

## 6.3.1

# Supporting Document for Welfare Measures for Teaching and Non-Teaching Staff

# I.T.S – The Education Group

## Office Order

The Bus charges for different users of buses for academic year 2014-15 will be as follows:

### For Students:

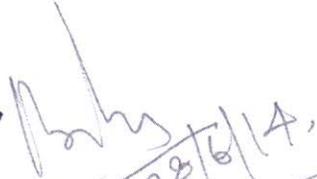
1. From Mohan Nagar, Anand Vihar, Vaishali ,  
Indirapuram ,Ghaziabad city etc. : Rs.15,000/- per sem
2. From Noida and Lal Kuan Onward : Rs.13,000/-per sem

### For Faculty & Staff:

1. From Mohan Nagar, Anand Vihar, Vaishali ,  
Indirapuram ,Ghaziabad city etc. : Rs.1,500/- per month
2. From Noida and Lal Kuan Onward : Rs.1,200/-per month

Any staff drawing less than 15,000/- PM salary will continue to avail bus facility free of charge.

These charges will come in effect from 01/07/2014.

  
B. K. Arora 28/6/14

CC to : Admission Cell 1 & 2  
: System Manager- for correction on website  
: The Director  
: The Administrator- Engg. College  
: The Administrator- Dental College  
: Accounts – E.C. & Dental college.  
: Registrar-office

# I.T.S Engineering College, Greater Noida

## DISCOUNT ON TREATMENT CHARGES AT DENTAL HOSPITAL

The discount policy for **Dental Treatment Charges** is as follows:

Sl. No.	Eligibility	Procedure	Entitlement/ Benefits
1	<b>I.T.S Teaching, Admin and Technical staff &amp; their immediate dependents*</b> (All campuses)	On submission of Valid I-card	<b>50% Discount</b> for all treatments <b>except Fixed Orthodontics, CBCT, Major Oral Surgeries, Implants and FPD (upto 3 units only)</b> . Copy of the <b>ID- Card</b> to be attached at Registration Counter.

\* Dependants - Mother, Father, Wife/ Husband, Son, Daughter and unmarried/unemployed dependant brother and sisters.

\* Fixed Partial Denture (FPD) more than 3 units will be chargeable as per the normal rates for all Discount categories.

### **Note:**

In addition to above Administrator/ Director are also authorized to give discounts to the patients.

All the above benefits shall be given at the sole discretion of the college authorities and cannot be claimed as a right.

04.06.2013

## OFFICE ORDER

(Revision-I, Original Scheme issued on 18.02.2011)

I.T.S -The Education Group is pleased to announce revision in the scheme announced on 18.02.2011 for the members of I.T.S-Parivar as under:

The members of I.T.S-Parivar, who have completed more than 3 years of service at I.T.S and whose gross salary is less than Rs. 15,000/- per month.

- On the occasion of one's own marriage - Rs. 500 to 1,000/-\* per year for every completed year of service.
- On the occasion of sister's marriage - Rs. 500 to 1,000/-\* per year for every completed year of service.
- On the occasion of daughter's marriage - Rs. 500 to 1,500/-\* per year for every completed year of service.
- On the occasion of son's marriage - Rs. 500 to 1,000/-\* per year for every completed year of service.

\* The exact amount to be paid shall be decided by the institute on the basis of performance and contribution made by the member towards the growth of the institute.

The above incentive shall be paid subject to maximum of Rs. 25,000/- per relation.

If, by virtue of employment in I.T.S, two relatives become entitled for the above incentive for the same marriage, then the incentive of higher amount shall be paid to one member only.

Further, if the gross salary of the member crosses Rs. 15,000/- after having served for more than three years at a gross salary of less than Rs. 15,000/-, the above incentive shall be paid for the period for which, the member had served in I.T.S at a gross salary of less than Rs. 15,000/-.

The payment of above amount shall be at the sole discretion of the institute and the same can not be claimed as a right.

The above revision will be effective from 01.06.2013

(B.K. Arora)  
Secretary

Aman,  
Pl. send a mail / scan copy  
to all concerned.  
B.K. Arora  
5/6/13.

**I.T.S Engineering College**  
46, Knowledge Park III, Greater Noida

**PERFORMANCE APPRAISAL PROCESS & PROMOTION GUIDELINES**

**Performance Appraisal Process**

The Performance Management System is designed to define, measure and recognize the contribution of individuals and help the college establish achievable goals for all its people. We devote considerable time and attention to think of ways to improve the various facets of life with us.

