

COMPENDIUM OF COLLEGE NORMS



**GLOBAL INSTITUTE OF MANAGEMENT &
EMERGING TECHNOLOGIES, AMRITSAR**

11TH KM STONE, AMRITSAR JAMMU ROAD

NH-1, AMRITSAR PUNJAB INDIA

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Chapter-1

GURU HAR RAI

SOCIETY INFORMATION



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Chapter-2

INSTITUTES POLICIES

Global Institutes Policies

2.0 Discipline and suspension

2.1 General Discipline Policy

2.1.1 An Overview

2.1.2 The sections that follow discuss the discipline policies of the Institute in detail. This section summarizes those policies, showing the areas of jurisdiction and the levels of appeal. The major focus in this document is on the procedures of the Institute Rules and Discipline Committee, since rules governing general student conduct are discussed in the appropriate student handbooks.

2.1.3 There are two major areas of jurisdiction. The Dean (students welfare) and the Dean's Staff handle cases of Non-Academic Misconduct. Individual faculty members and the Institute Rules and Discipline Committee handle cases of Academic Misconduct. All cases of misconduct must be reported to the Dean Students Welfare.

2.1.4 Whenever a student is charged with Non-Academic Misconduct, a disciplinary committee will be scheduled with the Dean Students Welfare.

2.1.5 Any student charged with misconduct is urged to consult with the Dean Students Welfare or the Chairperson of the Institutes Discipline Committee to be informed of the procedures that will be followed and to receive assistance in preparing a defence.

2.2 General Policy

2.2.1 The Institute values its reputation for moral leadership as much as it's reputation for academic excellence and expects all persons associated with it to maintain this reputation. The Institute's Code of Ethics is simple, direct and Global Institutes, Amritsar expects its students to be responsible adults and to behave at all times with honour and integrity.

2.2.2 All students are expected to abide by this Code and help the institute in its enforcement by reporting violations of it.

2.2.3 All Institute administrative officials, faculty, and staff who are authorized to enforce the rules and policies of the Institute, are expected to report any violations thereof to the appropriate disciplinary agencies, and will be given full legal support.

2.2.4 All Institute personnel are urged to be both firm and fair in taking disciplinary action and to do so in consultation with other Institute personnel to avoid illegal actions.

2.3 Authority

2.3.1 The Board of Trustees has granted authority to the Director/ Vice Chairman of the Institute, in an instance of major disturbance or civil disobedience, to immediately dismiss any student or employee who refuses to leave the scene of the disturbance.

2.3.2 The Board has granted authority to the Faculty to be responsible for all matters involving student discipline.

2.3.3 The Faculty has delegated authority to the Dean (students welfare) welfare and to the Institute Rules and Discipline Committee to dismiss a student, i.e., to impose temporary or permanent suspension.

2.4 Non-Academic Misconduct

Procedures and Appeals in Cases of Non-Academic Misconduct

2.4.1 Non-Academic Misconduct includes action such as theft, damage, or unauthorized use of Institute property, the disruption of Institute activities on or off campus, disorderly conduct on Institute property or off-campus fraternity, or violations of Institute regulations as set forth in the Student Handbook.

2.4.2 Jurisdiction in such cases lies with the Dean (students welfare) and instances of such misconduct witnessed by Institute students, faculty, or staff should be reported to the Dean.

2.4.3 Routine problems in the hostel are handled by the Chief Warden with the help of professional members of the Student Affairs staff (Dean of Student Affairs or the Associate Dean of Student Affairs). A student may appeal their rulings to the Dean (Student's Welfare).

2.4.4 Whenever a student is charged with Non-Academic Misconduct, a disciplinary committee will be scheduled with the Dean (students welfare). If the facts of the case and the penalties to be imposed can be agreed upon, the Dean (students welfare) and the student will sign a Statement of Agreement. This Statement of Agreement, when signed, will constitute a waiver of the right to a hearing or any appeal and an acceptance of the findings and penalties imposed.

2.4.5 If an agreement cannot be reached regarding both the facts of the case and the penalty to be imposed (i.e., a Statement of Agreement has not been signed) and the Dean (students welfare) has determined that suspension from the Institute may be warranted, then the Dean (students welfare) has the authority to suspend the student or if the Dean (students welfare) determines that suspension is not an appropriate penalty, and a Statement of Agreement has not been signed, the student must select one of the following three committees to hear the case. The chair of the chosen committee must be contacted within five working days. If none of the chairs are contacted within five working days, then the Dean (students welfare) will issue a ruling which is final.

2.5 A hearing by the Student Council.

The Student Judicial Council is a committee of students appointed by the Students to handle cases of non-academic misconduct. The student may have counsel with him or her (a current student, faculty, or staff member). Appeal of any sanctions assigned by the Student Council may be made to the Institute Rules and Discipline Committee if initiated within five working days. If the chair of the Rules and Discipline Committee is not contacted within five working days, then the decision of the Student Council will be final. The appeal to the Rules and Discipline Committee will be final.

2.6 A hearing by the Student Affairs Board.

The Board consists of three members of the professional Student Affairs staff and cannot include the Dean (Student's Welfare). In all cases the student may have counsel (a current student, faculty, or staff member) with him or her. Appeals of sanctions assigned by the Student Affairs Board may be made to the Institute Rules and Discipline Committee if initiated within five working days. If the chair of the Rules and Discipline Committee is not contacted within five working days, then the decision of the Student Affairs Judicial Board will be final. The appeal to the Rules and Discipline Committee will be final.

A hearing by the Rules and Discipline Committee. This is a committee consisting of faculty, staff, and student(s) that hears cases of academic and non-academic misconduct. A Committee decision to suspend may be appealed to the Faculty. In all other cases the decision of the Committee is final. An appeal of suspension by the Institute Rules and Discipline Committee decisions must be initiated within five working days by contacting the chair of the Rules and Discipline Committee. If the chair of the Rules and Discipline Committee is not contacted within five working days, then the decision of the Rules and Discipline Committee will be final.

2.7 Suspension by the Dean (students welfare)

2.7.1 The Dean is specifically delegated by the Faculty the authority to suspend a student, temporarily or permanently. The student may appeal such a decision to the Institute Rules and Discipline Committee within five working days and should be informed of the right to do so by the Dean.

2.7.2 The Dean may, in consultation with the Vice chairman of the Institute, invoke summary suspension, barring a student from the Institute immediately. This may be done when required for the well-being of the student, of other persons, or of the Institute. The student must comply with this ruling, but may appeal to the Institute Rules and Discipline Committee within five working days.

2.7.3 A suspension ruling will be recorded on the student's academic record, unless the case is successfully appealed. In the case of temporary suspension, this record will be removed at the end of the suspension period. In the case of permanent suspension it will remain permanently.

2.7.4 The Dean (students welfare) shall report all instances of suspension of a student by the Dean (students welfare) at the next regular Institute Meeting.

2.8 Academic Misconduct

Actions by an Instructor/Teacher

2.8.1 Academic Misconduct includes actions such as cheating, plagiarizing, or interfering with the academic progress of other students.

2.8.2 In such cases, the instructor/teacher may choose to give reduced credit or no credit for work dishonestly done. This may result in a lowering of the student's course grade.

2.8.3 In addition, the instructor may appropriately levy some further penalty, since the student has violated the Institute Code. Penalties include but are not limited to a warning, (further) lowering the course grade, failure in the course, or turning the case over to the Institute Rules and Discipline Committee.

2.8.4 The student has the right to appeal the instructor's decision to the Institute Rules and Discipline Committee. The instructor should inform the student of this right of appeal at the time the decision is discussed with the student.

2.8.5 In all instances, the instructor shall submit a brief written report of the case and any action taken to the Dean (students welfare), the Head of department, and the student. In case a penalty has been assigned, a copy of the report shall also be submitted to the Director. These reports will be kept on file until the student graduates, at which time the records will be destroyed. If the case is successfully appealed, the records will be expunged unless the student requests that they be retained. For example, they may be retained in an instance where the course grade has been lowered by the instructor/teacher but the Committee subsequently exonerated the student.

2.9 Bringing a Case to the Institute Rules and Discipline Committee.

2.9.1 If a student accused of Academic Misconduct feels that an instructor has been unfair or has imposed a penalty too severe the student may appeal to the Institute Rules and Discipline Committee.

2.9.2 An instructor, who would like a recommendation of what further penalty should be assessed or would like a penalty that carries the weight of faculty action, may bring the case to the Institute Rules and Discipline Committee. This should be done particularly if the instructor feels that the case is serious enough to warrant suspension from the Institute. In turning the case over to the Committee, the instructor should indicate what actions have already taken in the case to aid them in judging what further penalty, if any, is appropriate. The instructor should also be prepared to abide by the recommendation of the Committee, whatever it might be.

2.9.3 If the Dean (students welfare) finds a student involved in more than one instance of Academic Misconduct, the Dean may bring the case to the Institute Rules and Discipline Committee.

2.9.4 If a Board of Inquiry finds evidence of Academic Misconduct, it will bring the case to the Institute Rules and Discipline Committee.

2.10 Board of Inquiry.

2.10.1 A student or any other person connected with the Institute who witnesses Academic Misconduct or who has reason to believe that it has occurred should discuss this with the instructor, the Department Head, or the Dean (students welfare). They may bring the case directly to the Institute Rules and Discipline Committee or, if more investigation is required, they will bring the matter to the Dean of the Faculty who, in consultation with the Dean (students welfare), will appoint a Board of Inquiry.

2.10.2 This Board will consist of two faculty members who are not members of the Institute Rules and Discipline Committee.

2.10.3 If the Board finds sufficient evidence of misconduct it will bring the case to the Institute Rules and Discipline Committee.

2.11 Hearings Before the institute Rules and Discipline Committee

Types of Cases Heard by the Committee.

2.11.1 A student may appeal a disciplinary action of an individual instructor.

2.11.2 A student may appeal a suspension ruling by the Dean (students welfare).

2.11.3 A faculty member, the Dean (students welfare) or other Institute official, or a Board of Inquiry may bring a case against a student.

2.12 General Procedures.

2.12.1 The party requesting a hearing shall submit a complete written statement to the Chairperson of the Committee, who will distribute copies to all persons involved and to the Dean (students welfare). The Chairperson shall invite the other parties involved to submit written rebuttal statements. The Chairperson shall schedule a hearing date and notify all parties, calling the procedures herein described to their attention so that they will be aware of their rights and of the conduct of the hearing. All this shall be accomplished as expeditiously as possible, preferably within a few days.

2.12.2 At the hearing, the student may be accompanied by a faculty member or other person affiliated with the Institute to serve as counsel. The Chairperson shall contact

the student prior to the hearing to ascertain whether counsel is required and, if necessary, shall assist in the selection.

2.12.3 The accused has the right to hear all testimony, to examine all evidence, to question all witnesses, to present evidence, and to ask that witnesses be called on the accuser's behalf. The student also has the right to remain silent and a decision to do so will not be taken as an admission of guilt.

2.12.4 Witnesses may be requested to appear before the Committee by the Chairperson if desired by the accused, by the person bringing charges, or by the Committee itself.

2.12.5 Any member of the Committee directly involved in the case under consideration or who, for any reason, would be biased in the case, will be excused from the hearing by the Chairperson. The accused and the accuser's counsel may petition the Chairperson to excuse a Committee member whom they believe holds a serious bias in the case.

2.12.6 Guilt or innocence in a case shall be determined solely on the merits of that case. The Committee shall not review the previous disciplinary record of the accused before the hearing, or permit such information to be introduced in the hearing, or allow such knowledge as they may have to bias their judgment.

2.12.7 Any finding requires concurrence by a majority of Committee members taking part in the hearing.

2.12.8 A recording of the hearing will be made.

2.12.9 After the close of the hearing, the Committee will privately consider the case; call additional meetings if necessary, reach a decision, notify all parties of the decision, and prepare a brief written statement. Copies of this statement will be sent to all parties and to the Dean (students welfare) to be made a part of the student's personal (not academic) record.

2.12.10 The intent of the foregoing procedures is to make clear to all parties what will occur during the hearing and to safeguard the rights of the accused. It is also their intent to make the hearings as relaxed as possible and to permit free interchange of information between the accused and the Committee in an effort to ascertain the relevant facts of the case.

2.13 Committee Actions.

2.13.1 In the case of a student appealing the disciplinary action of an instructor, the Committee may uphold the action of the instructor, may decide that the student is innocent, or may decide that the student has been too severely penalized. Accordingly, it may recommend that the instructor reconsider actions (such as lowering a grade) that have been taken. However, because of the limitations of academic freedom, the Committee is not empowered to change any grade. If the instructor chooses not to follow the Committee's recommendation the Committee will prepare a written statement of its findings for inclusion in the student's personal records. It is hereby specifically noted that, in cases of student appeal, the Committee may not recommend penalties in addition to those which the instructor has already imposed.

2.13.2 In the case of a student appealing a suspension by the Dean (students welfare), the Committee may affirm the suspension, may mitigate the suspension (changing permanent suspension to temporary suspension or reducing the terms of suspension), or may remove the suspension and recommend that the Dean substitute other penalties or that no penalties be assessed. The Committee may not levy additional penalties. The Committee is not empowered to review other disciplinary actions of the Dean, such as removing a student from the Residence Halls, which may be appealed to the President of the Institute.

2.13.3 In the case of a hearing initiated against a student, if the Committee finds the student innocent it may recommend, but cannot require, that any penalties previously assessed be removed. Its report shall include its determination of innocence and shall direct that all written reports of the case be expunged from the student's personal record unless the student requests that they be retained. For example, they may be retained in an instance where a course grade has been lowered by the instructor but the Committee subsequently exonerated the student.

2.13.4 In the case of a hearing initiated against a student, if the Committee renders a finding of guilty, the Dean (students welfare) will then review the student's previous disciplinary record, if any, to aid the Committee in its decision as to the penalty. Penalty options include, but are not limited to, a reprimand, a recommendation to the instructor that the student's grade be lowered or that the student be failed in the course, suspension of the student from extra-curricular activities, a referral of the case to civil authorities, or suspension of the student from

the Institute. The Committee will not seek to devise 'novel' penalties or forms of restitution unless they seem clearly appropriate and do not constitute 'cruel and unusual punishment'.

2.13.5 A decision to suspend may be appealed to the Faculty. (See below.) In all other cases, the decision of the Committee is final; that is, no further appeal is permitted by the student and no penalties beyond those recommended by the Committee should be assessed by the instructor.

2.14 Suspension by the Institute Rules and Discipline Committee.

2.14.1 Should the Committee decide to suspend the student from the Institute, it will notify the Dean (students welfare), the Registrar, and the Chairperson of the Admissions and Standing Committee of the suspension. A student choosing to appeal the decision to the Faculty, may remain enrolled and in attendance at the Institute until the appeal has been heard, unless the Committee shall decide on immediate dismissal for reasons relating to the well-being of the student, of other persons, or of the Institute.

2.14.2 The Committee may stipulate suspension for one, two, or three terms. After the suspension period the student will normally be permitted to submit a written petition to the Dean (students welfare) who will review it. After the review, the Dean (students welfare) will submit a recommendation to the Admissions and Standing Committee for final action. In unusual cases, such as repeated misconduct, personal injury, or serious violations of law, the Committee may impose permanent suspension, thus ruling out readmission.

2.14.3 A suspension ruling will be recorded on the student's academic record, unless the case is successfully appealed. In the case of temporary suspension, this record will be removed at the end of the suspension period. In the case of permanent suspension it will remain permanently.

