

Thapar Institute of Engineering & Technology

Deemed to be University

Service Regulations

Regulations, Policies, Procedures & Processes

Version: December 2021



THAPAR INSTITUTE
OF ENGINEERING & TECHNOLOGY
(Deemed to be University)



I N D E X

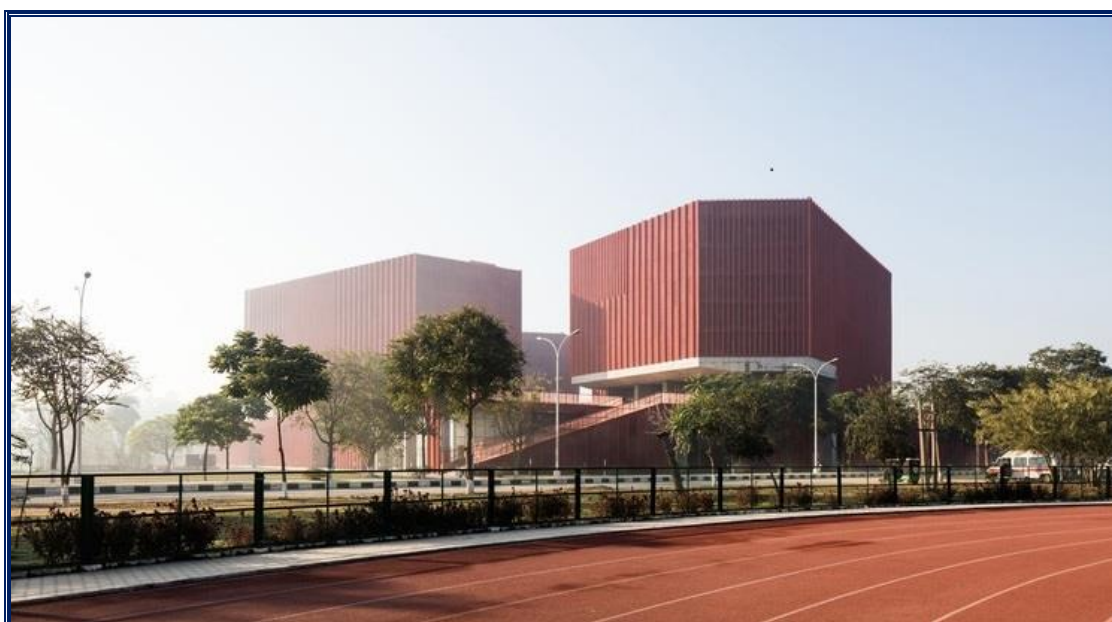
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About TIET

Founded in 1956 with a sprawling campus across 250 acres, Thapar Institute of Engineering & Technology, located in Patiala, Punjab has been a pioneer in engineering education, research and innovation. The Institutes community engages ingenious minds to ensure and maintain excellence in higher education, research and innovation that meets the aspirations of the global community. Thapar Institute fosters a philanthropic community in support of its pioneering role to redefine and revolutionize Indian engineering education. The Institute also offers Management education and a Bachelors program in Liberal Arts & Sciences. The Institute has also established a Campus at Derabassi, Punjab.

History

Thapar Institute of Engineering and Technology was established in 1956 through a brilliant and futuristic vision between the then State of PEPSU (Patiala and East Punjab States Union), the Central Government and the Patiala Technical Education Trust (PTET) founded by one of the great captains of Indian Industry, the late Lala Karam Chand Thapar. The mission of the institution as embodied in the Trust Deed dated April 9, 1956, is truly remarkable for its scope and vision that enables undergraduate and post graduate education in engineering & technology through a close interaction with industry, and a strong emphasis on basic and applied research.

Thapar Institute of Engineering and Technology strives to maintain an environment that encourages scholarly inquiry and research, a spirit of creative independence and a deep commitment to academic excellence. Its students are unique individuals with different interests and aspirations. The diverse programmes and activities are aimed at developing critical thinking, ethical standards, social awareness and global perspectives that let the students shape their own future goals.

The success of this Institute is backed by one of India's most diversified conglomerates, the Avantha Group, and lies mainly on cutting-edge research, enviable infrastructure and smart institute-industry linkages. **Cutting-edge research** is the bedrock of the Institute, which believes that original research has to be the backbone of engineering education. The sprawling campus is home to over 100 teaching and research laboratories in engineering and sciences. The **impressive infrastructure** is bolstered by a state-of-the-art Learning Centre, Library, Computer Science Block, Lecture Halls and Innovation Centre/Venture Lab that facilitate the running of accelerator programs that are open to individuals and teams of Thapar students with early-stage business ideas. The Institute has forged **strong linkages with industry** to impart a practical dimension to technical training.

The Alumni support the institution goals and strengthen the ties between the Alumni, their organisation, community and the institute by fostering a spirit of loyalty and promoting the general welfare of the institute. The Alumni are the institute's international ambassadors. The alumni are well placed in various fields such as business, industry, administrative, regulatory services, defence, public sector, government organisation, research, education, social and human rights organizations across the globe.

The Institute is a global centre for quality technical education and research and has partnerships with various international University / Institutes. These programs have been designed to deliver a research inspired, outcome-based educational experience to the students. It covers all the major academic and research activities of Thapar Institute including developing an outcome based teaching pedagogy, **research orientation** including supporting lab infrastructure, academic curriculum harmonization, physical Infrastructure, faculty training and development, and the development of new joint programs that aim to set up a state-of-the-art research centre and focus on attracting large research funding and publications in high impact journals that include the pedagogical quotient of the teaching staff.

Regulations of Thapar Institute of Engineering & Technology

Preamble

Thapar Institute of Engineering & Technology, Patiala has been declared an Institution deemed to be a University under Section-3 of the U.G.C. Act, 1956 by the Govt. of India, Ministry of Human Resources Development (Department of Education), New Delhi, vide notification No. F-9-12/84-U.3 dated December 30, 1985.

These Regulations have been framed under Rule 4 (xxxi) of Memorandum of Association read with Rule 47 of the Rules of the Institute. The earlier Service Rules and Regulations were framed several years before and with a long passage of time, a need was felt to change the regulations to introduce changes, new policies etc. On coming into force of these Regulations, the earlier Service Rules and Regulations along with all amendments made from time to time shall cease to apply for all intents and purposes. These regulations will come into effect from 1st January 2021.

As per Para 4 (xxxi) of Memorandum of Association and Rule 47 of Rules of the Institute, the rules & regulations may be amended from time to time as considered necessary for regulating the affairs and management of the Institute; and as such may be altered, modified or rescinded.

Short Title

These Regulations shall be called 'Service Regulations' of Thapar Institute of Engineering & Technology, Patiala'.

The Regulations have been divided into two parts:

- | | |
|---------------|----------------------------|
| Part-A | General Regulations |
| Part-B | Service Regulations |



Part-A

General Regulations

Boards and Committees

The various boards and committees with their composition and terms of office are delineated below:

A: Planning and Monitoring Board

A-1 Composition

SN	Board Members	Designations
1	Director-TIET (Ex-officio)	Chairman
2	Director- LMTSM (Ex-officio)	Member
3	Deputy Director(s) (Ex-officio)	Member
4	Deans (Ex-officio)	Members
5	Controller of Examination (Ex-officio)	Member
6	Heads of the Departments/Schools (Ex-officio)	Members
7	Chief Human Resources Officer (Ex-officio)	Member
8	One member nominated by UGC	Member
9	Four outside eminent experts to be nominated by Chairman	Members
10	Three persons nominated by the Director from amongst the Institute staff for their specialized knowledge	Members
11	General Manager – CMS (Ex-officio)	Member
12	Head CILP (Ex-officio)	Member
13	Registrar (Ex-officio)	Non Member Secretary

A-2 Powers and Functions

The functions of the Planning & Monitoring Board shall be to examine, question and suggest measures for raising the standard of education and research.

- (i) to prepare short-term and long-term development plans of the Institute keeping in view objectives of the Institute as laid down in the Memorandum of Association and with due regard to national policy on education.
- (ii) to monitor the implementation of the approved plans of the Institute, and schemes sanctioned by the U.G.C., Ministry of Education and other agencies.
- (iii) to suggest measures for raising the standard of education & research, including strengthening of inter-disciplinary programmes, cooperation between Departments/Schools/Centres of the Institute & schemes for interaction between the Institute, Industry and other educational institutions;
- (iv) to consider any matter referred to it by the Senate/Board; and
- (v) to appoint sub-committees for specific purposes which may include persons other than the members of the Planning and Monitoring Board.

A-3 Term of Office

- (i) All members of the Planning and Monitoring Board other than the ex-officio members, shall hold office for a term of three years
- (ii) The Planning and Monitoring Board shall meet at least twice a year. The procedure for calling a meeting of the Planning and Monitoring Board is provided in Rule 21 of the Institute.
- (iii) One third of the total strength of the members of the Planning and Monitoring Board shall form the quorum for a meeting.

B: Building and Works Committee**B-1: Composition**

SN	Committee Members	Designations
1	Director-TIET (Ex-officio)	Chairman
2	Director- LMTSM (Ex-officio)	Member
3	Deputy Director (Ex-officio)	Member
4	Superintending Engineer, PWD (B&R) Patiala Circle (Ex-officio)	Member
5	Head - Civil Engineering Department (Ex-officio)	Member
6	Two persons amongst Civil Design Engineers/Construction Experts/Architects to be nominated by Chairman for three Years (Ex-officio)	Members
7	One member having knowledge of Finance/Accounts to be nominated by Chairman for three years (Ex-officio)	Member
8	General Manager – CMS (Ex-officio)	Member
9	Faculty Advisor - Civil and Electrical (Ex-officio)	Member
10	Registrar (Ex-officio)	Secretary

The nominations will be for a period of 3-years or until they remain members of that body, whichever is earlier.

B-2: Powers and Functions

- i) To be responsible under the direction of the Board for the construction of all major capital works after securing from the Board the necessary approval;
- ii) To give approval for minor works and works pertaining to maintenance and repairs, within the grant placed at the disposal of the Institute for the purpose.
- iii) To prepare estimates of cost of buildings and other capital works, minor works, repairs, maintenance and the like;
- iv) To be responsible for technical scrutiny as considered necessary by it;
- v) To be responsible for enlistment of suitable contractors and acceptance of tenders and to give direction for departmental works where necessary; and
- vi) To settle rates not covered by tender and settle claims and disputes with contractors.

B -3: Term of Office

- i) All the members of the Building and Works Committee other than the ex-officio members shall hold office for a period of three years.
- ii) The committee shall have power to co-opt invitees for specific purposes.
- iii) The procedure for calling a meeting of Building and Works Committee shall be the same as provided in the Rule 29 of the Institute.
- iv) The quorum of the meeting shall be 4 provided that at least one out of the members mentioned in B-1 (4), (6) and (7) is present.

C: Board of Studies

The Board of Studies for each Department/School shall consist of the members as provided in the Rules of the Institute (Rule-24). There shall be one Board of Studies for each Department/School of the Institute. The membership of the Board of Studies of each Department/School shall consist of following members.

C-1: Composition

SN	Committee Members	Designations
1	Heads of Departments/Schools (Ex-officio)	Chairman
2	All Professors of Departments/Schools	Member
3	Two Associate Professors of the Department by rotation according to seniority	Member
4	Two Assistant Professors of the Department by rotation according to seniority	Member
5	Not more than two Professors from cognate subjects appointed by the Director	Member
6	Two experts, not being employees of Institute nominated by Senate	Member

C-2: Powers and Functions

- (i) To recommend to SUGC/SPGC the procedure for the conduct of examinations, courses of study, and syllabi;
- (ii) To recommend the panel of examiners of various subjects/examinations; and
- (iii) To deal with any matter that may be referred to it by the Senate.

C-3: Term of Office

Appointment of all members, other than ex-officio members, shall be two years. One third of the total number of members of the Board of Studies of a Department/School shall form the quorum.

D: Senate Undergraduate Committee (SUGC)

SUGC will deal with all UG programs

D-1: Composition

SN	Committee Members	Designations
1	Dean of Academic Affairs (Ex-officio)	Chairman
2	Heads of the Departments/ Schools (Ex-officio)	Member
3	Faculty-in-charge Under-graduate programme from each Department/ School (Ex-officio)	Member
4	Two members nominated by the Chairman–Senate	Member
5	Deputy Registrar/Asst. Registrar (Academic & Administration)	Non–Member, Secretary

D-2: Powers & Functions

- i) To consider the recommendations of the Board of Studies regarding the conduct of examinations, courses of study and syllabi of various programmes and make recommendations to the Senate;
- ii) To consider and recommend to the Senate:
 - (a) academic awards and degrees;
 - (b) recognition of Universities/Boards and qualifying examinations for admission;
- iii) To consider and decide
 - (a) the procedure for registration of students & conduct of examination;
 - (b) over-loading and under-loading of credits.
 - (c) additional chances of courses.
 - (d) equivalent courses for substitution.
 - (e) detention on account of sessions and/or attendance.
- iv) To prepare the report on academic performance of students for placing before the Senate.
- v) Any other matter referred by the Senate/Chairman, Senate.

D-3: Term of Office

- i) The term of all members, other than ex-officio Members, shall be two years
- ii) Half of the total number of members shall form the Quorum.
- iii) New Committees shall function w.e.f. 1st September.
- iv) The Secretary shall send a written notice of every meeting to every member at least seven days prior to the date of meeting. The notice shall state place, the date and the time of the meeting. Notwithstanding the above provision, the Chairman of the Committee may call an emergency meeting at a short notice to consider urgent special issues.

The minutes of the meetings shall be prepared by the Secretary and circulated after obtaining the approval of the Chairman of the Committee.

E: Senate Post-Graduate Committee (SPGC)

SPGC will deal with all PG programs

E-1: Composition

SN	Committee Members	Designations
1	Dean of Academic Affairs (Ex-officio)	Chairman
2	Dean of Research & Development (Ex-officio)	Member
3	Heads of the Departments/Schools (Ex-officio)	Member
4	Faculty-in-charge post-graduate programme from each Department/ School (Ex-officio)	Member
5	Two members nominated by the Chairman – Senate	Member
6	Deputy Registrar/Asst. Registrar (Academic & Administration)	Non – Member, Secretary

E-2: Powers & Functions

- i) To consider the recommendations of the Board of Studies regarding the conduct of examinations, courses of study and syllabi of various programmes and make recommendations to the Senate.
- ii) To consider and recommend to the Senate:
 - (a) academic awards and degrees
 - (b) recognition of Universities/Boards and qualifying examinations for admission
- iii) To consider and decide
 - (a) the procedure for registration of students & conduct of examination
 - (b) over-loading and under-loading of credits.
 - (c) additional chances of courses.
 - (d) equivalent courses for substitution; and
 - (e) detention on account of sessions and/or attendance;
- iv) To prepare the report on academic performance of students and place before the Senate.
- v) Any other matter referred by the Senate/Chairman, Senate.

E-3: Term of Office

- i) The term of all members, other than ex-officio Members, shall be two years
- ii) Half of the total number of members shall form the Quorum.
- iii) New Committees shall function w.e.f. 1st September.
- iv) The Secretary shall send a written notice of every meeting to every member at least seven days prior to the date of meeting. The notice shall state place, the date and the time of the meeting. Notwithstanding the above provision, the Chairman of the Committee may call an emergency meeting at a short notice to consider urgent special issues.
- v) The minutes of the meetings shall be prepared by the Secretary and circulated after obtaining the approval of the Chairman of the Committee.

F: Senate Research Committee (SRC)**F-1: Composition**

SN	Committee Members	Designations
1	Dean of Research & Sponsored Projects (Ex-Officio)	Chairman
2	Six members to be co-opted by DoRSP who have made significant contributions in research work	Members
3	Deputy/Assistant Registrar - Academics (Ex-Officio)	Secretary

F-2: Powers and Functions

- The Senate Research Committee will discuss all the matters pertaining to policies of Ph.D. programmes and other research parameters like consultancy, testing and IPR cell.
- Any other matter referred by the Senate/Chairman-Senate.
- A notice of every meeting shall be sent by the Secretary to every member at least seven days prior to the date of meeting. The notice shall state place, the date & the time of the meeting.
- Notwithstanding the above provision, the Chairman of the Committee may call an emergency meeting at a short notice to consider urgent special issues.
- The minutes of the meetings shall be prepared by the Secretary and circulated after obtaining the approval of the Chairman of the Committee.

F-3: Term of Office

- The term of all members, other than ex-officio Members, shall be two years
- Half of the total number of members shall form the Quorum.
- New committees shall function w.e.f. 1st September.

G: Staff Affairs Committee**G-1: Composition**

SN	Committee Members	Designations
1	Chairman, Board of Governors (Ex-Officio)	Chairman
2	Three members to be nominated by nominated by BOG	Member
3	Director–TIET (Ex-Officio)	Member
4	Director–LMTSM (Ex-Officio)	Member
5	Finance Officer (Ex-Officio)	Member
6	Three faculty of the Institute to be nominated by BOG	Member
7	Chief Human Resources Officer (Ex-Officio)	Member
8	Registrar(Ex-Officio)	Member Secretary

G-2: Powers and Functions

- To examine from time to time suggestions / proposals regarding staff structure, creation of cadres, creation of new posts, minimum qualifications and experience for posts, promotion cases, fixed-term employees or otherwise and to make appropriate recommendations to the Board.
- To examine the policy matters related to teaching and non-teaching staff and make appropriate recommendations to the Board.

G-3: Terms of Office

- All the members of the Staff Affairs Committee other than the ex-officio members shall hold office for a period of three years.
- The Committee shall have power to co-opt invitees for specific purposes.

- iii) The procedure for calling a meeting of Staff Affairs Committee shall be the same as provided in the Rule **22** of the Institute.
- iv) The quorum of the meeting shall be five.
- v) The Staff Affairs Committee shall meet at least twice in a year.

H: Department/School Planning & Policy Committee (DPPC & SPPC)

The constitution of DPPC/SPPC is to bring transparency in academics and research of the department/school for its growth and growth of individual faculty members. All the administrative and financial decisions shall be taken by DPPC/SPPC. It will be mandatory for departments/schools to bring all matters to DPPC/SPPC so that all decisions are taken transparently.

H-1: Composition

Each Teaching Department/School shall have a Department/School Planning & Policy Committee.

SN	Committee Members	Designations
1	Head of the Department/School (Ex-officio)	Chairman
2	Two Professors or above	Member
3	Two Associate Professors	Member
4	Three Assistant Professors*	Member
5	One student from each program (Ex-officio)**	Member

*Chairman of the DPPC/SPPC will nominate one of these Assistant Professors as Secretary of DPPC/SPPC.

**Based on the student strength in a department/school the number of students nominated by DOAA will be as under:

Student Strength	No. of student nominated
=< 1000	1
1001 -2000	2
=> 2001	3

Excluding the Heads of Departments/Schools where the number of Professors or above, Associate Professors and Assistant Professors do not exceed two, all of them shall be members of the Department/School Planning & Policy Committee. If there are more faculty in any category, it will be on rotational basis by the order of seniority. If there are fewer number of faculty in any category, the same shall be filled by a lower category.

Example: if in any department, there is one Professor and three Associate Professors, ten Assistant Professors and five Assistant Professors (Contractual) in addition to the Head, then one Professor, three Associate Professors will be members of DPPC/SPPC and there will be two members from Assistant Professor and one Assistant Professor (Contractual) on rotation by order of seniority. The Head will be the chairman of this committee.

A person appointed after superannuation from the Institute, or part-time basis will not be a member of the Planning & Policy Committee.

- i. The term of the Department/School Planning & Policy Committee shall be one year, (1st July to 30th June).
- ii. The notification of Department/School Planning & Policy Committee shall be issued by the office of the Registrar in early June for each Department/School.

H-2: Procedure for the conduct of the meetings of Planning & Policy Committees

- i) Department/School Planning & Policy Committee shall meet at least once in a month preferably in first week of each month as decided by Department/School. If the Chairman of the Committee is not available on the date fixed for the meeting of the Committee, after consulting with the Secretary of the Committee, he may postpone the meeting to a date not later than ten days from the date of the scheduled meeting. However, if the Chairman does not attend two consecutive meetings, the matter shall be reported to the Director/Deputy Director/Registrar for such necessary remedial action as he may deem fit.
- ii) In the absence of the Chairman, the meeting will be presided over by the senior-most person of the Committee.
- iii) Time for the meeting of the Committee will be decided by the Chairman and shall be notified along with the agenda by the Secretary. The secretary shall issue a circular to the faculty inviting agenda items 10 days prior to the meeting and prepare the agenda.
- iv) Agenda will be issued normally four days before the meeting by the nominated Secretary. The agenda items shall be approved by the Chairman.
- v) An emergent meeting of the Committee may be convened with the permission of the Chairman on 24 hours' notice.
- vi) In case of any dispute with regard to the agenda, the matter will be referred to the Department/School Planning & Policy Committee and still if there is a dispute, it can be referred to Director/Deputy Director/Deans/Registrar for a final decision.
- vii) All the decisions are expected to be taken by DPPC/SPPC collectively coming to a consensus and in absence of consensus, the dissent may be recorded and this may be referred to the Director/Deputy Director/Deans/Registrar for advice and a final decision.
- viii) The Chairman can also call various nominated Coordinators like UG/PG program coordinators, ISO coordinator, Media coordinator, IAP Coordinator or any committee in this meeting but these members will not contribute towards decision-making on any agenda item unless that faculty is member of DPPC/SPPC.
- ix) More than 50% of the total strength of the Committee shall be its quorum.
- x) The Chairman in letter and spirit shall execute all decisions of the Committee and shall report the action taken in the next meeting of the Committee.
- xi) Proceedings of the meetings signed by all members shall be recorded in a permanent register and confirmed by the Chairman. The record is to be circulated through email to all faculty members.
- xii) Copies of proceedings of the meetings of the Committee will be forwarded to the Director, Deputy Director, Deans, and Registrar within a week of the date of the meeting of the Committee. The Director/Deputy Director/Deans/Registrar may refer back any item/ decision to DPPC/SPPC for reconsideration/deletion.
- xiii) If any member of the Department/School Planning & Policy Committee does not attend three consecutive meetings, they shall be debarred from membership of the Committee for the remaining term.

H-3: Powers and Functions

To decide and report on various academics, research, infrastructure, faculty, finance and students related issues or any other item within the preview of Department/School.

Academics

- i. To decide all administrative and academic matters of general interest and to see that the departmental duties and privileges are equitably allowed to all the members of the Department/School.
- ii. To decide about new courses and increase/decrease in intake.
- iii. To decide about admission related issues for PG programs following Institute guidelines.
- iv. To suggest outlines of tests, syllabi and courses of reading for consideration of the concerned Board of Studies in consultation with other staff members who are not members of the Committee. The Committee can also check the completion of syllabus by faculty and quality of question papers and evaluation issues, if any. The Committee shall ensure the proper conduct of tutorials/practicals.
- v. To set guidelines and frame the timetable and rationalise the distribution of teaching work amongst the teachers of the Department after consultation with them.
- vi. To suggest names for appointment as members of the Board of Studies and Panel of Experts for Faculty/Staff Selections of the Department, if any, for consideration of the Director.

Research

- i) To ensure freedom for each Faculty member/Research Scholars to pursue their research work independently or in collaboration.
- ii) To check the publications of research scholars before submission of PhD and discourage paid publications.
- iii) For appointing different panels of faculty for conducting seminars/reports and ensure proper distribution of ME/M.Tech/MSc. students for thesis/project.
- iv) To ensure proper formation of Doctorate committee in case of PhD students.
- v) To encourage faculty to submit Research and Sponsored Projects/Inter-Disciplinary research/Collaborations with other institutes and to enhance the infrastructure facilities in the department.
- vi) To encourage faculty members for publication in SCIE/SSCI journals.

Infrastructure

- i) To lay down the procedure for the purchase of books, journals etc. for the Institute/Departmental Library and review all related matters.
- ii) To prepare lists of equipment, chemicals, accessories, furniture, stationery, etc. and to process the purchase of the common departmental articles consistent with the requirements and availability of funds with stores.
- iii) To arrange for proper checking of articles when received by the department and for their proper storage.
- iv) To provide a periodic check on the maintenance of equipment and other items and to arrange for their repair or disposal, whenever needed.
- v) To establish research labs by procuring latest equipment and software.

Faculty

- i) To decide about the filling of faculty/non-teaching positions. The committee shall decide the matter regarding specializations and qualifications of these posts.
- ii) To organise conferences, seminars, symposiums etc.

- iii) To formulate general policy for providing equitable opportunity to members of the department for deputation to conferences, seminars, short-term courses, workshops, symposiums, etc., both in India & abroad (except in case of personal invitation to a member).
- iv) To look into faculty grievances in the department/school.
- v) To suggest guidelines for consultancy service provided by the department, if any.

Students

- i) To look into the complaints of the students and to mentor and encourage undergraduate students in specified research areas.
- ii) To suggest guidelines & procedures that will result in improving placement of students.
- iii) To encourage students for extra-curricular activities of the department

Finance

- i) To decide all matters of allocation of common funds provided by the Institute.
- ii) To maintain up-to-date lists of firms for inviting quotations for purchase of various articles.
- iii) To check all expenses incurred by department/schools under various heads. Also to check expenditure because of conferences/workshops and short-term courses.
- iv) To decide, verify and procure items requested by faculty members.

The minutes of meeting should be recorded under various heads as Academics, Research, Infrastructure, Faculty, Students, Finance and Any other item.

I: Grievance Redressal Committee (Employees)**I-1: Composition**

SN	Committee Members	Designations
1	A Professor nominated by Director	Chairman
2	One Associate Professor (Female) nominated by the Director	Member
3	One person with legal background	Member
4	Dy. Registrar (Ex-Officio) nominated by Director	Convener

Refer to Grievance Redressal Policy for additional details. The Chairman of the committee should be senior to the complainant. If not, the Director can nominate another Chairman/fresh Committee for that particular case. One of the members mentioned above should be from reserved category.

I-2: Term of Office

The term of office of the committee will be for two years.

J: Discipline Committee (Students)**J-1: Composition**

SN	Committee Members	Designations
1	Dean of Students Affairs (Ex-officio)	Chairman
2	Four Professors appointed by the Director	Member
3	One member from legal section appointed by Director	Member
4	Two students from students consultative committee	Member
5	Registrar (Ex-officio)	Member-Secretary

J-2: Term of Office

Members, other than the ex-officio members of the Discipline Committee will be for two years.

J-3: Student Discipline

- i) For good and sufficient reasons, following punishments may be imposed on the students of the Institute for acts of indiscipline as given below:
- (a) Disrupt teaching, studies, examination, research or administrative work, co-curricular or extra-curricular activity or prevent any member of the Institute and its staff from carrying on their work, or do any act reasonably likely to cause such disruption or prevention, such as locking of offices or any other building;
 - (b) Damage or deface any property of the Institute or do any act reasonably likely to cause such damage or defacing;
 - (c) Engage in any conduct, which is, or is reasonably likely to be, clearly detrimental to Institute's purpose.
 - (d) Participate in any activities, such as gherao, camping inside the boundaries of houses of teachers or officers, use of derogatory slogans, abuses and propaganda to incite hatred and violence, preparation for and resort to violence or destruction of property.
 - (e) Resort to ragging/sexual harassment in any form; and
 - (f) Take other actions which in opinion of the Director/Deans/Heads of Departments/Librarian/Warden and any other officer of the Institute performing administrative duties assigned to them within their purview, is unbecoming of the student.
- (ii) **Minor Punishment**
- (a) Fine up to Rs. 5000/-
 - (b) Fine adequate to recoup the entire financial loss to the Institute
 - (c) Suspension from Institute pending enquiry by a committee.
 - (d) Vacation of hostel.
- (ii) **Major Punishment**
- (a) Fine exceeding Rs. 5000/-
 - (b) Rustication from the Institute based on the findings of the enquiry committee for a semester or part thereof or for a greater period.
 - (c) Expulsion from the Institute.
 - (d) Making an adverse entry in the character certificate to be issued by the Institute at the time of leaving the Institute.
 - (e) Debar a student from admission to any course offered by the Institute. Dean of Students Affairs shall have the authority to impose minor punishments after giving the students opportunity to be heard.

For major punishments, decision will be taken by the Deputy Director on the recommendations of the Students Discipline Committee constituted under J-1.

If a student is dissatisfied with the penalty imposed upon them, they may make a written appeal within 10 days, to the Director whose decision shall be final.

K: House Allotment Committee**K-1: Composition**

The Director shall appoint an Allotment Committee to advise them on all matters relating to the allotment of houses in accordance with the Regulations.

K-2: Powers and Functions

- i) The power to allot accommodation under this policy shall vest with the Director.
- ii) See 'House Allotment Policy' for further details.

Procedure for Meetings and Minutes of the Authorities of the Institute

As specified in the Institute Rules, unless otherwise specified in Rules and Regulations:

1. Registrar shall be the non-member Secretary of the authorities of the Institute.
2. A written notice of every meeting shall be sent as prescribed in the Rules and Regulations for each authority, at least seven days prior to the date of the meeting. The notice shall state the place, the date and the time of the meeting. Notwithstanding the above provision, the Chairman of an authority may call an emergency meeting at a short notice to consider urgent special issues.
3. A notice may be served upon any member of an authority either personally or by post at the address of each member as recorded in the roll of members, and if so sent shall be deemed to be duly delivered, if the Institute has a proof of the fact that it was properly addressed and delivered or posted.
4. The ruling Chairman of the authority with regard to all questions of procedure shall be final.
5. All disputed questions shall be decided by majority vote. Every member of the authority, including the Chairman, shall have one vote, and if there is an equality of vote on any question to be determined by the authority, the Chairman shall have an additional casting vote.
6. The minutes of the meetings shall be drawn up by the Registrar and after obtaining the approval of the Chairman of the authority, circulated to all members of the authority present in India. The minutes along with any amendments suggested by the members shall be placed for confirmation at the next meeting of the authority. After the minutes are confirmed, they shall be recorded in a 'Minutes Book' and signed by the Chairman.
7. All orders and decisions of the authorities shall be authenticated by the signature of the Registrar, or any other person authorized by an authority on this behalf; and
8. Each authority of the Institute shall lay down its own procedures for meetings and other functions as far as these are not in conflict with the provisions of the Rules and Regulations.



Part-B

Service Regulations

Service Regulations

- B-1 These Regulations shall be called the '**Thapar Institute of Engineering & Technology, Patiala, Service Regulations**'. On coming into force of these Regulations the earlier Service Rules and Regulations along with all amendments made from time-to-time shall cease to apply for all intents and purposes.
- B-2 Unless the context requires otherwise, these Regulations shall apply to every person in the whole-time employment of Thapar Institute, Patiala, off campus-Derabassi and including other future campuses that may be setup.

Definitions

- B-3 In these Regulations unless the context otherwise requires: -
- (i) **Appointment** means appointment made by the Competent Authority as notified from time-to-time.
 - (ii) **Appointing Authority** means the authority competent to make appointments to various categories of posts according to the Rules and Service Regulation of the Institute.
 - (iii) **Board** means the Board of Governors of Thapar Institute of Engineering & Technology.
 - (iv) **Competent Authority** in relation to appointment means the Board of Governors or such other authority as may be specified under the Rules and Service Regulation of the Institute or any other authority empowered to exercise any such power by Board of Governors or by some other authority who has been delegated/sub-delegated the authority.
 - (v) **Chairman** means the Chairman of the Board of Governors of Thapar Institute of Engineering & Technology.
 - (vi) **Continuous ill health** means absence from duty due to loss of efficiency, permanent/total, permanent partial, disablement or illness for more than 6 months and due to infectious or contagious disease.
 - (vii) **Employee** means a person in the employment of the Institute including teaching and non-teaching employees.
 - (viii) **Habitual** means an act of omission or commission, which repeated three times within a period of twelve months, consecutive or earlier (1st January to 31st December each year).
 - (ix) **Institute/Institution:** The institute or the institution shall mean Thapar Institute of Engineering & Technology campus at Patiala and off-campus at Derabassi or such other institute/institution/off-campus as may be setup later.
 - (x) **Notice** means a notice in writing required to be given/pasted for purpose of these Regulations.
 - (xi) **Notice Board** means the display board(s) maintained for displaying notice(s) in the establishment and includes board(s) maintained in the department(s) of the establishment.
 - (xii) **Permanent Employee** means an employee who upon expiry of the period of probation has been confirmed in writing in their appointment. A permanent employee may also be termed as '**Regular Employee**'.
 - (xiii) **Post** means the post as stipulated in the classification so given in these Regulations. Right to create or to abolish post vest exclusively with the Board.
 - (xiv) **Resignation** means act of relinquishing lien on employment or implied intention on part of the workman/teacher/employee. The mere acceptance of resignation is formal affirmative act of the employer to accede to the request for settling their accounts.
 - (xv) **Vacation** means the period when vacations are declared as per notice, and so notifying the period during which study of the students is off.
 - (xvi) **Warden** means Warden of an Institute Hostel.

Abbreviations

The following are the abbreviations used in this document

AICTE	: All India Council for Technical Education
AR	: Assistant Registrar
ATS	: Administrative, Technical & Support Staff
AU	: Academic Unit
BOG	: Board of Governors
CBOG	: Chairman Board of Governors
CEA	: Children Education Allowance
CEP	: Continuing Education Program
CHRO	: Chief Human Resources Officer
CIEO	: Chief Industry Engagement Officer
CILP	: Center for Liaison & Placement
CITM	: Center for Information Technology Management
CMAO	: Chief Marketing & Admissions Officer
CMS	: Construction & Maintenance Section
COE	: Controller of Examinations
CO-PI	: Coordinator Principal Investigator
CORE	: Center of Relevance and Excellence
CPDA	: Cumulative Professional Development Allowance
CTD	: Center for Training & Development
CTI	: Cost to the Institute
DA	: Dearness Allowance
DOAA	: Dean of Academic Affairs
DOFA	: Dean of Faculty Affairs
DoRSP	: Dean of Research & Sponsored Projects
DOSA	: Dean of Student Affairs
DPPC	: Department Planning & Policy Committee
DR	: Deputy Registrar
DST	: Department of Science & Technology
DTAA	: Double Taxation Avoidance Agreement
EDP	: Education Development Program
ESI	: Employees' State Insurance
FDP	: Faculty Development Program
FN	: Foreign National
FO	: Finance Officer
FRRO	: Foreign Regional Registration Officer
GATE	: Graduate Aptitude Test in Engineering
HOD	: Head of Department
HOS	: Head of School
HR	: Human Resources
HRA	: House Rent Allowance
ICC	: Internal Complaints Committee
ID	: Identity
JEST	: Joint Entrance Screen Test

LMTSM	: L M Thapar School of Management
LTC	: Leave Travel Concession
MACP	: Modified Assured Career Progression
MDP	: Management Development Program
NET	: National Eligibility Test
PAN	: Permanent Account Number
PE&S	: Physical Education & Sports
PF	: Provident Fund
PG	: Post Graduate
PI	: Principal Investigator
PIS	: Performance Incentive Scheme
PM	: Professional Management
R&M	: Repair & Maintenance
RA	: Recommending Authority
SA	: Sanctioning Authority
SAC	: Staff Affairs Committee
SCCI	: Social Science Citation Index
SCI	: Science Citation Index
SCIE	: Science Citation Index Expanded
SPGC	: Senate Post Graduate Committee
SPPC	: School Planning & Policy Committee
SRC	: Senate Research Committee
STEP	: Science & Technology Entrepreneur Park
STR	: Student Teacher Ratio
SUGC	: Senate Under Graduate Committee
TA	: Travelling Allowance
TIET	: Thapar Institute of Engineering & Technology
TSLAS	: Thapar School of Liberal Arts & Sciences
TIF	: Total Impact Factor
TPA	: Training, Placements & Admissions
UG	: Under Graduate
UGC	: University Grants Commission

Classification of Employment

- a) **Regular employee** is a person who has been engaged on permanent basis & includes any person engaged against any permanent post & confirmed as such according to laid down criteria. A regular employee shall continue to hold their office until they attain the age of 60 years providing their standard of work continues to satisfy the Institute and they abide by the Service Regulations of the Institute.
- b) In the case of faculty who are on probation, eight quarterly performance appraisals forms will be filled by the HOD during the initial two years of probation and at the end of the probationary period a final confirmation form shall be submitted to the HR Division through DOFA. The appointing authority, if deems appropriate shall have the sole power to confirm an employee on the recommendation of the head of the concerned Departments/School/Centre/Division. The appointing authority shall have power to extend the period of probation of an employee for such time and on such terms and conditions as they may find necessary.
- c) **Casual Employee** means one who is employed to fulfil unexpected requirement due to unusual or seasonal pressure of work or for work that is of an occasional nature. The employee's wages are fixed on 'daily' or 'hourly' basis and the employee is not entitled to leave or any other benefits of any kind as available to regular employees.
- d) **Fixed Term (Contractual) Employee** means one who has been appointed for specific/fixed period or whose services are terminable at the conclusion of specified contract or time during the period of contract or who is temporarily employed as additional hand and has no right on any of the post.

Other Categories

- a) **Management Trainee/Graduate Trainee** means candidates fresh from institutes (MBA, CA, ICWA, B.Tech, M.Tech, LL.B) and with no initial or prior work experience in past and shall undergo a training of two years under the Institute Management Trainee Scheme. During training, their performance shall be reviewed as per the '**Performance Management System**' section below and on successful completion of training they shall be absorbed as Assistant Manager/Executive (Fixed term employee).
- b) **Part-time** means someone who is employed for work for less than the normal period of working hours on a consolidated monthly salary and shall not ordinarily be entitled to the benefits provided to full-time employees. They shall be entitled to such benefits as are determined by the management and stated in the appointment letter.

Classification of Staff

All the staff of the Institute shall be classified as under:

- i. **Teaching Staff**
 - a) Regular
 - b) Contractual
 - c) Adjunct Faculty
- ii. **Non-Teaching Staff**
 - a) **Professional Management**
 - i) Regular
 - ii) Fixed Term (Contract) Employment
 - b) **Administrative, Technical & Support Staff**
 - i) Regular
 - ii) Fixed Term (Contract) Employment

Levels**Teaching Staff, Librarian and Physical Education & Sports Staff**

Level	Teaching Staff	Librarian, Physical Education & Sports Staff
L-NT	Lecturer/Lecturer (NT)	
AP-C (I)	Assistant Professor (Contractual) – (I)	
AP-C (II)	Assistant Professor (Contractual) – (II)	
AP-C (III)	Assistant Professor (Contractual) – (III)	
AP-T	Assistant Professor (Term)	
10	Assistant Professor – I	Assistant Librarian Sports Officer
11	Assistant Professor – II	Assistant Librarian (Sr. Scale) Sports Officer (Sr. Scale)
12	Assistant Professor – III	Dy. Librarian, Assistant Librarian (Sel. Gr.) Sr. Sports Officer, Sports Officer (Sel. Gr.)
13	Associate Professor	Dy. Librarian (Sr. Scale), Assistant Librarian (Sel. Gr.) Sr. Sports Officer (Sr. Scale), Sports Officer (Sel. Gr.)
14	Professor	Institute Librarian Chief Sports Officer
15	Senior Professor*	

***Note:** No recruitment will be carried out for “Senior Professor”. Existing employees designated as Senior Professor will continue till exit.

TSLAS - Teaching Staff

Designation	Level
Assistant Professor	LAS
Associate Professor	LAS-13
Professor	LAS-14

Non-Teaching Staff (Professional Management)

Level	Admin /HR/ Finance/Legal / Commercial	CMS	Technical Cadre	Library	Health Centre
PM-10 A	Jr. Executive	Engineer			
PM-10 B	Executive	Sr. Engineer			
PM-10 C	Asst. Manager	Sr. Engineer (Sr. Scale)			
PM-10 D	Asst. Registrar, Asst. COE, Asst. Finance Officer, Law Officer, Dy. Manager	Project Engineer, Asst. Engineer, Dy. Manager (Engg)	Technical Officer, System Analyst,	Information Scientist	Jr. Medical Officer
PM-11	Asst. Registrar (Sr. Scale), Asst. COE (Sr. Scale), Asst. Finance Officer (Sr. Scale), Law Officer (Sr. Scale), Manager	Sr. Project Engineer, Asst. Executive Engineer, Manager (Engg)	Sr. Technical Officer, Sr. System Analyst	Sr. Information Scientist	Medical Officer
PM-12	Dy. Registrar, Dy. COE, Dy. Finance Officer, Sr. Law Officer, Head Alumni Engagement, Sr. Manager	Project Manager, Executive Engineer, Sr. Manager (Engg)	Dy. System Manager		Sr. Medical Officer
PM-13	Dy. Registrar (Sr. Scale), Dy. COE (Sr. Scale), Dy. Finance Officer (Sr. Scale), Sr. Law Officer (Sr. Scale), Head CILP, Head CTD, Head TPA, DGM	Supdt. Engineer, DGM (Engg.),	System Manager		Head – Health Centre
PM-14	Registrar, Finance Officer, COE, CHRO, GM - Commercial, General Legal Counsel, GM, CIO, CM&AO	Chief Engineer General Manager (CMS)			

Note: In subsequent sections of various policies, wherever PM-10 is mentioned it includes PM-10A, PM-10B, PM-10C & PM-10D.

Non-Teaching Staff (Administrative, Technical and Support)

Level	Admin Cadre	CMS	Technical Cadre	Sports	Library	Health Centre
ATS-1	Helper, Mali, Sweeper, Peon, Security Guard, Waiter-Cum Attendant, Driver			Groundsman		
ATS-3	Jr. Assistant, Despatcher, Cook, Reprographer,	Electrician, Mechanic, Work Mistry, Plumber, Pump Driver	Lab. Attendant, Network Attendant		Library Attendant, Restorer, Book Binder	
ATS-4	Jr. Associate		Jr. Lab Technician, Jr. Technician, Jr. Network Technician, Jr. AV Technician, Jr. Instructor			Jr. Staff Nurse, Jr. Pharmacist, Jr. Medical Assistant
ATS-5	Assistant, Caretaker, Stenographer, Security Supervisor, Associate	Supervisor (Hort.), Head Mali	Lab. Technician, Technician, Network Technician, AV Technician, Instructor		Jr. Assistant (Library)	Staff Nurse. Pharmacist, Medical Assistant
ATS-6	Sr. Assistant, Sr. Stenographer, Sr. Associate		Sr. Lab Tech, Sr. Technician, Sr. Network Technician, Sr. AV Technician, Sr. Instructor, Computer Operator		Assistant (Library)	Sr. Staff Nurse, Sr. Pharmacist, Sr. Medical Assistant
ATS-7	Jr Data Analyst/Jr. Information Analyst	Trainee Engineer	Jr. Network Engg.,	Coach		
ATS-8	Superintendent Data Analyst/Information Analyst	Jr. Engineer	Jr. Technical Officer, Jr. Systems Analyst, Lab. Superintendent, Lab Supervisor, Foreman Instructor, Network Engineer		Jr. Information Scientist	
ATS-9	Sr. Superintendent, Sr. Data Analyst/ Sr. Information Analyst	Jr. Engineer (Sr. Scale)	Jr. Technical Officer (Sr. Scale), Jr. Systems Analyst (Sr. Scale), Sr. Lab. Superintendent, Sr. Network Engineer		Jr. Information Scientist (Sr. Scale)	

Officers of the Institute

The following shall be the officers of the Institute:

- a. President
- b. Chairman of the Board
- c. Vice-Chairman
- d. Director
- e. Deputy Director
- f. Deans
- g. Registrar
- h. Finance Officer
- i. Chief Human Resources Officer
- j. Chief Marketing & Admissions Officer
- k. Chief Industry Engagement Officer
- l. Head Alumni
- m. Head Commercial
- n. General Manager (Estate & Projects)
- o. General Counsel - Legal
- p. Such other officers as may be prescribed for in the Rules.

Note: The institute may decide to appoint these officers or equivalent for any of the positions mentioned above

Seniority – Regular & Fixed-term Contract Employees

Seniority will be only for the purposes of house allotment.

- a) Seniority will be determined as under:
 - i) Employee who is in a higher level as described in level chart above will be considered as senior.
 - ii) In case two employees are in the same level then seniority is determined by the date of promotion/upgradation into the current level.
 - iii) In case of employees with identical dates of promotions, dates of joining into current level, then, seniority would be judged based on the remuneration (CTI) of the concerned employees.
 - iv) For determining the seniority, there should be no break in the service from the date of promotion or the date of joining.

In case of any discrepancy or dispute, the decision of the Director shall be the final.

Appointing Authority

Appointing Authority for all Levels will be the Director.

That it is further clarified that all the appointments made, by the '**Appointing Authority**' mentioned herein above, after the recommendations of the '**Selection Committee**', will be made after the mandatory approval of the Chairman. That it is further clarified that the appointing authorities mentioned above should have all requisite approvals before signing and issuing appointment letters. That it is further clarified that if due to some contingency/reason the said approval could not be taken at the signing and issuing of the appointment letter, then the same will be taken at the earliest and the said appointment will be subject to the said approval.

- i) All hiring against existing vacancies will be approved by the Director. All new vacancies will need to be pre-approved by the Chairman. Appointments against new/existing (replacements) will be done as per the table above. However, for critical positions the Chairman may be involved. In case of contractual appointments for teaching staff, the approval will be given by the Director, and Chairman will give a post-facto approval through a reported item in the SAC/BOG meeting. In the event the Chairman - BOG is the Chairman of the Selection Committee and two members of the Board also form part of the Selection Committee, then the Chairman - BOG is authorized to approve the selection of the candidate.

- ii) In the event that more than 5 increments are to be given over the minimum scale for regular employees, then approval of Chairman will be required. In the case of internal candidates, pay will be fixed as per normal rules.

Dismissal/Discharge

Dismissal/Discharge order will be issued by the Director for all the employee(s), teaching/non-teaching, after the approval of the CBOG/Board, as the case may be. That it is further clarified that if due to some contingency/reason the said approval could not be taken at the time of issuance of the Dismissal/Discharge order, then the same will be taken at the earliest.

Whole Time of an Employee

1. Unless in any case it be expressly provided for, the whole time of an employee shall be at the disposal of TIET and they shall serve TIET in such capacity and at such places as they may, from time-to-time, be directed by their Supervisor/Director.
2. An employee of TIET may be called upon to perform any work as may be assigned to them in the interest of TIET.

Manpower Planning and Organization Structure

Manpower Planning

1. The **Organization Structure** and **Head Count** for TIET will be reviewed once a year at the time of the preparation of the budget. During the preparation of the budget all heads will prepare a manpower budget for the next year on the likely increase/decrease in manpower in their functions/departments/schools/divisions taking into account manpower attrition (retirements, possible resignations) as well as future manpower requirements arising out of growth plans. The approved manpower increase and reallocation will form the basis for recruitment/transfer/realignment/reassignment as the case may be.
2. In the case of teaching staff, DOFA will carry out a review of each department/school based on courses to be run during the year, workload, desired STR & determine the faculty strength requirement.
3. At the time of reviewing the work force in their functions, the heads will review the roles & responsibilities for each position in their function and make amendments if required and the amendments will be approved by the Director & sent to CHRO.
4. All organizational changes (new positions) will be initiated by the Human Resource Division, recommended by the Director and approved by BOG. The change so approved will be notified by making suitable changes in the Organization Structure and Organization Head Count Chart.

Organization Structure

1. The 'Organization Structure' for TIET will be reviewed once a year at the time of the preparation of the Budget for that year. During the preparation of the Budget, all HOD's (Teaching and Non-teaching) will prepare a **manpower budget** for the next year of the likely increases/decreases in manpower, taking into account manpower attrition as well as future manpower requirements due to growth/de-growth of academic units/departments/schools/divisions.
2. For Teaching staff this will be based on ascertaining '**Teaching Load**' over the next two semesters and the maximum requirement will be considered in the recruitment plan. The **Student Teacher Ratio (STR)** will also be taken into account for this calculation.
3. The DOFA will work closely with the CHRO to finalize the requirement of teaching staff for the academic year. The same will be put up to the Chairman for approval. The approved manpower increase/decrease will form the basis for recruitment/transfer/realignment/reassignment as the case may be. At the time of reviewing the work force in their departments/divisions the heads will review the roles & responsibilities for each position & make amendments, if required. This activity will be supported by HR.
4. The power for creation and abolition of various positions during the year that has not been incorporated in the budgetary work force planning, including decision of the title of the position will vest with BoG, except L1 to L9, which will vest with the Director.
5. The CHRO shall review the growth plan of the existing employees to determine the possibilities of their movement to the newly created positions. Accordingly, the HR division will prepare the recruitment plan, which will be placed in the SAC and BOG and after sanction will be implemented.
6. All recruitments/transfers/relocations/reassignments during the year will be done as per the open position list.

Contract Labour

During the finalization of the Budget, the HOD's in consultation with the CHRO will finalize the contract labour requirement during the year, which will reflect the following:

- i. **Head Count**
 - a) Monthly Deployment Numbers
 - b) Annualized Numbers
- ii. **Contract Labour (Cost)**
 - a) Cost Per Month
 - b) Annualized Cost
 - c) Contract labour cost will form part of the budget.

Recruitment

Objective

To attract people with multi-dimensional skills and experience that suits the present and future needs and strategies of TIET and to infuse fresh talent at all levels.

Categories of Vacancies

1. As per Manpower Plan
2. Replacement Vacancy/Backfills
3. New Positions

Modes of Recruitment

1. Newspaper Advertisement
2. Internal Job Mobility/Posting
3. Existing Data Bank
4. Consultants/Search Firms
5. Job Portal
6. Campus Recruitment
7. Rehires
8. By Invitation: The Board shall have the power to decide on the recommendations of the Director that a particular post be filled by invitation, or by promotion from amongst the members of the staff of the Institute under a scheme approved by the Board.

Points to be noted

1. CHRO will decide the mode of sourcing resumes in consultation with the Director and DOFA (DOFA only for faculty recruitment)
2. No family relation of an existing employee will be considered for a position when the existing employee can directly or indirectly influence the recruitment & have any relation/role in supervising the employee or be in any position to determine/decide the performance of the new employee. At the time of the interview, each candidate has to fill the declaration form stating that they are not related to anyone in the Institute. Further, candidate will also mention the names of close acquaintances (if any) working in the Institute. In case of the hire of a family relation of any employee, the same will have to be brought to the notice of CHRO & the decision to hire finally rests with the Director. In case it is found at a later stage a hire has been made of a family relation of an employee without prior approval, then it will be deemed as a violation to this policy & appropriate action will be initiated that can ultimately result in termination of the employee. In the event that an existing employee becomes related to another employee through their own marriage or the marriage of their child, or otherwise, then the same will need to be declared to the CHRO.

Newspaper advertisement

An advertisement in newspaper/social media/magazine shall be published at least once a year taking into consideration the following points.

- a) Target publications for advertisements (Geographical Spread - Regional/Pan; India/Global)
- b) All relevant information will be contained in the advertisement (About TIET; Type of Job; Position; Job description; Compensation, if needed to be stated; relevant contact details; etc.
- c) The advertisement should be in line with the identity & branding of TIET
- d) Budget for publishing the advertisement.
- e) Outcome of the screening committee results should be communicated to the shortlisted candidates within 1 month from the date of interview so that TIET does not lose good candidates. Waiting list may be prepared to take care of unforeseen dropouts.

Internal Job Mobility/Posting

1. Open positions can be filled by either transferring or deputing employees from different departments/divisions. Employees can be transferred between any of the locations of the institute.
2. Internal Mobility of such type has to be in consultation and agreement between the HOD's of the employees, CHRO and the Director.

Existing Data Bank

1. Applications received from candidates directly, through any advertisement, web-portals, other sources that meet TIET requirements will be filed for future use in a data bank.
2. HR will maintain the updated **Data Bank** & before commencing any recruitment through consultant, job portal, or any other source, etc., the relevant data bank will be searched for suitable applicants.
3. Candidates rejected will be removed from the databank.

Consultants/Search Firms

1. CHRO will recommend to the Director the empanelment of search firms & recruitment consultants for the hiring needs of the Institute based on the current recruitment norms at various levels.
2. Director on recommendations of CHRO shall approve the empanelment of consultants and search firms. TIET shall enter into a contract with each of the empaneled consultants before awarding the assignment.

Contract and Review

1. The duration for such contracts shall be valid for up to two years or as specified in the said contract. Their performance shall be reviewed and contract renewed only upon satisfactory performance. However, a contract can be terminated at any point of time due to poor performance or otherwise as per the terms & conditions of the said contract.
2. Consultants will be provided with details about the Job Specifications (Qualifications, Experience, Salary Range, Level, Competencies required for the job, etc.) in the 'Job Specification Form'. The Job Specification will be derived from the Personnel Requisition Form.
3. The consultants will shortlist resumes based on the Job Specifications and submit the same to HR. CHRO (for NTS)/DOFA (for TS) will carry out further shortlisting of all the relevant resumes in consultation with the HOD's and candidates will be called for an interview accordingly. The consultant will be informed about the candidates shortlisted and those rejected.
4. In case the same resume is received from two or more consultants, the resume which has been received from the first consultant will be considered and the other consultants shall be informed that the resume was already received from another source.

Job Portal

1. All Job portals to be used by the institute will be recommended by CHRO/DOFA to the Director and registered with the HR Division before the services are utilised. The contract will specify the commercials and terms of service to be rendered.
2. At the time of registering; the credentials of the job portal will be validated for the kind of sourcing assignment that will be expected to be carried out by them. Any limitations of these portals will be noted at the time of registering to these sites and made known to the relevant authorities before approval to register.
3. The performance of all job portals in terms of applications coming in will be monitored against defined parameters and decision to continue their services, terminate the contract or to modify the nature of the contract/service will be taken periodically.

Campus Placement

1. DOFA will shortlist premier institutions, including Institutes of eminence/repute to be considered for hiring of teaching staff.
2. CHRO will shortlist premier institutions, including Institutes of eminence/repute to be considered for hiring of Non-Teaching staff.
3. Teaching Staff: DOFA will visit premier campuses, including Institutes of eminence/repute for hiring Assistant Professors (Contractual).
4. Non-Teaching Staff: MBA colleges will be visited for hire of Finance, HR, Supply Chain positions, Professional Administrator, etc.

Rehiring of Former Employees

1. As a policy, TIET is open to consider former employees for rehiring which will be against specific needs. Rehiring them may be considered a good move, since they already know who's who in the Institute; they are familiar with the internal policies, practices and culture and are well versed with the working of the Institute. The cost and time of hiring, induction, and training is significantly reduced by recruiting former employees. They bring along with them experience and knowledge that they gained while outside the Institute.
2. Rehiring of former employees must happen against the open positions and will require the BOG approval prior to the interview.
3. For the purpose of recruitment, all former employees shall be considered as new candidates and similar recruitment process will be followed as what is applicable for any new hiring.
4. Former employees who have good performance ratings, who have exceptionally contributed to the growth of the Institute will be considered for rehiring.
5. The HR Division is however, precluded from arriving at a decision to rehire former employee who have earlier:
 - a) Been tagged as 'not good for rehiring' by the HOD/CHRO in the exit feedback.
 - b) Already been rehired once & have exited again.
 - c) Absconded.
 - d) Who have not served their notice period
 - e) Been removed from service on grounds of misconduct, acts of moral turpitude or otherwise on lack of integrity.
 - f) If were asked to leave due to performance issues
6. To ensure a right selection is made the second time, when and if a rehire opportunity comes up, the following aspects of an employee's exit are taken into consideration by the HR Division.
 - a) If the former employee exited even when the corrective actions were taken to control their exit, is most likely to leave again.
 - b) If the reason for leaving still exists, this would indicate that the rehire is likely to leave again.
 - c) If the former employee had stated their disinterest in rejoining the institute at the time of exit, they will be probed to identify the reason of change of mind.
 - d) Refer to HOD's comment. If the manager had recommended 'good for rehiring', the rehiring process must be initiated for the former employee

Promotion Policy

Objective

1. The Institute believes in providing opportunities to high performers by enriching and enlarging their jobs thereby fostering the advancement of its employees and enhancing the upward mobility of its employees.
2. This policy is based on the recognition that in the course of meeting the Institute's objectives, the duties and functions of an employee may change in complexity and responsibility during their career progression.
3. Promotions therefore, are based on status changes that involve increasing responsibility levels.
4. The added benefits of promotion serve as an incentive for better work performance, enhance morale and create a sense of individual achievement and recognition.

Recruitment and Promotion Norms - Teaching Staff (Engineering & Sciences)

Preamble

Thapar Institute of Engineering & Technology recognizes that its faculty are fundamental to its success. The Institute therefore needs to be able to attract and retain faculty of the highest caliber with multi-dimensional skills and experience that suits the present and future needs and strategies of TIET.

The purpose of this policy is to provide a sound framework for the recruitment, selection and promotion of faculty based upon the principles outlined below, which also meet the requirements of relevant employment legislation.

The Institute will seek to recruit the best candidate for the job based on merit. The recruitment, selection and promotion process should ensure the identification of the person best suited to the job and the Institute. The Institute will treat all candidates fairly, equitably and efficiently, with respect and courtesy, aimed to ensure that the candidates' experience is positive, irrespective of the outcome.

Shortlisting Criteria

The following criteria will determine selection:

1. **Experience:** Post PhD experience/Total experience
2. **Publications:** No of publications and IF/TIF
3. **PhD Students guided:** No. of students
4. **Projects:** No. of sponsored R&D projects; Value of projects
5. **Patents:** No. of patents

Detailed norms for recruitment and promotion are reproduced in the tables below for various categories of faculty.

Category: Professor

Stream		Criteria
Engineering + Mathematics	Basic: Rs. 1,75,000	1. 10 years of teaching experience of which 9 years Post-PhD experience AND at least 5 years as Associate Professor OR 10 years of teaching experience of which 8 years Post-PhD experience AND at least 5 years as Associate Professor AND 3 additional SCI publications. 2. At least 15 (or 10+5*) SCI publications (with at least 5 SCI since last promotion) OR 12 SCI publications and TIF ≥ 20 (with at least 5 SCI since last promotion). 3. 2 PhD guided (awarded) 4. 1 R&D project ≥ 10 Lacs as PI/Co-PI [R&D project(s) cannot be compensated with additional SCI papers]
Sciences		1. 10 years of teaching experience of which 9 years Post-PhD experience and at least 5 years as Associate Professor OR 10 years of teaching experience of which 8 years Post-PhD experience AND at least 5 years as Associate Professor AND 4 additional SCI publications. 2. At least 28 (or 22+6*) SCI publications (with at least 6 SCI since last promotion) OR 22 SCI publications and TIF ≥ 32 (with at least 6 SCI since last promotion). 3. 2 PhD guided (awarded) 4. 1 R&D project ≥ 20 Lacs as PI/Co-PI [R&D projects cannot be compensated with additional SCI papers]

Note: 1 SCI paper \equiv 5 Scopus papers in Journals or leading conferences indexed in Scopus.

Category: Associate Professor

Stream		Criteria
Engineering + Mathematics	Basic: Rs. 1,50,000	1. 6 years of teaching experience of which 5 years Post-PhD experience and at least 5 years as Assistant Professor. OR 6 years of teaching experience of which 4 years Post-PhD experience and at least 5 years as Assistant Professor AND 3 additional SCI publications. 2. 12 (or 8+4*) SCI publications (at least 3 SCI since last promotion at AP-III) OR 9 SCI publications (at least 3 SCI since last promotion at AP-III) and TIF ≥ 15 3. 1 PhD registered (beyond IRB) (can be compensated with additional 2 SCI papers) 4. 1 R&D project ≥ 5 Lacs as PI/Co-PI
Sciences		1. 6 years of teaching experience of which 5 years Post-PhD experience and at least 5 years as Assistant Professor. 2. 16 (or 12+4*) SCI Publications (at least 4 SCI since last promotion at AP-III) OR 12 SCI publications (at least 4 SCI since last promotion at AP-III) and TIF ≥ 24 3. 1 PhD awarded (can be compensated with one extra R&D project ≥ 10 lacs OR 3 SCI papers) 4. 1 R&D project ≥ 10 Lacs as PI/Co-PI

Note: 1 SCI paper \equiv 5 Scopus papers in Journals or leading conferences indexed in Scopus.

Category: Assistant Professor - III

Stream		Criteria
Engineering + Mathematics	Basic: Rs. 1,10,000	1. 2 years' experience as AP-II 2. 3 (or 2+1*) SCI publications since AP-II. 3. At least 1 R&D proposal submitted for grant since AP-II No External mode
Sciences		1. 2 years' experience as AP-II 2. 4 (or 3+1*) SCI publications since AP-II. 3. At least 1 R&D proposal submitted for grant since AP-II No External mode

Note: 1 SCI paper \equiv 5 Scopus papers in Journals or leading conferences indexed in Scopus.

Category: Assistant Professor - II

Stream		Criteria
Engineering + Mathematics	Basic: Rs. 92,000	1. 2-year experience as AP-I 2. 3 (or 2+1*) SCI publications since AP-I. For External candidate: ≥ 6 SCI (it is the discretion of Selection Committee to give AP-I or AP-II) 3. At least 1 R&D proposal submitted for grant since AP-I
Sciences		1. 2 years' experience as AP-I 2. 4 (or 3+1*) SCI publications since AP-I. For External candidate: ≥ 8 SCI (it is the discretion of Selection Committee to give AP-I or AP-II) 3. At least 1 R&D proposal submitted for grant since AP-I

Note: 1 SCI paper \equiv 5 Scopus papers in Journals or leading conferences indexed in Scopus.

Category: Assistant Professor - I

Stream		Criteria
Engineering + Mathematics	Basic: Rs. 78,000	1. PhD with good academic record. 2. 3 SCI publications OR 2 SCI publications + 1 paper in leading conference
Sciences		1. PhD with good academic record. 2. 4 SCI publications OR 3 SCI papers and 1 paper in leading conference

Note: 1 SCI paper \equiv 5 Scopus papers in Journals or leading conferences indexed in Scopus.

Compensation

Following compensation may be considered wherever applicable (reverse is not true). Further, SCI papers refer to research papers published in journals indexed in SCI / SCIE / SSCI.

a)	Extra R&D project	≥	10 Lacs as PI/Co-PI	2 SCI papers
b)	Extra R&D project	≥	5 Lacs as PI/Co-PI	1 SCI papers
c)	1 patent published	≡		1.5 SCI papers
d)	1 patent granted	≡		4 SCI papers

Note:

- 1 SCI paper \equiv 5 Scopus papers in Journals or leading conferences indexed in Scopus.
- If there are 'n' numbers of authors (Faculty) from TIET in a paper, $1/n$ credit will be given to each of them (for the current faculty members, this rule will be enforced after three recruitment cycles viz. 2020, 2021 and 2022). In case of publication coming out from joint supervision in PhD/ME/MSc Courses and joint R&D projects, division of credit will be exempted.

General Conditions

- All candidates hired will be as far as possible from top 50 in NIRF ranking (in that category) of the last two years or top 800 in international ranking.
- Minimum Qualification
 - PhD with First class in the preceding degree and a good academic record throughout.
 - When PG is the minimum qualification then first class is a prerequisite at both UG & PG levels
- One-year Post-PhD experience can be compensated with six years Pre-PhD experience in TIET; can be availed only once in the career up to 2021.
- Average SRS (student feedback) of minimum 65%
- Candidates with experience in Industry/Research Institutes will also be considered. Condition for post-PhD experience relaxed for such candidates. The PhD degree and publications will not be relaxed for candidates from industry. The candidates from industry can take the advantage of their patents towards compensation as stated above. Proficiency in Communication + Demonstrated leadership + Domain knowledge + Classroom engagement will be considered for hiring from industry stream.
- Flagship conferences must be identified by each department/school and should be circulated to entire faculty. It will be one-time affair and should be updated through DPPC from time to time. These conferences must be Scopus indexed.
- A new appointment will be on probation for 2 years. In the event that an employee is promoted from AP-III to Associate Professor or from Associate Professor to Professor, the probation period will be for one year.
- Promotion/Upgradation Date:** The following will be adhered to determine the date of promotion.
 - All regular promotions (except Professor) the date of promotion will be the date of signing of the 'Minutes of Meeting' by the Chairman.
 - Promotion to Professor level: All promotions to Professor level will follow 3-stage process.
 - Screening
 - Interview/presentation with external panelists at TIET.
 - Video conference interview with an Eminent Professor from a reputed International University.

- c) The date of promotion will be determined by the following process.
- i. The date of joining of a candidate promoted to the position of Professor shall be considered same as the date of joining of the candidate(s) promoted to the position of Associate Professor(s) in the same interview grouping, provided that their case has been recommended by the international expert.
 - ii. In case, the expert from an international university does not recommend the promotion, the candidate will have to wait for the next interaction for six months from the date of last interaction with the international expert. The date of joining in these cases shall be considered as the most recent later date from the following two dates:
 - a) The date exactly six months after the date of joining of the candidates promoted to the position of Associate Professor in the same interview grouping in which the candidate appeared before the selection committee.
 - b) The dates of joining of the candidates promoted to the position of Associate Professor in the last round of the selection process.
 - c) If an existing teaching staff without a PhD degree is promoted, then the date of promotion will be taken as the date of the PhD Viva Voce. However, office order will only be issued after the PhD notification.

These norms may be revised from time to time and amendments will be approved by BOG.

