

INDEX

Sr.No	Particulars	Page No
1	Introduction	1
2	Vision, Mission & Core Values	2
3	Quality Policy	2
4	Planning <ul style="list-style-type: none">➤ Human Resource Planning➤ Recruitment➤ Orientation	4
5	Salaries, Incentives <ul style="list-style-type: none">➤ Position and pay scales➤ Special Allowance➤ Benefits Extended to Faculty & Non -Teaching Staff➤ Incentives and Rewards	5
6	Leave <ul style="list-style-type: none">➤ Leave Provisions➤ Vacation➤ On duty assignment	12
7	Promotion <ul style="list-style-type: none">➤ Promotion Policy➤ Performance Appraisal	12
8	Discipline and Grievances <ul style="list-style-type: none">➤ Disciplinary procedure➤ Grievance procedure➤ Code of conduct for faculties	13

INTRODUCTION

ABOUT US:

Chandigarh Engineering College (Formerly known as Chandigarh Technical Campus) established in the year 2012 at Jhanjeri, Mohali is the first of its kind educational institution founded by Chandigarh Education society lead by, S. Rashpal Singh Dhaliwal, a living legend who is famous for his versatility and excellence in promoting various agricultural and educational organizations and known for his love and affection towards the man kind - improving their standard of living with his meticulous, measured efforts. There is no doubt in saying that in future this institution would be the touch-stone of technical expertise in and around the third world countries. With its global standards it aims at cultivating a learner centred teaching environment imparting engineering education. Education is inseparable from the real life. The purpose of Education is to equip the student with an all-round development in solving the real-life situations. We strive to promote rich academic environment with a special focus on innovative methodologies in teaching by giving an exposure to the cutting-edge competence to the students in meeting the future employment challenges.

CEC affiliated to I.K.G. Punjab Technical University, Jalandhar and is approved by AICTE, New Delhi, it aims at providing a sound technical knowledge and broad vision to the technocrats of future - as they are prepared for a successful tomorrow. The institution will endeavour to fabricate accomplished and capable engineers proficient enough to face the dynamic changes of the present century. Qualified, experienced and dedicated staff who remain update with latest developments in their fields is an additional asset to the college. Founded in the year 2012, this institution started with B-Tech courses. The institution has been developed with the primary objectives to:

- Provide the society, well qualified and socially responsible engineers, who will be ready to face the challenges and success in future.
- Provide an opportunity to the average citizen of India willing to acquire engineering education in different fields at an affordable cost.
- To cultivate skill-based learning competing with the national and international institutions like IIT's, IIIT's and NIT's.
- Launch different programs in order to integrate educational and developmental activities.
- Serve as a sustained centre - imparting engineering education so as to update and upgrade the existing engineering skills.

VISION

To emerge as an institution of technical excellence imparting professional education for sustainable development of society.

MISSION

- To provide quality technical education through state-of-the-art infrastructure and well qualified and experienced faculty.
- Having academic flexibility through strong industry academia interactions.
- Focus on students' employability, entrepreneurship, higher education and competitive examination.
- To inculcate ethical and moral values in students.

QUALITY POLICY

"To provide world class infrastructure, equipment & well qualified faculty for all round growth of the students including their competence and overall personality

meeting ever growing expectations of society.”

CORE VALUES

- **RESPECT:**

Showing respect is a very important component of both personal identity and interpersonal relationships. To get respect could be considered a basic human right. Furthermore, respect moves us to understand the unique contributions of every person in the society as well it leads us to value diverse perspectives. Hence, in our college practicing this value would play a pivotal role.

- **EXCELLENCE:**

Excellence is a talent or quality which surpasses ordinary standards. It is also used as a standard of performance. At our Institute we strive to develop higher benchmarks by exhibiting quality in staffing, facilities, programs, and services by promoting continuous improvement and encouragement in interdepartmental collaboration among students as well as faculty.

- **ACCOUNTABILITY AND TRANSPARENCY:**

In our institute we endeavour towards developing an atmosphere where every member takes responsibility for personal and professional growth. We often assess and enhance our policies to establish and impart characterized and explained objectives which ensure that our work increases the value of the college and society. We believe in having complete transparency at all levels of hierarchy to promote a healthier working and learning atmosphere to students as well as faculty.

- **ENCOURAGEMENT:**

Encouragement helps our students to develop critical thinking, effective communication, ethical decision making and social obligation. In addition to that through encouragement our institute is able to produce a highly productive staff which will help us to achieve our organizational goals and vision. Hence, we as an Institute work in the direction of a motivated environment for staff and students.

- **LEADERSHIP:**

Leadership motivates the people to a higher level of performance through their strong human relations. Leadership is an important function of management which helps to maximize efficiency and to achieve organizational goals. In fact, leadership is an essential part and a crucial component of effective management. At our institution we mold our students as leaders who excel in addressing the challenges of 21st century. Furthermore, in our students we cultivate critical thinking, creativity and joy of lifelong learning to serve the society with whole heart and soul boldly.

PLANNING:

HUMAN RESOURCE PLANNING

- Director Academics shall assess the requirement with concerned Director/Principal in the month of April every year, the staff requirement for the subsequent academic year and future growth.
- He will obtain the staff requirement lists from all the Heads of department and arrive at the number of faculty members and Lab assistants required with the following guidelines in mind.
- He will consider appointing a professor to be the Head of every discipline, besides the number of Associate Professors & Assistant Professors required in accordance with the teacher student ratio prescribed herein.
- The teacher student ratio shall be as per the statutory bodies.
- Executive Director will appoint a selection committee for recruitment in each discipline, composed of the Director / Principal, HOD, and the Departments Advisors/Experts from the vicinity institutions.

RECRUITMENT:

- Please follow the recruitment policy to adhere the entire process of recruitment (Attached as Annexure 01).