2.14.4 A student who is suspended forfeits all rights to a refund of any portion of fees paid and will remain liable for all monies owed.

2.14.5 The Committee may stipulate that the Institute will not accept TRANSFER CREDIT earned at another Institute by a student during the period of suspension from the Institute.

2.14.6 The Chairperson shall report all instances in which the Committee has suspended a student at the next regular Institute Meeting.

2.15 APPEALING A SUSPENSION TO THE FACULTY

Overview.

The grounds for appeal will generally be (but are not limited to):

2.15.1 That the hearing was not fair (because of biases of members of the Rules and Discipline Committee, etc.)

2.15.2 That the findings of the hearing were not accurate (because evidence was overlooked or improper evidence taken into account.)

2.15.3 That the findings were accurate but the penalty too severe (because mitigating circumstances were not taken into account.)

2.15.4 That the student accepts the findings and the penalty as just but wishes to plead for special consideration.

2.16 General Procedures.

2.16.1 A student who is suspended and wishes to appeal this ruling to the Faculty must submit a written appeal to the Chairperson of the Institute Rules and Discipline Committee within five working days of the Committee's ruling.

2.16.2 The Chairperson will provide the student with a copy of the minutes or a recording of the hearing.

2.16.3 Within five working days of receiving the minutes or recording, the student must make a written appeal to the President of the Institute, who will distribute copies to the Dean (students welfare), the Chairperson of the Institute Rules and Discipline Committee and other persons involved.

2.16.4 The case will be heard at either a regular or special Institute Meeting at the discretion of the President, who will preside at the appeal.

2.16.5 All parties in the case will be permitted to appear at the hearing to make statements and answer questions. The student may be accompanied by a faculty

member or other person affiliated with the Institute whom the student selects to serve as counsel.

2.16.5 The proceedings will begin with a report by the Chairperson of the Institute Rules and Discipline Committee, summarizing the previous hearing(s). Then the parties involved shall make their statements of appeal and answer questions from the Faculty. Since this is an appeal and not a re-hearing, witnesses will not be re-heard nor evidence reviewed. The focus will be on errors in the previous hearing, unfairness, or mitigating circumstances.

2.16.6 With all parties dismissed, the Faculty shall discuss its decision. Any faculty member directly involved in the case will be excused from this final deliberation. The decision shall be arrived at by simple majority vote. At the request of any faculty member, the vote will be by secret ballot.

2.16.7 The decision will be announced to all parties and a written report will be prepared by the Institute Secretary, with copies to all parties and a copy to the student's personal record in the Office of the Dean (students welfare).

2.16.8 The Chairperson will provide the student with a copy of the minutes or a recording of the hearing.

2.16.9 Since the Board of Trustees has granted authority to the Faculty to dismiss students, the Faculty's decision shall be final.

2.17 Faculty Action Options.

2.17.1 The Faculty may affirm the action to suspend.

2.17.2 The Faculty may mitigate the penalty, changing permanent suspension to temporary suspension or reducing the terms of suspension.

2.17.3 The Faculty may substitute another penalty for suspension.

2.17.4 The Faculty may remand the case to the Institute Rules and Discipline Committee for re-sentencing (i.e., specifying that a penalty other than suspension be assigned).

2.17.5 The Faculty may remand the case to the Institute Rules and Discipline Committee for re-hearing (in cases where there seem to have been serious improprieties in the hearing).

2.17.6 The Faculty may remove all penalties

2.17.7 The Faculty may not levy penalties in addition to those already imposed

2.18 Family Education Rights and Privacy Act

The Family Education Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

2.18.1 The right to inspect and review the student's education records within 45 days of the day the Institute receives a request for access. Students should submit to the Registrar, Dean, Head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The Institute official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institute official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2.18.2 The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the Institute to amend a record that they believe is inaccurate or misleading. They should write the Institute official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institute decides not to amend the record as requested by the student, the Institute will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

2.18.3 The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is the disclosure to Institute officials with legitimate educational interests. An Institute official is a person employed by the Institute in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the

Institute has contracted (such as an lawyer, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another Institute official in performing his or her tasks. An Institute official has a legitimate educational interest if the official needs to review an education record in order to fulfil his or her professional responsibility. Upon request, the Institute discloses education records without consent to officials of another Institute in which a student seeks or intends to enrol. Unless you request in writing to withhold disclosure of some or all information known as "Directory Information" such "Directory Information" may be disclosed without consent. "Directory Information" includes: name of student, year at Global Institutes, local telephone number, local e-mail address, local address, home address, date and place of birth, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, anticipated graduation date, class schedule, class roster, declared major, degrees and awards received and the most recent previous educational institution attended. If you do not want some or all of the "Directory Information" disclosed, you must inform the Institute in writing on a Request Form to prohibit the release of the information. Forms are available at the Office of the Registrar and must be filed with the Registrar on or before seven days after the first day when classes begin in the fall. Please consider very carefully the consequences of any decision by you to prohibit the disclosure of any category of "Directory Information". Should you decide to file a request form to prohibit release of information, any future requests for such information from non-institutional persons or organizations will be refused and, for example, this information about you would be omitted from listing to recruiters and commencement announcements, etc.

Chapter-3

ACADEMIC RULES®ULATIONS

ACADEMIC RULES AND REGULATIONS

3.1 INSTITUTIONAL RULES

1. Faculty and other staff-members must fill TA Bills as per revised TA Rules received from the PTU/Board and take prior written approval/sanction from the Director for their official work/Educational Tours stating the date, place and purpose of the tour/visit, before actually making the trip/visit, failing which TA Bill will not be admitted by the Institute. A copy of prior approval must be attached along with the TA Bill and submitted to Supdt. A/cs. to verify for their correctness.

Further, the TA Bill must be got sanctioned and countersigned by the Director, failing which it will be returned by the Director.

2. All new Appointees should be allowed to join the Institute, only after getting the sanction from the competent Authority, excepting in case of extreme emergency.

3. Original Certificates of the Faculty when (newly) appointed, are to be kept with the Institution to avoid mid-stream leaving the Academic Session and thus disturbing the studies of the students.

4. Purchase Rules : All Purchases must be affected strictly as per the Institute Rules together with the guidelines.

5. All Communications/Invitations to be sent to other Offices/Organizations must be got approved from the Director before their dispatch, for ensuring “the Brand Image” of the Society.....(Responsibility of all HODs, and Officer Incharges – Sports; ISTE; Cultural Affairs; NSS; NCC; Dean (Ac), W/shop Supdt. and TPO).

3.2 ADMINISTRATIVE CUM MANAGEMENT REGULATIONS

1 Whatever are students’ genuine requirements or needs (for infrastructure, or others) must not be allowed to become demands, and these should be spontaneously met with before these take the shape and form of demands followed by student-unrest leading to unhealthy Campus - environment including student lawlessness coupled with subsequent irrevocable disciplinary problems.

3.2.1 Administrative Regulations

1. It is the Duty of the concerned HODs to show and thoroughly apprise and make a teacher understand all these Rules and give him detailed explanation, in case he/she seeks clarification of any Rule.

2. It is mandatory on the part of all concerned teachers/other staff members to daily see all Notices and Circulars issued by the Authorities, both in the Morning and Evening, without fail, which are placed on the Departmental Circular Files, from time to time.

Failure to see or sign these Notices will not absolve the concerned employee of the implications of a specific Notice. So he/she is duty bound to comply with the instructions given in each and every Notice/Circular, which he/she is duty bound to see and obey.

3. HODs/Incharges of various Sections are responsible to immediately place the Notice received from any Authority (like Director, Vice Principal, Dean (Ac), HODs, Supdt. (Exam.), TPO, Workshop Supdt; DSW etc etc.) on the file after appending their signatures along with date and time of the receipt of the Notice from the concerned Authority.

4. HODs are duty-bound to ensure that no student of their respective Department moves about in corridors/elsewhere from the time of the start of the College, onwards.

5. All HODs are duty-bound to arrange for 2/3 Industrial/Educational trips for each group of students under their jurisdiction in every Semester on the weak-ends/or some other holidays only.

Concerned HODs are duty-bound and squarely responsible to pick and choose appropriate and competent teachers to accompany these tours, who are very well aware of the intricacies of such excursions and could ensure 100% discipline amongst the students proceeding on such Industrial/Educational excursions.

6. Regulations for participation in Tech. Festivals/Cultural Events and other Functions of the like in the Other Colleges.

It has been observed that a majority of our students participating in technical and other cultural functions hosted by the other Colleges are neither serious, nor interactive. Concerned HODs are duty-bound to send/sponsor only those teachers for such

technical tours or Cultural trips to other colleges, who are very well aware of the intricacies of such excursions. To ensure perfect discipline amongst the students, following guidelines be provided to each accompanying teacher, to which he/she must adhere to:-

- a) Proper screening of the students must be thoroughly done by an Expert Selection Committee and only the students with excellent performance given before the Selection Committee coupled with their past record of having win ability characteristics in the specific event should be given edge and preference over the others for their sponsorship to other Institutions for ISTE/Cultural competitive fetes in other Colleges.
- b) Conduct of our students who are being sent to other Institutions must remain excellent and above-board. This must be inquired into by the two concerned OI/Cs (of ISTE/Cultural Events etc.) from the respective Class-Incharge teachers/other Sources, who know the student well before allowing them to join the trip. It is binding on the two concerned OI/Cs.
- c) Proper screening and monitoring of the willing and enthusiastic candidates must be done by the OI/c ISTE, OI/C Cultural Events and the Class-teachers to weed-out the undesirable elements likely to be a source of Indiscipline.
- d) Proper and strict monitoring of the students must be carried out on a continuous basis during the on-going event in the host College by the accompanying teacher.
- e) Registration fee of a student should be released only and only after he/she has won at least a bronze medal.

7. HOD (CSE)/Librarian are duty-bound to download any relevant fresh news/other information loaded on websites of AICTE/PTU/DTE (Duty of HOD CSE)/scan all News-Papers (Duty of Librarian) and put up these daily before the Director, without fail.

In case, there is no information on any of the two web-sites/in the News-Papers, information as “No PTU News” and “No AICTE News” etc. etc. under the signatures of HOD (CSE)/Librarian respectively, must be sent on a plain piece of paper by them to the Director.

8. HOD (CSE) is to load (i) the PTU Results (within 48 hrs) of their declaration (ii) House Test Results, within 48 hrs of receiving the soft-copy from each individual HOD, and (iii) Attendance Record within 48 hrs of the receipt of the soft-copy of the Attendance from the concerned HOD, without fail (Mutual Duty of the HOD (CSE) and the concerned HOD of specific Deptt.)

9. HODs must adjust their (summer/winter etc.) vacations in such a way, that they are on Duty during training slots of their students to ensure attendance and discipline amongst the students during their training.

10. Inter-Branches parties and Educational tours are not to be encouraged/or entertained.

11. Medical Leave: Student (himself or through his parent) suffering from serious sickness/hospitalization must send a written request to his/her HOD, both on TF as well as through email at hod....@globalinstitutes.org on the very first day of falling sick, along with the Medical Report from a Govt. Hospital/other top private Hospitals/MD or MS Doctors, where he/she is/was admitted/or taking medical prescriptions/advice, with the Doctor's prescriptions and recommendations. No request for Medical leave shall be entertained at a later-on date/stage.

Originals of the Application already sent through email along with Medical Certificate from a Govt. Hospital/etc. must be produced on the very first day of joining back the College after recovery from the illness (Medical Certificate from RMP Doctors will not be accepted).

Medical leave will be allowed only for those students, who have got it sanctioned from the concerned HOD/Director. The maximum permissible benefit of Medical leave is 10% of the scheduled lectures. Anyone who physically attends less than 65% (say, 64.95%) of scheduled lectures, shall stand debarred from appearing in PTU Examination, in the concerned Theory/Lab. Subject in which he/she falls short of Attendance.

12. Registration of any student who is absent from the Institution for a continuous period of seven (7) working days without any intimation to the Authority (the concerned HOD & the Director) shall be got cancelled by the concerned HOD immediately, forthwith. Such a student can get himself/herself re-registered again, but only after payment of the Re-registration fee (Rs. 1000/- and that too, only after taking

written permission from the Director to get re-registered...(Responsibility of each faculty member to inform to his/her HOD in writing to get such a student notified as de-registered on the CNBs & HNBS and under intimation to Dean (Ac) & to send a Registered letter to his/her house after getting it signed from the Director).....(Duty of the concerned Teacher to inform to HOD and the HOD to inform to Dean(Acad.) and to Director, in writing).

3.3 STUDENTS REGULATIONS

1. Use of Mobile phones is strictly prohibited both for students and all staff members/Faculty in the class-rooms, Labs, workshops, Corridors of Academic Blocks. These can be used in personal Offices, Lawns, Canteen, Mess and Hostels.
2. All genuine needs of students may be put-up in the meeting of Director's Students' welfare Council through their class-representatives, wherein all the stakeholders viz., HODs, Dean (Ac), DSW, OI/c Time Table and OI/C Sports would be attending these meetings as the ex-officio members.
3. Registration of any student who is absent from the Institution for a continuous period of seven (7) working days without any intimation to the Authority (the concerned HOD & the Director) shall be got cancelled by the concerned HOD immediately, forthwith. Such a student can get himself/herself re-registered again, but only after payment of the Re-registration Fee (Rs. 1000/- and that too, only after taking written permission from the Director to get re-registered.....(Responsibility of each faculty member to inform to his/her HOD in writing to get such a student notified as de-registered on the CNBs & HNBS; and under intimation to Dean (Ac) and to send a Registered letter to his/her house after getting it signed from the Director).
4. All the students must make two Folders, and keep them ever-ready viz. (i) Folder No. 1 with Original Academic and other Extra and Co-curricular Activities Certificates, and (ii) Folder No. 2 with 03 sets of 'regularly updated' Resume as well as attested photocopies of all Documents collected in Folder No. 1 for any Interviews/selections.
5. All students must carry their I-Cards on their person, both inside and outside the Campus. They are duty bound to produce the I-Card, if sought/demanded by any teacher/Authority, failing which they shall be punished/fined as per Rules.

6. Medical Leave: Student suffering from serious sickness/hospitalization or his parents must immediately inform on Telephone and send a written request to his/her HOD, both on TF as well as through email on the very first day of falling sick, along with the Medical Report from a Govt. Hospital/other top private Hospitals/MD or MS Doctors, where he/she is/was admitted/or was taking medical prescriptions/advice, with the Doctor's prescriptions and recommendations. No request for Medical Leave shall be entertained at a later-on date/stage.

Originals of the Application (already sent to College on email) along with the Medical Certificate from a Govt. Hospital etc. must be produced on the very first day of joining back the College after recovery from the illness...(Medical Certificate from RMP Doctors will not be accepted).

Medical leave will be allowed only for those students, who have got it sanctioned from the concerned HOD/Director in time, as stated above. The maximum permissible benefit of Medical leave is 10% of the scheduled lectures. Anyone who physically attends less than 65% (say, 64.95%) of the scheduled lectures, shall stand debarred from appearing in PTU Examinations, in the concerned Theory/Lab. Subject in which he/she falls short of Attendance.

7. Forfeiture of Fee-Concession/Scholarships: Self Participation or inciting others to any kind of indiscipline, inside/outside the College Campus/Hostel including Strikes, Fighting, Cheating in Examinations, violence of any kind, Mass Bunk, Shortage of Attendance (i.e., less than 75%), using foul language, and any other action which brings bad name to the concerned student and the Institute, shall result in immediate forfeiture of the Fee-concession/Scholarship and there can be recovery of the Fee-Concession already enjoyed by him/her.

