

# **NOIDA INTERNATIONAL UNIVERSITY**



## **HUMAN RESOURCE POLICY & PROCEDURE MANUAL**



**“To Better Serve All Students”**

**COMMITMENT ● COOPERATION ● COMMUNICATION**

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## **About Noida International University (NIU)**

With a vision to facilitate top quality education, Noida International University has been developed to the highest international standards with the state-of art infrastructure.

We are committed to promoting excellence in terms of educational outcomes and to nurturing the holistic development of scholars as they prepare for higher learning and successful careers. We work together to create a rich learning environment that is characterized by excellence in teaching, research and a socially responsible commitment to local, national and international communities.

Academic excellence, holistic education, global relevance and contemporary curriculum continue to be the corner stones of NIU educational edifice. The University through its academic curriculum has evolved a philosophy of education which looks beyond employment and concentrates on individual development by imparting the skills of lifetime relevance. It has introduced modules like life-skills modules, language modules, public relations, personality development workshops as an integrated part of academic curriculum.

Provide maximum individual attention to students. Holistic education cannot be complete without a healthy study environment and therefore, NIU offers an exceptional infrastructure, State of the art modern facilities assist in conducting the various academic programs along with a high degree of interactivity within the campus. The campuses in Greater Noida are ideally situated with ample greenery and open spaces. Facilities such as basketball courts, Football Ground & world label Cricket ground etc and parking spaces add to the convenience encouraging the focus only on education and learning. Air conditioned classrooms with sophisticated audio visual systems make for a conducive learning experience. Group discussions and conventional lecture formats are further enhanced through a highly developed internet platform. The internet enables students to access all information pertaining to their course along with submission of assignments and other services.

### **Our Mission**

To be a leader in the delivery of high quality research based content with the aim of encouraging intellectual curiosity, innovation, ethical leadership, entrepreneurship and the empowerment of socially responsible citizens.

### **Our Vision**

To provide a learning environment in which all students are challenged to develop their intellectual, practical and social skills in a holistic way focusing on leadership, socially responsible behavior and lifelong learning.

### **Values**

- A culture of continuous improvement and total quality that encourages creativity and innovation Commitment to an exceptional student experience.
- Offer Inspirational and creative teaching
- A human resource strategy that values people and teamwork and is committed to employee development and training
- Communicating transparently and seamlessly to all stakeholders
- A deep commitment to sustainable development and a green environment

### **Key Themes**

- Improving the student experience
- Maximizing the learning value-add to students from entry to exit
- Proactive employer engagement in the region

### **Enablers**

- People Strategy & Operational effectiveness
- Infrastructure and ICT
- Raising the NIU profile
- Communicating transparently and seamlessly to all stakeholders

## **Rules for HR Manual and its Policy Amendment:**

**The regulations and procedures in this Policy Book / HR Manual have been overruled all existing one(s) / Management Order(s) / and are subject to change with or without prior notice, if necessary. The Management reserves the sole discretion to make exception, change rules and other requirements as it may deem fit from time to time.**

### **Code of Conduct**

As an employee: You should keep in mind some constants that are the foundation of our success- past present and future. There are six things that glue us together in pursuit of our University .These are Integrity, Quality, Innovation, Specialization, Respect and Results.

### **Integrity**

Without integrity, nothing else matters. This means doing what we say we will do ... internally and externally... in all cases.

### **Quality**

Going the extra mile in each of your endeavors and heading towards our vision —leader in value based education and business focused research.

### **Innovation**

This has been a hallmark of our history and is the lifeblood of our future. We possess a great deal of intellectual capital, which we must leverage to innovative approaches for our students by maximizing their learning value-add from entry to exit to use it further in the competitive marketplace. Our culture is of continuous improvement and total quality that encourages creativity and innovation

### **Specialization**

The dictionary defines specialization as —the distinctive mark of quality, of service excellence.

### **Respect**

We must respect and support all those we can come in contact with and operate in a professional manner.

### **Results**

The greatest challenge will be to make something happen for your students that is positive and something that creates value. In the final analysis, achievement of results for the students, within the boundaries of our value system, is what matters most in our University.

### **Conduct Rules**

Every staff member shall, at all times, maintain absolute integrity, decorum of conduct, devotion and commitment to duty. He/she should carry out the orders and act accordingly to the instructions of his/her superiors so far as his/her official duties are concerned. He / she shall do nothing which is unbecoming of a staff member of the University. Further, he/she shall not do any act, which is prejudicial to the interest of the University.

### **Disciplinary Rules**

The following acts of omission and commission, which are illustrative but not exhaustive, shall be deemed to constitute misconduct and will entail disciplinary action. They are:

**Minor misconducts: -**

- : Negligence or failure to perform assigned duties;
- : Unauthorized absence / Habitual late/irregular attendance;
- : Habitual indebtedness, insolvency;
- : Smoking within premises
- : Disorderly conduct

**Major misconducts: -**

Furnishing false information regarding age, qualifications, marks and previous employment at the time of joining University;

Taking/giving bribe;

- Dishonesty; theft, fraud or damage concerning any business/documents/property of University
- Drunkenness, riotous or indecent or disorderly behavior;
- Gambling within premises of University ;
- Willful insubordination, disobedience, negligence or refusal to accept charge sheet/other communication;
- Commission of any act which amounts to a criminal offence or involving moral turpitude;

Unauthorized communication of any official document/information of University, Lending or borrowing money or accepting expensive gifts from person/firm having official dealing with University;

Conviction by court of law; sexual harassment; threatening or intimidating other employees;

Possession of illegal/unauthorized weapons or firearms;

Engaging in business other than that of the organization;

Holding unauthorized meetings, civic, political or union activities/collection of funds during the working hours in premises of University;

Resorting to or abetting illegal strike/slowdown/distribution of handbills and posters or any other act of subversion of discipline;

Being found in possession of or attempting to punch another employee's attendance card;

Deliberately spreading false information or rumors;

Refusal to accept any communication or warning in writing, etc.

Unauthorized absence beyond 03 days.

**Disciplinary Action**

For offences, the punishment shall be imposed by the disciplinary authority after enquiry. Punishment shall be based on findings of enquiry, gravity of misconduct and past record of the staff.

**Censure/Warning**

Punishment may be awarded in the following forms:

For offences, censure/warning will be given in writing, fine, stoppage of increment, demotion, suspension, discharges, dismissal from service.

**Suspension**

The Disciplinary Authority has power to suspend any staff member pending enquiry. During suspension pending enquiry, the delinquent staff member will get subsistence allowance as per the payment of Subsistence Allowance Act and Rules framed there under, as applicable.

**Do's & Don'ts at NIU**

Here are a few general rules and a principle an employee of NIU is expected to remain always mindful:

**Conducts**

- a) Himself/herself in accordance with the highest, ethical standards, remembering that the definition of a Professional, that we like best,
- b) Is that of a person who places the students interest above considerations of personal financial gain, is neatly dressed and groomed,

- c) Is pleasant, tactful and considerate in manner, remembering to lead rather than drive people;
- d) Is —on schedule and requests assistance, when falling behind is anticipated;
- e) Is always quick to respond to student's queries or messages.

One should always stay out of politics and criticism.

### **Never**

- a) Promises more than he/she expects to be able to deliver;
- b) Lies or misrepresents anything, either to students, subordinates or superiors;
- c) Acts on —primary reactions - always considers the consequences of any stand or action, checks himself/herself when necessary;
- d) Fails to communicate weekly - in writing - with superior and designated, other recipients of weekly reports;
- e) Criticizes surroundings, local habits, foods;
- f) Gets involved in political arguments, national or international, or such controversial topics as race and religion;
- g) Criticizes others in a non-constructive way or in the presence of third parties

### **Orientation for a “New Hire”**

#### **On the Day of Joining**

The following is a list of action items to be taken care on the day of your joining at NIU.

#### **1. Joining Documents: You will be required to submit following documents/ certificates:**

- a) Copy of your appointment letter with the salary annexure / salary certificate / pay slips of last three months from the last employer / b) Copy of your joining report c) Copy of your birth certificate /
- d) Copy of educational certificates from Class XII onwards / e) Copy of your experience certificates from first job onwards f) Copy of the relieving certificate / NOC from all the organizations that you have worked so far prior to joining at NIU / g) PF, Family Declaration forms, Nomination form, Declaration of Address / h) Copy of the medical certificate / back ground verification report (if any) i) Copies of Aadhar Card / Pan Card / Cancel Cheque / Copy of passbook mentioning the detail of Bank Account etc for salary purposes.
- j) Copy of the Police Verification report ( in case of Grade – IV / Security Staff)

**Note:** The submission of the documents should be completed within 3 (three) days from the date of joining and then followed by the verification of documents.

- 2. **Employee ID:** You will be issued a unique employment identification number which will be used for all NIU processes and communication.
- 3. **Seating arrangement:** The Administration staff will help you with the seating arrangement on the day of joining.
- 4. **Laptop / Computer / Data Card:** These will be handed over to the new joiners on the 2<sup>nd</sup> day of the New Hire Orientation (Data Card as per eligibility).
- 5. **Bio-metric records, Library Accounts, Email ID, Website profile:** These would be created on the day of joining.
- 6. **Mentor allocation:** On the day of your joining, you will be appointed to a mentor / buddy who is an existing employee - a seasoned employee assigned to them to help answer the new joiner's questions and share with them an understanding of organizational practices. They also can help to introduce the new hire to people with whom they will be interacting on a regular basis, give them a walking tour of the campus, and perhaps have lunch with them one day during their Induction.
- 7. All new employees should go through a half day orientation program that is designed to assist them in adjusting to their jobs and work environment and to instill a positive work attitude and motivation at the onset.
- 8. As part of orientation you would attend 3 classes of a senior faculty member from NIU and then would take 'assisted' classes for another 3 sessions.

### **Working Days and Working Hours**

NIU shall remain open for six days a week except first & third Saturdays. All employees are supposed to be available at all the time for official duties. However the normal working hours for the University shall be from 9.25 A.M. to 4.40 P.M. NIU shall have classes six days a week for the academic year. The faculty is expected to take the classes as scheduled by the Programme Office. Delays/Rescheduling in classes is not accepted.

Lunch Break: 30 Minutes (from 01:15pm to 01:45pm)

### **Grace Period on time of arrival for NIU employees (Teaching & Non-Teaching except Grade IV)**

Employees may be granted the leeway time upto 09:30am (from the actual time of arrival at 09:25am) throughout the month.

Punching beyond 09:30am once shall lead to the pay cut for complete ½ day and for full day if it happens twice in a month.

### **Login system / Out of NIU campus on duty:**

You will be required to log in your presence in the bio metric attendance system and log out when you leave the office / campus. In case, you are on tour, or on outside duty or have to leave for any work during the office hours, you are required to have written permission from the Director / HOD / Registrar / VC/ HR (as deemed fit).

### **Late Arrivals**

All employees must be punctual at work.

Any employee, who is late beyond 5 minutes after his /her schedule time, will be treated as late comer. For two late comings in a month would be deducted for one day salary.

### **Dress Code**

#### **For men Formal:**

Collared Long / Half Sleeved dress shirts tucked in Trousers and Leather shoes; good quality blazer or dark suit in winter Smart Casuals Collared Shirts / T-Shirt with collar / Polo type shirt (Full /Half sleeves) and Leather Shoes

#### **For women formal:**

Indian - Saree / Salwar Kameez Suits & Sandals Western - Trousers / Full Skirts, Formal Shirts & Shoes / Sandals; jacket / blazer in winters, if wearing trousers Smart Casuals Tops / Shirts, Trousers / Pants / Long skirts, Sandals / Shoes

### **Employee Probation - Confirmation Policy (Objective):**

To provide the newly joined Employees clear guidelines on terms and conditions of probation and how and when do they get confirmed.

All newly appointed employees (teaching & non-teaching – except tier 4<sup>th</sup> staff) will be on Probation for 6 months from the date of their appointment. During this period the performance will be reviewed and on completion of 01 year, there would be a performance evaluation done through a formal feedback session.

On satisfactory performance your services will be confirmed in writing. In the event of unsatisfactory performance, behavior or attitude, you will be either counseled to improve your performance and the probation period would be extended or your services may be terminated depending on the circumstances ( as deemed fit by the competent authority). If there is no improvement at the end of the extended probation period, you may either be counseled again and another extension may be given or the management will terminate your services.

### **Payment of salary**

Your salary will be credited to your bank account. For this purpose you are required to open a bank account in bank designated by the institution within a week of joining. After getting your account opened, you are required to intimate your account number to the Accounts department.

### **Salary Confidentiality**

All information related to compensation, its elements and eligibility is confidential. All employees therefore have the responsibility of ensuring that the details of same are not shared with anyone.

## **PF & ESI**

The provident fund shall be operative with the Commissioner of the Provident Fund, Government of India, as per the Provident Fund policy of Government of India. Presently it is 12% of the basic salary, will be deposited by both, the employer and the staff members in PF account given to the staff members by the PF Commissioner. An element of interest on this amount is payable at the time of withdrawal of the same as per policy of the Govt. The current limit for PF is upto Rs. 15,000/- per month basic salary.

Similarly, the employer deposits 4.75% of the gross salary while 1.75% gets deducted and deposited from the employer's gross salary. The current limit for ESI is upto Rs. 21,000/- per month (as a gross salary).

## **Holidays**

National Festival and Declared holidays as allowed are published before the beginning of the year. There are 25 holidays in the year and may vary as deemed fit.

## **Leaves Rules**

- Leave is not a right but a privilege to be taken in planned way prior permission of competent authority. Any type of leave shall be at the sole discretion of the Competent Authority.
- For Leave Rules calendar year (June to May) shall be followed.
- Leave shall be granted according to the exigencies of service. If so required, the University may refuse or revoke leave at any point of time in the interest of the University.
- In case an employee has to go out of station, his/her outstation address in the leave application and shall also handover charge to another member of the staff in the manner directed by the Competent Authority. No member of the staff shall leave station at any time without prior written permission of the concerned Authority.
- Application for leave must be submitted on ERP and got sanctioned before proceeding on leave.
- Period of leave without par exceeding 15 continuous days in a year shall not be counted as service, for the purpose of leave, increment and promotion.
- Leave should be planned in such a way that the services of the employees are available during off peak periods in between the semester as far as possible.
- If an employee is under notice period, he or she shall not be entitled for any kind of leave(s).
- For detailed Leave Rule, kindly refer to NIU LEAVE POLICY (attached).

## **General**

- a) Leave record shall be maintained only by the HR Office.
- b) All leave applications will be submitted through ERP only to process the same as per the leave rules of the University and obtain the approval of the sanctioning Authority online.
- c) In case of 4<sup>th</sup> tier staff, the concerned supervisor / head of the department shall assist for sanctioning / declining leaves of his / her team member(s).
- d) Absenteeism i.e. absence without approval will be termed as misconduct and will be treated as break in service. Sanction of leave without pay is equally essential failing which it will be treated as unauthorized absence.
- e) For leave during teaching days, the concerned applicant staff shall arrange his/her teaching load adjusted by alternate faculty with consent, for getting their leave sanctioned properly. In case of leave in emergency, during teaching days, the faculty is required to inform the Director / HOD/ Registrar / VC & HR immediately to specify the alternate arrangement for engagement of his/ her classes. The Director / HOD will give the necessary information to the Registrar / VC. The concerned faculty, on return to the University, should compile the information from the concerned Director / HOD to complete the application and submit it at the HR office through ERP within 2 days from the last leave day.