ORIENTATION:

The new incumbents are inducted to the concerned departments where they are familiarized to the other employees, process and practices in order to orient them towards the work culture of CGC.

To make them familiar with the other co-staff members, the new recruits are introduced by the HR to all the members of the Institution at a gathering.

The Management of CGC strongly believes that continuous updation of knowledge and technology is the hallmark of a teacher. To meet this need, the institution encourages the departments to organize FDP (Faculty Development Program) for the benefit of its faculty and lends support when the faculty wants to attend FDP in other reputed institutions. Besides FDP, research publications, too, are appreciated and given due weightage by including these components in the performance evaluation.

SALARIES & INCENTIVES

POSITIONS AND PAY SCALES:

- The college have the following positions in the hierarchy of teaching:
 - a) Director / Principal
 - b) Head of the Department
 - c) Professor
 - d) Associate Professor
 - e) Assistant Professor
- HOD appointment shall be appointed by the Management, on the

recommendations of Executive director and Director/Principal.

- In addition, each department has support staff like Lab Instructors, Lab assistants.
- The college office will have the following positions of hierarchy in the administrative department: PA to Director / Principal, PA to HOD's, Accountant, office supporting staff and Office Assistants.

• **The Scales of pay for various teaching positions will be as follows:**

- **Director/Principal** and Special Positions Pay are as per AICTE norms, commensurate with the qualifications and experience.
- **Professor:** Rs.37400-67000 with Grade pay 10000.
- **Associate Professor:** Rs.37400-67000 with Grade pay 9000.
- **Assistant Professor:** Rs.15600-39100 with Grade pay 6000.

SPECIAL ALLOWANCE:

- In addition to the basic salary a monthly special allowance shall be extended to Teaching Faculties.
- Management can also decide other allowances for Principal, Professor and Special Posts.
- Lodging and TA/DA policy attached as (Annexure 02)

BENEFITS TO FACULTY AND NON-TEACHING STAFF MEMBERS:

• **SUBSIDISED TRANSPORT:**

The Transport Policy ensures safe and secure commutes for employees from their place of work to their residence, especially for those who work in late/early shifts. CGC-J believes in creating a stress-free work environment and in this effort, it provides a reliable and safe transport facility. Employee transportation services ultimately take the stress out of commutes by providing services from accessible landmarks, that is, where employees can be picked up and dropped off at the end

of the day. The employees of CGC-J are provided with a subsidy for availing of transport facility.

- **SUBSIDISED FOOD:**

Food subsidies are attractive supplementary payments that employers can use to provide workers with lunch at reduced rates. A tasty benefit that fills stomachs and simultaneously fills the piggy bank with the money both sides save on wage and social tax. CGC-J Employees are liable to avail subsidized food policy at their convenience.

- **MEDICAL FACILITY:**

CGC Jhanjeri provides 24x7 Medicare for all our staff. Health care facilities are felt to be the basic need for staff. These facilities are available round the clock at the CGC health centre and also in hostels. A doctor has been appointed as College Doctor. It provides immediate medicinal and first aid to all staff members, if the situation arises. Our dispensary is well equipped with respect to the availability of basic health related facilities like thermometer, sterilizer, dressing drum, weight measuring machine, B.P apparatus, patient bed and stretcher, etc. Regular health check-up camps are organized with active support from hospitals and Medical Colleges in the city.

GROUP ACCIDENTAL INSURANCE POLICY:

- Group Accident Insurance is a type of insurance that is offered to employees (by the employer) to protect them against the medical expenses incurred due to injury or death resulting from an accident at the workplace.
- The beneficiaries of GPA by reputed Insurance companies in CGC, Jhanjeri, are the employees and their dependent, supporting the financial need of the employees.
- Our college has provided this facility to many of our employees. To avail the benefit of Insurance for any disability/ death due to accident, some documents

must be furnished to the Institute by the Claimant for onward processing with the Insurance Company.

- **BEREAVEMENT POLICY:**

CGC, Jhanjeri grants up to five days of paid bereavement leave to employees, who suffer the death of a close relative or an individual whose relationship with the employee is characterized by mutual responsibility and support. The amount of leave time and the employee's relationship to the deceased should be discussed, approved and documented by the Supervisor and for each occurrence, on the closeness of the relationship, travel time and other relevant circumstances. Each and every member of the College is eligible for this policy. Our College also grants two additional paid days off work depending upon the employee's circumstances including the travel distance to the funeral, the required involvement of the employee in the funeral arrangements and other extenuating factors. And if additional time is needed, the employee may request to use earned vacation days.

- **GRATUITY:**

The College provides gratuity to its employee who has been working in the institute for the continuous past five years. This provision provided by CGC-J not only gives security to the employees but also inculcates within them the zeal to work hard and be consistent. It is two-way beneficial since it is not only good for the institute but also for the employee's professional career development.

- **FEES SUPPORT FOR PHD:**

Providing good quality education to the students has been the topmost priority of our institution. Not only the students but the organisation also supports its faculty to pursue further studies and provides financial help, scholarships to those who are pursuing their PhD in any field.

- **REBATE IN FEES (WARD OR CHILD):**

Preference given to employee's children in admission, Scholarship and concession in Tuition fees. CGC, Jhanjeri provides financial support too for the children of our employees.

- **FACULTY APPRAISAL:**

It is very much known how important it is the appraisal of the employees as it not only gives sense of security to the employees but also enlightens belief in them that they are respected and valued in their work place, it evaluates their goal so that they work hard and also increases employee engagement. Yearly appraisal is provided to each and every employee at CGC-J with various other benefits as well. Thus, making it one of the safest secure and essentially beneficially developing place to work.

