Preface

ABESEC Ghaziabad is a top ranking college not only in NCR but in whole of Uttar Pradesh providing quality education in engineering and management. It is known for its highest academic standards, modern infrastructure and varied co-curricular activities. Starting its operations from the session 2000-01 with an intake of 180 students in three streams, it has grown to an intake of 1380 in session 2018-19 in 7 UG B.Tech. streams and 3 PG MBA/MCA/M.Tech. streams. Four UG programs (ECE, CSE, IT and EN) have been accredited by the NBA and the College is accredited by the NAAC. The College has a strong network with its alumni. It has so far contributed over 11000 engineering and management professionals working in top ranking companies and contributing to national development. It is a very popular College in NCR and UP as a whole.

The College is proud of the notable contributions made by its faculty members in bringing the College to its present stature. Management of the College is making every effort to provide facilities and incentives for the faculty to upgrade their skills and keep them abreast about the technological development in the areas of their specialization. Further the College provides a conducive environment and transparent work culture so that everyone can contribute to the best of their abilities. The College expects the faculty to avail the benefits and opportunities available at their disposal to excel and discharge their responsibilities effectively and efficiently which should be in line with its core values and for the achievement of vision and mission of the College.

From time to time, the HR Department of ABESEC has issued orders, instructions and schemes on various aspects related with service rules, leave policies, appraisal policies, incentive schemes etc. This book is a compilation of these documents. Besides this, the book contains important chapters on academic responsibilities and ethics & code of conduct for the faculty which they are supposed to be followed in letter and spirit. I am sure that the book shall be of immense use to new joining as well as the current on roll faculty.

I congratulate and appreciate the efforts made by the persons involved in publishing this first edition of 'Faculty Resource Book'.

My sincere best wishes to the faculty fraternity of ABESEC for their continuous efforts in upgrading quality of education being provided to the students.

Dr. Shailesh Tiwari
Director

Chapter 1

About ABESEC-History, Governance & Management

1.1 About ABESEC

ABES Engineering College is affiliated to Dr. A. P. J. Abdul Kalam Technical University, Lucknow, U.P. (AKTU), with the objective of providing education in Engineering and Management programs. The programs offered by the college include various verticals under Bachelor of Technology (B.Tech.) Civil Engineering, Computer Science & Engineering, Computer Engineering & Information Technology, Computer Science, Computer Engineering, Electrical & Electronics Engineering, Electronics & Communication Engineering, Information Technology & Mechanical Engineering. The postgraduate courses include MBA, MCA, and M. Tech. ABESEC is approved by AICTE, Ministry of HRD, Government of India. The college is ISO 9001:2015 certified, NAAC accredited & NBA accredited branches (CSE, ECE, EN & IT). The college has various centers of excellence for the professional development of students.
For the Year 2017, NIRF announced the Ranking on 3rd April 2017. Our College secured a position in 151-200 Rank band at National Level.

More than anything else, ABES Engineering College is one of the pioneering engineering colleges of Ghaziabad. It has been ranked number 1 in AKTU consistently in the past six semesters in a row.

1.2 History

Mr. Ved Prakash Goel, founder of the college started this journey in 2000 with a vision to provide the best quality of education to young minds in Technology and Management. The college carries a rich legacy of 19 years and has more than 11000 alumni.
Academy of Business and Engineering Sciences (ABES) was established in 2000 with MCA, B.Tech. in CS ,IT and EC. The college was approved by AICTE and was affiliated to Uttar Pradesh Technical University .In the following years, other streams of education were added - B.Tech. AI in 2001 (later removed in 2009 due to lack of interest), B.Tech. ME in 2003, MBA in 2006, B.Tech. EEE in 2008 and M.Tech. in 2010.

In 2009, Academy of Business and Engineering Sciences was renamed to its present name ABES Engineering College. Later in 2010, the Uttar Pradesh Technical University (UPTU) was bifurcated into two universities viz. Gautam Buddha Technical University (GBTU) and Mahamaya Technical University (MTU), with the College coming under the jurisdiction of the latter.

1.3 Honors of ABES Engineering College

- Elite National Talent Hunt, Certificate of Appreciation, from Wipro (2019).
- TedxABESEC (2019)
- Providing quality engineering education since 2000, ranked 1 by AKTU in performance analysis (2016-17).(This is 8th time in a row, we are leading in academics in AKTU)
- ABESEC has a great legacy of placements :
    - ❖ 2019 - B.Tech, MBA and MCA students got 1300+ offers.
    - ❖ 2018 - B.Tech, MBA and MCA students got 1200+ offers.
    - ❖ 2017 - B.Tech, MBA and MCA students got 909 placements.
    - ❖ 2016- B.Tech, MBA and MCA students got 861 placements.
- **'Best B Plan Award'** for **'Electric Solar Vehicle Championship'**- ESVC (2019) with All India Rank 5th.
- **'Best Solar endurance award'** for **'Electric Solar Vehicle Championship'**- ESVC (2018).
- BAJA SAE Asia Competition, ABESEC ranked 2nd in Delhi NCR & AIR – 46. (2018-19).
- Solar Vehicle (ESVC), Asia Pacific Broadcasting. This year the rank of team ABESEC jumped from sixth to second (at the national level) and **first rank in north India.**(2018)
- **'Best Build quality award'** for **'SAE Efficycle and Cross Trike'**(2017).

- Ranked by NIRF in the band of 151-200 (2017).
- HPVC, American Society of Mechanical Engineers (2017).
- Solar Vehicle(ESVC), Asia Pacific Broadcasting (2016-17).
- BATTLE – 51, ISRO & IIT Kharagpur (2016-17).
- IDEA – 51 (2016-2017).
- Website Designing Competition held by Ghaziabad Development Authority (GDA) in(2015).
- **AICTE CII All INDIA Survey 2015**
    - ❖ Computer & IT Engineering - In Northern AICTE region, ABES earned **"Platinum"** category
    - ❖ Electronics Engineering - In Northern AICTE region, ABES earned **"Platinum"** category
    - ❖ Mechanical Engineering - In Northern AICTE region, ABES earned **"Gold"** category
    - ❖ In Emerging Engineering Colleges - In Northern AICTE region, ABES earned **"Platinum"** category
- **'Excellence and Innovation in Engineering'**in Award by **'Indian Education Congress'**(2014).
- Entrepreneurship Week India Honors Roll from National Entrepreneurship Network- NENin (2014).
- **'Aspiring Minds National Employability Award'** for being in top 10% Engineering Campuses at the National Level in (2014).
- **'CMAI National UP Education Summit and Awards'**in (2013).
- **'AICTE Award'** for **'MHRD's Employability Enhancement Training Program'**in (2013).
- 1st and 3rd Rank in Event Bouyant **IIT Kharagpur**(2014-15) through **National Student Space Challenge 2014.**
- RoboTryst (2013).
- Trysts (2013).
- National Employability Award (2012 & 2013).
- Asia's 100 Fastest Growing Education College by WCRC Leaders (2012-13).
- The Top Performing College of 'The Great Mind Challenge' in (2012).
- 2nd rank in Private Engineering Colleges in UP 2010 by Dataquest, Jan. (2011).
- ICERi(2011).
- Award for Excellent Academic Results & R & D at International Level (2010).
- **'New Era Award'** for Technology, Quality & Innovation (2010).
- BAJA SAE Asia Competition (2010).
- DRDO - Driving Innovation Student Robot Competition (2010).
- **'UPTU Academic Excellence Award'** – Letter of Appreciation, MCA department in (2009).
- Academic Excellence in B. Tech & MBA programme – Star Performerin (2009).
- Korea Robot Aircraft Competition South Korea (2009).
- UPTU Academic Excellence Award- (2008)
- SAE Northern Section Efficycle Competition, ABESEC consistently won from the competition every year (2014-18).
- UAV (Unmanned Aerial Vehicle) competition, Georgia, USA (2008).
- KOREA ROBOT Aircraft Competition, South Korea (2008).
- International Aerial Robotics Competition (2007).
- MAV (Micro Aerial Vehicle) competition (2007).

1.4 Vision, Mission, Quality Policy & Core Values

Vision

To take the ABES Engineering College to such a level, that it is an equal partner of the other leading colleges of the world. Provide leadership to the international education system and be rated as one of the top world colleges which produces world-class competent and dedicated technical and managerial human resources embedded in traditional Indian values and positive attitudes.

Mission

To create an ambience for a healthy teaching learning process.

To nurture students and infuse in them:

- a passion to excel professionally

- a spirit to be of utmost use to the industry, corporate sector and society at large
- an intense desire to take on challenging responsibilities and leadership roles.
- a craving to be wholesome good human beings.

To develop an environment for creating new knowledge through research and by thriving to explore innovative ideas.

Quality Policy

To continuously thrive to provide a congenial and wholesome academic environment and a healthy culture for faculty, staff and students which would motivate teachers' full participation with passion and develop an intense desire in the students to acquire comprehensive education and hence become a useful and confident human resource for the industry and academia.

Core Values

Every individual of the college is expected adhere to following value system-

Respect– We treat people the way we want to be treated

Integrity– We believe in doing things right when no one is watching

Accountability – We take full responsibility of our actions and are accountable for them

Transparency – We communicate openly amongst ourselves and all our stakeholders to avoid any misconception

Excellence– We endeavor to think out-of-the-box and deliver maximum value to all our stakeholders

1.5 Governance of the College

1.5.1 Board of Governance

The ABESEC is a self-financing College. It is run by a society entitled 'Society for Educational Excellence (SEE)'.The College has a Board of Governance(BOG) which is responsible for overseeing the college activities, determining its future direction and fostering an environment in which the college vision & mission are achieved. The BOG has been constituted as per the guidelines of UGC/AICTE. The prestigious Board of Governors of ABESEC has academicians and industrialist of high repute as its members. Sh. Neeraj Goel General Secretary SEE is the Chairman of BOG and the Director ABESEC is the Member Secretary. The list of members is as under.

Sh. Neeraj Goel Chairman, General Secretary Society – SEE	**Sh. Rohit Rastogi** Member, Faculty Representative
Sh. Sachin Goel Vice Chairman, Nominee of the ABESEC	**Sh. Narendra Kumar** Member, Nominee of Society-SEE
Sh. Raghunandan Kansal Member, Advisior – ABESEC	**Sh. Sandeep Kumar** Member, Nominee of Society-SEE
Prof. (Dr.)Shailesh Tiwari Member Secretary, Director ABESEC	**Sh. Rajesh Kumar** Member, Nominee of Society-SEE
Dr. Hari Om Updadhyay Member, Faculty Representative	**Sh. Satish Chand Goel** Member, Nominee of Society-SEE

Dr. Manoj Kumar Tiwari (Ex.-Officio Regional Director AICTE-Kanpur)
Member, Nominee of AICTE

Prof. B.K. Gupta (Advisor RKGIT, Ghaziabad)
Member, Nominee of Affiliating University

Sh. R C Rajput (Director DTE Kanpur)
Member, Nominee of the State Government

Ms. Nitika Jain
Member, Staff Representative

Sh. Rajesh Kumar Sangal
Member, Parents Representative
(Male Student)

Sh. Subhash Chandra Agarwal
Member, Parents Representative
(Female Student)

1.5.2 Functions of the Governing Body

- The BOG provides clear vision and mission to the college and guides the College in fulfilling the objectives for which it has been set up by the Society for Educational Excellence namely providing Quality Education, Skill Development and inculcating human values and professional ethics ensuring holistic development of the students.
- One of the important functions of the BOG is to ensure the involvement of the stakeholders in the College affairs and safeguard their interests so that they have full confidence and trust in the brand name of ABESEC.
- BOG reviews the functioning of the College as a whole to ensure the role of the top management of the College is reflective of an effective leadership in tune with vision and mission of the College.
- The BOG reviews the perspective plan/strategic implementation plan prepared by the Management and the Director of the College to oversee that it is in line with the stated vision and mission of the College.
- The BOG reviews the annual action plan of the College and its achievement.
- Oversees the compliance of the College with legal, statutory and regulatory requirements.
- Perform such other functions and college committees, as may be necessary and deemed fit for the proper development of the College

1.6 Management of the College

1.6.1 The President ABESEC GC

- At the apex level in the College, the Management is represented by the President ABESEC GC who is supported by the Vice-President and the Advisor ABESEC GC.
- The Finance and Accounts reports directly to the President.
- The HR and some other verticals report to the Vice-President as per organogram of the College
- Rest all other academic and administrative functions are under the charge of the Director ABESEC.

1.6.2 Functions of the Director ABESEC

- Director is the Head of the College and is responsible for overall growth and development of the College.
- He/She is expected to provide effective leadership in all facets of activities of the College in tune with vision and mission of the College.
- He/She is the Member Secretary of the BOG. He shall put-forth various proposals-perspective plans, strategic plan and the annual plan and other academic and financial proposals to the BOG for obtaining the approvals and ensure implementation.
- He/She acts as a link between the HODs, faculty, staff & students and the Management.
- To take steps for Faculty empowerment and create an environment conducive for faculty to give their best.

- To ensure to provide excellent students support facilitating mechanism like guidance and mentoring cell, support to the needy students with learning difficulties, grievance redressal cell and welfare measures facilities.
- To take special measures for student's placement and progression which is an area of concern for the parents/students by ensuring quality education and skill development including soft skill development.
- To ensure optimum opportunities for the students for co-curricular, extra-curricular and HV & PE activities for their holistic development
- To ensure that University regulations in respect of students attendance and discipline are strictly adhered to.
- To strengthen the Internal Quality Assessment System in the ABESEC.
- To promote accreditation activities by the NAAC and NBA and to ensure that the academic departments follow the quality norms and the standards laid down by these agencies.
- To strengthen the parameters assessed in the NIRF ranking
- To ensure compliance of the College with legal, statutory and regulatory requirements as laid down by the University, AICTE and the UGC.
- To ensure that all academic activities including examinations are conducted by the departments and other functionaries in accordance with University regulations and guidelines.
- To enforce the anti-ragging measures in the College as per AICTE guidelines.
- To make campus physically & socially gender – friendly and ensure to provide suitable facilities to women students, faculty & staff.

