

Policy on Staff Welfare

“Staff welfare measures” refers to various services, benefits and facilities offered to the staff by the institute and include everything that is provided for the comfort and improvements of staff over and above the salary or wages. In IET BHADDAL Technical Campus welfare measures for teaching and non-teaching staff are:-

1. ESIC- Employee State Insurance facility provided for teaching and Non-teaching staff.
2. GPA- Group Personal Accidental policy for teaching and non-teaching staff as well as for students.
3. Provident Fund- The institution extends the facility of employer provident fund to members (for eligible staff members) of teaching and non- teaching category.
4. In Crèche facility for children of employees.
5. Employee gets fees concession for their wards.
6. Well defined Liberal HR Policy.
7. Provision of Casual Leave, Short Leave, Academic Leave, Maternity Leave (for eligible staff members), Hospitalization, Earned leave, Vacation leave, Extra-ordinary leave, compensatory leave etc.
8. Study leave is sanctioned to the teaching faculty as per their request to update their knowledge and acquire higher additional degree.
9. Advance salary for festivals or special needs.
10. Medical facilities are provided to faculty & staff members. Medical room facility is provided to staff during working hours.
11. Faculty members are provided with transport and residence facility at nominal rates. In the campus, staff quarters with no maintenance cost are available on demand basis.
12. Gym facility, Yoga Classes and psychological counseling for staff.
13. The Institution has a multicultural environment in the campus. The management ensures the celebration of all the festivals.
14. In and around campus, various food centers have been established which are accessible by staff during the working and extended hours.
15. The institution has performance based appraisal system for assessment of teaching and non-teaching staff. The appraisal report is based on the annual performance of the employees on the basis of their academic, research and other extra- curricular activities.
16. Internet and Wi-Fi facilities in campus.
17. Orientation programs are conducted for the newly recruited faculty members.
18. Ph.D. enrolment is encouraged for non-doctoral faculty members. Existence of incremental policy on completion of Ph.D. Degree.
19. Faculty members are encouraged and given adequate support to pursue higher education, as per policy.
20. Provision for use of various in-campus recreational facilities.
21. Faculty Empowerment strategies are used by the institutes. All faculty members are given proper details regarding Webinars, Workshops, and Seminars being conducted around the area by their departmental heads, time to time.



IET BHADDAL TECHNICAL CAMPUS

P.O. Mianpur - 140108 Distt Ropar, Punjab (INDIA)

(Approved by AICTE, New Delhi, Govt. of Punjab & Affiliated to PTU-Jalandhar)

LEAVE RULES

W.E.F 01.01.2024

- 1- **Casual Leave:** All faculty/staff members will be entitled for ten days casual leave in a calendar year. The ten casual leaves are distributed into two semesters i.e. 05 per semester. The faculty / staff can avail maximum one day Casual Leave at a stretch during academics, if due. In case of any urgency, Director / Principal can recommend more than one Casual Leave depending upon case to case (if due).
 - Casual Leave cannot be clubbed with any other leave like Compensatory, Vacation, duty leave, medical leave etc.
 - Only one casual leave is allowed at a stretch during session/ semester.
 - A person availing CL before weekend can not avail / apply CL immediately after the weekend.
 - **An employee has to be present for minimum 03 days in a week.**
2. **Short Leave:** Only one short leave (02 hours only) is allowed in one month. Further 01 extra short leave in a month will result in 0.5 day CL deduction / Loss of Pay if CL is not available. Another extra Short Leave will result in 01 day CL deduction / Loss of pay if CL not available.
3. **Academic Leave:** The 04 day's academic leave in a calendar year may be granted to a faculty member with prior permission from higher authorities. Such leave may be sanctioned as follows:
 - a) To deliver academic lectures at a university or a professional institution
 - b) To attend a conferences and to assist in selection of academic staff at state/union public service commission or research laboratories of national importance / universities.
 - c) To defend his/her own Ph.D Thesis.

