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**SHRI BANARASIDAS CHANDIWALA SEWA
SMARAK TRUST SOCIETY**

CHANDIWALA ESTATE, KALKAJI,
NEW DELHI-110019

HUMAN RESOURCE MANUAL

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Human Resource Manual

Sanjay Singh

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SECTION 1: MISSION & VISION OF TRUST SOCIETY

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A. MISSION


To provide yeomen service in the field of Health and Education.

B. VISION

Equal treatment & opportunities for all, in matters of Education and Healthcare, irrespective of caste, creed, religion or sect and to provide quality institutions for the same.

C. DEFINITIONS

1. **Trust Society & Trust Office** includes the authority(s) of Trust Society by the name of SBCSSTS.
2. **Management** means Authorized Signatories of the Trust by Law or Resolution of the Trust.
3. **Institutes:** includes all the educational, professional and healthcare establishments under the Trust Society.
4. **Head of Institute (HOI)** includes the Director, Principal, Hospital Administrator or any other person duly authorized to officiate by the Management, all or any of the powers or functions of the HOD.
5. **The Members of the Staff** of all the Institutions of the Trust Society are classified into the following groups:
 - 5.1. **Academic (Vocational)** – Professor, Associate Professor, Assistant Professor, Adjunct Faculty, Demonstrator and Instructor.
 - 5.2 **Technical** – Para Medical, Doctors, Visiting Consultants, Librarians, Assistant Librarian, Deputy Librarian, Engineers, Sports Officer, Industrial Liaison Officer (Training & Placement), System administrator, Lab technician and maintenance staff.
 - 5.3 **Administrative & Others** – Hospital Administrator, Administrative Officers, Accounts Officer, Stores Officer, Store Keeper, Office Superintendent, Public

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Relations Officer, Estate Officer, Personal Assistant, Assistant and Clerk Lab Attendant, utility worker etc.

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However the Director, Principal and Hospital Administrator of the Institutes shall also be considered to be the Non Vacation Academic Staff who shall exercise the administrative powers also.

6. Selection Committee: A Committee formed by the Institutes which has been assigned the role to undertake the selection process for the respective Institutes as per the approved Recruitment policy (Annexure 1) of the Trust Society.

D. OVERVIEW

The Human Resource Policy provides rules and regulations to be followed at all times by all the employees of the Institutes under the Trust society. It is designed to acquaint staff with Institutes' policies, procedures and information about general working conditions, employment guidelines and employee benefits. This will serve as on-going reference and guide to understand the duties & responsibilities of the employees towards their Institute as well as Institutes' obligation towards their employees.

Confidentiality Clause: This Manual contains confidential information that the employees are not permitted to publish or distribute without prior written approval of Management.

This Manual is applicable to the following Institutes under the Trust Society:

In Healthcare:

1. Banarsidas Chandiwala Institute of Medical Sciences (BCIMS)
2. Banarsidas Chandiwala Ayurvedic Dispensary
3. Banarsidas Chandiwala Eye and Dental Hospital, Jama Masjid
4. Banarsidas Chandiwala Eye Hospital, Motihari, Bihar

In Education:

1. Banarsidas Chandiwala Institute of Information Technology (BCIIT)
2. Banarsidas Chandiwala Institute of Hotel Management & Catering Technology (BCIHMCT)
3. Banarsidas Chandiwala Institute of Professional Studies (BCIPS)



4. Banarsidas Chandiwala Institute of Physiotherapy (BCIP)

E. CONTROL & AMENDMENTS

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The Master copy will remain in safe custody at the Trust Office and the Controlled Copy will be distributed as per the distribution list.

For any revision or amendments, the Authorized Signatories of the Trust in consultation with HOIs will be responsible. The revised or amended copies will be issued from the Trust Office as per the distribution list.

The Manual will be reviewed once a year. However, it may be updated from time to time to cater to non-conformities raised during the self-assessment or implementation.

F. DISTRIBUTION LIST

S.No.	Designation	Type
1	Trust Office	Master Copy
2	Authorized Signatories of SBCSSTS	Controlled Copy
3	HOI of all Institutes	Controlled Copy

Handwritten signatures and a blue circular stamp are present at the bottom of the page. The stamp contains the text: "CHANDIWALA ESTATE KALHAJI NEW DELHI" and "B.C. INSTITUTE OF PHYSIOLOGY & MANAGEMENT".

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AMENDMENT SHEET

S.No	Section No. & Page No.	Date of Amendment	Details of Amendment	Recommending Authority	Approving Authority

Handwritten signatures and a stamp:

- Sanjeev Gupta* (signature)
- Chandiwala* (signature)
- Stamp: CHANDIWALA ESTATE KALKAJI NEW DELHI
- Other illegible handwritten marks and initials.

SECTION 2: MANPOWER MANAGEMENT

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A. OVERVIEW

In order to deliver professional excellence of the highest standard, the Institutes shall ensure that right candidate in terms of qualification, skill, talent and experience is selected to ensure the most productive use of human capital and motivate the employees to give their maximum output towards the Institute's growth.

All recruitments should be done on merit and as per statutory compliances against approved job roles and after a due process of selection as approved in the Recruitment Policy by the Trust Society (ANNEXURE I)

However, due care must be taken that all recruitment exercise is done at the minimum cost and time.

B. RECRUITMENT & SELECTION PROCESS:

1. **SELECTION PROCESS:** As per the Selection Process prescribed in the Approved Recruitment Policy of the Trust Society. The short listing of all prospective candidates shall be done by Selection Committee which shall ensure a mandatory reference check for all appointments.

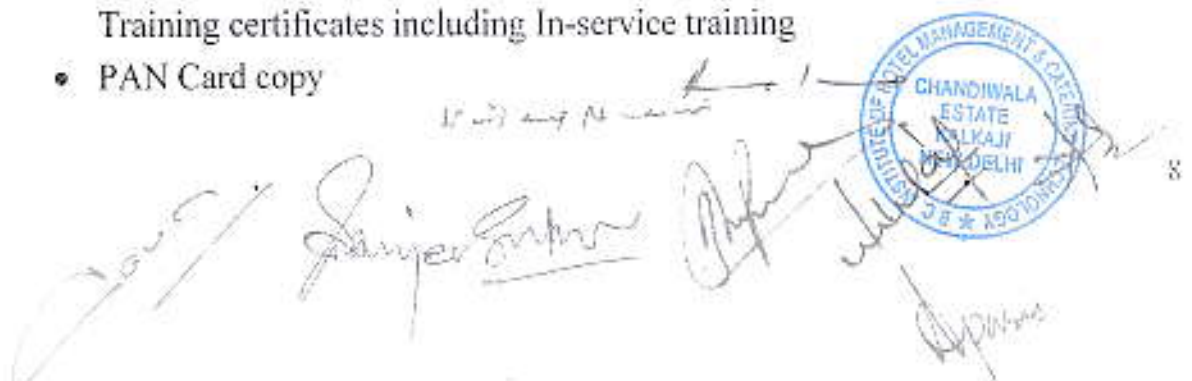
2. **ALL APPOINTMENTS:**

The selected candidate will be issued a letter of intent. A detailed appointment letter will be issued at the time of joining post receiving of all employee personal records as mentioned below. The copy of duly accepted appointment letter should be available in the records of the concerned Institute.

Every employee has a personal file, which is started from the date of selection. The contents of personal file will contain the following documents duly self-attested by the employee:

- CV (with documentary proof of name change, if applicable)
- Attested Copies of Educational, Professional & Technical Qualification and Training certificates including In-service training
- PAN Card copy

1st copy kept in file



The bottom of the page features several handwritten signatures in black ink. To the right, there is a blue circular stamp with the text "CHANDIWALA ESTATE NEW DELHI" and "INSTITUTE OF HOTEL MANAGEMENT & CATERING". The stamp also includes the year "1990" and a star symbol. A small number "8" is visible in the bottom right corner.

- Aadhar Card copy
- Background Verification of the Candidate
- Medical Fitness Certificate
- Appraisals
- Increment / Promotion letter
- Any Incentives / Awards/ Certificate

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Any change in Personal information i.e. change in name, residential address, telephone number, marital status, etc. or any of the above mentioned information must be submitted by the employee at the earliest. In case of non-submission of updated document, the employee shall be solely responsible. The record keeping is the responsibility of HOI of the Institute.