## **Punctuality**

Signature in attendance register (wherever applicable) and finger impression on Bio-Metric-Machine shall be mandatory to all Teaching & non-Teaching and shall indicate being on duty. Two late comings or early leavings of office hours lead to one day deduction. Half day leave will be adjusted automatically from the entitled Casual Leave / Earned Leave.

The University reserves the right of implement / amendments to the leave rules as per requirements from time to time without any prior notice.

### **Leave Sanctioning Authority**

S.No.	Employee	Recommending Authority	Sanctioning Authority
1.	Executive Director/Director		Vice-Chancellor/ Pro-VC
2.	Registrar	VC	Vice-Chancellor/ Pro-VC
3.	HOD	Director	Registrar
4.	Academic Staff	HOD/ Director	Registrar
5.	Department Head (Administrative Department)	Registrar	Registrar
6.	Administrative Staff / Admin Officer or Manager	Dy.Registrar	Registrar
7.	Technical Staff	Department Head / Dy. Registrar	Registrar
8.	Support Staff	Department Head / Dy. Registrar	Registrar

### **Travel Policy- Rules & Guidelines**

#### **PREAMBLE:**

Travel on official business should be carried out with utmost economy consistent with the basic requirement of dignity, hygiene and security of the staff member on tour. These rules have been laid down to ensure consistency of administrative decisions in sanctioning tours and authorizing reimbursement of travel, boarding & lodging and other incidental expenses. The general principle implicit in the rules has been that allowances are in the nature of reimbursement of actual expenses and should not become a source of income.

#### **1. Objective**

1.1 To lay down guidelines for local and domestic travel and entitlement for daily allowance.

1.2 Definition

##### **a) Local travel:**

All travel on company's business to any destination within 100 kms from the place of posting.

##### **b) Domestic travel:**

All travel on company business to any destination more than 100 Km from place of posting & same day return.

**II** All travel on company business to any destination more than 100 Km from place of posting where night stay is required to work exigencies.



**Policy Details:**

- \* All hotel and other bills shall be settled by the travelling employee in cash/by credit card.
- \* Lodging entitlements will be based on number of nights spent while on tour.
- \* Calculation will commence from the time of departure and conclude at the time of return to the place of place of posting /residence.
- \* Incase people of different entitlement stay together in the same hotel / guesthouse on sharing basis, then lodging expenses shall be permitted only to extend to entitlements of one person of higher limits OR on actuals whichever is less. Individual lodging entitlements are not encouraged & lodging facility shall be availed on sharing basis. Daily allowances can be claimed on the basis of individual entitlement.
- \* This policy shall not be applicable in case of deputation & temporary transfer of partners / employee(s) for more than 07 [seven] days in continuation. Such instances shall be dealt with separately by fixing a deputation or relocation allowance or making suitable boarding/lodging arrangements by the institution.
- \* No reimbursement is permissible for alcoholic drinks, cigarettes & Health Clubs / Spa etc.
- \* Where any partner / employee(s) are sent on a training program, seminar or any other program on non-residential basis where meals, refreshment etc. are being provided, he/she shall not be entitled to boarding expenses.
- \* Where a partner /employee(s) are sent on residential basis to attend a training program, seminar or any other program, he shall not be entitled to boarding expenses & lodging expense.
- \* Any claim of bills must have original supporting documents.
- \* If any bill exceeds the prescribed limit as mentioned; then it will have to have management approval for final clearance/ settlement – non approval of the same will lead to the deduction from the payout.
- \* Any modification from time to time in this policy with / without notice shall be at the sole discretion of the Management.
  - If a partner /employee(s) on domestic travel stay for more than 3 nights, then from 4th night onwards he will be entitled to laundry expenses up to a maximum of 10% of daily allowance per day.
  - Own vehicle for domestic travel can be used only on prior approval of the function/Vertical head.
  - Daily allowances are exclusive of local conveyance.

- ❖ For using own vehicle, the concerned partner shall have to seek prior permission from the Functional / Vertical head ( Such as VC / Director / HOD )
- ❖ Expense reimbursement for using own vehicle shall be allowed on per km. basis as specified in **clause B.**
- ❖ Original bills are required as supporting's.
  - If an employee manages his/ her own staying arrangement with family/friends/relatives, where lodging expenses are not applicable, per –Diem allowance equivalent to daily allowance limit are permissible.
  - Original Bills are required as supporting's.

### **Operating Procedure**

- \* Any partner / employee proceeding on tour shall get his tour program approved by the functional head (such as VC /Director / HOD / Reporting Authority) with prior information to the HR dept.
- \* If advance is required it can be availed from Accounts department following the process of filling up the impress request form and get the same approved from Functional /Vertical Head before the commencement of the official tour.
- \* Within three days of returning from tour, the partner must submit his/her travel expenses statement to the functional head for approval on the prescribed form.
- \* After approval the statement shall be submitted to accounts department within 7 days of returning from the tour failing which the claims will not be settled.
- \* The partner / employee must settle his advance taken for the tour within 7 working days with the finance dept. failing which it will be settled from his salary.

**Note:** The Pro–Vice Chancellor shall be the Controlling Officers for authorizing his/her own tour programme. The tour programme of the VC, Registrar, COE and Deans/Directors/HOD(s) shall be sanctioned by the Vice-Chancellor. The Registrar shall be the Controlling Officer in all other cases. The Controlling officer(s) may authorize advance to the extent of 75% of the expected expenditure. Expenses incurred on official telephone calls will be reimbursed on actual basis on certification. Tour should be undertaken only after authorization by the controlling officer. Journey should be undertaken by most economic and shortest available route.

### **ELIGIBILITY: (CLASS OF TRAVEL):**

**A. The University employees** are eligible to the class of travel indicated in the following table:

Category	Category of Staff	Eligibility
I	Pro Vice-Chancellor ,Vice-Chancellor, Registrar, COE, Dean, F.O.	First Class AC by train (including any premium train) or Economy Class by Air ( as per availability)
II	Professor, Associate Professor and equivalent	Second Class AC or Chair Car by train or Economy Class by air

		For journeys beyond 500 kilometers.
III	Assistant Professor/ Asstt. Prof. (Sr. Scale) / HOD/ Administrative Officers and Equivalent	AC (three tier) or Chair Car by train
IV	Sr. Executive Asstt / Section Officer /Assistant Registrar And / Or Equivalent	Sleeper Class by Train or by public Transport
V	Office Assistants and Equivalents	Second Class (ordinary) by train or Public Transport like Bus
VI	All attendants	Second Class (ordinary) by train or Public Transport like Bus etc

**B. JOURNEY BY ROAD ( Domestic Travel)**

Journey by road in private car is allowed to members in categories I, II, III and IV, the reimbursement is limited to the following rates:

Distance Covered	Petrol Vehicles (Rs. Per kilometer)	Diesel Vehicles (Rs. Per kilometer)
Distance up to 500 kilometers	Rs. 10.00	Rs. 08.00
Distance of more than 500 Kilometers	Rs. 08.00	Rs. 06.50

Note:

- For categories from I to III, the reimbursement is limited to the actual fare charged by public transport like buses /cab etc or Rs. 3/- per kilometer whichever is less upon having proper approval from the competent authority.
- For CNG vehicles, the reimbursement will be at actuals.

**C. LOCAL TRAVEL ( Max Upto 100 Kms):**

Reimbursement of expenditure on local travel while on tour will be limited to the following:

(i)	Category I	:	Actual hire charges for a full taxi /cab on daily basis
(ii)	Category II and III	:	Actual hire charges for point to point taxi / cab
(iii)	Category IV	:	Actual expenses for hiring three wheelers
(iv)	Category V & VI	:	Bus fare/ Shared Taxies / Shared Three Wheelers subject to a limit of Rs. 100/- per day.

**D. LOCAL TRAVEL ( By own car) ( Max Upto 100 Kms):**

(i)	Category I	:	Actual hire charges for a full taxi /cab on daily basis
(ii)	Category II and III	:	Rs. 7/- per km for car / for bike Rs. 5/- per km
(iii)	Category IV	:	Rs. 5/- per km for car / for bike Rs. 3/- per km
(iv)	Category V & VI	:	NOT APPLICABLE – ref to clause no C(above)

## **DAILY ALLOWANCE RULES:**

The limits of lodging and boarding allowances shall be as under:

### **Classification of cities:**

Category 'A'	Delhi, Mumbai, Kolkata, Chennai, Hyderabad,  Bangalore
Category 'B'	Agra, Ajmer, Allahabad, Alwar, Amritsar, Banaras, Baroda, Bikaner, Calicut, Cochin, Coimbatore, Cuttack, Faridabad Go, Ghaziabad, Gurgaon,  Guwahati, Gwalior, Indore, Jaipur, Jodhpur, Noida, Pune, Surat, Udaipur, Vadodara. All State Capitals & Hill stations.
Category 'C'	All other locations

### **A. Employees in categories I, II, III**

Place	Lodging Allowance (Rs. per day)	Daily Allowance (Rs. per day)
Metro Cities or Category A	4000	1000
State Capitals other than metros Or Category B	3000	750
Other places Or Category C	2500	650

### **B. Employees in category IV**

Place	Lodging allowance (Rs. per day)	Daily Allowance (Rs. per day)
Metro Cities Or Category A	2500	700
State Capitals other than metros Or Category B	2000	500
Other places Or Category C	1000	400

### **C. Employees in other categories**

- (i) Daily Allowance : Rs. 400/- per day
- (ii) Lodging Allowance : Rs. 250/- per day

**Note:**

1. Lodging expenses are admissible on the basis of actual, supported by vouchers and are subject to limits prescribed in (A) (B) and (C) above.
2. Daily allowance includes expenses on food and laundry.
3. Lodging allowances do not include taxes. The taxes paid are reimbursed on actual basis.

**International Travel Entitlement**

Approval of the Chairman /VC shall be required to undertake any International travel. Travelling and daily allowance shall be decided keeping in mind pay scale and status of the employee, country of travel and other needs depending on the type of work assigned to the employee.

**IT Policy****Internet/ Email**

The University's computers, computer files, the e-mail system, Internet access and the software furnished to employees are the University's property and are meant for official work.

The University specifically prohibits the use of computers, handhelds and the e-mail system including Internet access in ways that are disruptive, offensive or harmful to morale. This includes sexually explicit messages, images and cartoons, ethnic slurs, racial comments, off-color jokes or anything that could be construed as harassment, shows disrespect for others, defames or slanders someone, or otherwise harms another person or business.

Employees may not access the Internet to visit any websites that contain pornographic content, any discriminatory message, or one that disparages any group.

Employees may not use computers or the e-mail system for commercial messages of any kind or for messages of a religious or political nature, solicitations, gambling or other inappropriate usage. E-mail and Internet access should be used in such a way that all transmissions, whether internal or external, are accurate, appropriate, ethical and lawful.

Employees of the University are permitted to use their email or intranet accounts only for official communication. Sending emails the like of festive greetings, initiating or partaking in unauthorized or inappropriate discussions, sending emails with heavy attachments, or forwarding chain mails, etc. is strictly prohibited.

**Software**

Illegal duplication of software or violation of copyright laws by the duplication or sharing of software, installing of pirated software or the distribution of copyrighted material, downloading of non-work related or objectionable files is strictly forbidden. An employee should not misuse a password, access a file or retrieve a stored communication that is not normally accessible to that employee.

Access is provided to employees for various online software and resources. All data contained therein is property of the University and therefore may not be misused, communicated, handed over or passed on in any format and through any medium to anyone other than for whom it is intended by the University. Immediate action will be taken against those found guilty of violating this policy.

**Measures**

In order to enforce these policies, computer, Internet and e-mail usage may be monitored by the University, including retrieving and reading e-mail messages and other computer files, and monitoring of Internet traffic. Therefore, e-mail messages and other use of the University computers is not confidential, and even though you may be issued a private password or other private access code to log in to a system, you may have little expectation of privacy with regard to your use of the system.

Employees should immediately notify the management of any violation of these policies. Those found guilty of violating these policies will be subject to disciplinary action, suspension of online accounts or if necessary, face termination of employment.

**Laptops**

Laptops are provided by the University for Official Work. Once the laptops are issued, the individuals will become conditional owners of the laptops. These employees will therefore be responsible for the laptop's security, maintenance, and replacement of parts including the battery which gets worn out due to usage. Beyond the warranty provided by the manufacturer or supplier, all damages and losses are to be borne by the individual employees. In case the laptop has to be sent for repair, the University may permit the individual to borrow a stand-by laptop (if available) for a period not exceeding 10 days. No person may pass on or hand over the laptop provided to them, to another person without fulfilling certain formalities which include clearance from

HR and the Manager IT. The University reserves the right to occasionally check all systems in compliance of policies. Please refer this [link](#) which outlines the University's policy with respect to issue, reimbursement, and replacement of laptops.

### **Updates/Revisions**

As and when necessary employees need to comply with system policies, installation of software upgrades, cooperate in the upkeep of their systems and online profiles in order to meet the University's standards. Management reserves the right to update or modify these policies as and when necessary.

**Note: For policy detail, kindly refer to NIU IT POLICY (attached)**

### **Employee Referral Policy**

#### **Objective:**

To encourage Employees to refer suitable candidates from time to time and helping us meet the staffing requirements of the organization.

#### **Eligibility**

All employees on full-time rolls of the institution are eligible for the benefit under this program. When you refer your friend / acquaintance, we expect you to have briefed the candidate about NIU. Please do bear in mind the "MUST HAVES" for all those being referred:

Strong academic background (as per NORMS) from premier educational institutions of very high standard. Pleasing Personality, Excellent Communication & Presentation skills, Relevant work experience, Strong Analytical Skills, Team Player & should be open to travel/ relocate.

If more than one person refers the same candidate, the person who sent the profile first would be eligible to be considered for the referral benefit. No awards for re-hires or those who have already applied to NIU directly or who exist in HR database. You will receive the reward once the new incumbent completes twelve continuous months of service. To receive reward benefit, both you and the person you have referred have to be on the rolls of the institution and none of you should serve the Notice Period or on the verge of quitting or termination. The benefit amount would be equivalent to one month basic salary of the new joinee.

### **Performance Management System (PMS)**

The Performance Management System has been designed so as to achieve organization goals and facilitate individuals in achieving professional aspirations.

The key objectives of the Performance Management System are to provide an objective basis for rewarding and recognizing performance of employee(s).