Contd..... 2



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4. **Study leave:** A faculty is entitled for study leave after successful completion of probationary period and after confirmation in IET Bhaddal Technical Campus. This leave can be granted to pursue a special course of study, pre Ph.D Course Work or investigation of scientific/technical nature. Any faculty availing study leave has to fulfill the norms of the **"Study Leave Bond"**. No salary will be paid during the study leave.
5. **Maternity leave:** Faculty / Staff having minimum two years continuous service with IET Bhaddal Technical Campus will be entitled for 3-months maternity leave with pay upto 2-living children only. The maternity leave period-3 months' salary will be disbursed after one year continuous service of re-joining the institution.
6. **Hospitalization leave:** Faculty / Staff having minimum two years continuous service with IET Bhaddal Technical Campus will be entitled for 10-days hospitalization leave in a calendar year, supported by hospitalization certificate. This leave cannot be carried forward.
7. **Vacation Leave:** Vacation leaves will be granted as per norms, keeping in mind academic calendar, other academic / admission / affiliation / inspection and related time bound activities.
8. **Extra-Ordinary Leave (EoL):** Extra ordinary leave shall always be without pay and may be availed/permitted with prior sanction of the competent authority.
9. **Mis-Punch:** Any mis-punch has to be properly authenticated & approved by concerned HoD & Director / Principal along with reasons. The same is to be reported / forwarded to HR Department within a day. No request would be entertained later on.

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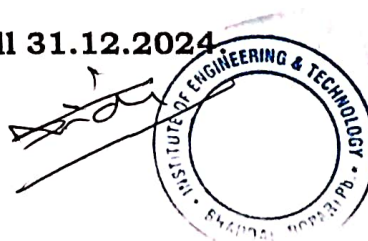
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10. **Compensatory leave:** No half day compensatory leave will be allowed. **No compensatory leave / Remuneration are allowed if any employee performs duty on Saturday.** Compensatory leave will only be granted if duty is performed on Sundays / Holidays. Compensatory leave should be availed within one month of earning.
11. **Duty Leave:** Duty leave has to be applied well in advance with approval of concerned HoD / Director / Principal. Further the same has to be sent to Administrative Department well in advance. An employee availing duty leave has to submit the performance report of that day duly approved by concerned HoD / Principal / Director to HR within 02 days of availing DL.
12. **Additional Leave Rules for essential services profiles like Hostel Wardens/Chief Warden/Security Officer/Security Supervisor/Nurse/Mess Manager etc.**
 - One day off in a week is allowed or two days off fortnightly. There will be no carryover of these offs. Saturday will be observed as working day unless otherwise specified. Before proceeding on leave all must ensure that documented alternative arrangement duly approved by the competent authority is made.

NOTE: Faculty / Staff members are required to submit duly approved leave along with duty adjustment well in advance. However, in case of any emergency same can be submitted on the next immediate working day.

This leave policy is valid till 31.12.2024.



Sd/-
REGISTRAR - IETBTC



IET BHADDAL TECHNICAL CAMPUS, ROPAR (PUNJAB)

ANNUAL PERFORMANCE REPORT

of
(Office Staff & Technical Supporting Staff)

Note : This document consists of two pages on one sheet

Period of Report from _____ to _____

Part-I. To be filled in by the HR-Section

1. Name (Block Letters) _____
2. Father's Name _____
3. Date of Birth _____ 4. Designation _____
5. Date of Joining the Institution _____
6. Date of Joining the present of post _____
7. Pay Details
i) Present basic pay _____
ii) Due date of next increment _____
8. Period of long leave or absence, if any _____

Part-II. Remarks of the Head of the Department/Section (Reporting Officer) (Max Marks 100)

1. Knowledge about the job assigned (10 Marks) _____
2. Knowledge of official procedures (10 Marks) _____
3. Proficiency in maintaining records (10 Marks) _____
4. Punctuality & Regularity (10 Marks) _____
5. Sense of Responsibility (10 Marks) _____
6. Willingness to Work (10 Marks) _____
7. Relationship with faculty/ student _____
8. Reputation for Honesty & Integrity (10 Marks) _____
9. Capacity of expression/drafting (10 Marks) _____
10. Specific contribution in the Lab/Office (10 Marks) _____
11. Capacity of expression/drafting _____
12. Deficiencies, if any _____
13. Overall Appraisal <60 ☐ 60% to 80% ☐ >80% ☐

Dated : _____

Head of Dept./Section/Workshop
(Reporting Officer)