**Existing Employees:** Performance of each employee shall be appraised once in a year and our annual performance appraisal cycle is from August to July for teaching staff and July to June for Admin & Technical staff.

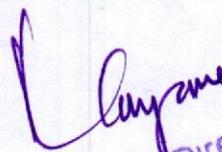
**New Joinees:** The first increment of new joinees (Teaching, Admin and Technical staff) will be as per their anniversary date, post which they will also fall in the Annual Performance Appraisal Cycle as mentioned above.

While appraising the performance, employee get to set and understand clearly what is expected from them and are assessed on the same (KRA/KPI). It's an opportunity to do a self- assessment and be given feedback by supervisor. The Appraisal form looks at key achievements of last year and next year plan. Please refer Annual Performance Review & Development Plan (APRDP).

**Promotion Guidelines**

As assessed during the appraisal and arising of the vacancy, the potential employee shall be promoted. The objective of the promotion is to ensure that high performance levels are recognized and rewarded. The following are the some of the key elements taken in consideration for Promotion:-

- ❖ Performance appraisal scores
- ❖ Competencies, Ability to do many tasks - Multi-tasking.
- ❖ Behavior with subordinates, colleagues, peers.
- ❖ Attendance/ leave.
- ❖ Demonstrated ability to improve quality, productivity, safety, cost and efficiency.
- ❖ Consistency in the quality of work.
- ❖ Willingness to accept tasks.

  
Director  
ITS Engineering College  
Greater Noida

# **I.T.S Dental College, Hospital & Research Centre, Greater Noida**

## **WHISTLE-BLOWERS PROTECTION POLICY (email id: [employeeRelation.dntl.gn@its.edu.in](mailto:employeeRelation.dntl.gn@its.edu.in))**

ITSDCHRC-Greater Noida requires all employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the college, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### **(i) Reporting Responsibility**

It is the responsibility of each employee to comply with the policy and to report violations or suspected violations of the policy in accordance with this Whistle-blower Policy.

### **(ii) No Retaliation**

The policy is intended to encourage and enable employees to raise serious concerns within the college.

- Any employee who, in good faith, reports a violation of the policy is protected from harassment, retaliation and adverse employment consequence.
- An employee who retaliates against someone who has reported a violation in good faith is subject to disciplinary, financial and legal action upto and including termination of employment.

Employees are protected from retaliatory actions because they have reported to College Authorities: -

- i. Any violation of the policy
- ii. Any gross waste of college funds/resources.
- iii. Something that risks a fellow employees' health or safety

### **(iii) Reporting Violations**

Employees are encouraged to share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's HOD is in the best position to address an area of concern.

If you are not comfortable speaking with your HOD or you are not satisfied with your HOD's response, you are encouraged to speak with someone in the Human Resources Department or Principal/ Director. HODs are required to report suspected violations to GM Operations, who has the responsibility to oversee the investigation all reported violations.

**(iv) Acting in Good Faith**

Anyone filing a complaint of wrongful conduct must act in good faith and have reasonable grounds for believing the information disclosed indicates wrongful conduct. Any allegations that prove to be unsubstantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offence and necessary disciplinary, financial and legal action will be taken against them.

**(v) Confidentiality**

Reports of wrongful conduct or suspected wrongful conduct will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

# I.T.S Engineering College, Greater Noida

## LEAVE RULES

This policy is drawn to ensure work life balance amongst employee to take care of their personal emergencies that may arise in normal course and provide them with an opportunity to rejuvenate by way of planned leave. Before proceeding on leave, the leave application is to be sanctioned by the immediate superior/ HOD and submitted to HR Department. Leave above 3 days will need the approval of Director. Teaching, Admin and Technical staff must then properly hand over the work to their colleague.

### 1. ELIGIBILITY

These leave rules shall be applicable to all confirmed employees of the college.

### 2. TYPES OF LEAVE

Types of Leave	Entitlement per year (Teaching)	Entitlement per year (Admin & Technical Staff)
Casual Leave (CL)	12 days	12 days
Sick Leave (SL)	10 days	10 days
Earned Leave (EL)/ Vacation Leave (V)*	30 days vacation*	10 days
Academic Leave (AL) (FDP/MDP/ QIP/ Presentation of Paper/Article/ Case study in the International and/ or National Conference/ Seminar, Ph.D. Research work and conductance of University Viva, UPTU evaluation/practical examination **	15 days	Nil
Maternity Leave (ML)	As per College policy	

\* For Teaching staff, vacations are bifurcated as follows: -

1. Summer vacation (SV): 20 days
2. Winter vacation (WV): 10 days

\*\* This leave will be subject to prior approval of Director & college authorities.

