

HR Manual

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Chapter - 1

1. Introduction and Program Educational Objectives

1.1 About Nilachal Polytechnic

Nilachal Polytechnic, established in 1997, is a premier institution imparting diploma-level technical education in Odisha. The institute is managed by **Navodaya Trust**, a registered trust committed to promoting quality education and skill development in the technical sector. The polytechnic is approved by the **All India Council for Technical Education (AICTE)**, New Delhi, and affiliated to the **State Council for Technical Education & Vocational Training (SCTE & VT)**, Odisha, functioning under the Directorate of Technical Education & Training (DTET), Government of Odisha.

Located in Bhubaneswar, the capital city of Odisha, Nilachal Polytechnic offers three-year diploma programs in core engineering disciplines including Computer Science & Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, and Automobile Engineering. The institution's vision is to produce technically competent, ethically grounded, and socially responsible professionals who can contribute to the industrial and socio-economic growth of the nation.

The campus is equipped with modern classrooms, well-established laboratories, workshops, a comprehensive library, and hostel facilities, creating an environment conducive to learning and innovation. An active Training & Placement Cell works in close coordination with reputed industries to enhance employability through skill development initiatives, industry exposure, and campus recruitment drives.

Nilachal Polytechnic upholds the core values of professionalism, integrity, teamwork, and service, and is committed to fostering an inclusive, growth-oriented work environment for its employees while ensuring compliance with institutional policies and statutory guidelines.

1.2 Objectives

The HR Manual of **Nilachal Polytechnic**, managed by **Navodaya Trust**, is based upon the belief that the success of the Institution is primarily dependent on its staff and that the development of their potential is beneficial both to staff as well as the Institution. Based on the above, a comprehensive set of policies, procedures, and instructions have been laid down in the subsequent pages of this Manual which aims at attracting, retaining, and motivating employees to achieve higher goals and attain greater opportunities for advancement in their career with the Institution. Management and employees are required to comply with the policies and procedures of this Manual. This Manual supersedes all previous policies and procedures approved and/or communicated earlier. The Institution reserves the right to amend or update the contents of this Manual to reflect current conditions. Employees will be notified in writing of any changes implemented.

This Manual is a private and confidential document and is the sole property of the Institution. It is for internal use only and not intended for public circulation. No part of this Manual should be copied, reproduced, distributed, or printed without prior approval of the Principal.

1.3 Human Resource Philosophy

- 1.3.1 To provide quality human resources (both teaching and non-teaching) to the Institution based on the manpower requirement through an effective selection process.
- 1.3.2 To enrich all the staff members by providing need-based training in order to develop their skills, personality and factors required for their respective profession.
- 1.3.3 To motivate staff members to pursue higher studies.
- 1.3.4 To promote staff welfare programs and to create a progressive environment in the Institution.
- 1.3.5 To monitor the staff performance and to reward the best performers and take measures to improve the performance level of the average / low performers.
- 1.3.6 To recognize the service of the staff members and to motivate them through a reward system.

1.4 PEOs (Program Educational Objectives)

- PEO 1: To create understanding of key business concepts, contributing towards effective decision-making and problem-solving capabilities of budding managers.
- PEO 2: To acquire appropriate people skills, team spirit and higher level of proficiency for successful career in industry, business and entrepreneurship.
- PEO 3: To create a socially responsible and value-driven institute committed to sustainable development of the society.

1.5 Review and Revision

This manual may be reviewed every three years or at short intervals, if deemed necessary.

Human Resources and establishment section will initiate the review of this manual and seek appropriate approvals. Any amendments to this manual altering the benefits, perquisites or other terms of employment of the staff will require the approval of Appropriate Authority.

Chapter -2

2. Vision, Mission, Core Values, Quality Policy, Organization Structure

2.1. Vision

To be the front runner in technical education to produce well-rounded professionals who are technically proficient, ethical, adaptable and capable of making a meaningful contribution to the society through their knowledge and skills in technology and industry.

2.2. Mission

- i. To provide strong fundamentals and technical skills through effective teaching learning methodologies.
- ii. To nurture the lives of students with ethical values, creativity and novelty to become Entrepreneurs and establish Start-ups.
- iii. To equip students with the ability to adapt to new technologies and embrace continuous learning and stay current with the latest advancements.

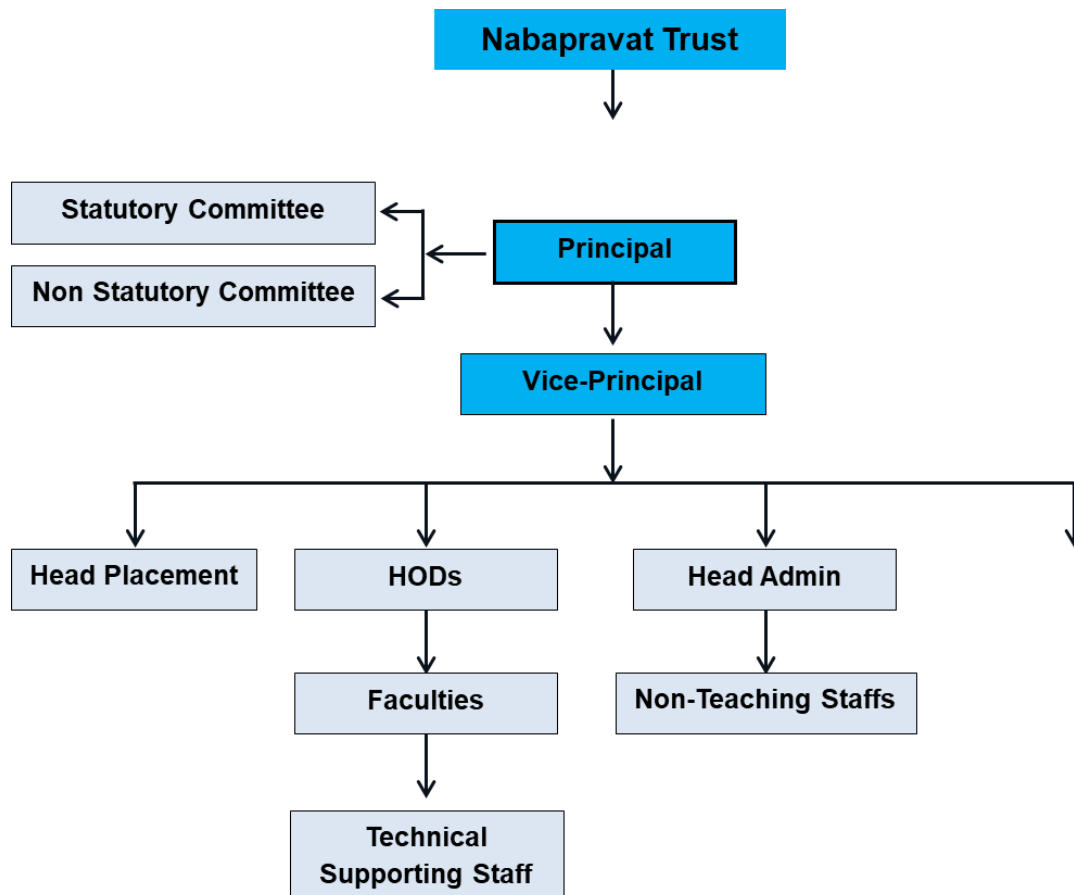
2.3 Core Values

- i. Integrity
- ii. Excellence
- iii. Innovation
- iv. Diversity
- v. Inclusiveness

2.4 Quality Policy

To constantly adopt the best practices in order to maintain trust worthiness of all the stakeholders of education.

2.5 Organization Structure



2.6 Power and Functions of the Principal

- 2.6.1. The Principal as the head of the Institute is responsible for academic administration, management and improvement of assets and financial resources of the Institution.
- 2.6.2. The Principal is delegated with the authority for overall management and administration of the Institution. He is also delegated with financial power.
- 2.6.3. The Principal, in co-ordination with Vice-Principal, Director (Training & Placement), HODs and senior faculty members, shall contribute to elevate the brand of the Institution including accreditation and ranking process of the Institute.
- 2.6.4. He shall enhance the reputation of the Institute through various social and welfare activities.
- 2.6.5. The Principal in consultation with the management shoulders the responsibility of ensuring that the right ambience is created for intellectual pursuits of the students and faculty, communication with regulatory bodies, facilitation of research activities, synergy with stakeholders, encouragement of team spirit and achieving academic goals.
- 2.6.6. He heads different statutory committees and guides different functional committees of the Institute.
 - i. The Principal involves the entire staff in planning, implementation and evaluation of set goals, both short term and long term.

- ii. The Principal monitors academic activities in consultation with Vice-Principal, HOD, Academic Council, Department Academic Committee (DAC) and coordinators.
- iii. He guides the Placement Cell in enhancing the industry institute interface through partnership and collaborations as well as ED Cell to promote entrepreneurial spirit within the students.
- iv. He keeps track of the students' admission, progression, and placement activities of the Institute, and shall drive the team for continuous improvement.

2.7 Functions of Governing Body

The Governing Body relentlessly functions to translate the vision of the Institute to actionable goals through several consultations and deliberations. To make the Institute “a centre of learning that excels in management education, research, training and consultancy of the highest quality based on ethics, morality and Indian values”, which is a mandate of the vision statement, the governing body monitors all the operational activities to ensure smooth implementation of strategic plans and overcome deviations if any at the operational level.

2.7.1 The Governing Body oversees prospective plans, policies, financial planning and overall management.

2.7.2 The core responsibility of the Body is to ensure transparency and accountability at every level of decision-making.

2.7.3 The Governing Body focuses on comprehensive development and on continuous improvement for steady growth of the Institute.

2.7.4 The Governing Body monitors the formulation of programme, implementation, and evaluation.

2.7.5 Based on the decisions made in the Governing Body meetings, the management extends valuable support to the Principal in order to implement plans and policies of the Institution.

2.8 Responsibilities of Governing Body

Each independent Governing Body members plays a fiduciary role by upholding the interests of all stakeholders, i.e. students, faculty, corporate executives, alumni, parents, regulating agencies, government departments, etc. As the Institute undertakes a semester system of academic delivery, maintaining timelines and reporting systems is of paramount importance. Consequently, the members of the Governing Body meet four times a year to discuss various issues relating to the management of the Institution and take decisions on priority issues like infrastructural expansion and asset up-gradation, introduction of new programs, exchange programmes, appointment of faculty members, reviewing academic results, approving and monitoring budgets, partnering with corporate firms and academic institutions for ensuring quality placements, admission strategies, programmes for ISR and any other matters that require the explicit approval of the members of the Governing Board.

2.9 Interpretation

In the event of any doubt with regard to interpretation, the Governing Body (GB) shall be the final authority in interpreting the meaning of the substantive aspects mentioned in this Manual.

Chapter - 3

3. Preliminary

3.1 Definitions

- 3.1.1** “Governing Body” (GB) is the principal organ of the management of Nilachal Polytechnic and gives the approval for all academic and administrative matters.
- 3.1.2** “Chairman” means the Chairman of the Governing Body who shall also be the Chairperson of the Institution by virtue of the office held by him.
- 3.1.3** “Premises” means the entire premises of the office of Nilachal Polytechnic which includes departments, labs, classrooms, sections and other places both inside and outside, residential quarters, guest houses, hostel buildings, canteen, play area, campus / department stores and such other areas and precincts attached to the office of Nilachal Polytechnic.
- 3.1.4** “Management” means the members of the Management Team (MT), viz. Chairperson / Principal / Director(s) and any other person(s) vested with the authority to enforce the rules and regulations governing the staff service rules.
- 3.1.5** “Appointing Authority, Disciplinary Authority, Competent Authority” under these rules mean Chairman, Principal, Vice Principal, Heads of Departments or any authority empowered and vested with powers by the Governing Body of Nilachal Polytechnic.
- 3.1.6** “Selection Committee” means the authority nominated by the Management to select candidates for filling up the vacancies in Nilachal Polytechnic.
- 3.1.7** “Appraisal / Promotional Committee” is the committee nominated by the Management to recommend to the Competent Authority for promotions or special increments, on the basis of performance reports.
- 3.1.8** “Employer” means Nabapravat Trust: Unit - Nilachal Polytechnic.
- 3.1.9** “Institute” means Nilachal Polytechnic.
- 3.1.10** “Salary” means all remuneration earned which comprises of basic pay, dearness allowance, house rent allowance, conveyance allowance, special allowance, and any other allowance per month exclusive of overtime payment.
- 3.1.11** “Leave” means authorized absence from duty with or without pay.
- 3.1.12** “Absence from work” means unauthorized absence from the workplace, late attendance or leaving the workplace early without the explicit approval of the Management / Principal / HOD.

3.2 Classification of Employees

3.2.1 “Employee” shall be classified as:

- i. Permanent
- ii. Probationer
- iii. Temporary
- iv. Adjunct
- v. Part-Time
- vi. Visiting
- vii. Contract

3.2.2 A “**Permanent**” employee means one who has completed the specified period of probation satisfactorily and has been given the confirmation in writing by the Principal /Chairman.

3.2.3 A “**Probationer**” employee means one who is appointed on probation but not given the confirmation in writing by the competent Authority.

3.2.4 A “**Temporary**” employee is an employee who has been engaged for work which is of an essentially temporary nature likely to be completed within a limited period. The person so appointed will have no right to be engaged against a permanent or temporary post which may arise in future.

3.2.5 An “**Adjunct**” employee is a faculty hired by the Institution to teach but is not a full-time member of the faculty and is a part-time or contingent instructor. He / she should be an eminent professional having recognition at national / international level and having outstanding published work.

3.2.6 A “**Part-Time**” faculty / staff means an employee engaged for work for a certain period mentioned in his appointment order for a specific number of days in a week / month.

3.2.7 A “**Visiting**” faculty / staff means a person engaged for work on hourly basis in a day for a certain period mentioned in his appointment order.

2.2.8 A “**Contract**” employee means a person appointed on contractual employment for a specified time-period.

Chapter – 4

4. Selection and Appointment of Employees

4.1 Selection and Appointment Policy

Selection of staff is one of the most strategic and significant determinants of an institution which will succeed or fail. It is vital to ensure that the following policy is implemented as per the policy enumerated herewith.

The Selection and Appointment Policy is based on the following principles:

- i. Recruitment of the best talent available based strictly on merit on recommendation of selection committee.
- ii. Direct relatives of current employees shall normally not be recruited.
- iii. The staff who have been terminated with a cause by any other institution shall not be considered for recruitment.

4.2 Recruitment

4.2.1 Recruitment Policy

Effective recruitment and selection are central and crucial for success of any organization. It depends on finding people with the necessary skills, expertise, and qualifications to deliver the Institute's strategic objectives and having the ability to make positive contribution to the values of the institute.

This recruitment policy is designed for the institute with an aim to apply standards of best practice in the recruitment and selection procedure for the staff. It also aims at to have a fair and bias free recruitment procedure for the staff. It also aims to have a fair and bias free recruitment process. This policy sets out the criteria and procedures for open, transparent and merit-based recruitment of staff, which is a top priority for Nilachal Polytechnic.