3. TEMPORARY/ CONSULTANCY APPOINTMENT

Institute may occasionally recruit employees on ad hoc or project work basis or against maternity leave or leave without pay by the existing employees. Depending on the circumstances, this arrangement can be renewed. The daily wage employee is strictly entitled to his / her remuneration which may be calculated as per Labour laws or at the completion of that specified task at agreed consultancy charge / sharing basis.

4. TRAINEE PROGRAMMES (MEDICAL INSTITUTE ONLY)

Institute (Medical) may provide On-job training to candidates sponsored by their Colleges / Professional Institutes as part of their curriculum. Such candidates may be taken as Trainees without stipend for a period of six months or one year as the case may be. After successful completion of their training, a completion certificate can be issued and the candidate is free to apply for job within the Institute or outside. It is not mandatory for the Institute (Medical) to appoint such trainees.

C. PROBATION:

All appointments will be made on probation period appended below. The appointment will be confirmed post successful completion of probation based on the feedback of the HOD. In case of poor/ non-performance, the extended probation will be applicable. However, in extreme case, the Management reserves

Being made as per

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Dr. Arjun

the right to terminate the service during probation without assigning any reason after time bound termination notice.

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	Healthcare Institutes	Educational
Probation period	6 months	1 year
Extended probation period	6 months	6 months
Termination notice period	15 days	1 month

D. INDUCTION & ORIENTATION:

It is the responsibility of the Institute's HOI (or department in-charge) to give / arrange orientation session (s) and ensure that the employee settles down at the earliest and also to provide a non-biased, safe & healthy working condition.

E. DRESS CODE & IDENTIFICATION:

The Institute expects all employees to have professional appearance and be smartly dressed while at work. It is suggested that employees wear formals / smart casuals which are pleasant and soothing. The employees who have been provided with uniforms/aprons must wear the same at all times during their working hours.

Employees should display their Identity Cards while at work / business meetings. Loss of Identity Card must be informed to the Institute and a duplicate card will be issued on payment.

F. WORKING HOURS:

- For Institutes - 9 AM to 5 PM (with 30 minutes of shuffling in timings permissible as per the discretion of the HOI), Six days a week excluding 2nd Saturday.
- For Trust Office - 10 AM to 6 PM, six days a week.
- For employees working in shifts, the duty roster issued by the HOI will be strictly followed.

U. Jayaraman

Sangeeta



Approved

- No employee shall change his / her shift duty timings or exchange shift duty without permission of HOI. All employees are expected to report for work as per the allotted duty timings. For those who report late by 15 minutes on three (03) occasions in a month, a half day leave will be deducted.
- The HOI shall ensure punctuality and discipline in the Institute. Unauthorized/ habitual absence resulting in disruption of work will lead to disciplinary action.

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G. OVERTIME:

H. The employees might be required to work overtime in emergent situations and the HOI should try to maintain overtime within reasonable limits. However due consideration should be given to nursing mothers and single parents to facilitate their family commitments.

I. In the Medical Institute, in emergency situations, the medical and para medical staff may be required to work extra duty with the approval of HOI. The monetary compensation will be proportionately calculated for extra hours worked, on the basis of salary drawn by the employee.

J. INSTITUTIONAL SUPPORT FOR FACULTY DEVELOPMENT:

To ensure effective programme to foster the development of particular blend of knowledge, disposition and behavior that are applied and sustained over time, ensuring that learning is transferred to the institutions, the faculty members will be provided with opportunities with full pay, not exceeding 10 days in an academic year, to pursue higher study or attend refresher course / orientation programme.

Faculties will be allowed to attend Conferences / Seminars / Workshops etc. not exceeding 3 days within the country (twice a year) or 6 days outside the country (once a year) at their own expenses, without disturbing the official commitments, on merit basis, with the prior permission of Authorised Signatories of the Trust.

Reward: The faculty members may be recognized by way of rewarding them as Best Teacher / Best Researcher / Best Mentor etc. in a manner that they have contributed or learnt during the academic year, will lead to valued outcomes, holding in high regard the satisfaction that comes from using new knowledge or skills.

Sanjeev Kumar
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SECTION 3: INHOUSE POLICIES AND PROCEDURES

A. PERFORMANCE APPRAISAL

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The annual appraisal is done to evaluate all regular employees on parameters stipulated below.

- Work performance
- Time management / meeting deadlines/commitments
- Technical knowledge / IT / equipment / machinery / other skills
- Team work, knowledge sharing, zeal, flexibility, adaptability
- Punctuality
- Personal appearance & state of health
- Leadership qualities, problem solving, decision making
- Application of social responsibility within the organization
- Qualification and Skill up-gradation

The rating is done as follows:

- Excellent - 5
- Very Good - 4
- Good - 3
- Average - 2
- Below Average - 1

B. ANNUAL INCREMENTS, PROMOTION & TRANSFER

Annual increment to an employee will be based on performance appraisal duly recommended by respective HOIs and with the approval of Management aligned with the Approved Annual Increment Policy (ANNEXURE II) of the Trust Society.

The Management may promote deserving employees on merit, efficiency and requirement. Upon promotion, the employee will be granted such benefit and increase in salary as applicable according to the Approved Career Advancement Policy (ANNEXURE III) of the Trust Society. The Management's decision based on Selection Committee's recommendation for promotion will be final.

The employees can be transferred from one Institute to another or allotted shift duties, depending upon the exigency.

5-27-2019

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**INSTITUTE OF POST GRADUATE STUDIES
NEW DELHI**

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C. LEAVE

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The following categories of leave can be availed by the employees and the Institutes must encourage them to avail leave and maintain a healthy work-life balance. The Leave Approving Authority in Institutes will be HOI and for HOIs, the authority vests with Authorized Signatories of the Trust. The Leave Approving Authority must ensure the smooth working and appropriate distribution of the duties when the employee proceeds on leave. In case of extreme conditions only, leave of any kind (except Maternity leave) applied for, can be refused / revoked with due justification by the concerned authority.

The Authority must also ensure that the following leaves do not hamper the working of the Institutes and requisite leaves can also be availed by the employees.

CATEGORIES

- Casual Leave
- Maternity Leave
- Earned Leave
- Vacation Leave
- Leave without Pay

1. CASUAL LEAVE

A maximum of 2 CLs can be taken at a time. Holidays / Sundays may be prefixed or suffixed with CL. Intervening holidays will be counted as Leave. The CL cannot be combined with any other kind of Leave.

2. MATERNITY LEAVE

Paid maternity leave shall be granted as per below appendix.

1. As per the Maternity Benefit (Amendment) Act, 2017, Commissioning Mother / biological Mother will be entitled for 26 weeks of which not more than eight weeks shall precede the date of her expected delivery, subject to a maximum of 02 children on certification by a competent Medical Officer.
2. A woman having two or more than 2 surviving children shall be entitled to 12 weeks of which not more than six weeks shall precede the date of her expected delivery.



3. In case of a woman who legally adopts a child below the age of 3 months or a commissioning mother shall be entitled to 12 weeks maternity benefit from the date the child is handed over to the adopting mother or the commissioning mother as the case may be.

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4. In case of miscarriage, or medical termination of the pregnancy, a worker is entitled to six (6) weeks of paid maternity leave.

Documentary proof / medical certificate must accompany the application for the Maternity Leave

3. EARNED LEAVE

The regular employees are eligible for 15 days (and will be 10 days for Academic (vacation) staff) Annual Earned Leave after completing six months service proportionately. Subsequently, it will be credited on monthly basis.

EL of previous year shall be carried forward to the next year, subject to maximum accumulated leave not exceeding 60 days. Holidays and Sundays prefixing or suffixing shall not be counted towards this leave. However, intervening holidays shall be counted as EL.

It is desirable that the employees avail leave and there should be no provision for encashment of such leaves. However, Leave encashment will be allowed only one time (except Class 4 employees who can take leave encashment once in 3 years) i.e. either at the time of separation of the employee or in any one of the following special conditions with the approval of the HOI. In any case leave encashment either during service tenure or on separation shall not exceed 60 days.

1. Marriage :Self/Children.
2. Medical Emergencies (Self & Immediate Family member)
3. Educational (Higher Studies) requirements of Self & Children

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4. VACATION LEAVE

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This leave is applicable to academic (Vacation) staff only.

5. LEAVE WITHOUT PAY

This leave can be given by HOI to regular employees only in the following situations, without disturbing the official commitments, on merit basis:

- Medical emergency of self /immediate family members for a maximum period of 1month.
- Higher education or training for a period of six months.