Promotion Norms: LM Thapar School of Management & School of Humanities & Social Sciences

Category: Professor (Basic: Rs. 1,75,000)

Criteria	Teaching	Research	Industry
Experience	10 Years, of which 8 years are post PhD experience & at least 5 years' experience as an Associate Prof., full-time teaching experience. Every 20 additional scholarly points will compensate with 1-year total experience OR 1-year post PhD experience OR 1-year Assoc. Prof. experience. In all 3 cases, the relaxation will be of a maximum 1 year each.	At least 10 years (minimum 8 year post-Ph.D.) full time research experience	20 years post-Masters experience at appropriate levels
Publications	Minimum 100 scholarly publication points as per Table A. See Table C below for additional information.	Minimum 120 scholarly publication points as per Table A. See Table C below for additional information.	NA
Guided PhD Students	No. of PhD students will also be considered.	NA	NA
Projects	Consulting / sponsored projects and demonstrated capability to organize MDPs/FDPs/EDPs/Short-term programs etc. will also be considered	NA	NA

Category: Associate Professor (Basic: Rs. 1,50,000)

Criteria	Teaching	Research	Industry
Experience	5 years of teaching experience of which 4 years post-PhD experience & at least 4 years as Assistant Professor very 10 additional scholarly points will compensate with 1-year total experience OR 1-year post PhD experience OR 1-year Assistant Professor experience. In all 3 cases, the relaxation will be of a maximum 1 year each.	At least 5 years of full time (minimum 4 year post-Ph.D.) research and corporate experience or equivalent	
Publications	Minimum 50 scholarly publication points (Table A). A 1 year relaxation in total experience and post-PhD is given if there is one additional 'A*/A/FT-50' category publication beyond counting the required 50 points	Minimum 60 scholarly publication points (Table A)	NA
Guided PhD Students	NA	NA	NA
Projects	Consulting / sponsored projects and demonstrated capability to organize MDPs/FDPs/EDPs/Short-term programs etc. will also be considered	NA	NA

Category: Assistant Professor – III (Basic: Rs. 1,10,000)

Criteria	Teaching	Research	Industry
Experience	1 year Post PhD experience	1 year Post PhD experience	7 years Industry Experience
Publications	Minimum 30 scholarly publication points (Table A). However, candidates with more than 6 years of full-time teaching experience are given 05 points relaxation.	NA	NA
Guided PhD Students	NA	NA	NA
Projects	NA	NA	NA

Category: Assistant Professor – II (Basic: Rs. 92,000)

Criteria	Teaching	Research	Industry
Experience	PhD	PhD	6 years Industry Experience
Publications	Minimum 25 scholarly publication points (Table A). However, candidates with more than 4 years of full-time teaching experience are given 5 points relaxation.	NA	NA
Guided PhD Students	NA	NA	NA
Projects	NA	NA	NA

Category: Assistant Professor – I (Rs. 78,000)

Criteria	Teaching	Research	Industry
Experience	PhD	PhD	5 years Industry Experience
Publications	Minimum 10 scholarly publication points (Table A). However, the candidates with more than 2 years of full-time teaching experience are given 5 points relaxation.	NA	NA
Guided PhD Students	NA	NA	NA
Projects	NA	NA	NA

Sufficient Conditions (Table A,B,C)**Table A**

SN	Publication Category	Points
1	UTD-24	50
2	FT-50	40
3	A* (ABDC)	30
4	A (ABDC)	20
5	B (ABDC)	10
6	B or C (ABDC) /SSCI/SCI/AHCI (Impact Factor = > 2)	15
7	B or C (ABDC) /SSCI/SCI/AHCI (Impact Factor = > 1)	12
8	C (ABDC) /SSCI/SCI/AHCI (Impact Factor = > 0.5)	8
9	C (ABDC)	5[#]
10	SSCI/SCI	5
11	Top Conference List (within the last three years)	8^{##}
12	Cases published with Top Publishers (Harvard Business School, Richard Ivey School of Business, Darden School, INSEAD, Stanford Graduate School of Business, Kellogg School of Management, IESE Barcelona, The Case Centre)	8

[#]Max 50% of the points will come from Serial 9^{##}As per defined list

Table B

Competencies [Very High (Prof.) / High (Associate) / Fairly High (Assistant) competence in all the five areas]	Contributions
Teaching	
Demonstrated understanding of content knowledge in one or several areas	SRS
Demonstrated ability to engage students	Number of mentees
Evidence of new course development	Number of new courses developed
Evidence of development of popular online courses	Number of courses taught
Demonstrated ability of developing innovative pedagogies	Number of MOOCS developed
Evidence of effective oral and written communication	Text Books
	Teaching videos
Research	
Demonstrated capacity to formulate innovative research ideas	Research publications
Demonstrated relevance of one's research	Research monographs
Evidence of effectively communicating research ideas, both oral and written communication	Books edited
Demonstrated contribution to theory and practice	Ph.D. students guided (2 in case of Professor, 1 in the case of Assoc. Prof)
Demonstrated contribution to scholarly community, doctoral guidance, journal editorship, reviewership	Conference presentations
	FT-50/A* publications
Community / Corporate Engagement / Career Management / Institution Building	
Community / Corporate Engagement	Mentoring students
Efforts directly leading to community or corporate impact	Making corporate connections
Working towards sustainable goals	Real life community impact
Contribution towards solving national and local societal changes	Championing accreditation efforts
Applied research	Coordinator / chair functions of the school
Career Management	Extra ordinary student feed back
Evidence of helping students achieve career and higher education goals.	Professionalism, citizenship behaviour and institutional contribution
Institution Building	Contributing to new program development
Everything to make above four happen	Leading Accreditations and rankings activities
Committee memberships	
Institute volunteer activities	

Table C

Category	Criteria (Refer Main Table)
Professor	<p>Other good publications (SCI/AL/PubMed etc.) or cases not covered in the above publication category will also be considered (the equivalence will be determined based on the impact factor / paper citation and or content etc.). In exceptional cases books, patents and research monographs can substitute part of publication requirements (the equivalence will be determined based on content / citation etc.). Moreover, number of PhDs guided, consulting / sponsored projects and demonstrated capability to organize MDPs/FDPs/EDPs/Short-term programs etc. will also be considered when making selection / promotion decisions.</p> <p>AND</p> <p>One UTD 24 publication in the last five years OR one FT50 in the last four years OR one A* (ABDC) publication in the last three years OR two A (ABDC) publication in the last four years. One year relaxation (in publication years) is given to candidates who make extraordinary contribution to the other four pillars (teaching, community/corporate engagement, career management of students and institution building) of Institute Excellence.</p>
Associate Professor	<p>Other good publications (SCI/AL/PubMed etc.) or cases not covered in the above category of publication will also be considered (the equivalence will be determined based on impact / citation etc.). The selection / promotion committee may consider books, cases, number of PhDs guided, consulting / sponsored projects and demonstrated capability to organize MDPs/FDPs/EDPs/Short-term programs etc. will also be considered when making selection / promotion decisions.</p>
Asst Prof-III	All conditions are captured in the table above.
Asst Prof-II	All conditions are captured in the table above.
Asst Prof-I	All conditions are captured in the table above.

Designations

Senior Professor

Professor

Professor (Term)

Associate Professor

Associate Professor (Term)

Assistant Professor (I,II,III) / Assistant Professor (LAS)

Assistant Professor (Term)

Assistant Professor (Contractual-III)

Assistant Professor (Contractual-II)

Assistant Professor (Contractual-I)

Lecturer / Lecturer (NT)

Recruitment & Promotion Norms: Non-Teaching Staff (Professional Management) – Regular

All promotions will purely be based on existing vacancies that have been authorized by the Chairman. All regular employees will be promoted based on their appraisal and guidelines as under. However, the Management will have the discretion not to promote a specific individual because of poor performance/disciplinary cases. Open selections will have external experts for levels PM-12 to PM-14. Open Selection for move from ATS to PM should meet all criteria, including necessary qualifications and will be against approved positions. In the case of external candidate's appraisal ratings will not apply.

Promotion

An employee who is promoted will be moved to the next level horizontally and the pay fixation will be determined as under:

- In the event that the current Basic Pay is less than the Entry Pay of the next level, then the Entry Pay of the next level will be fixed as the new Basic provided the difference between existing Basic Pay and entry pay of next level is more than one increment; otherwise, the pay will be (Entry level pay + One increment).
- In case the current Basic Pay is greater than or equal to the Entry Pay of the next level, then the new Basic will be next higher number in the new scale.
- For the shortlisting norms of Non-Teaching Staff - Professional Management for Promotion purposes, refer to table for Shortlisting Norms for Recruitment.

Recruitment & Promotion Norms: Non-Teaching Staff (ATS)-Regular

All promotions/upgradations will purely be based on existing vacancies that have been authorized by the Board. Promotion/Upgradation will be determined by '**Modified Assured Career Progression (MACP)**':

- Eligibility:** Covers only Regular employees from ATS-1 to ATS-9.
- Frequency:** At 10, 20 and 30 years of service.
- Performance Level:** Requirement of at least '6xVG' Rating and no ratings below average for MACP, w.e.f from 1st Jul 18; 'G' rating for the prior period.
- Efficiency Bar:** Employees not meeting the performance benchmark for MACP or a regular promotion within the first 20 years of service will have annual increments withheld (stagnation).

Recruitment & Promotion Norms: Non-Teaching Staff – Fixed Term Employees

Promotions will be based purely on vacancy & performance. Performance will be determined by the annual performance management system. The criteria for promotions for fixed term employees will be determined based on the Shortlisting Norms for Non-Teaching staff below. The hierarchy will be as is depicted in the section 'Classification of Staff'. Director will constitute a committee that will recommend promotions.

Necessary Conditions for Administrative, Technical & Support Staff

- Minimum Graduation in any discipline with 60% marks. Relevant Post-Graduate degree is desirable for ATS-7 to ATS-9. Lower qualifications can be considered for ATS-1 & ATS-3.
- Minimum 2 years' experience in relevant function/field. More experience will be required for higher levels.
- Desirable – A certification courses or Diploma in the skill and proficiency in the related field(s).

Note: Based on the quality of applications received the criteria for shortlisting can be raised, not lowered.

Necessary Conditions for Professional Management

For all professional management positions, the key criteria for hire will be subject matter expertise/functional expertise. The candidate should have relevant experience of handling similar roles of similar complexities & have deep understanding of the subject/function. The candidate should have qualification relevant to the role and as is described in the Professional Management table below.

Academic Inbreeding Policy

Preamble

This policy lays down the guidelines for hiring faculty from outside (both national & international institutes). Many of the faculty have international exposures to a higher level of research and publications. The faculty hired from outside bring in a variety of fresh ideas and research avenues that connects TIET with the external environment.

Academic Inbreeding involves the hiring of candidates who have completed their Master's degree/PhD at TIET. Most leading universities across the world, including the best institutes within India have an explicit or implicit policy of not inducting their own students into faculty positions. One of the advantages of hiring TIET qualified talent as soon as they acquire the requisite qualifications is convenience and speed in onboarding a new employee. However, inbreeding restricts TIET from deriving enrichments from diverse experiences. It could also tend to entrench the existing academic culture in the Institute and make reforms even more difficult. It solidifies hierarchical relationships within departments and may perpetuate unfair power dynamics within the department. Further, the research output of such candidates tends to be very localized and limited. Keeping this as a backdrop, it is essential to have a policy in place that curtails inbreeding and alleviates the demerits of such hiring.

Definition

Academic Inbreeding: Preference by an institute and more specifically its departments for directly hiring candidates as soon as they have completed their Masters/PhD at that very institute into faculty positions.

To avoid such inbreeding, the following will be adhered to:

1. No candidate will be hired immediately after completing their Masters or PhD in any regular academic role.
2. A candidate will be eligible for hire who has at least 3 years' experience at another institute/university/organization {top 50 in NIRF ranking (in that category) of last 2 years/top 800 in International ranking} post their qualification from TIET.
3. In case a person proceeds on a Post-Doctoral program at a reputed institute in India/abroad, they will be eligible for hire after 2 years of the Post-doctoral research, including any research or teaching spell.
4. This is not applicable to candidates who are already members of the faculty, either regular or on contract, and are pursuing a higher degree in the Institute.

Selection

Selection Process: Teaching Staff

Based on the Annual Manpower Plan hiring will be carried out as per the following procedure:

General Points - Teaching Staff

1. All appointments against permanent posts may be made by advertisement, but the Board shall have the power to decide on the recommendations of the Director that a particular post be filled by invitation, or by promotion from amongst the members of the staff of the Institute.
2. While making an appointment the Institute shall make necessary provisions for the reservation of posts in favour of the Scheduled Castes, Scheduled Tribes and Physical Handicapped in accordance with the decision of the Board.
3. Rolling advertisements will be published in relevant newspapers, websites, and portals. Interview dates will be set and based on that date a cut-off date will be set for short listing resumes.
4. In certain cases, more specifically senior positions, consultant's/search firms may be used for hiring, amongst other modes like regular advertisements and by invitation. DOFA/CHRO will recommend the modes of sourcing resumes to the Director for approval.
5. The Recruitment & Promotion norms are as defined in this manual and any subsequent changes shall be approved by BOG from time-to-time.
6. The shortlisting based on norms will be carried out by the departmental screening committees consisting of Head-AU and members selected by the Head-AU, approved by DOFA.
7. The Screening Committee should document the process of shortlisting the candidates. The

Screening and Assessment forms for Faculty are as under:

- a) Annexure-I (a): Engineering & Mathematics-Professor
- b) Annexure-I (b): Engineering & Mathematics-Associate Professor
- c) Annexure-I (c): Engineering & Mathematics-Assistant Professor-III
- d) Annexure-I (d): Engineering & Mathematics-Assistant Professor-II
- e) Annexure-I (e): Engineering & Mathematics-Assistant Professor-I
- f) Annexure-I (f): Sciences-Professor
- g) Annexure-I (g): Sciences-Associate Professor
- h) Annexure-I (h): Sciences-Assistant Professor-III
- i) Annexure-I (i): Sciences-Assistant Professor-II
- j) Annexure-I (j): Sciences-Assistant Professor-I
- k) Annexure-I (k): LMTSM & SHSS (Teaching Stream) – Professor
- l) Annexure-I (l): LMTSM & SHSS (Research Stream) - Professor
- m) Annexure-I (m): LMTSM & SHSS (Industry Stream) - Professor
- n) Annexure-I (n): LMTSM & SHSS (Teaching Stream) – Associate Professor
- o) Annexure-I (o): LMTSM & SHSS (Research Stream) – Associate Professor
- p) Annexure-I (p): LMTSM & SHSS (Industry Stream) – Associate Professor
- q) Annexure-I (q): LMTSM & SHSS (Teaching Stream) – Assistant Professor -III
- r) Annexure-I (r): LMTSM & SHSS (Research Stream) – Assistant Professor -III
- s) Annexure-I (s): LMTSM & SHSS (Industry Stream) - Assistant Professor -III
- t) Annexure-I (t): LMTSM & SHSS (Teaching Stream) – Assistant Professor -II
- u) Annexure-I (u): LMTSM & SHSS (Research Stream) – Assistant Professor -II
- v) Annexure-I (v): LMTSM & SHSS (Industry Stream) - Assistant Professor -II
- w) Annexure-I (w): LMTSM & SHSS (Teaching Stream) – Assistant Professor -I
- x) Annexure-I (x): LMTSM & SHSS (Research Stream) – Assistant Professor -I
- y) Annexure-I (y): LMTSM & SHSS (Industry Stream) - Assistant Professor -I

8. The shortlisting of Professor level and above candidates shall be carried out by a committee approved by the Director, that will include the DOFA as Chairman.
9. Shortlisted applications will be sent to DOFA by the respective heads of AU's. He will forward them to HR division indicating interview dates for issue of interview call letters.
10. A selection panel will be constituted as per the Constitution of Selection Committee and all panelists will be informed about the same by DOFA. Director will select the external experts on recommendations of DOFA.
11. For Professor level and above, a presentation will be made to the Selection committee followed by an interview. For other positions, the presentation will be made in the respective academic units and a feedback sent to DOFA. A format of the feedback is attached at **Annexure – I (z) (Assessment Form: Evaluation of Seminar/Presentation (Faculty Recruitment))**
12. In the event the Chairman - BOG is the Chairman of the Selection Committee and two members of the Board also form part of the Selection Committee, then the Chairman - BOG is authorized to approve the selection of the candidate.
13. Post the interview, all members of the interview panel will sign the Minutes with their recommendations immediately after completion of the interview. The recommendation will also contain designation, level, compensation, notice period payout, relocation allowance, if any, etc. On specific cases while deciding on the compensation offer, DOFA and/or CHRO will consider parity and equity and finalize the same with the Director.
14. Notice Pay Refund (to the previous employer) will be recommended by the DOFA/CHRO and approved by the Director and the same should be communicated to the candidate. This will be done in highly exceptional cases to enable early joining.
15. Once approved by the Director/BOG (as applicable) an appointment letter will be issued to the candidate.
16. No appointment letter will be issued till the following has been complied with:
 - a) The candidate will sign all certificates, testimonials, etc. Those interviewed through video conferencing will sign, scan and send the same to HR Division.
 - b) The HR Division will verify all certificates for authenticity.
 - c) Minimum required publications, projects, patents, etc., would be verified by a Committee consisting of DOFA, Head–AU and one senior faculty member from the same AU.
17. The candidate will sign the duplicate copy of the letter confirming the date by which they will assume duties.
18. A candidate who is offered an appointment in the Institute should join as mentioned in the appointment letter. The candidate should join at the start of the term. Extension of joining time will be recommended by the HOD/DOFA/CHRO and approved by the Director.
19. Disabled persons may be considered sympathetically at the time of recruitment and priority be given to them if the selection committee finds that the candidate will be able to cope with the work for the post for which they are being considered.

Selection Process: Teaching Staff

Institute Chair Professor

Procedure for selecting an Institute Chair Professor

1. **Position Title:** Institute Chair Professor (ICP)
2. **Introduction:** Institute Chair Professor is one of the highest honours that shall be awarded to senior faculty members. This shall reflect their contribution in research and teaching. The institute chair

professor should be able to attract young bright students/faculty for academic research in terms of publications, PhD guidance and funding.

- 3. Eligibility:** Appointment to the position of ICP shall be made by a committee headed by the Chairman BOG, with Director and three field experts. Selection shall be based on peer reviews of overall academic and research achievements in last few years. The person to be appointed as ICP should have outstanding teaching/research record. A person from industry with R&D experience can also be considered for this position.
- a) **Minimum Qualifications:** PhD with First class at UG and PG level.
 - b) **Experience:** 18 years Post-PhD teaching/research/industrial experience, out of which at least 8 years as Professor or equivalent.
 - c) **Research Parameters:** At least 35 publications in SCI/SCIE/SSCI journals & Total Impact Factor(TIF) of 35; should have guided at least 4 PhD students OR have obtained 3 patents; should have completed at least 4 major sponsored R&D projects as PI/Co-PI OR 4 industrial projects.

Selection Committee can show flexibility in the case of exceptional candidates.

- 4. Salary Structure:** Existing Salary + Honorarium (As will be decided by the Director/CBOG).
- 5. Duration and responsibilities of Institute Chair Professor:** Institute Chair Professor shall be appointed for a period of three years. The incumbent can be considered for re-appointment on the basis of a review to be conducted during the last six months of the chair professorship. The responsibilities of the institute chair professor shall include, but not limited to, teaching, academic research, attracting funding, motivating younger faculty for academic research and funding, joint publications with faculty, joint research proposals with faculty, collaboration with national/international institutions of repute, administrative work etc.

Cluster Dean

TIET Cluster Dean is one of the senior positions that report to the Director with administrative and academic responsibility of a specific cluster. This position should provide academic and strategic leadership within the cluster and play a pivotal role in the overall academic and strategic development of the Institute. This position should be able to promote interdepartmental collaborative research; build outcome-based teaching pedagogy, support lab infrastructure and academic curriculum harmonization.

Selection Committee Constitution

1. Chairman, BOG - Chairman
2. Director, TIET
3. A person nominated by the President
4. Two outside experts nominated by the Chairman in consultation with Director

Term of appointment: Minimum 3 years, subject to review (has option to move to parent department after completion of term). The Chairman may decide if a longer term needs to be given during the appointment.

Selection Committee Constitution

The selection committee for the following positions will be constituted as below:

Professor

1. Director of the Institute as Chairman
2. Dean of Faculty Affairs/Head of the Department/Chairman, Board of Studies provided they are of a level of Professor or above.

3. A person nominated by the President.
4. Three outside experts nominated by the Director in consultation with Dean of Faculty Affairs.

Associate Professor

1. Director of the Institute as Chairman
5. Dean of Faculty Affairs/Head of the Department/Chairman, Board of Studies provided they are of a level of Professor or above.
2. A person nominated by the President
3. Two outside experts nominated by the Director in consultation with Dean of Faculty Affairs

Assistant Professor/Assistant Professor–Term

1. Director of the Institute as Chairman
6. Dean of Faculty Affairs/Head of the Department/Chairman, Board of Studies provided they are of a level of Professor or above.
2. A person nominated by the President
3. Two outside experts nominated by the Director in consultation with Dean of Faculty Affairs

Assistant Professor-Contractual (On-campus recruitment)

1. Dean of Faculty Affairs as Chairman
2. Head of Academic Unit
3. At least 3 senior faculty members of the Academic Unit.

Assistant Professor-Contractual (Off-campus recruitment)

1. Dean of Faculty Affairs as Chairman
2. Head of Academic Unit or their nominee

Note:

1. In the event the Chairman - BOG is the Chairman of the Selection Committee and two members of the Board also form part of the Selection Committee, then the Chairman - BOG is authorized to approve the selection of the candidate.
2. The Chairman shall approve the Minutes of the Selection Committees, where Director is Chairman.
3. The Minutes of the Selection Committees, where DOFA is Chairman, shall be approved by Director, and the Chairman will give a post-facto approval through a reported item in the SAC/BOG meeting. In case of Assistant Professor (Contractual), the approval will be given by the Director, and Chairman will give a post-facto approval through a reported item in the SAC/BOG meeting.
4. In the case of all recruitments relating to LMTSM, the Director of LMTSM will be the Chairman, and for TSLAS, the Director of the Institute will be the Chairman. CHRO will be a member of the panel.
5. All teaching contractual positions will be for a period that will range between 0.5 and 3 years. They shall however be eligible for extension(s).

Visiting Professor

Persons to be appointed against these posts shall fall in three categories:

1. Those who are already working in an Institute in India
2. Those who have retired
3. Those who are working abroad.

Mode of Selection

A Committee comprising the following shall examine the CV's in such cases after getting the written recommendations from two experts of the panel of names approved by the Board

Director	Chairman
Deputy Director	Member
DOFA	Member
Head of Department/School/Center	Member
One Professor in a cognate area nominated by the Director	Member

The recommendations of the Committee will be put up to CBOG for approval.

The terms and conditions for appointment as Visiting Professor shall be as under:

Category (a): The incumbent will be paid a minimum honorarium of Rs. 1,00,000/-p.m (or as may be decided from time-to-time) and be provided rent free accommodation, if available. If accommodation is not available, then House Rent Allowance will be paid as per Institute Rules and equal to the HRA paid to the respective category at the minimum of the scale; other terms and conditions being the same as heretofore.

Category (b): The Selection Committee shall make recommendations on the merits of each case.

Other Terms and Conditions

1. The tenure of appointment of a Visiting Professor shall not be more than three years and the minimum not less than a semester. A Visiting Professor shall be eligible for reappointment.
2. If a person is working abroad on a permanent basis is invited as a Visiting Professor, the Institute may meet the cost of international air travel. This will not be applicable to a person who is returning to India at the end of their foreign appointment to take up the Visiting Professorship. Visiting professors appointed from within the country may be paid travel expenses in accordance with the rules of the Institute.
3. It is expected that when a serving person is appointed as Visiting Professor, the parent Institute would give them academic leave without pay.

Selection Committee: Quorum

The Quorum for the Selection Committee for regular positions shall ensure full presence of external experts.

Note

1. All candidates who have completed PhD shall be eligible for a contract up to 3 years. All other candidates shall be eligible for a contract of 0.5 to 2 years depending on credentials/interview performance.
2. Compensation for Assistant Professor - Term will be at AP-I (Level 10).
3. Compensation for Assistant Professor - Contractual will be as decided by BOG from time-to-time.
4. **Pool of candidates for Assistant Professor - Contractual:** If that after the completion of the above process vacancies still exist, then the team consisting of the academic unit and DOFA will relook at the resumes of those not called for the interview. A few fresh resumes, which may be obtained through an advertisement on the TIET website, may also be considered besides those who had applied for Assistant Professor and were not selected.

5. The urgent needs of Academic Units shall be addressed by hiring faculty at Assistant Professor - Contractual positions on a 0.5 to 1-year contract (Maximum Duration) through walk-in-interview, or as described in serial-4 above. For this, the candidates shall be invited to deliver a seminar in the academic unit, which will be followed by an interview.

Assistant Professor (Contractual): Campus Recruitment

Assistant Professors (Contractual) will be hired every year. The periodicity of the contract will be from 1 to 3 years.

Process

1. TIET will register with premier campuses, including Institutes of eminence/reputed websites for campus hiring. These campuses will share resumes of candidates who have completed PhD or are due to complete their PhD.
2. Resumes received by DOFA will be sent to Academic Units for shortlisting. Placement Cell of the campuses will be informed about the shortlisted candidates & the date for the interview is mutually set.
3. At the end of the interviews, Placement cell will be informed by DOFA about the shortlisted candidates.
4. After approval of Director on the recommendations by the Selection Committee, appointment letters will be issued by HR.
5. The selections are ratified in the SAC and finally in the next Board meeting.

Visiting Fellow

A Visiting Fellow should be a scholar of eminence in their subject(s). Superannuated persons up to the age of 65 years may also be considered for appointment as Visiting Fellows and the duration be not less than two weeks with a maximum up to 8 weeks. The following expenditure will be met out of the grant placed at the disposal of the Institute for appointment of Visiting Fellows.

1. Payment of daily allowance as per TA/DA rules. For visits beyond one month, the rate may be as in the case of Visiting Professors.
2. Travel expenses be met in accordance with the rules of the Institute
3. It is expected that the parent Institute where the person is appointed will grant academic leave with pay & allowances as usual for the duration of their appointment as Visiting Fellow.
4. TIET will provide accommodation to the Visiting Fellow in its Guest House free of charge.
5. HOD's while sending the statement of accounts of the payments made to the Visiting Fellow will also attach a brief report of the benefits accrued to the Institute.

Professor of Eminence

1. On the recommendations of the Director/a member of the Board/a member of the Senate, the Board/a member of the Board may appoint an eminent person as Professor of Eminence on contract for **period not exceeding 5 years**. However, the Board of Governors, on the recommendations of the Director may extend this term for another period of five years or less. Every such appointment and the terms thereof shall be subject to the prior approval of the President of the Institute.
2. All such proposals will be processed in the Institute in accordance with the following procedure:
 - a) The CBOG/The Director of the Institute/a Member of the Board/a Member of the Senate may name an eminent person for appointment as a Professor of Eminence. On receiving the recommendations, the Chairman, Board of Governors may refer the matter to an Expert Committee appointed by them for the purpose.

- b) The recommendations of the Expert Committee will be placed before the Board of Governors. If the Board approves the recommendations, the proposal will be sent to the President of the Institute for approval before the appointment is made. The terms and conditions of the appointment including privileges, such as free furnished accommodation, travel grant, secretarial support, etc., will be decided in each case by the Expert Committee.
- c) The Board may also invite any person as Professor of Eminence on contract in the prescribed scales of pay and on the terms and conditions applicable to the relevant post for a period of 5 years with the provision of renewal for a further period. Every such appointment and the terms thereof shall be subject to the prior approval of the President of the Institute.

Conferment of the title of 'Professor Emeritus'

1. The Institute Board may, on its own or on the Recommendations of the Director/a Member of the Board/a member of the Senate, confer the title of '**Professor Emeritus**' on any distinguished Professor of the Institute at/or after retirement in recognition of scholarship & exemplary service to the Institute. However, no such title shall be conferred unless the continuous tenure of the faculty with the Institute has extended over a period of not less than ten years.
2. The 'Professor Emeritus' shall be for all purpose of courtesy and in ceremonial be on the same footing as a Member of the Senate, but shall not as such be entitled to membership of any Institute body or authority.
3. The person concerned shall enjoy the honor thus conferred for a period of three years. However, the Board of Governors may on the recommendations of the Director extend this term for another period of two years or less. The title of 'Professor Emeritus' shall pertain to a particular subject and shall bear designation accordingly.
4. The 'Professor Emeritus' may be paid such honorarium and traveling allowances etc., as may be fixed by the Director in individual cases.
5. The 'Professor Emeritus' shall be at liberty to accept and guide research work of the students studying for PhD, degrees provided that in all such cases the Senate shall prescribe the procedure to be followed by the professor concerned.

Emeritus Fellows

1. The scheme is intended to utilize the services of highly qualified and experienced superannuated Professors in universities/institutes who have been engaged in research and teaching improvement programs of the UGC in the preceding years to enable them to pursue active research in their fields of specialization as also to help the commission in monitoring of educational programs initiated by the University Grants Commission.
2. Fellowship will carry an honorarium per month that will be fixed by the Board.
3. Fellowship will be available ordinarily for a **period of 2 years** but not beyond the age of 65 years.
4. The awardees will be provided a non-lapsable contingent grant (as will be decided by the Board from time-to-time) per annum for secretarial assistance, travel, stationery, postage, telephone rental, consumables, etc. They could also be provided additional modest financial support to enable them to pursue their research and academic activities on the merits of each case.
5. The Institute may provide facilities to the Emeritus fellow, such as usual facilities in the department in which they could work and a suitable residential accommodation. Suitable accommodation may not mean accommodation in accordance with entitlements as professor in the Institute but would imply respectable accommodation looking to the needs of the scholar if not at the original level perhaps at a more modest level.

6. A fellow selected for the award under the scheme should normally join the fellowship within a period of three months from the date of the award. In special cases, a further extension in the joining time may be allowed up to three months.
7. A fellow desiring to accept assignments with foreign agencies would be required to obtain prior concurrence of the UGC Programmes for which they have requisite competence, for example, to help in status report writing, working out the curriculum to be commended to the Institutes, evaluating research, project reports etc.

Adjunct Professors

Selection Committee Constitution

1. Director
2. Deputy Director
3. Head of the Concerned Department
4. An Expert from the staff of the Institute nominated by the Director

The appointment of Adjunct Professors shall be made in accordance with the Procedure, Terms & Conditions below:

1. The proposal for appointment as Adjunct Professors will be considered on the basis of the resume of the candidate by the above committee after obtaining the concurrence of the employer. The appointment will be made after obtaining the approval of the CBOG.
2. The appointment of Adjunct Professor will be made for an appropriate period as may be decided by the Director but not less than one semester at a time.
3. The terms & conditions of Adjunct Professor will be approved by the Board from time-to-time. The Adjunct Professor will be paid an honorarium per lecture at rates as decided by the Board.
4. The out-station Adjunct Professor will also be paid TA/DA for every visit to the campus in accordance with the rules of the parent organization. TA/DA will be paid at the end of each visit and the honorarium at the end of the semester.

Foreign Nationals (FN)

1. The appointment of the Foreign National(s) shall be made on term basis for a maximum **period of five years** from the date of joining and shall be eligible for reappointment only at the discretion of the Director/CBOG. The Chairman may however approve a regular contract for Foreign Nationals.
2. The appointment process of FNs shall be the same as applicable for teaching staff in various levels of the Institute.
3. The compensation negotiated with the candidate will be in INR and will be credited in an Indian bank account. The salary and allowances payable to a FN will require prior approval of CBOG.
4. In the event that a FN is engaged on a contractual agreement for less than 182 days in a year, he can be paid in Foreign Currency in their foreign bank account
5. Relocation expenses will cover the cost of Air Economy tickets & road travel for the candidate & their family, packaging and shipment of personal goods by sea/rail/road, etc. These should be reasonable and require prior approval of the Director. Bills will need to be produced for such expenses.
6. Medical Insurance: Coverage of employee and dependents will be as per the Group Medical Insurance Policy.
7. Group Accident Insurance: Coverage of the employee will be as per Group Accident Insurance Policy.
8. The services of the FN's shall be terminated by either side by giving three months' (or as negotiated between the two parties) advance written notice or on payment of three month's salary in lieu thereof, without assigning any reason or as per the agreed terms and conditions.

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9. The employment of FNs shall be subject to compliance of Indian laws. In this connection, FNs will need to register with Foreign Regional Registration Office (FRRO), Income Tax Department to obtain Permanent Account Number (PAN), open a PF account, open an Indian Bank Account, etc. The benefits of Double Taxation Avoidance Agreement (DTAA) and Social Security Agreement (SSA), if any, may also be available to the FNs, if such treaties are signed between the two countries.
 10. The FNs shall only be eligible to avail leave as per the Service Regulations of the Institute as applicable to regular employees.
 11. The FNs will be eligible to avail benefits as given to the regular employees of the Institute, unless this is in variance to the terms and conditions contained in letter of appointment.
 12. In case any dispute arises between the FNs and the Institute, the CHRO will make recommendations to the Director who shall have the power to entertain the matter and the decision of the Director shall be final and liable on the FN. Further, FNs shall be governed by Indian laws and the courts of the Patiala shall have the exclusive jurisdiction.
 13. The Board of Governors of the Institute shall have the power to make amendments in the Service Regulations for appointment of FNs from time-to-time

Shortlisting Norms (Recruitment & Promotion) – Library, Physical Education (Sports)

Physical Education (Sports)	Library
L – 10	
Master's Degree with 60% in Physical Education / Sports Science. All degrees should be full-time where applicable.	Master's Degree with 60% in Library Sciences / Information Sciences / Documentation Sciences or an equivalent professional degree. All degrees should be full-time where applicable.
Represented Uni./College level at inter-university/college competitions or State/National Championships. Should pass institute Physical Fitness test.	Knowledge of computerization of Library
Age: Less than 30 years	Age: Less than 30 years
L – 11	
Master's Degree with 60% in Physical Education / Sports Science. All degrees should be full-time where applicable.	Master's Degree with 60% in Library Sciences / Information Sciences / Documentation Sciences or an equivalent professional degree. All degrees should be full-time where applicable.
Experience: 5 Years at PM – 10; 4 years at PM-10 (M.Phil.), 3 years at PM-10 (with PhD)	Experience: 5 Years at PM – 10; 4 years at PM-10 (M.Phil.), 3 years at PM-10 (with PhD)
Evidence of organizing competitions & conducting coaching camps. Possess good past record / appraisal reports	Evidence of innovative library service and organization of published work and professional commitment.
Open Selection / Through Interview	Open Selection / Through Interview
Rating VG & Above (5 out of 7 years). No rating below Good	Rating VG & Above (5 out of 7 years). No rating below Good
L – 12	
Master's Degree with 60% in Physical Education / Sports Science. All degrees should be full-time where applicable.	Master's Degree with 60% in Library Sciences / Information Sciences / Documentation Sciences or an equivalent professional degree. All degrees should be full-time where applicable.
Experience : 3 Years at PM – 11	Experience : 3 Years at PM – 11
Open Selection / Through Interview	Open Selection / Through Interview
Rating VG & Above (5 out of 7 years)	Rating VG & Above (5 out of 7 years)
Evidence of organizing competitions & conducting coaching camps. Possess good past record / appraisal reports	Evidence of innovative library service and organization of published work and professional commitment.
L – 13	
Master's Degree with 60% in Physical Education / Sports Science. All degrees should be full-time where applicable.	Master's Degree with 60% in Library Sciences / Information Sciences / Documentation Sciences or an equivalent professional degree. All degrees should be full-time where applicable.
Experience : 5 Years at PM – 12	Experience : 5 Years at PM – 12
Open Selection / Through Interview	Open Selection / Through Interview
Rating VG & Above (4 out of 6 years). No rating below Good	Rating VG & Above (4 out of 6 years). No rating below Good
Evidence of organizing competitions & conducting coaching camps. Possess good past record / appraisal reports	
L – 14	
Master's Degree with 60% in Physical Education / Sports Science. All degrees should be full-time where applicable.	Master's Degree with 60% in Library Sciences / Information Sciences / Documentation Sciences or an equivalent professional degree. All degrees should be full-time where applicable.
Experience: 3 Years at PM - PM-13	Experience: 3 Years at PM – 13
Open Selection / Through Interview	Open Selection / Through Interview
Rating VG & Above for all 3 years	Rating VG & Above for all 3 years
Should have participated in at least 2 national / international seminars / conferences.	Evidence of innovative library service and organization / dissemination of published work.
Desirable: Having produced teams / athletes at State / National / Inter-university level.	

Note: An employee will benefit from a relaxation of one year due to additional qualifications only once for obtaining M.Phil. & once for obtaining PhD during their career life cycle at TIET at any of the levels.

Selection Process: Non-Teaching Staff

1. All appointments against permanent posts will be made by advertisement, but the Board shall have the power to decide on the recommendations of the Director that a particular post be filled by invitation, or by promotion from amongst the members of the staff of the Institute under a scheme approved by the Board.
2. While making appointment the Institute shall make necessary provisions for the reservation of posts in favour of the Scheduled Castes, Scheduled Tribes and Physical Handicapped in accordance with the decision of the Board. The disabled (blind, deaf & dumb and handicapped) persons may be considered sympathetically at the time of recruitment and priority be given to them if the selection committee finds that the candidate will be able to cope with the work for the post for which they are being considered.
3. The Recruitment & Promotion norms are as defined in this manual and any subsequent changes shall be approved by BOG from time-to-time.

Constitution of Selection Committee (Non-Teaching Staff): The selection committee for NTS will be constituted as under.

1. **Level: PM-14**

CBOG/Nominee	Chairman
Director(s)	Member
Deputy Director	Member
President's Nominee	President's Nominee
Member(s)	2 Nominees of the Board
External Expert	Member
2. **Level: PM-12 & PM-13**

Director(s)	Chairman
Deputy Director	Member
CHRO	Member
HOD (Respective Dept.)	Member
Member(s)	1-2 members from same/other Department of L-13 & above.
External Expert	Member
3. **Level: PM-10 & PM-11**

Deputy Director	Chairman
CHRO	Member
HOD (Respective Dept.)	Member
Member(s)	1-2 members from same/other Department of L-12 & above.
4. **Level: ATS-4 to ATS-9**

Deputy Director	Chairman
CHRO	Member
HOD (Respective Dept.)	Member
Member(s)	1-2 members from same/other Department of L-10 & above.
5. **Level: ATS-1 & ATS-3**

Deputy Director	Chairman
CHRO	Member
HOD (Respective Dept.)	Member
Member(s)	1-2 members from same/other Department of L-10 & above.

PM-10 includes PM-10A, PM-10B, PM-10C & PM-10D.

The candidate will have to fill in a personal information form prior to the panel interview. **Annexure-II**
(Personal Information Form (Interview - NTS))

Candidates interviewed by the panel are assessed against relevant competencies/skills and functional/technical knowledge. These are mentioned in the annexures to the forms to be used for selection against vacancies. Three types of forms are used for different levels.

1. Interview form for PM 13 - 14. **Annexure-III (Interview Assessment Form)**
2. Interview form for PM 10 – 12 and ATS 1 – 9 **Annexure-IV (Interview Assessment Form)**

Note:

1. In case of recruitments for LMTSM & TSLAS the Director of LMTSM will be the Chairman.
2. The minutes of the selection committee containing pay details, effective date of joining, etc., shall be approved by the Director, TIET or Director LMTSM as applicable.
3. For PM—14, the Chairman – BOG may decide on the constitution of a different panel.
4. In the case of 'PM-14', the Quorum for the Selection Committee shall be three, provided that at least one member from amongst the outside experts are present. In the case of PM 10-13 the quorum of the selection committee shall be 4 and for ATS 1-9 it shall be 3.

Shortlisting Norms (Recruitment & Promotion): Non-Teaching Staff - Professional Management
Professional Management

Positions: Assistant Registrar, Deputy Registrar, Registrar, Controller of Examinations, Finance, Human Resources, Marketing, Admissions, Industry Engagement, Alumni, Legal, CILP, CTD

PM – 10 (PM-10A, PM-10B, PM-10C, PM-10D)

Assistant Registrar, Assistant COE, Assistant Finance Officer, Jr. Executive, Executive, Assistant Manager, Dy. Manager, Law Officer

PM-10A (Jr. Executive): Master's Degree, B. Tech; Fresher; Confirmation post 2 years' experience through performance evaluation.

PM-10B (Executive): CMA, LLB; Fresher; Confirmation post 2 years' experience through performance evaluation. For promotion to PM-10B minimum 2 years' experience at PM-10A

PM-10C (Assistant Manager): MBA, CA; Fresher; Confirmation post 2 years' experience through performance evaluation. For promotion minimum 2 years' experience at PM-10B

PM-10D (Dy. Manager): MBA, CA; Fresher; Confirmation post 2 years' experience through performance evaluation. For promotion minimum 3 years' experience at PM-10C.

The Assistant Registrar position is equivalent to PM-10D

Master's Degree (minimum 60%) & good academic record of accomplishment. All degrees should be full-time where applicable.

M. Com, ICWAI, CA, MBA (Relevant Stream), MFC, CMA M.Tech, B.Tech, MCA, LLB

Age: Ideally less than 30 years. Strong communication skills (verbal & written), Constant urge to learn (formally & informally)

Jobs that are more complex and requiring, more relevant experience will be at a higher level in the continuum of PM-10A to PM-10D.

PM – 11

Assistant Registrar (Sr. Scale), Assistant COE (Sr. Scale), Assistant Finance Officer (Sr. Scale), Law Officer (Sr. Scale), Manager

Master's Degree (minimum 60%) & good academic record of accomplishment. All degrees should be full-time where applicable.

M. Com, ICWAI, CA, MBA (Relevant Stream), MFC, CMA M.Tech, B.Tech, MCA, LLB

Experience : 5 Years at PM – 10; Open Selection/Through Interview; Rating VG & Above (4 out of 5 years); No rating below Good

PM – 12

Dy. Registrar, Dy. Finance Officer, Dy. COE, Sr. Law Officer, Sr. Manager, Head Alumni Engagement

Master's Degree (minimum 60%) & good academic record of accomplishment. All degrees should be full-time where applicable.

M. Com, ICWAI, CA, MBA (Relevant Stream), MFC, CMA M.Tech, B.Tech, MCA, LLB

Relevant experience : 3 Years at PM – 11; Open Selection/Through Interview ; Rating VG & Above (4 out of 5 years)

Dy. Registrar, Dy. COE: 7 years of relevant experience as Assistant Professor with at least 3 years in educational administration or comparable relevant experience in research establishments and/or other Institutes of higher education.

Evidence of innovative practice & implementation at PM-10 & PM- 11. At least 2 significant achievements during the past 3 years.

PM – 13

Dy. Registrar (Sr. Scale), Dy. Finance Officer (Sr. Scale), Dy. COE (Sr. Scale), Sr. Law Officer (Sr. Scale), Dy. General Manager, Head CILP, Head CTD, Head –TPA

Master's Degree (minimum 60%) & good academic record of accomplishment. All degrees should be full-time where applicable.

M. Com, ICWAI, CA, MBA (Relevant Stream), MFC, CMA M.Tech, B.Tech, MCA, LLB

Relevant experience : 5 Years at PM – 12; Open Selection/Through Interview; Rating VG & Above (4 out of 5 years); No rating below Good

Deputy Registrar, Dy. COE: 12 yrs of relevant experience as Assistant Professor or higher with at least 5 yrs in educational admin or comparable relevant experience in research establishments and/or other Institutes of higher education.

Evidence of innovative practice & implementation at PM-12. Capability of leading a small team. Significant understanding of required job. Should have led at least two impactful projects during the last 3 years that resulted in process improvement/cost savings.

PM – 14

Registrar, COE, Chief Human Resources Officer, Finance Officer, Chief Industry Engagement Officer, Chief Marketing & Admissions Officer, General Manager, Head Commercial, General Legal Counsel

Master's Degree (minimum 60%) & good academic record of accomplishment. All degrees should be full-time where applicable.

M. Com, ICWAI, CA, MBA (Relevant Stream), MFC, CMA M.Tech, B.Tech, MCA, LLB,

For Registrar PhD is essential, except for candidates from Armed Forces.

Relevant experience: 3 Years at PM – 13; Open Selection/Through Interview; Rating VG & Above for 5 years

Evidence of consistent innovative practice & implementation at lower levels and PhD in applied areas of work with evidence of benefits of the application. Should have demonstrated significant past achievements in relevant areas and have relevant job knowledge. Strong influencing skills and capable of leading a team. Should possess financial acumen and strategic thinking.

Registrar, COE: 15 years of relevant experience as Assistant Professor & above including 7 years in educational administration or comparable relevant experience in research establishments and/or other Institutes of higher education. For candidates from outside the education sector (Armed Forces), a minimum 15 years of relevant experience is required.

Professional Management		
Positions: Medical, CMS & Technical		
Medical	CMS	Technical Cadre
PM – 10		
MBBS	B.E./B.Tech OR Diploma with 8 years' relevant experience. All degrees should be full-time.	B.E./ B.Tech OR Diploma with 8 years' relevant experience. All degrees should be full-time.
	Knowledge of computers	Knowledge of computers
PM – 11		
Open Selection/Through Interview	Open Selection/Through Interview	Open Selection/Through Interview
Relevant experience : 5 Years at PM-10	Relevant experience : 5 Years at PM-10	Relevant experience : 5 Years at PM-10
Rating VG & Above (4 out of 5 years)	Rating VG & Above (4 out of 5 years)	Rating VG & Above (4 out of 5 years)
Evidence of innovative practice and implementation in the job	Evidence of innovative practice and implementation in the job	Evidence of innovative practice and implementation in the job
PM – 12		
Open Selection/Through Interview	Open Selection/Through Interview	Open Selection/Through Interview
Relevant experience : 3 Years at PM-11	Relevant experience : 3 Years at PM-11	Relevant experience : 3 Years at PM-11
Rating VG & Above (2 out of 3 years)	Rating VG & Above (2 out of 3 years)	Rating VG & Above (2 out of 3 years)
Evidence of innovative practice and implementation in the job and skill upgradation related to area of work with evidence showing benefits in its application. One PG (Correspondence) Diploma in Health Management, Hospital Management, Diet & Nutrition, etc.	Evidence of innovative practice and implementation in the job and skill upgradation related to area of work with evidence showing benefits in its application	Evidence of innovative practice and implementation in the job and skill upgradation related to area of work with evidence showing benefits in its application
PM – 13		
Open Selection/Through Interview	Open Selection/Through Interview	Open Selection/Through Interview
Relevant experience : 5 Years at PM-12	Relevant experience : 5 Years at PM-12	Relevant experience : 5 Years at PM-12
Rating VG & Above (4 out of 5 years)	Rating VG & Above (4 out of 5 years)	Rating VG & Above (4 out of 5 years)
Evidence of consistent innovative practice and implementation in the job at lower levels OR research / PhD in applied areas of work with evidence of benefits of its application	Evidence of innovative practice and implementation in the job and skill upgradation related to area of work with evidence showing benefits in its application.	Evidence of innovative practice and implementation in the job and skill upgradation related to area of work with evidence showing benefits in its application.
PM – 14		
	Open Selection/Through Interview	
	Relevant experience : 3 Years at PM-13	
	Rating VG & Above (2 out of 3 years)	
	Evidence of innovative practice and implementation in the job and skill upgradation related to area of work with evidence showing benefits in its application.	

Note: No Rating should be below "Good"

Additional Points

- 1. Lateral Entry:** Candidates having similar line of relevant experience subject to eligibility criteria shall be recruited directly into suitable grades (PM-10 to PM-14) by a process of interview by the selection committee. All such positions are open positions and both internal & external candidates meeting the necessary criteria are eligible to apply. Emphasis will be on demonstrated performance and achievements in earlier roles.
- 2. Recruitment - Entry level through Institute Management Trainee Scheme & Graduate Engineer Trainee Scheme:** Candidates fresh from institutes (MBA, CA, ICWA, B.Tech, M.Tech, MFC, CMA, MCA, LL.B) & with no initial or prior work experience in past shall be inducted as 'Management Trainee/Graduate Engineer Trainee' & shall undergo a training of 2 years. On completion of the training period their performance shall be reviewed by a panel comprising of Deputy Director, CHRO,

HOD & one/two members of cognate field. The panel will recommend their confirmation in levels as under:

- a) MBA's, CA's, other post graduates shall be placed as Assistant Manager.
- b) BE/B.Tech, ICWA, LLB shall be placed as Executive/Sr. Engineer.

3. Qualifications and/or experience can be relaxed for deserving candidates.

Short listing Norms (Recruitment & Promotion): Non-Teaching Staff – ATS (Fixed Term Employee)

Administrative, Technical & Support Staff (ATS-1 to ATS-9)

- i) Minimum graduation in any discipline with 60% marks. Lower qualifications can be considered for ATS-1 & ATS-3.
- ii) Relevant Post-Graduate degree is desirable for ATS-7 to ATS-9, details are as under:

Level	Admin Cadre	No. of Years to get elevation
ATS-7	Jr. Data Analyst / Jr. Information Analyst	4 years at ATS-6 with 3 "A" ratings out of 4
ATS-8	Data Analyst / Information Analyst	5 years at ATS-7 with 4 "A" ratings out of 5
ATS-9	Sr. Data Analyst / Sr. Information Analyst	6 years at ATS-8 with 5 "A" ratings out of 6

- iii) Desirable – A certification courses or Diploma in the skill and proficiency in the related field.

General Points Non -Teaching Staff

1. Advertisements will be published in relevant newspapers, websites, or portals based on the recommendations of CHRO and approval of the Director.
2. In certain cases, most specifically for senior positions, search firms/consultants may be used for hiring. CHRO/DOFA will recommend the same to the Director for approval.
3. By Invitation. (The Board shall have the power to decide on the recommendations of the Director that a particular post be filled by invitation, or by promotion from amongst the members of the staff of the Institute under a scheme approved by the Board).
4. First round of short-listing will be carried out by HR. Shortlisted resumes will be sent to HODs for second-level filtration.
5. A selection panel will be constituted and approved by the Director.
6. In the event the Chairman - BOG is the Chairman of the Selection Committee and two members of the Board also form part of the Selection Committee, then the Chairman - BOG is authorized to approve the selection of the candidate.
7. Interviews are carried out and all members of the interview panel will be required to sign the recommendations form immediately after completion of the interview. The recommendation will also contain date of joining, designation, level, etc. In the case of TS, finalization of compensation, notice period payout and any other financial decisions will be done by the interview panel and recorded in the minutes of meeting. In the case of NTS, finalization of compensation will be invariably sought through an informal input from the panel; however, the Director will approve the final decision on compensation.
8. Once approved by the Director/Chairman (as applicable) an appointment letter will be issued to the candidate.
9. No appointment letter will be issued until the HR Division verifies all certificates and testimonials for authenticity. On joining all certificates and testimonials will be signed by the candidate.
10. The candidate will sign the duplicate copy of the letter confirming the date by which they will assume duties.
11. A candidate who is offered an appointment in the Institute should join by the due date mentioned in the appointment letter. If a candidate requests for an extension in joining date, the same can be granted after discussion with the HOD and with the approval of the Director.

Fixed Term Employees: Terms and Conditions

The services of a fixed term employee shall be liable to termination at any point time by a notice of one month in writing given by the Director. However, for all Dismissal/Discharge orders a prior approval of the Board will be required. The period of such notice shall be as per the terms & conditions mentioned in the appointment letter unless otherwise as mutually agreed between the institute and the employee. The other terms and conditions of service of such employees shall be such as may be specified by the appointing authority in the letter of appointment.

Important Points (For TS and NTS)

1. **Appointment Letter:** An appointment letter shall be issued to the selected candidate after the statutory approvals of the recommendations of the selection committee and approval of the Director. The appointment letter indicates the salary offered, duration of the appointment & other terms and conditions of service as applicable and approved by Board of Governors from time-to-time.
2. All appointments shall be purely based on the representations made by the candidate in the application form filled in at the time of the employment. If at any time, it is found that any information is suppressed or incorrectly given by the candidate, it would render the appointment null and void.
3. No appointment letter will be issued till the following has been complied with:
 - a. All certificates, testimonials, etc., will be signed by the candidate on the first day of the interview. Those interviewed through video conferencing will sign, scan and send the same to the HR Division. At the time of joining, the candidate will sign these documents again.
 - b. The HR Division will verify all certificates for authenticity on the first day of the interview.
 - c. For Teaching Staff (Only): For all selected candidates and prior to issuing the appointment letter, all publications, projects, patents, etc., will be verified by a Committee consisting of DOFA, Head – AU & one senior faculty member from the same AU. This committee will also verify that none of the candidates are inbred as per the inbreeding policy of TIET.
4. In case any posts are not covered in ATS-1 to ATS-9 and PM-10 PM-14 categories above, the Director may, at his/her discretion, constitute such Selection Committee as may be considered appropriate by them.
5. In the absence of the Director as Chairman, he/she will assign one of the members of the committee as Chairman.
6. No act or proceedings of any Selection Committee shall be called in question on the ground merely because of the absence of any member or members of the Selection Committee. Provided that if any meeting of the Selection Committee is found necessary to fill a permanent post, the DOFA/CHRO shall give notice of the meeting to the members of the committee at least 7 days before the date of the meeting.
7. The recommendations of a Selection Committee will remain valid only for a period of six months from the date of approval by the competent authority. During this period, if a vacancy arises in one of the areas advertised for selection, for any reason including a selected candidate declining the offer or not joining by the prescribed date, the offer could be made to the next candidate on the panel. However, if a candidate is on the waiting list against a particular position, the waiting list shall automatically lapse on the date the particular candidate joins the Institute, or six months' limitation, whichever is earlier.
8. All appointments made at the Institute shall be reported to the Board through the Staff Affairs Committee at its next meeting.

9. **In absentia Interviews:** For candidates who are unable to come for an interview, the Institute will organize video conferencing and such cases may be considered in absentia for regular/contract appointments. This will be done in highly exceptional cases with the approval of the Director.
10. **Notice Pay:** If a notice pay refund is required to enable an early joining, it must be recommended by CHRO and approved by the Director. Payment will only be made to the candidate after the candidate produces documentary proof from their previous organization that they have made this payment for shortfall in notice period. Notice pay refund will only be recommended in highly exceptional circumstances and not be treated as a rule as such. If reimbursement of notice pay is offered to any of the candidates, it shall be confirmed at the time of giving the offer. Notice pay reimbursement shall become refundable in full to the Institute in any of the following situations:
- Termination of services due to breach of any contractual terms or the Institute's policies.
 - Resignation/leaving the services of the Institute before the said 3 years.
11. **Minimum Age:** Minimum age of entry shall be 18 years. The employee(s) shall have to submit a proof of age at the time joining of the Institute.
12. No employee will recommend/promote directly or indirectly any candidate who is their relative (even distantly), friend or acquaintance. Each candidate will sign a declaration form at the time of interview declaring their relatives or friends working/having worked in the Institute. The final discretion will rest with the Director to take a decision on any hiring of a candidate who happens to be a relative/friend of an employee.

Travel reimbursement for candidates attending Interviews: TS/NTS

All outstation candidates will be reimbursed expenses for travel as per following guidelines.

- A candidate can be reimbursed a travel entitlement up to the limit that is entitled for the position (level) for which he/she is being interviewed for. In the event that a candidate travels by a higher mode of travel than the entitlement, an approval of the Director will be sought.
- The candidates will fill in the 'Interview Travel Reimbursement Form' and attach all appropriate tickets in original/duplicate. Reimbursements to the candidates will be made the same day, however in the event that this is not possible, then a cheque will be sent to the candidate within 7 working days.

Appointment Letters – Draft

For draft appointment letters, see annexures as below:

- Annexure - V (Appointment Letter: Teaching Staff (Regular) – TIET/LMTSM)**
- Annexure - VI (Appointment Letter: Teaching Staff (Regular) - TSLAS)**
- Annexure – VII (Appointment Letter: Assistant Professor – Term)**
- Annexure – VIII (Appointment Letter: Assistant Professor – Contractual – I, II, III)**
- Annexure – IX (Upgradation Letter – Teaching Staff)**
- Annexure – X (Appointment Letter: Non-Teaching- Regular)**
- Annexure – XI (Appointment Letter: Non-Teaching- Regular without DA)**
- Annexure – XII (Appointment Letter: Non-Teaching – Fixed Term Employee)**

Relocation Allowance

Introduction

The Policy on reimbursement of Relocation Expenses is designed to cover expenses incurred by employees at levels L-14 / PM-14 and above:

- (i) who are newly recruited to TIET system
- (ii) those who are transferred between campuses

Objectives

1. Act as an enabling mechanism to attract motivated and high quality employees to any of the TIET campuses.
2. To provide TIET system with a competitive edge in employee recruitment related policies.

Eligibility

Employees in category levels L-14 /PM-14 and above.

Compensatory Amount

1. Reimbursement of expenses incurred for packing, loading, transportation, unloading, unpacking and insurance of personal effects and broker fees for new hires is only paid if it is negotiated and agreed to during the interview. The decision to pay such expenses shall be used very diligently and shall be allowed in exceptional cases only. Such reimbursements are discretionary and subject to recommendations by the CHRO and approval of the Director. The financial limit of the same is as under:

Level		Financial Limit (Rs.) Maximum amount
Teaching Staff	Non- Teaching Staff	
L-14 - L-15	PM-14	60000/-
Directors		Actuals

2. Bills need to be produced.
3. For new hires the same has to be negotiated in the interviews, otherwise will not be paid.
4. For hire of overseas candidates, a prior approval of the Director will be required which will be limited to air tickets to India for family and transportation of one container load of household goods. This will not include any import duties on goods being transported.
5. The new hires may avail Guest House facility for 7 days' period. This period can be extended as a special case with the approval of the Director. For the duration of the stay the employee will be charged room rent/HRA whichever is lesser and consumption of meals on actual.

Guidelines for Expenditure

1. Travel reimbursements for the joining employee and immediate family will be as per the Travel Policy and only be paid out if negotiated during the interview & further communicated at the time of offer. Travel will be as per travel rules based on the level of the employee.
2. The funds may be used to transport personal and household goods.
3. The relocation expenses will have to be paid back to TIET if the employee resigns before completion of 3 years in service.
4. All reimbursements will be done after the employee joins TIET. However, prior approval before finalizing travel plans has to be taken.

Conditions

All expenses will be processed in accordance with TIET policies and procedures.

Orientation Process (On-boarding Policy)

Objective

1. The objective of this indoctrination process is to induct new hires into the Institute by informing them about the Institute's key values, vision, mission, culture, key people, process, their own roles and responsibilities, etc. Induction is not a formality but a significant process through which a new employee understands their role in the context of the Institute's plans.
2. The two basic goals of the on-boarding process are:
 - a) To make the new employee feel welcome and comfortable in the new surroundings.
 - b) To minimize time before new employees are productive members of their new workgroup.
3. This on-boarding policy will be applicable to all regular employees, fixed-term contract and contractual teaching positions of the Institute.
4. The responsibility for onboarding rests with Human Resource Division. The process effectiveness will be tested through a feedback mechanism at the end of the induction process.

Joining Procedure

The HR representative will welcome the new hire immediately after their arrival. At the time of joining the new hire shall submit a medical fitness certificate from a Medical Practitioner along with pathological and test reports (as under) to the Institute's Medical Officer. The Institutes Medical Officer will determine their health status and fitness, and this will be final and binding on the candidate:

HB	Blood Urea	Chest X-Ray
TLC, DLC	Pregnancy certificate (female staff)	ECG
ESR	Serum Creatinine	Eyesight – refraction
Fasting Blood Sugar	Urine complete examination	

The appointee will be reimbursed maximum of Rs. 1500/- for getting the above medical examination done. The medical fitness certificate is required at the time of joining at the Institute. In case the tests have not yet been carried out, the same should be completed within a week from the date of joining. If an internal employee gets promotion, extension, placement or appointed to any other position within the Institute, they are not required to undergo another medical fitness test.

On the day of joining a welcome note – 'Welcome Aboard' will be circulated to all concerned employees via email

New Hires will fill the following forms on their joining date

1. Personal Data Form – **Annexure –XIII (Personal Data Form)**
2. Joining Form – IT Services
3. Provident Fund Form
4. Gratuity Form
5. ESI Form (if applicable)
6. Code of Conduct: The new hire will need to sign a 'Code of Conduct Certificate' stating that he/she has read and understood the Code of Conduct
7. Employee Group Insurance Forms
8. ID Card Request Form

The HR Division shall verify all forms.

All photocopies of mark sheets/ID proofs will be attested by the employee as well as by the HR representative (after verification with the originals). A personal file will be opened and documents will be filed as per the joining checklist. This checklist will be kept as the first page in the file.

All employee personal files will contain joining documents as is mentioned above. As the employee's career progresses with the Institute, the file will contain documents such as promotion/increment letters, development plans, changes in personal data, disciplinary actions/proceedings, etc. On the exit of the employee, it will contain the employee resignation letter, acceptance of resignation, full and final settlement, exit interview, service certificate, including leave records etc. In the event the management decides to maintain such records, partly or wholly in electronic formats in future the same will be migrated accordingly.

Age Declaration: An employee shall make a declaration of their age to the appointing authority at the time of entry into service based on their matriculation or equivalent certificate and in the case of non matriculates, such other documentary proof as may be acceptable to the authority upon which the age will be admitted. After the declaration of age and acceptance of the same by the authority, it shall be binding on them and no revision of such age shall be allowed to be made at a later date.

The personal file shall also contain a leave account of the employee showing a complete record of all leave (except casual leave), earned as well as unearned taken by them.

Employee shall inform HR Division for any change in the following status within 15 days of change:

1. Residential Address – Present and Permanent.
2. Telephone/Mobile No. (Residential/Official).
3. Any certification/additional education details.
4. Marital status.
5. Dependent and family member, including newborn.
6. Change in nominees.

Induction Process

The Induction program of the new hire will be prepared by the HR representative and handed over to the new employee and further circulated to the employees responsible to carry out the induction process.

A member of the HR team shall brief the new hire about the Institute, its culture, handover the induction schedule and explain the induction process. The new hire will be briefed about office timings, leave rules, paid holidays, medical insurance, accident insurance, entitlements of electronic gadgets (sim card, laptop, desktop), email id creation, amenities available on the campus, etc. The employee will be guided to their work station/office and introduced to the departmental head, team members' and other key functionaries. The brief will include:

1. History and Values of TIET.
2. Introduction to key personnel.
3. Familiarization with facilities & process for use.
4. Applicable HR procedures and policies.
5. Any other matter on which the employee seeks clarification.

The HOD will welcome the new hire and will brief the employee on the following:

1. Organization of the department.
2. Explain the work of the department and its linkages with others.
3. The employees' job, role and expectations.
4. Department plan in inducting them into regular work.

Allocation of workspace will be done by HOD. Desktop/Laptop, sim card allotment is done based on the nature of the job of the employee and the recommendation by the concerned Head of the Department on the 'Joining Form-IT Services'. This form prescribes and approves allocation of desktop, laptop, computer peripherals, internet data card, email id creation, etc.

On joining, employees will be issued an email ID. Email ID configuration is based on the nature of work, role of the employee and recommendation by the HOD on the Joining Form-IT Services.

All new hires would be issued an Identity Card, with their photograph and their distinct employee code allocated to them. Within 30 days of joining, target setting will be completed in co-ordination with the respective HOD. The targets so set will be appraised for confirmation appraisal or performance increment appraisal as is applicable.

Within 30 days from joining, the employee shall submit their Induction Feedback along with the report on the induction program/learning outcomes to the HR Division. The data collected from the employee (i.e. induction feedback and induction report) shall be compiled and summary report shall be maintained by HR.

Employee email ID creation

On joining all employees will be issued with an email ID by CITM. The email ID so issued will follow the following guidelines:

1. In case the individual uses their first name and surname in all correspondence, then the email ID will be 'firstname.surname@thapar.edu'. Example: rajesh.kumar@thapar.edu .
2. In case the individual uses their initials and surname in all correspondence, then the email ID will be 'initials.surname@thapar.edu'. Example: bk.sandhu@thapar.edu .
3. In case the new employee has the same name as an existing employee, then the name.surname will be followed by a number e.g., rajesh.kumar1@thapar.edu.

Probation and Confirmation Process

Probation

A probationer is an employee who is provisionally employed against a permanent post and has not been confirmed as permanent in accordance with these Regulations. The period of probation shall be defined in the appointment letter, otherwise shall be initially for two years. It will be extended at the sole discretion of the competent authority; if said authority considers it necessary to further adjudge the work and merits. The employee will continue to be on probation unless they receive a confirmation letter in writing.

All appointments to permanent posts in the Institute shall be made on probation for a period of 2 years. The appointing authority may waive off this requirement in exceptional cases. In internal promotion cases (Assistant Professor to Associate Professor; Associate Professor to Professor; all levels of Non-Teaching staff) the probation period will be one year. In the case of internal upgradation from AP-I to AP-II or AP-II to AP-III, the probation period will not be affected. The services of employees on probation shall be terminable on a month's notice or on payment of a month's salary in lieu thereof.

Confirmation Process

1. For all permanent positions, a quarterly appraisal is carried out during the two years' probationary period. Hence, a total of 8 quarterly appraisals are completed by the HOD and reviewed by DOFA/CHRO. Quarterly appraisal form for teaching staff is at **Annexure – XIV (Quarterly Appraisal (For Teaching Staff on Probation/Contractual))** and for Non-Teaching Staff is **Annexure – XVII (Quarterly Appraisal (For Non-Teaching Staff on Probation))**. At the end of two years, the faculty will fill in a Proforma for Confirmation at **Annexure – XV (Proforma for Confirmation – For regular teaching staff)** and send it to the HOD. A consolidated performance appraisal for the eight quarters is collated by the CHRO and a confirmation appraisal form is filled in **Annexure – XVI (Confirmation Appraisal – For regular teaching staff)**. The same is sent to the HOD. The HOD based on the basis of the confirmation appraisal form and the proforma for confirmation sends their recommendations for confirmation to DOFA. The same is put up to the Director for approval. In the case of Non-teaching regular staff, the confirmation appraisal form is **Annexure – XVIII (Confirmation Appraisal – For regular Non-teaching staff)**.
2. In case on the expiry of the period of probation, confirmation orders are not passed, probationary period will automatically stand extended. The maximum duration that probation period can be extended will not be more than the duration of the original period. However, if the performance is found to be exceedingly poor then the Director can terminate the employee any time after the end of the initial probation period. If at any time during the period of probation (Including extended period of probation) the employee is found unsuitable or unfit for the job, their services shall be liable to be terminated at the sole discretion of the management without any notice or compensation or also without assigning reasons whatsoever. If the probationary period is that of post promotion, then if the employee's performance is found unsatisfactory, then they will not be confirmed and reverted to the previous position.
3. In the case of faculty who are on probation, eight quarterly performance appraisals forms will be filled by the HOD during the initial two years of probation and at the end of the probationary period a final confirmation form shall be submitted to the HR Division through DOFA. The appointing authority, if deems appropriate shall have the sole power to confirm an employee on the recommendation of the head of the concerned Department/School/Division/Centre/ Section.

