



GURU NANAK INSTITUTE OF PHARMACEUTICAL SCIENCE AND TECHNOLOGY (GNIPST)

A JIS Group Educational Initiative

157/F, Nilgunj Road, Sodepur, Kolkata – 700114, West Bengal

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HR POLICY & SOP

PEOPLE FIRST. PROCESS ALWAYS.

Standard Operating Procedures and Policies of the Human Resources Development Department, GNIPST

An Institutional Policy Document

Document Title	HR Policy & Standard Operating Procedures (SOP)
Applicable To	All employees of GNIPST
Governing Framework	Human Resource policies and procedures of Guru Nanak Institute of Pharmaceutical Science & Technology, as approved by the Governing Body, JIS Group Educational Initiative
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Preface

Standard Operating Procedure (SOP) & Policies are lifelines in any successful organization. It gives employees right perspective of organizational functioning in detail. It also narrates as to how employees are expected to work in the organization. As this booklet describes all relevant policies & procedures, employees are advised to read this handbook in detail for smooth functioning of the organization and their own tenure in the organization.

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1.PREAMBLE

1.1 EXTENT OF APPLICABILITY

- (i) These rules shall apply to all teaching/non-teaching employees who are in service of the University /Institute / college / Corporate office and other offices to those who are working in these Institutions and joins except where separate rules are given for one or the other particular category of employees.
- (ii) What is said of male employees shall apply to female employees unless it is repugnant to or inconsistent with the text or context, in as much as they do not in any way contradict its working.

1.2DEFINITIONS

- i) 'Trust' means JIS Educational Initiatives.
- ii)'Governing Body' means the supreme body of the Institute.
- iii) 'Managing Trustee' means the Managing Trustee of JIS Educational Trusts.
- iv) 'Director' means the Chief Executive Officer of the University /Institute / College / Corporate office and other offices
- v) The 'Principal' and "Vice Chancellor" means head of the institute.
- vi) 'Employee' includes all teaching and nonteaching employees including Group D employees who are in service of the University/ Colleges and to those who join their services subsequent to the promulgation of these rules except where separate rules for one or the other particular category of employees are mentioned.
- vii) 'AICTE' means the All India Council of Technical Education.
- viii) 'UGC means the University Grant Commission
- ix) 'Institute' means name of the University/College
- x) 'HOD' means Head of the Department of any academic department in the institution.
- xi) 'Competent Authority' in relation to exercise of any such powers under these Rules means any authority to whom such powers are delegated by the 'Managing Trustee.
- xii) 'Disciplinary Authority' In relation to punishment (as specified in these rules) means the appointing authority/ Director/ Principal. Managing Trustee may have delegates his power to impose such punishment.
- xiii) 'Employee' means a person employed for teaching or non-teaching work in one of the institutions of the Trust, duly engaged by a letter of appointment. These include teachers,

clerical staff, Group D staff or any other Staff as full time or part time, whether such employment be probationary/Temporary or permanent.

- xiv) 'Employer' Means primarily the Managing Trustee and also connoted to any other subordinate officer on whom the powers and functions of appointment may be conferred by a resolution passed and approved by the Managing trustees. The Managing Trustee, may, from time to time issue Managing Trustees resolutions in regard to any or all his ordinary powers, privileges and discretions granted to him, and such resolutions shall have the validity, effect and full binding force of the resolutions moved/seconded and passed at a meeting of the Managing Trustees, duly convened and constituted and such resolutions shall not be deemed invalid by reason of notice or for any other cause whatsoever.
- xv) 'Controlling Officer' shall mean committee of persons so appointed by the Governing Body which is directly responsible for the management of the University/ College.
- xvi) 'Leave' Means authorized absence from duty.
- xvii) 'Appointing Authority' means the authority empowered to make appointment.
- xviii) 'Academic Year' means a period of twelve months beginning on the first day of July in each calendar year.
- xix) 'Pay' means an employee's gross monthly earnings from the institute, which includes all admissible allowances.

1.4 GENERAL

- (i) The Service Rules are confidential between the University /Institute / college / Corporate office and other offices and its Employees.
- (ii) In case of doubts regarding the interpretation of the contents of this Rule, the decision of the Managing Trustee will be final and binding.
- (iii) Any amendment to the terms and conditions of service recorded herein will require approval of the Management.

Vision and Mission

"Learning is the beginning of wealth, Learning is the beginning of health. Learning is the beginning of spirituality, searching and learning is where the miracle process all begins"

VISION:

Leading and Inspiring knowledge excellence in society across the globe.

MISSION:

To advance and enhance the learning possibilities by fostering awareness, developing holistic knowledge acquisition through creation, innovation, exposure and interaction to build human talent for self enhancement and also for the cause of society.

OBJECTIVE:

To nurture research and knowledge initiatives, to empower students with education and employment opportunities, to establish worldwide network with industry and to entrust our enterprise as well as charge our students with social responsibilities.

4. Recruitment

Selection

4.1 CLASSIFICATION OF EMPLOYEES

Employees can be classified as:

- 1)Permanent
- 2)Probationer
- 3)On Contract
- 4)Temporary
- 5)Casual
- 6)Part – Time
- 7)Ad hoc
- 8)Employment on a Project

4.1.1A Permanent Employee: Means one who has been appointed in a substantive capacity (as distinguished from a temporary or officiating capacity) on a permanent post and later formally confirmed in writing after the successful completion of the probationary period or otherwise.

4.1.2A Probationer: Means one who is on probation.

4.1.3A Contractual Employee: Means an employee who has been employed for a specific period for a particular job under the terms of contract of employment/appointment which automatically ceases after the expiry of period or completion of job.

4.1.4Temporary Employee: Means person who is appointed on a temporary post or in a temporary capacity of a permanent post.

4.1.5A Casual Employee: Means one who has been engaged on an occasional nature of job/post, on day-to-day basis.

4.1.6A Part-Time Employee: Means one who has been employed on any job/post on part- time basis.

4.1.7Ad hoc : Means one who has been employed on a particular post/job purely on an ad hoc basis and does not fall in any of the above categories.

4.1.8Employment on a Project: Means one who has been employed for a project. If a position at the Institution is funded by a grant or a project, it is subject to the availability of funds. In the event that the grant or project funds are exhausted or reduced, or the grant or project is completed or cancelled, this employment may terminate without the right of employee appeal.

4.2 RECRUITMENT

Source of Manpower: For recruitment purpose, the following may be followed viz through

- i)Open advertisement in leading Newspaper.
- ii)Referral
- iii)Consultants
- iv)E-mail / Postal / by hand receipts/ Social Media.
- v)Campus interview

4.3 APPOINTMENT

- 1.All appointment means:- Managing Trustee or he may have the power to delegates his authority to any person.

2.All appointments to any categories of post shall be made by appointing Authority on the recommendation of the selection committee constituted by competent authority.

3.Qualification and experience - For the appointment of teaching & non-teaching staff, AICTE norms whenever applicable will be followed.

4.Every applicant for employment will be required to fill up and sign the prescribed/general information form and undergo:

I.Every person appointed must sign the duplicate copy of the appointment order to indicate his/her acceptance of the terms and conditions of the Appointment letter.

II.When joining service the employee shall furnish the Management with his/her full address where all communications meant for him/her shall be sent. Any change of address shall be immediately communicated to the management.

III.Appointments shall be subject to prior submission of satisfactory reports from the referees and proof of academic qualifications as may be necessary.

IV.Every employee, before appointment, shall produce documentary evidence of his testimonials and other related documents as indicated below.

i)Copy of Educational Certificates

ii)Aadhaar, Pan card

iii)Experience certificate if any.

iv) Recent photograph.

V.All applicants will be interviewed and tested for proficiency in the vacant/new job.

5.A members of the staff appointed against a permanent post shall be on probation ordinarily for a period of Two/one year, provided the Management may waived it for exceptionally deserving candidate or extended the period of probation for a further period of three months. After satisfactory completion of the period of probation the employee shall be confirmed by the Management in writing with effect from the date of appointment and he/she shall be communicated of such confirmation in writing.

6.The services of any employee on probation may be terminated without assigning any reason whatsoever.

7.Any material misrepresentation or deliberate omission of a fact in the employment application may be justification for refusal of, or if employed, termination from employment.

8.The Institution may make a thorough investigation of the entire work history and may verify all data given in the application for employment, related papers, or oral interviews. Employees will authorize such investigation and the giving and receiving of any information requested by the Institution and shall release from liability any person giving or receiving any such information. Falsification of data so given or other derogatory information discovered as a result of this investigation may prevent employment, or if employed, may subject the employee to immediate dismissal.

9. Every employee, other than casual, part time, ad hoc shall be engaged by a letter of appointment before taking up his post. The letter of appointment shall state clearly the type of appointment offered, probation, temporary, contract or against a leave vacancy. The letter of appointment shall contain the terms of employment. The employee shall sign a copy of the appointment letter as a token of acceptance. This will be retained by the institution.
10. An employee may discontinue his services in the University/College even after his confirmation by giving one month notice or as per terms of Appointment / Confirmation letter by paying an amount equal to the salary in lieu of notice provided there are no dues outstanding against the employee.
11. No member of the staff shall apply for an employment elsewhere without taking a written permission from the Management.
12. It is the employee's responsibility to read the Service Rules to familiarize him/herself with all policies and procedures of the Institution

4.4 OTHERS EMPLOYMENT

- (a) No full time teacher (including the Vice Chancellor/ Director/ Principal) of Institute shall be permitted to the part – time teaching / or remunerative assignment.
- (b) No full time employee shall be permitted to engage himself in any other remunerative assignment not authorized by the Institute.
- (c) Any employee (including a teacher) contravening the provisions of this rule shall be liable to such disciplinary action as may be deemed fit and proper.
- (d) No member of the faculty is permitted to apply to outside authority in his attempt to add qualification before confirmation in service and specifically permitted in this regard by the Management.

4.5 A G E

Person below the 18 years of age will be ineligible to be recruited. The appointing authority shall prescribe the upper age limit for any particular post. Every employee must declare on his first appointment, his date of birth according to the Christian era and produce testimony such as school / college leaving certificate or birth certificate issued by Municipality / corporation in original for verification of the institute, the date of birth once declared, admitted and recorded by the institute / office shall not, thereafter be altered.

4.6 P R O B A T I O N

All appointments against permanent posts will normally be on probation ordinarily for a period of Two/ one year provided the Appointing Authority may waive it for exceptionally deserving candidate or extend the period of probation for a further period. After satisfactory completion of the period of probation the employee shall be confirmed by the Appointing Authority in writing with effect from the date of appointment and he/she shall be communicated of such confirmation in writing. Unless confirmed in writing the employee shall continue as a probationer.

5.Procedure followed for Manpower Requirement:

In the beginning of each Semester i.e. during the month of May and November, HR will assess Manpower requirement. The procedure of calculation of manpower are determined based on the feedback received from the University and colleges. The following procedures are adopted.

5.1 Load Analysis:

Load analysis for faculty and technical staff members should be calculated before the start of a semester so that many factors like new recruitment of manpower both for faculty and TAs are dependent on that factor. For Odd semester, LA report should be submitted in the month of May and for Even semester it be November. The requirement of following types of manpower will come out from LA

- i) Full time faculty
- ii) Part time faculty or visiting faculty iii) Full time TA
- iv) Part Time TA

Load analysis for faculty and technical staff members should be done based on the following calculations and format.

Faculty Requirement for ODD/EVEN Semester YEAR (ANNEXURE-I)

Department need to assess the manpower requirement and project the actual vacancy to the Director. After obtaining approval from Director, HR dept. to invite applications through

- ☐ Available Database
- ☐ Print Media Advertisement
- ☐ Online Search for Applicants
- ☐ Known References
- ☐ Social Media

Format for Requisition for Manpower (ANNEXURE-II)

5.2 Selection Procedure:

On receipt of application, the HR dept. will download the CVs from the portal, duly scrutinize these applications and shortlist the candidates of the respective departments. Dept. will call candidates for interview through email & phone calls. The details of the shortlisted candidates are updated on line ERP HR module.

Teaching Staffs - External subject experts in the rank of Professor from different Govt. Universities, presently from IIT-Kgp, BIT-Sindri, NIT-Dgp, IEST-Shibpur, Jadavpur University, Calcutta University, Kalyani University etc., BOG Chairman, DTE - Govt. of WB and MAKAUT nominee are invited as member of interview Board. Also internal subject experts are invited from Group University/Colleges.

Non-Teaching Staffs - Internal Interview Boards are constituted with the permission of the Director.

Assessment sheet of candidates who are appearing before the Interview Board are generated online, again the selected candidates are being sent to respective College and JIS University who used to take demonstration class and if found suitable, a report in this connection receive from the College/ University for further Processing. Memorandum also prepared through ERP HR Module based on the suitability report and approval for new Appointment is sought from Managing Trustee/ Chancellor.

Individual Score sheet & Recommendation sheet (ANNEXURE-III)

Suitability Report (ANNEXURE-IV)

Memorandum (ANNEXURE-V)

5.3Appointment Letter

After obtaining the approval from Managing Trustee / Chancellor,Appointment Letter signed by Director / Registrar are sent to respective Colleges/ University. The offer letter is sent through e-mail from HR Dept. (HO). The HOI serves Appointment Letter to the appointee on the date of his/her joining after verification of all necessary related documents and arrange for joining. Terms and conditions of employment will form part of appointment letter and signed acceptance copy from the employee will be kept in personal file.

Offer Letter (ANNEXURE-VI)

Appointment Letter (ANNEXURE-VII)

5.4Joining Letter (ANNEXURE-VIII)

5.5Uniform Release Letter(ANNEXURE-IX)

5.6Employee Personal Folder

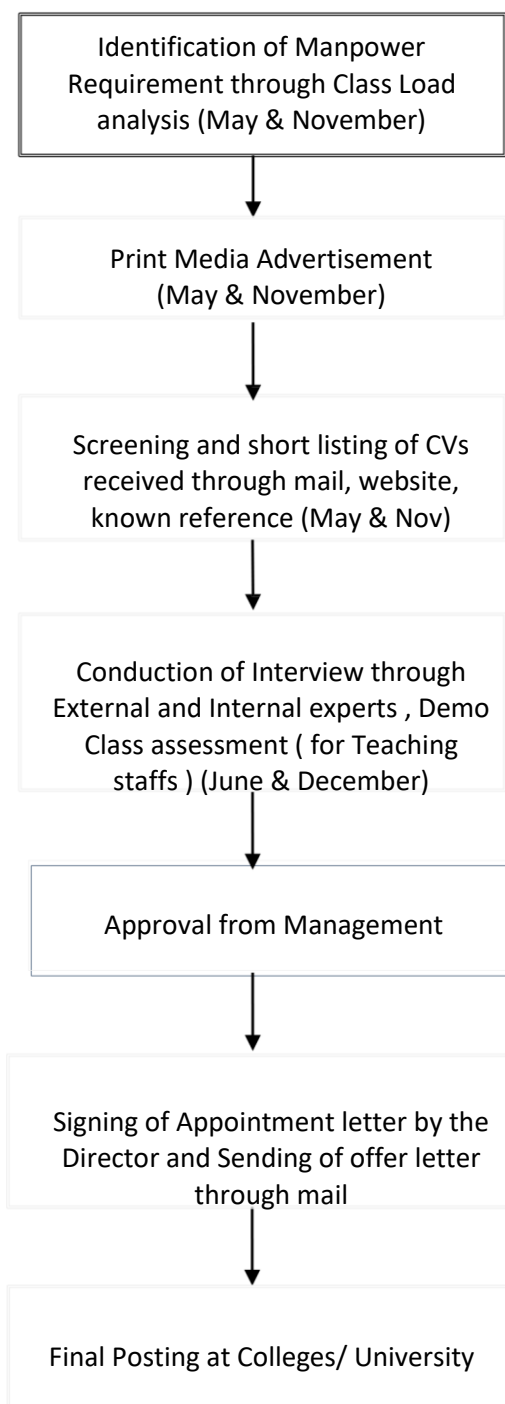
HR dept. will maintain service folder in respect of each employee. This will contain the following:

- ☐ CV of the Employee
- ☐ Approval of Managing Trustee
- ☐ Accepted Copy of Appointment Letter
- ☐ Joining Report
- ☐ Copy of Educational Certificates,Aadhaar, Pan card and Experience certificate if any.
- ☐ Photograph
- ☐ Personal data form
- ☐ Show cause/ other disciplinary action details (if any)

Personal Data Form - Teaching Staffs &Non- Teaching Staffs

ANNEXURE - X

5.7 Recruitment Process Flow Chart



6.Attendance :

The service of the employee will be considered from the working day on which employee joins his/her duties. Employee is expected to mark his/her attendance with the electronic device attendance system (Bio-metric). In case of its failure the same will contact the member from the HR dept. & ensure his/her attendance. Late coming will be dealt as under:

All employees are expected to report at 10.00 am or as the time decided by the Management without fail. Grace period of 15 minutes may be allowed, maximum period of 2 days in a Month. In case it exceeds more than 2 days in a month, 1 day salary/Casual Leave is deducted.

If employee is away on official duty then He / She should fill the On Duty register and submitted in HR dept. on same day after taking approval from reporting authority.

7.LEAVE POLICY

1. Applicability

This Policy applies to all colleges, institutes and universities under the umbrella of **JIS Group of Educational Initiatives** and collectively will be referred to as the “Company”.

2. Policy

2.1 Definition

The term ‘Leave’ refers to absence from duty for any employee employed with the Company.

The term ‘Vacational Staff’ refers to all members of faculty and all heads of academic departments.

The term ‘Non-vacational Staff’ refers to all officials and members of the administration including Registrar/Assistant Registrar, librarian, accountants, project employees, Dean, Vice-Principal, Principal, Director, Vice-Chancellor and all technical assistants.

2.2 General Guidelines

2.2.1. The term ‘Leave’, under the Company policy, will be classified into five following categories:

- (a) Casual Leave (CL)
- (b) Medical Leave (ML)
- (c) Earned Leave (EL)
- (d) Maternity Leave
- (e) Study Leave
- (f) Compensatory Casual Leave (CCL)

2.2.2. Any employee, during the academic year, can avail leaves on the basis of the category of leaves as mentioned in clause 2.2.1.

2.2.3. Leave or absence from duty will be granted to any employee as per the policy guidelines mentioned. Leave cannot be claimed as a matter of right and may, on application by an employee, be granted upon satisfactory adherence to policy norms.

2.2.4. All application of leave or for extension of any granted leave shall be made in writing and addressed to the reporting authority and sanction for the leave or extension of leave, as the case may be, shall be obtained before availing the same.
Provided that if the authority competent to grant leave is satisfied that it was not possible to apply or obtain the sanction for leave before taking it, the leave may be

granted with retrospective effect. All applications of leave with retrospective effect must be filed within one (1) day after resuming office duty.

- 2.2.5. Absence without leave shall render an employee subject to disciplinary actions.
- 2.2.6. If an employee is absent from duty on all those days of a week on which he/she has been assigned duties, whether such days are consecutive or not, he/she shall be deemed to be absent from duty for whole of the said week.
- 2.2.7. No leave shall be credited in the leave account of an employee after he/she retires on superannuation or retires voluntarily or resigns.

2.3 Casual Leave (CL)

- 2.3.1. Casual Leave on full pay will be allowed to all confirmed employees of the company up to a maximum of twelve (12) days in one academic year (July to June).
- 2.3.2. Casual Leave will be given to an employee at the rate of three (3) days every quarter in an academic year.
- 2.3.3. Casual Leave can be availed up to a maximum of four (4) days at a time.
- 2.3.4. Casual Leave cannot be combined with any other kind of leaves or Puja holidays/Summer Vacation/Winter Vacation, but can be combined with Sundays or other national/state holidays, provided such leave does not exceed seven (7) days at a time inclusive of Sundays and other national/state holidays.
- 2.3.5. All Casual Leaves to which any employee entitled during any academic year shall cease to be due to him at the end of such academic year and cannot be carried forward to the next academic year.
- 2.3.6. All probationers will be entitled for one Casual Leave on pro rata basis.
- 2.3.7. Casual Leave has to be availed by an employee for at least half a day. In case an employee avails Casual Leave for less than half a day, half a day will still be deducted from his/her Casual Leave balance.
- 2.3.8. Superannuated employees and employees on Probation are eligible only for Casual Leaves.

2.4 Medical Leave (ML)

- 2.4.1. An employee will be granted ten (10) days of Medical Leave for each completed year of service.

- 2.4.2. Medical Leave may be availed for at least one (1) day at a time.
- 2.4.3. Resumption of duty after Medical Leave is on submission of certificate of fitness from a qualified registered medical practitioner for 3 consecutive days leave. An employee should submit the above said certificate on the day he/she resumes office.
- 2.4.4. Medical Leave cannot be carried forward to the next academic year.