4.2.2 Source of Manpower:

For recruitment purpose, the following may be followed, viz.

- i) Open advertisements in leading newspapers.
- ii) Institute website.
- iii) E-mail / by post / hand receipts.
- iv) Campus interviews.

4.2.3 General Procedures of Recruitment

1. All positions at the Institute shall typically and, as far as possible, be filled by the Governing Body through open advertisement. However, positions may also be filled by the sources of manpower mentioned in section 4.2.2. The Governing Body (GB) holds the exclusive authority to decide, either independently or based on the recommendations of the Principal or the Selection Committee, that a particular

position be filled by invitation or through promotion from within the existing staff of the Institute.

2. But looking into the academic urgency the Principal-cum-member Secretary may appoint faculties as and when required. All such appointment should be on recommendations of selection committee. For this the principal will be authorized by way of resolutions for that academic session only.
3. All appointments on the staff of the Institute shall be made only by the “GB” of the Institute, through its selection committee. Appointments, with or without grades, in the Institute will be created on Ad-hoc, Temporary, Regular and Permanent basis by the “GB” as per the requirement of actual manpower from time to time. The manpower requirement shall be ascertained on the basis of the desirable norms prescribed by AICTE or the appropriate authority from time to time.
4. The qualification for a post concerned is strictly as per the norms prescribed by the AICTE, New Delhi, Govt. of Odisha and Affiliating University.
5. Additional posts may also be created, as required, for the extension of specific projects and or research and development activities.
6. The appointment of the Principal and all other teaching faculty members shall be made by the “GB” after ratification of his/her credibility by the selection committee constituted in accordance with the provisions of the AICTE, New Delhi, Affiliating University and Govt. of Odisha for the purpose. However, pending approval of their appointment by the selection committee, the Chairman “GB” may, at his discretion, appoint the Principal and or members of the teaching faculty on a temporary basis, on such terms and conditions as deems fit.
7. All other appointments shall be made directly by the Chairman of the “GB” on the recommendation of the Principal. The Chairman of the “GB” reserves the exclusive right however, to accept or not accept, any or all the recommendations made by the Principal in respect of any appointment.
8. The selection committee will judge the suitability of all the candidates for the position concerned. Letters of appointment in service shall only be issued by the Principal-cum-member Secretary of the “GB”.
9. Every appointment whether ad-hoc, temporary, contractual or part time will be made for a specific tenure and all such appointments shall become invalid from the date specified in their appointment letter/contract. Such appointments, may however, be extended, subject to a written confirmation of such extension only, for such period(s) as he may deem fit, failing which, no extension shall be considered valid and binding on the Institute.
10. Candidates selected for interview for a post under the Institute may be paid such traveling allowance as may be determined by the “GB” from time to time in this behalf.
11. Every appointment made at the Institute shall be reported to the “GB” at its next meeting.
12. The selection committee will judge the eligibility of a candidate basing on their career credentials and performance in the interview.

13. The selection panel is valid for one year from the date of conduct of selection committee. If a faculty or employee resigns in the middle of a session, then the next man of the selection panel will be appointed for such post. This arrangement needs to be approved in the next GB meeting.

14. Evaluation of a candidate will be out of 100 marks. Marking pattern fixed for selection is as follows.

4.2.4 Minimum qualifications for Appointment / Promotion (CAS) for different Posts:

Post Structure:

1. Lecturer - Direct Recruitment
2. Sr. Lecturer - Direct Recruitment / Promotion (CAS)

Sl. No.	Category	Marks Allotted	Awarded by
1	Career	50 marks	Certificates
2	Demo class	10 marks	Subject Experts
3	Subject expert	20 marks	Subject Experts
4	Experience	10 marks (1 mark for one full year of service)	Selection committee
5	Selection Committee	10 marks	Selection committee
	Total	100 Marks	

Career – 50 Marks

Sl. No	Degree	Marks to be awarded out of	Marks to be awarded	Remarks
1	HSC	10	Total % of marks secured divided by 10	
2	CHSE/Diploma	10	Total % of marks secured divided by 10	
3	B. Tech/Degree	15	Total CGPA or Total % of marks secured divided by 10	
4	Masters Degree	15	Total CGPA or Total % of marks secured divided by 10	
	Total	50		

- i) The Chairman may have the power to delegate authority to any person.
- ii) All appointments to any category of post shall be made by the Appointing Authority on the recommendation of the Selection Committee constituted by competent authority.
- iii) Qualifications and experience - for the appointment of teaching and non-teaching staff, AICTE norms will be strictly followed.
- iv) Every applicant for employment will be required to fill up and sign the prescribed/general Information Form and undergo a test as mandated by the Selection Committee.
- v) Every person appointed must sign the duplicate copy of the appointment order to indicate his/her acceptance of the Service Rules of the Institute. A copy of the said Rules and Regulations shall be issued to each employee at the time of his/ her employment.
- vi) At the time of joining in service, the employee shall furnish the Management with his/her full address where all communications meant for him/her shall be sent. Any change of address shall be immediately communicated to the management.
- vii) Appointments shall be subject to prior submission of satisfactory reports from the referees and proof of academic qualifications as may be necessary.
- viii) Every employee, before appointment, shall produce documentary evidence of his/her date of birth as indicated below.
 - a) A certified copy of date of birth as recorded in the Register of the Corporation/ Municipality
 - or
 - b) H.S.C /School Final/ School Leaving Certificate
- ix) The date of birth of an employee once entered in the service records shall be the sole evidence of his/her age in relation to all matters pertaining to his/her service including the fixation of the date of retirement.
- x) All applicants will be interviewed and tested for proficiency in the vacant/new job.
- xi) A member of the staff appointed against a permanent post shall be on probation ordinarily for a period of one year provided the Management may waive it for exceptionally deserving candidates or extend the period of probation for a further period of three months. After satisfactory completion of the period of probation, the employee shall be confirmed by the Management in writing with effect from the date of appointment and he/she shall be communicated of such confirmation in writing.
- xii) The services of any employee on probation may be terminated without assigning any reason whatsoever.

- xiii) Any material misrepresentation or deliberate omission of fact in the employment application may be justification for refusal of, or if employed, termination from employment.
- xiv) The Institution may make a thorough investigation of the entire work history and may verify all data given in the application for employment, related papers, or oral interviews. Falsification of data so given or other derogatory information discovered as a result of this investigation may prevent employment, or if employed, may subject the employee to immediate dismissal.
- xv) Every employee, other than casual, part-time or ad hoc shall be engaged by a letter of appointment before taking up his/her post. The letter of appointment shall state clearly the type of appointment offered, i.e. probation, temporary, contract or against a leave vacancy. The letter of appointment shall contain the terms of employment and other service conditions. The employee shall sign a copy of the appointment letter as a token of acceptance. This will be retained by the Institute.
- xvi) An employee may discontinue his/her services from the Institute even after his/her confirmation by giving one month notice or by paying an amount equal to one months' salary in lieu of the notice, provided there are no dues outstanding against him/her.
- xvii) No member of the staff shall apply for an employment elsewhere without taking a written permission from the head of the institution/principal.
- xviii) **It is the responsibility of the employees to read the Service Rules to familiarize him/herself with all policies and procedures of the Institute.**

4.5 Detailed Recruitment Procedure

4.5.1 Assessment of Requirement of Post: Every year faculty position - existing as well as requirement must be reviewed and a list of vacancies of posts may be prepared to be filled up by direct recruitment through open advertisement or other sources of manpower listed in section 4.2.2 by the Principal of the Institute.

4.5.2 Approval of Post for Recruitment: Details of the post, nos. of vacancies, name of the post, pay limitation, required experience and nature of the post to be placed before the Governing Body for approval by the Principal of the Institute.

4.5.3 Advertisement: Accordingly, an advertisement for appointment shall be prepared as per requirement & uploaded on the website of the Institute or other mediums after approval of GB/Management for publication.

4.5.4 Constitution of Selection Committee (Amendment): A selection committee shall be constituted comprising of following members –

- | | | |
|------------------------------|---|-----------------------|
| 1) Principal | - | Chairman (Ex-Officio) |
| 2) Management Representative | - | Member |
| 3) HOD | - | Member |
| 4) Internal Expert-1 | - | Member |
| 5) External Expert – 1 | - | Member |
| 6) External Expert – 2 | - | Member |

4.5.5 Scrutiny Procedure: After receipt of resumes by post / through internet, administrative officer will handover resumes to the selection committee. The committee will short list

the candidates on the basis of their academic proficiency and experience and shall prepare the list of suitable candidates to be called for interview at a ratio of 1:3 to 1: 4.

Candidates who are coming directly have to submit their resume with photocopies of all relevant certificates to administrative officer. They have to fill up an Institute bio-data form and hand over to administrative officer. Administrative officer will send all documents to the selection committee for review. The committee will examine the documents and if found suitable, may allowed for interview.

4.5.7 Selection Procedure:

- i. Fixation of date & time and venue of the interview as per Selection Committee's approval/availability.
- ii. Interview call letter sending to the applied candidates.
- iii. Invitation ought to be sent to the experts in the selection committee to attend the selection meeting.
- iv. Notice to be issued to the entire selection committee with the relevant details of the selection meeting.
- v. The candidates have to appear before the Selection Committee for the interview. On the performance of their interview selected candidates have to present a topic in demo class to show their presentation skill in the presence of students, and members of the board.
- vi. Certificates will be verified, and career marks will be awarded.
- vii. Personal Interview will be conducted.
- viii. A rank list shall be prepared by the Selection Committee for the recommendation of approval & appointment of the candidates by the interview board on the basis of their educational career, performance in personal interview and presentation skill.

4.5.8 Minutes of the Interview: Minutes of the interview to be recorded with the recommendation of approval & appointment of the candidates by the selection committee.

4.5.9 Issue of Provisional Offer Letter: After verification of original certificates provisional offer letter shall be issued. As per conditions of provisional appointment 1st month's service period shall be kept under observation for review of candidates' overall performance. After the satisfactory completion of the probation period, the appointment shall be treated as regular appointment.

4.5.10 Acceptance Letter: An acceptance letter to be received from the selected candidate on the prescribed format indicating their service period, salary negotiated, security deduction and other terms and conditions.

4.5.11 Opening of Personal File: Personal file to be opened on the date joining of the candidate and faculty induction programme to be set as per schedule. An intimation to be given on prescribed format to the account dept. regarding the joining of the new candidate for enrollment.

4.5.12 Post Selection Process:

- i) The selected candidates who received the appointment letter should submit a joining report in writing to the Principal before the deadline mentioned in the appointment letter.
- ii) The Joining Report and the Letter of Undertaking (if required) have to be filled up by the faculty.

- iii) PAN Card / Aadhaar Card / Proof of Residence details should be furnished by the staff member and a copy of the same to be submitted at the time of joining. Each staff member is required to open a bank account with the designated bank for the purpose of crediting his/her monthly salary.
- iv) The Appointment Order will be issued by the Administrative Officer to the newly joined staff who has to execute the service contract, if required.
- v) The HOD will brief the newly joined staff about the department formalities and the workload.
- vi) Faculty Induction program will be organized by the HR Department / Establishment section in the subsequent week to explain the rules and regulations of the Institute. The Induction kit will also be provided with all details.
- vii) Email ID will be created for the staff by the ERP Team within a week's time.
- viii) Identity Card will be provided for each staff.
- ix) Visiting cards for the senior staff will be provided in the specified format in the subsequent week.

4.6 Other Employments

- i. No full-time teacher including Principal and Director of the Institute shall be permitted to accept any part-time teaching / or remunerative assignment.
- ii. No full-time employee shall be permitted to engage himself/herself in any other remunerative assignment not authorized by the Institute.
- iii. Any employee (including a teacher) contravening the provisions of this rule shall be liable to such disciplinary action as may be deemed fit proper.
- iv. No member of the faculty is permitted to apply to any outside authority in his/her attempt to add qualifications before confirmation in service unless specifically permitted in this regard.

4.7 Age

Persons below 18 years of age shall not be eligible for recruitment. The appointing authority reserves the right to prescribe the upper age limit in exceptional cases. Every employee must declare on his first appointment, his date of birth as recorded in Matriculation/ HSC/ 10th Board certificate of CBSE/ Birth Certificate issued by Municipality Corporation/ any local body and produced the original for verification at the time of joining. The date of birth once declared, admitted and recorded by the Institute / office shall not thereafter be altered.

4.8 Probation

All appointments against permanent posts will normally be on probation ordinarily for a period of one year provided the Appointing Authority may waive it for exceptionally deserving candidates or extend the period of probation for a further period. After satisfactory completion of the period of probation, the appointment shall be treated as regular appointment.

4.9 Performance Appraisal

The formal written evaluation is established to provide annually a planned and scheduled opportunity to the employee and supervisor to meet and mutually identify, discuss, and

document the demonstrated job performance and accomplishments of the employee during a specified rating period.

4.9.1 Employee's Evaluation:

- i) Indicates where he/she stands in relation to the expectations of the Institute, the department, and the immediate supervisor.
- ii) Assures mutual understanding of responsibilities and work assignments.
- iii) Serves as a source of assistance and guidance in improving and preparing for advancement.

4.9.2 Supervisor's Evaluation:

Helps identify an employee's performance level, growth potential, and developmental needs as measured by the standards of performance for the job.

- i) Assures that the employee is fully aware of assigned duties and responsibilities.
- ii) Provides an opportunity to recognize effective performance and to let employees know that their contributions have a direct impact on the overall goals of the Institute.
- iii) Serves as a foundation to formulate with the employee a specific plan of action for achieving goals and improving job performance.
- iv) Establishes the basis for better two-way communications.
- v) Serves as a major consideration in matters concerning employee development, promotion, transfer, retention, salary, and job performance improvement.

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

The employee's supervisor or manager is responsible for conducting the review and evaluation with the employee. Standard evaluation forms and additional instructions related to conducting a performance evaluation may be obtained from the HR Section/Establishment department.

4.9.3 Performance Appraisal Review Process

Every year, at the end of the academic session, i.e. May, every faculty member is required to fill up the self-appraisal form and submit to the reporting officer. Performance appraisals shall be done for all staff members of the Institute and copies must be placed in the personnel file in Establishment Section or HR Section. The appraisal will be carried out by a committee comprising of Principal as the Chairman, Head of the Departments, Head of the Institute (the rater) and will be reviewed at the next level of supervision (the reviewer).