- **ON TIME SALARY:**

Providing salary on time is one of the important factors which indirectly indicate about the efficiency of the institute. At CGC-J there has not been a month when the monthly salary was not credited on time. A timely pay-out is a major factor, the absence of which leads to dissatisfaction and loss of commitment and at CGC-J there is no chance of it at all because we provide monthly salary on time to all our employees.

- **FREE FOOD AND TEA FOR SENIOR FUNCTIONARIES:**

If there is one thing that contributes more to the quality of life at workplace, it's the food. College offers beverages and snacks to the working officials. Supplement with a positive attitude and lots of training and education, and you will have exceeded work expectation.

- **SNACKS IN CASE OF LATE WORKING HOURS:**

The key to healthy working in late-working hours is to ***establish a meal schedule that fits your "day," whatever the hours.*** College provides free meals in case

the employees work late due to any reasons. This helps everyone to work in a healthy and happy atmosphere and boosts the productivity.

- **STAY ON CAMPUS:**

Our Campus has a facility of hostel in the college for its staff members. Any employee can avail the facility of college hostel.

- **FINANCIAL SUPPORT TO EMPLOYEES:**

This policy provides sense of security in case of any personal contingency arises to our CGC family member. The policy lays down criteria for grant of loan under the scheme.

- **FREE VACCINATION DRIVE:**

CGC, Jhanjeri organizes many free vaccination drives for its staff every year. As we all know that Covid-19 pandemic has brought drastic changes in India, exposing the fragility of the already overburdened and under-resourced health system. So our country started vaccination drives. Accordingly, a free vaccination drive was organized at our college for two days, in order to protect the people from Covid-19. Many students and staff members participated to make this drive successful. It is a great initiative taken by the college for the welfare of the mankind. It's a boon for all those workers, who could not afford these costly vaccines, which are beyond their reach.

- **WORK – LIFE BALANCE:**

Talking about work life balance at CGC J, there is an appropriate work life balance for the employees. Annual parties for the faculty, sports week and other various fun activities and as well as celebration of all the festivals is religiously organised at CGC J. These kinds of re-creational activities are essential for each and every employee and CGC-J ensures that none of it is left and makes sure that every employee equally participates in it. With proper work life balance there is higher productivity, absenteeism is lower and employers can reap a range of benefits.

- **AWARDS AND RECOGNITIONS:**

Awards and recognition is an important part of any curriculum and at CGC-J there is duly recognition for employees on their achievement and fulfilment in their respective fields. Annually every deserving faculty is awarded for their excellent performance and that's what make CGC-J one of the most motivating places to work as it provides to them appropriate recognition one needs as well as employee satisfaction.

- **IT SUPPORT (LAPTOP, PHONE, SIM, TABS):**

The CGC-J provides IT support to the staff by equipping them with gadgets that can be useful for effective outcome. CGC-J provides laptop to senior functionaries and other employees as its requirement arises. CGC-J provides mobile sim to its officials.

- **WIFI (HIGH SPEED CONNECTIVITY):**

Complete access of Wi-Fi is provided inside the campus for the staff and students as well for the effective and productive use for everyone with a proper check over its use with good connectivity and usage.

- **EMPLOYMENT TO OUR STUDENTS:**

The college is not only having a good placement record outside the campus but also provides our talented students jobs in the campus itself, students are hired in various departments such as- Branding, Admission Cell, Marketing and many more.

- **COVID SUPPORT (FOOD AND MEDICINE):**

In the toughest of times during Covid, the CGC-J took it as a responsibility to provide the needy employees with few necessary items including food, water, medicines, first aid etc.

INCENTIVE AND REWARDS:

Staff members are eligible for the following incentives and rewards, based on their performance in teaching and research:

- For producing 100% results in a theory paper Rs.5000/- Cash award.
- Yearly **BEST TEACHER AWARD** presents on **Teacher's Day**.
- Incentives for promoting the research activates & consultancy. (Policy Annexure 03)

LEAVE RULE

RIGHT OF LEAVE:

"The leave cannot be claimed as a matter of right but can be granted at the discretion of the head of the office or the department, as the case may be. When the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant leave".

The organization leave rules are attached as (Annexure 04).

VACATION:

- Eligible Teaching staff will be granted winter and summer vacations of one week and two weeks respectively.
- No leave can be combined with the vacation. The staff member should be present on the last working day before the vacation and also on the first working day after the vacation to become eligible to draw the vacation salary. Personal On-Duties / leave will not be adjusted in the vacation in general. However, Director / Principal may permit based on genuine needs (like serious health issues, marriage)

PROMOTION & PERFORMANCE APPRAISAL

PROMOTION POLICY

- All promotions shall be considered based on merit - cum- seniority basis and as per the guidelines issued by AICTE / Affiliating university time to time.
- Staff is eligible for promotion only after completion of one year of service in the Institution.

PERFORMANCE APPRAISAL:

The objectives of performance appraisal are as follows:

- Provide feedback of the employees on their performance and achievement.
- Assessment of Training needs.
- Compensation (Increment) decisions.
- Bench mark for Promotions.
- Personal development of the employee.

The HR team will be responsible for the performance appraisal process, which will also provide guidance on conducting appraisals, will coordinate timely execution on the same. HR also imparts skill to concerned evaluators for executing on an objective and impartial basis. All performance appraisal evaluations are monitored by concerned Heads of the department (HODs). The evaluation scores are used to determine the annual increment and their promotions.

DISCIPLINE AND GRIEVANCE PROCEDURE

DISCIPLINARY PROCEDURE:

- Any faculty who is violating the code of conduct defined in the code of conduct for Teachers in subsequent page of this manual will be subjected to appropriate disciplinary action by the Principal / Director / Executive Director. If faculty commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report to the concerned authority in writing.
- The Director / Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as soon as possible and the process of the enquiry should be transparent.
- If the Director / Principal is satisfied with the facts of the complaint on

such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation with the permission of the higher authority.

