without medical 3 and more leaves shall be supported with

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						Medical Certificate
4	OD	As approved by Dean/Registrar	As approved by Dean/Registrar	As approved		
5	Compensatory Leave	As approved by Dean/Registrar	As approved by Dean/Registrar	Work done on Holidays / Week off days		
6	Special Leaves	As approved by Dean/Registrar	As approved by Dean/Registrar	As approved by Dean/Registrar		
7	Late Punching	3 instances in a month with a grace period of 15 mins	3 instances in a month with a grace period of 15 mins	Monthly		
8	Skin Problem, Mehndi, Other Cases	As approved by Registrar	As approved by Dean/Registrar	As and when required		

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10.5 LEAVE SANCTIONING AUTHORITY

Leave Type	Category	Authority
Casual Leave	Professors, Associate Professor & Assistant Professor	Dean on the recommendations of HOD
	HODs	VC on the recommendations of Dean
	Dean, Registrar, Controller of Examination, Librarian or Central Portfolio In-charges	VC
	Non-teaching staff	Registrar after approval from Deans/HOD
	Non-teaching & technical supporting staff working in Dean/HOD's office labs	Deans on the recommendations of the HOD

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11 Resignation & Termination

11.1 Resignation:

- a) The teaching employees needs to submit their resignation to Deans. In case the Dean is not present then to the Registrar of the University. The non-teaching needs to submit their resignation to HR.
- b) Any voluntary resignation is accepted only during the end of the Academic year with prior three-month notice or three-month gross salary in lieu of three-month notice. Voluntary resignations will not be entertained during the middle of the semester and is not permitted. However, the University Administration reserves the right to relieve the person even before the conclusion of the notice period. Further, the University Administration reserves the right to terminate the services of a person without any notice period in case of non-satisfactory performance or any violation of the norms of the University. The same rule applies for non-teaching employees also.
- c) Exit Interview is conducted for every faculty / non-teaching submitting resignation and the reason for leaving the University is identified. The information collected during the Exit interview is recorded and filed with VC and Director HR.
- d) Before resigning the employee must get their No Dues/ Clearance form duly signed by the concern Head of the School/Department, other related department heads and submit to the HR Department before the relieving date. Any unsettled amount or dues must be cleared before getting the relieving order and service certificate.
- e) The employee must return all documents and items related to university to the concerned department before relieving. Failure to do so will result in strict action against the employee.
- f) Before being relieved all employees should hand over charge to the appropriate person on consulting the Head of School/Department and inform the same to the VC. Head of school/Department is responsible for initiating the necessary action to ensure that all University's property and equipment are returned safely.
- g) The Executive Council shall have the power to relax the period of notice or payment of salary in special circumstances.

11.2 Termination:

- a) The employee can be terminated with immediate effect if the employee is found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct, considered by the University to be detrimental to the interests of the University and students, his/her services are liable to be terminated without notice or salary in lieu off.
- b) An employee can also be terminated if at any time, it is found that information given by the employee during his/ her recruitment process is incorrect, misrepresented or concealed. Once the employee is terminated his clearance process must be complete

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within 48 hours by the concerned authorities. A formal termination letter sighting the reason must be given to employee.

- c) The University reserves the right to waive off the notice period, if any substantial misconduct, poor performance or non-performance is reported to the HOD/Dean
- d) The HR Dept. must keep all the record of his misdeed etc. in the employees' personal file. If the employee goes to the court of law, we can have substantial proof to prove our point.

11.3 Process Flow

- a) The resignation must be submitted in hardcopy only. Similarly, termination letter must also be issued in hard copy.
- b) The resignation must be duly accepted by Head of School/Dept and VC to start with the exit formalities.
- c) A copy of resignation must be emailed to Registrar, VC and Dy. Registrar (HR)
- d) The formats must be strictly adhered to and filled completely. All information must be gathered.
- e) The handing over process must be done by done by Dean in case of faculties, by VC in case of Deans and by HR in case of non-teaching employees.
- f) All the documents pertaining to the process must be accessible to the University Administration, Registrar, Dy Registrar (HR) and Director HR.