The appointing authority shall have power to extend the period of probation of an employee for such time and on such terms & conditions as they may find necessary.

4. For promotion cases who are on a one-year probation, if not confirmed will be extended by 6 months with a maximum of two times, and if not finally confirmed will be reverted back to previous position.
5. On completion of the period of probation or the extended period of probation, as the case may be, the employee shall be confirmed in the post if their work and conduct are found to be satisfactory. They shall, (if their work continues to be satisfactory and with no disciplinary cases) continue to hold their office until they attain the age of 60 years.
6. The effective date of confirmation shall be the date of completion of prescribed probation or the extended probation as the case may be.

Performance Management System

The performance management framework is designed to ensure that the appraisee & appraiser focus their efforts on the key priorities that align with the institute's key goals & plans, and that they have clear objectives that are specific to their roles and responsibilities. This is to bring in much closer correlation between remuneration, job size and individual performance.

Objectives

1. To establish a high performance culture in which individuals and teams take responsibility for the continuous improvement of the institutes processes and for their own skills and contributions within a framework provided by effective leadership.
2. To focus employees on doing the right things by increasing role clarity accountabilities.
3. To align individual objectives to organizational objectives and ensuring that individuals uphold the institutes core values.
4. To provide feedback to employees regarding their performance and informing them about scopes for improvement.
5. Determine training & development needs of employees, thereby increasing employee potential.
6. To institute a direct dialogue on a regular basis and improve quality of communication between the Appraiser and Appraisee.
7. To maintain employee morale with a sense of achievement and belonging by empowering, motivating and rewarding superior performers.

Teaching Staff (Regular)

Annual Performance Review is carried out on certain criteria. The individual fills in the Self-Appraisal and the same is appraised by the appraiser (HOD). The HOD gives a final rating (Outstanding, Very Good, Good, Average & Poor) in **Annexure – XIX (Annual Appraisal Report – Teaching Staff)**. A review is carried out of all the employees with each HOD (Reporting Officer). This is then sent to the Reviewing Officer through DOFA. During this process of 'Moderation' by the Reviewing Officer the rating can be altered one level up/down. If the rating is 'Poor,' the same will be communicated to the employee.

Performance Incentive Scheme: Teaching staff's performance are determined by a Performance Incentive Scheme (PIS) that measures performance on Research & Publication, Classroom teaching effectiveness through SRS, Number of Ph.D. students guided and sponsored projects, etc. For all levels, the incentive is Rs. 1.5 Lacs, Rs. 1.0 Lacs, and Rs. 0.75 Lacs per annum based on performance as per the scheme. This scheme is subject to amendments & change from time-to-time.

Non-Teaching Staff (Regular)

Annual Performance Review is carried out on certain on performance achievements, competence and interpersonal skills. The individual fills in the Self-Appraisal and the same is appraised by the appraiser (HOD). The HOD gives a final rating (Outstanding, Very Good, Good, Average, & Poor). A review is carried out of all the employees with each HOD by the CHRO. During this process of 'Moderation,' the rating may be altered. The following forms are utilised:

1. **Annexure-XX (Performance Appraisal Assessment Form - Regular Rolls (Category PM-10 to PM-14))**
2. **Annexure-XXI (Performance Appraisal Assessment Form - Regular Rolls (Technical Staff))**
3. **Annexure-XXII (Performance Appraisal Assessment Form - Regular Rolls – (Ministerial Staff))**
4. **Annexure-XXIII (Performance Appraisal Assessment Form - Regular Rolls – (Supporting Staff))**

Annual Grade Increment shall ordinarily be drawn as matter of course, unless it is withheld and will be entered in the Service Book with effect from the due date. No increment shall be withheld without assigning specific reasons in writing.

Non-Teaching Staff (Fixed Term Contract)

Annual Performance Review is carried out on performance achievements, competence and interpersonal skills. The individual fills in the Self-Appraisal and the same is appraised by the appraiser (HOD). The HOD recommends a rating based on individual performance and competencies on a rating scale (A, B, C). A review is carried out of all the employees with each HOD by the CHRO. During this process of 'Moderation,' the rating may be altered. Based on the final rating, salary increases are determined. A consolidated sheet is put up to the Director for discussion and final approval.

The following form is utilised:

Annexure-XXIV (Performance Appraisal Assessment Form – (Fixed term employee))

Management Trainee/Graduate Trainee

Management Trainee/Graduate Trainee means candidates fresh from institutes (MBA, CA, ICWA, B.Tech, M.Tech, LL.B) and with no initial or prior work experience in past and shall undergo a training of two years under the Institute Management Trainee Scheme. On completion of the training period their performance shall be reviewed by a panel comprising of Deputy Director, CHRO, HOD & one/two members of cognate field. The panel will recommend their confirmation in levels as under:

- a) MBA's, CA's, other post graduates shall be placed as Assistant Manager.
- b) BE/B.Tech, ICWA, LLB shall be placed as Executive/Sr. Engineer.

The following form will be utilised for confirmation:

Annexure-XXV (Confirmation Appraisal Assessment Form – (Management Trainee/Graduate Trainee))

Training and Development

Objective

TIET is fully committed to the structured and systematic development of all its employees on an ongoing basis to enable them to perform their duties effectively and efficiently. This will also be provided to enable employees to acquire the skills, knowledge and related qualifications and to develop their potential to meet its future human resources needs.

The objectives of this policy are to:

1. Have a constant talent pipeline, which is competent to meet the present needs and future requirements of the business.
2. Improve and upgrade the skills and competencies of the employees for taking up higher responsibilities at the appropriate time.
3. Bring about behavioral change, which is in consonance with the Institutes value system.
4. Encourage multi-skilling for improving productivity

Scope

CHRO is responsible for Training and Development of the following categories, which will be done through Head – Centre for Training & Development.

1. Teaching Staff.
2. Non-Teaching Staff.
3. Students: Responsible to develop non-academic training programs related to softer skills in consultation with DOSA and DOAA.

Operating Procedures

Training Need Identification

HR function will put in place a Training and Development Program on an annual basis. Training needs are identified during the Performance Appraisals, which would aim at improving the behavioral and functional skills of an individual.

Training Feedback

The participant to measure the training effectiveness fills feedback forms. This will also help to assess the quality of the trainers.

Policy for Fellowship/Post-Doctoral Programme

This policy framework covers researchers who have completed doctorate degree and are accepted to carry on further research, for a limited period of time, in association with faculty of other universities. The principal objectives of these postdoctoral researchers are usually to broaden their research expertise, build associations with established researchers and strengthen their publication record, thereby setup a research in frontier areas and build a team around at TIET. As researchers, they have the opportunity to make significant contributions to their chosen field, the Institute, faculty researchers & graduate students.

Scope

The policy covers all teaching staff on regular rolls who have been awarded Post-Doctoral Fellowship Programs overseas as per the details under:

- a) **TIET Sponsorship:** TIET maintains anchor relationships on an institutional basis with multiple universities/institutions globally. Amongst the various mutually derived benefits out of these synergetic relationships, there is an agreement to fully (and in some cases partially) sponsor teaching staff every year. These numbers of sponsorship will be decided periodically.
- b) **Self-Sponsorship (Salary Compensation paid by TIET during period of absence):** Sponsorship is obtained by the employees (on regular rolls) themselves. These are faculty who earn a fellowship on their own via a funding agency and indicates TIET as their parent institution. It also includes extramurally funded research that the institute is awarded. However, it is at the discretion of the Director to approve such sponsorship. A bond will need to be signed in such cases.
- c) **Self-Sponsorship (Salary Compensation not paid by TIET during period of absence):** Sponsorship is obtained by the employees (on regular rolls) themselves. These are staff who earn a fellowship on their own via a funding agency and indicates TIET as their parent institution. It also includes extramurally funded research that the institute is awarded. However, it is at the discretion of the Director to approve such sponsorship. No bond is required to be signed in such cases.
- d) The maximum number to be sent per year will be decided periodically as per need.

Eligibility

1. The post doc fellowship is only eligible for all regular faculty.
2. An employee who possesses a Doctoral (PhD) degree and has significant publication research work/patents to their credit.
3. The fellowship is open for post-doc at top international universities/institutes.

Application Process: TIET Sponsorship

The Dy. Director will adhere to the following process to identify specific research areas for post-doctoral programs.

1. Engage with the HOD's to understand specific areas in which the departments are wanting to grow their research depth, including their knowledge in those specific areas.
2. Engage with the universities/institutes with whom TIET has anchor relationships to identify specific areas that those institutes are looking for.
3. In September every year, applications will be invited for post-doctoral programs. The application (as per **Annexure – XXVI - Application for Post-Doctoral Fellowship Program –TIET Sponsorship**) will need to be filled in by the employee.
4. The HOD based on teaching load will approve the same. The HOD has the right to reject an application in case the services of the employee are required during those semesters. The HOD will

also mention as to how the teaching load of the employee will be handled during employee's absence.

5. The application will be sent to the Deputy Director for recommendations.
6. Both the recommending authority (HOD & Dy. Director) will ensure that the post-doc area of research will add value to TIET after the return of the employee.
7. The employee will have a one-on-one interview/interaction with the Mentor and the Mentor will give a final approval.
8. The Dy. Director will submit the form for a final approval of the Director.
9. On final approval by the Director the form will be sent to the HR Division for further process. The HR Division will issue the following documents to the employee
 - a) Application for NOC for Visa (**Annexure – XXVIII-Application form for issue of No Objection Certificate Visa application**)
 - b) Certificate-NOC for Visa (**Annexure – XXIX- No Objection Certificate-Visa**)
 - c) Draft bond letter (**Annexure – XXX- Bond TIET-Sponsorship**)
 - d) Surety (Draft form)
 - i. Income based (**Annexure – XXXII – Surety**)
 - ii. Property based (**Annexure – XXXIII – Surety**)

On completion of the documentation, the employee will be required to get a sabbatical leave approval for the duration of absence.

Self-Sponsorship

1. An employee meeting the eligibility criteria can apply for a post-doctoral program on their own. The application (**Annexure – XXVII - Application for Post-Doctoral Fellowship Program –Self Sponsorship**) will need to be filled in by the employee.
2. The HOD based on teaching load will approve the same. The HOD has the right to reject an application in case the services of the employee are required during those semesters. The HOD will also mention as to how the teaching load of the employee will be handled during employee's absence.
3. The application will be sent to the Deputy Director for recommendations.
4. Both the recommending authority (HOD & Dy. Director) will ensure that the post-doc area of research will add value to TIET after the return of the employee.
5. The Dy. Director will submit the form for a final approval of the Director.
6. On final approval by the Director the form will be sent to the HR Division for further process. The HR Division will issue the following documents to the employee
 7. Application for NOC for Visa (**Annexure – XXVIII-Application form for issue of No Objection Certificate Visa application**)
 8. Certificate-NOC for Visa (**Annexure – XXIX- No Objection Certificate-Visa**)
 9. Draft bond letter (**Annexure – XXXI- Bond Self-Sponsorship**)
 10. Surety (Draft form)
 - a. Income based (**Annexure – XXXII – Surety**)
 - b. Property based (**Annexure – XXXIII – Surety**)

On completion of the documentation, the employee will be required to get a sabbatical leave approval for the duration of absence.

Bond Period

The bond period of an employee who has proceeded on postdoctoral fellowship shall be governed by the terms and conditions of TIET as specified under:

Table

Post Doc Tenure	Bond Period (Months)
Up to 12 months	36
> 12 Months (x)	$36 + [3 * (x-12)]$

The rationale for the period of the Bond has been decided based on the expenses incurred for compensation, travel, etc., and the expenses incurred for resources required at the university/institute where the post-doc is being carried out.

The post-doc tenure can be extended by obtaining an approval from the Director through the recommendations of the HOD, if required. In this case, the bond period & amount will be altered accordingly.

Salary and Other Points

1. TIET Sponsorship

- Normal last drawn salary prior to leaving India will be paid for the period of sponsorship and will include all the components of salary including (Basic, Dearness Allowance and other applicable Allowances & PF).
- The booking for air travel will be done and paid by the institute, and will include air travel insurance and Visa fees. In extreme emergency, if the employee is required to return to India, the same will require the approval of the Director.
- Medical insurance and accident insurance for the duration of the post-doc will be covered and paid by the institute.

2. Self-Sponsorship (Compensation paid by TIET during period of absence)

- Normal last drawn salary prior to leaving India will be paid for the period of sponsorship & will include all the components of salary including (Basic, Dearness Allowance & PF).

3. Self-Sponsorship (Compensation not paid by TIET during period of absence)

- No salary paid during the period of absence. Not eligible for any travel reimbursements.
- The employee will be treated as being on leave without pay.

Other Points for all types of Sponsorships

- During the Post-Doc period, each PDF will send a monthly communication on email to their respective heads about their progress.
- On return back all PDF's will make a presentation on their key learnings, application of their learnings in TIET and their plan at TIET for the next 5 years.
- Each PDF will be expected to maintain strong research linkages with their guides/others at the receiving institute.
- For the purpose of gratuity calculations, the period while away for the duration of the program will be counted.
- The 'Employee' will not be permitted to participate in any 'Performance Incentive Scheme' while they are away.
- The 'Employee' will be entitled for annual increment/DA increases during the period of absence.
- The 'Employee' will be permitted to retain accommodation on campus for the duration of this program (from the date of commencement until the date of return). However, all utilities including electricity and house rent will be paid by the employee, if any. For any future allotment of accommodation, seniority will include absence during the post-doc period.

Penalty Clause – for breaking the Bond

1. The Employee cannot leave the Institute on their own before completing their respective bond period tenure (as mentioned in the Table above under Bond period).
2. The employee shall render their services to the Institute for a prescribed tenure (as mentioned in the Table above under Bond period) by discharging their duties and responsibilities attached to their post with due diligence, integrity, and faithfulness, failing which they shall be liable to pay forthwith on a mere demand, without any protest and/or demur as liquidated damages to the Institute towards payments made by institute & other cost(s) incurred including the bond amount as mentioned below on a pro-rated basis.

Components	TIET Sponsored	Self-Sponsored
Salary (Actual paid during the period of absence)	Basic, DA, other applicable Allowances & PF	Basic, DA & PF
Supernumerary amount	Rs. 5,00,000	Rs. 5,00,000
Total	Rs. (Sum of the above)	Rs. (Sum of the above)

3. In the event that the 'Employee' leaves during the Bond period, a prorated balance will be returned back to the Institute based on the number of balance months.
4. In the event that the period of stay is extended beyond said period, then the bond amount will be recalculated (however will not exceed Rs. 20,00,000/-) and further the duration of the bond will be extended to a period as described in the formula above.
5. Employee making payment as aforesaid or the employee remaining in employment of the Institute for the duration of the bond, the bond shall become void; otherwise it shall remain in full force & effect.
6. In the event that the services of the employee are terminated on disciplinary grounds (allegations to be proved) by the Institute, the employee will have to pay back to the Institute the bond amount as defined in para 2 of penalty clause.
7. The executant and the surety after fully satisfying themselves with respect to the terms of this bond and with respect to the liquidated damages which will be payable to the Institute on breach of any terms of this bond, have agreed to the terms of this bond.
8. For the purposes of this Bond, only the courts at Patiala (Punjab) and no other court shall have jurisdiction over the disputes, if any, arising in relation to this bond.

Indemnity

1. The employee will indemnify, defend and hold the institute harmless from and against any and all damages, claims, penalties, fines, costs paid or incurred by the institute as a result of, arising from, or in connection with, or relating to:
 - a) any breach by the employee relating to any responsibilities/obligations or covenant under this Contract; or
 - b) any claim by a third party that any aspect of the services infringes any of their rights, including Intellectual Property Rights; or
 - c) any negligence, recklessness, or wilful misconduct by the employee in the performance of the services.
2. The Surety undertakes and binds the employee to make good all claims, charges, costs, damages, demands, expenses, and losses that the Institute may sustain, incur or be liable for in consequence of non-compliance of the undertakings contained above. The Institute will also be entitled to realize all claims, charges, costs, damages, demands, expenses, and losses from Surety's persons or heirs or properties, as the case may be.

Confidentiality

Employee is expected that during the post-doc period no document, information that is of confidential nature will be shared with the receiving institute without prior approval from the Director.

Responsibilities of Postdocs Fellows

While on the post-doctoral program the employee is a representative of TIET and hence, it is expected that all their behaviours are in-line with the values of TIET. It is expected that the employee should also follow the rules and regulations of the sponsored institute.

The employee should submit a joining report to the HR division after joining back. The employee is bound to follow all other applicable service rules and regulations as per the terms and conditions of their appointment letter.

Compensation and Benefits Policy

Compensation and Benefit Policy

TIET would consistently strive to position its compensation & benefits policy in such a manner that is competitive with comparable educational institutions/universities.

The compensation positioning will be driven by:

1. Market/Industry Positioning
2. Institute's Performance
3. Ability to Pay

Employee compensation positioning will be determined by their performance.

TIET's compensation and benefits policy will be transparent in terms of administration and completely compliant with all statutes.

Compensation Structure

Teaching Staff (Regular with DA)

The compensation components for teaching staff (Regular with DA) are as under (all allowances may not be applicable to all levels):

Basic Salary	Leave Travel Concession (LTC)
DA	Initial Research Grant
HRA	Special Pay
Transportation Allowance	Leave Encashment
Medical Allowance	Provident Fund (as per Act)
Communication Allowance	Gratuity (as per Act)
Academic Allowance	Group Medical Insurance
Children Education Allowance	Group Accident Insurance
Professional Development Allowance (PDA)	Performance Incentive Scheme (PIS)

1. **Basic Pay:** The minimum Basic Pay for each level (Entry pay) has been defined in the 'Pay Table' below:

Pay Table: Vertical Range - For each level a Rationalized Entry Pay has been defined. Each level denotes *Pay progression* within that level. This indicates the steps of annual financial progression of 3% within each level (rounded off to the next higher 100).

Horizontal Range - Each level corresponds to a *higher level* in the hierarchy.

Truncation: Some of the levels have been '*truncated*'. If an employee's salary reaches the truncation level, they shall not be eligible for any further increase in basic salary during the rest of their career, unless the employee is promoted to the next level. However, the employee will continue to get DA increases at the rates announced.

Some of the levels have '*No Cap*'. These employees will continue to get a 3% increase in Basic (rounded off to the next higher 100).

Academic Level	10	11	12	13	14	15
Designation	AP-I	AP-II	AP-III	Assoc. Professor	Professor	Sr. Professor
REP (Rs.) 1	78000	92000	110000	150000	175000	213000
2	80300	94800	113300	154500	180300	219400
3	82700	97600	116700	159100	185700	226000
4	85200	100500	120200	163900	191300	232800
5	87800	103500	123800	168800	197000	239800
6	90400	106600	127500	173900	202900	247000
7	93100	109800	131300	179100	209000	254400
8	95900	113100	135200	184500	215300	262000
9	98800	116500	139300	190000	221800	269900
10	101800	120000	143500	195700	228500	278000
11	104900	123600	147800	201600	235400	286300
12	108000	127300	152200	207600	242500	294900
13	111200	131100	156800	213800	249800	303700
14	114500	135000	161500	220200	257300	312800
15	117900	139100	166300	226800	265000	322200
16	121400	143300	171300	233600	273000	331900
17	125000	147600	176400	240600	281200	341900
18	128800	152000	181700	247800	289600	352200
19	132700	156600	187200	255200	298300	362800
	Truncated	Truncated	Truncated	Truncated	No Cap	No Cap

Note: For Assistant Professor (Term) the entry pays for this level (AP-T) is the same as L-10 above (Rs. 78000/-).

Librarian and Physical Education & Sports Staff: The levels, designations and entry pay are in Table below. For vertical range regarding increments, the table of Professional Management has to be referred.

Designation	REP	Level
Assistant Librarian Sports Officer	58,700	10
Assistant Librarian (Sr. Scale) Sports Officer (Sr. Scale)	70,000	11
Dy. Librarian, Assistant Librarian (Sel. Gr.) Sr. Sports Officer, Sports Officer (Sel. Gr.)	81,400	12
Dy. Librarian (Sr. Scale), Assistant Librarian (Sel. Gr.) Sr. Sports Officer (Sr. Scale), Sports Officer (Sel. Gr.)	1,31,500	13
Institute Librarian, Chief Sports Officer	1,45,000	14

- Dearness Allowance (DA):** Dearness Allowance (DA) is cost of living adjustment allowance and is a component of the salary that is a fixed percentage of the Basic Salary, aimed at hedging the impact of inflation. DA is announced by the Central Government twice a year and DA increases will be effected 1st January and 1st July every year.
- HRA:** For the computation of cost to the institute (CTI), the value of HRA will be as per the policy announcement by the Institute from time to time. (Both Patiala & Derabassi are 'Z' class cities).
 - On Campus Employees:** Employees who are provided with accommodation on campus will not be entitled for HRA. The HRA amount is added as a notional amount for CTI computation. In case an employee residing inside campus shifts to their own/rented residence outside, their HRA will be resumed.
 - Outside Campus:** Employees residing outside campus will be paid HRA.
- Transportation Allowance:** For the computation of cost to the Institute, the value of transportation allowance will be as per the policy announced by the institute from time-to-time.

5. **Medical Allowance:** Rs 18000 pa across levels
6. **Communication Allowance:** Rs. 1000 per month.
7. **Academic Allowance:** This is a fixed amount as per the following table and is taxable.

Category	Academic Allowance (PM)
Sr. Professor	2200
Professor	2000
Associate Professor	1500
Assistant Professor I-III	1000

8. **Children Education Allowance:** As per Institute Policy. (**Annexure – XXXIV - Application Form: Reimbursement of Children Education Allowance**)
9. **Cumulative Professional Development Allowance (CPDA):** As per CPDA Policy
10. **Annual Performance Incentive Scheme (PIS):** Entitled for all levels of regular faculty. Amounts paid are Rs. 1.5 Lacs, Rs. 1.0 Lacs, Rs. 0.75 Lacs based on performance as per the existing scheme.
11. **LTC Entitlements (Home Town and All India)** For Regular Staff: Refer LTC Policy
12. **Initial Research Grant:** Employees can get a one-time competitive grant of Rs. 5 lacs at the time of joining for research. To avail this the employee has to submit a proposal, obtain an approval and produce bills to claim the said amount. See policy below.
13. **Special Pay:** This is paid when a teaching staff employee holds another post involving higher responsibility in addition to their own substantive post for not less than 30 days. This is a fixed amount and is paid as under:

Post	Amount (PM)
Deputy Director	15,000
Dean	10,000
Associate Dean	7,500
Coordinating Warden	7,000
Warden	6,000
Associate Coordinating Warden	6,000
Assistant Warden	4,000

14. **Provident Fund:** Refer Provident Fund Policy
15. **Gratuity:** Refer Gratuity Policy
16. **Group Medical Insurance:** Refer Medical Insurance policy below
17. **Group Accident Insurance:** Refer Group Accident Insurance policy below
18. **ESI Insurance:** Refer ESI Policy
19. **Leave Encashment:** See leave section below

Teaching Staff (Regular without DA)

The components of compensation for teaching staff (Regular without DA) are as under (all allowances may not be applicable to all levels):

Basic Salary	Initial Research Grant
Special Pay	Leave Encashment
Flexible Allowance	Provident Fund (as per Act)
Performance Incentive	Gratuity (as per Act)
HRA	Group Medical Insurance
Communication Allowance	Group Accident Insurance
Children Education Allowance	Performance Incentive Scheme (PIS)
Professional Development Allowance (PDA)	

1. **Basic Salary:** The basic salary will be a percentage (Range: 25% to 50%) of CTI, percentage will be higher at lower levels.
2. **Special Allowance:** This allowance will be determined to adjust the CTI amount to be paid.
3. **Performance Incentive:** Employees who have a variable component built into their salary as part of CTI will be entitled for higher incentives based on annual performance. Normally at the levels of Assistant Professor & Associate Professors this will be 10% of the CTI and for Professors it will be 15% of CTI. This indicated amount is on 'Met Expectation' performance. Higher performers will be rewarded with an additional 10% incentive.
4. **Flexible Allowance (FA):** It is that portion of salary that can be received as against different expenses. The range of the flexible allowance entitlement will be based on the CTI of the employee as per the table below:

Salary Range (Rs. Lacs)	Annualised Flexible Allowance Range (Rs. Lacs)
14-25	4-6
>25	6-9

The various components of Flexible allowance will be in a range as mentioned below:

Flexi Allowances	Range (Rs.)	
LTA	50,000	100,000
Business Promotion	75,000	125,000
Vehicle R&M	120,000	240,000
Books Periodicals	25,000	50,000
Cost of Education (1000x12)	12,000	12,000
CEA + Hostel (400 x 12)	4,800	4,800
Drivers Wages	144,000	216,000
Total (Flexi)	430800	747800

5. **HRA:** HRA will be 10% of basic salary.
 - a) **On Campus Employees:** Employees who are provided with accommodation on campus will not be entitled for HRA. The HRA amount is added as a notional amount for CTI computation. In case an employee residing inside campus shifts to their own/rented residence outside, their HRA will be resumed.
 - b) **Outside Campus:** Employees residing outside campus will be paid HRA.

6. **Children Education Allowance:** As per Institute Policy. (**Annexure – XXXIV - Application Form: Reimbursement of Children Education Allowance**)
7. **Cumulative Professional Development Allowance (CPDA):** As per CPDA Policy
8. **Annual Performance Incentive Scheme:** Entitled for all levels of regular faculty. Amounts paid are Rs. 1.5 Lacs, Rs. 1.0 Lacs, Rs. 0.75 lacs based on performance as per the existing scheme.
9. **Initial Research Grant:** Employees can get a one-time competitive grant of Rs. 5 lacs at the time of joining for research. To avail this the employee has to submit a proposal, obtain an approval and produce bills to claim the said amount. See policy below.
10. **Provident Fund:** Refer Provident Fund Policy
11. **Gratuity:** Refer Gratuity Policy
12. **Group Medical Insurance:** Refer Medical Insurance policy below
13. **Group Accident Insurance:** Refer Group Accident Insurance policy below
14. **ESI Insurance:** Refer ESI Policy
15. **Leave Encashment:** See leave section below.

Assistant Professor (Contractual) – I, II, III

Compensation in this category will be determined as under:

1. Candidates with PhD (or on the verge of completing PhD) will be paid a compensation consisting of a basic pay of Rs. 15,000/-, PF of Rs. 1800/- and a special pay.
2. Candidates with a PhD from premier institutes like IIT's will be paid a higher special pay.
3. Entitled for Group Medical Insurance & Group Accident Insurance.

Non-Teaching Staff (Regular with DA)

The components of compensation for non-teaching staff (Regular with DA) are as under (all allowances may not be applicable to all levels):

Basic Salary	Leave Travel Concession (LTC)
DA	Special Pay
HRA	Leave Encashment
Transportation Allowance	Provident Fund (as per Act)
Medical Allowance	Gratuity (as per Act)
Communication Allowance	Group Medical Insurance
Flexible Allowance	Group Accident Insurance
Children Education Allowance	

- 1) **Basic Pay:** The minimum Basic Pay for each level (Entry pay) has been defined in the 'Pay Table' below:

Pay Table: Vertical Range - For each level a Rationalized Entry Pay has been defined. Each level denotes *Pay progression* within that level. This indicates the steps of annual financial progression of 3% within each level (rounded off to the next higher 100).

Horizontal Range - Each level corresponds to a *higher level* in the hierarchy.

Truncation: Some of the levels have been '*truncated*'. If an employee's salary reaches the truncation level, they shall not be eligible for any further increase in basic salary during the rest of their career, unless the employee is promoted to the next level. However, the employee will continue to get DA increases at the rates announced.

Some of the levels have '*No Cap*'. These employees will continue to get a 3% increase in Basic (rounded off to the next higher 100).

Level	Administrative, Technical & Support Staff									Professional Management				
	1	3	4	5	6	7	8	8A	9	10	11	12	13	14
REP 1	18000	22000	26000	30000	36000	45000	48000	51000	54000	57000	68000	79000	124000	145000
2	18500	22700	26800	30900	37100	46400	49400	52500	55600	58700	70000	81400	127700	149400
3	19100	23400	27600	31800	38200	47800	50900	54100	57300	60500	72100	83800	131500	153900
4	19700	24100	28400	32800	39300	49200	52400	55700	59000	62300	74300	86300	135400	158500
5	20300	24800	29300	33800	40500	50700	54000	57400	60800	64200	76500	88900	139500	163300
6	20900	25500	30200	34800	41700	52200	55600	59100	62600	66100	78800	91600	143700	168200
7	21500	26300	31100	35800	43000	53800	57300	60900	64500	68100	81200	94300	148000	173200
8	22100	27100	32000	36900	44300	55400	59000	62700	66400	70100	83600	97100	152400	178400
9	22800	27900	33000	38000	45600	57100	60800	64600	68400	72200	86100	100000	157000	183800
10	23500	28700	34000	39100	47000	58800	62600	66500	70500	74400	88700	103000	161700	189300
11	24200	29600	35000	40300	48400	60600	64500	68500	72600	76600	91400	106100	166600	195000
12	24900	30500	36100	41500	49900	62400	66400	70600	74800	78900	94100	109300	171600	200900
13	25600	31400	37200	42700	51400	64300	68400	72700	77000	81300	96900	112600	176700	206900
14	26400	32300	38300	44000	52900	66200	70500	74900	79300	83700	99800	116000	182000	213100
Level	Administrative, Technical & Support Staff									Professional Management				
	1	3	4	5	6	7	8	8A	9	10	11	12	13	14
15	27200	33300	39400	45300	54500	68200	72600	77100	81700	86200	102800	119500	187500	219500
16	28000	34300	40600	46700	56100	70200	74800	79400	84200	88800	105900	123100	193100	226100
17	28800	35300	41800	48100	57800	72300	77000	81800	86700	91500	109100	126800	198900	232900
18	29700	36400	43100	49500	59500	74500	79300	84300	89300	94200	112400	130600	204900	239900
19	30600	37500	44400	51000	61300	76700	81700	86800	92000	97000	115800	134500	211000	247100
20	31500	38600	45700	52500	63100	79000	84200	89400	94800	99900	119300	138500	217300	254500
21	32400	39800	47100	54100	65000	81400	86700	92100	97600	102900	122900	142700	Truncated	262100
22	33400	41000	48500	55700	67000	83800	89300	94900	100500	106000	126600	147000		270000
23	34400	42200	50000	57400	69000	86300	92000	97700	103500	109200	130400	151400		278100
24	35400	43500	51500	59100	71100	88900	94800	100600	106600	112500	134300	155900		286400
25	36500	44800	53000	60900	73200	91600	97600	103600	109800	115900	138300	160600		295000
26	37600	46100	54600	62700	75400	94300	100500	106700	113100	119400	142400	165400		303900
27	38700	47500	56200	64600	77700	97100	103500	109900	116500	123000	146700	170400		313000
28	39900	48900	57900	66500	80000	100000	106600	113200	120000	126700	151100	175500		322400
29	41100	50400	59600	68500	82400	103000	109800	116600	123600	130500	155600	180800		332100
30	42300	51900	61400	70600	84900	106100	113100	120100	127300	134400	160300	186200		342100
31	43600	53500	63200	72700	87400	109300	116500	123700	131100	138400	165100	191800		352400
32	44900	55100	65100	74900	90000	112600	120000	127400	135000	142600	170100	197600		363000
33	46200	56800	67100	77100	92700	116000	123600	131200	139100	146900	175200	203500		373900
34	47600	58500	69100	79400	95500	119500	127300	135100	143300	151300	180500	209600		385100
35	49000	60300	71200	81800	98400	123100	131100	139200	147600	155800	185900	Truncated		396700
36	50500	62100	73300	84300	101400	126800	135000	143400	152000	160500	191500			408600
37	52000	64000	75500	86800	104400	130600	139100	147700	156600	165300	197200			420900
38	53600	65900	77800	89400	107500	134500	143300	152100	161300	170300	203100			433500
39	55200	67900	80100	92100	110700	138500	147600	156700	166100	175400	209200			446500
40	56900	69900	82500	94900	114000	142700	152000	161400	171100	180700	Truncated			459900
Truncated										No Cap				

1. **Dearness Allowance (DA):** Dearness Allowance (DA) is cost of living adjustment allowance and is a component of the salary that is a fixed percentage of the Basic Salary, aimed at hedging the

impact of inflation. DA is announced by the Central Government twice a year and DA increases will be effected 1st January and 1st July every year.

2. **HRA:** For the computation of cost to the institute (CTI), the value of HRA will be as per the policy announcement by the Institute from time-to-time. (Both Patiala & Derabassi are 'Z' class cities).
 - a) **On Campus Employees:** Employees who are provided with accommodation on campus will not be entitled for HRA. The HRA amount is added as a notional amount for CTI computation. In case an employee residing inside campus shifts to their own/rented residence outside, their HRA will be resumed.
 - b) **Outside Campus:** Employees residing outside campus will be paid HRA.
4. **Transportation Allowance:** For the computation of cost to the institute (CTI), the value of transportation allowance will be as per the policy announced by the Institute from time-to-time.
5. **Medical Allowance:**

Level	Medical Allowance (Rs pa)
ATS-9, PM-10 to PM-14	18000/-
ATS-6 to ATS-8A	12000/-
ATS-1 to ATS-5	6000/-

5. **Communication Allowance:** Communication allowance may also be granted to certain employees based on the nature of their job and should have the approval of the Director. This amount will not exceed Rs. 1000 pm.
6. **Children Education Allowance:** Refer Institute Policy. (**Annexure – XXXIV - Application Form: Reimbursement of Children Education Allowance**)
7. **Provident Fund:** Refer Provident Fund Policy
8. **Gratuity:** Refer Gratuity Policy.
9. **LTC Entitlements:** Refer LTC Policy
10. **Group Medical Insurance:** Refer Group Medical Insurance section below
11. **Group Accident Insurance:** Refer Group Accident Insurance section below
12. **Leave Encashment:** Refer leave section below
13. **ESI Insurance:** Refer ESI Policy

Non-Teaching Staff (Regular without DA)

The components of compensation for non-teaching staff (Regular with DA) are as under (all allowances may not be applicable to all levels):

Salary Basic	Leave Encashment
Special Allowance	Provident Fund (as per Act)
Flexible Allowance	Gratuity (as per Act)
Performance Incentive	Group Medical Insurance
HRA	Group Accident Insurance
Communication Allowance	Children Education Allowance

1. **Basic Salary:** The basic salary will be a percentage (Range: 25% to 50%) of CTI, percentage will be higher at lower levels.
2. **Special Allowance:** This allowance will be determined to adjust the CTI amount to be paid.
3. **Performance Incentive:** Employees who have a variable component built into their salary as part of CTI will be entitled for higher incentives based on annual performance. Normally this will be in a range of 10% to 25% of CTI. This indicated amount is on 'Met Expectation' performance. Higher performers will be rewarded with an additional 10% incentive.
4. **HRA:** HRA will be 10% of basic salary.

- a) **On Campus Employees:** Employees who are provided with accommodation on campus will not be entitled for HRA. The HRA amount is added as a notional amount for CTI computation. In case an employee residing inside campus shifts to their own/rented residence outside, their HRA will be resumed.
- b) **Outside Campus:** Employees residing outside campus will be paid HRA.
5. **Communication Allowance:** Communication allowance may also be granted to certain employees based on the nature of their job and should have the approval of the Director. This amount will not exceed Rs. 1000 pm.
6. **Flexible Allowance (FA):** It is that portion of salary that can be received as against different expenses. The range of the flexible allowance entitlement will be based on the CTI of the employee as per the table below:

Salary Range (Rs. Lacs)	Annualised Flexible Allowance Range (Rs. Lacs)
14-25	4-6
>25	6-9

The various components of Flexible allowance will be in a range as mentioned below:

Flexi Allowances	Range (Rs.)	
LTA	50,000	100,000
Business Promotion	75,000	125,000
Vehicle R&M	120,000	240,000
Books Periodicals	25,000	50,000
Cost of Education (1000x12)	12,000	12,000
CEA + Hostel (400 x 12)	4,800	4,800
Drivers Wages	144,000	216,000
Total (Flexi)	430800	747800

7. **Children Education Allowance:** Refer Institute Policy. (**Annexure – XXXIV - Application Form: Reimbursement of Children Education Allowance**)
8. **Provident Fund:** Refer Provident Fund Policy
9. **Gratuity:** Refer Gratuity Policy.
10. **Group Medical Insurance:** Refer Group Medical Insurance section below
11. **Group Accident Insurance:** Refer Group Accident Insurance section below
12. **Leave Encashment:** Refer leave

Non - Teaching Staff (Fixed Term Employment - Contractual)

The components of compensation for non-teaching staff (Fixed Term Employment-Contractual) are as under (all allowances may not be applicable to all levels):

Basic Salary	Flexible Allowance
Special Allowance	Leave Encashment
HRA	Provident Fund (as per Act)
Fixed Pay	Gratuity (as per Act)
Medical Allowance	Group Medical Insurance
Children Education Allowance	Group Accident Insurance
ESI	

1. **Basic Salary:** The basic salary will be a percentage (Range: 25% to 50%) of CTI, percentage will be higher at lower levels
2. **Special Allowance:** This allowance will be determined to adjust the CTI amount to be paid.
3. **Fixed Pay:** Fixed pay will be fixed at various levels as under:

Level	Fixed Pay
ATS-1	500
ATS-3	800
ATS-4	1000
ATS-5	1500
ATS-6	1800
ATS-7	2000
ATS-8	2200
ATS-9	2500

Level	Fixed Pay
PM-10 (A,B,C,D)	3000
PM-11	3500
PM-12	4000
PM-13	4500
PM-14	5000

4. HRA: HRA will be 10% of basic salary.

a) **On Campus Employees:** Employees who are provided with accommodation on campus will not be entitled for HRA. The HRA amount is added as a notional amount for CTI computation. In case an employee residing inside campus shifts to their own/rented residence outside, their HRA will be resumed.

b) **Outside Campus:** Employees residing outside campus will be paid HRA

5. Medical Allowance: Rs 15000 pa across levels.

6. Children Education Allowance: Rs. 200 pm.

7. Flexi Basket Allowance (FBA): It is that portion of salary that can be received as against different expenses. The range of the Flexi basket entitlement will be based on the CTI of the employee as per the table below:

Salary Range (Rs. Lacs)	Annualised Flexible Allowance Range (Rs. Lacs)
14-25	4-6
>25	6-9

The various components of Flexible allowance will be in a range as mentioned below:

Flexi Allowances	Range	
LTA	50,000	100,000
Business Promotion	75,000	125,000
Vehicle R&M	120,000	240,000
Books Periodicals	25,000	50,000
Cost of Education (1000x12)	12,000	12,000
CEA + Hostel (400 x 12)	4,800	4,800
Drivers Wages	144,000	216,000
Total (Flexi)	430800	747800

13. Provident Fund: Refer Provident Fund Policy

14. Gratuity: Refer Gratuity Policy

15. ESI : Refer ESI Policy

16. Group Medical Insurance: Refer Group Medical Insurance section below

17. Group Accident Insurance: Refer Group Accident Insurance section below

18. Leave Encashment: Refer leave section below

Cumulative Professional Development Allowance (CPDA)

1. **Eligibility:** Regular faculty (Senior Professor, Professor, Associate Professor and Assistant Professor)

2. **Grant Allocation**

SN	Designation	Amount
1	Professor and above	Rs. 2.25 lakhs for a block period of three years (Rs. 0.75 lac per financial year)
2	Associate Professor	Rs. 1.20 lakhs for a block period of three years (Rs. 0.40 lac per financial year)
3	Assistant Professor	Rs. 0.90 lakhs for a block period of three years (Rs. 0.30 lac per financial year)

3. **Contribution from Project Overheads:** 60% of the overhead grants received from the funding agencies under different projects may be controlled by the Academic Units (AU) in which the projects are sanctioned.

Further, 60% of the AU's share can be allocated to the CPDA of PI/Co-PI(s) involved in the project. If there is only one Co-PI, 60% of CPDA allocation shall go to PI and 40% to Co-PI. If there are two or more Co-PIs, the CPDA allocation shall be equally divided amongst the PI and Co-PIs.

This contribution from project overheads to CPDA shall be effective once the Institute starts getting the project funds of the tune of Rs. 600 lakhs per annum

4. **Top Conferences Allowance:** Rs. 100.00 lacs per financial year for all faculty members. The Academic Units shall identify top conferences in the research areas of faculty members in their domain. This allowance shall be approved by the Director based on the recommendations of the Heads of Academic Units.

5. **Guidelines/Norms for CPDA Utilization**

- Presenting paper in National/International Conference/Seminar/Workshop etc. in India/ abroad.
- Attendance at short-term specialized course/workshop for professional growth, in India/abroad.
- Visiting universities/institutes/research laboratories within India/abroad for research/ academic activity/collaborative work.
- Membership fee (life/annual) for professional societies.
- Purchase of stationary/laboratory consumables/laboratory equipment/learning resources (including books, magazine and other teaching aids etc.).
- Preparation/development/writing of learning resources (books, patents etc.).
- Purchase of computer consumables/computer peripherals such as pen drive, external HDD, cartridge, modem, laptop bag and related software, etc.
- Up-gradation and maintenance of laptops, computers, printers, scanners, etc.
- Purchase of laptop/desktop/printer/scanner.

6. **Limits on Utilization**

- A minimum 70% of CPDA must be used on the activities (a), (b) and (c) of para 5 above.
- The maximum amount of CPDA that can be used on the activity (i) of para 5 above is Rs. 27,000/- for Assistant Professors, Rs. 36,000/- for Associate Professors, and Rs. 45,000/- for Professors (and above) in a block period of three years.

7. Guidelines/Norms for Top Conference Allowance

- a) All the Academic Units in TIET shall identify 5-15 conferences prominent in the areas in which faculty members are working.
- b) For listed conferences (List from Academic Units), the expenditure shall be topped up by the Institute.
- c) TIET shall bear all expenses for presenting a research paper in these conferences with a ceiling limit of 1.75 lacs.
- d) This grant will be given once/twice in a block period of three years.

8. Other Rules

- a) Faculty should apply on an application form that will be recommended by the DOFA and Dy. Director and approved by the Director based on the PDA utilization statement signed by the Finance Officer. **Annexure – XXXV - Application Form: Professional Development Allowance)**
- b) TIET rules for TA/DA shall be applicable. For other purchases, the faculty members shall own the responsibility of spending the money judiciously.
- c) Academic Units shall make a record of these expenditures.
- d) One will have to submit a certification of participation in the conference/workshop/seminar/training programme.
- e) Reimbursement will be entertained as per present practice. Bills are to be submitted in the month of August, November & up to 10th April / 31st March in a financial year.
- f) Advance for any activity shall be entertained if the expected expenditure is at least Rs. 50,000.
- g) A faculty member can extend their stay abroad for seven days in order to enhance the collaboration level with their counterparts.

Initial Research Grant

Introduction

The Research Initiation Fund is designed to attract faculty to TIET to perform quality research. This policy together with the Cumulative Professional Development Allowance aims to provide a substantial package to begin a scholarly research program at TIET.

Objectives

1. Enable the beginning of research and related activities for a newly recruited faculty who has significant potential to attract external funding.
2. To attract high quality faculty.

Awards

Grants shall be awarded after joining TIET subject to the successful defence of the research proposal. The amount should be spent within 24 months of appointment. A maximum amount of Rs. 8 lacs can be awarded as is currently approved by the BOG.

Eligibility

1. Any new faculty of TIET appointed as an Assistant Professor (On Regular Rolls) or above.
2. The faculty should commit to do research and to seek external funding for R & D projects.
3. Existing regular faculty on completion of PhD will be eligible for this grant.

Application Process

Faculty members should apply for the Research Initiation Grant after the release of a notification from the office of DoRSP.

Evaluation Process

1. The research proposal will be reviewed by an 'Expert Committee' approved by the Director.
2. Research plan should describe research that is sustainable & has potential to attract external funding.
3. Itemized budget should be consistent with the research plan.
4. The Expert Committee will submit recommendations to the DoRSP who will further recommend to the Director for final approval.

Guidelines for Expenditure

As per the approved proposal.

Conditions

All expenses should be processed in accordance with TIET policies and procedures.

Expected Outcomes

TIET expect that faculty who avail initial research grant will seek external funds to support their research program within two years of the commencement of the grant, and this is expected to enhance their teaching/research performance. The report of the faculty on the use and outcome/deliverables of the grant will be part of the faculty project appraisal.

Provident Fund

Preamble

TIET covers all its employees under the Employees Provident Funds and Miscellaneous Provisions Act, 1952. It provides a retirement protection for people at all earnings levels. It encourages pensions and personal saving. Its purpose is to provide employees with lump sum payments at the time of exit from their place of employment.

Operational Framework

Membership: All employees immediately on joining TIET become members of the fund from the date of their joining. In case an employee gives a declaration not opting for Provident Fund, then they will not form part of PF Scheme.

Contribution

1. **Employees' Contribution:** Every employee shall contribute to the Fund an amount equivalent to 12% of their Basic salary, Dearness allowance payable to them. Every member contributing to the provident fund, if so desires, can also contribute voluntarily a higher amount to the provident fund. However, employer shall not be under any obligation to pay any contribution towards such VPF of an employee. Any change in the rate/amount in VPF contribution can be done only after one year and from the beginning of an accounting period of the fund.
2. **Employers' Contribution:** Employer shall contribute matching amount i.e. 12% of Basic salary, Dearness allowance, out of which 8.33% shall be deposited in the Family Pension Fund (FPF) Account and the remaining 3.67% shall be deposited in the PF Account. These percentages are adhered until the basic salary does not exceed Rs. 15000/-. In cases where the basic salary exceeds Rs. 15000/-, then the entire contribution beyond Rs. 15000/- shall be deposited in the PF Account. (The contribution to the PF Account shall not exceed 8.33% of Rs. 15000/- in any instance).

Nomination

Upon becoming a member of the Fund, each employee shall make in their declaration in the prescribed form, a nomination conferring the right to receive the amount that may stand to their credit in the fund in the event of their death before the amount standing to their credit has become payable, or where the amount has become payable before payment has been made.

1. The employee may, in their nomination, distribute the amount that may stand to their credit in the Fund amongst their nominees at their own discretion.
2. If a member has a family at the time of making a nomination, the nomination shall be in favor of one or more persons belonging to their family. Any nomination made by such member in favor of a person not belonging to their family shall be invalid.
3. If at the time of making nomination the member has no family, the nominee may be any person or persons but if the member subsequently acquires a family, such nomination shall forthwith be deemed to be invalid and the member shall make a fresh nomination in favor of one or more persons belonging to their family.

Family under the Employees Provident Fund Act shall mean:

1. In the case of male members, his wife, his children (married or unmarried), his dependent parents and his deceased son's widow and children.
2. In the case of a female member, her husband, her children (married or unmarried), her dependent parents and her deceased son's widow children.

ESIC

The ESI Scheme will be eligible to its employees who are not covered under the group medical insurance policy, but are eligible for ESI coverage. The Act is applicable to all those persons employed (regular, fixed term/contractual) whose gross salary is less than Rs. 21000/-

1. Under the policy following benefits are available to the employees:
 - a) The Institute makes a contribution @ 3.25% of salary/wages as against 0.75% payable by the concerned employee.
 - b) Leave on medical grounds is given to the employees on the basis of sickness certificate issued by ESI Medical office.
 - c) The employees covered under ESI Scheme are granted following medical benefits:
 - i. Outdoor as well as indoor treatment from the ESI Dispensaries/Hospitals for all dependents.
 - ii. Maternity expenses for dependents female member.
 - iii. Funeral expenses of the Insured person.
 - iv. Wages during leave treatment.
 - v. Pension/family pension in case of permanent disablement/death.
 - vi. Dependent benefits.

The details of benefits are given at the website www.esic.nic.in. The employees covered under ESI Scheme are issued smart cards; on the basis of these cards medical facilities can be availed. The addresses of ESI Office Patiala and the ESI Hospital are:

ESI Branch Office	ESI Branch Office #18, Gali No. 01, Desi Mehmandari, Near Bus Stand, Patiala
ESI Dispensary	ESI Dispensary, #169, Punjabi Bagh Near Kaler Hospital, Patiala

The payment of the employer's share will be paid by the Institute and the employee's share will be borne by the employee.

Gratuity

Scheme for Grant of Gratuity to TIET employees

The Institute shall grant gratuity to its whole-time employees (Regular, Fixed Term) for their services rendered and shall exclude the following:

1. Apprentices and trainees;
2. Employees on deputation;
3. Re-employed persons beyond 60 (does not include continuous employment post 60 years);
4. Casual Employees;
5. Employees on contract;

(Except where terms of contract provide for payment of Gratuity)

Gratuity shall be payable to an employee in the following circumstances:

1. At the time of retirement at the age of 60 years of compulsory/voluntary retirement as per the Service Regulations
2. Discharge on abolition of post.
3. Death while still in service of the Institute or disablement due to accident or disease, with no restriction on number of years of service.
4. Retirement due to incapacity on account of bodily or mental infirmity.
5. At the time of resignation on completion of five years of qualifying service in accordance with the provisions of Gratuity Act 1972 in addition to the other provisions of the gratuity existing in the Service Regulations

Gratuity shall not be admissible to any employee:

1. Who has not completed 5 years on continuous service.
2. Who has been dismissed or removed from service for misconduct, insolvency or inefficiency.
3. Whose services have been terminated for any act, willful omission or negligence causing any damage or loss to, or destruction of property belonging to the Institute.

Gratuity payable to an employee may wholly or partially be forfeited:

1. If the services of such employee have been terminated for their serious or disorderly conduct or any other act of violence on their part.
2. If the services of such employees have been terminated for any act that constitutes any offence involving moral turpitude.

Calculation of Gratuity: For every completed year of service of part thereof in excess of six months, to pay gratuity at the rate 15 days' wages on the rate of wages last drawn by the employee concerned, where the 15 days' wages shall be calculated by dividing the monthly rate of wages last drawn by twenty-six and multiply the quotient by fifteen. The amount payable as gratuity shall in no case exceed the maximum ceiling limit as prescribed by the act from time-to-time.

The term emoluments for calculating gratuity benefit shall mean Basic Pay and Dearness Allowance admissible to an employee on the date of their retirement/leaving/death.

Each employee shall make a nomination conferring on one or more persons of their family the right to receive the gratuity in the event of their death while in service or after quitting service but before payment of gratuity is made, indicating the shares payable to each member. In the case of an employee having no family, the nominations may be made in favor of a person or persons or a body of persons, corporate or incorporate.

Group Medical Insurance Policy

Applicability

The following categories of employees will be covered under the Medical Insurance Policy:

1. All employees on regular rolls
2. Fixed-term contract employees
3. Applicable to term employees having consolidated pay which is greater than Rs 21000
4. Assistant Professor (Contractual) (Those on 6 months' contract are not covered)

Those who are eligible & covered under ESIC will not be covered under Group Medical Insurance Policy.

The applicability of the policy will be as under:

1. The policy will cover a maximum of four family members as per details under:
 - i. **Employee**
 - ii. **Spouse:** The spouse, if employed in other establishment, will be required to furnish a certificate that they are not covered under any Medclaim from the organisation where they are employed.
 - iii. For **employee and spouse** this policy will extend even after retirement until the death of the employee/spouse as per a separate policy for retired employees.
 - iv. **Dependent children** between day one in case addition is intimated within 30 days from the date of birth of the child to the age of 26 years' subject to the following:
 - a. If any dependent child starts working before the age of 26 years, that child shall not be entitled for this facility.
 - b. If the dependant daughter gets married, she too will not be entitled for this facility.
 - v. **Dependent parents** are covered only until attaining the age of 80 years. The parent(s) should not be in employment and are not earning an income of more than Rs. 10,000/- from all known sources of income. The parent may/may not be residing with the employee. In addition, in case where the mother is a widow and/or dependent, then she is not availing a similar hospitalization benefit from another source. If it comes to the notice of the management that this declaration is false, then the employee will be liable for strict disciplinary action
 - vi. The Fixed-term contract staff drawing a salary of less than **Rs. 21, 000/-** will be covered under ESI except for those who are already in the salary bracket of **Rs 15,000/- to Rs 21,000/-** and are covered as of the date of this circular.
2. Coverage will be effective from date of joining of employee subject to the employee submitting the Group Medical Insurance membership form within one week from the date of joining.
3. The maximum coverage will be for 4 members only (as described in para 1 above) and in case the employee wants to add their parents and children in addition to four members, they will have to bear the additional premium amount. The employee will require to fill in **Annexure – XXXVI (Medical Insurance Form)**
4. In case the spouse of the employee is working in another organisation and not covered by their group medical insurance scheme then the employee will need to declare the same to be eligible for TIET Group Medical Insurance. **Annexure – XXXVII (Declaration Form)**

Category-wise limits of the Mediciam Insurance Policy are as under:

Regular Employees	
Level	Hospitalization Limit (Rs. Lacs)
ATS-1 to ATS-4	2.50
ATS-5 to ATS-8	3.30
ATS-8A; ATS-9; PM-10 to PM-14; L-10 – L-14, LAS, LAS-13, LAS-14	6.00

Fixed-term contract Employees	
Level	Hospitalization Limit (Rs. Lacs)
Rs. 15,001 to Rs. 30,000	2.50
Rs. 30,001 to Rs. 60,000	3.30
> Rs. 60,000	6.00

Mediciam Premium for additional members:

Sum Insured	Premium Amount
2.50	Rs. 3,000
3.30	Rs. 3,500
6.00	Rs. 6,000

Benefits

Cashless facility	Available
Cost of Registration / Admission expenses / charges/ fee at the hospital shall be reimbursed under the policy	Not payable
Corporate Floater (CF)	Rs. 25 Lacs Per Family Limit: SI Rs 250000 - CF 250000, SI Rs. 330000 – CF 330000 SI Rs. 600000 – CF Rs. 600000 Note: Use of Corporate Floater will be subject to exhausting the SI limit & prior approval of the Director.
Maternity	Rs. 50,000/-
Maternity 9 month waiting period	Waived off
Pre-existing Disease	First year exclusion waive-off
Claim Intimation time	Within the 7 Days from the date of admission
Claim submission	Within 30 days from the date of discharge. Post Hospitalization bills should be submitted to TPA within seven (7) days after completion of such treatment.

Pre-Hospitalization Expenses

Definition	If the insured person is diagnosed with an illness which results in their hospitalization and for which the Insurer accepts a claim, then the insurer will reimburse the insured person's pre-hospitalization expenses for up to 30 days prior to hospitalization as long as the 30-day period commences and ends within the policy period.
Applicable	Yes.
Duration	30 Days

Post-Hospitalization Expenses

Definition	Oral treatment is covered for 60 days' post for the main hospitalization.
Applicable	Yes
Documents submission deadline	60 days from date of discharge
Duration	60 days

Note: Pre and Post Hospitalization expenses payable in respect of each hospitalization shall be the actual expenses incurred to a maximum of 10% of the Sum Insured. Hospitalization means admission in a Hospital/Nursing home for a minimum of 24 consecutive hours of inpatient care.

Claims Process

Cashless

1. Cashless facility can be availed or granted when the hospital is registered as network hospital of TPA
2. Planned hospitalization: When the cashless request process is completed in advance.
3. Unplanned/Emergency hospitalization. When the request for cashless is given at the time of admission only.

Non Cashless Hospitalization Process

1. At the time of discharge, collect all bills (stamped and signed), supporting investigation reports, medical bills, original discharge card, etc., from hospital.
2. Within 30 days of discharge, submit the claim form along with documents (in original) to office.
3. The employee should keep a copy of the documents for further reference.

Reimbursement

Reimbursement facility is generally availed if the hospital is not in network list of TPA or due to unclear requests cashless is not granted by TPA or if the insured voluntarily does not opt for cashless facility.

The Institute has the right to change the terms & conditions of this policy during its renewal every year.

Medical Insurance: Retired Employees

Retired employees will be covered under the Group Medical Insurance Scheme as under:

SN	Category of Employment: Regular Employees	
	Period	Conditions
1	Joined before February 2020	<ul style="list-style-type: none"> Till superannuation/resignation: No premium to be paid. After superannuation and till attaining the age of 80 years: 25% of the premium prevailing at that time to be shared by the employee subject to condition that such employee must have completed 15 years of continuous service at TIET and superannuated from TIET After the age of 80 years: 100% of the premium prevailing at that time to be paid by the employee. <p>Note: An employee resigning before the superannuation age will not be entitled to any medical insurance benefit after their resignation even if served TIET for 15 or more years.</p>
2	Joined after February 2020	<ul style="list-style-type: none"> Till superannuation/resignation: No premium to be paid. After superannuation: 100% of the premium prevailing at that time to be shared by the employee interested in availing medical insurance. Such an employee must have served TIET for 15 years prior to their superannuation. <p>Note: An employee resigning before the superannuation age will not be entitled to any medical insurance benefit after their resignation even if served TIET for 15 or more years.</p>

All previous policies on the said subject will be null and void. In case a retired employee drops out from the policy, they cannot re-join in the subsequent year(s). The policy for retired employees does not include a 'Corporate Floater' and Maternity benefits.

The premium payable by the retired employee for the year 2020-21 is as under:

Sum Insured	Payable by Retired Employee (Rs.)
2.5 Lacs	625
3.3 Lacs	775
6.0 Lac	1700

Group Accident Insurance

Group Accident Policy

The following categories of employees will be covered under the Policy:

1. All employees on regular rolls
2. Fixed Term Employees
3. Assistant Professor (Contractual) (Those on 6 months' contract are not covered)

Sum Insured: Rs 15 Lacs.

The coverage includes the following:

1. Death
2. Permanent total disability.
3. Permanent partial disability

Leave Travel Concession

Employees on regular rolls with DA shall be entitled to the leave travel concession as under

1. Leave travel concession for journey to any place in India in every block of 4 calendar years (current running block) commencing from 1st January 2018 to 31st Dec 2021 and succeeding blocks thereafter. In this concession if a visit to any place in India is not utilized during a certain block of 4 years, it can be carried forward to the first year of the subsequent block of four years with the permission of the Director.
2. Leave travel concession for traveling to hometown in every block of two calendar years. In case the leave travel concession for travel to any place in the India as specified at (1) is availed of in a certain block of 4 years by an employee; the said employee shall be entitled to avail of the leave travel concession for travel to their hometown only once in that block of 4 years.

The above leave travel concession shall be admissible subject to the following entitlements & conditions:

Approved LTC Entitlement	
Levels	Entitlement
L-14 – 15; PM-14	Economy Class by Air
L-12 to L-13; PM-12- PM-13	AC 1st class by train.
ATS-6 to PM-11	AC II Tier class by train.
ATS-3 to ATS-5	AC III Tier by train.
ATS-1 to ATS-2; others	Second Sleeper by Train

1. Journey by other public transport shall be permitted; reimbursement shall be as per the entitlement.
2. If it is a package tour, then only travelling expenses as per entitlement shall be reimbursed.
3. The claim will be made only by one person if both (husband & wife) are working in the Institute.
4. In the event that the spouse is a working professional (outside TIET), the employee will be required to submit a certificate from the employer that the spouse has not availed LTC or will not receive any claim for that period.
5. While availing LTC for any place in India (other than hometown) the family is required to travel together. The family can travel separately to the hometown, but the journey must be completed in the same calendar year.
6. The LTC claim bill will be passed on production of original tickets, boarding passes and bills.
7. Travel by private taxi for LTC purpose is permitted (as per individual entitlement as per class of travel according to level).
8. The reimbursement of actual fare will be allowed for entire distance covered both ways without any restriction.
9. The concession will also be admissible for journeys performed by the Institute employees during regular leave or casual leave, as the case may be, irrespective of the duration of leave.
10. The family definition for LTC purpose includes spouse as the case may be who is living with institute employee, two dependent unmarried children and dependent parents (as per the definition below)

Dependent parents: The parent(s) should not be in employment and are not earning an income of more than Rs. 10,000/- from all known sources of income. The parent may/may not be residing with the employee.

Note: The condition of alive children according to the above definition will not apply to the existing children or child born within one year or child born after one child. The definition of family in this context include only one wife.

11. Prior permission of the Deputy Director in case of ATS-1 to ATS-9 employees and Director in case of category L-10 to L-15, PM-10 to PM-14 employees should be obtained before undertaking the journey while availing of the concession in the prescribed application form.
12. After completion of the journey while submitting their claim, an employee will furnish a certificate and an affidavit in the prescribed Performa's respectively.

Forms

1. **Annexure - XXXVIII (Application form for LTC)**
2. **Annexure – XXXIX (Declaration for LTC Claim)**
3. **Annexure – XXXX (Affidavit)**
4. **Annexure – XXXXI (Certificate for LTC)**
5. **Annexure – XXXXII (Travel Claim form)**

Instructions issued by the Government of India for grant of Leave Travel Concession for visiting any place in India will apply mutates mutandis to all the Institute employees subject to the conditions mentioned in Para 2 above.

In case of any discrepancy, the decision of the Director shall be final.

External Employment Outside TIET (Application Process)

Each employee is permitted to apply for external employment through HOD/CHRO/DOFA as per the following:

SN	Category	Number of Applications / Year
1	Regular employees (without Bond)	Two applications per year
2	Regular employees (with Bond)	One application/year stating clearly the conditions of the Bond under which the person is serving and under which he could be released. If selected the employee will have to honor the bond and pay the prorated balance. The application will only be submitted if the employee agrees to pay the said amount.
3	Employees on Probation	One application/year
4	Contractual / Fixed-term contract (TS/NTS)	Four applications/year

1. The application (**Annexure – XXXXIII (Application for Outside/Foreign Employment)**) should be duly recommended by the concerned HOD/CHRO/DOFA and approved by the Director.
2. The faculty cannot leave the Institute during the middle of a semester. However, based on the recommendation of HOD, the Director may approve the same.

Foreign Assignment (Application Process)

Each employee is permitted to apply for foreign assignment(s) through HOD/CHRO/DOFA as per the following:

SN	Category	Number of Applications / Year
1	Regular employees (without Bond)	Two applications per year
2	Regular employees (with Bond)	One application/year stating clearly the conditions of the Bond under which the person is serving and under which he could be released. If selected the employee will have to honor the bond and pay the prorated balance. The application will only be submitted if the employee agrees to pay the said amount.
3	Employees on Probation	One application/year
4	Contractual / Fixed-term contract (TS/NTS)	Four applications/year

1. The application (**Annexure – XXXXII (Application for Outside/Foreign Employment)**) should be duly recommended by the concerned HOD/CHRO/DOFA and approved by the Director.
2. Application of those employees will be forwarded for foreign assignments who have served the Institute at least for a period of 5 years.
3. The duration of leave without pay shall be two years, which can be extended to three years. The leave sanctioned will be at the discretion of the Board.
4. The leave of faculty shall not end or commence during the middle of a semester.
5. The application shall remain valid for a period of one year.

Leave Policy

Objective

The Institutes intent is to provide each employee with annual time for vacation, sick, or personal use. It is understood that employees in the course of their employment will need time off to relax and have a work-life balance.

However, leave is not a right but at the discretion of the sanctioning authority.

Applicability

The provisions contained in these regulations shall apply to all the employees of the Institute, unless a separate set of terms have been mutually arrived at between TIET and the employee.

Definitions

1. **'Leave'** includes Casual, Earned, Academic, Study, Sabbatical, Half-Pay, Commuted, Special, Extra Ordinary, Maternity and Holiday.
2. **'Earned Leave'** means: leave earned in respect of periods spent on duty during vacation or otherwise.
3. **'Half Pay Leave'** means: leave earned in respect of completed years of service calculated according to the provisions hereinafter contained.
4. **'Commuted Leave'** means: leave as provided in the service regulations as reproduced below.
5. **'Completed years' service'** means: continuous service of the specified duration in the Institute & includes period spent on duty as well as on deputation and leave including extraordinary leave.
6. **'Vacation'** Implies both the summer and winter break.

Change in Nature of Leave

The nature of leave due and applied by an employee cannot be altered at the option of the sanctioning authority, so, while it is open to the sanctioning authority to refuse or cancel leave due and applied for under this rule, it is not open to them to alter the nature of such leave.

Approving Authorities to Grant Leave

Approval of leave (Except Study Leave) will need to be signed off by up to two levels of authorities as is described under

1. **Recommending authority (RA)** – An employee's immediate supervisor will be the RA. The RA will ensure the availability of leave balance & continuity of work before recommending the same.
2. **Sanctioning authority (SA)** –HOD is the Sanctioning Authority. SA will be the final authority for taking a final decision on the leave application.

Note:

- a) RA has the authority to approve or reject leave (citing reasons and inform the employee)
- b) After the approval or rejection by RA, the form will be sent to SA.
- c) In case the employee is not satisfied with RA's recommendation, they can escalate to the SA.
- d) SA can overrule the recommendation given by RA.
- e) In case an employee directly reports to the SA, then there SA will be the direct authority for leave approval and sanction.
- f) Study Leave to the employees of the Institute including the Director will be sanctioned by the Board of Governors.

Commencement and Termination of Leaves

Leave ordinarily begins from the date on which leave is actually availed of and ends on the day preceding the one on which duty is resumed.

Sundays and other holidays may be prefixed as well as suffixed to leave subject to any limit of absence on leave prescribed under each category of leave.

Leave Cycle

The Institute follows January to December as its Leave cycle.