- The Director / Principal shall report the proceedings periodically to the management.

GRIEVANCE PROCEDURE:

- The Director / Principal shall constitute a grievance committee as per the norms of statutory bodies.
- Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the committee.
- The grievances shall be redressed immediately by the committee and report to the higher authority.
- A committee member shall record and maintain the minutes of the meetings.

CODE OF CONDUCT FOR FACULTY:

- College working hours is 9.25 AM to 4.35 PM for faculty, staff and students. Employee must be present in the college premises at least 5 minutes before (Annexure Attached 05).
- All the Employees need to mark their attendance on the biometrics installed in all the blocks at the entrance of the building.
- No one can leave the college without informing the Head and Director/Principal during the working hours.
- Usage of mobile phone while in the class is strictly prohibited. If found violating this rule necessary action shall be initiated.
- Those desiring to resign or leave the college for any reason must intimate the college management as per the condition laid on their appointment letter. Teaching faculty will only be relieved after the completion of

prevailing semester classes.

- All the work assigned to the staff/faculty members must be done with honesty and dedication. Any laxity in doing one's duty shall be intolerable and disciplinary action may be initiated against him/her.
- The staff/faculty need to finish the course within the stipulated time. The progress of the teaching shall be watched and monitored by the management. Faculty/Staff members must cooperate in all college related activities.
- Faculty/Staff members must participate in the invigilation duties, evaluation of examination answer books etc. on a regular basis. This is part of the duty as a faculty/staff member.
- During classes, only English language is allowed for teaching and communication.
- Faculty/Staff will be on probation period of one year. Chandigarh Group of Colleges, Jhanjeri, reserves the right to extend the probation period if your performance is not satisfactory. During probation period, if your performance is not satisfactory, Chandigarh Group of Colleges, Jhanjeri, reserves the right to terminate your service without assigning any reason thereof or without any notice or notice pay thereof. However, after successful completion of probation, your appointment shall be confirmed, in writing, by Chandigarh Group of Colleges, Jhanjeri.
- Chandigarh Group of Colleges, Jhanjeri can terminate ones service without notice due to any of the following grounds:
 - (a) If he/she are convicted of a criminal offence by a competent Court of Law / Authority.
 - (b) If he/she are found guilty of committing breach of any of the conditions of the employment or rules and regulations of the College;
 - (c) If he/she misbehaves, disobey or refuse to carry out the work orders of your Superior or are irregular in attendance.

ETHICAL STANDARDS FOR EMPLOYEES:

- Employees should lead by example and inculcate a culture of experiential learning among the students.
- Employees shall have a sense of belongingness towards the Institution.
- Employee should be totally dedicated towards his/her profession and always have an urge to excel in professional acumen.
- Employees are advised to wear formal attire and wear ID card always in the campus.
- Employees should not involve himself / herself in smoke or any kind of consuming toxic material while on duty or in campus.
- Employees should never indulge themselves in any kind of negative discussions or rumors.
- Employees shall always listen to the concern of students and try to resolve concerns as per the policies and process of the college.
- Faculty should act as a mentor to their students and always encourage them for their achievements and leads the students towards successful and happy life.

Annexure 01

Terms & Conditions:

- These revised rates are applicable for teaching, non- teaching & marketing employees of CGC Jhanjeri.
- For use of car by employees below Assistant Manager Level in case of exceptional circumstances, especially marketing staff (for carrying leaflets/ advertising material or in upper hill areas etc.), a prior permission and sanction is required from HOD/ Director-HR.
- All the above changes are w.e.f. 01st January 2022.
- All other guidelines of the above-mentioned policy remain the same.

Lodging & TA - DA Policy

1) Hotel Stay:-

Category	E1	E2	E3	E4	E5
Class – A City	Rs. 4500/Day	Rs. 3500/Day	Rs. 2100/Day	Rs. 2000/Day	Rs. 1200/Day
Class – B City	Rs. 3500/Day	Rs. 2500/Day	Rs. 1600/Day	Rs. 1500/Day	Rs. 1000/Day
Class – C City	RS. 2500/Day	RS. 2000/Day	RS. 1400/Day	RS. 1200/Day	RS. 1000/Day
Class – D City	Rs. 2000/Day	Rs. 1500/Day	Rs. 1200/Day	Rs. 1000/Day	Rs. 800/Day

Note: - Submission of Hotel bills is compulsory to all. For 1500/day or above (including GST) need bills or else this amount will be reduced to half.

2) Daily Allowance:-

Category	E1	E2	E3, E4	E5
Class – A City	Rs. 1000/Day	Rs. 700/Day	Rs. 500/Day	Rs. 400/Day

Class – B City	Rs. 800/Day	Rs. 550/Day	Rs. 450/Day	Rs. 300/Day
Class – C City	RS. 700/Day	RS. 550/Day	RS. 450/Day	Rs. 300/Day
Class – D City	Rs. 700/Day	Rs. 500/Day	Rs. 400/Day	Rs. 300/Day

Note: - The above mentioned Daily Allowance (DA) is the maximum ceiling for one Full Day as per designation. In case of shorter duration the allowed DA will be lower than the actual ceiling and will be calculated as follows:

- hours from the start time of travel - 100%**
- 13 hours & above from the start time of travel – 100%**

Classification of Cities:-

Class A Cities: - Mumbai, Delhi, Kolkata, Chennai, Bangalore, Hyderabad, Pune, Telangana

Class B Cities: - Lucknow, Ahmedabad, Surat, Jaipur, Kanpur Vadodara, Nagpur, Nashik, Patna, Vishakhapatnam, Bhopal, Indore, Jabalpur, Aurangabad, Gandhinagar, Vellore, Madurai, Aligarh, Kochi, Combatore, Vijayawada, Tiruchirapali, Nashik, Rajkot, Solapur, Anand, Ludhiana, Agra, Meerut, Kashmir, Shimla, Kullu, Noida, Ghaziabad, Manipur.