To ensure smooth functioning of the operational and academic activities of the College, the Director is supported by Dean (Academics), Dean (SW), Registrar, Placement cell, COE, Admin Officer, Librarian, Chairman (Clubs), ICC, CBSE/CARE, IQAC Cell and some other cells as indicated in the organogram of the College who assist the Director in discharge of the functions mentioned above in their respective areas and have their own delegated powers to work effectively.

1.6.3 Heads of academic Departments (HODs)

- ABESEC offers UG B.Tech. programs in seven (9) streams (CSE,IT,CE&IT,COE,CS,ECE,EN,ME,CE) and two (2) PG programs (MBA & MCA). M.Tech. programs are part of respective UG program departments. Department of AS & H takes care of all B.Tech. I year students.
- Each department is headed by a faculty in the rank of a Professor and is designated as Head of the Department (HOD).

1.6.4 Roles and Responsibilities of Head of Department (HOD)

The HOD shall be responsible for the entire working and development of the department under the general control of the Director ABESEC. HOD holds a leadership position in the College set up. He/She has to take care of the planning and managing other activities of the department namely academics, administration, discipline and mentoring besides providing leading role in R & D, Industry-Academia collaborations, students grooming and quality initiatives.

A. **Planning**
- **Formulation of Annual Action Plans of the department:** HOD is responsible to set the annual plans for department as per requirements and the growth plans set by the Management.
- **Budget of the department:** Ensuring the budgets are prepared in advance in prescribed format and prior approvals are taken from Management for setting up any new lab, COEs, procurement of lab equipment, software, consumable items, annual maintenance of lab equipment, for organizing various events & activities such as Conferences, FDPs, Guest speaker lectures etc. in the department.**(Budget Format: Annexure V, Guest Speakers Policy: Annexure VI)**

- **Manpower planning:** Communicating the manpower requirements (Faculty and staff) to HR Department for recruitment
- **Annual target setting for the department** for critical academic activities such as student performance in examinations, teaching learning, faculty development, Research publications, various OBE parameters etc. and obtaining concurrence of the Director

B. Academics

- Foresee all academic and other duties to be performed in the department and in the College and allocate the same to the faculty.
- Assign specific duties to the senior faculty namely Professors and Associate Professors specifically in the area of R & D, critical OBE processes, student innovations, innovative methods of teaching and quality initiatives.
- Ensure that the teaching loads assigned to the Professors, Associated Professors and the Assistant Professors are in accordance to the norms prescribed by the College.
- Proper academic planning, course-wise faculty finalization based of individual faculty competence, experience and student feedback.
- Prepare a strategy for effective curriculum delivery using student centric methods such as participative learning, experimental learning, capstone project, problem solving and innovation & creativity in teaching learning process
- Prepare a strategy for slow learner students so that all are clear pass in University examination
- Prepare a strategy for meritorious students and develop them so that they obtain University ranks.
- Value Added sessions by experts, industry visits are organized to make the course more intense with latest practices.
- Ensure that the students take part in the innovative projects.
- Inspect all laboratories before the start of the session/semester to ensure that necessary equipment and instruments are in good working conditions, consumable items are available, manuals are ready, and safety measures are in place. Ensure timely action for calibration and also repair of instruments/equipment as per requirement.

C. Administration

- **Daily Attendance:**
  - ❖ Daily entry of attendance on ABESEC Portal within 24 hours of class held or as per instructions received from the ERP cell.
  - ❖ To review the attendance of the students in class and lab. Interact with the students who are irregular.

- **Feedback from students and other stakeholders:**
  - ❖ Ensure that the feedback from the students and other stake holders are collected, analyzed and follow up action taken.

- **Student grievances handling**
  - ❖ Timely handing of student' grievances is an important aspect of student's harmony in the department. HOD should constitute a 'Student Counseling and   Grievance Redressal Cell' in the department to resolve the grievance of the students.

- **Department's Mentor-Mentee System**
  - ❖ Allocate a faculty mentor to every student.
  - ❖ Ensure that the faculty mentors have understood the objectives, role, responsibilities and the importance of the mentoring system
  - ❖ HOD should review the mentoring system periodically and its effectiveness.

- **Faculty Development**
  - ❖ Each faculty has immense potential. It is the responsibility of HOD to ensure that potential is identified, developed and utilized for college.
  - ❖ Organizing FDPs, nominating faculty for external seminars, conferences, FDPs etc. for learning latest developments.
  - ❖ Encouraging the faculty members to enroll for Ph.D in reputed Universities/College's.
  - ❖ Ensure that faculty takes up the NPTEL / MOOC certification courses as per College guidelines.
  - ❖ Encourage faculty to publish quality research papers in SCOPUS/SCI/UGC approved journals.
  - ❖ Ensure that each faculty joins at least two paid professional societies as per College policy.

- **Annual performance appraisal of faculty**
  - ❖ The performance of all the faculty is to be appraised by the HOD at the end of the academic session as per API norms contained in the faculty appraisal form. It is recommended that the API norms should be discussed in the beginning of the session and targets fixed for each faculty. At the end of the session the HOD is required to send the faculty appraisal form to the Director with his observation.

- **Other administrative responsibilities**
  - ❖ Ensure that the faculty discharges the invigilation, evaluation, anti-ragging and other such duties as decided by the College authorities.
  - ❖ Ensure that the books required in the central library and the departmental library are procured timely. Also submit the requirements of scholarly journal to the library and ensure these are procured.
  - ❖ Conduct departmental meeting with faculty at least once in month and issue MOM. Also conduct meetings with the staff at least twice in a semester.
  - ❖ To ensure that the mandatory submissions of AICTE/AKTU/NBA/NAAC/NIRF/ISO etc. are prepared and submitted as per requirements.
  - ❖ To ensure that all mandatory and essential records are maintained in the department as per guidelines.
  - ❖ Support quality initiatives of the IQAC Cell

D. **Students' Discipline**
   Maintaining and controlling students' discipline in the department is one of the prime responsibilities of the HOD.
- Brief the students about academic regulations and guidelines as provided in the Student Resource Book (SRB)
- Ensure that all class / labs are held on time & students are not let off before schedule time and no class is cancelled by faculty without approval from HOD.
- Strictly enforce the attendance criteria of the students as per University regulation.
- Ensure that students respect the faculty. Any Act of indiscipline or misbehavior by the students should be dealt with in accordance with College rules. If need be, the cases should be reported to the DSW/Proctor.
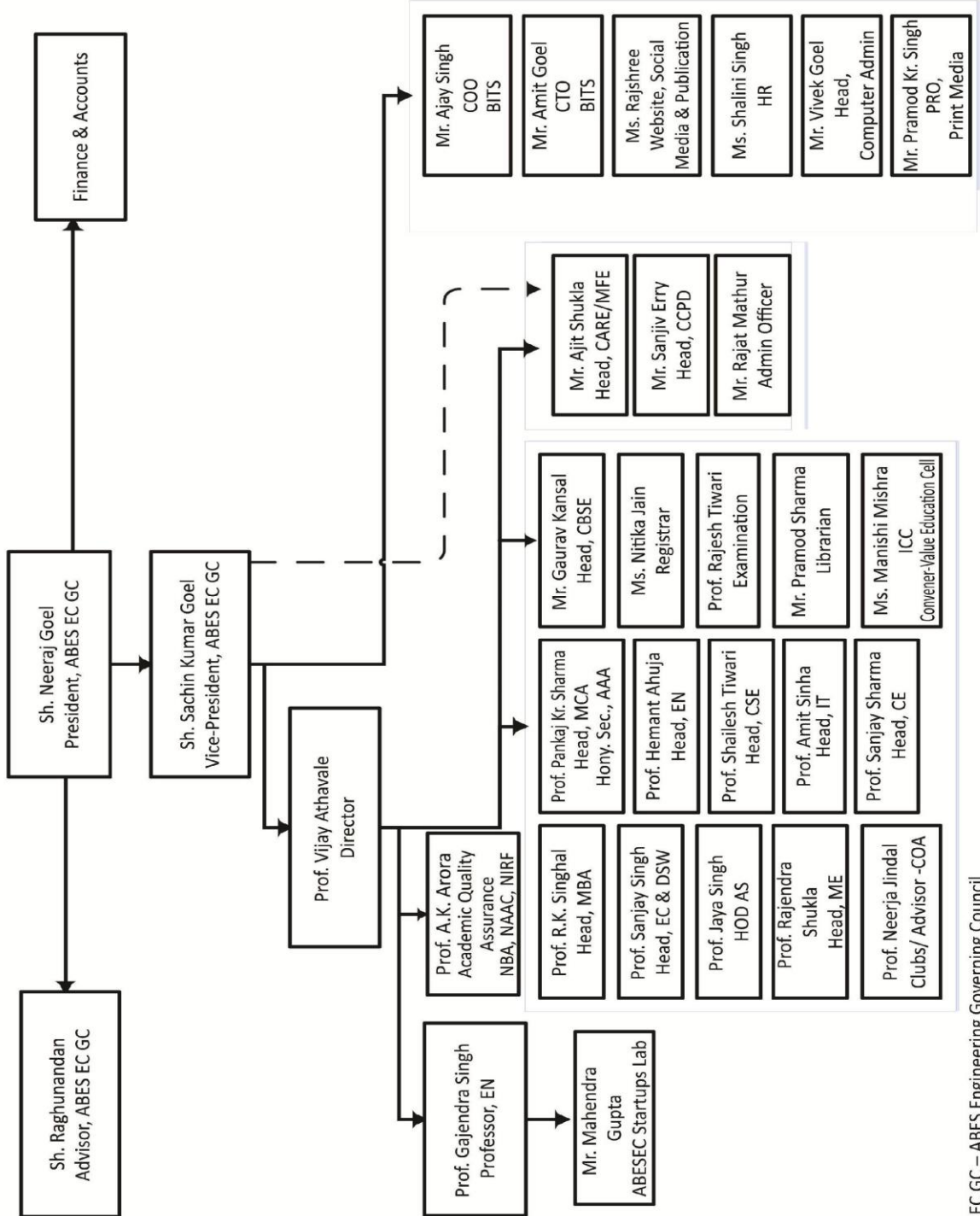
E. **Leadership roles of the HOD**
   While HOD is responsible for entire working of the department, there are certain areas where he/she is supposed to play a leading role. Following are such activities-
- Research projects, consultancy and publications.
- Industry involvement in the programme.
- Career counseling & grooming of final year students.
- Quality enhancement initiatives.
- Establishment of new labs as per curriculum requirements, research lab and Centre of Excellences (COE).
- Planning for any other infrastructure requirements for the department.

1.6.5   Organization Structure of ABESEC

ABESEC Organization Structure

- Sh. Neeraj Goel
  President, ABES EC GC
  - Finance & Accounts
  - Sh. Raghunandan
    Advisor, ABES EC GC
  - Sh. Sachin Kumar Goel
    Vice-President, ABES EC GC
    - Prof. Vijay Athavale
      Director
      - Prof. A.K. Arora
        Academic Quality Assurance
        NBA, NAAC, NIRF
      - Prof. Gajendra Singh
        Professor, EN
        - Mr. Mahendra Gupta
          ABESEC Startups Lab

Mr. Ajay Singh
COO
BITS

Mr. Amit Goel
CTO
BITS

Ms. Rajshree
Website, Social Media & Publication

Ms. Shalini Singh
HR

Mr. Vivek Goel
Head, Computer Admin

Mr. Pramod Kr. Singh
PRO, Print Media

Mr. Ajit Shukla
Head, CARE/MFE

Mr. Sanjiv Erry
Head, CCPD

Mr. Rajat Mathur
Admin Officer

Mr. Gaurav Kansal
Head, CBSE

Ms. Nitika Jain
Registrar

Prof. Rajesh Tiwari
Examination

Mr. Pramod Sharma
Librarian

Ms. Manishi Mishra
ICC
Convener-Value Education Cell

Prof. Pankaj Kr. Sharma
Head, MCA
Hony. Sec., AAA

Prof. Hemant Ahuja
Head, EN

Prof. Shailesh Tiwari
Head, CSE

Prof. Amit Sinha
Head, IT

Prof. Sanjay Sharma
Head, CE

Prof. R.K. Singhal
Head, MBA

Prof. Sanjay Singh
Head, EC & DSW

Prof. Jaya Singh
HOD AS

Prof. Rajendra Shukla
Head, ME

Prof. Neerja Jindal
Clubs/ Advisor -COA

ABES EC GC – ABES Engineering Governing Council

9

Chapter 2

Employee's Service & Leave Policies

2.1 Employee's Service Policy

2.1.1 Recruitment Policy

(a) All recruitment of faculty members are done based on the requirements as worked out by various departments and keeping in view the norms as laid down by AICTE through HR processes. Selection procedures for the recruitment are in accordance with the University guidelines.

(b) The selection committee as formed consists of the following:
(i) Chairman BOG - Chairman
(ii) University Nominee - Member
(iii) Subject Expert - Member
(iv) Director of College - Member
(v) HR - Member Secretary

(c) The advertisements in leading newspapers regarding vacant posts are floated.

2.1.2 HR Recruitment Processes

(a) The applications received are scrutinized by HR department and the shortlisted resumes are forwarded to respective departments.
(b) The candidates short listed for interview are communicated well in advance for appearing before the selection committee on a particular date and time by HR department.
(c) If the candidate clears the interview, then as a final step, the HR personnel negotiate for salary to be paid to the candidate.
(d) If things go well, an Offer Letter is released, which is sent to the candidate asking for acceptance of the offer.
(e) On receiving of acceptance from the candidate, joining process in followed.

2.1.3 HR Joining Processes

- At the time of joining, all the formalities related to the Qualification/Experience Documents, ID Proof, Address Proof is completed.
- After the proper verification, new employee code is created on payroll system.
- Appointment letter is released as the confirmation to the joining of the new employee.