**Note:** Director shall be eligible for leave as per terms of service agreed at the time of appointment.

**New Joinees:** All new employees (Teaching, Admin and Technical staff) joining during the year will be entitled for CL/ SL on pro-rata basis. EL can be availed only by confirmed employees after completion of one year of service.

**Existing employees:** Apart from the previous leave balance, current year leave will be calculated on pro-rata basis and will be added to the existing leave balance.

### 3. LEAVE PERIOD

The effective period of all types of leave except vacation leave for Teaching staff will be on calendar year from January to December.

The vacation leave for Teaching staff shall be considered on calendar year basis as per college Vacation Leave guidelines. To be eligible for vacation, Teaching Staff must have put in 6 months of regular service or semester teaching of regular services.

### 4. CASUAL LEAVE (CL)

- ❖ **Entitlement:** CL may be granted to an employee upto a maximum of 12 days in a Calendar year. CL cannot be combined with any other type of leave and is not encashable. CL can be availed of in half days (4 Hrs)/full day's units.
- ❖ **Unavailed:** Unavailed CL's will lapse automatically at the end of Calendar year.
- ❖ **Other:** The exigencies of work permit the grant of the leave and no appointment is required to replace the employee on leave.
- ❖ **New Joinee:** CL may be granted to a new joinee on pro-rata basis.

### 5. SICK LEAVE (SL)

- ❖ **Entitlement:** Employee can avail maximum of 10 days of SL's in a Calendar year when they are not in a position to attend college on grounds of ill-health.
- ❖ **Maximum:** More than 2 continuous SL's at a time per month will require a medical certificate from any MBBS doctor and duly countersigned by the college's Medical Officer for approval of leave.
- ❖ **Unavailed:** If the entitled number of SLs have not been consumed in a Calendar year, the same will be carried forward to the next year, upto a maximum of 60 days of accumulation.
- ❖ **Other:** SL may be granted to all regular employees as also to full time contract employees on medical grounds and on production of medical certificate to the leave sanctioning authority.
- ❖ **New Joinee:** SL may be granted to a new joinee on pro-rata basis.

### 6. GENERAL GUIDELINES FOR CL'S & SL'S

- ❖ **Entitlement:** 12 days CL and 10 days SL will be compounded to 22 days of CL + SL per Calendar year.
- ❖ **Unavailed:** Out of the annual entitlement of 22 days of CL/ SL, 10 days SL can be

carried forward to the subsequent years subject to a maximum of 60 days of accumulation. CL cannot be carried forward and will lapse at the end of every Calendar year.

- ❖ **Refilling of leave:** After completion of one year of service, the Teaching, Admin and Technical staff shall be credited with CL/SL on a monthly basis, as per entitlement.
- ❖ **Extension:** Leave can be extended with prior permission. Those who fail to report for duty on completion of leave without prior permission will be deemed to be on leave without pay.
- ❖ **Prefix/Suffix:** Holidays/weekly offs can either be prefixed or suffixed by CL/ SL. Any holiday/ weekly off falling within the CL/SL applied for shall be counted as a part of leave and accordingly debited.  
Example: If an employee has applied for leave from (Saturday) to (Monday) then the number of leaves will be calculated as 3 days. But if employee has taken leave on Monday only, then Sunday will not be counted as leave. In that case, only one leave would be counted.
- ❖ **Other:** Leave can only be availed after the same has been credited to the account and leave against future entitlements is not admissible.
- ❖ **New Joinee:** A new joinee will not be entitled for any leave during the first month of service and shall initially be entitled to 1 CL/ SL per month from the second month onwards till confirmation. After confirmation, all entitlement till date, as per the policy, will be credited in their account.

## 7. EARNED LEAVE (EL) (for Admin and Technical Staff only)

- ❖ **Earned Leave (EL):** Earned Leave as the term suggests is “earned” by an employee as they have worked for this leave.
- ❖ **Entitlement:** EL upto 10 days may be granted to all confirmed employees. Employee will be eligible for EL only after one year of continuous service.
- ❖ **Maximum:** EL can be availed maximum twice in a calendar year for a minimum of 4 days.
- ❖ **Unavailed:** EL, if not availed, can be encashed @ Basic Salary only while keeping a minimum balance of 10 EL. These EL can be accumulated upto a maximum of 30 days.
- ❖ **Exception:** There will be no EL for teaching staff as they are allowed summer and winter vacation
- ❖ **Other:** In case of resignation/termination/retirement, un-availed EL due towards the Employees will be paid to them on their present basic Salary.
- ❖ EL can only be taken in non-academic period (i.e. during no academic activity and when session is closed).
- ❖ Advance intimation shall be given at least 10 days in advance.
- ❖ It cannot be combined with any other type of leave but can be prefixed and suffixed by weekly offs. It can however be combined with long SL.