Affidavit to that effect must be got signed from the concerned student(s) and their parent(s) by inviting them to the College (and explaining to them the Implication of this Clause).....(Responsibility of concerned OI/C Fellowships to get these Affidavits).

8. Mass Bunk is viewed very seriously in the interest of our students. Any student(s)/Class indulging/proceeding or motivating others to go on mass-cut shall be fined @ Rs 500/- to each defaulting student.

3.4 STAFF REGULATIONS

1. Staff member/faculty put on some special duty by the Organizing Officer-in-Charge for some Activity cannot proceed on leave even in case of emergency without the written permission of the Director (Officiating Director, in case Director is not there) duly approved and recommended by the concerned Organizing-Officer only for that event. Verbal permission from any Authority is impermissible.....(Responsibility of the concerned faculty/employee).
2. Use of Mobile phones is strictly prohibited both for the students and all staff members/Faculty in the class-rooms, Labs, workshops, Corridors of Academic Blocks. These can be used in personal Offices, Lawns, Canteen, Mess and Hostels (Responsibility of each individual staff member).
3. It is mandatory for all Employees to mark attendance in the Attendance Register at both times, failing which, the concerned employee shall be marked ABSENT in the Attendance Register and treated as on Leave Without Pay for the period.
4. The signatures to be appended on Attendance Register must not be imitable and must not be alphabets as a practice, which is not to be followed by any of the staff members.
5. All HODs/Section-in-Charges are duty-bound to report immediately to the Authority, in writing and on the same day; in case an employee fails to report for duty even for a single day, without getting prior sanction for his leave. Such persons are to be treated as Absent from Duty.....(Responsibility of HODs/Section Incharges).
6. a) Any kind of leave to be taken by a teacher is to be got recommended from the concerned immediate Superior/HOD with proper adjustment of his/her lectures and labs, before proceeding on that leave. Adjustment of periods must be made only and only with those teachers who also teach theory/take Lab.-class of the same Group of students. 'Adjustment Teacher' will teach only his /her own subject/take his/her own Lab. Class, and he/she will not teach the subject of that teacher who has proceeded on leave and for whom he/she has offered himself/herself as a substitute/adjustment teacher.

Failure to comply with the aforesaid Regulation to make proper Adjustment of his/her duties & responsibilities will result in the declaration of the concerned teacher/other staff members who has thus proceeded on an illegal leave, as ABSENT/or, on Leave Without Pay.

It is advised that all Faculty members must possess Mobile Telephone numbers of those teachers, with whom they can have proper mutual adjustment of their classes, as per the well established Institute Rules for the adjustment of their Classes.

b). Faculty desirous to proceed to other College/University for any type of Academic Assignment/Examinership must route his/her Application for Academic Leave through the concerned Head, in advance, but only after making “proper Adjustments” of his classes as per College Rules. HODs are to ensure that Academic Activity of the College does not suffer by granting the Academic Leave.

c) Academic Leave: Teachers pursuing M.Tech./Ph.D. can avail Academic Leave only for attending theory Classes/appearing in University Examination etc. and not for meeting the Guide or a Class fellow.

7. All Employees proceeding on any kind of leave (casual/earned/maternity/duty leave/leave without pay/any other) are duty bound to intimate his/her Contact No. and full Address during leave period, in writing with the TF Nos (Mobile & Land-line) to his/her Superior/HOD/Director during his/her leave period, where he/she can be contacted in case of an emergency.

8. Mobile/Land-line telephones of HODs/Deans/teachers/other staff must remain live for all the 24hrs for any emergency consultations/communications.

9. Employees seeking MRCL through telephone in case of emergency are duty bound to get their classes (lectures and laboratory) and other duties properly adjusted on Telephone before requesting to the HOD for MRCL, as per the well established College Rules, stated above at Sr. No. 6(a), failing which he/she will be treated as ABSENT/LWP from Duty.

Person seeking MRCL, further, must inform the name of the Adjustment/substitute teacher(s) with whom he/she has made the Adjustments, to the concerned HOD/Director for proper monitoring of the Adjustments made by the teacher seeking MRCL; only after that, the HOD should agree to approve his/her MRCL.

An employee can avail one (01) MRCL only. The Employee who has proceeded on MRCL is bound to submit his/her leave Application 'in writing' in person or through Fax on the very next day, failing which MRCL will be treated as Absence from Duty and Employee shall be treated as Without Pay for the said day. Any Application for additional leave (in case of emergency) if sought, must be received in writing only and delivered personally or through FAX.

10. Employees proceeding on leave/on deputation/study leave/STTP or on any other kind of duty assigned to them, are duty bound to seek prior approval/sanction in writing (on an Application) before he/she actually proceeds for it from the College, and they are also duty bound to submit their Joining Report, after availing the aforesaid leave/deputation/study leave/STTP/ or Duty Period.....(Duty of Supdt(E)/Amandeep Kaur and of the concerned staff/faculty member).

11.a) Update Mandatory Disclosures after every 02 months (Duty of Librarian) to be reminded by PA/AO) and these updated Mandatory Disclosures be included in College Brochure, every year.....(Duty of Librarian).

b) Daily check and report, as to who (i.e., employees) are Absent without sanctioned leave.....(Duty of Supdt (E)/PA/Amandeep Kaur).

3.5 ACADEMIC REGULATIONS

1. It is mandatory for all teachers to prepare Course Work-Files for the Theory/Practical subjects to be taught by them during the next Semester in the Summer/Winter break (holidays) period and prior to the start of the next odd/even Semester and submit a Copy of the same to Dean (Ac) through their respective HOD before the start of the following Semester.....(Duty of each HOD/teacher to get the needful done from all teachers of his/her Department).

2. Registration Forms must be got filled-up by the concerned HODs through their respective class OI/C teacher/faculty under the overall supervision of Dean (Ac) on the very first day of the Academic Session through the respective Class-Incharge teachers. Unless and until allowed by the concerned HOD & Director, any student failing to file the Registration Form on the very first day and before the end of the very 1st period, shall be fined heavily for his/her gross negligence.....(Duty of Class Incharge/Dean (Ac) & concerned HOD).

3. A teacher must reach the Class-Room/Laboratory etc. at least 2 to 3 minutes in advance, before the start of lecture and leave the classroom only after the arrival of next Lecturer, be fully prepared with the lecture, and not just while-away the precious time (which is very much likely to happen, in case, lectures are not prepared fully well).

4. (a) To enhance the self-esteem of the teacher amongst his/her students, the teacher must deliver his/her lecture extempore. Teacher should go to the class thoroughly prepared, and there should be no dictation from the books/or from the Notes. NEVER GO to the class without preparation.

If Notes are to be given, these should be prepared from a large number of best and standard text-books; BUT these must be handed over to the student(s) so that they may get these Notes Xeroxed for their personal use and study. However, these Notes must not be dictated orally or written on the Black-Board, in the class. Only extempore talk/lecture should be delivered in the class.

(b) Maintain a continuity in the subject-topics while progressing through the Course-contents.

5. Though on the face of it, a teacher may seem to be case hardened to the students; and in fact, he/she must maintain a necessary respectable distance/gap from students to ensure discipline; but internally, the teacher must be down to earth and modest in his/her dealings with the students, and always be sympathetic, helpful, friendly and remain approachable to his/her students, treating them as his/her own children.

6. (a) To make themselves most adorable, respected & beloved teachers amongst their students, teachers must recommend, only the top standard books and they themselves must also study and prepare their lectures and Notes etc. (if Notes are to be given) also from these top books only, while prescribing and recommending these books to the students.

(b) Know each student of your class by name to ensure live and affectionate links.

(c) Promote & encourage enquiry and participation by students in the class lecture/debates/academics and all other activities.

(d) Satisfy both the best as well as the weakest student(s) in your class.

- (e) Total honesty & commitment to work and accountability of high order.
- (f) Participate in students activities.
- (g) Only performance and conduct of teacher will make them command (and not, demand!) respect from your students.

7. (a) Teacher I/Cs in Laboratories are responsible to deliver Lab. Instructions (about the theory and the background/underlined philosophy) for every specific experiment to be conducted in the concerned lab. It is their responsibility to guide the students about the step-by-step procedure for each experiment and the logics of the experiment as to why we are conducting it? What are its benefits? What is the mission of this “experiment” etc etc.? and further, advise the students to write the comments/discussion for each specific experiment, on the basis of experimental results obtained by them for the Practical conducted by them.....(Responsibility of each Lab. Teacher).

(b) Teachers must not simply append their signatures on the Lab. Reports without a thorough appraisal of the Comments and Discussion written by the students on the Results obtained in respect of each and every Lab Report as envisaged and desired vide this Office Order. Please do read details of this most important Office Order, thoroughly.

Teachers must prepare Instruction Sheets, for the Lab. Experiments which must be pasted on hard card-board etc. and publicly displayed in the laboratories. (Responsibility of all Lab. Teachers).

8 Lab. Asstts. are responsible to maintain and assure 100% excellent functional status of all Experimental Set-ups/ Laboratory Infrastructure in their Laboratory. They will be held responsible for any lapses in their respective laboratories. In case, the experimental set-ups are found non-functional, during laboratory-class-hours, then it shall be construed as a gross negligence of duty on the part of Technical supporting staff.....(Responsibility of technical supporting staff/Lab. Asstts.).

9 (a) Time Table of the College is to be strictly followed without any lapse.

(b) No one is authorized to disturb/change the Institute Time Table except OI/c Time Table. If unavoidable & essential, then concerned HOD must take prior - approval from O/Ic Time Table and the amendment must be notified and circulated to

Director/all teachers by the OI/C Time-Table only.....(Responsibility of all faculty members).

10. (a) Teachers must take attendance in the beginning of the class in the first 02 to 03 minutes and ask the students to give their response to the Roll-call.

Late comers to the theory/lab. Class should positively be entertained at any time during the period when they come late to the class, BUT they must NOT be given attendance.....(Responsibility of teachers).

In case a teacher is engaging 2/3/4 consecutive periods collectively and student comes a few minutes late in the Class, then he/she be marked Absent in the first period only in which he/she was late but he/she must be given attendance for the subsequent period(s) by the concerned teacher, which the student has actually engaged fully, and in time.

(b) In case a teacher engages two or more periods consecutively for a Theory/Practical/Tutorial or Drawing Class, then the attendance of the students in the Attendance Register must be marked in an equivalent number of columns, which should be equal to the number of periods consecutively engaged by the concerned teacher for the same purpose. The attendance must NOT be marked in a single column for two or more periods.

(c) Attendance Registers should be daily updated and maintained properly, without leaving any blanks. Attendance should be marked as on different dates.....(Responsibility of all HODs/teachers).

(d) Mid Semester Sessional Examinations form a part of teacher-taught interaction just like the other Theory/Laboratory/Tutorial classes. So 06 lectures must be added to the total number of scheduled lectures on account of 02 Sessional Tests held (if each Test is of 3 hrs duration).

(i) A student may be awarded @ 3 lectures for each Sessional Test in which he/she has appeared (i.e., 03 lectures if a student appeared in one Sessional Test only and 06 lectures if a student appeared in all the two Sessional Tests).

(ii) In fact, teachers must make a column of 03 attendances in their regular Attendance page of their Registers, for each Sessional Test held in respect of the subjects taught

by them, and on the date, on which their Sessional Tests are held.....(Responsibility of each teacher).

(e) No fake attendance be given by any teacher to any student. Attendance be given only after physically engaging the lecture/laboratory Class for full period, even if a single student is present. In case only 'a few' or even if a single student comes to attend the class, then he/she must be taught the next topic/next Lab. Experiment, and the topics/Lab. Experiments covered for these few or even for one/single student must not be repeated again, in the class.....(Responsibility of the teacher).

(f) Mass bunk is viewed very seriously in the interest of our students. Any student(s)/class proceeding on mass-cut shall be fined @ Rs.500/- to each defaulting students.

(g) Attendance be announced by each teacher, fortnightly, in the class, for those Students only who are negligent/or, are falling short of lectures, under written intimation to Dean (Ac) & on CNBs.

Registration of any Student who is absent continuously for 07 working days from the Institution without any information to the concerned HOD/Authority; such students shall invite strict action against them and their Registration shall be struck off by the concerned HOD immediately, forthwith from College Rolls. Class-teacher is bound to inform the names of such students, both, to the Director and Dean (Ac), through his/her HOD. Such students will have to seek Re-registration with the permission of the Director and that too after paying the Re-registration Fee of Rs. 1000/-(Duty of the concerned Teacher to inform to HOD & the HOD to inform to Dean (Ac) and to the Director, in writing).

(h) The monthly Attendance of the students is required to be filled-up after each month by the concerned subject teacher on the last working-day of the month in the Office of HOD on the prescribed Proforma and it be loaded every month on the Internet/Website also, too.....(Duty of HOD & concerned teacher).

(i) In case, a Class/Group of students fails to report for attending the Class, then the concerned teacher must try to locate those students and admonish them and engage their Class and subsequently inform the HOD also who must also admonish those students. If found absent, the teacher must report it immediately in writing to the concerned HOD and the Director.

11. (a) Personality Development/Advisory classes are to be meticulously engaged by the concerned Teachers i.e., Advisors, in the true spirit of the ‘Circular for Advisors’ issued vide this Office No.....

(b) All faculty members are duty bound to religiously engage the Advisory Period in the true spirit of the “Circular” issued for Advisory Classes. OI/c Time-Table has intentionally made the preceding period free for all Advisors prior to their Advisory Periods, with a view to ensure that all Advisors must reach the location/room where their advisory group students are engaging their preceding period/class to pick-up their own Advisory Group students, and, they be escorted/carried along with and directed to the space/room notified by the OI/c Time-Table, for holding their respective Advisory Class, in the spirit of the Advisory Circular...(Duty of each Advisor & Duty of OI/C Time/Table).

(c) All HODs as well as DSW and OI/C Time-Table would regularly monitor the Advisory Periods of their respective department and inform the status on the same day to the Director without fail.....(Duty of HODs, DSW, Dean (Ac) & OI/C Time-Table).

In case of a teacher/Advisor fails to engage his Advisory Group, he/she shall be held squarely responsible for it, and treated as on Leave Without Pay for the day.

OI/c Time Table has kept the Advisory Period and one preceding period free for HODs/DSW/OI/c Time-Table also on the pattern of Advisors, for facilitating proper monitoring of Advisory Periods by the HODs/DSW/OI/c Time-Table.....(Duty of OI/C Time Table/HODs).

12. (a) Teacher (other than the class-teacher) selected and appointed by Dean (Ac) is to set the House Test Question Paper(s).

(b) As per PTU academic curriculum three Sessional Tests are scheduled to be conducted as per the dates notified/announced by the Dean (Ac) for the Sessional Tests. Error-free Question Papers with Questions of Top-standard, and at least 50% of these Questions should be tough Questions, are to be prepared and handed over to the Supdt. (Exam.), one week before the commencement of Tests. The Question Paper must bear on its top; (i) Subject Code (ii) Subject Name (iii) Branch (iv) Group (v) Semester.....(Responsibility of Dean (Ac)/concerned Teachers).