2.1.4 Salaries and other benefits to employees

(a) Salaries:

- The salaries of faculty members are fixed in scales and AGP as prescribed by AICTE/UGC.
- Other allowances of DA and HRA are also paid on this basis.
- The salaries of deserving candidates may even be fixed at higher pay as per the discretion of the selection committee.

(b) Other benefits:

- Director(s) is provided free furnished residential accommodation within the campus.
- The faculty members on their requisition may be provided the accommodation in the campus.
- The employees are given the benefit of Employee Provident Fund (EPF) and Employee State Insurance (ESI) as per the statutory compliances.

Similarly for the recruitment of non-teaching staff, the above procedure is followed which includes respective Heads of the concerned Department besides other members.

All appointments are made on probation for a period of one year which is confirmed after one year on the basis of performance evaluation. However the probation may be extended in case the performance is unsatisfactory. Form No. E-17 (F) & E-17 (S)

2.1.5   Terms & Conditions of service for all employees

Each employee should submit a medical fitness certificate from a doctor nominated by the College, proving that the employee is physically & mentally fit to undertake the assigned task.

An employee of the College shall not engage directly or indirectly in any trade or business or in private tuition or in any other work, which may interfere with the proper discharge of his duties.

An employee shall not enter into any monitory transactions with any student or parent, not exploit his/her influence for personal ends, not accept any gift from any person by virtue of his/her position in the College.

The employee shall abide by the rules and regulations of the College while performing his/her duties.

An employee must update the records regarding his/her contact number and residential address. In case of any change the employee must inform the authorities immediately.

An employee has to abide by the official secret act. The employee shall protect and safeguard all official documents entrusted to him/her.

An employee should be punctual to his/her duties. An employee should not abstain from the college without proper leave or without the prior permission of the leave sanctioning authorities.

2.1.6   Promotion

A similar committee as the selection committee is formed separately for promotion of teaching and non-teaching staff. Each committee so formed is headed by Chairman/Director. The criteria as laid by AICTE for educational qualifications, length of service, research paper published for each cadre is followed while interviewing any candidate for promotion.

2.1.7   Appraisal System

Faculty members' appraisal is done as per the guidelines mentioned in the Faculty & Staff Appraisal Forms Form No E-26 (S) & E-26 (F).

2.1.8   Motivational Incentives

The College encourages its employees to attain higher qualifications, pursue research work and increase their knowledge and skill to provide better education to the students. In this regard following benefits are provided and also award them on their capabilities and performance.

1. **For pursuing Ph.D programmes:** Given Long Leave
2. **Research Paper Publications:** Incentive to be given to all Faculty members who publish research papers in Scopus indexed journals as per College policy in this respect, details of the same are available in item 6.1 Chapter 6.
3. **Seminar/Conference/Workshops/FDP's:** The policy of incentive in this regard is available in item 6.2 Chapter 6.The expenses are regulated as per the TA/ DA Policy vide letter No. ABES/HR /140/2015-16 effective 1st Jan, 2016. Details are available in item 5.2 Chapter 5.

2.1.9 Faculty Awards

The College has maintained the tradition of felicitating its faculty members for their hard work in academics as well as their contribution for the overall growth of the students and the College. The award scheme is reviewed from time to time in keeping with the ever growing challenges faced by the college and the efforts put-in by the faculty members to conquer these scheme.

Indicative Responsibilities /Categories to be considered for awards

Following Categories will be considered for awards:

1. Teaching-learning Process (faculty contribution towards results)
    (a) Pass percentage
    (b) Average marks
    (c) Rank Holder

2. Faculty Self Development
    (a) Acquiring higher qualification
    (b) Publishing Research Papers in international Journals
    (c) Presenting Research Papers in reputed Conferences and Seminars
    (d) Attending Faculty Development Programs

3. Faculty contribution towards enhancing prestige of the College
    (a) Consulting Services to outside agencies
    (b) Participating and executing Funded Projects
    (c) Writing proposals and getting funding from DST, AICTE, MSME etc.
    (d) Organizing and conducting Faculty Development Programs for own faculty and others

4. Faculty Contribution Towards Departmental/College Activities
    (a) Organizing National/ International level conference/ Seminar
    (b) Promoting and nurturing professional society memberships
    (c) Interaction with outside agencies including industrial visits and programs under Industry – Academia partnership programs
    (d) Organizing Extra-Curricular and Co-Curricular activities
    (e) Conducting training programs during Summer/ Winter vacations

5. Faculty Contribution towards Development of students (making them more employable)
    (a) Academic award for Group of Mentees
    (b) Technical award
    (c) Extra Curriculum for group of mentees
    (d) Career /placement oriented award for group of mentees
    (e) Leadership quality for group of mentees

6. Faculty contribution towards recruitment generation i.e. inviting companies for campus recruitment including number of students issued with appointment letter by these companies.

7. HOD's discretionary award (to be awarded in rare cases, not covered or considered under any of the above categories but considered as an important asset for the department).

Eligibility

Eligibility for awards will be considered based on the performance during the whole session. Efforts will be made to ascertain the eligibility based on the performance improvement over the past three years. If sufficient data for previous years for a particular faculty is available, that data will be used for comparing improvement, else data for other faculty on same or similar activities will be used for comparing improvement. Emphasis will be on self-Improvement rather than comparing with others, to the extent possible.

Targets for each category/ sub- category will be set in the beginning of the session with mutual consultation between the HOD and the faculty concerned. Award for each category or sub-category will be considered separately. A faculty may be eligible for one or more awards. Multiple faculty may qualify for award under a particular category.

2.1.10 Gratuity

Gratuity is a benefit paid to employees in appreciation of a continuous service for at least five years by an employee, where continuous service means at least minimum of 240 paid days of service per year.

1. Gratuity will be paid @

    Gratuity = (15/26) * Last Salary Drawn * Completed years of service
    Where

    (a) 15 = no of days applicable per year completed with at least presence of 240 days in a year.
    (b) 26 = Monthly salary divided by 26 working days in a month
    (c) Last Salary Drawn = Basic +AGP+ DA

2. Gratuity is payable on employee's superannuation (retirement, leaving) or death (whichever is earlier), if any employee has completed 5 years of continuous service with ABESEC.

2.1.11 Exit Policy

ABESEC deems each employee as an asset for the college and stride ahead together to achieve greater heights. College believes in retention of its employees by providing healthy working environment. ABESEC management urges its Supervisors/ Managers/HODs to help to create a conducive working environment and to keep the moral high of their subordinates. College has full faith in leadership skills of the Supervisors/Reporting Managers/HODs to help in keeping a check on attrition rate.

1. **Resignation:**

Notice of resignation is to be submitted to the Supervisor/Reporting Manager/HOD of the respective department. Upon approval and acceptance from reporting manager, it should be forwarded to Director through HR and then back to HR department for full and final processing.

College policy:

An employee who chooses to leave the College, has to give a prior notice and abide by the resignation policy mentioned and accepted by every employee at the time of appointment. To resign in good standing, employee has to give 30 day notice in writing to supervisor/Reporting Manager/HOD.

Supervisors/Reporting Managers/HODs has to clearly mention the reason of exit of any employee. Resignation application forwarded to Director without valid exit reasons from supervisor will not be accepted.

No dues formalities are to be completed and verified by HR before any full and final process.

Case 1: When employee resign and request to relieve on the same day.

Manager/HOD has to decide whether department is ready with the succession plan. Manager/HOD is responsible to check completion of assigned task if any, before accepting the resignation and relieving from the current assignment.

a. Supervisor/Manager/HOD must have succession plan in place before relieving of any employee.
b. Relieving of the employee on the same day, he/she has to pay back defined notice period amount i.e. 30 days' pay to college.

Case 2: When employee resign and ready to serve the notice period as per Appointment letter

Employee giving a prior notice of 30 days as per college policy, Supervisor/Reporting Manager/HOD after accepting the resignation has to forward the same for further approval to Director. In case of delay in acceptance from the day of notice, supervisor/reporting manager/HOD has to explain the reason of delay in accepting.

Case3: Asking for waiver of notice period

Employee has to explain the reason asking for waiver and Supervisor/Reporting Manager/HOD has to clearly identify and mention the reason for waiver before forwarding to Director for further approval. Waiver of notice period decision is solely based at the discretion of Director, based on supervisor's written observations mentioned with the resignation notice.

Supervisor/Reporting Manager/HOD may also case to case basis propose to dilute accumulated PL @50% with the notice period

Case4: Dismissal of Service/Termination of Service

An employee may be dismissed for any legal reason including, but not limited to, the following reasons:

a. Any act of misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, commission of an act involving moral turpitude, any act of indiscipline or inefficiency.
b. In case particulars mentioned by the employee in his/her application or unsubstantiated, discussions or papers submitted by the employee to the College are found false or any certificates/testimonials or documentary evidences submitted by the employee are found to be false or incorrect and/ or that the employee have suppressed and/or withheld any information.
c. In case the employee has undertaken any direct/ indirect - full time or part time business or work for honorarium or remuneration, without prior written permission of the College
d. If the employee has participated in an election of any kind without obtaining prior written permission from the College.

(i) **Asked to resign and serve notice period**
Employee can be asked to resign from his/her current responsibility due to any of the above reasons and asked to serve the notice as per college policy, accepted at the time of employment (appointment letter).

(ii) **Asked to resign and relieved from duties same day**

Employee can be asked to resign from his/her current responsibility due to any of the above and asked to leave the college with immediate effect. It is at the discretion of college to pay the notice period to employee as per letter of appointment looking at the seriousness of the conduct and violation of the policy. In such issue of letter of experience will be at the sole discretion of college.

2. **On reaching the age of superannuation**

An employee will retire from the service of the College on attaining the superannuation age of 65 years, as recorded by the College based on the information given by you as per municipal/local body or Government records. College however in its sole discretion may decide to retain the services of an employee, but not as a permanent employee, after completion of the superannuation date.

2.2 Employee's Leave Policy

2.2.1 Definitions

- Leave 'Sanctioning or Competent authority' means the Director or any other authority to whom the powers have been delegated to sanction leave under this policy (e.g. the Directors may authorize respective HODs to sanction PL. Short leaves could also be sanctioned by HODs.
- It is mandatory to obtain prior approval before proceeding on leave, in case of emergency due to medical exigencies; the employee must inform their sanctioning authority and can apply leaves online afterwards. If not done, any absence, may be taken as Leave without Pay (LWP) at the sole discretion of the sanctioning authority.
- 'Academic Calendar Year' means the period of one year starting from 1st Aug and ending on 31st July of succeeding year.
- (i) Vocation Staff includes teaching faculty and laboratory staff involved in teaching activities. (ii) Non Vocation Staff includes all non-teaching employees including the technical assistants involved in maintenance activities.
- The types of leaves mentioned below shall apply to all regular teaching, non-teaching and technical employees of the College but shall not apply to:
    - (i) Persons engaged on casual\daily wages.
    - (ii) Persons engaged through service contractors
    - (iii) Persons engaged on part time basis and to the employees for whom the roles are specifically not made applicable.

2.2.2 Types of Leaves

1.	Privilege Leave	PL
2.	On Duty Leave	OD
3.	Compensatory Off	CO
4.	Vacation Off	VO
5.	Leave Without Pay	LWP
8.	Casual Leave	CL
9.	Special Off	SO
10.	Short Leave	SH

2.2.3 No. of leaves an employee is entitled to as per band (The categories are transformed from LP1, LP2… to Bands B1, B2… for the simplification of the system)

Leave Band	Leave Entitlement Per Month				Remark
	PL	SO	VO	CL	
B1	2	0	1	1	Teaching & Technical Lab
B2	3	0	0	1	Admin & Support Staff
B3	3	4	0	1	Hostel Warden
B4	1	0	0	0	Construction, Drivers, Guards & Caretakers and other general services Staff
B5	1	0	0	0	Peons
B6	1	0	0	1	Maintenance Staff

Privilege Leaves: PLs collectively comprise of EL & SL.

2.2.4 PL entitlement for service less than a full calendar month

No. of working days	B1	B2/B3	B4/B5/B6
<= 9 Days	NIL	NIL	NIL
10 – 14 Days	1	1	0.5
15 – 19 Days	1	1.5	0.5
20 – 24 Days	1.5	2	0.5
25 – 29 Days	1.5	2.5	1
Full calendar month	2	3	1

(a) PL for current month will be credited on the 1st day of the next month.
(b) Half day PL can also be availed.
(c) Holidays/Week offs falling in between a sequence of PLs will not be counted as PL. e.g. if PL is taken for Saturday and Monday, the Sunday falling in between will not be counted as a PL.
(d) PL can be accumulated and encashed as per the norms explained below. PL leaves can be accumulated up to 180 (one hundred and eighty), over 180, count will be lapsed.
(e) PL earned during the current academic year along with the PL balance of the previous year can be carried forward.
(f) Any week off(s) sandwiched between 2 LWP or absent will also be considered as LWP except the 3 National Holidays (Independence Day, Republic day and Gandhi Jayanti).
(g) For service less than a full calendar month (employee is on LWP in the respective month), full PL entitlement will be applicable as per bands in medical exigency cases on submission of valid proofs within a week of resuming his/her duty.
(h) For service less than a full calendar month (employee is on LWP in the respective month), PL entitlement as per above leave accrual table will be applicable in case of all employees, Resigned, Re-joining or employees proceeding on Long Leave.

2.2.5 PL Encashment Rules

(a) Any number of PL above 30 can be encashed only once in a year in August month.

(b) Minimum count recommended above 30 PL (fixed minimum balance) is 5 PL, for encashment.

(c) Leave encashment will be @50% of current salary excluding HRA and CA i.e. 50% of (Basic + DA + AGP). **OR**
Encashment will be @ full current salary excluding HRA and CA multiplied by half the number of PLs being encashed.