#### **Components of the appraisal system:**

- A) To strengthen the Intellectual Asset base of the institution
- B) To align and harness employee energies towards achieving superior results for our Stakeholders
- C) To Guide employees on the path to strengthening their professional capabilities
- D) To Provide a rational and objective basis for identifying high potential to take on future leadership roles

#### **The components are:**

- 1. Self-Appraisal Form
- 2. Employee Fact Sheet
- 3. Peer Evaluation Form
- 4. Evaluation by students
- 5. Performance Appraisal by the final Reviewer and Appraiser

### **The Performance Appraisal Cycle**

- 1. The appraisal is conducted once in a year that is in the month of March and September
- 2. The Appraisal is strictly based according to the Regulatory Norms like UGC, AICTE, and NAAC etc.

Thus, the individual performance and contribution will be reviewed on a continuous basis through appropriate monitoring and feedback. In this appraisal the focus will be on review of performance against key deliverables and targets and on capabilities demonstrated in the course of the year. The key outcomes of the end of year performance discussions will be:

- a) An agreed set of action to be undertaken by the employee to improve performance
- b) Identification of development needs & potential for career progression and growth
- c) Basis for deciding performance awards

### **Annual Increment**

Annual Increment determined from time-to time will be awarded based on —Annual Assessment of performance as per specified Performa (amended from time-to time). However, management in its absolute discretion may consider for any staff members, advance/special increments or one time award or on pro –rata basis according to an outstanding performance and potential of an employee at any time.

### **Promotion**

Promotion to higher grades shall generally be made subject to needs of the University and availability of posts as well as performance of the employees. Eligibility for promotion will conform to AICTE/UGC norms wherever applicable.

## **Detailed Annexure on Performance Appraisal Policy**

### **Policy on Performance Appraisal, Career Advancement, Promotion & Increment**

#### **1. PERFORMANCE APPRAISAL - Annual Review:**

The Management of the University reviews the performance of faculty members every year and based on this, annual increment, career advancement, etc will be given to the faculty. The following are the important provisions:

- i) Every faculty member should submit his/her annual performance report in the appraisal format prescribed by the University. Detailed instruction issued in this regard has to be followed scrupulously. As it is a self-introspection of his/her performance, reporting by the faculty member should be factual and accurate, supported by evidence wherever necessary.
- ii) It is incumbent on the part of Director / HOD, to check the entries and append his/her comments in an unbiased manner taking into account the interest of the department.
- iii) A review committee formed by the University shall review the performance of every faculty member and recommend annual increment; career advancement if it is due to him/her and his/her performance is good. In case, a faculty member's performance is consistently unsatisfactory, based on the recommendation of the committee, the Management would take appropriate action including termination of his/her service.

## **2. Career Advancement Scheme (CAS) for faculty**

For all teaching faculty Career Advancement Scheme (CAS)/ Promotion will be given following the procedure and guidelines prescribed by “UGC Regulations on minimum qualification for appointment of teachers and other academic staff in Universities and Colleges and measures for the maintenance of standards in Higher Education 2010” (published in the Gazette of India, September 18, 2010) with minimum duration of service and API score.

## **3. Promotion of Non-Teaching Staff (Administrative and Technical Staff)**

Career Advancement Scheme (CAS) is provided for the administrative and technical category subject to the condition that they should put in certain number of years of service and have satisfactory performance as evaluated by an appropriate review committee/authority

## **4. Grouping of staff for sanction of increment**

- i) The annual increment will be sanctioned twice in a year i.e. March and September of the academic year instead of quarterly or any day throughout the year.
- ii) Those who join duty in the middle of a semester will get their first increment after one year service from the date of their joining to be effective from the nearest increment month cycle. The increment from the subsequent year will be sanctioned from March or September as per the cycle of the preceding year.
- iii) In the event of either postponement / withdrawal of increment for a staff member on disciplinary grounds or otherwise, his/her case will be decided depending on the time duration of such postponement.
- iv) This policy will be with effect from 01.03.18.
- v) The policies, regulations and procedures being mentioned are subject to change without prior notice, if necessary.
- vi) This policy is to be reviewed once a year. The Management reserves the sole discretion to make exceptions, review, change rules and other requirements as it may deem fit from time to time.



## Performance Review & Development Plan

**Preamble: Employee Performance Review and Appraisal Process shall be strictly in line as prescribed by UGC / NAAC. The addition / alteration of clauses in the Review / Appraisal Form may be incorporated as per the sole discretion of the Management.**

### **Instructions:**

1. Please complete the form using a pen in the format that has been provided. You may leave out sections which do not apply to you or those you do not wish to complete for any reason
2. Your response should be to the point. Where you feel that you have not been able to achieve an objective please indicate the reasons for the same
3. Parameters for assessment are as follows:

Excellent (4) - Performance surpasses norms significantly and consistently

Good (3)-performances better than average

Average (2)- Performances below average

Poor (1) Performance falls well short of norms

4. Your assessment will take place within 30 days of your returning the form. Delayed submission will delay increments/promotions. No increment/promotion will take place with retrospective effect.

Area:

### SECTION -I

(To be completed by Appraise)

1. List all courses taught during the period under review

		Teaching	No.of	No.of	No.of			
Name of the course	Program	Feedback	Students enrolled	Giving feedback	Classes on time	No.of classes rescheduled	No.of guest lectures*	Submission of Exam results (On time/ Delayed)

2. My contribution as a mentor

Mentee Feedback	

3. List any innovative methods used in teaching and how it helped your students?

--


### **INDUSTRY ENGAGEMENT**

#### 4. Details of Guest Lectures\* held for the period under review

S. No.	Topic	Course	Name	Designation

#### 5. Details of Industry visits

S. No.	Course	Details of industry visited


6. Administrative Responsibilities taken during the period under review

Academic	Nonacademic
Comments by Associate Professor / Professor /HOD/ Director	
Name	Signature

RESEARCH, TRAINING AND CONSULTING - (during the period under review)

7. List Refereed papers, articles, working papers, case study and research briefs published

S. No.	Title	Journal	Year/Month
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8. List papers accepted for presentation at Conference/Seminars

S.No.	Title	Conference name	Country	Year/ month

9. List books / chapter published

S.No.	Title	Publisher	Year/Month

10. List of MDP/Consulting/Customized Trainings /FDP's CONDUCTED on behalf of NIU

S.No.	Title	Organization	Year/Month

11. List of MDP's /FDP's ATTENDED

S.No.	Title	Organization	Year/Month	Rating

12. Additional qualifications/certifications acquired during the period under review

1
2
3
4
5

### 13. DISCUSSION ON Annual Academic Plan (AAP) - FOR PERIOD UNDER REVIEW

a) List the academic goals you had and rate yourself on their achievement. \* (Refer AAP)

	Academic goals	Actual achievements	Area Chair/Vertical Head comments
Teaching			
Research			
Training & consulting			
Admin			

b) GOAL SETTING - FOR COMING YEAR

Details of courses being offered in academic year\_\_\_\_\_

S. No.	Name Of course	Program	Term
Total No of COURSE			

Research work/ Refereed paper/ Publication proposed

S. No.	Research Topic	Intended Publication	Time Frame
--------	----------------	----------------------	------------


Accepted/proposed conference presentation/s in the current year:

S. No.	Research area	Conference	Time Frame

Case studies to be undertaken:

S. No.	Issue	name of company /industry	Time Frame

MDP/trainings to be undertaken:

S. No.	Topic	Singly/Joint Partner's name/s	Time Frame

Any other professional goals:

S. No.	Goal	Comments


Name of Faculty	Name of area Chair/Vertical Head
Signature	Signature

#### 14. SELF APPRAISAL (Please rate yourself)

S. No.	Statements	1	2	3	4
1.	Ability to learn and use new skills				
2.	Offer constructive and creative suggestions for Improvement				
3.	Participate and share information (Cooperation)				
4.	Seek improvement in performance				
5.	Take assigned responsibilities				
6.	Assist in conducting examination				
7.	Willingly collaborate with others				
8.	Help in Placements				
9.	Considerate, respectful and treat others fairly				
10.	Help in admissions				
11.	Accept mistakes/failures and take criticism positively				
12.	Able to perform under pressure				
13.	Comfortable working with different colleagues				
14.	Accept and adapt to change				
15.	Constantly seek improvement and is willing to learn				
16.	Display initiative and commitment				
17.	Participate and attend institutional events regularly				
18.	Proactively seek additional responsibilities				

Excellent (4) – Performance surpasses norms significantly and consistently

Good (3) - performances better than average

Average(2)-performances below average

Poor (1) Performance falls well short of norms

15. How can NIU contribute to increasing your work efficiency?

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**SECTION - II**  
(To be filled in by Associate Professor / Professor/ Director /HOD/)

Comments and Observations by the Associate Prof	Comments and suggestions by Prof

Suggestions for the year_____ by Associate Professor	Suggestions for the year_____ by Professor

1	2	3	4	1	2	3	4
Name				Name			
Date:				Date:			
Signature				Signature			

**Annual Academic Plan**

Instructions: Please complete the form using a pen in the format that has been provided. You may leave out sections which do not apply to you or those you do not wish to complete for any reason.

**SECTION-III: GOAL SETTING**



1. Details of courses being offered in academic year \_\_\_\_\_:

S.No.	Name of course	Program	Term
Total number of course			

2. Research work/Refereed paper/ Publication proposed

S.No.	Research Topic	Intended publication	Time Frame

3. Accepted/ proposed conference presentation/s in the current year:

S.No.	Research Area	Conference	Time Frame

4. Case studies to be undertaken:

S.No.	Issue	Name of Company/ Industry	Time Frame

5. MDP/trainings to be undertaken

S.No.	Topic	Name of Company/ Industry	Time Frame

6. Any other professional goals:

S.No.	Goal	Comment

Name of Faculty	Name Of Associate Professor/ Name of the Professor
Signature	Signature

**SECTION –IV**

16. How can NIU contribute to increasing your work efficiency?

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Final Comments (Director / Chairperson) post appraisal increment amount recommended

Name	Signature
Date	

(To be completed by HR Department)

Joining date\_\_\_\_\_

Confirmation Date\_\_\_\_\_

1.Dateoflast Increment					
2. Increment given in last assessment					
3. Date of last assessment					
4. Attendance (Total days worked)					
5. Number of leaves availed	CL	SL/ML	EL	LWP	Other

Remuneration Details: (As applicable components):

1. Existing

Basic	HRA	LTA & Medical	Conveyance	Academic & Research	Other Allowances	Gross	Last increment

2. Revised gross effective from (As applicable components):

Basic	HRA	LTA & Medical	Conveyance	Academic & Research	Other Allowances	Gross
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1. New Designation, if any.....
2. Extension of probation, if any (Yes / No)

### **Performance Review & Development Plan (for Staff)**

#### **Instructions**

Form should be filled by a pen.

Please complete the form in the format that has been provided. If you need to add more information, you may use a separate paper.

Your response should be to the point and clear. Where you feel that you have not been able to achieve an objective please indicate the reasons for the same. The section on joint review should be completed only after discussion with the supervisor.

#### **Parameters for assessment are as follows:**

Outstanding - Performance surpasses norms significantly and consistently in all important areas.

Very good - Performance exceeds norms in some important areas.

Good - Performance consistently meets norms as reflected through achievement of objectives.

Requires improvement - Performance falls short of norms.

Unsatisfactory - Under-performance, both in lines of quality and norms

You should return the form in a sealed envelope within one week of receipt

Period: From \_\_\_\_\_ To \_\_\_\_\_

Name \_\_\_\_\_ Latest Qualification \_\_\_\_\_

Designation \_\_\_\_\_ Grade \_\_\_\_\_

JoiningDate \_\_\_\_\_ ConfirmationDate \_\_\_\_\_

Academic & Professional Qualification	Degree/Diploma	Institution/ location	Year	Division (%)	Special achievements, if any

#### **Experience**

Designation	Organization/Location achievement, if any	Job Content	Period		Special
			From	To	

Administrative Responsibilities taken during the last term at NIU

Administrative Responsibilities	Supervisor's Comments

List your major achievements during the year under review

--

How do you rate yourself on the following parameters?

Outstanding-5

Very Good-4

Good-3

Requires improvement - 2

Unsatisfactory-1

Interpersonal Effectiveness & Team Work			
Communication & Personality			
Integrity			
Commitment			
Innovation			
Targets achieved			
Involvement in Institutional Activities			
Initiative			
Emotional maturity			

Comments based on a discussion between the Reviewer and the Appraise (to be filled after Discussions with the reviewer)

--

Vertical Head / Director's comments and review

Strengths

Weaknesses

Development Plan

**Post Evaluation Recommendation**

(To be filled by the HR department – as per applicable components):

Date of last assessment: \_\_\_\_\_

Increment given in last assessment: \_\_\_\_\_

Remuneration Details

Basic	HRA	LTA & Medical	Conveyance	Academic & Research	Other Allowances	Gross	Last increment

Increment proposed: \_\_\_\_\_

Final Order: \_\_\_\_\_

Basic	HRA	LTA & Medical	Conveyance	Academic & Research	Other Allowances	Gross	Last increment

Revised Remunerations with effect from \_\_\_\_\_

New Designation if any: \_\_\_\_\_

Extension of probation (if any): \_\_\_\_\_

Director \_\_\_\_\_ Chairperson \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

**Peer Review - Form**

S. No.	Statements	1	2	3	4
1.	Ability to learn and use new skills				
2.	Offer constructive and creative suggestions for Improvement				
3.	Participate and share information (Cooperation)				
4.	Seek improvement in performance				
5.	Take assigned responsibilities				
6.	Assist in conducting examination				
7.	Willingly collaborate with others				
8.	Help in Placements				
9.	Considerate, respectful and treat others fairly				
10.	Help in admissions				
11.	Accept mistakes/failures and take criticism positively				
12.	Able to perform under pressure				
13.	Comfortable working with different				

	colleagues				
14.	Accept and adapt to change				
15.	Constantly seek improvement and is willing to learn				
16.	Display initiative and commitment				
17.	Participate and attend institutional events regularly				
18.	Proactively seek additional responsibilities				

Excellent (4) – Performance surpasses norms significantly and consistently

Good (3) - performances better than average

Average (2)-performances below average

Poor (1) Performance falls well short of norms

### **Confidentiality and IPRs Policy**

#### **Non-Solicitation**

During the term of employment, you will not directly or indirectly:

Employ or solicit for employment, or advice or recommend to any other person or entity that they employ or solicit for employment, any employee of the organization A Solicit or encourage any employee of NIU to leave the employ of the Organization, to do any act that is disloyal to the organization, is inconsistent with the interests of the organization. Make any statements or perform any acts intended to interfere with, reasonably likely to interfere with or having the effect of interfering with, any interest of University. Undertake any alternate employment or engage in competition with, perform any services for, participate in or be connected with any organization which engages in competition with NIU. Any assignment/consultancy/training/international teaching assignment need to be approved by competent authority/Dean/Director/Registrar / VC/Pro – Vice Chancellor / Chairman.

#### **Confidentiality**

University expects utmost discretion and confidentiality of information to be maintained at all times even beyond the employment term. Any indiscretion or willful sharing of confidential information with third parties shall be deemed as a gross misconduct and may result in immediate termination of services without notice or compensation.