## **8. VACATION (V) (For Teaching staff only)**

**Eligibility:** Vacation is applicable only to Teaching Staff who have completed atleast 6 months of continuous service in the college, or have completed one semester teaching of regular service, else vacations proportionate to period of service put in shall be allowed. There is a term vacation in between the academic terms of the academic year usually, there are summer and winter vacations, duration of which as under: -

- Summer Vacation (SV): 20 days
- Winter Vacation (WV): 10 days

Vacation for Teaching Staff shall be considered on calendar year basis as per College Vacation guidelines.

The Teaching staff's Vacation will be sanctioned in two batches as per the teaching requirement of the college. The roster of duties for vacations will be issued by the Director.

Out of these vacations, minimum one day will be common working day for handing over of charge/duties. The college authorities have the discretion not to grant vacations to any or all the Teaching staff. The Teaching staff on vacation can be recalled by the authority for exams, or for any other specific purpose and will be compensated for such duties by granting two days leave for every three days of work during vacations.

## **9. ACADEMIC LEAVE (for Teaching staff only)**

**Academic Leave** upto **15 working days** shall be allowed on full pay for attending conferences, seminars, Faculty development programmes, meetings of any of the university bodies, ad-hoc committees of which a teacher may be an ex-officio member of to which they may have been nominated by the college or the university and for conducting examination of the university. This leave is also provided for UPTU evaluation/practical examination.

The grant of permission for these leaves shall be at absolute discretion of the Director & college authorities.

- By reason of the employee having to attend as a delegate a meeting of an Association or other body recognized by the college in this regard.
- By reason of participation in sporting events of International or National importance in case where an employee is selected for such participation by any National sports federation, Association or other body approved by the college in this behalf or as a representative on behalf of a state, zone or circle if the sporting events are held on an inter-state, inter-zonal or inter-circle

basis.

- Donating blood on a working day

## 10. MATERNITY LEAVE (ML):

- ❖ **Eligibility:** No female employee shall be entitled to maternity benefit unless she has worked in the college for a period of not less than 1 year of service with the college. **Entitlement:** The maximum period for which any employee will be entitled to maternity benefit shall be 90 days of which not more than 42 days shall precede the date of her expected delivery.
- ❖ **Overall entitlement:** The total ML granted to an employee during the entire period of her service shall not exceed six months. The minimum gap between first leave taken for maternity purpose and second leave should be three years.
- ❖ **Maximum:** ML shall be allowed only twice during the service of a female married Employee, and ML will not be admissible if the female married employee has two or more surviving children.
- ❖ **Miscarriage:** Leave for a period of 42 days may also be granted in case of miscarriage or medical termination of pregnancy, if duly supported by medical certificate.
- ❖ **Other:** Leave salary during ML shall be same as admissible under EL provisions.

## 11. COMPENSATORY OFF (CO)

- **Eligibility for Teaching, Admin and Technical staff:** Any employee, who works on a weekly-off /any other holiday, would be allowed to take a compensatory off on a working day. Such compensatory off should be availed within 3 months, after applying through a sanctioned leave application being submitted to the HR Department. Employee is eligible for one compensatory off at a time.

Note: Travelling time and off time would not be considered for Compensatory leave.

- **Celebration days:** Staff will not be eligible / entitled to avail compensatory off or pay for Mata ki Chowki, Diwali Celebrations, New Year Celebrations, Recruitment drives or any other significant functions.

## 12. SATURDAY OFF

Teaching staff and technical staff are eligible for 1<sup>st</sup> and 3<sup>rd</sup> Saturday Off, every month.