Part-III Assessment by the Director/ Registrar / Director Campus

1. I agree/disagree with the remarks of the Head of the Department/Reporting Officer (if disagree, give reasons-----

2. _____ t

- 2 General Remarks of Reviewing officer-----

Overall Appraisal ☐ <60% ☐ 60% to 80% ☐ >80%

Dated:-----

Director Concerned Director/
Registrar/Dircetor Campus
(Reviewing Officer)

Part-1V Assessment of Chairman

- 1 Remarks of Chairperson :-----

Overall Appraisal ☐ <60% ☐ 60% to 80 % ☐ >80% ☐

Dated: -----

Signature of Chairman
(Approving Authority)

Benchmark:

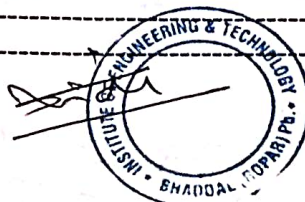
1. <60 % = No increment for contractual employee. One increment with a warning letter mentioning areas of improvement to improve within 6 months.

2. 60% to 80% = increment earned

3.>80% = increment earned +4% incentive of total salary

Note:

Follow up action (by establishment section) on adverse remarks, if any -----



Chairman



IET BHADDAL TECHNICAL CAMPUS, ROPAR (PUNJAB)

ANNUAL PERFORMANCE REPORT OF FACULTY

Period from: _____ to _____

PART- I: Self Appraisal

PERSONAL DETAILS

- (i) Name (in block letters) : _____
- (ii) Father's Name: _____
- (iii) Date of Birth: _____ iv) Designation _____
- (v) Date of Joining the Institution: _____ (vi) Date of Joining the present post _____
- Pay Details:
- (vii) Present basic pay: _____
- Due date of next increment: _____
- (viii) Period of long leave or absence, if any: _____
- (ix) Academic leaves availed (no. of days): _____

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

A Teaching work Assignments (Max Score 50)															
Semester (Odd/Even)	Class	Subjects with Code	No. of Hours engaged per week			Total Periods/ hours			Percentage Result			No of students Registered	Score		
			Lecture	Tutorial	Practical	Scheduled	Held	Difference	Internal	External	Overall		Result (10)	Feedback (10)	Course file (5)
Average score															
A=(Average of Score for Result+ Average of Score for Feedback + Average score for Course file maintenance)												Score:2XA=			
Guidelines for Teaching work Assignments															
Computation of Score for Result (10)					Computation of Score for Feedback (10)					Computation of Score for Course file (05)					

Percentage Result	Score	Feedback Received	Score
≥ 90%	10	09-10	10
81% to 90%	9	08-09	9
71% to 80%	8	07-08	8
61% to 70%	6	06-07	6
≤60%	0	Less than 06	0

Missing one document – Deduction of 01 mark

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B Summer Training/Course Conducted (Max Score: 05)									
S. No.	Sem./ Class	Subject Name with Code	No. of Hours engaged per week			Classes/Hours			Score:
			L	T	P	Scheduled		Held	

Guidelines : 1 point for 5 hrs teaching load per week)

C Lectures or other teaching duties in excess of the IKG PTU norms (Max Score: 05)					
S. No.	Type of duty	No. of Hours engaged per week		Duration (from-to)	Score:
i.	Mentoring				
ii.	Placements				
iii.	Others (specify)				

Guidelines : 1 point for 2 hrs of mentoring/placement duty per week)

D Project (Max Score: 05)			Score:
i.			
ii.			

Guidelines: 3 points for guiding Major project & 1 point for guiding Minor project for graduation programmes & 5 points for guiding Major Project for Post Graduation programmes)

E Imparting of knowledge /instruction for curriculum enrichment by providing additional resources to students (Max score: 05)						
S.No	Sem./ class	Subject Name with Code	Consulted	Prescribed	Additional Resource provided	Score:
i.						
ii.						
iii.						
iv.						
v.						
vi.						

Guidelines: 1 point for every additional resource provided

F Updating of Subject Content, Course Improvement etc., Upgrading Qualification (UGC NET, PhD Degree awarded (Max score:05)		
Sr. No.	Short Description	Score:
i.		
ii.		