(d) There is no restriction of fixed time or minimum number at the time of exit. All the PLs can be encashed, as per above rules, at the time of leaving the College after resignation.

2.2.6 Casual Leave (CL) Rule

a) CL entitlement will be done on the first day of the current month.

b) CL will be carry forwarded to next month and can be accumulated but will completely lapse at the end of Academic Calendar year i.e. 31st July.

c) Holidays/Week offs falling in between a sequence of CL will not be counted as CL. e.g. if CL is taken for Saturday and Monday, the Sunday falling in between will not be counted as a CL

d) CL cannot be encashed.

2.2.7 Special Off (SO) Rule

• This type of Leave is exclusive to BAND B3 (Hostel Wardens) as they don't have any week-Off.

• SO entitlement will be done on the last day of the current month.

• SO will be carry forwarded to next month and can be accumulated but will completely lapse at the end of Academic Calendar year i.e. 31st July.

• SO cannot be encashed.

2.2.8 On Duty Leave (OD)

• On duty leave (OD) may be recommended by HOD & granted by the Director for transacting College/University or any other academic/professional/assignment.

• A reasonable period spent on travelling/journey may be included in the period.

2.2.9 Vacations Off (VO)

• Vacations for Band B1 will be 12 Calendar days in a year and can be availed twice in a year after any semester break (summer or Winter break as per the date range defined according to the end of Odd and even semester).

• VO will completely lapse at the end of Academic Calendar year i.e. 31st July.

• Week offs or any Holiday sandwiched between vacations will also be counted as Vacation Off.

2.2.10 Short Leave(SH) Rule

• This type of Leave is for all Bands.

• Only 2 short Leaves permission of 2 hrs each allowed in a month.

• Short Leave cannot be combined with any other Leave type on same day.

2.2.11 Compensatory Off

• CO will be applicable only on NON-WORKING DAYS i.e. if someone working on week offs, Sundays or any Holiday

• CO Earn Rule will be:
  ❖ More than 2 hrs up to 4 hrs - 1/2 day
  ❖ More than 4.30hrs - 1 day

• Earning/Grant of CO can be done within 30 days from the day worked on week offs, Sundays or any Holiday.

• After earning CO can be availed any time till the end of leave year.

- CO will be carry forwarded to the next month and can be accumulated but will completely lapse at the end of Academic Calendar year i.e. 31st July.

Note: CO will not be applicable to:

(i) Leave Band B3, B4, B5 & B6.
(ii) Professors & above.

2.2.12   Long Leave Policy

Long Leave Definition:

If an employee is absent continuously and the discontinuity remains even after 4th week, the leave will be considered as "Long Leave". (Exceptions: Medical exigency cases)

In order to smoothly run the classes in odd & even semesters, the processing of Long Leave applications coming from Faculty & Staff members and sanction of long leave and requests for re-joining in middle of the session will be done in following ways to avoid academic as well as financial loss:

1. Request for such leave or re-joining must be submitted before beginning of every semester through proper approval of HOD (not forwarded or recommended) in HR Department latest by November end for even semester and May end for odd semester.

2. Based on the decision of Director in consultation with HR, the HOD's will plan the academic session/semester. No requests shall be entertained thereafter.

3. If approved, relieving or joining shall be from beginning of either odd or even semester.

4. If any member is planning to avail Long Leave in mid of the semester, he/she will have to pay 3 months' Salary (Exceptions: Medical exigency cases)

5. Long leave not applicable to employees under probation period. (Exceptions: Medical exigency cases).

Long leave for pursuing Higher Education:

a) Faculty members should not plan their course work completion/thesis writing in the mid of Semester and apply Long leave for the same.
b) The period of leave for this purpose shall not be counted as experience for promotion.
c) Long Leave can be availed only after the entire PL available in Leave Balance has been used after which LWP is applicable in case of pursuing PART-TIME higher education.
d) In case Faculty member is going for regular Full-time Ph.D
e) PL cannot be applied while proceeding on long leave instead it will be adjusted on their rejoining.

2.2.13   Maternity Leave:

Maternity Benefit (Amendment) Act 2017

All women employees are entitled for maximum of 6 months Maternity Leaves and all 6 (six) months will be paid leaves as per guidelines below:

'It is mandatory to join after six months from date of start of maternity leaves. In case unable to join due to any reason, person has to resign and re-joining will then be through fresh recruitment process based on availability of suitable vacant position.

NOTE: The new ML policy as per Maternity Benefit (Amendment) Act 2017 will be applicable for those proceeding for ML on or after 01.08.2017.

Eligibility:

1. After completion of 1 year of continuous service at ABESEC.
2. Benefit can only be availed twice during the entire service period.
3. Declaration required that woman employee is not working in any establishment during the period for which she receives a maternity claim.
4. Woman Employee can only join office after 6 weeks from date of delivery, if one need to claim maternity benefit.
5. Total Maternity benefit of 6 (six) months will be processed in 2 parts:
   a. Maternity benefit of 3 (three) months will be paid after three months from the date of resuming duty.
   b. Maternity benefit of remaining 3 (three) months will be paid after 3 months from the month in which 1st part is processed.
6. Maternity benefit is applicable only, if employee rejoins the college after approved leaves of six (6) months.
7. For the duration of 6 months, no PL is to be applied to process the maternity benefit of 6 months.

2.2.14 Additional provisions:
- Both teaching and non-teaching staff (Band B1 & B2) will be given off for two Saturdays (1st & 3rd Saturday of the month). The off on Saturday is liable to any exigencies for College or academic accomplishments.
- Holidays and week offs for peons (Band B5) will be same as teaching & Non-teaching staff.
- Leave Policy for drivers, guards & caretakers will be as per category Band B4.

2.2.15 Leave Policy for Wardens
- The duty of warden is for 24 hr. when the warden is at rest in his/her residence, it is also considered as duty except the period for which prior permission is taken to remain absent.
- Wardens are authorized to avail leaves during one academic year as mentioned in table under point 2.2.3 above.
- No compensatory leaves in lieu of Sundays or other holiday is permissible.

2.2.16 College Shifts
   a) 8:30 AM – 4:30 PM
   b) 11:00 AM – 7:00 PM
   c) 7:00 PM – 3:00 AM

Attendance will be as per flexi attendance plan. An individual has to put a minimum 7:30 hours in a day. Less than 7:30 hours and more than 4 hours will be counted as ½ day leave. Less than 4 hours will be counted as full day leave.

Chapter 3

Roles and Responsibilities of a Faculty member

From times immemorial, teaching has been considered as a very noble profession. Teachers play a vital role in shaping the character and career of the students who later on in their profession contribute in nation building. The conduct and behavior of teachers will have a lasting effect on the students. The College expects the faculty to discharge their responsibilities effectively and efficiently. Faculty is also expected to adhere to the rules and regulations of the College. At the same time, the College provides a conducive environment and work culture and also provides a number of facilities and incentives for professional development.

In the following paragraphs, the norms, rules & regulations and responsibilities of the faculty are outlined which are only indicative and not exhaustive.

Faculty should note that non-adherence or non-compliance of these rules and responsibilities shall be treated as dereliction of duties and will invite disciplinary action.

3.1 General

a. Faculty must be punctual to the duty.
b. Faculty should remain present in the College during the working hours and follow the prescribed procedure of the College if one has to go out due to unavoidable personal work.
c. The faculty is expected to conduct themselves in a professional manner in all their activities and communications with the students, parents, seniors, colleagues, staff, administration and other stakeholders.
d. Faculty shall wear a decent and formal dress and adhere to guidelines of dress code issued by the College in this regard vide letter no. **ABES/HR/347/2017-18 Dt 5th April 2018 (Annexure I).**
e. It is mandatory for faculty to display ID cards at all times when they are in campus.
f. Faculty shall display and practice environmental consciousness and adhere to green practices like avoid printing of documents, wastage of electric energy, water etc.
g. Faculty should adhere to line of communication with the authorities by first approaching the HOD and keeping the HOD in loop for all their professional activities.
h. Faculty shall discharge the responsibilities in teaching and dealing with student's affairs, departmental duties, College duties like anti-ragging, examination and evaluation duties, disciplinary committees and any other duties assigned by the HOD/Director with honesty and commitment with best of their ability.
i. Faculty shall ensure the completion of work entrusted by the University on priority and in accordance with the guidelines of the University.
j. Faculty shall complete the sessional evaluation work on time and ensure the quality of evaluation.
k. Faculty shall ensure to adhere to all academic deadlines prescribed from time to time.
l. Faculty should avail leave with prior approval of the HOD and make alternative adjustments for the class, lab, invigilation, anti-ragging and any other duties. In case of emergency, the HOD or the next senior faculty of the department and the concerned authority of the College must be informed with appropriate alternate arrangements suggested.
m. Faculty must attend the meetings called by the Director, HOD or any other authority of the College and actively participate to discharge the assigned duties.
n. Faculty shall keep themselves abreast with technological development in their areas by attending Seminars, workshops, conference, FDPs etc. after obtaining necessary permission from the HOD/Director.
o. Faculty member should regularly visit library and read the latest journals, magazines in his / her specialty to be aware of the latest advancements.

p. Faculty shall undertake research work and consultancy in addition to teaching particularly at the level of Professor and Associate Professor.

q. Faculty should attempt to publish text books and research papers in reputed National/International publications, Conferences etc.

r. Every faculty must deliver Seminar(s) on some current topic on technology/management at least once in each semester to fellow faculty members.

s. Faculty should make use of ICT, Online course-MOOC, NPTEL etc.

t. Faculty shall contribute effectively in the quality enhancement processes of the College.

u. Faculty shall make himself/herself aware of the academic quality requirements of the NBA, NAAC and NIRF and make best efforts to achieve these standards.

v. Faculty is required to follow the rules and regulations issued by the College authorities from time to time.

w. Faculty shall submit his/her updated profile in prescribed format (Annexure II) at the end of academic session or as and when required by the HR Department.

3.2 Academic

3.2.1 Teaching load Guidelines

The College working hours are from 08:30 am-04:30 pm with 1st& 3rd Saturdays off. The workload of a faculty per week is about 40 Hours. The teaching contact hours have been fixed by the Management and are as follows.

Grade	Periods (50 min each)
Assistant Professor	16-18
Associate Professor (without Ph.D)	14-16
Associate Professor	12-14
Professor	10-12
HOD	08-10
Dean	06-08
Director	04-06

Relaxation in teaching load (in Periods – to be applicable for practical load only) is permitted for following roles.

CBSE	02-04
CARE	06-08
Consulting Assignment	06-08
Placement Coordination	02-04
IQAC	04-06

- Technical sessions, Placement readiness programs, GATE classes will be considered part of teaching load.
- Seminars, Industrial visits etc. will not be considered as part of the teaching load.
- Each faculty should be engaged for theory in at least 2 sections (preferable for Asst. Prof.)
- Any deviations have to be approved by the Director.

The faculty shall ensure to utilize the 40 working hours per week in the most productive manner balancing the teaching load with Research, Professional Development including acquiring additional qualifications (especially for non-Ph.D faculty) and discharging the assigned Departmental and College responsibilities.

3.2.2 Understanding OBE process:

Faculty should comprehend the process of Outcome Based Education (OBE) and organize the course contents and delivery accordingly.

3.2.3 Delivery system

Faculty shall conduct the assigned classes and ensure following aspects of the delivery system:

- Prepare a course file as per the standard format of the College.
- Adherence to University guidelines and academic calendar.
- Lecture Delivery Schedule should be as per University evaluation scheme.
- 100 % syllabus should be completed in the prescribed teaching hours.
- Curriculum gaps should be covered in the class as identified.

3.2.4 Tutorials and Assignment

- Tutorial classes are to be conducted as per University guidelines
- Tutorial classes are to be conducted in real spirit of requirements.
- The quality of tutorials should be up to the mark. Faculty must solve the problems given in the tutorial sheet by themselves.
- Performance in tutorial should be given due weightage in award of the sessional marks.
- Assignment given to the students should be relevant to the stated objectives of the course.
- Tutorial file should be maintained separately from that of the course file which should contain all tutorial related documents (Time Table, tutorial/assignment sheets with solutions, marks of the students etc.).

3.2.5 Lab Experiments

- Faculty should perform all the experiments of the Lab personally before the commencement of the session and prepare a sample lab experiment file.
- Faculty should prepare a lab course file as per College guidelines on the pattern of subject course file.
- The student's lab file must be checked then and there or at least by the next class.
- Faculty should ensure that the students analyze and verify the experiment results.
- If two faculty are taking the lab session, both will be equally responsible for the smooth conduct of the session throughout the semester.

3.2.6 Sessional Tests

- The sessional test question papers should be relevant to the prescribed Course outcomes, the questions should be set from outcome/learning level perspective and should meet the standards of Bloom's taxonomy.
- While setting question paper, the faculty member should also prepare the detailed answers and marking scheme for the same.
- The question paper should be discussed in the first class after the test to clear student's doubts and common mistakes committed by the students and how to overcome it.
- Faculty should evaluate the answer sheets within the stipulated time as prescribed in the academic calendar.
- Faculty should be fair and impartial in awarding of internal marks to students. It should not have any bearing with religion, caste or status of the parents, personal relations etc. The process of award of internal marks should be transparent and should be known to everyone concerned.
- Faculty should perform the invigilation duties in the sessional tests with same sincerity as in the University examinations. Any student found using unfair means must be treated strictly as per the guidelines of the College.

FACULTY
RESOURCE BOOK
2018 - 2019

- Faculty should understand that the higher level cognitive skills are assessed by mini/major projects, capstone projects, seminars, presentations, group discussions etc. for which good rubrics should be developed.

3.2.7 Students Results

Faculty Member should always aim for 100% pass results with good average marks in his / her subjects to meet the GAIA target as fixed by the Departmental Academic Committee (DAC) and work accordingly to show continuous improvement.