2.5 Earned Leave (EL)

- 2.5.1. Earned Leave refers to leave earned by an employee in respect of completed years of service spent on duty including that as probationer/Trainee and will be granted to a person at the discretion of the competent authority granting such leave.
- 2.5.2. Applications for Earned Leave shall be made at least fifteen days prior to the date on which the concerned employee desires to take the leave, unless otherwise compelled by exigencies of circumstances.
- 2.5.3. Vacational Staff will be entitled to leave during summer and winter holidays to be announced by the company equalling to twenty two (22) days and Earned Leave of eight (8) days in an academic year. The exact days of holidays will be notified to the staff before the vacation starts.
- 2.5.4. Non-vacational Staff will be entitled to twenty (20) days of Earned Leave in one academic year but would not be entitled to vacation during recess (summer/winter holidays).
- 2.5.5. Earned Leave balance i.e. any Earned Leave not availed during one academic year can be carried forward to the next academic year by an employee. The upper limit of accumulation of Earned Leave is capped at one hundred and twenty (120) days. The maximum grant of Earned Leave at a time shall not exceed thirty (30) days. Earned Leave of more than thirty (30) days at a time may be sanctioned in case of higher study/training/leave with medical certificates or any other reasons as per discretion of Top Management at Head Office.
- 2.5.6. Earned Leave can be combined with any other type of leave except Casual Leave
- 2.5.7. In case of an employee transition from one Group Company to the other, his/her accumulated Earned Leave will be carried forward to the new Group Company i.e. his/her Earned Leave account will remain a continuous procedure.
- 2.5.8. The Earned Leave account of an employee shall be credited with Earned Leave two times i.e. on 1st January and on 1st July of every calendar year at the rate of four (4) days for every completed half year of service for Vacational Staff and at the rate of ten (10) days for Non-Vacational Staff.

2.5.9. Earned Leave has to be availed for at least four (4) days at a time

2.5.10. Earned Leave can be availed for a maximum of four (4) times in an academic year.

2.6 Maternity Leave (ML)

2.6.1. Maternity Leave is admissible to permanent female employees of the company on full pay for a period of ninety (90) days from the date the staff desires to proceed on Maternity Leave or from the date of actual confinement, whichever is earlier, provided she has served the company for a period of at least two years immediately preceding the date of her leave.

2.6.2. Maternity Leave will be granted upon submission of a medical certificate issued by the attending registered medical practitioner.

2.6.3. Maternity Leave with pay shall be granted twice during the entire period of service of a female employee.

2.6.4. In case of miscarriage including abortion, Maternity Leave will be granted to a permanent female employee of the company on full pay, subject to submission of supported application by the attending registered medical practitioner. In no such cases however, the total Maternity Leave should exceed thirty (30) days.

2.6.5. Resumption of duty after Maternity Leave is on submission of certificate of fitness from a qualified registered medical practitioner. An employee should submit the above said certificate on the day she resumes office.

2.7 Study Leave

2.7.1. Study Leave – Permission for higher studies on lien

2.7.1.1. Study Leave for acquiring higher qualifications like PhD, Post Doctorate from a University/Institute of higher learning located outside Kolkata will be admissible only to a confirmed member of faculty.

2.7.1.2. Study leave will be granted initially for a period of maximum two (2) years which can be extended by a further period of one (1) year when the circumstances justify such extension.

2.7.1.3. Study Leave can be granted for a maximum of two (2) times during the entire period of service life maintaining a gap of five (5) years in between two Study Leaves. Total duration of Study Leaves during the service period shall be for a maximum of three (3) years.

2.7.1.4. Seniority of the employee would be maintained during the period of such leave.

2.7.1.5.The Company shall not be liable for any financial support whatsoever during his/her Study Leave or for the purpose of Study Leave.

2.7.2.Study Leave – Policy for sponsoring Members of Faculty for pursuing PhD under QIP Eligibility

2.7.2.1.Criteria for Sponsorship:

A confirmed Member of Faculty with at least 3 years of service in the company who has got admission to pursue a PhD program in one of the major QIP centers as approved by AICTE:

- i) IISc, Bangalore
- ii) IIT, Bombay
- iii) IIT, Delhi
- iv) IIT, Kanpur
- v) IIT, Kharagpur
- vi) IIT, Guwahati
- vii) IIT, Madras
- viii IIT, Roorkee

and the PhD program in which he/she takes admission should be in the discipline of which he/she is a Member of Faculty and the topic of research should be of relevance to the department concerned, to be duly recommended by the Principal and forwarded to the Top Management at Head Office for approval.

2.7.2.2.A Member of Faculty who is eligible, as above, will be granted leave with full pay deducting the amount he/she will draw from the above mentioned QIP centers to pursue PhD in any of the above QIP centers, for a maximum period of thirty six (36) months.

2.7.2.3.A Member of Faculty upon expiry of the leave or earlier will rejoin the company in the same position which he/she was occupying before proceeding on leave. There would be no break in service for the purposes of retirement benefits.

2.7.2.4.The company reserves the right to allow up to a maximum of two (2) or 10% of the total strength of Faculty in any Department, whichever is lower, to go on QIP program at any point of time. Applications for QIP would be considered on a first-come-first-serve basis, until and unless considered for some other reasons, as found suitable and approved by Top Management at Head Office.

2.7.2.5.A Member of Faculty availing himself/herself of the benefit under QIP would be required to execute a bond with the company agreeing to serve the company for a minimum period of three (3) years after his/her return on completion of QIP, against which he/she would be required to provide a bank guarantee amounting to his/her existing salary for eighteen (18) months.

2.7.2.6.If a QIP scholar discontinues the PhD program midway, the scholar would have to refund to the company such salary and allowances paid to him/her for the period he/she attended the program.

Accumulation of Leave :

No Leave will be accumulated except Earned Leave.

Lapse of Leave :

All Leaves to the credit of an employee shall lapse on Resignation, Retirement, Death, Discharge, Dismissal or Termination.

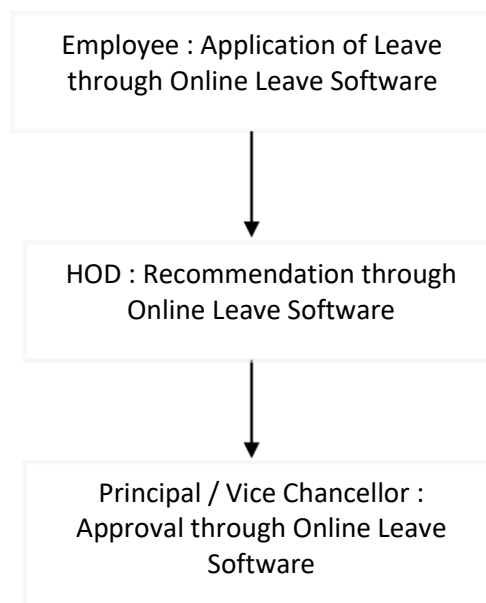
7.1 ONLINE LEAVE SOFTWARE (ANNEXURE – XI):

Online Leave software has been implemented to all Colleges and University w.e.f. 01/07/2018. The link is – jisgroup.org/Leave. An employee can apply his/her leave through online, can see leave balance and Leave application status. No hardcopy of Leave application is accepted.

7.2 List of Leave approving authority (ANNEXURE – XII)

For College/ University an employee will apply leave online, his/ her HOD will recommends the Leave And Head of the Institution i.e. Principal/ Vice Chancellor approves the Leave.

Flow Chart of Online Leave system



8.Identity Card :

On joining all personnel details will be provided to HR dept. through Employment application form along with current passport size photo. Each employee will be given the Employee code number which should be retained, used and referred for all official purposes. It contains –

Front Side :

- 1.Name
- 2.Designation
- 3.Photo
- 4.Employee Code
- 5.Signature

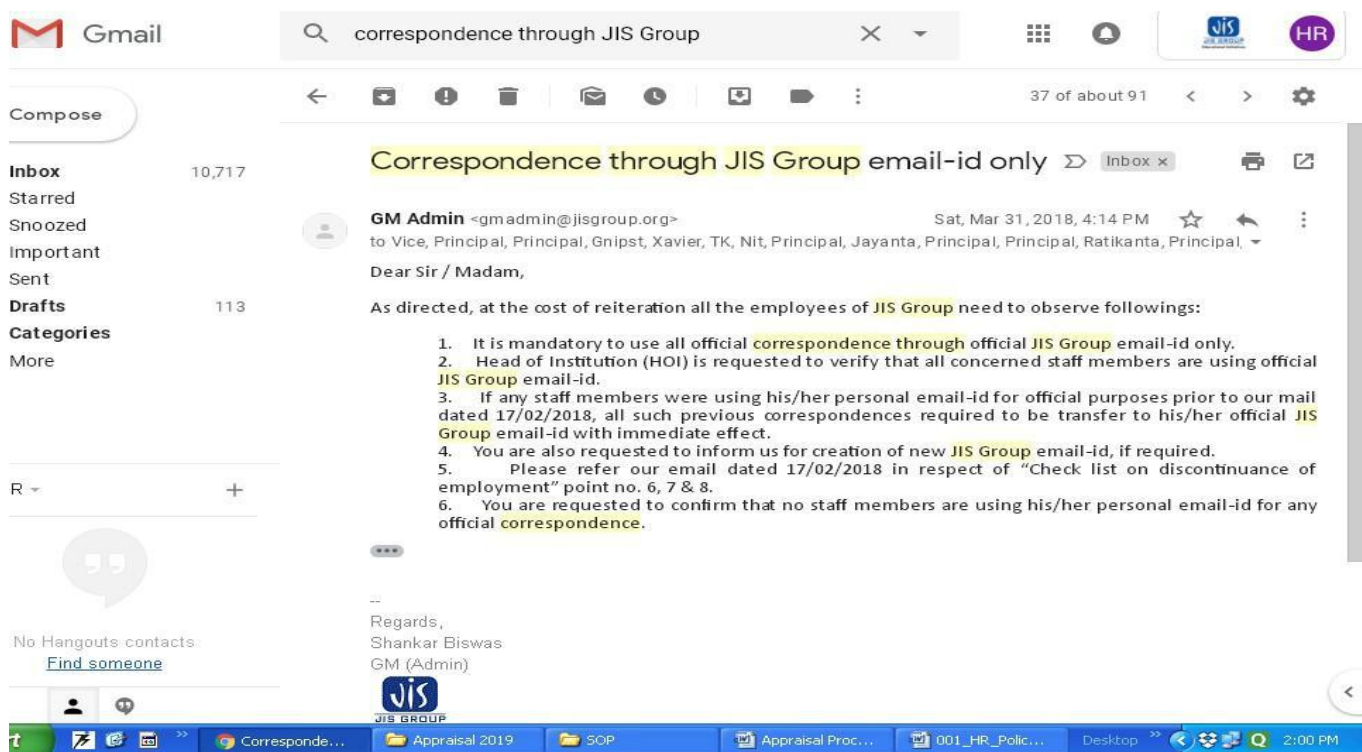
Back Side:

- 6.Residential address
- 7.Mobile no.
- 8.Emergency contact no.
- 9.Blood Group

9.E-mail Facility:

This will be provided for all permanent employees for all official correspondence.

1. It is mandatory to use all official correspondence through official JIS Group email-id only.
2. Head of Institution (HOI) is requested to verify that all concerned staff members are using official JIS Group email-id.
3. If any staff members were using his/her personal email-id for official purposes prior to our mail dated 17/02/2018, all such previous correspondences required to be transfer to his/her official JIS Group email-id with immediate effect.
4. You are also requested to inform us for creation of new JIS Group email-id, if required.
5. Please refer our email dated 17/02/2018 in respect of "Check list on discontinuance of employment" point no. 6, 7 & 8.
6. You are requested to confirm that no staff members are using his/her personal email-id for any official correspondence.



10.Visiting Card :

This will be provided to all those employees of Managers cadre & above. Visiting cards are printed with following details; after getting approval from the Director.

- ☐ Name of the employee as specified by the individual
- ☐ Designation
- ☐ Registered address and Phone number of JIS Group Educational Initiatives
- ☐ Official Mobile no.& official Email-ID
- ☐ Website

Note: No personal cell phone no or personal email id will be printed on visiting card front side.

11.ERP HR Module

ERP HR Module is updated time to time by either College/ University employees or from HO. Resignation, Upgradation of Qualification, Transfer, Increment details are regularly updated. List of Employees with Emp. Code who responsible for updation of the module (ANNEXURE-XIII)

Employees at College / University end can only have rights to update the Personal and Professional details of an employee in ERP–HR Module. It is updated after the employee code being generated of a new employee. Salary and Increments details are updated at HO end.

It is updated time to time if an employee:

- 1.Changes his/her residential address,
- 2.Changes contact no.
- 3.Gets increment
- 4.Transferred to other college
- 5.Gets Promotion
- 6.Resigned

12. APPRAISAL :

The formal evaluation program of The JIS Group Colleges/University and Joint Venture is established to provide annually, a planned, scheduled, opportunity for the employees to meet and mutually identify, discuss, and document the demonstrated job performance and accomplishments of the employee during a specified rating period. Performance Review will be carried out for Regular Employees and Probationers. The Performance Review should be objective and based on facts and measurement as far as possible.

Annual Performance Appraisal of faculty member and other staff members is an essential parameter for career and professional development; hence the Performance Review will be conducted by the Management.

The Performance Review Report will be the Key Document for all Promotion, Increment and handling Performance related issues. Hence it is very essential to prepare the Performance Review Report each year preferably in the month of July.

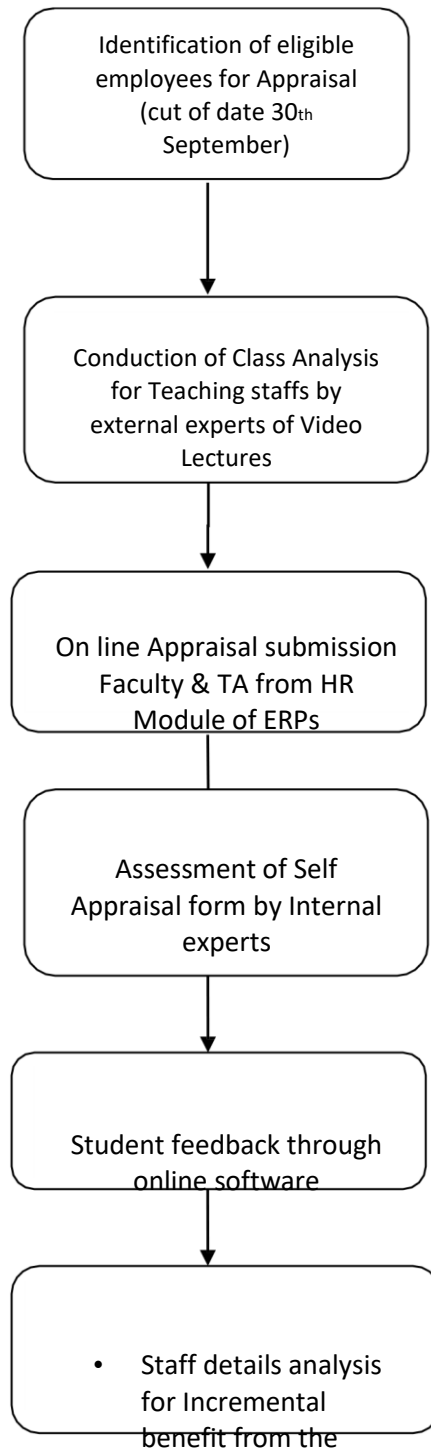
There will be multiple parameters in Academic Performance Index (API) for example Students' feedback, performance of students in examinations in the relevant subjects. There will also be quantitative measurement in preparing API for teaching performance in addition to other parameters. Apart from these, his/her contributions in research, publications, seminar, allied co-curricular activities and extracurricular activities, social and community development programmes, attendance in the college etc. will also be the parameters for API.

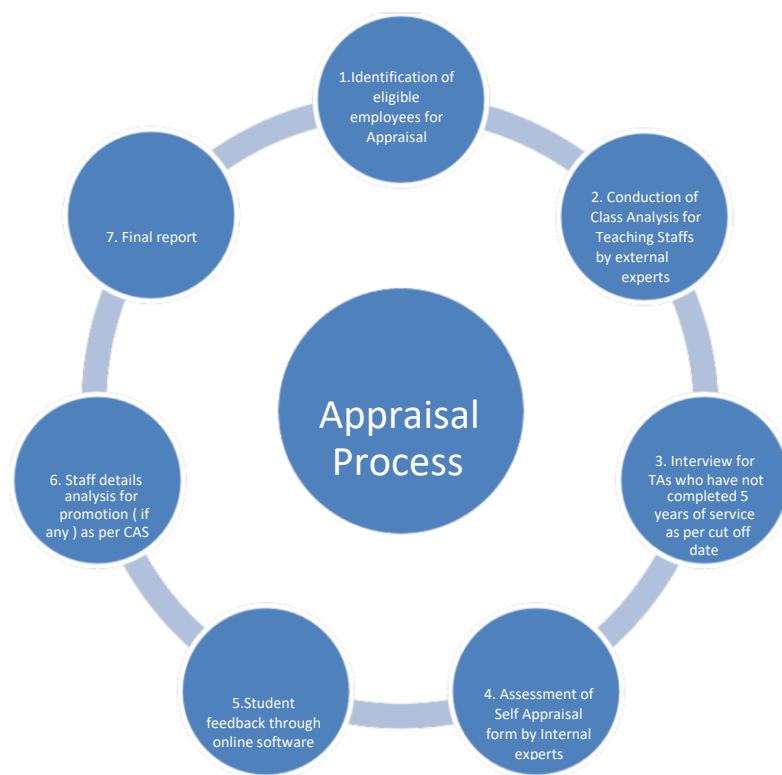
All staff employees should be evaluated annually. It is not mandatory that temporary employees be evaluated, but is advisable, especially in instances of unsatisfactory work performance of individual employees. Unscheduled performance evaluations may be conducted as often as necessary and are advisable when an employee's performance is less than satisfactory. The Institution may initiate unscheduled evaluations.

Standard evaluation forms and additional instructions related to conducting a performance evaluation are sent from the Department of Human Resources.

Performance Appraisals is done for all eligible staff members of the Institution.

12.1 Appraisal Process Flow Chart :





Assessment Period :

Assessment period is as per academic calendar i.e. From 1st July of previous year to 30th June of Current Year.

12.2 Identification of Employees for Assessment :

Eligibility: Cut off date is 30th September of the Academic year i.e. Employee who has joined on or before 30th September of current Academic Calendar is eligible for Assessment. A mail is sent from HR dept. by 1st week of February to all colleges / University for furnishing eligible employee list as per format sent from HO (Annexure-I). Based on the list received from their end, a final list of candidates is prepared for Class Analysis for department wise Teaching staffs only. Faculties whose age is above 60 years as on 30th June are waived off from Class Analysis process.

Cut off date for Appraisal 2023 is 30th September, 2022.

ANNEXURE-XIV

12.3CLASS ANALYSIS :

Based on the Eligible candidates list, HR dept. prepare a department wise chart for conducting Class Analysis. External experts for Class analysis are contacted and prepare schedule accordingly as per availability of experts. The experts are in the Rank of Professors from different Govt. Universities i.e. IIT- Kgp, BIT- Sindri, NIT- Dgp, IEST, Jadavpur University, Calcutta University, Kalyani University, Burdwan University, RabindraBharati University, KaziNazrul University etc.

Institutes are not being informed the exact date and time for Class analysis, only the period and department of class analysis is informed 1 or 2 days prior to Class analysis.

Two external experts from two different Govt. Universities for the concerned depts. along with HR Officials from HO commence Class conduction process of their Class Video Lectures. The experts use to watch the Teaching methodology of the faculty on different parameters (Annexure III) at least for 30 mins and simultaneous video recording of the Class is taken care of .

Rs. 3,500/- is paid in cash/Account to each expert for Engineering/Pharmacy departments and Rs. 3,000/- is paid in cash/account to each expert for BS&HU, BME, FT departments etc. against Money Receipt.

Eligible Candidates list department wise for Class Analysis :

ANNEXURE – XV

CLASS ANALYSIS REPORT FORMAT:

ANNEXURE – XVI

LESSION PLAN:

ANNEXURE - XVII

Class Analysis reports are updated on weekly basis :

ANNEXURE - XVIII

12.4 Student Feedback: (ANNEXURE – XIX)

Online Faculty wise Student feed back report(designed by Hash Technologies)for ODD and EVEN semesters are submitted by Colleges/ University at HO for Both EVEN and ODD semester. Students feedback are considered for Appraisal and average no. in the scale of 10 is considered for preparation of final report. A guideline is given to Colleges/ University for taking Student's feedback as per Annexure.

12.5 Self Appraisal (API) : (ANNEXURE – XX)

** Online Appraisal Format is submitted through HR module of ERP.

Assessment of Appraisal Form :

System take care of Assessment on various parameters based on line submission of API.