11.4 Superannuation and Re employment of Faculties

- a) Faculties in the regular service of the University shall retire on superannuation on completing the age of 60 years. While a faculty whose date of birth falls on any day other than the first day of the month, shall retire on superannuation on the last day of that month, one whose date of birth is the first day of the month, shall retire on superannuation on the last date of the previous month.
- b) The Executive Council may, on the recommendation of the Vice- Executive Council, may re-employ a distinguished superannuated faculty after he has attained the age of 65 years for a suitable period if the Executive Council is satisfied that the services of such faculty are required in the interest of the University.

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11.5 Residuary Conditions of Service & Removal of Doubts

- c) Any matter relating to the conditions of service of Faculties for which no specific provision is made in this statute, shall be determined by the Executive Council. Where a doubt arises as to interpretation or application of any of the provisions of this Statute, the matter will be referred to the Executive Council for a decision, which shall be final.

12 Internal Complaints Committee Process & Procedure

I. STATEMENT

This is intended to provide a fair, internal process for resolving disputes that arise between faculty or academic staff members and administrators. The formal procedures described in this are intended to be used only when matters cannot be resolved informally. A faculty or staff member who feels aggrieved should first seek an informal resolution at the department, or school level before filing a formal grievance under this

Grievance Redressal Mechanism for faculty and staff of GU

The Grievance Redressal cell at the University aims at developing a responsive and accountable attitude amongst all stakeholders in order to maintain a harmonious atmosphere at the University.

The Grievance redressal cell is constituted for the redressal of the problems reported by the faculty and staff of the University with the following objectives.

- Upholding the dignity of the university by ensuring a strife free atmosphere and promoting cordial relationships.
- Encouraging faculty and staff to express their grievances fairly and freely without any fear of being victimized.
- Advising faculty and staff to respect the rights and dignity of one another and show restraint and patience whenever a rift or interpersonal issue arises.
- Advising faculty members to refrain from inciting students or other faculty and staff members.
- Advising faculty member to refrain from vindictive action

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II. DEFINITIONS

A. Grievance: A written complaint filed by a faculty or staff member alleging a violation of university, college, department, or school, or established practice.

B. Faculty member: A person with a paid University appointment at the rank of professor, associate professor, assistant professor, or instructor, including those with fixed-term and visiting status.

C. Staff: A full time non-teaching employee of the university including, library, registrar office, examination office, laboratory staff and other administrative staff

D. A written statement of principles and procedures that govern the actions of faculty, staff, and administrators, including written rules, bylaws, procedures, or standards.

E. Practice: Actions taken by the administrator within an administrative or academic unit based on customs or standards in that unit that are usually unwritten but of longstanding duration, and for whose existence the grievant can offer evidence.

F. Violation: A breach, misinterpretation, or misapplication of existing or established practice.

III MECHANISM FOR REDRESSAL OF GRIEVANCES OF FACULTY AND STAFF

- The following two-tier approach for grievance redressal is constituted at the university.
- SCHOOL LEVEL GREIVANCE COMMITTEE
- UNIVERSITY LEVEL GRIEVANCE COMMITTEE

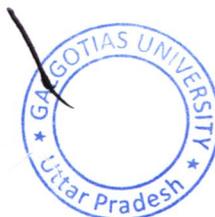
COMPOSITION OF THE SCHOOL LEVEL GRIEVANCE REDRESSAL COMMITTEE

The school level grievance committee shall have the following compositions

- (i) The school dean/principal/HOD (Chairman/chairperson)
- (ii) 3 senior faculty as members