13. Awards of all Sessional Tests are to be filled-up in the Performa given by the HOD and these 'Filled up Performas' are required to be submitted to the Dean (Ac) within 02 days of the conduct of Sessional -Tests. These Awards should also be simultaneously loaded on the Internet also.....(Duty of the concerned of HOD & the Teacher).

14.(a) As per the Study Scheme of PTU, 40 Internal marks have been assigned as Sessional marks for Theory Subjects (24 out of the best two Sessional Tests, 10 for assignments/Seminars Quizzes/Paper presentations, and 06 marks for 100% attendance – 0 marks are to be given for 75% attendance and these 06 marks for 100% attendance are to be uniformly graded for the attendance falling in the range of 75% to 100%).

(b) For the Lab. Classes, 30 Internal marks have been assigned by PTU (05 marks for attendance, 10 marks for File and 15 marks for Internal Viva).

15. During the conduct of the 03 Internal Sessional Tests, it is the responsibility of the concerned Class Teacher to personally collect the attempted Answer-sheets as well as the Attendance Chart (to mark those students Absent in his/her Attendance Register, who did not appear in their Sessional Examination) from the Dean (Ac)/OI/C Examination/Supdt.(Exam), as the case may be, within One Hour of the conduct of Examination in their respective subject. In case there is any discrepancy/difference in the number of Absentees as per record in the Attendance Sheet/Chart and the number of students whose Answer-sheets are not available, then the matter must be immediately brought to the Notice (in writing) of the Director/Dean (Exams.), and the missing Answer-sheets of those students who appeared in the examination, must be got traced immediately by Supdt. (Exam)/ OI/C Exam.....(Duty of the concerned Teacher & OI/C Exams.).

16. Defaulting teachers who commit blunders and thus transfer/write wrong or incomplete Sessional Awards in the University Award Slips (in theory/Lab. Sessionals/Viva Voce or External Awards)/or submit wrong Attendance Record for the University Examinations, shall be fined @ Rs.500/-per subject (Theory/Lab/Viva-Voce) and also for the mistake(s) committed in Attendance Record. He/she has to deposit the fine with the College Accountant within 48 hrs. of the pinpointing of his/her mistake, failing which, his/her salary for 2 days, will be got deducted for the concerned month through the Head/Society Office.

17. Duty Leave for Students: If a student is put on any official duty in activities like sports, cultural, ISTE, NSS, Technical function etc., or for that matter, if he/she is officially participating in Paper Presentation/Seminar or organizing any of the activities assigned by the OI/Cs Sports, Cultural Affairs, ISTE, NSS, Dean (Ac) or by the Hon'ble Director, inside/outside the Campus, then he/she is to be marked 'DL' (i.e., on Duty Leave), and not as 'A' (i.e., Absent) by the concerned teachers in the Attendance Columns of their Attendance Register for that day(s). This benefit of 'DL' (which is equivalent to "presence in the Class") is to be fully given to the concerned student, as if he/she were present in the class, while computing total classes attended by him/her for evaluating and awarding them their attendance sessional marks out of 06 (or, out of 05), as the case may be. But if the classes actually attended by him/her fall below 65% of the scheduled Classes in the Theory or Practical classes, independently, due to over-occupation in the afore-said or any other permissible activities (and, even due to sickness) then no benefit of 'DL' is allowed and he/she shall not be entertained at all for sitting in the PTU Examinations.

If a student is to be put on an official duty, then a written request must be initiated by the concerned OI/C in advance, at the earliest possible, and get it counter-signed from the Director/Dean (Ac) before sending the student for duty in the event/activity.....(Duty of all Teachers), failing which, no subsequent/after-on written/oral request shall be entertained after the concerned event/activity is over.....(Duty of the concerned OI/c Activities).

18. (a) All Heads are to collect Attendance Registers (complete in all respects as per guidelines) within 02 days of the last date of conduct of "Viva-Voce Examination/3rd Internal Tests" whichever occurs later. Counter-foils of Viva-Voce Awards and that of the Final Sessional Awards to be sent to the University must be pasted/glued by each teacher on the same page in the Attendance Register on which the Sessional Awards have been worked out.

At the end of Academic Session, all Records and Attendance Register must be collected by the concerned HOD from the Faculty, before allowing any one of them to proceed on Summer/Winter-Break, or on STTPs or on any other kind of leave.....(Duty of HOD & he/she is to further pass on/transfer the "fully completed" Attendance Registers to the Dean (Ac).....(Responsibility of HODs & Dean (Ac)).

(b) Dean (Ac) and the concerned HOD(s) must get PTU Examination Forms filled up and collected from the students proceeding on 06 month Training Semester, before they proceed for training, preferably during the on-going PTU Examination of the preceding Semester itself and get the Regular PTU Examination Forms filled-up for all other Semesters for the next Session, on the 1st day of the start of the next Semester.

(c) Thoroughly scrutinized Sessional Awards and Viva-Voce Awards be transferred to PTU before time.....(Duty of Dean (Ac)).

19. HODs/concerned teachers are duty bound to put-up detailed analysis of each & every PTU Result, as per well laid-down policy of the College within 24 hours of its declaration before the Dean (Ac), without fail. Names of students getting more than 85%, more than 80% and more than 75% must also be submitted in the analysis. Dean (Ac) is to transfer the analysis to the Head Office/Director within 72 hours.....(Responsibility of Dean (Ac) and HODs).

20. Dean (Ac) must ensure that the lists of fresher/first year students being sent to PTU for their registration must be thoroughly checked and got cross-checked for the correctness of students' and their parents' names' from their Matric Certificates. This is to ensure that wrong names are not printed on the DMCs, to avoid hazzles to the University and to the students..... (Responsibility of Dean(Ac)/AmandeepKaur).

21. Dean (Academics) must ensure that only very-very light Coloured Photographs are collected from students for various purposes, including for pasting these on the University Examination Forms, otherwise it becomes very difficult to append Signatures by way of Attestation on the University Examination Forms. Seal of the Authority [Director/Dean (Academic)] must be appended only and only after getting the Attestation Signatures of the concerned Authority on the Photographs..... [Duty of Dean(Academics)]

22. Do not make DD in lieu of PTU Examination Fee by counting the "heads of the students" enrolled in a specific Branch/Class. Make DD for PTU Exam Fees only for those students who have actually/ physically filled-in the Forms personally and signed themselves, in person.....(Duty of Dean(Academics))

23. Registration of any student who is absent from the Institution for a continuous period of seven (07) working days without any intimation to the Authority (the concerned HOD & the Director) shall be got cancelled by the concerned HOD immediately, forthwith. Such a student can get himself/herself re-registered again, but only after payment of the Re-registration Fee (Rs.1000/- and that too, only after taking written permission from the Director to get himself/herself re-registered.....(Responsibility of each faculty member to inform to his/her HOD in writing to get such a student notified as de-registered on the CNBs & HNBS and under intimation to Dean (Ac) & to send a Registered letter to his/her house after getting it signed from the Director).

24. Forfeiture of Fee-Concession/Scholarships: Self-Participation or inciting others to indulge in any kind of indiscipline, inside/outside the College Campus/Hostels including Strikes, Fighting, Cheating in Examinations, violence of any kind, Mass Bunk, Shortage of Attendance (i.e., less than 75%), using foul language and any other action which brings bad name to the concerned student and the Institute shall result in immediate forfeiture of the fee-concession/scholarship of such a student and there can be recovery of the Fee Concession already enjoyed by him.

Affidavit to that effect must be got signed from the concerned student(s) and their parent(s) by inviting them to the College (and explaining to them the Implication of this Clause).....(Responsibility of concerned OI/C Fellowships to get these Affidavits).

25. Additional coaching classes be taken by the concerned teacher in their respective subject(s) for those students who perform poorly; after counseling them verbally and taking a written undertaking from the concerned student, that he/she will strive to perform better in future.....(Responsibility of HOD/each teacher/ class Representative)

3.6 DUTIES OF CLASS IN-CHARGES

1. Get the Registration-Forms filled-in from their Group of students on the first day and before the end of very 1st period, otherwise defaulting student shall be fined heavily unless and until he /she has been allowed by the concerned HOD/ Director for unavoidable reasons

2. Keep on asking students, whether all subject teachers are teaching them well and whether their syllabus is going on well or not?
3. Get the attendance filled-up by all concerned teachers on the last working day of every month and keep/maintain its record with self and Dean (Ac). Also (i) display it on Notice Boards (ii) send it to the parents whose wards are irregular/short of attendance.
4. Issue the letters (E-mails/SMS's/letters) immediately to the parents regarding performance of their wards after 1st, 2nd and 3rd Sessional Tests & inform to them about their attendance record (if poor /or, average).
5. Counsel the students (accompanied by the class-teacher of the subject) who are weak/performing poorly in (i) Attendance, and (ii) Sessionals and get commitments from these students in writing, for better performance, in future.
6. (a) Get the Sessionals Record filled-up by the concerned teachers and cross-check it and maintain the Record.
(b) Prepare Sessional Award sheets to be sent to PTU.

Chapter-4

SERVICE RULES

PART –I

SERVICE RULES

4.0 - SERVICE RECORDS

4.1. RECORDS OF SERVICE

4.1.1. A service book for keeping the record of service of staff shall be maintained by Administrative Department in respect of each employee of the College.

4.1.2. All activities of an employee in his / her official position shall be re- corded in this service book, and each entry must be tested by the Admin officer or his/her superior.

4.1.3. The Admin officer shall show the service book to each employee in the month of April every year and the employee shall sign in the service book after verification.

4.2. SERVICE CONDITIONS FOR THE STAFF:

4.2.1. Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.

4.2.2. Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Principal/Director Authority or other officers under whom he/she shall, from time to time, be placed. He / she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him / her or which are necessary to be done in his / her capacity as aforesaid..

4.2.3. Every member of the staff shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Chairman or his nominee.

4.2.4. Notwithstanding anything contained above, whenever any consultation work for any private firm or institution is undertaken by the college, such members of the

staff as are required will be commissioned by the college, with/without additional remuneration or honorarium as prescribed by the college, from time to time.

4.2.5. Any staff member, on appointment, except on contract, shall be on probation for a period of one year.

4.2.6. All the teaching staff shall be paid AICTE scale of pay and other allowances as per College norms. In addition, contribution shall be made by the management towards the employees' provident fund, at a rate fixed by the Government of Punjab, on the salary. Gratuity as per the Government of Punjab rules will be given to all teaching and non-teaching staff that has completed 5 years of service in the institution. This will be paid to the staff only at the time of retirement / resignation. However, in case of death, minimum five years of service is not required, as per the Government norms.

4.2.7. Staff attendance should be signed every day, 15 minutes before the commencement of regular class hours, and at the end of the working hours for the day unless they are on duty outside the campus, or on leave. Late-coming will be dealt with separately by the competent authority as per the regulations in force.

4.2.8. Staff should be available in the college premises during the entire period of office hours, on all working days.

4.2.9. If a staff member on any kind of leave has to be out of station, he / she should intimate the Principal/Designated Authority his/ her exact out station address and phone numbers in his/her leave application.

4.2.10. No member of the staff shall apply, during the period of his/her service in this institution, for an appointment outside or send an application for study or training, except with the prior permission of the management and such application should be routed through the Principal/Director Authority. Any breach of this rule will be viewed seriously and suitable disciplinary action will be taken. The management may permit not more than two such applications in an academic year, but reserves the right to refuse the forwarding of such applications in case there is any bond for the employee for a particular period of service in the college.

4.2.11. The Principal/Designated Authority shall have the right to place any staff under suspension on charges of misconduct.

4.2.12. In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his / her duties, the Chairman has got discretion toward punishment such as warning, censure, with holding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Chairman.

4.2.13. For the development and progress of the college/department, all members of the staff should work as a team and they should all so maintain cordial relationship with other departments.

4.2.14. In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.

4.2.15. Staff members should get prior permission from Management / Principal/Direct or Authority to contact any out side agency or government departments for any matter related to the college/hostels.

4.2.16. If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he / she shall settle the account within 21 days from the date of drawn of advance or within 10 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted from his salary.

4.2.17. Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned.

4.2.18. All members of the staff shall be governed by general rules / norms practiced by college from time to time.

4.3 TERMINATION OF SERVICE

4.3.1. A member of the staff shall have his/ her service terminated by giving one month notice or one month basic salary in lieu there of, in case of temporary

appointment or during probationary period. In case of permanent service three months notice or three months salary must be given.

4.3.2. The Chairman shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons:

- a. Serious misconduct and will full negligence of duty;
- b. Gross insubordination;
- c. Physical or mental unfitness; and
- d. Participation in any criminal offence involving moral turpitude.

In such termination cases, rule 1.3. 1 will not be applicable and the staff member will not be eligible for any term in all benefit.

4.4 METHOD OF RECRUITMENT

4.4.0 SCREENING

4.4.1. Recruitment is normally done twice in a year during May and November.

4.4.2. Number of vacancies is notified by Principal/Director Authority base don student strength / resignations or terminations of staff members, to the management for approval / information and as advised by college Academic committee

4.4.3. Vacancies are advertised in leading newspapers – both Punjabi and English.

4.4.4. Screening of applications is done by the respective screening committee.

4.4.5. Short listed candidates are informed through call letters and over telephones by Admin Deptt.

4.4.6. At times, Walk-in interview serial so conducted for immediate postings.

4.5 INTERVIEW

4.4.1. Interview Committee consists of Principal/Director/Vice Chairman, Academic Council members and respective Heads of the department and subject experts.

4.4.2. A Synopsis is prepared for Lecturers post and short listed candidates are called for personal interview and selection is made on merit.

4.4.3. Direct interview is conducted for senior posts. Selection committee shall be constituted by the Chairman as per the guidelines approved by the Governing Council

4.6 PAY FIXATION

4.6.1. Pay for the selected candidates is fixed by these lection committee as per the pay scale approved by the Governing Council for the respective post based upon the qualification and experience of the candidate.

4.6.2. Higher Pay Packages for exceptional and experienced candidates are fixed by the selection committee subject to the approval of the Chairman of the Trust.

4.7 LEAVE RULES

4.7.0 LEAVE RULES:

4.7.1. Leave shall not be claimed as a matter of right.

4.7.2. A member of the staff shall not normally or on any pretence absent him self/her self from his/her duties with out prior permission of his/her superior her superior officer authorized to give permission.

4.7.3. Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave

4.7.4. In case of absence on Medical grounds, intimation should be sent to the Principal/Director within 12 hours of start of medical attention and a Medical Certificate shall be produced at the time of joining after leave from registered MP and not from Ayurvedic/Homoeopathic or unauthorized MP.

4.7.5. Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the employee.

4.8 CASUAL LEAVE (CL):

4.8.1. All employees are eligible for 10 days of casual leave per year @ 1 day per month during the Academic Year from 1st June to 31st May.

4.8.2. Probation period staff members are allowed to take leave after completion of the respective months only.

4.8.3. At a time not more than 4 days including holidays shall be granted. Carry over of lapsed CL is not permissible.

4.8.4. Permission for short absence not exceeding one hour on any working day may be granted at the discretion of the designated authority.

4.8.5. If the number of permissions for short absence exceeds 2 in a month, it shall be considered as half a day CL for 3 permissions and one day CL for 5 permissions.

4.9. VACATION LEAVE (VL) FOR TEACHING STAFF

4.9.1. These rules govern the availing of vacation leave for each semester. The maximum duration and number of days shall be decided by the Principal/Director

4.9.2. Vacation Leave (VL) is applicable to only the members of the Faculty (teaching staff) with eligible service.

4.9.3. The total number of VL days for members of faculty (teaching staff) is limited to 18 for a continuous service of 12 months in the institution.