LEAVE APPENDIX

S. No.	Type of Leave	Academic (Vacation) Staff	Technical & Administrative Staff
1.	CASUAL LEAVE	08 days in a calendar year. However no advance C.L. shall be granted.	12 days in a Calendar year. However, no advance C.L. shall be granted.
2.	MATERNITY LEAVE	<ul style="list-style-type: none"> • Paid Maternity leave shall be granted to only permanent female employee for 26 weeks subject to a maximum of 02 children on certification by a competent Medical Officer. • A woman having two or more than 2 surviving children shall be entitled to 12 weeks of which not more than 6 weeks shall precede the date of her expected delivery. • A woman having a miscarriage or termination of pregnancy shall be granted 6 weeks of paid maternity leave on certification by a competent Medical Officer 	
3.	EARNED LEAVE	10 days in a Calendar year.	15 days in a Calendar year.

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S. No.	Type of Leave	Academic (Vacation) Staff	Technical & Administrative Staff
4.	VACATIONS	03 weeks during non-teaching period. HOIs may stagger the vacations as per the requirement.	Nil

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D. LIST OF HOLIDAYS

The Trust will issue two separate lists of holidays for the Trust office and the Institutes respectively prior to start of calendar year. The holiday list of Institutes shall be in accordance with the notified gazette holiday list of GGSIPU. However, the employees working in shifts on such holidays shall be duly compensated with Compensatory Leave.

E. SUGGESTION BOX

- A suggestion box to be placed in the Institute to enable inputs from students / customers / patients and patrons,
- It will be opened weekly by the HOI and will be reviewed.
- Any suggestion which involves a policy matter shall be moved up the hierarchy for resolution.

Vijay N. Singh

Chandwala

Srinivas Kumar

Aparna



SECTION 4: SEPARATION POLICY

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A. SUPERANNUATION POLICY

- 60 years for administrative staff in Trust Office / non-teaching staff in Institutes and paramedical / administrative staff in Healthcare Institutes.
- 65 years for teaching staff in Institutes (and 70 years for adjunct faculty members).
- 70 years for doctors / consultants in Healthcare Institutes

B. RESIGNATION & NOTICE PERIOD

The Institute expects a dignified separation with due prior notice by the employee as specified in the appointment letter / contract. Once resignation has been confirmed in writing, the subsequent withdrawal will be the prerogative of Authorized Signatories of the Trust to accept or decline. During the notice period, the employee shall hand over charge of the assigned responsibilities with proper orientation to the new incumbent to facilitate smooth functioning. In case employee abruptly leaves the service without notice, the salary for the notice period as per appointment clause will be forfeited from the final settlement of any dues. In such case the Institute reserves the right to withhold final settlement of dues and confirmation of services rendered.

The notice period can only be waived in extraordinary circumstances, either on personal reasons or due to professional obligation with approval of Authorized Signatories of the Trust, if recommended by HOIs. An employee absent from duty without permission for a period exceeding 10 days shall be deemed to have been absconding with effect from the date immediately succeeding his/her last day of attendance at his/ her place of duty. In that scenario, the regular process of termination without notice shall be initiated w.e.f. the date of abscondence.

C. EXIT INTERVIEW

Frequent attrition in employment is not healthy for the Institutes. The exit interview is conducted with employee to find out the reasons for separation. The details of this interview will be informed to the HOI and will also be kept in the Ex-employee's personal file.

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D. RETURN OF INSTITUTE'S ASSETS

On relinquishing charge, the employee submits all Institutes' assets including laptop, record, keys, passwords, identity card, etc. However, in case of shortfall, the Institute reserves the right to recover damages from the final settlement of employee's dues.

E. PAYMENT POLICY & PROCEDURE

The employee is entitled to all the monetary benefits till the date of resignation. On obtaining 'No Dues Certificate' from concerned departments, the final settlement will be made by cheque, which is normally done within 30 days from the date of receiving the No Dues Certificate. The relieving will be given on the last working day. The experience letter will be given along with final settlement (including the processing of Gratuity).

6-12-2019

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SECTION 5: CODE OF CONDUCT POLICY

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A. CONDUCT WITHIN INSTITUTES' PREMISES

The employees must conduct themselves appropriately within the Institutes' premises. They shall abide by the following code of conduct:

- Be aware of Institutes' policies.
- Maintain cordial work environment
- Seek clarity on the targets to be achieved and the roles/responsibilities associated with the task to be performed.
- Maintain complete confidentiality of information.
- Devote time exclusively for assigned work and not to indulge in unwanted / unprofessional activities.
- Maintain absolute integrity and devotion to duty and be strictly impartial and objective in his/her official dealings.

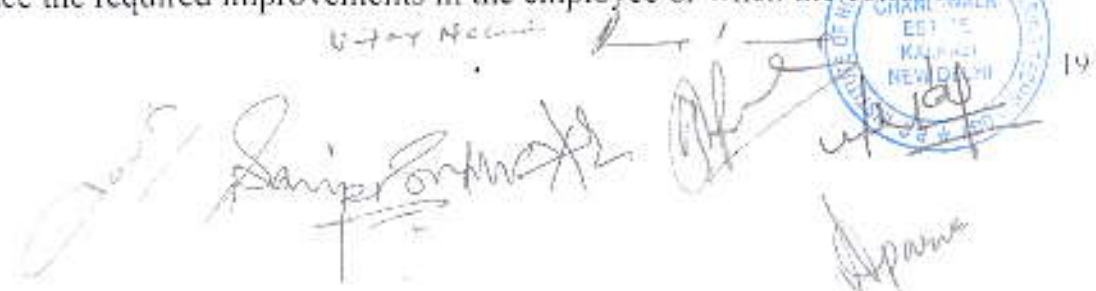
The following are strictly prohibited in Institutes' premises:

- Smoking, drug & alcohol abuse
- Putting safety of people in danger
- Threatening / intimidating / manhandling
- Sexual Harassment
- Possession of unauthorized weapon
- Giving / receiving gifts of any nature from any person on behalf of the Institute
- Insubordination or disobedience
- Breach of Policy Manual
- Illegal strike or abetting, inciting, instigating thereof
- Theft, fraud or dishonest practice, illegal gratification, bribe, etc.
- Collecting dues, funds or financial contribution for unofficial purpose
- Misinterpretation of facts while seeking employment in Institute
- Negligent work, quarrelling, malingering, idling or sleeping
- Immoral conduct
- Leaving office premises without permission

B. DISCIPLINARY PROCEDURE & ACTION

The disciplinary procedure is designed to maintain standards of conduct at work place. It is only used where other interventions like counseling etc. have failed to produce the required improvements in the employee or when the conduct matter is

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so serious as to require immediate disciplinary action including immediate dismissal from service, without notice. This is applicable in cases of negligence, breach of trust, embezzlement, insubordination, conviction on account of criminal offence or omission or any repeated misconduct which in the opinion of HOIs or Authorized Signatories of the Trust, is sufficient and grave that the employee is liable to disciplinary action including immediate dismissal, without notice.

Disciplinary procedures shall be as per the prevailing labour laws of the country and the employees have the right to appeal in all such cases. Depending upon the circumstances and gravity of the lapse, employees will be subject to the following disciplinary actions:

1. COUNSELLING

If an employee indulges in breach of code of conduct policy, formal action by HOI will take place to explain the employee the nature of complaint and an investigation will be initiated before holding a disciplinary hearing which is necessary to prevent the situation from deteriorating to a more serious one. The HOI should, first of all, find out what causes such behaviour, and assist the employee to rectify shortcomings through counseling.

2. WRITTEN WARNING


If there is no improvement after counseling, a written warning will be given to the employee. A copy of acknowledgement of written warning duly received by the employee will be retained in the employee's personal file.

The following may be recorded in written warning:

- the nature of offence with reference to instruction or procedure in HR Manual which prohibits it;
- any past warning or action taken for similar violations;
- the expectations or improvements required from employee; and
- the future disciplinary action which will be taken if the offence is repeated by employee within a specified time limit.

Improvement in an employee after disciplinary action may be noted in the employee's personal file. The HOI must constantly monitor the performance of the employee over the specified period.

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3. PENALTY:

An authority not below the rank of appointing authority may, for good and sufficient reasons to be recorded in writing, impose on an employee any of the following penalties;

- Withholding annual increment without cumulative effect.
- Withholding annual increment with cumulative effect.
- Withholding promotion.