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**COMPOSITION OF THE CENTRAL GREIVANCE REDRESSAL
COMMITTEE**

1. Pro- Vice Chancellor/Dean Academics (In chair)
2. Dean or Departmental Head
3. Senior Professor/s
4. Director HR

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IV SCOPE OF THE GRIEVANCE COMMITTEE

The committee shall deal with grievances received in writing about any of the following matter:

- Academic issues including course allocation workload, examinations, question paper setting and moderation, web sim related issues, adherence to academic schedules, plagiarism
- Interpersonal Issues and Interpersonal conflicts
- General: Insubordination, violation of university schedules, impersonation, any other form of malpractice.
- Sexual Harassment: All complaints of sexual harassment shall be referred by the Central Grievance committee to the University level Committee for Prevention of Sexual Harassment.
- Exclusions:
 - The Grievance Redressal Committee shall not entertain the following issues:
 - Decisions of the academic council, board of studies and executive council

V GRIEVANCE PROCEDURE

A faculty or staff member may file a formal grievance that alleges a violation of university, department, school, or established practice.

A faculty /staff member who feels aggrieved may discuss his/her complaint in a confidential meeting with his head of department or dean.

To file a grievance, an individual faculty or staff member must submit a written, signed statement (the "grievance") to the Central Grievance Committee or School level Grievance committee. The grievance must contain the following information:

1. the specific or established practice that has allegedly been violated;
2. the date of the alleged violation and the date on which the grievant became aware of the alleged violation;
3. the facts relevant to the alleged violation;
4. the person(s) against whom the grievance is filed and

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5. The redress sought.

The grievant must also submit any documents to the grievance.

VI The school level Grievance Committee or the Central Grievance committee shall verify the following:

1. Whether the grievance has been filed in a timely fashion;
2. Whether the grievance adequately identifies the existing policies and/or established practices alleged to have been violated
3. Whether the grievance contains a reasonably adequate statement of the facts relevant to the complaint.

VII GRIEVANCE ENQUIRY: PROCEDURES

1. Enquiry shall be scheduled as expeditiously as possible and with due regard for the schedule of both parties.
2. The chairman of the committee shall provide written notice of the time and place of the enquiry, the names of panel and copies of any documents submitted by the parties and deemed relevant, to each party at least three (3) days before the hearing/meeting.
3. The enquiry meeting shall be conducted in good faith and must be completed within 7 calendar days unless the chairman determines that an extension of time is necessary.
4. Minutes of the enquiry shall be maintained. A party may request and obtain a copy minute.
5. The privacy of confidential records used in the enquiry shall be respected.
6. All parties may present their cases in person and may call witnesses on their behalf.
7. A party may elect not to appear, in which event the enquiry will be held in his or her absence. Absence of a party shall not be prejudicial to the enquiry.
8. The grievant has the responsibility of proving that there has been a violation of or established practice. The committee shall decide whether the preponderance of the evidence supports the allegations made by the grievant.

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13. REGULATIONS FOR PREVENTION OF SEXUAL HARASSMENT

1. Definition "Sexual Harassment" includes unwelcome behaviour of sexual nature (whether directly or by implication) such as

- (a) Physical contact and advances;
- (b) A demand or request for sexual favours.
- (c) Sexually coloured remarks;
- (d) Showing pornography; and
- (e) Any other unwelcome physical, verbal or non- verbal conduct of sexual nature.

2. Who Can Make a Complaint?

- (a) A person who is –
 - i) A student of the University
 - ii) An employee of the University or holding a consultative position in the University
 - iii) An applicant for admission into any course offered by the University

The following conditions apply to all complaints:

If a complaint filed is found by the Complaint Committee to be frivolous or vexatious, the Committee shall, for reasons to be recorded in writing, dismiss the complaint and recommend to the Vice-Chancellor that the complainant pay the defendant a fine. The amount of fine imposed will depend on the severity of damage caused to the defendant's reputation.