### 13. SUMMARY OF ALL LEAVES

<b>TEACHING STAFF</b>			
	<b>Entitlement</b>	<b>Unavailed leave status</b>	<b>Other</b>
<b>Casual Leave (CL)</b>	12	Lapse	No appointment is required to replace the employee on leave
<b>Sick Leave (SL)</b>	10	Carried forward to next year*	Can be availed by confirmed and full time contract employees on medical grounds
<b>Academic Leave (AL)</b>	15	Lapse	-
<b>Vacation (V)</b>	30	-	Summer vacation (SV) - 20 days Winter vacation (WV) - 10 days
<b>Maternity Leave (ML)</b>	As per college policy		

<b>ADMIN AND TECHNICAL STAFF</b>			
	<b>Entitlement</b>	<b>Unavailed leave status</b>	<b>Other</b>
<b>Casual Leave (CL)</b>	12	Lapse	No appointment is required to replace the employee on leave
<b>Sick Leave (SL)</b>	10	Carried forward to next year*	Can be availed by confirmed and full time contract employees on medical grounds
<b>Earned Leave (EL)</b>	10	Carried forward to next year**	EL due towards the resigned employees to be paid on their present basic Salary.
<b>Maternity Leave (ML)</b>	As per college policy		

**NOTE:**

1. \* Out of annual entitlement of 22 days of CL/SL, 10 days of SL can be carried forward to the subsequent years subject to a maximum of 90 days of accumulation
2. \*\* Out of annual entitlement of 10 days of EL, EL can be carried forward to the subsequent year subject to a maximum of 30 days. EL can also be encashed @ Basic Salary, with a minimum balance of 10 EL
3. After one year of service, staff shall be credited with CL/SL on a monthly basis
4. Failure to report after extension of leave will result in Leave Without Pay
5. Weekly Offs can be prefixed/suffixed with CL/SL. Any holiday/weekly off falling within CL/SL will be counted as part of leave
6. To avail EL, intimation to be given 10 days in advance
7. EL cannot be combined with any other type of leave but can be prefixed/ suffixed by weekly offs

### 14. GENERAL RULES REGARDING LEAVES

- ❖ **Prior Sanction:** The employees should get a prior sanction of leave from their immediate supervisor to ensure smooth functioning in their absence in any communication medium (sms, email) in case the senior is not available face to face.
- ❖ **Power to grant/ reject:** It is to be noted that the sanctioning authority /College authorities reserves the right to grant/reject a leave request, depending upon the operating conditions / departmental functionality. Hence any unapproved leave will be considered as Leave without Pay (LWP).
- ❖ **Unplanned leave:** In the event of any unforeseen circumstances where the prior sanction of leave is not possible, the same should be communicated to the immediate supervisor and inform HR by any possible mode of communication (sms/phone/email etc). The employee should submit a formal leave application / intimation immediately after resuming the duty.
- ❖ **Other:** ITSEC-Greater Noida, being a professional education centre focuses on providing quality education together with a disciplined way of life; proceeding on unplanned leave is consciously discouraged as it severely affects the curriculum delivery pattern and normal functioning of the college. Frequent unplanned absence will therefore, have its reflections on the appraisal and career progression of the individual.
- ❖ **New joinees:** CL/SL, EL's shall be calculated on pro-rata basis for employee joining in between of the calendar year where as EL shall be calculated on pro-rata basis but the entitlement will be applicable only after confirmation.

## 15. PROCEDURE FOR APPLYING FOR LEAVE

Below is the procedure for leave application process which needs to be followed for all cases. No leave will be considered sanctioned outside this process: -

- **Written application:** Application to be made in hard copy (as per format) and given to immediate superior/ reporting manager/HOD.
- **HOD's recommendation:** HOD to recommend the leave application with reasons and send to approval of Director.
- **Approval:** On receipt of leave application, Director will approve/ reject the leave and share a copy of the same with HR department for their records.
- **Exception:** Medical leave, if in an emergency, can be taken with information but needs to be backed by a medical certificate.

## 16. AUTHORITY, EMPOWERED TO GRANT LEAVE

- **For all employees:** Except as otherwise specifically provided in these regulations, the power to grant leave to all employees except that of Director shall vest in the Director or any senior officer of the college who has been delegated such power. All applications for leave should be routed through Head of the Department and addressed to authority empowered to grant leave.

- **Director:** In case of Director, the power to grant leave shall vest in the person designated by the college authorities for this purpose.

## 17. POWER TO REFUSE / REVOKE/RECALL LEAVE

- ✚ It is emphasized that leave cannot be availed as a matter of right. Hence, before proceeding on any planned leave, the leave application is to be sanctioned by the concerned authority and it must be ensured that any important pending work/ assignment is shared with their colleague/ Reporting Manager in advance.
- ✚ In case of any work exigencies, if required, the leave can be refused, revoked or recalled (even after the approval) at the discretion of the Approving Authority.