No reports, proposals, designs, patterns, literature etc. (printed and/or on any electronic media) containing information internal to NIU should be taken out of the office, without prior knowledge of the administrative head. In no case, a copy of any Business Proposal / Project Report or any other Document or Software in any form can be given out to any third party without specific written approval from the administrative head.

### **ANNEXURES ON LWP & MISC PROVISIONS FOR EMPLOYEES**

#### **RULES OF LWP FOR EMPLOYEES (TEACHING & NON TEACHING) DURING PROBATION PERIOD:**

During the probationary period, there will be no entitlement of any kind of leave, be it Casual Leave, Sick / Medical Leave, Academic Leave etc. or any other kind of leave for any employee(s). Therefore, any other leave if availed will be treated as without pay (LWP).

#### **LEAVE WITHOUT PAY (LWP) FOR CONFIRMED EMPLOYEE(S) [TEACHING & NON TEACHING]**

##### **Policy:**

Leave without Pay (LWP) can be applied by an employee when no other leave is available. During this period, the employee is not entitled for any pay or allowance.

**Procedure:**

1. LWP must be taken with proper justification and prior approval of the reporting authority such as concerned HOD / Director before sending the same to the Human Resource department.
2. It's mandatory to submit the documents where applicable by the concerned employee(s) to justify his / her LWP either at the beginning or at end of Leave to the concerned HOD / Director and to the Human Resource department.
3. Approved LWP(s) can't be clubbed with summer / winter Vacation else, the same will be sandwiched with each other which may lead more loss of pay ( LOP) to the employee(s).

**SANCTIONING AUTHORITY FOR LWP:**

For eligible employees (teaching & non-teaching) who avail LWP as ad-hoc leaves – 5 such leaves for each person can be issued per academic year. However if someone crosses the limit – then for the next three consecutive LWP leaves, warning letters will be issued in each cases, post which the Chairman will issue permission to the HR department to have the person relieved of his / her duties or may be deemed to be “Absconding” ( as the case may be).

**LEAVE DURING NOTICE PERIOD:**

While serving of working notice period till the last date of separation, no leave (except pending EL but not more than 3 consecutive days can be adjusted or availed by the concerned employee(s) [teaching & non-teaching] as per existing leave policy / management order / amendment / annexures issued.

**MATERNITY LEAVE OF ABSENCE (applicable only for teaching staff)****Policy:**

A request for maternity leave of absence on ERP will be considered only for confirmed employee(s).

**Procedure:****1. Reporting pregnancy to employer**

As soon as the female employee-attending physician confirms the pregnancy, the employee should inform to the concerned Director / HOD and Human Resources department along with a physician certificate of explaining work restriction if any, should give a reasonable time frame as to the latest date as prescribed by the physician to allow the employee to work.

**2. Maternity Leave of Absence**

- a. A pregnant employee may continue to work until such time as her physician feels that continued performance of her responsibilities will endanger her health.
- b. Maternity leave of absence will be granted upto 4 months (3 months with pay and 1 month as extended leave without pay).
- c. Maternity leave of absence will be granted twice during the employment, but not in a single academic year.
- d. No pay shall be due or payable in lieu of unavailed maternity leave.

**3. Returning from Maternity Leave**

- a. Upon delivery, the concerned employee should inform to the concerned Director / HOD and Human Resources department of her availability to return to work along with physician's certificate.
- b. If the employee does not return to work upon expiration of her maternity leave and certification by her attending physician that she is physically and mentally capable to work, employment will be deemed to have terminated without notice.

**4. LEAVE RULES FOR EMPLOYEES (TEACHING & NON TEACHING) DURING CONTRACTUAL PERIOD:**

1. All the teaching and non-teaching staff members on contract will be eligible for 5 Casual Leaves only for the period of 12 months from the respective date of joining.

2. The leaves will be credited to the individual's account on a pro-rata basis based on individual's date of joining.
3. Any leave will not be carried forward if and when the status of the employment of the individual changes to Probation or Confirmation.
4. Contractual staff is also eligible for LWP.

**Policy Amendment / Declaration:**

The regulations and procedures in this policy / annexure are subject to change without prior notice, if necessary. The Management reserves the sole discretion to make exceptions, change rules and other requirements as it may deem fit from time to time.

**Annexures on Short Leave(s) for Confirmed Teaching & Non-Teaching Staff**

**Purpose of Short Leave**

Confirmed teaching & non-teaching staff may avail the short leave only in case of his / her genuine emergency / private work without notice. Short leave at any circumstances can't be used as a planned arrangement or Official Work and should not be considered in lieu of OD.

**Policy (for eligible teaching & non-teaching employees):**

1. In a month each employee is allowed three short leaves provided he / she works for the standard / normal working hours for the institute.
2. A short leave is ONE AND A HALF HOURS of leave either in the morning or evening.
3. Three short leaves used in a month add up to One FULL day leave from that employee's quota automatically– either from his /her CL or EL.
4. Two short leaves used – constitute for one half day of leave deduction.
5. Employee(s) coming to NIU campus/ leaving on half day period should not be considered / merged as on short leave.
6. One short leave will be discounted and granted with no deductions based on the prior approval from the concerned Director / HOD and must be applied / approved on ERP only.
7. Any Short leave (unaviled) by the employee(s) can't be accumulated /carried forward or encashed at any circumstances.
8. Clauses mentioned in this policy are not applicable for Grade IV staff
9. This policy will be in effect on and from 1<sup>st</sup> April, 2018

**Policy Amendment / Declaration:**

The regulations and procedures in this policy / annexure are subject to change without prior notice, if necessary. The Management reserves the sole discretion to make exceptions, change rules and other requirements as it may deem fit from time to time.





**SHORT LEAVE FORM FOR (REGULAR FULL TIME TEACHING / NON TEACHING STAFF)**

Name of Applicant: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Date and Time period (for which Short Leave is requested):

Date: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

**Reason for Short Leave:**

\_\_\_\_\_  
\_\_\_\_\_

**Signature of**

**Approved / Not Approved**

**Employee**

**(By VC/ Registrar /Director / HOD)**

**FOR HR DEPARTMENT ONLY**

1. No of short leave(s) taken by the employee in current month: \_\_\_\_\_
2. No of leave(s) adjusted against the short leaves already taken: \_\_\_\_\_
3. Quota for short leave is exceeded for the current month(y/n)? \_\_\_\_\_

**Checked & Verified By:**

**Approved By**

**(HR Executive)**

**(Head – HR)**

**Return of NIU Property**

You shall promptly upon the termination of your employment, deliver organization's equipment and belongings (laptop, desktop, mobile phone & sim card, data card, pen drive or any electronic gadgets, books, visiting cards etc.), correspondence and all other documents, papers and records in whatever form, including but not limited to, electronically held data containing or referring to any client, proprietary or confidential information concerning the business of the institution and of any of its Clients which may have been prepared by you or have come into your possession, custody or control in the course of your employment. You shall not keep any copies of these items.

No copy (printed or digital) of any document or proposals or report or contacts' data base can be made by the departing employee. Any violation of the University's intellectual property ownership or rights will be taken very seriously, and legal action may be initiated against such employees who are found to have taken any organization document or file or presentation or any other official records.

**Leave Rules for All Categories (Teaching / Non-Teaching / Grade – IV) Staff**

Teaching Staff	Non-Teaching Staff	Grade IV Staff
<p>Out of 36 days leaves ( 12 CL, 12 SL, 12 EL) in a year, teaching staff will avail leaves for 11(6+5) days during the summer vacation in the month of June and must be on slot wise (slot -1 &amp; slot -2).</p> <p>For winter vacation, the period will be for 5 days (1<sup>st</sup> week of January )</p> <p>Remaining no of leaves in a year : 20 days and may be availed as stated below:</p> <p>CL – 5, SL – 10, EL – 10</p> <p>Compensatory Off can be taken by the employee(s) if called for official duty out of the leave period.</p> <p><b>Note:</b>  <b>CL – Casual Leave</b>  <b>SL – Sick Leave</b>  <b>EL – Earned Leave</b></p>	<p>Out of 36 days leaves ( 12 CL, 12 SL, 12 EL) in a year, non-teaching staff will avail leaves for 11(6+5) days during the summer vacation in the month of June and must be on slot wise (slot -1 &amp; slot -2).</p> <p>For winter vacation, the period will be for 5 days (1<sup>st</sup> week of January )</p> <p>Remaining no of leaves in a year : 20 days and may be availed as stated below:</p> <p>CL – 5, SL –10, EL – 10</p> <p>Compensatory Off can be taken by the employee(s) if called for official duty out of the leave period.</p> <p><b>Note:</b>  <b>CL – Casual Leave</b>  <b>SL – Sick Leave</b>  <b>EL – Earned Leave</b></p> <p><b>Exception:</b> Admission cell may avail leave that is due for summer vacation post closer of admission process and during the lean period which is after the month of September and subject to the approval from the Director / HOD.</p>	<p>Sweeper / Cleaner / Gardener / Plumber / Peons / Security / Carpenter / Drivers etc falls into this category unless otherwise mentioned.</p> <p>One weekly off is mandatory to avail according to their attendance.</p> <p>Comp Off may be granted once the concerned employee(s) are asked to be on duty during weekly off / listed holiday etc based on the discretion of concerned HOD.</p> <p>As such there is no leave dedicated for these categories except Diwali / Holi / Bhai Duj / and National Holidays like 26<sup>th</sup> January / 15<sup>th</sup> August / 2<sup>nd</sup> October.</p> <p>Note: No overtime is permissible at the campus in any circumstances.</p>

**Note:** CL & SL both are privileged leaves given by the employer to the employee while, EL is being earned by the employee (as per rule). Therefore, while serving notice period post resignation, employee is not entitled to get any CL & SL whereas, 3 EL(s) may be granted but not on consecutive manner.

In no circumstances, EL accrued will be encashable. However, it may be availed from time to time till the employee reaches upto its maximum no of capping as mentioned in the leave policy (ref to the Annexure Dated 31.05.17 & 01.06.17).

**Ref to the: Annexure on Earned Leave (EL) {Ref to the Management Order - Circular No: 01/01/2018}**

**Policy (amended) with effect from 01.01.18:**

EL: May be availed post 240 (Two Hundred Forty working days) from the date of joining and on pro – rata basis.

If any individual confirmed staff member (teaching and non-teaching) resigns with / without serving the full notice period as required by the applicable terms and conditions of the appointment, then the concerned staff member shall not be eligible to claim for:

Adjustments of Earned Leave (s) or any other sort of existing leave(s) or shortfall against his/her notice period.

**Note:**

1. The above condition is also applicable for staff member (teaching and non-teaching) being willfully absconded from the institute or terminated with or without notice by the institute.
2. Staff member (teaching and non-teaching) being superannuated from the University or in case of normal separation from the institute / further extension of employment includes rejoining, thereby fulfilling the criteria of serving full notice period is eligible to avail the EL(s), not encashment.

**Exception:**

- a) Extra ordinary or exceptional condition in employment of the concerned staff member (teaching and non-teaching) being granted by the Chairman.
- b) In case of death of immediate family members (as mentioned in NIU leave policy), incapacitation, unconventional circumstances of the staff member (teaching and non-teaching), full entitlement may be granted on approval as per the sole discretion of the Chairman.

**Existing Policy & Amendment Therein:**

1. **CL (Casual Leave):** May be calculated post half yearly review from the date of joining for a new joiner. However, post completion of 6 months and upon review of satisfactory performance, the leaves accrued during the period already spent will be automatically credited to his / her account on pro – rata basis.
2. **SL ( Sick Leave) :**
  - a. SL should be with at least 7 days prior notice.
  - b. At the end of SL – when the person resumes work then the copies of valid medical documentation needs to be submitted / documents to be uploaded on ERP to the HR department otherwise it will be considered as paid leave.
  - c. Finally, leave in case of medical emergency needs to be informed within 48 hours of absence – otherwise days subsequent will have salary deductions.
  - d. Sick leaves can be cumulative max upto 50 days if the person has completed 10 consecutive years of service at the University – however this leave is never cashable but may be carry forward.
3. **Academic leave:** 5 days may be availed by the teaching staff (only) after completion of one year and can't be clubbed with any other leaves (EL / SL / CL / Leaves during vacation / Comp Off) upon prior approval from VC's office followed by supporting documents to be applied and uploaded on ERP.

**Note:** If the leaves are over the weekend – then Saturday and Sunday will be considered as 2 days out of the 5.

4. **For all teaching & non-teaching staff (not applicable for grade IV):**

A) EL will be capped maximum up to 150 days post which the employee quota for EL(s) will be nil and fresh cycle of EL(s) may start.

B) Accrued EL(s) remain unused shall be lapsed while employee(s) leaving the organization and can't claim for any extension of notice period in order to avail / adjust with the last day / date of working as a part of his / her F&F settlement.

5. **Maternity Leave** (as mentioned in already circulated Annexure): Such leave may be availed by female teaching & non-teaching staff for 3 months but salary for these period of maternity, could be processed only after three months from the date of rejoining. Medical documentation pertaining to the maternity leave must be submitted to the HR department once resumes at work.

**Note:** Maternity leave for eligible employee may be granted for 3 months with pay but a job guarantee at the same position left will be available at the end of this period. Any delay on return if not intimated in writing to her Reporting Authority including HR department or extended by more than 10 working days in writing will automatically have the person on this leave terminated.

6. **Paternity Leave:** Such leave may be availed by teaching and non-teaching staff for 15 days but salary could be processed only after two months from the date of his joining.

7. **Grievance / Funeral & Bereavement Leave:** In the event of death within the immediate family members such as Grand Parents & Parents, real siblings, spouse and children, leave with pay may be availed subject to the sole discretion of the Management / Director / HOD respectively. Such leave should apply on ERP.

**Exception for all categories (Teaching / Non-Teaching / Grade – IV)**

Any staff joining from the month of June & January and a new joinee completed his/her tenure for less than 6 (six) months at the University shall not be entitled to avail leaves during summer / winter vacation respectively. They may avail the same during the lean period / end of the year subject to the approval from concerned Director / HOD on pro – rata basis and may come into the next cycle based on their eligibility.

**Note:**

- a) Any kind of leaves CL /EL/ Compensatory Off(s) / OD / ½ day leave should apply on ERP only within 48 hours from availing the same provided the academics should not suffer and classes get duly adjusted / altered by the concerned HOD /Director /VC for necessary approval on the leave applied before the faculty goes on leave (which is a mandatory process) else it will be considered as LWP (Leave without Pay) for **teaching staff** and the same procedure for approval by the Manager / HOD /Director / Registrar shall be followed **for any non-teaching staff** for adjustment or alteration of duty during the period of leave of the concerned employee failing which it will be considered as LWP ( Leave Without Pay).
- b) Supporting documents (hard copies / soft copies) for leave taken for more than 2 consecutive days must be submitted to the HR department / to be uploaded the copy on ERP else it will be considered as LWP (Leave without Pay).
- c) If any leave / comp off falls between any national holiday / gazette holiday / 1<sup>st</sup> & 3<sup>rd</sup> Saturday / Weekly Off(s) / Sunday(s) then, the leaves will be clubbed and leave balance will be calculated accordingly.