3. The Complaint Committee The 'University Complaint Committee' will be constituted by the Vice-Chancellor; comprising of 5 members including chairperson. At least half of the members of the Committee shall be women and the committee will have representation from the non-teaching staff. The Chairperson of the Complaint Committee will be nominated by the Vice-Chancellor and shall be a woman. Committee may include members in addition to above. Three members shall form the quorum for a committee meeting.

4. Eligibility for Membership of the Committee

- (i) The Committee will comprise of faculty members of the rank of Professor or Associate Professor or a staff member in an equivalent position in the University.
- (ii) In appointing ordinary members, the Vice-Chancellor may take into account the seniority, ability and background of the members.

The Committee may co-opt as many members as are necessary to make an informed, reasonable and expeditious decision. Students, Staff, NGO's or other relevant persons can be co-opted as members.

5. Jurisdiction

All members of staff teaching or non-teaching of the University are subject to the jurisdiction of this ordinance. Even if the complainant is not a staff or faculty member, but the complaint is against a faculty or staff member, it will be heard by the Complaint Committee.

The jurisdiction of the University Complaints

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Committee shall extend to acts of sexual harassment committed in the University Campus. The campus shall also include hostels, guesthouses, car parks, Buses and other properties owned, maintained, hired or under the control of the University. In the case of sexual harassment of a third person by a staff of the University, the Complaint Committee may in its discretion provide information regarding the student or staff to facilitate a proper determination of the third person's complaint.

6. Conduct of Enquiry by the Complaint Committee

i) Any person aggrieved must file a complaint with the Complaint Committee at the earliest point in time but in no case after 15 days from the date of occurrence of the alleged incident.

ii) The complaint shall contain all the material and relevant details concerning the alleged sexual harassment including the names of the contravener and the complaint shall be addressed to the Chairperson of Complaint Committee

iii) If the complainant feels that she/he cannot disclose her/his identity for any particular reason, the complainant shall address the complaint in writing to the Vice Chancellor and submit the complaint in person or in a sealed envelope. Upon receipt of such complaint the Vice Chancellor shall retain the original complaint with himself/herself and send to the Complaint Committee a gist of the complaint containing all material and relevant details, but withhold the name of the complainant and other particulars that might disclose the identity of the complainant.

iv) The Complaint Committee shall take immediate necessary action(s) by initiating a discrete inquiry or hold a full-blown inquiry, as necessary.

v) The Complaint Committee shall after examination of the complaint submit its recommendations to the Vice Chancellor recommending the penalty to be imposed.

vi) Vice Chancellor upon receipt of the report from the Complaint Committee shall, after giving an opportunity to hear the person(s) against whom they complained is filed, decide a course of action following the prescribed procedure.

7. Disciplinary Action Where the conduct of an employee amounts to misconduct in the form of sexual harassment as defined in Section 1 above, appropriate disciplinary action will be taken in the form a fine, demotion to a lower position or outright dismissal from the university. If the alleged harassment rises to the level of a felony, the case will be referred to the police for prosecution.

8. Third Party Harassment Where sexual harassment occurs as a result of an act by any third party or outsider on campus and the victim is a university employee, the university shall take all reasonable steps to assist the affected person(s) in prosecution of the case.

9. Annual Report: The Complaint Committee shall prepare an Annual Report giving full account of its activities during the previous year and provide a copy of the report to the Vice Chancellor, who shall report to the Chancellor.

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1. The Committees shall resolve any issues raised by the parties, after providing each party the opportunity to be heard on such matters.
2. When an enquiry panel sustains an allegation made in a grievance, it shall recommend appropriate redress consistent with existing policies, procedures, and practices.
3. In case a grievance is received against any of the members of the Central Grievance committee, then the Vice Chancellor, Pro Vice Chancellor Academics and Advisor to Chancellor shall conduct the enquiry and submit the report to the Chancellor.

While dealing with complaint, the committees will observe the law of natural justice.