Categories of Leaves

Applicable leaves at TIET have been labeled under the following categories (for regular employees):

Type of Leave	Teaching Staff	Non-Teaching Staff
Earned Leave	Nil (for every 2 days worked during vacation, 1 day EL is credited. Maximum 30 EL can be earned)	30
Casual Leave	8	8
Special Casual Leave	0	10
Study Leave	Yes	Yes
Half Pay Leave	20	20
Sabbatical leave	Up to 1 yr	
Academic Leave	10	0
Compensatory Casual Leave	No	Yes
Extra Ordinary Leave	Yes	Yes
Maternity Leave	As per the Act	As per the Act

Leave (All Employees)

1. Earned Leave

Entitlement: (All regular employees joined on or before 30th June 2015)

Vacation Staff (Faculty): One-day leave is earned for 2 days working during vacation subject to maximum of 30 days per year. Vacation staff will be entitled for 60 days' vacation.

Other Staff: 30 days per year

- For computing earned leave, the period of extra-ordinary leave, without pay leave availed, if any, shall be excluded from the working days & the actual credit of earned leave shall be granted on pro-rata basis.
- The maximum accumulation allowed is 450 days for the entire duration of service.
- Encashment of earned leave shall be allowed to a maximum of 300 days out of the credit accumulation of 450 days.
- Leave preparatory to retirement: Out of the consolidated credit of maximum 450 days, an employee shall be allowed to avail up to 150 days of leave with pay as LPR.

General Conditions

- The encashment shall be allowed only in cases of superannuation, voluntary/premature retirement, resignation and death of the employee while in service.
- The encashment of leave shall be made at the rate of salary paid as on date of superannuation, voluntary/premature retirement, resignation and death of the employee while in service.
- For the purpose of encashment, the '**Salary**' is defined as – Basic pay & includes Dearness allowance. No other payment/allowances applicable to employees shall be considered as part of 'Salary' for determining the amount of leave encashment.
- No encashment of leave and/or leave preparatory to retirement shall be permissible in case of termination leading to dismissal.
- For cases where employee is re-engaged or their term is extended after superannuation, the leave earned during such period shall not be encashable.
- During the continuity of service of existing employee (**employed before 1st July 2015**), if any of the employee is engaged in alternative category i.e. from vacation staff to non-vacation staff or vice versa, the rules applicable to revised category shall be applicable from the date of such

change & all previous credits of EL shall be carried forward within & up to the limits prescribed above.

- g) The earned leave shall not be credited for giving any paid duty during vacations like exam duty, summer-term, etc.
- h) Minimum one-year service is required, to be entitled for getting earned leave/vacation i.e. in cases where an employee serves the Institute for a period less than one year, they will not be entitled for any earned leave.
- i) Where the services of an employee are terminated by notice or by payment of salary in-lieu of notice period or otherwise in accordance with the terms & conditions of their appointment, they will be granted cash equivalent in respect of earned leave at their credit on the date on which they cease to be in service subject to maximum limit as applicable to their category.

Entitlement: (All regular recruitments w.e.f. 1st July 2015)

Vacation Staff (Faculty): One-day leave is earned for 2 days working during vacation subject to maximum of 30 days per year. Vacation staff will be entitled for 60 days' vacation.

Other Staff: 30 days per year

- a) For computing earned leave, the period of extra-ordinary leave, without pay leave availed, if any, shall be excluded from the working days & the actual credit of earned leave shall be granted on pro-rata basis.
- b) The maximum accumulation allowed will be 120 days.
- c) Any credit exceeding the 120 days' limit shall be encashed on a yearly basis (maximum encashment can only be for 15 days/year). The total encashment during entire tenure of employee shall be limited to 300 days (including accumulated earned leave).
- d) Teaching staff can encash maximum of 15 days out of the total leave earned during a year. The balance, if any can be used as vacation.
- e) Non-teaching staff can encash 15 days and remaining 15 days can be used as vacation.

General Conditions

- a) The encashment will be made on a yearly basis as defined above at the basic salary of that year (1st July) and will be done on 1st January the following year. In the event that the encashment is in cases of superannuation, voluntary/premature retirement, resignation & death of the employee while in service, then it will be made at the rate of salary paid as on date of those events.
- b) For the purpose of encashment the '**Salary**' is defined as – Basic Pay and includes Dearness Allowance. No other payment/allowances applicable to employees shall be considered as part of 'Salary' for determining the amount of leave encashment.
- c) No encashment of leave and/or leave preparatory to retirement (LPR) shall be permissible in case of termination leading to dismissal.
- d) For cases where the employee is re-engaged or their term is extended after superannuation, the leave earned during such period shall not be encashable.
- e) During the continuity of service of employee, if any of the employee is engaged in alternative category i.e. from vacation staff to non-vacation staff or vice versa, the rules applicable to the revised category shall be applicable from the date of such change and all previous credits of EL shall be carried forward.
- f) The earned leave shall not be credited for giving any paid duty during vacations like exam duty, summer-term, etc.
- g) The entire continuous service shall be counted for encashment of leave.
- h) There shall be no leave preparatory to retirement.

- i) Minimum one-year service is required, to be entitled for getting earned leave/vacation i.e., in cases where an employee serves the Institute for a period less than one year, they will not be entitled for any earned leave.
- j) Where the services of an employee are terminated by notice or by payment of salary in-lieu of notice period or otherwise in accordance with the terms and conditions of their appointment, they will be granted cash equivalent in respect of earned leave at their credit on the date on which they cease to be in service subject to maximum limit as applicable to their category

2. Casual leave

Entitlement: Casual leave is not earned by duty and, as such, an employee on casual leave is not treated absent from duty and their salary is not interrupted. All the regular employees including fixed-term contract /contract /term appointment etc. are entitled for casual leave.

Casual Leave cannot be claimed as a matter of right and its grant is always subject to the exigencies of service and to a maximum number of days is a calendar year shown against each category of the staff as bellow:

Type of Leave (Days)	Proposed Leave Rules (days)
Casual Leave	08
Special Casual Leave	10 days (for non-teaching staff only)

Minimum Duration: Half Day. Lunch interval shall be the dividing line for the grant of half-day CL.

Maximum Duration: Total period of absence shall not exceed 10 days at a time, including Sundays or other holidays prefixed and/or suffixed. Casual leave cannot be combined with any other kind of leave except special casual leave. Saturdays, Sundays & closed holidays can be prefixed and/or suffixed to casual leave. Public holidays and weekends falling within a period of casual leave shall not be counted as part of the casual leave.

General Points

- a) Casual leave may be granted as & when required at the discretion of the sanctioning authority.
- b) Additional 7 days' casual leave will be allowed to regular security guards of the Institute in lieu of their duties on Sundays and other holidays.
- c) Institute employees enrolled in the Territorial army with the written permission of the Director, may be granted special casual leave for the period they are required to attend Annual Training Camps of courses of instruction.
- d) Six days' special casual leave may be granted to employees who undergo sterilization operation under the family planning scheme.

3. Extra-Ordinary Leave

Extra-ordinary leave shall always be without pay & allowances and may be granted when no other kind of leave is admissible or when other leave being admissible the employee concerned specially applies in writing for the grant of extra-ordinary leave. The Director shall be the approving authority for EOL.

Except in the case of a regular employee the duration of extra-ordinary leave on any one occasion shall not exceed the following limits:

- a) Three months for less than three years completed service.
- b) Six months, in the case of an employee who has completed three years' continuous service on the date of expiry of leave admissible to them under the service regulations and their request for such leave is supported by a medical certificate.
- c) Eighteen months when the employee is suffering from tuberculosis, leprosy, undergone major surgery etc., and undergoing treatment by a specialist at a registered clinic.

The authority empowered to grant leave may commute retrospectively the period of absence without leave into extra-ordinary leave. The power of commuting retrospectively period of absence without leave into extra-ordinary leave is absolute & not subject to the conditions mentioned in sub-clause above.

Counting of Leave for Increment Purposes

Extra-ordinary leave will not count towards increment. The competent authority may in any case in which it is satisfied that the extra-ordinary leave was taken on account of illness or any other cause beyond the control of an employee or for pursuing higher scientific and technical studies, direct that the extra-ordinary leave shall count towards increment. In the case of extra-ordinary leave, the date of increment shall be advanced by the period of such leave except as provided above.

4. Half Pay Leave

Entitlement: Half pay leave admissible to an employee in respect of each completed year of service shall be 20 days.

- a) Half pay leave may be granted to an employee on medical grounds or for other reasons as approved by the Director.
- b) Provided that in case of a temporary employee no half pay leave will be granted unless the authority competent to sanction leave is satisfied that the employee will return to duty on the expiry of leave, except in the case of an employee who has been declared completely and permanently incapacitated for further service by a medical authority.
- c) In case of leave preparatory to retirement 'Leave not due' may be granted to an employee in permanent service for a period not exceeding 360 days during their entire service. However, this leave shall not exceed 90 days at a time except in the case of illness of the employee themselves where it can be extended to 180 days. Such leave shall be debited against the half pay leave the employee may earn subsequently.

Note: Leave not due shall be granted only if the authority empowered to sanction leave is satisfied that there are reasonable prospects of the employee returning to duty on the expiry of the leave and shall be limited to the half pay leave he is likely to earn thereafter.

5. Commuted Leave

Entitlement: 20 Half Pay

Minimum Duration: Half day

Commuted leave not exceeding half the period of half pay leave may be granted on medical certificate to an employee subject to the following conditions:

- a) When the commuted leave is granted twice the period of such leave shall be debited against the half pay leave due.
- b) Commuted leave may be granted for half a day at a time.
- c) The employee shall obtain approval from the competent authority. However, the commuted leave for 3 days or more shall have to be accompanied by the medical certificate from a Registered Medical Practitioner.
- d) The commuted leave during the entire period of service shall be limited to a maximum of 240 days.
- e) The total duration of earned leave and commuted leave taken in continuation shall not exceed 240 days. Provided that no commuted leave may be granted under this para unless the authority competent to sanction leave is satisfied that the employee will return to duty on its expiry.

6. Maternity Leave

All women employees including regular/fixed-term, etc. are entitled for maternity leave on full pay provided they do not have (02) two or more living children. The maximum period of maternity leave entitled to women employees shall be 26 weeks without the necessity of production of a medical certificate. Extension if any, beyond 26 weeks shall, however, be permitted by the grant of leave of the kind due. Any leave applied for in continuation of maternity leave will be granted only if it is supported by a medical certificate from a competent medical authority.

Maternity leave not exceeding six weeks because of miscarriage or abortion shall be admissible only in those cases where a women employee has only one living child. The others having two or more children shall not be entitled to avail of this concession, but if required can be sanctioned, leave of the kind due on the production of a medical certificate.

Maternity Benefits to various categories of employees are as under:

SN	Category	Maternity Benefit reference	Maternity Benefits
1	Regular Employees	As per Institute's Regulations	26 weeks
2	Fixed Term Employees not covered under ESI	As per Maternity Act 1961	26 weeks
3	Fixed Term Employees covered under ESI	As per ESI Act	26 weeks

The maternity leave policy will subject to changes from time to time as per the Maternity Act.

7. Study Leave

Entitlement: All regular employees. Only eligible twice during one's career.

Minimum Duration: 10 days

Maximum Duration: The leave shall not be granted for more than three years in one spell.

- Study leave may ordinarily be admissible to the regular employees of the Institute to pursue a special course of study or investigation of scientific nature, or a sponsorship by the Institute for undergoing any specialized course or training in the interest of the Institute. Provided that except in exceptional cases at the discretion of the Board, study leave shall be granted only:
 - in the fields in which the interest of the Institute shall be served, and
 - in such disciplines for which suitable facilities do not exist in the Institute.
- Study leave shall not be granted to any employee of the Institute having less than five years' service in the Institute or who has attained the age of 50 years. It shall not be admissible to the employees other than those on regular roles.
- The upper age limits may be relaxed on recommendation of the Director provided the employee can serve the institute for periods indicated in the bond, after their return from study leave.
- The teacher on study leave shall not take up, during the period of that leave, any regular/fixed-term contract/contractual in any other organization in India or abroad; they shall, however, be free to receive a scholarship, fellowship or bursary other than their regular employment;
- The study leave shall be granted by the Director.
- No separate allowance including TA/DA would be admissible to the employee for the period of the study leave.
- An employee granted study leave shall be entitled to keep the residential accommodation allotted to them in the campus for the period of absence on payment of usual rent.
- The faculty on study leave shall submit a yearly progress report to the Head of the Department/Concerned Dean. If the report does not reach after one-month of the completion of one-year tenure, the payment of leave salary may be deferred until the receipt of such report. A consolidated report should be submitted after return from leave.

- i) The employee on study leave will be entitled for full salary, including increments & DA increases.
- j) An employee of the Institute who avails study leave shall be required to execute a Bond, on the prescribed form, with two sureties to serve the Institute after their return from study leave for a period as indicated below:

Period of Study leave	Period for which bond is to be executed
One year or less	One year
More than one year	Equal to the period of study leave

- k) **Bond Value:** Bond so executed will be equal to twice the value of the salary plus allowances paid during the study leave period of absence. In case the employee is not paid salary during study leave the bond value will be the average of last three months' gross salary multiplied by the number of months of absence.
- l) If an employee fails to serve the Institute after their return from study leave for the full or part of the period mentioned above, they shall pay to the Institute liquidated damages equal to full pay & allowances for the unserved portion of the bond period plus interest thereon at the prevailing bank rate on fixed deposit for one year if the payment is not made promptly on demand.
- m) No employee having availed study leave once shall be entitled to this leave again before completing the Bond period.
- n) Not more than 20% of the staff in a department shall be granted study leave at a time subject to a maximum of two.
- o) Study leave will not be admissible for enhancing basic qualifications, including a PhD/PG degree. However, the regular employees can be granted one semester study leave (semester-off) on the recommendation of the concerned head. The heads of the units should satisfy themselves that the normal work of the unit does not suffer by the approval of such a leave.

Leave (Teaching Staff)

1. Academic Leave

Entitlement: Regular Teaching Staff. 10 days per year.

Director may grant up to the limit of 10 days in an academic year leave of absence from duty in connection with the following:

- a) To deliver academic lectures at a university or a college or any professional institutes.
- b) To attend meetings of UGC, DST, AICTE & other govt. bodies where the faculty member is invited.
- c) To inspect academic institutions attached to a University/Board
- d) To attend an academic conference, seminars, workshops or any other work of an academic or technical nature.

This leave needs to be substantiated with proper documents.

2. Sabbatical Leave

Purpose: The purpose of sabbatical leave is to promote professional improvement and intellectual growth of faculty to enhance the quality of education & research at TIET.

Entitlement: Regular Teaching Staff. Maximum 2 years during one's career.

Sabbatical leave may be granted for one or more of the following objectives, namely:

- a) to conduct research or advanced studies in India or abroad;
- b) to write text books, standard works and other literature;
- c) to visit or work in industrial concerns and technical departments of the government to gain practical experience in their respective fields;
- d) to visit or work in a university, industry or government research laboratories in India or abroad.

e) Any other purposes for the academic development of the staff member, as approved by the Board.

A faculty can avail two years' sabbatical leave during their entire career. The period of sabbatical leave shall not exceed one year at a time including vacations, if any, but the Director may grant, in addition, any other leave up to a maximum of 120 days, which an employee might have earned during service of the Institute.

The grant of sabbatical leave shall be subject to the following conditions, namely:

- a) The sabbatical leave shall be granted to regular faculty only after completion of 7 years of service.
- b) A faculty interested in proceeding on sabbatical leave would be required to intimate their intentions in writing to the concerned HOD at least one semester in advance.
- c) The workload of the faculty will be distributed among remaining staff. However, in exceptional cases temporary substitutes may be employed.
- d) While recommending sabbatical leave the HOD would be required to certify that alternative arrangements have been made for sharing of academic, research and project activities and other institutional duties and commitments of the faculty during their absence.
- e) A faculty having a sponsored research project at TIET for more two years will only be allowed for sabbatical leave after completion of the project.
- f) At the time of availing sabbatical leave, faculty should have at least 3-years of service before superannuation.
- g) Sabbatical leave cannot begin or end in the middle of a semester.
- h) The faculty would be required to specify the purpose of visit and the nature of work proposed, and how the sabbatical work would contribute to their professional development and hence, benefit the institute.
- i) The sanctioning authority of the sabbatical leave shall be the Director, and the same will only be approved based on the institute's ability to manage teaching workload and other exigencies during the period of the absence of the faculty.
- j) Not more than 1% of the faculty (rounded off to the next higher integer) may be on sabbatical leave at a time.
- k) A member of the academic staff shall, during the period of sabbatical leave, be paid full salary and allowances as admissible under the rules of the Institute but they shall not be entitled to any travelling allowance or any extra allowance in India or abroad.
- l) The employee on leave will be entitled for full salary, including increments & DA increases.
- m) The period of leave shall also count as service for purposes of retirement benefits provided that the teacher rejoins the institute before the expiry of their leave.
- n) A member of the academic staff shall not undertake, during the period of sabbatical leave, any regular/fixed-term contract/contractual under any other organization in India or abroad; they shall, however, be free to receive a scholarship, fellowship or bursary other than their regular employment, however prior permission should be taken before receiving such amounts.
- o) A member of the academic staff availing sabbatical leave shall furnish a bond in the prescribed form to serve the institute for a minimum period of three years on return to duty.
- p) If the faculty decides to not return to TIET at the end of the leave, they will have to pay back the entire salary paid to them during the period of absence. This will also include house rent and any other payments made towards children/spouse education (including subsidy, fee waiver).

3. Vacation and Leave Salary

- a) An employee of the Institute entitled to vacation shall be eligible for pay and allowances at full rates during the period of vacation.
- b) An employee who proceeds on earned leave is entitled to leave salary equal to the last drawn salary in the month preceding the commencement of the leave.
- c) An employee on half pay leave or leave not due, is entitled to leave salary equal to half the amount admissible under point 3 (b) above.
- d) An employee on commuted leave is entitled to leave salary equal to the amount admissible under point 3 (b) above.
- e) An employee on extra-ordinary leave is not entitled to any leave salary.

Leave (Non-Teaching Staff)

1. Compensatory Casual Leave

Entitlement: ATS-1 to ATS-5.

Minimum Duration: Half Day

Maximum Duration: Not more than 3 days of compensatory casual leave can be availed of at a time.

Compensatory Casual Leave will be given to employees in-lieu of having worked on Holidays/Saturday/Sunday. Compensatory Casual Leave can be availed of within 90 days of the day in-lieu of which it is claimed and will lapse after that. It can be suffixed and/or prefixed to Casual Leave and Special Casual Leave, Saturdays, Sundays and other holidays.

Above staff may be called on holidays only when it is very necessary with prior permission of the HOD.

Leave Encashment to Fixed-term/Contract Staff

1. Only three years' contract/fixed-term staff will be eligible for earned leave.
2. 15 days earned leave will be given to the staff in a year.
3. Minimum one-year service is required to avail leave.
4. At the end of three years' term, 50% of the balance leave shall be encashable.
5. If an employee leaves the institute before the completion of three years' term, no leave encashment shall be given to them

General Points (All Categories)

1. **Limit of total absence:** No employee shall be granted leave that will keep them continuously absent from duty for a period exceeding three years. An employee ceases to be in the service of the institute, if they are continuously absent from duty for a period exceeding three years.
2. **Application of leave:** The person applying for leave shall mention all contact details including address, mobile/phone number on the leave application form.
3. **Leaves taken on medical grounds:** Every application for leave on medical grounds, if it is more than three days, must be accompanied by a medical certificate from the institute's medical officer or from a registered medical practitioner having qualification not less than MBBS. Director, may, at his/her discretion, secure a second medical opinion from the institute's medical officer or chief medical officer. The fee, if any, to be charged for second medical opinion shall be paid by the institute.

The mere submission of an application for leave does not mean that the leave has been sanctioned; the applicant should await orders of the competent authority or sanctioning authority and proceed on leave only after it has been duly sanctioned by the said authority. Except in the case of emergency an employee who absents from duty without proper permission of the competent authority is liable to have their absence from duty without leave.

4. **Rejoining work on return from leave on medical grounds:** An employee who has been granted leave on medical grounds shall be required to produce a medical certificate of fitness before resuming duty.
5. Leave cannot be claimed as a matter of right. When the exigencies of the service so require, discretion to refuse or cancel leave of any description is reserved with the authority empowered to grant it.
6. The nature of leave due and applied for by an employee cannot be altered at the option of the sanctioning authority, so, while it is open to the sanctioning authority to refuse or cancel leave due and applied for under this rule it is not open to them to alter the nature of such leave.
7. Leave ordinarily begins from the date on which leave is actually availed of and ends on the day preceding the one on which duty is resumed.
8. Sundays and other holidays may be prefixed as well as suffixed to leave subject to any limit of absence on leave prescribed under each category of leave.
9. All kinds of leave, other than earned leave, shall automatically lapse on the date of actual retirement or resignation of an employee.
10. Continuous temporary service followed by permanent service without any break shall be included in permanent service for the purpose of computation of all kinds of leave.
11. If an employee overstays leave, they shall forfeit all salary during the time of their remaining absent & if they overstay their leave for more than a fortnight their services are liable to be terminated

Acceptance of Employment during Leave

An employee on leave may not take any service or accept any employment (including the setting up of a private professional practice as consultant, accountant, coaching, teaching, tuition or legal practitioner, etc.) without obtaining the prior sanction of the appointing authority in writing

Forms

1. **Annexure - XXXXIV (Application form – Earned, Commuted & Half-Pay leave; EOL (without pay))**
2. **Annexure - XXXXV (Application form – Casual & Special Leave, Compensatory Off, Restricted Holiday)**
3. **Annexure – XXXXVI (Application form – Academic & Duty Leave)**
4. **Annexure – XXXXVII (Leave Encashment – Fixed term employee)**

Lien and Deputation

The appointing authority may allow an employee of the Institute to be on deputation to an outside organization. An employee of the Institute on deputation with an outside agency shall be allowed to retain a lien on their post depending upon the length of service put in by the employee in the Institute. However, the appointing authority at their discretion may or may not approve lien/deputation. The decision to approve will rest on the premise of availability of substitute faculty and other academic and administrative institutional considerations.

The maximum period for which an employee can remain on Foreign Service will be as under:

Duration of Service (in TIET)	Lien Period
< 5 Years	Nil
> 5 years but < 10 years	2 Years
> 10 years	3 years extendable up to a maximum period of 5 years (in two spells of one year each) at the discretion of the Board of Governors. However, this period can be availed in not more than three spells at different times during service in the Institute

Note:

1. Foreign Service for the purpose of this regulation will mean service outside TIET.
2. Service duration for the count should be continuous.

Resignation and Exit Policy

Resignation

1. A regular employee of the Institute may leave the services of the Institute by tendering a notice of three months in advance or depositing the salary of 3-months in-lieu thereof or may leave earlier on depositing three months' salary or salary for the days deficient in notice period in-lieu thereof.
2. However, an employee, who is on probation, may do so by tendering a notice one month in advance or may leave earlier on depositing a month's salary or salary for the days deficient in notice period in lieu thereof.
3. The fixed-term/contract appointment employees may leave the service by tendering a notice one month in advance or may leave earlier. A month's salary or salary for the days deficient in notice period in lieu thereof shall be deducted from the employees full & final settlement.
4. In the case of a specific notice period defined in the employment contract, the same will apply.

Exit Formalities

1. An employee, before leaving the Institute's service shall hand over the charge of their post to a duly authorized employee and shall return to the institute all books, apparatus, furniture, etc., issued to them for their personal use. The employee shall pay up in full, all the charges due from them for occupation of residential quarters, taxes, water, and electricity. If he fails to do so, the institute shall have the power to recover the amount due from their last salary.
2. The dues pending if any shall be cleared and relieving certificate shall be issued only on submission of the following:
 - a) **Exit Interview Form (as per Annexure – XXXXVIII (Exit Interview Form))**
 - b) **No Dues Certificate (as per Annexure – XXXXIX (No Dues Certificate-Regular Employees))**
 - c) **No Dues Certificate (as per Annexure – XXXXX (No Dues Certificate-Fixed Term Employees))**
3. An employee, who is in occupation of campus residential accommodation shall on leaving the service of the Institute, vacate the residence allotted to them by the Institute in accordance with the provisions of the house allotment policy.

Full and Final Settlement

Full & Final settlement and release of payment if any shall be made to the exiting employee on the last working day. In case an employee is relieved immediately on submitting resignation, or is terminated, or is absconding; full and final settlement is subject to No-dues clearance.

Payment of Gratuity

The payment of Gratuity Act, 1972 provides for a scheme for the payment of Gratuity to all the employees.

Settlement /Transfer of PF

All the existing employees will be issued requisite forms for final withdrawal or transfer of PF accumulation and family pension at the time of acceptance of the resignation/termination/transfers. HR division shall ensure that required action is initiated after 2 months from the relieving date. However, in case of retirement the PF settlement will be done on the last working day.

Exit Interview Policy

Objective

Each employee who leaves the Institute will go through an exit interview. Exit interviews will be conducted as per the laid down process in prescribed format. Exit interviews shall be held before the last working day. Exit interview will be conducted by HR. The objective of this policy is to have a smooth and timely exit process for the employees who have resigned or retired. The institute is committed to making the exit process smooth so that the employee leaves on a good note reflecting the Institute's value of respecting the 'Individual'. The Exit interview is a formal interview, which is held with a departing employee. The duration of the interview will be for approximately one hour and will be conducted by the HR Division.

Aim & Objective

This policy aims to lay down the guidelines to administer an exit interview and to ensure that the same is conducted in a structured and professional manner. Its objective is to create a forum that will allow a departing employee to discuss the one issue normally not openly discussed, i.e., the true reason for the resignation. The aim of the interview is to solicit the following information:

1. Positive aspects of the job.
2. Negative aspects of the job.
3. Reasons for leaving.
4. Other factors contributing to dissatisfaction.
5. Perceptions of relationships with superiors.
6. Recommendations for improvement.
7. Factors that could have prolonged the employment.

Merits & Demerits of the System

Any system is bound to have its merits and demerits of which one should be aware to guard against the inconspicuous and obscure pitfalls, which may suffocate and retard the process. Some of the merits and demerits are listed below:

Merits

1. It allows uninhibited and abundant feedback about the working conditions.
2. It acts as a tool by which you can measure the strength of your human resource management.
3. Provides a way to retain links with departing employees.
4. Offers a glimpse of competitors' recruitment strategy.
5. It fosters an organisational culture of honesty and openness.

Demerits

1. It can be used wrongly to hold back the departing employee.
2. Fear of negative referrals may prevent honest responses.
3. Motivated feedback sparks off witch-hunt against individuals.
4. Overemphasis on criticism can blunt objectivity.
5. Creates a bad impression if performed perfunctorily.

Questions Bank for Exit Interview

To enable the interview to be effective, it needs to follow a pattern and hence certain questions need to be essentially asked:

1. Questions relating to the departing employee's job:
 - a) Was the job challenging? Was it satisfying? Did it add value to you?
 - b) Was the location comfortable? Was the working environment enjoyable? Were you respected as an individual?
 - c) What were the three positive elements you saw in the Institute?

- d) What were the major drawbacks and weaknesses of the Institute?
 - e) Did you experience growth in terms of level and responsibility?
2. Questions focusing on the changes the institute should make:
- a) Did the institute provide you with sufficient inputs to grow as a professional?
 - b) Did you feel your HOD/institute provided you with enough freedom and space to allow your creativity to blossom?
 - c) What changes would you like to see in TIET? if you were to reconsider joining this Institute sometime in future?
3. Questions aimed at identifying the advantages of the employee's new job:
- a) How does your new assignment/job compare with that in TIET in terms of job specifications, designation, challenges, career opportunities and compensation?
 - b) Did the institute treat you well after you decided to quit? Where did it go wrong?
 - c) What are the two most crucial reasons for quitting?

Exit Interview: Do's & Don'ts

The conduct of an exit interview is not as easy as it seems. Some points, which will help in the conduct of the interview, are listed below:

1. It is important to derive maximum mileage out of the process by creating an atmosphere of openness & honesty rather than stonewalling the entire process by belligerent & aggressive intent. The best exit interviewers never harass or intimidate - they listen. It is important to explain, at the outset, the objective of the interview & that its findings are for the Institutes benefit.
2. Discussing the employee's new job is an effective way to break the ice. However, it is important to neither attack their decision to move, nor defend the institute against their criticism.
3. The interview should be conducted on a day as close to the date of departure, preferably 6-7 days before the departure date. This will enable the departing employee to speak more freely and without any inhibition. In addition, one of the main perils, if it is held too early is that it may turn into an exhortation to stay back, which is not the aim of the interview.
4. The employee generally will always have some fear about offending their superiors, as there may be a likelihood of working with the same person again in the same or some other organisation. They need to be informed that hierarchies need not be respected and punches do not have to be pulled and their honest comments will not be used against them.
5. The interviewer should assure the respondent of confidentiality.
6. The interviewer should be prepared for adverse criticism. The interviewer should avoid defending the institute against criticism.

Feedback & Corrective Action

Immediately after the exit interview is completed, the Human Resources Division will fill the feedback form, and if some issue requires immediate corrective action, it should immediately be addressed. The information will be tabulated, and from the tabulated data some patterns may emerge which should be identified to implement correction in institute policy and working.

Conclusion

As such, the management may not know about the employee's dissatisfactions until the intention to quit is announced. The exit interview provides a platform for the employee to air their feelings. However, one needs to be judicious about the feedback as the same can often be emotional, lack objectivity, and the lack of fear can also provoke biased answers from unhappy employees. These need to be validated with matching responses from existing employees, and when once certain of the truth, it should be used as a powerful tool to measure the punch of the Institute policies.

Superannuation Policy

1. **Teaching Staff:** A faculty member will superannuate on completion of 60 years and retire on the last day of month in which the date of superannuation falls. A faculty member who complete 60 years during the month of July will superannuate and retired on 31st July.
2. A faculty member will stand automatically re-employed at the institute on the same salary at which they superannuate. This re-employment will be up to June 30, for the Academic Semester from January to May/June and 31st December for the Academic to December in order to ensure that there is no disruption of academic work/activity.
3. **Non-Teaching:** An employee whose date of birth falls on any day of month other than the first of that month, shall on attaining the age of superannuation, retire on the last day of that month which will be a working day. However, an employee whose date of birth is the first of the month shall retire on the afternoon of the last day of the preceding month.
4. **Early Retirement:** The Board shall, if it is of the opinion that it is in the interest of the Institute to do so, have the absolute right by giving an employee prior notice in writing, to retire that employee on the date on which they complete twenty-five years of service or attains fifty years of age or on any date thereafter to be specified in the notice.
 - a) The period of such notice shall not be less than three-months. Provided that if the notice period is less than the three months, the employee shall be entitled to claim pay and allowances for the period by which such notice falls short of three-months.
 - b) An employee may after giving at least three-months' notice in writing to the appointing authority retire from service on the date on which they complete twenty-five years of service or attains fifty years of age or on any date thereafter to be specified in the notice. Provided that if the notice period is less than three-months, the institute shall be entitled to claim pay and allowances for the period by which such notice falls short of three-months.
 - c) The notice of voluntary retirement shall require acceptance by the appointing authority
 - d) Employee, who decides to seek, voluntary retirement and has given the necessary notice to that effect to the Director shall be precluded from withdrawing their notice except with the specific approval of the appointing authority. Provided that the request for withdrawal shall be made before the intended date of their retirement. Provided further that the employee under suspension shall retire from service except with the specific approval of the Board.
5. An employee who retires or is required to retire shall be paid the contributory provident fund to their credit at the time of voluntary/premature retirement as per regulations of the institute.
6. The Board may, in exceptional cases, grant re-employment to a non-teaching employee who have attained the age of 60 years, on such terms and conditions as may be laid down by it, provided that no employee shall be retained in service or re-employed beyond the age of 65 years. Provided further that in the first instance, the re-employment period shall not exceed three years.

Extension of Services – Teaching Staff

A faculty member will normally superannuate on last day of the semester in which they complete 60 years of age. The faculty member may be considered for extension up to the age of 62/63/ 65 years after superannuation. Five-year extension shall be given only in exceptional cases. The extension will be given on the recommendations of the review committee consisting of the following:

Director	Chairman
Deputy Director (s)	Members
Dean, Faculty Affairs	
One outside expert (nominated by Director)	
Concerned Head of Department	

Note: That the role of the External Expert will be to give feedback in writing on the employee based on the information provided to them by DOFA. This feedback will be considered by the panel.

1. The faculty member desiring extension beyond 60 years is required to submit an application at an age of 58 years. The application should be accompanied by a detailed bio-data with achievements and contributions in the last five years to the Institute.
2. The application and bio-data will be reviewed as per need, requirement and on the parameters of teaching, research, institutional activities, general behavior and commitment to the Institute. On the recommendations of review committee, the faculty member can be given extension for superannuation up to the age of 62/63/65 years with full salary. The faculty member will be intimated within two months of their request.
3. The faculty member desiring next term will have to again submit an application accompanied by a detailed biodata three months before the completion of 62/63 years of age and same process of review will be followed for giving the extension up to age of 65 years. They will again be intimated within two months of their request.
4. Under exceptional circumstances, Director can request the Chairman, BOG to extend the services of any faculty member beyond the age of 65 years at a consolidated salary. Such cases will not follow the above process. The faculty member recommended for extension after 65 years of age will be re-employed at a consolidated salary.
5. The faculty member superannuating at the age of 60/62/63/65 years can also be considered for contractual faculty position on consolidated salary.
6. The faculty member will have to vacate the campus residence after superannuation as per Institute rules. However, suitable accommodation subject to availability may be given to the faculty member if extension is given beyond date of superannuation.
7. All retirement benefits will be given at the time of superannuation.
8. No extension will be given to the faculty after attaining the age of 70 years.

Modes of Cessation of Employment

Termination

1. **Regular (Permanent Employee):** The appointment of a regular or permanent employee is liable to be terminated on either side by giving three months' notice or salary in lieu thereof, without assigning any reasons whatsoever.
2. **Probation:** The services of those employees who are not confirmed and still under probation while passing orders in writing for termination are liable to be terminated during the period of probation or at the end of the period of probation or extended period of probation, as the case may be, without giving any reason or notice or compensation or notice pay in lieu thereof. Such termination will not be termed as retrenchment and orders can be passed as per stipulation.
3. **Fixed Term (Contractual) employment:** The Institute shall be entitled to terminate the services of any employee who is appointed on a fixed period while giving them one month's notice in writing or a month's wages in-lieu thereof or as per the terms specified in the appointment letter. Services of such employees can be terminated as a result of non-renewal of contract of employment or on its expiry such incumbent shall not be entitled to any notice or pay or any service compensation.
4. The services of an employee shall be liable to termination at any time by a notice in writing given by the Director. However, for all dismissal/discharge orders a prior approval of the Board/CBOG will be required.
5. In the case of an employee who was hired by a committee headed by CBOG has to be dismissed, then the dismissal orders have to be signed by the Chairman.

Modes of Cessation

1. **Loss of Confidence:** The services of an employee may be terminated on account of loss of confidence, if the acts committed by the employee constitute moral turpitude or adversely affect the reputation of the institute or are of such nature that the same could not be disclosed in the interest of the institute or management has reasons to dispense with the services of such employee as per information available on record or where regular procedure considering the extenuating circumstances cannot be adopted. The employee shall not be entitled to any notice or notice pay or compensation in-lieu thereof.
2. **Continued Ill Health:** The services of an employee are liable to be discharged on account of continued ill health including loss of efficiency, permanent total/permanent partial disablement or on account of illness for more than three months or when suffering from infectious/contagious disease. In such circumstances, the employee shall be paid one-month salary in-lieu of notice pay.
3. The Institute may verify the antecedents of the candidate either directly or through an agency by referring to the previous organization in which the candidate was working. In the event, at any stage of employment it is found that the candidate had suppressed material information or furnished wrong information, the employee is liable for summary termination of employment.

Retirement on attaining age of superannuation

The employee shall retire automatically from the service of the Institute on attaining the age of 60 years. However, if Management so desire, extension can be granted from year-to-year at the sole discretion of Institute. This extension cannot be claimed as a matter of right.

Compulsory retirement

1. An employee can be retired from the service of the Institute compulsory before attaining the age of superannuation if the employee:
 - a) Is declared medically unfit.
 - b) Becomes incapacitated to work.
 - c) Becomes physically or mentally disabled.
 - d) Exhibits adverse service record, inefficiency and dishonesty.

Abandonment/Voluntary Retirement

1. If an employee remains absent continuously from duty for 30 days without any notice, information, approval, prior sanction of leave or remains absent continuously beyond the period of leave or subsequent extended or leave without notice, then they shall lose their lien on their appointment automatically. The management will be competent to draw conclusion after sending registered notice to them at the last available address. Thus, management will be competent to treat the case as having abandoned employment/having sought voluntary retirement.

Dismissal/Discharge

1. The services of a permanent employee are liable to be dismissed/discharged because of misconduct as specified in the subsequent provisions after conducting regular inquiry or on admission of charges, where they admit the charges after or without issuance of charge sheet or in preliminary probing.

Resignation

1. Any regular employee desirous of leaving employment shall give the Institute three months' notice in writing or surrender wages in-lieu thereof. However, if exigency of work so requires, the management may not relieve them earlier until their entire period of notice has expired or bond period is over.
2. If any regular employee leaves the services of the Institute without giving three months' notice in writing, they shall be liable for court proceedings by the management for recovery of the amount if it could not be recovered from the dues payable.
3. The resignation so submitted by the employee, will be considered effective as and when accepted by the management and acceptance stands communicated and it shall be conclusive. The employee will not thereafter be competent to withdraw the same at a subsequent stage. The management in that event will also be competent to waive off the notice period, if resignation is served with notice.
4. The probationary, temporary, substitute, apprentices, trainee and casual employee may leave the services of the Institute in terms as per terms & conditions of their appointment letter.

Code of Conduct

Application

The provisions contained in these Service Regulations shall apply to all employees of the Institute.

Definitions

In this section unless the context otherwise requires,

1. **‘Competent Authority’** means:
 - a) **‘Board of Governors’** in the case of the Directors and the Deputy Director
 - b) **‘The Director’** in the case of all other employees.
2. **‘Members of the family’** in relation to an employee include:
 - a) The wife, child or step-child of such employee residing with, and dependent on him & in relation to an employee who is a woman, the husband residing with her and dependent on her, and
 - b) Any other person related, whether by blood or by marriage to employee or to such employee’s wife or husband legally separated from the employee or child or step-child who is no longer in any way dependent upon them, or whose custody the employee has been deprived of by law.
3. **‘Service’** means service under the Institute.

General Points

1. Every employee shall at all times maintain integrity and devotion to duty, and also be honest and impartial in their official dealings and do nothing which is un-becoming of any employee of the Institute.
2. An employee shall at all times be courteous in their dealings with other members of the staff, students and members of the public without prejudice on the basis of caste, creed, religion, race or sex.
3. Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the Institute and may be called upon to perform such duties, as may be assigned to them by the competent authority during or beyond scheduled working hours and on holidays and Sundays. These duties shall inter alia include attendance at meetings of committees to which they may be appointed.
4. An employee shall be required to observe the scheduled hours of work, during which they must be present at the place of their duty.
5. Except for valid reasons and/or unforeseen contingencies, no employee shall be absent from duty without prior permission.
6. No employee shall leave station except with the prior permission of the person authorized to sanction leave. Whenever leaving the station, an employee shall inform the sanctioning authority the address where they would be available during the period of their absence from station.

Conduct

1. During the service or during the period of specific service, if any, as the case may be, the employee shall devote their whole time and energy exclusively to the work and interest of the Institute.
2. An employee shall at all times conduct themselves soberly and temperamentally while in Institute premises and shall show proper respect and will maintain and promote the good reputation and decorum thereof.
3. The employee shall keep all confidential documents, drawings, photo-prints, reports, statements, thesis, correspondence, information and instructions which may be imparted to them by the Institute in the course of their employment and they shall not divulge the same directly or indirectly to anyone except in rightful discharge of their duties assigned to them by the Institute.

4. **No Work No Pay:** In all cases of absence from duty or designated place of work without leave or permission or in all, cases of absence from place of work, the principle of 'no work no pay' shall apply without prejudice to the other provisions.

Acts Constituting Misconduct

1. Misconduct means an act of omission or commission of duty or warranty expressed or implied custom or usage whether specified or herein or otherwise either single or in collaboration with others.
2. Any act of omission that is done in any manner or that is detrimental to the interest of the Institution/Institute, discipline, reputation or prestige of the management and the establishment shall amount to misconduct whether committed within or outside the premises of the Institute.
3. Without prejudice to the general meaning of the misconduct, it shall be deemed to mean and include offences under or against these regulations, specific service condition or service agreement including but not limited to those listed in the section on 'Minor Misconducts' and 'Major Misconducts' below, which are illustrated and not exhaustive. However, for minor misconduct detailed below are to be dealt with in the following manner.

Minor Misconducts

Such offences as for example, minor negligence or neglect of work, acts of omission for which fine may be imposed under Payment of Wages Act, minor damage or ordinary absence, leaving the station without permission, lateness which is not repetitive, minor inefficiency, loitering and such other acts and commission may constitute a minor offence by an individual. On omission or commission of such acts, the employees are liable to be punished by way of corrective approach for above offence to the extent set out below:

Procedure for dealing with Minor Offence

1. An employee against whom a minor offence is alleged will be given an opportunity of being heard.
2. After considering the explanation during personal hearing or after examining their reply, competent authority will pass the orders for minor offence.
3. Such orders if not received by the employee will be pasted on the notice board & a copy of the order will be sent to the residential address of the employee through courier or by registered post or by both.
4. Regular enquiry will not be required for ordering punishments in the cases of minor offences.

Major Misconduct

1. Misconduct means an act of omission or commission of duty or warranty expressed or implied, custom or usage whether specified herein or otherwise either single or in collaboration with others.
2. Any act or omission that is done in any manner or which is detrimental to the interest of the business, discipline, reputation or prestige of the Institute whether or not expressly regarded, as such shall amount to misconduct whether committed within or outside premises of the Institute.
3. Without prejudice to the general meaning of the term, amongst other, the following acts or omissions whether alone or in combination with others **shall be treated as misconducts**:
 - i. Insubordination or insult to superiors or disobedience of any lawful order of a superior.
 - ii. Refusal to accept transfer from one place to another or refuse to obey lawful orders asking them to work at a particular place/time. Refusal to work on another job/assignment without loss of status or earning.

- iii. Failure to carry out work in accordance with general or specific instructions given by the management of the Institute directly or through delegated authority. Neglect of work, gross or habitual negligence towards work/duty.
- iv. Theft within the Institute or fraud or dishonesty in connection with the Institution business or property or in connection with the property of any person(s) on the premises of the Institute or working or engaged with the Institute. Taking out of the institute any article or material belonging to the Institute without a gate-pass issued by the institute authorities.
- v. Demanding, offering or accepting bribe or any illegal gratification.
- vi. Habitual absence without permission or habitual late attendance. Proceeding on leave and remaining absent from work/duty even after the refusal of leave by the superior or competent authority. Refusal to work on overtime or attend urgent matters at any time without reasonable and justified explanation.
- vii. Engaging in private work or trade outside the Institute or engaging in other employment while still in the service of the Institute without written permission of the Management.
- viii. Soliciting or collecting contribution for any purpose whatsoever without permission of the Management. Distributing or exhibiting within the premises any hand-bills, newspapers, pamphlets, posters without prior approval of the management.
- ix. Canvassing for union or party membership or the collection of union or party dues, funds and contributions in the Institute premises.
- x. Riotous, disorderly, disrespectful, unmannerly or rude behavior, use of abusive language or insolence, threatening, intimidating, coercing other employee or employees, interfering with the work of other employee or employees assault or threat or assault either provided or otherwise, within the Institute premises, or outside having subversive effect on Institutes discipline. Participation in or instigation to illegal strike without notice, or a sit-down or stay-in-strike or refusal to work. Slowing down in performance or work or inciting or persuading others to resort to deliberate 'Go Slow Policy', 'Dharna', 'Hunger Strike' for any reason within the institute's premises or any other property of the Institute. Illegal confinement and Dharna inside the Institute, Gherao of employer, management or immediate supervisor or any officer or any other workman/teacher/employee inside or outside the Institute. Shouting of slogans in groups or as an individual in the Institute premises/working place and precincts thereof including the residential areas.
- xi. Drunkenness, intoxication inside the Institute.
- xii. Having in one's possession or being a party to alcoholic beverage in the Institute, other than the residential quarters.
- xiii. Gambling within the Institute's premises including hostels, except inside family residences.
- xiv. Smoking within the Institute's premises in places where it is prohibited.
- xv. Money lending or borrowing amongst Institute employees or teachers.
- xvi. Commission of any act subversive of Institutions discipline. Quarreling, which may have subversive effect on the Institute discipline.
- xvii. Gross neglect of work or habitual negligence, loitering, idling or wasting time during working hours or malingering. Careless and negligent work/laziness and inefficiency.
- xviii. Irresponsible action resulting in damage of institutes goods or property.
- xix. Disclosing to any person information about education imparting process or secrets of the Institute without its authority.

- xx. Conduct within the Institute, which is likely to endanger the fire or safety of any person/property.
- xxi. Failure to report defect or occurrence that an employee may notice or that would endanger them or any other person or might result in damage to Institute or any person/property.
- xxii. Giving false personal information at the time of interview that can influence the hiring process, or thereafter.
- xxiii. An act of academic dishonesty and a breach of ethics that involves using someone else's work as one's own including data plagiarism and self-plagiarism;
- xxiv. Tampering with the attendance records or willful; falsification, defacement or destruction of any records of the Institute.
- xxv. Conviction by any court of law for criminal offence.
- xxvi. Making or giving false statement before a superior or forging the signature of a superior.
- xxvii. Possession of any lethal weapon on the Institute's premises or act of sabotage.
- xxviii. Unauthorized use or forcible occupation of the Institutes quarter.
- xxix. Refusal to accept any communications, notice, order or other paper from the Institute against receipt.
- xxx. Engaging in other employment or unauthorized trade outside/inside the premises whilst in service.
- xxxi. Use of any areas for sanitary purposes other than the facilities provided by the management for this purpose.
- xxxii. Committing acts constituting sexual harassment and any act involving molestation or abetment to molestation and rape or abetment to rape.
- xxxiii. Not reporting to the Institute doctor for any contagious or serious illness/disease (including venereal) sickness or illness from which the employee may suffering.
- xxxiv. Writing of anonymous letters and making anonymous telephones calls or criticizing or threatening superior officers of any other workman/teacher/employee of the Institute. Making or giving false complaint/report or statement before a superior or co-employee(s).
- xxxv. Not being present before any enquiry authority/committee. Not producing any required documents etc., when summoned.
- xxxvi. An act involving 'Moral Turpitude'.
- xxxvii. Any violation of the provisions in these regulations.

Procedure for dealing with cases of major misconduct

The services of an employee normally will not be terminated on the ground of misconduct unless they have been adjudged guilty of misconduct after a domestic enquiry or if the employee admits the charges before or after the issuance of the charge sheet. In case, enquiry is to be conducted, the following procedure shall normally be observed.

- a) Where a disciplinary proceeding against an employee is contemplated or is pending or where criminal proceedings against them in respect of an offence are under investigation or trial & the Institute is satisfied that it is necessary or desirable to place employee under suspension, they may, by orders in writing can be suspended with effect from such date as may be specified in order.
- b) A charge sheet shall be served on the employee at the earliest setting out the details of the alleged misconduct. The employee will be given 48 hours' time to give a reply. If no reply is received or reply received is found not satisfactory, an Enquiry Officer shall be appointed, who can be any outsider or anyone from the Institute or other Organization at sole discretion of the Disciplinary Authority.

- c) The employee will be given an opportunity for explaining the circumstances alleged against them. Such an employee during course of enquiry may seek assistance from any co-employee of their choice. Employee under any circumstances shall not be allowed to seek assistance from an outsider or a dismissed or suspended employee.
- d) If the employee refuses to accept the charge sheet/suspension order, it will be sent to their residential address as in the records of the Institute. Charge sheet will be sent by registered acknowledgment post at the available address so communicated by the delinquent employee and postal receipt thereof will be sufficient proof of service to the delinquent employee.
- e) In case the charge sheet is received back with other remarks except refusal by the employee from postal authorities, then the same will be sent again by post or by courier or through messenger. If the delinquent employee deliberately does not sign the copy of the charge sheet or refuses to accept the same when so tendered, it shall be deemed to have been served.
- f) Copy of said charge sheet will also be pasted on the Notice Board maintained in Institution and this will be sufficient proof of the charge sheet having been served upon the employee and will be deemed to have been served on them.
- g) If the employee fails to present themselves at the proper place before the Enquiry Officer to participate in the enquiry, the enquiry shall be proceeded ex-parte.

Suspension, Subsistence allowance and Leave during suspension

Definition - Suspension is defined as “an interim decision by the institute as a result of which an employee is debarred temporarily from attending office and performing their functions in the department/division where they are employed, such restriction being imposed on the employee on the ground either that a disciplinary proceeding has already been, or is shortly to be, instituted against them or that a criminal proceeding in respect of an offence alleged to have been committed by them is under investigation or trial”.

Where an employee is suspended by the Institute pending investigation or inquiry into complaints or charge of misconduct against them, the Institute shall pay to such employee subsistence allowance:

- i) at the rate of 50% per cent of the wages which the employee was entitled to immediately preceding the date of such suspension, for the first 90 days of suspension; and
- ii) at the rate of 75% per cent of the such wages for the remaining period of suspension, if the delay in the completion of disciplinary proceedings against such employee is not directly attributable to the conduct of such employee.

Provided further that where the period of suspension exceeds 180 days, the employee shall be entitled to receive, after the said period of 180 days a subsistence allowance equal to 90% of the wages that the employee was drawing immediately before their suspension.

Note: Wages in para 1(i) & (ii) above will be average of the last 6-month wages not including annual incentive, PF or gratuity.

If on the conclusion of the enquiry or criminal proceedings, the employee has been found guilty of the charges framed, the management may award any of the following punishments and in that event the employee shall be deemed to be absent during the period of suspension and shall not be entitled to any remuneration for such period. Although the subsistence allowance already paid shall not be recovered:

- (a) Withholding of increments or promotion for specific period or permanently.
- (b) Suspension without wages for a period to be decided by competent authority.
- (c) Recovery from pay of the whole or part of any pecuniary loss caused to the Institute by negligence or otherwise.
- (d) Reduction to a lower service grade or post or to a lower stage in the same post.

- (e) Removal from the service of the Institute that shall not be disqualification for employment under the Institute.
- (f) Dismissal from service that shall ordinarily be disqualification for future employment under the Institute.
- (g) If on the conclusion of enquiry proceedings, the employee has been found to be not guilty of any of the charges framed against them & is exonerated of the charge which caused the suspension, they shall be deemed to have been on duty during the period of suspension & shall be entitled to the same wages as they would have received as if they had not been placed under suspension, after deducting the subsistence allowance paid to them for such period.
- (h) The payment of subsistence allowance under these regulations shall be subject to the employee concerned not taking up any employment or vocation or performing any duty or work or assignment during the period of suspension and on submission of affidavit that they remained unemployed/unengaged without any source of income.
- (i) A copy of the order passed by the management will be sent to the employee concerned by courier or by registered post with acknowledgement due or by both means. One copy thereof will also be pasted on the notice board. Such order shall become operative from the date of its issuance. If the employee makes an application in writing, copy of the enquiry proceedings will be supplied to them.
- (j) During the period of suspension, the suspended employee shall report daily at the Institute main gate at an appointed time to accept communication, if any which the Institute may like to deliver, to expedite the matter of enquiry. Employee shall sign in token of having called at the main gate in the register maintained for the purpose by the person in-charge of the main gate.
- (k) A suspended person shall not be entitled to any leave for the period of suspension.
- (l) In case any dispute arises regarding the fixation of subsistence allowance, the decision of the Director shall be the final and binding in accordance with the service regulations of the Institute.
- (m) Pay on Reinstatement after Suspension: When an employee who was suspended is finally reinstated they shall get full pay unless the competent authority has expressly ordered a deduction to be made for suspension period as a punishment. In the case of dismissal, payment of the allowance shall be made in the accordance with the decision of the competent authority.

Ex-parte Proceedings: If the concerned employee refuses, avoids, or neglects to receive the charge sheet or to submit their explanation or fails to appear at the enquiry without any justification or good reasons, it shall be open to the Institute or the Enquiry Officer to proceed with the matter/enquiry in their absence.

Special procedure in certain cases

1. Notwithstanding anything contained in these regulations where the penalty is to be imposed on any employee on the ground of misconduct that has led to their conviction on criminal charge or where the management of the institute is satisfied for reasons to be recorded in writing that it is not expedient or in interest of maintaining peace to follow the procedure laid down in these regulations, the management may consider the circumstances of the case and pass appropriate orders thereon as they may deem fit. In case the employee admits the charges, it will always be open for the management to inflict punishment and in that case, established procedure of enquiry will not be required to be followed.
2. The authority competent to appoint shall be competent to pass order and to impose any kind of punishment including removal from service.

Joining of Association by Employees

No employee shall be allowed to join in any circumstance or continue to be a member of an association the objects or activities of which are prejudicial to the interests of the Institute or public order, decency or morality.

Demonstration and Strikes

No employee shall:

1. Engage themselves or participate in any demonstration which is prejudicial to the interests of the Institute, public order, decency or morality, or which involves contempt of court, defamation or inciting students or employees.
2. Resort or, in any way, abet any form of strike in connection with any matter pertaining to their Service or the service of any other employee.

Evidence before Committee or any other Authority

1. No employee shall, without the prior sanction of the competent authority, give evidence in connection with any enquiry; conducted by any person, committee or authority.
2. Where any sanction has been accorded under regulation above, no employee giving such evidence, shall criticize the policy or any action of the Institute or the Government
3. Noting in this regulation shall apply to:
 - a) The evidence given at an enquiry before a committee appointed by the Board of Governors, the Director of the Institute, Government and Parliament or any State Legislature: or
 - b) The evidence given in any judicial enquiry: or
 - c) The evidence given in any departmental enquiry ordered by an officer subordinate to the Director of the Institute, authorized to do so.

Subscription

No employee shall, except with the prior sanction of the competent authority ask for or accept contribution to, or otherwise associate themselves with the raising of any funds or other collections in cash or in kind in pursuance of any object other than for religious or charitable purposes.

Gifts

No employee shall, except with the prior permission of the competent authority, accept or permit their spouse or any other member of their family to accept from any person other than relations any gift of more than a 'trifling value'.

Private Trade or Employment

1. No employee shall, except with the prior sanction of the competent authority engage directly or indirectly in any trade or business or private tuition or undertake any other employment outside their official assignments.
2. Provided that an employee may, without such sanction undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific nature subject to the condition that their official duties do not thereby suffer; but they shall not undertake and shall discontinue such work if so ordered by the Director.

Explanation

- a) Canvassing by employees in support of the business of insurance agency, commission agency etc., owned or managed by their spouse or any other member of their family shall be deemed to be a breach of this sub-regulation.
- b) Employees shall inform in writing to the Director if any member of their family is engaged in a trade or business, or owns or manages an insurance agency or commission agency.

- c) No employee shall without the prior sanction of the Director, except, in the discharge of their official duties take part in the registration, promotion or management of any other institute which is required to be registered under The Company Act, 2013 or any other law for the time being in force or any co-operative society for commercial purposes.
- d) Provided that an employee may take part in the registration, promotion or management of a Co-operative society substantially for the benefit of the employees registered under the Co-operative Society Act 1912 (2 of 1912) or any other law for the time being in force or of a literary, scientific or charitable society registered under the Societies Registration Act or any other law in force.
- e) No employee may accept any fee for any work done by them for any public body or any private person without the sanction of the competent authority.

Investment, Lending and Borrowing

- 1. No employee shall speculate in any business nor shall they make or permit their spouse or any member of their family to make any investment likely to embarrass or influence them in the discharge of their official duties.
- 2. No employee shall lend money at interest to any person nor shall they borrow money from any person with whom they are likely to have official dealings.

Insolvency and Habitual Indebtedness

An employee shall so manage their personal affairs as to avoid habitual indebtedness or insolvency. An employee against whom any legal proceeding is on the Institute for the recovery of any debt due from them or for adjudging them as an insolvent shall forthwith report in writing full facts of the legal proceedings to the competent authority.

Note: *The burden of proving that the insolvency or indebtedness was the result of circumstances which with the exercise of ordinary diligence, the employee could not have foreseen, or over which they had no control, and had not proceeded from extravagant or dissipative habit, shall be upon the employees.*

Vindication of Acts and Character of Employees

- 1. No employee shall, except with the prior sanction of the competent authority have recourse to any court or to the press for vindication of any official act that has been the subject matter of adverse criticism, or to an attack of a defamatory nature.
- 2. Nothing in this regulation shall be deemed to prohibit any employee from vindicating their private character or any act done by them in their personal capacity and when any action for vindicating their character or any act done by them in personal capacity is taken, the employee shall submit a report in writing to the competent authority regarding such action.

Use of Political or other Influence

No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further their interests in respect of matters pertaining to their service under the Institute.

Taking Part in Politics and Election

- 1. No employee shall take part in, subscribe in aid of, or assist in any way any political movement
- 2. No employee shall seek election to parliament, state legislature without approval of the Director.

Representation

- 1. Whenever an employee wishes to put forth any claim or seeks redress of grievance or of any wrong which they deem is done to them, they must forward their case through proper channel & shall not forward such advance copies of their application to higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than 3-months.

2. No employee shall be a signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

Approach to Members of Board of Governors

1. No employee shall approach any member of the Board of Governors with a view:
 - a) to have a question put or resolution or motion moved on a matter connected with their condition of service or any disciplinary action against them; or
 - b) to further any object which is capable of embarrassing the Institute.
2. Direct communication to or a personal interview with the President-Institute or members of the BOG without the permission of the Director shall be treated as contravention of the discipline of the Institute.

Criticism of the Institute

1. No employee shall, in any radio broadcast or telecast or in any document published anonymously or in their own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion.
 - a) Which has the effect of an adverse or unwarranted/criticism of any current or earlier policy or action of the Institute; or
 - b) Which is capable of embarrassing the relations between the Institute & the Central Government or any State Government or any other Institute or organization or member of the public?
2. Provided that nothing in sub-regulation above shall apply to any statements made/views expressed by an employee in their official capacity or in the due performance of the duties assigned to them.

Criminal Proceedings

1. An employee who gets involved in some criminal proceedings, shall immediately inform in writing to the competent authority through proper channel to which they are attached, irrespective of the fact whether they have been released on bail or not.
2. An employee who is detained in police custody whether or criminal charges or otherwise for a period longer than 48 hours, shall not join their duties in the Institute unless they have obtained written permission to that effect from the Director of the Institute.

Interpretation

The decision of the Board of Governors on all questions relating to the interpretation of this code of conduct shall be final.

Diversity and Inclusiveness Policy

Overview & Objective

Diversity is about celebrating and valuing how different we all are. This is strongly linked with promoting human rights and freedom, based on principles such as dignity and respect. Diversity is about recognizing, valuing and taking account of people's different backgrounds, knowledge, skills, and experiences, and encouraging and using those differences to create a productive and effective workforce.

Thapar Institute of Engineering and Technology is an equal opportunity employer. We value our people because of what they can do and not where they are from. **'Respect for Diversity'** is one of our core values and the same is reinforced in our **Code of Conduct**. Our success is based entirely on our people. We believe in treating each other with dignity and respect and expect every employee to promote a sense of personal responsibility.

We believe in ensuring that all our procedures and functions are empathetic to diversity and that all our employees are unified towards energizing the institute to greater success.

Purpose

We believe in recruiting competent and motivated people who respect and align with our values. Our employees are given equal opportunities for their development and career advancement.

We ensure that their privacy is protected and will not tolerate any form of harassment or discrimination. We respect the personal dignity of our employees and embrace diversity across the institution, thus ensuring a workplace free from discrimination and harassment. Hence, employees must not discriminate on the basis of race, colour, religion, origin, nationality, disability status, gender, marital status, age or sexual orientation, or engage in any kind of verbal or physical harassment based on any of the above or any other reason. Employees who feel that their workplace does not comply with the above principles are encouraged to raise their concerns with the Human Resources Division.

Scope

This Policy is applicable for all categories of employees and job applicants. This policy also applies to the selection and treatment of independent contractors, suppliers, other stakeholders, personnel working on TIET premises who are employed by temporary agencies and any other persons or firms doing business for and with Thapar Institute. This policy of equal employment opportunity and anti-discrimination applies to all aspects of the relationship between Thapar Institute and its employees and extends to all terms & conditions of employment that include Recruitment, Selection, Promotion, Demotion, Training, Transfer, Termination, Performance appraisal, Working conditions, Compensation & benefits, Discipline and Application of various policies.

Policy Framework

TIET is committed to providing equal opportunities without any discrimination on the grounds of race, colour, religion, origin, nationality, disability status, gender, marital status, age or sexual orientation.

It will ensure that:

1. Employees are personally responsible for treating each other with dignity and respect, this includes respecting differences and the rights of others.
2. Employment with Thapar Institute will be based purely on merit and not on any irrelevant

attributes or characteristics that an individual may possess.

3. Developmental and promotional opportunities will be based entirely on performance, competencies, skills, abilities and potential, and should be consistent and aligned with the needs of the Institute.
4. Thapar Institute will not tolerate harassment, discriminatory behaviour that victimizes any individual or group at the workplace.
5. Appropriate action basis investigation will be taken if this policy is breached either through discrimination, harassment, bullying or victimizing other employees or by making false claims. In such matters, the policy on “**Prevention, Prohibition and Redressal of Sexual Harassment at Work Place**” and “**Code of Conduct**” will be referred to. All grievances and complaints will be taken seriously and treated with sensitivity and fairness.
6. Thapar Institute commits that no opportunity will be denied to persons with disabilities and there will be no discrimination whatsoever.

Conclusion

Diversity & Inclusiveness is about getting the right mix of people at Thapar Institute and leveraging their unique talents, experiences and ideas to enable superior performance in an ideal work environment. At Thapar Institute diversity & inclusiveness is not just mere policies and practices, but the building of a collaborative work culture that drives higher levels of efficiency and productivity.

General Conditions of Service

Regular Employee

1. Regular employees shall be at the disposal of the Institute and they shall serve the Institute in such capacity and at such places as they may, from time-to-time, be directed by the Supervisor/HOD/Director. They will also be governed by terms of conditions specifically mentioned in their appointment letter. In case there is any inconsistency between these regulations and in the terms & conditions as mentioned in the appointment letter, then the terms mentioned in the appointment letter shall prevail to that extent.
2. These regulations shall also be deemed to be the terms of the employment of the regular employees.
3. An employee of the Institute may be called upon to perform any work as may be assigned to them in the interest of the Institute.

Fixed Term (Contractual) Employees

1. The service of a temporary employee shall be regulated as per terms and conditions stipulated in the appointment letter. Such incumbents will have no right on any post.
2. These regulations shall also be deemed to be the terms of the employment of the fixed term (Contractual) employees
3. Their appointment is purely contractual in nature. Same is liable to be terminated on the expiry of temporary period for which employee is so engaged or if their services are terminated before stipulated period in that case the incumbent will be given one-month notice or notice pay in-lieu thereof.

Employment Conditions

Objective

This policy seeks to define the guidelines relating to working at TIET and lays down the rules pertaining to working hours and attendance of employees as the Institute attributes high importance to punctuality and discipline.

Working Hours

Working Days - 5 day week	Monday to Friday
Office Timings	9:00 AM to 5:30 PM
Lunch	1:30 PM to 2:00 PM

The above is subject to change at the discretion of the management

Public Holiday

Public holidays observed shall be 16 in a calendar year. The lists of holidays observed by the Institute are as under:

1	Birthday of Shri Guru Gobind Singh Ji	9	Janamashtmi
2	Republic Day	10	Birthday of Mahatma Gandhi Ji
3	Birthday of Shri Guru Ravi Dass Ji	11	Dussehra
4	Maha Shivratri	12	Birthday of Maharishi Valmiki Ji
5	Holi	13	Diwali
6	Ram Navami	14	Martyrdom of Guru Teg Bahadur Ji
7	Baisakhi	15	Birthday of Shri Guru Nanak Dev Ji
8	Independence Day	16	Christmas

The employees can avail two Restricted holidays from the list as per the following in a year:

1	New Year Day	8	Muharram
2	Lohri	9	Birthday of Baba Jiwan Singh Ji
3	Basant Panchmi/Birthday-Shri Satguru Ram Dass Ji	10	Birthday of Sant Nam Dev Ji
4	Good Friday	11	Karva Chauth
5	Eid-al-Fitr	12	Diwali
6	Budh Purnima	13	Jor Mela Fatehgarh Sahib
7	Nirjala Ekadashi		

Note:

1. Two hours' short leave on the day of Raksha Bandhan (9.00 am to 11.00 am).
2. List of holidays to be observed during a calendar year will be issued in the month of Dec of the previous year.
3. The above list of holidays is subject to change as per the discretion of the Director.

Attendance & Absenteeism

Attendance is recorded in the respective registers maintained by the departments. The registers are signed off by the HOD's and sent to the HR Division by the 25th of every month. HR collates the data and sends the same to the Payroll department by 29th of every month for payroll processing.

It is expected that employees will report to work at a scheduled time. Late coming is not appreciated. Even though the office closes at 5:30 PM, it is expected that employees put in extra time on some days to meet specific deadlines. However, it is the responsibility of the Functional/Departmental/Divisional Head to ensure attendance and timings of the employees of their team.

The Management has the discretion to modify/alter any manual process in the management of leave and attendance to an automated system.

Tour Approval/OD

In case of outstation official tours, prior approval of the HOD/Competent Authority is required.

Whistleblower Policy

Glossary –Terms and Abbreviations

1. **Whistleblower:** Any Personnel (defined below) who has or had access to data, events or information about an actual, suspected or anticipated Reportable Matter within or by the Institute, and, whether anonymously or not, makes or attempts to make a deliberate, voluntary and protected disclosure or complaint of Institute’s malpractice.
2. **Reportable Matters:** Possible Inappropriateness, malpractice, breach or violation within the Institute related to financial reporting, and/or any other Institute matters involving abuse of authority, breach of Code of Conduct, fraud, bribery, corruption, employee misconduct, illegality, health & safety, environmental issues, wastage/misappropriation of Institute’s funds/assets and any other unethical conduct.
3. **Personnel:** Any director, employee, retainer, consultant, officer, customer, contractor and/or third-party intermediary engaged to conduct business on behalf of the Institute, such as agents and consultants.
4. **Protected Disclosure:** The reporting of any perceived wrongdoing in good faith that may evidence unethical or improper activity.
5. **Subject:** Person against or in relation to whom a Protected Disclosure has been made or evidence gathered during the course of investigation.