3.2.8 Classroom Management

- Faculty should be well prepared for the class with a lesson plan for optimum utilization of the time.
- Faculty is required to reach the class room five minutes prior to the scheduled time of commencement of the class.
- Faculty must end the class at the scheduled time only and not earlier or later than the schedule.
- **Class room delivery**
  - ❖ Attendance should be taken right in the beginning of the class. Attendance should be taken by calling the students' name rather than their roll numbers.
  - ❖ The student entering the class after 10 min should not be denied admission into the classrooms / Labs when they report. Such students can only avail the benefit of lecture and not the attendance.
  - ❖ In case of habitual latecomers the faculty should try to correct the student through personal counseling and if it does not bring any change, the student must be directed to meet the class coordinator/AHOD/HOD.
  - ❖ Faculty should start the lecture by first recapitulating what was covered in the last class, then tell what the student are going to learn and then deliver the lecture. In the last few minutes of the lecture summarize what has been covered.
  - ❖ Faculty is expected to follow the teaching techniques to ensure effective two-way communication with the students
  - ❖ Faculty should make use of Power Point Presentation, video clips etc. as per requirements of the topic in addition to using the conventional white board or black board.
  - ❖ Faculty should be aware that nowadays the students have access to online lectures and reading material from reputed colleges. This should be encouraged to achieve the learning objectives.
  - ❖ Faculty should encourage students asking doubts and questions.
  - ❖ Faculty should also pose questions to the students which will inculcate out of box thinking.
  - ❖ Faculty should ensure that most communication in class takes place in English.
  - ❖ It is the responsibility of the teacher to make the lecture interesting so that the students remain attentive in the class. Remaining focused on the subject/topic, faculty at times may resort to light humour to break the monotony.
  - ❖ Faculty should identify top five (5) and bottom five (5) students and make efforts for University ranks for top five students and clear pass for bottom five students.
  - ❖ Faculty should prepare for 2-3 lectures in advance so that sufficient content is available to continue the lecture for the full duration and there is no need to digress and discuss general topic in the class.
  - ❖ Faculty should periodically take informal feedback from students and adjust the teaching appropriately.
- **Students discipline in the class**
  - ❖ Faculty should have a good control of students.
  - ❖ Faculty should act with tact to deal with students creating indiscipline in the class.
  - ❖ Cases of repeated indiscipline, misbehavior or insubordination should be dealt at HOD level. The faculty should not threaten the students in the name of marks or other punitive action for their lapses or indiscipline. Such cases should be dealt with as per prescribed procedure.

- ❖ Faculty must not award any physical punishments to the students indulging in misbehavior in the classrooms. However, they can warn such students or report to the HOD for necessary action.
  - ❖ Students are not permitted to use mobile phones when the class is in progress. If students are found using mobile in class hours then it should be confiscated and be sent to the department's discipline committee for appropriate action.
- **ID card and Dress**
  - ❖ It is mandatory for students to display ID cards at all times when they are in campus.
  - ❖ Faculty should not take ID cards from students when they are involved in undesirable activities. ID cards can be demanded only to ascertain the identity of students. After noting the details of student, ID card must be returned to the student concerned on the spot.
  - ❖ Students violating dress code must not be allowed to attend the lecture classes, internal tests and laboratories. Faculty should report such cases to the HOD for necessary action.
- Faculty shall not prepone, postpone, let off or suspend a scheduled class without authorization from the HOD.
- A class be it theory/practical or tutorial a teacher shall handle the assigned class for the entire duration of the said class.
- Faculty should be a good counselor and facilitator. He/she should help, guide, encourage and assist the students to ensure that the Teaching-Learning process is effective and successful.
- Faculty should set a good example for the students to follow by his/her behavior by maintaining decorum and adhering to College rules and regulations in all respect.

3.2.9 Teaching–Learning Evaluation

The College obtains feedback from the students on the following attributes of subject teachers. Faculty are expected to strengthen these attributes related to teaching learning process.
  i. Whether 100 % syllabus was covered in the class?
  ii. How well did the teachers prepare for the classes?
  iii. How well were the teachers able to communicate and explain the topic?
  iv. Enthusiasm towards teaching and overall development of the students
  v. Whether the teacher is fair in the internal evaluation process
  vi. Was your performance in assignments discussed with you?
  vii. Teachers inform you about your expected competencies, course outcomes and programme outcomes.
  viii. The teachers illustrate the concepts through examples and applications.
  ix. The teachers identify your strengths and encourage you with providing right level of challenges.
  x. Teachers are able to identify the weaknesses of the students and help them to overcome them.
  xi. The teachers use student centric methods, such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences.
  xii. Use of teaching aids such as LCD, Power point presentation, Video Clips etc.
  xiii. Encouraging students' participation and teacher's ability to answer the queries
  xiv. Availability after the Class to clear doubts of the students.
  xv. Does the teacher discuss the application aspects of the topics?
  xvi. Does the teacher give enough examples to make the topic interesting & understandable?
  xvii. Major delivery content of faculty in class is in Hindi or English
  xviii. Clarity and audibility of voice

3.3 Roles of a Faculty as a Mentor

ABESEC has a mentoring program to help the students at the individual level to establish a kind of positive student-teacher relationship which can be utilized to solve many personal, professional or academic issues of the students. The objective of the system is to provide best professional guidance for the career development

and to ensure over all development. Every student (mentee) should have a faculty (mentor).Following are the roles of a faculty as a mentor:

a) Mentor must meet the assigned students at least once in every fortnight. Records of deliberations in the meeting should be maintained properly in the Mentor's diary in the prescribed format. The diary should be got reviewed and counter signed by the HOD periodically.

b) Mentor faculty should act as a friend, philosopher and guide.

c) Mentor shall advise, guide and counsel the mentee in all matters be it academics, career development, placement, behavioral aspects and also the personal matters to help and nurture the mentee in all possible ways.

d) Mentor shall understand student's difficulties and counsel as per individual situation.

e) Any serious issue with the student must be brought to the notice of the HOD/DSW

f) Mentor should ensure to monitor the academic performance of the mentee including his/her regularity in the class and writing all sessional tests.

g) Mentor shall keep the parents appraised about the academic progress and general behavior of their ward from time to time.

h) Mentor should encourage the mentee to take maximum advantage of excellent facilities in the College and to participate in various co-curricular and extra-curricular activities to ensure his/her overall development.

i) Mentor shall explain to the mentee the various guidelines for the students as provided in the 'Student Resource Book'(SRB).

j) Mentee student should be made aware of various scholarship schemes and financial support which can be obtained from the Government and the University.

k) Mentee should also be made aware of the Student welfare and support services in ABESEC namely DSW, Students Grievance Redressal Cell, Student Counseling Cell, Internal Complaint Committee, Students Affair Committee, the Mentoring system, Disability services etc.

3.4 Research Contribution

a) ABESEC Management attaches great importance to promoting 'research culture' in the College. Faculty is encouraged to register for Ph.D in reputed colleges of the country. Rules provide granting long leave to such faculty members. College has a policy of promoting research by way of monetary incentives on publication of research papers in SCOPUS/SCI Indexed Journals. Faculty is encouraged to attend Conference/Workshop/FDP for which expenses are reimbursed. The membership fee of major professional societies is partially shared by the College. Faculty is encouraged to recommend setting up of COEs. ABESEC has a formalized policy on consultancy with clear specification of revenue sharing between the faculty and the College. To encourage innovations, the College has a Centre for Applied Research and Innovations (CARE).

b) Faculty is expected to contribute to research in following areas

- **Academic Research:** Academic research includes research paper publications, Ph.D guidance, and faculty receiving Ph.D. It is desired that a faculty shall publish one paper in an indexed journal per year. Faculty should also attempt to publish books in their area of expertise.
- **Funded Research projects:** Faculty should apply for projects through various funding agencies.
- **Development activities:** This includes product development and setting up of COEs
- **Consultancy (from Industry):** Consultancy helps the faculty in knowledge advancement and professional development. It results in monetary benefits to the faculty. The faculty is expected to achieve the target fixed up by the HOD.
- **Innovations in coordination with the CARE group**

c) Incentives Policies/schemes of ABESEC for research related activities

S.No	Scheme/Policy	Reference
1	Incentives for publication in SCOPUS/SCI Indexed Journals	6.1 ,Chapter 6
2	Incentives to attend Faculty Development Programs	6.2 Chapter 6
3	Incentives for membership of Professional Societies	6.2 Chapter 6
4	Application for pursuing Higher Education	6.2 Chapter 6
5	Consultancy Policy	6.5 Chapter 6

3.5 Faculty Performance Appraisal
a) The performance of a faculty in an academic session shall be appraised on the basis of the following three criteria-
- Teaching, learning and evaluation related activities.
- Professional development, co-curricular and extension related activities.
- Research, publications and academic contributions.

b) Faculty is advised to maintain the records and evidences of their achievements in above categories.
c) Faculty will be required to submit their achievements in the above three categories as per the prescribed format at the end of every academic session to the Head of the Department by the due date.
d) The Appraisal format is given in HR Form no. "E-26(F)".
e) The HOD shall award the score and submit it to the Director.
f) This document will be part of personal file of the faculty being maintained in the HR Department.

3.6 Departmental Responsibilities of a Faculty
a) For smooth and efficient working of a department, every faculty shall be assigned a responsibility by the HOD.
b) Faculty may give their choice to the HOD to perform an activity of his/her interest.
c) Faculty is expected to discharge the assigned responsibility with trust, dedication and total commitment. Any laxity on the part of faculty shall be treated as unprofessional attitude by the HOD.
d) List of departmental responsibilities which is indicative and not exhaustive is as under. Some more duties may be assigned/added by the HOD concerned which are specific to the department.

S.No	Activity
1	A HOD
2	Department Academic Committee (DAC)
3	Department Budget I/C
4	M.Tech. I/C
5	Department Academic Calendar I/C
6	Time Table I/C
7	Class Coordinators
8	Overall Lab I/C and Lab Coordinators
9	Floors Discipline Monitoring I/C
10	LSA Coordinator
11	I/C Attendance Display
12	Departmental Meetings Coordinator
13	Course Files I/C

14	Lab Files I/C
15	I/C Departments record keeping
16	I/C University Practical Examination
17	I/C Sessional Marks(Theory)
18	I/C Sessional Marks (Practical)
19	Result Analysis
20	Feedback from stakeholders & Feedback through LSA
21	Final Year Project I/C
22	Faculty Seminars
23	FDP / Workshop / SDP/ Conference Coordinators
24	NPTEL/ MOOC Coordinator
25	Virtual Lab Coordinator
26	Industrial Visit Coordinator
27	Industrial Training Coordinator
28	Guest Lectures Coordinator
29	Professional Societies Coordinator
30	NAAC/NBA/NIRF/ISO Coordinator
31	AICTE Proposals / DST / R&D / External Project
32	Consultancy & Industrial Projects Coordinator
33	Event Coordinator
34	Industry Academia Relationship Cell
35	Alumni Cell I/C
36	Scilab Coordinator
37	Spoken Tutorial Coordinator
38	e-Yantra Coordinator
39	CETL Coordinator
40	Sports I/C
41	I/C Extra-Curricular activities
42	Club Coordinators- NSS, Creative-U, Minerva- The Literary Club, Cultural, Spirituality & Yoga, Samvaad, SpicMacay, Pelicula, Picturesque, Environ, Student Publication Aagaz and Research & Analysis
43	Website Coordinator
44	SAC Coordinator
45	ICC Coordinator
46	Mentor-Mentee System I/C
47	Student Counseling Grievance Redressal Cell
48	Slow learner Review Committee
49	Bright Student Development Committee
50	GATE/CAT I/C & MFE Coordinator
51	Registrar Office Coordinators (AICTE/AKTU works & Exam related)
52	Departmental Library I/C & LAC Member
53	CCPD Coordinator –Placement & SEEP
54	Canteen Advisory Committee Member
55	Convocation Coordinator
56	Notice Board I/C
57	Technical Magazine Publication I/C
58	Research Publication Coordinator
59	Centre of Excellences Coordinator

3.7 College level duties of a Faculty

a) A faculty may be asked to take some of the responsibilities at the College level in various activities and as members of committees.

b) It is expected that the faculty shall discharge the assigned responsibility with full devotion and commitment.

c) Any laxity on the part of the faculty shall be considered as unprofessional conduct and viewed seriously by the College authorities.

d) The chart indicating the College level duties are as under:

Sl	Committee/Activity	Controlling Authority in the College
1	Alumni association	Prof. (Dr.) Pankaj Kumar Sharma Hony. Secretary AAA
2	Press related activities	Mr. Kapil Garg
3	ABESEC web portal	Ms. Rajshree Goel
4	Students Affairs Committee (SAC)	Dr. Parul Agarwal
5	Library Advisory Committee (LAC)	Dr. Hari Om Upadhyay Chairman LAC Mr. Pramod Kumar Sharma, Librarian
6	ERP Coordinator LSA(Attendance Software)	Dr. Hari Om Upadhyay Mr. Vishant Sharma Asst. Manager (ERP)
7	ICC (Internal Complaint Committee)	Prof. (Dr.) Manishi Mishra
8	IQAC (Coordinator)	Prof. (Dr.) Hemant Ahuja
9	Central Disciplinary Cell (CDC)	Prof. (Dr.) R R Panda, Proctor
10	Various Club Coordinators (11 nos.)	Mr. Anmol Jain
11	CCPD related activities	Mr. Sanjiv Erry
12	Canteen Advisory Committee(CAC)	Administrative Officer
13	Exam Cell Coordinator	COE
14	Sports Coordinator	Sports I/C
15	Registrar Office Coordinator (AICTE / AKTU related works)	R.O.
16	Registrar Office Coordinator (Exam related works)	R.O.
17	CETL Coordinator	CETL Cell
18	Anti-Ragging Squad departmental nominee	Mr. Sanjay Parashar
19	Convocation Coordinator	Convocation I/C

3.8 Invigilation duties of a Faculty

a) One of the most important duties of a faculty is the Invigilation in University examinations and in the internal sessional tests.

b) Faculty must discharge these duties carefully as for any negligence or mistake, the faculty shall be held responsible and liable for action as per rule.

c) The gist of salient points is as under:

Instructions for Invigilators (University Examination)

1. Report 50 minutes prior to the commencement of examination at the designated place.
2. Provide alternative substitute in advance, in case you are not available for examination duty.
3. Faculty should not carry mobile phone in the examination hall.
4. Allow student in the examination hall only after verification of his/her Admit card.
5. Do not allow detained students (highlighted in the seating plan) in the examination hall.