4.9.4. These 18 days can be availed for a maximum of 9 days in the winter

vacation months of November or December. The balance 9 days can be availed in the summer vacation period in the months of May, June or July.

4.9.5. However, vacation leave shall be availed as per the circulars issued then and there in this regard, indicating the slots in the period identified for winter or summer vacation, to ensure smooth functioning of the institution.

4.9.6. A staff member becomes eligible for VL only after rendering a continuous service of one full academic year as on 31st May. ie. from 1st June of a calendar year to 31st May of the following academic year.

4.9.7. However, in special /deserving cases, VL can be sanctioned after 6 (six) months of continuous service, including the following vacation period, on pro rata basis. In such cases, staff members are required to serve the institution for a further period of six months or one semester, so that total service of one year can be obtained.

4.9.8. In case a staff member, after availing VL as per para 3.3.7 does not complete the full term of 6 months or one semester, the leave availed will be treated as Leave on Loss of Pay (LOP) and proportionate salary will be deducted from any payment due to him / her or will be recovered from the said staff member.

4.9.9. If any staff member is prevented from availing VL in the interest of the college by the orders of the Principal/Director/Designated Authority, compensation at the rate of 1:2, i.e, one day's pay for every two days of eligible vacation leave shall be considered. Such consideration rests solely at the discretion of the Principal/Director.

4.9.10. Any unused part of VL cannot be carried over to the extra academic year.

4.9.11. While calculating the number of days of vacation leave, all intervening declared holiday and Sundays will be included.

4.10 EARNED LEAVE (EL) FOR NON-TEACHING STAFF

4.10.1. The number of days of EL for Non-Teaching Staff is restricted to 8 days per year which should be availed within the corresponding year.

4.10.2.A staff member becomes eligible for EL only after rendering a continuous service of one full academic year as on 31st May. ie. from 1st June of a calendar year to 31st May of the following academic year.

4.10.3. However, in special/deserving cases, EL can be sanctioned after 6(six) months of continuous service, including the following vacation period, on prorata basis. In such cases, staff members are required to serve the institution for a further period.

4.10.4. In case a staff member, after availing EL as per para 3.4.3. does not complete the full term of 6 months or one semester, the leave availed will be treated as Leave on Loss of Pay (LOP) and proportionate salary will be deducted from any payment due to him/ her or will be recovered from the said staff member.

4.10.5. If any staff member is prevented from availing EL in the interest of the college by the orders of the Principal/Designated Authority, equivalent compensation shall be considered. Such consideration rests solely at the discretion of the Principal/Designated Authority.

4.10.6. Any unused part of EL cannot be carried over to the next academic year.

4.10.7. While calculating the number of days of earned leave, all intervening declared holidays and Sundays will be included.

4.11. LEAVE WITH LOSS OF PAY

4.11.1. Any Leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LOP). If the quantum of LOP is more than 10 days in an year, it will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Principal/Director/ Designated Authority shall be final in such cases.

4.11.2. If any staff member is absent from duty without prior or later per-

mission, such period of absence will be considered as LOP. Such absence will also be considered as a Break-in-Service.

4.11.3. Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LOP. Such absence will also be considered as a Break- in-Service.

4.11.4. Two such breaks in service within a period of one year will make the staff member in eligible for increment in pay and also for availing VL/EL in the semester in which these cond break in service occurs.

4.12. MATERNITY LEAVE RULES

4.12.1. A woman employee of the institution, who has completed at least one year of continuous and satisfactory service, after the completion of the probation period, is eligible for Maternity Leave (ML) for a maximum of 30(Thirty)days, subject to prior approval of the Principal//Director/Designated Authority.

4.12.2. In addition to the above, a maximum of 30 days can be availed as Maternity Leave in lieu of Vacation Leave (VL) available as credit to the employee. Any short fall in VL credit will be considered as Leave on Loss of Pay(LOP).

4.12.3. Any additional leave beyond the above will be reckoned as leave on LOP.

4.12.4. An employee can avail ML only on two (2) occasions in her entire service period.

4.12.5. The ML sanctioned shall be availed on a continuous basis and can not be availed in instalments.

4.12.6. The decision of the Principal/Director/Designated Authority will be final in sanctioning of ML.

4.12.7. Employees are advised to contact Admin Deptt. To know the leave record and then apply for leave.

4.13. OUT-STATION DUTY (OD)

4.13.1. OD will be granted when staff members are required to go out on official duties or to participate in seminars, etc. as approved by the Principal/Director/Designated Authority. When staff members go for examination work for Universities other than PTU, OD will not be granted.

4.13.2. Number of days on OD for Exam duty is limited to 16 for a year at the rate of 6 days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff.

4.13.3. In addition to the above a faculty member is eligible for 4 days OD to participate in Conferences, Seminars, Workshops, etc., including paper presentation.

4.13.4. The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

4.14 MEDICAL FACILITIES

4.14.1. The College is running a Medical Centre inside the campus and a Medical Officer is appointed who is attending the Medical Centre on full time basis. She/he takes care of the students and staff for minor ailments. On emergency, the medical practitioner will be called to the campus to attend to the patient. The college provides an exclusive vehicle for the purpose of taking the patients when needed to the near by hospital at Verka & Amritsar for treatment.

4.15 CONDUCT&DISCIPLINE

4.15.0 CONDUCT

4.15.1. Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational institution.

4.15.2. Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence or control, he/she is placed.

4.15.3. Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.

4.15.4. Every employee shall endeavour to promote the interest of the College and shall not act in any manner pre judicial there to.

4.15.5. No employee shall be a member, or be other wise associated with, any political party or any organization which takes part in politics, nor shall he/she take part in, subscribe in aid of, or assist, in any other manner any political movement or activity.

4.15.6. No employee shall join, or continue to be a member of an association the objectives or activities of which are pre judicial to the interests of the sovereignty and integrity of India or public order or morality. If any question arises whether a party is a political party or whether any organization takes part in politics or whether any organization engages in activities prejudicial to the interests of the sovereignty and integrity of India or public order or morality, the College shall follow the decision taken by the State Government.

4.15.7. No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain prior per- mission of the authority.

4.15.8. An employee of the College shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.

4.15.9. Obligation to maintain secrecy: Every employee shall maintain the

strictest secrecy regarding the College's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.

4.15.10. An employee of the College shall not, without the prior permission of the Chairman, engage in any trade or business or venture by himself or through any member of his family, undertake, accept, engage, solicit or seek any outside employment or office while on duty or on leave, whether stipendiary or honorary.

4.15.11. No employee of the College shall enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the College, except with the prior permission of the Chairman.

4.15.12. Acceptance of gifts: An employee shall not solicit or accept any gift from a constituent of the College or from any subordinate employee, provided that such gifts, grants and donations shall be received by an employee in the official discharge of his duties for the College.

4.16. DISCIPLINE

4.16.1. The Chairman or any other competent authority may place an employee under suspension when disciplinary proceedings against him are contemplated or are pending or a case against him in respect of any criminal offence is under investigation, in quiry or trial.

4.16.2. An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention/conviction by an order of the Chairman and shall remain under suspension until further orders.

4.16.3. An order of suspension made or deemed to have been made under this bye-law shall continue to remain in force until it is modified or revoked by the authority competent to do so.

4.17 ANNUALCONFIDENTIALREPORT

4.17.All the staff members are required to submit their Self Evaluation Report at the end of every academic year in the prescribed format.

4.17.2 The format of SER& ACR (Annual Confidential Report) for the teaching staff is given in Annexure II.

4.17.3 The Head of the institution shall write confidential report for all staff and submit to the Chairman through Director for Approval.

4.18-APPEALS ANDREVIEW

4.18.1 The staff members of the College are welcome to submit their appeals or grievances if any to the PRINCIPAL/ DIRECTOR/CHAIRMAN for review and redress.

PART-II

DUTIES AND RESPONSIBILITIES OF TEACHING FACULTY

4.19 GENERAL

4.19.1. The Faculty Member should come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.

4.19.2. All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.

4.19.3. The work load of all the staff shall be fixed by the management. The work load of the teacher should not be less than 20 hours a week, of which teaching-contact hours should be at least as follows:

- (i) Principal 4 hours/week
- (ii) Dean/Professor 6 hours/week
- (iii) Associate Professor 12 hours/week
- (iv) Assistant Professor/SL/Lecturer 16 hours/week

For the above stipulations, two tutorial hours/two laboratory/ hours will be counted as one teaching hour.

The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 20 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

4.19.4. Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.

4.19.5. Faculty Members should attempt to publish textbooks, research papers in reputed International/Indian Journals/Conferences.

4.19.6. The Faculty Member must strive to prepare himself/herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.

4.19.7. Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.

4.20 DEPARTMENT

4.20.1 The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.

4.20.2 The teaching load will be allotted by the HOD after taking into account of the Faculty Member's interests.

4.20.3 In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Director/Principal in academic, co-curricular or extra curricular activities.

4.20.4 Every Faculty Member must give seminar on some topic at least once in each semester to other faculty.

4.20.5 Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted everyday in the Master attendance Register maintained in ERP. He is to display the record of attendance every fortnightly on the notice board.

4.20.6 Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

4.20.7 The Faculty Member should make himself/herself presentable. The Faculty Member should show no partiality to any segment/individual student.

4.20.8 The Faculty Advisor must up date the student's records regularly and put up for inspection by HOD/Director/Principal as the case may be.

4.21 CLASS ROOMTEACHING

4.21.1. Once the subject is allotted the Faculty Member should prepare the lecture hour wise less on plan/course file.

4.21.2. The Faculty Member should get the lesson plan and course file – approved by HOD and Principal. The course file consists of 31 contents e.g. preface, previous year university question papers, notes, handouts, OHP sheets, test/exam question papers, two model answer scripts for each test/exam, Assignments(if any),minute paper, feedback analysis report and Solution to mast & university Q.P.

4.21.3.The Faculty Member's Diary must be regularly updated and put up for inspection by HOD/Director/Principal as the case maybe.

4.21.4. The Faculty Member should refer to more books than textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The Faculty Member should not dictate the notes in the class.

4.21.5. The Faculty Member should go to the class at least 5minutes before and enter the class without delay when the bell rings.

4.21.6. The Faculty Member should engage the full 50 minutes and should not leave the class early till the next teacher has reported for attendance .

4.21.7. The Faculty Member ideally should recapture for first 5 minutes the lessons of the last lecture, tell what is going to learn in another 2 minutes, then explain the lecture well up to 40 minutes and in the last 3 minutes conclude and say what we will see in the next class.

4.21.8. The Faculty of Member should cultivate to include humour in the lecture, to break the monotony.

4.21.9. Should practice/rehearse the lecture well be foregoing to the class and will not carry books in the class room.

4.21.10. The Faculty Member should make use of OHP, LCD, projectors, Models etc., as teaching aids.

4.21.11. The Faculty Member should encourage students asking doubts/questions.

4.21.12. The Faculty Member should get the feed back from students and act/adjust the teaching appropriately.

4.21.13. The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.

4.21.14. In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least in week in advance of actual class.

4.21.15 The Faculty Member shall give possible 2-mark questions with answers of each assignments.

4.21.16. The Faculty Member should interact with the class coordinator or counsellor and inform him/ her about the habitual absentees, academically backward student, objection able behavior etc.

4.21.17. The Faculty Member should always aim for 100% pass results in his/her subjects and work accordingly.

4.21.18. The Faculty member should regularly visit library and read the latest journals/magazines in his/her specialty and keep one self a breast of latest advancements.

4.21.19. The Faculty Member should make himself/herself available for doubt clearance.

4.21.20. The Faculty Member should motivate the students and bring out the

creativity/originality in the students.

4.22 LABORATORY

4.22.1. The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.

4.22.2. When ever possible, additional experiments to clarify or enlighten the students must be given.

4.22.3. The lab observations/records must be corrected then and there or at least by next class.

4.22.4. Lab incharges must prepare lab manuals.

4.22.5. Lab Incharge must ensure serviceability of Lab equipment at all time

4.22.6. Lab incharge to prepare maintenance programme of all eqpt.

4.23 TEST/EXAM

4.23.1. While setting question paper, the Faculty Member should also prepare the detailed answer and marking scheme and submit to HOD for approval.

4.23.2. During invigilation, the Faculty Member should be continuously moving around. He/She should not sit in a place for a prolonged time. He/ She should watch closely so that nobody does any malpractice in the exam/test.

4.23.3. Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the University Representative/Chief Superintendent. (Class coordinator and HOD concerned in the case of cycle test/Model Examination).

4.23.4. The test papers must be corrected with in three days from the date of

examination and marks submitted to the HOD for forwarding to ACO/Principal with remarks.

4.23.5. The faculty members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department/college and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations, etc.

4.24 STUDENT-FACULTY REPORT

4.24.1. The Faculty Member should have a good control of students.

4.24.2. As soon as the Faculty Member enters the class, He / She should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late-comers the teacher should try to correct the student through personal counselling and if it does not bring any change the student must be directed to meet the class coordinator, HOD.

4.24.3. The Faculty Member should act with tact and deal with in subordination by students maturely.

4.24.4. The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of the students.

4.25 UNDERTAKING BY THE MEMBER:

Every member of the faculty should carefully read and understand the above “*Duties and Responsibilities*” and undertake to abide by them. As a mark of such commitment the member at the time of joining the service should sign and give and undertake in gas below.

I have read and understood all the rules above and agree to abide by them

without any lapse. I also understand that in case of non-compliance with any of the above I will be relieved from the employment of Global Institute of Management & Emerging technologies, Amritsar

Signature:

Name & Designation:

Date:

PART-III

TRAVEL ALLOWANCE

4.26 Rules of Travel Allowances

4.26.1 All members of the staff are eligible for travel allowances, when deputed on official duty as per the orders of Principal/Director/ or the person designated by the management.