- d) For Teaching / Non-Teaching staff members who do not wish to avail their leave(s) during the Summer Break (the amount of two weeks allotment), they may be allowed to do so (avail leaves) as they deem fit through the new academic calendar from 1<sup>st</sup> June to 31<sup>st</sup> May.
- e) Teaching / Non-Teaching staff member may avail / carry forward their existing leaves (as applicable) already on their credit. LWP (Leave without Pay), may be applicable if and only if no leave balance is on employee's account / late submission of leave application in HR (soft / hard copy) submitted without approval by respective signing / reporting authority such as (VC / Director / HOD / Manager / Reporting Authority – as applicable, ref to the Policy on LWP.
- f) Weekly off / Holiday (as per holiday list) between leave(s) [CL /SL/EL/Comp Off / Academic Leave] if any are being taken, shall be clubbed and deducted as totality. Three consecutive days of leave shall have written permission a week in advance or if SL then a doctor's / hospital note mentioning the reason of absence will be required which is mandatory. Failure of such supporting documentation will lead to leave without pay.
- g) We should maintain a steady / consistent standard in all verticals going forward.

#### **Policy Amendment:**

The regulations and procedures in this policy have been overruled the existing one and are subject to change with prior notice, if necessary. The Management reserves the sole discretion to make exception, change rules and other requirements as it may deem fit from time to time.

This policy exists with effect from 1<sup>st</sup> June, 2017.

#### **Exit Policy**

To provide guidelines to be followed when the employee leaves the company either due to Resignation or termination. This is to ensure that both parties have all issues tied to mutual satisfaction in a fair manner.

#### **Termination of Service**

During probation period and / or extended period of probation, every staff is liable to be terminated at any time without any notice or assigning any reason(s) thereof. On confirmation, services of a staff member can be terminated by giving one month's notice, or by payment of one month's basic pay in lieu thereof. For disciplinary cases, no payment or notice period is required.

#### **Resignation – The Procedures:**

1. Staff will be required to give compulsorily one month's prior notice in case of separation from the University.
2. Faculty, whether confirmed or not, will not resign from the services of the University in the middle of the teaching term once he / she accepts a course for teaching in a particular term.
3. In case he / she fail to do so, the faculty will be liable to pay one month's salary, in addition to serving the notice period as per rules and all faculty members are required to fill an Exit Form on leaving the University.
4. The mail /letter has to be sent to the Director / HOD/Registrar / Vice Chancellor.
5. Written acceptance of resignation will be given to the employee clearly specifying the date of relieving by the office.
6. During the notice period the employee will help to complete all formalities including filling up the exit interview form and handing over the no dues certificate.
7. The HR department will help in procuring the No Dues Certificate.
8. On receipt of No dues Certificate the full and final settlement of account would be prepared and cheque issued. This will be telephonically communicated to the employee who can to either pick the cheque from the Account Office or it will be posted to the address as mentioned by them. Please note once the duly completed no dues certificate reaches

the office it will take upto 45 days to clear the account.

### **Retirement**

Staff shall retire from service of the University on attaining the age of superannuation fixed at 65 years / as per Govt norms. However, the retirement age may be changed from time-to-time by the management. To determine age of retirement, the official record of age available with the University shall be treated as final. However, fresh arrangement can be made to avail the service of the retired employees on consultancy basis on terms fixed by the management, which will be at the sole discretion of the Management.

### **EMPLOYEE EXIT CHECKLIST & EXIT FORM**

This form is designed to ensure that the required processes are followed and that all institutional property and equipment is returned. Please have this checklist signed by the following people to confirm that the appropriate items have been returned and/or actions completed. This form has to be filed in the employee's personal file.

It is the employee's responsibility to ensure that this form is completed and returned to HR dept. on your final day. Please note that your final pay will not be prepared until this form has been sent to HR/Finance dept.

(To be filled by the HR Department):

**Name:** \_\_\_\_\_ **Dept.:** \_\_\_\_\_ **Designation:** \_\_\_\_\_ **Exit date:** \_\_\_\_\_

Resignation letter given to HR, date \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Notice period \_\_\_\_\_  
Employee Date of Joining \_\_\_\_\_  
Employee Date of leaving \_\_\_\_\_  
Agreement signed \_\_\_\_\_  
Access / Identity Card \_\_\_\_\_  
Have you submitted your tax related papers \_\_\_\_\_  
Have you handed over all the details of the \_\_\_\_\_  
Responsibilities you were handling. \_\_\_\_\_  
System admin (LAN/Email ID deleted) \_\_\_\_\_  
Salary dues if any \_\_\_\_\_  
Office Keys (e.g. desk, drawers, filing cabinets etc) \_\_\_\_\_  
Exit Interview conducted \_\_\_\_\_  
Mailing address \_\_\_\_\_  
Any other remarks \_\_\_\_\_

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Dean/ HOD: \_\_\_\_\_ Date: \_\_\_\_\_  
Director General: \_\_\_\_\_ Date: \_\_\_\_\_  
HR Manager: \_\_\_\_\_ Date: \_\_\_\_\_

### **Exit Interview Form**

Objective	To get the unbiased views of the outgoing employee. To get feedback and suggestion relating to GMG policies, culture etc. To use the reason(s) of quitting for the further development of the organization.
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### **Personal Details**

Name	
Designation	

Reporting Authority	
Date of Joining	
Date of Leaving	
Key Responsibility Areas	

1. Reasons for Leaving.  
[Please mark a tick against the reason(s) for leaving.]

#### Career & Growth

Higher job responsibilities in the next job	
Better prospects in the next job	
No perceived growth in the present job	
Lack of personal growth	

#### Compensation & Benefits

Low Salary	
Perks not adequate	

#### Personal Reasons

Higher studies	
Marriage	
Health problem	
Unable to adjust	
Old age	
Leaving country	
Any other (specify)	

#### HR & Administration Policies

Promotion scheme is not good	
Last increment was not satisfactory	
Organization n culture	
Working conditions	
Job location	
Others (Specify)	

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Job Related

Lack of challenges	
Lack of job satisfaction	
High pressure at work	
No work	
Underutilized potentials	
Working hours	
Superior does not cooperate	

1. Comments on your relationship with

- a. Superior(s) \_\_\_\_\_
- b. Colleagues \_\_\_\_\_

Subordinates \_\_\_\_\_

2. Please give your perception in respect of the following organizational process (es) by rating them. (Put a tick mark in the appropriate column.)

Factors	Highly dissatisfactory	Dissatisfactory	Satisfactory	Highly Satisfactory
Challenges & satisfaction in terms of job.				
Authority Commensurate with responsibility				
Recognition in terms of respect & rewards				
Opportunity in terms of growth & development				
Compensation package with respect to job				
Quality of Superior-Subordinate relationship				
Employee's welfare				
Training Policy				
Employee's participation in decision making				
Organization culture				
Openness & trust				
Working conditions				
Communication process				
Team work				
HR & personnel policies				
Freedom to work creatively				
Employee are encouraged to take higher responsibility				
Support & cooperation from the peers				



3. Kindly suggest improvements that in your view can help the organization to grow.

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4. Did organization treat you well after you decided to quit? Did you expect anything different?

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5. If given an opportunity, would you like to rejoin the organization in the future? If yes then why', if not then\_ why not'.

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6. Any specific remarks / appreciation you would like to give regarding the organization and/or any colleague.

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Signature

Date:

1. Comments on the behavior of the outgoing employee ( by the reporting authority):

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2. Comments on the exit interview ( by cross functional head/Head HR):

For HR Department  
Name of Interviewing Officer:  
Date:

1. Messaging of any kind of greeting to employees ( between male – female / female – female / male – male) for the time of day, compliments, festivals, celebrations or anything non –work related.

2. One – on – one meeting (between male – female / female – female / male – male) inside or outside campus – not even on breaks or pretext of work meetings if not in the open view of public. No closed door meetings permitted.
3. Touching the form of hugging / tapping / finger pointing (between male – female / female – female / male – male) employees.
4. NIU has a policy of zero touch between male and female employees, which includes the celebration of all festivals like holi etc.
5. Comments on skin color, dress / attire, height, weight or eve teasing (between male – female / female – female / male – male) employees.
6. Questioning of personal information such as : family or private / health related information ( between male – female / female – female / male – male) employees.

**These rules imply for all – from Management to Fourth Tier and Contractual Employees of NIU**

All in violation of these will be subject to one warning and on a repeat they will be terminated without a notice period.

Designation if used to “bully” an override of these orders will lead to immediate termination with no warning or notice period.

If any employee of Noida International University ( NIU) is caught or reported as committing any violent acts of sexual advancement ( sexual molestation and / or rape) – termination and police FIR shall also be lodged.

Reporting –

In order to file a case: the victim must report the same directly and not through third party.

For all female related cases ( Women Cell) – the Principal Staff Officer or someone nominated by her or a person in the equivalent capacity can be contacted who will in turn refer the matter to the Registrar and the designated Anti-Harassment Committee to enquire and take prompt action on the basis of facts and evidences.

It is once again reiterated that Noida International University (NIU) accords highest priority to dignity of ladies and has zero tolerance on any misdemeanors.

**The escalation matrix – Women Cell:**

- 1. Ms. Preeti Kalra: Principal Staff Officer:+91-9811533328**
- 2. Dr. Meena Bhandari : HOD, SOE - +91-9811533328**
- 3. Ms. Sujata Arora: HOD, Electrical Engineering - +91-7840099657**
- 4. Dr. Neelam Rana: Assistant Professor: +91-9871481913**
- 5. Ms. Pratibha Teotia:HOD, BIOTECH:+91-9289989245**

## **RAGGING IS PROHIBITED**

**RAGGING IS AN OFFENCE TOTALLY PROHIBITED IN THE UNIVERSITY AND ANYONE FOUND GUILTY OF RAGGING AND / OR ABETTING RAGGING, WHETHER ACTIVELY OR PASSIVELY, OR BEING A PART OF A CONSPIRACY TO PROMOTE RAGGING IS LIABLE TO BE PUNISHED IN ACCORDANCE WITH UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS AS WELL AS UNDER THE PROVISIONS OF ANY PENAL LAW FOR THE TIME BEING IN FORCE.**

Ragging constitutes one or more of any of the following acts:

- ☐ Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- ☐ Indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- ☐ Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating sense of shame, or torment of embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- ☐ Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- ☐ Exploiting the services of a fresher or any other student for completing the academic tasks assigned to any individual or a group of students;
- ☐ Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- ☐ Any act of physical abuse including all variants of it; sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- ☐ Any act or abuse by spoken words, email, post, public insults, which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture of fresher or any other student;
- ☐ Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure of showing off power, authority or superiority by a student over any fresher or any other student.

## **Important Points**

- ☐ Fresher (s) and all other student(s) should desist from doing anything, with or against their will, even if ordered to by the senior students.
- ☐ Fresher (s) or any other student (s), whether being victims, or witnesses, in any incident of ragging are advised to promptly report such occurrence at the Anti-Ragging Helpline. Apart from the helpline number the students are free to contact any of the University Officials.
- ☐ The University will ensure that the identity of such informants shall be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.

**Punishment(s) in the event of Ragging:**

One or more of the following punishments depending on the nature and the gravity of the guilt may be awarded to those found guilty namely:

- \* Suspension from attending classes and academic privileges.
- \* Withholding /withdrawing scholarship/fellowship and other benefits.
- \* Debarring from appearing in any test/examination or other evaluation process.
- \* Withholding results.
- \* Debarring from representing the University/Institution in any regional, national or international meet, tournament, youth festival etc.
- \* Suspension/Expulsion from the hostel.
- \* Cancellation of admission.
- \* Rustication from the University/Institution for period ragging from one to four semesters.
- \* Expulsion from the University/Institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the University shall resort to collective punishment.

*Note: - Any incident of ragging may also be reported to any of the following:*

**ANTI-RAGGING COMMITTEE/MONITORING CELL**

**All Directors/HODs/Principal/DSW**

**NIU Anti-Ragging Helpline: 7840099619**

**E-mail: registrar.office@niu.edu.in**

**OFFICE OF REGISTRAR**

**NOTIFICATION**  
**F.1001/1/2018 (Acad)**  
**Dated 17<sup>th</sup> August, 2017**

As per clause No.6.3 (a & b) of the UGC's Regulations on Curbing the Menace of Ragging in Higher Education, 2009 issued vide No.1-16/2007 (CPP-II) dated 17<sup>th</sup> June, 2009, the Vice-Chancellor is pleased to constitute an Anti-Ragging Committee of Noida International University with the following members for the academic session 2017-18:

- |  |                   |
|--|-------------------|
| 1. Vice-Chancellor, Noida International University | - Chairman        |
| 2. Registrar, NIU                                  | - Member Convener |
| 3. Director – SET, NIU                             | - Member          |
| 4. Director – CRS , NIU                            | - Member          |
| 5. Principal – SON , NIU                           | - Member          |
| 6. Director – SBM , NIU                            | - Member          |
| 7. Dr. Mohd. Muazzam, HOD-SET                      | - Member          |
| 8. Dr. Mehtab Alam, HOD-SOS                        | - Member          |
| 9. Dr. Pankaj Dwivedi, HOD-SLLA                    | - Member          |
| 10. Ms. Sujata Arora, HOD-SET                      | - Member          |
| 11. Mr. S. C. Gulati, HOD-SET                      | - Member          |
| 12. Dr. Aparna Srivastava, HOD-SLA                 | - Member          |
| 13. Ms. Pratibha Teotia, HOD-SET                   | - Member          |
| 14. All Wardens of the Hostels, NIU                | - Member          |
| 15. Controller of Examinations, NIU                | - Member          |

The Anti-Ragging Committee will ensure the compliance with the provisions of the regulations as well as the provisions of any new law for the time being in force concerning ragging, and also monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the university. For details of the regulations, please visit [www.ugc.ac.in](http://www.ugc.ac.in) or [www.niu.edu.in](http://www.niu.edu.in)

Registrar

Copy for information to:

Date: **17.08.2017**

1. All Members of the Committee.

2. Honorable Chairman, Honorable Pro Chancellor & Honorable Vice-Chancellor, Secretary to the Honorable Chairman, NIU for information
3. Concerned file.

**OFFICE OF REGISTRAR**

**NOTIFICATION**  
**F.1001/2/2018 (Acad.)**  
**Dated 7<sup>th</sup> March, 2018**

**Constitution of the Proctorial Board, 2017-2018**

<b>S.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Proctorial Role</b>
1. Dr. D. K. Chauhan		Professor, CRS	Proctor
2. Dr. Aparna Srivastava		Associate Professor, SLA	Dy. Proctor
3. Mr. Udham Singh		Sports Officer	Dy. Proctor

The term of the Committee is for 3 years.

Registrar

Date: **07.03.2018**

Copy for information to:

1. All Members of the Committee.
2. Honorable Chairman, Honorable Pro Chancellor & Honorable Vice-Chancellor, Secretary to the Honorable Chairman, NIU for information,
3. The Controller of Examinations
4. Concerned file.