Objective

Whistleblower Policy has been established intending to achieve the following objectives

1. Encourage the reporting of suspected instances of serious malpractice or actions that endanger the employees or assets.
2. Outline the mechanisms and infrastructure in place for the reporting and investigation of matters raised by a whistleblower.
3. Outline the measures in place to protect whistleblowers against reprisal or retaliatory action from within the Institute or from external parties, resulting from whistleblowing reports either made through the internal processes or via mechanisms provided by regulatory authorities.

Scope and Eligibility

1. Employees of the Institute, consultant, customers, and/or third-party intermediaries such as agents and consultants may use the procedures set out in this Whistleblower Policy (the ‘Policy’) to submit confidential and/or anonymous complaints.
2. This Policy is not, however, intended to question financial or strategic decisions taken by the Institute that are not Reportable Matters nor should it be used as a means to reconsider any matters which have already been addressed pursuant to disciplinary or other internal procedures of the Institute. Further, this Policy is not intended to cover career related or other personal grievances.
3. This Policy will not cover issues relating to employment related grievances including appraisal system, career progression, transfers, etc., which will be separately dealt by reporting the same to the Human Resources Division.

Task Description

Reporting a Protected Disclosure

Individuals may submit protected disclosure anonymously; however, it is recommended that the reporting is done in writing (English, Hindi or Punjabi), to assure a clear understanding of the issue. Such reports should be factual rather than speculative and should contain as much specific information as possible, to allow for proper assessment of the nature, extent and urgency of preliminary investigative procedure. The whistleblower need not prove the concern but must demonstrate sufficient grounds for raising the concern. In addition, the whistleblower should not determine the appropriate corrective or remedial action that may be warranted in a given case.

The whistleblower should refrain from obtaining the evidence for which they do not have a right of access and no support from the Institute shall be extended to the whistleblower for having obtained any information illegally.

Reporting Mechanism

The protected disclosure should be forwarded under a covering letter, which shall bear the identity of the whistleblower. The Director as the case may be shall detach the covering letter and forward only the protected disclosure to investigators for investigation. The protected disclosure for both employee and student related matters should be submitted to the Director, Thapar Institute of Engineering & Technology, Bhadson Road, Patiala, Punjab-147004.

If a protected disclosure is received by any executive of the institute other than the Director, as defined above, the same should be forwarded to them for further appropriate action. Appropriate care must be taken to keep the identity of the whistleblower confidential.

In case the protected disclosure involves any of the Director, then the same should be forwarded to the Chairman of the Board.

To the extent possible, the complaint or disclosure must include the following:

- i. The employee, and/or outside party or parties involved
- ii. The sector of the Institute where it happened (department, division, office)
- iii. When did it happen: a date or a period of time
- iv. Type of concern (what happened)
 - a) Financial reporting
 - b) Legal matter
 - c) Management action
 - d) Employee misconduct
 - e) Health, Safety and Environment issues.
 - f) Submit proof or identify where proof can be found, if possible
 - g) Prior efforts to address the problem, if any

Investigations

The following investigation procedure shall be adhered to on receipt of the protected disclosure:

1. In event of any protected disclosure received by any of the above mentioned authorities, it shall be determined whether the disclosure actually pertains to an unethical activity within 5 working days of receipt of the disclosure. If the disclosure is against any member of the HR division; such member shall not participate in the proceedings & will be suspended from the body, pending decision.
2. The Director may consider involving any investigators for the purpose of investigation.

3. All information disclosed during the course of the investigation will remain confidential, except as necessary or appropriate to conduct the investigation and take any remedial action, in accordance with any applicable laws and service regulations.
4. Depending on the nature of the complaint, any concerned personnel, at the outset of formal investigations, may be informed of the allegations against them and provided an opportunity to reply to such allegations. The identity of the personnel will be kept confidential to the maximum extent possible, in case, it is not being given to an external agency to investigate.
5. The investigation shall be completed normally within 45 days of the receipt of the protected disclosure.
6. Subjects have a right to be informed of the outcome of the investigation. If allegations are not sustained, the subject should be consulted as to whether public disclosure of the investigation result would be in the best interest of the subject and the institute.

Documentation

1. The Institute shall maintain documentation of all complaints or reports subject to this policy. The documentation shall include any written submissions provided by the complainant, any other Institute documents identified in the complaint or by the Institute as relevant to the complaint, a summary of the date and manner in which the complaint was received by the Institute and any response by the Institute to the complainant. The documents shall be with the CHRO and a copy will be with the Director
2. Confidentiality will be maintained to the extent reasonably practicable depending on the requirements and nature of the investigation, as indicated above.

Additional Enforcement Information

1. In addition to the Institute's internal complaint procedure, personnel should also be aware that certain central, local, and state law enforcement agencies and regulatory authorities are authorized to review questionable accounting or auditing matters, or potentially fraudulent reports of financial information, including malpractices on employment related matters.
2. Nothing in this policy is intended to prevent any personnel from reporting information to the appropriate agency when the personnel have reasonable cause to believe that the violation of a central, local or state statute or regulation has occurred.

Remedies and Discipline

1. If, at the conclusion of its investigation, the Institute determines that a violation has occurred or the allegations are substantiated, the Institute will take effective remedial action commensurate with the severity of the offence. This may include disciplinary action against the concerned personnel.
2. The Institute may also take reasonable and necessary measures to prevent any further violations, which may have resulted in a complaint being made. In some situations, the Institute may be under a legal obligation to refer matters to appropriate external regulatory authorities as deemed fit.

Disqualification

1. In case, the Institute concludes that the protected disclosure has been made with malefic intentions and is a false accusation or is an abuse of policy, then appropriate action against the individual or identity making the disclosure will be taken.
2. Some disclosures may not result in any investigation or action at a later stage even though they are made in good faith. In such circumstances, no action would be initiated against the submitter of the information.

Whistleblower Protection

The Institute will use the best efforts to protect whistleblowers against retaliation, as described below.

The Institute will keep the whistle blower's identity confidential unless:

1. The individual agrees to be identified
2. Identification is necessary to allow the Institute or law enforcement officials to investigate or respond effectively to the report.
3. Identification is required by the law

If any personnel, who make a disclosure or complaint in good faith, believes that they are being subjected to discrimination, retaliation or harassment for having made a report under this Policy, they may file a written complaint with the Director.

Any concern of reprisal, discrimination or adverse employment consequences will be investigated and addressed promptly and appropriately.

Disclaimer

The Institute reserves the right in its absolute discretion to abolish the policy or to alter the terms and conditions at any point of time.

Health & Safety Policy

Thapar Institute of Engineering & Technology is committed to providing a safe and healthy environment for its employees, students, visitors, contractors, vendors, etc.

Health and Safety is a shared responsibility. The Institute expects every member to take personal responsibility and accountability for promoting the safety of themselves and those involved in, or affected by, the Institute's activities. The Institute is committed to ensuring that its health and safety practices reflect good practice, with legal compliance as the absolute minimum. The Institute is committed to actively promoting participation and engagement by all its stakeholders in developing the skills, knowledge, and resources to maintain a healthy and safe environment. Where the Institute engages another organisation to work at or for the Institute, employees responsible for the contract must consult, cooperate and coordinate with the Institute in relation to health and safety.

Grievance Handling Policy

Policy Statement

1. The Institute is keen to provide a positive and supportive working environment for all of its employees, and as such will take every step to resolve issues in the workplace quickly and efficiently, at the lowest possible level.
2. The grievance procedure is not a substitute for good day-to-day communication where employees are encouraged to discuss and resolve daily working issues. Many problems can be resolved informally if channels of communication are kept open and work well. If problems cannot be resolved informally, a grievance may be raised and will be investigated as quickly as possible so that it can be resolved within a reasonable timeframe.
3. The Institute will deal objectively and constructively with all grievances, and employees who decide to use the procedure may do so with the assurance that the matter will be considered fairly and in confidence. However, it must be recognized that it is not always possible to resolve grievances to everyone's satisfaction.
4. The Institute recognizes that formal grievances can have a serious detrimental effect on employees and relationships at work, whether they are upheld or not, and will provide appropriate support to any employee involved in a grievance process from the outset to help minimize any impact.

Scope and Purpose

1. A grievance is defined as a concern, problem or complaint that the employee raises with management. This may include a complaint from employee about their treatment by supervisors/HOD or colleagues, changes to working practices, or a failure to fulfill duty of care obligations.
2. This Grievance Policy may be used where employees believe that Institute policies and procedures have not been complied with and there is no appropriate appeal mechanism through which they can make their complaint.
3. This Policy applies to all employees of the Institute, regardless of their length of service or type of employment contract. It also applies to former employees, provided that the grievance is received in writing within four weeks of the end of their employment.
4. The purpose of this grievance policy is to resolve issues in the workplace in a most effective manner and at the lowest level possible. It provides a framework within which to deal with complaints, and allows for complaints to be resolved informally where possible, or through a formal grievance procedure where necessary.
5. The procedure outlined below should be used where employee, or groups of employees, have a concern they wish to address. It is not for use in situations covered by collective bargaining process.

Principles of the Policy

The Institute will observe the following principles in all grievance related matters:

1. The Institute will make every effort to deal with grievances as quickly as possible, at the appropriate management level.
2. No decisions on the outcome of a formal grievance will be made before the case has been investigated.
3. Employees raising a grievance may only do so on their own behalf; they cannot raise a grievance on behalf of a colleague.
4. Where working relationships are a factor in any grievance, support will be given where employees wish to take part in mediation to resolve a difficulty.

5. Formal grievances must normally be submitted in writing; if complaint is made verbally which is to be taken forward as a formal grievance, the details must be recorded in writing before proceeding.
6. During the formal grievance procedure, the complainant, & any person against whom a grievance has been submitted, will have the opportunity to state their case before any decision is made.
7. At no stage in the procedure can any party record a meeting or hearing, using audio or video recording equipment, without the prior written agreement of all present.
8. Employees have the right of appeal against the outcome of the grievance procedure.

Informal Procedure

If employees have a concern, problem or complaint, they should try to resolve it informally first. Employees do not have to submit an informal grievance in writing & it will not be recorded on official files.

The following steps should be followed in order to find a resolution:

1. The employee should request meeting with their immediate supervisor or, if this is not appropriate because their immediate supervisor is involved, then HOD, CHRO or Director can be contacted.
2. During this informal meeting, the employee should explain the nature of their complaint to the immediate supervisor and their desired outcomes.
3. The immediate supervisor & employee should explore how the issue could be resolved informally.
4. Both parties will seek to reach an agreement on how to take any actions forward. These could involve arranging further meetings with relevant third parties.
5. An informal record should be kept of the steps taken and any agreement reached, e.g. an email or file note. The employee and immediate supervisor will arrange to meet as regularly as necessary to monitor progress throughout the informal procedure, and should meet once all agreed actions have been taken to assess if the matter has been resolved.
6. If the complainant feels unable to tackle their complaint informally, or they have not reached a satisfactory conclusion through the informal process, then they may pursue a formal grievance. If this is the case, the procedure outlined below should be followed.

Formal Process

1. If employees wish to raise a formal grievance, they should put their complaint in writing and address it to their immediate supervisor. If this is not appropriate because their immediate supervisor is involved, then the HOD, CHRO or Director can be contacted.
2. Whenever an employee wishes to put forth any claim or seeks redress of any grievance or of any wrong, which they deemed having been done to them, they must forward their case through proper channel, and shall not forward such advance copies of their application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.
3. No employee shall be a signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.
4. When submitting a formal grievance, employee should include a concise summary of the issue, specify the outcome they are seeking & what, if any, actions they have taken to resolve the issue informally.
5. Upon receipt of formal grievance, the same shall be forwarded to the Grievance Redressal Committee.

Composition: Grievance Redressal Committee

SN	Committee Members	Designations
1	A Professor nominated by Director	Chairman
2	One Associate Professor (Female) nominated by the Director	Member
3	Dy. Registrar (Ex-Officio) nominated by Director	Convener

The Chairman of the committee should be senior to the complainant. If not, the Director can nominate another Chairman/fresh Committee for that particular case.

The Committee members will:

1. Not be part of the reporting structure of the person being complained about.
2. Normally be at least at a level equal to that of the complainant's immediate supervisor.
3. Normally be at least one level higher than the person being complained about. In addition, their appointment should give no rise to any potential conflict of interest.
4. Should have had no prior involvement in the case.

Note: In case any of the members have to be replaced due to reasons cited above then the Director has the powers to do so. A minimum of three members of the committee, present in person, shall constitute a quorum at any meeting of the committee.

Process

1. The grievance could be arising out of policy matters or personal reasons.
2. The committee will initially invite the complainant to a meeting to discuss their grievance & this will take place within a week.
3. The committee may wish to interview others in connection with the grievance, and this will be done through separate meetings.
4. At all stages of a grievance, those involved in the investigation must bear in mind the need for confidentiality in order to preserve the integrity of the process and out of respect for any other colleagues involved. Any breach of this may lead to disciplinary action for the employee concerned.
5. The committee will submit its recommendations to the Director for approval within a fortnight of having received a grievance. The process could be expedited at the discretion of the Chairman if the grievance be of such a nature which may need immediate attention
6. Three members of the committee, present in person, shall constitute a quorum at any meeting of the committee.
7. If the complaint is against any member of the committee, they shall not form the quorum of that committee in which their case is being heard and decided. In such a case, the senior most person on the committee will co-opt another suitable member with the permission of Director to have the quorum of three members on the committee.
8. The decision of the Director as an appellate authority will be final

Confirming the outcome of an Investigation

1. Once the Committee has completed its investigation, it must summarize their findings in a written report, with any recommendations, and should forward their report to the Director.
2. This report will normally be made available within 15 days of having received the grievance.
3. The outcome of this report will be shared with the complainant.

Redressal, Prevention and Prohibition of Sexual Harassment at Workplace Policy

Preamble

This Policy on Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions is notified in conformity with the Statute and the University Grants Commission notification for higher educational institutions. The objective is to create a healthy environment that enables employees to work and students to learn, grow and nurture without fear of prejudice, gender bias and sexual harassment and to be treated with dignity and utmost respect. Sexual harassment at any place including higher educational institutions, workplace or other than the workplace is a grave offence and is, therefore, punishable. Hence, the Policy brings forth a protocol that will protect and punish against any kind of sexual offences.

Objectives

This envisages a specific policy to combat sexual harassment in the workplace at Thapar Institute of Engineering & Technology (Patiala, Derabassi, any other future campus).

- a) To provide an environment free of gender-based discrimination.
- b) Deal with cases of sexual harassment, in a time-bound manner and aiming at ensuring support services to the victimized and termination of the harassment.
- c) To evolve a permanent mechanism for the prevention and prohibition of sexual harassment cases and other acts of gender based violence at the Committee.
- d) To ensure the implementation of the policy through proper reporting of the complaints and their follow-up procedures.
- e) To create awareness about sexual harassment in its various forms so that each one in the council community deters from being involved in acts of gender based discrimination and harassment.

1. Definitions

Definitions in relations to the terms used in this Policy, unless the context otherwise requires:

- a) **Aggrieved woman** means in relation to workplace, a woman of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;
- b) **Act** means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013);
- c) **Campus** means the location or the land on which TIET campuses are located and includes institutional facilities like libraries, laboratories, lecture halls, residences, halls, toilets, student centres, hostels, dining halls, stadiums, parking areas, parks-like settings and other amenities like health centres, canteens, bank counters, etc., are situated and also includes extended campus and covers within its scope places visited as a student of TIET including transportation provided for the purpose of commuting to and from the institution, the locations outside the institution on field trips, internships, study tours, excursions, short-term placements, places used for camps, cultural festivals, sports meets and such other activities where a person is participating in the capacity of an employee or a student of TIET;
- d) **Covered Individuals** are persons who have engaged in protected activity such as filing a sexual harassment charge, or who are closely associated with an individual who has engaged in protected activity & such person can be an employee or a fellow student or guardian of the offended person;
- e) **Employee** means a person as defined in the Act and also includes, for the purposes of this policy any trainee, apprentice (or called by any other name), interns, volunteers, teaching assistants, research assistants, whether employed or not, including those involved in field studies, projects, short-visits and camps;

- f) **Higher Educational Institution (HEI)** means a University within the meaning of clause (j) of section 2, a college within the meaning of clause (b) of sub-section (1) of section 12A and an institution deemed to be a University under section 3 of the University Grants Commission Act, 1956 (3 of 1956) hereinafter termed as **Thapar Institute of Engineering & Technology (TIET)**;
- g) **Internal Complaints Committee (ICC)** means Internal Complaints Committee to be constituted by TIET. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) should be reconstituted as the ICC;
- h) **Sexual harassment** means:
- a) An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely:
 - i. any unwelcome physical, verbal or non-verbal conduct of sexual nature
 - ii. demand or request for sexual favours
 - iii. making sexually coloured remarks
 - iv. physical contact and advances
 - v. showing pornography
 - vi. any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones:
 - vii. implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
 - viii. implied or explicit threat of detrimental treatment in the conduct of work;
 - ix. implied or explicit threat about the present or future status of the person concerned;
 - x. creating an intimidating offensive or hostile learning environment;
 - xi. humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned;
 - i) **Student** means a person duly admitted and pursuing a programme of study through either regular mode or distance mode, including short-term training programmes at TIET. Provided that a student who is in the process of taking admission in TIET campus, although not yet admitted, shall be treated, for the purposes of this policy, as a student of TIET, where any incident of sexual harassment takes place against such student. Provided that a student who is a participant in any of the activities in TIET other than the Institute where such student is enrolled shall be treated, for the purposes of this policy, as a student of TIET where any incident of sexual harassment takes place against such student;
 - j) **Third Party Harassment** refers to a situation where sexual harassment occurs as a result of an act or omission by any third party or outsider, who is not an employee or a student of TIET, but a visitor to the TIET campus(es) in some other capacity or for some other purpose or reason;
 - k) **Victimisation** means any unfavourable treatment meted out to a person with an implicit or explicit intention to obtain sexual favour;
 - l) **Workplace** means the campus of TIET (Patiala, Derabassi, any other future campus):
 - a) Any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by TIET;
 - b) Any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereof within the campus(es);

- c) Any place visited by the employee or student arising out of or during the course of employment or study including transportation.
- m) **Director** – The head of the Institute is the Director of the Thapar Institute of Engineering & Technology.
- n) **Regulations** – The regulations with respect to this policy refer to the University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of women employees and students in Higher Educational Institutions) Regulations, 2015 notified on May 2, 2016.

2. Responsibilities

TIET shall:

- a) Publicly notify the provisions of sexual harassment and ensure its wide dissemination;
- b) Organise training programs, sensitization programs, workshops and awareness sessions for all employees including but not limited to students, faculty, contractual staff and all people working in the premises of TIET.
- c) Create awareness about what constitutes sexual harassment including hostility and quid pro quo harassment;
- d) Publicly commit itself to zero tolerance policy towards sexual harassment;
- e) Inform employees, students and faculty of the procedures and remedies available in case of an instance of sexual harassment;
- f) Organise training sessions for ICC members for process details and confidentiality requirements;
- g) Treat sexual harassment as a form of misconduct under service rules and initiate action for misconduct accordingly if person is found guilty;
- h) Monitor working of ICC, submission of timely reports and annual report preparation.

3. Grievance Redressal Mechanism

An Internal Complaints Committee (ICC) shall be constituted with an inbuilt mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition.

- a) A Senior Presiding Officer (not below the level of professor who shall be a woman at TIET);
- b) Two faculty members and two non-teaching employees (preferably committed to the cause of women or who have had experience in social work or have legal knowledge);
- c) If the matter involves students, then three students elected through transparent democratic procedure shall be part of the Committee;
- d) One member from amongst legal background being a person familiar with the issues relating to sexual harassment.

Note:

- i) *At least one-half of the total members of the ICC shall be women.*
- ii) *Persons in senior administrative positions in TIET, such as Directors, Deputy Directors, Registrar, Deans, CHRO, Heads of Departments, etc., shall not be members of ICCs in order to ensure autonomy of their functioning.*
- iii) *The term of office of the members of the ICC shall be for a period of three years. TIET may also employ a system whereby one – third of the members of the ICC may change every year.*
- iv) *The member appointed from amongst the legal background/non-governmental organizations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee as may be decided between the Institute and external consultant.*
- v) *Where the Presiding Officer or any member of the Internal Committee contravenes the provisions as per the statute or the policy shall be liable for punishment.*

4. Responsibilities of Internal Complaints Committee (ICC)

The Internal Complaints Committee shall:

- a) Provide assistance if an employee or a student chooses to file a complaint with the police;
- b) Provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
- c) Protect the safety of the complainant by not divulging the person's identity, and provide mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
- d) Ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment; and
- e) Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

5. ICC Compliance for Inquiry

The ICC shall comply with the procedure prescribed in this policy that is as per the statute and UGC Regulations, for making a complaint and inquiring into the complaint in a time-bound manner. TIET shall provide all necessary facilities to the ICC to conduct the inquiry expeditiously and with required privacy.

6. Process of Making Complaint of Sexual Harassment

- a) An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident, and in case of a series of incidents within a period of three months from the date of the last incident.
- b) Provided further that the ICC may, for the reasons to be accorded in writing, extend the time limit not exceeding three-months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period.
- c) Friends, relatives, colleagues, co-students, psychologist(s), or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint because of physical or mental incapacity or death on behalf of the aggrieved person.

7. Process of Conducting Inquiry

- a) The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.
- b) Upon receipt of the copy of the complaint, the respondent shall file their reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.
- c) The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Director. Copy of the findings or recommendations shall also be served on both parties regarding the complaint.
- d) The Director shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.
- e) An appeal against the findings or/recommendations of the ICC may be filed by either party before the Director within a period of thirty days from the date of the recommendations.

- a) If the Director decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show-cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Director shall proceed only after considering the reply or hearing the aggrieved person.
- b) The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. Director shall facilitate a conciliation process through ICC, as the case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.
- c) The identities of the aggrieved party or victim or the witness(es) or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

Procedures/Actions/Timelines

SN	Procedure/Actions	Timelines
1	Submission of written complaint	Preferably within 3 months from date of incident or last incident; delay can be condoned by ICC if reasons found substantial.
2	Complaint copy - sent to Respondent	Within 7 days from receipt of written complaint
3	Respondent to file reply with list of documents, list of witnesses	Within 10 days of receipt of copy of complaint
4	Inquiry to be completed	Within 90 days from date of the written complaint
5	Submission of Inquiry Report with recommendations to the Director and copy to be served to both parties	Within 10 days of completion of enquiry
6	Director to take action	Within 30 days from receipt of the report from ICC
7	Appeal can be filed before Director against ICC report	Within 30 days of receipt of ICC recommendations report
8	Director to act on recommendation of ICC or not	If not, then reasons to be recorded & copy sent to ICC & parties. If yes, then show cause notice to parties to respond within 10 days as to action against whom is to be taken
9	Reply of party	Considered. Decision taken by Director
10	Conciliation can be sought before the Director	By either parties.

8. Interim Redressal

TIET may accord interim protection and relief as per the circumstances of the matter in consonance with the Statute.

9. Punishment and Compensation

- a) Anyone found guilty of sexual harassment shall be punished in accordance with the rules and regulations of TIET and the applicable employment laws.
- b) Where the respondent is a student, depending upon the severity of the offence, TIET may:
 - i. withhold privileges of the student such as access to the library, auditorium, hostels, transportation, scholarships, allowances, and identity card;

- ii. suspend or restrict entry into the campus for a specific period;
 - iii. expel and strike off name from the rolls of TIET, including denial of re-admission, if the offence so warrants;
 - iv. award reformatory punishments like mandatory counselling and/or performance of community services.
- c) The aggrieved person is entitled to the payment of compensation if ICC so recommends and is ordered by the Director as per the following parameters:
- i. mental trauma, pain, suffering to aggrieved person;
 - ii. loss of career opportunities due to incident;
 - iii. medical expenses, if any;
 - iv. feasibility of lump sum payment.

However, the decision of the Director in this regard shall be final and binding.

10. Action against frivolous complaint

If the ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provisions of Regulations 10 and 11 of University Grants Regulations, 2015 dated on 2nd May 2016. However, the mere inability to substantiate a complaint or provide adequate proof will not attract attention against the complainant. Malicious intent on the part of the complainant shall not be established without an inquiry, in accordance with the procedure prescribed, conducted before any action is recommended.

11. Custodian of Records

The Internal Complaints Committee has to maintain the records of the complaints, inquiry processes, minutes of the same, reports of any complaints and all such supplementary records and documents in its custody. The presiding officer shall keep the physical custody that will be passed on to subsequent presiding officers. Such records should be maintained for a period of 5 years at least.

12. Consequences of Non-Compliance

In case TIET contravenes or repeatedly fails to comply with the obligations and duties laid out for the prevention, prohibition and redressal of sexual harassment of employees and students action can be taken against the institute as per the law.

Institute Employee's Ward Scholarship & Employee/Spouse Fee Waiver Policy

TIET has instituted the following scholarships and fee waiver for its employees, spouse and wards studying in various programs at TIET as per the details herein under:

Employee

1. **Eligibility:** Regular employees/ Fixed term employees / Junior Faculty.
2. 100% tuition & development fee waiver to the employees for PG and PhD programme.
3. **Retirement:** If an employee retires from service, benefits of fee waiver will continue for the entire period of the duration of the programme even after retirement. This is applicable only for those who have been admitted before their retirement.
4. **Continuation of fee waiver to next higher degree:** Benefit of the fee waiver will continue to be extended to the employee for next degree; if they successfully complete the previous degree.
5. Application for fee waiver would not be treated as an application for employment.
6. The grant of fee waiver **will not automatically** entitle a candidate for leave etc. The employee will have to apply separately for leave, which will be considered as per the leave policy of the Institute.

Spouse and Wards

1. **Eligibility:** Regular, fixed term employees and Junior Faculty
2. Scholarship equivalent to 100% of the tuition and development fee for spouse & wards for UG, PG and PhD programme.
3. Institute will award such scholarship to the spouse and two children of the employee. Fee waiver will be given to a maximum of two wards admitted under TIET Employees quota. Further, the Institute will seek to fill first the seats available under the TIET employee quota and only in case number of candidates eligible under TIET employee quota exceeds the number of seats available under this quota for a particular branch, then the students topping the merit may be shifted to the open seats provided they get the same or better branch as per their merit. In such eventuality, students shifted in the general merit will be entitled to Scholarship as applicable to students admitted under Employee Wards quota. (Example: If 10 students envisage interest in Computer Engineering and there are only 8 seats under the quota then in that case only, two candidates may be shifted to open merit provided they get the same or better branch in open seats on the basis of their merit. If these two toppers do not get the same or better seat in open merit, then the last two candidates will have to choose branches other than Computer Engineering available under quota).
4. This will be equal to tuition and development fee on a semester basis of programs offered by TIET.
5. **Retirement:** If an employee retires from service, benefits of fee waiver will continue for the entire period of the duration of the programme even after retirement. This is applicable only for those who have been admitted before their retirement. Such employee must have minimum of 15 years working at TIET before superannuation.

6. **Death while in harness:** While studying at TIET, if the employee dies while in harness, the scholarship shall continue for the remaining normal duration of program. Such employee must have minimum of 15 years working at TIET before superannuation.
7. In case a student admitted under this category withdraws for any reason and rejoins in another programme from the next session, he will have to pay an equal amount to the waiver granted by the Institute before their case is considered for fresh waiver.
8. The employee will have to pay total fee at the start of every semester. The Institute will award a scholarship to the ward/spouse equivalent to tuition and development fee.
9. The Scholarship amount will be paid maximum for the normal duration of the program.
10. A child who has taken scholarship at UG level can also take the benefit at PG and PhD level.
11. In case a student is eligible for merit scholarship offered by TIET or by any other outside agency, they shall be entitled for that scholarship also in addition to Institute employee's ward scholarship.

Thapar Polytechnic College

1. 50% of tuition & development fee waiver to employee of Thapar Polytechnic College for PG programs offered by TIET. 50% of Tuition & Development fee waiver to spouse and one child in UG, PG and PhD programme offered by TIET.
2. 100% tuition and development fee waiver for the employees of Thapar Polytechnic College for PhD programme at TIET.

SAI Lab

1. 50% of tuition & development fee waiver to employee of SAI Lab for PG programs offered by TIET. 50% of tuition & development fee waiver to spouse and one child in UG, PG and PhD programme offered by TIET.
2. 100% tuition and development fee waiver for the employees of SAI Lab for PhD programme at TIET.

Forms

Annexure – XXXXXI (*Application form - Scholarship*)

Other Terms & Conditions

Bond: All the employees who get the benefit of fee waiver for self will have to submit a service bond that they will not leave the institute within three years after the completion of programme, failing which total of fee waiver will be recovered from the employee. In case of fee waiver to spouse or child, the service bond shall be restricted to only one-year post completion of the course and 50% amount of the fee waiver will be recovered if they will leave the Institute before one year.

In case any dispute arises, the decision of the Director shall be final and binding in accordance with the service regulations of the Institute.

Intellectual Property Rights (IPR) Policy

1.0 Preamble

Thapar Institute of Engineering & Technology (TIET), Patiala declared as a Deemed to be University under Section 3 of UGC Act is in the service to the nation in providing technical manpower since 1956. Thapar Institute of Engineering & Technology is the epitome of a new thought taking shape in the parlance of management that combines multiple economic and social models with technology as a back bone to create a strategy of success in the realm of uncertainties. With the advent of knowledge economy, innovativeness, technology development and transfer by any institute are a measure of its industrial links as well as serves as a benchmark towards the quality of education and human resource development. The global economy is increasingly getting mind oriented and the competition lies in the novelty of products which come out in the form of innovations to capture markets. Safeguarding the rights of the human capital as well as creating an ambient environment wherein the craving to develop new product(s) and process(es) and enhancing the avenues in scholarship in the upcoming areas are driven through the market demand. The orientation for the innovators and leaders to emerge tomorrow and to create awareness among the academia support system or an interface through which many indigenously developed technologies and products could see the light of the day requires a framework. With this vision Thapar Institute of Engineering & Technology (Deemed to be University), Patiala herein after would be referred to as “INSTITUTE” has put up a framework to guide the above processes, safeguard the intellectual rights of the faculty, staff and students as well as get benefited materially during the process of commercialization. This framework or support system hereinafter shall be referred as “IPR Policy” of the INSTITUTE.

The aim of the IPR cell is to propagate awareness on intellectual property among the researcher(s) of the INSTITUTE by organizing workshop, seminars, and training programs. This policy document has been framed with the aim to encourage ethical environment to conduct creative research and to recognize the importance of innovations, assisting innovators so that the innovations are translated into products, processes and services as well as to prevent violation of intellectual property rights of the third parties. Further, the translated products, processes and services could be utilized in the society providing benefits to the INSTITUTE as well as the creators involved. Such innovations and creative research may lead to the evolution of intellectual properties like know-how, copy-rights, designs, instruments, devices, processes, specimen, software and other inventions having potential for commercialization with or without the registration under different Acts enacted by the Government for protection of intellectual properties. This document highlights the practices and the rules of the INSTITUTE regarding IPR and obligations depending upon the nature of intellectual property, requirements of its ownership, its confidentiality, licensing, technology transfer, and revenue sharing. The policy laid down in this document is expected to fulfil the commitments of the INSTITUTE to promote academic freedom and provide a conducive environment for research and development of commercial importance.

Commercial exploitation of the intellectual property can be of considerable socio-economic benefit to the country. The INSTITUTE, therefore, supports and encourages the efforts directed towards bringing the fruits of INSTITUTE research in diverse fields of knowledge to public use and benefit while protecting the interests of the all the stake holders.

2.0 Policy Objectives

- a. To provide academic freedom and safeguard the IPR of all those involved in devising the innovation at the INSTITUTE.
- b. To develop an ethical environment promoting research and development, developing new knowledge which gets transformed into innovation which is compatible with the educational mission of the INSTITUTE.
- c. To provide guidelines for the innovations in the INSTITUTE or associated with the INSTITUTE for disseminating the confidential research information to obtain and register IPR, commercialize IPR through bilateral and multilateral agreements, technology transfer mechanisms thereby safeguarding the interest of the creators / licensees of the IPR and in process generating revenue for the INSTITUTE and the creators or licensees.
- d. To provide legal support system as deemed fit by the INSTITUTE to defend & safeguard the interests of the INSTITUTE & of the creators of the IPR against infringement and unauthorized use.
- e. The policy would provide an office under the Chairpersonship of the Dean (R&SP) which would render services to the employees and students of the INSTITUTE for effective registration and protection of the intellectual property right generated with the help of an IPR CELL, and to see that a fair distribution of return is accrued to the licensees/creators when such IP is commercialized as per the guidelines provided in this document and the amendments thereof.

3.0 Definitions

3.1 Academic Freedom: means the independence of the academic staff of the INSTITUTE to:

- conduct their own academic activities, comprising of teaching, research and development,
- choose their own research field,
- pursue self-directed research, and
- collaborate and communicate with third party (exclusively or jointly) with TIET regarding their scholarly efforts in keeping with the Institute's academic mission.

3.2 Work for Hire: Work for Hire shall mean and include (for the purposes of this Policy) as any work commissioned by the INSTITUTE, from a creator for a consideration or otherwise, or from an external agency. In all such cases the ownership of the resulting intellectual property shall be assigned to the INSTITUTE in a written contract between the concerned parties.

3.3 Fair Use: Fair Use shall mean and include the use of a copyright protected material allowed by law so that copyright shall not be a stranglehold on the progress of human knowledge. Limited portions of a work can be used without the rights holder(s)' permission for non-commercial and academic uses. In general, use of a small unsubstantial part of a work which does not hurt the present or potential market for that work is allowed under fair use, but there are many grey areas where the law has to be decided on a case-by-case basis. Fair use in the classroom during regular teaching is understood more liberally than that permissible in teaching for distance education multimedia packages. This is because distance education packages are commercial products and hence permission has to be sought for the use of any intellectual property held by others which may be quoted or reproduced in the package. The possibility of fair use exists only in the case of copyright and does not apply to patents.

3.4 Intellectual Property having Commercial Potential: Refers to an IPR which could be transferred to a

commercial organization through assignment or licensing or confidentiality agreements for the purpose of exploitation in the market. Such property is to be safeguarded either under applicable Intellectual Property laws or by secrecy as is relevant and practicable.

3.5 Intellectual Property Right (IPR): The terms "Intellectual Property" or "IPR" used herein refers to any property generated out of the intellectual effort of the creator, having proprietary value, and protected by statute. Intellectual Property primarily includes patents, industrial designs, copyrights, trademarks and other related rights like integrated circuits layouts, plants varieties, geographical indications, etc. In the case of copyrightable works, it must be fixed in a corporeal form, and the creator or rights-holder is empowered by law to prevent others from copying. Intellectual property is classified and includes the following:

a. Patent: A patent is an exclusive right granted by a country to the owner of an invention to make, use, manufacture and market the invention, provided the invention satisfies certain conditions in the law. These conditions are that an Invention should be new, involving an inventive step and capable of industrial application. Patents can be granted on new and useful scientific or technical advancement by way of inventions, processes, computer hardware and in some cases, software; unique materials, machines, devices, instruments, apparatus, microorganisms etc.

b. Copyright: Copyright is a right, which is available for creating an original literary or dramatic or musical or artistic work or sound recordings or cinematograph films. Copyright can be obtained on published work like books, thesis (postgraduate and doctoral) industrial and architectural designs, models, engineering drawings, computer software, animations and visualizations, information technology products and processes including hardware and software features, original innovative or creative or artistic works and their derivatives or adaptations, whether dramatic, musical, literary works, works of graphic or plastic art and cinematographic and animated films, teaching material for classroom including PowerPoint presentations and online courses such as courseware for distance education, original data and records of research & undisclosed and/or unpublished information, etc.

c. Industrial Designs: Industrial designs are what make an article attractive & appealing. Industrial Design protection is provided for a shape, configuration, pattern, ornament, colour, or line (or a combination of these), which, when applied to a functional article, produces/increases aesthetics, & improves the visual appearance of the design, be it a two-dimensional or a three-dimensional article.

d. Trademark: Trademark or Service Mark or Logo is a distinctive sign, which identifies certain goods or services as those produced or provided by a specific person or enterprise. Trademarks may be one or combination of words, letters, and numerals. They may also consist of drawings, symbols, three dimensional signs such as shape and packaging of goods, or colors used as distinguishing feature. Collective marks are owned by an association whose members use them to identify themselves with a level of quality.

3.6 Creator: The term creator shall mean and include an individual or group of individuals at the INSTITUTE who are involved in conceiving; making; authoring or putting other substantial contribution to the creation of Intellectual property. The stakeholders covered under the term „Creator“ are:

a. Academic Staff- both permanent and temporary on payroll of the Institute: by way of their own creativity in context to their academic freedom; as a part of their normal duties or as work for hire.

Emeritus Professors and Visiting Professors are also included in this clause.

b. Adjunct/ Seconded Staff: Adjunct faculty (Professors/ Associate Professor/ Assistant Professor/ Lecturers/ Research Scientists) exclusively are dependent upon the INSTITUTE supported resources and therefore should give an undertaking at the time of joining the INSTITUTE stating that all the intellectual property generated by them using the INSTITUTE supported resources would be wholly assigned to the INSTITUTE unfettered by any other co-share arrangement(s). Post-Doctoral Researchers will be treated at par with the adjunct/ seconded staff.

c. Other Staff / Supporting Staff of the Institute: Any other staff / supporting staff on the INSTITUTE payroll can also generate intellectual property as a part of their normal duties or as work for hire. In respect to staff associated with sponsored projects (Project Fellow/ JRF/ SRF/ RA) they would be governed by the terms of contract of the project.

d. Student: The student refers here to those individuals enrolled with the INSTITUTE for any academic program. The student who will be part of the IP generation team shall be included in the creator to be a part of the intellectual property if they are not having an active contribution/ participation.

3.7 First Party, shall means Thapar Institute of Engineering & Technology (TIET).

3.8 Second Party, shall means and include Faculty, Supporting staff, Project staff and Students of TIET.

3.9 Third Party, shall means and include any governmental or non-governmental organization with whom the First or the Second Party interacts for any activity with/without exchange of consideration in cash or kind.

3.10 Work Commissioned/Outsourced, shall mean and include work commissioned by TIET to a creator or group of creators either employed by TIET or invited from outside TIET with or without any consideration in cash or kind. Typical examples of TIET commissioned works are:

- a. Design work,
- b. Artistic Work,
- c. Engineering/Architectural Models,
- d. Computer Software
- e. Reports based on surveys and analysis,
- f. Video works.

3.11 Associated Agreement shall mean and include document created with mutual consent of involved parties defining the rights, roles and responsibilities of each of the parties, for example, Memorandum of Understanding (MoU), Memorandum of Association (MoA), Research Agreement, Consultancy Agreement, Non-Disclosure Agreement (NDA), etc.

3.12 Exclusive Rights, shall mean Whole-sole rights given forever

3.13 Non-Exclusive Rights, shall mean & include certain partial rights/full rights given for defined duration.

4.0 Intellectual Property Rights (IPR) Cell

The IPR Cell will have team of individuals having defined roles and its constitution would be as follows:

- a. Chairperson- Dean (R&SP), TIET
- b. Nodal Officer - IPR Cell nominated by Chairperson will look after all necessary documents executed on behalf of TIET, Patiala for IP filing.
- c. Legal Expert - from TIET for legal opinion

Screening request for patent will be done by IPR Cell. IPR Cell will keep record of patents in the INSTITUTE as well as negotiate Transfer of Technology (ToT). IPR Cell will screen requests for patents and selection of potential proposals on the prescribed IPR disclosure form after getting inputs (preferably prior art search) from area experts, legal opinion from within and outside the institute as deemed fit by Chairperson, IPR Cell.

4.2 Responsibilities of IPR Cell

4.2.1 Chairperson IPR cell would be Dean R&SP and shall be responsible for overseeing the implementation of all recommendations and decisions pertaining to IPR in the INSTITUTE.

4.2.2 Chairperson IPR cell shall be the responsible authority for entering into all type of Agreements relating to Intellectual Property developed in the INSTITUTE, including Transfer Technology Agreements, Assignment Agreements, Research and Development Agreements, Revenue Sharing Agreement, Non-Disclosure Agreements (NDA), Memoranda of Understandings, Confidential Disclosure Agreement (CDA), Material Transfer Agreement (MTA) and licensing agreements of the intellectual property rights.

4.2.3 The creator should also bear the responsibility for these legal instruments and would be signing these documents as a creator as well as shareholder of the royalty so generated.

5.0 Implementation Procedure

Chairperson IPR cell will be the implementing authority. This policy at present and after amendments in due course would be deemed to be a part of employment and enrolment conditions for the employees and students of the INSTITUTE respectively. It shall be made available to the staff (academic /non- academic) as well as students at the time of joining the INSTITUTE. IPR policy would also be displayed as a link on the INSTITUTE website. All potential creators of the INSTITUTE shall be informed about the policy and shall abide by the principles of the ownership of the intellectual property as stated in policy unless an exception in this regard is obtained from the management of the INSTITUTE. All the creators of the IPR shall execute all appropriately filled documents required to set forth effectively ownership right as specified in this policy.

5.1 Discloser of Intellectual Property and Maintenance of Confidentiality

- a.** If the creator believes the potentiality of Intellectual Property is patentable or has commercial value or, they should report to the Chairman, IPR Cell in writing along with the related document, data, and information and request for IPR protection. The IP must be NOVEL, USEFUL and NON OBVIOUS. In case of patent, full and complete disclosure of the nature, particulars and other details of the IP, indicating the problem for which solution was researched with identification of all persons who constitute the creator(s)team.
- b.** An undertaking that the disclosed work has not been communicated or published or discussed in any conference/ workshop/ journal/ book/ lecture. The creators should understand the legality of such disclosures and then later on it turns out that absolute novelty is missing due to prior disclosure through above means.
- c.** What parts/steps, make up the invention?
- d.** Which parts/steps are new to this invention, which are old?
- e.** How does your invention perform its function different from or better than, these prior devices (methods)?
- f.** Who would be likely to purchase or use the invention?
- g.** Has the work been reported / published / presented oral or poster anywhere (if yes, give full

description)?

h. Has any related patent been filed by the creator?

i. Has the permission been taken from National Biodiversity Authority/ Board in case a biological sample has been used? Attach the copy of the permission.

j. Has the microorganism been deposited with the International Depository, in case your invention involves the use of a microorganism? If yes, attach the copy of the letter.

k. Information available in the published literature (prior-art) about the problem tackled.

l. Is the work completed and the results validated or is at a basic conceptualization stage?

m. The creator should assign the right of the Intellectual Property to the INSTITUTE and agree to the terms and conditions for the sharing of any financial benefits received by the INSTITUTE as a result of commercialization. Every Creator is bound to keep the IP as confidential and shall not disclose the IP to any person without prior written permission of the Chairperson IPR Cell.

5.2 Statement by creator of IP

In case of any false or misleading claims made by the creators relating to IP, they will be liable for the same. In such cases, the IP will be revoked and the expenditure incurred in correspondence to that particular IP will be recovered from the creator within one year of the infringement noticed.

5.3 Confidentiality guidelines related to innovation disclosed to IPR Cell

Any information disclosed to IPR Cell will be kept strictly confidential to avoid harming of interest of creators in any manner.

6.0 Ownership Rights of IP

6.1 Copyright

a. The INSTITUTE shall have no rights in books, articles, monographs and lectures, speeches and other communications produced by the staff during the course of teaching and research using the usual resources of the INSTITUTE. However, it is advisable to keep the INSTITUTE informed about revenue generated through such copy righted materials.

b. Copyright of the thesis, dissertations, term papers, laboratory records and other documents produced by the student during the course and which are graded by the faculty/ institute shall reside with the student / supervisors unless restricted by agreements.

c. Any copyrightable work generated as a result of work for hire will belong to the INSTITUTE only. However, if the INSTITUTE is providing cost of its commercial production then a joint copyright of the authoring faculty and INSTITUTE shall come into force.

6.2 Patents and Inventions

Any Intellectual property or an innovation generated by staff or student using INSTITUTE, then the IPR so generated will be assigned to the INSTITUTE for all commercial purposes. All patent rights filed for patents by the INSTITUTE as applicant will belong to the INSTITUTE and in case of sponsored project (Industry/Government) it will be joint patent applicant as per agreement governing such sponsorship.

7.0 Budget for IPR Cell

IPR cell will give annual projection of budget required for IPR activities such as meeting expenses towards patent search report, IP filing, conduct of awareness workshops & asset generation (books, databases purchase through Central Library). Budget will be released to the IPR cell as a centralized facility.

8.0 Administration of IPR Policy

Administration of IPR policy and any amendments from time to time will be carried out by IPR cell with due approval of Director of the INSTITUTE. For patent filing and other IP related activities, the invention may be forwarded to Patent Information Centre (PIC), Punjab State Council for Science and Technology (PSCST), Chandigarh to avail patent filing facility of DST-GoI. IPR cell may also evolve a transparent procedure for empanelment of attorneys to carry out IP Protection and all patents by faculty & students of INSTITUTE will be filed in name of the INSTITUTE i.e. *“Thapar Institute of Engineering & Technology, Patiala”*. Collaborative or funded projects to be dealt on the basis of MoU signed between the INSTITUTE and the funding agency with joint ownership.

For a patent to be filed in name of the INSTITUTE:

8.1 IPR cell will screen the application for IP filing after having Patent Search Report to assess patentability. Services of PIC, PSCST can be availed for the same through proper channel or may be got done from other external sources to ascertain patentability potential.

8.2 If found patentable as per the Indian Patent Act, 1970, IPR cell may forward the potential cases to PIC, PSCST for patent filing through DST, GoI. The IPR cell also may decide to file the patent through alternate means i.e. private patent agents / attorneys in case of urgency in procuring Patent Application Number, based on case to case basis. All filing and post filing fees, attorney fee etc. in these cases, will be met out of the allocated budget of the IPR cell.

8.3 For joint patent to be filed in name of the INSTITUTE along with funding agency, the costs & benefits will be shared between the joint applicants as per the signed MoU of the project funding agency.

9.0 IP Commercialization

The expenses involved in obtaining and maintaining the statutory rights as the INSTITUTE owned property shall be met by the INSTITUTE. There would be a time frame in which the INSTITUTE owned property would be commercialized, which would be decided by the IPR cell of the INSTITUTE either on case to case basis or as a set pattern decided by the IPR cell.

9.1 There shall be a continuous monitoring of the progress in filing of the patent, commercialization and/or disposition of the intellectual property by the INSTITUTE. The INSTITUTE as well as the creator will mutually maintain complete transparency in sharing information at all the stages of the progress. Updates and further development which would provide tangible effects on the IPR should be informed from time to time.

9.2 The institute IPR cell will license the rights in the INSTITUTE owned intellectual property at its own discretion through third parties who may or may not be the creator of IPR through exclusive / non-exclusive licenses or by assigning its ownership right to the third party safeguarding financial and legal interest of the INSTITUTE and the creators.

9.3 The costs of transfer of interest / right / ownership of the Institute-owned intellectual property will be borne exclusively by the licensee, assignee or person acquiring such rights. Further the licensing or assignment by the INSTITUTE may be subject to special terms and conditions wherein the licensee or the assignee will be subjected to sharing the revenue or the cost of maintenance of the intellectual property or both as decided and discussed mutually.

In circumstances wherein, the assignee or the licensee has not taken adequate steps for the commercialization of the INSTITUTE owned intellectual property; the INSTITUTE would be free to revoke the license and assign it to another party. The transfer agreement should be clearly brought under category of exclusive / non-exclusive rights.

10.0 Copyright Issues w.r.t. Educational Resources

10.1 Authors who create and develop course material and upgrade on a regular basis are protected under section 57 of THE COPYRIGHT (SECOND AMENDMENT) BILL, 1994.

10.2 In cases where the INSTITUTE owns the right on the course material, it shall have the liberty to update, revise as well as translate (herein after referred to as REVISE) course material provided such revision does not damage the reputation / honor of the original creator. The creator will retain the right to be identified as the creator of the original work, and the INSTITUTE must clearly state on the derived work and related documents that the derived work is adapted from the original work.

10.3 In matters of copyright, if any portion of their creation is not their original work then the creators must provide documentary proof that requisite permission has been obtained from the original creator (owner) or provide a statement which could give adequate reasons that permission is not required and is an adequate use of the information available. They will further certify that the work contains neither slanderous material nor material that invades the privacy of others.

10.4 Under circumstances wherein the third party alleges infringement of rights by the creator and the IPR cell finds prima facie in this respect indicating that the creator has made false claims, the INSTITUTE shall immediately take steps to dissociate itself from the said intellectual property. Provisions would be made in writing with the creators to assure and prevent the INSTITUTE from any damages arising out of such litigations.

10.5 Apart from having a copyright in the work submitted by the student the INSTITUTE will own the copyright of the thesis which he or she submits as a partial fulfilment of the requirements for an academic degree jointly with the supervisor and INSTITUTE.

10.6 Wherein the thesis of a student contains details of intellectual property having commercial potential, the INSTITUTE, the Supervisor and the student must agree to keep the thesis, in part or whole, and all relevant documents, confidential until the process of securing statutory protection for the intellectual property is complete. It should be noted that the submission of the thesis for examination does not violate confidentiality because the thesis remains confidential until the examination process is over.

10.7 It is to be noted that while retention of the hard copy by the INSTITUTE library is essential for the meeting of requirements for a degree, and the student must agree to allow the abstract of the thesis to be made available electronically, the student will have the option to refuse the releasing of the full electronic text of his/her thesis on any network. The Student through their supervisor may opt for an embargo period to restrict the access of the full text of the thesis for certain period but not more than five years. The student has to foreword application for embargo period through Chairman, IPR cell.

11.0 IP Information Management w.r.t Lab Notebooks

11.1 All laboratory records shall be entered in indelible ink in bound volumes and marked as PRIVATE & CONFIDENTIAL.

11.2 The pages of the volumes should be marked serially without any mutilations or insertions.

11.3 All blank spaces between successive entries should be cancelled as if they were deletions and authenticated with the creator's initials and date.

11.4 Accurate descriptions of all actions & experiments carried out should be provided. Ideas or suggestions should be headlined as such, so as to clearly differentiate them from the work actually performed.

11.5 No abbreviations or terms, except where their use is standard practice in that particular discipline, should be used, unless clearly explained.

11.6 Crucial data or descriptions of experiments which relate to valuable inventions or discoveries should be signed and dated by the creator, supervisor, or coordinator of the project.

11.7 Modifications, if any, should be made by drawing a line through the deleted matter and writing 'cancelled' beside it. The corrected data (clearly marked as such) should be documented and authenticated by the creator with initials and date.

11.8 Samples of new products or of products produced by a new method should be preserved if possible and photographed for the record. All photographs should be dated and signed by the creator on the reverse.

12.0 Disbursement of The Royalty

Any revenue generated from the commercialization of Institute-owned IP will be shared between the creator(s), the team and the INSTITUTE on the following terms and conditions:

12.1 The patent royalty or payment obtained after commercialization of the product or process in case of INSTITUTE assigned/licensed invention would be shared between the Creator and the INSTITUTE in the ratio of 70:30.

12.2 In case the patent filing costs are not borne by the INSTITUTE, the creator can first deduct the costs incurred in this regard and maintenance of such patents, till licensing, from income accruing from the commercial exploitation of the patent. Excess income beyond such recovered costs will be shared with the INSTITUTE and the creator in the ratio of 30:70. Any MoU signed by the Thapar Institute of Engineering & Technology with the sponsoring agency based on which the IP is generated, or with any patent filing organization, may set aside the provisions under this clause.

12.3 In case there is a third party, the respective shares of the INSTITUTE and creators will be calculated on the net receipts after deducting the third party's share.

12.4 The net earnings generated by the exploitation of IP will be shared between the Creator(s) and the INSTITUTE on 70:30 ratio.

12.5 The creator's share will continue to be paid irrespective of whether or not the individual continues as an employee /student/ research scholar of the INSTITUTE.

12.6 The creator(s) share would be declared annually & disbursement will be made to the creator(s), their legal heir, whether or not the creators are associated with the INSTITUTE at the time of disbursement.

12.7 Co-creators of IP should sign at the time of disclosure or filing for IP protection, a distribution of the IP earnings agreement, which should specify the proportional percentage distribution of earnings from IP to each co-creator. The creator(s) may, at any time, by mutual consent, revise the distribution of IP earnings agreement.

12.8 If there is only one creator of the IP, the whole amount of creator's share will be retained by the creator. If there are more than one creators, creator's share will be distributed among the co-creators on the mutually agreed terms and conditions.

12.9 If there are more than two creators, the principal investigator/ supervisor/ team leader will get up to 60% of creator's share and the rest will be distributed among the co-creators in the proportions on the mutually agreed terms and conditions at the time of IP disclosure or at the time of filing for IP protection.

12.10 Revenue sharing is not necessarily concurrent with the creator-ship. Mere assistance like assistance in the preparation & conduct of the experiments, data analysis, etc. does not entitle one for creator-ship, but may entitle for revenue sharing as an acknowledgement of intellectual contributions for routine/mechanical contribution at the sole discretion of the principal Investigator/Supervisor of the work.

12.11 All disbursement will be made to creator or his/her nominee through digital linked bank account as intimated to the IPR cell by the creator.

12.12 Of the INSTITUTE share, 50% will be used for creating an INSTITUTE's IP fund, which will be utilized for any activity related to commercialization and maintenance of IPR or obtaining IPR in another country, or for capacity building. Further, 10% of the share will be paid to the INSTITUTE as Administrative charges and 40% will be made available to the Department concerned for the purchase of equipment or material or for any academic activity and promotion of industrial partnership.

13.0 Other Aspects

13.1 Conflict of Interest: The creator(s) are required to disclose any conflict of interest or potential conflict of interest. If the creator(s) and/or their immediate family have a stake in a licensee or potential licensee company, then they are required to disclose the stake to the chairperson IPR CELL they and/or their immediate family have in the company.

13.2 Dispute Resolution: IPR Cell will settle any dispute/conflict/grievance between the INSTITUTE and the researcher/creator/collaborator/sponsors regarding ownership of IP, implementation of IP Policy and shall recommend the same to the Director, Thapar Institute of Engineering & Technology, whose decision shall be final. As a policy all agreements signed by the INSTITUTE and disputes arising therein, will be subjected to the legal jurisdiction of the courts at Patiala (Punjab) only.

13.3 Intellectual Property generated through collaborative work with a National or International Organization: All credits and benefits of collaborative work including the intellectual property generated during the tenancy would be shared between both parties i.e. INSTITUTE and collaborating agency as per mutually agreed MoU.

Grant of Permission to Non-Teaching Staff for Higher Studies

Not more than 20% of the staff of a particular category shall be allowed permission for appearing in entrance examinations for higher studies at a time as private students through correspondence courses/part-time courses, etc. This permission will be given subject to exigencies of service but leave can be restricted to examination days only.

Institute shall not incur any financial liability. No incentive increment will be permissible for acquiring higher qualification except where the staff member has undergone specialized training to the nature of duties entrusted to them. The Director is authorized to take a final decision in such cases.

Permission will be granted on the condition that the work of the Institute does not suffer. If it is found, that the staff member given permission is neglecting their work, the permission for higher studies is liable to be withdrawn.

Special Increment for Enhancing Qualifications (Non-Teaching – Regular)

A regular employee will be eligible for one special increment from the date on which the result of successful completion of the degree is announced, but it shall be sanctioned after the employee returns to duty. The date of regular increment shall not change. Prior approval of the Director is required and such studies/improvements are related to the job of the applicant. Provided further in no case an employee can earn more than two such increments throughout their service in the Institute. No incentive increment will be given only for improving the basic qualification of the post. Incentive increment will be given only for acquiring higher qualification.

House Allotment Policy

Objective: The objective of this policy is to lay down the guidelines for allotment of campus accommodation at TIET, Patiala to the employees of TIET ensuring fairness and credibility in the process.

Definitions: Under these terms and conditions unless the context otherwise states:

1. **'Staff'** means an employee of the Institute.
2. **'House or Accommodation'** means a residential accommodation within the Institute premises.
3. **'Allottee'** means the employee to whom a house has been allotted.
4. **'Family'** means the wife, husband, children, parents, brothers and sisters residing with and dependent on an allottee.
5. **'Seniority'** of an allottee for the purpose of allotment of a house shall be as decided under these rules as described in the 'Seniority' section below.
6. **'Rent'** means the amount payable monthly in accordance with the Institute Rules and normally would be equivalent to HRA.
7. **'Allotment'** means to grant license to an employee of the Institute to accept a house or a portion thereof, for use by them as residence.
8. **'Procedure'** means the procedure approved by the Director for allotment of accommodation.

Eligibility: Employees of the following Institutions:

1. Thapar Institute,
2. Thapar Polytechnic

Eligibility for allotment of category of accommodation for various levels of employees shall be approved by the Board of Governors from time-to-time.

Determination of seniority for allotment of accommodation

Regular Employees, Fixed-term Contract Employees

Seniority will be determined as under:

- i) An employee who is in a higher level will be considered as senior.
- ii) If an employee applies for a house in a lower category than for which is eligible, then the employee senior in designation will be given priority.
- iii) For the purpose of the allotment of a house of any type in a category, seniority among all eligible employees who apply for house allotment (in the prescribed form) shall be according to the 'Priority date'. Priority date of an employee in relation to the type of residence to which they are eligible means the earliest date from which they become eligible for that category of house. Provided that where priority date of two or more employees is the same, seniority amongst them shall be determined by:
 - a. Firstly, the emoluments; the employee in receipt of higher emoluments taking precedence over the employee in receipt of lower emoluments.
 - b. Where the emoluments are equal, by the length of service in the Institute.
 - c. Where the emoluments and length of services are equal, then employee older in age will be accorded higher priority over the employee with lower age.
- iv) For determining the seniority, there should be no break in the service from the date of promotion or the date of joining.

- v) Employees sent on post doc program (TIET & Self Sponsored) will maintain their seniority for the period of absence. However, those employees on lien & drawing salary from another institute/organisation; that period of absence will not be counted for seniority on their return.
- vi) **Fixed-term contract employees:** Will be considered for house allotment on the recommendations of the concerned Head. The house allotment committee will establish the equivalence for the type of house they will be entitled for.

In case of any discrepancy or dispute, the decision of the Director shall be the final.

Entitlement: For various categories of accommodation for employees at different levels is below:

SN	New Addition Block Name	Accommodation Type	Quarter Nos	Total Quarter	Level	
					TS	NTS
1	Director's Bungalow	-	1	1	For Director-TIET	
2	A Block	A Type	1 to 3	3	15	NA
3	B Block	B Type (Old)	1 to 3	3	14	PM-14, one for Registrar
4	C Block	Type V (Old C)	1 to 10	10	14	Reserved for TPC (Principal)
5	D1 Block	Type IV (New)	17 to 36	20	11	PM-12
6	D2 Block	Type IV (Old)	1 to 8	8	10	PM-11
7	D3 Block	Type III (New)	1 to 8 & 17 to 48	40	10	PM-11
8	E Block	Type III (old)	1 to 8	8	10/LCON	ATS-6
9	Thapar Heights – I	FRA	101-104	4	13	PM-13
			201-204	4	13	PM-13
			301-304	4	10	PM-11
			401-404	4	10	PM-11
			501-504	4	10	PM-11
			601-604	4	10	PM-11
10	Thapar Heights – II	FRB	101-104	4	13	PM-13
			201-204	4	13	PM-13
			301-304	4	10	PM-11
			401-404	4	10	PM-11
			501-504	4	10	PM-11
			601-604	4	10	PM-11
11	Thapar Heights – II	FRC	101-104	4	13	PM-13
			201-204	4	13	PM-13
			301-304	4	10	PM-11
			401-404	4	10	PM-11
			501-504	4	10	PM-11
			601-604	4	10	PM-11
			701-704	4	10	PM-11
12	RDA	A Type Flats	101-108, 110, 112, 114 & 116 (Ground Floor)	12	LCON	ATS-6
			201-208, 210, 212, 214 & 216 (First Floor)	12	LCON	ATS-6
13	RDB	B Type Flats	101-116 (Ground Floor)	16	11	PM-12
			201-208 (First Floor)	16	10	PM-11
			101-108 (Ground Floor)	8	13	PM-13
14	RDC	C Type Flats	201-208 (First Floor)	8	13	PM-13
15	M 1 (Only for clerical & lab staff)	Type II	1 to 12	12	NIL	ATS -5
16	M2	Staff Colony	1 to 46 (Ground Floor)	46	NIL	ATS 1-4
17	Guest House H1	GH Quarters	1 to 3	3		Reserved for GH Staff

House Allotment Committee: Composition

The Director shall appoint an Allotment Committee to advise them on all matters relating to the allotment of accommodation in accordance with these Regulations.

House Allotment Committee: Powers and Functions

The power to allot accommodation under these terms & conditions shall vest with the Director who shall appoint an Allotment Committee to advise them on all matters relating to the allotment of houses in accordance with the rules.

Allotment Process

1. An employee shall not be allotted a house if the employee's spouse is already an allottee but this rule shall not apply where the husband and wife are residing separately pursuant to an order of judicial separation made by a court.
 2. If two employees who have been allotted accommodation get married, then one of the two houses will be surrendered within 1-month of the marriage, failing which allotment of the lower type of house shall be deemed to have been cancelled, expiry of the aforesaid period of the 1-month. If both houses are of same type, the allotment of one of these, as the Director may specify, shall be deemed to have been so cancelled.
 3. Whenever accommodation is available the Registrar will invite applications within 10 days of the date of notification. Further, no such notification will be issued during vacations for the faculty.
 4. The House Allotment Committee will process the allotment of all accommodation on campus except where specifically provided otherwise. For each category, lists will be prepared in order of seniority.
 5. Applications for the allotment of accommodation to staff of the Polytechnic and Hostels will be routed through the Principal, Polytechnic and Wardens respectively.
 6. An employee who is not willing to accept allotment of a house of a category lower than that to which they are eligible, will maintain their seniority in the category of houses to which they are eligible for further allotment.
 7. Director may allot a house out of turn to an employee in their category in the interest of the Institute by recording the reasons in writing.
 8. The Director may, if he thinks it necessary, reserve or set aside a particular house or a set of houses for any specific purpose.
 9. An allotment of accommodation in a higher category, for which there is no eligible employee, will be made to any employee, who is eligible for an accommodation in a lower category. However, the allottee must give an undertaking to vacate the accommodation in 1-weeks' notice when an alternative house is offered to them or on 1-months' notice when no alternative house is not available.
 10. An allotment shall be effective from the date; house is occupied by the allottee & shall continue until:
 - a) It is cancelled or is deemed to have been cancelled under allotment rules; or
 - b) It is surrendered by the allottee; or
 - c) The allottee ceases to be eligible to occupy the accommodation.
 11. In case an allottee declines to accept the allotment of a house or they do not intimate the Registrar in writing within three days of the date of issue of the allotment order; or having accepted it, relinquishes it, and there is no other eligible employee for the said accommodation even under para 10 of allotment procedure; then they will not be entitled to any House Rent Allowance according to these Rules for the period the house remains vacant.
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12. Re-allotment within the same type of house will ordinarily be avoided. However, a mutual exchange in the same type of houses may be allowed by the Director.

Forms - Annexure – LII (Application Form – Allotment of Campus Residential Accommodation)**Important Points**

1. **House Allotment Rules:** Following terms and conditions shall govern the allotment of accommodation to the staff of the Institute:
2. **Rules for Allotment:** The Director shall approve the procedure for the allotment of houses.
3. **Allotment Order:** The allotment order shall be issued by the Registrar to each allottee after obtaining the approval of the Director.
4. **Allotment made prior to these rules:** All allotments of accommodation made prior to the issue of these rules shall be deemed to have been duly made under these rules notwithstanding the fact that an allottee may be in occupation of a house of a category to which the allottee is not eligible.
5. **Cancellation of allotment:** The allotment of accommodation will be deemed to be cancelled from a specific date under following circumstances:
 - a) Cancellation of allotment by the Director for breach of rules as per para 28 below. The cancellation order shall specify the date.
 - b) Retirement, termination, resignation or any other circumstances in which the allottee ceases to be an employee of the Institute/Polytechnic. The cancellation will be effective from the date of specific event. However, on a written request by the allottee the Director may permit retention of the house on HRA fee up to the periods indicated below:
 - i. Cancellation of allotment - One month
 - ii. Retirement - Three months
 - iii. Termination, resignation or any other circumstances in which the allottee ceases to be an employee of the Institute/Polytechnic - One month

Further, under circumstances of extreme hardship, Director may permit retention of house for a maximum period of three months on the following terms of payment:

- a) for the first month @ 20% of pay
- b) for the second month @ 30% of pay
- c) for the third month @ 50% of pay.

In case an allottee continues to stay in the house without permission or overstays beyond the permitted period, the management will have right to disconnect the water and electricity supply or take any other necessary steps for the vacation of the house and recover rent at penal rates as will be decided by the Director from time to time.

Note: Pay will mean the pay (Basic) or last pay of the allottee.

6. Employees sent on Post-Doc programs (sponsored by TIET/Self-sponsored) will be permitted to retain accommodation on campus for the duration of the program (from date of commencement until return date). However, electricity and all utilities including house rent will be paid by the employee.
7. **License:** In every case, the allottee shall be deemed to be a licensee and not a tenant.