Class C Cities:- Triruvananthapuram, Kozhikode, Faridabad, Varanasi, Jamshedpur, Allahabad, Amritsar, Dhanbad, Gorakhpur, Hubli- Dharwad, Bhavnagar, Raipur, Mysore, Thrissur, Mangalore, Guntur, Bhubaneswar, Amravati, Bhilai, Warangal, Tirunelveli, Nellore, Ranchi, Guwahati, Arangabad, Chandigarh, Patiala, Mohali, Panchkula, Jodhpur, Pondicherry, Salem, Jammu, Dehradun, Una, Solan, Kangra, Hamirpur, Mandi, Hisar, Karnal, Bhatinda, Bikaner, Sri Ganganagar, Dehradun, Haridwar, Jharkhand, Assam, Meghalya, Mizoram, Tripura, Sikkim, Guwahati, Agartala, Imphal, Itanagar.

Class D Cities: - Dindigul, Hajipur, Kollam, Sangli, Jamnagar, Kunool, Roorkee, Kannur, Tiruvannamalai, Etawah, Haldwani, Ambala, Kurukshetra, Panipat, Sonipat, Yamunanagar, Rewari, Rohtak, Bhiwani, Pathankot, Fatehgarh Sahib, Lalru, Muzaffarnagar, Saharanpur, Sirmaur, Bilaspur.

Allowance for Promoters (Only at the time of Brochures Distribution JEE & Board Exams):-

- Per day allowance- Rs. 500 (Maximum).
- Third party payment would be approved by the Head Marketing followed by Director Marketing and final approved by ED/ Campus Director/ Hon'ble Management.

2.Travelling Allowance:-

3.Four Wheeler.

Category	As Per Kilometer (Plain Area)	As Per Kilometer (Hill Area)
E1	Rs. 10/-	Rs. 12/-
E2	Rs. 10/-	Rs. 12/-
E3, E4 (on Special Approvals)	Rs. 10/-	Rs. 12/-
Company Vehicle	Rs. 5/-	Rs. 6/-

A. Two Wheeler.

Category	As Per Kilometer (Plain Area)	As Per Kilometer (Hill Area)
E3, E4	Rs. 5/-	Rs. 6/-

4. Travelling Allowance (For Marketing Department):-

A. Four Wheeler.

Category	As Per Kilometer (Plain Area)	As Per Kilometer (Hill Area)
E1,E2	Rs. 10/-	Rs. 12/-
E3,E4	Rs. 10/-	Rs. 10/-

B. Two Wheeler.

Category	As Per Kilometer (Plain Area)	As Per Kilometer (Hill Area)
E4	Rs. 5/-	Rs. 5/-

5. Entitlement & Limits (For Department):-Marketing

Working Allowance	Food & lodging/ Daily Allowance (Rs.) (A)		Mode of Travel / Conveyance (B)		Remarks for Column B
	Semi Metro	Rest of India	Semi Metro	Rest Of India	
On day worked in field H.Q. (Within city limit)	75 (Fixed) (Within 40KM)	75 (Fixed)	Motor/ cycle/ scooter/ auto	Motorcycle/ scooter/ auto	Rs. 5.00 per km. For own two- wheeler.
On day worked in Field Ex- H.Q. (Beyond city limit)	150 (Fixed) (Beyond 60KM)	150 (fixed)	Bus/ taxi/ own car	Bus/ taxi/ own car	Rs. 10.00 per km. In case of own car and taxi on actual against receipt of bill in original.
On day worked in field • Out station with night stay in hotel.	Maximum up to 1500	maximum up to 1250	Bus/ taxi/ own car	Bus / taxi/ own car	Rs. 10.00 per km. In case of own car and taxi on actual against receipt of bill in original.

Note: - Local travel within 50KM from the HQ/ Base location only two-wheeler is allowed.

- Above 50KM (Car) special approvals is required from Head Admissions and Associate Director Marketing.
- Special approval will be given for car on submission of tour plan one day before by mail.

6. Mode of Travelling (For official Tours, Brochures Distribution JEE & Board Exams):-

Category	Mode of Travel	Class of Travel
E1	Flight or Railways	Economy Flight or First AC
E2	Flight (On Approvals) or Railways	Economy Flight or First AC
E3, E4	Railways/ Bus	Third AC/ Volvo
E5	Railways/ Bus	Sleeper Class

Note: - Submission of tickets is compulsory by the Employee within 15 days.

Rules & Guidelines:

- a) No Daily allowances should be claimed on weekly off/leave/holiday.
- b) In case of Marketing/Admissions Executive, the use of taxi/own car should be minimal and is allowed only under exceptional circumstances i.e. when brochures/leaflets etc. are to be carried from one place to another and use of same must be approved in writing by HOD in advance. The claim for same should and must be supported by bills in original.
- c) In case two employees go for official duty to the same destination they should share the room in the hotel and only one person (Senior) may claim the expense.
- d) If an employee does not stay in the hotel, but makes arrangements for his stay with friends or relatives boarding & lodging will be reimbursed @ 30% of the limits as mentioned in the table.

- e) The Tour Programme shall be decided in advance and should be done on fortnightly basis which must be approved by concerned HOD & Director.

Any deviations from the above entitlements will require an approval from the Executive Director/Director HR.

ANNEXURE

03

INCENTIVES FOR RESEARCH PROJECTS, PUBLICATION AND PATENTS

Preamble:

In order to motivate the faculty members for their consistent research deliverables, monetary incentives are given by the management. The mechanism is worked out such that eligible faculty members can get their incentives based on their contribution of monthly basis as soon as they publish.