#### **SOP/Duties of the Proctor**

1. The Proctor shall be responsible to maintain discipline among University students and such functions shall be split into four parts namely:

- (a) Monitoring the disciplinary climate prevailing in the students community
- (b) Taking preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline.
- (c) The Proctor has to collect relevant facts about the incidents of indiscipline, evaluate the evidences and decide / recommend the quantum of punishment to be imposed on the erring students. Wherever considered necessary the Proctor has to place the relevant information before the Vice- Chancellor or the Discipline Committee for their decision.
- (d) The Proctor shall issue all orders relating to disciplinary proceedings against students.

2. The Proctor shall maintain liaison with the District Administration in matters regarding the law and orders situation in the University campus.

3. The Proctor shall perform such other functions as the Vice-Chancellor may direct from time to time.

#### **Membership of the Councils and Committees:**

- (i) The Proctor shall be a member of the Board of Management.
- (ii) The Proctor shall be a member of the Academic Council.
- (iii) The Proctor shall be a member of the Admission Committee.
- (iv) The Proctor shall be the member -Secretary of Discipline Committee.



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**1. NEED FOR IT POLICY STATEMENT**

Information technology ("IT"), is used daily to create, access, examine, store, and distribute material in multiple media and formats. Information technology plays an integral part in the fulfillment of Noida International University's research, education, administrative, and other roles.

The purpose of this Policy is to ensure an information technology infrastructure which is required in the basic missions of the University such as teaching, learning, research and administration. In particular, this Policy aims to promote the following goals:

To ensure the integrity, reliability, availability, and superior performance of IT Systems;  
To ensure that use of IT Systems is consistent with the principles and values that govern use of other University facilities and services;  
To ensure that IT Systems are used for their intended purposes; and

## **2. DEFINITIONS**

### **A. IT Systems**

These are the servers, personal computing devices, applications, printers, networks (virtual, wired and wireless), online and offline storage media and related equipment, software, and data files that are owned, managed, or maintained by Noida International University. For example, IT Systems include institutional and departmental information systems, faculty research systems, computer workstations and laptops, the University's campus network, and computer clusters.

### **B. User**

A "User" is any person, whether authorized or not, who makes *any* use of any IT System from any location.

### **C. Systems Administrator**

Systems Authorities may designate another person as "Systems Administrator" to manage the particular system assigned to him or her. Systems Administrators oversee the day-to-day operation of the system and are authorized to determine who is permitted access to particular IT resources.

## **3. WARRANTY & ANNUAL MAINTENANCE CONTRACT**

Computers purchased by any School/Centre/Department/Project should preferably be with 3-year on-site comprehensive warranty. After the expiry of warranty, computers should be under annual maintenance contract. Such maintenance should include OS re-installation and checking virus related problems also.

## **4. IT HARDWARE INSTALLATION POLICY**

IT department needs to observe certain precautions while getting their computers or peripherals installed so that he/she may face minimum inconvenience due to interruption of services due to hardware failures.

### **A. Who is Primary User**

An individual in whose room the computer is installed and is primarily used by him/her, is considered to be "primary" user. If a computer has multiple users, none of whom are considered the "primary" user, the department Head should make an arrangement and make a person responsible for compliance.

### **B. What are End User Computer Systems**

Apart from the client PCs used by the users, the university will consider servers not directly administered by IT Department, as end-user computers. If no primary user can be identified, the department must assume the responsibilities identified for end-users. Computer systems, if any,

that are acting as servers which provide services to other users on the Intranet/Internet though registered with the IT Department, are still considered under this policy as "end-users" computers.

### **C. Shifting Computer from One Location to another**

Computer system may be moved from one location to another with prior written intimation to the IT Department, as IT Department maintains a record of computer identification names and corresponding IP address. Such computer identification names follow the convention that it comprises building name abbreviation and room No. As and when any deviation (from the list maintained by IT Department) is found for any computer system, network connection would be disabled and same will be informed to the user by email/phone, if the user is identified. When the end user meets the compliance and informs IT DEPARTMENT in writing/by email, connection will be restored.

### **D. Maintenance of Computer Systems provided by the University**

IT Department will attend the complaints related to any maintenance related problems.

### **E. Noncompliance**

NIU faculty, staff, and students not complying with this computer hardware installation policy may leave themselves and others at risk of network related problems which could result in damaged or lost files, inoperable computer resulting in loss of productivity. An individual's non-compliant computer can have significant, adverse effects on other individuals, groups, departments, or even whole university. Hence it is critical to bring all computers into compliance as soon as they are recognized not to be.

## **5. SOFTWARE INSTALLATION AND LICENSING POLICY**

Any computer purchases made by the individual departments should make sure that such computer systems have all licensed software (operating system, antivirus software and necessary application software) installed. Respecting the anti-piracy laws of the country, University IT policy does not allow any pirated/unauthorized software installation on the university owned computers and the computers connected to the university campus network. In case of any such instances, university will hold the department/individual personally responsible for any pirated software installed on the computers located in their department/individuals' rooms.

### **A. Operating System and its Updating**

i) Individual users should make sure that respective computer systems have their OS updated in respective of their service packs/patches, through Internet. This is particularly important for all MS Windows based computers (both PCs and Servers). Updating OS by the users helps their computers in fixing bugs and vulnerabilities in the OS that were periodically detected by the Microsoft for which it provides patches/service packs to fix them. Checking for updates and updating of the OS should be performed at least once in a week or so.

ii) University as a policy encourages user community to go for open source software such as Linux, Open office to be used on their systems wherever possible.

## **B. Antivirus Software and its updating**

i) Computer systems used in the university should have anti-virus software installed, and it should be active at all times. The primary user of a computer system is responsible for keeping the computer system compliant with this virus protection policy.

ii) Individual users should make sure that respective computer systems have current virus protection software installed and maintained. He/she should make sure that the software is running correctly. It may be noted that any antivirus software that is running on a computer, which is not updated or not renewed after its warranty period, is of practically no use. If these responsibilities appear beyond the enduser's technical skills, the end-user is responsible for seeking assistance from representative of IT Department.

## **C. Non-compliance**

NIU faculty, staff, and students not complying with this computer security policy leave themselves and others at risk of virus infections which could result in damaged or lost files inoperable computer resulting in loss of productivity risk of spread of infection to others confidential data being revealed to unauthorized persons An individual's non-compliant computer can have significant, adverse effects on other individuals, groups, departments, or even whole university. Hence it is critical to bring all computers into compliance as soon as they are recognized not to be.

# **6. RESPONSIBILITIES OF IT DEPARTMENT**

## **A. Maintenance of Computer Hardware & Peripherals**

IT Department is responsible for maintenance of the university owned computer systems and peripherals that are either under warranty or annual maintenance contract, and whose responsibility has officially been entrusted to this department.

## **B. Receiving Complaints**

IT Department may receive complaints from users, if any of the particular computer systems are causing network related problems. IT Department may receive complaints from the users if any of the computer systems or peripherals that are under maintenance through them is having any problems. The designated person in IT Department receives complaints from the users of these computer systems and coordinates with the service engineers of the respective brands of the computer systems to resolve the problem within a reasonable time limit.

## **C. Scope of Service**

IT Department will be responsible only for solving the hardware related problems or OS or any other application software that were legally purchased by the university and was loaded by the company.

## **D. Installation of Unauthorized Software**

IT Department or its service engineers should not encourage installing any unauthorized software on the computer systems of the users. They should strictly refrain from obliging such requests.

## **E. Reporting IT Policy Violation Incidents**

If IT Department or its service engineers come across any applications that are interfering with the network operations or with the IT policies of the university, such incidents should be brought to the notice of the IT Department and university authorities.

## **F. Reporting incidents related to Network Operations**

When the network port of any particular computer system is turned off due to virus or related activity that is affecting the network performance, the same will be informed to the IT Department. After taking necessary corrective action service engineers should inform IT Department about the same, so that the port can be turned on by them.

## **G. Rebuilding the Computer System**

When the service engineers reformat the computer systems and re-install OS and other application software, care should be taken to give the same hostname, IP address, network Mask, gateway as it was having earlier. Further, after installing the OS all the patches/latest service pack should also be properly installed. In case of anti-virus software, service engineers should make sure that its latest engine and pattern files are also downloaded from the net. Further, before reformatting the hard disk, dump of only the data files should be taken for restoring it back after proper re-installation. Under no circumstances, software files from the infected hard disk dump should be used to write it back on the formatted hard disk.

# **7. Responsibilities of School or Department**

## **A. User Account**

Any School, department, or division or other entity can connect to the University network using a legitimate user account (Net Access ID) for the purposes of verification of affiliation with the university. The user account will be provided by IT Department, upon filling up the prescribed application form and submitting it to IT Department. Once a user account is allocated for accessing the university's computer systems, network, mail and web services and other technological facilities, that account holder is personally responsible and accountable to the university for all the actions performed using that user account. Hence, users are advised to take reasonable measures such as using complex passwords, not sharing the passwords with others, not writing down the password at a place which is accessible to others, changing the passwords frequently and keeping separate passwords for Net Access Id and for email account ID) to prevent unauthorized use of their user account by others. As a member of NIU, when using the university's network facilities and its user account, it becomes user's duty to respect the University's reputation in all his/her electronic dealings within as well as outside the University. It is the duty of the user to know the IT policy of the university and follow the guidelines to make proper use of the university's technology and information resources.

## **B. Setting up of Wireless Local Area Networks/Broadband Connectivity**

- i)** This policy applies, in its entirety, to school, department, or division wireless local area networks/broadband connectivity within the academic complex. In addition to the requirements of this policy, school, departments, or divisions must register each wireless access point with IT Department including Point of Contact information.
- ii)** Obtaining Broadband connections and using the computers alternatively on the broadband and the university campus-wide network is direct violation of the university's IT Policy, as university IT Policy does not allow broadband connections within the academic complex.
- iii)** School, departments, or divisions must secure permission for the use of radio spectrum from IT Department prior to implementation of wireless local area networks.
- iv)** School, departments, or divisions must not operate wireless local area networks with unrestricted access. Network access must be restricted either via authentication or MAC/IP address restrictions. Passwords and data must be encrypted.
- v)** As inter-building wireless networks are also governed by the University IT Policy, setting up of such wireless networks should not be undertaken by the Schools/Centres without prior information to IT Department.

## **C. Security**

In connecting to the network backbone, a school, department, or division agrees to abide by this Network Usage Policy under the University IT Security Policy. Any network security incidents are resolved by coordination with a Point of Contact (POC) in the originating department. If a POC is not available to contact, the security incident is resolved by disconnecting the offending computer from the network till the compliance is met by the user/POC.

## **D. Preservation of Network Equipment and Accessories**

Routers, Switches, Fiber optic cabling, UTP cabling, connecting inlets to the network, Racks, UPS, and their batteries that are installed at different locations by the university are the property of the university and are maintained by IT Department. Tampering of these items by the department or individual user comes under violation of IT policy. Tampering includes, but not limited to,

- i)** removal of network inlet box
- ii)** removal of UTP cable from the room
- iii)** opening the rack and changing the connections of the ports either at jack panel level or switch level
- iv)** taking away the UPS or batteries from the switch room.

v) disturbing the existing network infrastructure as a part of renovation of the location IT Department will not take any responsibility of getting them rectified and such tampering may result in disconnection of the network to that segment or the individual, until the compliance is met.

### **E. Additions to the Existing Network**

Any addition to the existing network done by School, department or individual user should strictly adhere to the university network policy and with prior permission from the competent authority and information to IT Department. University Network policy requires following procedures to be followed for any network expansions:

- i) All the internal network cabling should be as on date of CAT 6 UTP
- ii) UTP cabling should follow structured cabling standards. No loose and dangling UTP cables be drawn to connect to the network.
- iii) UTP cables should be properly terminated at both ends following the structured cabling standards.

## **8. RESPONSIBILITIES OF THE ADMINISTRATIVE UNITS**

IT Department needs latest information from the different Administrative Units of the University for providing network and other IT facilities to the new members of the university and for withdrawal of these facilities from those who are leaving the university. The information that is required could be broadly of the following nature:

- A. Information about New Appointments/Promotions
- B. Information about Superannuation/Termination of Services
- C. Information of New Enrolments
- D. Information on Expiry of Studentship/Removal of Names from the Rolls
- E. Any action by the university authorities that makes individual ineligible for using the university's network facilities

Information related items nos. A through E should reach HOD of IT Department and Information related items nos. Hard copy of the information that is supplied by the concerned administrative unit duly signed by competent authority along with its soft copy ( either on a floppy or CD or by email ) should be sent to IT Department so as to reach the above designated persons.

## **9. GUIDELINES ON COMPUTER NAMING CONVENTIONS**

- i) In order to troubleshoot network problems and provide timely service, it is vital to be able to quickly identify computers that are on the campus network. All computer names on the campus network must use the following conventions. Computers not following standard naming conventions may be removed from the network at the discretion of IT Department.
- ii) All the computers should follow the following naming convention. The host name should start with the building abbreviated name, followed by the room No and the computer No., if more than one computer is installed in the same room. The abbreviated names of different School/Dept are as given below:

School of Engineering and Technology	SET
School of Sciences	SOS
School of Business Management	SBM
School of Law and Legal Affairs	SLLA



School of Journalism and Mass Communication	SJMC
School of Nursing	SON
School of Fine Arts	SFA
School of Liberal Arts	SLA
School of Architecture	SOA
School of Education	SOE
Center for Research Studies	CRS

## **10. GUIDELINES FOR DESKTOP USERS**

These guidelines are meant for all NIU users. Due to the increase in hacker activity on campus, University IT Policy has put together recommendations to strengthen desktop security.

The following recommendations include:

- 1.** All desktop computers should have the latest version of antivirus such as Quckheal & Microsoft Forefront etc.
- 2.** When a desktop computer is installed, all operating system updates and patches should be applied. In addition, operating system updates and patches should be applied regularly, on an ongoing basis. The frequency will be a balance between loss of productivity (while patches are applied) and the need for security.
- 3.** All Windows desktops (and OS X or later Macintosh desktops) should have an administrator account that is not used as the regular login account. The login for the administrator account should be changed from the default.
- 4.** The password should be difficult to break. Password, defined as:
  - i. must be minimum of 6-8 characters in length
  - ii. must include punctuation such as ! \$ % & \* , . ? + - =
  - iii. must start and end with letters
  - iv. must not include the characters # @ ' " `
  - v. must be new, not used before
  - vi. Avoid using your own name
  - vii. passwords should be changed periodically and also when suspected that it is known to others.
  - viii. Never use 'NOPASS' as your password
  - ix. Do not leave password blank and
  - x. Make it a point to change default passwords given by the software at the time of installation
- 5.** The password for the user login should follow the same parameters outlined above.
- 6.** The guest account should be disabled.
- 7.** New machines with Windows 7 & Windows 8 should activate the built-in firewall.
- 8.** All the software on the compromised computer systems should be re-installed from scratch (i.e. erase the hard drive and start fresh from installation disks).  
When the hard disk of the PC is formatted, the OS and all the application software should be installed from the original CDs of the software. Only the data or document files should be copied from the old hard disk and care should be taken to see that no virus residing in the old hard disk gets into the newly formatted and installed hard disk.