ନିଳାଚଳ ପଲିଟେକ୍ନିକ୍
NILACHAL POLYTECHNIC
BHUBANESWAR

Approved by AICTE, New Delhi
Affiliated to SCTE & VT, Odisha

PERFORMANCE APPRAISAL FOR FACULTY

For the Period from _____ to _____

Part I (To be filled by faculty)

1	Name of the faculty	
2	Designation:	
3	Category	
4	Date of Birth	
5	Highest Qualification	
6	Date of 1 st appointment as Faculty	
7	Date of Appointment in Nilachal Polytechnic	
8	Present post held	
9	Any additional qualification acquired in GIET	

Part –II

SELF ASSESSMENT REPORT

1. Teaching Load per Week (Allotted)

A: ODD Semester:

Sl.	Particular	Subjects Taken	Branch	Semester	Section/ Group	Teaching Hours	% of Syllabus covered
A	Theory						
B	Sessional/Practical						

Sl.	Particular	Name of the subject/topic	Branch	Semester	Section/ Group	Hours
C	Tutorial					
D	Seminar					

Sl.	Particular	Name of the subject/topic	Branch	Semester	Section/ Group	Mini/Major Project
E	Project					

B: EVEN Semester:

Sl.	Particular	Subjects Taken	Branch	Semester	Section/ Group	Teaching Hours	% of Syllabus covered
A	Theory						
B	Sessional/Practical						



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Sl.	Particular	Name of the subject/topic	Branch	Semester	Section/ Group	Hours
C	Tutorial					
D	Seminar					

Sl.	Particular	Name of the subject/topic	Branch	Semester	Section/ Group	Mini/Major Project
E	Project					

Total class allotted (i) Odd semester _____ (ii) Even Semester _____

Total class taken (i) Odd Semester _____ (ii) Even semester _____

2. Research Guidance (give brief description of each project and name the student(s) and Co-supervisor, if any.(Attach separate sheets, if needed).
3. Any project completed other than student's projects.
4. Any new Experiment added in the Practical course.
5. Any innovation of any type introduced in the Institute
6. Papers published (give the title, Co-author, if any, and details of the Journals. Attach separate sheet ,if necessary.
7. Any contribution in Laboratory/ Course Development ,not mentioned above.
8. Contribution to Industrial Development in the form of Consultancy/sponsored R.D.
9. Contribution to Corporate life of the Department/ Institute
 - (a) Curriculum development
 - (b) Cultural/Extra Curricular activities
 - (c) Sports/Community and Extension services
 - (d) Administrative assignments
 - (e)Any other
10. Contribution to Scientific / Technical education through publication of Text-books and Laboratory Manual, Special Lectures and organization of Seminars, Symposium, Summer or Winter School etc.
11. Summer institute, Refresher or Orientation course attended, during the year, give details.
12. Membership or Fellowship of Professional/Academic bodies, societies etc. give details.
13. Additional Contributions which are not covered above and which are relevant for assessment of teacher's activities.
14. Any step taken for Resource generation. Give a brief description.(Attach separate sheet, if needed).

Signature _____
 Name in Block letters _____
 Designation _____
 Date: _____



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PART III Assessment of the Reporting Officer

Name & Designation of the Reporting Officer:

(Kindly provide your assessment on the five-point scale in respect of the following parameters)

Outstanding **Very Good** **Good** **Satisfactory** **Unsatisfactory**
 5 4 3 2 1

Keeping in view the information furnished by the faculty member, please provide your assessment on the following parameters: (Weightage – 50)

1	Teaching load and regularity in taking class	
2	Research guidance to students	
3	Any Projects completed other than the student's projects.	
4	Innovations / experiments introduced in the course	
5	Contribution in Curriculum Development	
6	Intellectual capital (Books / Articles/ Patents/ Talks)	
7	Publication in Refereed Journals	
8	Organizing and participation in Seminars/ workshops, special lectures, FDP's,	
9	Contribution to the corporate life of the school / University	
10	Membership or Fellowship of Professional / Academic bodies	
	Total	

A. Performance and General Attributes (Weightage – 50)

1	Knowledge in the sphere of work	
2	Quality of output	
3	Communication skills (Oral and written)	
4	Initiative and adaptability (resourcefulness in handling normal and unforeseen problems and willingness to take responsibilities in the new area of work)	
5	Aptitude to work	
6	Ability to inspire and motivate	
7	Supervisory ability	
8	Interpersonal relations and team work	
9	Integrity and Trustworthiness	
10	General conduct	
	Total	

B. General assessment taking all the above parameters _____

Total (A) + (B): _____

Outstanding : 91 to 100,
 Very Good : 71 to 90
 Good : 51 to 70
 Satisfactory : 40 to 50
 Unsatisfactory : up to 40

Signature _____

Date: _____



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PART –IV
(To be filled in by the Reviewing Officer)

1. Length of service under the Reviewing officer _____
2. Are you satisfied that the Reporting officer has made his / her report with due care and after taking into account all the relevant material?
3. Do you agree with the assessment of the Faculty Member given by the Reporting Officer?
4. Remarks about any meritorious work or otherwise of the Faculty Member.
5. Remark about grading of the Faculty Members by the Reporting Officer.
6. Has the Faculty Member any special characteristics, and/or any abilities which would justify his/her selection for special assignment. If so, specify.

Signature of the Reviewing Officer

Place:

Name in Block Letters

Date:

Designation
(During the period of Report)

4.10 Grant of Increment

Increment of any teaching or non-teaching staff, will depend upon his/her performance and the satisfaction he/she gives to the management in discharging his duties and attendance, self appraisal and interview.

4.12 Promotion

- i) The faculty up gradation shall be considered strictly as per AICTE norms.
- ii) Up gradation of other staff will not necessarily depend solely on seniority. The following evaluation scheme will be taken into account for promotion:

Career – 50 Marks

Sl. No	Degree	Marks to be awarded out of	Marks to be awarded	Remarks
1	HSC	10	Total % of marks secured divided by 10	
2	CHSE/Diploma	10	Total % of marks secured divided by 10	
3	B. Tech/Degree	15	Total CGPA or total % of marks secured divided by 10	
4	MASTERS DEGREE	15	Total CGPA or total % of marks secured divided by 10	
	TOTAL	50		

Norms for selection

Sl. No.	Category	Marks allotted	Awarded by
1	Career	50 marks	Certificates
2	Publications	20 marks 10 marks for each publication (maximum 20 marks)	Publications
3	Experience	10 marks (1 mark for one full year of service)	Selection committee
4	Selection Committee	20 marks	Selection committee
	Total	100 Marks	

4.13 Demotion

A demotion is defined as a reassignment from one position to another position at a lower pay grade or salary range. A demotion can also be defined as a reassignment of duties to a lower level of pay or responsibility even if there is not a change in the employee's job title or position. Involuntary demotions may occur if work is eliminated, abolished or reorganized, as a disciplinary action or if a staff member is unable to perform the work satisfactorily.

4.14 Resignation

- i) The resignation letter should be accompanied with **No dues/ Clearance Certificate**, Charge Handover & taken over report.
- ii) Submission of Resignation through E-mail is not acceptable. In such case, neither relieve order nor shall experience / salary Certificate be issued. Salary Security deductions if any shall also not be released for resignations submitted through E-Mail.
- iii) A probationer may resign from his service voluntarily by submitting a notice in writing to that effect to the competent authority / Institute management at least one month notice in advance.
- iv) Notwithstanding anything mentioned above, the management reserves the right to refuse or accept the resignation of any employee when disciplinary proceedings are pending against him/ her or for a breach of contract or for any such reason.

4.15 Superannuation / Retirement

The age of superannuation of all Teaching & Non-Teaching Employees is 65 (Sixty-five) years. However, in exceptional cases, the management may extend the services of any employee beyond 65 years and up to the age of 70 years. The date of superannuation shall mean the last date of the month in which he or she attains the age of superannuation.

4.16 Termination of Service

- i) The institute / Management reserves the right to terminate the services of an employee by giving due notice in writing without assigning any reason whatsoever or by paying the notice period pay for the equivalent period in lieu thereof as agreed upon from case to case basis.
- ii) The Institute / Management shall have the right to dismiss an employee summarily without any compensation whatsoever if the employee is found guilty of breach of trust, insobriety, addiction to drugs or alcoholism, dishonesty, neglect of duty, negligence of complaint, moral turpitude, erosion of conduct, which are considered detrimental to the Institute / office / trust.
- iii) Services of a probationer shall be terminated if not confirmed on completion of the probationary period or of an extended probationary period. He would, however, be intimated of the termination of service prior to the expiry of the probationary period or any extended period of probation by giving one month's prior notice. Likewise, the probationer may voluntarily resign from his service by giving one month's prior notice.

- iv) The services of any temporary employee shall be terminated at any time by either party without any notice.
- v) On termination of services of any employee by the management, the entitlement due to him shall be paid to him after adjustment of all amounts due from him to the Institute at the time of termination. Such payments will be made as soon as convenient after the effective date of termination but not before the clearance certificate obtained from the head of his department to the effect that he has surrendered all property of the Institution that may be in his possession including his Identity Card, official email password, books/journals/all assets /possessions of the Institute.
- vi) The final clearance shall be given to the Accounts Department to release the payment due by Establishment section.

4.17 Income Tax

The Institute will deduct Income Tax at source from the salary of the employees as per the applicable rates and terms declared by the Government of India from time to time. A salary certificate indicating gross earnings and deductions shall be issued by the Institute in prescribed Form 16 of Income Tax Act after completion of the financial year.

4.18 Employee Records

The Human Resources and Establishment section maintains for each employee a personnel file that contains vital employment information. To ensure that personnel records are up to date, it is the employee's responsibility to promptly notify the HR and establishment section in writing of any changes in name, home address, marital status, telephone number, email and person to notify in case of emergency. It is also important to notify to the section of scholastic achievements that may enhance your opportunities for advancement.

4.19 Confidential Record Of The Employee

- i) A service record including leave account, etc. shall be kept in the form prescribed for every person in a regular appointment under the management.
- ii) A confidential report in the form prescribed shall be kept by the Institute /college authorities in respect of every employee. Confidential adverse entry shall be communicated to the employee who will have the right to represent to the management whose decision shall be final. The performance of every employee shall be determined on the basis of the entries made in his C.R. folders for the purpose of merit, increment, promotion, efficiency bar, confirmation, etc.

4.20 Job Responsibilities

4.20.1 Working Days

The working days of the Institute shall be from Monday to Saturday.

4.20.2 Working Hours

Normal working hours of the employees will be in terms of the Institute rules and regulations to the extent applicable to the employees. At present normal working hours are from 10 AM to 6 PM.

4.20.3 Festival Holidays

Festival holidays of the Institute shall normally be as per BPUT list of festival holidays.

4.20.4 Complaints, Grievances and Procedure for their Redressal

- i. A grievance means a controversy between an employee and employees on one hand and the management and employees on the other hand in respect of wages, payment, leave, working conditions and matters involving interpretation of existing legislation but excluding a matter connected with punishment or disciplinary action.
- ii. Whatever the type of grievance may be, the aggrieved person/persons shall be given a patient hearing that grievance be settled as promptly as possible on the basis of facts in a climate of mutual confidence and respect. The endeavor shall also be that the grievance is settled at the point of its origin.

4.20.5 The Formal Procedure for the Settlement of Grievances would be as follows:

- (i) That the employee shall first take up his grievance in writing to his HOD (TEACHING) /Manager Admin (Non-Teaching). HOD/Manager Admin will try to resolve the grievance within three days. If not he will forward such grievances to the Principal forthwith. Then the Principal will try to settle the grievance and satisfy the employee verbally as soon as possible but within 7 days.
- (ii) In case the employee is not satisfied with the reply given by the Principal and if he/she so desires, he or she may submit his grievance to the Chairman who would try to settle it as early as possible.

4.20.6 Service of Notice

- i) A matter required to be notified under these rules and any notice by the administration to the employee in the college shall be circulated among the staff. When so circulated, such matter or notices shall be deemed to have been communicated to all the employees even when some of the employees are not available at the time of circulation.
- ii) A notice or letter of communication intended for an employee may be delivered to him personally in the premises of the institution/college and the employee is bound to receive the notice and acknowledge the same. Refusal on the part of the employee to accept the letter of communication will also render the employee liable to disciplinary action.
- iii) In the case of an employee who is absent or on leave, any intended notice or letter of communication shall be sent to him by registered post with acknowledgement due to the last recorded address of the employee. This will be deemed to have been served on him. When such a registered letter, communication or notice is returned undelivered for any reason, and if a copy of the said letter, notice or

communication is also sent under certificate of posting, it shall be deemed to have been served.

- iv) A matter required to be notified under the rules and a notice or communication by the Principal to the employee will be in English.

4.20.7 Insolvency, Habitual Indebtedness and Criminal Proceedings

- i) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to be arrested for debt or has recourse to insolvency or when it is found that a majority of his salary is continuously being attached, he may be liable for termination. Any employee, who becomes the subject of legal proceedings for insolvency, shall forthwith report full facts to the College authorities.
- ii) An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached irrespective of the fact whether he has been released on bail or not. An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall be placed under suspended until further orders by the Chairman.

Chapter - 5

5. Code of Professional Ethics for Teachers

5.1 Teachers and their Responsibilities

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideas. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- (i) Adhere to a responsible pattern of conduct and demeanors expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences, etc. towards contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

5.2 Teachers and the Students

Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at

the same time contribute to community welfare;

- (v) Inculcate among students a scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

5.3 Teachers and Colleagues

Teachers should:

- i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- iii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion or sex in their professional endeavor.

5.4 Teachers and Authorities

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- iii) Co-operate in the formulation of policies of the Institute by accepting various offices and discharging responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the Institute keeping in view the interest and in conformity with the dignity of the profession;
- (vi) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; and

- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

5.5 Teachers and Non-Teaching Staff

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking; and
- (ii) Teachers should help in the function of joint staff councils covering both teachers and the non-teaching staff.

5.6 Teachers and Guardians

Teachers should try to see that the institution should maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

5.7 Teachers and Society

Teachers should:

- i. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- ii. Work to improve education in the community and strengthen the communes' moral and intellectual life;
- iii. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- iv. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- v. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

5.8 Responsibilities of Teachers

- i) Responsibilities of the teachers of the Institute will be in terms of the AICTE rules and regulations (Appendix A) to the extent applicable to the employees and any other responsibilities as assigned by the Authorities.

APPENDIX- A

Responsibilities of Teachers

Academic	Research and Consultancy	Administration	Extension
Classroom Instructions including LMS.	Research and development activities and research guidance	Academic and administrative management of the Institute	Extension Activities Promoting UHV (Universal Human Values) in education
Laboratory Instruction	Industry sponsored projects	Policy planning, monitoring and evaluation and promotional activities both at department and Institutional level	Interaction with industry and society
Curriculum Development	Consultancy service	Design and development of new programme	Participation in community services
Developing learning resource material and laboratory development	Promotion of Industry Institution interaction and R and D	Preparing project proposals for funding in areas of R and D work, laboratory development, modernization, expansion, etc.	Providing R and D support and consultancy services to industry and other user agencies
Students assessment and evaluation including examination work of University		<ul style="list-style-type: none"> •Proctorial Counseling •Administration both at departmental and institutional levels 	Providing non- formal modes of education for the benefit of the community

Chapter – 6

6. Induction and Training Program

6.1 Induction Program

- i. HR/Establishment section is responsible for the structured induction of staff in order to ensure their smooth and easy assimilation into the Institution.
- ii. HR/Establishment section will select one senior faculty to welcome a new employee and brief him on the Institution, its history, general rules, facilities and human resource policies and procedures.
- iii. A memo informing the Institution staff about the new staff member joining will be circulated under the signature of the principal.
- iv. HR/Establishment section should identify staff with an extremely positive attitude and train them to assist new staff in their initial period of service within the Institution.
- v. The induction program is conducted for all the new teaching and non-teaching staff who join duty. The purpose is to get them familiarized with the Institution, its rules and regulations, Departmental Procedures, etc.
- vi. The Induction Program focuses on the following topics:
 - a) Vision and Mission
 - b) Quality Policy
 - c) Service guidelines
 - d) Do's and Don'ts
 - e) Help Desks
 - f) Facilities Available
 - g) Career Opportunities
 - h) Recognition of Service
- vii. In addition to the above, the following topics will be discussed in detail:
 - a) Introduction to the INSTITUTION RULES AND PROCEDURES
 - b) Departmental procedures
 - c) Imparting pedagogical knowledge and student's psychology
 - d) Counseling procedures
 - e) Library information resources
 - f) Campus infrastructure, co-curricular, extra-curricular activities
- viii. Recurrent workshops and training programs are held to motivate and upgrade the pedagogical skills, leadership and managerial / technical skills also.