INTERNAL EXPERT LIST

ANNEXURE – XXI

INTERNAL ASSESSMENT REPORT FORMAT :

ANNEXURE – XXII

12.6 INTERVIEW FOR TECHNICAL ASSISTANTS : (ANNEXURE – XXIII)

Technical Assistants who are working under JIS Group Colleges/ University and JV Colleges for less than 5 years as on 30th June and whose Increments are not awarded for consecutive 3 years are called for Appraisal Interview. Based on the information received from College/ University a final list is prepared whose Interviews are taken by the external experts.

12.7 Final Report : (ANNEXURE-XXIV)

TEACHING STAFFS: Final report contains following details of an employee:

- 1) Name
- 2) Designation
- 3) Department
- 4) Date of Joining
- 5) Date of Birth
- 6) Educational qualification
- 7) Self Appraisal Score
 - a) Class Conduction and Student Result (25)
 - b) Publication and Development (150)
 - c) Administrative Responsibilities (50)
 - d) Head Of the Department (HOD) (10)
 - e) Head Of the Institute (HOI) (10)
 - f) DIRECTOR (10)- if any
 - g) Student Feedback (SF) (10)
- 8) Class analysis (CA) (50)
- 9) % of HOD+HOI+SF+CA
- 10) Salary details
- 11) Last 3 years increment details

Presently following 4 parameters are considered for increment of Teaching Staffs, if there is any Director in College, then 5 parameters are taken into consideration –

1. Head Of the Department (HOD) (10)
2. Head Of the Institution (HOI) (10)
- DIRECTOR (10)- if any
3. Student Feedback (SF) (10)
4. Class Analysis (CA) (50)

If a Teaching staff scores 70% and above in total of HOD+HOI+SF+CA, he/she is awarded increment subject to no disciplinary action is pending.

TECHNICAL STAFFS: Scores 70% and above on Various Parameters from ERP portal is awarded increment subject to no disciplinary action is pending.

ADMIN STAFFS: For Admin staffs following parameters are taken into consideration for increment subject to no disciplinary action is pending.

- a) Head Of the Department (HOD) (10)
- b) Head Of the Institution (HOI) (10)
- DIRECTOR (10)- if any

After preparation of final Appraisal report a meeting is conducted with all HOIs and final decision is taken for increment.

Institute wise Increment details are sent to the Audit & Accounts dept. only for further processing.

All increments details are updated in ERP HR Module.

GRANT OF INCREMENT :

Increment of any members of Teaching or Non – teaching staff is depend upon the performance of his working ability and satisfaction of the Management under the Self Appraisal and Interview Process .

C O N F I R M A T I O N :

On satisfactory completion of probation, an employee shall be considered for confirmation in service. He will not be regarded as having been confirmed until a letter of confirmation, specifying the date of confirmation has been issued to him by the appointing authority.

12.8 P R O M O T I O N :

The Teaching staff members are up graded based on the Internal approved Career Advancement Scheme (CAS) . Up gradation of other staff will not necessarily depend solely on seniority.

CAREER ADVANCE SCHEME (CAS):

ANNEXURE – XXV

The following factors will also be taken into account:

- a) Past performance record
- b) Potential for higher responsibilities
- c) Punctuality and good conduct on and off the premises the categories of staff and the same will be decided as per requirement by the Appointing authority based on recommendation forwarded by the Director/Principal/HOD specified date of his/ her new position, shall be subjected to disciplinary action.
- d) Good Performance in Interview

INTERVIEW FORMAT FOR PROMOTION:

ANNEXURE - XXVI

12.9 RESIGNATION:

- a. A permanent employee, desirous of leaving the institution, shall give one working month notice or one-month pay in lieu of notice or as per terms of letter of Appointment to the Head of the Institute or Director before leaving.
- b. A probationer may terminate his/her service by tendering voluntary resignation in writing with the Director/ Principal / Vice Chancellor notice at least one month in advance or as per terms of letter of Appointment. Teaching staffs are not allowed to quit their service in the mid-way of any ongoing semester for any reason whatsoever for the interest of the students.
- c. Notwithstanding what is stated above, the Management reserves its right to refuse or to accept the resignation of an employee when disciplinary proceedings are pending against him or for a breach of contract or for any such reasons.

12.10 TERMINATION OF SERVICE:

- i) The Institute / Management reserves the right to terminate the service of an employee by giving due notice in writing without assigning any reason whatsoever or by paying the notice pay for the equivalent period in lieu thereof as agreed upon from case to case basis .
- ii) The Institute / Management shall have the right to dismiss an employee summarily without any compensation whatsoever if the employee is found guilty of breach of trust, insobriety, addiction to drugs or alcoholism, dishonesty, neglect of duty, negligence of complaint, moral turpitude, erosion of conduct, which are considered detrimental to the institute / office / trust.
- iii) Confirmed employee should submit his/her resignation by giving one month or as per letter of Appointment / confirmation prior notice to get released from employment or paying salary to get early released from employment in lieu of notice simultaneously the same procedure is also applicable to the Management.
- iv) A temporary employee's service may be terminated any time by either party without any notice.
- v) On termination of any employee's services by the management, the emoluments due to him shall be paid to him after adjusting all amount due from him to the Institution at the time of termination. Such payments will be made as soon as convenient after the effective date of termination but not before he has obtained clearance from the Head of his department that he has surrendered all properties of the Institution that may be in his possession including his Identity Card, official email password, Books/Journals/all assets /possessions of institute.

vi)The final clearance shall be given by the Accounts dept. to release the employee by HOI.

vii)In case of Unsatisfactory Performance of a Regular employee, the same will be recorded In the Annual Performance Review and will be communicated to him with suggestive corrective measure. Such employee will be personally counselled by his HOD and corrective action will be planned out. The HOD is expected to review the performance of such employees continuously and give him feedback and suggestion for improvement. In the unfortunate case of three Unsatisfactory Performance Review report, the authority may terminate his service with the appropriate notice period or salary in lieu of. In such cases the Director/Principal of the Institution will be responsible to implement the release procedure following due notice period or notice pay.

12.11 SUPERANNUATION/RETIREMENT:

a.All employees would superannuate as per prevailing Rule. However, in exceptional cases, the service can be extended and hired as decided by the appointing authority and or as per norms of the AICTE/UGC.

b.The date on which an employee attains the age of compulsory retirement shall mean the last date of the month in which he / she attains the age.

Check list on discontinuance of Employee

- 1.Inform everyone through mail about discontinuance of employee from Head Office and inviting any matter pending relating to him to be informed to a particular person at defined mail id.
- 2.Inform all employee of concerned institution about discontinuance of employee of an institute or College and inviting any matter pending relating to him to be informed to a particular person at defined mail id.
- 3.Takeover of laptop or desktop & understanding the content and folder concept with which files are stored in soft copy.
- 4.To check all files whether any of them are password protected, to get the password from outgoing employee.
- 5.To take back SIM and set the call forwarding to a particular person so that all calls are attended.
- 6.To set the mail forwarding to a particular person so that all mails are attended.
- 7.To set auto response on the mail that any matter requiring urgent attention of the Group may please be referred to a particular person with his contact number and mail id.
- 8.To change the password of mail id.
- 9.To take back the access card cum identity card, if any.
- 10.To withdraw the power, if any, given for submitting any documents on behalf of the group such as tenders etc.
- 11.To clear the balance outstanding, if any, in any of the books of the Group.
- 12.To run through entire contents of the office table & file cabinet utilised by outgoing employee.
- 13.To replace the contact details wherever his/her details were provided as dealing person to government institutions.
- 14.To prepare a handover note citing what he/she was doing, documents held in soft and hard form, pending matters and their status.
- 15.To obtain the contact details with whom he/she was interacting on behalf of the Group in the form of name, designation, mobile number, mail ids, address, if any.

- 16.To take over the visiting card folder.
- 17.To take back unused visiting card of self.
- 18.To enquire whether any commitments have been made by him/her to outsider on behalf of the Group.
- 19.To get the confidentiality agreement signed (which may possibly be covered in appointment letter).

13.Conduct and Discipline:

- The Management/Trust shall be at liberty to take necessary disciplinary action against any Staff Members for valid reasons. In such cases a formal enquiry shall be conducted and penalties like ceasing increments, ceasing promotions, dismissal from service etc. may be imposed, whenever and wherever required, based on the enquiry report.

Misconducts

The term “misconduct”, the following acts of omission and commission shall be treated as misconduct, which may be either minor or major :

Minor

- (i)Acting in a manner prejudicial to the interests of the Institute
- (ii)Absence without leave or over-staying the sanctioned leave without sufficient grounds or proper or satisfactory explanation
- (iii) Irregular attendance
- (iv) Neglect of work or negligence in the performance of duty
- (v) Damage to any property of the Institute
- (vi) Violation of any rule or regulation

Major

- (i) Theft, fraud or dishonesty with the activities or property of the Institute or of the property of another person.
- (ii) Taking or giving bribes or any illegal gratification.
- (iii) Furnishing false information regarding name, age, father’s name, qualification, ability or previous service or any other matter at the time of employment or during the course of employment.
- (iv) Commission of any act which amounts to a criminal offence involving moral turpitude.
- (v) Going on illegal strike or abetting, inciting, instigating or acting in furtherance thereof.
- (vi) Drunkenness or riotous or disorderly or indecent behaviour in the premises of the Institute

- (vii) Unauthorised use of Institute's premises, quarters or land.
- (viii) Willful insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of his controlling officer and / or Competent Authority.
- (ix) Threatening, abusing or assaulting and/or obstructing employees in the discharge of their duties or instigating other employees to act against the Institute or any of its officials.
- (x) Malicious or false allegation against any employee of the Institute.
- (xi) Tampering with official records of the Institute.
- (xii) Sexual harassment which includes such un-welcome behaviour (whether directly or by implication) such as :
 - a) Physical contact or advances; or
 - b) A demand or request for sexual favours; or
 - c) Sexually coloured remarks; or
 - d) Showing pornography; or
 - e) Any other un-welcome physical, verbal or non-verbal conduct implying sexual abuse.

NOTE: The above instances of misconduct are illustrative in nature, and not exhaustive.

Disciplinary Authority

Disciplinary Authority means the authority competent to impose any of the penalties specified by the Management.

Penalties

The following penalties may be imposed on an employee for misconduct committed by him/her or for any other good and sufficient reasons :

Minor:

(a) Censure / warning.

(b) Recovery from pay or other amounts as may be due to him of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders.

(c) Withholding of promotion for a specified period.

(d) Withholding of increment for a specified period.

(e) Suspension four days or less

Major

(f) Demotion to a lower post or to a lower salary slab.

(g) Dismissal or removal from service.

Before taking any disciplinary measures the following should be considered first.

- 1) Notify the employee of the allegation without delay and where incident took place including time and date to be mentioned in the Show Cause/Charge Sheet letter.
- 2) Whenever a complaint or allegation(s) is/are made against an employee alleging breach of misconduct and discipline or for committing misconduct. The Disciplinary Authority duly authorised by the Management, as

the case may be, shall consider the same and decide upon whether preliminary enquiry shall be made or not, if Preliminary enquiry is to be made, a committee of two members shall be appointed by the Disciplinary Authority.

The Preliminary enquiry will be in the nature of a fact finding enquiry for the purpose of enabling the Disciplinary Authority to ascertain whether there is a prima-facie case that will justify the commencement of formal disciplinary proceedings, if any, The process of preliminary enquiry shall have to be completed within seven days from the date of such decision is taken, but may be extended by the Disciplinary Authority by not more than fifteen days, failing which the case against the concerned employee shall stand cancelled.

The Disciplinary Authority shall draw definite charge or charges against the delinquent employee supported by a statement of allegations based on which charges are made and other circumstantial evidence and facts, if any, which are also proposed to be taken in to consideration in framing the charge or charges.

If the reply of Charge Sheet has been found to be unsatisfactory in that event the Disciplinary authority shall convey the same to the concerned employee to hold the Domestic Enquiry together with all documents/copy of charges, statement of facts and evidence as might have been relied upon for framing the charges.

The Disciplinary Authority shall give him an opportunity to place before the Enquiry Officer/Enquiry Authority to submit a written statement in his/her defense within a specified not less than three days and also to be present in person before the Enquiry Officer.

The Enquiry Officer shall intimate through a notice to concerned employee:

- i) The place and time where he shall be required to be present.
- ii) That he shall be allowed to be accompanied by any one of the colleagues to assist him in the enquiry and shall be allowed to produce at enquiry relevant documents which he intends to rely and mark inspection of relevant documents in the possession of the Institution and call for production of the same at the enquiry and make use of the same.
- iii) That he may cross examine the witnesses produced the enquiry to provide the charges and produce and examine witnesses on his own behalf and make use of such documents as have been disclosed at the commencement of the enquiry.
- iv) The Disciplinary Authority after considering the gravity of the misconduct, suspension may be imposed till the disciplinary proceedings are completed.
- v) The Disciplinary Authority shall be at liberty on its behalf for the enquiry that entire process of formal enquiry as under taken by Enquiry Officer to be followed with natural justice and the employee concerned shall be given adequate opportunity to defend his case.
- vi) After completion of the Enquiry, the Enquiry Officer shall prepare a report which will be submitted to the Disciplinary Authority.
- vii) The Disciplinary Authority after going through the contents of the Enquiry report and may consider any other extenuating factor and intimate the concerned employee about proposed punishment and shall give him an opportunity to submit representation if any within seven days from the issue of such letter by the disciplinary authority. A copy of Enquiry Report to be enclosed.
- viii) If the representation of the concerned employee is not satisfied at all in that event the Disciplinary Authority initiate final punishment letter to the concerned employee.

PROCEDURE FOR IMPOSING MINOR PENALTIES:

- 1.No order imposing any of the penalties specified in the rules and relevant sub-clause shall be imposed without informing the employee concerned. Allegations should be incorporated in the Charge sheet in clear way and give him reasonable time and opportunity to defend him and to submit reply of being heard within a period not exceeding three days and following natural justice

PROCEDURE FOR IMPOSING MAJOR PENALTIES

- 1.Concerned employee should be issued Show Cause notice and asking him to submit reply within seven days.
- 2.After receiving reply, if it is not satisfactory, then issue Charge Sheet incorporating article of charges and give seven days time to submit reply.
- 3.If reply of the Charge Sheet is found unsatisfactory in that event the decision of the Disciplinary Authority about setting up Domestic Enquiry.
- 4.The Enquiry Officer should be appointed by the Disciplinary Authority and also presenting officer who will place all documents/witness before Enquiry Officer on behalf of the College. The Enquiry Officer will intimate the concerned employee about venue, date and time of Enquiry where to be held.
- 5.The Enquiry Officer after completion of Enquiry, Enquiry report to be submitted to the disciplinary authority who will send a copy of Enquiry report with proposed punishment with a advice to submit representation by the concerned employee within seven days.
- 6.If representation has been found to be unsatisfactory then Disciplinary Authority will intimate in writing the final punishment to concerned employee.

Suspension

(i)The appointing authority or any authority to which it is subordinate or the Disciplinary Authority may place an employee under suspension.

(a)Where the disciplinary proceedings against him are contemplated or are pending or,

(b)Where a case against him in respect of any criminal offence is under investigation or trial.

(ii)An order of suspension made or deemed to have been made under this Rule may at any time be revoked by the authority.

Subsistence Allowance

- i) An employee under suspension shall be entitled to draw subsistence allowance equal to 50% of the wages which the employee was drawing immediately before such suspension provided that where the period of suspension exceeds 90 days, the amount of subsistence allowance should be increased after the expiry of 90 days to 75% of the wages which the employee was drawing before such suspension as per "The West Bengal Payment of Subsistence Act 1969".

- ii) Provided further that an employee shall not be entitled to any subsistence allowance if he accepts employment during the period of suspension in any place.
- iii) If an employee is arrested by the Police on a criminal charge and bail is not granted, no subsistence allowance is payable. On grant of bail, if the Disciplinary Authority decides to continue the suspension, the employee shall be entitled to subsistence allowance from the date he is granted bail.
- iv) The scale and extent of other service benefits of the suspended employee would depend on the merit of each case, for which orders would be issued on consideration of the application of the suspended employee.
- v) An employee shall not in any event be liable to refund or forfeit any part of the subsistence allowance admissible to him but when an employee is exonerated of the charge/charges which caused his suspension, the subsistence allowance paid to him for any period shall be adjusted against the full wages admissible to him for the same period.

Suspension Format (ANNEXURE- XXVII)

Treatment of the period of suspension

(i) When the employee under suspension is reinstated, the Disciplinary Authority may grant to him the following pay and allowances for the period of suspension:

(a) if the employee is exonerated and not awarded any of the penalties, the full pay and allowances which he/she would have been entitled to if he/she had not been suspended, less the subsistence allowance already paid to him /her.

(b) if, otherwise, such proportion including full amount of pay and allowances as Disciplinary Authority may prescribe.

(ii) it will not be treated as a period spent on duty unless the Disciplinary Authority so directs.

Procedure for imposing penalties

Where it is proposed to impose any of the Minor penalties, the employee concerned shall be informed in writing of the imputations of misconduct or misbehaviour against him/her in the form of Show Cause notice and given an opportunity to submit his/her written statement of defence within a specified period not exceeding 7 days. The defence statement, if any, submitted by the charged employee shall be taken into consideration by the Disciplinary Authority before passing orders. The record of the case shall include –

(i) A copy of the statement of imputations of misconduct or misbehaviour, delivered to the employee;

(ii) His/her defense statement, if any;

(iii) The orders of the Disciplinary Authority together with the reasons thereof.

Where it is proposed to impose any of the Major penalties, the employee concerned shall be informed in writing of the imputations of misconduct or misbehaviour against him/her in the form of Show Cause notice and given an opportunity to submit his/her written statement of defense within a specified period not exceeding 7 days. The defense statement, if any, submitted by the charged employee shall not be satisfactory then he/she shall frame a charge sheet which would also indicate the allegations on which the charges are based along with such other material that he/she considers relevant to the various charges.

- (i) The employee proposed to be proceeded against shall be served with this charge-sheet and the charged employee shall furnish his/her reply in writing within a period specified in the charge-sheet.
- (ii) If the charged employee accepts the charges then the Disciplinary Authority shall record his/her findings on each charge. If the charged employee does not plead guilty to the charges, the Disciplinary Authority shall hold an enquiry by itself or by any other employee/committee of the Institute as authorized by the Management/ HOI and nominated by him/her to be called the Enquiry Officer/ Committee .
- (iii) The Enquiry Officer/ Committee may make use of all the evidence already collected, either documentary or oral, and, if needed, can collect further evidence which could also include the examinations of the concerned employee and such other evidence as the charged employee may desire to produce and the Enquiry Officer/ Committee considers relevant to the charges. He/she shall then submit his/her findings on the various charges to the Disciplinary Authority.
- (iv) If the employee does not submit his/her written statement of defence on or before the date specified for the purpose and does not appear in person, or otherwise fails or refuses to comply with any of the provisions of these Rules or purposely delays the enquiry, the Enquiry Officer/Committee may hold the enquiry Expert.

Action on the Enquiry Report

- (i) The Disciplinary Authority shall, if he/she disagrees with the findings of the Enquiry Officer/ Committee on any of the charges, record his/her reasons for such disagreement and record his/her own findings on such charge, if the evidence on record is sufficient for the purpose.
- (ii) If the Disciplinary Authority having regard to his findings on all or any of the charges is of the opinion that major penalties should be imposed on the employee, then he/she shall make an order imposing such penalty.
- (iii) If the Disciplinary Authority having regard to his/her findings on all or any of the charges is of the opinion that a major penalty is not called for, then he/she may pass an order imposing any of the other penalties if called for, or exonerate the employee concerned.

Communication of orders

Orders made by the Disciplinary Authority shall be communicated to the employee concerned in writing.

Review

- (i) The Disciplinary Authority or the next higher authority may, on his own, review the order of punishment imposed or suspension ordered.
- (ii) An employee may make a request to the Disciplinary Authority or the next higher authority, for a review of the order imposing upon him/her.
- (iii) Any of the penalties or against the order of suspension along with a written statement containing the grounds on the basis of which he/she wishes to get his/her case reviewed. Request for a review of penalty shall be made within one month from the date of the communication of the order against which review is requested. The authority reviewing the case may pass an order confirming, enhancing, reducing or setting aside the penalty or remitting the case to the authority which imposed the penalty or to any other authority with such direction as he/she may deem fit in the circumstances of the case.