## 18. COMMENCEMENT & TERMINATION OF LEAVE

- **Eligibility:** The first day of an employee's leave is the working day succeeding that upon which they make over charge or is last on duty; and the last day of an employee's leave is the working day preceding that on, which they have to report on duty.
- **Reporting to duty:** On the expiry of their leave, an employee shall report to their return to duty at the start of the working day successfully the day on which their leave expires.
- **Prefix/ Suffix:** Except CL, for all other kinds of leave, holidays but for prefix or suffix will be counted as leave.

## 19. LEAVE WITHOUT PAY

- ❖ **Leave beyond entitlement:** In case staff members whose CL/SL/EL has been exhausted or taken in excess of the entitlement or whose has extended leave without informing or sanction from the authorities of the college, those excess leave taken will be treated as **LEAVE WITHOUT PAY (LWP)**.
- ❖ **Violation:** If the leave is not so authorized, it will be considered as violation of conduct rules and dealt accordingly.

## 20. COMBINATION OF LEAVE

- **CL cannot** be combined with or taken in continuation of any other leave unless a special approval (only on special/emergency circumstances) is obtained from the Granting Authority.

- **All other leaves** can be combined subject to prior approval from granting authority. The granting authority will ensure that the smooth functioning of their department/office is not affected during the long leave of the employee.

## 21. ABSENT WITHOUT LEAVE – WITHOUT SANCTION OR AFTER EXPIRY OF LEAVE

- **Sanction:** An employee who applies for leave must ensure that the leave applied is sanctioned before proceeding on leave, failing which the period of absence will be treated as “**Absent without Leave**” and salary will be deducted for this duration.
- **Expiry of leave:** Similarly, an employee who remains absent after the expiry of their leave will be treated as **Absent without Leave**". Such kind of absence shall involve disciplinary, financial and legal action as deemed fit and/or forfeiture of appointment and salary will be deducted for this duration.

## 22. EARLY RETURN FROM LEAVE

An employee on leave may not return to duty before the expiry of the period of leave granted to them unless they are permitted, in writing, to do so by the authority, which granted them leave.

## 23. LEAVE ENTITLEMENT DURING PROBATION FOR EMPLOYEES

Employees who are on probation shall be entitled to following leaves: -

- a. **Casual Leave** on the same basis as admissible to confirmed employees provided that where an employee joins service during the course of a calendar year, only proportionate amount of CL will be admissible.
- b. **Sick leave** to the extent of 10 days with full pay on pro rata basis depending on the period already served.
- c. **Maternity leave** with half pay to female married employees, on probation, after completion of one year of service.
- d. **Duty Leave** on the same basis as admissible to confirmed Teaching staff.
- e. **No other leaves** are entitled to them during probation, except otherwise mentioned.

**Note:** The teaching staff still on probation period but having completed 6 months of continuous service in the college, apart from CL/SL's, will also be entitled for a

vacation leave as per its eligibility during summer & winter vacation of the academic year.

#### **24. OBLIGATION TO FURNISH UPDATED ADDRESS/CONTACT DETAILS WHILE APPLYING/ PROCEEDING ON LEAVE**

While applying and before proceeding on any leave, employee must furnish the updated address/contact details in the leave application form and shall keep the said authority informed of any change in the address previously furnished.

**Note:** While on leave, employee **shall not take up any service or accept any other employment** including the setting up of a private professional practice as consultant or as an expert without obtaining the sanction approval, in writing, from the college authorities.

#### **25. LEAVE ENTITLEMENT ON EMPLOYEE SUSPENSION**

Leave will not be granted to an employee when they are under suspension and against whom enquiry/proceedings are pending. An employee who resigns/ is discharged/ dismissed or is removed from the employment of the college, cannot, if re-employed/reinstated after an interval, count their former service towards leave unless the authority reinstating them declares that it shall be counted in whole or in part.

#### **26. MAINTENANCE OF LEAVE RECORDS**

All leave details of an employee shall be updated and maintained by HR/Admin Department on regular basis. The Leave details consist of various kinds of leave granted and availed of by an employee service.

#### **27. PAY DURING LEAVE**

- **All leaves:** Employee who is only on approved leave (CL/SL//DL/ML/VL) is eligible for full pay during their leave period.
- **Duty Leave:** However, payment of these leaves (in case of DL) shall be subject to furnishing of a certificate by the employee to the effect that they are not in receipt of any scholarship, stipend or remuneration for any part time employment.
- **Sick Leave:** In case 2 or more SLs are availed continuously, a proper medical certificate by certified medical practitioner should be furnished.