Guidelines: 5 points for each proposal implemented by the university/qualification upgradation

G Examination /Evaluation duties (Max score 10)						
Type of Duty	Guidelines for score	Type of examination		Points	Score:	
		Internal	External			
Centre controller/Centre Superintendent /Observer /Univ. Question Paper setting/Evaluation Centre Coordinator	5 points for external 2 points for internal					
Dy. Centre Superintendent / Paper cell coordinator/	2.5 points for external 1 points for internal					
Invigilation	1 for external 0.5 for internal					

Evaluation/assessment of answer sheets	5 points for external 2 points for internal					
Conducting Workshop for students/faculty/other staff on topic over & above curriculum, Use of innovative teaching and learning methodology (Max Score: 05)						Score:
Guidelines : for every 3-4hrs session for students 2.5 points						
Score Category I: Teaching, Learning and Evaluation related activities						

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR ACTIVITIES AND EXTENSION ACTIVATES

A	Student related Co-curricular activities, extension and field based activates (Max Score 45)							
	(i) Remedial classes, study/industrial visits, career counseling, participation in admission related activities/ institutional development, (Max Score: 15)							Score:
	Guidelines: Actual hrs spent per academic year +10							
	(ii) Other co-curricular activities (Cultural, Sports, NSS, etc) (Max Score: 15)							Score:
Guidelines: for Coordinator/incharge marks to be calculated to be actual hrs spent per academic year +8, for member of a committee for an event 0.5 marks								
(iii) Any other institutional or developmental development activity performed during weekends or holidays with prior permission of the authorities (Max score: 15)							Score:	
Guidelines: Actual hrs spent per academic year +8								
B	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. (Max Score 15)							
	(i) Administrative responsibility (including as Dean / Principal / Chairperson/HoD/ Convener / Teacher-in-charge / similar other duties that require regular office hrs for its discharge)							Score:
	(ii) Participation in Board of studies, Academics and Administrative committees							Score:
	Guidelines: Actual hrs spent per academic year +8							
C	Professional Development activities (Max Score 15)							
	Attending Faculty Development Programme (FDP), short team training courses, industrial experience, seminars, conferences, expert talk/invited lecture in orientation, refresher /faculty development courses, dissemination and general articles and any other contribution.							
Guidelines: Actual hrs spent per academic year +8								
FDP to be of minimum one week duration (Paper presentation/expert talk/invited lectures are included in Category III)								
Score of Category II: Professional Development, Co-Curricular Activities and Extension Activates								

CATEGORY III: REREARCH AND ACADEMIC CONTRIBUTIONS (Use annexure A for details)

A	Publications (Max Score: 25)							
	i. Referred Journals SCI indexed							
	S. No.	Title with Page No.	Journal	ISSN/ISBN No.	Whether Peer reviewed /indexed (impact factor, if any	No. of Co-authors	Whether you are the main author	Score:

Guidelines: 25 points per publication. In case of referred SCI indexed journal score to be augmented as follows (i) paper with impact factor < 1 by 5 points, (ii) paper with impact factor between 1 and 2 by 10 points (iii) paper with impact factor between 2 and 5 by 15 points (iii) paper with impact factor > 5 by 15 points

ii. Other reputed Journals (Max Score: 10)

S. No.	Title with Page No.	Journal	ISSN/ISBN No.	Whether Peer reviewed /indexed (impact factor, if any)	No. of Co-authors	Whether you are the main author	Score:

Guidelines : 10 points for International Journal, and 5 points for National Journal

iii. International & National Conferences (Max Score: 03)

S.No	Title with Page no	Details of conference publication	No. of Co-authors and date of publication	Whether you are the main author?	Score:

Guidelines : 3 points for International, 2 points for National – 2 points

B i. Text/Reference books (Max Score: 30)

S.No	Title with Page No	Type of Book & Authorship	Publisher & ISSN/ISBN No	Whether Peer reviewed	No. of Co author & date of Publication	whether you are the main author	Score:

Guidelines: (year of publication to be same as the year of review)

30 points per book by International level publishers, with ISBN/ISSN Number by single author

20 points per Subject books by National level publishers, with ISBN/ISSN Number or State/Central Govt. Publications by single author

15 points per Subject books by Local publishers, with ISBN/ISSN Number or State/Central Govt. Publications

(ii) Chapters in books by International, National, Local publishers, with ISBN/ISSN Number (Max Score: 10)