8. **Fitness for occupation:** The Registrar of the Institute shall issue a notice to each allottee that the house allotted to them is fit for occupation.
9. **Occupation:** Allottee shall occupy accommodation allotted to them within 15 days from date of issue of allotment order or from date of issue of notice that accommodation is fit for occupation; whichever is later, failing which a house rent at the rate of 20% of their pay will be deducted.
10. **Temporary occupation:** An employee may be permitted temporary occupation of any vacant house for a period not exceeding seven days for ceremonial or religious purposes on payment of rent fee of 20% of their pay plus water, electricity and other charges for the period of occupation.
11. **Fitting & Fixture:** An employee on being allotted an accommodation will properly takeover all inventory that includes furniture and fixtures from CMS. Further, on occupation of the house the electricity meter reading will be recorded by CMS. On vacation of accommodation, the employee will properly handover all furniture & fixtures to CMS in proper condition as was taken over.
12. **Electricity & water charges:** An allottee will pay electricity and water on actual consumption. The same will be directly deducted from their salary. Each allottee shall pay for the electricity consumed at the rate approved by TIET.
13. **Rent:** The rent of the accommodation will be equivalent to HRA entitlement of the employee.
14. **Rent chargeable from allottees under suspension:** An allottee under suspension will continue to pay the same rent that he was paying before suspension, irrespective of the fact that they are getting only subsistence allowance. Additionally, they will also pay for water, electricity and other charges on actual consumption.
15. **Payment of rent and other charges:** An allottee shall pay the rent and all other charges as may be levied from time-to-time regularly within the period notified for their payment unless the same are recovered from the allottee's salary.
16. **Proper use:** Allottee shall use house strictly for residential purposed for themselves & their family.
17. **Maintenance:** The employee shall maintain the house and the compound. They shall further ensure that all furniture and electrical fittings & fixtures are used appropriately and maintained. An allottee shall ensure that no water is wasted by leakage in the water supply fittings or by careless or extravagant use and forthwith report to the maintenance department. An allottee shall not fell any trees planted within the compound without the consent of the Director.
18. **Access to maintenance staff:** An allottee shall permit TIET maintenance staff/workers of authorized contractors inside the premises at reasonable hours to inspect the building, water, sanitary, electrical fittings, fixtures & furniture and carry out repairs as may be necessary for proper maintenance. The maintenance staff will, as far as possible intimate the allottee in advance.
19. **Additions and alterations to building:** An allottee shall not make any additions or alterations to the building fitting or electrical installation or make extensions to the electric or water supply lines without the specific permission of the Director in writing.
20. **Cattle/pet animals:** No cattle shall be kept in the house or in its compound. Care should be taken to ensure that pet animals do not cause any inconvenience to others.
21. **Inflammable materials:** No inflammable materials in bulk shall be stored in the accommodation or in the compound.

22. **Damages & theft:** An allottee shall be personally responsible for any damages beyond normal wear and tear to the fixtures, furniture, sanitary fittings, electrical installations, fencing etc. The allottee is responsible for the safekeeping of all fixtures, furniture, sanitary fittings and electrical installations and will further be responsible in the event any theft occurs.
23. **Infectious disease:** Incidence of any infectious disease shall be reported by the allottee to the Medical Officer immediately and all precautions will be taken to prevent spreading of any infection.
24. **Sub-letting:** No allottee shall sublet a house or any portion thereof to anyone under any circumstances. If an allottee sublets a house or any portion or garage thereto, they shall without prejudice to any other action that may be taken against them be required to vacate the house.
25. **Leave:** An allottee on Study Leave/Extraordinary Leave/Deputation may be permitted to retain their house provided to their family and continue to occupy the house up to the following periods from the commencement of their leave/deputation on payment of normal rent;
 - (a) If the employee remains in India - For a maximum period of 3 months.
 - (b) If the employee goes out of India - For a maximum period of one year.
26. **Death:** If an allottee dies while in service, their family may be permitted to retain the house for three months from the date of their death, free of rent. In the event that their child is studying, the family may be allowed to retain the house up to the end of Academic year on normal rent equivalent to their last HRA entitlement for a period beyond 3 months.
27. **Notice for vacating: (house vacation report):** An allottee shall give notice of their vacating the house in writing to the Registrar, TIET at least 10 days in advance. If they fail to do so, the allottee shall be responsible for payment of rent for the number of days by which the notice given falls short of 10 days. An allottee shall submit a vacation report to the Registrar, TIET on the day they vacate the house and will receive an acknowledgement on the same date.
28. **Breach of Rules:** If an allottee commits any breach of the rules, some of which are listed herein under:
 - a) The accommodation is not used for the specific purpose as defined in the section 'Proper Use'.
 - b) Conducts themselves in a manner that in the opinion of the Director is prejudicial to the maintenance of harmonious relations with the allottees neighbourhood.
 - c) Does not maintain a clean and hygienic area surrounding/within their premises.For the above breaches, the Director may, without prejudice, take disciplinary action as under:
 - i. Cancel the allotment of the house to the allottee, and
 - ii. Declare the employee ineligible for any fresh allotment of a house for a period of 1 year.
29. **Rent free accommodation:** Rent free accommodation can be approved by the Director up to Level – 9. For Level – 10 and above approval of CBOG is required.
30. **Hardship:** If the Director is satisfied that the operation of any of these terms and condition may cause undue hardship in a particular case, he may dispense with or relax such terms and conditions to an extent and in such a manner as he may consider necessary.
31. **Interpretation:** On any question of interpretation of these rules, the Director's decision shall be final.

This policy comes into effect from **1st January 2021**.

External Communication Policy

Overview

TIET lays significant emphasis on its reputation and public image. It recognizes the role played by media and the larger public in this context, and has, over the years, adopted the philosophy of 'fair dealing' with them. The Institute engages with media and the public in a professional manner and in accordance to its adopted philosophy and set guidelines.

Why do we need an External Communication Policy?

1. In an age where information about an Organization flows instantaneously and globally, external communications is a critical function. Our key audiences are closely interlinked, with the media acting as a conduit to all of them.
2. News media coverage has a direct bearing on one of the Institute's most valued assets – its reputation. For that reason, we have developed a media policy that seeks to assist reporters in doing their jobs, while advancing the interests of the company and our stakeholders.
3. To strike the right balance and to protect the Institute's reputation, it is critical that the Institute speaks with a consistent voice and avoids any misrepresentation and reputation damage. For that reason, the central component of our external communications policy is a requirement that any employee who is contacted by a member of the media or public must get in touch with the Director **immediately**.

Public Forum

The Institute strongly feels that every employee is its brand ambassador and represents it publicly. It is thus every employee's responsibility as brand ambassadors to be above reproach in the public domain. Appropriate and professional behavior is expected at all times. As ambassadors, good judgment in communications with others must be exercised at all times, as words and actions can have widespread and lasting impact. Please refer to General Guidelines.

Authorized Spokesperson

Only authorized persons with media training may engage with the media. The authorized persons are:

1. Chairman
2. Director
3. Spokespersons as nominated by the Director

Your Responsibility

Contacting Director must be an integral part for any public transaction, potentially newsworthy announcement of any kind, etc.

Partners and Vendors

Any statement by partners like NGOs, vendors or service providers that pertain to the Institute must be validated by the department and signed off by Director.

Testimonials

Any testimonial for services or goods by suppliers must be validated by the concerned department and signed off by the Legal Department.

Connection with Press, Radio and TV

1. No employee shall, except with the prior sanction of the competent authority, own wholly or in part or conduct or participate in the editing or management of any newspaper or any periodical publication.
2. No employee shall, without the prior sanction of the competent authority or in the bonafide discharge of their duties, participate in a radio broadcast or telecast or contribute any article or write any letter to any newspaper or periodical or write a book or issue a pamphlet either in their own name or anonymous/pseudonymously.
3. No such sanction shall be required if such broadcast/telecast or such contribution in writing is of a purely literary, artistic or scientific nature.

Unauthorized communication of Information

No employee shall, except in accordance with any general special order of the competent authority or in the performance in good faith of the duties assigned to them, communicate directly or indirectly, any official document or any part thereof or information to any other employee or any other person to whom they are not authorized to communicate such document(s) or information.

General Guidelines

1. No disparaging or damaging remarks should be made.
2. No 'off the record' comments to be made.
3. Remember that while you may consider members of the media to be your friends, they consider you a contact. Do not engage in any discussion regarding Institute's news. Instead, direct them to the Director.
4. Be polite and respectful at all times.
5. All and any photographs pertaining to the Institute and its activities are the Institute's property along with all copies and negatives. Digital, mobile phone and handy cam visuals are also included. These are not for external use or employee dissemination without the sign off by the Director. Only authorized personnel may circulate these.
6. Electronic media including emails, blogs and social networking sites like Flickr, MySpace, Linkedin and Facebook, Instagram, Twitter, etc. should not be used to divulge any unauthorized information on the Institute, its employees or activities.

Travel Policy

1. Objectives

- a) This policy is based on a principle of trust between the employer and employee and any breach will be treated as a violation of the Institutes' Rules & Regulations.
- b) It envisages that employees while incurring such expenses will apply reasonable discretion and spend prudently keeping in mind the guidelines laid out in this policy.
- c) This travel policy is laid down by TIET to ensure a comfortable travel experience for its employees while on official work keeping cost optimization in mind.
- d) The objective of this policy is to provide a set of guidelines and processes to govern employees travel, boarding & lodging reimbursements and sundry expenses for official work.

2. Definitions

- a) **Employees** – A person employed by the Institute on regular rolls; also includes fixed term employees (Adhoc, Contractual) and those on the probation but does not include part-time or casual employees, unless with the permission of competent/sanctioning authority.
- b) **Place of Posting** – Is the primary place where the employee has been assigned his/her work.
- c) **Tour** – A journey undertaken for Institutes' work out of the place of posting where the employee is posted. This will include attending workshops, conferences, seminars etc. A tour will be deemed to have commenced from the scheduled time of departure from the place of posting and shall end at the actual time of arrival at the place of posting. Travel to a place under this travel policy shall be considered a "tour" when the destination is beyond the municipal limits of Patiala (for those posted in TIET, Patiala) and Dera Bassi/Chandigarh (Tri-city) (for those posted in Dera Bassi Campus). Travel within the municipal limits of Patiala (for those posted in TIET, Patiala) and Dera Bassi/Chandigarh (Tri-city) (for those posted in Dera Bassi Campus) will not be considered as a Tour.
- d) **Domestic Travel** – is defined as all travel within and between all states and union territories of India.
- e) **International Travel** - is defined as any travel outside India.
- f) **Day** – Any travel to be counted as a "Day" for the purpose of this policy will have to be outside the municipal limits of the station where the employee is posted. Days travelled shall be calculated from the time of the start of a tour. Less than 6 hours' absence from the place of posting will also be considered as a "Tour". More than or equal to 6 hours and less than 12 hours will constitute half-day and equal to & beyond 12 hours will be treated as a full-day.
- g) **Transfer** – Means movement of an employee from the place of posting to another station where he/she is posted.
- h) **Interview Candidate** – A person working in another organisation/institute who has been called for an interview for a position in TIET.

3. Scope & Coverage

- a) This policy will come into effect from 1st Jan 2020.
- b) This policy shall be applicable to (and will cover) all employees [Regular / Fixed term (Adhoc/ Contractual)] working in Patiala as well as Dera Bassi campus; either is referred as "Place of posting" based on the posting of the employee.
- c) This policy also covers Travel Entitlements for TIET Staff engaged on Construction/Expansion of new projects.

- d) Policy also covers external trainers, faculty, experts & official guests, including candidates called for interview.
- e) Covers Research Scholars (JRF, SRF, Research Associate) as per para 5 (b) below.
- f) The Travel Entitlements within this policy are subject to the required budget being available. The Chairman – Board of Governors on the recommendation of Director has the authority to reduce any of the provisions in the event of budgetary constraints.
- g) The travel entitlements as defined in this policy will also be used for travel entitlements (only for mode of travel) under the LTC policy.

Note: In the event that an employee has to utilize a higher mode of travel/higher category of hotel, a prior approval of the Director will be required.

4. Classification of Cities/Towns

The cities/towns will be classified into two categories as under:

Category A: Delhi NCR (Delhi, Gurugram, Noida & Faridabad), Kolkata, Mumbai, Chennai, Hyderabad, Bengaluru, Pune, Chandigarh (Tricity) including State Capitals & Union Territories.

Category B: All towns within India not mentioned above.

5. Sanctioning Authority

Table A

Positions	Sanctioning Authority
Directors(s); Direct reports to Chairman - BOG.	CBOG
TIET, Patiala Deputy Director; Deans; Heads of Departments; Heads of School; Heads of Centres; Registrar; Chief Human Resources Officer; Finance Officer; Chief Industry Engagement Officer; Chief Marketing & Admissions Officer; Head Alumni Engagement; General Manager-Construction & Maintenance Section; Head-Commercial; Senior Manager-Audit. (All direct reports of Director-TIET)	Director, TIET
TIET, Dera Bassi (Off-Campus) Head Marketing and Placements (LMTSM); Executive Assistant; Admin Officer; Assistant Manager-MBA Program; Program Manager (BE-MBA); Assistant Manager- Accreditation and Ranking; Faculty (All direct reports of Director-LMTSM)	Director, LMTSM
For all employees (other than those mentioned above) in the following levels: L-10 to L-14; PM-10 to PM-14; Asst. Prof (Term); Asst. Prof (Adhoc); Asst. Prof (Contractual); Lecturer (Contractual); ATS-1 to ATS-9	Recommending Authority - Immediate supervisor Sanctioning Authority - Heads of various Departments, Centres and Schools.
Teaching Associate; Research Scholars (JRF, SRF, Research Associate)*	Recommending Authority – Principal Investigator, Sanctioning Authority - Dean-RSP

Note:

- a) Under no circumstance, the Sanctioning Authority will be an employee below L-14/PM-14 or Head of Department/Schools/Centres. In case the Sanctioning Authority is out of station, then he/she shall delegate the said authority for the specified period.
- b) *Travel undertaken for research work by Research Scholars (JRF, SRF, and Research Associate) will be within the scope of this policy only if such research scholars are enrolled by TIET and the Principal Investigator is an employee of TIET. If the Research Scholar is from another institute, then the approval will be by the Dean-RSP. It will be ensured that in all cases related to travel for such project related work, the total amount sent will be within the project funding. Principal Investigator is the recommending authority and the Dean-RSP will be the Sanctioning Authority. In the event that the research scholar travels by a higher class than entitled, then the same will require a prior approval of the Director.

6. Eligibility

- a) **Employee:** An employee will be eligible for Travel Reimbursements if journeys are undertaken for the following purposes (Indicative List):
 - i. Official Tour.
 - ii. Recall from leave.
 - iii. Participation in training programmes, seminars and conferences as nominated by the Institute.
 - iv. Appearing in courts as a jury, assessor, and witness (only for Institute's work).
 - v. Receiving State/National Awards.
 - vi. Employees of the Institute appearing as accused in Departmental/Vigilance enquiry.
 - vii. Transfer.
 - viii. For participation in sports/cultural events representing the Institute.
 - ix. Any travel concerning TIET with the permission of the Director.
- b) **Others**
 - i. Board of Governors (External members only), Foreign Professors, and Special invitees are eligible as per L16 entitlements.
 - ii. Members of Selection Committees, External Members of the Senate, External Examiners, & Members of Examination Board, Visiting Professors, Members of Regulating & Inspecting Bodies, etc., will be eligible as per L14 entitlements.
 - iii. Lecturer (Contractual): Will be entitled for official travel subject to the prior approval of the Director, including for decision of mode/class of travel, Boarding & Lodging, Incidental expenses and Conveyance charges.

7. Entitlements: Mode of Conveyance – Domestic Travel
Table B

Levels	Air	Railway	Waterways	Road
Director(s) L-16 & above	Business Class	AC I tier	Highest Class available	AC Car/Bus OR Own vehicle at an approved rate
L-13 to L-15 PM-14 Professor (Term)	Economy Class	AC I tier	Highest class available	AC Car/Bus OR Own vehicle at an approved rate
L-12 PM-13 Associate Professor (Term)	Economy class, if distance is > 500 Kms	AC II tier	Highest class available	AC Bus OR Own vehicle at an approved rate
L-10, L-11 PM-10 to PM-12 Asst. Professor (Term) Asst. Professor (Adhoc) Asst. Professor (Contractual)	Economy Class, if distance is > 500 Kms	AC II tier	Highest class available	AC Bus OR Own vehicle at an approved rate
ATS-09; ATS-8A; ATS-08; ATS-07; ATS-06	-	AC II tier	Highest class available	AC Bus
ATS-05; ATS-04; ATS-03; ATS-01 Teaching Assistant; JRF; SRF; Research Associate; Project Assistant	-	AC III tier/ AC Chair Car	If there are two classes on steamer, then lower class	Non-AC Bus.

Note:

- In the event that an employee has to utilize a higher mode of travel, a prior approval of the Director will be required.*
- Faculty assigned for the monitoring of Project Semesters will be entitled to travel by Air (Economy Class) if the distance is >500 Kms or by Institute Car/Own Car.*

a) Important Points (Mode of Conveyance – Domestic Travel)

- Prior approval for travel would be required for all employees from the sanctioning authority.
- In case an employee has been issued with a corporate credit card for incurring expenses then all bookings and payments should be made with this card as far as possible.
- All air bookings should be done through authorized travel agents of TIET or may be booked online. Deviations should be very rare and will require prior approval of the Director.
- Tickets should be booked within 48 hours of the travel approval to ensure lowest air fares.
- Air travel, in general, should be restricted, particularly for short distances (*refer Table B*) where convenient mode of surface travel is also available.
- All journeys should normally be performed by the shortest route, except when it is not possible to do so for any special reasons.
- Advances will be limited to 75% of the approximate Lodging plus Boarding costs for all types of travel, including LTC. In the event that air travel booking is done by Institutes' authorized travel agents, then no advances will be payable for this amount as the same will be directly billed between the agent and the institute.

- viii. The per day limits are entitled only for that day and cannot be cumulated.
- ix. The travelling ticket, boarding passes & bills have to be attached to the travel expense reimbursement bill and submitted to the Accounts department within 30 days of completion of their tour. In the event that bills are not submitted within 30 days and in cases where advances have been taken, a penalty of 10% will be levied.
- x. In case there is any requirement of entertainment of official guests, then the same will be recorded on the invoice.
- xi. It is expected that, wherever possible, employees will reduce travel costs including revising the class of travel.
- xii. For destinations where a taxi is used just for to and fro travel, maximum night halt should not exceed three nights.
- xiii. Employees are expected to book app based taxis (Ola, Uber, BlaBla cars etc.) as a first resort and if not available use pre-paid taxis.
- xiv. Women employees across all levels have the option to choose hired cars for local travel, if required when on outstation travel.
- xv. The institute will not reimburse for travel and other expenses of family members and others, who accompany the employees on official trip. There are a limited number of situations in which, there is an official purpose for the presence of spouse, family members or others on official trips. Prior approval must be obtained from the Director.
- xvi. If a travel itinerary is created to accommodate personal purposes clubbed along with an official trip, the employee will separate the personal and official expenses and pay the incremental cost of personal expenses.

8. Boarding and Lodging (Outstation Travel)

The travel entitlements for boarding & lodging will depend on the “Category” of the city/town to which the travel is made. These categories have been defined in para 4 above.

Table C

Levels	Category A (Rs. per/day)			Category B (Rs. per/day)		
	Lodging	Boarding	Own Arrangement	Lodging	Boarding	Own Arrangement
Director(s) L-16 & above	Actuals	Actuals	-	Actuals	Actuals	-
L-13 to L-15 PM-14 Professor (Term)	6,000	1,000	2,400	5,000	1,000	2,000
L-12 PM-13 Associate Professor (Term)	5,000	1,000	2,000	4,500	1,000	1,800
L-10, L-11 PM-10 to PM-12 Asst. Professor (Term) Asst. Professor (Adhoc) Asst. Professor (Contractual)	4,500	1,000	1,800	4,000	1,000	1,600
ATS-09; ATS-8A; ATS-08; ATS-07; ATS-06	3,000	800	1,200	2,500	800	1,000
ATS-05; ATS-04; ATS-03; ATS-01 Teaching Assistant; JRF; SRF; Research Associate; Project Assistant	2,000	600	800	1,500	600	600

Note:

- a) **Lodging:** In the event that an employee books a hotel accommodation in a room higher than his entitlement, a prior approval of the Director will be required.
- b) **Boarding:** In the event that an employee consumes more than the entitlements as above, an approval of the Director will be required.

a) Important Points (Boarding & Lodging – Outstation travel)

- i. The limits mentioned are exclusive of all the Government Taxes.
- ii. Boarding Expenses will be calculated as follows:
 - I. Absence from Place of Posting < 6 hrs = 50% of Boarding Expenses.
 - II. Absence from Place of Posting ≥ 6 hrs & < 12hrs = 70% of Boarding Expenses.
 - III. Absence from Place of Posting ≥ 12 hrs = 100% of Boarding Expenses.
- iii. Board of Governors (External members only), International Professors, and Special invitees are eligible as per L16 & above.
- iv. Members of Selection Committees, External Members of the Senate, External Examiners, & Members of Examination Board, Members of Regulating & Inspecting Bodies, etc., will be eligible for L-13 to L-15; PM-14.
- v. Lodging includes Hotel room rent. Boarding is meals consumed, either at the hotel or outside. The claim for lodging expenses will be as per the **Table C**.
- vi. Own Arrangement is inclusive of Boarding & Lodging and would not entail any other charges such as lodging and incidental expenses. In addition, the following points may be noted:
 - a) Faculty deputed for student project semester monitoring located at their home towns will not be entitled for “Own Arrangement” claims.
 - b) Further in the event that accommodation is provided/availed at nominal cost in other Institutes/Universities/Organizations then “Own Arrangement” claims will not be entitled.
- vii. In the event that lunch/dinner is consumed outside the Hotel/Guest House then bills are to be provided for purpose of reimbursement.
- viii. If available, TIET guesthouse facility at Patiala or Dera Bassi must be availed as a first resort. Cost consciousness should be every employee’s concern while deciding appropriate boarding and lodging facilities.
- ix. Employees visiting TIET, Patiala/ LMTSM, Dera Bassi and availing institute accommodation will not be entitled for any Boarding and Lodging. However, employees during their travel will be entitled for meals as per **Table C** (Boarding expenses entitlement; bills are required) and Incidentals as per **Table D** (bills are not required).
- x. All hotel bookings are to be done by the employee, preferably through the authorized Institute agents or through online portals.
- xi. In case a team is travelling together for an assignment, the Director can approve the stay of the team at the hotel specified for the level of senior most in the team.
- xii. Only actual expenditure incurred within the prescribed limits will be reimbursed as per normal procedure of reimbursement. The claimant has to submit proper bills and any expenditure over & above the limits will require the approval of the Director.

9. Incidental Expenses

- a) Incidental expenses per day will be given to employees as out of pocket expenses to meet miscellaneous travel expenses not supported by bills as per **Table D**. An employee claiming “Own Arrangement” will not be entitled for incidental expenses.

Table D

Levels	Category A (Rs./day)	Category B (Rs./day)
Director(s), L-16 & above	250	200
L-13 to L-15, PM-14, Professor (Term)	225	175
L-12, PM-13, Associate Professor (Term)	200	150
L-10, L-11, PM-10 to PM-12, Asst. Professor (Term), Asst. Professor (Adhoc); Asst. Professor (Contractual)	175	125
ATS-09; ATS-8A; ATS-08; ATS-07; ATS-06	150	100
ATS-05; ATS-04; ATS-03; ATS-01 Teaching Assistant; JRF; SRF; Research Associate; Project Assistant	125	75

- b) Incidental Expenses will be calculated as follows:
- Absence from Place of Posting < 6 hrs = 50% of Incidental Expenses.
 - Absence from Place of Posting ≥ 6 hrs = 100% of Incidental Expenses.
- c) No Incidental expenses will be permissible within Municipal Limits of the Place of Posting.
- d) Employees visiting TIET, Patiala/ LMTSM, Dera Bassi and availing institute accommodation will not be entitled for any Boarding and Lodging. However, employees during their travel will be entitled for boarding as per **Table C** (bills required) and Incidentals as per **Table D** (bills not required).
- e) In case of stay involving more than three days, laundry charges can be claimed at a maximum of Rs.200/- per day starting from the second day onwards on submission of actual bills. This is additional to the above mentioned incidental expenses.
- f) Employees who have been transferred/relocated to a new location would not be entitled to the daily incidental expenses mentioned above. Any exception to this policy will need prior written approval from the Director.
- g) Employees who have been sent on a project or a fixed term assignment will not be entitled for daily incidental expenses after 15 days, however will continue to get boarding and lodging.
- h) Usage of hotel telephones should be avoided.
- i) For enforced halts en route treated as duty, due to break down of communications caused by flood, rain, riot, curfew, etc., Incidental expenses will be admissible.
- j) Tour ends on return to the place of posting. Tour to the same place again is treated afresh.

10. Local Travel (associated with outstation travel)

- a) For local road travel from one point to another associated with outstation travel public transport will be used as per following entitlement.

Table E

Levels	Vehicle Type
Director(s), L-16 & above	Local Taxi
L-13 to L-15, PM-14, Professor (Term)	
L-12, PM-13, Associate Professor (Term)	
L-10, L-11, PM-10 to PM-12 Asst. Professor (Term), Asst. Professor (Adhoc) Asst. Professor (Contractual)	
ATS-09; ATS-8A; ATS-08; ATS-07; ATS-06	Public Transport (Auto rickshaw)
ATS-05; ATS-04; ATS-03; ATS-01 Teaching Assistant; JRF; SRF; Research Associate; Project Assistant	

- b) In case employees in other levels require a car, prior approval has to be obtained from the Sanctioning Authority. Sanctioning Authorities are encouraged to use their judgment in assessing the criticality/ need while approving usage or expense of an employee higher than his/her entitlement limits. It is expected that wherever possible employees will reduce travel costs.
- c) The transport section will closely monitor usage of vehicles and will ensure pooling as far as possible.
- d) In case of booking cabs for intercity travel, the transport section / employee will exercise discretion in deciding on the type of cab being booked.
- e) Full day engagement of a taxi for local commute while on outstation travel is permissible to employees of level L-11/PM-11 & above. In case of employees at other levels require to engage a taxi for a full day, approval has to be obtained from the sanctioning authority. In view of higher cost involved in engaging taxis through hotels, it is advisable to use hotel resource as the last resort.

11. Conveyance Allowance

- a) **Local / Outstation Travel:** The rates for conveyance allowance for road journeys will be applicable as below:

Table F

Category	Mode of Transport	Rate / Km
L-10 & above; PM-10 & above Prof. (Term); Associate Prof (Term); Asst. Prof. (Term); Asst. Prof. (Adhoc); Asst. Prof. (Contractual)	Own Car / Taxi	Rs. 12/-
ATS 1 to 9	Own Scooter/ Motorcycle/ Rickshaw	Rs. 5/-

- b) **Fixed Local Conveyance Charges:** Fixed Local conveyance charges can be claimed where the journey has been performed by an employee within Municipal Limits.

Table G

Levels	Mode of Transport	Rate / Day (fixed)
L-10 & above; PM-10 & above Prof. (Term); Associate Prof (Term); Asst. Prof. (Term); Asst. Prof. (Adhoc); Asst. Prof. (Contractual)	Own Car/Taxi	Rs. 125/-
ATS 1 to 9	Own Scooter/Motorcycle/ Rickshaw	Rs. 75/-

Note: Travel within Municipal limits of Place of Posting: Road mileage rates (Fixed local conveyance charges) mentioned in **Table G** will be paid except to those employees who have been sanctioned local traveling, cycle allowance and conveyance allowance due to the nature of their work. Employees claiming fixed local conveyance charge will not be entitled for rate per kilometer.

12. Entitlement for Experts/Official Guests/External interview panel member

Experts, Guests, External interview panel member who are invited for meetings, lectures, viva, etc., will be entitled for travel as under.

Table H

Air	Railway	Road
Economy class if distance is > 500 km	AC II Tier AC Chair Car	AC Car/Bus OR Own vehicle (see <i>Table F</i> for rates)

Note: For reimbursement of taxi, bills will need to be provided. Further accommodation will be arranged in the institute guest house or a nearby hotel through administration department. No incidental expenses will be paid.

13. Entitlement for Interview candidates

A candidate can be reimbursed a travel entitlement up to the limit that is entitled for the position (level) for which he/she is being interviewed for.

14. Entitlement for Project Staff (Construction of new projects)

Institute staff engaged on construction of new projects will be entitled for travel claims as described herein under. All other points/guidelines mentioned above will also apply.

- Mode of Conveyance – Domestic Travel:** Same as para 7 above.
- Local / Outstation travel** - Same as para 11(a) above.
- Fixed Local Conveyance Charges** – Same as para 11(b) above
- Boarding, Lodging & Incidental Expenses** – as per table below.

Table I

Levels	Category A (Rs. per/day)				Category B (Rs. per/day)			
	Lodging	Boarding	Incidentals	Own Arrangement	Lodging	Boarding	Incidentals	Own Arrangement
PM-14	5,500	800	225	2,200	5,000	800	175	2,000
PM-13	4,500	700	200	1,800	4,000	700	150	1,600
PM-10 to PM-12	3,500	600	175	1,400	3,000	600	125	1,200
ATS-09; ATS-8A; ATS-08; ATS-07; ATS-06	2,500	500	150	1,000	2,000	500	100	800
ATS-05; ATS-04; ATS-03; ATS-01	2,000	400	125	800	1,500	400	75	600

15. Entitlement for Drivers

The Institute drivers will be entitled for travel allowance on official duty as under:

a) On working days**Table J**

SN	Particulars(For outstation duty)	Amount (W/o Bills)
1	Travel Time ≤ 4 hours per day	Rs. 100/-
2	Travel Time 4 to 10 hours per day	Rs. 200/-
3	Travel Time > 10 hours per day	Rs. 300/-
4	Night Charges (Fixed per month)	Rs. 1000/-

Note

- In case any driver has more than one-night outstation stay in a month, he will be paid Rs.1000 per night. A night stay will be a duration of driving/waiting for a client for more than 3 hours between 10PM and 6AM. Further if the outstation stay during the period of two consecutive nights (10PM to 6 AM) add up to more than 3 hours, it will count for this entitlement.
- Travel time indicates: time from leaving the institute to returning back and includes waiting time at any location.
- Per day limits will not accumulate.
- Drivers will not be entitled for boarding & lodging limits as mentioned in **Table C**.

b) On Holidays/Saturdays/Sunday**Table K**

SN	Particulars (For outstation duty)	Amount (W/o Bills)
1	Travel Time ≤ 4 hours	Rs. 700/-
2	Travel Time > 4 hours	Rs. 1000/-

Note

- Table K** entitlements will be in addition to **Table J** and will not be capped at Rs. 1000/-
- Those on contract and have working day on "Saturday" will not benefit from 'B' above (only for Saturday)

16. Abbreviations

Abbreviation	Expansion
ATS	Administrative, Technical & Support Staff
JRF	Junior Research Fellow
LMTSM	LM Thapar School of Management
LTC	Leave Travel Concession
NCR	National Capital Region
PM	Professional Management
SRF	Senior Research Fellow
TIET	Thapar Institute of Engineering & Technology

The management reserves the right to review and modify this document at any point of time based on its internal policies and external environment.

Guest/Transit House Policy

1. Objectives

This policy lays down the guidelines for the Boarding & Lodging of TIET guests visiting the campus for various purposes so as to ensure a comfortable experience for its guests keeping cost optimization in mind.

2. Definitions

- a) **Boarding** – Refers to “meals”.
- b) **Lodging** – Refer to “accommodation”.
- c) **Guests** – Any visitor to TIET for official/personal purpose as approved by the approving authority during their stay on the campus.
- d) **Stay** – Period from check-in to check-out.
- e) **Utilities** – Cost of electricity & water.

3. Coverage

a) Guest House Premises

- i. Guest House TIET
- ii. Guest Apartments, TIET
- iii. Transit House Derabassi
- iv. Driver/Attendant room: 2 (free of cost)
- v. Dining hall: Seating capacity - 15

b) Category of employees/others eligible to avail facility

- i. Members of Board of Governors, Senate, Executive Council, Selection Committees, Boards of Studies at Department/Schools/Centres, Sub Committees, Special Committees, Finance Committee.
- ii. Examiners and Experts invited for viva-voce.
- iii. Alumni members.
- iv. Trainers, Faculty & participants of Seminars/Workshops/Symposia/Conferences/Training Programmes organized by the Institute.
- v. Official guests of Accreditation and Rankings teams.
Newly appointed employees.
- vi. Official guests of UGC/AICTE/MHRD or of any other regulator.
- vii. Government Officials and any other person not covered in the categories mentioned above and permitted by the Registrar/Director.

4. Approving Authority

a) Registrar

- i. For Alumni, Faculty/Staff members and their guests, Student Parents, Professional Management Staff, BOG Members and District Administration Officers.
- ii. For Guest House booking prior approval of Registrar (TIET) Transit House In-charge (Derabassi) is required. In case an employee books the Guest House, then it will be routed through HOD.

b) Director:

- i. Any booking that is beyond 7 days will require the approval of the Director.
- ii. Accommodation for newly appointed employees in the guest house/guest apartments in the absence of available accommodation.
- iii. In case of unavailability of accommodation in a guest house for newly appointed employees, an approval shall be taken from the Director for affordable accommodation outside the campus.

5. New Hires

- a) New hires will be entitled to 7 days stay in the guest house, which can be extended to 14 days with the prior approval of the Director.
- b) From the date of occupation till the date of exiting the guest house, HRA will be deducted.
- c) During the first 7 days, meals will not be charged and during the extended period after 7 days, meals will be charged as per the guest house rates. (see below)
- d) Guest Apartments can be allotted to unmarried employees on a sharing basis subject to availability. If the employee is availing HRA then per day rent will be charged as approved by the Director from time to time. If the employee surrenders the HRA, then no rent will be charged. All utilities (electricity, water, etc.) will be borne by the resident(s) in equally shared proportions.

6. Guest House – Booking Process

1. A form (**Annexure-LIII**) is to be filled by the requisitioner preferably 2 days in advance and submitted it to the Guest House In-charge/Caretaker after due approvals.
2. Allotment of rooms shall be done on the “First Come, First Served Basis”. If in the interim any official guest arrives, then the priority for allotment will be as under.
 - i. Board Members
 - ii. Corporate Guests i.e. Placement Companies, Avantha Guest, etc.
 - iii. Foreign Dignitaries
 - iv. Faculty/Trainers
 - v. Parents & Others (subject to availability)

7. Boarding & Lodging Rules

- a) Ordinarily guests are allowed to stay for 7 days. However, under special circumstances, they may be permitted to extend the tenure of stay depending upon the purpose after the approval of the Director.
- b) **Timings**
 - i. **Check-In Timings** – 12:00 noon
 - ii. **Checkout Timings** – 12:00 noon
- c) **Lodging Charges**

SN	Particulars	Normal*	Concession**
1	Single Bed Room`	Rs. 800/-	Rs. 550/-
2	Double Bed Room	Rs. 950/-	Rs. 700/-

In addition to above the charges, extra bed will be Rs. 100 per day.

Note: *Stay more than 8 hours shall be treated as one day. Any stay less than 8 hours will be treated as half day and charges will be 50%. Any overnight stay be charged at 100%.*

***Normal Charges**

- i. *Student Parents, Faculty/Staff private guests.*
- ii. *Participants of seminars/workshops/symposia/conferences/training programs organised by departments/centres/schools of TIET.*

****Concessional Charges**

- i. *Members of Board of Governors, Executive Council, Academic Council, Selection Committees, Boards of Studies at Department/Schools/Centres, Sub Committees, Special Committees, Finance Committee,*

- ii. Examiners, Experts for viva-voce for M.Phil/Ph.D.
 - iii. Alumni members.
 - iv. Faculty member 's/s members of all Institutions recognized by TIET, Patiala
 - v. Participants of Seminars/Workshops/Symposia/Conferences/ Training Programmes organized by the Schools/Centres/Departments of the TIET.
 - vi. Official Guests of UGC through concerned department.
 - vii. District Administration Officer / District Govt. Departments through Registrar.
 - viii. Person not covered in the categories mentioned above and permitted by the Registrar/Director.
- Further, it may be noted that the Director may at his discretion waive the charges.

d) Boarding Charges

S.N	Menu	Timings	Charges (Rs.)	
			Veg	Non Veg
1	Breakfast	07:30 – 09:00 am	Rs. 100	
2	Lunch	12:30 – 14:00 pm	Rs. 200	Rs. 250
3	Dinner	20:00 – 21:30 pm	Rs. 200	Rs. 250

Note:

- i. In addition to the above, snacks will be charged extra on the basis of actual cost + services charges. **(See Annexure LIV)**
- ii. Service Tax if applicable will be charged extra.

e) Guest Apartments – As per para 5 (d) above, and in addition to that...

Description	Charges (per month)
C-Type Guest Apartments (fully furnished)	Rs. 20,000 per Guest Apartment per month. Utilities on actuals Rs. 1000 per Guest Apartment per day. No charge on utilities

f) Lawns/Grounds

Description	Charges (per day)
Lawns / Grounds/ Parks	Rs. 2500.00

8. Guest House – Cancellation Process

Reservations may be cancelled 6 hrs. prior to occupancy either by phone/email by the requisitioner, failing which room rent shall be levied.

9. Important Points (Do's & Don'ts)

- a) Services charges are applicable for late hours' parties beyond applicable catering timings and for more than Guest house capacity of Guests by a single requisitioner.
- b) Advance notice of at least 3 hours for lunch/dinner is required. A notice of 24 hours is required if the number of persons for lunch/dinner is more than six.
- c) Guest(s) cannot accommodate any additional member(s) in guest room without informing caretaker.
- d) All meals except bed tea will be served in the dining hall, the kitchen will close at 10.00 pm, and admission to the Guest House after 11:00 pm can be refused if not intimated earlier.

- e) The Guest House management reserves the right to cancel a booking, refuse accommodation or change the room(s) allotted to a person or persons without assigning any reason(s) thereof. Accommodation in the Guest House cannot be claimed as a matter of right
- f) Allotment of accommodation in the Guest House shall not confer on the allottees any right of tenancy of the premises and the Institute shall have the right to get the rooms vacated at any time without giving any notice or assigning any reason in case of unauthorized stay/over stay.
- g) The use of alcoholic beverages in the Guest House premises is strictly prohibited.
- h) The occupants shall have to maintain peace and tranquility in the Guesthouse complex.
- i) Pets are not allowed in the Guest House and Guest Apartments.
- j) Drying of clothes on the verandah or balcony or any open areas is not permitted.
- k) Cleanliness has to be maintained in and around the Guesthouse.
- l) Guests will be charged for any damages caused by them to the building, furniture, and fixtures or any other property of the Institute during their stay.
- m) Official/Private events may be held in the Guest House with permission of the Director at a payment of the prescribed fee.
- n) Catering arrangements are available for limited persons for lunch and dinner for official parties as per the prescribed rates. The semi-official get-together of the Offices/Departments/Faculty members can also be hosted in the Guest House with sufficient prior booking. No outside catering will be allowed in any case for such parties.
- o) All adjustments memos should be duly verified & entered in their respective register(s) and must reach the caretaker for adjustment.
- p) Employees desirous of having meals in the Guest House will be permitted and will be required to pay the prescribed rates as mentioned in **Para 7 (c)**.
- q) Cash/cheque payments shall be against the official receipt. Cheque should be in the name of Registrar Thapar Institute of Engineering & Technology, Patiala.
- r) The Director may exempt any person from payment of lodging and/or boarding charges and may declare any person as an official guest. The Director may authorize grant exemption from any of the above rules in an exceptional case.
- s) The institute shall not be responsible for any loss or damage to person or the property of any occupant during their stay in the Guest House.
- t) Registrar is the Sole authority for allowing to stay in the Guest House/Staff Apartments for Normal / Concessional rates or any other refund in the interest of the Institute.
- u) The decision of the Director shall be final in regard to the interpretation of these rules.
- v) The rules may be amended with the approval of the Director.

The management reserves the right to review and modify this document at any point of time based on its internal policies and external environment.

Amendment to these Regulations

TIET reserves the right in its absolute discretion to add new policies (including all its terms & conditions), amend, alter or abolish existing policies (including all its terms & conditions) and such discretion may be exercised at any point of time with the approval of BOG.



Annexures

Annexure – I (a)

Screening / Assessment Form - Faculty

Engineering and Mathematics

Position: Professor

Name of Applicant : _____ Academic Unit : _____

Details of PhD

Name of University / Institute : _____

Year : _____ DD / MM / YYYY (Regular / Part-time / Distance)

Selection Criteria	Status	Remarks (If any)
1. Has the candidate filled all the entries properly? (If no, please list the information required)	: Yes / No	_____
2. PhD with 1 st class in preceding degree and a good academic track record throughout.	: Yes / No	_____
3. 10 years of teaching experience of which 9 years Post-PhD experience AND at least 5 years as Associate Professor	: Yes / No	_____
OR	: Yes / No	_____
10 years of teaching experience of which 8 years Post-PhD experience AND at least 5 years as Associate Professor AND 3 additional SCI publications.		_____
4. At least 15 (or 10+5*) SCI publications (with at least 5 SCI since last promotion) OR 12 SCI publications and TIF ≥ 20 (with at least 5 SCI since last promotion)	: Yes / No	_____
5. 2 PhD Students Guided (Awarded)	: Yes / No	_____
6. 1 R & D project ≥ 10 Lacs as PI/Co-PI [(R&D project(s) cannot be compensated with additional SCI papers)]	: Yes / No	_____

Note:

- *1 SCI paper \equiv 5 Scopus papers in Journals or leading conferences indexed in Scopus.
- Persons with experience in Industry/Research Institutes will also be considered. Condition for post-PhD experience relaxed for such candidates.
- Flagship conferences must be identified by each department/school and should be circulated to entire faculty. It will be one-time affair and should be updated through DPPC from time to time. These conferences must be Scopus indexed.

Central / Screening Committee Assessment

: Shortlisted ☐ Not Shortlisted ☐

Whether the candidate is suitable for the post other than they have applied for, if yes, name of the post

: _____

Remarks:

Signature:

Chairman

Member 1

Member 2

Member 3

Member 4

Annexure – I (b)

Screening / Assessment Form Faculty

Engineering and Mathematics

Position: Associate Professor

Name of Applicant : _____ Academic Unit : _____

Details of PhD

 Name of University / Institute : _____
 Year : _____ DD / MM / YYYY (Regular / Part –time / Distance)

Selection Criteria	Status	Remarks (If any)
1. Has the candidate filled all the entries properly? (If no, please list the information required)	: Yes / No	_____
2. PhD with 1 st class in preceding degree and a good academic track record throughout.	: Yes / No	_____
3. 6 years of teaching experience of which 5 years Post-PhD experience and at least 5 years as Assistant Professor. OR 6 years of teaching experience of which 4 years Post-PhD experience and at least 5 years as Assistant Professor AND 3 additional SCI publications.	: Yes / No	_____
4. 12 (or 8+4*) SCI publications (at least 3 SCI publications since last promotion at AP-III) OR 9 SCI publications (at least 3 SCI publications since last promotion at AP-III) and TIF ≥ 15	: Yes / No	_____
5. 1 PhD Registered (beyond IRB) (can be compensated with additional 2 SCI papers)	: Yes / No	_____
6. 1 R & D Project ≥ 5 Lacs as PI/Co-PI	: Yes / No	_____

Note:

- *1 SCI paper ≡ 5 Scopus papers in Journals or leading conferences indexed in Scopus.
- Persons with experience in Industry/Research Institutes will also be considered. Condition for post-PhD experience relaxed for such candidates.
- Flagship conferences must be identified by each department/school and should be circulated to entire faculty. It will be one-time affair and should be updated through DPPC from time to time. These conferences must be Scopus indexed.

Central / Screening Committee Assessment : Shortlisted ☐ Not Shortlisted ☐

Whether the candidate is suitable for the post other than they have applied for, if yes, name of the post : _____

Remarks: _____

Signature: _____

Chairman

Member 1

Member 2

Member 3

Member 4

Annexure – I (c)

Screening / Assessment Form Faculty

Engineering and Mathematics

Position: Assistant Professor III

Name of Applicant : _____ Academic Unit : _____

Details of PhD

Name of University / Institute : _____

Year : _____ DD / MM / YYYY (Regular / Part –time / Distance)

Selection Criteria	Status	Remarks (If any)
1. Has the candidate filled all the entries properly? (If no, please list the information required)	: Yes / No	_____
2. PhD with 1 st class in preceding degree and a good academic track record throughout.	: Yes / No	_____
3. 2 years' experience as AP-II	: Yes / No	_____
4. 3 (or 2+1*) SCI publications since AP-II	: Yes / No	_____
5. At least 1 R & D proposal submitted for grant since AP-II	: Yes / No	_____
No External mode		_____

Note:

- *1 SCI paper \equiv 5 Scopus papers in Journals or leading conferences indexed in Scopus.
- Persons with experience in Industry/Research Institutes will also be considered. Condition for post-PhD experience relaxed for such candidates.
- Flagship conferences must be identified by each department/school & should be circulated to entire faculty. It will be one-time affair and should be updated through DPPC from time to time. These conferences must be Scopus indexed.

 Central / Screening Committee Assessment : Shortlisted ☐ Not Shortlisted ☐

Whether the candidate is suitable for the post other than they have applied for, if yes, name of the post : _____

Remarks: _____

Signature:

Chairman

Member 1

Member 2

Member 3

Member 4

Annexure – I (d)

Screening / Assessment Form Faculty

Engineering and Mathematics

Position: Assistant Professor II

Name of Applicant : _____ Academic Unit : _____

Details of PhD

Name of University / Institute : _____

Year : _____ DD / MM / YYYY (Regular / Part –time / Distance)

Selection Criteria	Status	Remarks (If any)
1. Has the candidate filled all the entries properly? (If no, please list the information required)	: Yes / No	_____
2. PhD with 1 st class in preceding degree and a good academic track record throughout.	: Yes / No	_____
3. 2 years' experience as AP-I	: Yes / No	_____
4. 3 (or 2+1*) SCI publications since AP-I		
For External candidates:		
≥ 6 SCI (it is the discretion of Selection Committee to appoint as AP-I or AP-II)	: Yes / No	_____
5. At least 1 R & D proposal submitted for grant since AP-I	: Yes / No	_____
No External mode		_____

Note:

- *1 SCI paper \equiv 5 Scopus papers in Journals or leading conferences indexed in Scopus.
- Persons with experience in Industry/Research Institutes will also be considered. Condition for post-PhD experience relaxed for such candidates.
- Flagship conferences must be identified by each department/school & should be circulated to entire faculty. It will be one-time affair and should be updated through DPPC from time to time. These conferences must be Scopus indexed.

Central / Screening Committee Assessment : Shortlisted ☐ Not Shortlisted ☐

Whether the candidate is suitable for the post other than they have applied for, if yes, name of the post : _____

Remarks: _____

Signature: _____

Chairman

Member 1

Member 2

Member 3

Member 4

Annexure – I (e)

Screening / Assessment Form Faculty

Engineering and Mathematics

Position: Assistant Professor I

Name of Applicant : _____ Academic Unit : _____

Details of PhD

Name of University / Institute : _____

Year : _____ DD / MM / YYYY (Regular / Part –time / Distance)

Selection Criteria	Status	Remarks (If any)
1. Has the candidate filled all the entries properly? (If no, please list the information required)	: Yes / No	_____
2. PhD with 1 st class in preceding degree and a good academic track record throughout.	: Yes / No	_____
3. 3 SCI publications OR 2 SCI Publications + 1 Paper in leading conference	: Yes / No	_____

Note:

- *1 SCI paper \equiv 5 Scopus papers in Journals or leading conferences indexed in Scopus.
- Persons with experience in Industry/Research Institutes will also be considered. Condition for post-PhD experience relaxed for such candidates.
- Flagship conferences must be identified by each department/school and should be circulated to entire faculty. It will be one-time affair & should be updated through DPPC from time to time. These conferences must be Scopus indexed.

Central / Screening Committee Assessment : Shortlisted ☐ Not Shortlisted ☐Whether the candidate is suitable for the post other than they :
have applied for, if yes, name of the post _____

Remarks:

Signature:

Chairman

Member 1

Member 2

Member 3

Member 4

Annexure – I (f)

Screening / Assessment Form Faculty

Sciences

Position: Professor

Name of Applicant : _____ Academic Unit : _____

Details of PhD

Name of University / Institute : _____

Year : _____ DD / MM / YYYY (Regular / Part –time / Distance)

Selection Criteria	Status	Remarks (If any)
1. Has the candidate filled all the entries properly? (If no, please list the information required)	: Yes / No	_____
2. PhD with 1 st class in preceding degree and a good academic track record throughout.	: Yes / No	_____
3. 10 years of teaching experience of which 9 years Post-PhD experience AND at least 5 years as Associate Professor	: Yes / No	_____
OR		
10 years of teaching experience of which 8 years Post-PhD experience AND at least 5 years as Associate Professor AND 4 additional SCI publications.	: Yes / No	_____
4. At least 28 (or 22+6*) SCI publications (with at least 6 SCI since last promotion) OR 22 SCI publications and TIF ≥ 32 (with at least 6 SCI since last promotion)	: Yes / No	_____
5. 2 PhD Students Guided (Awarded)	: Yes / No	_____
6. 1 R & D project ≥ 20 Lacs as PI/Co-PI [(R&D project(s) cannot be compensated with additional SCI papers)]	: Yes / No	_____

Note:

- *1 SCI paper ≡ 5 Scopus papers in Journals or leading conferences indexed in Scopus.
- Persons with experience in Industry/Research Institutes will also be considered. Condition for post-PhD experience relaxed for such candidates.
- Flagship conferences must be identified by each department/school and should be circulated to entire faculty. It will be one-time affair and should be updated through DPPC from time to time. These conferences must be Scopus indexed.

Central / Screening Committee Assessment : Shortlisted ☐ Not Shortlisted ☐

Whether the candidate is suitable for the post other than they have applied for, if yes, name of the post : _____

Remarks:

Signature:

Chairman

Member 1

Member 2

Member 3

Member 4

Annexure – I (g)

Screening / Assessment Form Faculty

Sciences

Position: Associate Professor

Name of Applicant : _____ Academic Unit : _____

Details of PhD

Name of University / Institute : _____

Year : _____ DD / MM / YYYY (Regular / Part –time / Distance)

Selection Criteria	Status	Remarks (If any)
1. Has the candidate filled all the entries properly? (If no, please list the information required)	: Yes / No	_____
2. PhD with 1 st class in preceding degree and a good academic track record throughout.	: Yes / No	_____
3. 6 years of teaching experience of which 5 years Post-PhD experience & at least 5 years as Assistant Professor	: Yes / No	_____
4. 16 (or 12+4*) SCI publications (at least 4 SCI publications since last promotion at AP-III)	: Yes / No	_____
OR		
12 SCI publications (at least 4 SCI publications since last promotion at AP-III) and TIF ≥ 24		_____
5. 1 PhD Registered (beyond IRB) (can be compensated with one extra R&D project ≥ 10 lacs OR 3 SCI papers)	: Yes / No	_____
6. 1 R & D Project ≥ 10 Lacs as PI/Co-PI	: Yes / No	_____

Note:

- *1 SCI paper ≡ 5 Scopus papers in Journals or leading conferences indexed in Scopus.
- Persons with experience in Industry/Research Institutes will also be considered. Condition for post-PhD experience relaxed for such candidates.
- Flagship conferences must be identified by each department/school and should be circulated to entire faculty. It will be one-time affair and should be updated through DPPC from time to time. These conferences must be Scopus indexed.

Central / Screening Committee Assessment : Shortlisted ☐ Not Shortlisted ☐

Whether the candidate is suitable for the post other than they have applied for, if yes, name of the post : _____

Remarks: _____

Signature: _____

Chairman

Member 1

Member 2

Member 3

Member 4

Annexure – I (h)

Screening / Assessment Form Faculty

Sciences

Position: Assistant Professor III

Name of Applicant : _____ Academic Unit : _____

Details of PhD

Name of University / Institute : _____

Year : _____ DD / MM / YYYY (Regular / Part –time / Distance)

Selection Criteria	Status	Remarks (If any)
1. Has the candidate filled all the entries properly? (If no, please list the information required)	: Yes / No	_____
2. PhD with 1 st class in preceding degree and a good academic track record throughout.	: Yes / No	_____
3. 2 years' experience as AP-II	: Yes / No	_____
4. 4 (or 3+1*) SCI publications since AP-II	: Yes / No	_____
5. At least 1 R & D proposal submitted for grant since AP-II, No External mode	: Yes / No	_____

Note:

- *1 SCI paper \equiv 5 Scopus papers in Journals or leading conferences indexed in Scopus.
- Persons with experience in Industry/Research Institutes will also be considered. Condition for post-PhD experience relaxed for such candidates.
- Flagship conferences must be identified by each department/school and should be circulated to entire faculty. It will be one-time affair and should be updated through DPPC from time to time. These conferences must be Scopus indexed.

Central / Screening Committee Assessment : Shortlisted ☐ Not Shortlisted ☐

Whether the candidate is suitable for the post other than they have applied for, if yes, name of the post : _____

Remarks:

Signature:

Chairman

Member 1

Member 2

Member 3

Member 4

Annexure – I (i)

Screening / Assessment Form Faculty

Sciences

Position: Assistant Professor II

Name of Applicant : _____ Academic Unit : _____

Details of PhD

Name of University / Institute : _____

Year : _____ DD / MM / YYYY (Regular / Part –time / Distance)

Selection Criteria	Status	Remarks (If any)
1. Has the candidate filled all the entries properly? (If no, please list the information required)	: Yes / No	_____
2. PhD with 1 st class in preceding degree and a good academic track record throughout.	: Yes / No	_____
3. 2 years' experience as AP-I	: Yes / No	_____
4. 4 (or 3+1*) SCI publications since AP-I For External candidate:	: Yes / No	_____
≥ 8 SCI (it is the discretion of Selection Committee to give AP-I or AP-II)		_____
5. At least 1 R & D proposal submitted for grant since AP-I	: Yes / No	_____

Note:

- *1 SCI paper \equiv 5 Scopus papers in Journals or leading conferences indexed in Scopus.
- Persons with experience in Industry/Research Institutes will also be considered. Condition for post-PhD experience relaxed for such candidates.
- Flagship conferences must be identified by each department/school should be circulated to entire faculty. It will be one-time affair and should be updated through DPPC from time to time. These conferences must be Scopus indexed.

Central / Screening Committee Assessment : Shortlisted ☐ Not Shortlisted ☐

Whether the candidate is suitable for the post other than they :

have applied for, if yes, name of the post

Remarks:

Signature:

Chairman

Member 1

Member 2

Member 3

Member 4

Annexure – I (j)

Screening / Assessment Form Faculty

Sciences

Position: Assistant Professor I

Name of Applicant : _____ Academic Unit : _____

Details of PhD

Name of University / Institute : _____

Year : _____ DD / MM / YYYY (Regular / Part –time / Distance)

Selection Criteria	Status	Remarks (If any)
1. Has the candidate filled all the entries properly? (If no, please list the information required)	: Yes / No	_____
2. PhD with 1 st class in preceding degree and a good academic track record throughout.	: Yes / No	_____
3. 4 SCI publications OR 3 SCI Publications + 1 Paper in leading conference	: Yes / No	_____

Note:

- *1 SCI paper \equiv 5 Scopus papers in Journals or leading conferences indexed in Scopus.
- Persons with experience in Industry/Research Institutes will also be considered. Condition for post-PhD experience relaxed for such candidates.
- Flagship conferences must be identified by each department/school & should be circulated to entire faculty. It will be one-time affair and should be updated through DPPC from time to time. These conferences must be Scopus indexed.

Central / Screening Committee Assessment : Shortlisted ☐ Not Shortlisted ☐Whether the candidate is suitable for the post other than they :
have applied for, if yes, name of the post

Remarks:

Signature:

Chairman

Member 1

Member 2

Member 3

Member 4

Annexure – I (k)

Screening / Assessment Form Faculty

LM Thapar School of Management & School of Humanities & Social Sciences

Position: Professor (Candidate from Teaching Stream)

Name of Applicant : _____ Academic Unit : _____

Details of PhD

Name of University / Institute : _____

Year : _____ DD / MM / YYYY (Regular / Part –time / Distance)

Selection Criteria	Status	Remarks (If any)
1. Experience: 10 Years, of which 8 years are post PhD experience & at least 5 years' experience as an Associate Prof., full-time teaching experience. Every 20 additional scholarly points will compensate with 1-year total experience OR 1-year post PhD experience OR 1-year Assoc. Prof. experience. In all 3 cases, the relaxation will be of a maximum 1 year each.	: Yes / No	_____
2. Publications: Minimum 100 scholarly publication points as per Table A. See Table C below for additional information (<i>Table A & C as per policy on promotion norms</i>)	: Yes / No	_____
3. No. of PhD students guided: Will also be considered.	Yes / No	_____
4. Projects: Consulting/sponsored projects & demonstrated capability to organize MDPs/FDPs/EDPs/Short-term programs etc. will also be considered	: Yes / No	_____

Central / Screening Committee Assessment : Shortlisted ☐ Not Shortlisted ☐

Whether the candidate is suitable for the post other than they have applied for, if yes, name of the post :

Remarks:

Signature:

Chairman

Member 1

Member 2

Member 3

Member 4

Annexure – I (I)

Screening / Assessment Form Faculty

LM Thapar School of Management & School of Humanities & Social Sciences

Position: **Professor** (Candidate from Research Stream)

Name of Applicant : _____ Academic Unit : _____

Details of PhD

Name of University / Institute : _____

Year : _____ DD / MM / YYYY (Regular / Part –time / Distance)

Selection Criteria	Status	Remarks (If any)
1. Experience: At least 10 years (min. 8 year post-PhD) full time research experience	: Yes / No	_____
2. Publications Minimum 120 scholarly publication points as per Table A. See Table C below for additional information (Table A & C as per policy on promotion norms)	: Yes / No	_____

Central / Screening Committee Assessment : Shortlisted ☐ Not Shortlisted ☐

Whether the candidate is suitable for the post other than they have applied for, if yes, name of the post :

Remarks:

Signature:

Chairman

Member 1

Member 2

Member 3

Member 4

Annexure – I (m)

Screening / Assessment Form Faculty

LM Thapar School of Management & School of Humanities & Social Sciences

Position: Professor (Candidate from Industry Stream)

Name of Applicant : _____ Academic Unit : _____

Details of PhD

Name of University / Institute : _____

Year : _____ DD / MM / YYYY (Regular / Part –time / Distance)

Selection Criteria	Status	Remarks (If any)
1. Experience: 20 years post-Masters experience at appropriate levels	: Yes / No	_____

Central / Screening Committee Assessment : Shortlisted ☐ Not Shortlisted ☐

Whether the candidate is suitable for the post other than they have applied for, if yes, name of the post

Remarks:

Signature: _____
Chairman Member 1 Member 2 Member 3 Member 4

Annexure – I (n)

Screening / Assessment Form Faculty

LM Thapar School of Management & School of Humanities & Social Sciences

Position: Associate Professor (Candidate from Teaching Stream)

Name of Applicant : _____ Academic Unit : _____

Details of PhD

Name of University / Institute : _____

Year : _____ DD / MM / YYYY (Regular / Part –time / Distance)

Selection Criteria	Status	Remarks (If any)
1. Experience: 5 years of teaching experience of which 4 years post-PhD experience & at least 4 years as Asst. Prof. very 10 additional scholarly points will compensate with 1-year total experience OR 1-year post PhD experience OR 1-year Asst. Prof. experience. In all 3 cases, the relaxation will be of a maximum 1 year each	: Yes / No	_____
2. Publications: Minimum 50 scholarly publication points (Table A). A 1-year relaxation in total experience and post-PhD is given if there is one additional 'A*/A/FT-50' category publication beyond counting the required 50 points (Table A&C as per policy on promotion norms)	: Yes / No	_____
3. Projects: Consulting/sponsored projects & demonstrated capability to organize MDPs/FDPs/EDPs/Short-term programs etc. will also be considered	: Yes / No	_____

Central / Screening Committee Assessment : Shortlisted ☐ Not Shortlisted ☐

Whether the candidate is suitable for the post other than they have applied for, if yes, name of the post :

Remarks:

Signature:

Chairman

Member 1

Member 2

Member 3

Member 4

Annexure – I (o)

Screening / Assessment Form Faculty

LM Thapar School of Management & School of Humanities & Social Sciences

Position: Associate Professor (Candidate from Research Stream)

Name of Applicant : _____ Academic Unit : _____

Details of PhD

Name of University / Institute : _____

Year : _____ DD / MM / YYYY (Regular / Part –time / Distance)

Selection Criteria	Status	Remarks (If any)
1. Experience: At least 5 years of full time (minimum 4 year post-Ph.D.) research and corporate experience or equivalent	: Yes / No	_____
2. Publications: Minimum 60 scholarly publication points (Table A) (Table A&C as per policy on promotion norms)	: Yes / No	_____

Central / Screening Committee Assessment : Shortlisted ☐ Not Shortlisted ☐

Whether the candidate is suitable for the post other than they have applied for, if yes, name of the post :

Remarks:

Signature: _____

Chairman Member 1 Member 2 Member 3 Member 4

Annexure – I (p)

Screening / Assessment Form Faculty

LM Thapar School of Management & School of Humanities & Social Sciences

Position: Associate Professor (Candidate from Industry Stream)

Name of Applicant : _____ Academic Unit : _____

Details of PhD

Name of University / Institute :

Year : _____ DD / MM / YYYY (Regular / Part –time / Distance)

Selection Criteria	Status	Remarks (If any)
1. Experience: At least 5 years of full time (minimum 4 year post-Ph.D.) research and corporate experience or equivalent	: Yes / No	_____

Central / Screening Committee Assessment : Shortlisted ☐ Not Shortlisted ☐Whether the candidate is suitable for the post other than they have :
applied for, if yes, name of the post

Remarks:

Signature: _____

Chairman	Member 1	Member 2	Member 3	Member 4
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Annexure – I (q)

Screening / Assessment Form Faculty

LM Thapar School of Management & School of Humanities & Social Sciences

Position: Assistant Professor - III (Candidate from Teaching Stream)

Name of Applicant : _____ Academic Unit : _____

Details of PhD

Name of University / Institute : _____

Year : _____ DD / MM / YYYY (Regular / Part –time / Distance)

Selection Criteria	Status	Remarks (If any)
1. Experience: 1-year Post PhD experience	: Yes / No	_____
2. Publications: Minimum 30 scholarly publication points (Table A). However, candidates with more than 6 years of full-time teaching experience are given 05 points relaxation. (Table A&C as per policy on promotion norms)	: Yes / No	_____

Central / Screening Committee Assessment : Shortlisted ☐ Not Shortlisted ☐

Whether the candidate is suitable for the post other than they have applied for, if yes, name of the post :

Remarks:

Signature:

Chairman

Member 1

Member 2

Member 3

Member 4

Annexure – I (r)

Screening / Assessment Form Faculty

LM Thapar School of Management & School of Humanities & Social Sciences

Position: Assistant Professor -III (Candidate from Research Stream)

Name of Applicant : _____ **Academic Unit** : _____

Details of PhD

Name of University / Institute :

Year : *DD / MM / YYYY* *(Regular / Part –time / Distance)*

Selection Criteria	Status	Remarks (If any)
1. Experience: 1-year Post PhD experience	: Yes / No	_____

Central / Screening Committee Assessment : Shortlisted ☐ Not Shortlisted ☐

Whether the candidate is suitable for the post other than they have applied for, if yes, name of the post :

Remarks:

Signature: _____

Chairman Member 1 Member 2 Member 3 Member 4

Annexure – I (s)

Screening / Assessment Form Faculty

LM Thapar School of Management & School of Humanities & Social Sciences

Position: Assistant Professor - III (Candidate from Industry Stream)

Name of Applicant : _____ **Academic Unit** : _____

Details of PhD

Name of University / Institute :

Year : *DD / MM / YYYY* *(Regular / Part –time / Distance)*

Selection Criteria	Status	Remarks (If any)
1. Experience: 7 years Industry Experience	: Yes / No	_____

Central / Screening Committee Assessment : Shortlisted ☐ Not Shortlisted ☐

Whether the candidate is suitable for the post other than they have applied for, if yes, name of the post

Remarks:

Signature: _____
Chairman Member 1 Member 2 Member 3 Member 4

Annexure – I (t)

Screening / Assessment Form Faculty

LM Thapar School of Management & School of Humanities & Social Sciences

Position: Assistant Professor - II (Candidate from Teaching Stream)

Name of Applicant : _____ Academic Unit : _____

Details of PhD

Name of University / Institute : _____

Year : _____ DD / MM / YYYY (Regular / Part –time / Distance)

Selection Criteria	Status	Remarks (If any)
1. Experience: PhD	: Yes / No	_____
2. Publications: Minimum 25 scholarly publication points (Table A). However, candidates with more than 4 years of full-time teaching experience are given 05 points relaxation. (Table A&C as per policy on promotion norms)	: Yes / No	_____

Central / Screening Committee Assessment : Shortlisted ☐ Not Shortlisted ☐

Whether the candidate is suitable for the post other than they have applied for, if yes, name of the post :

Remarks:

Signature: _____
Chairman Member 1 Member 2 Member 3 Member 4

Annexure – I (u)

Screening / Assessment Form Faculty

LM Thapar School of Management & School of Humanities & Social Sciences

Position: Assistant Professor -II (Candidate from Research Stream)

Name of Applicant : _____ **Academic Unit** : _____

Details of PhD

Name of University / Institute :

Year : *DD / MM / YYYY* *(Regular / Part –time / Distance)*

Selection Criteria	Status	Remarks (If any)
2. Experience: PhD	: Yes / No	_____

Central / Screening Committee Assessment : Shortlisted ☐ Not Shortlisted ☐

Whether the candidate is suitable for the post other than they have applied for, if yes, name of the post :

Remarks:

Signature:

_____	_____	_____	_____	_____
Chairman	Member 1	Member 2	Member 3	Member 4

Annexure – I (v)

Screening / Assessment Form Faculty

LM Thapar School of Management & School of Humanities & Social Sciences

Position: Assistant Professor - II (Candidate from Industry Stream)

Name of Applicant : _____ Academic Unit : _____

Details of PhD

Name of University / Institute : _____

Year : _____ DD / MM / YYYY (Regular / Part –time / Distance)

Selection Criteria	Status	Remarks (If any)
--------------------	--------	------------------

1. Experience: 6 years Industry Experience	: Yes / No	_____
---	------------	-------

Central / Screening Committee Assessment : Shortlisted ☐ Not Shortlisted ☐

Whether the candidate is suitable for the post other than they have applied for, if yes, name of the post

Remarks:

Signature: _____

Chairman	Member 1	Member 2	Member 3	Member 4
----------	----------	----------	----------	----------

Annexure – I (w)

Screening / Assessment Form Faculty

LM Thapar School of Management & School of Humanities & Social Sciences

Position: Assistant Professor - I (Candidate from Teaching Stream)

Name of Applicant : _____ Academic Unit : _____

Details of PhD

Name of University / Institute : _____

Year : _____ DD / MM / YYYY (Regular / Part –time / Distance)

Selection Criteria	Status	Remarks (If any)
1. Experience: PhD	: Yes / No	_____
2. Publications: Minimum 10 scholarly publication points (Table A). However, candidates with more than 2 years of full-time teaching experience are given 05 points relaxation. (Table A&C as per policy on promotion norms)	: Yes / No	_____

Central / Screening Committee Assessment : Shortlisted ☐ Not Shortlisted ☐

Whether the candidate is suitable for the post other than they have applied for, if yes, name of the post :

Remarks:

 Signature: _____
 Chairman Member 1 Member 2 Member 3 Member 4

Annexure – I (x)

Screening / Assessment Form Faculty

LM Thapar School of Management & School of Humanities & Social Sciences

Position: Assistant Professor -I (Candidate from Research Stream)

Name of Applicant : _____ Academic Unit : _____

Details of PhD

Name of University / Institute : _____

Year : _____ DD / MM / YYYY (Regular / Part –time / Distance)

Selection Criteria	Status	Remarks (If any)
1. Experience: PhD	: Yes / No	_____

Central / Screening Committee Assessment : Shortlisted ☐ Not Shortlisted ☐

Whether the candidate is suitable for the post other than they have applied for, if yes, name of the post :

Remarks:

Signature: _____

Chairman	Member 1	Member 2	Member 3	Member 4
----------	----------	----------	----------	----------

Annexure – I (y)

Screening / Assessment Form Faculty

LM Thapar School of Management & School of Humanities & Social Sciences

Position: Assistant Professor - I (Candidate from Industry Stream)

Name of Applicant : _____ Academic Unit : _____

Details of PhD

Name of University / Institute :

Year : DD / MM / YYYY (Regular / Part –time / Distance)

Selection Criteria	Status	Remarks (If any)
1. Experience: 5 years Industry Experience	: Yes / No	_____

Central / Screening Committee Assessment : Shortlisted ☐ Not Shortlisted ☐

Whether the candidate is suitable for the post other than they have applied for, if yes, name of the post

Remarks:

Signature: _____

Chairman Member 1 Member 2 Member 3 Member 4

Annexure – I(z)

Assessment Form : Evaluation of Seminar / Presentation (Faculty Recruitment)

Confidential (To be returned to Dean of Faculty Affairs)

Academic Unit : _____

Date : _____

Assessment Report on presentation by the candidates for the post of Professor/Associate Professor/Assistant Professor/ Assistant Professor (Contractual)

Ranking-Outstanding : 5, Very Good : 4, Good : 3, Average : 2, Poor :1

SN	Name	Post Applied for	Attributes						
			Communication Skills	Conceptual Skills	Presentation Skills	Teaching Ability	Research Potential	Overall Grading	Remarks
1									
2									
3									
4									
5									
6									
7									
8									

Signature : _____

Name : _____

Designation : _____

Annexure - II**Personal Information Form (Interview - NTS)**

Candidates are required to complete the following information and submit at the time of interview.