**Note:** As a policy, employee who is on extra-ordinary leave shall draw no pay and the period spent on such leave shall not count for any increment for that financial year. The exceptions will be done on following cases:

- In case, where the concerned authority is satisfied that the extra ordinary

leave was taken on account of illness or for any other reason beyond the control of the employee, the authority may permit the period of such extra ordinary leave to count for increments.

- In case, where extra-ordinary leave is forfeited for late attendance, the forfeited leave period shall not be deemed to be a period which does not count for increments or in respect of which no pay and allowances are admissible.

December 31, 2014

**CIRCULAR**

Subject: **Regarding "Outstanding Association" scheme for the employees of I.T.S The Education Group**

It is decided that the employees of I.T.S The Education Group who have completed five or more years of service in I.T.S as on 01/01/2015 will be allowed special benefits as under:

S. No.	Salary up to (As on 01/01/2015)	After completion of 5 years of service	After completion of 10 years of service
1	Rs. 15,000 only	10 days salary in cash*	1 month salary in cash*
2	Rs. 15,001 to 30,000	03 days leave and Rs.7,500/- in cash as reimbursement of expenses to go out with family.	05 days leave and Rs.15,000/- in cash as reimbursement of expenses to go out with family.
3	Rs. 30,001 and above	03 days leave and Rs.10,000/- in cash as reimbursement of expenses to go out with family.	05 days leave and Rs.30,000/- in cash as reimbursement of expenses to go out with family.

\*Salary means Basic + D. A. + HRA + Other Allowances + Additional Allowances.

The above reimbursement can be ~~taken~~ <sup>claimed</sup> any time during the year (01.01.2015 to 31.12.2015). The above leave can also be clubbed with holidays and taken in two parts.

The next eligibility under this scheme shall be announced at the end of the calendar year 2015.

*8*  
*3/1/2015*

## **I.T.S. Engineering College, Greater Noida**

### **Rules for Faculty regarding Paper Presentation, Journals, attending Conference/ Seminar /MDP/ FDP/ QIP/ Workshop.**

I.T.S. - The Education Group encourages academic activities by faculty members in the form of paper presentation, journals (referred), participation in the seminars, conferences, workshops, Faculty Development Programs (FDPs), Quality Improvement Programs (QIPs) etc. The rules for attending such activities are as follows:

#### **1) Publication of Research Papers:**

To help the faculty the I.T.S. Engineering College is offering following incentive scheme to its faculty members on publication of research papers etc.

<b>S. No.</b>	<b>Name of Journal/ Category</b>	<b>Proposed Incentive</b>
1	International Journal (Referred) with an impact factor of < 0.5	Nil
2	International Journal (Referred) with an impact factor up to 1.5	Rs. 15000/-
3	International Journal (Referred) with an impact factor of > 1.5	Rs. 25000/-
4	National Journal (Referred) with an impact factor of > 1.5	Rs. 10000/-
5	Conference Proceeding	Nil
6	Paid publications	Nil

First author has to be from I.T.S. Engineering College and he has to submit the hard copy of the paper and proof of publication/ acceptance for publication of the paper for claiming such incentives.

Co-author, if all from I.T.S. then following will be applicable; otherwise first author has to be from I.T.S.

- In case of co-authors amount will be shared in ratio 3:2.
- In case of three authors the amount will be shared in ratio 5:3:2.
- The paper having more than three authors will not be considered.

## **2) Paper Presentation in National Conference/ Seminar by Faculty**

- a) Faculty Member shall inform in writing the Head of the concerned Department & Director of the College about acceptance of their papers/ articles for presentation in an International or a National Conference or Seminar immediately on receiving the same information.
- b) Only first author (from ITS) will be eligible to visit the Conference/ Seminar venue for presentation.
- c) Papers published/ presented as co-author where first author is not from I.T.S, will not be considered.
- d) Registration fee for the program shall be shared by the concerned faculty member and College on equal basis (50% each).
- e) A faculty shall be sponsored for attending maximum three Conferences / Seminars for articles/ paper presentation in a year.
- f) Railway III A.C. fare by the shortest route will be admissible for attending these programs on production of tickets. In addition Travel Contingency expenditure of Rs.250/- per day of travelling is also admissible.
- g) Lodging and board expenditure will be reimbursed on actual basis with a ceiling of Rs.2,000/- per day for Professor and Associate Professor and a ceiling of Rs.1,500/- per day for Assistant Professor and Teaching Associate. Faculty will be required to support expenses by bills.
- h) A copy of the paper has to be submitted to the institute library for claiming reimbursement.