It is important to point out here that while giving a decision on any grievance the relevant provisions of Act/Regulations should be kept in mind and no decisions should be taken in contradiction of the same.

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14. Professional Development

For the development of academics, the University encourages the faculty members to improve their skills in the area of

- Consultancy,
- Applying Funding Proposals & Patent,
- Registering for Higher Education
- Journal Publications.
- Membership in Professional Society
- Faculty Development Program
- Seed Money to Depts

Financial Support for Staffs

1. Objectives

- To provide supporting infrastructure for various research categories
- To promote and support faculty-doing research in the specialized areas, applying for funded research projects from various government/private agencies and holding minimum Rs. 50 Lakhs per school per year.
- To provide Incentives in terms of monetary benefits, Promotions/awards and Relaxation in OD/Attendance for Faculty and students. The faculty, if had published as first author /corresponding author will be given INR 5000 for Scopus and INR 10,000 for SCI.
- To Provide with Best Research faculty award and best outgoing Research student award during every convocation based on their research outcomes like Papers/Book chapters published and funded projects received.
- To promote research as part of assignments and projects in UG and PG programmes. UG and PG Students have to be encouraged to convert their assignments of at least one subject of their semester to Scopus paper.
- To convert quality Scopus paper publications in to 3 credits courses and provide honorary B.Tech degree for students.
- Students should be guided and encouraged to publish research papers in SCOPUS/SCI/ Selected journals. Dean should ensure that minimum 20% of pre and final year students publish the research papers.

2. Process of GU Research

- The Dean – Research shall monitor and control the research progress of academic and sponsored research under the guidance of PVCs, VC and Honorable Chancellor.
- At the university level, University Research Committee (URC) shall be made which comprises VC as chair, PVCs, Dean-Research, Deans/research experts from various schools, selected on an annual basis, and two nominees with Ph.D. degree selected by Honorable Chancellor.
- The Dean of each school shall be responsible for managing the research activities in collaboration with Division Chairs and School Research Committee

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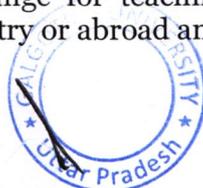


(SRC) which comprises at most 10 members with Ph.D. with proven research accomplishments including Dean.

- The Dean/SRC shall identify divisional research groups under each division and submit the entire list of divisional research groups to URC at the beginning of each academic year.
- Dean shall report the progress of disciplinary research of each faculty to Dean-Research and URC at the end of each semester.
- The Dean-Research through URC, shall be identifying the strategic research groups where each group will have a chair (see the organizational structure of GU research as shown in Figure 1) at the beginning of each academic year.
- Each strategic research group shall concentrate on a particular research area of inter-disciplinary nature.
- The Dean/SRC shall provide in-house research exposure to students and facilitate them to carry out research-based projects using Research Based Learning (RBL).
- Every faculty not having Ph.D. degree shall register for Ph.D.
- Every faculty having Ph.D. degree shall guide at least one Ph.D. scholar.
- Dean shall ensure that all faculty members are members of one or more Professional bodies of national/international repute.
- Each faculty shall publish at least one book and at least one chapter on advanced topics in edited volumes/books published over an academic year by reputed publishers, as per the Appendix I.
- The Dean/SRC of each school shall prepare, maintain and update the list of funding agencies relevant to the school both disciplinary and inter-disciplinary.
- Each funded research project shall be carried out in association with Centre of Excellence of the university and shall result in spiraling out one or more research projects to apply for funding.
- The Dean-Research/URC shall publish the code of ethics to check malpractices and plagiarism in research and revise/reinforce code of ethics every academic year.
- The Dean/SRC shall use TURNITIN software or similar quality software to check for plagiarism of all research publications and technical reports.
- The Dean/SRC shall ensure that at least one corporate training program given by the school to the industry/agency every semester as per the format shown in Appendix VII.
- The Dean/SRC shall sign at least one MoU for collaborative activities for research and faculty exchange for teaching and research, with other elite institutions within the country or abroad and execute the required activities as

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according to the MoU, every semester as per the format shown in Appendix VIII.

