



## **ABES ENGINEERING COLLEGE, GHAZIABAD**

### **Employee's Service Policy**

#### **1. Recruitment Policy**

- (a) All recruitment of faculty members are done based on the requirements as worked out by various departments and keeping in view the norms as laid down by AICTE through HR Processes. Selection procedures for the recruitment are in accordance with the University guidelines.
- (b) The selection committee as formed consists of the following:
  - (i) Chairman BOG - Chairman
  - (ii) University Nominee - Member
  - (iii) Subject Experts - Member
  - (iv) Director of College - Member
  - (v) Head of the Department - Member
- (c) The advertisements in leading newspapers regarding vacant posts are floated.

#### **2. HR Recruitment Processes**

- (a) The applications so received are scrutinized by HR department and the shortlisted resumes are forwarded to respective departments.
- (b) The candidates so short listed for interview are communicated well in advance for appearing before the selection committee on a particular date and time by HR department.
- (c) If the candidate clears the interview, then as a final step, the HR personnel negotiate for Salary to be paid to the candidate.
- (d) If things go well, an Offer Letter is released, which is sent to the candidate asking for acceptance of the offer.
- (e) On receiving of acceptance from the candidate, joining process is followed.

#### **3. HR Joining Processes**

- (a) At the time of joining, all the formalities related to the Qualification/Experience Documents, ID Proof, Address Proof is completed.
- (b) After the proper verification, new Employee Code is created on Payroll System.
- (c) Appointment letter is released as the confirmation to the joining of the new employee.

Similarly for the recruitment of non-teaching staff, the above procedure is followed with respective Heads of the concerned Department.





#### 4. Salaries and Other benefits to Employees

##### (a) Salaries:

- (i) The salaries of faculty members are fixed in scales and AGP as prescribed by AICTE/UGC.
- (ii) Other allowances of DA and HRA are also paid on this basis.
- (iii) The salaries of deserving candidates may even be fixed at higher pay as per the discretion of the selection committee.

##### (b) Other Benefits:

- (i) The director(s) is provided free furnished residential accommodation within the campus.
- (ii) The faculty members on their requisition may be provided the accommodation in the campus.
- (iii) The employees are given the benefit of Employee Provident Fund (EPF) and Employee State Insurance (ESI) as per the statutory compliances.

#### 5. Probation:

- (i) You will be on probation for a period of one year or as per AICTE norms for probation confirmation effective from the date of your joining. The said period of probation may be:
  - a) Extended at the sole discretion of the Management.
  - b) Employment may be terminated, if your interview results with the University Committee as per AICTE norms are not satisfactory.
- (ii) During the period of probation, your appointment can be terminated at any time by either party by giving applicable notice period.
- (iii) Earned Leaves (EL) entitled will not be en-cashed during the probation period.
- (iv) You will be on probation for a period of one year or until such time thereafter when confirmation is intimated in writing. The decision to confirm the probationer or to extend the period of probation as the case may be, should be communicated to the probationer normally within 6 to 8 weeks. You will be deemed to have successfully completed the probation period if no order confirming or no one month notice of termination is issued within eight weeks after expiry of double the normal period of prescribed probation. The notice period of termination of your employment during probation will be one month from either side or one month salary in lieu thereof. However, in case of Non-Teaching post (other than Assistant Prof., Associate Prof. & Professor) there will be no notice period required from either side in probation period.
- (v) During the notice period, you are not entitled to avail any leave either in probation or confirmed.

#### 6. Terms & Conditions of Service for all Employees

Each employee should submit a medical fitness certificate from a doctor nominated by the college, proving that the employee is physically & mentally fit to undertake the assigned task.

An employee of the college shall not engage directly or indirectly in any trade or business or in private tuition or in any other work, which may interfere with the proper discharge of his duties.

An employee shall not enter into any monetary transactions with any student or parent, not exploit his/her influence for personal ends, not accept any gift from any person by virtue of his/her position in the college.

The employee shall abide by the rules and regulations of the College while performing his/her duties.

An employee must update the records regarding his/her contact number and residential address. In case





of any change the employee must inform the authorities immediately.

An employee has to abide by the official secret act. The employee shall protect and safeguard all official documents entrusted to him/her.

An employee should be punctual to his/her duties. An employee should not abstain from the institution without proper leave or without the prior permission of the leave sanctioning authorities.

## 7. Promotion

A similar committee as the selection committee is formed separately for promotion of teaching and Non-Teaching staff. Each committee so formed is headed by Chairman/Director. The criteria as laid by AICTE for educational qualifications, length of service, research paper published for each cadre is followed for promotion of any candidate.

## 8. Appraisal System

Faculty members' appraisal system is done as per the AICTE guidelines.