6. Verify the entries made by the student in the answer sheet.
7. In case any student is found cheating, talking, copying, misbehaving with invigilators, report the matter to the exam cell, the student is liable to be registered for UFM.
8. Arrange the answer sheets subject wise, branch wise and section wise before submitting to exam cell.
9. Make sure that all the students sit as per seating plan displayed on the notice board.
10. Ask the students to check their belongings regarding unauthorized material, or any electronic gadget. (Except the memory less scientific calculator allowed in that paper)
11. Distribute the answer scripts serial no. wise to the students. Answer scripts of absent students are not to be used in next shift or any further examination.
12. Distribute the correct question paper to the students.
13. In case of any discrepancy in question paper / question in a particular shift, it must be reported to the exam cell within 30 minutes from the commencement of the examination.
14. Ask the students to check their answer scripts for any kind of damage / less number of pages (Immediately change that answer script and make a record of it with the answer script number and submit to CS) as well as any discrepancy in the question paper. If there is any issue immediately bring it to the notice to the Exam Cell
15. The Room invigilator shall put his / her signature at the place marked as Invigilator's signature only after ensuring that all entries entered by the students are correct.
16. The Room invigilator shall also check the answers scripts after submitting it by the students for any kind of overwriting / cutting regarding the Roll no, bar code, subject code etc.
17. To escort/accompany the Student during his temporary absence from the examination hall as per rules.
18. If University finds that the entries entered by students are incorrect or incomplete, the room invigilator shall be responsible for the same.

Note: Detailed instructions shall be issued by the COE ABESEC before the University examinations and faculty are required to follow those instructions.

Instructions for Invigilators (Sessional Tests)

1. Invigilators must report 20 minute prior to the commencement of exam at the designated place. Faculty should sign at time of reporting and after submission of the answer sheets.
2. After reporting, the Invigilators must collect the following items-
    i. Answer sheets
    ii. Attendance sheets.
    iii. Question papers
    iv. Seating plan.
3. Faculty must count the no. of answer sheets as per seating plan.
4. Faculty must reach to their invigilation rooms immediately after collecting materials from exam cell.
5. They must check the students' I-card and uniform and then allow to enter in the room. If any student is not having I-card and/or not in proper uniform, then ask the student to take written permission from their respective HODs.
6. Distribution of answer sheets should be handled personally by the invigilators. The answer sheets should not be kept on desk.
7. The Invigilators must put their signature after verifying all the entries.
8. Following announcements are required to be made in the class:
    i. No student will be allowed to go out from examination room during the entire period of exam except in case of an emergency. One of the invigilators shall escort the student going out.
    ii. Only one answer sheet will be provided. Students should be advised to write precisely.
    iii. Mobile phones, Digital watch and programmable calculators are not allowed.
9. In case, student is found cheating from any supported material, talking to other student, copying from another student, misbehaving with invigilators, the student is liable to be registered for UFM.
10. In case of UFM, Student's 1st answer sheet should be collected and a 2nd sheet is to be issued. On first answer sheet write 'UFM 1st copy' and on the second write 'UFM 2nd copy'.A UFM form need to be filled up

29

which will be available with Floor assistant on your floor. Both the answer sheets should be submitted to the COE separately.

11. Don't indulge in any argument with any student and if the student's behavior is uncontrollable then the invigilator should call the Floor in-charge through Floor Assistant.
12. After the completion of examination, the invigilators will collect the answer sheets and arrange these subject wise, branch wise and section wise.
13. Both the invigilators must be present during the submission of answer sheets.
14. Faculty is advised to check their invigilation duties in the duty chart issued by the COE. In case of emergency the faculty can adjust the duties mutually within the Department.
15. Faculty is advised to avoid taking leaves during examination days. In case it is necessary to take leave in unavoidable circumstances; the substitute faculty should be arranged by the faculty seeking leave.

3.9 Anti-Ragging duties of a Faculty

a) The Hon'ble Supreme Court of India has declared ragging as a heinous crime and has pronounced that anyone found involved in ragging will be punished as per the law of the land.
b) Educational governing bodies like UGC and AICTE have made it clear vide their notifications, that all colleges should strictly follow the directions of the Hon'ble Supreme Court.
c) ABESEC sets up Anti-ragging committee, Anti-ragging Squad (Anti-ragging monitoring cell), Proctorial board and Central Discipline Committee, each academic year, to maintain vigil, discipline and supervise anti-ragging activities in the campus.
d) Anti-ragging committee is headed by the Director and consists of Dean of Students Welfare, Proctor, and Dy. Proctor, Faculty representatives (male & female), students' representatives, and representatives of parents, local NGOs and from district administration.
e) All faculty members without exception are part of some Anti-ragging Committee or Squad and are allotted duties.
f) The duties are assigned on 24X7 basis and remain in force for a period of 45 days from date of admission. However the anti-ragging committee keeps a watch throughout the session for any untoward incident that may occur as a deterrent.
g) Faculty is required to perform the anti-ragging duties with alertness as any dereliction of duties in this regard may lead to serious consequences.

Chapter 4

Ethics and code of conduct

ABESEC is a reputed college of AKTU, Lucknow and has a tremendous name and fame in the NCR. All employees of the College are required to adhere to the highest level of honesty and ethical code of conduct as enshrined in Vision, Mission, Quality Policy and Core Values documents of the College. An attempt has been made here to list out the possible 'Dos and Don'ts' which the employees should practice while in the College campus or representing College outside.

4.1 Do's and Don'ts for the employees of ABESEC

4.1.1 Do's

1. Adhere to the core values of the College.
2. Show respect for College authority.
3. Give respect to command respect-Show respect for others and observe courtesy and decent behavior towards colleagues, students, parents and other stakeholders.
4. Show respect for the College property, take reasonable steps to prevent the theft, misuse or damage to college assets.
5. Maintain absolute integrity and honesty at all times and in all the activities
6. Maintain absolute devotion to duty at all times.
7. Maintain professionalism in discharging responsibilities
8. Maintain impartiality in the discharge of duties as a faculty towards the students.
9. Be available to the students for any guidance they may need in their academic studies and career development.
10. Show good conduct and due compliance of College's policies and internal regulations.
11. Observe proper decorum while in College.
12. Remain present in the College at allotted work place during the working hours. Follow the prescribed procedure if an employee has to go out due to unavoidable personal work.
13. The College expects you to work with a high standard of ethical practices, initiative and hard work in discharge of your duties
14. All employees have obligation to be in full compliance of all statutory laws & regulations for & on behalf of the College as may be so expected or desired including the Cyber, IPR & other laws so as not to in any manner prejudice the rights and interests of the College.
15. Maintain confidentiality about your compensation details.
16. Maintain confidentiality about the information pertaining to the College which is not meant for outsiders.
17. Follow terms and conditions of your employment with ABESEC in letter and spirit.
18. Keep away from making any group in the department or in the College for a service or any other matter
19. Follow the prescribed procedure for redressal of grievances (See para 4.4 below)
20. Maintain cleanliness at your work place and in the College campus.
21. Maintain a responsible and decent standard of conduct in private life.

4.1.2 Don'ts

1) Do not indulge in misconduct of any type.
2) Do not be discourteous, dishonest and partial.
3) Do not furnish any false information or any certificates/testimonials or documentary evidences or suppress and/or withheld any information.

4) Do not undertake any direct/ indirect - full time or part time business or work for honorarium or remuneration without prior written permission of the College or in accordance with the Consultancy policy of the College.

5) An employee shall not enter into any monitory transactions with any student or parent, not exploit his/her influence for personal ends, not accept any gift from any person by virtue of his/her position in the College.

6) Do not participate in an election of any kind without obtaining prior written permission from the College

7) Do not indulge in passing of confidential information of the College, to any third party

8) Keeping in view the academic ethics and the future of the students, it is expected not to leave or resign from your services in the mid of any session.

9) Do not give any interview in any newspaper, magazine or write up to press or media (print or electronic)unless specifically authorized by your superior officer in writing.

10) Male faculty should not indulge in any act of sexual harassment of any woman in the College (See para 4.3 below).

11) Do not make joint representations in matters of common interest.

12) Do not indulge in any act of plagiarism (See para 4.2 below).

4.2 Plagiarism

4.2.1 Teaching is a very noble profession based on high moral values. Accordingly, all academicians in higher education where research is an integral part of academics are expected to adhere to ethics and honesty in their publications and other teaching and research activities. ABESEC is known for its highest academic standards. Integrity and transparency in all its academic operations are the cardinal principles of its declared core values. Plagiarism, besides being unethical and violation of trust, may create legal issues for the person involved. It will also affect the reputation of the college. To avoid such problems, ABESEC decided to put in place a policy on Plagiarism. **(Annexure III)**

4.2.2 Faculty of ABESEC are advised to desist from any act of plagiarism. All alleged cases shall be strictly dealt with the provisions in the Plagiarism policy of the College.

4.3 Sexual Harassment of Women at Workplace

a) This section is meant to advise the male faculty to maintain an impeccable behavior while interacting with the female students, faculty and staff.

b) This is also to inform and assure the female students, faculty and staff that the College is sensitive to any grievance in this regard. ABESEC believes that safe workplace is the right of every women and ABESEC is committed to ensure a safe working environment.

c) The Supreme Court of India defines sexual harassment as unwelcome sexual behaviour, whether directly or by implication, such as through-
   - Physical contact and advances.
   - Demand or request for sexual favours
   - Sexually colored remarks.
   - Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature

d) In ABESEC, a committee "Internal Complaints Committee (ICC)" has been established. The function of the committee is to safeguard the rights of female students, faculty and staff members and also to provide a platform for listening to complaints. The Committee would examine all the matter related to the complaints filed by women at College and take action and remedial measures.

e) However the aggrieved women can approach the police as per the requirement /gravity of the case and the case shall be dealt as per provisions of the law of the land in this regard.

4.4 Redressal of Grievance

If an employee of the College has a grievance on any matter, he/she may first meet the HOD and explain the grievance. ABESEC management and its authorities are very sensitive to observations and feedback of its employees and treats all the employees as partners in its pursuit to provide quality education to the students. It is expected that all genuine grievance shall be settled through discussions. However if the employee remains dissatisfied, he/she can make a representation in writing, which will be processed as per the Grievance Redressal Policy of the College. The details of the policy are as under-

Grievance Redressal Policy

Objective: The Grievance Redressal Cell will help in systematic and expeditious settlement of grievances of employees which would ensure healthy employer-employee relationships.

Definition: The grievance includes any matter related to workplace or any grievance arising out of the implementation of policies, rules & procedures of the College. This may include salary payments, increments, leaves, working conditions, gender differences, sexual harassment, work-flow, work-assignments, misconduct, non-extension of benefits as per policies, interpretation of service rules, settlements, etc. of individual nature.

Procedure of Handling Grievances: The individual grievances of Faculty & Staff members shall be processed and dealt with in the following manner:

Departmental Level (Level 1): Any aggrieved employee should first submit his/her grievance in writing in the prescribed form **E-21** to the HOD. The needful action should be taken by the concerned Department Head to resolve the matter at the earliest. If it remains unresolved even after 3 days, the employee or the HOD may route the grievance to the next level.

HR Department (Level 2): In case the Grievance is not resolved amicably at the Departmental Level, due to the complexity of matter or if the aggrieved employee is not satisfied with the decision or fails to get a response within stipulated time, HR Department will intervene to reach a conclusion and settle down the matter at the earliest or maximum within 7 days of receipt of the application.

Management Level (Level 3): In more sensitive matters, the HR Department may refer the case to the Management level and as per the recommendations of the Management, the required action shall be initiated through HR Department. The decision at this level shall remain final.