- The Dean/SRC shall ensure that UG students and PG students are aware of the good research process of writing papers, book chapters and patents. There should be atleast 1 workshop and 1 lecture conducted by the internal faculty and external experts during free hours about recent research and paper writing.

Target of Scopus papers, book chapters and patents per year

	I year	II Year	III Year	Awards/Amounts in Rs.		
				GC-CARE	SCOPUS	SCI/ESCI/SCIE
All B. Tech courses	0	1	1	2000	3000	5000
II P. G Two-year courses like MTech	1	1	0	2000	3000	5000
I U.G three-year courses like B.Sc.	0	0	1	2000	3000	5000
II P.G three-year courses like M.C. A	0	1	0	2000	3000	5000
Ph.D.	0	1	1	2000	3000	5000
Faculty Assistant Professor	1	1	1	2000	3000	10,000 (Non zero impact factor)
Associate Professor	1	1	2			
Professor	1	2	2			

- If the SCI paper having more than impact factor >2.5, the awarded amount will be 5,000. If it is greater than >5 then amount awarded will be 7,500 for each. For citation
- All the papers must be UGC-CARE listed and should come in Scopus to be used for Accreditation.
- For citation of published papers under the affiliation of Galgotias University, an amount of INR 1000/10 citations will be awarded. The citations will be measured using Google scholar.
- Award amount to be shared if more than one author publishes the paper.
- The URC shall strictly monitor the activities and progress of the funded project. Any malpractice or unsatisfactory activities shall be dealt seriously with, by URC.

3. GU's for funding Research

- For reputed international conference paper presentation, a travel grant shall be approved by URC through the recommendation of Honorable Chancellor.
- Seed money of Rs. 50,000/ 1 Lakhs shall be granted to all faculties joining with Ph.D. qualification by URC through the recommendation of Honorable Chancellor.

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- Each school shall be given a seed grant of Rs. 2 to 3 Lakhs for one research project through the submission of Research Proposals, which shall be scrutinized, by URC and external experts.

4. Outcomes for GU Research

4.1 Research paper publications

- Each faculty member either alone or with one more researching faculty from school/outside researcher, shall publish at least one refereed/SCI/SCOPUS Indexed journal paper per semester. The faculty, if had published as first author /corresponding author will be given INR 2000 for UGC-CARE, INR 3000 for Scopus and INR 10,000 for SCI. Faculty other than first author will be honored with INR 1500 for Scopus and 5000 for SCI. Students will be levied with 50 % attendance for publishing a Scopus paper with Faculty members in the list of journals provided by the respective Dean's.
- Citation index and H-Index is very much needed for a growing Research University. An honorarium of INR 1000 will be provided for each point rise in H-Index for Faculties, i.e,10 citations /paper with GU affiliations.

If a paper of faculty/student has a maximum of 10 citations for a paper/book chapter with Galgotias Affiliation which leads to rise in his H-Index, he/she will be awarded INR 10,000.

- The complete research profile at the end of each semester for each faculty shall be prepared and signed by Dean of School and submitted to ERP as per the format given in Appendix I.
- Each faculty member either alone or with one more researching faculty from school/outside researcher, shall publish at least two international/national conference papers of high repute per semester as per Appendix I.
- Each faculty member guiding the students on research projects shall publish the work as at least one refereed/SCI/SCOPUS Indexed journal or international/national conference paper every semester, as per Appendix I.
- Students should be encouraged to publish papers in good conferences with faculty members and present it in the conference venue. On Duty will be given to Faculty and students involved.