## 9. Motivational Incentives

The college encourages its employees to attain higher qualifications, pursue research work and increase their knowledge and skill to provide better education to the students. In this regard following benefits are provided and also award them on their capabilities and performance.

### 1. Research Paper Publications :

Incentive to be given to all Faculty members who publish research paper in scopus indexed journals as per the Incentive Policy for SCOPUS Indexed Journals.

### 2. Seminar/Conference/Workshops/FDP's: Reimbursements as per the 'Policy for undergoing FDPs'.

## 10. Faculty Awards

The College has maintained the tradition of felicitating its faculty members for their hard work in academics as well as their contribution for the overall growth of the students and the college. The award scheme is reviewed from time to time in keeping with the ever growing challenges faced by the institution and the efforts put-in by the faculty members to conquer these scheme.

### Indicative Responsibilities/ Categories to be considered for awards

Following Categories will be considered for awards:

1. Teaching-learning Process ( faculty contribution towards results)
  - (a) Pass percentage
  - (b) Average marks
  - (c) Rank Holder
2. Faculty Self Development





- (a) Acquiring higher qualification
  - (b) Publishing Research Papers in international Journals
  - (c) Presenting Research Papers in reputed Conferences and Seminars
  - (d) Attending Faculty Development Programs
3. Faculty contribution towards enhancing prestige of the College
- (a) Consulting Services to outside agencies
  - (b) Participating and executing Funded Projects
  - (c) Writing proposals and getting funding from DST, AICTE, MSME etc.
  - (d) Organizing and conducting Faculty Development Programs for own faculty and others
4. Faculty Contribution Towards Departmental/College Activities
- (a) Organizing National/ International level conference/ seminar
  - (b) Promoting and nurturing professional society memberships
  - (c) Interaction with outside agencies including industrial visits and programs under Industry – Academia partnership programs
  - (d) Organizing Extra-Curricular and Co-Curricular activities
  - (e) Conducting training programs during Summer/ Winter vacations
5. Faculty Contribution towards Development of students (making them more employable)
- (a) Academic award for Group of Mentees
  - (b) Technical award
  - (c) Extra Curriculum for group of mentees
  - (d) Career /placement oriented award for group of mentees
  - (e) Leadership quality for group of mentees
6. Faculty Contribution towards Recruitment Generation i.e. inviting companies for campus recruitment including number of students issued with appointment letter by these companies.
7. HOD's Discretionary award (to be awarded in rare cases, not covered or considered under any of the above categories but considered as critical faculty for the department).

## Eligibility

Eligibility for awards will be considered based on the performance during the whole session. Efforts will be made to ascertain the eligibility based on the performance improvement over the past three years. If sufficient data for previous years for a particular faculty is available, that data will be used for comparing improvement, else data for other faculties on same or similar activities will be used for comparing improvement. Emphasis will be on **Self Improvement** rather than comparing with others, to the extent possible.

Targets for each category/ sub- category will be set in the beginning of the session with mutual consultation between the HOD and the faculty concerned. Award for each category or sub-category will be considered separately. A faculty may be eligible for one or more awards. Multiple faculty may qualify for award under a particular category.





## 11. Gratuity

Gratuity is a benefit paid to employees in appreciation of a continuous service for at least five years by an employee, where continuous service means at least minimum of 240 paid days of service per year.

1. Gratuity will be paid @

Gratuity =  $(15/26) \times \text{Last Salary Drawn} \times \text{Completed years of service}$  where

- (a) 15 = no of days applicable per year completed with at least presence of 240 days in a year.
  - (b) 26 = Monthly salary divided by 26 working days in a month
  - (c) Last Salary Drawn = Basic +AGP+ DA
2. Gratuity is Payable on employee's Superannuation (retirement, leaving), or death (whichever is earlier), if any employee has completed 4.8 years of continuous service with ABES EC.

## 12. Exit Policy

ABES EC deems each employee is an asset to an institution and stride ahead together to achieve greater heights. Institution believes in retention of its employees by providing healthy working environment. ABES EC management urges its Supervisors/ Managers/HODs help to create a conducive working environment and keep the moral high of their subordinates. College has full faith in leadership skills of the Supervisors/Managers/HODs to help in keeping a check on attrition rate.

*"Great vision without great people is irrelevant." - Jim Collins*

### Resignation:

Notice of resignation is to be submitted to the Supervisor/Reporting Manager/HOD of the respective department. Upon approval and acceptance from reporting manager, it should be forwarded to Director through HR and then back to HR department for full and final processing.

### Institution policy:

**Self-Resignation:** Any employee choose to leave the College, has to give a prior notice and abide by the resignation policy mentioned and accepted by every employee at the time of appointment. To resign in good standing, employee has to give appropriate notification, as per Appointment Letter in writing to supervisor/Reporting Manager/HOD.