14 Other Areas of HR:

14.1 Preparation of Holiday list for HO and College/ University(Annexure-XXVIII)

14.2 Gratuity Settlement

14.3

Exit Interview 14.4 Travel Policy / TA Bill Format :

TRAVELLING NORMS

MODE OF TRAVEL AND EXPENSES ON TRAVEL:

- 1) On and from 1st January, 2018, the following provisions shall apply whenever an official is required to travel on duty.
- 2) An Official up to the rank of Sr. Manager may travel by 3rd AC sleeper Class by Train. He/She may, however, Travel by Upper Class if so permitted by the Competent Authority, having regard to the exigencies of business.
- 3) An official in the rank of AGM / DGM / GM may travel by 2nd AC sleeper Class by Train. He may, however, Travel by Upper Class if so permitted by the Competent Authority, having regard to the exigencies of business.
- 4) An official in the rank of Director may travel by 1st AC sleeper Class by Train or Economically class of Air.
- 5) If the Place is not connected by Train, The Notional Fare of maximum entitlement of Railway Fare may be considered for the Travel by Other mode of Transportation.
- 6) Actual transportation / Conveyance expenses incurred from the residence to Railway/Bus Station and back may be reimbursed.
- 7) At the place of his/her official duty outside the Head Quarter , He/ She will be required to travel for going one place to another place by economically cheaper mode of transport.

HALTING ALLOWNCE

An amount of Rs. 600/- to Rs. 700/- per day may be reimbursed depending upon the class of city for food bill treating 24 hours a day.

LODGING EXPENSES

An official up to the rank of Sr. Manager may be reimbursed the actual hotel expenses restricted to single room accommodation charges ranges from Rs. 1400/- to Rs. 1500/- + Taxes depending upon the class of city.

An official in the rank of AGM / DGM / GM may be reimbursed the actual hotel expenses restricted to single room accommodation charges ranges from Rs. 2000/- to Rs. 2500/- + Taxes depending upon the class of city.

An official in the rank of Director may be reimbursed the actual hotel expenses restricted to single room accommodation charges ranges from Rs. 2500/- to Rs. 3000/- + Taxes depending upon the class of city.

When an official is required to visit more than one place during tour for official purpose and makes a halt for 8 hours or more at an intermediate place of visit, He/ she may be permitted for lodging in an economically cheaper hotel for his/ her rest and recuperation.

SERVICE CHARGES

Service charges will be reimbursed to the officials for purchase of ticket by outside Agency for to & fro journey in a very extreme situation of business. The concerned official would have to arrange for his/her own ticket for tour on official duty.

SETTLEMENT OF TOUR BILL (ANNEXURE-XXIX)

- 1) Advance allowed for official tour if any, the excess amount remains after completion of the tour, he/she must deposit the excess amount on the date of his/her joining to the office.
- 2) It is also mandatory to submit his/her tour bill in the TA Bill Form within 15 days of completion of the tour. Non-submission of the timely TA bill will be viewed seriously and in that case salary will be kept on hold until settlement of the tour bill.

14.5 Perquisites: (ANNEXURE-XXX)

14.6. HO Birthday List : (ANNEXURE-XXXI)

14.7 Issuance of Official SIM card, equipment :

**JIS
MOVEMENT** 147
230/01/19

Ref: HO/HR/SIM/19/001 Date : 30/01/2019

IOM

To: Mr. Ayan Mazumder Sr. Manager- Marketing Marketing Dept. JIS Group Educational Initiatives	From: Ms. Suparna Sarkar Asst. Manager-HR HR Dept. JIS Group Educational Initiatives
---	---

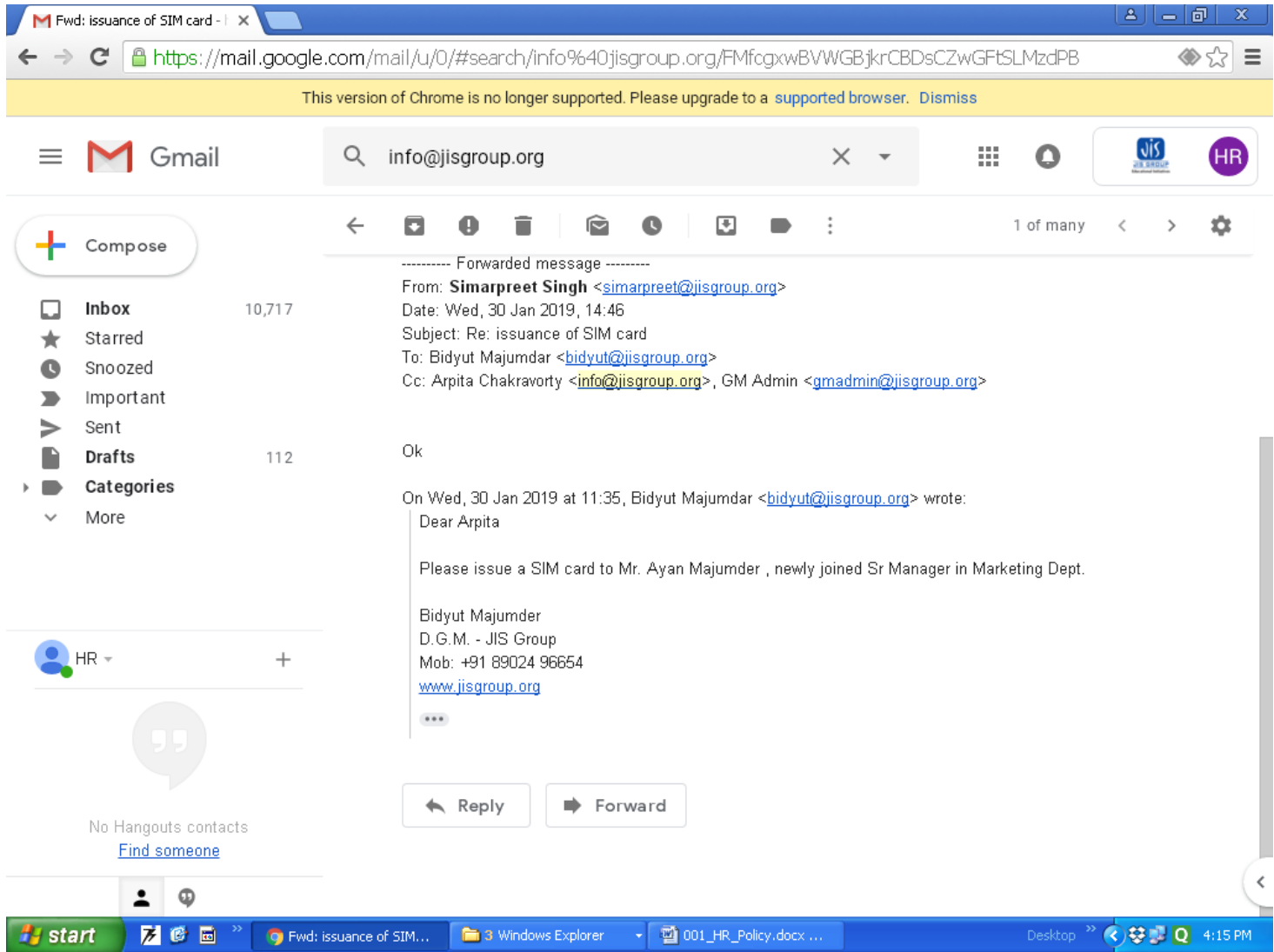
JIS Group Educational Initiatives is providing you one Vodafone CUG SIM No. 9830869988 ,
IMSI No. 404300120440388 for your official use only.

Kindly acknowledge the receipt.

Regards

S. Sarkar
30.01.19
Suparna Sarkar
HR Dept.
JIS Group Educational Initiatives

Received
offd.
30.1.19



14.8List of Official Car etc.: (ANNEXURE-XXXII)

14.9List of Official SIM etc.: (ANNEXURE-XXXIII) 14.10

List of Official Laptop etc.: (ANNEXURE-XXXIV)

ANNEXURE - I

Faculty Requirement for ODD/EVEN Semester YEAR

Name of the Department:

Summery Sheet for Faculty Requirement (Detail is given below)

Program	Total class load		Av. Load per faculty		Existing no. of faculty	No. of Faculty reqd for the coming semester	Remarks
	Th	Lab	Th	Lab			

SL NO.	COURSE	SEM	No. of Students		Paper Name And Paper Code		Name of the Subject Teacher	Department	Credits	Remarks
			Intake		SUBJECT NAME	SUBJECT CODE				

Signature of HOD

Technical Assistant (TA/JTA) Requirement for ODD/EVEN Semester YEAR

Name of the Department:

Summery Sheet for JTA Requirement (Detail is given below)					
Program	Total class load	Av. Load per JTA	Existing no. of JTA	No. of JTA reqd for the coming semester	Remarks
	Lab				

SL NO.	COURSE	SEM	No. of Students		Paper Name And Paper Code		Name of the JTA	Department	Credits	Remarks
			Intake	Actual	SUBJECT NAME	SUBJECT CODE				

Signature of HOD

ANNEXURE - II

MANPOWER REQUISITION FORMAT

Department need to assess the manpower requirement and project the actual vacancy to the Director. After obtaining approval from Director, HR dept to invite applications through

- Available Database
- Print Media Advertisement
- Online Search for Applicants
- Known References

Format for Requisition for Manpower is as under-

Details of teaching load and requirement of Faculty Members and T. A EVEN/ ODD SEMESTER															
Department	TOTAL INTAKE (1ST YEAR+2ND YEAR+3RD YEAR+4TH YEAR)	Actual No. of Students currently existing (1ST YEAR+2ND YEAR+3RD YEAR+4TH YEAR)	Teaching Load				Total Number of full time faculty members (Existing)	Average load shared by the Faculty members (considering average load shared by the faculty is not less than 20-22)	Number of Faculty Members required (Full time) with Specialization	Number of Faculty Members require d (Part time)	No. of lab in Even/Odd Semester	Number of TA (Existing)	Number of TA required	Remarks	
			Theory	Practical	Tutorial	Project									Total

Annexure-III

Individual Score sheet

19/01/2019
4:24:45PM

INTERVIEW PERFORMANCE RECORD

Page 1 of 1

Head Office

7, SARAT BOSE ROAD, KOLKATA - 20

Phone: 22893944/5323, Fax: , eMail:

DATE 1/19/2019	DEPARTMENT Food Technology
NAME Rosalin Nath	QUALIFICATION M.Tech
POST APPLIED FOR Assistant Prof./Associate Prof./Prof.	PROF.EXPERIENCE 3 Years 10 Months

ASSESSMENT CHART

BASIS	<u>OBTAINED</u>	EXCELLENT	GOOD	SATISFACTORY	MARGINAL	BELOW PAR
SUBJECT KNOWLEDGE/DEPTH	<u>20</u>	25	20	15	10	5
ATTITUDE (POSITIVITY)	<u>5</u>	5	4	3	2	1
COMMUNICATION SKILL(ORAL/WITTEN)	<u>5</u>	5	4	3	2	1
CONFIDENCE	<u>5</u>	5	4	3	2	1
INTELLIGENCE	<u>4</u>	5	4	3	2	1
INITIATIVE / ENTERPRISE	<u>5</u>	5	4	3	2	1
ENTHUSIASM	<u>5</u>	5	4	3	2	1
APPEARANCE / PERSONALITY	<u>5</u>	5	4	3	2	1
STRENGTHS / STRONG POINT	<u>4</u>	5	4	3	2	1
ENERGY LEVEL	<u>5</u>	5	4	3	2	1
PROFESSIONAL KNOWLEDGE/COMPETENCE/EXPERIENCE	<u>30</u>	30	24	18	12	6
TOTAL PERFORMANCE SCORE :-		93				

Name : Dr. Utpal Roy Chaudhury
Designation : Professor
Organisation : Jadavpur University

Name : Dr. Runu Chakraborty
Designation : Professor
Organisation : Jadavpur University

Name : Dr. Kakali Bandopadhyay
Designation : Associate Prof.
Organisation : GNIT

Name : Dr. A.B.Samaddar
Designation : Professor
Organisation : JISCE

Recommendation sheet

JIS GROUP

RECOMMENDATION OF SELECTION COMMITTEE

DATE: 23/06/2018

DEPT.: ME

POST: Assistant Professor

NO. OF CANDIDATES:

CALLED FOR INTERVIEW: 05

APPEARED FOR INTERVIEW: 03

SL.	FOLLOWING CANDIDATES ARE EMPANELLED IN ORDER OF MERIT	PERFORMANCE SCORE (GRAND TOTAL)	SELECTED	REMARKS (WITH POSITION)
1	Dr. Pradip Mondal	85	yes	
2	Suman Pal	83	yes	
3	Dr. Munmun Bhaumik	76	yes	
4				
5				
6				
7				
8				
9				
10				
11				
12				

Dr. Debasis Datta
23/06/18

Dr. Debasis Datta
Professor, IEST

Dr. Arunabha Chanda
23/06/2018

Dr. Arunabha Chanda
Professor, JU

Annexure-IV

Suitability Report:



JIS GROUP

Interview Report

Date: 28.01.2019

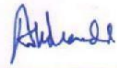
Details of the Assessee

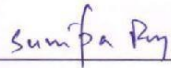
A) Name of the Candidate : DR. KAUSHIK ROY

B) Department : ECE

C) Designation : Asst. Prof.

✓
Suitable / Not Suitable : Suitable

Signature: 
Name: Dr. A. K. Mondal
Designation: Professor, ECE
College: GNIT

Signature: 
Name: DR. SUNIPA ROY
Designation: HoD, AP, ECE
College: GNIT


28/1/19

Annexure-V Memorandum

Date: 19/01/2019

Guru Nanak Institute of Technology

M E M O R A N D U M

Post	Assistant Prof./Associate Prof./Prof.		Expert Interview Board: 1)Dr. Utpal Roy Chaudhury,Professor,Jadavpur University 2)Dr. Runu Chakraborty,Professor,Jadavpur University 3)Dr. Kakali Bandopadhyay,Associate Prof.,GNIT 4)Dr. A.B.Samaddar,Professor,JISCE	
Department	Food Technology			
No of Candidates	8	Date of Interview : 10/01/2019		
Source of CV	career@jisgroup.org			
Approval Solicited for employment of the following candidate whose brief detail is along with CV given herewith:				
Name	Rosalin Nath			
Location	Agarpara	Date of Birth: 27/01/1991		
Qualification	Degree / Diploma	University	% Of Marks	Year
	M.Tech (FTBE)	Jadavpur University	8.06	2017
	B.Tech (Food Technology)	GNIT	8.30	2013
	XII	CBSE	65.33	2009
	X	ICSE	78.00	2007
Employment	Institute/Company	Designation	Duration	
	Nagarjuna Fertilizer and Chemical Ltd. Inhana Organic Research Foundation	Trainee-Manager Jr. Technical Manager	01/07/2017 - 30/12/2018 01/06/2013 - 30/09/2015	
Experience	3 Year(s) 10 month(s)			
Last Drawn Salary	45800.00			
Salary Offered	15800.00 (Consolidated)			
Probation	2 Years			
Designation	Assistant Professor			

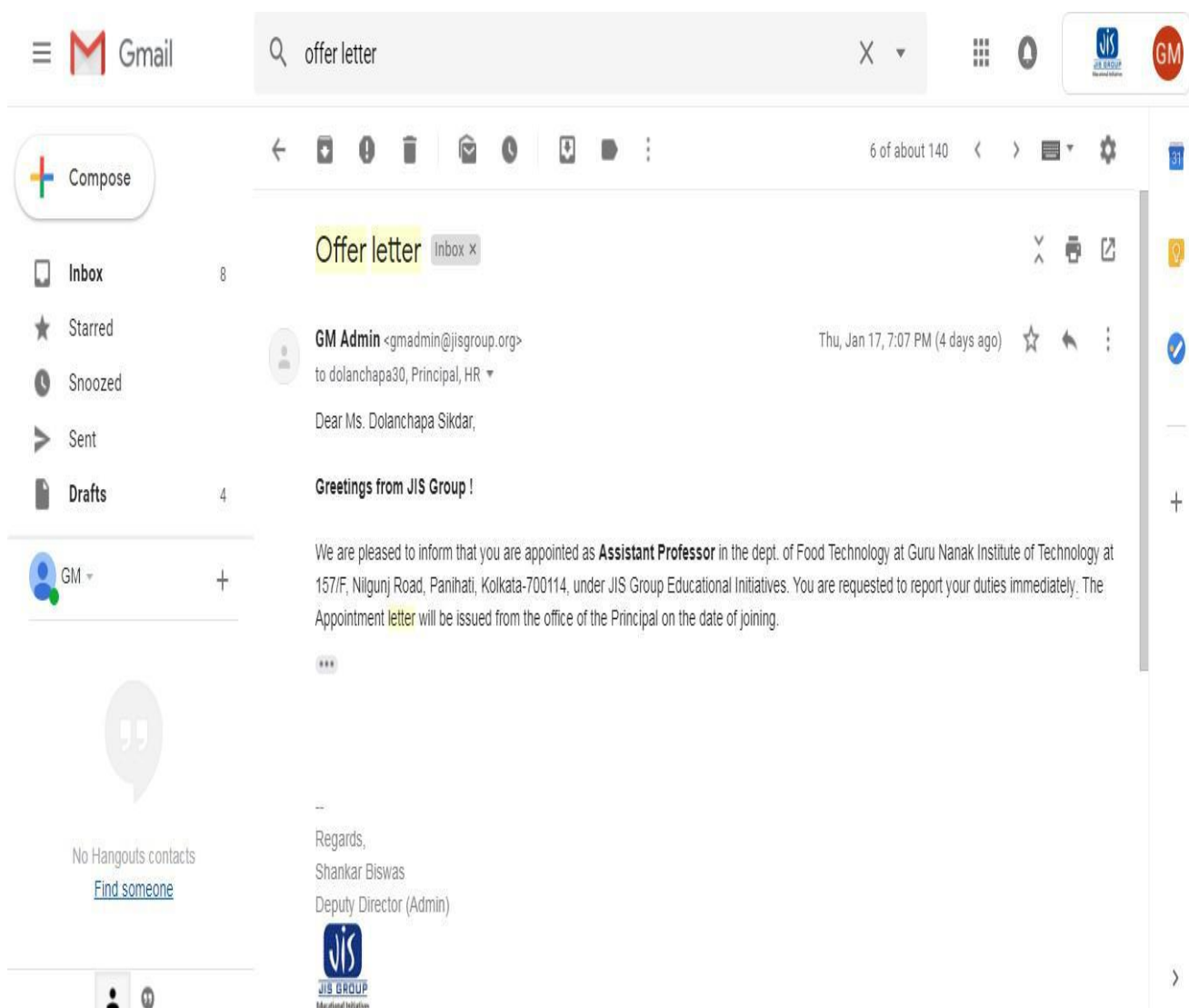
The appointment letter will be issued on obtaining approval as sought for.

Approved. Appointment letter is to be issued.

(Taranjit Singh)
Managing Trustee

Annexure-VI

Sample Offer Letter:



ANNEXURE-VII

Sample Appointment Letter for Teaching :

Ref.

Dated:

<Name >

<address>

Subject:Appointment

Dear,

We are pleased to inform that you have been appointed as an “**Assistant Professor**” in the department of ...
..... of this college. You are requested to join your duties immediately.

You would be placed on probation for two years from the date of joining. This appointment letter is valid from the date of joining the college, and you cannot apply to any other organization after accepting the offer letter for the period of two years.

You will be getting a consolidated salary of **Rs...../-** (Rupees only)per month and you will not be entitled to any other allowances.

During the period of your service you would be expected to serve the institute as per following terms and conditions given in the Annexure.

We wish you all success in this new assignment.

Sincerely Yours,

Simarpreet Singh
(Director), JIS Group

Encl.: Annexure.

Annexure

Terms & Conditions

As an employee of the institute it shall be your duty and responsibility to manage and administer the entire functions of the institute which inter alia include.

1. That you will report to the Principal of the college.
2. You shall be on probation for a period of two years from the date of your joining which may be extended at the discretion of the Competent Authority. During or after the said probationary period or the extended probation period the authority shall have right to terminate your services without assigning any reason thereof. You will also continue to be on probation unless confirmed in writing by the competent authority.
3. You will not be allowed to quit your service in the mid-way of any ongoing semester for any reason whatsoever for the interest of the students.
4. That your service is transferable in any college of JIS Group, if required, at any point of time.
5. That the annual increment will not be claimed as a matter of right but has to be earned. It is liable to be withheld as per assessment process and discretion of the competent Authority.
6. That you may be assigned responsibility in research, project, training programmes and other development activities as directed by the Management time to time.
7. That the payment of your salary will be subject to the deduction of Income-tax payable on the income of your salary and other Statutory deductions.
8. You will preserve, protect all data /literature/information developed or acquired by the college in visual, audio-visual, magnetic, written or in any other form being under your control and ensure that such information like books, articles, appliances, equipment will not be retained by you from the college at the time of leaving the service of the college.
9. On confirmation, your services will be liable to be terminated on one month notice or salary in lieu thereof except on disciplinary grounds in which case no such notice or payment in lieu thereof shall be necessary. Similarly, if you choose to leave the services of the College, you will have to give one month notice or salary in lieu thereof.
10. In case of your absence from duty for ten consecutive days without any reasonable cause or if you proceed on leave without obtaining prior permission or overstay of the sanctioned leave, the Management will be within its right to draw a presumption that you have abandoned the employment on your own accord without making reference to you.
11. Your appointment and continuation in employment of the college is subject to your being physically fit and mentally alert and the Management of the college shall have the right to get you examined/re-examined from any Registered Medical Practitioner whose findings shall be final and binding on you.
12. You shall be the whole-time employee of the College and shall not engage yourself in any work, profession or employment either honorary or otherwise during the period of your employment in the college without the permission of the management. You shall not accept any contribution or associate yourself with any fund raising or collection whether in cash or in kind, in pursuance of any object whatsoever, or accept or demand any subscription/contribution from anyone connected or interested with the college either as parents, students or guardians.
13. You will not prepare any book or paper including guess papers for the purpose of publications without prior permission of the competent authority nor you will assist anybody either directly or indirectly in the publication of such books/works.
14. You will always submit a copy of your publication to the Director/Principal of the college published in Journals, proceedings or any other periodicals.
15. Similarly, you will not canvass for any publication or any publishing house or bookseller unless so directed by the principal.