Name : _____

Address : _____

Mobile No. : _____

Email id : _____

Qualification Records (Start with Highest Qualification)

SN	Qualification	Year	School/ College/ University	% / Grade
1				
2				
3				
4				

Particulars of Employment (Start from Current Employer)

SN	Name of Employer	Period of Service		Designation	Salary
		From	To		
1					
2					
3					

This is to certify that the following are the details of my relatives & friends working in TIET & LMTSM.

SN	Name	Designation	Department	Relationship/ Acquaintance	Known Since (Date)

In case "NIL", please mention the same above. I also certify that I have not approached anyone directly or indirectly in the Institute to get any undue benefit in the selection process.

The above information is true to my fullest knowledge and in case at any point of time it is found out that the same is not true, appropriate action as deemed fit will be taken against me, including leading to my termination.

Signature : _____

Date : _____

Name : _____

Annexure - III

Interview Assessment Form

Interview Assessment Form – NTS (PM-13,14)

Candidates Name : _____ **Date** : _____

Position : _____

Competencies / Skills	Score		Comments (See Annexure for description on each Competency / Skill)
	Max	Candidate Score	
Relevant Job Knowledge	15		
Demonstrated Past Experience (Relevant for the Position)	15		
Strategic Thinking	15		
Leadership Skills	15		
Learning Agility	15		
Influencing Skills	15		
Cultural Fit	10		
Overall Evaluation	100		
Comments (Please summarize your perceptions of the candidate's strengths & any concerns that should be considered)			
Final Recommendation			

Signature : _____

Panelist Name : _____

Behaviour, Competency and Skill Anchors

Relevant Job Knowledge: Measures of demonstrated job relevant knowledge and essential skills, such as work practices, policies, procedures, resources, laws, customer service, and technical information, as well as the relationship of work to the TIET's mission. Degree of knowledge about the TIET and the education sector.

Demonstrated Past Experience: Relationship of background and work experience (responsibilities and accomplishments) to the position. Previous experience as an indicator of whether or not the candidate will be a valuable asset and a good fit. Focus most on previous responsibilities directly related to the new job's requirements.

Strategic Thinking: Manner in which people think about, assess, view, and create the future for the institute. An ability to come up with alternative viable strategies or business models that deliver customer value. Ability to generate and apply unique business insights and opportunities intended to create competitive advantage for the institute.

Leadership Skills: Traits that help effective management of teams, projects or other operational and strategic initiatives. Ability to make thoughtful decisions about institute's mission and goals, and properly allocate resources to achieve those directives. Valuable leadership skills include the ability to delegate, influence, inspire and communicate effectively.

Learning Agility: A constant urge to learn formally and informally on the fly. An ability to recognize when new behaviors, skills, or attitudes are needed and accepting responsibility for developing them. An ability to learn from mistakes, ask insightful questions, and be open to feedback. Includes learning a new skill quickly, taking advantage of opportunities to learn, and responding well to new situations. An ability to inspire learning in others and create a culture of learning within their sphere of influence.

Influencing Skills: An ability to be politically savvy by embracing organizational politics to move teams and important initiatives forward. An ability to cut through the noise with authentic, credible self-promotion that helps others as well as themselves. An ability to guide people through risk and change through building relationships based on trust and transparency. An ability to leverage networks within and outside the institute.

Cultural Fit: Candidate's attitudes, values and beliefs are in line and congruent with TIET' core values, culture and work environment.

Annexure - IV**Interview Assessment Form**

Interview Assessment Form – NTS (PM -10-12; ATS-1-9)

Position : _____ **Level** : _____

Department : _____ **Date** : _____

SN	Name	Overall Score (Max:100)	Comments
			Assessment on - Job Knowledge, Assertiveness, Adaptability, Functional & Technical Skills, Learning Agility, Communication Skills, Demonstrated Past Experience (See overleaf)
1			
2			
3			
4			
5			
Comments & Final Recommendation (Please summarize your perceptions of the candidate's strengths and any concerns that should be considered)			

Panel Members

Signature

Name _____

Competency and Skill Anchors

Job Knowledge: Possesses knowledge to carry out the job effectively. Ability to apply skills to work situations. At the highest level, capable of training & developing others.

Assertiveness: Ability to stand up against odds, gain strategies for dealing with difficult people. Includes questioning, body language and rapport building. Share concerns, different perspective based on convictions even at personal risk.

Adaptability: Entails having the flexibility to adapt to new situations, handle change, and balance multiple demands. An adaptable person can meet challenges as they arise and adjust their strategy based on what is needed most. They are comfortable with the uncertainty that leadership can bring.

Functional / Technical Skills: Skills that drive proven high-performance, quality results for a given position. Abilities and knowledge needed to perform specific tasks. They are practical and at a more operational level.

Communication Skills: Ability to share & receive ideas clearly up, down and across the institute. Ability to empathize, handle grievances & resolve conflicts.

Demonstrated Past Experience: Relationship of background and work experience (responsibilities and accomplishments) to the position. Previous experience as an indicator of whether or not the candidate will be a valuable asset and a good fit. Focus most on previous responsibilities directly related to the new job's requirements.

Learning Agility: A constant urge to learn formally and informally on the fly. An ability to learn from mistakes, ask insightful questions, and be open to feedback. Includes learning a new skill quickly, taking advantage of opportunities to learn, and responding well to new situations.

Annexure-V**Appointment Letter: Teaching Staff (Regular) – TIET/LMTSM**

TIET/HR/
Date: DD/MM/YYYY

Dear Dr. ,

This is with reference to your application and subsequent interview with us.

I am delighted to inform you that the selection committee recommended your candidature for the post of **Designation (Level-) in Department, Thapar Institute of Engineering & Technology**. Further we have received the approval of the competent authority. I congratulate you on your success.

The commitment of our Institute is to create, disseminate and archive knowledge in the frontiers of Technology, Science and Management. The Institute's success lies mainly on cutting-edge research, enviable infrastructure and strong institute – Industry linkages. The institute respects individuals with a high degree of knowledge coupled with high social and ethical values. We pursue our commitment through ensuring topical and relevant curriculum; adept delivery mechanism; professional and intellectual fulfilment of faculty and staff; involvement of all stakeholders; continuous augmentation and renewal of infrastructure; and creation of a congenial and conducive work environment. We feel that your background and motivation resonates perfectly with our commitments and are sure that you will make valuable contributions towards the strategic goals of our Institute.

On behalf of all my colleagues, I welcome you to the Thapar Institute of Engineering & Technology fraternity and look forward to your significant contributions to take the Institute to its next level of excellence.

The terms and conditions of the appointment are mentioned in the attached sheet. You may please indicate your acceptance of our offer by signing this letter and return the same back to us by **DD/MM/YYYY**. You should arrange to join duties on or before **DD/MM/YYYY**

With warm regards and best wishes,

Yours sincerely,

(Director)

Mr. / Dr.
Address

TIET/HR/
Date: DD/MM/YYYY

Dear Dr. _____,

This is with reference to your application and subsequent interview you with us.

I am extremely delighted to inform you that the selection committee recommended your candidature for the post of **Designation (Level-) in _____ Department, Thapar Institute of Engineering & Technology**. Further we have received the approval of the competent authority. I congratulate you on your success.

The commitment of our Institute is to create, disseminate and archive knowledge in the frontiers of Technology, Science and Management. The Institute's success lies mainly on cutting-edge research, enviable infrastructure and strong institute – Industry linkages. The institute respects individuals with a high degree of knowledge coupled with high social and ethical values. We pursue our commitment through ensuring topical and relevant curriculum; adept delivery mechanism; professional and intellectual fulfilment of faculty and staff; involvement of all stakeholders; continuous augmentation and renewal of infrastructure; and creation of a congenial and conducive work environment. We feel that your background and motivation resonates perfectly with our commitments and are sure that you will make valuable contributions towards the strategic goals of our Institute.

On behalf of all my colleagues, I welcome you to the Thapar Institute of Engineering & Technology fraternity and look forward to your significant contributions to take the Institute to its next level of excellence.

The terms and conditions of the appointment are mentioned in the attached sheet. You may please indicate your acceptance of our offer by signing this letter and return the same back to us by **DD/MM/YYYY**. You should arrange to join duties on or before **DD/MM/YYYY**.

With warm regards and best wishes,

Yours sincerely,

(Director)

Mr. / Dr.

Address

I accept the appointment on the above Terms & Conditions and will join on _____

Signature

Terms and Conditions of Appointment

Name of Appointee	Dr.
Address	Address
Designation	Designation
Level	L-
Basic Salary	Rs. xxx/- pm
Dearness Allowance	x% of Basic
House Rent Allowance	x% of Basic
Communication Allowance	Rs. xxx/- pm
Transport Allowance	Rs. xxx/- pm
Medical Allowance	Rs. xxx/- pm
Academic Allowance	Rs. xxx/- pm
Provident Fund	As per PF Act
Gratuity	As per Gratuity Act

Other Incentives/Benefits

Professional Development Allowance	Reimbursement up to Rs. xxx/- per annum for purchase of books, periodicals and attending conferences, workshops.
Performance Incentive Scheme	Yearly incentive admissible based on performance as per TIET Performance Incentive Scheme (PIS).
Group Medical & Accident Insurance	As per the terms and conditions of the scheme. This can be altered at any point of time. As per institute policy.
Leave Travel Concession	
Children Education Allowance	Reimbursement up to Rs. xxx/- per child per annum for a maximum two school-going children.

Additional Terms & Conditions:

1. **Probation:** You shall be on probation for a period of **two years** initially. The period of probation may be further extended on the sole discretion of the Director. Your confirmation will be subject to your conduct and work being satisfactory during this period.
2. During the initial or extended period of probation, your services may be terminated by either side on one month's notice or one month's salary in lieu thereof, without assigning any reason.
3. **Termination:** During the period of service, this appointment is liable to be terminated by

either side by giving **3 months' notice** or on payment of 3 months' salary in lieu thereof, without assigning any reason whatsoever. In case of resignation, the Institute at its sole discretion may ask you to continue to extend your notice till the end of the ongoing semester.

4. During the period of this employment, you shall not secure or try to secure any other post or join any course of study or work part-time without the prior consent of the Institute/Management in writing.
5. Your residential address as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. In case there is any change in your residential address, you will intimate the same in writing to the Institute within three days from the date of such change and get such change of address recorded.
6. **Leave:** You will be entitled for leave (Including encashment) as per the category and level of your employment as defined in the leave policy.
7. **Transfer of Services:** The Management will be within its rights to transfer you for work or loan your services to any other unit/division/department where the Institute has an office or branch or unit or site for work at present or may have at any time in future. On transfer, or on deputation, the terms and conditions of your employment will remain as specified in this letter. You may also be required to take additional responsibilities in the Institute and/or in allied institutions in India or aboard as may be decided by the Board of Governors from time to time.
8. **Retirement:** You will retire on attaining the age of 60 years. Any extension thereafter can be granted as per the institute policy and with the approval of Chairman, Board of Governors.
9. **Accommodation:** Suitable accommodation will be allotted to you on campus subject to availability. In case campus accommodation is not availed, HRA will be paid.
10. **Group Medical:** Group medical insurance scheme covers you and your family (Spouse & Children). Maximum members allowed for coverage is 4, however, you may include additional members (Children, Parents) for which premium will be entirely borne by you.
11. **Confidentiality:** You shall not at any time or times without the consent of the Institute either during the term of employment or thereafter disclose, divulge or make public, expect under legal obligations any of the processes, scientific investigations or results thereof, problems, practices, arts, formulas, records, suggestions, discussions, accounts, transactions or dealings of the Institute which ought not to be disclosed, divulged or make public whether the same be confided or become known to you in the course of your services or otherwise nor shall you remove from the premises of the Institute any notes, drawing or other documents relating to such knowledge or information.

Further, it may be noted that your compensation is confidential and not to be disclosed to anyone and any such disclosure will be viewed seriously. In case you need any clarification about your compensation, you should get in touch with Human Resources

12. In the matter of other terms and conditions of service, you will be governed by the **Service Regulations** of the Institute as may be in force and amended from time to time.
13. **Offer of appointment letter**-The offer of appointment is subject to submission of:
 - a) Date of Birth Certificate.
 - b) Relieving Certificate from your present employer.
 - c) Medical Certificate of fitness at the time of joining from a Registered Medical Practitioner along with pathological test reports in original as per schedule attached.
 - d) All relevant education certificates.
14. Your appointment has been made on the basis of representations made by you in the application form filled in at the time of your employment. If at any time, it is found that any information is suppressed or incorrectly given it would render your appointment null and void.

Please return the duplicate copy of the appointment letter duly signed by you to indicate your acceptance of our offer. If you have any query, please do not hesitate to contact us.

For Thapar Institute of Engineering & Technology

DIRECTOR

I accept the appointment on the above Terms & Conditions and will join on _____

Signature

Schedule of Medical Tests

HB, Blood Group	Blood Urea	Eye sight
TLC,DLC	Serum Creatinine	Lipid Profile
ESR	Urine Complete Examination	HIV
Fasting Blood Sugar	Chest X-ray, ECG	Chronic disease (if any)

Annexure-VI

Appointment Letter: Teaching Staff (Regular)- TSLAS

TIET/HR/20-02/

Date: DD/MM/YY

Dear Dr.

This is with reference to your application and subsequent interview with us.

I am delighted to inform you that the selection committee recommended your candidature for the post of **(LAS) in Thapar School of Liberal Arts & Science, Thapar Institute of Engineering & Technology, Patiala.** Further we have received the approval of the competent authority. I congratulate you on your success.

The commitment of our Institute is to create, disseminate and archive knowledge in the frontiers of Technology, Science and Management. The Institute's success lies mainly on cutting-edge research, enviable infrastructure and strong institute – Industry linkages. The institute respects individuals with a high degree of knowledge coupled with high social and ethical values. We pursue our commitment through ensuring topical and relevant curriculum; adept delivery mechanism; professional and intellectual fulfilment of faculty and staff; involvement of all stakeholders; continuous augmentation and renewal of infrastructure; and creation of a congenial and conducive work environment. We feel that your background and motivation resonates perfectly with our commitments and are sure that you will make valuable contributions towards the strategic goals of our Institute.

On behalf of all my colleagues, I welcome you to the Thapar Institute of Engineering & Technology fraternity and look forward to your significant contributions to take the Institute to its next level of excellence.

The terms and conditions of the appointment are mentioned in the attached sheet. You may please indicate your acceptance of our offer by signing this letter and return the same back to us by **DD/MM/YY**. You should arrange to join duties on or before **DD/MM/YY**.

With warm regards and best wishes,

Yours sincerely,

Director

Candidates Address

TIET/HR/20-02/

Date: DD/MM/YY

Dear Dr. ,

This is with reference to your application and subsequent interview with us.

I am delighted to inform you that the selection committee recommended your candidature for the post of **(LAS) in Thapar School of Liberal Arts & Science, Thapar Institute of Engineering & Technology, Patiala.** Further we have received the approval of the competent authority. I congratulate you on your success.

The commitment of our Institute is to create, disseminate and archive knowledge in the frontiers of Technology, Science and Management. The Institute's success lies mainly on cutting-edge research, enviable infrastructure and strong institute – Industry linkages. The institute respects individuals with a high degree of knowledge coupled with high social and ethical values. We pursue our commitment through ensuring topical and relevant curriculum; adept delivery mechanism; professional and intellectual fulfilment of faculty and staff; involvement of all stakeholders; continuous augmentation and renewal of infrastructure; and creation of a congenial and conducive work environment. We feel that your background and motivation resonates perfectly with our commitments and are sure that you will make valuable contributions towards the strategic goals of our Institute.

On behalf of all my colleagues, I welcome you to the Thapar Institute of Engineering & Technology fraternity and look forward to your significant contributions to take the Institute to its next level of excellence.

The terms and conditions of the appointment are mentioned in the attached sheet. You may please indicate your acceptance of our offer by signing this letter and return the same back to us by DD/MM/YY. You should arrange to join duties on or before **DD/MM/YY.**

With warm regards and best wishes,

Yours sincerely,

Director

Candidates Address

I accept the appointment on the above Terms & Conditions and will join on _____

Signature

Terms and Conditions of Appointment

Name of Appointee : **Dr.**
Address : Address
Position : **Designation**
Level : **LAS-**

Compensation: You will be entitled for the following compensation.

Compensation	Monthly (Rs.)	Annual (Rs.)
Basic	Xxx	Xxx
HRA	Xxx	Xxx
Special Allowance	Xxx	Xxx
Flexible Allowance	Xxx	Xxx
Performance Incentive	Xxx	Xxx
Gross	Xxx	Xxx
PF	Xxx	Xxx
Gratuity	Xxx	Xxx
CTC	Xxx	Xxx

Other Incentives / Benefits

Professional Development Allowance : Reimbursement up to 30,000/- per annum for purchase of books, periodicals and attending conferences, workshops

Performance Incentive Scheme : Yearly incentive admissible based on performance as per TIET performance incentive scheme.

Group Medical Insurance : As per the terms and conditions of the scheme. This can be altered at any point of time. Maximum of Rs. 6,00,000 coverage during Hospitalization; Family of 4 are covered.

Group Accident Insurance : As per the terms and conditions of the scheme. This can be altered at any point of time. Maximum of Rs. 10,00,000; Employee covered; Conditions apply.

Flexible allowance : Includes LTA, Business Promotion, Vehicle R & M, Books & Periodicals and Driver Wages. Employee has the option to avail this allowance or merge it with the Special Allowance.

Children Education Allowance : Reimbursement up to 18,000/- per child per annum for maximum two school going children.

Initial Research Grant : Rs. 5,00,000/-. As per Institute policy.

Communication : You will be provided with a Laptop for effectively discharging your duties.

Additional Terms & Conditions:

15. **Probation:** You shall be on probation for a period of **two years** initially. The period of probation may be further extended on the sole discretion of Institute. Your confirmation will be subject to your conduct and work being satisfactory during this period.
16. **Termination:** During the period of service, this appointment is liable to be terminated by either side by giving **3 months' notice** or on payment of 3 months' salary in lieu thereof, without assigning any reason whatsoever. In case of resignation the Institute at its sole discretion may ask you to continue to extend your notice till the end of the ongoing semester.
17. During the period of this employment you shall not secure or try to secure any other post or join any course of study or work part-time without prior consent of the Management in writing.
18. **Taxes:** Applicable Indian Income Tax and all other Taxes, wherever applicable on the above Compensation, Incentives & Benefits will be to your account and these could be deducted from the salary payable to you as per exiting laws.
19. Your residential address as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. In case there is any change in your residential address, you will intimate the same in writing to the Institute within three days from the date of such change and get such change of address recorded.
20. **Leave:** You will be entitled for the following leave:
 - a) **Earned Leave:** For every 2 days worked during vacation, 1 day EL is credited. Maximum 30 EL can be earned.
 - b) **Casual Leave:** 8 days
 - c) **Academic Leave:** 10 days
 - d) **Maximum accumulation:** 120 days. Any credit exceeding 120 days' limit shall be encashed on a yearly basis (maximum encashment can only be for 15 days / year). The total encashment during entire tenure of employee shall be limited to 300 days (including accumulated earned leave).
21. **Transfer of Services:** The Management will be within its rights to transfer you for work or loan your services to any other unit/ division/ department where the Institute has an office or branch or unit or site for work at present or may have at any time in future. On transfer, or on deputation, the terms and conditions of your employment will remain as specified in this letter. You may also be required to take additional responsibilities in the Institute and /or in allied institutions in India or aboard as may be decided by the Board of Governors from time to time.
22. **Retirement:** You will retire on attaining the age of 60 years. Any extension thereafter can be granted as per the Institute policy and with the approval of Chairman, Board of Governors.
23. **Accommodation:** Suitable accommodation will be allotted to you on campus subject to availability. In case campus accommodation is not availed, HRA will be paid.
24. **Code of Conduct:** You will abide by high ethical standards and shall follow the Code of Conduct. Any questions regarding interpretation of the Code of Conduct should be directed to the undersigned.

25. **Confidentiality:** You shall not at any time or times without the consent of the Institute either during the term of employment or thereafter disclose, divulge or make public, expect under legal obligations any of the processes, scientific investigations or results thereof, problems, practices, arts, formulas, records, suggestions, discussions, accounts, transactions of dealings of the Institute which ought not to be disclosed, divulged or make public whether the same be confided or become known to you in the course of your services or otherwise nor shall you remove from the premises of the Institute any notes, drawing or other documents relating to such knowledge or information.

Further it may be noted that your compensation is confidential and not to be disclosed to anyone and any such disclosure will be viewed seriously. In case you need any clarification about your compensation, you should get in touch with Human Resources.

26. In the matter of other terms and conditions of service, you will be governed by the **Service Regulations** of the Institute as may be in force and amended from time to time.
27. **Offer of appointment letter**-The offer of appointment is subject to submission of:
- a) Date of Birth Certificate.
 - b) Relieving Certificate from your present employer.
 - c) Medical Certificate of fitness at the time of joining from a Registered Medical Practitioner along with pathological test reports in original as per schedule attached.
 - d) All relevant education certificates.
28. Your appointment has been made on the basis of representations made by you in the application form filled in at the time of your employment. If at any time, it is found that any information is suppressed or incorrectly given it would render your appointment null and void.
29. **Governing Law and Jurisdiction:** The said terms of appointment shall be governed by the **Laws of India**. In the event of any dispute arising at any time as to the interpretation of any part of this letter of appointment, the dispute shall be referred to an arbitrator mutually agreed upon in **Patiala** and the decision of such an arbitrator shall be final.

Please return the duplicate copy of the appointment letter duly signed by you to indicate your acceptance of our offer by **DD/MM/YY**. You should arrange to join duties on or before DD/MM/YY.

Director

I accept the appointment on the above Terms & Conditions and will join on _____

Signature

Schedule of Medical Tests: HB, Blood Group, TLC, DLC, Blood Urea, Fasting Blood Sugar, ESR, Serum Creatinine, Lipid Profile, Urine Complete Examination, Chest X-ray, ECG, HIV, Eyesight, Chronic disease (if any)

Annexure-VII

Appointment Letter: Assistant Professor (Term)

TIET/HR/
Date : DD/MM/YYYY

Dear Dr. ,

This is with reference to your application and subsequent interview with us.

I am delighted to inform you that the selection committee recommended your candidature as **Designation (Contractual) Level- in** **Department, Thapar Institute of Engineering & Technology, for fixed tenure of 3 years effective from** **and concluding on** . The competent authority has approved this as stop gap arrangement. I congratulate you on your success.

The commitment of our Institute is to create, disseminate and archive knowledge in the frontiers of Technology, Science and Management. The Institute's success lies mainly on cutting-edge research, enviable infrastructure and strong institute – Industry linkages. The institute respects individuals with a high degree of knowledge coupled with high social and ethical values. We pursue our commitment through ensuring topical and relevant curriculum; adept delivery mechanism; professional and intellectual fulfilment of faculty and staff; involvement of all stakeholders; continuous augmentation and renewal of infrastructure; and creation of congenial and conducive work environment. We feel that your background and motivation resonates perfectly with our commitments and are sure that you will make valuable contributions towards the strategic goals of our Institute.

On behalf of all my colleagues, I welcome you to the Thapar Institute of Engineering & Technology fraternity and look forward to your significant contributions to take the Institute to the next level of excellence.

The terms and conditions of the appointment are mentioned in the attached sheet. You may please indicate your acceptance of our offer by signing this letter and return the same back to us by **DD/MM/YYYY**. You should arrange to join duties on or before **DD/MM/YYYY**.

Please feel free to contact us, in case you need any clarifications.

With warm regards and best wishes,

Yours Sincerely,

(Director)

Dr. /Mr. /Ms
Address

TIET/HR/
Date : DD/MM/YYYY

Dear Dr. _____ ,

This is with reference to your application and subsequent interview with us.

I am delighted to inform you that the selection committee recommended your candidature as **Designation (Contractual) Level- in _____ Department, Thapar Institute of Engineering & Technology, for fixed tenure of 3 years effective from _____ and concluding on _____** . The competent authority has approved this as stop gap arrangement. I congratulate you on your success.

The commitment of our Institute is to create, disseminate and archive knowledge in the frontiers of Technology, Science and Management. The Institute's success lies mainly on cutting-edge research, enviable infrastructure and strong institute – Industry linkages. The institute respects individuals with a high degree of knowledge coupled with high social and ethical values. We pursue our commitment through ensuring topical and relevant curriculum; adept delivery mechanism; professional and intellectual fulfilment of faculty and staff; involvement of all stakeholders; continuous augmentation and renewal of infrastructure; and creation of congenial and conducive work environment. We feel that your background and motivation resonates perfectly with our commitments and are sure that you will make valuable contributions towards the strategic goals of our Institute.

On behalf of all my colleagues, I welcome you to the Thapar Institute of Engineering & Technology fraternity and look forward to your significant contributions to take the Institute to the next level of excellence.

The terms and conditions of the appointment are mentioned in the attached sheet. You may please indicate your acceptance of our offer by signing this letter and return the same back to us by **DD/MM/YYYY**. You should arrange to join duties on or before **DD/MM/YYYY**.

Please feel free to contact us, in case you need any clarifications.

With warm regards and best wishes,

Yours Sincerely,

(Director)

I accept the appointment on the above Terms & Conditions and will join on _____

Signature

Terms and Conditions of Appointment**Name of Appointee****Dr.****Address****Address****Designation****Assistant Professor (Term)** for the period
of 3 (Three years) in xx Department**Level**

L-

Basic Salary

Rs. xxx/-

Dearness Allowance (DA)

Currently @ x% of (Basic)

House Rent Allowance (HRA)

Rs. xxx/ pm (As per the policy)

Transport Allowance

Rs. xxx/- pm (As per the policy)

Medical Allowance

Rs. xxx /- pm (As per the policy)

Additional Terms & Conditions

1. **Termination:** During the period of contract, the appointment is liable to be terminated on either side by giving one month's notice or on payment of one month's salary in lieu thereof, without assigning any reason. In case of resignation, the Institute at its sole discretion may ask you to continue to extend the notice period till the end of ongoing semester.
2. During the period of this employment, you shall not secure or try to secure any other post or join any course of study or work part-time without the prior consent of the Institute/management in writing.
3. Your residential address as indicated in your application for appointment shall be deemed correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. In case there is any change in your residential address, you will intimate the same in writing to the Institute within three days from the date of such change and get such change of address recorded.
4. **Leave:** You shall be eligible for 8 Casual Leaves and 30 Earned Leaves (up to 30 days, one-day leave is credited for 2 days' work during Vacation). No other kind of leave shall be admissible to you under this contract. During first year, you are not entitled to summer/winter vacation.
5. **Transfer of Services:** The Management will be within its rights to transfer you for work or loan your services to any other unit/division/department where the Institute has an office, branch, unit, or site for work at present or may have at any time in future. On transfer, or on deputation, the terms and conditions of your employment will remain as specified in this letter. You may also be required to take additional responsibilities in the Institute and /or in allied institutions in India or abroad as may be decided by the Board of Governors from time to time.
6. **Group Medical Insurance Policy & Group Accident Insurance Policy:** You will be covered under group medical insurance policy and group accident insurance policy as per the institute scheme, which can be altered at any point of time.
7. **Confidentiality:** You shall not at any time or times without the consent of the Institute either during the term of employment or thereafter disclose, divulge or make public, except under legal obligations any of the processes, scientific investigations or results thereof, problems, practices, arts, formulas, records, suggestions, discussions, accounts, transactions of dealings of the

Institute which ought not to be disclosed, divulged or make public whether the same be confided or become known to you in the course of your services.

Further it may be noted that your compensation is confidential and not to be disclosed to anyone and any such disclosure will be viewed seriously. In case you need any clarification about your compensation, you should get in touch with Human Resources.

8. In the matter of other terms and conditions of service, you will be governed by the **Service Regulations** of the Institute as may be in force and amended from time to time.
9. **Offer of appointment letter-** The offer of appointment is subject to submission of:
 - a) Date of Birth Certificate.
 - b) Relieving Certificate from your present employer.
 - c) Medical Certificate of fitness at the time of joining from a Registered Medical Practitioner along with pathological test reports in original as per schedule attached.
 - d) All relevant education certificates.
10. Your appointment has been made based on representations made by you in the application form filled in at the time of your employment and documents submitted by you. If at any time, it is found that any information is suppressed or incorrectly given it would render your appointment null and void.
11. Institute reserves the right to make changes, additions and alterations in terms and conditions of appointment, remuneration and benefits from time to time.
12. You shall not be entitled to LTC, Children Education reimbursement, Maternity Leave and other such benefit as eligible to regular employees of the Institute.
13. This fix term employment is for a fixed period of three years and shall automatically stand terminated on the completion of three years from the date of joining.

In case you accept this arrangement as specified, please return the duplicate copy of this appointment letter duly signed by you to indicate your acceptance of our offer by **DD/MM/YYYY**. You should arrange to join duties on or before **DD/MM/YYYY**. In case you need any clarifications, please do not hesitate to contact us.

For Thapar Institute of Engineering & Technology.

DIRECTOR

I accept the appointment on the above Terms & Conditions and will join on _____

Signature

Schedule of Medical Tests

HB, Blood Group	Blood Urea	Eye sight
TLC,DLC	Serum Creatinine	Lipid Profile
ESR	Urine Complete Examination	HIV
Fasting Blood Sugar	Chest X-ray, ECG	Chronic disease (if any)

Annexure-VIII

Appointment Letter: Assistant Professor (Contractual-I, II, III)

**TIET/HR/
Date: DD/MM/YYYY**

Dear Dr / Mr. /Ms,

This is with reference to your application and subsequent interview you had with us.

I am extremely delighted to inform you that the selection committee recommended your candidature as **Assistant Professor (Contractual – I, II, III) in Department for a fixed tenure of 3 years effective from DD/MM/YYYY and concluding on DD/MM/YYYY**. The competent authority has approved this as stop gap arrangement. I congratulate you on your success.

The commitment of our Institute is to create, disseminate and archive knowledge in the frontiers of Technology, Science and Management. The Institutes success lies mainly on cutting-edge research, enviable infrastructure and strong institute – Industry linkages. The institute respects individuals with a high degree of knowledge coupled with high social and ethical values. We pursue our commitment through ensuring topical and relevant curriculum; adept delivery mechanism; professional and intellectual fulfillment of faculty and staff; involvement of all stakeholders; continuous augmentation and renewal of infrastructure; and creation of a congenial and conducive work environment. We feel that your background and motivation resonates perfectly with our commitments and are sure that you will make valuable contributions towards the strategic goals of our Institute.

On behalf of all my colleagues, I welcome you to the Thapar Institute of Engineering & Technology fraternity and look forward to your significant contributions to take the Institute to its next level of excellence.

The terms and conditions of the appointment are mentioned in the attached sheet. You may please indicate your acceptance of our offer by signing this letter and return the same back to us by **DD/MM/YYYY**. Kindly arrange to join duties on 3rd December 2018.

Please feel free to contact us, in case you need any clarifications.

With warm regards and best wishes,

Yours Sincerely,

(Director)

Dr./Mr./Ms
Address

TIET/HR/

Date: DD/MM/YYYY

Dear Dr / Mr. /Ms,

This is with reference to your application and subsequent interview you had with us.

I am extremely delighted to inform you that the selection committee recommended your candidature as **Assistant Professor (Contractual – I, II, III) in Department for a fixed tenure of 3 years effective from DD/MM/YYYY and concluding on DD/MM/YYYY**. The competent authority has approved this as stop gap arrangement. I congratulate you on your success.

The commitment of our Institute is to create, disseminate and archive knowledge in the frontiers of Technology, Science and Management. The Institutes success lies mainly on cutting-edge research, enviable infrastructure and strong institute – Industry linkages. The institute respects individuals with a high degree of knowledge coupled with high social and ethical values. We pursue our commitment through ensuring topical and relevant curriculum; adept delivery mechanism; professional and intellectual fulfillment of faculty and staff; involvement of all stakeholders; continuous augmentation and renewal of infrastructure; and creation of a congenial and conducive work environment. We feel that your background and motivation resonates perfectly with our commitments and are sure that you will make valuable contributions towards the strategic goals of our Institute.

On behalf of all my colleagues, I welcome you to the Thapar Institute of Engineering & Technology fraternity and look forward to your significant contributions to take the Institute to its next level of excellence.

The terms and conditions of the appointment are mentioned in the attached sheet. You may please indicate your acceptance of our offer by signing this letter and return the same back to us by **DD/MM/YYYY**. Kindly arrange to join duties on **DD/MM/YYYY**.

Please feel free to contact us, in case you need any clarifications.

With warm regards and best wishes,

Yours Sincerely,

(Director)

Dr./Mr./Ms

Address

I accept the appointment on the above Terms & Conditions and will join on _____

Signature

Terms and Conditions for Appointment

Name of Appointee	Dr. /Mr/Ms
Address	xyz
Designation	Assistant Professor – (Contractual- I,II,III)
Term of employment	X years
Basic Salary	Rs. xxx/- per month
Special Allowance	Rs. Xxx/
Provident Fund	12% of basic
Commencement of contract	dd/mm/yyyy
Date of Expiry of contract	dd/mm/yyyy
Max. Period allowed to join	dd/mm/yyyy

Additional Terms & Conditions

- Appointment to the position:** Assistant Professor (Contractual – I,II,III), in xyz Department.
- Term of Contract:** From DD/MM/YYYY and concludes on DD/MM/YYYY. The competent authority has approved this arrangement. You are appointed purely on temporary and provisional basis.
- Termination:** During the period of service, this appointment is liable to be terminated by either side by giving **one-month notice** or on payment of one-month salary in lieu thereof, without assigning any reason whatsoever. In case of resignation, the Institute at its sole discretion may ask you to continue to extend your notice till the end of the ongoing semester.
- During the period of this employment, you shall not secure or try to secure any other post or join any course of study or work part-time without the prior consent of the Institute/ Management in writing.
- Your residential address as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. In case there is any change in your residential address, you will intimate the same in writing to the Institute within three days from the date of such change and get such change of address recorded.
- Leave:** You will be entitled for 8 days Casual Leave and 5 Special Leave per year. You will not be entitled for any other kind of Leave, including Summer/Winter Vacation.
- Transfer of Services:** The Management will be within its rights to transfer you for work or loan your services to any other unit/ division/ department where the Institute has an office or branch or unit or site for work at present or may have at any time in future. On transfer, or on deputation, the terms and conditions of your employment will remain as specified in this letter. You may also be required to take additional responsibilities in the Institute and /or in allied institutions in India or aboard as may be decided by the Board of Governors from time to time.
- Accommodation:** In case any accommodation is allotted to you, it is allowed by way of license and this license can be revoked at any time. You will have no right to occupy the accommodation allotted to you on termination of contract. In case you do not vacate the accommodation, you will be treated a trespasser and may be prosecuted in accordance with law.
- Group Medical Insurance Policy & Group Accident Insurance Policy:** You will be covered under group medical insurance policy and group accident insurance policy as per the institute scheme that can be altered at any point of time.
- Confidentiality:** You shall not at any time or times without the consent of the Institute either during the term of employment or thereafter disclose, divulge or make public, except under legal obligations any of the processes, scientific investigations or results thereof, problems, practices, arts, formulas, records,

suggestions, discussions, accounts, transactions of dealings of the Institute which ought not to be disclosed, divulged or made public whether the same be confided or become known to you in the course of your services or otherwise nor shall you remove from the premises of the Institute any notes, drawing or other documents relating to such knowledge or information.

Further it may be noted that your compensation is confidential and not to be disclosed to anyone and any such disclosure will be viewed seriously. In case you need any clarification about your compensation, you should get in touch with Human Resources.

11. In the matter of other terms and conditions of service, you will be governed by the **Service Regulations** of the Institute as may be in force and amended from time to time.
12. **Offer of appointment letter:** This offer of appointment is subject to submission of:
 - a) Date of Birth Certificate.
 - b) Relieving Certificate from your present employer.
 - c) Medical Certificate of fitness at the time of joining from a Registered Medical Practitioner along with pathological test reports in original as per schedule attached.
 - d) All relevant educational certificates
13. The Institute reserves the right to make changes, additions and alterations in terms and conditions of appointment, remuneration and benefits from time to time.
14. Your appointment has been made on the basis of representations made by you in the application form filled in at the time of your employment and documents submitted by you. If at any time, it is found that any information is suppressed or incorrectly given it would render your appointment null and void.
15. After the expiry of your Period of Employment, this contract will automatically come to an end. However, you may opt for any other arrangement for which you have to submit an application and appear before the Selection Committee and they at their sole discretion may engage you afresh for a period as may be decided.
16. You will be having no right to continue after the expiry the period of your services as specified herein and accepted by you. No right vest in your favour to claim regularization or permanency.
17. You shall not be entitled to LTC, Children Education reimbursement, Maternity Leave and other such benefits as eligible to regular employees of the Institute.
18. Governing laws and jurisdiction- All disputes will be subject to the jurisdiction of courts at Patiala only. In case you accept this arrangement specified please return the duplicate copy of this appointment letter duly signed by you to indicate your acceptance of our offer by **DD/MM/YYYY**. You may join the services from **DD/MM/YYYY**. In case you need any clarifications, please do not hesitate to contact us.

For Thapar Institute of Engineering & Technology

DIRECTOR

I accept the appointment on the above Terms & Conditions and will join on _____

Signature

Schedule of Medical Tests

HB, Blood Group	Blood Urea	Eye sight
TLC,DLC	Serum Creatinine	Lipid Profile
ESR	Urine Complete Examination	HIV
Fasting Blood Sugar	Chest X-ray, ECG	Chronic disease (if any)

Annexure-IX

Upgradation Letter –TS

TIET/HR/18-02/
Date **DD/MM/YYYY**

Dr. /Mr./Ms
Designation
Department
TIET,Patiala

Subject: Elevation from **Designation** (Level-) to **Designation** (Level-).

Dear Dr. /Mr./Ms

This has reference to your application for elevation to a higher level and the subsequent interview our selection committee had with you on **DD/MM/YYYY**. It was indeed a pleasure to interact with you.

I am delighted to inform you that after considering your candidature and as recommended by the selection committee, the competent authority of Thapar Institute of Engineering & Technology has approved your elevation to **Designation (Level-)** in the **Department** with effect from **DD/MM/YYYY**.

The commitment of our Institute is to create, disseminate and archive knowledge in the frontiers of Technology, Science and Management. The Institutes success lies mainly on cutting-edge research, enviable infrastructure and strong institute – Industry linkages. The institute respects individuals with a high degree of knowledge coupled with high social and ethical values. We pursue our commitment through ensuring topical and relevant curriculum; adept delivery mechanism; professional and intellectual fulfillment of faculty and staff; involvement of all stakeholders; continuous augmentation and renewal of infrastructure; and creation of a congenial and conducive work environment. We feel that your background and motivation resonates perfectly with our commitments and are sure that you will make valuable contributions towards the strategic goals of our Institute.

On behalf of all my colleagues, I look forward to your significant contributions taking the Institute to its next level of excellence.

Yours Sincerely

(Director)

Revised Terms and Conditions w.e.f dd/mm/yyyy

Post	Designation
Level	L-
Basic Salary	Rs. xxx/- pm
Dearness Allowance	Currently @ x % of Basic
House Rent Allowance	Rs. xxx/ pm
Communication Allowance	Rs. xxx/- pm
Transport Allowance	Rs. xxx/- pm
Medical Allowance	Rs. xxx/- pm
Academic Allowance	Rs. xxx/- pm
Provident Fund	@ 12% of Basic+DA
Gratuity	As per Gratuity Act
Other Incentives / Benefits	
Professional Development Allowance	Reimbursement up to Rs. xxx/- per annum for purchase of books, periodicals and attending conferences, workshops etc.
Performance Incentive Scheme	Yearly incentive admissible based on performance as per TIET performance incentive scheme.
Group Medical & Accident Insurance	As per the terms and conditions of the scheme. This can be altered at any point of time.
Leave Travel Concession	As per institute policy.
Children Education Allowance	Reimbursement up to Rs. xxx/- per child per annum for maximum two school going children.

Additional Terms & Conditions:

1. **Termination:** During the period of service, this appointment is liable to be terminated by either side by giving **3 months' notice** or on payment of 3 months' salary in lieu thereof, without assigning any reason whatsoever. In case of resignation, the Institute at its sole discretion may ask you to continue to extend your notice till the end of the ongoing semester.
2. During the period of this employment, you shall not secure or try to secure any other post or join any course of study or work part-time without the prior consent of the Institute/ Management in writing.
3. **Retirement:** You will retire on attaining the age of 60 years. Any extension thereafter can be granted as per the institute policy and with the approval of Chairman, Board of Governors.
4. **Transfer of Services:** The Management will be within its rights to transfer you for work or loan your services to any other unit/ division/ department where the Institute has an office, branch, unit, or site for work at present or may have at any time in future. On transfer, or on deputation, the terms and conditions of your employment will remain as specified in this letter. You may also be required to take

additional responsibilities in the Institute and /or in allied institutions in India or aboard as may be decided by the Board of Governors from time to time.

5. Your residential address as indicated in your application for appointment shall be deemed correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. In case there is any change in your residential address, you will intimate the same in writing to the Institute within three days from the date of such change and get such change of address recorded.
6. **Accommodation:** Suitable accommodation will be allotted to you on campus subject to availability. In case campus accommodation is not availed, HRA will be paid.
7. **Leave:** You will be entitled for leave (Including encashment) as per the category and level of your employment as defined in the leave policy.
8. **Group Medical:** Group medical insurance scheme covers you and your family (Spouse & Children). Maximum members allowed for coverage is 4, however, you may include additional members (Children, Parents) for which premium will be entirely borne by you.
9. **Confidentiality:** You shall not at any time or times without the consent of the Institute either during the term of employment or thereafter disclose, divulge or make public, except under legal obligations any of the processes, scientific investigations or results thereof, problems, practices, arts, formulas, records, suggestions, discussions, accounts, transactions or dealings of the Institute which ought not to be disclosed, divulged or make public whether the same be confided or become known to you in the course of your services or otherwise nor shall you remove from the premises of the Institute any notes, drawing or other documents relating to such knowledge or information.
Further, it may be noted that your compensation is confidential and not to be disclosed to anyone and any such disclosure will be viewed seriously. In case you need any clarification about your compensation, you should get in touch with Human Resources.
10. Your elevation has been made based on representations made by you in the application form filled in at the time of your employment. If at any time, it is found that any information is suppressed or incorrectly given it would render your appointment null and void.
11. In the matter of other terms and conditions of service, you will be governed by the **Service Regulations** of the Institute as may be in force and amended from time to time.

Please return the duplicate copy of the appointment letter duly signed by you to indicate your acceptance of our offer. If you have any query, please do not hesitate to contact us.

For Thapar Institute of Engineering & Technology

DIRECTOR

Annexure-X

Appointment Letter - Non-Teaching –Regular

TIET/HR/
Date DD/MM/YYYY

Mr./ Ms
Address

Dear Mr. / Ms

I am extremely delighted to confirm your selection for the post of “**Designation**” - **Thapar Institute of Engineering & Technology**.

The commitment of our Institute is to create, disseminate and archive knowledge in the frontiers of Management, Science and Technology. We carry out quality research and groom professionals with sound knowledge, respect for profession and high social and ethical values. We pursue our commitment through ensuring topical and relevant curriculum; adept delivery mechanism; professional and intellectual fulfillment of faculty and staff; involvement of all stakeholders; continuous augmentation and renewal of infrastructure; and creation of congenial and conducive work environment. We feel that your background and motivation resonates perfectly with our commitments and are sure that you will make valuable contributions for the glory and growth of our Institute.

On behalf of all my colleagues, I congratulate you on your success and look forward to your significant contributions to take the Institute to the next level of excellence. The terms and conditions of the appointment are mentioned in Annexure-I.

With warm regards and best wishes,

Yours sincerely,

Director

TIET/HR/15(02)/
Date DD/MM/YYYY

Mr./ Ms
Address

Dear Mr. / Ms

I am extremely delighted to confirm your selection for the post of **“Designation” - Thapar Institute of Engineering & Technology.**

The commitment of our Institute is to create, disseminate and archive knowledge in the frontiers of Management, Science and Technology. We carry out quality research and groom professionals with sound knowledge, respect for profession and high social and ethical values. We pursue our commitment through ensuring topical and relevant curriculum; adept delivery mechanism; professional and intellectual fulfillment of faculty and staff; involvement of all stakeholders; continuous augmentation and renewal of infrastructure; and creation of congenial and conducive work environment. We feel that your background and motivation resonates perfectly with our commitments and are sure that you will make valuable contributions for the glory and growth of our Institute.

On behalf of all my colleagues, I congratulate you on your success and look forward to your significant contributions to take the Institute to the next level of excellence. The terms and conditions of the appointment are mentioned in Annexure-I.

With warm regards and best wishes,

Yours sincerely,

Director

I accept the appointment on the above Terms & Conditions and will join on _____

Signature

TERMS AND CONDITIONS OF APPOINTMENT**Name of Appointee****Mr. / Ms****Address****Address****Post****Designation****A) Salary and Benefits**

Basic Salary

Rs. xxx/- per month

Dearness Allowance (DA)

X% of Basic

Provident Fund (PF)

As per PF Act

House Rent Allowance (HRA)

x% of Basic

Communication Allowance

Rs. xxx/- per month

Transport Allowance

Rs. xxx/- + DA thereon

Medical Allowance

Rs. xxx/- per month

Mediclaim and Group Insurance Scheme

The Institute has Mediclaim Insurance Policy and Group Insurance Scheme for its employees. The policy can be altered at any point of time.

B) Job Description: Attached as per Annexure-II**C) Terms and Conditions:**

1. Your appointment to this position has been made on the basis of your representations made in the application form filled in at the time of your employment. If at any time, it is found that any information is suppressed or incorrectly given it would render your appointment null and void.

2. You shall be on probation for a period of one year initially. The period of probation may be further extended on the sole discretion of Institute. During the period of probation, the appointment is liable to be terminated by either side on giving one month's notice or on payment of one month's salary in lieu thereof, without assigning any reasons. Your confirmation will be subject to your conduct and work being satisfactory during this period.

3. During the period of this employment, you shall not secure or try to secure any other post or join any course of study or work part-time without the prior consent of the Institute / Management in writing.

4. The Management will be within its rights to transfer you for work or loan your services to any other unit / division / department where the Institute has an office or branch or unit or site for work at present or may have at any time in future. On transfer, or on deputation, the terms and conditions of your employment will remain as specified in this letter.

5. Your address indicated in your application for appointment shall be deemed to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. In case there is any change in your residential address, you will intimate the same in writing to the Institute within three days from the date of such change and get such change of address recorded.

6. During the service period after confirmation, the appointment is liable to be terminated on either side by giving 3 months' notice or on payment of 3 months' salary in lieu thereof, without assigning any reason.

7. Other Terms and Conditions of Service: In the matter of other terms and conditions of service, you will be governed by the Service Regulations of the Institute as may be in force from time to time.

Please return the duplicate copy of the appointment letter duly signed by you to indicate your acceptance of our offer by **DD/MM/YYYY**. You may join the services in this position by **DD/MM/YYYY**.

Director

I accept the appointment on the above terms & Conditions and expect to join the Institute_____

SIGNATURE

Annexure-XI

Non-Teaching –Regular –Without DA

**TIET/HR/
Date: DD/MM/YYYY**

Dear Mr/MS

I am delighted to confirm your selection for the post of “**Designation**” in **Thapar Institute of Engineering & Technology**.

The commitment of our Institute is to create, disseminate and archive knowledge in the frontiers of Management, Science and Technology. We carry out quality research and groom professionals with sound knowledge, respect for profession and high social and ethical values. We pursue our commitment through ensuring topical and relevant curriculum; adept delivery mechanism; professional and intellectual fulfilment of faculty and staff; involvement of all stakeholders; continuous augmentation and renewal of infrastructure; and creation of congenial and conducive work environment. We feel that your background and motivation resonates perfectly with our commitments and are sure that you will make valuable contributions for the growth of our Institute.

On behalf of all my colleagues, I welcome you to the Thapar Institute of Engineering & Technology fraternity and look forward to your significant contributions to take the Institute to next level of excellence. The terms and conditions of the appointment are mentioned in the attached sheet.

Please feel free to contact us, in case you need any clarifications.

With warm regards and best wishes,

Yours sincerely,

Director

Address

TIET/HR/
Date: DD/MM/YYYY

Dear Mr/Ms

I am extremely delighted to confirm your selection for the post of “**Designation**” in **Thapar Institute of Engineering & Technology**.

The commitment of our Institute is to create, disseminate and archive knowledge in the frontiers of Management, Science and Technology. We carry out quality research and groom professionals with sound knowledge, respect for profession and high social and ethical values. We pursue our commitment through ensuring topical and relevant curriculum; adept delivery mechanism; professional and intellectual fulfilment of faculty and staff; involvement of all stakeholders; continuous augmentation and renewal of infrastructure; and creation of congenial and conducive work environment. We feel that your background and motivation resonates perfectly with our commitments and are sure that you will make valuable contributions for the growth of our Institute.

On behalf of all my colleagues, I welcome you to the Thapar Institute of Engineering & Technology fraternity and look forward to your significant contributions to take the Institute to next level of excellence. The terms and conditions of the appointment are mentioned in the attached sheet.

Please feel free to contact us, in case you need any clarifications.

With warm regards and best wishes,

Yours sincerely,

Director

Address

I accept the appointment on the above terms & conditions and will join the Institute on _____

SIGNATURE

Terms and Conditions of Appointment

Name of Appointee	Mr/Ms
Address	Address
Position	Designation
Basic Salary	Rs. xxx/- pm
Special Allowance	Rs. xxx/- pm
Flexible Salary	Rs. xxx/- pa
House Rent Allowance	Rs. xxx/- pm (10% of Basic)
Provident Fund	As per PF Act
Gratuity	As per Gratuity Act

Additional Terms & Conditions, including Perks & Benefits:

2. **Annual Increment:** Your annual increment will be based on individual performance.
3. **Performance Incentive:** You are entitled for Rs. xxx/- per annum for on-target performance
4. **Flexible Allowance:** The break-up of Flexible allowances will be shared at the time of your joining.
5. **Housing:** Will be provided on campus. In case you do not avail this facility, you will be paid 10% of basic per month.
6. **Leave Travel Allowance:** The above is included in the special allowance and can be claimed as per LTA Rules to avail tax benefits.
7. **Leave Encashment (Earned Leave):** Maximum permissible limit for accumulation of earned leave is 120 days (at last drawn basic) at the time of retirement. Further, encashment of leave up to 30 days is permitted every year.
8. **Group Medical Insurance:** As per the terms and conditions of the scheme. This can be altered at the discretion of the management. This scheme covers you and your family (Spouse & Children). Maximum members allowed for coverage is four. You may include additional members (Children/Parents) for which premium will be entirely borne by you.
9. **Group Accident Insurance:** As per the terms & conditions of the scheme. Coverage for the employee is for Rs. xxx lacs.
10. **Statutory Benefits:** Statutory benefits like PF & Gratuity as indicated in your compensation above are payable subject to provision of applicable law/rules.
11. **Leave:** You will be entitled to the following leave:
 - a. Earned Leave : 30 days
 - b. Casual Leave : 08 days
 - c. Special Casual Leave : 10 daysNo encashment of casual/special casual leave. All unutilized casual leave will lapse at the end of the year and cannot be carried forward
12. **Termination:** During the period of service, this appointment is liable to be terminated by either side by giving 3 months' notice or on payment of 3 months' salary in lieu thereof, without assigning any reason.
13. **Category of Employment:** You are appointed on Regular Rolls of the Institute.
14. **Retirement Age:** You will retire on attaining the age of **60 years**. Any extension thereafter can be granted as per the Institute policy and with the approval of Chairman, Board of Governors.
15. **Transfer of Services:** The Management will be within its rights to transfer you for work or loan

your services to any other unit/division/ department where the Institute has an office or branch or unit or site for work at present or may have at any time in future. On transfer, or on deputation, the terms & conditions of your employment will remain as specified in this letter. You may also be required to take additional responsibilities in the Institute and/or in allied institutions in India or aboard as may be decided by the Board of Governors from time to time.

16. **Confidentiality:** In the context of execution of your functions, official information/data of confidential nature related to the activities of the institute will be imparted and/or shared with you. This may include data/information, processes , designs, technology, technical know-how, research, statement of intent and other aspects which constitute Intellectual Property Rights imparted and/or shared in terms of software, ideas, concepts, designs, drawings, specifications, techniques, models, diagrams, test data, scientific procedures and/or other data as well as other confidential matters of the Institute, relating to stakeholders, suppliers, employees, strategic partners & plans, marketing, materials, pricing and/or other related information/data.

Your compensation is strictly confidential and not to be disclosed to anyone. Any breach of this clause will be viewed seriously.

17. **Intellectual Property:** You shall forthwith communicate and assign to the Institute all Intellectual Property that you may create, make or originate, solely or jointly with another, during the term of your contract in connection with or in the course of rendering the services. “Intellectual Property Rights” means all intellectual property rights of whatever nature throughout the world including all rights conferred under statute, common law or equity, whether existing now or at any time in the future, including rights in all copyright, patents, trademarks, business names, trade names, domain names, designs, confidential information, trade secrets and know-how.

18. **Non-Compete:** You undertake not to run/manage any undertaking or establishment that competes with us or our associates or subsidiaries; nor will you undertake any professional services directly or indirectly for third parties who run/manage businesses that compete with us or our associates or subsidiaries; nor will you accept any mandates as Consultant in other organizations, undertakings or establishments that compete with us or our associates or subsidiaries. These obligations will continue to apply during your engagement and for a period of twelve months immediately following the cessation of this engagement.

During the period of employment with the Institute; you shall not secure or try any other employment or any other course study or work part time without prior consent of the Management.

19. **Non Solicitation:** You hereby acknowledge and agree that during the period of your engagement and after the date of termination or expiry of this contract, you shall not solicit, entice or endeavor to solicit or to entice or assist any other person, whether by means of supply of names or expressing views on suitability, or by any other means whatsoever, solicit or entice away from the institute any employee, director, client, dealer, vendor or partner.
20. Your address indicated in your application for appointment shall be deemed to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. In case there is any change in your residential address, you will intimate the same in writing to the Institute within three days from the date of such change and get such change of address recorded.

21. **Code of Conduct:** You will abide by high ethical standards and shall follow the Code of Conduct. Any questions regarding interpretation of the Code of Conduct should be directed to the Human Resources Department.
22. **Other Terms & Conditions of Service:** In the matter of other terms and conditions of service, you will be governed by the Service Regulations of the Institute as may be in force and amended from time to time. A set of the service regulations is available in the Human Resources Department of the Institute.
23. **Offer of appointment letter.** The offer of appointment is subject to submission of:
- a. Date of birth certificate.
 - b. Relieving certificate from your present employer.
 - c. Medical Fitness Certificate: This offer of appointment is subject to your being found physically fit for working in the Institute; therefore, you are required to present a Medical Certificate of fitness at the time of joining from a Registered Medical Practitioner. You will be reimbursed a sum of **Rs. xxx /-** for the tests. The list of tests is mentioned below.

Your appointment has been made on the basis of your representations made in the application form filled in at the time of your employment. If at any time, it is found that any information has been suppressed or incorrectly given it would render your appointment null and void.

Please return the duplicate copy of the appointment letter duly signed by you to indicate your acceptance of our offer by **DD/MM/YYYY**. You may join the services in this position by **DD/MM/YYYY**

DIRECTOR

I accept the appointment on the above terms & conditions and will join the Institute on _____

SIGNATURE

List of Medical Tests

HB, Blood Group	Blood Urea	Eye sight – reflection
TLC,DLC	Serum Creatinine	Lipid Profile
ESR	Urine Complete Examination	HIV
Fasting Blood Sugar	Chest X-ray, ECG	Chronic disease (if any)

Annexure-XII**Non-Teaching –Fixed Term Employee**

TIET/HR/

Date **DD/MM/YYYY****Mr. / Ms**

Address

Reg: Appointment to the position as Designation

Dear

This has reference to your interview. It was indeed a pleasure to interact with you.

We are delighted to inform you that after considering your candidature, the competent authority Thapar Institute of Engineering & Technology has approved your engagement as **Designation** (Department) in TIET till **DD/MM/YYYY** from the date of your joining. Kindly arrange to join duties on or before **DD/MM/YYYY**.

The commitment of our Institute is to create, disseminate and archive knowledge in the frontiers of Technology, Science and Management. We carry out quality research and groom professionals with sound knowledge, respect for profession and high social and ethical values. We are sure that you will also make valuable contributions for the stature and growth of our Institute.

Consequent to the above appointment you shall be paid a CTC of **Rs. xyz per annum** including PF and Gratuity; details as given in **Annexure-I**. Your remuneration and contents of this letter are confidential and should not be shared with anyone. For any clarification, you may contact your supervisor or the HR Division. Other additional terms and conditions applicable to you for this appointment shall be as follows:

- a) **Place of posting and transfer:** You shall be initially posted at TIET, Patiala. However, the Management shall be within its rights to transfer you for work or loan your services to any other unit/division/department where the institute has an office or branch or unit or site for work at present or may have at any time in future. On transfer, or on deputation, the terms and conditions of your employment shall remain as specified in this letter, unless otherwise communicated.
- b) **Termination/Resignation:**
 - i. Institute reserves the right to terminate your services any time on giving you one-month notice or payment of salary in lieu thereof, without assigning any reason. Similarly, you shall also have the liberty to resign from the service upon one-month notice or payment in lieu thereof.
 - ii. If any information/representation made by you in your application/application form is found to be untrue or false or if any fact comes to our notice which have been either concealed or suppressed by you, the Institute reserves the right to dispense with your services without giving any notice or compensation in lieu thereof.
 - iii. If you remain absent from work without authorization or reasonable explanation, for more than ten consecutive days, it shall be presumed that you are no longer interested in working for the Institute and have abandoned its services and the Institute shall have the right to terminate your contract of service. In such case, you shall not be entitled to any statutory compensation.
- c) **Leave:** Leaves shall be as per Institute service rules as applicable to your category of employment.

- d. **Medical Fitness Certificate:** This offer of appointment is subject to your being found physically fit for working in the Institute; therefore, you are required to present a Medical Certificate of fitness at the time of joining from a Registered Medical Practitioner. You will be reimbursed a sum of **Rs. xxx /-** for the tests. The list of tests is mentioned below.
- d) **Performance Appraisal:** Although the tenure of this assignment is one year but its continuation shall be dependent on the outcome of a performance assessment which shall be conducted one month prior to your completing one year. Institute reserves the right to discontinue your services in case your performance is found to be below expectations after giving one month's notice or payment lieu thereof. The decision of the Institute in this regard shall be final and binding on you.
- e) **Group Medical Insurance:** As per the terms and conditions of the scheme. This can be altered at the discretion of the management. This scheme covers you and your family (Spouse & Children). Maximum members allowed for coverage is four. You may include additional members (Children/Parents) for which premium will be entirely borne by you.
- f) **Group Accident Insurance:** As per the terms & conditions of the scheme. Coverage for the employee is for Rs. xxx lacs.
- g) **Statutory:** You will be entitled for Gratuity and PF as per prevailing Acts.
- h) **General Conditions:**
- I. You shall devote your whole time, attention and abilities to the affairs of the Institute and shall not engage yourself directly or indirectly in any service or be connected in any manner in any business other than that of the Institute and shall also not associate yourself, not let your work or name be used by any other organization operating in India or abroad without the express consent of the Institute in writing.
- II. You shall observe and adhere to the Rules and Regulations, settlements or office orders of the Institute as may be applicable from time-to-time.
- III. You shall maintain all information, documents/material gathered by you during the course of your employment in strict confidence. You shall not copy or make notes of such information/documents except in conjunction with your work for the Institute. You shall not divulge to anyone outside the Institute or use any of the information/document/material gathered during the course of your employment for your own or anyone else's benefit, either during or after the completion of term of your employment with the Institute. The aforesaid obligation shall also apply to proprietary/confidential information/documents of third parties received by you or the Institute in the normal course of your employment with the Institute.

Please sign the duplicate copy of this appointment letter and return it to us in token of your acceptance of the appointment and the terms and conditions contained therein. You are advised to go through the contents of this appointment letter before signing the duplicate copy.

On behalf of all my colleagues, I welcome you on board and look forward to your significant contributions to take TIET to its next level of excellence.

With warm regards and best wishes.

Yours sincerely,

Director

Annexure – I

Name: Mr. / Ms

Designation:

Components	Name	
	Designation	
	Monthly (Rs.)	Annual (Rs.)
Basic Salary	xxx	xxx
House Rent Allowance @ 10%	xxx	xxx
Children Allowance	xxx	xxx
Other Allowance	xxx	xxx
Fixed Allowance	Xxx	xxx
Medical Allowance	xxx	xxx
Gross	xxx	xxx
P.F. @ 12% of Basic (Management Share)	xxx	xxx
Gratuity @ 4.81%	xxx	xxx
CTC	xxx	xxx

No other benefits/allowances shall be permissible than the ones mentioned above and those contained in the letter of appointment.

Schedule of Medical Tests

HB, Blood Group	Blood Urea	Eye sight – reflection
TLC,DLC	Serum Creatinine	Lipid Profile
ESR	Urine Complete Examination	HIV
Fasting Blood Sugar	Chest X-ray, ECG	Chronic disease (if any)

The above-mentioned lab tests should be supported by Medical Fitness Certificate of Medical Practitioner/Govt. Medical Officer in format attached as Annexure – I.

You will be reimbursed maximum of Rs. xxx/- for getting the above-mentioned medical tests.

CHRO

Annexure-XIII

Personal Data Form

Name	:	_____	Affix Passport Size Photograph`
Father / Husband Name	:	_____	
Category (Gen/BC/SC/PWD)	:	_____	
Date of Birth	:	_____	
Present Address	:	_____	
		_____ Pin Code : _____	
Permanent Address	:	_____	
		_____ Pin Code : _____	
Mobile No.	:	_____	Alternate No. : _____
Email ID	:	_____	Blood Group : _____
Pan Card No.	:	_____	Aadhaar Card No. : _____
Marital Status	:	_____	Any Serious Illness/ Handicap : _____

Qualification Records (Start with Highest Qualification)

SN	Qualification	Year	School/ College/ University	% / Grade
1				
2				
3				
4				

Particulars of Employment (Start from Current Employer)

SN	Name of Employer	Period of Service		Designation	Salary
		From	To		
1					
2					
3					
4					

Total Experience (Years): _____

Family Background

SN	Name	Relationship	Date of Birth	Occupation	Dependent (Yes/No)
1					
2					
3					
4					
5					

References

Name	:	_____	Name	:	_____
Mobile	:	_____	Mobile	:	_____
Designation	:	_____	Designation	:	_____
Organization	:	_____	Organization	:	_____

Any Police/Legal cases : _____
: _____

Any other Information : _____

Declaration

The above information is true to my fullest knowledge and in case at any point of time it is found out that the same is not true, appropriate action as deemed fit will be taken against me, including leading to my termination.