6.2 Training and Development Program

6.2.1 Staff members are given training on technical areas and on soft skills periodically according to their needs.

Training feedback are collected, and effectiveness of the program is monitored through follow-up sessions.

6.2.2 Each faculty member has to undergo a three-day Faculty Development / Orientation Program (FDP) organized by the Institution when they join for duties which gives necessary inputs about teaching methodology. The key focus areas of the FDP are given below:

- i. Teaching learning process
- ii. Core competencies for teaching.
- iii. Quality management of education system
- iv. Aspiring for leadership
- v. Emotional governance
- vi. Managerial games including group discussions.

6.2.3 Trainers assess the performance of each participant after they give a presentation in the FDP. Their presentations are video recorded and replayed before the participants for assessing each participant's strengths and weaknesses on factors such as:

- i. The organized way of teaching
- ii. The examples given
- iii. The level of participation
- iv. The use of audio-visual aids
- v. Body language
- vi. Eye contact
- vii. Loudness and voice clarity
- viii. Self-confidence
- ix. Dress code.
- x. Involvement and enthusiasm

6.2.4 The feedback about each participant is given by the trainer for corrective action and the same will be taken into account during the follow-up to measure the improvement in the participant's effectiveness.

1.3 Career Opportunities

The Institution provides a platform for faculty development activities by sponsoring the faculty for:

- i. Attending training programs (in-house as well as external).
- ii. Attending conferences for participating paper presentation (national as well as international level).
- iii. Pursuing short-term courses, certificates courses, etc.
- iv. For publishing books, articles in journals, professional newsletters, etc.
- v. Promoting research and consultancy activities.
- vi. Promoting innovative projects, funded projects, patents, etc.; and
- vii. Promoting product development activities.

6.4 Sponsorship for Attending Training Programs

6.4.1 External training programs:

A staff member who has completed one year of service is permitted to attend external training program and their absence from duty in this regard will be treated as “on-duty”. Financial support/incentive will be paid as per Institute rule.

6.4.2 Internal training programs:

Training program conducted within the campus for the staff members (technical / soft-skills training programs) are called internal training programs. Staff members including those who have not completed one year of service are permitted for attending the Internal Training Programs. The terms and conditions prescribed in respect of the External Training Programs will apply to those staff members who leave the Institution before the completion of the stipulated period.

6.4.3 Travel grant for presenting research papers in other states / abroad:

Faculty members will be permitted to attend seminars, conferences, workshops, etc., in other states and abroad for presenting their research papers and a portion of the expenses in this regard will be borne by the Institution.

Chapter – 7

7. Performance, Recognition and Rewards

7.1 Performance Appraisal System

- i. Annual appraisal of every employee is conducted at the end of the Academic Session. The Appraisal Form / Confidential Report is a report on the performance of the employee with regard to work, conduct, initiative, deficiencies, etc. Deficiencies should be brought to the notice of the employee at the appraisal meeting itself. The appraisal report is the basis for deciding annual increment, special increments, promotion or even withholding increment or disciplinary action.

7.2 Performance Appraisal System of Teaching Staff

7.2.1 The teaching faculty's performance appraisal system is based on the following parameters:

- i) **Experience**
- ii) **Pass Percentage** (which also includes the number of distinctions obtained, first class holders) of the classes handled by them.
- iii) **Students' Attendance** in the class.
- iv) **Evaluation of the teachers by the students.**
- v) **Self-developmental activities** such as additional qualifications acquired, training or staff development programs attended (in-house, external training), participation in national conference/ international conference, paper presentation in national conference / international conference.
- vi) **Developmental Programs** conducted by the staff as resource faculty in any continuing education program / training program, obtaining any funded research project (internal / external), consultancy services.
- vii) **Research activities undertaken.**
- viii) **Industry Institution Interaction activities.**
- ix) **Publication in UGC Care/SCOPUS/SCI/Web of Science indexed journals** (i.e. in national / international journals).
- x) **Publication of books, Book chapter, articles in magazines, articles in professional newsletters, etc.**
- xi) **Student developmental activities** such as the extent of participation in establishing product development lab and exposing the students in out-of-the-syllabus areas, counseling and guidance services, promoting students in attending seminars, conferences for paper presentation, any training program conducted for students on soft skills, remedial measures to improve the students who failed, or extra classes taken for difficult subjects.

- xii) **Professional standings** (Member of any professional body, any program conducted by the professional body in the campus)
- xiii) **Administrative assignments** at Institution level / Department level
- xiv) Other activities such as sports and cultural activities, honors and awards received, attendance, etc.

The Performance Based Appraisal System (PBAS) stipulated by the Institution is followed and each faculty member has to enter his self-appraisal score, which will be verified by the respective HOD and the appraisal committee members.

7.2.2 The following will be the Procedure for conducting the annual appraisal.

1. Every faculty need to submit his / her Academic performance to the Reporting Officer in the prescribed format of the Institute.
2. Reporting Officers will evaluate the performance as per standard norms of the Institute.
3. The observations of the Reporting Officer will be submitted to the Reviewing Officer for final appraisal.
4. For all faculties HOD concerned is the Reporting Officer and Vice-Principal/IQAC coordinator / Dean Academics will be the Reviewing Officer.
5. For all HODs Vice-Principal/IQAC coordinator / Dean Academics will be the Reporting Officer and Principal is the Reviewing Officer.

7.4 Performance Criteria for Teaching Staff

- i. All faculty members should be a member of a professional society / body.
- ii. The following criteria are to be fulfilled or partially fulfilled as one of the requirements for increments / promotions as per the Institution norms for the subsequent years in addition to setting up of specific tasks for completion. However, in certain cases, publication of books is not considered mandatory.

7.5 Professor Category

- i. Supervision of Ph.D. research scholars, wherever required.
- ii. Two papers published / accepted for publication in international or national journals with at least one publication in a SCOPUS indexed journal over a period of the last three years.
- iii. To organize one funded / non-funded national (or) international conference in two years.
- iv. Two papers to be presented / accepted for presentation in a national (or) international conference with at least one of them being a refereed conference during the course of the academic year.
- v. One book publication over a period of FIVE years (optional)
- vi. One externally funded research / consultancy project (minimum Rs.5 lakhs) to be obtained over a period of three years (optional)

- vii. Students' evaluation and result percentage of the class handled should be a minimum of 80%.
- viii. To arrange a minimum of one guest lecture / seminar class for each subject handled in each semester and to organize one industrial visit for students (individually / jointly) per year.
- ix. Evidence of peer recognition in terms of invited talks, keynote address / prestigious committee membership, etc.
- x. To make students participate in national / international competitions.

7.6 Associate Professor Category

- i) Supervision of Ph.D. scholars. (For those who are Ph.D. holders).
- ii) Two papers published / accepted for publication in international or national journals with at least one publication in an indexed journal over a period of the last three years
- iii) To organize one funded / non-funded national (or) international conference (or) workshop in two years
- iv) Two papers to be presented / accepted for presentation in a national (or) international conference with at least one of them being a refereed conference during the course of the assessment year
- v) One book publication over a period of 5 years (optional)
- vi) One funded research / consultancy project to be obtained over a period of three years
- vii) Students' evaluation and result percentage of the class handled should be a minimum of 80% and 75% respectively. External class evaluation score should be 80%.
- viii) To arrange a minimum of one guest lecture / seminar class for each subject handled in each semester and to organize one industrial visit for students (individually / jointly) per year

7.7 Assistant Professor Category

- i. Supervision of Ph.D. scholars (For those who are Ph.D. holders)
- ii. Two papers published / accepted for publication in international or national journals with at least one publication in an indexed journal over a period of the last three years
- iii. Two papers to be presented / accepted for presentation in a national (or) international conference with at least one of them being a refereed conference during the course of the assessment year
- iv. One externally-funded project to be obtained / applied over a period of three years

- v. Students' evaluation and result percentage of the class handled should be a minimum of 75%. External class evaluation score should be 75%.
- vi. To arrange a minimum of one guest lecture / seminar class for each subject handled in each semester and to organize one industrial visit for students (individually / jointly) per year

7.8 Incentive for Research / Publication of Books

Incentives for research activities will be as per the institute guidelines and research policy Annexure – I.

7.9 Recognition of Service

The services of the faculty are recognized based on the performance, dedication, involvement in R & D activities and outstanding achievements.

7.10 Awards Given to The Teaching Staff are the Following.

- i. Best teaching
- ii. Producing 100% results
- iii. 100% attendance
- iv. Publishing books
- v. Publishing articles in refereed journals
- vi. Encouragement award for acquiring additional qualifications
- vii. Achievement awards for obtaining funded projects
- viii. Award for doing innovative projects
- ix. Incentive for each research publication in referred national / international journals as a first author / co-author
- x. Award for promoting research activity
- xi. Incentive for conducting value-added training programs / courses / Faculty Development Programs and Summer / Winter Workshops

Chapter – 8

8. Code of Conduct and Discipline

8.1 General

- (i) Every employee shall confirm to and abide by the rules incorporated herein and shall observe, comply with and obey all orders and directions which may from time to time be given to him/her in the course of his/her official duties by a person or persons under whose jurisdiction, superintendence and/or control he may for the time being be placed.
- (ii) Every employee shall use his/her utmost endeavor to promote the interest of the Institute and shall show courtesy and attention in all transactions.
- (iii) Do nothing which is unbecoming of an employee of the Institute.

8.2 Integrity

- (i) Every employee will at all times maintain integrity and devotion to his/her duty and act to the best of his/her judgment in the performance of his official duties or in the exercise of powers conferred on him/her.
- (ii) Every employee shall also take all possible steps to ensure the integrity and devotion to duty of all the employees for the time being under his control and authority.

8.3 Misconduct

A. Misconduct

The term 'misconduct' denotes an offence or an act of commission or omission on the part of the employee which falls within the general connotation of the word misconduct as understood generally and shall be deemed also to connote an offence or acts of commission or omission under or against rules, regulations and practices of the institution detailed in the clauses of the service rules, specially clauses of the code of conduct without prejudice to the generality of word the misconduct. The following acts of omission or commission shall be treated as misconduct on the part of an employee.

1. Late attendance or absence from duty without notice or permission
2. Leaving the place of work during working hours without permission or absence without permission from the place of work
3. Laziness, inefficiency or carelessness at work
4. Obtaining leave or attempting to obtain leave on false pretences
5. Refusal to accept, receive or take delivery of notice or letter or any communication from the College Authorities
6. Borrowing or lending money on the College premises
7. Improper or discourteous behavior towards others, shouting, speaking loudly or making a nuisance and noise on the college premises
8. Late attendance for three days in a month or absence from duty without intimation to the appropriate authority

9. Failure to report a disease which may endanger others
10. Using institutional facilities unauthorized for personal gain
11. Sleeping while on duty
12. Neglect of duties assigned to the employees
13. Entering a section or department except for purposes of assigned duties
14. Late coming or absence of a habitual nature
15. Failure to report for duty when leave has been refused or when leave has been cancelled and the employee has been called back to duty
16. Engaging in private work or trade within the College premises or engaging in the same or a different profession outside the College without the written permission of the Principal/Head of Department
17. Failure to report at once to superiors any accident or a hazard noticed inside the premises or to report promptly any occurrence or defect or mistake which might damage the property of the institution or that of any others
18. An act of conduct within and / or outside the premises which is likely to endanger the life or the safety or the good name of a person
19. Failure to observe safety instructions or make use of safety devices provided by the management or failure to take preventive measures
20. Unauthorized handling or misuse, mishandling of a machine, apparatus, equipment or material
21. Failure to report the loss of tools or materials entrusted to him in the performance of duties or failure to account for the same
22. Using indecent language or making false allegations against co-employees or others, speaking in an abusive manner to superiors or others
23. Insubordination or disobedience whether alone or in union with others; non-compliance of an order of a superior, or instigating others to insubordination or disobedience
24. Furnishing false or incorrect information / credentials or withholding relevant or pertinent information at the time of appointment or any other time
25. Trespassing or forcible occupation of a portion of the premises, unauthorized use or occupation of the accommodation or refusal to vacate the same when told to do so by the College Authorities
26. Unauthorized use of the name, address, telephone or any other description of the institution
27. Theft, fraud or dishonesty in connection with the business or property of the Institute or of other employees, or visitors to the Institute or attempting to do so

28. Tampering with the records of the Institute, falsification, defacement or destruction of the records of the Institute including those pertaining to the employees or attempting to do so
29. Disclosing to an unauthorized person, without written permission of the College Authority, information affecting the interest of the Institute with regard to procedures, practices and functioning of the Institute
30. Gambling within the premises of Institute
31. Bringing liquor or other intoxicants, including addictive/drugs to the Institute/College, consuming intoxicants in Institute/College premises, or reporting for work in an unfit condition because of previous indulgence in or under the influence of an intoxicant or disorderly indecent behavior in the premises of the Institute or inside the premises, where such behavior is connected with employment.
32. Possessing firearms, other weapons or other articles in the premises detrimental to the security of the Institute or persons.
33. Soliciting, demanding, collecting or canvassing of money from anyone, or sale of any kind of tickets/ goods within the premises for a purpose or reason without prior permission of the College Authority
34. An act subversive of discipline or good behavior in the premises or outside the premises if it affects the discipline or administration or reputation of the Institute or has a bearing on the smooth and efficient working of the Institute
35. Intimidating other employees by threats, pressures or other means with a view to preventing them from attending to their duties or to join in a group
36. Erection, inscription, exhibition of a matter whatever at any corner of the property of the Institute including its building, walls, fences, trees, boards or vehicles, disfiguring of an inscription, notice or publication put up by the Institute
37. Unauthorized removal from or affixing of notice on the notice board or any other place in the Institute or its premises
38. Preaching, carrying on or canvassing for religious or political activity on the premises, in any manner whatsoever, without the prior permission of the College Authority
39. Organizing, holding, attending or taking part in the meeting, exhibition, sticking or distributing handbills, notices, leaflets, pamphlets or posters in the premises or in its immediate neighborhood without prior permission of the College Authority
40. Preaching of or inciting disaffection or violence in relation to matters and people concerning the Institute
41. Holding a meeting without permission, staging or participating in demonstration, shouting, forcing others to join in group action or picketing within the premises or within a radius of 50 meters from the boundary of the Institute/College premises
42. Participating in a strike or stay-in-strike or abetting, inciting, instigating or acting in furtherance of a strike or stay-in-strike