Page cont...2..

16. You will not enter into any monetary transaction with any student or his parents or guardians and shall not misuse your position for personal gains. You will not conduct yourself in such a manner that you may have to incur debt beyond your means.
17. You will not accept or permit any member of your family or any other person or representative to accept any gift including free transport, lodging or any other service or any pecuniary advantage/benefit from any student, parent/guardian of any such student or other person with whom you may come into contact by virtue of your employment in the college.
18. You will have to abide by the rules and regulations either existing or amended or extended from time to time in the college and shall carry out all other lawful orders/instructions of the competent authority given to you in connection with the day to day discharge of your duties.
19. You shall not practice or incite any student to practice casteism, communalism or untouchability; or cause and/or incite to be caused any other person to damage the property of the college or encourage or incite any student or any member of the staff to behave in a disorderly manner in the premises of the College; or organize or attend any meeting during the College hours except when you are required or permitted by the competent authority to do so.
20. In case of change in your residential address during the course of your employment in the College, it shall be your duty to intimate the new address in writing to the Director within three days from such change and shall also get the change so effected recorded in your personal file.
21. In case any act or omission pertaining to misconduct will be alleged against you, you may be placed under suspension/pending enquiry for which no wages shall be paid.
22. You will be retiring on attaining the age of **60 years** and thereafter the competent authority may grant extension at their sole discretion subject to your remaining physically fit and mentally alert. The extension cannot be claimed as a matter of right or precedent.
23. Your conviction by any criminal court for offence which involves moral turpitude will make an end your employment with us.
24. You are required to submit the following documents at the time of joining -
 - a) True copies in support of your educational/ professional qualifications/experience/date of Birth, Address Proof, PAN Card, Aadhar Card and other credentials/testimonials.
 - b) Two copies of your stamp-sized colour photograph.
 - c) Employee Data sheet.

Breach of any one of the above conditions and/or any alteration, modification and addition hereto, during the period of service, shall lead to termination of service and the employer shall not be held responsible for the same.

Simarpreet Singh
Director, JIS Group

I have read out the above terms & conditions and accepted by me.

Signature:

Date:

Sample Appointment Letter for Non-Teaching :

Ref.

Dated:

< Name >
<Address>

Subject: Appointment

Dear <>,

We are pleased to inform that you have been appointed as “<Designation>” of this College. You are requested to join your duties immediately.

You would be placed on probation for two years from the date of joining. This appointment letter is valid from the date of joining the college.

You will be getting a consolidated salary of **Rs.**/- (Rupees only) per month and you will not be entitled to any other allowances.

During the period of your service you would be expected to serve the institute as per following terms and conditions given in the Annexure.

We wish you all success in this new assignment.

Sincerely Yours,

Simarpreet Singh
Director, JIS Group

Encl.: Annexure.

Annexure
Terms & Conditions

As an employee of the institute it shall be your duty and responsibility to manage and administer the entire functions of the institute which inter alia include.

1. That you will report to the Principal of the college.
2. You shall be on probation for a period of two years from the date of your joining which may be extended at the discretion of the Competent Authority. During or after the said probationary period or the extended probation period, the authority shall have right to terminate your services without assigning any reason thereof. You will also continue to be on probation unless confirmed in writing by the competent authority.
3. That your service is transferable in any college of JIS Group, if required, at any point of time.
4. That the annual increment will not be claimed as a matter of right but has to be earned. It is liable to be withheld as per assessment process and discretion of the competent Authority.
5. That the payment of your salary will be subject to the deduction of Income-tax payable on the income of your salary and other Statutory deductions.
6. On confirmation, your services will be liable to be terminated on one month notice or salary in lieu thereof except on disciplinary grounds in which case no such notice or payment in lieu thereof shall be necessary. Similarly, if you choose to leave the services of the organization, you will have to give one month notice or salary in lieu thereof.
7. In case of your absence from duty for ten consecutive days without any reasonable cause or if you proceed on leave without obtaining prior permission or overstay of the sanctioned leave, the Management will be within its right to draw a presumption that you have abandoned the employment on your own accord without making reference to you. Your appointment and continuation in employment of the organization is subject to your being physically fit and mentally alert and the Management of the organization shall have the right to get you examined/re-examined from any Registered Medical Practitioner whose findings shall be final and binding on you.
9. That you will be a whole-time employee of the company and will not engage yourself anywhere in work, profession or employment either for gain or otherwise during the period of your employment with us.
10. You will not enter into any monetary transaction with any student or his parents or guardians and shall not misuse your position for personal gains. You will not conduct yourself in such a manner that you may have to incur debt beyond your means.
11. You will not accept or permit any member of your family or any other person or representative to accept any gift including free transport, lodging or any other service or any pecuniary advantage/benefit from any student, parent/guardian of any such student or other person with whom you may come into contact by virtue of your employment in the organization.
12. You will have to abide by the rules and regulations either existing or amended or extended from time to time in the organization and shall carry out all other lawful orders/instructions of the competent authority given to you in connection with the day to day discharge of your duties.
13. In case of change in your residential address during the course of your employment in the organization, it shall be your duty to intimate the new address in writing to the Principal within three days from such change and shall also get the change so effected recorded in your personal file.
14. In case any act or omission pertaining to misconduct will be alleged against you, you may be placed under suspension/pending enquiry for which no wages shall be paid.
15. You will be retiring on attaining the age of 60 years and thereafter the competent authority may grant extension at their sole discretion subject to your remaining physically fit and mentally alert. The extension cannot be claimed as a matter of right or precedent.
16. Your conviction by any criminal court for offence which involves moral turpitude will make an end your employment with us.
17. You are required to submit the following documents at the time of joining:
 - a) True copies in support of your educational/ professional qualifications/experience/date of Birth, Address Proof, PAN card, Aadhaar card and other credentials/testimonials.
 - b) Two copies of your stamp-sized colour photograph.
 - c) Employee Data sheet.

Breach of any one of the above conditions and/or any alteration, modification and addition hereto, during the period of service, shall lead to termination of service and the employer shall not be held responsible for the same.

Simarpreet Singh
Director, JIS Group

I have read out the above terms & conditions and accepted by me.

Signature:

Date:

ANNEXURE-VIII

Sample Joining Letter:

JIS Group

7, Sarat Bose Road, Dwarka, 1st floor, Kolkata – 700020.

Date: _____

Sub.: Joining Report of _____

I, Mr. / Ms. _____ do hereby join as _____
in the department of _____ at _____ on
_____.

.....
Signature

ANNEXURE - IX

Date

.....

.....

.....

Sub : Suspension from work

It has been alleged against you that some serious acts of misconducts have been committed by you on -----inside the College/Schoolpremises during your working hours

Therefore, you are hereby suspended from your work with immediate effect till final disposal of the case with pending enquiry. The final Charge Sheet will be issued to you in due course

You are also informed that you will be paid Subsistence Allowance as per law during the period of your suspension

Signature of Disciplinary Authority, Name and designation

ANNEXURE - X

Teaching Staffs

JIS Group Educational Initiatives 7, Sarat Bose Road, Kolkata-700 020

Application for Faculty Position

Affix
Photograph

Advertisement Date: _____

A: POST APPLIED FOR:

Name of post (s). (Please list in order of preference): *(Fill in at least 1 position)	Area of specialization:
1. _____	What is your expected salary Per Annum? *Rs. _____
2. _____	What is your current salary Per Annum? *Rs. _____
3. _____	

A-1: Choice of Institutions:

A-2: Choice of Disciplines:

B: PERSONAL PARTICULARS:

Full Name (Prefix Mr. Mrs. Ms. Dr.)	Surname	Middle Name	First Name
Maiden Name (if applicable)			
Date of Birth			
Marital Status	Married / Unmarried		
Passport No.			
Nationality	Indian / NRI		
Religion			
Caste	General / SC / ST / OBC		
Gender	Male / Female		
Address for Communication			
Permanent Address			
Contact Numbers:	Office No.	Residential No.	
Mobile No.			

E-mail id				
Place of Birth with State				
Blood Group				
PAN/ GIR No.				
C: FAMILY PARTICULARS				
C1: Name of Father / Mother / Guardian				
Citizenship				
Is your Father / Mother / Guardian employed	Yes / No			
If yes Give Details	Name of Employer: Designation: Place of work: Contact Details:			
C2: Name of Spouse				
Citizenship				
Is your Spouse employed	Yes / No			
If yes Give Details	Name of Employer: Designation: Place of work: Contact Details:			
D: CONTACT PERSON IN CASE OF EMERGENCY				
Full Name				
Address				
Telephone Number with STD code				
Mobile Number				
E-mail				
E: LANGUAGE SKILLS (Tick as appropriate)				
Name of the Language	English	Hindi	Bengali	Any other
Speaking				
Writing				
Reading				

F: EDUCATIONAL QUALIFICATIONS (Chronological)					
Sr. No.	From (dd/mm/yy)	To(dd/mm/yy)	Institution/ University	Degree/ Diploma*	Grade/ Marks

* Please provide details starting with the highest qualification

G: PROFESSIONAL EXPERIENCE (Please state in Chronological Order)							
Sr. No.	From (dd/mm/yy)	To (dd/mm/yy)	Company Name	Brief Description of Duties	Position Held	Salary Last Drawn	Reason for leaving the job
Experience (in Years)							
Teaching Experience			UG:		PG:		
Research Experience			Pre-Ph.D.		Post-Ph.D.		
Industrial Experience							
Research Guidance (give numbers)			Completed			Ongoing	
			Ph.D.	MS	M.Tech.	Ph.D.	MS

*Please provide details starting with the earliest experience.

G- 1 FURNISH DETAILS OF DOCTORAL THESIS:

H: OTHER FORMAL STUDIES/ Qualifications/ Workshops/ Membership		
Description	From (dd/mm/yy)	To (dd/mm/yy)

I: LIST OF PUBLICATIONS: Please attach a separate sheet if applicable				
Name (Author/ s)	Title	Journal/ Magazine	Volume	Date

J: PAPERS PRESENTATION/ SESSIONS Chaired/ SEMINARS/ Symposia/ Conference					
Description	From (dd/mm/yy)	To (dd/mm/yy)	National	International	Others

K: OTHER DETAILS	
Books	
Patents	
Sponsored Project details	
• Project title	
• Amount involved	
• Sponsorship Agency	
• Duration	
Please attach separate sheet for additional projects	
Consultancy	
Any other relevant information:	

L: PROFESSIONAL AFFILIATION – INDIAN AND FOREIGN (Membership of Societies, etc.)			
Organization	Year of Election/ Nomination	Grade of Membership	Remarks

M: VISITS ABROAD (For Professional Work or Training only)		
Country	Period of Visit	Purpose

N: PROFESSIONAL REFERENCE (Reference must not be related to you by blood or marriage)	
Name of 1st Referee	
No. of Years Known	
Occupation	
Address	
Contact No. with STD Code	
E-Mail	
Name of 2nd Referee	
No. of Years Known	
Occupation	
Address	
Contact No. with STD Code	
E-Mail	

O: GENERAL INFORMATION	
1. Have you ever suffered or are you suffering from any physical impairment, disease or mental illness? If Yes Give Details	
2. Have you ever been convicted in a court of law? If yes Give Details	
3. Have you been charged with any offence in a court of law anywhere for which the outcome is not yet known? If Yes Give Details	
4. Have your any relative or friend working in the JIS Group institutions	

Declaration by the applicant (to be completed by all applicants)

I hereby declare that the information furnishes by me is correct and complete and that I shall immediately inform the JIS Group Educational Initiatives of any changes in my current status. I hereby agree that any false statement I make in this application shall result in cancellation of my candidature. I have attached Xerox of proof of qualification and work experience.

Name of Candidate :-----

Place :-----

Signature :-----

Date :-----

EMPLOYEES' PROVIDENT FUND ORGANISATION
Employees' Provident Funds Scheme, 1952 (Paragraph 34 & 57) &
Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in any establishment on which EPF Scheme, 1952 and /or EPS, 1995 is applicable)

1.	Name of the member	
2.	Father's Name ☐ Spouse's Name ☐ (Please tick whichever is applicable)	
3.	Date of Birth: (DD / MM / YYYY)	
4.	Gender: (Male/Female/Transgender)	
5.	Marital Status: (Married/Unmarried/Widow/Widower/Divorced)	
6.	(a) Email ID:	
	(b) Mobile No.:	
7.	Whether earlier a member of Employees' Provident Fund Scheme, 1952	Yes / No
8.	Whether earlier a member of Employees' Pension Scheme, 1995	Yes / No
	Previous employment details: [if Yes to 7 AND/OR 8 above]	
	a) Universal Account Number:	
	b) Previous PF Account Number:	
9.	c) Date of exit from previous employment: (DD/MM/YYYY)	
	d) Scheme Certificate No. (if issued)	
	e) Pension Payment Order (PPO) No. (if issued)	
	a) International Worker:	Yes / No
	b) If yes, state country of origin (India/Name of other country)	
10.	c) Passport No.	
	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	
	KYC Details: (attach self attested copies of following KYCs)	
11.	a) Bank Account No. & IFS Code	
	b) AADHAR Number	
	c) Permanent Account Number (PAN), if available	

UNDERTAKING

- 1) Certified that the particulars are true to the best of my knowledge.
- 2) I authorize EPFO to use my Aadhar for verification/authentication/eKYC purpose for service delivery.
- 3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present P.F. Account. (The transfer would be possible only if the identified KYC detail approved by previous employer has been verified by present employer using his Digital Signature Certificate)
- 4) In case of changes in above details, the same will be intimated to employer at the earliest.

Date:
Place:

Signature of Member

DECLARATION BY PRESENT EMPLOYER

- A. The member Mr./Ms./Mrs. has joined on and has been allotted PF Number
- B. In case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995:
 - (Post allotment of UAN) The UAN allotted for the member is
 - Please Tick the Appropriate Option:
The KYC details of the above member in the UAN database
 - ☐ Have not been uploaded
 - ☐ Have been uploaded but not approved
 - ☐ Have been uploaded and approved with DSC
- C. In case the person was earlier a member of EPF Scheme, 1952 and EPS, 1995:
 - The above PF Account number/UAN of the member as mentioned in (A) above has been tagged with his/her UAN/Previous Member ID as declared by member.
 - Please Tick the Appropriate Option:-
 - ☐ The KYC details of the above member in the UAN database have been approved with Digital Signature Certificate and transfer request has been generated on portal.
 - ☐ As the DSC of establishment are not registered with EPFO, the member has been informed to file physical claim (Form-13) for transfer of funds from his previous establishment.

Date:

Signature of Employer with Seal of Establishment

Non- Teaching Staffs

JIS Group Educational Initiatives
7, Sarat Bose Road, Kolkata-700 020

Application form

Affix
Photograph

Advertisement Date: _____

A: POST APPLIED FOR:

Name of post (s). (Please list in order of preference): *(Fill in at least 1 position)	Area of specialization:
1.	What is your expected salary Per Annum? *Rs.
2.	
3.	What is your current salary Per Annum? *Rs.

A-1: Choice of Institutions:

A-2: Choice of Disciplines:

B: PERSONAL PARTICULARS:

Full Name (Prefix Mr. Mrs. Ms. Dr.)	Surname	Middle Name	First Name
Maiden Name (if applicable)			
Date of Birth			
Marital Status	Married / Unmarried		
Passport No.			
Nationality	Indian / NRI		
Religion			
Caste	General / SC / ST / OBC		
Gender	Male / Female		
Address for Communication			
Permanent Address			
Contact Numbers:	Office No.	Residential No.	
Mobile No.			

E-mail id	
Place of Birth with State	
Blood Group	
PAN/ GIR No.	
C: FAMILY PARTICULARS	
C1: Name of Father / Mother / Guardian	
Citizenship	
Is your Father / Mother / Guardian employed	Yes / No
If yes Give Details	Name of Employer: Designation: Place of work: Contact Details:
C2: Name of Spouse	
Citizenship	
Is your Spouse employed	Yes / No
If yes Give Details	Name of Employer: Designation: Place of work: Contact Details:
D: CONTACT PERSON IN CASE OF EMERGENCY	
Full Name	
Address	
Telephone Number with STD code	
Mobile Number	
E-mail	

E: LANGUAGE SKILLS (Tick as appropriate)				
Name of the Language	English	Hindi	Bengali	Any other
Speaking				
Writing				
Reading				

F: EDUCATIONAL QUALIFICATIONS (Chronological)					
Sr. No.	From (dd/mm/yy)	To(dd/mm/yy)	Institution/ University	Degree/ Diploma*	Grade/ Marks

* Please provide details starting with the highest qualification

G: PROFESSIONAL EXPERIENCE (Please state in Chronological Order)							
Sr. No.	From (dd/mm/yy)	To (dd/mm/yy)	Company Name	Brief Description of Duties	Position Held	Salary Last Drawn	Reason for leaving the job
Experience (in Years)							
Teaching Experience			UG:		PG:		
Research Experience			Pre-Ph.D.		Post-Ph.D.		
Industrial Experience							
Research Guidance (give numbers)			Completed			Ongoing	
			Ph.D.	MS	M.Tech.	Ph.D.	MS

*Please provide details starting with the earliest experience.

H: PROFESSIONAL REFERENCE	
(Reference must not be related to you by blood or marriage)	
Name of 1st Referee	
No. of Years Known	
Occupation	
Address	
Contact No. with STD Code	
E-Mail	
Name of 2nd Referee	
No. of Years Known	
Occupation	
Address	
Contact No. with STD Code	
E-Mail	
I: GENERAL INFORMATION	
1. Have you ever suffered or are you suffering from any physical impairment, disease or mental illness? If Yes Give Details	
2. Have you ever been convicted in a court of law? If yes Give Details	
3. Have you been charged with any offence in a court of law anywhere for which the outcome is not yet known? If Yes Give Details	
4. Have your any relative or friend working in the JIS Group institutions	

Declaration by the applicant (to be completed by all applicants)

I hereby declare that the information furnishes by me is correct and complete and that I shall immediately inform the JIS Group Educational Initiatives of any changes in my current status. I hereby agree that any false statement I make in this application shall result in cancellation of my candidature. I have attached Xerox of proof of qualification and work experience.

Name of Candidate :-----

Place :-----

Signature :-----

Date :-----

EMPLOYEES' PROVIDENT FUND ORGANISATION
Employees' Provident Funds Scheme, 1952 (Paragraph 34 & 57) &
Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in any establishment on which EPF Scheme, 1952 and/or EPS, 1995 is applicable)

1.	Name of the member	
2.	Father's Name ☐ Spouse's Name ☐ (Please tick whichever is applicable)	
3.	Date of Birth: (DD / MM / YYYY)	
4.	Gender: (Male/Female/Transgender)	
5.	Marital Status: (Married/Unmarried/Widow/Widower/Divorcee)	
6.	(a) Email ID: (b) Mobile No.:	
7.	Whether earlier a member of Employees' Provident Fund Scheme, 1952	Yes / No
8.	Whether earlier a member of Employees' Pension Scheme, 1995	Yes / No
	Previous employment details: [if Yes to 7 AND/OR 8 above]	
	a) Universal Account Number:	
	b) Previous PF Account Number:	
9.	c) Date of exit from previous employment: (DD/MM/YYYY)	
	d) Scheme Certificate No. (if issued)	
	e) Pension Payment Order (PPO) No. (if issued)	
	a) International Worker:	Yes / No
	b) If yes, state country of origin (India/Name of other country)	
10.	c) Passport No.	
	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	
	KYC Details: (attach self attested copies of following KYCs)	
11.	a) Bank Account No. & IFS Code	
	b) AADHAR Number	
	c) Permanent Account Number (PAN), if available	

UNDERTAKING

- 1) Certified that the particulars are true to the best of my knowledge.
- 2) I authorize EPFO to use my Aadhar for verification/authentication/eKYC purpose for service delivery.
- 3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present P.F. Account.
(The transfer would be possible only if the identified KYC detail approved by previous employer has been verified by present employer using his Digital Signature Certificate)
- 4) In case of changes in above details, the same will be intimated to employer at the earliest.