Implementation Procedure:

- I. Faculty should submit the hard copies of a) Faculty Performa for incentives as given in appendix b) first page of the publication and c) Project sanction order with the grant mentioned in it to the concerned HOD.
- II. One Performa for one publication/project.
- III. Faculty should submit their application for incentives by 1st of every month for the previous month's publications.
- IV. First online publication date for online journals.
- V. Print date for printed version journals which are not online.
- VI. An in house research committee chaired by the HOD will scrutinize, generate the faculty list along with the incentive amounts and submit the same with all details to Head of the College/Institutions on or before 7th of every month.
- VII. The Head of the college will approve the details in consultation with Audit/finance section.
- VIII. A copy of approved and not approved incentives details will be shared to the Department through HOD by the Head of the College Institution on or before 15th of every month.
- IX. Clarification for not approved cases attested by the HOD will be submitted to Head of the college institution on or before 17th of every month.
- X. The Head of the college/institution will approve the details

/clarifications/explanations in consultation with Audit/finance section on or before 20th of every month.

- XI. The final approved incentive will be credited along with the monthly salary of the respective faculty member.
- XII. The list of the journals and the conference publication supported by the CGC-J to be forwarded to Audit/finance section as and when the event/publication happens for double check and control.
- XIII. HODs and other authorities can contact the Director (Academic) for any clarification in guidelines/criteria/incentives amount/incentive sharing etc.

CRITERIA: The following criteria are to be followed for awarding incentives.

1. Incentives are to be given only to faculty members, tutors and scientific officers on roll as on date.
2. Incentives will be given to visiting faculty members, Adjunct faculty members. On contract faculty members and PDF members, if they are FIRST or CORRESPONDING authors with CGC-J affiliation.
3. Resigned/Retired faculty members who are allowed by the institute to guide the Ph.D. scholars will be given incentives for a maximum of ONE year from the date of their resignation/retirement for their publication/patent with CGC-J affiliation.
4. Incentives are not to be given to members terminated from CGC-J as on date however their contribution will be taken into consideration and the corresponding amount will be retained by the Institute (i.e., will NOT be shared among the existing eligible authors).
5. If any faculty member on the roll is expired, his /her contribution will be considered and his/her incentive will be given upon the approval of Management.
6. If any faculty member who are NOT on the roll (Resigned/Retired) but still using the CGC-J affiliation for their publication/patent, their contribution will be considered. However incentive will not be given and the corresponding amount will be retained by the Institute (i.e., will NOT be shared among the existing eligible authors).

7. **For the CGC-J supported (fully/partly) journal publications/Conference publications, incentives will not be given.**

8. **Incentives for patents published and granted (National and International):** In order to motivate our faculty members to file more patents, incentives can be given for patent published and granted. This is in addition to the expenses that the College/University is bearing for patent filing. For each patent published, an incentive of Rs 3000/- and for each patent granted, an incentive of Rs 5000/- can be given to the faculty members as a token of appreciation and encouragement.

9. **No Incentives for Copyrights.**

10. **External funded research projects:** Incentive 5% of the research grant credited in College Account during the financial year. This is not applicable to NPDF, DST-INSPIRE students and faculty and other similar Fellowships and Research Associate awards.

11. **Incentive distribution for projects:**

Incentive distribution		Total Incentive in %
P1	CO-PI	
70	30 / No. of Co PI s from CGC-J	100

12. **Journal Publication:**

- The publication must contain CGC-J affiliation of the author.
- The Journal must be indexed in Web of Science – Thomson Reuter SCI/Scopus.
- If the journal has both IF and SNIP then metrics of high incentive value is considered.
- Incentives are fixed high for the research articles published n SCI indexed journals. This is in order to motivate the faculty members to publish their research articles in SCI indexed journal than in Scopus indexed journals.

SI No	Journal Metric Range (MR)	Journal Metric	
		IF	SNIP
		Incentive (Rs.)	Incentive (Rs.)
1	MR<1	5000	4000
2	1.00<MR≤2.00	6000	5000
3	2.00<MR≤5.00	10000	8000
4	5.00< MR<8.00	15000	15000
5	8.00<MR<10.0	25000	25000
6	10.00<MR20.00	30000	30000
7	MR>20.00	30000	30000

13. Incentive distribution criteria for the publications/patents:

S.NO	Author (Faculty) pattern and contribution	Incentive distribution in %			Total Incentive in %
		First Author	Corresponding Author	Other Author	
1	Publication/Patent with only one CGC-J author	100	Not from CGC-J	Not from CGC-J	100
2	Publication/patent with one or more CGC-J corresponding authors	Not from CGC-J	100/Number of corresponding authors from CGC-J	Not from CGC-J	100
3	Publication/patent with one or more CGC-J authors	Not from CGC-J	Not from CGC-J	25/ Number of authors from CGC-J	25
4	Publication/patent with only two CGC-J authors	50	50	Not from CGC-J	100

5	Publication/patent with more than two authors from CGC-J with two or more CGC-J corresponding authors	30	70/ Number of corresponding authors from CGC-J	Not from CGC-J	100
6	Publication/patent with more than two authors from CGC-J	40	40	20/Number of remaining authors from	100
7	Publication/patent with more than two authors from CGC-J with two or more CGC-J corresponding authors	30	60/ Number of corresponding authors from CGC-J	10/Number of remaining authors from CGC-J	100
8	Publication/patent with two or more than two authors from CGC-J	Not from CGC-J	60	40/ Number of remaining authors from CGC-J	100
9	Publication/patent with two or more than two authors from CGC-J with two or more CGC-J corresponding authors	Not from CGC-J	80/ Number of corresponding authors from CGC-J	20/Number of remaining authors from CGC-J	100
10	Publication/patent with two or more than two authors from CGC-J, if the corresponding author is not from CGC-J	60	Not from CGC-J	40/ Number of remaining authors from CGC-J	100

14. The journals included in Scopus are periodically re-evaluated to ensure they meet indexing criteria and some journals might be discontinued for 'publication concerns'. Those papers published in journals which were indexed during the time of publication and not indexed at the time of consideration for incentives will NOT be considered for incentives.