43. Delay in the performance of work or go slow in work or instigation thereof
44. Obstructing the movement of goods, persons or vehicles pertaining to the activities of the Institute
45. Willful damage to work-in-progress or to the property of the Institute
46. Indulging in an act of sabotage, affecting thereby the smooth functioning of the Institute
47. Commission of an act subversive of law which amounts to a criminal offence involving moral turpitude whether committed within or outside the premises of the institution; any offence punishable under the Indian Penal Code whether committed inside or outside the Institute or conviction by a court of law for a criminal offence involving moral turpitude
48. A conduct prejudicial to the interest or reputation of the Institute or an act of conduct involving moral turpitude inside or outside of the premises
49. Habitual breach of a standing order, service rules or any other regulations in force in the Institute
50. Commission of any act subversive of discipline or good behavior
51. Taking private tuitions without the permission of the head of the institution or running coaching classes
52. Refusal to go for a health check up to outside doctor
53. Willfully and deliberately destroying the property of the College
54. After acknowledging attendance and leaving the College without prior permission of the College Authority
55. Misbehaving with students/parents/guardians
56. Dereliction of duty
57. Willfully and deliberately not taking classes as per the Time table schedule.
58. Poor performance for teaching students in the classes
59. Instigating the students against the College Authority
60. Not wearing uniform allotted by the College
61. Not wearing Identity card during working hours
62. Refusal to comply with any reasonable instructions of the College Authority/superior
63. Illegal confinement of management staff
64. Writing of anonymous letters and threatening, criticizing the superior or any colleague, peer or any subordinate staff of the Institute
65. Approaching higher authorities for personal promotion or favor or gains whether directly or through other people

66. Refusal to act in a higher position, if offered by the management
67. Misappropriation and defalcation of Institute fund
68. Violation of order regarding attendance and discipline, joining or continuing to be a member of an association the objects of which are prejudicial to the interest of the Institute or public order or morality
69. Pasting any poster against the Management inside the college premises or without prior written permission from the Management

B. Punishment for Minor Misconduct

- i. Censure
- ii. Warning
- iii. Withholding of increment or promotion to the next higher grade.
- iv. Withholding of annual increment including stoppage of an efficiency bar with or without cumulative effect, recovery from pay or from such other amount as may be due to the employee of the whole or part of any pecuniary loss caused to the Institute due to negligence, by breach of orders on his part, being considered for future employment in any capacity in the Institute.

C. Punishment for Major Misconduct

- i. Suspension without pay and allowance.
- ii. Reduction to a lower post or grade or to a lower pay scale.
- iii. Discharge or removal from service which does not disqualify the employee from being considered for future employment in any capacity in the Institute.
- iv. Dismissal from service, which debars the employee from future employment in any capacity in the Institute.

D. Explanation

The following shall not amount to penalty within the meaning of the rule.

1. Stoppage of the efficiency bar on grounds of unfitness to cross the bar.
2. Retirement of the employee in accordance with the provisions relating to superannuation or retirement.
3. Discharge of an employee appointed on a short-term officiating vacancy caused by the grant of leave or suspension.
4. Compulsory retirement at an age below the prescribed age for normal retirement.

8.4 Discipline and Review Rules

8.4.1 Disciplinary Authority

Disciplinary Authority means the authority competent to impose any of the penalties specified in Rule 2.

Disciplinary Authority for various grades of employees shall be as follows:

- (i) For Director / Principal - Chairman of the GOVERNING BODY
- (ii) For all employees of the college - Director / Principal

8.4.2 Penalties

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

- i. Censure/ warning
- ii. Recovery from pay or other amounts as may be due to him of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders.
- iii. Withholding of promotion for a specified period
- iv. Demotion to a lower post or to a lower salary slab
- v. Dismissal or removal from service
- vi. Compulsory retirement
- vii. Reduction (Demotion) in rank

8.4.3 Suspension

The President of the “GOVERNING BODY” and/or Director/Principal may place an employee under suspension pending further action in the following cases wherein: -

- i. Disciplinary proceedings against him/her are contemplated or pending.
- ii. A case against him/her in which a criminal offence is under investigation or trial.
- iii. Deemed suspension for being in custody for 48 hours.

8.4.4 Procedure for Disciplinary Action

- i. All in disciplinary activities will be referred to the Disciplinary Committee of the Institute. The Disciplinary Committee deal with the case as per the standard norms of the Institute.
- ii. No order of punishment shall be issued without the employee's having been given an opportunity for explanation.
- iii. The employee concerned shall be issued a charge sheet along with all relevant documents clearly stating the misconduct, calling for an explanation within a period specified in the charge sheet.
- iv. If the employee concerned chooses not to reply or furnishes an explanation which according to the disciplinary authority is unsatisfactory, the Disciplinary Authority may order for an enquiry and appoint an Enquiry Officer and a Presenting Officer.
- v. The employee concerned should be asked to be present at the assigned time for inquiry into the alleged misconduct against him when called upon to do so. If the employee charged with misconduct fails to appear at the inquiry session for reasons

which the enquiry officer considers unsatisfactory, the enquiry shall proceed *ex parte* in his absence.

- vi. The employee subjected to inquiry shall be permitted to be assisted by a co-employee of the Institute. No outsider or legal practitioner shall be permitted to assist or to defend him in the inquiry.
- vii. The employee shall be permitted to produce his/her oral /documentary evidence and shall be permitted to cross-examine a witness deposing in support of the charges framed against him and also to produce witnesses, if any, in his defense. The statements of the witnesses, examined at the enquiry session on either side shall be recorded by the Establishment Officer (E.O.). The Disciplinary Authority may appoint any of the staff members or a legal practitioner as representative of the management to represent in the enquiry as Presenting Officer.
- viii. On the conclusion of the enquiry, the enquiry officer shall record his findings and state whether all or any of the charges leveled against the employee are established together with reasons and will submit the enquiry report to the disciplinary authority.
- ix. The employee concerned shall be furnished with a copy of the report of the inquiry officer by the Disciplinary Authority in writing inviting the delinquent employee's submission thereto. On receipt of such submission, the Discipline Authority (D.A.) shall consider the findings of the Establishment Officer (E.O) and the submission thereto. Thereafter, depending on the facts and circumstances of such case, the Discipline Authority (DA) shall come to his findings, and give the charged employee a notice in writing stating the action proposed to be taken with regard to him and calling upon him to submit within the specified time, not exceeding two weeks, such representation as he may wish to make against the proposed action.
- x. On receipt of the representation if any made by the employee, the Disciplinary Authority shall determine the penalty, if any, to be imposed on the employee and the same shall be communicated to him in writing.
- xi. If, on the conclusion of the inquiry of the criminal proceedings as the case may be, the employee has not been found guilty of the charges framed against him, he shall be deemed to have been on duty during the period of suspension also and shall be entitled to the same salary as he would have received if he had not been placed under suspension.
- xii. Notwithstanding the above provision it shall not be necessary to follow the procedure in the following cases:
 - a. Where an employee is dismissed or removed or reduced in rank on the ground of his conviction on criminal charge by a Court of Law.
 - b. Where the authority empowered to dismiss or remove the person or to reduce him in rank is satisfied that for some reason to be recorded by that authority in writing, it is not reasonably practicable to give to that person any opportunity of showing cause or to hold enquiry.

Chapter – 9

9. Leave Rule

- 9.1** Pursuant to the decision taken by the Management, the following rules are hereby framed to govern for sanction of various types of leave to the employees of Nilachal Polytechnic, Bhubaneswar.

Section – 1

9.2 Short title and commencement:

- 9.2.1 These rules may be called “Nilachal Polytechnic Employees Leave Rules – 2023”.
- 9.2.2 They shall come into force i.e. the date on which the Management of the Institute approved the same.

9.3 Definitions: In these rules, unless the context otherwise requires:

- 9.3.1 “Contractual Employee” means an employee appointed temporarily on contractual basis for a minimum period of six months or one year.
- 9.3.2 “Regular Employee” means an employee appointed on regular basis and rendered continuous service in this Institution at least for 2 years on continuous basis.
- 9.3.3 “Management” means The Chairman of the Managing Trust i.e. Nabapravat Trust, Bhubaneswar.
- 9.3.4 “Rules” means the Nilachal Polytechnic Employee Leave Rules – 2023.
- 9.3.5 “Sanctioning Authority” means the Authority who is authorized by the Management to grant leave.
- 9.3.6 “Institution” means the Nilachal Polytechnic, Bhubaneswar.

Section – 2

9.4 General Conditions of Leave: -

- 9.4.1 Leave cannot be claimed as a matter of right. When the exigencies of work so require discretion to refuse or curtail leave is reserved with the authority competent to grant it.
- 9.4.2 Except as otherwise provided the various kinds of leave admissible under these rules may be granted in combination with or in continuation of any other kind of leave.
- 9.4.3 An employee who remains absent after the expiry of the sanctioned leave is not entitled to leave salary for the period of such absence unless and until the said period is sanctioned as leave and is debited from his/her leave account. Willful absence from duties after expiry of leave shall be treated as misconduct inviting disciplinary action. For overstaying without any official information, the employee shall lose his/her salary for the period overstayed by him/her.
- 9.4.4 An employee while on leave is prohibited from taking up any other service or accepting any other employment without obtaining the previous sanction of the appointing authority. In such case, the employee must resume duty first and then seek permission through proper channel or else, the employee shall be treated as fugitive.

9.4.5 Leave shall not be granted to an extent, which would deplete the strength of the establishment available for duty. When the duty strength is being reduced to an essential minimum, no further leave of any description will be granted except in case of absolute necessity. When it is impossible in the interest of the Institution to grant all application of leave following considerations shall be taken into account: -

- a) The employee who can for the time be best spared will be granted leave.
- b) The amount of and nature of service rendered by each applicant since he/she last returned from leave.
- c) The fact that any such applicant has previously been refused leave in the interest of the Institution.

9.4.6 If an employee applies for leave at short interval on the ground of health shall be refused except on production of medical certificate subject to approval of medical board and in such case the frequency of leave taken in the past should be brought to the notice of the medical board and in such case the frequency of leave taken in the past should be brought to the notice of the medical examiner.

9.4.7 An employee who proceeds on leave and does not attend to his duties in the Institution at least for 50% of the total working days of any month, he/she shall be paid salary for the number of days he/she actually worked in the said month apart from the leave salary if any. No salary for the Sundays and holidays of the said month shall be paid to him/her. However, in respect of long vacation/holidays of the Institution in any month, the employee shall be allowed salary for the days of vacation/holidays provided he/she remains presents in the Institution either on the very day before the said vacation/holidays or on the reopening day of the Institution after such vacation/holidays.

9.4.8 Availing of leave, through telephonic intimation shall be allowed only once in one month but shall not be allowed during the days of examination of the students or on the important occasions of the Institution.

Section – 3

Leave for Regular Employees

9.5 Summary of various types of leave admissible to employees.

Sl. No	Type of Leave	Eligibility to earn leave	No. of days
1	Casual Leave (C. L.)	After rendering 3 months of continuous service effectively.	12 days @ one day for each month of continuous service from the date of joining which can be availed after completion of 1 st three months of service
2.	Maternity Leave	From the date of appointment provided the leave shall be sanctioned after an employee renders minimum 06 months of effective service on returning from Maternity Leave.	180 days full salary.
3	Compensatory leave	Any employee from the date of joining the post	i. @ ½ day for four hours duty by a non-teaching staff on Sunday / Holiday. ii. 01(one) day for full duty hour.

9.6 Casual Leave (CL)

- 9.6.1 Leave can't be treated as a matter of right.
- 9.6.2 Casual leave shall not be granted on vague and general grounds. It shall only be granted on genuine grounds.
- 9.6.3 The specific purpose for which leave is required must be stated clearly.
- 9.6.4 a) The employee shall not avail the leave without prior sanction.
- b) The employee shall apply for CL at least before 24 hours of availing the leave in writing.
- c) However, in case of urgency and in unforeseen circumstances, an employee may avail such leave after obtaining permission from the competent authority over telephone.
- d) For availing leave through telephonic intimation the concerned employee shall have to intimate to the Principal/HOD Concerned/Administrative officer.
- e) The employee who availed leave through telephonic intimation shall have to submit leave application in the prescribed format **on the day** he/she resumes his/her duty for post-facto approval. In no case, leave application shall be accepted on later date and the day/days of absence shall be treated as unauthorized absence from duty inviting disciplinary action. Telephonic leave maximum once one can avail in a month.
- f) Non submission of application for availing leave shall be treated as unauthorized absence from duty followed by disciplinary action.
- g) Leave application for post-facto approval shall be taken into consideration after 3 weeks of availing of the leave and approval there on may be accorded after six weeks. Unless and until the leave is sanctioned the employee concerned shall not be eligible to get his leave salary.
- 9.6.4 No employee shall be allowed to proceed on casual leave at short intervals.
- 9.6.5 Casual leave along with declared holidays shall not be allowed to be taken for more than 10 days at a time except in case of special holidays.
- 9.6.6 No employee shall be allowed to avail more than five days of CL in one calendar month.
- 9.6.7 Casual leave with full salary for 12 days in a calendar year may be granted to a regular employee. It may be granted in combination with declared holidays.
- 9.6.8 In case of teaching staff/faculty concerned first of all, he/she shall submit his/her leave application in the prescribed form to the Principal who will send the same to HOD of concerned Departments for examining the case with alternative class and arrangement by the concerned faculty will send it to the principal for sanction of leave.
- In case of non-teaching staff, leave application shall be routed through Manager – HR in the concerned file, and Manager – HR will examine the case whether he/she will have any kind of important involvement/assignment is given during the leave period, before the leave is sanctioned by the competent authority.

9.7 Maternity Leave: Maternity leave shall be granted to a female regular employee by the sanctioning authority subject to the following conditions:-

- 9.7.1 The period of such leave shall be limited to 180 days on full salary basis. Prior permission is required for availing this leave.
- 9.7.3 Leave salary during the maternity leave shall be equal to the monthly salary drawn by the employee concerned immediately before proceeding on such leave.
- 9.7.5 Last month salary shall be disbursed after joining in her duty only.

9.8 Compensatory Leave:

Whenever an employee other than Driver/Attendant/Gardener/Sweeper is directed to perform any duty on Sunday/Holiday and actually performs the duty, he/she will be allowed compensatory leave in the following manner.

- 9.8.1 A teaching/teaching supporting/non-teaching staff if directed to perform any other duty shall be allowed Comp. leave @ ½ day for four hours duty performed.
- 9.8.2 A staff allowed to perform duty shall have to put his/her signature in the Attendant Register for that day.
- 9.8.3 Prior / Post – Facto approval by Competent Authority shall be required while directing to perform any duty and extending the privilege of Compensatory leave to an employee.