Date:
Place:

Signature of Member

DECLARATION BY PRESENT EMPLOYER

- A. The member Mr./Ms./Mrs. has joined on and has been allotted PF Number
- B. In case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995:
 - (Post allotment of UAN) The UAN allotted for the member is
 - Please Tick the Appropriate Option:
The KYC details of the above member in the UAN database
 - ☐ Have not been uploaded
 - ☐ Have been uploaded but not approved
 - ☐ Have been uploaded and approved with DSC
- C. In case the person was earlier a member of EPF Scheme, 1952 and EPS, 1995:
 - The above PF Account number/UAN of the member as mentioned in (A) above has been tagged with his/her UAN/Previous Member ID as declared by member.
 - Please Tick the Appropriate Option:-
 - ☐ The KYC details of the above member in the UAN database have been approved with Digital Signature Certificate and transfer request has been generated on portal.
 - ☐ As the DSC of establishment are not registered with EPFO, the member has been informed to file physical claim (Form-13) for transfer of funds from his previous establishment.

Date:

Signature of Employer with Seal of Establishment

ANNEXURE – XI

ONLINE LEAVE SOFTWARE

LEAVE

JIS FOUNDATION



SUKANTA DAS

Master

Transaction

Report

Security

Logout

1. Leave Entitlement Updation

1. Leave Adjustment For Back Office

1. Employee Confirmation

1. Holiday Setup

1. Late Attendance Adjustment

1. Leave Application

1. Un-Approved Leave Cancellation

Leave Requisition

Employee Details

Employee Code: JIS/0162

Employee Name: SUKANTA DAS

Gender: Male

Date Of Join: 18/07/2007

Leave Type:

Application Date: 30/01/2019

Opening Balance:

Leave Taken/Adjusted:

Closing Balance:

Req Pending:

Leave From: ☐ 1st Half

Leave To:

☐ 2nd Half

☐ Outstation Leave

Join Date:

No Of Days On Leave:

Approved By: SHANKAR BISWAS

Address During Leave:

Charge Handed Details:

Reason:

Upload Medical Documents:

Choose File

 No file chosen

Upload

Calendar

Save

Clear

start

HOME PAGE - Google ...

SOP

001_HR_Policy - Cop...

Desktop

10:30 AM

ANNEXURE - XII

HO LEAVE APPROVING AUTHORITY						
Sl.	Emp-Code	Name	Date of Joining	Employee code of Forwarding / Recommending official	Name of Forwarding / Recommending official	Employee code of Approving Authority
1	JIF/0083	DIRECTOR	12.12.2014	JIF/0062	MD Sir	JIF/0062
2	JIF/0087	CFO	22.08.2017	JIF/0062	MD Sir	JIF/0062
3	JIF/0084	DIRECTOR P&D	18.02.2017	JIF/0083	Director	JIF/0083
4	NIT/0632	DY. DIRECTOR (ADMIN)	06.05.2015	JIF/0083	Director	JIF/0083
5	OTH/0002	PRINCIPAL OFFICER	02.04.2018	JIF/0087	CFO	JIF/0087
6	JIS/0649	AGM(AUDIT)	21.05.2015			
7	JIS/0768	AUDIT ASSISTANT	08.09.2017			
8	JIS/0830	DY. MANAGER	01/07/2018			
9	HGD/0243	OFFICE EXECUTIVE (LEGAL)	26.08.2010			
10	NIT/0705	LEGAL OFFICER	06.02.2017			
11	NIT/0545	GM-BD (MARKETING)	01.03.2013	NIT/0632	Dy. Director (Admin)	NIT/0632
12	NIT/0741	SR. MANAGER (MKTG)	22.05.2018	NIT/0545	Mr. Bidyut Majumder, GM	NIT/0545
13	NIT/0728	SR. MANAGER (MKTG)	13.07.2017			
14	GIT/0629	EXECUTIVE (MKTG)	06.06.2016			
15	NIT/0695	EXECUTIVE (MKTG)	07.12.2016			
16	JIS/0374	MANAGER - HR	16.08.2010	NIT/0632	Mr. Shankar Biswas, Dy. Director (Admin)	NIT/0632
17	GIT/0338	ASST. MANAGER - HR	18.01.2011			
18	JIS/0162	SR. OFF. ASST - HR	18.07.2007			
19	SSS/0225	DEO - HR	15.04.2016			
20	SSS/0267	GM - PURHCASE	01.09.2017	JIF/0084	Mr. Ravinderjit Singh Nalwa, Director (Purchase & Dev.)	JIF/0084
21	JIS/0469	MANAGER - PURCHASE	11.06.2004			
22	NIT/0398	OFFICER - PURCHASE	07.03.2011			
23	NIT/0641	EXECUTIVE - PURCHASE	01.07.2015			

24	SSS/0257	EXECUTIVE - PURCHASE	21.04.2017			
25	OTH/0004	OFF. ASST. - PURCHASE	14.01.2009			
26	GIT/0399	ENGINEER - PROJECTS	10.10.2011			
27	GIT/0341	AGM (CIVIL)	02.08.2010	NIT/0632	Mr. Shankar Biswas, Dy. Director (Admin)	NIT/0632
28	JIF/0044	AGM (CR)	01.09.2005			
29	OTH/0005	SR. MANAGER	01.06.2008			
30	JIF/0043	SECRETARY TO MD	01.06.2005			
31	JIF/0066	FRONT OFFICE EXECUTIVE	18.09.2007			
32	OTH/0006	AGM (F&A)	28.09.2004			
34	JIF/0063	MANAGER - ACCOUNTS	02.08.2008	OTH/0006	Mr. Santosh Mishra, AGM (F&A)	OTH/0006
35	JIF/0004	ASST. MANAGER - ACCOUNTS	01.10.2004			
36	JIS/0846	SR. MANAGER - ACCOUNTS	05.11.2018			
37	JIS/0770	EXECUTIVE ASST. (CDC)	11.10.2017	NIT/0734	Mr. Simarpreet Singh, Director, JIS Group	NIT/0734
38	NIT/0481	DIRECTOR (INDUSTRY ALLIANCE)	02.01.2012	JIF/0062	MD Sir	JIF/0062
39	OTH/0007	GM - SULK	12.04.2012	NIT/0632	Dy. Director (Admin)	NIT/0632
40	OTH/0008	SAMIR NARAYAN ROY		NIT/0632	Dy. Director (Admin)	NIT/0632

ANNEXURE – XIII

List of employees who updates ERP HR

Module

NAME	EMP. CODE	COLLEGE	User ID	Password
Giridhari Gopal Goswami	JUV 0083	JIS University	JUV/0083	JUV/0083
Debasish Saha	NIT/0402	Narula Institute of Technology	NIT/0402	NIT/0402
Sraboni Biswas	JIS/0087	JIS College of Engineering	JIS/0087	JIS/0087
Sonalal Chattopadhyay	SSS/0311	Dr. Sudhir Chandra Sur Degree Engineering College	SSS/0311	SSS/0311
Pijush Chandra	GIT/0008	Guru Nanak Institute of Technology	GIT/0008	GIT/0008
Sidhant Chatterjee	JUV /0098	Guru Nanak Institute of Hotel Management	JUV/0098	JUV/0098
Jaya Banerjee	GPS/0051	Guru Nanak Institute of Pharmaceutical Science and Technology	GPS/0051	GPS/0051
Soumitra Ghosh	JPT/0203	JIS School of Polytechnic	JPT/0203	JPT/0203
Ashis Sen	SSS/0225	Guru Nanak Institute of Dental Science and Research	SSS/0225	SSS/0225
Ashis Sen	SSS/0225	Head Office	SSS/0225	SSS/0225
Sudipta Marick	GKC/0077	Greater Kolkata College of Engineering and Management	GKC/0077	GKC/0077
Gurjeet Singh	1417	Asansol Engineering College	1417	1417
Rana Mukhopadhyay	AEM/0034	Abacus Institute of Engineering and Management	AEM/0034	AEM/0034

ANNEXURE - XIV

Eligible Employee Details Format

COLLEGE NAME															
TEACHING STAFF - APPRAISAL															
DEPARTMENT NAME :															
SL NO.	NAME	DOB	DOJ	EDUCATIONAL QUALIFICATION WITH NAME OF DEGREE/DIPLOMA WITH SPECIALIZATION			Previous Experience			BASIC	AGP	SCALE	GROSS	LAST 3 YRS. INCREMENT STATUS ALONGWITH THE AMOUNT	REMARKS
				DEGREE	%	INSTITUTE	YEAR	Organization	Designation						
				X											
				XII											
				UG											
				PG											
				PhD											
				Others											

ANNEXURE - XIII

Eligible Employee Details Format

COLLEGE NAME :														
TECHNICAL STAFF - APPRAISAL														
SL. NO.	Name	DESIGNATION	DOB	DOI	EDUCATIONAL QUALIFICATION WITH NAME OF DEGREE/ DIPLOMA WITH SPECIALIZATION			PREVIOUS PROFESSIONAL EXPERIENCE WITH DATE, DESIGNATION AND ORGANIZATION NAME	BASIC	AGP	SCALE	GROSS	LAST INCREMENT 3 YRS. STATUS	REMARKS
					DEGREE	%	INSTITUTE							
DEPT.: CSE														
					X									
					XII									
					UG									
					PG									
					Others									

ANNEXURE - XIII

Eligible Employee Details Format

COLLEGE NAME :																
ADMIN & Other STAFF- APPRAISAL																
SL NO.	Name	DESIGNATION	DOB	DOJ	EDUCATIONAL QUALIFICATION WITH NAME OF DEGREE/ DIPLOMA WITH SPECIALIZATION				PREVIOUS PROFESSIONAL EXPERIENCE WITH DATE, DESIGNATION AND ORGANIZATION NAME	BASIC	AGP	SCALE	GROSS	LAST INCREMENT 3 YRS. STATUS		REMARKS
					DEGREE	%	INSTITUTE	YEAR						YEAR	STATUS	

ANNEXURE - XV

ELIGIBLE CANDIDATES FOR CLASS ANALYSIS - 2018 (CUT OFF DATE 30.09.2017)																					
COLLEGE	ECE	AEIE	CSE	IT	WCA	ET	ME	AUE	BME	FT	CIVIL	MBA	HM	PHY	CHEM	MATH	ENG	PHAR	OTHERS	TOTAL	PENDING
JISCE	16	0	11	10	0	10	13	0	3	0	5	4	0	4	4	5	3	0		88	0
NIT	37	4	14	8	6	14	8	0	0	0	7	3	0	4	3	4	2	0		94	0
GNIT	13	8	12	6	4	8	2	0	0	2	0	0	2	3	3	6	2	0		71	0
DSCSDEC	6	0	5	0	0	3	8	5	0	0	7	0	0	2	2	3	0	0		41	0
AEC	15	7	12	9	10	9	16	0	0	0	7	4	0	5	3	8	3	0		108	0
GKCEM	4	0	3	0	1	5	3	0	0	0	3	0	0	2	2	1	2	0		25	0
AIEM	5	0	5	0	0	5	5	0	0	0	2	0	0	1	0	3	1	0		27	0
JISP	3	0	2	0	0	1	2	0	0	0	3	0	0	1	0	1	0	0		13	0
GNIPST																		15	BS-4	19	0
GNIHM																			HM-14	14	0
JISU			1									3		2	2			2	LAW-2 BIO-TECH-2 GEO-1 EDU-1	16	0
TOTAL	79	19	65	33	21	55	57	5	3	2	34	14	2	24	19	31	13	17	24	517	517

ANNEXURE XVI



JIS GROUP

Interview Report

Date:

Details of the Assessee

A) Name of the Candidate :

B) Department :

C) Designation :

Suitable / Not Suitable :

Signature: _____

Name:

Designation:

Signature: _____

Name:

Designation:

ANNEXURE – XVII

LESSON PLAN

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING LESSON PLAN

Subject Name : Basic Computation & Principles of Computer Programming
Subject Code : CS 201
Year(Sem) : 1st yr (2nd sem)
Stream : SEC A

SL. NO.	TOPIC	LECTURE S
Fundamentals of Computer:[15L]:		
1.	History of Computer, Generation of Computer, Classification of Computers	1
2.	Basic Anatomy of Computer System, Primary & Secondary Memory	1
3.	Processing Unit, Input & Output Devices	1
4.	Binary & Allied number system	2
5.	Signed & Unsigned numbers, BCD	1
6.	Binary Arithmetic	2
7.	Logic gates	2
8.	Compiler & Assembler ,Basic Concept of Operating System	1
9.	Types of programming language - high level, middle level, low level. Different programming paradigms - procedural, object oriented, etc.	1
10.	Concept of an algorithm; Relation of Algorithms to programs.	1
11.	How a Program Works, specification, flow chart.	2
C Fundamentals:[3L]:		
12.	The C character set identifiers and keywords	1
13.	data type & sizes	1
14.	variable names, declaration, statements	1
Operators & Expressions:[5L]:		
15.	Input and Output: Standard input and output, formatted output -- printf, formatted input scanf	1
16.	relational and logical operators	1
17.	type, conversion, increment and decrement operators,	1
18.	bit wise operators, assignment operators and expressions,	1
19.	Arithmetic operators,, precedence and order of evaluation.	1
Flow of Control:[4L]:		
20.	Statement and blocks, if - else, switch,	1
21.	break and continue, go to and labels	1
22.	loops - while, for do while	2
Fundamentals and Program Structures:[8L]:		
23.	Basic of functions, function types, function prototypes	1
24.	functions returning values	1
25.	functions not returning values	1
26.	auto, external, static and register variables	1
27.	scope rules	1
28.	recursion,	2
29.	C preprocessor	1
Arrays and Pointers:[6L]:		
30.	One dimensional arrays,	2
31.	multidimensional arrays	2
32.	pointers and functions	2
Structures Union and Files:[5L]:		
33.	Basic of structures,	1
34.	structures and functions	1

35.	arrays of structures, bit fields	2
36.	formatted and unformatted files	1
37	command line arguments	1

Recommended reference Books:

1. Introduction To Computing (TMH WBUT Series), E. Balagurusamy, TMH
2. Kernighan, B.W. The Elements of Programming Style
3. Yourdon, E. Techniques of Program Structures and Design
4. Schied F.S. Theory and Problems of Computers and Programming
5. Gottfried Programming with C Schaum
6. Kernighan B.W. & Ritchie D.M. The C Programming Language
7. Rajaraman V. Fundamental of Computers
8. Balaguruswamy Programming in C
9. Kanetkar Y. Let us C
10. M.M.Oka Computer Fundamentals, EPH

Rinku Subakar
Asst. prof.
Dept. of CSE

ANNEXURE - XVIII

CLASS ANALYSIS REPORT 2018												
NARULA INSTITUTE OF TECHNOLOGY												
SL. NO.	NAME	DESIGNATION	DEPT.	SUBJECT TAUGHT	SUBJECT CODE	SCORE	TOTAL NO. OF STUDENTS	NO. OF STUDENTS PRESENT	% OF STUDENTS	DATE OF CLASS ANALYSIS	EXPERT I	EXPERT II
1	Arpita Barman Santra	Asst. Prof.	ECE	BASIC ELECTRONICS	EC201	36	50	42	84.00	13/02/2018	PROF. MONOJIT MOITRA, IEST	PROF. SUBHASHIS MAITRA, JGEC
2	Moupani Roy	Asst. Prof.	ECE	ANALOG COMMUNICATION	EC404	35	45	65	69.23	13/02/2018	PROF. MONOJIT MOITRA, IEST	PROF. SUBHASHIS MAITRA, JGEC
3	Sandhya Pattanayak	Asst. Prof.	ECE	DIGITAL COMMUNICATION	EC601	36	42	64	65.63	13/02/2018	PROF. MONOJIT MOITRA, IEST	PROF. SUBHASHIS MAITRA, JGEC
4	Arnima Das	Asst. Prof.	ECE	ANALOG ELECTRONICS	EC404	37	50	68	73.53	13/02/2018	PROF. MONOJIT MOITRA, IEST	PROF. SUBHASHIS MAITRA, JGEC
5	Puspak Pain	Asst. Prof.	ECE	BASIC ELECTRONICS	EC201	35	52	62	83.87	13/02/2018	PROF. MONOJIT MOITRA, IEST	PROF. SUBHASHIS MAITRA, JGEC
6	Pranab Hazra	Asst. Prof.	ECE	SIGNAL & SYSTEM	EC401	35	48	68	70.59	13/02/2018	PROF. MONOJIT MOITRA, IEST	PROF. SUBHASHIS MAITRA, JGEC
7	Swati Barui	Asst. Prof.	ECE	DIGITAL ELECTRONICS	EC403	35	46	68	67.65	13/02/2018	PROF. MONOJIT MOITRA, IEST	PROF. SUBHASHIS MAITRA, JGEC
8	Kausik Sarkar	Asst. Prof.	ECE	DIGITAL SIGNAL PROCESSING	EC602	35	35	65	53.85	13/02/2018	PROF. MONOJIT MOITRA, IEST	PROF. SUBHASHIS MAITRA, JGEC
9	Abhijit Ghosh	Asst. Prof.	ECE	EMI/EMC	MECE201	38	02	02	100.00	13/02/2018	PROF. MONOJIT MOITRA, IEST	PROF. SUBHASHIS MAITRA, JGEC
10	Rimpi Datta	Asst. Prof.	ECE	TELECOMMUNICATION	EC603	35	45	60	75.00	13/02/2018	PROF. MONOJIT MOITRA, IEST	PROF. SUBHASHIS MAITRA, JGEC
11	Sangita Roy	Asst. Prof.	ECE	OPTICAL COMMUNICATION	ACE/56/E TCE3	38	12	42	28.57	13/02/2018	PROF. MONOJIT MOITRA, IEST	PROF. SUBHASHIS MAITRA, JGEC
12	Soumen Pal	Asst. Prof.	ECE	BASIC ELECTRONICS	EC201	37	32	62	51.61	13/02/2018	PROF. MONOJIT MOITRA, IEST	PROF. SUBHASHIS MAITRA, JGEC

ANNEXURE – XIX

STUDENT FEEDBACK REPORT

The screenshot shows a Gmail interface in a Chrome browser window. The address bar displays a URL for a search of 'students+feedback'. A yellow banner at the top of the browser indicates that the version of Chrome is no longer supported. The Gmail header shows the search bar with 'students feedback' and a notification for 170 of many emails. The left sidebar lists standard Gmail folders: Compose, Inbox (10,710), Starred, Snoozed, Important, Sent, Drafts (110), and Categories. The main email view shows a message from 'GM Admin' (gmadmin@jisgroup.org) dated Monday, May 15, 2017, at 3:56 PM. The email subject is 'Student Feedback Report'. The body of the email requests a 'Student Feedback' report for each faculty for EVEN and ODD semesters by 22/05/2017, noting that students with 60% or higher attendance are eligible for online feedback. The email is signed by Shankar Biswas, GM (Admin), and includes the JIS Group Educational Initiatives logo and address: 7, Sarat Bose Road, 'Dwarka', Kol-20. Below the main email, a second email from the same sender is partially visible, dated Tuesday, May 16, 2017, at 3:09 PM. The Windows taskbar at the bottom shows the Start button, taskbar icons for various applications, and the system clock at 1:41 PM on May 16, 2017.

Student Feedback Report - x

https://mail.google.com/mail/u/0/#search/students+feedback/FMfcgxmTpBzqLjShqtsGGldMQMINKpDs

This version of Chrome is no longer supported. Please upgrade to a supported browser. Dismiss

Gmail

students feedback

Compose

Inbox 10,710

Starred

Snoozed

Important

Sent

Drafts 110

Categories

More

HR

No Hangouts contacts

Find someone

Student Feedback Report

GM Admin <gmadmin@jisgroup.org> Mon, May 15, 2017, 3:56 PM

to Vice, Principal, Nit, Principal, Gnipst, Principal, Xavier, Jayanta, Ratikanta, Principal, Principal, Taranjit, Dire

Dear Sir/ Madam,

You are requested to send **Student Feedback** report of each faculty for EVEN and ODD semester by 22/05/2017.

(Please note **students** whose attendance is 60% and above are eligible for online **feedback**.)

...

Regards,
Shankar Biswas
GM (Admin)

JIS GROUP
Educational Initiatives

7, Sarat Bose Road, "Dwarka", Kol-20.

GM Admin <gmadmin@jisgroup.org> Tue, May 16, 2017, 3:09 PM

to me

start

Student Feedback Re...

001_HR_Policy - Cop...