15. In order to encourage the faculty members to publish in high impact journals, requests from members for the publication charges are being considered by the management. For these publications incentives will not be given. However, the eligible members can claim either the publication cost (approved by the management) as reimbursement OR the incentive whichever is higher (i.e. any one amount which is higher).

ANNEXURE

04

Leave Policy

Objectives of Leave Policy:

The leave policy sets out the various types of leaves that an employee is eligible for and outlines the procedure for taking leave.

RIGHT OF LEAVE:

“The leave cannot be claimed as a matter of right but can be granted at the discretion of the head of the office or the department, as the case may be. When the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant leave”.

Leave year & Applicability

- Leave year will be the academic year, which is 1st July to 30th June.
- The Employees are not allowed to club any two types of leaves.
- The policy is applicable to all the employees.
- This policy is not applicable to consultants / Guest Faculties engaged with the college.
- **Employees with less than one year of service are not entitled to avail any Earned Leaves / Summer Vacations / Winter Vacations/ Maternity Leave.**
- In the event of an employee leaving the service of the organization by the way of resignation or otherwise, except as a result of disciplinary proceedings, he/she shall not earn any earned leave/casual leave during the notice period that the employee needs to serve.
- All the Directors / Principals are expected to observe 6 days working.
- Since most of the hostel wardens, canteen supervisors & Dispensary staff remain on duty on Sundays/other Holidays, they will be allowed to avail compensatory at a time convenient to them with prior approval of the competent authority maximum up to 30 per annum. However, compensatory leaves will not be carried over to next year.
- All leaves should be applied in advance and duly approved by the competent authority. In exceptional cases a telephonic information for leave may be considered which will be

purely discretion of the reporting authority and such cases should not be 03 times a semester

- All leaves should be applied through ERP.
- No Leave can be en-cashed. Casual leaves cannot be accumulated for next operational year.

Classification of Employees:-

- **Vacational Staff:-**

Director / Principal, Professor, Associate Professor, Assistant Professor, Lecturer, Laboratory Staff, Workshop staff.

- **Non- Vacation Staff :-**

All Administrative staff like registrar office, Admission Office, HR, Library, Computer Labs, IT Staff, Accounts office.

CASUAL LEAVE :-

Eligibility: -

- All employees are eligible to avail Casual leave.
- Applications for CL in advance should be submitted through proper channel i.e recommended from HOD then approved by Principal/Director in ERP.

Entitlement: -

- **12** days Casual leave Per Annum is allowed to each employee.
- An employee who joins the college other than 1st day of July shall be entitled to casual leave in that respective year on a pro-rata basis.
- Half day CL can be taken as needed.
- An employee can avail only 3 days casual leave at a stretch, in case of more than 3 days leave it will be deducted from EL or LWP.
- If an employee avails more than **12** casual leave during the calendar year, it will be counted as Leave without Pay.

- The employee will be credited with CL, 1 per month basis in case of employee taking more CL; then it will be unpaid leave.

SUMMER & WINTER VACATION

Eligibility: -

- Vocational employee is eligible for summer and winter vacation.
- One week (05 working days) summer vacation is entitled to employees who have completed 1 - 3years of service with CGC, Jhanjeri
- Two weeks (10 working days) of summer vacation is entitled to employees after completing 3-6 Years of service in CGC, Jhanjeri.
- Three weeks (15 working days) of summer vacation is entitled to employees after completing 6 years and above service in CGC. Jhanjeri.
- One week (05 working days) of winter vacation is entitled after one or more years of service in CGC.
- All the employees are required to submit a leave plan to their respective head of the department stating when he/she intends to take the vacations.
- The vacations will be permissible only in the notified vacations period. The employees cannot plan their leaves in mid of the semester.
- If Vacational staff will be called for duty in college and don't avail the Summer Vacation & Winter Vacation in that particular year. The Vacational Staff can avail their leaves during non-teaching days.

EARNED LEAVE

Eligibility: -

- All Non-Vacational employees are eligible to avail Earned leave.
- Earned leave is calculated from DOJ.
- Employees are entitled to earn leaves only once they complete their successful one year with CGC, Jhanjeri.

- 10 days earned leave Per Annum is allowed to Non Vacational Staff who completes 1 year of service but less than 3 years, 15 days after completing 3 years but less than 6 years, 20 days after completing 6 years of service.
- Un-availed Earned leaves will be carried forward to the next year.
- All the employees are required to submit a leave plan to their respective head of the department stating when he/she intends to take earned leave.
- The management reserves the right to call anyone in mid of leave if their services are required in the campus.
- An employee can accumulate maximum of **90** days earned leave in his/her tenure with the organization. Any leave above 90 will be lapsed and will not be carried forward.
- If an employee entitled for EL and want to avail leave for more than 3 days then he/she should fill earned leave rather than casual in the leave application form.
- In case an employee has no earned leave in their credit then the leave availed will be Leave without Pay (LWP).

ACADEMIC LEAVE

- Vocational staff are entitled to avail 03 days Special leaves in a year for the purpose of Research/Viva-Voce exam in other colleges under the Punjab Technical University and can avail 05 days special leave for seminars/conference/workshop in a year.
- Executive Director will approve all special leaves after recommendation by Director/Principal.

MEDICAL LEAVE

- An employee can avail 6 days of medical leave with full pay per year or can avail 12 half pay leaves per year.
- An employee can accumulate maximum of **30** days medical leave in his/her tenure with the institution .