Note: - However, the Compensatory leave so earned and accrued, as per the above provisions cannot be surrendered for encashment by an employee. Such leave shall have to be utilized and availed by an employee within a period of ninety days from the date of its entitlement. Unutilized Compensatory leave if any shall lapse after ninety days.

Section – 4

Late Arrival / Early Departure

9.9 Late Arrival :

- 9.9.1 The Teaching & other Staffs who have academic assignments/other important assignments in the 1st period / hour shall not be allowed for any delay in attending the Institute. Incase such a situation arises, action as deemed fit shall be initiated.
- 9.9.2 However, an employee having no specific assignment during first hour if attends the Institute late due to some unavoidable circumstances shall be treated as late present on that day.
- 9.9.3 Maximum delay period in attending the Institute by an employee is limited to 15 minutes a day. But, if any employee attends the Institute late beyond 15 minutes & upto one hour, his/her late shall be treated as 1 day absent for 3 such late arrival. For attending the Institute late by more than 1hr up to 4 hours will be treated as half day absent. Late arrival beyond 4 hours shall be treated as absent from duty.
- 9.9.4 3 such consecutive late arrivals or early departures will be liable to panel action.
- 9.9.4 In absence of leave at credit of an employee, the absent will be treated as EOL.

9.10 Early Departure:-

Early departure will normally not be allowed. In case any staff require to leave early, guideline for late arrival will be applicable.

9.11 Unauthorized Leave -

9.11.1 Unauthorized leave amounts to misconduct and action as deemed proper shall be initiated against the defaulting employees.

9.12 Leave through telephonic message -

9.12.1 During a semester, when classes are in operation, no leave over telephonic message shall be allowed. If such an occasion arises twice in a month, the said absence shall be treated as leave without pay.

Section – 5

Miscellaneous

9.13 Amendment:-

The Management at its discretion may relax / change these rules or amend any portion thereof as and when it feels necessary for Institutional requirement.

9.14 Interpretation:

Whenever any controversy arises regarding interpretation of any provision or portion of these rules the decision of the Management shall be final.

9.15 Repeal:

All the Rules, Office Orders and Instructions if any, issued in this regard previously are hereby repealed.

Chapter – 10

10. Staff Welfare Scheme

Introduction

This scheme provides welfare measures for teaching staff during their employment at Nilachal Polytechnic. This document is prepared with the aim of promoting the well-being, professional growth, and overall satisfaction of our staff members. Our objective is to create a supportive and inclusive work environment that encourages personal and professional development, ensuring overall development and satisfactory employability. The "Staff Welfare Scheme" refers to the various services, benefits, and facilities offered to employees by the employer. It includes all measures taken for the comfort and improvement of employees, provided in addition to their salary/wages. This document outlines policies in the areas of academic freedom and personal prosperity, in accordance with the eligible criteria and norms of Nilachal Polytechnic's Management.

Objectives

- To foster a positive and inclusive work environment.
- To support continuous professional development.
- To ensure financial stability and security for staff members.

Eligibility

For full-time teaching and non-teaching staff of the institute.

Nature of assistance available under the scheme

1. Medical assistance:

1.1 Group medical insurance:

The college provides group medical insurance for both teaching and non-teaching staff through United India Insurance. This insurance covers up to ₹5 lakhs for accidental injuries and death.

1.2 Staff welfare fund:

In cases of emergency, such as health issues, personal marriage, or the demise of parents, an appropriate amount will be disbursed to the individual at the discretion of the management.

1.3 Campus medical facilities:

The institute provides on-campus medical facilities from Monday to Friday, offering free consultations. A doctor and pharmacist are available to attend to the well-being of employees, ensuring access to essential healthcare services during the workweek. Ambulance services are available for use by employees in case of emergencies.

2. Leaves:

Staff or faculty members are not permitted to avail any kind of leave during their probation period.

The following types of leaves are available to staff and faculty members:

Sl. No.	Type of Leave
a.	Earned Leave (EL)
b.	Medical Leave
c.	Maternity Leave
d.	Paternity Leave
e.	Academic Leave
f.	Marriage Leave
g.	Bereavement Leave (Demise of parents)
h.	Duty Leave

a. Earned Leave:

Earned Leave is granted to staff and faculty members to provide them with time off for rest and recuperation. 15 days of Earned Leave per annum is allowed for the staff and faculty.

The sanction of Earned Leave is governed by the following conditions:

- i. Earned Leave shall not be affixed or prefixed with Casual Leave (CL).
- ii. Earned Leave shall not be availed without prior sanction.
- iii. If a person is absent without prior sanction of leave, their absence for the day shall be treated as Leave Without Pay (LOP).
- iv. If an employee avails Earned Leave, it shall not be affixed or prefixed with any other kind of leave.

b. Medical Leave:

Medical Leave is granted to staff and faculty members for recovery from illness or medical treatment. A total of 15 days per annum is allowed for medical leave.

The sanction of Medical Leave is governed by the following conditions:

- i. Medical leave may be granted only in case of the employee's sickness, not for their dependents.
- ii. A medical certificate from a doctor or registered medical practitioner is required if the leave exceeds 3 days.
- iii. Employees applying for medical leave must submit medical reports and a treatment certificate with their application; otherwise, the leave will not be granted.

c. Maternity Leave:

Maternity Leave is granted to female employees for a maximum of 180 days, subject to the production of a valid medical certificate.

d. Paternity Leave:

Paternity Leave is granted to male employees for a maximum of 30 days to support and care for their spouse and newborn child. This leave must be availed within six months of the child's birth and requires prior approval from the management.

e. Academic Leave:**f. Marriage Leave:**

A maximum of 7 days of leave will be granted to employees for their own marriage.

g. Bereavement Leave:

In the unfortunate event of the demise of an immediate family member, such as parents, staff members are granted 13 days of bereavement leave to manage personal affairs and cope with their loss.

h. Duty Leave:

Duty leave shall be granted for one or more days for the following reasons:

- i. To deliver academic lecture.
- ii. To work on behalf of the institute.
- iii. To read/present a research paper in a conference/ symposium of national or international level or to attend workshop/seminar.

Granting of duty leaves shall be subjected to the following conditions:

- i. Written request from the competent authority.
- ii. Communication from the institution.

3. Miscellaneous:**3.1 Transport Facility:**

The institute offers transport facilities that employees can utilize for official purposes. Should employees use their personal vehicles for official duties, fuel expenses will be reimbursed upon submission of fuel receipts and official confirmation of their duties.

3.2 Subsidized rates in canteen:

The institute offers meals at subsidized rates in the canteen for all staff members. This initiative ensures access to nutritious and affordable meals, promoting staff well-being and contributing to a positive work environment.

3.3 In-Campus Living Arrangement:

The Institute provides in-campus living arrangements for certain non-teaching employees at no cost. Additionally, a monthly food allowance is provided to these employees.

11. Form and Formats

001- NP

Application form for the Faculty Recruitment

(i) Post Applied for:	Photograph (Paste a JPG file for soft copy submission)
(ii) Discipline/area :	

Name in Full (In Block Letters)							
Address for Correspondence with Pincode							
Mobile Number							
Email id							
Permanent Address with Pincode							
Date of Birth: (dd/mm/year)		Gender: Male/Female	Age:	Marital Status: Married/Unmarried	Nationality:		
Educational Qualifications (Please add more rows if needed)							
Sl. No.	Degree Obtained	Discipline	Name of the University/Institute	Year of Passing	% of Marks/ CGPA	Class/ Division	
(i)	Ph.D.						
(ii)	M. Tech/M. Phill/						
(iii)	Masters Degree						
(iv)	Bachelors Degree						
(v)	XII Class						
(vi)	X Class						
(vii)	Other if any						
Ph.D. Degree Details							
(i) Ph.D. Thesis Title							
(ii) Research area of Ph.D. Thesis work							
(iii) Date of Submission of Ph.D. Thesis							
(iv) Date of the Award of Ph.D. Degree							
Industrial Experience Details (Post-Ph.D.)				Post-Ph.D. Industrial Experience (in years):			
Industry/Organization	Start Date	End Date	Duration	Designation	Nature of work	Pay Scale	

Industrial Experience Details (Pre-Ph.D.)			Pre-Ph.D. Industrial Experience (in years):				
Industry/Organization	Start Date	End Date	Duration	Designation	Nature of work	Pay Scale	
Teaching Experience Details (Post-Ph.D.)			Post-Ph.D. Teaching Experience (in years):				
Institute/Organization	Start Date	End Date	Duration	Designation	Nature of work	Pay Scale	
Teaching Experience Details (Pre-Ph.D.)			Pre-Ph.D. Teaching Experience (in years):				
Institute/Organization	Start Date	End Date	Duration	Designation	Nature of work	Pay Scale	
R & D Experience Details (Post-Ph.D.)			Post-Ph.D. R&D Experience (in years):				
Institute/Organization	Start Date	End Date	Duration	Designation	Nature of work	Pay Scale	
R & D Experience Details (Pre-Ph.D.)			Pre-Ph.D. R&D Experience (in years):				
Institute/Organization	Start Date	End Date	Duration	Designation	Nature of work	Pay Scale	

1 Total experience Post- Ph.D (in Years) :						
1 Total experience Pre-Ph.D (in Years) :						
1 Number of Publications (Please attach a separate sheet with all details and also list the best SCI Journal papers along with ISBN No.):						
Nature		Published (SCI)		In-Press (SCI)		
(i) Refereed Journals	National (SCI/ VGG/ AICTE/ IEEE/ SCOPUS)					
	International (SCI/ VGG/ AICTE/ IEEE/ SCOPUS)					
(ii) Conference Proceedings	SCI					
	Scopus					
	Web of Sciences					
1 Number of Books Published:						
Title of the Book	Name of Author(s)	Name of the Publisher	ISBN No.	Year of Publication	Reprint No./ Edition No.	
1 Number of Chapters Published:						
Title of the Chapter & Book	Name of Author(s)	Name of the Publisher	ISBN No.	Year of Publication	Reprint No./ Edition No.	
1 Editor of Journals						
Name of the Journal		Name of the Publisher		National /International		
1 Reviewer of Journals						
Name of the Journal		Name of the Publisher		National		

			/International		
1	Ph.D. Thesis Supervised		Completed:		On-going:
	Title of the Thesis	Research area	Year	Supervisor/ Co-Supervisor	Completed/ On-going
2	Number of Patents:				
2	Name of Patent	Awarding Organization	Registration No.	Date & Year of Award	Submitted if any
2	Number of Sponsored/ Industry Projects		Completed:		On-going:
	Title of the Project	Sponsored Agency	Year of Completion	PI/ Co-investigator	Total Amount in Lakhs.
					Completed/ Ongoing
2	Number of Consultancy Projects		Completed:		On-going:
	Title of the Project	Organization	Amount of grant in Lakhs.	Period	PI/ Co- investigator
2	Number of Awards/ Honours/Prizes/Medals:				
	Awarded (Title)				
	Proposed, if any				
2	Number of Short-Term Courses/Workshop/ Symposiums/Seminars Conducted:				
	Type of the Course/Workshop/etc.	Name of the Course/Workshop/etc.	Sponsoring Agency	Period of Course	Coordinator/ Co- Coordinator
2	Membership/Fellowship in Professional Bodies if any				
	Name of the Professional Body		Membership status (Life/ Annual)		
2	Mention notice period needed for joining if offered a post				
2	Name two references with complete contact details including address, Tel. Nos., Fax Nos., Email address				
	(i)				
	(ii)				
2	Any other relevant information				
3	List of Enclosures (Academic and Professional Qualifications)				
	(i)				
	(ii)				
	(iii)				
	(iv)				

(v)	
(vi)	
(vii)	
(viii)	
(ix)	
(x)	

DECLARATION

I hereby, solemnly declare that the information furnished in this application are true and correct to the best of my knowledge and belief. If at any time I am found to have concealed/ suppressed any material/ information or given any false details, my appointment shall be liable to be summarily terminated without notice of compensation.

Place:

Date:

Signature of the Applicant

002 – NP

EMPLOYMENT BIO DATA FORM (Non-Teaching Staff)

Post applied for :

Paste a
Passport
Photo

Employee Details												
Title	Emp. Code (For office use)	First Name				Last Name						
<input type="text"/> Mr.	Father's Name	Date of Birth (DD, MM, YYYY)				Birth Place						
<input type="text"/> Ms.		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input type="text"/> Mrs.	Mother's Name	State				Nationality						
<input type="text"/> Dr.	No. of Children	Religion				Marital Status						
<input type="text"/>		Blood Group				Next of kin						
PAN No.		Language Known				<input type="checkbox"/> Eng. <input type="checkbox"/> Hindi <input type="checkbox"/> Odia <input type="checkbox"/> Others						
Aadhaar	<input type="text"/>				No.							
Contact Details												
Address Type Permanent Present Temporary	C/O -											
	Street and House no.				Postal Code				City			
District				State								
Mobile No.				WhatsApp No.				Alternative Mob. No.				
Personal E-mail						Official E-mail						
Emergency Contact Details												
Name				Relationship		Contact No.		Address				

Family Details				
Family members' name	Relation	Age	Occupation	Remarks

Academic Details						
Examination Passed / Appeared	Name of the Institution from which passed	Name of Board / University	Class / Division which passed	Year of Passing	% of Marks	
HSC or Equivalent						
+2 (Commerce, Science, Arts etc.)						
+3 B.Com./B.Sc./BA/LLB / BBA/BCA/Others						
PG/MBA/M.Com./M.Com ./MA/MCA						
Others (Qualifications other than above)						
Experience: Yes/No. Yes/No.				Whether Continuing :		
Sl. No.	Name of the Organization/ Institute	Position Held	Date of Joining in the Post	Date of Leaving the Post	Salary Drawn at time of relief from the post	Govt. /Pvt.