GNIT

Desktop

1:41 PM

GNIT_Even Sem 2018.pdf - Adobe Reader

File Edit View Document Tools Window Help

Find

1 / 4 105%

Guru Nanak Institute of Technology

RESULTS OF FACULTY APPRAISAL BY STUDENTS ON OVERALL BASIS

Page 1 of 4

SEMESTER : EVEN **ACADEMIC YEAR : 2018-2019**

Department	Name of the Faculty	Total no. of Student	Score in %
A.S.H.	SUVAYAN BISWAS	51	98.88
A.S.H.	PRAJNA PARAMITA RAY	15	98.10
A.S.H.	ADHISH KUMAR CHAKRABARTY	6	97.58
A.S.H.	SUMAN GHOSH	50	97.20
VISITING	SHYMAL KUMAR GHOSH	41	97.17
A.S.H.	CHIRANJIB DUTTA	35	96.72
A.S.H.	SUPARNA MAITY	19	96.67
A.S.H.	DEBASHRUTI GANGULY	51	96.54
A.S.H.	DOLA SAHA	45	96.40
A.S.H.	SOURISH MITRA	57	96.21
VISITING	DR. RESHMI CHAKRABORTY	46	95.67
A.S.H.	SUSOVAN DUTTA	49	95.36

start

Inbox (10,710) - hr... 001_HR_Policy - Co... 2 Windows Explorer GNIT_Even Sem 201... Desktop 1:37 PM

ANNEXURE - XX

Annexure - A

JISGROUP **PROFORMA FOR APPRAISAL FORM** (For non-teaching Staff)

A. Self assessment of the candidate (to be filled by the Candidate)

1. Name :
 2. Designation & Department :
 3. Present Scale of Pay :
 4.
 - a) Date of Birth :
 - b) Date of joining in the institute :
 - b) Designation at the time of first joining in the institute :
 - c) Basic salary at the time of joining :
 5. Dates and Salary of last Increment / promotion (if any) :
 - a)
 - b)
 6.
 - a) Detail of additional qualifications :
- 7. Participation in programs (7 points max.)**
- i) Skill Upgradation Programme – 3 per participation
 - ii) Organization of In-house Skill upgradation Programme - 5 point
 - iii) Participation in In-house Skill upgradation Programme-2 point

Employee Self Assessment

To be completed by employee and returned to supervisor prior to appraisal meeting.

Work Performance (Briefly list your main duties and accomplishments during the appraisal period.)

Student Service :

Initiative/Productivity (List important accomplishments during the appraisal period.)

**** Involvement / Belongingness in the admission procedure –(2 per point , 8 points Max.)**

(to be decided by principal on the basis of following attributes)

a)Innovativeness in publicity.

b)Participation in Counselling.

c)Student interaction.

d)Admission from Direct contact

**** Administrative responsibilities (5 point)**

[Please tick (✓) the appropriate box]

(Feedback to be given by HOD)

		Average	Satisfactory	Outstanding
9 i.	Participation in the Anti ragging activity :	☐	☐	☐
9 ii.	Involvement in the other committees :	☐	☐	☐
9 iii.	Involvement in students extra curricular activity :	☐	☐	☐
9 iv.	Thrust for further knowledge :	☐	☐	☐
9 v.	Administrative control :	☐	☐	☐

Teamwork & Interpersonal Skill

Goals for the next appraisal year

Attendance/Reliability (Describe your attendance during the appraisal period.)

**** Report of Hr Department :**

TYPES OF LEAVES AVAILED ON(NUMBERS ONLY):-TO DULY SIGNED BY THE LEAVE MAINTENANCE AUTHORITY

SL	NATURE OF LEAVE AVAILABLE	NO. OF DAYS LEAVE GRANTED	WITH PAY	WITHOUT PAY
1	CASUAL LEAVE			
2	EARNED LEAVE			
3	SICK LEAVE			
4	MATERNITY LEAVE			

ATTENDANCE (N) ≥ 90% - 5 Points

90% > N ≥ 85%	- 4 Points
85% > N ≥ 80%	- 3 Points
80% > N ≥ 75%	- 2 Points
75% > N ≥ 70%	- 1 Points

**** Disciplinary Action , If any :**

*Details of Show cause Notice served :

*Details of the Charge Sheet served :

*Details of warning :

**** No. of days came late to resume duty :**

*No. of days Casual Leave deducted towards punitive measure :

*Last year annual increment granted/not granted :

*Whether any letter of poor performance issued or not ?

Signature of HR Head /Registrar

Date:

(Signature of the Candidate)

NOTE: All points are important. None of the points should be kept blank either it should be filled with required data or write N.A / Nil, if the appraisal form is not completely filled it will be considered as null and void.

PART B: HOD's Assessment Employee Name:

Using attached rating guide, please rate employee's performance in the listed categories using only whole numbers. Please attach a copy of employee's job description and comment on employee's accomplishment of goals during the appraisal period. If necessary, please use additional space on the final page.

Work Performance Score:

Attendance/Reliability Score:

Approach towards students :

Initiative Score:

Teamwork & Interpersonal Skills Score:

Goals for the next appraisal year

Total Score:

Overall rating based on total score:choose rating(Contact Employee Relations before giving a "Below" or "Minimally Achieves" performance rating).

Employee's Remarks: *(I also acknowledge that a copy of my position description is attached and this evaluation has been discussed with me. I understand that my signature does not necessarily indicate agreement.)*

RATINGS GUIDE

(Supervisors may rate different levels for individual categories. The overall rating is determined by the total score. Ratings must be in whole numbers only.)

CATEGORY	Below Performance Standards 1	Minimally Achieves Performance Standards 2	Achieves Performance Standards 3	Above Average Performance Standards 4	Exceeds Performance Standards 5
Work Performance	Unacceptable performance; Does not perform job timely or accurately; Requires constant instruction; Does not follow guidelines; Insufficient knowledge of job; Does not make effort to learn.	Sometimes same as "Below" but progresses with counseling; Does not consistently meet performance standards; Requires frequent instruction; Has difficulty understanding; Makes effort to learn/improve	Consistently performs all job duties competently and timely; Achieves established goals; Uses resources effectively; Working knowledge of job	Consistently performs higher than average; Maximizes resources; Requires less than average amount of instruction; Higher than average knowledge of job	Consistently exceeds all performance standards; Seeks additional responsibilities; Seeks ways to improve processes; Recognized expert – fully understands all aspects of job
Attendance/Reliability*	Excessively absent or tardy; Does not follow attendance guidelines/policy/procedure; Cannot be relied on to finish tasks	Frequently absent or tardy; Does not consistently follow attendance guidelines; Cannot always be relied on to finish tasks	Consistently adheres to all policies/guidelines regarding time and leave usage; Consistently keeps to schedule; Regularly completes tasks on time	Better than average attendance; Can always be relied on to complete tasks timely and accurately	Excellent attendance record; Always completes tasks; Always produces excellent work; An example for peers in the area
Approach towards students	Unprofessional demeanor; Not helpful; Communicates poorly	Sometimes as in "Below", but progresses with counseling; Inconsistent	Makes effort to assist customers; Communicates clearly; Professional/courteous demeanor	Exceeds peers in customer service; Always positive/pleasant	Consistently receives positive feedback from customers; Goes the "extra mile" to resolve complex issues
Initiative/Productivity	Requires constant supervision; Poor organization and prioritization skills; Avoids responsibilities	Requires frequent supervision; Minimally organized; Only assumes responsibilities when asked	Needs average supervision; Able to work independently; Productive and motivated; Willingly accepts responsibilities	High level of productivity; Requires little or no supervision; Works well independently; Effectively plans/prioritizes; Seeks additional responsibilities	Highly motivated; innovative; Self starter; Exceptional planning/prioritizing; Seeks additional responsibilities; Seeks ways to improve processes
Teamwork & Interpersonal Skills	Unwilling to work with others; Unprofessional demeanor; Responds negatively to feedback; Unsupportive of organizational goals	Sometimes same as in "Below", but progresses with counseling; Inconsistent; Occasionally causes rift within team	Contributes positively to team; Supports organizational goals; Willingly participates in group projects/assists others as needed; Responds appropriately to feedback	Higher than average level of cooperation in team projects; Often leads team efforts; Actively participates in goal achievement; Volunteers/assists with coverage	Team builder and motivator; Easily assumes leadership role; Able to set team goals and ensure accomplishment of goals; Inspires cooperation/progress

**FMLA-related absences should not be considered when reviewing attendance.*

OVERALL RATING BASED ON TOTAL SCORES:

Below performance standards: 5 – 9

Minimally Achieves: 10 - 14

Achieves performance standards: 15 - 19

Above average performance standards: 20 - 23

Exceeds performance standards: 24 - 25

REPORT OF DIRECTOR / PRINCIPAL (Confidential)

☑ Agree with the assessment of HOD / REGISTRAR

☐ [Comments may be recorded]

☑ Partially agree with the assessment of HOD / REGISTRAR

[Comments may be recorded]

☐

☑ Do not agree with the assessment of HOD / REGISTRAR

[Comments may be recorded]

☐

[Special observation regarding involvement in Institutions' activities and contribution to the corporate life of the Institute may be recorded, if necessary]

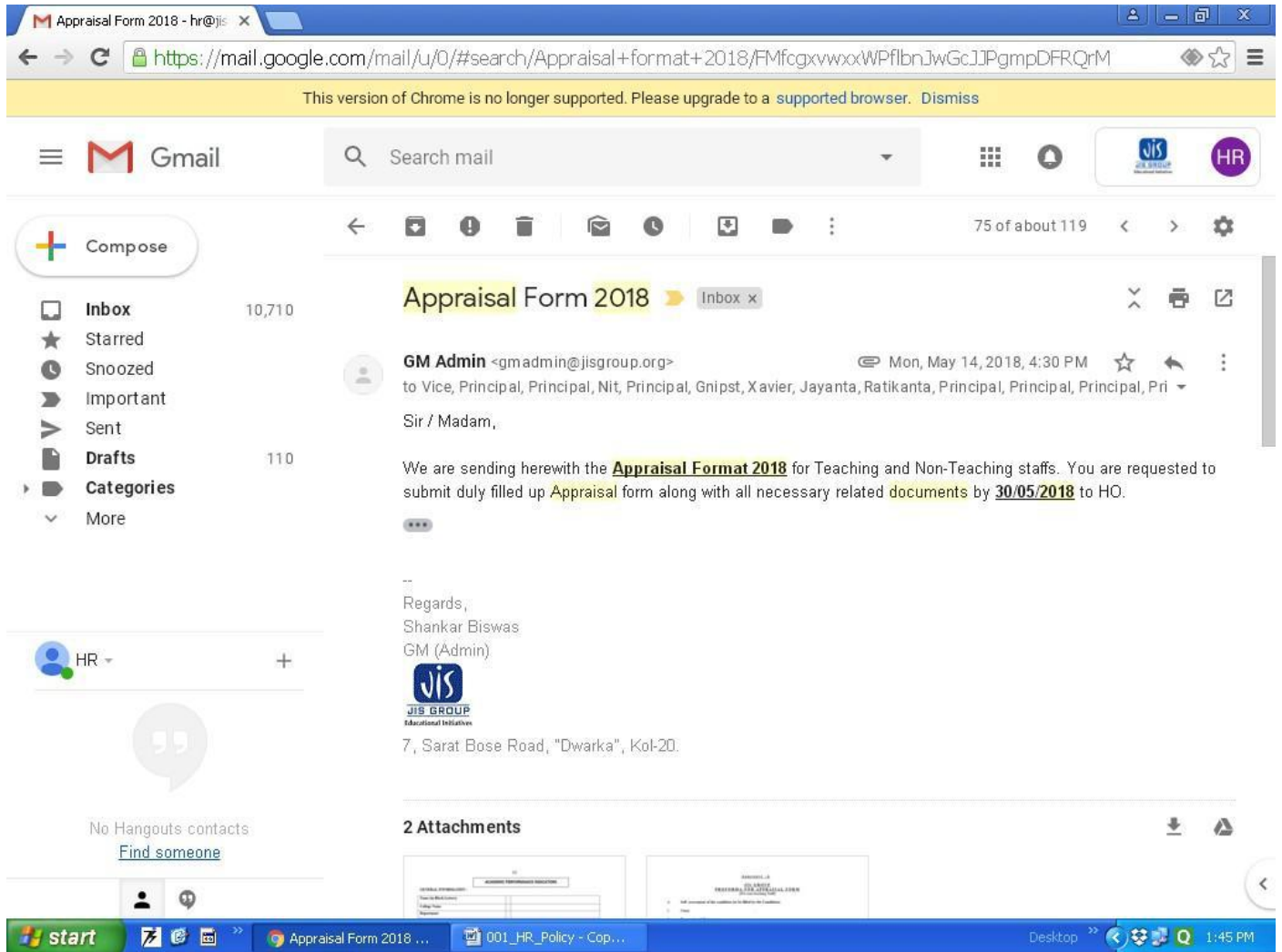
Date:

Signature:

Accepting Authority

ANNEXURE – XX

SELF APPRAISAL REPORT



ACADEMIC PERFORMANCE INDICATORS
--

GENERAL INFORMATION :

Name (in Block Letters)	:	
College Name	:	
Department	:	
Date of joining	:	
Previous Experience	:	Teaching: Industry: Research:
Whetheracquiredanydegreeorfreshacademic qualifications during the year:(Mention degree name and date)	:	

Sl.	Parameter	Total marks	Marks Obtained
I	Student Result	25	
II	Mentorship	10	
III	Publication & Development	150	
IV	Administrative Responsibilities	50	
V	Students Feedback	10	
VI	HOD Report	10	
VII	Principal's Report	10	
VIII	Class Analysis	50	
	TOTAL	315	
	Director's Report(If Applicable)	10	
	TOTAL	325	

Note: The faculties have to submit all related documents. All data submitted related to parameter I,II,III&IVhas to be verified and validated by the HOD

.....
Signature of the Assesse

(ACADEMIC PERFORMANCE INDICATORS)

I. STUDENT RESULT (Max marks for Result- 25)

Result correlation Semester wise (EVEN & ODD)

SL NO.	Name of the Faculty	Subject Code	Subject Name	Total No. of Students	Grade Of the student (O,E)*0.5			Grade of the student In between (A)*0.4			Grade of the student In between(B,C)*0.25			Grade of the student (D,P, X)*0 (No score)			Grade of the student (supple)[(Total % - 10)*0.2]			GRAND TOTAL
					No. of Students	% of students	Marks obtained	No. of Students	% of students	Marks obtained	No. of Students	% of students	Marks obtained	No. of Students	% of students	Marks obtained	No. of Students	% of students	Marks obtained	

*If more than 10% of students get supplement then per % of students 0.10 will be deducted

.....
Signature of the Assesse

II. MENTORSHIP**Max marks -10****i)Mentorship:**

No. of Students under your mentorship; Semester wise	Semester (I to VIII)	No. of Students Meets with Date	No. of Parent Meet, if any, with Date	No. of Student Placed	No. of Students attended In House Training	No. of Student attended Industrial Training	Average Attendance of the Student Semester wise	Effectiveness / Benefit

Data to be submitted-

- 1)Notice for allotment of mentorship
- 2)Notice for students meeting
- 3)Notice for Parents meeting
- 4)Sample of mentorship data of students as maintained by the faculty.

.....
Signature of the Assesse

III.PUBLICATION AND DEVELOPMENT

Sl.	Parameter	Max Score	Score Obtained
1	Publications		
	1a) Books (1 = 20)	20	
	1b) Articles / Chapters published in Books (1 = 10)		
	1c) Journal Publications (15 per journal) (As approved)	30	
2	Publication along with Students (in approved UGC Journals) 2a. International Journals (1=5 marks) 2b. National Journals (1= 2 marks) 2c. International/National Conference Publication (1=2 marks)	30	
3	Grants received from funding agencies (other than research project of the faculty) (One lakh rupees and above = 10)	10	
4	Research Guidance & Patent:	10	
	4a) Ph.D Ph.D. Registered (1 = 2) Ph.D Completed (1=10)		
	4b) Patent: Single (1=10) (Filed – 6, Received -10, Grant-15) Joint (1=05) (Filed – 3, Received -5, Grant- 10)	15	
	Research Projects	15	
5	Major (1 = 10) – Amount mobilized with grant above 5 lakhs.	10	
	Minor (1 = 05) - Amount mobilized with grant min. 25000/- upto 5 lakhs.		
6	Invited lectures or presentations for Conferences or Symposia	10	
	International (1 = 10)		
	National (1= 05)		
7	Guest lecturers delivered by faculty	10	
	Industry (1=5)		
	Research Institutes (1 = 5)		
	Other Universities (1 = 3)		
	Other Institutes (1 = 1)		
	TOTAL	150	

Publication should be preferably made in Elsevier/Web of Science.

Publications must be made in journals having impact factor of Scopus/ Thompson & Reuters.

Citation index also need to be mentioned- Supporting document need to be provided.

All documents or communications regarding any **Project, Grant, Patent, Research work, Seminar, Workshop, Conference** by asseesse of your Institute need to be communicated through official JIS Group email-id only.

Any communication through the personal email-id will not be considered for appraisal or Career Advancement Scheme (CAS).

.....
Signature of the Assesse

FORMAT FOR PROVIDING THE INFORMATION ON PUBLICATION AND DEVELOPMENT								
1a) Books Published as single author or as editor(1 book – 20) (Max Score 20)								
Sl. No.	Book Title	Type of Book	Publisher	ISSN / ISBN No.			Score	
1b) Articles / Chapters published in Books(per article/chapter = 10)(Max Score 20)								
Sl. No.	Title with Page No.	Book Title, editor & publisher	ISSN / ISBN No.	No. of Co-authors	Whether you are the main author		Score	
1c) Journals Publications: (Max Score 30)								
Sl. No.	Title with Page No.	Journal	Citation Index	Whether Elsevier/ Web of Science	Impact factor	Indexed in Scopus/Thompsons & Reuters	Link of the journal in Scopus/Thompsons & Reuters index	Score

2) Publication with students (International Journal – 5, National Journal– 2, International/National Conference Publication)-2 (Max score – 30)						
Sl. No.		Name of Journal	ISSN/ISBN No.	Whether peer reviewed, impact factor, if any	Name and details of all the authors	Score

.....
Signature of the Assesse

3) Grants received from funding agencies (other than research project of the faculty) {Rs. 1 lac & above =10} (Max Score 10)					
Sl	Title of the Project	Sanctioned by	Amount of grant received	Date of grant received	Score
4a) Ph.D (Ph.D Registered- 1=2 / Ph.D Awarded 1= 10) (Max Score 10)					
Sl.	Name of Student	Affiliating University	Ph.D Registered/ Degree awarded	Date of Registration/Degree awarded	Score
4b) Patent (Single:10/ Joint:05) (Max Score 15)					
Sl	Title of the Patent	Single/Joint	Received on	Score	
5) Research Projects (Submit relevant documents) – (Major 1 = 10; Minor 1 = 05) (Max Score 15)					
Sl	Title of the Project	Sanctioned by	Amount of grant received	Score	
6) Invited Lectures or Presentations for Conferences & Symposia (International:10 / National:05) (Max Score 10)					
Sl.	Title of Lecture / Academic Session	Title of Conference / Seminar, etc.	Organized by	Whether international / national	Score
7) Guest Lectures delivered by faculty (Industry / Research Institute = 5, Other Universities =3) (Max Score 10)					
Sl.	Name of the Organization	Type- Industry, Research Institutes/Other Universities	Topic	Date	Score

.....
Signature of the Assesse

IV.ADMINISTRATIVE RESPONSIBILITIES

Please mention your contribution to any of the following :					
Sl. No.	Type of Activity				
(I)	Involvement in different Committees/bodies: (Routine/R&D/Library/Anti Ragging/Sports/Cultural/Women's Cell/ Grievance / Examination / Admission/ Student Affair & Welfare/ College Development & Evaluation/ Academic Result monitoring Cell etc.)				
	Name of the Committee / Body	Convener/ Coordinator / Member			Score
	Total (Max. : 24) Per committee – 5 marks (Chairman/Convener/Coordinator – 5; Member – 3)				
(II)	Contribution in Administration & Management of the Institution (Involvement in Admission Process in terms of attending Academic Fair, Industry Fair, outside Kolkata visit etc should be given marks etc.)		Yearly / Semester wise responsibilities		Score
	Total (Max. : 10)- Score to given by HOD				
(III)	Contribution to Arrangement of Industrial Training/ Industry Mentor Meet/ Industry invited Talk (2 per Industrial event) – Max Score 6				
	Name of the Organization	No. of Students done Industrial Visit / Internship	Discipline and Year of Student(s)		Score
	Total (Max: 6)				
(IV)	Average Students attendance (75% & above= 10, 60% -74% = 8, Below 60% = 0) – Max score 10 (Attendance sheet send by Hash Technologies have to be submitted for applicable colleges)				
	Percentage of Student attendance	Even	Odd	Avg.	Score
	Total (Max: 10)				
Total Score (I + II + III + IV)					
(Max. : 50)					

.....
Signature of the Assesse

V.STUDENT FEEDBACK ON TEACHER PERFORMANCE**(An average score of odd and even semester generated from online student feedback form)**

Parameter	Max Score	Score Obtained
Student Feedback on Teacher Performance (Score calculation would be based on actual percentage obtained by averaging the total no. of students)	10	

NOTE: Students whose attendance is 60% and above are eligible for submitting online feedback.