### Termination:

- i. For Confirmed Employees (Faculty Members- Assistant Prof., Associate Prof. & Professor).
  - (a) Your services with the Institution may be terminated by either party giving to the other three months' written notice or three month's salary in lieu of notice period, if the notice is given during 31st August to 30th April\* (both inclusive).
  - (b) Your services with the Institution may be terminated by either party giving to the other one month's written notice or one month's salary in lieu of notice period, if the notice is given in the duration not covered in point (a) of "for confirmed employees" in Revised termination clause.  
\* In current academic year, i.e. 2021-22, the period mentioned in point (a) will be from 09.09.2021 to 30.04.2022 (both inclusive).
  - (c) During your probationary period, either the Institution or you can terminate the service with One month's notice or One month salary in lieu of the notice.







**ABES**  
Engineering College

NAAC Accredited & NBA Accredited  
(CSE, ECE, ME, EN & IT)

Approved by AICTE and Affiliated to  
Dr. APJAK Technical University, Lucknow  
AKTU College Code: 032

**ii. For Confirmed Employees (Staff Members).**

Your services with the Institution may be terminated by either party giving to the other One Month's written notice or One Month's salary in lieu of notice period. During your probationary period, either the Institution or you can terminate the service with One month's notice or One month salary in lieu of the notice.

**iii. For Probation Employees**

The notice period of termination of your employment during probation will be one month from either side or one month salary in lieu thereof". However, in case of Non-Teaching post (other than Assistant Prof., Associate Prof. & Professor) there will be no notice period required from either side

Applicable to 11(i), 11(ii) & 11 (iii) : In case you leave the job or termination of the same, your final accounts including terminal or retrial benefits can only be settled after you handover the charge to the person nominated by the Institution and deliver to him all documents, correspondence, information, notices, goods, stores, property, money and other materials supplied to you by the Institution in the proper way as suggested by us, failing which, the Institution shall have the right to withhold the payment of your final dues.

*Supervisors/Managers/HODs has to clearly mention the reason of exit of any employee. Resignation application forwarded to Director without valid exit reasons from supervisor will not be accepted.*

No dues formalities to be completed and verified by HR before any full and final process.

**Case 1: When employee resign and request to relieve on the same day.**

Manager/HOD has to decide whether department is ready with the succession plan. HOD/Manager is responsible to check completion of assigned task, if any before accepting the resignation and relieving from the current assignment.

- a. Supervisor/Manager/HOD must have succession plan in place before releasing of any employee
- b. Relieving of the employee on the same day has to pay back defined notice period amount as per notice period

**Case 2: When employee resign and ready to serve the notice period as per Appointment letter**

Employee giving a prior notice as per institution policy, Supervisor/Reporting Manager/HOD after accepting the resignation has to forward the same for further approval to Director. In case of delay in acceptance from the day of notice, supervisor/reporting manager/HOD has to explain the reason of delay in accepting.

**Case3: Asking for waiver of notice period**

Employee has to explain the reason asking for waiver and Supervisor/Reporting Manager/HOD has to clearly identify and mention the reason for waiver before forwarding to Director for further approval. Waiver of notice period decision is solely based at the discretion of Director based on supervisor's written observations mentioned with the resignation notice.

**Case4: Dismissal of Service/Termination of Service**

An employee may be dismissed for any legal reason including, but not limited to, the following reasons:

- a. Any act of misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, commission of an act involving moral turpitude, any act of indiscipline or inefficiency.





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- b. In case particulars mentioned in your application or unsubstantiated discussions or papers submitted by you to the College are found false or any certificates/testimonials or documentary evidences submitted by you are found to be false or incorrect and/ or that you have suppressed and/or withheld any information.
- c. In case you have undertaken any direct/ indirect - full time or part time business or work for honorarium or remuneration, without prior written permission of the College
- d. If you have participated in an Election of any kind without obtaining prior written permission from the College.

**a. Asked to resign and serve notice period**

Employee can be asked to resign from his/her current responsibility due to any of the above reasons and asked to serve the notice as per institution policy accepted at the time of employment (appointment letter).

**b. Asked to resign and relieved from duties same day**

Employee can be asked to resign from his/her current responsibility due to any of the above and asked to leave the institution with immediate effect. The institution has to pay the notice period to employee as per letter of appointment. In such cases issue of letter of experience will be at the sole discretion of institution looking at the seriousness of the conduct and violation of the policy.

**ON REACHING THE AGE OF SUPERANNUATION:**

An employee will retire from the service of the College on attaining the superannuation age of **65 years**, as recorded by the College based on the information given by you as per municipal/local body or Government records. College however in its sole discretion may decide to retain the services of an employee, but not as a permanent employee, after completion of the superannuation date.