4.2 Funded Projects

- Dean shall apply for 100% of funding agencies available in the list of funding agencies in each financial year.
- The Chairs of strategic research group shall identify the funding agencies supporting inter-disciplinary research and submit the list to Dean-Research and URC.
- Every year the Dean/SRC shall make sure that funding proposals had been sent to all available funding agencies.

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- The Dean/SRC shall maintain a target level of at least 40% of funding proposals submitted to be approved by funding agency and currently active.
- The Dean/SRC shall have at least one active funding project for each divisional group exceeding a total fund amount of Rs. 30 Lakhs per school per year and Rs. 20 Lakhs per year through inter-disciplinary research projects, using the format shown in Appendix II.
- The Dean-Research and URC shall have at least one active funding project for each strategic research group exceeding a total amount of Rs. 150 Lakhs per year, using the format shown in Appendix III.
- GU shall give the faculty members of the group, which brings a funded research grant of not less than Rs. 10 Lakhs, an incentive of a lump sum of 2.5% of sanctioned fund at the beginning and 2.5% of sanctioned fund at the completion of project.

4.3 Consultancy Projects

- The Dean/SRC shall make a list of all potential industries for consultancy and submit to the Dean-Research/URC at the beginning of academic year. All core industries of the school shall be included in the list.
- The Chairs of strategic research group shall list all potential industries of inter-disciplinary nature for consultancy and submit to Dean-Research/URC at the beginning of academic year.
- The Dean/SRC shall ensure that at least 30% of the faculty members have active consultancy projects with industries exceeding a total amount of Rs. 10 Lakhs per year, using the format shown in Appendix IV.
- The Dean-Research/URC shall ensure that at least one active consultancy project per strategic research group is being carried out with industries exceeding a total amount of Rs. 30 Lakhs per year, using the format shown in Appendix V.
- The faculty member(s) having consultancy grant of not less than Rs. 2 Lakhs, shall be given an incentive of 40% of total revenue generated through consultancy as according to the consultancy of GU.

4.4 Patents

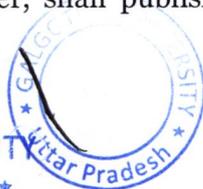
- The Dean/SRC shall ensure that at least one patent is published/awarded from each divisional research group every year.
- The Dean-Research/URC shall ensure that at least one patent is published/awarded from each strategic research group every year.
- If a faculty files/publishes a patent, he will be rewarded with INR 5000. If a student is part of the patent, the same amount will be shared.

4.5 Book and Book Chapters

- Each faculty member either alone or with one more researching faculty from school/outside researcher, shall publish at least one refereed/SCI/SCOPUS

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Indexed Chapter per semester. An honorarium of INR 5000 will be provided for each of the chapter published.

- If a faculty Publishes an Edited book/authored book, he will be rewarded with INR 5000/INR 10,000 respectively. (The book should be from reputation publication houses like McGraw hill, Springer, Elsevier, CRC press, Pearson, etc.

4.6 Funding Research

- For reputed international conference paper presentation, a travel grant shall be approved by UCRD through the recommendation of Vice Chancellor (subject to condition of fulfilment of all documentation and conditions laid down by the UCRD)
- 50% fees concession shall be given in the tuition fees towards Ph.D for in-house faculties who have completed one year minimum service at GU and shall be given only till the faculty is in full time employment
- From the very beginning, the University encouraged young faculty to conduct research. Thus, it has opened a scheme for providing financial assistance to Minor Research Projects. According to this scheme, a faculty member prepares a Minor Research Project, which is submitted to a committee at School/University level and on the recommendations of this committee the University gives financial assistance to the faculty concerned. It is also mandatory to submit a quarterly progress report of such a Research Project to the UCRD for this purpose, every year the University earmarks financial budget for each school. Each school shall be given a seed grant of Rs. 1 Lakhs/year.