4. SUSPENSION

The Institute may suspend an employee for a serious offence for a period not exceeding 14 days. During the suspension period, the employee will be paid normal salary and given an opportunity to state his case. During the hearing of the case, he may be accompanied by a colleague if he so wishes. In exceptional cases, suspension without salary / with half salary may be made by the HOI.

5. DISMISSAL

If sufficient evidence exists for extreme case of misconduct or irregularity or indiscipline by an employee which has resulted in financial loss or disrepute to the Institute and there is no improvement in the employee with written warnings issued, he / she is liable for dismissal by a **Disciplinary Committee** consisting of at least 3 members including HOI either by notice/payment in lieu or without notice and work out the required compensation in compliance with the terms of appointment / contract. This decision is taken by HOI in consultation with the Labour Office and complying with labour laws of the country, with due prior approval of Authorized Signatories of the Trust.

6. APPEAL

An employee may appeal to the Authorized Signatories of the Trust against suspension and / or dismissal with / without notice to HOI within seven days of disciplinary action. The meeting to hear the appeal by an employee (who can bring along a colleague) should be attended by a member more senior to official initiating the disciplinary action. No disciplinary action will be taken till the outcome of appeal is known. Subsequent meeting(s) with concerned parties will be held till a decision is arrived. The Authorized Signatories of the Trust will confirm in writing the final decision taken, through HOI.

7. REINSTATEMENT IN SERVICE:

When an employee is reinstated in service on consideration of his appeal or his suspension order is revoked after the conclusion of the inquiry, the authority

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competent to do so will pass specific order regarding the pay and allowances to be paid to him for the period of absence from duty.

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C. REDRESSAL OF GRIEVANCE OF EMPLOYEES AGAINST UNFAIR TREATMENT

All complaints relating to employment including unfair treatment and wrongful exercise of the authority shall be submitted to the HOI and in case of HOI, the Authorized Signatories of the Trust may be communicated.

It is pertinent to mention that making deliberately false or malicious grievance is a serious disciplinary offence, which could result in gross misconduct and dismissal from service.

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SECTION 6: SEXUAL HARASSMENT POLICY

It shall be the duty of the Institute to prevent the acts of sexual harassment at work place and to provide procedures for the resolution, settlement or prosecution of acts of such harassment by taking all required steps.

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A. DEFINITION

The Sexual Harassment includes unwelcome or sexually determined behavior (whether directly or by implication) as:

- Physical contact and advances;
- A demand or request for sexual favours;
- Sexually coloured remarks
- Showing pornography
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

If any above act is committed under circumstances that the victim has a reasonable apprehension relating to his / her employment or work, such conduct may be humiliating or may constitute a health and safety problem. It is discriminatory when the victim has reasonable grounds to believe that his / her objection would be disadvantageous to him / her at work place including recruitment or promotion and it creates a hostile work environment. If the employee does not consent to the conduct in question or raises any objection thereto, adverse consequences can be drawn.

B. FORMATION OF SEXUAL HARASSMENT COMMITTEE

Every Institute must form a Complaints Committee to deal with cases pertaining to Sexual Harassment in compliance with the Vishaka Guidelines of Hon'ble Supreme Court. This Committee should be headed by a woman and not less than half of its members should be women. Further, to prevent the possibility of any undue pressure or influence from senior levels, such Complaints Committee should involve a third party, either NGO or other body who is familiar with the issue of sexual harassment.

The Committee must make an annual report to the HOI of the Institute of the complaints received and the action taken thereon.

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SECTION 7: MEDICAL POLICY

A. MEDICAL BENEFITS

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All the employees are entitled to concessional treatment at 20% discount for self & family in healthcare institutes' part of the Trust.

B. PROFESSIONAL INDEMNITY (MEDICAL INSTITUTE ONLY)

The doctors and paramedical staff working in Institute (Medical) face the risk of exorbitant financial liability for alleged medical negligence claimed by patients in the Court of Law and hence to protect them financially and legally for alleged negligence, human error and malpractice, the Professional Indemnity insurance is mandatory for the Institute (Medical).

U 27 of 1947

Dr. Bhupesh Kumar
Director
Chandiwala Estate
Kalkaji
New Delhi

Sanjay Singh
Ahmad

Chandiwala Estate
Kalkaji
New Delhi

24

Annexure-1

SHRI BANARSIDAS CHANDIWALA SEWA SMARAK TRUST SOCIETY
Chandiwala Estate, Maa Anandmai Marg,
Kalkaji, New Delhi - 110075

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Recruitment Policy for Employees

These rules pertain to service conditions and will be applicable to all the employees (teaching/non-teaching) of the Institution/ Organisations/ Establishments functioning under the Trust Society with the name Shri Banarsidas Chandiwala Sewa Smarak Trust Society which, at present, are as under:-

In Education:

1. Banarsidas Chandiwala Institute of Information Technology (BCIIT)
2. Banarsidas Chandiwala Institute of Hotel Management & Catering Technology (BCIHMCT)
3. Banarsidas Chandiwala Institute of Professional Studies (BCIPS)
4. Banarsidas Chandiwala Institute of Physiotherapy (BCIP)

In Healthcare:

1. Banarsidas Chandiwala Institute of Medical Sciences (BCIMS)
2. Banarsidas Chandiwala Ayurvedic Dispensary
3. Banarsidas Chandiwala Eye and Dental Hospital, Jama Masjid
4. Banarsidas Chandiwala Eye Hospital, Motihari, Bihar

For Educational Institutes

1.0 Definitions

- 1.1 Council means the Governing council of the Institute
- 1.2 "Bye-Laws" means the Byelaws of the SBCSSTS
- 1.3 "Institute" means the BCIPS, BCIHMCT, BCIP & BCIIT
- 1.4 "Chairman" means the Chairman of the Council/ Trust Society
- 1.5 "Director" means the Director of the Institute
- 1.6 "Rules" means the rules of the Institute/Trust Society
- 1.7 "Trust Society" means the trust society by the name of SBCSSTS
- 1.8 "University" means the University to which the College is affiliated i.e. GGSIPU

2.0 Classification of members of staff of the Institute

2.1 Academic and Administrative

2.1.1 Director

2.2 Academic

2.2.1 Professor

2.2.2 Associate Professor



Sanjay Singh
Ahmed

2.2.3 Assistant Professor

2.3 Technical

2.3.1 System Administrator

2.3.2 Lab Assistant

2.3.3 Electrician

2.3.4 Such other Technical staff as may be decided by the Trust Society

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2.4 Administrative:

2.4.1 Librarian

2.4.2 Library Assistant

2.4.2 Admin Assistant

2.4.3 Office Assistant

2.4.4 Receptionist

2.4.5 Such other administrative staff as may be decided by the Trust Society/ Council.

3.0 Appointments

3.1 All appointments to the posts under the Institute shall be approved by the Trust Society/Council.

3.2 All posts of the Institute shall normally be filled by public advertisements in a leading national Newspaper/Institute's website but due to contingency of service the Trust Society shall have the power to decide on the recommendation of the Director that a particular post may be filled by Promotion from amongst the members of the staff of the Institute.

3.3 There shall be a Selection Committee for filling various posts on which appointments are to be made constituted in the manner laid down below:

3.3.1 Academic Posts

- a) Chairman -Trust Society (or Any designated duly authorized person from Trust Society)
- b) Director (Institute)
- c) One Representative of the approving statutory body
- d) Two External subject experts (Mandatory).

3.3.2 Technical Posts

- a) Director
- b) Director from other Institutes of SBCSSTS
- c) Expert (from within the organisation)

3.3.3 Administrative Posts

- a) Director

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b) Head Of the Department

c) Subject Expert- from within the organisation)

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3.4 The Director constitutes a Screening Committee consisting of at least two (02) senior Faculty members. It will recommend in consultation with the Director, the list of shortlisted candidates in consultation with the Director, who applied against the public advertisement, to the Selection Committee based on the following criteria:

- i. Qualifications & Experience required for the various notified academic/administrative posts from time to time, be laid down by the Delhi Council for Physiotherapy/AICTE/UGC/the University/or any relevant statutory/government body to which the Institute is affiliated.
- ii. Only those candidates found suitable under Para 3.4.i will be called for presentation/demo class session. The Screening committee devise the procedure and parameters in consultation with the Directors for Faculty presentation/demo class on the topic broadly decided by the Screening committee or as per the choice/comfort of the candidates

3.5 The Selection committee shall interview all the candidates called for interview on recommendations of the screening committee. In case of unsuitability of all the candidates recommended by the screening committee, the selection committee may consider any other name from the waiting list brought to its notice after ensuring the eligibility of the candidature.