..... (Signature of HOD)

HR RELATED INFORMATION (To be provided by HR Department/ Registrar Section)		
I	Leave Detail	
a.	Types of leaves availed on (numbers only)	
Sl. No.	NATURE OF LEAVE AVAILED	NO. OF DAYS LEAVE
1.	CASUAL LEAVE	
2.	EARNED LEAVE	
3.	SICK LEAVE	
4.	WITHOUT PAY	
5.	MATERNITY LEAVE**	
** Maternity leave, if any, should be mentioned and supported by relevant documents		
b.	No. of days came late to resume duty	
c.	No. of days Casual Leave deducted towards punitive measure	
ii	Disciplinary Action, If Any	
a	Details of Show cause Notice served	
b	Details of the Charge Sheet served	
c	Details of warning	
d	Last year annual increment granted/not granted	
e	Whether any letter of poor performance issued or not ?	

VI .REPORT OF HOD (Confidential)

Employee Name	Department	Designation	Evaluation Period	
			July 2017	June 2018

Sl	Parameter	Excellent (20)	Good (15)	Satisfactory (10)	Poor (0)
1	Subject Knowledge				
2	Communication Skill				
3	Leadership&Interpersonal Relationship				
4	Teamwork- Involvement in departmental activities				
5	Problem-solving and decision-making				
6	Meeting deadlines/commitments				
7	Institutional Contribution (Involvement in admission, Recovery of outstanding and placement)				
8	Departmental Contribution (Lab development& maintenance, Documentation, Report Generation, Image building, etc)				
9	Attendance and Punctuality				
10	Initiative for Self Development				

Name of HOD-
 Signature of HOD-
 Date—

VII. REPORT OF PRINCIPAL (Confidential)

OVERALL RATING	
Agree with the assessment of HOD	
Partially agree with the assessment of HOD	
Do not agree with the assessment of HOD	
Score given to employee: (1-10):	
Comment of HOI	

Date:

Signature

Accepting Authority

VIII. REPORT OF DIRECTOR (Confidential)

OVERALL RATING	
Agree with the assessment of HOD	
Partially agree with the assessment of HOD	
Do not agree with the assessment of HOD	
Score given to employee: (1-10):	
Comment of HOI	

Date:

Signature

Accepting Authority

ANNEXURE – XXI

INTERNAL EXPERT LIST

PROPOSED INTERNAL EXPERTS LIST-APPRAISAL 2018					
SL NO.	EXPERT NAMES		DEPARTMENT	NO. OF CANDIDATES (TEACHING)	NO. OF DAY REQUIRED (APPROX.)
1	Dr. Mallika De, DSEC	Dr. Dharmpal Singh, JISCE	CSE+IT+CA	65+33+21=119	3 DAYS
	Dr. B K Medya, NIT	Dr. Bikramjit Sarkar, JISCE			
2	Prof.. Amlan Chakraborty, NIT	Dr. Ranjit Roy, DSEC	EE	53	1 DAY
	Dr. Papun Biswas, JISCE				
3	Dr. Indranath Sarkar, JISCE	Dr. Saradindu Panda, NIT	ECE+EIE+BME	79+19+3=101	3 DAYS
	Dr. Swapan Bhattacharya				
4	Dr. Asis Kumar Dey, GNIT	Dr. Biman Mukherjee, CE-NIT	ME+AUE+CE	56+4+33=93	2 DAYS
	Dr. Bikash Panja, NIT	Dr. Dipak Ranjan Jana, Vice Principal, JISCE			

5	Dr. Indrajit Bose, GNIT	Mr. Hirak Gupta, AEC	HU	13	1 DAY
6	Dr. D K Tripathi, NIT	Dr. Sucharita Bhattacharya, GNIT	PHYSICS	24	1 DAY
7	Dr. Atanu Kotal, JISU	DR. G.S. Panda, AEC	CHEMISTRY+FT	19+2=21	1 DAY
8	Dr. Sucharita Chakraborty, GNIT	Dr. Animesh Upadhyay, AEC	MATHS	31	1 DAY
9	Dr. Shibnath Banerjee, JISU	Mr. Uttiya Kar, JISCE	BA + GNIHM + HM	13+14+2=29	1 DAY
10	Dr. Lopamudra Datta, GNIPST	Dr. Sumana Chatterjee, GNIPST	Pharmacy+BIOTEC H	19+2=21	1 DAY

ANNEXURE – XXII

INTERNAL ASSESSMENT REPORT FORMAT

TEACHING SELF APPRAISAL SCORE - 2018									
NAME OF THE COLLEGE: <u>Narula Institute of Technology</u> DATE: <u>11.06.2018</u>									
	NAME	DEPT.	Student Result (25) (O+E+AVG.)	Mentorship (10)	Publication and Development (150)	Administrative Responsibilities (50)	HOD (10)	HOI (10)	REMARKS (IF ANY)
1	Dr. Sandip Chanda	EE	22.15	10	36	37		9.5	
2	Prof. Anjan Chakrabarti	EE	24.77	10	20	40		9.0	
3	Ms. Dipu Mistry	EE	19.40	10	25	44	9.5	8.0	
4	Mr. Arkendu Mitra	EE	17.69	10	14	50	9.25	8.5	
5	Mr. Sudhangshu Sarkar	EE	16.20	10	0	44	7.75	8.0	
6	Ms. Kamalika Banerjee	EE	19.32	10	0	29	9.0	8.0	
7	Ms. Priyanka Mukherjee	EE	18.93	10	0	34	7.75	7.5	
8	Ms. Pratyusha Biswas Das	EE	18.07	10	5	50	8.75	7.8	
9	Mr. Subhrajit Goswami	EE	21.26	10	0	17	7.25	7.0	
10	Ms. Subhrajit Mukherjee	EE	18.00	10	0.1	44	8.25	7.8	
Dr. Ranjit Roy, Professor & HOD, EE NAME WITH DESIGNATION: <u>Dr. Ranjit Roy, Professor & HOD, EE</u>									
Dr. Papun Biswas NAME WITH DESIGNATION: <u>Dr. Papun Biswas</u>									
NAME WITH DESIGNATION: <u>Dr. Ranjit Roy, Professor & HOD, EE</u>									
NAME WITH DESIGNATION: <u>Dr. Papun Biswas</u>									
SIGNATURE: <u>[Signature]</u> 11.06.18.									
SIGNATURE: <u>[Signature]</u> 11/06/18									
SIGNATURE: <u>[Signature]</u>									
SIGNATURE: <u>[Signature]</u>									

ANNEXURE – XXIII

TA LIST FOR APPRAISAL INTERVIEW

ELIGIBLE TA LIST FOR APPRAISAL INTERVIEW - 2018 (CUT OFF DATE 30.09.2017)																	
COLLEGE	FCE	ABIE	CSE	IT	MCA	EE	ME	AUE	BME	FT	CIVIL	PHY	CHEM	ENG	BA	PHAR	TOTAL
JISCE	2	1	NIL	NIL	NIL	1	3	NA	NA	NA	3	2	NIL	NIL	NA	NA	12
NIT	NIL	NIL	NIL	NIL	NIL	2	2	NA	NA	NA	2	NIL	NIL	NIL	NIL	NA	6
GNIT	1	3	2	NIL	NIL	2	NIL	NA	NA	NIL	NA	NIL	NIL	NIL	NIL	NA	8
DSCSDEC	NIL	NA	1	NA	NA	1	6	NIL	NA	NA	2	NIL	NIL	NIL	NA	NA	10
AEC	2	1	NIL	NIL	NIL	1	2	NA	NA	NA	5	NIL	NIL	NIL	NIL	NA	11

GKCEM	NIL	NA	1	NA	NA	1	NIL	NA	NA	NA	NIL	NIL	NIL	NIL	NA	NA	2
AIEM	NIL	NA	2	NA	NA	1	2	NA	NA	NA	1	NIL	NIL	NIL	NA	NA	6
JISP	NIL	NA	NA	NA	NA	NIL	2	NA	NA	NA	2	NIL	NIL	NIL	NA	NIL	4
GOLA						2											2
CHANDIL						1											1
G.NIPST	NA															1	1
JISU	NA	NA	2	NA	NA	NA	NA	NA	NA	NA	NA	NIL	1	NA	NIL	1	4
TOTAL	5	5	8	0	0	9	20	0	0	0	15	2	1	0	0	2	67

Compose

Inbox 10,710
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TA Appraisal interview-2018 Inbox x

GM Admin <gmadmin@jisgroup.org> Mon, Jun 11, 2018, 6:55 PM ☆ ↶
to Vice, Taranjit, Haranjit, Simarpreet, Harjot, Amanjot, Director, Priyanka, me, Assistant ▾

Sir,

As directed, you are requested to depute Technical Assistants for appraisal interview 2018 at JIS Group, H.O. as per b mentioned schedule:

JIS UNIVERSITY TECHNICAL ASSISTANT - APPRAISAL 2018							
CHEMISTRY							
SL NO.	NAME	DEPT.	DESIGNATION	DOB	DOJ	Interview Date	Time
1	DEBANJAN PODDER	CHEMISTRY	LAB ASSISTANT	07/12/1992	23/09/2016	22.06.18	11 AM

art | TA Appraisal Intervi... | Microsoft Excel - Em... | SOP | 001_HR_Policy - Co... | Desktop 3:04 PM

ANNEXURE XXIV

DR. SUDHIR CHANDRA SUR DEGREE ENGINEERING COLLEGE

TEACHING STAFF - APPRAISAL 2017

Sl. No.	NAME	DOB	DOJ	EDUCATIONAL QUALIFICATION WITH NAME OF DEGREE/ DIPLOMA WITH SPECIALIZATION		V.E.A. R	Class. Conduction and Students' Result (%)	Mentorship Addition at Class (20) or (22)	Mentorship Addition at Class (100) or (110)	Admin. Rating (1-5)	Special Category (1-5)	POU (10)	DREC TOR (10)	SF (10)	CA (10)	Total (100+100+100+100+100+100+100+100+100+100)	%	LAST 3 YRS. INCREMENT STATUS ALONGWITH THE AMOUNT	PRINCIPAL'S REMARKS	DIRECTOR'S REMARKS	REMARKS	
				DEGREE	%																	
1	KINQI SUPAKAR, AF	05.02.10		X	79	2006	2006	2006	2006	2006	2006	2006	2006	2006	2006	2006	2006	2006	2006	2006	2006	2006
				XII	71	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007
				BC	63	2006	2006	2006	2006	2006	2006	2006	2006	2006	2006	2006	2006	2006	2006	2006	2006	2006
				M.Tech	9.46	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008

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ANNEXURE – XXV

CAREER ADVANCE SCHEME (CAS)

Promotions of the faculty members under CAS

The promotion of teachers to higher grade/ cadre pay/post under Career Advancement Scheme (CAS) will be not only on the basis of number of years of service but also on the basis of his /her contribution in teaching / research and institutional development.

A committee has been formed comprising of the following members to frame the rules for promotions:

1. Dr.Asit Guha, Director
2. Dr.Urmibrata Bandopadhyay, Principal- JISCE
3. Dr.D.Mitra, Principal-NIT
4. Dr.A.K.Aditya, Director cum Principal- DSCSDEC
5. Dr.Abhijit Sengupta , Principal- GNIPST
6. Mr.Xavier Gomes, Principal-GNIHM
7. Dr.L.K.Samanta, Principal-AIEM
8. Col.S.Chaudhury
9. Ms.Priyanka Basu, Manager-CR
10. Ms.Suparna Kundu, HR Executive

The committee discussed the AICTE /UGC norms for promotion and recommends:

(1) Assistant Professor from AGP Rs. 6000/- to AGP Rs. 7000/-

- i. Assistant Professor with 4 years of service with Ph.D, 5 years of service with M.Tech/ M.Phil and 6 years of service without M.Tech/M/Phil.
- ii. Published at least 2 papers in National / international journal. (Not conference Paper) within the assessment period
- iii. Attended atleast one orientation program/ refresher course / FDP / workshop of minimum one week duration
- iv. Minimum points should be scored in the Appraisal as decided by the management.

(2) Assistant Professor from AGP Rs. 7000/- to AGP Rs. 8000/-

- i. Assistant professor with 5 years of teaching experience in the AGP Rs. 7000/- .
- ii. Published at least 2 papers in National / international journal (Not conference Paper) within the assessment period
- iii. Attended atleast two orientation program/ refresher course / FDP / workshop with minimum one week duration
- iv. Minimum points to be scored in the Appraisal as decided by the management.

(3) Associate Professor with AGP of Rs. 9000/- from Assistant Professor of AGP of Rs. 8000/-

- i. Assistant Professors with 3 years of complete service in the AGP of Rs. 8000/- and have been awarded the Ph.D degree on or before the date of completion of 3 years service.
- ii. Published at least 3 papers in referred national / international journals (Not conference Paper) within the assessment period.
- iii. Attend two workshops/ training in Teaching-Learning Technology/ Professional Development of 3-7 days duration.
- iv. Minimum points in the Appraisal as decided by the management.

(4) Professor with AGP of Rs. 10,000/- from Associate Professor with AGP of Rs. 9000/-

- i. Associate Professor with 3 years of complete service in the AGP of Rs. 9000/- .
- ii. Published at least 5 papers in referred national / international journals (Not conference Paper) within the assessment period.
- iii. Attended 2 Workshops on Curriculum Development/ Policy Planning / Development program (1 week duration)
- iv. Minimum points in the Appraisal as decided by the management.

(5) Professor with AGP of Rs. 12,000/- from AGP of Rs. 10,000/-

- i. Professor with 5 years of complete service in the AGP of Rs. 10000/- .
- ii. Minimum points in Appraisal should be scored.
- iii. Have RPS or DST/UGC etc. project.

NOTE :

1. For promotion or change in AGP , any prior experience in Industry / Research will not be taken into consideration. Only full time teaching experience at UG or PG level will be considered.
2. Minimum two years of experience in JIS Group of colleges is mandatory for any change in AGP or for promotion.

ANNEXURE – XXVI

INTERVIEW FORMAT FOR PROMOTION

NAME OF THE COLLEGE-

EVALUATION BY THE EXPERT

NAME: Dr. Saravindra PandeyDATE: 14-3-15POST: Asst. Professor : applied for Associate Professor.

SL.	PARTICULARS	MARKS	REMARKS
✓ 1	SUBJECT KNOWLEDGE	07	
✓ 2	KNOWLEDGE OF MODERN TEACHING AIDS	06	
✓ 3	CONCEPT OF PROGRAM EDUCATIONAL OBJECTIVE (PEO)	06	
✓ 4	CONCEPT OF PROGRAM OUTCOME	07	
✓ 5	PARTICIPATION ORIENTATION PROGRAMME	07	
6	ACADEMIC QUALIFICATIONS	UG	
		PG	
		Ph.D	
7	TEACHING EXPERIENCE	5 YRS	
		>5 YRS	
8	RESEARCH EXPERIENCE	POST DOCTORATE	
		RESEARCH GUIDENCE	
		UG PROJECT	
✓ 9	RESEARCH PUBLICATIONS	NATIONAL JOURNALS	03
		INTL. JOURNALS B)	11 B* - New International Journals
		NATIONAL SEMINAR	03
		INTL. SEMINAR	12
10	PATENTS	SINGLE OWNED	
		JOINED OWNED	
✓ 11	R & D ACTIVITIES & CONSULTANCY WORK	02/10	Under taken 2 PhD scholars but no sponsored project so far undertaken.
12	INVOLVEMENT IN INSTITUTIONAL ACTIVITIES		
13	INVOLVEMENT IN DEPARTMENTAL ACTIVITIES		
14	OBSERVATION	Recommended for the promotion in the post of "Associate Professor". <u>Dr. J. K. Mishra</u> 14.3.2015 <u>Monu M. S.</u> 14.3.15	

ANNEXURE XXVII

To _____ Date: _____

Subject: Letter of Release from Service

Dear Sir,

This has reference to your letter of resignation dated _____, wherein you have requested to be relieved from services of the University/ College w.e.f. _____.

We wish to inform you that your resignation has duly been considered and accepted by the University/College authority. Accordingly, you are being relieved from the services of the University/ College with effect from close of office hours on _____. Please duly handover all office documents/records (hard/soft copies) and assets of the University/College, kept in your custody, to Dr./Mr./Ms. _____ before leaving the University/College.

We thank you for the services rendered to the University/ College.

Thanking you,

Yours faithfully,

VC/ Principal

University/ College.

ANNEXURE - XXVIII

HOLIDAY LIST (HO)

1. ^{TO} AA. Simapreet Singh
Director

19/12/2018

HO HOLIDAY LIST -2019
OF
JIS GROUP EDUCATIONAL INITIATIVES

DATE	NO. OF DAYS	DAY	PARTICULARS
23 rd January	1	Wednesday	Birthday of Netaji
26 th January	1	Saturday	Republic Day
10 th February	1	Sunday	Saraswati Puja (Sree Panchami)
21 st March	1	Thursday	Doljatra
15 th April	1	Monday	Bengali New Year's Day
1 st May	1	Wednesday	May Day
5 th June	1	Wednesday	Id-Ul-Fitar
15 th August	1	Thursday	Independence Day
2 nd October	1	Wednesday	Birthday of Gandhiji
5 th October - 8 th October	4	Saturday- Tuesday	Durga Puja
27 th October	1	Sunday	Diwali
12 th November	1	Tuesday	Birthday of Guru Nanak
25 th December	1	Wednesday	Christmas Day

Note: 16 days including 3 Sundays

for approval please.

3
By Director

Ok
S. Jais
21/12/18

HOLIDAY LIST (COLLEGE)

To,
Mr. Simarpreet Singh
JIS Group

19/12/2018

COLLEGE HOLIDAY LIST -2019**OF****JIS GROUP EDUCATIONAL INITIATIVES**

DATE	NO. OF DAYS	DAY	PARTICULARS
23 rd January	1	Wednesday	Birthday of Netaji
26 th January	1	Saturday	Republic Day
10 th February	1	Sunday	Saraswati Puja (Sree Panchami)
21 st March	1	Thursday	Doljatra
22 nd March	1	Friday	Holi
15 th April	1	Monday	Bengali New Year's Day
19 th April	1	Friday	Good Friday
1 st May	1	Wednesday	May Day
5 th June	1	Wednesday	Id-UI-Fitar
15 th August	1	Thursday	Independence Day
22 nd August	1	Monday	Id-Ud-Zoha
24 th August	1	Saturday	Janmasthami
10 th September	1	Tuesday	Muhharam
17 th September	1	Tuesday	Viswakarma Puja
28 th September	1	Saturday	Mahalaya
2 nd October	1	Wednesday	Birthday of Gandhiji
4 th October – 13 th October	10	Friday-Sunday	Durga Puja including Lakshmi Puja
27 th October	1	Sunday	Kalipuja
28 th October	1	Monday	Immersion of Goddess Kali
29 th October	1	Tuesday	Bhatridwitiya
12 th November	1	Tuesday	Birthday of Guru Nanak
25 th December	1	Wednesday	Christmas Day

Note : 31 days including 4 Sundays

for approval please

[Signature]

Dr. Birender

OK
S. Singh

[Signature]
19/12

ANNEXURE – XXIX**NAME OF THE COLLEGE :****Bill for Reimbursement of Conveyance & Other Expenses****1.Name of Employee:****2.Designation:****3.Department:****4.Purpose of Journey:****5.Approval of Competent Authority (from whom):**

A. Conveyance:							
Sl. No.	Date	From	To	KM (Approx)	Mode of Transport	Amount (Rs.)	Bills attached Y / N
TOTAL (A)							

B. Lodging/Hotel expenses if any:						
Sl. No.	Date	Place	Particulars	Amount (Rs.)	Bills attached Y / N	Remarks
						-
TOTAL (B) =						-

C. Refreshment / Out of pocket expenses:						
Sl. No.	Date	Place	Particulars	Amount (Rs.)	Bills attached Y / N	Remarks
						-
TOTAL (C) =						-

D. Miscellaneous Expenses:					
Sl. No.	Place	Particulars	Amount (Rs.)	Bills attached Y / N	Remarks
					-
					-
TOTAL (D)=					-

Grand Total:

Sl. No.	Total Expenditure	Amount (Rs.)
1	Conveyance (A)	
2	Lodging/Hotel (B)	
3	Refreshment (C)	
4	Miscellaneous Expenses (D)	
	Grand Total	

Advance Taken = Rs.**Date of Advance:****Total Expenses = Rs.****Amount payable = Rs.****Date:.....****(Signature) Forwarded / Recommended****by Head of Deptt.:****[FOR OFFICE USE ONLY]****Processed by :****Amount payable / refundable = Rs.****Mode of payment :****Amount Rs.****Date:****Sanctioned by :****Name & Designation :**