Mode of conveyance (whether the Applicant is having own conveyance):

YES ☐ NO ☐

If yes Two wheeler ☐ Four wheeler ☐

Expected Salary:

For Employee
I hereby declare that the above information is accurate and complete to the
Date: Place: Signature:

For Establishment Section
Comments (If any)
Name : Signature :

003- NP

Personal Interview Sheet - (For Office Use)

1. Name of the Candidate:

2. Date of Interview:

3. Post:

4. Eligibility: The candidate is eligible / not eligible for the post as per AICTE norms

5. Academic Background:

Excellent	Very Good	Good	Satisfactory	Not-Satisfactory
-----------	-----------	------	--------------	------------------

6. Experience if any (Brief Descriptions)

7. Presentation (if any) :

Excellent	Very Good	Good	Satisfactory	Not-Satisfactory
Excellent	Very Good	Good	Satisfactory	Not-Satisfactory

8. Suitability for the Organisation :

9. Strength area of the candidate :

a) _____

b) _____

c) _____

10. Weaknesses of the Candidate :

a) _____

b) _____

11. Job agreed to handle :

a) Teaching b) Admission

4 Placement

12. Job for which the candidate will be most useful

a) b) c) d)

13. Recommendations : a)

b) c)

Signature

Signature

Signature

Principal

004-NP

Interview Attendance Sheet

Name of the Post: Branch:

Date of Interview..... Time:

Sl. No.	Name of the Applicant	Mobile No.	E-Mail	Time of Arrival	Signature of the Applicant

NEGOTIATION FORMAT (Teaching)

Sl. No.	Particulars	Details	
1.	Name of the Candidate		
2.	Post to which selected		
3.	Date of interview		
4.	Period of appointment		
5.	Expected date of Joining		
6.	Salary		
7.	Salary Security		
8.	Jobs to be handled:	Job Particulars	Remarks
	(A) Teaching (Mandatory)	i) Teaching Theory ii) Teaching Practical iii) Academic Administration a) Class management b) Student mentoring/ Proctorial or Counselling work. c) Assignment and Quiz iv) Examination Assignments a) Setting questions for mid-term or end term Examination b) Conducting tests as invigilator c) Evaluation of mid-term and end term answer scripts and mark foil preparation. v) Form fill-up etc. vi) SI	
	(B) Jobs in other areas	i) Placement (a) Visit Corporate / Industries to develop proximity for industry study / SIP/Mini Project/Major Project and curricular development. (b) Mobilising companies and organising Campus Placement. (c) Other Placement activities ii) Admission (a) Visit to Degree and +2 level colleges	

		<p>to meet the Principal, HOD and Career Counselors to apprise them about modern pedagogy and to get an date for Expert Class / teaching. Offline / Online by our Faculties or to invite them to attend FDP conducted by our Institute and to develop proximity or relationship.</p> <p>b) Tele-counseling to students of Degree / +2 level students.</p>	
10.	Targets (If any)		
11.	Observation Period		
12.	Dress code	<p>The employee should adhere to defined dress code.</p> <p>Gents: Formal wear (Pants and shirt with Ties and Full Black Shoe) # expect jeans pant and T-shirt.</p> <p>Ladies : Saree with decent blouse or Shallower Kurta. # expect jeans pant and T-shirt.</p>	
13.	Duty hours and leave	As per Institute Rules	
14.	Probable date of joining		

Signature of Candidate**Manager (HR)****Principal**

006- NP

NEGOTIATION FORMAT (Non-Teaching)

Sl. No.	Particulars	Details	
1	Name of the Candidate		
2	Post to which selected		
3	Date of interview		
4	Period of appointment		
5	Expected date of joining		
6	Salary		
7	Security deposit		
8	Jobs to be handled:	Job Particulars	Remarks
	Non-Teaching	a) Academic Management b) Admission c) Accounts d) Placement e) Hostel f) Staff Establishment & Staff Welfare g) Student establishment h) Transport i) Student welfare j) Store k) Maintenance l) Examination n) Security and housekeeping o) Canteen management p) ERP q) Student dues collection r) Any other area	
9	Targets if any		
10	Observation period		

11	Dress code	<p>The employee should adhere to defined dress code.</p> <p>Gents: Formal wear (Pants and shirt) except Jeans& T.Shirt</p> <p>Ladies : Saree with decent blouse/ Shalwar Kurta</p>	
12	Duty hours and leave	As per Institute Rules	

Signature of Candidate**Manager (HR)****Principal**

007 NP

Consent for acceptance of offer of appointment (Teaching)

To

The Principal.

Nilachal Polytechnic

Chandka Industrial Estate.Bhubaneswar.

Sub :- Acceptance of appointment for the post of_____

Madam/ Sir,

With due respect, I accept the offer of appointment for the post of_____

as communicated vide your letter no._____ dt._____. I am here

with extending my consent to join in your esteemed Institution as

_____ on _____and shall submit all the required

documents on the day of my joining.

Regards

Yours Faithfully

Signature

Annexure-II**List of Documents to be submitted at the time of Joining**

Name : _____ Post _____

Date of Joining: _____

Sl. No	Particulars of Documents required	Photocopy in nos.	Details of the Specific Documents
I. <u>Personal Details</u>			
1.	Documents showing proof of Identity		
2.	Document showing proof of Permanent Address		
3.	Pan Card No.		
4.	Voter/Aadhar Card		
5.	Telephone No : (Res) Mobile No :	STD Code:	
6.	E-Mail Id		
7.	Father's name		
8.	Mother's Name		
9.	Address :		
10.	Date of Birth		
11.	Medical Fitness Certificate		
12.	2 colour passport size photograph		
II. <u>Educational Details</u>			
13	HSC or Equivalent Pass Certificate		
14	HSC or Equivalent Pass Mark Sheet		
15	+2 or Equivalent Pass Certificate		
16	+2 or Equivalent Pass Mark Sheet		
17	Graduate or Equivalent Pass Certificate		
18	Graduate or Equivalent Pass Mark Sheet		
19	Post Graduate or Equivalent Pass Certificate		

20	Post Graduate or Equivalent Pass Mark Sheet		
21	Any Other Qualification Certificate		
22	Any Other Qualification Mark Sheet		
23	Ph.D/M.Tech Certificate		
24	Ph.D/M.Tech Mark Sheet		
III. <u>Bank Details</u>			
25	Bank Account No		
26	Branch Name Code		
27	IFSC Code No		
28	EPF A/C No.		
IV. <u>Service Details</u>			
29	Last salary certificate and I.T Form 16		
30	Experience, if any		
31	Relief Order from previous employer		
32	Joining letter : (Submitted/Not Submitted)		

Note: 1. Original documents of above are required to submit for verification.

2. The above documents to be deposited at the time of joining and failing of which salary will not be paid till Completion of thesame.

Submitted by

Verified by

Approved by

009- NP

Proforma for verification of Original Certificates

by Mr. / Ms. /Dr. _____

Selected for the post : _____

Sl. No.	Name of the Candidate	Year of Passing	Class / Division	Name of the School / Institute / College	Name of the Board /University	Whether eligible as per AICTE norms
1	Ph.D.					
2	M. Tech/M. Phill/					
3	Masters Degree					
4	Bachelors Degree					
5	XII Class					
6	X Class					
7	Others if any					

Submitted by : _____

(Signature with date)

Verified by : _____

Manager – HR

HOD

Principal

13-NP

Ref. No:

Date :

Appointment Letter (Teaching) Office Order

In response to the application received from open advertisement, on recommendation of the selection committee of Nilachal Polytechnic (Autonomous), Bhubaneswar and on subsequent approval of the Governing Body, _____, S/o- _____, _____ is hereby appointed as **Lecturer/Sr.Lecturer** in the Department at Nilachal Polytechnic, Bhubaneswar, in the scale of pay _____, AGP- _____ with usual DA as prescribed by Management/GB from time to time with following terms and conditions.

Scale	_____, AGP- _____
Pay	_____
AGP	_____
Pay+ AGP	_____
DA	As per institute's rules
Total	_____ + DA as per institute's rules

1. Your conditions of services will be governed by the Terms and Conditions of service as per **Annexure-I**.
2. This appointment is subjected to the submission of documents as per **Annexure- II**.

CC:

1. Person concerned for information and necessary action.
2. Chairman, Nabapravat Trust, Bhubaneswar.
3. HOD-Dept, Nilachal Polytechnic, Bhubaneswar
4. Library
5. Exam Section
6. Accounts section
7. Personal file

Principal

Nilachal Polytechnic

014-NP

Ref. No:

Date :

Offer of appointment (for Non-Teaching)

To

Sub:- **Offer of appointment for the post of ----- in Nilachal Polytechnic, Bhubaneswar – regarding**

Sir,

With reference to your application and subsequent interview, the management is pleased to consider you for selection under the following terms and conditions:-

1. You will be appointed as -----
2. You will be paid monthly consolidated salary as per mutual discussion, which will be revised after one year, subject to your satisfactory performance.
3. You will have to perform duties in the areas of Administration/Examination/Admission/Research & Publication etc. as and when assigned to you.
4. Your service condition will be governed by the institute rule & regulations.
5. Your teaching feedback and performance in other jobs are required to be satisfactory.
6. You are required to join on

You are advised to send your consent within two days from the date of issue of this letter to finalize your appointment.

For **Nabapravat Trust**

Manager-Administration

015-NP

Joining Report (Teaching Staff)

To

Sub: Joining Report of self

With reference to the offer of appointment communicated vide letter no. _____
dt._____, I Sri / Smt. / Ms. _____ Son / daughter / wife of
_____ resume in my duties as _____
today i.e. on _____(FN/AN).

My joining report may kindly be accepted.

Thanking you.

Yours faithfully,

Place: _____

Date: _____

Signature

016-NP

Joining Report (Non-Teaching Staff)

To

Sub: Joining Report of self

With reference to your Office Order No. _____ Dt. _____

I, Sri / Smt. / Ms. _____ son / daughter / wife of _____

Resume in duties as _____ today i.e. on dt. _____
(FN/AN)

My joining report may kindly be accepted.

Thanking you.

Date : _____

Place : _____

Yours faithfully

Signature

017- NP

Ref. No:

Date :

Appointment Letter (for Teaching Staff)**To**

.....

.....

Sub : Appointment letter for the post of**Dear Sir/Madam,**

You are hereby provisionally appointed in the post of on
contractual

basis in Nilachal Polytechnic, Bhubaneswar on the following terms and conditions.

1. Nature of Appointment

The appointment is contractual for a period of one year which may if required be extended further basing on your satisfactory performance.

2. Pay Scale and Financial Conditions

- i) You will be entitled for consolidated monthly salary of Rs.
(Rupees) until further orders.
- ii) An amount equal to one month's salary shall be retained towards salary security which will be deducted @10% per month from your monthly salary. The salary security amount shall be due for refund after completion of three years of service in the Institute.

3. Performance Assessment

Your teaching and overall performance will be assessed at the end of first month, after one semester or 6 months, whichever is earlier and finally at the end of one year of employment to decide your continuance in this Institute.

4. Resignation from the service

The letter of resignation should be accompanied with :

- i) No-dues/ Clearance Certificate.
- ii) Charge handed over report.

iii) Submission of Resignation through E-mail is not acceptable. In such case, neither relieve order nor experience certificate shall be issued in your favour. Salary security amount if any shall also not be released.

B) Opening of Bank Account.

You are required to open a bank account in HDFC Bank, Info city Branch within 45 days of your joining and submit the account details in the Accounts Section.

5. Termination of the Service

Your services can be terminated without assigning any reason thereof by giving 30 days prior notice or 30 days salary in lieu thereof. However, in the event of you being found guilty by a disciplinary committee after due enquiry of any fraud, acts of indiscipline or misconduct, your services will be terminated without serving any notice or any salary in lieu thereof.

6. General

- i) Willful absence from duty shall lead to discontinuance from service and in that case your resignation shall not be accepted and you will be deprived of all your dues for which you are entitled. You shall also be deprived of the relieve order and experience certificate.
- ii) In case of non-return of official documents, materials, equipments and library books, etc. issued to you after your resignation on the ground of discontinuance from the service, you will be liable to face criminal proceedings.
- iii) Your services shall be governed by the rules and regulations of the Institution as enforced from time to time.

7. Job Profile

You shall also have to abide by the general terms and conditions of the service as detailed Annexure-I

8. Declaration

If any declaration given or information sheet furnished by you is proved false or if the candidate is found to have suppressed any information, you will be liable to be removed from service.

For Nabapravat Trust

Chairman

MemoNo. _____ **Dt.** _____

Copy forwarded to the Principal, Nilachal Polytechnic, Bhubaneswar for information and necessary action with request to maintain service records of the incumbent.

Chairman

018- NP

Ref. No:

Date :

Annexure – I**General Terms and Conditions of Service (for Teaching Staff)**

1. You are appointed on probation for a period of 1 year from the effective date of your joining and further continuation and confirmation is subject to satisfactory performance.
2. On acceptance of this appointment letter, he/she will be a full-time regular employee of the Institution and, therefore, cannot engage himself/herself in any other part-time or visiting assignment of other institute/organization without prior approval of the Management.
3. His/her appointment will be governed by the service rules of the institute, standing office Orders and code of conduct as are in force and to be enforced by the Management from time to time.
4. Salary Security: One month salary.
5. You have to attend your duties as per the institute's timings on all working days.
6. Unless in any case it is distinctly provided, the whole time of an employee is the disposal of the Management which pay him/her and he/she may be employed in any other allied job as may be felt necessary by the authority without claim for additional remuneration.
7. The Management may transfer the services from one post to another as and when required relating to academic / administration.
8. The Management at its discretion may depute/ transfer the job of an employee to other places if required.
9. Duties of faculties (Regular/Adhoc)
 - i. All the faculties shall have to remain present for at least 8 hours in the Institute with half an hour lunch break.
 - ii. The job distribution shall be intimated separately from time to time looking to the Institutional requirement.
 - iii. The faculties shall have to teach as per instruction and requirement of the Institute.
 - iv. The faculties shall have to perform all the duties related to examination such as setting of question, conduct of examination, invigilation duty, evaluation, tabulation and all such activities related to the examination.
 - v. The faculties shall have to work as guide and counselor for the students for conduct of seminar, assignment and project.
 - vi. The faculties shall have to guide in all other academic work as required by the student's time to time.

- vii. The faculties shall have to perform other administrative, co-curricular and developmental jobs as and when required.
- viii. The faculties shall have to perform the duties assigned to them by the Principal/Director and other authorities.
- ix. The faculties shall have to obey the decision, policies guidelines and procedures to execute different jobs as and when entrusted to them relating to academics & academic administration.
- x. The faculties shall be solely responsible for any mismanagement / non-conduct of academic activities.
- xi. The faculties shall keep good relationship with students and other staffs of the Institution.
- xii. The faculties shall have to faithfully serve the organization, obey its lawful commands, keep its secrecy diligently and carefully learn to perform such duties as assigned during the period of employment.
- xiii. The faculties shall have to behave with the colleagues and superior in a consistent manner, which shall reflect love, respect, and individual dignity by ensuring good working relationship and the ethics of a learning organization.
- xiv. The faculties shall keep confidentiality of all process, activities of any other information that he/she become known during the terms of his/her appointment and will not divulge either on verbal or writing or in any other form of information concerning to the organization or its activities.

10. Dress Code: The Employees are required to follow the dress code as mentioned below.

- i. Ladies: Saree with decent blouse / Shalwar & Kurti except Jeans & T-Shirt
- ii. Gents: Pant, Shirt with Ties & Full Shoes except Jeans & T-Shirt

11. Leave:

- i. You will be entitled to 12 days CL per year in addition to the institutions declared holidays. For first 3 months of your service no CL will be credited to you. But the same will be credited to your leave account on completion of the 3rd month from the date of joining of your service in the institute. 01 day of CL shall be credited to your leave CL account every month,
- ii. Medical/Special Leave shall be granted as per the institute's leave rule.

12. Resignation:

- i. Resignation of faculty members having teaching assignment is not acceptable when the semester is in progress.
- ii. Whenever he/she opts to leave the institution, he/she is required to serve at least 1-month advance notice in writing or deposit an equal amount of salary in lieu thereof. However, he/she cannot leave the institution in the middle of the session as it will hamper the academic activity of the institute.
- iii. Letter of resignation should be accompanied with a) No dues clearance b) Charge Handover report.
- iv. Submission of resignation through email is not acceptable. In such cases, neither relieve order nor shall experience/salary certificate be issued. Salary deductions (if any) also shall not be released for faculties submitting resignation through mail.