3.6 Subject to the proviso if Bye-Law 3.5 no act or proceedings of the Selection Committee shall be called in question on the ground merely of the absence of any member or members of the Selection Committee provided that at least 75% of the total strength (quorum) of the Selection Committee will complete the quorum at the time of selection of candidates.

3.7 The appointing authority (i.e. Director duly authorized by SBCSSTS) may issue the offer letter (including joining instructions) to the selected candidate as per the recommendations of the Selection committee.

4.0 Departments of Teaching

4.1 Management, Computer Application, Physiotherapy, Hotel Management etc. as applicable

4.2. Such other departments/sections as may be formed by the Trust Society from time to time.

5.0 Terms and conditions of service of employees

Employee of the Institute shall be governed by the following terms and conditions



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5.1 All appointment shall be made in the name of Management under order of Chairman of the Trust society/council/or any other official duly authorized/designated in this behalf.

5.2 Every appointment shall be subject to the condition that the appointee is certified as being in sound health and physically fit. On acceptance of the offer the appointee shall be issued a letter for Medical examination from any recognized/approved hospital. After the candidate is found to be medically fit for the employment he/she shall be issued an Appointment Letter.

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5.3 A candidate who has been convicted by the court or against whom criminal proceedings are pending in any court shall not be eligible for appointment (un undertaking for the same shall be submitted by the candidate at the time of joining the Institute)

5.4 Subject to the provisions of the Rules and Bye-laws, appointments to posts under the Institute shall ordinarily be made on probation for a period of one year after which the appointee, if found suitable shall be confirmed and he/she will continue to hold his/her office subject to the satisfactory performance as per the Rules and Regulations of the Society (i.e. until he/she attains the age of superannuation subject provisions contained in Para 5.8, & 5.9).

5.5 The appointing authority (i.e. Director duly authorized by SBCSSTS) shall have the power to extend the period of PROBATION of any employee of the Institute for a period as the authority may deem fit.

5.6 Every employee of the institute shall devote his/her whole time to the service of the Institute and shall not engage directly or indirectly in any trade or business or in private tuition or any other work, which may interfere with the proper discharge of his/her duties. However, the provision herein contained shall not apply to academic work and consultative practices undertaken with the prior approval of the Authority for remuneration, etc. as may be laid down by the Trust Society/Council. Any employee indulging in any type of activity given above shall be liable for disciplinary action.

5.7 All employees of the Institute shall be governed by the Trust Society/ Institute Conduct Rules.

5.8 General

Any matter not covered by the above Rules and Byelaws will be governed by the decisions of the Trust Society/Council taken from time to time.

Down
James Gentry
X
AP

AP
12/11/2011

For Healthcare Institutes

RECRUITMENT & SELECTION PROCESS

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Short-listing of all prospective candidates shall be done by the Selection Committee which shall also ensure a mandatory reference check for all appointments.

There shall be a Selection Committee for filling various posts on which appointments are to be made constituted in the manner laid down below:

- a) Chairman -Trust Society (or Any designated duly authorized person from Trust Society)
- b) HOI
- c) HOD of concerned department

The Selection committee shall interview all the candidates called for interview on recommendations of the screening committee. In case of unsuitability of all the candidates recommended by the screening committee, the selection committee may consider any other name from the waiting list brought to its notice after ensuring the eligibility of the candidature.

Subject to the proviso if Bye-Law 3.5 no act or proceedings of the Selection Committee shall be called in question on the ground merely of the absence of any member or members of the Selection Committee provided that **at least 75% of the total strength** (quorum) of the Selection Committee will complete the quorum at the time of selection of candidates.

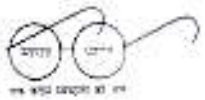
The selected candidate will be issued a letter of intent. A detailed appointment letter will be issued at the time of joining post receiving of all employee personal records as mentioned below. The copy of duly accepted appointment letter should be available in the records of the concerned Institute.

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[Signature] *[Signature]*

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ANNUAL INCREMENT FOR THE EMPLOYEES (BCIPS, BCIIT, BCIP & BCIHMCT)

POLICY AND PROCEDURES

1. An employee shall be given annual increment to monthly salary as per the policy herein under;
2. The annual increment shall be given in the month of September of each year.
3. Director may recommend extra increment for an employee under exceptional / conditions / achievements as the case may be.
4. The approval of the annual increment shall be done by the Competent Authority.
5. The annual increment of the Director shall be decided by the Competent Authority
6. Employee is eligible for annual increment if :-
 - a. He/She is a regular employee of the Institute.
 - b. He/She has availed less than 90 days Leave Without Pay in the preceding year.
 - c. He/She (faculty member) should have at least one participation/publication during the assessment year
7. Minimum amount of annual increment shall be as per the provision of different statutory/ government organisation such as GGSIP University / UGC/ AICTE etc. as notified from time to time.
8. The annual increment of the teaching staff shall be recommended by the Director based upon their performance appraisal report and report of the Head of the Department in the prescribed format as per **Appendix 1**.
9. The annual increment of the non-teaching staff shall be recommended by the Director based upon their performance evaluation in the prescribed format as per **Appendix 2**
10. A composite sheet bearing recommendation regarding annual increment of each employee shall be submitted by the Director for the approval of the Competent Authority.
11. The original approval of annual increment will be forwarded to the Account Department for further effect.
12. The approval of annual increment will be maintained in the Institute record.
13. A copy of approval of annual increment shall be maintained in concomitant file also.

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SRI BANARSIDAS CHANDIWALA SEWA SMARAK TRUST SOCIETY
Chandiwala Estate, Maa Anand mai Marg,
Kalkaji, New Delhi - 110075



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ANNUAL APPRAISAL REPORT : FACULTY MEMBERS

For the period from 1st Sep to 31st Aug.....

(Give information for the year under report only)

PART I

(To be filled in by the Faculty member; Attach Extra Sheets wherever necessary)

I. Personal Information:

1	Name of the Faculty	
2	Date of Birth	
3	Designation	
4	Date of Joining the institute	
5	Date of holding the present post	
6	Academic qualifications	
7	Any additional qualification acquired during the period of report	
8	Area(s) of Specialization Please list all curricular subjects, the Faculty can comfortably teach	
9	Scale of pay	
10	Present gross salary	

Date:

Faculty name and Signature

Singer

[Signature]

[Signature]

[Signature]

[Signature]



II. Instructional Work Assigned

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No.	Semester [Class; # of Students]	Subject Title [Subject Code]	No. of Hours Engaged Per Week				Pass %
			L	T	P	Total	

L: Lecture T: Tutorial P: Practical

III. Details of Projects/Articles/Dissertations Supervised

No.	Semester [Class]	Category [Project/Dissertation/Article]	# of Students

Note: Please attach list of Projects / Dissertations Supervised as Annexure-1;
Annexure to be in tabular form & to include Student's Name, Enrollment #, Batch#, Semester & Dissertation/Project Title]

IV. Details of Position(s) held for Co-curricular / Extra-curricular Activities[^]

No.	Committee Name	Position [HoC / Coordinator / Team Member]	Period / Duration

V. Details of Co-curricular / Extra-curricular Activities Organized[^]

No.	Date[s]	Activity [brief details]



VI Details of Innovative Approaches made in Teaching

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- a. Preparation of Lesson Plans
(Give Subject Name & Class). _____
- b. Preparation of Study Material
(Subject Name, Class & % digitized). _____
- c. Teaching Methods/Pedagogy _____
- d. Practical / Lab Experiment
(Lab Manuals, Standardization, Benchmarking etc.) _____
- e. Evaluation Methods _____
- f. Remedial Teaching / Academic Counseling _____
- g. Knowledge Generation w.r.t. latest advancement relating your Teaching Subject(s) and sharing with the Students & Peers _____

VII Efforts for Enhancing Qualifications and Self Development

- a. Participation in External Seminars/Workshops/Conferences/QIP/Continuing Education/Paper Presentation/Talk delivered/Panel Meetings/Consultancy etc.