S.No	Title with Page No	Type of Book & Authorship	Publisher & ISSN/ISBN No	Whether Peer reviewed	No. of Co author & date of Publication	whether you are the main author	Score:

Guidelines: for International 10 points per chapter, for National 8 points per chapter and for Local 5 points per chapter

C. Research Projects (Category A,B & C) (Max Score: 20)

S.No	Title	Agency	Period	Grant/Amount Mobilized (Rs Lakhs.	Whether Policy Documents/Patent as outcome	Score:

Guidelines for Sciences/Engineering/Medical/Veterinary sciences:

Category A ≥ 30 lakhs project 20 points

Category B 5-30 lakhs project 15 points

Category C 1-5 lakhs project 10 points

Guidelines for Languages/Humanities/Arts/Social Sciences/Library/Physical Education/Management

Category A ≥ 5 lakhs project 20 points

Category B 3-5 lakhs project 15 per project

Category C ≥ 1 lakh project 10 points

D Consultancy Projects (Max Score: 10)

S.No	Title	Agency	Period	Grant/Amount Mobilized (Rs Lakhs.	Whether Policy Documents/Patent as outcome	Score:

Guidelines: 10 for every 2 lakhs generated

E Research Guidance (Max Score: 15)

S.No	Type	Number Enrolled	Thesis Submitted	Degree Awarded	Score:

i.	M.Phil/M.Tech				
ii.	PhD				
Guidelines: 5 per Candidate for M Phil / M.Tech , 15 per candidate for PhD					
Fellowship, Awards , Session chaired and in Conferences and seminars					
I. Fellowship, Awards:					Score:
II. Session chaired and in Conferences and seminars (Max Score: 15)					
S.No	Title of the paper presented	Title of Conference/ Seminar etc.	Date(s) of the event	Organized by	International/National /State
Guidelines:					Score:
15 for every International Level Award/Fellowship					
10 for every National Level Award/Fellowship,					
05 for every State/University Level Award/Fellowship					
3 Invited Lectures/Papers presented (Max Score: 05)					
S.No	Title of the paper presented	Title of Conference/ Seminar etc.	Date(s) of the event	Organized by	International/National /State
Guidelines:					Score:
7 for every lecture/ 5 for every paper presented at International level					
5 for every lecture/ 3 for every paper presented at National level					
3 for every lecture/ 2 for every paper presented at State/University level					

Score of category III: Research and Academic Contributions

Part I	Category I:	Category II:	Category III:	Total Score: (Max Score: 310)

Note : Minimum score required is for Criterion I A:Teaching work Assignments only (60% performance) Min Score: 30

I certify that the above self appraisal is true.

Date:

Name & Signature

Verify the above content as per office records & documents submitted.

Date:

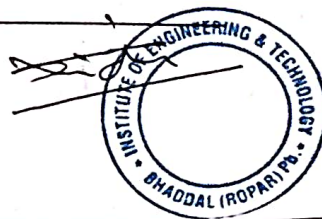
Name & Signature of HoD

PART II: Assessment of HOD Concerned /Reporting Officer (Total 20 marks)

S.No	Attributes	Marks Awarded
(i)	Proficiency in Teaching (5 points):	
(ii)	Class control and discipline (5 points):	
(iii)	Relationship with colleague and students (5 points):	
(iv)	Knowledge of modern/recent developments (5 points):	
Total Score		

General Remarks:

Date & Sig. of HoD



PART- III: Assessment of Concerned Director/Principal (Total 20 marks)

S.No	Attributes	Marks Awarded
(i)	Reliability & Responsibility (5 points):	
(ii)	Punctuality/Willingness to work (5 points):	
(iii)	General behavior (5 points):	
(iv)	Team work (5 points):	
Total Score		

	Part I	Part II	Part III	Total Score (Max Score: 350)
Score Achieved				

General Remarks:

Date & Sig. of
Principal

PART- IV: Assessment & Recommendation of Registrar

S.No	Attributes	Excellent	Very Good	Good	Average
(i)	Integrity & Honesty				
(ii)	Commitment				
(iii)	Creativity				
(iv)	Positive Attitude				
(v)	Willingness to change & improve				
(vi)	Response to duties assigned				
(vii)	Organizational Skills				
(Average in any four of the attributes is a matter of concern)					

General Remarks:

Date & Sig.
of Registrar