4.26.2 The travel allowance eligible for various categories are mentioned as below:

Catagory	Travel Class	Road Mileage if travelled by own car	Dearness Allowance with Accomodation	Dearness Allowance without Accomodation
Principal/ Director/ Dean/ Professors	Rail II AC (2A)	Rs. 10/= per kms	Rs. 3000/= for A class city Rs. 2000/= for B class city and Rs. 1500/= for C Class city	Rs. 500 for A class Rs. 400 for B class and Rs. 300 for C class
AP/Suptdt/AO	Raail III AC (3A)	Rs. 8/= per KMs by car and Rs. 4 per km by scooter / M/C	Rs. 1500 for A class Rs. 1000 for B class Rs. 800 for C class	Rs. 300 for A class Rs. 200 for B & C class
Lecturer/ Manager	Rail II sleeper (SL)	NA	Rs. 1000 for A class Rs. 800 for B class and Rs. 500 for C class	Rs. 250 for A class Rs. Rs. 200 for B & C class
Supporting senior staff	Rail II class sleeper (SL)	NA	Rs. 800 for A class Rs. 500 for B class and Rs. 300 for C class	Rs. 150 for A class and Rs. 100 for B & C Class
Supporting Junior Staff	Rail II class Seating	NA	Rs. 600 for A class Rs. 400 for B class and Rs. 300 for C class	Rs. 100 for A class and Rs. 75 for B & C class

Class A cities

Ahemdabad
Bangalore
Chennai
Delhi
Hyderabad
Kanpur
Kolkata
Jamshedpur
Lucknow
Ludhiana
Mumbai
Nagpur
Pune
Surat

Class B cities

Agra Aligarh Allahabad Amravah Amritsar
Aurangabad Barreily Belgaum Bhavnagar
Bhillai Bhopal Bhubhneswar Bikaner Warrangal
Chandigarh Coimbtore Cuttack Dehradun
Dhanbad Dharwad Faridabad Ghaziabad
Gorakhpur Guwahati Gwalior Hubli Indore
Jabalpur Jalandhar Jammu Jamnagar
Jodhpur Kochi Kolhapur Kota Kozikode
Madurai Mangalore Meerut Moradabad Mysore
Nashik Patna Pondichery Raipur Rajkot Ranchi
Salem Sholaur Srinagar Thiruvantapuram Tiruchi
Vadodara Varanasi Vijaywada Vishakhapatnam

1. Subject to limits prescribed in the schedule above, reimbursement of travel or fare paid for the actual cost of ticket or fare paid for the journey and accommodation charges, if any
2. Higher class of travel or accommodation is permissible only on special sanction.
3. Air fare shall be approved only on special occasions and on prior approval.
4. Travel shall always be made only on the shortest route.
5. If cancellation is made on order from the sanctioning authority cancellation charges shall be reimbursed.
6. Travel claim / settlement shall be made within 5 days after completion of travel.
7. If the cancellation is made by the staff, the advance drawn if any should be immediately refunded within one day
8. DA shall be calculated at the rate of 50% for 5hrs to 12 hours and 100% for more than 12 hours. No DA shall be paid for period less than 5hrs.
9. Expenditure towards local travel, telephones, porter tarr if any, shall be reimbursed at actual on producing of the bills/vouchers. (If bills are not available)
10. Any other expenditure involved shall be reimbursed subject to eligibility and approval by the management.

PART-IV PAYSCALES

TABLE – I : ENGINEERING FACULTY PAY SCALES

CADRE	QUALIFICATION	EXP AFTER QUALI	TOTAL EXPERIENCE	PAY SCALE	AGP	TOTAL STARTING PAY	ANNUAL INCREMENT
LECTURER	B.E	-	-	8000-275=13500	20% OF BASIC	9600	-
Asstt. Prof (AP)	B.E. + M.E.	-	-	15600-600X3=17400	6000	21600	600
Asstt. Prof GR - I	B.E + M.E.	3	3	17400- 650X2 =18700	7000	24400	650
Asstt. Prof. Gr-II	B.E. + M.E	5	5	18700-700X29=39000	8000	36700	700
Asst. Prof. Gr - III	B.E + M.E + Ph.D*	-	-	18700- 700x29 =39000+10000*	8000	36700	700
AssoProf. (ASP)	B.E. + M.E + Ph.D	2 as A.P. Gr -iii	5	37400-1400x4 = 43000-1500x16 = 67000+10000	9000	56400	1400
PROFESSOR	B.E. + M.E + Ph.D	5 as ASP	10	37400-43000-1500x16 – 67000 +10000	10000	63000	1500
PRINCIPAL	B.E. + M.E. + Ph D	3 as Professor	10	37400- 43000 – 1500x16 – 67000 +3000+10000	10000	66000	1500

TABLE – II : MBA FACULTY PAY SCALES

CADRE	QUALIFICATION	EXP AFTER QUALI	TOTAL EXPERIENCE	PAY SCALE	TOTAL STARTING PAY
Asstt. Prof (AP)	MBA WITH FIRST CLASS	2 YEARS	2 YEARS	13600 -600X3 -17400 – 650X2 – 18700 – 700X29 - 39000	15600
Asstt. Prof . GR - I	MBA WITH FIRST CLASS	3 YEARS AS AP	5 YEARS	15600 – 600X3 – 17400 – 650X2 -18700 – 700X29 - 39000	17400
Asstt. Prof. Gr-II	MBA WITH FIRST CLASS + Ph.D OR EQUIVALENT		□	15600 – 600X3 – 17400 – 650X3 – 18700 – 700X29 – 39000 + SP	17400+SP
Asst. Prof. Gr - III	-DO-	2 YEARS	5 YEARS	15600 – 600X3 – 17400 – 650X2 – 18700 – 700X29 – 39000 + SP	18700+SP
AssoProf. (ASP)	MBA WITH FIRST CLASS + Ph D or EQUIVALENT + PUBLICATIONS	5 YEARS	8 YEARS	37400 – 1400X4 – 43000 – 1500X16 - 67000	37400
PROFESSOR	-DO-	5 YEARS AS ASP	13 YEARS	37400- 1400X4-43000 – 1500X16 – 67000 (43000 MIN)	43000

TABLE – III : MCA FACULTY PAY SCALES

CADRE	QUALIFICATION	EXP AFTER QUALIFICATION	TOTAL EXPERIENCE	PAY SCALE	TOTAL STARTING PAY
Asstt. Prof (AP)	B.E.*+MCA/BE + ME	-	-	15600- 600X3 – 17400 – 650x2 - 18700 – 700X29 - 39000	15600
Asstt Prof (AP)	Mca with first class	2 years	2 years	15600 – 600x3 – 17400 – 650x2 – 18700 – 700x29 - 39000	15600
Asstt. Prof . GR - I	b.e. +mca / be + me	3 years	3 years	17400-650x3 – 18700 – 700x29 - 39000	17400
Asstt. Prof Gr - I	MCA WITH FIRST CLASS	3 YEARS	5 YEARS	17400- 650 X 2 – 18700 – 700X29 - 39000	17400
Asstt. Prof. Gr-II	BE+MCA / BE +ME	5 YEARS	5 YEAR=	18700 – 700X29 – 39000 -	17400
Asstt. Prof. Gr - II	MCA WITH FIRST CLASS + PhD	-	-	18700 – 700X29 – 39000 + SP	17400+SP
Asst. Prof. Gr - III	BE+MCA/BE + ME + PhD		3 YEARS	18700 – 700X29 – 39000 + SP	18700+SP
Asst. Prof. Gr - III A	MCA WITH FIRST CLASS + PhD	2 YEARS	5 YEARS	18700 – 700X29 – 39000 - +SP	18700+SP
AssoProf. (ASP)	BE+MCA/BE+ME+ PhD	2 YEARS AS AP	5 YRS	37400- 1400X4=43000- 1500X16- 67000+SP	37400+SP
Assp Prof (ASP)	MCA WITH FIRST CLASS+PhD + PUBLICATIONS	5 YEARS	8 YEARS	37400 – 1400X4 – 43000 – 1500X16 - 67000	37400+SP
PROFESSOR	BE + MCA/BE+ME + PhD	5 YERS AS ASP	10 YEARS	37400 – 1400X4 – 43000 – 1500X16- 67000 (43000 MIN)	43000++S P
PROFESSOR	MCA WITH I CLASS + PhD + PUBLICATIONS	5 YEARS AS ASP	13 YEARS	37400 – 1400X4 – 43000 -1500X16 – 67000 (43000MIN)	43000+SP

TABLE – IV : SCIENCE AND HUMANITIES FACULTY PAY SCALES

CADRE	QUALIFICATION	EXP AFTER QUALI	TOTAL EXPERIENCE	PAY SCALE	TOTAL STARTING PAY
Asstt. Prof (AP)	MA / MSC + M PHIL	2	2	8000 – 275-13500 +40% DA	11200
Asstt. Prof . GR - I	MA / MSC + M PHIL	5 YRS AS ASSTT PROF	7 YRS	10000-325 – 15200 + 60% DA	16000
Asstt. Prof. Gr-II	MA / MSC +M PHIL + PhD	2 YRS AS AP	2	10000 – 325 - 15200 + 60% DA + SP	16000+SP
Asst. Prof. Gr - III	MA/ MSC + M PHIL + PhD	5. YRS AS AP	7	12000 – 420 – 18300 + 70% DA	20400
AssoProf. (ASP)	MA / MSC + M PHIL + PhD	8 YRS AS AP	10	12000 – 420 – 18300 - + 80% DA +SP	21600+SP
PROFESSOR	MA / MSC + M PHIL +PhD	5 YRS AS ASP	15	16400 – 450 – 30000 - + 100% DA + SP	32800+SP

Chapter – 5

KRA's

5.0 AWARDS & ACHIEVEMENTS

- Best Upcoming Technical Education Institute in Punjab. Award by CMAI in Association with AICTE, PTU & PHDCCI.
- Best Emerging Engineering Institute Award by Dewang Mehta Business School Affaire
- Prestigious Dewang Mehta B School Leadership Award
- Outstanding Engineering Institute award (North India by ET NOW for all round Achievements
- Business School that encourages Leadership as Part of the Curriculum Award by Dewang Mehta Business School Affaire
- Campus Excellence Award (North India) by Discovery Education Media
- Outstanding B School Award by DNA for All Round Achievements
- Five University Gold Medals in B. Tech (2012 and MBA (2013) in PTU
- 25 University Toppers and 150 Merit Positions in PTU
- PTU Inter College Basket Ball Champion – 2013

5.1 COURSES OFFERED

- B. Tech
- M. Tech
- MBA
- MCA
- BCA
- B.Sc (Airlines & Tourism)
- B.Sc (Hotel Management)
- B.Sc (Agriculture)

- B.Com (Prof.)
- Polytechnic Diploma

5.2 KRA's of Librarian:

A] The librarian is responsible for providing library and research services for the organizations and maintenance of the library and its collection.

B] The librarian reports directly to the Senior Administrative Officer and provides librarian and research services. Providing adequate services will ensure that materials are current and accessible, and available to library users, when required.

5.3 Responsibilities:

5.3.1 Manage the planning, administrative and budgetary functions of library and information services.

5.3.2 Establish and implement library and information policies and procedures.

5.3.3 Develop and manage convenient, accessible library and information systems.

5.3.4 Establish and manage the budget for library and information services, technology and media

5.3.5 Develop and manage cost effective library and information services, technology and media.

5.3.6 Order materials and maintain records for payment of invoices.

5.3.7 Analyze and evaluate library and information services, technology and media services requirement.

5.3.8 Prepare reports related to library collections and resources.

5.3.9 Provide effective access to library collections and resources

5.3.10 Develop and maintain collections management policies and procedures.

5.3.11 Perform original cataloguing and classification of print, audio visual and electronic resources.

- 5.3.12 Develop and maintain special indexing systems and files for special collections.
- 5.3.13 Maintain the organizations of the library.
- 5.3.14 Ensure an accurate inventory of resources.
- 5.3.15 Search external database programs for the availability of cataloguing copy.
- 5.3.16 Maintain inventories compile statistics and generate reports as required.
- 5.3.17 Develop and maintain cataloguing procedures.
- 5.3.18 Distribute materials for cataloguing.
- 5.3.19 Determine the type of cataloguing required.
- 5.3.20 Enter cataloguing data into the library's automated system.
- 5.3.21 Process resources for placement on shelf.
- 5.3.22 File cards in shelf list.
- 5.3.23 Complete cataloguing records where only partial copy is available
- 5.3.24 Index materials for the pamphlet collection.
- 5.3.25 Provide library services in response to the information needs of library user's.
- 5.3.26 Respond to daily on-site requests for information.
- 5.3.27 Train library users to effectively search the Library catalogue, Internet and other electronic resources.

5.4 KRA's of Lab / Workshop Superintendents:

5.4.0 Workshop Superintendents:

- 5.4.1 To monitor the training of students in various workshops of the Institution.
- 5.4.2 To monitor the academic record of students in workshops.
- 5.4.3 To ensure the availability of various machines and equipments required in the workshops as per curriculum

5.4.4 To ensure that all the machines and equipment in the workshop are kept in working order.

5.4.5 To arrange for the training of workshop staff as per requirement of the curriculum.

5.4.6 To plan the future development of the workshops in the Institution.

5.4.7 Repair & maintenance of building, electrical appliances, furniture etc. of the Institute.

5.4.8 To engage classes for theory and practical training of the students

5.5 Foreman Instructor

5.5.1 To arrange various machinery and equipment for the students training as per the curriculum

5.5.2 To train the students as per curriculum

5.5.3 To develop the training skill amongst the students

5.5.4 To maintain the machinery and equipment in working order.

5.5.5 To arrange the raw material required for the training well in time.

5.5.6 To keep himself updated about the various developments in the related industry.

5.5.7 To monitor the teaching work of workshop Instructors

5.5.8 To assist the workshop superintendent in development of Institution workshop.

5.5.9 To maintain liaison with the industry for the practical industrial training of the students.

5.6 Workshop Instructor:

5.6.1 To arrange the various machinery and equipment for the students training as per the curriculum.

5.6.2 To train the students as per the curriculum

5.6.3 To develop the training skill amongst the students.

5.6.4 To maintain the machinery and equipment in working conditions.

5.6.5 To arrange the raw materials required for the training well in time.

5.6.6 To keep himself updated about the various developments in the related industry

5.7 KRA's of Training and Placement Officer

5.7.0 Training and Placement Officer is responsible for the following:

5.7.1 Training and Placement of the students in the industry / other user systems.

5.7.2 Industry Institute Interaction

5.7.3 Arrange Industrial visit of the students.

5.7.4 To arrange for the placement of the students through campus interviews during their course of study as well as after their passing out.

5.7.5 To arrange for expert lecturers to update the students and the staff regarding recent developments in industry.

5.7.6 To handle Alumni affairs, including maintenance of all relevant details of pass out students and alumni association.

5.7.7 To monitor the working of alumni association and to arrange their meetings.

5.7.8 To sponsor students for various paper presentations and the technical exhibitions.

5.7.9 To arrange in service training program of the teachers according to update their knowledge and skill to reach the updated / revised curriculum.

5.7.10 To arrange entrepreneurship camps and to motivate the students for self employment.

5.7.11 To arrange programs for guidance and counselling of the students regarding various sources of finance, men and material for self employment.

5.7.12 To arrange classes for teaching as well as for personality development of the students.

5.8 KRA's of Lecturer / Assistant Professors (Teaching)

5.8.1 The primary responsibility of senior lecturers is to teach. Normally, they give lectures and chair seminar groups for both under graduate and graduate students. Lectures are normally delivered as a paper, while seminars focus on a group discussion that the lecturer leads.

5.8.2 A senior lecturer, in accepting a contract at a university, agrees to publish a certain amount of research each year. This consists of papers published in journals relevant to their subject areas and books published by an academic press. Research must be original work that contributes something new to the field of study. Senior lecturers might, after a certain period of time, be granted a leave of absence to allow them to focus solely on particular research.

5.8.3 A senior lecturer is responsible, along with other senior members of the academic staff, for devising the courses that students follow. They research the topics being covered, compile extensive secondary reading lists for students and keep up to date with research in the subject area. They also schedule timetables and assessment deadlines.

5.8.4 As a senior member of the staff, the lecturer often leads a research team consists of graduate students and other members of the staff, Senior lecturers organize and manage the research projects of team undertakes. They must also lead in the organization of academic conferences at their institutions and forging relationship with other academics. They sometimes are also required to present events for the public.

5.8.5 Among the other functions that a senior lecturer might be required to discharge are seeking and securing financial grants for research within their departments, sitting on committees within the university, helping with administrative duties to aid the smooth running of the department, providing pastoral care to students and representing the university at local, national and international functions.