Chapter 5

Promotion Policy & TA/DA Policy

5.1 Promotion policy

5.1.1 Promotion Policy for Engineering Departments

Qualification	Experience	Designation
BE/B.Tech. & ME/M.Tech. in relevant branch with 1st class or equivalent either in BE/B.Tech. or ME/M.Tech.	0 - 5 Years	Assistant Professor
	>5 Years &<10 Years	Assistant Professor
	>=10Years	Sr. Assistant Professor
BE/ B.Tech. & ME/ M.Tech. in relevant branch with 1st class or equivalent either in BE/B.Tech. or ME/M.Tech. and Ph.D in appropriate discipline. (Post Ph.D publications and guiding Ph.D students is highly desirable)	>5 Years, of which 2 Years post Ph.D is desirable or >8 Years of Total Exp*	Associate Professor
BE/B.Tech. & ME/ M.Tech. in relevant branch with 1st class or equivalent either in BE/B.Tech. or ME/M.Tech. and Ph.D in appropriate discipline. (Post Ph.D publications and guiding Ph.D students is highly desirable)	>10 Years including 5 Years as Associate Professor or >13 Years of total Experience	Professor
BE/B.Tech. & ME/ M.Tech. in relevant branch with 1st class or equivalent either in BE/B.Tech. or ME/M.Tech. and Ph.D in appropriate discipline. (Post Ph.D publications and guiding Ph.D students is highly desirable)	>10 Years as Professor	Professor

*Total Experience includes Teaching/Research/Industry experience as per AICTE guidelines

5.1.2 Promotion Policy for MBA Department

Qualification	Experience	Designation
First Class or equivalent in Master's Degree in Business Administration or equivalent	0 - 5 Years (Minimum 2 Years' experience is desirable)	Assistant Professor
	>5 Years &<10 Years	Assistant Professor
	>=10Years	Sr. Assistant Professor
First Class or equivalent in Master's Degree in Business Administration or equivalent and Ph.D in appropriate discipline. (Post Ph.D publications and guiding Ph.D students is highly desirable)	>5 Years, of which 2 Years post Ph.D is desirable or >8 Years of Total Exp*	Associate Professor
First Class or equivalent in Master's Degree in Business Administration or equivalent and Ph.D in appropriate discipline. (Post Ph.D publications and guiding Ph.D students is highly desirable)	>10 Years including 5 Years as Associate Professor or >13 Years of total Experience	Professor
First Class or equivalent in Master's Degree in Business Administration or equivalent and Ph.D in appropriate discipline. (Post Ph.D publications and guiding Ph.D students is highly desirable)	>10 Years as Professor	Professor

*Total Exp counted from MBA or equivalent degree

5.1.3 Promotion Policy for Applied Science Department

Qualification	Experience	Designation
Good academic record with at least 55% marks at Master's degree level in relevant discipline	0 - 5 Years	Assistant Professor
	>5 Years &<10 Years	Assistant Professor
	>=10Years	Sr. Assistant Professor
Good academic record with at least 55% marks at Master's degree level in relevant discipline and Ph.D

Research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers | >5 Years, of which 2 Years post Ph.D is desirable

or

>8 Years of Total Exp* | Associate Professor |
| Good academic record with at least 55% marks at Master's degree level in relevant discipline& Ph.D

Research with evidence of published work and a minimum of 10 publications as books and/or research/policy papers | >10 Years including 5 Years as Associate Professor

or

>13 Years of total Experience | Professor |
| Good academic record with at least 55% marks at Master's degree level in relevant discipline& Ph.D

Research with evidence of published work and a minimum of 10 publications as books and/or research/policy papers | >10 Years as Professor | Professor |

5.1.4 Promotion Policy for MCA Department

Qualification	Experience	Designation
BE / B.Tech. and ME / M.Tech in relevant branch with First Class or BE/ B.Tech. and MCA with First class or MCA with first class or equivalent with two years relevant experience	0 - 5 Years	Assistant Professor
	>5 Years &<10 Years	Assistant Professor
	>=10Years	Sr. Assistant Professor
BE / B.Tech. and ME / M.Tech in relevant branch with First Class or BE/ B.Tech. and MCA with First class or MCA with first class or equivalent with two years relevant experience and Ph.D. (Post Ph.D publications and guiding Ph.D students is highly desirable)	>5 Years, of which 2 Years post Ph.D is desirable or >8 Years of Total Exp*	Associate Professor
BE / B.Tech. and ME / M.Tech. in relevant branch with First Class or BE/ B.Tech. and MCA with First class or MCA with first class or equivalent with two years relevant experience and Ph.D. (Post Ph.D publications and guiding Ph.D students is highly desirable)	>10 Years including 5 Years as Associate Professor or >13 Years of total Experience	Professor
BE / B.Tech. and ME / M.Tech. in relevant branch with First Class or BE/ B.Tech. and MCA with First class or MCA with first class or equivalent with two years relevant experience and Ph.D (Post Ph.D publications and guiding Ph.D students is highly desirable)	>10 Years as Professor	Professor

5.2 TA/DA Policy

The Travelling and Dearness Allowances (TA/DA) rules issued earlier and revised with effect from 01.01.2016 for various categories are as under:

A-TRAVELLING ALLOWANCE			
S.No	**Consolidated Salary**	**Entitlements**	**Daily Allowance**
1	Above1,00,001/-	AC-II Tier or by air with prior approval of Director / Vice-President.	Reimbursement for hotel expenses & of food bill as per actual. The local travel by taxi.
2	50,001/-- 1,00,000/-	Ac-III tier / Chair Car or by air with prior approval of Director/Vice-President.	Reimbursement for hotel accommodation up to Rs.2500/-per day & of food bills not exceeding Rs.500/-per day. The local travel by auto/sharing auto/public transport.
3	30,001/-- 50,000/-	AC- III Tier / Chair Car or by air with prior approval of Director/ Vice President.	Reimbursement for hotel accommodation up to Rs.1500/-per day & of food bills not exceeding Rs.450/-per day. The local travel by sharing auto/public transport.
4	15,001/-- 30,000/-	AC III Tier by train / AC Chair car (CC).	Reimbursement for hotel accommodation up to Rs.1000/- per day & of food bills not exceeding Rs.350/- per day. The local travel by sharing auto/public transport.
5	10,001/-- 15,000/-	II class sleeper / Non AC Chair car.	Reimbursement for hotel accommodation up to Rs.500/- per day & of food bills not exceeding Rs.275/- per day. The local travel by sharing auto/public transport
6	up to Rs. 10,000/-	II class sleeper	Reimbursement for hotel accommodation up to Rs.400/- per day & of food bills not exceeding Rs.225/- per day. The local travel by sharing auto/public transport.

B- CONVEYANCE CHARGES IN NCR AREA / REIMBURSEMENT IN CASE OF USE OF PERSONAL CAR		
1	Use of CNG four wheeler Vehicle	Rs.5/- per KM
2	Use of Diesel four wheeler Vehicle	Rs.6/- per KM.
3	Use of Petrol four wheeler Vehicle	Rs.8/- per KM.
4	Use of two wheelers- M.Cycles	Rs.3/- per KM.
5	Use of two wheeler – Scooters / Scooty	Rs.3.5/- per Km.

Note: Please read the Norms for claiming TA-DA carefully before applying

Norms for claiming TA/ DA

1. Fare as admissible shall be paid only on production of original ticket / receipt, otherwise lowest fare by train / bus by shortest route shall be paid.

2. Lodging pertains to staying at a place temporarily like a hotel or a guest house and boarding pertains to the food facilities provided outside the home. So in the hotels one can enjoy a boarding and lodging facility.

3. Hotel (lodging) charges as admissible shall be paid on production of original bills. The amount as admissible or as spent whichever is minimum, shall be paid.

4. Porter charge for official luggage shall only be paid at actual.

5. Other expenses as approved by competent authorities are payable.

6. Travel by own car or taxi is permitted only by the prior permission of the Director.

7. If boarding lodging is free, then no charges are admissible on these heads.

8. Local mileage covers the distance travelled at Head Quarter and the place visited for office work.

9. NCR covers Faridabad, Noida, Mathura, Gurgaon, Dadri, Bulandshahr, Meerut, G. Noida, Hapur, Modingar & Muradnagar.

10. In case of visit to Lucknow for attending the jobs of AKTU by the staff of Registrar Office, considering the arrival and departure of train, if the stay is from 12 to 24 hrs, one day lodging would be permitted and in case beyond 24 Hrs. to 48 Hrs two days allowance and beyond 48 Hrs. to 72 Hrs three days allowance would be permitted.

Important Note: If anything is over and above the policy, or there are any special cases, the approval must be taken from the Director/ Vice- President through proper channel (HR Department).

Chapter 6
Welfare Norms & Incentives Policies

6.1   Incentives for publication in SCOPUS/SCI Indexed Journals

Policy for Incentives to be awarded for Publication of Research Papers in SCOPUS/SCI Indexed Journals

1. Only published papers are considered.
2. Both Paid and unpaid Journals are covered under this policy.
3. The Faculty member(s)/Author(s) must have affiliation of ABESEC, Ghaziabad in the published paper.
4. HOD should verify whether faculty member(s)/author(s) is/are first/Corresponding/Supervisor/Co-author in the published paper. The Director should verify whether the HODs is/are first/Corresponding/Supervisor/Co-author in the published paper.
5. In Case of single author from ABESEC
    *   If ABESEC faculty is either first author or corresponding author or author as supervisor, then incentive of Rs 10000/- (for first paper), Rs 15000/- (for second Paper) and Rs 25000/- (for third Paper) will be awarded in one academic session. No matter if other authors are from other colleges/organizations.
    *   If ABESEC faculty member is co-author than incentive of Rs 6000/- (for first paper), Rs 9000/- (for second paper) and Rs 15000/- (for third paper) will be awarded in one academic session. No matter if other authors are from other colleges/ organizations.
6. In case of more than one author from ABESEC
    If more than one author are from ABESEC either as first or corresponding or the supervisor or co-author the incentive of Rs 10,000/- , Rs 15,000/- &Rs 25,000/- will be equally shared among them i.e. if three faculty members of ABESEC authored a paper either as first/Corresponding/supervisor/co-author then Rs 3333/- will be awarded as incentives to each ABESEC author. No matter if other authors are from other Colleges/organizations.
7. HODs will be awarded additional 10% of the amount rewarded to the faculty member/s of his/her department as an incentive to publish paper in SCOPUS/SCI indexed journals. The consolidated amount will be awarded in the month following August.
8. The above norms only be applicable when the published paper has authors' affiliation of ABESEC

Addendum to Incentive Policy (Annexure IV)

6.2   Incentives to attend Faculty Development Programs.

6.2.1 Objective

Any academic organization depends on the knowledge, skills, expertise and motivation of its human resources. Facilitating improved faculty performance in a variety of domains including collegeal, intellectual, personal, social, and pedagogical helps in a better teaching –learning process. Development and training is a continuous and systematic process. The development process should necessarily be directed to give every faculty a sense of professionalism, excellence and motivation. These developmental goals can be achieved by:

*   Providing Faculty members with opportunities to achieve maximum effectiveness;
*   Ensuring that employees develop their skills and capabilities to be able to work efficiently and respond rapidly to the changes in the teaching –learning process;
*   Improving performance of their present duties;
*   Ensuring that the best use is made of the natural abilities and individual skills of all employees for the benefit of the organization and their career.

In adherence to meet the above objective, ABESEC has identified following areas to facilitate faculty development process:

1. Acquiring higher education
2. Membership of Professional Societies
3. Professional Development Activities

6.2.2 The processes

1. Acquiring higher education

ABESEC encourages its faculty members to pursue higher studies from College of repute and enhance their academic qualification either on regular/part time/correspondence basis.

Whenever a faculty member wishes to pursue higher education (Ph.D), it is initiated through proper channel (HR department) for approval and grant of Study Leave by the concerned authority through Form no. "E-14"

2. Membership of Professional Societies

When 'Change is inevitable', it is important to be connected to the developments in your field as they are happening. When you join a professional community, you connect to large number of technology and engineering professionals united by a common desire to continuously learn, interact, collaborate, innovate and groom. Such membership provides you with the resources and opportunities you need to keep on top of changes in technology; get involved in standards development; network with other professionals in your local area or within a specific technical interest; mentor the next generation of engineers and technologists, and so much more. So, expand your personal network with colleagues who share your expertise and commitment. Following are the salient points of the incentive scheme:

- In adherence to meet the above objective, ABESEC Faculty members are required to join at least two paid Professional Societies. It should be related to their work profile area
- There are societies with both types of membership: Annual or Lifetime
- The College shall support the faculty in terms contributing to the membership fees
- The criteria for College contribution in the subscription of Societies will be as under:

Academic Grade Pay(AGP)-Rs	% Contribution from College
6000-7000	50
8000-9000	40
10000 and above	30

The reimbursement of the claims shall be processed through Form number"E-20"

3. Professional Development Activities

Other than enhancement of academic qualification, faculty members may undertake various professional development activities for which may need to travel outside the College. In order to motivate more and more faculty members to undergo such activities, ABESEC contributes in the cost incurred in taking up such activities.

Such professional activities may be-

- Author or Co-author of a Book(s) in ABESEC or Outside ABESEC
- Paper published in Journal: International or National
- Paper published in Conference: International or National
- Paper published & presented in International and National Conferences/ Workshop / Seminar
- Attending Conference /Workshop/FDP/Summer Training /Winter Training
- Participation in Competition or Projects with/without Students

- The faculty shall obtain the approval of the concerned authority by applying through HR Department in Form no."E-12"
- Reimbursement for claim should be applied in Form no. "E-13"

Policy for approval of Budget in case of travelling outstation for any Professional Development Activity

1. The criteria for College contribution in the case where faculty members are travelling outside for any such activity will be as under:
   - International Conference/Seminar/Workshop, etc.; Budget up to Rs 50,000/- in 3 years claimed by Faculty member will be approved.
   - National Conference/Seminar/Workshop, etc.: Budget up to Rs 20,000/- in 2 years claimed by Faculty member will be approved.

2. Prerequisites to claim for approval of expenses:

   a) Conduct a knowledge sharing session in the College after attending the activity. This should be done maximum within 15 days of the activity attended.(This helps in the enhancement of knowledge and experience of other Faculty members and thus also helpful in betterment of teaching-learning process of ABESEC as a whole)
   b) A brief report on the knowledge sharing session organized and attendance sheet is to be submitted along with Form No "E-13" after which only the claim will be processed.

   Note:

   a) The above incentive scheme is applicable only to employees who are confirmed in service.(i.e. Length of service is at least more than one year)
   b) The faculty member should continue in ABESEC at least for one year after obtaining the expense claim of attending any International conference.
   c) The final approval will be lying at the sole discretion of Management to approve the incentive under this scheme.

6.3. Health Insurance Policy

This is an important welfare scheme of the ABESEC. The College provides insurance for all its employees and their dependents to cover the risk and ensure that employees feel secure at the workplace. The policy is as follows:

The Health Insurance Policy is for all ABESEC employees and their dependents covering spouse and up to two children with a cover of Rs 3, 00,000/- per family subject to the term and conditions of the policy.

6.4 Employee Retention Policy

Objective

Employee retention refers to the various policies and practices of an organization which let the employees stick to an organization for a longer period of time. ABESEC firmly believes that any academic organization depends on the knowledge, skills, expertise and motivation of its human resources. The College is proud of the contributions made by its faculty and staff in providing quality education to the students. ABESEC being an employee-oriented organization endeavors to retain its employees who have become part of the ABESEC family for long periods considering various factors like collegeal, intellectual, personal, social etc. Various incentives schemes, welfare measures, service rules and other policies of the College are made in conformity with this principle. The College believes that following schemes shall contribute to curtailing attrition rate of the faculty.