13. Termination:

- i. During your probation period and after confirmation in the post, your appointment may be terminated by the Management by serving 30 days prior notice or giving salary in lieu thereof. If you will make yourself liable to face termination on the ground of misconduct/disobedience of orders/ violation of service agreement and the termination will be treated as voluntary withdraw from service. In such case issue of prior notice/giving salary in lieu thereof by Authority will not be applicable.
- ii. We shall have to abide by all the clauses of code of conduct rule, issued time to time. Notwithstanding anything in this appointment letter, if at, any time your involvement is found and you are faced to be guilty of dishonesty, negligence, indiscipline or of any other conduct considered by the institution as detrimental to its interest, your service is liable to be terminated without notice or without payment of notice period.

14. The institute shall not be responsible for his/her any type of unlawful matter.

15. On the date of joining, he/she has to submit copy of the following documents along with original for verification. Original documents will be returned immediately after verification.

- i. All pass certificates.
- ii. Experience Certificates (if any)
- iii. 3 no of recent passport size color photograph
- iv. Copy of PAN card
- v. Copy of Aadhar card
- vi. Copy of 1st page of Bank passbook

16. He / She is required to join in the institute within the mutually agreed timeline from the date of issue of this appointment order failing which the appointment order will stand automatically cancelled.

Principal

Nilachal Polytechnic

ANNEXURE-II
19 NP-(T)

Financial Conditions (for Teaching Staff)

1. Condition of salary:

- a) The candidate will be entitled for consolidated monthly salary as eligible under 6th pay scale.
- b) The salary shall credited directly to the employee's bank account.

1. Condition to get first month's salary:

If an employee joins in the Institute before 10th of the month, he/she will be eligible to get his/her first month salary. If an employee joins after the 10th of a month, he/she shall get her first month salary along with salary of next month.

2. Opening of Bank Account

Within 15 days of joining, an employee has to open a bank account in HDFC Bank, Infocity Branch and submit the account details in the Accounts Section.

3. Conditions to get pending salary at the time of relieve:

- (a) After completion of his/her allotted courses / assignments, if an employee resigns by serving 30 days prior notice, his/her resignation shall be accepted. He/she will be entitled to get his/her pending dues after obtaining no dues certificate.
- (b) If an employee resigns without serving 30 days prior notice or does not complete his / her allotted courses or assigned work, his / her resignation will not be accepted and pending dues will not be released.

4. Conditions to get other dues (EL) at the time of relief:

If a regular employee (who is eligible to avail EL as per Institute rules) resigns with 30 days prior notice, he/she shall get dues against pending outstanding E.Ls at his/her credit.

5. ESI/EPF

Deduction towards ESI, EPF, TDS, Professional Tax, etc. will be made from monthly salary as per statutory rules of the Government.

(Appointment letter for Non-Teaching Staff)

Sub: Appointment in the post of in Nilachal Polytechnic.

Dear Sir,

With reference to your application, we have the pleasure to inform you that, you are appointed as: in Nilachal Polytechnic on the following terms and conditions.

1. You are appointed on probation for a period of one year from the effective date of your joining..
2. You shall receive consolidated salary @ Rs. -----P.M.(Rupees----- only) inclusive of Basic Salary, DA, HRA and other allowances which may be revised after one year subject to your satisfactory performance.
3. You have to attend your duties from 10 AM to 6 PM on all working days.
4. During the course of your employment at Nilachal Polytechnic or at any time thereafter, you will not disclose any information confidential or others wise, concerning to the affairs of the institution. to any person, organization or institution.
5. You will be debarred from any type of Private employment during your period of employment with this institution.
6. You are required to work strictly in accordance with the instruction of superior authority. You are expected to cooperate with other employees of the institution so as to achieve efficient performance and making an effective contribution in the development of the institution.
7. Your service will be subject to Rules and Regulation of the institution which are in force and and may be amended from time to time.
8. You will be entitled to 12 days CL per year in addition to the institution declared holidays. For first three month of your service, no CL will be availed by you, but the same will be credited to your leave account. On completion of 3rd month from the date of joining, you will be eligible to avail the CL.
9. You can resign from your service or your services can be terminated as per following rule.
 - a. Minimum 30 days notice or salary in lieu there of from either side.
 - b. No resignation through digital mode (e-mail, whatsApp etc.) will be acceptable.
 - c. In case of violation of any one or more clauses mentioned above, no settlement of accounts/documents will be made available to you.
10. You shall have to abide by all the clauses of code of conduct rule, issued from time to time. Notwithstanding anything mentioned in this appointment letter, if at any point of time your involvements is found and you are found to be guilty of dishonesty, negligence, indiscipline or of any other conduct considered by the institution as detrimental to its interest, your services shall be terminated without any notice or without payment of notice period salary

Thanking you.

By the order of Management

PRINCIPAL

Signature of Receiver

CC; Personal File

TERMS AND CONDITIONS

17. You are appointed on probation for a period of 1 year from the effective date of your joining and further continuation and confirmation is subject to satisfactory performance.
18. On acceptance of this appointment letter, he/she will be a full-time regular employee of the Institution and, therefore, cannot engage himself/herself in any other part-time or visiting assignment of other institute/organization without prior approval of the Management.
19. His/her appointment will be governed by the service rules of the institute, standing office Orders and code of conduct as are in force and to be enforced by the Management from time to time.
20. Salary Security: One month salary.
21. You have to attend your duties as per the institute's timings on all working days.
22. Unless in any case it is distinctly provided, the whole time of an employee is the disposal of the Management which pay him/her and he/she may be employed in any other allied job as may be felt necessary by the authority without claim for additional remuneration.
23. The Management may transfer the services from one post to another as and when required relating to academic / administration.
24. The Management at its discretion may depute/ transfer the job of an employee to other places if required.
25. Duties of faculties (Regular/Adhoc)
 - i. All the faculties shall have to remain present for at least 8 hours in the Institute with half an hour lunch break.
 - ii. The job distribution shall be intimated separately from time to time looking to the Institutional requirement.
 - iii. The faculties shall have to teach as per instruction and requirement of the Institute.
 - iv. The faculties shall have to perform all the duties related to examination such as setting of question, conduct of examination, invigilation duty, evaluation, tabulation and all such activities related to the examination.
 - v. The faculties shall have to work as guide and counselor for the students for conduct of seminar, assignment and project.
 - vi. The faculties shall have to guide in all other academic work as required by the student's time to time.
 - vii. The faculties shall have to perform other administrative, co-curricular and developmental jobs as and when required.
 - viii. The faculties shall have to perform the duties assigned to them by the Principal/Director and other authorities.

- ix. The faculties shall have to obey the decision, policies guidelines and procedures to execute different jobs as and when entrusted to them relating to academics & academic administration.
- x. The faculties shall be solely responsible for any mismanagement / non-conduct of academic activities.
- xi. The faculties shall keep good relationship with students and other staffs of the Institution.
- xii. The faculties shall have to faithfully serve the organization, obey its lawful commands, keep its secrecy diligently and carefully learn to perform such duties as assigned during the period of employment.
- xiii. The faculties shall have to behave with the colleagues and superior in a consistent manner, which shall reflect love, respect, and individual dignity by ensuring good working relationship and the ethics of a learning organization.
- xiv. The faculties shall keep confidentiality of all process, activities of any other information that he/she become known during the terms of his/her appointment and will not divulge either on verbal or writing or in any other form of information concerning to the organization or its activities.

26. Dress Code: The Employees are required to follow the dress code as mentioned below.

- iii. Ladies: Saree with decent blouse / Shalwar & Kurti except Jeans & T-Shirt
- iv. Gents: Pant, Shirt with Ties & Full Shoes except Jeans & T-Shirt

27. Leave:

- iii. You will be entitled to 12 days CL per year in addition to the institutions declared holidays. For first 3 months of your service no CL will be credited to you. But the same will be credited to your leave account on completion of the 3rd month from the date of joining of your service in the institute. 01 day of CL shall be credited to your leave CL account every month,
- iv. Medical/Special Leave shall be granted as per the institute's leave rule.

28. Resignation:

- v. Resignation of faculty members having teaching assignment is not acceptable when the semester is in progress.
- vi. Whenever he/she opts to leave the institution, he/she is required to serve at least 1-month advance notice in writing or deposit an equal amount of salary in lieu thereof. However, he/she cannot leave the institution in the middle of the session as it will hamper the academic activity of the institute.
- vii. Letter of resignation should be accompanied with a) No dues clearance b) Charge Handover report.
- viii. Submission of resignation through email is not acceptable. In such cases, neither relieve order nor shall experience/salary certificate be issued. Salary deductions (if any) also shall not be released for faculties submitting resignation through mail.

29. Termination:

- iii. During your probation period and after confirmation in the post, your appointment may be terminated by the Management by serving 30 days prior notice or giving salary in lieu thereof. If you will make yourself liable to face termination on the ground of misconduct/disobedience of orders/ violation of service agreement and the termination will be treated as voluntary withdraw

from service. In such case issue of prior notice/giving salary in lieu thereof by Authority will not be applicable.

- iv. We shall have to abide by all the clauses of code of conduct rule, issued time to time. Notwithstanding anything in this appointment letter, if at, any time your involvement is found and you are faced to be guilty of dishonesty, negligence, indiscipline or of any other conduct considered by the institution as detrimental to its interest, your service is liable to be terminated without notice or without payment of notice period.
30. The institute shall not be responsible for his/her any type of unlawful matter.
31. On the date of joining, he/she has to submit copy of the following documents along with original for verification. Original documents will be returned immediately after verification.
- vii. All pass certificates.
 - viii. Experience Certificates (if any)
 - ix. 3 no of recent passport size color photograph
 - x. Copy of PAN card
 - xi. Copy of Aadhar card
 - xii. Copy of 1st page of Bank passbook
32. He / She is required to join in the institute within the mutually agreed timeline from the date of issue of this appointment order failing which the appointment order will stand automatically cancelled.

Principal

Nilachal Polytechnic

ANNEXURE-II**Financial Conditions****1. Condition of salary:**

- (a) The candidate will be entitled for consolidated monthly salary as agreed upon.
- (b) An amount equal to one month's salary shall be retained towards salary security which will be deducted @ 10% per month from the monthly salary. The salary security amount shall be refunded after completion of three years of service.

2. Condition to get first month salary:

If an employee joins in the Institute before 15th of the month, he/she will be eligible to get his/her first month's salary along with the said month's salary. If an employee joins after 15th, he/she will get his/her first month's salary along with the salary of next month.

3. Condition to get pending salary at the time of relieve:

- (a) If an employee resigns with 30 days prior notice, then he/she is eligible to get pending salary up to his/her date of relieve.
- (b) If an employee resigns without serving 30 days prior notice, he/she will not be entitled to get pending salary, if any.

4. Condition to get other dues (EL) at the time of relieve:

If a regular employee (who is eligible to avail EL as per Institute rules) resigns with 30 days prior notice, he/she will get dues against pending outstanding E.Ls at his/her credit.

5. ESI/EPF

Deduction towards ESI and EPF will be made from monthly salary as per statutory rules of the Government.

Place: _____

022-NP

Date: _____

No Dues / Clearance Report

Name of the employee: _____ Section: _____ Branch: _____

The above mentioned faculty member / employee has resigned from his/her present post. Hence, the following Dept. Head / Section Head/ Officers are advised to issue clearance in order to enable the Establishment Section to take further action.

Sl. No.	Section/ Dept.	Clearance	Authorised Signatory
1	Accounts Section	Separately attached (Form No. R-II)	Accounts Officer
2	Department/ Section	He/ She has handed over following charges (details as per Form No.- R-III enclosed) and there is no pending responsibility.	Department/Section Head
3	Library	He/ She has no pending books issued against his/ her name as on / / 20 in Library.	Sr. Librarian
4	Academic and Examination Section	He/ She has completed all academic/ examination assignments and handed over following charges/ documents (details as per Form No. R-IV enclosed) and there is no pending task against him/ her.	In-Charge, Academic/ Examination
5	Establishment Section	Certified that i) There are no pending dues against him/ her as per Statement of Accounts. ii) He/ She has taken clearance from Library. iii) He/ She has taken clearance from Academic and Examination Section. iv) He has taken clearance from respective Department/ Section. Therefore, his/ her matter is suitable for processing of the Resignation File.	In-Charge, Establishment Section

Note : Employee should hand over relevant records / documents in respective sections, i.e. his / her own department / section, Academic-Examination Section, Library and settle dues in Account Section within last 2/3 days before his / her relieve.

Signature of Employee

PRINCIPAL

Statement of Accounts (Relieving)

(To be prepared by Accounts Section)

Sl. No.	Details of Information	Remarks
1.	Name of the employee:	
2	Designation:	
3	Department / Section:	
4	Date of joining:	
5	Date up to which he / she has continued in the service:	
6	Notice period given by the employee to get relieved:	
7	Deviation, if any, with reference to service condition of appointment order:	
8	Account Statement:	
a)	Actual amount due on the Institute up to the last date of service	
b)	Amount collected from the concerned employee towards security deposit	
c)	Total amount due on the Institution (a+b)	
d)	Amount to be paid by the employee to the Institute in lieu of violation of notice period	
e)	Amount (if any) to be paid by the employee to the Institute other than above.	
f)	Total amount to be paid to the Institution (d + e)	
g)	Actual amount to be paid to the employee along with relieve order. (a + b) – (d + e)	

Certification

Sri / Ms. _____ has settled his / her dues with
Accounts Section.

Accounts Officer

Charge Hand Over and Taken Over Report

1. Name of the employee and designation: _____
2. Department / Section:
3. Charge Hand Over to:

Sl. No	Details of the charges (Descriptive)	Handed over to	Sign. of Receiver	Sign. of Head of the Section
	Files :			
	Registers:			
	Computer:			
	Mobile / Telephone			
	Library Books			
	Key of			
	✓ Room			
	✓ Table			
	✓ Almirah			

4. Status of the jobs assigned to the employee

Sl. No.	Particulars of Assignment	Present Status (Descriptive)	Remarks

Signature of Employee

Authorized Signatory

Charge Hand Over and Taken Over Report

(Academic and Exam. Section)

1. Name of the employee : _____ Designation _____
2. Department / Section : _____ Date of Joining _____
3. Charge Hand Over :

Sl. No	Particulars	Present Status (Satisfactory / Not Satisfactory)	Whether complied (Yes / No)	Authorised Signatory
1	Course Progress / Completion			
2	Issue and Return of Academic Records			
3	Issue and Return of Exam. Records			
4	Settlement of Accounts against sale of Lab. Manual / Course Material / Form Fill-Up, etc			
5	Additional, if any			

Note:

- | | |
|-----------------------------------|--|
| 1) Course Progress | - Lagging should be minimal. |
| 2) Course Completion | - Course should be completed as per approved guidelines. |
| 3) Issue / Return list of records | - To be specified with its present status |

Signature of Employee