Sub Process – Seed Funding	
Key Objectives	Provide seed funding to the faculty for R&D projects related to PG / Doctoral studies
Key Inputs	Seed funding proposals

Process Description	
Key Activities	Descriptions
Providing Seed Funding	Only the proposal submitted to external agencies like AICTE / UGC/DST etc. should be eligible for seed funding
	The proposals submitted to the external agencies should be forwarded to the R&D cell
	The concerned faculty shall give a presentation before the committee comprising of Vice Chancellor, R&D cell members, Concerned School Dean and one subject expert outside of the university.
	During the presentation it is expected to give the details about the project, its utility to the industry & society, research outcome etc.
	The committee should give the remarks and accordingly the proposal shall be forwarded to the Chairman for final approval

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Key Outputs	List of submission for seed funding
	List of Project provided seed funding
KPIs	List of Projects accepted for seed funding

1.7 Awards & Recognition

The University would like to encourage quality research in different thrust areas. For this purpose, outstanding research contributions done by faculty, researcher, and research scholar shall be recognized. Therefore, the University shall prepare a scheme for providing incentive to researchers and scholars. The incentives are identified as under:

- Incentive in terms of money
- Incentive in terms of awards/prizes
- Incentive in terms of certificate or giving more weightage for the career advancement schemes etc.

At the beginning of every year research awards will be distributed for all the faculties and students. The award will give after the details being collected from the Research coordinators of each school. The awards will be based on the incentive defined by the UCRD team approved by Vice Chancellor and endorsed by the Hon Chancellor. During December of every year, reports of publications (journals, conference, patent, chapter, and book) of faculty will be collected for the particular year and during January of next year awards will be given.

Sub Process – Awards & Recognition	
Key Objectives	Provide incentive to faculties/students to perform research-oriented work
	To increase publication and visibility international journals & conference
Key Inputs	<ul style="list-style-type: none"> ▪ The grant available with university ▪ External grants secured ▪ List of paper published along with the impact facto of the journal ▪ List of patents filed ▪ List of Consultancy assignment secured ▪ Citations of the faculties

Process Description	
Key Activities	Descriptions
Awards	The special awards/ incentives will be available for

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	<ul style="list-style-type: none"> ▪ PhD Completed Scholars ▪ Faculties doing projects under govt grants ▪ Papers published in journals with high impact factor ▪ PhD Guidance (Students from Galgotias University) ▪ High quality research
Incentives	Faculties involved in project with external funding may be given extra incentives on the amount of grant
	Cash rewards/ Incentives may be given to the faculty with publication in journal of impact factor subject to the approval of University Administration
	Incentives may be given to the faculty under whom the candidates have completed PhD or to the faculties who have guided GU faculties for doctoral research (PhD) for the period of maximum three years.
	For citation of papers under affiliation to Galgotias University and amount of Rs. 1000/10 citation may be awarded. The citation will be measured using Scopus it should not include self- Citation
	Award amount to be shared if more than one author publishes the paper and in proportion for first author to last author. There shall not be more than 4 authors for the paper
	Attending STTP/FDP in the category "A" institutes of National reputation shall be provided with on duty +100% registration fee
	Grants received from External Funding such as AICTE/GOI etc Faculty – 5% on grants School Dean – 2% on grants School Research Coordinator- 1% on grants Central Research Coordinator – 1% on grants VC/PVCs-1 % on grants
	For Patent Filing the registration fee University will take care. Filing the Copyright- Registration Fee -100% PhD Supervisor- On award of PhD degree Rs.10000/-
	Convenor of Conference in the University at International level Indexed in Scopus- Any School Rs. 10,000/-
	Authored Book/Edited Book/Book Chapters with Scopus Indexed For Faculty – Rs.8000/- /Rs.5000/-/ Rs.2000/-
	Seed Money- Prior Approval by Management Rs.2.5 to 5 lakhs
	Funded Project – Category (in lakhs) upto 10/20/30 and above Rs. 25000/-, Rs.50000/- and Rs.70000/- 10% of the principal amount.

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Annexure

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