## **11. ACCOUNT TERMINATION AND APPEAL PROCESS**

Accounts on NIU network systems may be terminated or disabled with little or no notice for any of the reasons stated above or for other inappropriate use of computing and network resources. When an account is terminated or disabled, IT Department will make an attempt to contact the user (at the phone number they have on file with IT Department) and notify them of the action and the reason for the action. If the termination of account is of temporary nature, due to inadvertent reasons and are on the grounds of virus infection, account will be restored as soon as the user approaches and takes necessary steps to get the problem rectified and communicates to the IT Department of the same. But, if the termination of account is on the grounds of willful breach of IT policies of the university by the user, termination of account may be permanent. If the user feels such termination is unwarranted, or that there are mitigating reasons for the user's actions, he or she may first approach the IT Department, justifying why this action is not warranted. If the issue is not sorted out he/she may appeal to the Appeals Board duly constituted by the university for this purpose to review the evidence and hear reasons why an appeal should be considered. If the Appeals Board recommends revival of the account, it will be enabled. However, the decision of the Appeals Board is final and should not be contested. Users may note that the University's Network Security System maintains a history of infractions, if any, for each user account. In case of any termination of User Account, this history of violations will be considered in determining what action to pursue. If warranted, serious violations of this policy will be brought before the appropriate University authorities.

## **12. EMAIL POLICY**

### **A. Email ID Creation Policy**

Every Department of the University will be assign unique Email ID which will be managed and handled by the Head of respective department a part from this each individual will be assigned a unique Email ID. New employees will be required to fill form for creation of new Email ID.

### **B. Email Account Use Policy**

In an effort to increase the efficient distribution of critical information to all faculty, staff and students, and the University's administrators, it is recommended to utilize the university's e-mail services, for formal University communication and for academic & other official purposes. E-mail for formal communications will facilitate the delivery of messages and documents to campus and extended communities or to distinct user groups and individuals. Formal University communications are official notices from the University to faculty, staff and students. These communications may include administrative content, such as human resources information, policy messages, general University messages, official announcements, etc

i) the facility should be used primarily for academic and official purposes and to a limited extent for personal purposes

ii) using the facility for illegal/commercial purposes is a direct violation of the university's IT policy and may entail withdrawal of the facility. The illegal use includes, but is not limited to, the unlicensed and illegal copying or distribution of software, sending of unsolicited bulk e-mail messages. And generation of threatening, harassing, abusive, obscene or fraudulent messages/images.

**iii)** while sending large attachments to others, user should make sure that the recipient has email facility that allows him to receive such large attachments.

**iv)** User should keep the mail box used space within about 80% usage threshold, as 'mail box full' or 'mailbox all most full' situation will result in bouncing of the mails, especially when the incoming mail contains large attachments.

**v)** User should not open any mail or attachment that is from unknown and suspicious source. Even if it is from known source, and if it contains any attachment that is of suspicious nature or looks dubious, user should get confirmation from the sender about its authenticity before opening it. This is very much essential from the point of security of the user's computer, as such messages may contain viruses that have potential to damage the valuable information on your computer.

**vi)** Users should configure messaging software (Outlook Express/Netscape messaging client etc.) on the computer that they use on permanent basis, so that periodically they can download the mails in the mailbox on to their computer thereby releasing the disk space on the server. It is user's responsibility to keep a backup of the incoming and outgoing mails of their account.

**vii)** User should not share his/her email account with others, as the individual account holder is personally held accountable, in case of any misuse of that email account.

**viii)** User should refrain from intercepting, or trying to break into others email accounts, as it is infringing the privacy of other users.

**ix)** While using the computers that are shared by other users as well, any email account that was accidentally left open by another user, should be promptly closed without peeping into its contents, by the user who has occupied that computer for its use.

**x)** Impersonating email account of others will be taken as a serious offence under the university IT security policy.

**xi)** It is ultimately each individual's responsibility to keep their e-mail account free from violations of university's email usage policy.

### **13. NETWORK (INTRANET & INTERNET) USE POLICY**

Network connectivity provided through the University, referred to hereafter as "the Network", either through an authenticated network access connection or a Virtual Private Network (VPN) connection, is governed under the University IT Policy. The IT Department is responsible for the ongoing maintenance and support of the Network, exclusive of local applications. Problems within the University's network should be reported to IT Department.

#### **A. IP Address Allocation**

Any computer (PC/Server) that will be connected to the university network, should have an IP address assigned by the IT Department. Following a systematic approach, the range of IP

addresses that will be allocated to each building is decided. So, any computer connected to the network from that building will be allocated IP address only from that Address pool. Further, each network port in the room from where that computer will be connected will have binding internally with that IP address so that no other person uses that IP address unauthorisedly from any other location. As and when a new computer is installed in any location, the concerned user can Collect the form from the IT Department and fill it up and get the IP address from the IT Department. An IP address allocated for a particular computer system should not be used on any other computer even if that other computer belongs to the same individual and will be connected to the same port. IP addresses are given to the computers but not to the ports. IP address for each computer should be obtained separately by filling up a requisition form meant for this purpose.

## **B. DHCP and Proxy Configuration by Individual Departments /Users**

Use of any computer at end user location as a DHCP server to connect to more computers through an individual switch/hub and distributing IP addresses (public or private) should strictly be avoided, as it is considered absolute violation of IP address allocation policy of the university. Similarly, configuration of proxy servers should also be avoided, as it may interfere with the service run by IT Department. Even configuration of any computer with additional network interface card and connecting another computer to it is considered as proxy/DHCP configuration. Non-compliance to the IP address allocation policy will result in disconnecting the port from which such computer is connected to the network. Connection will be restored after receiving written assurance of compliance from the concerned department/user.

## **C. Dial-up/Broadband Connections**

Computer systems that are part of the University's campus-wide network, whether university's property or personal property, should not be used for dial-up/broadband connections, as it violates the university's security by way of bypassing the firewalls and other network monitoring servers. Non-compliance with this policy may result in withdrawing the IP address allotted to that computer system.

## **D. Wireless Local Area Networks**

i) This policy applies, in its entirety, to School, department, or division wireless local area networks. In addition to the requirements of this policy, school, departments, or divisions must register each wireless access point with IT Department including Point of Contact information.

ii) School, departments, or divisions must inform IT Department for the use of radio spectrum , prior to implementation of wireless local area networks.

iii) School, departments, or divisions must not operate wireless local area networks with unrestricted access. Network access must be restricted either via authentication or MAC/IP address restrictions. Passwords and data must be encrypted.

iv) If individual School wants to have inter-building wireless network, prior to installation of such network, it should obtain permission from the university authorities whose application may be routed through the Director, IT Department.

## **E. Internet Usages Policy**

- i) Use of public IMs such as Yahoo and MSN is strictly prohibited, unless specified.
- ii) Use of public Email services such as Gmail, Yahoo, Hotmail etc is not allowed.
- iii) Installing software such as download accelerators, IDM and Torrent software is not allowed.
- iv) Don't visit objectionable websites which have offensive content and pornography. Website access is monitored centrally and anyone found to be doing so would be sent a warning.
- v) Visiting casual websites is not permitted during office hours.
- vi) Don't download unnecessary software, songs or videos. These take up significant Internet bandwidth.

## **F. Remote Access Policy**

In case any machine needs to be accessed remotely, it needs to be scheduled prior and same needs to be informed to IT Department in advance.

## **14. ASSETS ALLOTMENT POLICY**

Laptop, Desktop, Data Card, Mobile, Projector, Camera & other IT items will be issued to the employees with permission of the Head of administrative department. Employee needs to fill requisition form. IT Department will be keeping a track of all the issued items.

The assigned assets (Moveable) need to be carried by employee on regular basis to University premises. Items like Camera, Laptop, Data card which are issued on temporary basis need to be submitted back on the very same day, the work gets over.

## **15. ASSETS LOSS, DAMAGED & THEFT POLICY**

NIU has issued Laptop, Desktop, Mobile, Data card and other assets to the staff members working with different departments of NIU.

1. In case any of the above assets is found missing/lost, the bearer of the assets is required to lodge FIR in the nearest Police Station. The copy of FIR needs to be submitted to the IT Department of NIU. Management will decide the fine which bearer needs to pay. Decision of management will be treated as final.

2. Damage includes physical damage, which needs to be reported to IT Department of NIU. Management will decide the fine which bearer needs to pay for the damaged assets. Decision of management will be treated as final.

## **16. BACKUPS OF DATA**

### **A. Department Wise**

IT Department will be taking regular backup for the data of various Departments.

### **B. Individual Users**

Individual users should perform regular backups of their vital data. Virus infections often destroy data on an individual's computer. Without proper backups, recovery of destroyed files may be impossible. Preferably, at the time of OS installation itself, one can have the computer's hard disk partitioned into two volumes typically C and D. OS and other software should be on C drive and user's data files on the D drive. In case of any virus problem, generally only C volume gets corrupted. In such an event formatting only one volume, will protect the data loss. However, it is not a foolproof solution. Apart from this, users should keep their valuable data either on official Email or official Google drive.

#### **Policy Amendment:**

The regulations and procedures in this policy have been overruled the existing one and are subject to change with prior notice, if necessary. The Management reserves the sole discretion to make exception, change rules and other requirements as it may deem fit from time to time.

## **Policy for Empanelment of Adjunct Faculty**

### **Guidelines for Empanelment of Adjunct Faculty**

#### **At Noida International University ( Strictly as per UGC)**

### **1. Preamble**

The expectations from the higher education system have undergone a significant change over the last few years. The key thrust has been on improving the employability prospects of the graduates and also improving the quality and quantum of research. Therefore, it becomes imperative to involve experts, professionals and researches from diverse fields to contribute to the emerging needs of higher education system. The Indian higher education system is poised to make itself more relevant to the needs of industry and employment opportunities keeping in mind the rapid changes in job requirements and needs of the economy.

Taking an integrated initiative towards skill development and upgradation of the competencies, the Commission has recently launched three new schemes namely Community Colleges, B.Voc degree programme and Deen Dayal Upadhyay KAUSHAL Kendras. Universities and colleges offer courses from certificate up to postgraduate and research level degrees aimed at skill development and upgradation to meet the existing and emerging economic and industrial needs at the regional and national level under these scheme. The courses are offered with active involvement of industry partners in governance, curriculum development, delivery of courses and assessment of learners. Acute shortage of quality faculty is widely felt in the system of higher education as a whole. However, it is felt more prominently in skill based courses.

It is well realized that there is lot of creative talent and intellectual resources available within the country that are not formally connected to the higher education system. It is imperative that the expertise and experience of such individuals, who are outside the main stream academic system, flows into our universities. This would enhance, strengthen and improve the quality of teaching, training and research. The current massive expansion phase in higher education, mandating huge programmatic diversity, also requires that faculty resources be augmented by utilizing the services of superannuated academics, reputed scientists, engineers, physicians, advocates, artists, civil servants including skilled professionals, both serving and retired. It is also essential that such faculty is hired with the same degree of rigour as adopted for full-time faculty so that right type of candidates are identified for such assignments. It is also necessary to have uniformity and transparency in the process of hiring adjunct faculty in the institutions of higher education.

## **2. Objectives:**

- 2.1. To develop a useful and viable collaboration between institutions and industry and enhancing quality of education and skills by involvement of academicians, scholars, practitioners, policymakers and skilled professionals in teaching, training, research and related services on regular basis.
- 2.2. To attract distinguished individuals who have excelled in their field of specialization like science and technology, industry, commerce, social research, media, literature, fine arts, civil services and public life into the academic arena, to enrich the overall learning processes by bringing external perspectives to regular teaching. Such interactions are expected to foster trans-disciplinary approach and synergize the outside 'real world' experience with the inside intellectual pursuits in the university;

- 2.3. To promote the interaction of skilled professionals with the learners and facilitate the imparting of industry relevant standards in skills, acceptable nationally, which could fulfill the need for skilled workforce and also to undertake R&D in the areas related to skill education & development, entrepreneurship and employability,
- 2.4. To enable higher educational institutions to access the eminent teachers and researchers who have completed their formal association with the university/college, to participate in teaching, to collaborate and to stimulate research activities for quality research at M. Phil and Ph. D. levels; and to play mentoring and inspirational role;
- 2.5. To recognize the skills of professionals in their respective areas of excellence irrespective of their academic qualifications to impart training to the learners of skill based vocational courses in Universities and Colleges.

### **3. Target Groups:**

Professionals, experts, officials and managers having experience of working in:

- 3.1. Teaching and research organizations supported by bodies like ICAR, ICSSR, CSIR, ICMR, DRDO, Central and State Universities, *ETC.*
- 3.2. Central and state public sector undertakings (PSUs), business corporations, NGOs and professional associations.
- 3.3. Civil servants (IAS / IPS / officials from Central and Provincial Services) and professionals & officials from professional councils and statutory bodies like UGC and AICTE, both serving and retired;
- 3.4. Skill training providers recognized by National Skills Development Corporation and / or Sector Skill Councils in their respective area for skills education and training;
- 3.5. NRIs and PIOs working with overseas academic, research and business organizations or having a demonstrated interest in Indian issues.
- 3.6. Skilled professionals working in organized and unorganized sectors known for their hands-on skilling techniques and expertise.



#### **4. Engagement Modalities:**

##### **4.1. Qualifications:**

Candidate for adjunct faculty should satisfy the following norms:-

##### **For Conventional Higher Education Courses:**

Should have the minimum qualifications as prescribed in the regulations framed by UGC / respective statutory councils from time to time. **OR**

A person of eminence with or without a postgraduate or Ph.D. qualifications.

##### **For Skill based Courses:**

Should be an accomplished professional / expert in his chosen field of discipline and may not necessarily possess qualifications prescribed under UGC regulations. **OR**

Should be a certified professional, for teaching and training on National Occupational Standards under NSQF, by the Sector Skills Council for teaching respective trade / job role.

They are also expected to have an understanding of industry requirements, National Occupational Standards (NOSs) and Assessment & Certification for skills.

In addition to the above, it is expected that the adjunct faculty in both the above streams would be an accomplished scholar in his area of specialization and his association would add value to the academic programmes he is associated with.

##### **4.2. Selection Criteria:**

Adjunct Faculty will be appointed by the competent authority based on the recommendation of a Committee. Period of empanelment will vary from 06 months to 03 years as decided by the

Institution on mutually agreed terms and conditions. It is expected that any application for adjunct faculty is first discussed at the department level. The department may forward the application with comments specifying the suitability of such candidate(s) in the department / institution level academic activities. If the department recommends a case for adjunct faculty, the same should be examined by a Committee comprising of following :

- i) Head of the Institution or his nominee(Chair).
- ii) Head of the concerned Department.
- iii) Dean (Academic / Research) in case of university / senior most faculty in case of college.
- iv) One External Expert (Nominated by head of the institution).