Date : _____

Signature : _____

Name : _____

Annexure-XIV

Quarterly Appraisal

(For Teaching Staff on Probation/Contractual)

Name of Employee : _____ Designation : _____

Date of Joining : _____ Department : _____

Please tick the appropriate quarter* (for the year 20____)

☐

January – March

☐

April – June

☐

July – September

☐

October – December

A. Teaching / Development Work [The reporting officer should rate the employee on the following attributes. The ratings are : OS (for Outstanding), VG (for Very Good), G (for Good), S (for Satisfactory), P (for Poor)]

SN	Attributes	Rating	Remarks
1	Communication (Written & Oral) including efforts to improve		
2	Efforts in improving knowledge		
3	Relationship with the students, including helping students outside class		
4	Response of students		
5	Relationship with colleagues		
6	Contribution to Institutional / Other departmental work & Sincerity towards work		
7	Promptness with which tasks are executed		
8	Willingness to take up work other than teaching assignment (e.g.) formulating proposals, time table work, laboratory development, project semester, preparing various reports etc.		

B. Research Activities (With a focus on quality)

1	Completion of own M.E. / Ph.D. thesis	
2	Guiding M.E. / Ph.D. thesis	
3	Publications (including SCI / SSCI / SCIE / Scopus publications)	
4	Sponsored projects	
5	Consultancy	

C. Other Activities

1	Conducting Seminars	
2	Delivering Lectures etc.	

D. Competencies [Ratings to be as : OS (for Outstanding), VG (for Very Good), G (for Good), S (for Satisfactory), P (for Poor)]

SN	Attributes	Rating	Remarks
1	Initiative & Drive		
2	Receptivity		
3	Temperament		
4	Discipline		
5	Dedication to Work		

Was there any occasion to find any serious fault with their work/conduct? :

Have they done any original, outstanding work or shown any special ability or aptitude :

Has any short comings been brought to their notice in the past & to what extent they have shown improvement :

Additional General Remarks :

Overall Rating ☐ Outstanding ☐ Very Good ☐ Good ☐ Satisfactory ☐ Poor

Remarks of Reporting Officer

Name _____ Designation _____ Signature _____

Remarks of Reviewing Officer

Name _____ Designation _____ Signature _____

**Note: In order to maintain uniformity, the calendar year has been divided into 4 fixed quarters. If an employee joins in mid-quarter i.e. 1st January, to 31st January, (say 15th Feb), the QAR will have to be sent by the HOD for the remaining period of the 1st quarter (i.e. 15th February to 31st March). Thereafter the QARs will have to be sent in the normal stream (i.e. for the next full quarter – 1st April, to 30th June, and so on)*

Annexure-XV

Proforma for Confirmation

(To be filled by Faculty)

Name of Employee : _____ Designation : _____
 Date of Joining : _____ Department : _____
 Qualification : _____ Present : _____
 (at the time of Joining) : _____ Qualification : _____

Teaching Scores as per SRS (During probationary period and as per the following format; attach sheets)

SN	Course No.	Course Name	Year	No. of Students	SRS Ratings
1					

Publications in SCI / SSCI / SCIE / Scopus Journals (Attach list of publications, done during the probationary period, as per format below)

SN	Title	Journal	Vol. (No.) / Page Nos.' / Year	Impact Factor
1				

Sponsored Projects (Attach list of sponsored projects, done during the probationary period, as per format below)

SN	Project Title	Project Cost	Funding Agency	Project Duration	Remarks
1					

Your road map for next 3 – 5 Years

Other Achievements, if any

Signature of Faculty Member

Confirmation Appraisal
(For Regular Teaching Staff)
Annexure-XVI

Name of Employee	:		Designation / Level	:	
Date of Joining	:		Department	:	
Present Basic Pay	:		Date of Promotion	:	
Date of Birth	:		Qualification	:	
Probation Period	:		Date (Confirmation)	:	

Quarterly Appraisal Report			
Quarter	Period	Rating	Remarks
1			
2			
3			
4			
5			
6			
7			
8			

Whether the Pre-Employment Medical Examination has been carried out at the time of joining: YES / NO

Dated : _____

Initiated By: _____

Recommendations of CHRO	
Signature	
Recommendations of the Appraiser (Head of the Department/ School/ Centre/ Section/ Unit)	Recommendations of the Dean Of Faculty Affairs
Signature	Signature

Approved / Not Approved

Director

Quarterly Appraisal

(For Regular Non-Teaching Staff)

Annexure-XVII

Name of Employee : _____ Designation : _____

Date of Joining : _____ Department : _____

Please tick the appropriate quarter* (for the year 20____)

☐

January – March

☐

April – June

☐

July – September

☐

October – December

Ratings

SN	Attributes	Ratings	Remarks
1	Initiative & Drive		
2	Execution – Promptness		
3	Quality of Work		
4	Work Output		
5	Skill Level for the Position		
6	Job knowledge		
7	Temperament & Discipline		
8	Communication Skills (Written / Verbal)		
9	Team Work & Interpersonal Relations		

Ratings OS = Outstanding, VG = Very Good, G = Good, S = Satisfactory, P = Poor

Was there any occasion to find any serious fault with their work/conduct? :

Have they done any original, outstanding work or shown any special ability or aptitude :

Has any short comings been brought to their notice in the past & to what extent they have shown improvement :

Additional General Remarks :

Overall Rating ☐ Outstanding ☐ Very Good ☐ Good ☐ Satisfactory ☐ Poor

Remarks of Reporting Officer

Name _____ Designation _____ Signature _____

Remarks of Reviewing Officer

Name _____ Designation _____ Signature _____

*Note: In order to maintain uniformity, the calendar year has been divided into 4 fixed quarters. If an employee joins in mid-quarter i.e. 1st January, to 31st January, (say 15th Feb), the QAR will have to be sent by the HOD for the remaining period of the 1st quarter (i.e. 15th February to 31st March). Thereafter the QARs will have to be sent in the normal stream (i.e. for the next full quarter – 1st April, to 30th June, and so on)

Annexure-XVIII**Confirmation Appraisal**

(For Regular Non-Teaching Staff)

Name of Employee : _____ Designation / Level : _____
Date of Joining : _____ Department : _____
Present Basic Pay : _____ Date of Promotion : _____
Date of Birth : _____ Qualification : _____
Probation Period : _____ Date (Confirmation) : _____

Quarterly Appraisal Report			
Quarter	Period	Rating	Remarks
1			
2			
3			
4			
5			
6			
7			
8			

Whether the Pre-Employment Medical Examination has been carried out at the time of joining: YES / NO

Dated : _____

Initiated By: _____

Recommendations of CHRO

Signature

Recommendations of the Appraiser
(Head of the Department/ School/ Centre/ Section/ Unit)

Signature

Approved / Not Approved

Director

Annual Appraisal Report – Teaching Staff

(To be filled by the Reporting Officer)

Annual Appraisal Report for the Year : _____

Name of Employee : _____ Designation : _____

Department : _____ Level : _____

A. Attitude and Interpersonal Skills [Give rating on a five point scale with “5” being best, and “1” the poorest]

SN	Attributes	Rating
1	Initiative : a self – starter; able to work without constant supervision	
2	Responsibility : understand duties; accepts responsibilities event at the cost of privileges	
3	Punctuality : arrives on time, sticks to work and does not leave early	
4	Loyalty : supports and follows institute’s policies and guidelines	
5	Development : effort to keep knowledge updated	
6	Oral Communication : Speaks effectively with superiors, colleagues and students	
7	Written Communication	
8	Team Work : Effective in a team	
9	Leadership : gives clear direction and listens to co – workers	
10	Relationship with colleagues	

B. Brief Comments (by the Reporting Officer)

Achievements / Strength / Areas of Improvements

Overall Rating : ☐ Outstanding ☐ Very Good ☐ Good ☐ Satisfactory ☐ Poor

Performance : Communicated / Not Communicated

Remarks

Appraiser	Reviewer
Date: _____ Signature: _____	Date: _____ Signature: _____
Name: _____ Designation: _____	Name: _____ Designation: _____

Director’s Comments

Signature

Annexure-XX

Performance Appraisal Assessment Form(Performance Period: 1st July – 30th June)

Employees on Regular Rolls (Category PM-10 to PM-14)

Name of Employee	:	_____	Designation	:	_____
Position Reports To	:	_____	Department / Section	:	_____
Qualification	:	_____	Total Experience (TIET)	:	_____
Present Post Held from	:	_____	Date of Joining	:	_____

Part – A (Self-Appraisal)

Give a brief appraisal on the following aspects as applicable including additional information, if necessary on a separate sheet to assist appraisal in Part B.

A. Performance during the year (Significant Contribution, Achievements if any):

- 1.
- 2.
- 3.
- 4.
- 5.

B. Professional Growth (Additional qualification, New Skills, Self-development etc.)

SN	Title of the Program	Institution / University	Duration		Status (Certificates /Diploma /Degree etc.)
			From	To	
1					
2					
3					
4					

C. Institute & Extra-curricular participation in Social & Cultural Activities*(Indicate Contribution to Social & Cultural Activities on or off Campus)***D. Awards/Achievements/Contributions/Articles published (newspapers, magazines, journals)***(Not covered under Serial A)***E. Suggestions, if any for improving the Institute**

F. Development Plan: Employee complete their self-assessment and suggests some areas of focus for their own development, based on their self- assessment and career aspirations.

Employees Perspective			
Development Focus	Action Required	Who	By When

Signature of Appraisee

Part - B (Appraisal by Reporting Officer)

A. Comments by Reporting Officer on the self-appraisal. *(Please indicate any deviations/ addition on the self-appraisal above.)*

B. Job Competence & Interpersonal Skills

Ratings on a five-point scale with "5" being the highest & "1" the lowest (Only fill applicable attributes to the job)

SN	Criteria	Ratings
1	Professional Knowledge	
2	Planning & Organizing	
3	Execution	
4	Promptness of Work: Diligent & Completes any assigned work in the specified time	
5	Quality of Work / Work output	
6	Communication Skills (oral & written)	
7	Attitude, Teamwork, Interpersonal Relations	
8	Performance (During the Year)	
9	Integrity	
10	Discipline & Reliability	
11	Commitment to Institute Goals	
12	Contribution To Social Cultural Activities	
13	Decision Making	
14	Resolving Conflicts / Differences	
15	Motivation of Subordinates	
16	Delegation of Responsibility	
17	Dependability, including Willingness to accept work beyond the call of duty	
Total		

Has the employee been responsible for any misdemeanor /
indiscipline during the year.

Yes / No

If yes, what action was taken? / What was the result?

Final Appraisal Rating (Please check one box)

Rating	Outstanding	Very Good	Good	Average	Poor
Final Appraisal Rating					

Development Plan: HOD assess employee and completes overall “Development Plan”. The plan is finalised post appraisal discussion with CHRO.

HOD's Perspective			
Development Focus	Action Required	Who	By When

Performance (Communicated / Not Communicated):

Overall Remarks of the Dean/Heads/Registrar

Signature : _____

Name of Appraiser : _____

For Office Use (Human Resources)

Final Comments & Final Rating (*Post Normalization discussions with Director*)

Annexure-XXI

Performance Appraisal Assessment Form(Performance Period: 1st July – 30th June)**Employees on Regular Rolls (Technical Staff)**

Name of Employee : _____ Designation : _____
 Position Reports To : _____ Department / Section : _____
 Qualification : _____ Total Experience (TIET) : _____
 Present Post Held from : _____ Date of Joining : _____

Part – A (Self-Appraisal)

Give a brief appraisal on the following aspects as applicable including additional information, if necessary on a separate sheet to assist appraisal in Part B.

A. Performance during the year (Significant Contribution, Achievements if any):

- 1.
- 2.
- 3.
- 4.
- 5.

B. Performance Growth (Additional qualification, New Skills, Self-development etc.)

SN	Title of the program	Institution / University	Duration		Status (Certificates /Diploma /Degree etc.)
			From	To	
1					
2					
3					
4					

C. Participation in Self Development Activities

(Seminars / Workshops / Conferences/ Symposia / Education Program/ Training etc.)

SN	Title of the program	Duration		Institution / University
		From	To	
1				
2				
3				
4				

D. Institute & Extra-curricular participation in Social & Cultural Activities*(Indicate Contribution to Social & Cultural Activities on or off Campus)***E. Awards/Achievements/Contributions/Articles published (newspapers, magazines, journals)***(Not covered under Serial A)***F. Suggestions, if any**

G. Development Plan: Employee complete their self-assessment and suggests some areas of focus for their own development, based on their self- assessment and career aspirations.

Employees Perspective			
Development Focus	Action Required	Who	By When

Signature of Appraisee

Part - B (Appraisal by Reporting Officer)

A. Comments by Reporting Officer on the self-appraisal.

(Please indicate any deviations/ addition on the self-appraisal above).

B. Job Competence & Interpersonal Skills

Ratings on a five-point scale with "5" being the highest & "1" the lowest (Only fill applicable attributes to the job)

SN	Criteria	Ratings
1	Technical Knowledge : Knowledge of Concepts & Principles	
2	Technical Skills: Ability to read & write specifications, Knowledge of equipment, tools operations & safety procedures	
3	Promptness of Work: Diligent & Completes any assigned work in the specified time	
4	Quality of Work / Work output	
5	Communication skills (oral & written)	
6	Attitude, Teamwork, Interpersonal Relations	
7	Performance (During the Year)	
8	Discipline & Reliability	
9	Dependability including Willingness to accept work beyond the call of duty	
Total		

Has the employee been responsible for any misdemeanor /
indiscipline during the year.

Yes / No

If yes, what action was taken? / What was the result?

Final Appraisal Rating (Please check one box)

Rating	Outstanding	Very Good	Good	Average	Poor
Final Appraisal Rating					

Development Plan: HOD assess employee and completes overall “Development Plan”. The plan is finalised post appraisal discussion with CHRO.

HOD's Perspective			
Development Focus	Action Required	Who	By When

Performance (Communicated / Not Communicated):

Overall Remarks of the Dean/Heads/Registrar

Signature : _____
Name of Appraiser :

For Office Use (Human Resources)

Final Comments & Final Rating (*Post Normalization discussions with Director*)

Annexure-XXII

Performance Appraisal Assessment Form(Performance Period: 1st July – 30th June**Employees on Regular Rolls (Ministerial Staff)**

Name of Employee	:	_____	Designation	:	_____
Position Reports To	:	_____	Department / Section	:	_____
Qualification	:	_____	Total Experience (TIET)	:	_____
Present Post Held from	:	_____	Date of Joining	:	_____

Part – A (Self-Appraisal)

Give a brief appraisal on the following aspects as applicable including additional information, if necessary on a separate sheet to assist appraisal in Part B.

A. Performance during the year (Significant Contribution, Achievements if any):

- 1.
- 2.
- 3.
- 4.
- 5.

B. Typing Speed / Shorthand Speed (if applicable)

Typing Speed	
Shorthand Speed	

C. Computer Skills / Office Software**D. Performance Growth**

SN	Title of the Program	Institution / University	Duration		Status (Certificates /Diploma /Degree etc.)
			From	To	
1					
2					
3					
4					

E. Social & Cultural Activities

Indicate Contribution to Social & Cultural Activities on Campus

F. Development Plan: Employee complete their self-assessment and suggests some areas of focus for their own development, based on their self- assessment and career aspirations.

Employees Perspective			
Development Focus	Action Required	Who	By When

Signature of Appraisee

Part - B (Appraisal by Reporting Officer)
A. Comments by Reporting Officer on the Self-appraisal.

(Please indicate any deviations/ addition on the self-appraisal above.)

B. Job Competence & Interpersonal Skills

Ratings on a five-point scale with "5" being the highest & "1" the lowest (Only fill applicable attributes to the job)

SN	Criteria	Ratings
1	Job Knowledge : Knowledge of Rules & Procedures	
2	Drafting Letters / Minutes & Maintenance of Records /Files	
3	Quality Of Work / Work Output	
4	Typing /Shorthand Speed & Computers Knowledge	
5	Communication Skills (Oral & Written)	
6	Attitude, Teamwork, Interpersonal Relations	
7	Performance (During the Year)	
8	Integrity	
9	Willingness to Learn	
10	Discipline & Reliability	
11	Dependability including Willingness to accept work beyond call of duty	
Total		

Has the employee been responsible for any misdemeanor /
indiscipline during the year.

Yes / No

If yes, what action was taken? / What was the result?

Final Appraisal Rating (Please check one box)

Rating	Outstanding	Very Good	Good	Average	Poor
Final Appraisal Rating					

Development Plan: HOD assess employee and completes overall “Development Plan”. The plan is finalised post appraisal discussion with CHRO.

HOD's Perspective			
Development Focus	Action Required	Who	By When

Performance (Communicated / Not Communicated):

Overall Remarks of the Dean/Heads/Registrar

Signature : _____
Name of Appraiser :

For Office Use (Human Resources)

Final Comments & Final Rating (*Post Normalization discussions with Director*)

Annexure-XXIII

Performance Appraisal Assessment Form(Performance Period: 1st July – 30th June)**Employees on Regular Roll (Supporting Staff)**

Name of Employee : _____ Designation : _____
 Department /Section : _____ Head of Department : _____
 Qualification : _____ Total Experience (TIET) : _____
 : _____ Date of Joining : _____

Job Competence & Interpersonal Skills

Ratings on a five-point scale with “5” being the highest & “1” the lowest.

SN	Criteria	Rating
1	Skill / Domain Knowledge	
2	Performance (During the Year)	
3	Teamwork, Interpersonal Relations	
4	Punctuality	
5	Attitude	
Total		

Final Appraisal Rating (Please check one box)

Rating	Outstanding	Very Good	Good	Average	Poor
Final Appraisal Rating					

Development Plan: HOD assess employee and completes overall “Development Plan”. The plan is finalised post appraisal discussion with CHRO.

HOD's Perspective			
Development Focus	Action Required	Who	By When

Performance (Communicated / Not Communicated):

Yes/No

Overall Remarks of the Dean/Heads/Registrar

Signature : _____
 Name of Appraiser : _____

For Office Use (Human Resources)**Final Comments & Final Rating** (Post Normalization discussions with Director)

Annexure-XXIV

Performance Appraisal Assessment Form

(Performance Period: 1st Jun – 30th June)

Employees on Fixed Term Employee

Name : _____ Designation : _____
 Position Reports To : _____ Department / Section : _____
 Qualification : _____ Total Experience (TIET) : _____
 : _____ Date of Joining : _____

Part – A : Self-Appraisal

Work Performance Evaluation (Indicate Work output, Quality at Work and Achievement of Significant Objectives)

SN	Objective (Description)	Achievement
1		
2		
3		
4		
5		

Special Contributions, if any (Work related to Institution, community building, supporting contemporization)

Development Plan: Employee complete their self-assessment and suggests some areas of focus for their own development, based on their self- assessment and career aspirations.

Employees Perspective			
Development Focus	Action Required	Who	By When

 Signature of Appraisee

PART - B: Appraisal by Appraiser (Reporting Officer)

SN	Criteria	Max Score	Score	Remarks
1	Performance (During the Year)	35		
2	Domain / Job Knowledge	25		
3	Learning Agility	15		
4	Attitude, Teamwork, Interpersonal Relations	15		
5	Communication Skills	10		
Total		100		

Final Appraisal Rating & Recommendation for Extension *(Please check one box)*

Rating / Extension		Final Recommendation
Final Appraisal Rating	A / B / C	
Recommended for Extension	Yes (1/3 years) / No	

Development Plan: HOD assess employee and completes overall “Development Plan”. The plan is finalised post appraisal discussion with CHRO.

HOD's Perspective			
Development Focus	Action Required	Who	By When

Performance during the year

(List very specific performance targets met /not met to justify your rating. Please give very specific incidents and extraordinary performance outputs that go beyond the call of normal duty in case of “A” Rating).

Overall Remarks of the Dean/Heads /Registrar

Signature : _____
 Name of Appraiser : _____

For Office Use (Human Resources)

Final Comments & Final Rating *(Post Normalization discussions with Director)*

Annexure-XXV
Confirmation Appraisal Assessment

(Performance Period: To)

Management Trainee/Graduate Trainee

Name	:	_____	Designation	:	_____
Position Reports To	:	_____	Department / Division	:	_____
Qualification	:	_____	Total Experience (TIET)	:	_____
	:	_____	Date of Joining	:	_____

Part – A: Self-Appraisal
Work Performance Evaluation *(Indicate Work output, Quality at Work and Achievement of Significant Objectives)*

SN	Objective (Description)	Achievement
1		
2		
3		
4		
5		

Special Contributions, if any *(Work related to Institution, community building, supporting contemporization, significant process changes)*

SN	Special Contributions
1	
2	
3	

Key Learnings (Significant new learnings in the job that could be implemented to improve workplace efficiency & quality of work output)

SN	Key Learnings
1	
2	
3	

How do I see myself contributing to the growth and efficiency of the department/ institute?

Development Plan: Employee complete their self-assessment and suggests some areas of focus for their own development, based on their self- assessment and career aspirations.

Employees Perspective			
Development Focus	Action Required	Who	By When

Signature of Appraisee

PART - B: Appraisal by Confirmation Panel

SN	Criteria	Max Score	Score	Remarks
1	Performance (During the Year)	35		
2	Domain / Job Knowledge	25		
3	Learning Agility	15		
4	Attitude, Teamwork, Interpersonal Relations	15		
5	Communication Skills	10		
Total		100		

Final Appraisal Rating & Recommendation for Extension (Please check one box)

Rating / Extension		Final Recommendation
Final Appraisal Rating	A / B / C	
Recommended for Extension	Yes (1/3 years) / No	

Development Plan: Panel assess employee and completes overall “Development Plan”.

HOD's Perspective			
Development Focus	Action Required	Who	By When

Performance during the year (List very specific performance targets met /not met to justify your rating. Please give very specific incidents and extraordinary performance outputs that go beyond the call of normal duty in case of “A” Rating).

Goals for DD/MM/YY – DD/MM/YY (Identify specific performance goals with clear measures for the coming year)

SN	Goals	Measures	Time Line
1			
2			
3			
4			
5			

Development Plan DD/MM/YY – DD/MM/YY (Identify specific work assignments and training areas that will help increase the employee's effectiveness on the present job and prepare them for future job assignments with clear measures for the coming year)

SN	Plan	Time Line
1		
2		
3		

Recommendation of the Panel

Remarks:

Signature:

Dy. Director

CHRO

HOD

Member 1

Member 2

Annexure-XXVI**Application for Post-Doctoral Fellowship Program
(TIET Sponsorship)****Part – A: To be filled by employee**

Name	:	_____	Employee ID	:	_____
Designation	:	_____	Department	:	_____
Date of Joining	:	_____	Date of Confirmation	:	_____
Mobile Number	:	_____	Email ID	:	_____
Date of PhD	:	_____		:	_____

Details of Post-Doctoral Fellowship Program	
Area of Research	
Title of Thesis (Abstract of Thesis; separate sheet(s) to be attached)	
Broad Area of Specialization	
Exact Area of Specialization	
Description of the research project to be worked upon during visit (Separate sheet(s) to be attached)	

Curriculum Vitae to be attached that will include:

- Dates of acquiring various educational qualifications with grades / percentages & institute name.
- Work history
- Details about various Publication (Brief titles; Names of Journals; impact factors) and Patents.
- Prizes, Honours, Awards, Distinctions, if any.
- Details of any past fellowships. (Area of research, duration & University / Institute name)

Signature of Applicant:**Date:**

Part – B: To be filled by HOD**Recommendations of HOD:**

Will this PDF help the faculty in one or more different ways (improving classroom instructions, defining a roadmap to address one or more technical challenges) in R&D projects and help in funding? Please specify	
Is the PDF relevant to faculty member's background & discipline? Please specify	
Will TIET benefit from the exposure that this faculty member will obtain during this program	
During the period of absence of faculty, how will the teaching load be handled?	

Recommended / Not Recommended**Signature of HOD:** _____**Date:** _____**Part – C: To be filled by the Deputy Director****Recommendations of the Deputy Director:**

Comments:

Recommended / Not Recommended**Signature of Deputy Director:** _____**Date:** _____**Part – D: To be filled by the Director****Approval of the Director**

Comments:

Annexure-XXVII
**Application for Post-Doctoral Fellowship Program
(Self-Sponsorship)**
Part – A: To be filled by employee

Name	:	_____	Employee ID	:	_____
Designation	:	_____	Department	:	_____
Date of Joining	:	_____	Date of Confirmation	:	_____
Mobile Number	:	_____	Email ID	:	_____
Date of PhD	:	_____		:	_____

Details of Post-Doctoral Fellowship Program	
University/Institute with which post-doctoral fellowship has been obtained	
How and by whom is the program being funded?	
Area of Research	
Title of Thesis (Abstract of Thesis; separate sheet(s) to be attached)	
Broad Area of Specialization	
Exact Area of Specialization	
Description of the research project to be worked upon during visit (Separate sheet(s) to be attached)	

- Curriculum Vitae** to be attached that will include:
 - Dates of acquiring various educational qualifications with grades / percentages & institute name.
 - Work history
 - Details about various Publication (Brief titles; Names of Journals; impact factors) and Patents.
 - Prizes, Honours, Awards, Distinctions, if any.
 - Details of any past fellowships. (Area of research, duration & University / Institute name)
- Invitation / Acceptance letter** from the Sponsoring University / Institute and from the funding agency.

Signature of Applicant:
Date:

Part – B: To be filled by HOD**Recommendations of HOD:**

Will this PDF help the faculty in one or more different ways (improving classroom instructions, defining a roadmap to address one or more technical challenges) in R&D projects and help in funding? Please specify	
Is the PDF relevant to faculty member's background & discipline? Please specify	
Will TIET benefit from the exposure that this faculty member will obtain during this program	
During the period of absence of faculty, how will the teaching load be handled?	

Recommended / Not Recommended**Signature of HOD:** _____**Date:** _____

Part – C: To be filled by the Deputy Director
Recommendations of the Deputy Director:

Comments:

Recommended / Not Recommended

Signature of Deputy Director: _____

Date: _____

Part – D: To be filled by the Director

Approval of the Director:

Comments:

Approved / Not Approved

Signature of Director: _____

Date: _____

Annexure-XXVIII**Application form for issue of No Objection Certificate Visa application***Proforma to be filled by Applicant: -*

Name	:		Employee ID	:	
Designation	:		Department/Section	:	
Nature of employment	:		Passport Number	:	
Period of Visit					
	From :		To :		
Country to be Visited	:				
Purpose of Visit	:				
How the visit is financed?	:				

Signature of the Applicant :

Dated : _____

Recommendation of HOD

Recommended / Not Recommended

Approved / Not Approved

Date_____
Chief Human Resources Officer_____
Deputy Director

Annexure-XXIX

No. TIET/HR/

Date:

C E R T I F I C A T E

(No Objection Certificate)

This is to certify that **Dr.** _____ is working in Thapar Institute of Engineering & Technology from _____ and is presently holding the designation of _____ in the _____ Department.

This Institute has no objection in Dr. _____ acquiring a Visa to visit _____ to attend a _____ from _____ to _____.

Chief Human Resources Officer

Annexure-XXX**BOND (TIET Sponsorship)**

THIS BOND is executed at Patiala on this ____ day of _____ by Dr. _____, S/o _____, R/o _____ (hereinafter called the “**Employee**” or “**Executant**”); and by _____, S/o _____ R/o _____ (hereinafter called the “**Surety**”); both the expressions, “Employee” and “Surety” shall, unless be repugnant to the context, include their heirs, successors, administrators, executors, nominees and assigns).

IN FAVOUR OF

Thapar Institute of Engineering & Technology, Patiala, an Institute incorporated under Section 3 of the UGC Act, 1956 having its Registered Office at Bhadson Road, Patiala (Pb.) 147004; (hereinafter referred to as “**Institute**”) which expression shall, unless be repugnant to the context, include it’s their heirs, successors, administrators, executors, nominees and assigns).

WHEREAS

1. The Employee has been in the employment of the Institute at a post of _____ in the _____ Department since _____.
2. At the request of the “Employee”, the “Institute” is sponsoring the Employee for a **Post-Doctoral Fellowship Program (PDF) at xyz university/institute** and as a part of sponsorship the “Institute” has agreed to pay and/or incur necessary expenses, totalling an approx. amount of Rs.15, 00,000 (Rupees Fifteen Lakhs only) for the travel cost including air tickets, residential accommodation, utilities, meals, daily expenses and other related expenses. etc.
3. The “Institute” is sponsoring the “Employee” for Post-Doctoral Fellowship Program on the following **terms and conditions**:
 - a) Dr. _____ is likely to leave Thapar Institute for the said program in _____. The “Employee” has been permitted absence from the Institute for _____ months from the date of commencement.
 - b) Normal last drawn salary prior to leaving India will be paid for _____ and will include all the components of salary including (Basic, Dearness Allowance & all other applicable Allowances & PF).
 - c) For the purpose of Gratuity calculations, the period while away for the duration of the program will be counted.
 - d) The “Employee” will not be permitted to participate in any “Performance Incentive Scheme” while they are away.
 - e) The “Employee” will be entitled for annual increment/DA increase during the period of absence.
 - f) If permitted to retain accommodation on campus for the duration of this program (from the date of commencement until the date of return), electricity and all utilities including house rent will be paid by the employee.

NOW, THEREFORE, the “Institute” has agreed to its sponsorship to the fellowship program of the Employee by virtue of its grant to the request made by “Employee” in consideration of the following undertakings of the “Employee” and the “Surety”.

1. That the “Employee” cannot leave the “Institute” on their own for a period of **3 years** from the date of joining back at TIET after completion of the said program.
2. That the “Employee” shall render their services to the “Institute” by discharging their duties and responsibilities attached to their post with due diligence, integrity and faithfulness for a minimum period of **three years** after joining back on completion of the Post-Doctorate Research Program, failing which they shall pay forthwith on a mere demand, without any protest and/or demur as liquidated damages to the “Institute” towards payments made by it and other cost incurred including the bond calculated as under :-

Components	Amount
Salary (Period of Absence)	Rs. _____ *
Additional Amount	Rs. 5,00,000
Total	Rs. _____

****This amount is an approximation and the actual amount paid will be calculated on return back to TIET.***

3. In the event that the “Employee” leaves during the Bond period, a prorated balance will be returned back to the Institute based on the number of balance months.
4. In the event that the period of stay is extended beyond 1-year, then the bond amount will be recalculated (however will not exceed Rs. 20, 00,000/-) and further the duration of the bond will be extended prorata.
5. That the “Employee” making the payment as aforesaid or the “Employee” remaining in employment of the “Institute” for a minimum period of three years from the date aforesaid, the above written obligation shall be void and of no effect, otherwise it shall remain in full force and effect.
6. By signing this Bond, the “Employee” agrees to indemnify TIET from any claims that may arise from _____ University (Sponsoring Institute/University).
7. In the event that the services of the “Employee” is terminated on disciplinary grounds (allegations to be proved) by the “Institute”, the employee will have to pay back to the “Institute” the bond amount as defined in para 2 above.
8. That in addition to the above, the “Employee” is bound to follow all other applicable service rules and regulations as per terms and conditions of their appointment letter.
9. That the “Surety” undertakes and binds themselves to make good all claims, charges, costs, damages, demands, expenses and losses which the “Institute” may sustain, incur or be liable for in consequence

of non-compliance of the undertakings contained above and the “Institute” will also be entitled to realize all claims, charges, costs, damages, demands, expenses and losses from Surety’s persons or heirs or properties, as the case may be.

10. That the “Executant” & the “Surety” after fully satisfying themselves with respect to the terms of this Bond & with respect to the liquidated damages which will be payable to the “Institute” on breach of any term of this Bond, have agreed to the terms of this Bond.
11. That it has also been agreed by the “Executant” and the “Surety” of this Bond that only the courts at Patiala (Punjab) and no other court shall have jurisdiction over the disputes, if any, arising in relation to this Bond.
12. That the “Executant” and the “Surety” are furnishing this Bond and delivering the same to the Institute with intent to be bound by the same. Form signed by “Surety”, salary slip & salary certificates are attached as Annexure-A.

IN WITNESS WHEREOF the “Executant” and “Surety” have signed hereunder on the date, month and year first above written.

Executant**Surety****Institute**

By _____

By _____

By _____

Mr. /Ms.

Mr. /Ms.

Mr. /Ms.

Witnessed by**Witnessed by**

By _____

By _____

Mr./Ms.

Mr./Ms.

Annexure-XXXI**BOND (Self-Sponsorship)**

THIS BOND is executed at Patiala on this _____ day of _____ by Dr. _____, S/o _____ R/o _____ (hereinafter called the “Employee” or “Executant”); and by Dr. _____, S/o _____ R/o _____ (hereinafter called the “Surety”); both the expressions, “Employee” and “Surety” shall, unless be repugnant to the context, include their heirs, successors, administrators, executors, nominees and assigns).

IN FAVOUR OF

Thapar Institute of Engineering & Technology (Deemed to be University), Patiala, an Institute incorporated under Section 3 of the UGC Act, 1956 having its Registered Office at Bhadson Road, Patiala (Punjab) 147004; (hereinafter referred to as “Institute”) which expression shall, unless be repugnant to the context, include it’s their heirs, successors, administrators, executors, nominees & assigns).

WHEREAS

1. The Employee has been in the employment of the Institute at a post of _____ in the _____ Department since _____.
2. At the request of the “Employee”, the “Institute” is allowing the Employee for **Post-Doctoral Fellowship Program (PDF)** at _____.
3. The “Institute” has permitted the “Employee” for Post-Doctoral Fellowship Program on the following **terms and conditions**:
 - a) Dr. _____ is likely to leave Thapar Institute for the said program around _____. The “Employee” has been permitted absence from the “Institute” from the date of commencement for _____ months.
 - b) Normal last drawn salary prior to leaving India will be paid for 12 months and will include the components of salary including (Basic, Dearness Allowances and Provident Fund).
 - c) For the purpose of Gratuity calculations, the period while away for the duration of the program will be counted.
 - d) The “Employee” will not be permitted to participate in any “Performance Incentive Scheme” while they are away.
 - e) The “Employee” will not be entitled for annual increment/DA increase during the period of absence.
 - f) If permitted to retain accommodation on campus for the duration of this program (from the date of commencement until the date of return), electricity and all utilities including house rent will be paid by the employee, if any.

NOW, THEREFORE, the “Institute” has agreed to fellowship program of the “Employee” by virtue of its request made by “Employee” in consideration of the following undertakings of the “Employee” & the “Surety”.

1. That the “Employee” cannot leave the “Institute” on their own for a period of **3 years** from the date of joining back at TIET after completion of the said program.
2. That the “Employee” shall render their services to the “Institute” by discharging their duties and responsibilities attached to their post with due diligence, integrity and faithfulness for a minimum period of **three years** after joining back on completion of the Post-Doctorate Research Programme, failing which they shall pay forthwith on a mere demand, without any protest and/or demur as liquidated damages to the “Institute” towards payments made by it and other cost(s) incurred including the bond calculated as under :-

Components	Amount
Salary (Period of Absence)	Rs. _____*
Additional Amount	Rs. 5,00,000.00
Total	Rs. _____

**This amount is an approximation and the actual amount paid will be calculated on return back to TIET.*

In the event that the "Employee" leaves during the Bond period, a prorated balance will be returned back to the "Institute" based on the number of balance months.

3. In the event that the period of stay is extended beyond 1-year, then the bond amount will be recalculated however will not exceed Rs. 20,00,000/- (Rupees Twenty Lacs) and further the duration of the bond will be extended pro rata.

That the "Employee" making the payment as aforesaid or the "Employee" remaining in employment of the "Institute" for a minimum period of three years from the date aforesaid, the above written obligation shall be void and of no effect, otherwise it shall remain in full force and effect.

4. By signing this Bond, the "Employee" agrees to indemnify TIET from any claims that may arise from xxx University by virtue of their engagement with _____ University.
5. In the event that the services of the "Employee" are terminated on disciplinary grounds (allegations to be proved) by the "Institute", the "Employee" will have to pay back to the "Institute" the bond amount as defined in para 2 above.
6. That in addition to the above, the "Employee" is bound to follow all other applicable service rules and regulations as per terms and conditions of their appointment letter.
7. That the "Surety" undertakes and binds themselves to make good all claims, charges, costs, damages, demands, expenses and losses which the "Institute" may sustain, incur or be liable for in consequence of non-compliance of the undertakings contained above and the Institute will also be entitled to realize all claims, charges, costs, damages, demands, expenses and losses from Surety's persons or heirs or properties, as the case may be.
8. That the "Executant" and the "Surety" after fully satisfying themselves with respect to the terms of this Bond and with respect to the liquidated damages which will be payable to the Institute on breach of any term of this Bond, have agreed to the terms of this Bond.
9. It has also been agreed by the "Executant" & the "Surety" of this Bond that only the courts at Patiala (Punjab) & no other court shall have jurisdiction over the disputes, if any, arising in relation to this Bond.
10. That the "Executant" and the "Surety" are furnishing this Bond and delivering the same to the "Institute" with intent to be bound by the same. Form signed by "Surety", salary slip & salary certificates are attached as Annexure-A.
11. IN WITNESS WHEREOF the "Executant" and "Surety" have signed hereunder on the date, month and year first above written.

Executant

By _____

Mr. /Ms.

Witnessed by

By _____

Mr./Ms.

Surety

By _____

Mr. /Ms.

Witnessed by

By _____

Mr./Ms.

Institute

By _____

Mr. /Ms.

Annexure-XXXII

SURETY

Name in Full _____

Permanent Residential Address _____

Age (Years) _____

Salary per annum (CTI) _____

Signature of the Applicant : _____

Dated : _____

Documents Attached:

a) Salary Slip

b) Salary Certificate annualized and verified by organization in which the individual is working

Surety should be such person who has an annual income of more than Rs.10,00,000 (Rupees Ten Lakhs only) in their name and documentary evidence to the effect should be attached.

Annexure-XXXIII

SURETY

Name in Full _____

Permanent Residential Address _____

Age (Years) _____

Details of immovable property owned *(in your own name (not as member of HUF) within municipal limits)*

Location : _____
Valuation (Rs. Lacs) : _____
Total Area (sqft) : _____
Built-up area (sqft) : _____
Annualized rent (Rs.) : _____

Signature of the Applicant : _____

Dated : _____

Documents Attached: Relevant Documents of the property

Surety should be such person who owns any immovable property in their name and documentary evidence to the effect should be attached.

Annexure-XXXIV

Application Form: Reimbursement of Children Education Allowance

Name : _____ Designation : _____
 Department/Section : _____ Employee Code : _____

Note: Applicant to please also sign the declaration obverse

Particulars of Child

Name : _____ Date of Birth : _____
 Class : _____ School : _____

Period for claim (Check "Quarter")

☐ April – June ☐ July – September ☐ October – December ☐ January – March

Amount Claimed

SN	Particulars	Bill No. & Date	Amount
1	Tuition Fee*		
2	Purchase of Text Books (One Set/per child/per year)		
3	Purchase of Note Books (One Set/per child/per year)		
4	Purchase of Uniform (Two Sets/per child/per year)		
5	Purchase of School Shoe (One Set/per child/per year)		
	TOTAL		

Enclosures

- a) Declaration
- b) Original Bills

Place : _____ Signature of Employee : _____
 Date : _____ Name : _____

Note : *Tuition Fee means – Tuition Fee, Admission Fee, Lab. Fee, Special Fee charged for Agriculture, Electronics, Music or any other subject, fee charged for practical work under the programme of work experience, fee paid for the use of any aid or appliance by the child, library fee, games/sports fee and fee for extra-curricular activities

To be filled by A/C Section

Passed for Rs _____ (In Words) _____ on account of Children Education Allowance.

Date : _____ Checked by : _____ Finance Officer : _____

DECLARATION

I hereby declare that

- 1) The children/child mentioned above in respect of whom reimbursement of Children Education Allowance is claimed are wholly dependent upon me.
- 2) In the event of any change in the particulars given above which affect my eligibility for Children's Educational Allowance, I undertake to intimate the same promptly and to refund excess payments, if any made.
- 3) The claim does not include any item other than those indicated against S No. (a) to (e) under 8 above.
- 4) The above expenses have not been claimed for Income Tax Benefits.
- 5) The reimbursement of the above expenses has not been claimed by the spouse who is also a Govt. Servant (This is applicable in case both the spouses are Govt. Servants).
- 6) The facts and figures given in the reimbursement bill are true to the best of my knowledge and belief.

Place : _____

Date : _____

Signature of Employee : _____

Name : _____

Annexure-XXXV
Application form (Professional Development Allowance)

Name of Faculty	
Designation	
Academic Unit	
Purpose of Request: (Please give sufficient details)	
Funds Requirement:	
FY 20__ - 20__	
FY 20__ - 20__	
FY 20__ - 20__	

I hereby certify that I have carefully read the norms of Professional Development Allowance.

(Signature of Faculty Member with date)

Recommendations by Competent Authority / Head of Academic Unit.

(Signature of Competent Authority / Head, AU with date)

For Use in Accounts Section for Fund Availability

Funds available for FY 2019-20		
Funds available for FY 2020-21		
Funds available for FY 2021-22		
(Checked By)	(AR (F&A))	(Finance Officer)

Approval(s)

Signature : _____ Signature : _____ Signature : _____

DOFA

Dy. Director

Director

Notes:

Academic Units will also maintain PDA Register to initially check the limit of entitlement & certify the same on the Forwarding Memo; Institute TA/DA Rules will be applicable; Certificate of Participation in Conference/Workshop/ Seminar/Training Program can also be requested; Entry in the Academic Unit PDA Register is mandatory; Reimbursements will be entertained as per existing practices; Bills are to be submitted in the Month of August, November & up to 31st March in a Financial Year.

Entitlement:

Professor and above	Rs. 2.25 lakhs for a block period of three years (Rs. 0.75 lac per FY)
Associate Professor	Rs. 1.20 lakhs for a block period of three years (Rs. 0.40 lac per FY)
Assistant Professor	Rs. 0.90 lakhs for a block period of three years (Rs. 0.30 lac per FY)

Annexure-XXXVI

Medical Insurance Form

Name of Employee : _____ Employee ID : _____
 Designation : _____ Department/Section : _____
 Date of Joining : _____ Nature of employment : _____
 Mobile Number : _____

I, Dr./Mr./Ms. _____ hereby declare that my parents/children as under are fully dependent on me.

Details of Employee and members to be covered (Refer Institute Circular)

SN	Name of the Employee & Members to be Covered	Date of Birth (DD/MM/YY)	Age as on 29.06.20	Gender (M/F)	Occupation	Relationship with Employee
1						
2						
3						
4						

Additional members to be covered on a payment basis (Refer Institute Circular)

SN	Additional Members to be Covered	Date of Birth (DD/MM/YY)	Age as on 29.06.20	Gender (M/F)	Occupation	Relationship with Employee
1						
2						

Residential Address

Family Doctor

(Name, Mobile Number)

I would like to cover them under the **Thapar Institute Group Medical Insurance Policy** for the period from _____ to _____.

I fully understand that as per the policy coverage my parents are covered only till attaining the age of 80 years. I further declare that my parents are not in employment and are not earning an income of more than Rs. 10,000/- from all known sources of income. The parent may / may not be residing with the employee. Also in case my mother is a widow and/or dependent, then she is not availing a similar hospitalization benefit from another source. I also understand that if it comes to the notice of the management that this declaration is false, then the i will be liable for strict disciplinary action.

I further state that none of the children mentioned above (both under premium borne by Institute and by me) are above the age of 26 years as on 29th June 20_____.

I also understand that only a total of 4 members can be covered under this policy and if this number is exceeded, then I will bear the additional premium as will be decided by the Institute.

I understand that on the basis of the information provided by me, this insurance is guaranteed. If after the insurance commences, it is found that the particulars are incorrect or untrue in any respect, the institute shall have no liability under this Insurance in respect of myself and my family members proposed for insurance.

Date : _____

Signature : _____

Place : _____

Name : _____

Annexure-XXXVII

**Declaration Form
To Whomsoever It May Concern**

This is to certify that Dr./Mr./Ms. _____ spouse of
Dr./Mr./Ms. _____ is working in our organization
(Name of Organization: _____) since _____ (dd/mm/yy)
as _____.

This is to further certify that he/she is covered/not covered under the Institute Group Medical Insurance
Scheme.

Name:

Designation:

Date:

Annexure-XXXVIII

Leave Travel Concession

Name : _____ Designation : _____
 Department/Section : _____ Block Year of LTC : _____
 Date of Appointment : _____
 Proposed Period (dates) for availing LTC Address : ☐ Hometown ☐ Other Place
 From : _____ To : _____ H.No _____ City _____
 State _____ Pin code _____

Type of Leave Sanctioned ☐ Casual ☐ Special ☐ Earned ☐ Vacation

Period of Leave Sanctioned From : _____ To : _____

Members of family for whom L.T.C. is to be availed of

SN	Name	Relationship	Occupation	Age (Years)
1				
2				
3				
4				
5				

When was LTC availed of last? (Indicate the block years for which LTC was availed of and the period during which it has availed of

Block Year: _____

Period: _____

Place: ☐ Hometown ☐ Other Place

Whether spouse of the employee is in service? If yes, a certificate from their employer stating that they have not availed LTC during the block year and also that they will not claim LTC during this period, to be attached _____

It is certified that the Leave Travel Concession for the block years being claimed above was not availed of previously. It is further certified that the members of family for whom LTC is being claimed, are residing with me.

Recommended / Not Recommended

Signature of Applicant : _____

Signature of HOD : _____

Dated : _____

HUMAN RESOURCE DIVISION

Recommended / Not Recommended

Dated

Dealing Official

Chief Human Resources Officer

DIRECTOR

Annexure-XXXIX

Declaration
(For LTC Claim)

I hereby declare that

- 1) I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family members or the block of two years/four years from _____ to _____
- 2) I have already drawn TA for the Leave Travel Concession in respect of a journey performed by me/my wife with _____ children. This claim is in respect of the journey performed by me wife/myself with _____ children none of whom traveled with the party on the earlier occasion.
- 3) The journey has been performed by me/my wife with children to declare "Hometown" viz.

- 4) That my spouse is not employed in Government Service/That my spouse is employed in Government Service and the concession has not been availed by them separately. Or by any of the family members for the concerned block of two years/four years.

Particulars of persons who performed the journey

SN	Name	Age	Relationship to the claimant

Date: _____

Signature of Employee : _____

Concerned Head : _____

Journey Verified : _____

Annexure-XL

A F F I D A V I T

I _____ S/o D/o W/o Shri _____ employed as
_____ in the office of
_____ do hereby solemnly affirm and declare that the journey in
respect of which L.T.C. for visiting _____ is being claimed vide my bill for the
period _____ were actually performed by me and/or the members of
the family as per details given in the L.T.C. Bill.

DEPONENT

V E R I F I C A T I O N

Verified that the above facts are true to the best of my knowledge and belief and the nothing relevant has
been concerned therein.

PLACE : _____

DATED : _____

DEPONENT

Annexure-XLI

Certificate for LTC

I hereby declare that

- 1) I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family members in respect of the block of two years/four years from _____ to _____.
- 2) I have already drawn TA for the Leave Travel Concession in respect of a journey performed by me/my wife with _____ children. This claim is in respect of the journey performed by my wife/myself with _____ children/ _____ children none of whom travelled with the party on the earlier occasion.
- 3) I have not drawn TA for the Leave Travel Concession in respect of a journey performed by me/my wife with _____ children/ _____ children in respect of the block of two years/four years from _____ and _____. This claim is in respect of the journey performed by my wife/myself with _____ children/ _____ children none of whom availed of the concession relating to that block.
- 4) I have already drawn T.A. for the Leave Travel Concession in respect of journey performed by me in the year _____ in respect of the block of two/four years from _____ and _____. This claim is in respect of the journey performed by me in the year _____. This is against the concession admissible once every two years in a prescribed block for visiting home-town as all the members of my family are living away from my place of work.
- 5) The journey has been performed by me / my wife with _____ children / _____ children to the declared home town viz./place _____ in India.
- 6) That my spouse is not employed in/that my spouse is employed in Government service and the concession has not been availed of by them separately. Or by any of the family members for the concerned block of two years/four years.

Dated: _____

Signature of Employee : _____

Name: _____

Department: _____

PARTICULARS OF JOURNEY

advance taken, if any Rs. _____

Signature of Employee

Signature of Verifying Authority

APPROVED

COMPETENT AUTHORITY
(SEAL)

APPROVED

Note:

- i. Please fill the certified on the reverse also.
- ii. Please submit the bill within 15 days from the actual date to IAC.
- iii. Attach the Travel Request in original & the bills if claimed on actual basis.
- iv. Please take prior permission for using higher class of transport for local conveyance from one city to other city.

Certificate for journey in Tour, Travelling Allowance etc.

I hereby declare that

- 1) Certified that no part of amount of this TA/DA has been or will be claimed from any other source.
- 2) Certified that the tour has been under taken by me strictly on Institute Business and under proper authority and that I travelled by the shortest eligible route.
- 3) Certified that the details of timing or arrival and departure, the fares and other expenses charged, the distance shown and other information indicated in the bill are complete and correct to the best of my knowledge and belief.
- 4) Certified that I actually travelled by the class for which TA has been claimed and is supported by actual ticket/ticket number.
- 5) Certified that between stations connected by Railway viz. from _____ to _____, I performed journey by road/rail and travelled in Institute car/private car/own Car, took a single seat in taxi.
- 6) Certified that I was not absent or on casual leave or otherwise out of campus during the period for which TA/DA has been claimed.
- 7) Certified that I was provided/not provided with boarding and lodging during this tour by any other agency.
- 8) Certified that the journey was performed by Purchasing return tickets at reduced rates and the fares claimed are only those actually paid (if travelled by AIR).
- 9) A brief report of tour is given below/attached.

Dated: _____

Signature of Employee : _____

Annexure-XLIII

Application for Outside Employment/ Foreign Employment

To be filled by Applicant

Name of Employee : _____ Employee ID : _____
Designation : _____ Department/Section : _____
Date of Joining : _____ Nature of employment : _____
Mobile Number : _____ Present Pay Scale : _____

Applications Already Submitted Number(s)		
During the Current Year	Through Proper Channel	Direct Applications

I request you to please forward my application for outside employment as per details given below: -

Post Applied For : _____
Name of Employer : _____
Pay Scale of the Post Applied for : _____
Address of Employer : _____
Signature of Applicant : _____
Dated : _____ Recommendation of HOD _____

To be filled by Human Resources

Whether the applicant is under bond to serve the Institute (Yes / No) : _____
If Yes, Duration of the Bond : _____
Expiry Date of Bond : _____
Balance applications yet to be forwarded during the current calendar year : _____

Certified that the number of applications mentioned above is correct.

Recommended Not Recommended		Recommended Not Recommended		Approved Not Approved
_____	_____	_____	_____	_____
Date	Dealing Official	CHRO	DOFA	Director

Annexure-XLIV

Application Form: Leave –(EL)

 Applied for ☐ Earned ☐ Commuted ☐ Half Pay ☐ EOL (Without Pay)

Name : _____ Designation : _____

Department/Section : _____ Purpose of Leave : _____

Phone / Mobile No. : _____

Dates of Leave Applied For

Period of Station Leave (If Required)

From : _____ To : _____ From : _____ To : _____

Address During Outstation Leave : _____

Details Regarding Arrangement for Classes (If Applicable) : _____

Date : _____ Signature of Applicant : _____

Recommended / Not Recommended

Recommended / Not Recommended

In Charge / Supervisor

Signature of HOD :

Recommendations of the Dean of Academic Affairs (Only for Faculty)

NOTE: Leave on Medical Grounds exceeding 3 days should be supported by Medical Certificate

Dean (Academic Affairs)

Official Use: Human Resources

Leave Admissible (No. of days)		
Earned Leave	Commuted Leave	Half Pay Leave

Recommended for approval as stated below:

No. of Days	Type of Leave	From	To
	Earned Leave		
	Commuted Leave		
	Half Pay Leave		
	EOL Without Pay Leave		

Office Remarks (If Any):

Sanctioned / Not Sanctioned

Dated

Verified by

CHRO

Sanctioning Authority

Annexure-XLV

Application Form: Leave (CL)

Applied for ☐ Casual ☐ Special ☐ Compensatory ☐ Restricted Holiday

Name : _____ Designation : _____
Department/Section : _____ Purpose of Leave : _____
Phone / Mobile No. : _____

Dates of Leave Applied For Period of Station Leave (If Required)
From : _____ To : _____ From : _____ To : _____

Address During Outstation Leave : _____
Details Regarding Arrangement for Classes (If Applicable) : _____

Date : _____ Signature of Applicant : _____

For Official Use Only

Total leave admissible during the year : _____ Leave already taken during the year : _____
Leave applied for : _____ Balance Leave : _____
Office Remarks (If Any) : _____

Recommended / Not Recommended

Sanctioned / Not Sanctioned

Dated

Verified by

In Charge / Supervisor / HOD

Sanctioning Authority

NOTE: (a) Director is the competent authority to sanction the above types of leaves for Deans & Heads of Departments/Schools/Centers/Sections
(b) HOD is the competent authority to sanction the above types of leaves for remaining faculty/staff in their respective Departments/Schools/Centers/Sections

Annexure-XLVI**Application Form: Leave (Academic)**Applied for ☐ Academic ☐ Duty

Name : _____ Designation : _____
Department/Section : _____ Purpose of Leave : _____
Phone / Mobile No. : _____

Dates of Leave Applied For Period of Station Leave (If Required)
From : _____ To : _____ From : _____ To : _____

Address During Outstation Leave : _____
Details Regarding Arrangement for Classes (If Applicable) : _____

Date : _____ Signature of Applicant : _____

For Official Use Only

Total leave admissible during the year : _____ Leave already taken during the year : _____
Leave applied for : _____ Balance Leave : _____
Office Remarks (If Any) : _____

Recommended / Not Recommended

Sanctioned / Not Sanctioned

Dated

Verified by

In Charge / Supervisor / HOD

Sanctioning Authority

NOTE: Director is the competent authority to sanction the above types of leaves

Annexure-XLVII

Leave Encashment (Fixed Term Employee)

Name : _____ Designation : _____
Department/ Section : _____ Date of Joining : _____
Date of Encashment : _____

Earned Details [Number(s)]

Maximum Accumulation : _____ Total Credit (Earned Leave) : _____
Leave Availed : _____ Entitlement for Leave Encashment : _____
Balance as on Date/Days : _____

For Pre Audit

_____	_____	_____	_____
Date	Initiated by	CHRO	AR(IAC)
		Recommended Not Recommended	Approved Not Approved
_____		_____	_____
Date		CHRO	DIRECTOR

Exit Interview Form
Section – A (To be filled by Employee)

Name :	_____	Designation :	_____
Department :	_____	Date of Joining :	_____
Qualification :	_____	Reason for Resignation* :	_____

*Cite 1-2 reasons for resignation: Higher Education, Govt. Job, Other Job, Location Adv., Term Expiry, Retirement, Marriage, Job Security.

Have you accepted another position?	:	
If Yes – University / Organization	:	
New Designation & Salary / Benefits	:	
How long ago did you begin searching for another position?	:	
What incident or circumstance(s) made you begin looking for another job?	:	
Relating to the employee's job		
Job challenges	:	
Value addition to oneself during service	:	
Work Environment	:	
Three Positive Elements in TIET / Your Job		
1.		
2.		
3.		
Three improvement areas in TIET		
1.		
2.		
3.		
Relating to the changes that TIET should make		
Adequacy of freedom to allow for a climate of creativity	:	
Perception about the level of openness, trust and honesty	:	
Changes that the employee would like TIET to implement	:	

Relating to social life, administrative infrastructure & assistance		
Adequacy of infrastructure	:	
Social interactions in terms of quality & quantity	:	
How well did your Head handle any complaints or grievances you may have had?	:	
What could have been done to make your job here more rewarding? Would you have stayed if a more-satisfactory arrangement could have been worked out?	:	
Would you like to rejoin TIET at some later stage?	:	

How would you rate the following?

Job responsibilities?

☐ Outstanding
 ☐ Very Good
 ☐ Satisfactory
 ☐ Fair
 ☐ Unsatisfactory

Opportunity for achieving goals?

☐ Outstanding
 ☐ Very Good
 ☐ Satisfactory
 ☐ Fair
 ☐ Unsatisfactory

Work environment?

☐ Outstanding
 ☐ Very Good
 ☐ Satisfactory
 ☐ Fair
 ☐ Unsatisfactory

Pay?

☐ Outstanding
 ☐ Very Good
 ☐ Satisfactory
 ☐ Fair
 ☐ Unsatisfactory

Benefits?

☐ Outstanding
 ☐ Very Good
 ☐ Satisfactory
 ☐ Fair
 ☐ Unsatisfactory

Any other comments:

I authorize the placement of this Exit Interview form in my personnel file: Yes _____ No _____

Employee Signature: _____ Date: _____

Section – B (To be filled by the HOD)

Note: The filled form is to be sent by the HOD to HR Department in a sealed envelope. HOD to comment on the performance track record of the employee and on any comments made by the employee above.

HOD's Signature: _____ Date: _____

Section – C (To be filled by Human Resources Department)

Suggestions, which can be implemented

CHRO's Signature: _____ Date: _____

Annexure-XLIX
No Dues Certificate: Regular Employees

Name of Employee :	_____	Employee ID :	_____
Designation :	_____	Department/Section :	_____
Date of Joining :	_____	Nature of employment :	_____
Mobile Number :	_____	Date of Leaving :	_____

He/she has resigned/retired/term expired/proceeded on long leave, from the above said post. His/her account has to be settled. All Heads of the Departments/Schools/Sections/Divisions are requested to report immediately outstanding against him/her, if any.

This may be treated as immediate.

CHRO :	_____	Signature of Employee :	_____
---------------	-------	--------------------------------	-------

1 Dean Partnership and Accreditation	_____	13 Sports	_____
2 Dean of Academic Affairs	_____	14 CMS	_____
3 Dean of Student Affairs	_____	15 SBOP	_____
4 Dean of Research & Sponsored Project	_____	16 Guest House	_____
5 Dean of Faculty Affairs	_____	17 Email Deactivate	_____
6 Concerned HOD	_____	18 STEP	_____
7 Registrar	_____	19 CILP	_____
8 Library	_____	20 CORE	_____
9 Finance & Accounts	_____	21 Audit Cell	_____
10 HR Department	_____		
11 Administrative Officer	_____		
12 Central Store	_____		

Annexure-L**No Dues Certificate: Fixed Term Employees**

Name of Employee	:	_____	Employee ID	:	_____
Designation	:	_____	Department/Section	:	_____
Date of Joining	:	_____	Nature of employment	:	_____
Mobile Number	:	_____	Date of Leaving	:	_____

He/she has resigned/retired/term expired/proceeded on long leave, from the above said post. His/her account has to be settled. All Heads of the Departments/Schools/Sections/Divisions are requested to report immediately outstanding against him/her, if any.

This may be treated as immediate.

CHRO	:	_____	Signature of Employee	:	_____
------	---	-------	-----------------------	---	-------

1	Dean Partnership and Accreditation	_____	13	Sports	_____
2	Dean of Academic Affairs	_____	14	CMS	_____
3	Dean of Student Affairs	_____	15	SBOP	_____
4	Dean of Research & sponsored Project	_____	16	Guest House	_____
5	Dean of Faculty Affairs	_____	17	Email Deactivate	_____
6	Concerned HOD	_____			
7	Registrar	_____			
8	Library	_____			
9	Finance & Accounts	_____			
10	HR Department	_____			
11	Administrative Officer	_____			
12	Central Store	_____			

Annexure-LI**Application Form: Scholarship***Refer: Institute Employee's Ward Scholarship & Employee / Spouse Fee Waiver Policy**Proforma to be filled by Applicant: -*

Employee Name	:	_____	Employee ID	:	_____
Designation	:	_____	Department/Section	:	_____
Nature of employment	:	_____	Mobile Number	:	_____

Details of Present Beneficiary

Name of the candidate	:	_____	Relation with Employee	:	_____
Program	:	_____	Branch	:	_____
Registration No.	:	_____	Category (Quota)	:	<input type="checkbox"/> General <input type="checkbox"/> TIET

Details of Previous Beneficiary, if any

1) Name of the candidate	:	_____	Relation with Employee	:	_____
Program	:	_____	Branch	:	_____
Registration No.	:	_____	Category (Quota)	:	<input type="checkbox"/> General <input type="checkbox"/> TIET
Year of Admission	:	_____	Fee Waiver	:	<input type="checkbox"/> Availed <input type="checkbox"/> Not Availed
2) Name of the candidate	:	_____	Relation with Employee	:	_____
Program	:	_____	Branch	:	_____
Registration No.	:	_____	Category (Quota)	:	<input type="checkbox"/> General <input type="checkbox"/> TIET
Year of Admission	:	_____	Fee Waiver	:	<input type="checkbox"/> Availed <input type="checkbox"/> Not Availed

Signature of Candidate	:	_____	Signature of Employee	:	_____
			Date	:	_____

Enc:- Copy of Admission Letter

Annexure-LII

Application Form: Allotment of Campus Residential Accommodation

Name of Employee : _____ Employee ID : _____
Designation : _____ Department/Section : _____
Date of Joining* : _____ Nature of employment : _____
(*DOJ is the original date of joining that includes Study Leave and Foreign Service)
Mobile Number : _____

Period of Leave / Extraordinary / Foreign Assignment / Post Doc / Lien

S No.	Type of Leave	From	To

Declaration

I agree to abide by the Institute House Allotment Rules as amended from time to time.

Signature of the Applicant : _____
Date : _____

To be filled by Accounts Section

Emoluments for the purposes of house rent : _____

Signature : _____
Date : _____

To be completed by the Registrar

The facts stated by the applicant have been verified and found correct and the declaration about owning a house has been specifically verified with reference to the available records.

Signature of Registrar : _____
Date : _____

Annexure-LIII
Guest/Transit House Booking Form

Name of Guest : _____ **Mobile Number** : _____
Address : _____
Purpose of Visit : _____
Date From : _____ **Date to** : _____

(Note: Please read Terms & Conditions overleaf before filling the form)

Type of Accommodation (Please tick appropriate box)

Type	Boarding	Lodging	Both	Remarks
Single Bedroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Double Bedroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Guest Apartment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Note: Guest apartment will be allotted only to employees on joining subject to availability and approval.

Payment will be made by : Guest / Requisitioner

Meal Requirement

Date	Number of Meals						Remarks
	Breakfast		Lunch		Dinner		
	Veg	Non-Veg	Veg	Non-Veg	Veg	Non-Veg	

Signature- Requisitioner : _____ **Approved (Normal / Concessional) / Not Approved**
Name : _____
Designation : _____ **Signature of the Registrar** : _____
Date : _____ **Date** : _____
Mobile Number : _____

For Office Use Only

Room No(s).- _____ is/are booked at **Normal/Concessional** rates

Regretted- Accommodation not available

Signature of Caretaker : _____
Date : _____

Terms & Conditions

1. Requests for Lodging/Boarding should reach in writing. Verbal requests may not be entertained.
2. Requisitioner should submit requisition form two days in advance to the caretaker after due approvals.
3. An advance notice of at least of 24 hours is required for lunch or dinner.
4. Food will be served during fixed hours as follows

Breakfast : 07:30 -09:00 hrs

Lunch : 12:30 -14:00 hrs

Dinner : 20:00-21:30 hrs

5. Consumption of alcohol within the guest house premises is prohibited.
6. In case of non-occupancy, the requisitioner is liable to pay the charge, unless booking is cancelled at least 48 hrs in advance.
7. 100% loss/ damage, if any, on account of negligence on the part of requisitioner/occupant would be borne by the said requisitioner/occupant.
8. Admission to the Guest House after 11:00 pm can be refused even if one had already checked-in earlier.
9. Check out time 12:00 Noon.
10. All requests should come through HOD/HOS/Head of Centers/Unit concerned
11. Stay for a period longer than 7 days shall require Director's permission.
12. Bills duly verified by HOD/payment must reach with I/C Guest House by cheque of card in the name Thapar Institute of Engineering & Technology, Patiala.
13. 100% advance payment is required at the time of booking in case of outsiders.

Annexure-LIV**Guest House Menu**

SN	Item	Rates (Rs.)
1	Breakfast: Cornflakes, Milk, Sugar, Jam, Tea, Sauce, Butter Toast, Tea, Omelette, Paratha with curd	Rs. 100
2	Lunch/Dinner: Veg : Soup, Dal, Rice, Curd, Seasonal Veg., Paneer, Chapaties, Salad, Pickle & Sweet dish	Rs. 200
	Lunch/Dinner: Non-Veg : All above + one Non-Veg dish	Rs. 250
	Extra items	
3	Tea	Rs. 15
	Coffee	Rs. 25
	Biscuit	Rs. 20
	Soft Drinks	Rs. 25
	Lime Water	Rs. 25
	Milk (per glass)	Rs. 25
	Mineral water	Rs. 20
	Sandwich	Rs. 40
	Cheese Sandwich	Rs. 50
4	Services charges for Private parties	Rs. 950
	Service charges for Official parties	Rs. 500
	(50% will be distributed to the Staff of Staff House)	

Note:

- In addition, snacks will be charged extra on the basis of actual cost + services charges.
- Service Tax if applicable will be charged extra.

NOTES

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THAPAR INSTITUTE
OF ENGINEERING & TECHNOLOGY
(Deemed to be University)