- If an employee avails more than 2 days medical leave he/she needs to produce medical certificate from MBBS doctor only.

Saturday Leave

- The Vocational staffs are entitled to avail all Saturdays off.
- The Non-Vocational staff is entitled to avail alternate Saturday off with the approval of the competent authority. The employee needs to work for two Saturday's in a month else it will be counted as LWP.

Short Leave

- All employees are eligible for short leave with prior approval.
- The employees can avail the short leave of 2 hours per month
- Short Leave can be clubbed with any other type of leave.

Maternity Leave

- Maternity leave will be as per statutory bodies guidelines.
- For availing maternity leave one should complete at least one year of service with CGC-J.

Compensatory Leave

- If an employee (Vocational/Non-Vocational) is put on duty on holidays he/she will be allowed for a compensatory leave. The employee can avail the compensatory off within one month.
- No compensatory off will be given in lieu of working beyond normal working hours.
- Directors/Principals/Heads needs to submit a report to Executive Director on the work executed / done by the employee on Saturday.

ANNEXURE

05

Attendance Guidelines

Frequently Asked Questions:

Question:-I am into Academics & Non Academics please share what are my working hours?

Answer: - Your working hours are from 9:15 - 9:25 AM to 4:40 PM which includes tea and lunch break.

Question :- I am into Academics are we supposed to work on Saturday?

Answer:- Saturdays can be working for teaching staff members which are subjected to Management call. Unless specified in a notification the normal working hours will apply which includes start and end timings.

Questions: I am into Non-Academics departments are we supposed to work on Saturday?

Answer:- Alternate Saturdays off. Head will prepare the roaster to ensure that the department is working and facilitating smooth functioning of college operations.

Question :- Will I get any grace if later than 09:25 considering the road conditions and unpredictable weather /traffic situations?

Answer :- Grace timing is allowed only during first half of the day and maximum upto 3 times a month it can be availed.

Typically, a grace time of 15 minutes is allowable. Grace is not a matter of right and habitual persons may not get the advantage. Keeping into the view the road & traffic conditions and connectivity challenges grace time provides a benefit to the employee. Any deviation to be provided beyond grace time on account of a major traffic jam or unforeseen circumstances will be a decision taken by the ED office on recommendation/consultation with HR.

Question :- When does late marking begin?

Answer: - From 9:26 onwards it will be considered as late markings after exhausting 3 grace chances.

Question :-What will happen on late marking?

Answer: - From 9:26 AM if there are late markings the following table will apply for deductions.

09:26-09:40	Rs. 200/- (after 3 grace chances)
09:41-09:55	RS. 300/-
09:56-10:10	Rs. 500/-

Question :- Is there any time flexibility for those who work late hours?

Answer: - Yes. This applies to faculty who are doing work beyond teaching with the approval of the competent authority. Provided they don't have classes that start at 9:30 Am for next 3 months. HR team will look into number of working hours being put in.

Question :- What will happen in the early log out?

Answer: - No early log-out is permissible. Early log out would be considered only in lieu of Short leave of Half day.

Question :- Who will monitor the attendance trend?

Answer :- HR will monitor the attendance trend for the entire college. They are responsible for the timekeeping.

Question :- What if an individual has no short leave / Casual Leave (CL) in his/her credit?

Answer:- If there is no short leave in his/her credit then as per existing norm half day CL will be deducted. If there is no CL then LWP will be applicable.

Question :- What if I forget to punch in/out?

Answer:- This should typically not happen. Attendance is a matter of discipline. However, in such a situation an individual can fill the details, which will go to the Head of the department for approval on the next business day. HR will not accept any correction beyond 48 hours. Maximum 01 relaxation per month.

Question :-What if I am on Short leave will I come under the category of Late Marking?

Answer:- However, if someone comes late beyond the short leave timing then half CL will

be applicable. If there is no CL in the credit then Half day LWP will apply.

Question :- How is my half day calculated?

Answer:- First Half day starts from 09:15AM-12:55 PM. Second half day starts from 12:56 PM -04:35 PM.

Question: Sometime Biometric don't pick my attendance?

Answer:- In this case, we have installed a CCTV camera near every device. We suggest please check your attendance and convey the HR spoc he/she would check the recording of that time slot and make the required changes.

Question :- What if Biometric in my Block is not working?

Answer:- In this situation exception waive off would be given to all employees of that particular block, But the Head of the department will mark the attendance on excel sheet and send to HR. The HR department will notify in case the machines are not working. Typically there is no downtime for the machines it only happens if there is a power failure.

Question :- My department is not fixed, that's why my Biometric gets late?

Answer:- If you are frequently shifting from block to block because of your duties, please get a confirmation from your HOD supported by the ED/Director/Principal approval. We will try to accommodate you in more than one block. This will be done on an exceptional basis. If you are deployed for special duty like invigilation/paper checking/attending any meeting in the evening we will shift your attendance rights in that particular block for that time period. (HOD's should share rotational employee details with HR whenever there is change in the system)

Question :- How Can I apply Leaves?

Answer: - Yes you can apply leaves on ERP. Fill the leave properly with comments and remarks and in case of Teaching get your adjustments duly agreed to. In one semester a faculty can apply for three post-dated leaves, otherwise we encourage people to take planned leaves. Post-dated leaves will be approved by Executive Director

Question :- What is my attendance cycle?

Answer:- We suggest all staff members check their attendance daily but for salary calculation, we count the cycle from 26th of previous month till 25th of next month.

Question :- What if I am in the queue and I cross the grace time for marking attendance?

Answer:- The system report can clearly indicate the trends and administrative decisions will be taken without requiring your intervention.

Question :- What if my Bus gets delayed?

Answer :- This applies only to those availing College Transport Bus schedule. Transport department will send the information to the HR office and under an exception; no late marking would be counted.

-----End of Document-----