No.	Date	Event Details [Event Theme, Organized by, Venue]	Please mention Title of the talk if any, delivered by you

Note: Please attach copy of your participation details incl. copy of the presentation [if any] as Annexure-2

- b. Any Research Projects undertaken / completed other than students' projects

- c. Details of Publications

No.	Title of the Article	Author(s)	Title of the Book / Journal Publisher's Name / Publication Date Vol. # & Issue #

Note: Please attach copy of your publication(s) as Annexure-3



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d. Efforts in enhancing Qualifications (If already engaged, please provide brief details on progress made during the academic year)

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e. Membership of Professional Organization(s) (Capacity and the contribution made during the academic year)

f. Any Other relevant academic or Professional work not covered by the above

VIII. Self-Analysis (Briefly analyze your performance during the academic year indicating)

a. Key Achievements

b. Brief Comments & Remedial Measures w.r.t. Students' Feedback for the courses taught

c. Difficulties Faced (including personal deficiencies if any, that restrict in achieving better performance)

d. Suggestions for improvement (Self and Institute)

e. How do you rate your relationship with

Head of the Department/Institution

With other faculty members & Staff

Date:

Discipline Name

1 / 1



Faculty name and Signature

Signature of Faculty
Signature of Head of Department
Signature of Staff
Signature of Disciplinary Officer



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Kalkaji, New Delhi - 110075



PART II

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ASSESSMENT BY THE ACADEMIC HEAD

Name of the Employee: _____

Designation of Employee: _____

Length of service: _____

Kindly provide your assessment in respect of the following evaluating scheme:

Assessment of PART II filled up by the Faculty member and Attested by the Academic Head: Keeping in view the information furnished, please provide your assessment on the following parameters: (Weightage of Part A: 50)

A. GRADING ON THE BASIS OF PART - I

Sl. No.	EVALUATION PARAMETERS	(MAX MARKS : 50)	Self Evaluation (MARKS)	GRADING SCORE (BY ACADEMIC HEAD)
1	Educational Qualification as per UGC/Statutory body	10		
2	% of teaching hours done during the year as against the no. of hours assigned	10		
3	Involvement in extra & co-curricular activities during the	10		
4	Average % of marks obtained by students in the final Exam.	5		
5	Publications/Participation	5		
6	Assistance in Administrative Support	10		
TOTAL (A)				

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Chandiwala Estate, Maa Anand mai Marg,

Kalkaji, New Delhi - 110075



PART III

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REMARKS OF THE REVIEWING AUTHORITY

(To be filled by the Director/Principal of the Institute)

- I. Is the Reviewing Authority is satisfied that the Reporting Authority made his/her report with due care and attention and after taking into account all the relevant material? _____
- II. Comments on the adverse remarks on the integrity of the faculty, if the secret note is sent. Consider all the relevant material. _____
- III. Do you agree with the assessment of the faculty by the Reporting Authority? If not, specify the reasons and what part of the report you wish to modify or add. _____
- IV. Recommendations for improving the work environment _____
- V. General remarks about the work and Conduct of the faculty and overall Assessment on five point scale (Excellent, Very Good, Good, Average, Below Average). _____

Note:

1. The reporting authority should record the assessment of the faculty by taking the total load of the faculty i.e. teaching, research, extra and co-curricular activities, into account.
2. An adverse remark of substantive nature' should be recorded only after the faculty has been informed verbally or in writing and has not shown any improvement.
3. Attach the student feedback, faculty response on it and result analysis.
4. If integrity of the faculty is not beyond doubt, record it on a separate SECRET note giving details of facts, which forms the basis of the doubt / suspicion about the integrity of the faculty. The secret note should be sent to the Reviewing Authority along with AR and the fact of having done so should be mentioned.

Sanjeev Kumar

[Signature]

[Signature]



[Signature]

[Signature]
V. ...
[Signature]

B. Performance and General attributes (Weightage 50) Evaluated by the Academic Head

Sl. No.	Parameter	WEIGHTAGE (MAX : 50)	GRADING SCORE	Remarks
1	Knowledge in the sphere of work	10		
2	Instructional effectiveness	10		
3	Teamwork and adaptability	10		
4	Ability to handle pressure	10		
5	General conduct	10		
		TOTAL (B)		

Total I + II = _____

C. General assessment taking all the above parameters

Amendment

Assessment	Total(A+B)
Very Good	91-100
Good	71-90
Satisfactory	51-70
Needs Improvement	41-50
Unsatisfactory	Up to 40

VI. Any other comments _____

Signature of Academic Head

Name _____

Date _____

[Handwritten signatures and a blue circular stamp of the institution are present at the bottom of the page.]

VII. Recommendation for _____
Confirmation /increment _____

Recommendations of the Director/Principal

- _____ Increment/ Confirmation of _____ is due from _____. He / She has scored ___ / ___ in the overall assessment. Details of appraisal report are available in the preceding pages. Your comments and decision in this subject matter is sought in PartIV attached herewith.

Date:

Signature of the Director/Principal

Name _____

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ANNUAL APPRAISAL REPORT : NON TEACHING STAFF MEMBERS

For the period from 1st Sep to 31st Aug.....

(Give information for the year under report only)

PART I

(To be filled in by the Non Teaching Staff)

1	Name of the Employee	
2	Date of Birth	
3	Designation	
4	Date of Joining the institute	
5	Qualification	
6	Scale of pay	
7	Present gross salary	

Date:

Employee's name and Signature

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 Chandiwala Estate, Maa Anand mai Marg,
 Kalkaji, New Delhi - 110075



PART II **CONTROLLED COPY**

For the period from to

(To be filled by the Director)

Name of the Employee _____ Designation _____

I. Performance Evaluation:

Performance Evaluation	Rating (1-5)	Comments
Job Knowledge		
Technical Skills		
Cooperation (Team Work)		
Overall conduct (Punctuality, Regularity & Discipline)		
Communication Skills		
Total Score	(Total) / 25 =	

- II. Overall Appraisal (Tick one)
- | | |
|---------------|---|
| Excellent | 5 |
| Very Good | 4 |
| Good | 3 |
| Average | 2 |
| Below Average | 1 |

III. Any other comment _____

Date:

Signature of the Director



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[Handwritten signature]

[Handwritten signature]
 Name: _____

IV Recommendation for _____

Confirmation /increment _____

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Recommendations of the Director - _____ Increment/
Confirmation of _____ is due from _____. He / She
has scored ___ / ___ in the overall assessment. Details of appraisal report are
available in the preceding pages. Your comments and decision in this subject
matter is sought in PartIV attached herewith.

Date:

Signature of the Director

Name _____

Signature
[Handwritten signature]

[Handwritten signature]



[Handwritten signature]
[Handwritten signature]
Ujjwal Mehta



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Chandiwala Estate, Maa Anand mai Marg,
Kalkaji, New Delhi - 110075



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PART IV

DECISION

TO BE FILLED BY THE COMPETENT AUTHORITY OF THE TRUST SOCIETY

- Annual Increment
- Status Quo
- Reward
- Action to be taken in case of unsatisfactory performance

Comments, if any:

Date:

Signature of the Competent Authority

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[Handwritten signature]
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SRI BANARSIDAS CHANDIWALA SEWA SMARAK TRUST SOCIETY
Chandiwala Estate, Maa Anand mai Marg,
Kalkaji, New Delhi - 110075



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PART III

DECISION

TO BE FILLED BY THE COMPETENT AUTHORITY OF THE TRUST SOCIETY

- Regular Increment
- Status Quo
- Reward
- Action to be taken in case of unsatisfactory performance

Comments, if any:

Date:

Signature of the (Competent Authority)

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SHRI BANARSIDAS CHANDIWALA SEWA SMARAK TRUST SOCIETY

Chandiwala Estate, Maa Anandmai Marg,

Kalkaji, New Delhi - 110075

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CAREER ADVANCEMENT POLICY FOR THE EMPLOYEES
(BCIPS, BCIPS, BCIIT & BCIHMCT)

(For promotion in AGP/Pay Scale for the Teachers and Admin Staff in the Institute)

1.0 Promotion Levels (Academic Staff)

As of now, there are following designation with different Pay Bands and Academic grade pay (AGPs) in respect of teaching staff (Academic) in the Institute is followed as per the defined statutory/government norms.