5.8.6 Conduct of Practical's in the laboratory

5.8.7 Planning and Implementation of Curriculum Development.

5.8.8 Development of resource material

5.8.9 Participation of Co-curricular and Extra Curricular Activities.

5.8.10 Students guidance and counselling and helping their character development.

5.8.11 Innovation in technician education and evaluation.

5.8.12 Providing leadership in teaching under graduate and graduate course.

5.8.13 Promotion and co-ordinating continuing education activities.

5.8.14 Self development through up-gradation of knowledge and skills.

5.8.15 Officer incharge attendance/examination/Labs/Publications/Journals.

5.9 Responsibilities of an Academic Head of Department:

The term Head of Department applies to appointed post holders who have responsibility for an academic department. Heads of Department are appointed by and are responsible to the Vice Chairman.

5.9.1 Role: The prime role of the Head of an academic department is to provide strong academic leadership

5.9.2 The head of department is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities. They will be supported by the faculty and by colleagues from within the department, faculty and central services.

5.9.3 All HOD's are required to exercise leadership, demonstrate vision and empower others in order to deliver the agreed department strategy within the faculty. It is recognised that the methods by which HOD's carry out their duties and the extent of delegation, will depend on such factors as the size and nature of the Departments and the personal approach of the individual HOD.

5.10 Leadership and Management:

- Be responsible accountable for setting and advancing the academic strategy of the department in line with Faculty and institute's strategic plan and direction.
- Be an active member of the Faculty Executive Board and contribute to the overall leadership and management of the faculty: it is expected that HOD will carry functional responsibility for specific agreed cross-cutting Faculty areas.

- Develop and sustain appropriate structures for management, consultation, decision making and communication with staff and students.
- Promote and represent the institution both internally and externally.

5.11 Responsibility for Teaching and Students:

Ensure the best possible student experience through:

5.11.1 Adherence to the regulations and procedures of Faculties.

5.11.2 Refresh and develop new programs in order to attract new students and markets.

5.11.3 Create and dynamic and forward looking research environment for both staff and students

5.11.4 Create and exploit new opportunities for knowledge transfer activity in order to secure additional income streams and new areas of teaching and research.

5.11.5 Ensure that Institutes' HR policies and procedures are implemented.

5.11.6 Ensure that staff performance is managed appropriately and in a way that is consistent with the expectations of the Global Institutes, and that fair workload allocation processes are in place.

5.11.7 Ensure all staff has access to the necessary support to enable them to contribute fully and develop their skills and experience.

5.11.8 Develop a culture of excellence, co-operation and respect both within and beyond the department.

5.11.9 Make effective use of all staffing resources and seek opportunities for collaboration and joint working with others beyond the department and the faculty.

5.11.10 Ensure students are included as appropriate in the various decisions making for within the department.

5.11.11 Ensure a safe and healthy environment for both staff and students, and full compliance with health and safety requirements.

5.11.12 Give due consideration to the status of Head as a model for other members of staff in the pursuit of academic excellence.

5.12 KRA's of Admission Counsellors:

5.12.1 Admissions counsellors attend education fairs and other events to talk about their institution. This part of the job can require long hours and an extensive amount of travel within their defined territory, particularly for college Admission Counsellors. They also plan events at their own institute for visitors to attend and learn about admissions requirements and procedures. This responsibility may also require working when events are held on weekends.

5.12.2 They also present information sessions at their schools for prospective students and their parents. As professionals who are involved in or knowledgeable about admissions decisions, they are in apposition to offer insights into what the school looks for a successful applicants. They must be able to make interesting and informed presentations as well as answer impromptu questions.

5.12.3 In addition to talking with students and their parents, admissions counsellors also communicate with alumni who may meet with students in their area, with other members of admission team and with upper management. Alumni help in the admissions process by meeting and networking with targeted students and those who might not be able to visit the school. Counsellors work closely with the admission team to agree on goals and results for each recruiting season. Writing reports about events they attended and offering opinions on applicants are an essential aspect of the job, so counsellors must be effective communications at all levels.

5.12.4 As someone who is out in the community actively promoting the institute, the admissions counsellor is usually also involved in evaluating the overall success of recruitment efforts after each recruitment season. He compares data from previous years with the current year, including number of applications and types of applicants and analyzes what efforts were new and how well they worked. He then helps to design the recruitment program for the next year.

5.12.5 Develop a network of alumni by identifying and trading successful alumni willing o help recruit students; coordinating the network activities.

5.12.6 Develop a profile of students attracted to the college by conducting research; interviewing applicants; designing questionnaires for current students; analyzing questionnaires results; conducting focus groups.

5.12.7 Evaluates recruitment techniques by determining the effectiveness of each recruitment technique used by admission; discerning the appeal of admission literature; defining the expectations of the college to be instilled in incoming students by the admission staff.

5.12.8 Recruits students by visiting high and higher secondary schools; attending college nights; visiting community colleges and technological institutions.

5.12.9 Welcomes prospective students by processing paperwork; interviewing applicants; arranging and conducting campus tours, conducting follow up activities such as letter writing and phone calling campaigns.

5.12.10 Maintains recruiting operations by following policies and procedures; reporting needed changes.

5.12.11 Complete projects by identifying and implementing new technologies and resources redesigning systems.

5.12.12 Improve quality results by studying, evaluating and re-designing processes; implementing changes.

5.12.13 Updates job knowledge by participating in educational opportunities; reading professional publications; maintain personal network; participating in professional organizations.

5.12.14 Enhances admissions department and university reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

CHAPTER – 6

STUDENT’S RULE BOOK

6.0 Preface

The Global Institute of Management & Emerging Tech. is affiliated to Punjab Technical University (PTU) is Approved by All India Council for Technical Education (AICTE) New Delhi. Presently GIMET is offering the following courses:

1. Bachelor of Mechanical Engineering (B.TECH) – General Shift
2. Bachelor of Computer Science & Engineering (B.TECH) – General Shift
3. Bachelor of Information Technology(B.TECH) – General Shift
4. Bachelor of Electrical & Electronics Engineering (B.TECH) – General Shift
5. Bachelor of Civil Engineering (B.TECH) – General Shift
6. Master of Computer Science & Engineering (M.TECH)– General Shift.
7. Master of Electrical & Electronics Engineering (M.TECH)– General Shift.
8. Master of Computer Application (MCA)– General Shift.

These rules and procedures are promulgated to facilitate smooth conduct of the above programmes, bring transparency in the system and uniformity in their implementation. This Students' Rulebook is published to answer all queries of students and their parents that they may have pertaining to programme administration, academics, and students affairs. The contents of this Rulebook are consistent with the guidelines issued by the University, AICTE and other regulatory authorities on different aspects for conducting the various educational programmes.

It is strongly recommended that all students and parents must read this Rulebook carefully. Students are required to sign an 'Undertaking' in the form of a declaration attached as Annexure-3 in this Rulebook.

Prof. D.S. Bhambra

Vice- Principal , GIMET.

6.0 Vision, Mission and Values

6.0.1 Vision:

Emerge as a leader among professional Institutions in providing meaningful, relevant and character building education and to provide equal opportunity to everyone, irrespective of race, gender and ethnic group.

Sikh Guru Sahiban's 'Sarbat Da Bhala' (Welfare for all) shall be the guiding force for Global Institutes.

6.0.2 Mission Statement:

- Providing affordable high quality, professional education to the youth, with a special focus on values
- Preparing students intellectually and psychological to face the challenges of the globalized environment.
- To promote and encourage research in engineering, science and management.
- To attain a position of leadership

The College offers five UG programs and two PG programs and Endeavour's for the attainments of its vision and mission. Global institutes is self-financing institution run by Shri Guru Har Rai Educational Society, affiliated to Punjab Technical University, Kapurthala and approved by All India Council of Technical Education, New Delhi.

6.0.3 Values:

Global Institute of Management & Emerging Tech. embraces the educational philosophy and values of modern education system and is committed to the following core values:

6.0.4 Academic Excellence:

We strive to achieve excellence in teaching, scholarship, and service to the society and professional communities.

6.0.5 Professionalism, Integrity, and Character:

We aim to create an environment that instills professionalism, integrity, empathy, a high standard of ethical behaviour, and the highest professional commitment to the patient, the community, and the employer.

6.0.6 A Culture of Service:

We strive to create a culture that values and promotes service to our students, Institute, community, and profession.

6.0.7 Life-long Learning:

We pursue a passion for life-long learning and a commitment to personal and professional growth as we serve our patients, community, and profession.

ADMINISTRATION

6.1. Academic Administration: The “Academic Council”

6.1.1. There shall be a Director/Principal of the Institute, who will be the overall in-charge for the smooth conduct of the programme and achieving academic excellence.

6.1.2. There shall be an ‘Academic Council’ for the educational programme comprising of the Director / Principal and President of Governing Body as ex-officio member of the council and other teachers will be the members of the Council.

6.1.3. All issues pertaining to academic administration shall be referred to the ‘Academic Council’. It shall also take suo-motuo cognizance of issues and problems related with academic performance of students.

6.1.4. ‘Academic Council’ shall report its findings and recommendations to the Head of the

Institute at least once every month or whenever exigencies demand.

6.2. Administration of Students Affairs:

The “Students Affairs & Disciplinary Committee”

6.2.1. The Institute shall have a ‘Students Affairs & Disciplinary Committee’ comprising of Director/ Principal and Dean of Administration as its ex-officio

members, Convener of the 'Academic Council' as ex-officio member and office bearer. Few senior faculty members as members of the committee including at least one female faculty member.

6.2.2. The "Students Affairs & Disciplinary Committee" is empowered to monitor and control the conduct and discipline of all the students studying across all the programmes run in the Institute.

6.2.3. The members of "Students Affairs & Disciplinary Committee" may give suitable directions to any student in respect of any activity that is considered not befitting the good conduct and behaviour and it shall be binding on the student to follow such directions. Any disregard or disobedience of a direction given by the "Students Affairs & Disciplinary Committee" shall be treated as an act of indiscipline and action shall be taken against the student (s) accordingly.

6.2.4. The "Students Affairs & Disciplinary Committee" shall report its findings and recommendations to the Director/ Principal, who shall be the Chairman of the board.

6.3. Academic Calendar and Time Table:

6.3.1. A senior faculty shall prepare the academic calendar and time table and place it to the "Academic Council" for approval. The approved academic calendar and time table shall be notified to the general notice board of the institute. He shall also notify schedule for tutorial and remedial classes.

6.3.2. The schedule for all other co-curricular and extra-curricular activities shall be notified by the Director/ Principal or respective Committee In-charge.

6.4. Programme Contents and Duration:

6.4.1. Each education programme comprises of a number of courses and other components as specified in the syllabi issued by the University for the Particular Batch. The course structure for different educational programmes will be provided to the students at the time of admission. Students must read it carefully while planning their studies.

6.4.2. Teaching in the Institute shall be conducted within the framework of the syllabi for the respective programme as laid down by the University.

6.4.3. The minimum period required for completion of B.TECH programme shall be four academic years (Eight semesters) and same for M. TECH is two academic years (four semesters).

6.5. Working Hours:

6.5.1. Institute shall work from Monday to Friday in Two Shifts 8.50 am to 3.30 pm And 10:00 am to 5:00 pm excluding holidays notified by the Institute.

6.5.2. During vacation and semester breaks, the office will remain open from 9:00 am to 5:00 pm for administrative works excluding Sundays and notified holidays.

6.5.3. Extra classes or examinations may be conducted on Saturdays with prior notification.

ACADEMICS

6.6. Academic Calendar:

The Institute follows the academic calendar as laid down by the PTU. However, the Institute may modify the academic calendar for effective management of teaching- learning process and for balancing the co-curricular and extra-curricular activities. The academic calendar shall be notified to the students through the notice board.

6.7. Adherence to Time Table:

The time-table/schedule of classes and all other activities shall be approved by the Academic Council. The approved time table shall be notified by the Director/ Principal in the general notice board and conveyed to concerned faculty members. Students are expected to be present five minutes before the commencement of the activity, wherever they are required to be present.

6.8. Attendance:

6.8.1. A student shall be required to have a minimum attendance of 75% in the aggregate of all the courses taken together in an academic semester and 75% attendance in each course. The Director/ Principal may condone attendance shortage up to 10% for an individual student for reasons to be recorded. However, under no

condition, a student who has an aggregate attendance of less than 65% in an Academic semester shall be allowed to appear in the semester-end examination.

6.8.2. A mid-semester attendance status for short-attendance students will be notified by the Director/ Principal to warn the students and make up the shortage of attendance.

6.8.3. Student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next Academic year and he/she will be required to take re-admission and repeat all courses of the said academic year with the next batch of students. The University Enrolment number of such student shall however remain unchanged and he or she shall be required to complete the programme in a maximum permissible period.

6.8.4. The Director/ Principal shall announce the names of all such students who are not eligible to appear in the semester-end examination, at least five calendar days before the start of the examination and simultaneously intimate the same to the Controller of Examinations.

6.8.5. In case any student appears by default, who in fact has been detained by the Institute, his/ her result shall be treated as null and void.

6.9. Summer Training, Industrial tour and Project Study etc.:

Wherever Summer Training, Industrial Tour and Project Study or General Proficiency papers have been prescribed in the syllabi of the programme (s) or adopted by the Institution for improved academic performance, the detailed guidelines, schedules, marking scheme and name of the guides shall be provided through the Academic Circulars issued by the Director/ Principal . Students are required to adhere to these guidelines strictly.

6.10. Examinations & Evaluation:

6.10.1. End-Semester Examinations:

6.10.2. In the semester-end examinations students shall be examined in the course papers prescribed for the specified semester as given in the respective syllabi.

6.10.3. Semester-end examinations shall be conducted by the University at the specified examination centres, notified by the University.

6.10.4. The examinations shall be conducted as per the prescribed schedule notified by the University.

6.10.5. For appearing in the semester-end examination students are to apply on a prescribed form through the Institute. University shall issue admit card. Students must possess the admit card for appearing in each paper.

6.11. Sessional Examinations, Mid-term examinations and Class tests for continuous evaluation:

6.11.1. Sessional, Mid-term examinations, shall be conducted at the Institute with prior notification as per prescribed guidelines by the respective university.

6.11.2. Class test may be conducted by the respective class-teacher will be notified in the class-wise notice board or may be conveyed to the respective class representatives.

6.11.3. Adherence to these examinations by the students is highly expected.

6.12 Scheme of Marks:

Specific scheme of marks for each paper and pattern of question paper is given in the detailed syllabi issued by the University.

6.13 Continuous Evaluation:

The continuous evaluation shall be conducted as per the schedule notified by the Institute. Students abstaining from any test/activity related with the continuous evaluation shall be awarded zero marks in that test/activity.

6.14. Conduct in Examination and continuous evaluation process:

6.14.1. The students must maintain honesty and integrity in classrooms, examinations, home assignments and all other aspects of academic work. Resorting to copying or helping to copy in any shape or form in examinations or quizzes or home assignments or other elements of evaluation and/or reproducing passages from written work of others, without necessary acknowledgement and/or passing or receiving papers in connection with any academic work to be evaluated and/or canvassing for grades is strictly prohibited.

6.14.2. Rules governing the conduct of students in examinations are given on the admit card issued by the University and the answer sheet. Students are required to adhere to these rules scrupulously.

6.14.3. Unless specified by the faculty, students must not collaborate in any way in their home assignments. The assignment should be the independent work of each student. Students are advised, in their own interest, not to communicate their written analyses or answers in home assignments to any other students. In all cases students are to ensure timely submission of academic work.

6.14.4. Faculties are free to adopt suitable measure to penalize students for breach of academic discipline. Any such violations and measures taken by the faculty shall be reported to the Head of the Institute.