## **3) Attending MDP,QIPs, FDPs, International & National Conference**

- a) Institute may sponsor a faculty for attending maximum two times QIP/ FDP/ MDP. International / National Conference/ Seminar or other such programs held outside National Capital Region( NCR) and maximum three times in NCR in an academic year.
- b) Registration fee for such programs shall be shared by the concerned faculty members and the Institute on equal basis( 50% each).
- c) Railway III AC fare by the shortest route will be admissible and actual lodging and board expenses (unless covered under the conference fee) shall be reimbursed with a ceiling of Rs.2,000/- per day for Professor and Associate Professors and Rs. 1,500/- for Assistant Professor and Teaching Associate. Supporting expense documents have to be produced for claiming reimbursement.

### **A) Duty Leave**

The faculty members can avail duty leave for a maximum of 15 days in a calendar year for attending FDP/MDP/ QIP/ Presentation of Paper/Article/ Case study in the International and/ or National Conference/ Seminar, Ph.D. Research work and conductance of University Viva with prior approval of the Director.

The above rules came into effect from January 01, 2012.

**[Dr. Sraban Mukherjee]**  
**Director**

# ITS-The Education Group

Ghaziabad

Greater Noida

04.02.2012

~~1st~~ Revision on 20.12.2020

~~2nd~~ Revision on 17.10.2023

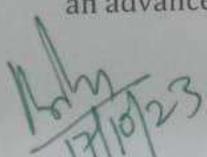
## OFFICE ORDER

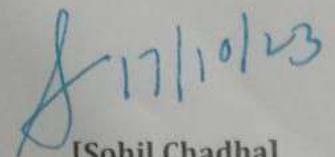
An advance against salary can be sanctioned to an employee of ITS-The Education Group subject to the following conditions.

- Having completed at least one year of service in ITS-The Education Group.
- There should be gap of at least six months between the date of deduction of last installment of previous advance, if any, from salary and date of new advance.
- Amount of advance should not exceed the limit as mentioned below.

For Gross Salary up to 40K	Advance amount equivalent to 2 months' gross salary subject to maximum of Rs. 50,000/-
For Gross Salary above 40K	Advance amount equivalent to 1-month gross salary subject to maximum of Rs. 1,00,000/-

- Amount of advance shall be deductible in equal installments from salary of the concerned employee (subject to maximum of twelve installments).
- Advance against salary shall only be given to meet any emergent requirement, medical expenses, school admission of children and purchase of household item or vehicle etc but not capital expenditure such as purchase of land & house etc.
- Advance against salary cannot be claimed as a right by the employee. Sanctioning of an advance against salary shall be at the sole discretion of the approving authority.

  
[B. K. Arora]  
Secretary

  
[Sohil Chadha]  
Vice Chairman

↳ upload on HR one

↳ Home → 1 month salary

# I.T.S The Education Group

Mohan Nagar

Murad Nagar

Greater Noida

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April 29, 2016

## OFFICE ORDER

### Revised Scheme (VI revision) - with effect from 01.04.2016

Employees drawing gross salary up to Rs. 20,000/- per month will be eligible to claim reimbursement of tuition fee up to two children @ Rs. 750/- per month per child from the date of joining or 01.04.2016 whichever is later.

However, while claiming above reimbursement, production of original school fee receipt is must. Only tuition fee will be reimbursed, other charges/ fee levied by the school will not be considered under the scheme.

For the purpose of this scheme tuition fee means "tuition fee paid by the member for the education of his/ her children up to 12<sup>th</sup> standard only".

Note: In case of Drivers, previous terms shall remain unchanged.



[Dr. R. P. Chadha]

Chairman

I.T.S The Education Group

# I.T.S -The Education Group

*\*Ghaziabad*

*\*Murad Nagar*

*\*Gr. Noida*

02-08-2016

## Office Order

It has been decided that reimbursement of tuition fee will be made on quarterly basis to eligible employees as under:

### Quarter

January to March  
April to June  
July to September  
October to December

### Fee Receipt Submission Period

Ist week of April ✓  
Ist week of July ✓  
Ist week of October ✓  
Ist week of January ✓

Other terms & conditions will remain unchanged and it is effective from 1st July 2016.

Further it has been observed that fake receipt has been submitted by some of the employees. If any employee submits fake receipt towards claiming the tuition fee, heavy fine and strict action will be taken against the employee concerned.

Ok  
Rohit  
5/8/16

Sohil  
10/8/16