	Pay Band	AGPs
I. Assistant Professor	15600-39000	6000-7000-8000
II. Associate Professor	37400-67000	9000
III. Professors	37400-67000	10000

The following process shall be followed to promote the employees for the upward movement in the grade pay as well as in higher payscale:

2.0 Promotion Process

The following process shall be followed to promote the employees for the upward movement in the grade pay as well as in higher pay scale:

2.1 The Institute will fulfill the norms of Students Teacher Ratio and Cadre ratio (which are revised time to time) as defined by different Statutory/government body(s). So, the promotion policy shall always be aligned with the requisite vacancies declared by the Institute as and when required. There shall be a vacancy notification by the Institute as per the requirement after the approval of the Competent Authority.

2.2 As per the pre communicated eligibility criteria (Para 3.0 for BCIPS, BCIIT & BCIHMCT and Para 4.0 for BCIP respectively) the Screening Committee will recommend the shortlisted candidates to the respective Selection Committee

2.2.1 The screening committee shall be constituted by the Director consisting of atleast 2 Senior faculty members/HODs

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2.3 The duly constituted Departmental Promotion Committee (DPC)/Selection Committee (Para 2.4) shall interview all the candidates called for the interview and fill- up the vacancies through the best candidature. In case of unsuitability of all the candidates recommended by the screening committee, the selection committee shall declare the vacancy be open for fresh recruitment/ subsequent process of promotion.

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2.4 The constitution of Departmental Promotion Committee(DPC)/Selection Committees for different categories of promotions:

a) AGP Promotion at Assistant Professor level

(From AGP Rs. 6000/- to Rs. 7000/- & from AGP Rs. 7000/- to Rs. 8000/-)

1. Director
 2. One Subject Expert- External (Mandatory)
 3. Director of the any other Institute under SBCSSTS
 4. Any other appropriate official could be nominated by Trust.
- (At least 75% attendance from the total strength of the committee shall constitute the quorum)

b) Pay Scale from Assistant Professor to Associate Professor & AGP Promotion from Associate professor to Professor and Sr. Professor level)

1. Chairman (Trust Society/Council/Any designated duly authorized person from trust society
 2. Director (Institute)
 3. One Nominee of the affiliating University (i.e. GGSIPU)/ approving statutory body
 4. Two External subject experts (Mandatory).
 5. HOD (As the case may applied for)
- (At least 75% attendance from the total strength of the committee shall constitute the quorum)

c) For Technical & Admin Staff members

(For both Grade pay and scale promotions)

1. Director
2. One Expert (Mandatory).
3. Any other appropriate official could be nominated by Trust Society

3.0 Promotion Eligibility Criteria for different categories/level of promotions (for BCIPS, BCIT & BCHMCT)

S.no	Norms(for BCIPS, BCIT & BCHMCT)
3.1	Academic Staff
	Promotion: Academic Grade Pay at Assistant Professor Level

Signature of Mr. [Name]

Signature of [Name]

Signature of [Name]

Signature of [Name]

Signature of [Name]



1.	<p>Assistant Professor AGP from Rs.6000 to Rs.7000</p> <ul style="list-style-type: none"> ➤ An Assistant Professor with completed service of 5 years at Institute, possessing Ph. D Degree in the relevant branch / discipline shall be eligible, for moving up to AGP of Rs. 7000/- subject to Other Conditions as given below. ➤ Assistant Professors possessing Master's degree in the relevant branch / discipline as defined for technical education shall be eligible for the AGP of Rs. 7,000/- after completion of 6 years of service as Assistant Professor in the Institute subject to Other Conditions as given below. ➤ Assistant Professors who do not have Ph.D. or a Master's degree (As applicable to the programme as per statutory parameter of minimum qualification) in the relevant branch /discipline of a program shall be eligible for the AGP of Rs. 7,000/- only after completion of 7 years' service as Assistant Professor in the Institute subject to other conditions as given below. <p>Other Conditions:</p> <ul style="list-style-type: none"> a) Minimum # Publication- Five Research Publications published in Refereed Journal, Peer Reviewed recognized and reputable journals and periodicals, having ISBN/ISSN numbers. Conference proceedings as full papers /Chapter in edited Book, since last promotion or increment. b) Participation in Conference/Seminar: at least five (05) in the said period. c) Good Grade in Annual Appraisal Reports: At least 'VERY GOOD' for three consecutive years including the current year
3	<p>Assistant Professor AGP from Rs.7000 to Rs.8000</p> <p>Assistant Professors with completed service of 6 years at the AGP of Rs. 7000/- shall be eligible, subject to other condition laid down by the AICTE/UGC, to move up to the AGP of Rs. 8000/-.</p> <p>Other Conditions</p> <ul style="list-style-type: none"> a) Minimum Publication- Ten(10) Research papers published in Refereed Journals, Peer Reviewed recognized and reputable journals and periodicals, having ISBN/ISSN numbers, Conference proceedings as full papers /Chapter in edited Book, in the said period. b) Participation in Conference/Seminar, At least Ten (08) in the said period. c) Good Grade in Annual Appraisal Reports: At least 'VERY GOOD' for three consecutive years including the current year

Promotion (PAY SCALE with Grade Improvement)

4	<p>Assistant Professor to Associate Professor from AGP Rs.8000 to Rs.9000</p> <p>Assistant Professors completing five years of teaching in the AGP of Rs. 8,000 in the institute shall be eligible, subject to the qualifying conditions as prescribed by UGC/AICTE/, to be promoted to the Pay Band IV (6th Pay Commission) of Rs. 37,400 – Rs. 67,000 with AGP of Rs. 9,000 and to be designated as Associate Professor. No teacher other than those with a Ph.D. in relevant discipline shall be promoted, appointed or designated as Associate Professor.</p> <p>Other Conditions</p> <ul style="list-style-type: none"> a) Minimum Publication-Overall Twelve (12) Research papers published in Refereed Journals, Peer Reviewed (recognized and reputable) journals and periodicals, having ISBN/ISSN numbers. Conference proceedings as full papers /Chapter in edited Book. b) Participation in Conference/Seminar: At least Ten(10) c) Administrative Responsibilities: Contributing time to administrative work (at least two as convener/coordinator)
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- d) Organized FDP/MDP/Conference/Seminar/workshop: at least two as Coordinator
- e) Good Grade in Annual Appraisal Reports: At least 'VERY GOOD' for three consecutive years including the current year

Promotion: Academic Grade Pay at Associate Professor Level

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5 Associate Professor to Professor from AGP Rs.9000 to Rs.10000

Associate Professor completing 3 years of service in the AGP of Rs. 9000/- in the Institute and possessing a Ph.D. degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the AICTE.
No teacher other than those with a Ph.D. shall be promoted, appointed or designated as Professor. The Pay Band for the post of Professors shall be Rs.37400-67000 with AGP of Rs. 10000.

Other Conditions

- a) **Minimum Publication-** Overall 20 Research papers published in Refereed Journals*, Peer Reviewed recognized and reputable journals and periodicals, having ISBN/ISSN numbers, Conference proceedings as full papers /Chapter in edited Book.
- b) **Participation in Conference/Seminar -Minimum Fifteen (15)**
- c) **Other administrative Responsibilities - Satisfactory participation in overall administrative work/ satisfactory assistance to the Director in his/her assignment**
- d) **Organizing FDP/MDP/Conference /Seminar/workshop: at least Five as Coordinator.**
- e) **Guidance of Ph.D./M.Phil. students: At least one under guidance (desirable)**
- f) **Good Grade in Annual Appraisal Reports: At least 'VERY GOOD' for three consecutive years including the current year**

3.2 For Administration and Technical Staff:

1. The overall performance should be the criteria for any improvement in Grade Pay or promotion of the staff working in administration and Technical department at any capacity. The criteria for evaluating the performance shall broadly be defined on the following parameters:
 - i. Knowledge (Towards Problem Solving)
 - ii. Punctuality
 - iii. Relation with Juniors/Seniors
 - iv. Response level to the work assigned, besides normal duties
 - v. Initiative towards the Organisational growth and development, if any
 - vi. Dedication, Honesty and belongingness

4.0 Promotion Eligibility Criteria for different categories/level of promotions (BCIP)

S.no	Norms (BCIP)
4.1 Academic Staff	
Promotion : Academic Grade Pay at Assistant Professor Level	
1	Assistant Professor 15600-39000 AGP from Rs.6000 to Rs.7000 An Assistant Professor with completed service of five years in the institute after joining and Qualification subject to the conditions as prescribed by UGC /statutory body, shall be eligible, for moving to AGP of Rs.7000/- subject to conditions as given below.