**OR**

Representative of Sector Skill Council / Industry Associations (for skill based courses).

- ☐ Registrar / Vice-Principal / Bursar or equivalent person (Convener).

If the committee recommends the case, the same would be forwarded to the competent authority for consideration and necessary approval. The strength of Adjunct faculty may not exceed 25 % the sanctioned strength of faculty at any time.

## **5. Roles and Responsibilities:**

The empanelled adjunct faculty is expected to undertake following assignments:

### **5.1. Teaching:**

- i) **Conventional Higher Education Courses:** Adjunct faculty will be expected to teach courses directly related to his specific expertise and professional experience or the areas of his specialization. He may also contribute to the institution's activities like counseling of students, developing new course(s) and pedagogical improvements.
- ii) **Skill based Vocational Courses:** The core courses pertaining to specialized skills / trades may be imparted by the adjunct faculty from industry, Sector Skill Councils approved

trainers or other persons with appropriate skill proficiency. Such faculty, imparting education and training to learners in skill based courses, should have relevant NSQF qualifications, preferably certified by the relevant Sector Skill Council.

- iii) **Research Courses:** Adjunct faculty may also be involved in the M.Phil / Ph.D. coursework based on his professional and research proficiency adjudged by the concerned institution.

**5.2. Training:** Adjunct faculty will be expected to facilitate the setting of workshops and labs, providing hands on training in the relevant domain areas, development of soft skills, and focus on ensuring competency based learning outcomes among students.

**5.3. Research:** Adjunct faculty is expected to interact with and supervise the research students in the area of his specialization or professional proficiency. However, there should be preferably one core faculty member associated as Supervisor / Co-supervisor for smooth induction and coordination of academic procedures. The adjunct faculty may lack a traditional academic background in such case, they are not expected to contribute to the institution's research and creative mission by participating in traditional scholarly activities (*i.e.* they are not expected to conduct independent research and/or publish in peer-reviewed journals). Instead, he may participate by advising faculty on their research projects, serving as a liaison between the institutions and industry or government entities to identify research and/or funding opportunities or by working with faculty to identify research projects that would benefit private industry and/or government entities.

**5.4. Services:** Adjunct faculty is also expected to actively participate in service-related activities, such as sitting on departmental committees, serving as advisors to faculty and/or undergraduate and post graduate students, helping students network, and active collaboration with the industry / employer providing internship and job opportunities.

## **6. Costs and Honorarium:**

- 6.1. Adjunct faculty will be provided travel cost, as per entitlement, from his/her institution/place of stay and back, maximum six (06) times per academic year. No reimbursement for hiring accommodation will be permissible. However, she/he will be provided free lodging and boarding in the Guest House

6.2. She/he will be provided an honorarium of Rs. 1000/- (Rs. One Thousand Only) per lecture to a maximum of Rs. 4000/- (Rs. Four Thousand Only) per day of service subject to a maximum ceiling of Rs. 80,000/- (Rs. Eighty Thousand Only) per month. The Adjunct Faculty will work at the host institution for a minimum of 02 days per visit.

## **7. Monitoring:**

At the end of assignment, every Adjunct Faculty will submit a 'performance report' to the Host University / college with a copy to the University Grants Commission, if needed / applicable. The performance report may be considered for his continuation / renewal of next tenure.

## **Policy for the Scheme of Appointment / Honorarium of Guest/Part-Time Teachers (Strictly As Per UGC Guidelines)**

### **Policy:**

1. As per "The UGC guideline (ref to: No. F. 10-1/2009 (PS), February, 2010)", this has been decided that, the Guest/Part-time Teachers who possess the minimum qualification for the post of an Assistant Professor should be paid Rs.1, 000/- per lecture to a maximum of Rs.25, 000/- per month. Revised guidelines for the appointment of Guest/Part-time Teachers are as under:-
2. Guest/Part-time Teachers may be appointed only against sanctioned post decided & duly approved by the Vice Chancellor / Registrar.
3. The qualifications for Guest/Part time Teachers should be same as those prescribed for the regular teachers of Universities/Colleges in UGC's Regulation.
4. Selection procedure for appointing Guest/Part time Teachers should be the same as for a regularly appointed faculty.
5. Guest/Part time faculty may not be treated like regular teachers of the faculty for the purpose of voting rights or for becoming the members of the boards of studies.
6. Retired teachers may also be considered for appointment for Guest/Part time teachers provided the candidate should meet the eligibility criteria as prescribed by the UGC or equivalent govt statutory councils.
7. Guest/Part time teachers are not eligible for the benefit of allowances, pension etc.

### **a. Category - Visiting Professor as a Guest Faculty:**

8. A Visiting Professor should be an eminent scholar in his/her field. Generally a person who has held or is holding the post of Professor or a person, who has achieved distinction outside the university sector, should be considered for appointment as Visiting Professor.
9. The maximum tenure of appointment of a Visiting Professor is two years and the minimum - not less than three months. The university may appoint a person up to the age of 70 years as a Visiting Professor.
10. A Professor should not be appointed as a Visiting Professor in the same university in which he/ she holds a post immediately before or after superannuation.
11. If a superannuated person is appointed as a visiting professor, the honorarium payable should not exceed **Rs.15,000/-** p.m. excluding any superannuation benefits.

12. A person appointed as Visiting Professor from outside the country may be paid an honorarium of up to **Rs.20,000/-p.m.**

13. In case a person serving in an Indian University is appointed as visiting professor, the honorarium payable should be determined on the basis of salary plus 10% of the basic pay plus dearness allowance, and other allowances, if any admissible ( except conveyance allowance, if any) as per the rates of the parent university. The receiving university would also contribute towards pensionary benefits or CPF/GPF as per usual rules.

14. It is expected that when a serving person is appointed as Visiting Professor, the parent university would give him/her duty leave without pay.

15. If a person working abroad on a permanent basis is invited as a Visiting Professor, the university may meet the cost of international air travel from its own resources. Visiting Professors appointed may be paid travel expenses within India in accordance with the rules of the university.

16. Guest House accommodation is expected to be provided free of charge by the host university, but food charges would be paid for by the Visiting Professor.

**b. Visiting Fellow:**

17. A Visiting Fellow should be a scholar of eminence in his/her subject. Superannuated persons up to the age of 70 years may also be considered for appointment as Visiting Fellow subject to the approval from the VC. The minimum tenure of a Visiting Fellow should not be less than a week and maximum - up to three months.

18. The Visiting Fellow may be paid daily allowance not exceeding **Rs.600/-** per day for visits up to one month. For visits beyond one month, the rate may be as in the case of Visiting Professor.

19. Travel expenses / existing conveyance facility may be met in accordance with the rules of the university.

20. It is expected that the parent institution will grant the pay and usual allowance for the duration of the appointment as Visiting Fellow.

21. The same person may not be invited as Visiting Fellow more than once in a year in the same University, but the period of 3 months can be spilt up as desired by the University within the period of one year.

**Policy Amendment / Declaration:**

The regulations and procedures in this policy / annexure are subject to change with / without prior notice, if necessary. The Management reserves the sole discretion to make exceptions, change rules and other requirements as it may deem fit from time to time.

**Below is the form to be duly filled, checked and verified by the concerned Director / HOD for the adjunct faculty / guest faculty and regular faculty before submission to the Management through the Registrar from time to time as may deem fit.**

**NOIDA INTERNATIONAL UNIVERSITY**

**TEACHER'S FEEDBACK/EVALUATION FORM (DISCREET METHOD)**

**DATE:-**

<b>NAME OF SCHOOL</b>	<b>NAME OF FACULTY PRESENT AND TAKING CLASS (from DOJ)</b>	<b>LECTURE ( Subject / Topics / Semester) &amp; status of the courses completed / under completion</b>	<b>CLASS TIMING</b>	<b>NUMBER OF STUDENTS PRESENT &amp; SINGLE CLASS OR COMBINED</b>	
<b>POINTS ( 1 – 5) Where 1 is poor &amp; 5 is excellent</b>	<b>5 ( Excellent)</b>	<b>4 ( Very Good)</b>	<b>3 ( Good)</b>	<b>2 ( Average)</b>	<b>1 ( Poor)</b>
Punctuality					
Interactive					
Q & A Session					
Subjective					
Communication Skill					
Language of					

Communication ( Eng & Or Hindi) of faculty					
Mode of Lecture / Teaching Methodology :- Through PowerPoint Presentation/ Verbal/ Notes/ Writing/ ICT OR other(s) :					
Specify, if others :-					
Class according to the time table on ERP or other(s):					

**Signature of the Assessor**

**Signature**

**Report Submitted to Management**

**(Director / HOD)**

**(Registrar)**

**(Signature / Date)**

**Note: Use separate /additional sheet for each of the different schools / classes**

**Bio Metric Punch in Punch out Policy for Employees (Teaching / Non-Teaching & Grade IV)**

**Introduction:** The electronic time tracking (bio metric) system allows employees to accurately monitor and keep track of their time in and time out to efficiently process employee time worked and leave taken for monthly payroll purposes. The following guidelines have been created to ensure accurate record keeping and compliance within the University.

**Locations of Bio Metric:** Bio metric time clocks are located at designated places for the ease of use by the employees in 1) Administrative Building 2) Newton Building etc and ERP based version of the biometric attendance is accessible by individual employee(s) to view the data on regular basis.

**Daily Clock in & Clock out Requirements:** Employees are expected to clock in and out at their regularly scheduled times. Clocking in and clocking out by the employee(s) before the regularly scheduled time is prohibited.

Under certain conditions (such as employee trainings at an off-site location, extracurricular events, etc.) when an employee cannot “clock in” at their worksite, the employee should fill out the OD (On Duty) form to get the prior approval from their report authority for onward submission through online ERP to the HR department, failing which the days mentioned in the form shall be counted as LWP (Leave Without Pay).

**Multiple Job Codes in terms of Biometric ID & Access Card(s):** Employee(s) should not have such code(s) and multiple access card(s) in his / her possession in any circumstances unless otherwise being sanctioned and communicated in writing from the Management / HR department for an exceptional case.

If an employee is found to be accessible on multiple biometric id and / or access card(s), or have exchanged the code(s) with other fellow employees / peers or anyone within or outside the employee group (intentionally or unintentionally), the code(s) and card(s) shall stand revoked with immediate effect that may lead to a serious disciplinary action including termination from the services of the concerned employee(s).

### **Falsification, Tampering and Unauthorized Viewing / Accessing:**

The following infractions are strictly prohibited and will be considered severe for strict disciplinary action including immediate termination of employees from the services:

1. Any attempt to tamper with timekeeping biometric hardware or software.
2. Punching in or out for an absent or late employee that is “buddy punching”).
3. Interference with another employee’s use of the biometric system.
4. Unauthorized viewing /access of another employee’s biometric system.
5. Punching in or out with the smartphone/tablet or through any other app while not at your job site.

### **Bio Metric Punch in / Punch out Problems:**

If an employee is unable to punch in or out because of bio metric malfunction, networking issues, accidental oversight, human error, skin problem or any other reasons, then it is the employees responsibility to fill in the missed punch form (attached below) to immediately inform to the ERP / IT team to check and rectify the issues within 24 hours from his /her punch in / punch out time.

Once done, the same form should also get approved by the concerned reporting authority such as Vice Chancellor / Registrar / Director / HOD (strictly as per official hierarchy as per NIU Organization Chart) before sending the same to the HR department for incorporation of correct monthly attendance.

**Note:** The error rectification is allowed strictly once in a month – hence there is no scope for multiple entries more than once in a month. Doing so shall lead one day deduction from the monthly payout & considered to be as LWP.



# **NOIDA INTERNATIONAL UNIVERSITY**

## **Employee Monthly Bio Metric Missed Punch Form**

**Instruction:** Mention the missed punch timing below (should not exceed more than once in current month) followed by date and to be approved by your reporting authority:

<b>Employee Name &amp; ID:</b>		<b>Department:</b>
DATE(DD/MM/YY):	TIME IN ( AM / PM)	TIME OUT (AM / PM)

**Employee Declaration:** I hereby declare that the bio metric punches mentioned above represent the detail of missed punches in my time report for current month and total number of miss punches more than once in this month period may lead to block my bio metric attendance. In case of technical error in bio metric machine, I shall escalate / notify the matter to the HR and IT department within 24 hours from the date of my missed punch.

**Employee Signature:**

**Approved By:**

**Head HR:**

**Note: For Grade IV employees, HOD / Supervisor shall assist his team member to rectify the issue.**

### **Compensatory Work Time:**

Compensatory work time earned is based on hours worked by the concerned employee(s) on listed holiday / gazetted holidays / national holidays / weekly off(s) etc as approved by the concerned reporting authority. Based on this compensatory work time, employee(s) may be eligible to get compensatory off in lieu thereof as per the existing comp off policy.

### **Overtime:**

Any overtime by employee is strictly prohibited at campus. Time worked by an employee that exceeds the employees standard working hours must be approved by the concerned HOD / Reporting Authority prior to the time being worked. All approved overtime will be calculated based on the actual hours recorded and credited to the employee as measured by the bio metric machine and accordingly the compensatory off may be provided to the employee unless otherwise mentioned and communicated in writing to the concerned employee(s).

### **Absences from Duty:**

Employee attendance is extremely important at NIU campus. Management expects employees to strive for perfect attendance and to arrive for work on time. Therefore, an absence from duty or a late start or early logout should be avoided unless there is a genuine emergency.

### **Adding and removing employees from the bio metric system:**

New employees will be added to the bio metric system as soon as the employee(s) join with the University providing the dedicated bio metric id which is unique by nature by HR & IT department. New employees should obtain their ID number prior to beginning work. Guest / Visiting faculties / Ad hoc employees may be assigned to a different bio metric machine / access card where id may be different than that of regular employee(s).

Similarly, when there is a separation from the NIU employment, the bio metric id of the concerned employee should be deactivated and the monthly attendance of the left out employee should be stored into an archive file / folder in the database by the IT team so as to retrieve / access the data for full & final settlement by the HR department etc.

### **Unreported Working Hours:**

Any time spent at NIU campus for working while not clocked in is strictly prohibited. Employees are required to punch in before performing any work and are not permitted to punch out until all work has stopped. Employees that under report or fail to report hours worked are subject to corrective action up to and including termination.

Examples of “working off the clock” may include:

- 1) Forgetting to clock in or out / Voluntarily continuing to work at the end of regular working hours / Taking work home to complete on the weekend or in the evening;
- 2) Checking/Reading/Reviewing work-related emails while away from the office or workplace

Once an employee has clocked in, he/she is responsible for starting work. When the duty has been completed, it is the employee’s responsibility to clock out. If an employee leaves the campus due to personal business, the employee must clock out. Employees conducting personal business or simply not working while clocked in may be considered “riding the clock” and could be subject to corrective action up to and including termination.

### **Policy Amendment / Declaration:**

The regulations and procedures in this policy / annexure are subject to change with / without prior notice, if necessary. The Management reserves the sole discretion to make exceptions, change rules and other requirements as it may deem fit from time to time.