1. **Motivational Incentives**

When faculty development is viewed as an ongoing need, ABESEC ensures that employees develop their skills and capabilities to be able to work efficiently and respond rapidly to the changes in the teaching learning process and make sure that the best use is made of the natural abilities and individual skills of all employees for the benefit of the organization and their career. At the same time, nurture a sense of connectedness and collegiality across the organization that is vital to employee retention as it helps adding value to their career.

As already detailed above, the College provides following incentives to the faculty members-

- Acquiring higher education
- Membership of Professional Societies
- Professional Development Activities:

2. **Motivational Awards**

   The College has maintained the tradition of felicitating its faculty members for their hard work in academics as well as their contribution for the overall growth of the students and the College. The award scheme is reviewed from time to time in keeping with the ever growing challenges faced by the college and the efforts put-in by the faculty members to conquer the scheme.

3. **Compensation benefits**

   a) Compensation based on annual appraisal
   b) Gratuity: Gratuity is a benefit paid to employees in appreciation of a continuous service for at least five years by an employee.

4. **Leave Benefits**

   a) Yearly leaves encashment
   b) Compensatory Off

5. **Maternity Benefit**

   All women employees are entitled for 6 months of paid maternity leaves as per rule on the subject mentioned in Chapter 2 of this book.

6. **Work Culture at ABESEC:**

ABESEC has a very positive work environment with focus on quality that attracts, keeps and motivates the workforce. ABESEC has:
   a) Flexi work timings
   b) Monthly 2 Short leaves of 2 hours each for any personal emergent work.
   c) Vacations Off
   d) Employee's get-together at festivals/functions like Holi, Diwali, New Year celebrations, College Fests etc.

7. **Health Insurance for employees and their dependents**

ABESEC provides insurance for all its employees and their dependents to cover the risk and ensure that employees feel secure at the workplace. The details have been mentioned above.

6.5 Consultancy Policy

6.5.1 Context

To encourage College Consultancy it is important that there should be clear policy in place. This ensures that faculty understands the process and procedures that will support them in undertaking external consultancy.

6.5.2 Introduction

a. ABESEC values the undertaking of consultancy activity by its faculty. It recognizes that Consultancy forms a necessary and vital part of its function as a academic college, particularly building close relationship with the society, industry, NGOs and other business and commerce. Consultancy can bring benefits to the college, department, faculty and students. Through its consultancy policy and practice the college offers an efficient and effective service to its client, based on the excellence resources available in the college. The consultancy policy outlined below is intended to support College's Consultancy activities to the benefits of all concerned.
b. The reasons for undertaking Consultancy are many and includes:
   i. Assisting regional/local industries, college, NGOs etc. for wealth creation through improvement in process or product.
   ii. Providing an efficient, reliable and competitive service to any portion of community or industry or both that could benefit from the extensive educational and research expertise available at the College.
   iii. Developing and enhancing contact with private, public, NGO leading to collaborative and/or contract research/consultancy work.
   iv. Maintaining/upgrading faculty expertise and create social, industrial, professional and commercial relevance of their research and teaching.
   v. Enable faculty whose expertise has a commercial value to benefit professionally and financially.
   vi. Enhancing the practical based teaching learning through the provision of case studies and real problems drown from successful consultancies.
   vii. Enhancing the reputation of the College externally.

6.5.3 Definition
a. The college wishes to retain a broad definition of what constitutes Consultancy and essential features:
   i. Consultancy is a work of professional nature, undertaken by College's faculty in their field of expertise, form client outside the college, and for which payment is made;
   ii. Consultancy produces some form of contracted output which, in general, is partly or wholly owned by the client;
   iii. The College normally does not have freedom over publication over the results of Consultancy.

b. The word "faculty" means employees of the College (i.e. ABES Engineering College, Ghaziabad). Not all faculty will be involved for the consultancy work. Consultancy Development Cell (CDC) will recognize the faculty as per their portfolio. It is expected that many non-academic staff will also be involved in the College Consultancy. The duties and selection of non-academics staff are to be decided with in the departments.

c. The word "Individual" refers to a member of faculty when acting solely in a private capacity in their own time. Such work is undertaken exclusively in the individual's own time and makes no use of College resources.

d. "College Consultancy" is work carried out by faculty acting as employees of the ABESEC. The work carried out may be additional to normal duties (for which additional payment over and above the normal salary may be made) or may be part of normal duties for which no additional payment is made (subject to decision of CDC Board).

e. Excluded from the definition of Consultancy are:

i. Research projects funded by any Govt. agency/department, where main aim is to conduct research, without profit, in an innovative manner.

ii. Certain activities conventionally taken by academics as part of their normal work but which often a subject of contract, including external examining and authorship of text books commissioned by publisher. It is expected that these tasks are undertaken in addition to an academic's normal workload and hence he/she keeps the fee or expenses.

iii. Intellectual Property (IP) created through College Consultancy is of value and should be owned, protected and used by the College for the benefit of community. This position is subject to negotiation with the client and need clear understanding before signing/taking consultancy assignment.

6.5.4 Faculty benefits
a. Knowledge advancement and professional development
b. Recognition for faculty in field of expertise
c. Monetary reward to faculty which contributes to faculty well being
d. Connection with society and impact on the community

6.5.5 College Benefits
a. Impact on society by transferring knowledge to practice
b. Better industry connect and job for students
c. Bringing real world experience to classroom
d. Retention of productive faculty members

6.5.6 Principles governing College Consultancy
a. The college attaches considerable importance to College Consultancy mentioned in point 6.5.1 and wishes to encourage all faculty to be involved in the activity. College Consultancy should be given a level of priority which is consistent with the requirements placed upon or agreed by the faculty or concerned department.
b. CDC and concern department are responsible for making faculty aware of the College's legal and financial requirements relating to College Consultancy, and for the quality assurance service provided to the clients.
c. Faculty willing to take consultancy must provide their names and the nature of their expertise with their HOD and CDC to facilitate requirements.

6.5.7 Operational aspects of undertaking College Consultancy
a. Proposal Approval Committee (PAC): CDC will constitute a PAC to assess the following before start the work:
   i. For each consultancy work carried out, PAC concerned first to ensure that the proposed College Consultancy is deliverable before agreeing to it.
   ii. Whether the College Consultancy is undertaken as part of, or in addition to, a normal workload.
   iii. Building of project team

    iv. Any specific/additional requirements for hardware and software for the proposed consultancy work.

b. Before approval is given, the PAC must be satisfied that:
    i. The proposal is financially viable;
    ii. There is sufficient and appropriate expertise is available in the college to undertake the proposed consultancy work;
    iii. Undertaking the work will not bring the College into disrepute.

c. All College Consultancy must have a legal contractual basis, it is essential that contracts are approved by the relevant college authority at the appropriate stage, certainly before the consultancy is undertaken.

d. Where Consultancy is likely to lead to the creation of IP, faculty are required to discuss these IP issues with CDC in advance of carrying out any work.

e. An College Consultancy contract
    i. compiles with the consultancy charges details
    ii. project time scale and deliverables
    iii. financial disbursement chart from client
    iv. and ownership of output including IP

f. College monitors the operation of this Consultancy Policy through CDC and may update it from time to time.

6.5.8 Reward & recognition

a. Besides the monetary and professional reward that a faculty consultant gets from engaging in consultancy, College and CDC shall recognize faculty consultancy work in the annual appraisal as distinct category but not adversely affect teaching and other duties.

b. In addition, the faculty member may be taken into account in the arrangement of his/her teaching schedule, meetings, and other service functions at the college or department but must not adversely affect teaching and other duties.

6.5.9 Revenue sharing (Engineering and MCA Departments)

'Net Surplus income' generated out of any consultancy works will be shared between faculty consultant and college as described in following table:

('Net Surplus income' means Income generated after deduction of all expenses)

Consultancy work (INR)	#Faculty Consultant/s share (%)	*HOD's Share (%)	@Institute Share (%)
Below 50,ooo/-	90%	5	5
50,001/-to 200,000/-	85	5	10
2,00,001/- to 5,00,000/-	80	5	15
5,00,001/- to 10,00,000/-	75	5	20
Above 10,00,000/-	70	5	25

The share of Faculty consultant includes the amount for any Lab Instructor/Lab Asstt./Workshop Asstt. etc. who contributed in consultancy work as decided upon Case-to-Case basis.

* Whenever HOD himself/herself is the consultant, he/she will get both shares of consultant as well of HOD.

@ The 'Institute Share' may include the amount for personnel who might have facilitated in getting the consultancy project, wherever applicable.

6.5.10   Revenue Sharing (MBA Department)

Consultancy for MDP/EDP/ Training Workshops for Company Executives

a. Definitions

i. MDP/EDP It is an educational training programme designed and offered by the college , participation in which is open to more than one specific organization
ii. In Company Training Programme: It is an educational training programme Designed and offered by the college at the request of a specific organization.
iii. Consultancy: Is a work or service other than the training programme undertaken by the college to render to the specific organization.

b. Revenue Sharing:

In case of MDP/EDP the 'Net Surplus Income' will be shared as per guidelines given below:
('Net Surplus Income' means Income generated after deduction of all expenses, including remuneration paid to the outsiders.)

- Faculty Member/ Trainer will share the highest amount @ of 40% of the surplus, if he/she delivers or conducts the session.
- If the faculty delivers or conducts half day of the session, then he/she will share 20% of the surplus. If he/she shares less than half day, hen he/she will share 10% of the surplus.
- The Programme Director and Coordinator will share 10% of surplus jointly.
- The staff members would share 5% of the surplus. In case of more than one staff member, the amount would be shared equally.
- The remaining 25 % would be shared by the college.

c. **Break-Even:** In case the training programme just reaches Break Even or less than Break Even, no one is entitled to share any amount.
d. **IPR:** The copy right of all the training programmes conducted would remain as the intellectual property of the college.

6.5.11 Applicability

The above consultancy policy will be applicable with effect from the academic session 2018-19.

Important officials at ABESEC

S.No.	Name	Designation	Contact No.& Email Ids
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2	Prof. (Dr.) Sanjay Kr. Singh	Dean Student Welfare (DSW)	dosw@abes.ac.in
3	Ms. Nitika Jain	Registrar	registrar@abes.ac.in
4	Prof. Jaya Singh	Head, Applied Science & Humanities (AS &HU)	hodas@abes.ac.in
5	Prof. (Dr.) Devendra Kumar	Head, Master of Computer Application (MCA)	hodmca@abes.ac.in
6	Prof. (Dr.) R.K. Singhal	Head Master of Business Administration (MBA)	hodmba@abes.ac.in
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25	Mr. Kapil Garg	Administrative Officer	ao@abes.ac.in
26	Mr. J N Chaubey	Senior Warden- Boys Hostel	boys.hostel@abes.ac.in
27	Ms. Indu Singh	Sr. Warden-Girls Hostel	girls.hostel@abes.ac.in
28	Mr. Sudhir Kumar	Sports	sports@abes.ac.in
29	Mr. Pramod Sharma	Librarian	librarian@abes.ac.in
32	Ms. Shalini Singh	Manager HR	hr@abes.ac.in
33	Ms. Sakshi	Reception	info@abes.ac.in

Emergency Contact Numbers

Agency	Number
Disaster Management Cell of Municipal Corporation of GZB	
Police	
Police Help Line	100
Crossing Republic Police Chowki	0120-2740797
Vijay Nagar Police Station	0120- 2740797, 100
PCR	0120- 2800750. 100
SP City	9917283656
SSP City	0120-2820758
D.M	0120-2824416/11, 2828798
Fire Brigade	
Fire Brigade Helpline	101, 0120- 2850148
Fire Safety Officer	9454418754
Ambulance	
Ambulance Helpline	108
Hospitals	
Yashoda Hospital, Nehru Nagar, GZB	0120 418 2000
Ganesh Hospital, Nehru Nagar, GZB	0120 279 5268
Sarvodaya Hospital, Kavi Nagar, GZB	0120 270 1694
Columbia Hospital, NH-24, Pandav Nagar, GZB	0120-6165666
Chemist	
Shri Ram Medical Store, Crossing Republik, GZB	098118 45369
Rashi Medical Store, Crossing Republik, GZB	098739 39625
Mehta Medical Store, New Gandhi Nagar, GZB	099103 19600
Gupta Medical Store, Shop No. -1, C-31, Sector-23, Sanjay Nagar, GZB	09911295960
General Physician	
Dr. R.K. Goel	9871347294
Psychological Counselor	
Ms. Ankita Juneja	9650764078
Travel Agency	
Faisal Tour & travels	9654601786
Boys' Hostel	
Mr. J. N. Chaubey	9450509985
Mr. Balendra Singh	8859123312
Mr. Satish Chandra	9899304348
Girls' Hostel	
Ms. Indu Singh	8860426611

Annexures

S.No	Annexure	Title
1	Annexure -I	Dress Code Notice
2	Annexure -II	Faculty Profile
3	Annexure -III	Plagiarism Policy
4	Annexure –IV	Addendum to Incentive Policy
5	Annexure –V	Budget Format
6	Annexure - VI	Guest Speakers Policy

HR Forms

S.No	Form No.	Title
1	E-12	Apply for participation in Faculty Development Programs
2	E-13	Reimbursement Form
3	E-14	Pursuing Higher Studies
4	E-17 (F)	Faculty review Process for Confirmation
5	E-17 (S)	Staff review Process for Confirmation
6	E-19	Apply Govt. Jobs
7	E-20	Reimbursement Claim for Membership of Professional Societies
8	E-21	Grievance Redressal Form
9	E-22	Application form for Arrear due to non-application of attendance
10	E-23	Appraisal upon completion of M.Tech. / Ph.D
11	E-24	Application for yearly PL Encashment
12	E-26 (F)	Faculty Appraisal Form (PBAS)
13	E-26 (S)	Staff Appraisal Form
14	-	Faculty appraisal Assessment Guidelines