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	<p>Eligibility</p> <p>d) Qualification: as prescribed by UGC /statutory body - (B.P.T./ B. P Th//B.P.Th.), Master's Degree in Physiotherapy (M.&P.Th/M.Th.P./M.Sc. P.T/M.P.T.) with at least 55%, (or an equivalent grade in a point scale wherever the grading system is followed) from a recognized University</p> <p>e) Publication- One publication in Journals / National newspaper, other publications having ISBN/ISSN numbers/ Conference proceedings /Chapter in edited Book.</p> <p>f) Active Participation in Conference/Seminar: Desirable</p> <p>g) Participation / Member of Committee (Extra & Co Curricular)</p> <p>h) Other administrative Responsibilities - Desirable</p>
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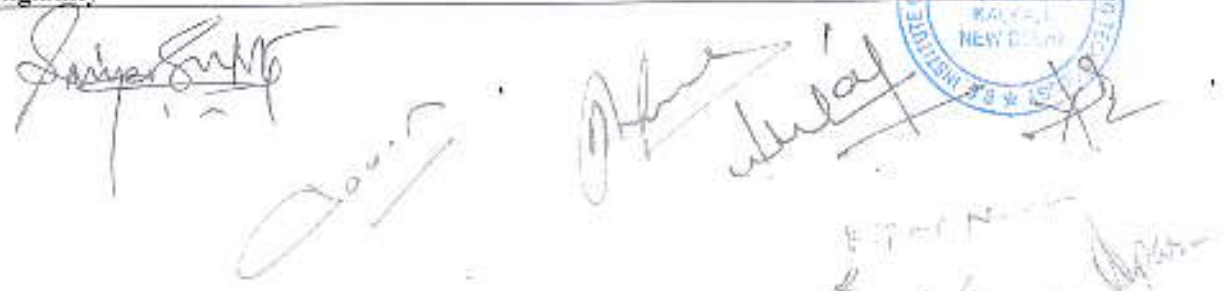
2	<p>Assistant Professor 15600-39000 AGP from Rs.7000 to Rs.8000</p> <p>Assistant Professors with completed service of 4 years at the AGP of Rs. 7,000 and Qualification subject to the conditions as prescribed by UGC /statutory body shall be eligible, for moving to AGP of Rs.8000/- subject to conditions as given below.</p> <p>Eligibility</p> <p>a) Qualification: as prescribed by UGC /statutory body - (B.P.T./ B. P Th//B.P.Th.), Master's Degree in Physiotherapy (M.&P.Th/M.Th.P./M.Sc. P.T/M.P.T.) with at least 55% (or an equivalent grade in a point scale wherever the grading system is followed) from a recognized University</p> <p>b) Publication- Overall Two publications in Journals / National newspaper, other publications having ISBN/ISSN numbers/ Conference proceedings /Chapter in edited Book.</p> <p>c) Active Participation in Conference/Seminar: Desirable</p> <p>d) Participation / Member of Committee (Extra & Co Curricular)</p> <p>e) Other administrative Responsibilities - Desirable</p>
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Promotion (PAY SCALE with Grade Improvement)

4	<p>Assistant Professor to Associate Professor from 37400-67000 AGP 8000 to Rs.9000</p> <p>Assistant Professors completing Three years of teaching in the AGP of Rs. 8,000 in the institute shall be eligible. Qualification subject to the conditions as prescribed by UGC /statutory body, shall be eligible, to be promoted as Associate Professor subject to conditions as given below:</p> <p>Eligibility</p> <p>a) Qualification: Master's Degree in Physiotherapy (M.&P.Th/M.Th.P./M.Sc. P.T/M.P.T.) with at least 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) from a recognized University</p> <p>b) Minimum Publication- Overall FOUR publication in Journals / National newspaper, other publications having ISBN/ISSN numbers/ Conference proceedings /Chapter in edited Book.</p> <p>c) Active Participation in Conference/Seminar: Desirable</p> <p>d) Participation / Member of Committee (Extra & Co Curricular)</p> <p>e) Other administrative Responsibilities - Desirable</p> <p>f) Organized FDP/MDP/Conference/Seminar/workshop: atleast Two as Coordinator</p>
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Promotion: Academic Grade Pay at Associate Professor Level

5	<p>Associate Professor to Professor 37400-67000 from AGP Rs.9000 to Rs.10000</p> <p>Associate Professor completing Five years of service in the AGP of Rs. 9,000 in the Institute shall be eligible. Qualification subject to the conditions as prescribed by UGC /statutory body, shall be eligible, to be promoted as Professor subject to conditions as given below:</p> <p>Eligibility</p>
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 The bottom section of the page contains several handwritten signatures in blue ink. On the right side, there is a circular official stamp of the Institute of Hotel & Catering Technology, Chandiwala Estate, New Delhi. The stamp includes the text 'INSTITUTE OF HOTEL & CATERING TECHNOLOGY', 'CHANDIWALA ESTATE', 'WALTON NEW DELHI', and 'ESTD 1972'.

- a) **Qualification:** Master's Degree in Physiotherapy (M.&P.Th/M.Th.P/M.Sc. P.T/M.P.T.) with at least 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) from a recognized University
- b) **Minimum Publication-** Overall SIX publication in Journals / National newspaper, other publications having ISBN/ISSN numbers/ Conference proceedings /Chapter in edited Book.
- c) Active Participation in Conference/Seminar: Desirable
- d) Participation / Member of Committee (Extra & Co Curricular)
- e) Other administrative Responsibilities – Desirable
- f) Organizing FDP/MDP/Conference /Seminar/workshop; at Least Five as Coordinator.

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4.2 For Administration and Technical Staff:

1. The overall performance should be the criteria for any improvement in Grade Pay or promotion of the staff working in administration and Technical department at any capacity. The criteria for evaluating the performance shall broadly be defined on the following parameters:
 - i. Knowledge (Towards Problem Solving)
 - ii. Punctuality
 - iii. Relation with Juniors/Seniors
 - iv. Response level to the work assigned, besides normal duties Initiative towards the Organisational growth and development, if any
 - v. Dedication, Honesty and belongingness

NB:

The length of service **ONLY SHALL NOT BE** the selection criterion, the overall performance shall be kept as the superseding parameter. Some additional evaluation criteria are as follows:

- a. The appraisal for the considered period shall be evaluated/ taken into consideration.
- b. Significant contribution of the staff in any relevant field which adds value to the Institute's overall image (Branding of the Institute)
- c. Outstanding contribution of the staff into the Institutional Building Assignments for the Institute's overall development and growth, besides the routine teaching work.
- d. Any exemplary achievements (Academic/ professional), which will be useful for the organisation.

Dr. M. M. M. M.

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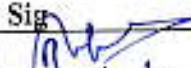
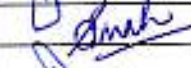
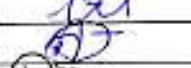
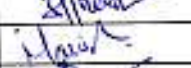
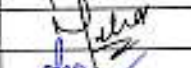

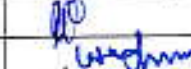


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I certify that I have been briefed the HR Policy, Recruitment procedure and Promotion/Increment procedures. I will abide by the HR policy issued by SBCSSTS.

I understand that any misconduct or deviation from the rules and policies of SBCSSTS will lead to an action as mentioned in the Policy document.

S.NO.	Name	Designation	Sig
1	Dr. Bhupesh Kumar	Director	
2	Dr. Sarah Hussain	Dean Academic	
3	Alok Aswal	Dean Administration	
4	Dr. Arvind Kumar	Asst Prof	
5	Dr. Ashish Kr. Ranga	Asst Pro	
6	Divya Thakur	Asst Prof	
7	Gagandeep Soni	Asst Prof	
8	Indrajit Chaudhary	Asst Prof	
9	Mohinder Pal Singh	Librarian	
10	Manish Malhotra	Asst Prof	
11	Mohan Jain	Asst Prof	
12	Pecyush Srivastav	Asst Prof	
13	Neha Sahni	Asst Prof	
14	Prem Ram	Asst Prof	
15	Rachna Chandan	Asst Prof	
16	Ranojit Kundu	Asst Prof	
17	Reshma Kamboj	Asst Prof	
18	Shubhangi Garg	Asst Prof	
19	Sumit Pant	Asst Prof	
20	Suprabhat Banerjee	Asst Prof	
21	Shakesh Kumar	Asst Prof	
22	Uttam Kr. Singh	Asst Prof	
23	Vaibhav Verma	Asst Prof	
24	Sonia Asthana	PATO PRINCIPAL	