6.15. Use of ‘Unfair Means’ in Examination:

6.15.1. The invigilators in the examination hall may expel a student, if found adopting any

“Unfair Means” in the examination.

6.15.2. All cases regarding reported use of Unfair Means in the internal examinations shall be placed before the ‘students affairs and disciplinary committee’ for investigation and recommending penalties, if any, to the Director/ Principal .

6.15.3. In case of semester-end examinations, students found using unfair means are to appear in person before the respective committee of the University.

6.16. Students’ Grievances regarding Examinations:

6.16.1. For Internal Examinations: If students have any representation/complaint regarding internal examinations, a written representation is to be submitted to the ‘Coordinator of Examination’ within seven days after completion of the examination or three day after notification of marks. The Coordinator of Examination shall examine the students’ representation along with other members of “Examination Committee” and submit its recommendations to the Director/ Principal . The Director/ Principal shall take appropriate decision on the recommendations of the ‘Examination Committee’

6.16.2. For University Examination: In case of end-semester examination (s) the written representation/complaints is to be forwarded to the Controller of Examinations through the Director/ Principal (along with his/her specific recommendations) within seven days after completion of the examination or three days after notification of result. Such representations shall be considered by the 'Appropriate Committee' of the University for Appropriate Decision.

6.17 Award of Degree at the completion of Course: A student shall be eligible for the award of degree subject to:

6.17.1. He/she has undergone the course of studies, completed the project report/training report specified in the curriculum of his/her programme within the stipulated time, and secured the minimum credits prescribed for award of the Degree.

6.17.2. There are no dues outstanding in his/her name to the Institute/University; and

6.17.3. No disciplinary action is pending against him/her.

Students Code and Conducts

6.18. General Conduct:

The Institute attaches great importance to integrity, honesty and discipline in all spheres of activity by the students. A sense of responsibility and a high degree of maturity is expected from all the students inside and outside the campus befitting the conduct of professionals. All students are to maintain good conduct and behavior during their stay in the Institute. In this respect, acts of indiscipline and penalties have been laid down in the succeeding paragraphs. All students must read and understand the same.

6.19 Rules for Misconducts and Indiscipline:

Following activities of the students shall be deemed as act of indiscipline:

A. Physical assault or threat to use physical force, against any member of the teaching or non-teaching staff or other students of the Institute.

B. Remaining absent or influencing others to remain absent in the class, test, examination or any other curricular/co-curricular /extra-curricular activity, which he/she is expected to participate in.

- C. Carrying of, use of or threat to use, any weapon.
- D. Misbehaviour or cruelty towards any other student, teacher or any other employee of the University/Institution.
- E. Use of drugs or other intoxicants such as cigarettes and any other form of tobacco, Gutkha, Vodka, alcohol etc.
- F. Indulging and participating in Ragging as defined in the Anti-ragging Booklet issued by Institute.
- G. Any violation of the provisions of the Civil Rights Protection Act, 1976 (Copy is available in the library).
- H. Indulging in or encouraging violence or any conduct, which involves moral turpitude.
- I. Any form of gambling inside and outside campus.
- J. Violation of the status, dignity and honour of a student belonging to a Physically Disabled or Tribal communities.
- K. Discrimination against any student/member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them.
- L. Practicing casteism and untouchability in any form or inciting any other person to do so.
- M. Any act, whether verbal or otherwise, derogatory to women.
- N. Drinking or smoking in the campus.
- O. Any attempt at bribing or corruption of any manner.
- P. Willful destruction of the property of the institute.
- Q. Behaving in a rowdy, intemperate or disorderly manner in the premises of the institute or encouraging or inciting any other person to do so.
- R. Creating discord, ill will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so.

- S. Causing disruption in any manner of the academic or other functioning of the Institutional system.
- T. Indulging in or encouraging any form of disruptive activities connected with tests, examinations or any other activity of the institute.
- U. Truancy and unpunctuality.
- V. Using unfair means in the examination.
- W. Using mobile phones inside classrooms and laboratories.
- X. Capturing photographs inside classrooms and laboratories.
- Y. Spitting on walls.
- Z. Any other form of indiscipline that shall be taken up by the “Students affairs and disciplinary Committee” either sue-motto or under specific complaint.

6.20. Penalties for Breach of Discipline:

Following penalties are prescribed for committing any act of indiscipline defined above:

- A. The defaulter may be expelled from the Institute, in such cases he/she shall not be re- admitted to the Institute.
- B. For a stated period, the defaulter may be rusticated and shall not be allowed to attend the programme, till the expiry of the period of rustication.
- C. For a stated period, the defaulter may not be admitted to a course or courses of study of the University.
- D. The defaulter or the whole class may be imposed with fine of a specified amount of money.
- E. The defaulter may be debarred from appearing in examination (s) for one or more years.
- F. In cases of using unfair means, the result of the concerned student of the examination (s) at which he has appeared shall be cancelled.

G. Any other penalties that might be decided by the 'Students affairs and Disciplinary Committee' as and when the situation demands.

6.21. Rules Regarding Ragging:

Ragging in any form is strictly prohibited within the premises of the Institute or in any part of the Institute (such as hostel, canteen etc.) as well as on public transport, or at any other place, public or private.

Ragging is a Criminal Offence

Do Not Ruin your Future Indulging in Ragging

Any individual or collective act or practice of ragging shall constitute as an act of gross indiscipline and shall be dealt with under the provisions as laid down in AICTE regulations issued for curbing the menace of ragging in higher educational institutions, or any other law prescribed for the purpose of ragging, which includes police action. Each student and his/her parents are required to read and understand the provisions of these regulations which are available on www.GIMET-guwahati.ac.in, www.aicte-india.org and www.ugc.ac.in.

Details regarding Anti-ragging rule, Anti-ragging Committee and Anti-ragging Squad is given in the 'Anti-ragging Booklet' which is issued to all the students at the time of admission.

6.23. Procedure for Disciplinary Action:

Any complaint received against any student will be dealt with in the following manner:

- A. The 'Students Affairs and Disciplinary Committee' shall conduct the inquiry.
- B. During the conduct of inquiry the Committee may suspend the student (s) for the time being, if the situation so demands.
- C. The involved student (s) would be given chance to explain his/her conduct in writing.
- D. The Committee may call others for facilitating the enquiry.

E. The Committee shall submit its findings and recommendations to the Director/ Principal for approval.

F. In all matters of discipline, the decision of the Director/ Principal will be final.

6.24 Library Rules:

For using the library facilities students are to adhere to the following rules:

A. Identity Cards, when demanded, should be shown.

B. Books will be issued on Library Cards for the period of Fifteen (15) Days.

C. Books should be returned within due date.

D. Overdue fine is Rupees Two (Rs. 2/-) per day for first seven days, after that it is Rupees Five (Rs.5/-) per day.

E. Reference books/Journals will not be issued.

F. Books can be reserved for issue or for extended use if no other user has demanded for the same book.

G. All the books borrowed must be returned at the end of the End-Semester Examination.

H. Borrowers are responsible for the safety & upkeep of books.

I. On loss or damaging/disfiguring a book, the cost of replacement will be charged.

J. Students are to ensure, at the time of issue, that the book is in good condition. At the time of return, no plea about its condition at the time of issue shall be accepted, if returned in damaged/disfigured condition. .

K. No book/reading material is to be taken outside the library for any purpose without the same being properly issued in his/her name.

L. Bags/eatables/personal books/reading material and use of cell phone are not permitted within the Library.

M. Students are to maintain complete silence while in the Library.

N. At the time Completion or course/discontinuation of the course from the Institute, a clearance is to be obtained for release of Security Deposit. Students are to return the Library card on completion of the programme. Cost of any loss or damage would be deducted from the Security Deposit.

O. Any violation of the above rules shall be treated as an act of indiscipline and be dealt with accordingly.

6.25. Rules regarding use of Computer Centre:

The Institute is facilitated with two computer centers, one each for Undergraduate and postgraduate students.

A. Entry and exit of students into the respective computer labs shall be controlled in accordance with the Time-Table issued by the Head of the Institute for each class. Students are to use their respective labs in the stipulated timings only.

B. If a student wishes to use the computing resources in a Lab beyond stipulated timings, he/she is to take specific permission from the concerned Lab In-charge.

C. Specific Dos and Don'ts for the use of computer labs are given below. All students are to strictly adhere to these.

D. Internet facility at computer centers is for academic purpose. Non-academic use, viewing unauthorized websites and signing in to the social networking website is strictly prohibited.

DO's

1. Switch-on and Switch-off the computer in systematic sequence.
2. Keep your work-files at the assigned location only.
3. In case of power failure, save your data within 15 minutes and switch-off computer and monitor systematically to avoid battery drainage of the UPS.
4. Any CD or Pen Drive is to be used with prior permission of Lab In-charge and after a proper scan for virus.
5. Before leaving the Lab, ensure that chairs are kept in proper manner.

6. Show your Identity Card if asked for by the Lab In-charge.

DON'Ts

1. Don't upload any outside software/hardware.
2. Don't delete or rename any system/program file.
3. Don't shift any hardware within or outside the Lab.
4. Don't make an attempt to repair any hardware or software problem yourself. Bring it to the notice of Lab In-charge.
5. Don't bring any eatables or drinks inside the Lab.
6. Wandering and gossiping inside the Lab is strictly prohibited.

Students Affairs

6.27 Student Support Services:

To support the information needs of students and parents Institute has created an informative website with URL as www.GIMET-guwahati.ac.in. From this website, students may obtain necessary information for their academic benefit. The syllabus of various programmes, Lesson Plans, previous years question papers, question bank for various subjects, study material, guidelines for conducting summer training, project reports, dissertation etc. are available on the Knowledge portal in Digital Library facility of GIMET as well as GIMET-Library webpage. Besides the above, this Rule Book and various procedures and notices are also made available to students on the knowledge Portal.

At the time of admission, each student assigned with a 'Mentor'. The mentor is the academic guardian for the student. Students are free to discuss their difficulties, problems and grievances with their respective 'Mentor' for advices and suggestions.

There is a 'First aid and Health Center' inside the campus. Students can receive the free healthcare services from this center at working days.

6.28. Students' Representation:

To develop leadership qualities among the students, to make them responsible citizens and to provide a mechanism for presenting their perspective in a peaceful and responsible manner, a system of “Class Representative” is in place. Each class shall elect two “Class Representatives” one boy and one girl. The tenure of “Class Representative” shall be one academic year. In case no student comes forward to be the Class Representative, the Director/ Principal on the advice of Class Mentor shall nominate the Class Representative(s).

6.29 Role of Class Representatives:

A. The Class Representatives are to act as interface between the class and the Director/ Principal .

B. All issues related to academics and discipline of students is to be reported to the Director/ Principal through the channel of Class Mentor.

C. All issues related to facilities are to be reported to the Administrative Officer directly.

D. Class Representatives are to look after safety of the teaching aids, furniture and fixtures available in the class. Any unserviceability or damage/breakage in the class is to be reported to the Registrar/Class Mentor immediately.

E. They are to ensure that communication between the class and the authorities of the Institute (Class Mentor, Teachers or Director/ Principal) are always maintained for timely resolution of any issue.

6.30. Participation in Co-curricular & Extra-curricular Activities:

The Institute, during the conduct of semesters, carries out many co-curricular and extracurricular activities. It is mandatory for all the students to participate in these activities and be present. Failure to do so shall be treated as an act of indiscipline & be dealt with accordingly. Such non-participation shall also be taken into consideration for Continuous Evaluation purposes.

6.31. Parents-Institute Interaction: Be a Part of your Child’s Education:

In order to keep the parents updated with the progress of their wards, Letters are sent on their address informing academic performances and general conduct of the student at regular intervals. Parents are requested to use this opportunity to share their views

and suggestions with the Institute. In specific cases, the Institute may call the parents to appraise them about the problems related to their wards. Parents are requested to appreciate that education and all round personality development of their wards, at this highly impressionable age, is of utmost importance and needs continuous monitoring and exchange of views with the faculty entrusted with these responsibilities. Parents are requested to kindly cooperate in this joint endeavor. Besides, parents are welcome to meet the Director/ Principal or Individual faculty members on any working day, after obtaining prior appointment over phone.

6.32 GIMET Alumni Association:

The Institute has an active alumni association. The aim of this Association is to promote the ex-students networking, guiding the present students and provide feedback and support to the institute for desired improvement in the curriculum. "GIMET Alumni Association" holds its annual meeting once every year as notified on the Institute's website. The membership of the Association is compulsory for all students on payment of Life Membership Fee of Rs 1000/-.

6.33 Identity Card

Each student shall be issued with an identity card by the Institute. Students are to always wear the identity card around their neck, while they are in the campus and the classroom. This I-card shall also act as a Library Card for the issue of books. They should surrender this card at the time of leaving the Institute.

6.34 Dress Code

GIMET is conducting professional courses, wherein the students are expected to acquire academic excellence and attitudinal training to follow norms of the organizations where they are finally placed. This in turn requires a professional bent of mind along with decent dressing sense. Keeping this in view, the students at this Institute are to strictly adhere to following dress code:

For Boys: Light grey trousers with white shirt and black shoes.

For Girls: Light grey trousers with white kameez and black plam shoes.

In winter, the above dress may be couple with dark Navy Blue Blazer or sweater and tie. Students are also advised to wear protective apron, musk, gloves, head-gear in the laboratory (as and when procured from the listed vendors only).

6.35 Notification of Information

All information in respect of conduct of a programme shall be conveyed through Notice Boards. All important notices shall also be placed on the “Notices” link of the Institute’s website www.globalinstitutes.edu.in Information conveyed through the Notice Boards/Website of Institute shall deem to have been conveyed to all students. Students in their own interest must follow the Notice Board/website of Institute on daily basis.

6.36 Mechanism for Students’ Grievance Redressal:

Students having any grievance in respect of admissions, fee, academics etc. are to submit their grievances in writing to the “Students Affairs and Disciplinary Committee”. Students can use the channel of Mentor, Class Coordinator and Director/ Principal in that order to discuss their problems/grievances. Students can also submit their suggestions/grievances in the Suggestion Box of the institute.

6.37 Final Clearance:

On completion of programme or if a student withdraws from the programme prematurely on his/her own accord, shall obtain “No-dues Certificate” from all the concerned departments. The students should also return their identity cards to Academics Office before final clearance.

6.38 Reservation of Rights

Notwithstanding anything stated in these rules, for any unforeseen issues arising, and not covered by these rules, or in the event of differences of interpretation, the Director/ Principal may take a decision, after obtaining the opinion/advice of the “Academic Council” and “Students Affairs and Disciplinary Committee”. The decision of the Director/ Principal, in that respect, shall be final.

The Institute reserves the right to add, delete, modify or change any of the requirements for admission, course structure, fee charged, scholarships, awards and rules & procedures affecting students, which are deemed necessary in the interest of the students, the Institute and the profession.

Besides these rules, any rule that is promulgated or changed by the regulatory bodies such as University, AICTE, Government of Punjab and Government of India shall be applicable to the students of the Institute.

NAME OF TEACHER.....

NAME OF PROJECT.....

STATUS [PROJECT].....WORKING / NOT WORKING

STATUS [THESIS]..... COMPLETE / NOT COMPLETE

S.No	NAME OF STUDENT	U. ROLL NUMBER	MARKS OBTAINED	GUIDE SIGNATURE
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SIGNATURE OF GUIDE: