

SHARDA GROUP OF INSTITUTIONS

21st April 2011

OFFICE MEMORANDUM

Consequent upon implementation of revised scales of pay modeled on sixth pay commission recommendations, some of the rules governing release of annual increments and fixation of pay on promotion or appointment to higher posts have become inconsistent with the requirement of the new scheme. In order to ensure internal consistency, following rules are hereby framed and laid down.

A. Release of increments

- (i) The rate of annual increment in the existing pay band will ordinarily be 3% of the total of pay and grade pay on the relevant date. However, a higher rate of increment @ 4.5 % may be allowed for high performers; provided the total number of such employees does not exceed 10 % of the total strength.
- (ii) Annual increments will be drawn on 1st January of the year for all employees whose normal increments were drawn on any day between 1st January to 30th June in the preceding year or have completed more than six months after the first appointment

Similarly for employees whose normal increments were drawn on any day between 1st July to 31st December during the preceding year or have completed more than six months of service on first appointment, normal increments will be drawn on 1st July.

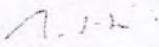
Thereafter, annual increments will continue to be drawn on completion of one year unless withheld by competent authority for good and sufficient reasons to be recorded in writing.

B. Pay fixation on promotion/appointment to higher posts

On movement to a higher grade pay on promotion in the same pay band, pay will be fixed by giving one additional increment of 3 % of the total of existing pay and grade pay;

Provided that no such benefit will be allowed when the movement is from lower pay band to a higher band. In such cases, pay will be fixed at the lowest of the higher pay band or at the existing pay whichever is higher.

These rules will supersede all existing orders or rules on the subject and will come in to force with immediate effect.


(M. S. Teotia)
President & CEO


Director
Hindustan College of
Science & Technology
FARAH (MATHURA)

SHARDA GROUP OF INSTITUTIONS

13th August 2010

OFFICE MEMORANDUM

PROCEDURE FOR FUND TRANSFER FOR IN-HOUSE PROJECTS:

- 1) Funds provided for and sanctioned in the annual budget will be allocated to each Institute/ College depending on their assessed needs at the commencement of the year.
- 2) Director Finance will transfer the allocated funds to R&D Account of the Institutes/Colleges on the basis of budget provision. Director of the concerned college will be responsible for managing the R&D fund and its proper accounting.
- 3) The new project proposals will be invited by corporate R&D Department twice a year in the months of September and February.
- 4) Proposals received in the prescribed format will be scrutinized by a duly constituted R&D committee with reference to relevance and feasibility of each project. The Committee will approve the proposal, reject it or hold it in 'to be reviewed' category.
- 5) A report on the deliberations of the corporate R&D Committee will be drawn by Director, Corporate R&D for record and recommendations relating to the projects approved for seed amount funding will be sent to the Principal Advisor for approval.
- 6) On approval of seed amount, the Director of the concerned Institute/College will disburse the approved amount to the Principal Investigators on the basis of stage wise requirement of the project after satisfying himself that the utilization of funds is proper and progress against cost and time schedule is satisfactory.
- 7) If the project status is not up to the mark, the Director R&D and the concerned Director of the college, who is an ex-officio member of R&D review committee, will either hold the funding grants completely or shall give another time bound opportunity.
- 8) Over and above the sanctioned seed amount, all funds would be raised through funding from various government and non-government agencies. The Director R&D and his team, college administration and BDMR department will assist the Principal Investigator in finding and availing such funding opportunities.

M.S. Teetia
Principal Advisor


Director
Hindustan College of
Science & Technology
FARAH (MATHURA)

Sharda Group of Institutions

10 April 2008

Minutes of the meeting held in the office of the Chairman on 7th April 2008

Following were present:

Shri Y.K.Gupta Vice Chairman, SGI
Prof. M.S.Teotia Principal Advisor, SGI
Dr. B. D. Gupta Director-in-Charge, AEC Complex, Agra
Dr. S. N. Lall Advisor, SGI
Dr R.C. Maheshwari Principal, HCST
Dr. A. K. Gupta Principal, BMAS Engineering College, Agra
Dr. V. Bansal Principal, Anand Engineering College, Agra

The meeting was convened to discuss recommendations of Principals/ Directors of Agra - Mathura Campuses as contained in their minutes of meetings held during the period February - April 2008, After discussions, following decisions were taken:

1. Necessary action should be immediately initiated to make available to the colleges, faculty resources required for optimal staffing. In doing so, it should be ensured that one additional teacher in each department, over and above optimal staffing, was provided as a reserve to manage shortages arising out of unplanned leave and unexpected resignations during the semester. An exercise should also be carried out to assess optimal staffing on the basis of the following norms:

Teaching Load per week

S. No.	Functional Responsibility	Designation		
		Professor	Assistant Professor	Lecturer
1	No additional Responsibility	14 Periods	17 Periods	20 Periods
2	Asstt. Dean/ Asstt. COE	12 Periods	15 Periods	18 Periods
3	HOD/ Dean/ COE	10 Periods	13 Periods	15 Periods


Director
Hindustan College of
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FARAH (MATHURA)

While accepting the above norms, it was clarified that actual load allotted to a faculty member during a semester may be more or less depending upon the requirement of the syllabus, provided it averaged out to the prescribed norms for the whole academic year.

2. Recommendations of the Principals relating to attendance were modified to the extent indicated below to ensure conformity with UPTU norms:

▪ Attendance higher than 90 %	-	10 marks
▪ Attendance between 85% - 90 %	-	9 marks
▪ Attendance between 75% - 85%	-	8 marks
▪ Attendance between 65% - 75%	-	7 marks
▪ Attendance between 60% - 65%	-	6 marks

The above norms are for physical attendance in the classroom. A maximum of 7% credit would be allowed for participation in extra curricular and sport activities, both within and outside the college. No extra attendance for T & P activities on the campus, should be allowed. Information relating to participation in extra curricular and sport activities should be communicated to the Head of the concerned department and Dean (Academic) within two days' of such participation.

3. On the recommendation that books under the Book Bank scheme should be made available at least two weeks before the commencement of the semester, it was decided that Principals/ Directors would be empowered to place the orders directly on approved publishers at their own level. At management level, it would be ensured that delay in the delivery of books was not caused due to problems of payment.

4. Regarding registration process, following decisions were taken:

a) Annual fee should be deposited in the designated bank before 30th June 2008. Director (Finance) would finalize the arrangements so that the fee could be deposited in the designated bank in cities/towns nearest to the students' place of residence. Such arrangements were considered necessary to avoid problems experienced by both the students and colleges on the day of registration at the campus.

b) It was also decided that students would be required to register on the day notified for the purpose failing which the following telescopic rates of penalty would be imposed:

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Director
Hindustan College of
Science & Technology
FARAH (MATHURA)

- | | | |
|------|---|--|
| i) | Failure to register on the due date : | Fine of Rs. 1000/- |
| ii) | Failure to register up to five days :
following the due date | Fine of Rs. 100/- per
day |
| iii) | Failure to register even on the 5 th :
day following due date | Fine of 200/- per day
up to 10 th day. |
| iv) | Failure to register up to 10 th :
day following due date | Re-admission fee of
Rs. 5000/- . |

5. Norms of staff for the office of the Heads of the Departments and Deans would be one Office Assistant who would provide administrative support to all faculty members of the department/ function.

6. Following norms were agreed for the reimbursement of expenditure on mobile phones :

- | | |
|---|---|
| ▪ Principals / Directors | Actual expenditure limited to Rs. 2000/-per month |
| ▪ Dean(S/W)Registrar/
Dy. Registrar/ Head of T & P /
TPO/AAO/AO | Actual expenditure limited to Rs. 1000/-per month |
| ▪ All Deans / HOD's /COE | Rs. 500/- per month |
| ▪ Chief Warden/ Warden | Rs. 250/- per month |
| ▪ Security In charge | Rs. 250/- per month |
| ▪ Maintenance In charge/Stores | Rs. 250/- per month |
| ▪ Drivers | Rs. 150/- per month |
| ▪ Counselors/ Tutor Guardians | Rs. 100/- per month |
| ▪ Compounder | Rs. 150/- per month |

7. It was agreed that minor repairs of official vehicles would be authorized at the college level itself without reference to Head Office.

8. It was agreed that the quantum of allowances for additional duties of Chief Warden and Warden would be :

- | | |
|----------------|----------------------|
| Chief Warden - | Rs. 2500/- per month |
| Warden - | Rs. 2000/- per month |

The increase would be effective from 1st August 2008.

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Director
Hindustan College of
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FARAH (MATHURA)


9. Regarding recommendation on ratio of lectures to tutorials, a 4:1 ratio was agreed.
10. On recommendation that colleges should have only one shift, it was decided to continue with the existing practice of having two shifts. It was felt that reverting to single shift working was likely to cause problems of discipline including ragging, inter college conflicts and managing a large mass of students at the beginning and end of the shift.
11. Following norms were accepted for participation in professional conferences / seminars.
- (i) International conference/ seminars : Not more than once in a year subject to guidelines already circulated.
 - (ii) National conference/ seminar : A maximum of one conference / seminar in a semester out of which one should be during the vacation
 - (iii) For participation in events under (ii) above, faculty members would be allowed DL, TA, DA and reimbursement of registration charges. In case of joint paper, only one faculty member would be allowed to participate and read the paper.
12. As regards norms for allowing faculty members to pursue higher studies, the following were agreed:
- A. Sequential M. Tech. Programme of UP Technical University
- i Faculty members sponsored for the programme would be allowed duty leave to cover their absence from the college for attending classes and for appearing in the examinations.
 - ii. In lieu thereof, they would be required to serve the organization for a period of three years following the completion of the course.

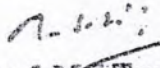

Director
Hindustan College of
Science & Technology
FARAH (MATHURA)

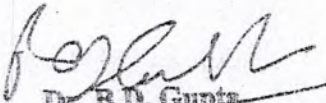
- iii. In order to facilitate enforcement of the condition prescribed in (ii) above, faculty members availing of the facility would be required to deposit a sum of Rs. 20,000/- in lump sum or by authorizing deduction of Rs. 2000/- per month from his / her salary for 10 months.
- iv. In case of default on the part of the faculty member, the amount of Rs. 20,000/- would be forfeited.
- v. On completion of stipulated three years of service, the amount of Rs. 20,000/- along with simple interest calculated at the rate applicable to Saving Bank Account would be paid back to the faculty.

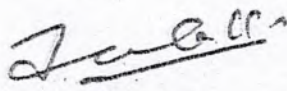
B. Other Programmes :

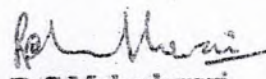
General guidelines implicit in (A) above would be followed for other programmes to which a faculty member may be sponsored.

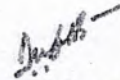

Shri Y.K. Gupta
Vice Chairman, SGI

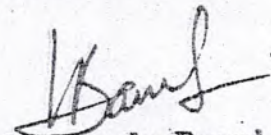

Prof. M.S. Testia
Principal Advisor, SGI


Dr. B.D. Gupta
Director, AEC, Agra


Dr. S.N. Lall
Advisor, SGI


Dr. R.C. Maheshwari
Principal, HCST


Dr. A.K. Gupta
Principal, BMAS


Dr. Virendra Bansal
Principal, AEC


Director
Hindustan College of
Science & Technology
FARAH (MATHURA)

SHARDA GROUP OF INSTITUTIONS

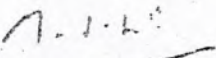
24 April 2010

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OFFICE MEMORANDUM

Budgetary Support for Research & Development Activities

In pursuance of the policy of the group to encourage research and development activities as an integral part of its education delivery system, it has been decided to provide a budgetary support of Rs. one crore per year for the next three years to cover capital and revenue expenditure on projects undertaken by the faculty members. It is expected that the faculty members will also supplement this budgetary support by securing sponsored projects from business, industry and relevant government agencies. All the Heads of Institutions may initiate action at their level to advise faculty members desirous of undertaking research and development work in their areas of interest to submit proposals in the prescribed format latest by 15 May 2010. The proposal so received will be scrutinized by the Corporate Research & Development Committee and the projects found promising from the point of relevance in advancing the cause of creation of new knowledge or solving a technological or system related problem for industry, business or society in general will be approved for allocation of budget for the academic year 2010-2011. Orders for constitution of Corporate R&D Committee and guidelines along with format for preparing project proposals are being issued separately


M.S. Testia
Principal Advisor, SGI

Circulation:
Vice Chairman
Advisors
Directors of Group Colleges /Institutions in Agra-Mathura Region


Director
Mindustan College of
Science & Technology
FARAH (MATHURA)

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Sharda Group of Institutions

26 November 2009

Office Memorandum

Policy governing revenue sharing in respect of sponsored projects

Promotion of research and development has been a key concern of SGI and a number of incentives have been incorporated into the policy framework to secure this objective. No specific guidelines or policy framework has, however, been laid down for sharing revenue arising out of such activities. The matter has now been considered on the basis of views of faculty members with experience in this line of work and it has been decided to lay down the following norms:

1. Total revenue accruing from sponsored projects net of direct expenses incurred in producing 'deliverables' expected by the sponsoring organization will be the 'available surplus'.
2. Fifty percent of the available surplus will be distributed in the following manner:
 - (i) FDP account of the principal investigator to be spent on development of competence in the concerned research area : 10 percent
 - (ii) Principal Investigator : 24 percent
 - (iii) Two or more co- investigators: 16 percent to be equally divided.
3. Remaining fifty percent of available surplus will be distributed between the accounting staff and the college in the following manner:
 - (i) College/Institution: 40 percent
 - (ii) Staff responsible for accounting and auditing of revenue and expenditure 10 percent.

Notwithstanding the definition of 'available surplus' given in (i) above, the amount available for distribution will be limited to 'institutional charges' if so defined by the sponsoring organization as a condition of contract governing funding.

Existing norms relating to revenue sharing arrangements for consultancy assignments and training & development activities will remain unchanged. This OM will come in to force with immediate effect

M.S. Teotia
Principal Advisor


Director
Hindustan College of
Science & Technology
FARAH (MATHURA)

Sharda Group of Institutions

Date : 06 June 2009

OFFICE MEMORANDUM

GUIDELINES FOR ACCORDING PERMISSION FOR HIGHER STUDIES

In supercession of all exiting instructions on the subject, following guidelines are being issued for regulating request for pursuing higher studies in relevant professional fields.

1. Applications seeking permission for higher studies leading to M.Tech or Ph.D degrees will be disposed of at the level of the Head of the Institution after obtaining undertaking from the faculty member in the format prescribed in Annexure - I
2. On confirmation of admission to the courses not requiring sanction of leave but requiring adjustment of time table and allowing a minimum of two hours of free time per day from working hours, formal permission to pursue the subject course will be given at the level of the Principal Advisor after fulfilling following conditions.
 - (i) Signing of a bond to serve SGI for a minimum period of three years or to pay a sum of Rs. 1.50 lakh in lieu thereof in case the member chooses to resign before completion of the prescribed period of three years after successful completion of the course.
 - (ii) Signing of an authorization letter permitting deduction of 30% of his salary (Basic Pay and Dearness Allowance) subject to a maximum amount of Rs. 5000/- per month or a total sum Rs 1.50 lakh for the duration of the course, whichever is less.

1.1.2.1


Director
Hindustan College of
Science & Technology
FARAH (MATHURA)

The amount deducted under sub clause 2(ii) will be kept in the credit balance of the member and will be released in equal monthly installments spread over a period of three years after resuming the charge of the post.

3. For courses of study involving leave of absence, the faculty member shall be entitled to 50 % of the salary last drawn for the duration of the course subject to following conditions.

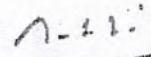
- (i) That the salary payable under this clause shall be kept in the credit of the member and the accumulated amount will be paid in equal monthly installments over a period of three years after the member assumes his duty on successful completion of the course.
- (ii) That he will have to sign a bond to serve SGI for a period of three years after assuming charge or to pay in lieu thereof 1.5 times the accumulated amount referred to in sub-clause 3 (i)

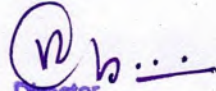
Permission under this clause shall be considered and allowed at the level of the Principal Advisor.

4. The amount of bond in sub clauses 2(i) and 3(ii) will be inclusive of the accumulated amount of salary under sub clauses 2 (ii) and 3 (i).

5. Rules relating to grant of study leave shall remain unchanged.

These guidelines are being issued with the primary purpose of curbing the tendency of faculty members resigning from their posts after completion of the course without any regard to their obligation to serve the organization for the prescribed period in return for the administrative and financial support provided to them in pursuit of their higher studies.


M.S. Teotia
Principal Advisor


Director
Hindustan College of
Science & Technology
FAKRAH (MATHURA)

Sharda Group of Institutions

SGI/OM/06/01

04 October 2005

Office Memorandum

Subject: Use of staff car by the incumbents of top posts

The existing provision governing the use of staff car is limited to a clause in the appointment orders of the incumbents entitled to the facility. The ambiguity of the language especially with regard to 'what constitutes official use' has spawned practices which make it difficult to regulate and account for the use of the facility. It is in this context that following rules are being laid down for the group and its constituent units.

1.0 Scope of Application

These rules shall be applicable to all the incumbents of top posts where a specific provision has been made in the appointment order for the use of staff car.

2.0 Options Available

The incumbents will be free to select either of the following two options:

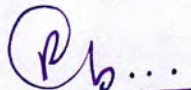
2.1 Staff car with driver

The facility under this option will comprise a car of the type mutually agreed upon owned and maintained by the office along with an employee driver. Under this option, the incumbent will be entitled to private use to the extent of 1000 kilo meters in a month on payment of Rs 500/- per month. Any private journey beyond 1000 Km. per month will be charged at the rate of Rs 5 per Km.

2.2 Car owned by the incumbent

Under this option, the incumbent will be entitled to a monthly payment of 2.0 % of the cost price of the car owned and maintained by him as reimbursement of costs on account of depreciation, interest, insurance and routine maintenance. In addition, salary of the driver, cost of fuel, toll tax and parking charges, whenever applicable, will be paid by the institute/college. Provision relating to private use of car will remain the same as contained in

A. L. S.


Director
Hindustan College of
Science & Technology
FARAH (MATHURA)

2.1 above. The incumbent will have freedom to buy the type of car he likes within the range approved for the position he holds.

3.0 Extension of facility to incumbents of other posts

Notwithstanding the above provisions, the facility of staff car can, by a special order, be extended to incumbents of other posts. In such cases, the facility will be limited to the following.

3.1 The incumbent will ordinarily use his own car for journey between his residence and office and the institute / college will reimburse actual expenses on fuel limited to ceiling mutually agreed.

3.2 The ceiling referred to in 3.1 above will be determined on the basis of distance between the residence and the office.

3.3 In case the car is used for any other official journey, the incumbent will be entitled to the reimbursement of the actual cost of fuel calculated on the basis of average consumption per kilometer. Toll taxes and parking charges, if any, will also be reimbursed.

4.0 Maintenance of record

An incumbent covered under Clause 2.0 will cause a log book to be maintained in which details of journeys undertaken by him will be recorded by the driver and duly signed by him (incumbent) on daily basis. The log book will be subject to audit.

5.0 General

The staff car shall be driven by the driver detailed for duty or the incumbent himself. No other person shall be authorized to drive the car.

A. S. S. S.
M.S. Teotia
Principal Advisor , SGI

Ch...
Director
Hindustan College of
Science & Technology
FAKRAH (MATHURA)

Sharda Group of Institutions

SGI/OM/06/02

4 June 2008

Office Memorandum

Subject: Norms of Furnishings of Official Accommodation

As a practice, we have been providing facility of accommodation at the campus to some categories of faculty and staff. The system evolved over a period of time is essentially ad-hoc and is leading to legitimate grievances. It is, therefore, considered necessary to lay down norms of hard and soft furnishings for various categories of faculty members and executive staff.

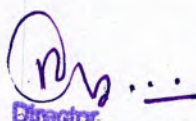
The following norms are accordingly prescribed:

1.0 Fully Furnished Accommodation

This facility is admissible only to the heads of institutions and those holdings equivalent or higher corporate positions.

1.1 Hard Furnishing:

- Bed Rooms : One double bed in each room along with bedside tables.
One set of mattresses for each bed
- Drawing Room : One set of study table and two chairs
One (three plus two seater) sofa set.
One centre table of good quality (glass top)
Two corner tables
Two stools
One side board
One dining table with six chairs
One TV set
One TV stand


Director
Hindustan College of
Science & Technology
FAKAH (MATHURA)

1.2 Soft Furnishings

Carpet (9' x 12')	:	One
Window curtains	:	One set for all windows
Fridge (165 liters)	:	One
Washing Machine	:	One
Geyser	:	One
Air Conditioner 1.5 ton	:	One
Room Air Cooler	:	One

2.0 Semi Furnished Accommodation

2.1 Professors and Equivalent Executives

Double bed with mattress	:	One
Set of two college made beds	:	One
Sofa with center table	:	One set
Dining Table (college made) with six chairs.	:	One set
Window curtains	:	One set
Plastic chairs	:	Four numbers
Fridge- 165 liters	:	One
Study table with chairs	:	One set

2.2 Asst. Professors and Equivalent Executives:

Set of two college made beds	:	One
Sofa with center table (college made)	:	One set
Dining Table (college made) with four chairs.	:	One set
Study table with two chairs	:	One set
Plastic chairs	:	Four numbers

2.3 Other categories (Lecturers, Senior Lecturers and Equivalent Ranks)

Set of two college made beds	:	One
Sofa with center table	:	One set
Study table with chairs	:	One set
Plastic chairs	:	Four numbers


Director

Hindustan College of
Science & Technology
FAKAH (MATHURA)

3.0 Bachelor Accommodation (Single room)

College made bed	:	One
Bed side table	:	One
Study table with one chair	:	One
Mattress	:	One

No change in the above norms shall be made except with the approval of the Chairman / Vice Chairman.

M. S. Teotia
M.S. Teotia
Principal Advisor , SGI


Director
Hindustan College of
Science & Technology
FARAH (MATHURA)

Updated form

SHARDA GROUP OF INSTITUTIONS SIC

10 November 2011

OFFICE ORDER

On consideration of the recommendations made by a committee of Registrars, the Vice Chairman is pleased to approve amendments to TA/DA Rules to the extent considered necessary. He has also decided that all TA/DA bills submitted by members undertaking tours are pre-audited by the Accounts Department before final approval is accorded by the competent authority for payment. It is the responsibility of the Accounts Department to ensure that no payment is made in excess of entitlement and that bills conform fully to the provision of TA/DA Rules. A copy of the amended rules is annexed for implementation with immediate effect. The bills already settled will not be re-opened.

M.S. Teotia
(M.S. Teotia)

President & CEO, SGI

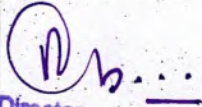
Copy to:

The Vice Chairman for information

Advisors

Directors

Functional Directors


Director
Hindustan College of
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FAKIH (MATHURA)

"Travel & Daily Allowance Rules"

1.0 Preamble

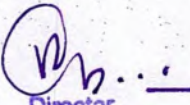
Travel on official business should be carried out with utmost economy consistent with the purpose and the basic requirement of dignity, hygiene and security of the staff member on tour. These rules are being laid down to ensure consistency of executive decisions in sanctioning tours and authorizing reimbursement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

2.0 Eligibility

2.1 Class of travel

- A. Members of staff are eligible to the class of travel indicated in the following table:

Category	Category of staff	Eligibility
I	President & CEO, Advisors, Heads of Institutions and other functional directors.	First Class AC by train or Economy Class by air or AC Executive Chair Car in Shatabdi Express.
II	Professors, Sr. Professor Associate Professor, Registrar/Dy. Registrar, Head TPO	First Class AC by train or Non-Executive AC Chair Car or Economy Class by air for journey beyond 500 Kilometers
III	Asst. Professor, Sr. TPO & TPO and Equivalent Ranks	First class ordinary, second class AC (two tier) or AC Chair Car in trains.
III	Staff with grade pay between Rs. 4200 to 5400	Third AC class (three tier)/ AC Chair Car
V	Staff with grade pay less than Rs. 4200	Second class sleeper by train or Non-AC public transport Bus


Director

Hindustan College of
Science & Technology
FARAH (MATHURA)

B. Journey by Road:-

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

Distance Covered (To & Fro)	Petrol Vehicles (Rs. Per Kilometers)	Diesel Vehicles (Rs. Per Kilometers)
Distance up to 1000 kilometers	Rs. 7.50	Rs. 5.50

In case of other categories, the reimbursement is limited to the actual fare charged by public transport buses or Rs. 3/- per kilometers whichever is less.

3.0 Daily Allowance

The limits of lodging and boarding allowances are given in the following table:

A. Member of staff in categories I, II & III

Place	Lodging Allowance (Rs. per day)	Daily Allowance (Rs. per day)	Composite Allowance (Rs. per day)
Metro Cities	3000	600	800
State Capitals other than metros	2000	500	600
Other places	1200	400	450

C. Member of staff in categories IV and V

- (i) Daily Allowance: Rs. 250/- per day
- (ii) Lodging Allowance: Rs. 500/-
- (iii) Composite Allowance: Rs. 350/-

Note:-

1. Lodging Allowance does not include taxes. Taxes paid are reimbursed on actual basis.
2. Lodging expenses are admissible on the basis of actual supported by vouchers and are subject to limits prescribed in (A) and (B) above.
3. Daily allowance includes expenses on food and laundry.
4. Composite allowance includes lodging and daily allowance and is in lieu thereof. No bills are required for admitting claim of composite allowance.


Director

Hindustan College of
Science & Technology
FARAH (MATHURA)

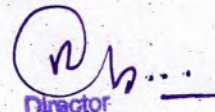
4.0 Local Travel

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

(i)	Category I	Actual hire charges for a full taxi
(ii)	Category II	Actual hire charges for point to point taxi
(iii)	Category III	Actual expenses for hiring three wheelers
(iv)	Category IV & V	Bus fare/ Shared Taxis / Shared Three Wheelers subject to a limit of Rs. 200/- per


5.0 General Instructions

- (i) Members in Category I are controlling officers for authorizing their own tours and those of others reporting to them.
- (ii) Tour expenses should be settled within one week of the return from the official journeys.
- (iii) The controlling officers may authorize advance to the extent of 75% of the expected expenditure.
- (iv) Expenses incurred on official telephone calls will be reimbursed on actual basis on certification.
- (v) Tour should be undertaken only after authorization by the controlling officer.
- (vi) Journey should be undertaken by the shortest available route.
- (vii) Any member of staff intending to visit Delhi or NCR on official business should contact Private Secretary to the Chairman (08800998844, 08800998994) for reserving accommodation in the Guest House at New Delhi. Accommodation in a hotel or private guest houses should be used only, if on checking, at least three days in advance, the accommodation in the SGI Guest House is not available.
- (viii) The approved process for passing the bill mandates pre-audit by the Accounts Department for conformance to TA/DA rules, before the final approval for payment is accorded by the competent authority.


Director
Hindustan College of
Science & Technology
FARAH (MATHURA)

6.0 Date of Effect

Amended rules will be implemented with immediate effect. The cases already settled will not be reopened.


M.S. Teotia

President & CEO, SGI



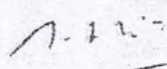
Director
Hindustan College of
Science & Technology
FARAH (MATHURA)

SHARDA GROUP OF INSTITUTIONS

01st October 2011

OFFICE ORDER

In order to delineate responsibility area of the post of Registrar for effective functioning and better coordination & control, a detailed job profile for the post has been drawn up and is enclosed. A copy of this profile may be circulated to all Heads of the Departments for information.


M.S. Teotia
President and CEO

Dr. A.K. Gupta
Director
Hindustan Institute of Technology and Management

Registrar
Hindustan Institute of Technology and Management


Director
Hindustan College of
Science & Technology
FARAH (MATHURA)

SHARDA GROUP OF INSTITUTIONS

30th September 2011

JOB PROFILE : REGISTRAR, HINDUSTAN INSTITUTE OF MANAGEMENT AND TECHNOLOGY

The primary role of the Registrar is to direct and manage administrative, finance and service functions of the college within the approved policy and regulatory framework.

For this purpose, he is responsible for the following functions:

1. Registration of students and custody of records relating to them during their stay in the college.
2. Maintenance of effective interface with statutory authorities like AICTE, affiliating university, authorities of the state and central government concerned with higher technical/professional education in respect of the following
 - (i) Approval, extension of approval, accreditation and affiliation of various courses offered by the college.
 - (ii) Admission and enrolment of students
 - (iii) Examination and results only to extent liaison with the university in required
 - (iv) Award of Degrees
 - (v) Determination of fee structure and any other matter related there to
 - (vi) Preparation of agenda papers and work connected with the meeting of the board of governors.
 - (vii) Any special assignment entrusted by the management
3. Custody of assets of the college with following specific areas of concern:
 - (i) Requisition of stores, materials, equipment, machines etc. within the powers delegated to Corporate 'Material Management Department'.
 - (ii) Receipt, storage, issue and disposal of assets under (i) above
 - (iii) Procurement of materials, components, sub-assemblies etc. within the power of the Director
 - (iv) Security and proper accounting of stock, periodic stock verification and follow up action on discrepancies.
 - (v) Identification of obsolete items of stock and deciding on their disposal.
4. Infrastructure : Maintenance and services
 - (i) All civil maintenance and upkeep of buildings, roads and other civil structures on the campus.
 - (ii) Residential accommodation of directors, faculty & staff members.
 - (iii) Guesthouses, hostels, horticulture work, electrical & mechanical installations.
 - (iv) Water and electricity supply.
 - (v) Security, fire services, horticulture development & tree plantation
 - (vi) Hostel messes and canteen services
 - (vii) Medical Service
 - (viii) Transport Services
 - (ix) IT infrastructure on the campus
 - (x) Pest control and anti-malarial measures
 - (xi) Housekeeping, hygiene and sanitation measures


Director
Hindustan College of
Science & Technology
FARAH (MATHURA)

(xii) Measures against monkey and dog menace.

5. Finance and Accounts function

- (i) Scrutiny and passing of bills as per the delegation of powers
- (ii) Approval of TA/DA advances for official purpose in respect of technical and service staff.
- (iii) Processing of request for personal advance for approval of the competent authority.
- (iv) Participation in annual budgeting process.
- (v) Realization of fee and other charges from the students.
- (vi) Participation in development of software in respect of finance, stores and purchase.

6. Administrative functions

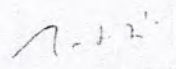
- (i) Establishment and service matters relating to faculty and staff
- (ii) Attendance, leave and payroll functions.
- (iii) Scholarships and fee reimbursement of students including liaison with 'Samaj Kalyan Vibhag'.
- (iv) HR functions in respect of faculty and staff
- (v) Liaison with district and local authorities concerning law and order: local police, forest department etc.

7. General superintendence of civil works connected with operational requirements of the college

- (i) Building Construction
- (ii) Road Construction (Inside campus)
- (iii) Horticultures Development and Landscaping.

8. Reporting Relationships

- (i) Registrar will report to the Director of the college.
- (ii) He will supervise the work of personnel directly reporting to him:
 - a. Registrars' office
 - b. Maintenance and services
 - c. Hostel supervisors
 - d. Mess and canteen supervisors
 - e. Transport supervisor
 - f. Security supervisor
 - g. Horticulture supervisor
 - h. Stores and Accounts
 - i. Medical services
- (iii) He will maintain effective interface with the registrars of other sister institutions of the group in Agra Mathura Region on common problems and issues relating to operational policy matters.


M.S. Teotia
President and CEO


Director
Hindustan College of
Science & Technology
FARAH (MATHURA)

SHARDA GROUP OF INSTITUTIONS, AGRA

22ND MAY 2004

PROCEDURE FOR COMPLETION OF PROBATION PERIOD

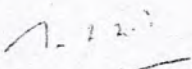
The Service Rules provide that, subject to exceptions specifically made in the appointment order, all appointments are initially made on probation for a period of one year. The rules further provide that the appointing authority has the discretion to extend the period of probation for such period as he may consider necessary.

It has been observed that in the absence of a formally laid down procedure, the process of confirmation in service is not being followed as intended. As a result, regular members of staff (employees) on probation continue to face ambiguity of their status in the organization beyond the original period of probation.

In order to avoid such problems, following procedure is laid down to facilitate decision:

1. One month before the date of completion of probation period, the Registrar will initiate a note and forward it to the Head of the Institution seeking his recommendations on whether the employee should be confirmed.
2. The Head of Institution will consider the performance and general conduct of the member during the probation period to decide whether to recommend confirmation in service or to extend the probation.
3. The Head of the Institution will send the case to the appointing authority within one week giving cogent reasons in support of his recommendations.
4. The appointing authority will dispose of the case within one week passing such orders as he may consider necessary and appropriate. In case he orders extension of the probation, the period for which the extension is ordered will be specifically indicated.
5. On receipt of the orders of appointing authority, the Head of the Institution will communicate the same to the member on or before the day probation expires.
6. If no orders of the appointing authority are received, it will be presumed that the probation period is automatically extended and the case will attract the following provision of the Service Rules:
"If a member on probation is not confirmed in writing on completion of the probation period, he/she would be deemed to have continued on probation for a further period of one year, his/her services shall be liable to be terminated without any notice or pay in lieu thereof.
Provided that, if no order of confirmation or otherwise is issued even after completion of the extended period, the probation would be deemed to have been confirmed effective from the date of expiry of the extended period.
7. On confirmation, the notice period or salary in lieu thereof required for termination of service by either side shall be three* month as laid down in the Service Rules of the Institute/Colleges.

* (Amended to one month)


(M.S. Teotia)
Director (HR)


Director
Hindustan College of
Science & Technology
FAFAH (MATHURA)

Sharda Group of Institutions

SGI/00/04/10

29 April 2008

Office Order

Subject: Delegation of Powers

1.0 Introduction

The primary purpose of delegation of powers is to decentralize formal authority across the organization and to ensure that the decisions are taken in time and in a cost effective manner. In order that the delegation really serves its intended purpose, the following points have to be kept in mind while sanctioning expenditure.

1. That the expenditure is in the best interest of the organization and has clear nexus with the organizational purpose.
2. That the expenditure is within the budget provision.
3. That the expenditure is not more than what is absolutely necessary.
4. That same care and diligence is applied in sanctioning expenditure as a prudent man would in spending his own money.
5. That the expenditure is within the delegated powers and conforms to the norms prescribed for the purpose.
6. While sanctioning any allowance, it should be ensured that it does not become a source of income and remains confined to the reimbursement of expenditure within prescribed limits.
7. If some proposed expenditure is considered to be in the interest of the organization but is beyond the scope of policy or rule or involves violation of some laid down principle, it would be necessary that prior sanction is obtained from a superior authority competent to make exception.


2.0 Delegation of Powers

For the purpose of delegation of powers, the administrative hierarchy is divided in to three levels:

- (i) Corporate Management Comprising Chairman and Vice chairman
- (ii) Head of the Institutions: Directors and Principals
- (iii) Heads of Departments

All three levels will be supported by staff functions of finance and administration whose basic responsibility will be to put in place and implement effective and credible systems of controls to enable incumbents of posts at the three levels identified above to exercise powers delegated to them in the best interest of the organization. Approved schedule of delegation of powers is placed at Annexure-I. As the delegation of powers is subject to concurrence of finance, detailed 'Job Descriptions' of executives in the finance function are given at Annexes II to V.


Director
Hindustan College of
Science & Technology
FARAH (MATHURA)


26/4/2008

3.0 Procedure for sanctioning expenditure

The finance and accounting function will follow the following procedure in processing bills and other request involving expenditure.

1. All requisitions /bills involving revenue expenditure will be scrutinized/checked for admissibility, accuracy and authenticity of supporting documents by the accountant.
2. He will pass on the papers to accounts officer with his observations.
3. Accounts officer will examine documents keeping in view the observation of the accountant and will record his observations as he deems necessary.
4. Accounts officer will send the papers to the authority competent to sanction the payment as per the delegation of powers.
5. The competent authority will pass such orders as he deems fit recording reasons for his decision.
6. The accounts officer will then send the papers to the accountant for preparation of vouchers in accordance with the orders of the competent authority.
7. The vouchers are then sent to the cashier for payment either as cash or through cheque after due approval.
8. In case the competent authority has ignored the observations of the finance in passing the bill or in authorizing expenditure, the finance officer will bring such fact to the notice of Director (finance). He will, however, comply with the orders of the competent authority.
9. All payments against capital assets will require prior approval of the head office and payment will normally be made by them.

4.0 General

The delegation of powers is sacrosanct and can not be changed except with the approval of the Chairman / Vice Chairman. The powers can however be sub-delegated by any authority but the responsibility for due performance will remain with such authority and can not be sub-delegated down the line.

5.0 Date of Effect

The schedule of delegation of powers will be effective from 26th April 2008.

M.S. Teotia
M.S. Teotia
Principal Advisor

[Signature]
Director
Hindustan College of
Science & Technology
FARAH (MATHURA)

HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

Meeting Circular

HCST/IQAC/2020-21/ 06

Date:-25/06/2021

All The IQAC members and invitee members are here by informed that IQAC meeting will be held on June 26, 2021 in the Chairman Conference room at 01:30 PM. All committee members are requested to present in meeting.

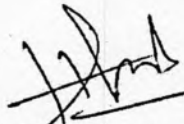
Agenda of the Meeting

1. Endorsement of previous meeting
2. Waste management policy

Following members are requested to present in the meeting

1	All IQAC committee members	
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Director
Internal Quality Assurance Cell
Hindustan College of Science & Technology
Farah, Mathura


Dr. Harendra Singh
(Director, IQAC)

HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

Meeting Notes

HCST/IQAC/2020-21/ 06

Date:-26/06/2021

Venue: - Chairman office, HCST

Agenda of the Meeting

1. Endorsement of previous meeting
2. Waste management policy

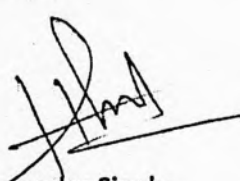
Members of Committee present in the meeting

1	Dr. Rajeev Kumar Upadhyay	Chairperson, IQAC
2	Dr. Harendra Singh	(Director, IQAC)
3	Dr. M.S. Gaur	(Member)
4	Dr. Mamta Sharma	(Member)
5	Mr. Vijay Katta	(Secretary)
6	Mr. Kapil Gupta	(Member)
7	Dr. Sandeep Agrawal	(Member)

Following points were discussed in meeting held at 02:00 PM on 26/06/2021.

Vijay Katta has informed that stakeholders feedback report has been forwarded to director, HCST.

IQAC has drafted waste management policy document after discussion with all the members.


Internal Quality Assurance
Hindustan College of Science & Technology
Farah, Mathura (Director, IQAC)



HINDUSTAN

College of Science & Technology

WASTE MANAGEMENT POLICY

1. Arrange for segregating the waste as Solid waste, Liquid waste and Hazardous/Non degradable waste and arrange for disposal of the same using different methods
2. To implement the procedures for the safe storage and disposal of Solid Waste which includes Municipal Solid Waste (MSW), Hazardous Waste, E-Waste, Paper waste, Plastic Waste, Construction & Demolition Waste (C & D Waste), Food waste generated in canteens and messes in an economical manner to maintain a healthy campus
3. To implement the procedures for the safe storage and disposal of Liquid waste which includes Sewage treatment plant and proper maintenance of internal drainage systems
4. Dust bins and waste disposal bins to be used in the campus at places they are installed- grounds, canteens, classrooms, faculty and staff cabins.
5. To provide awareness and waste management training to the faculty members, staff, students and waste handlers so that compliance with the requirements of managing waste & environmental safety can be achieved and we are able to minimize waste by following 4 R's of Waste Management namely Reuse, Refuse, Reduce, & Recycle.
6. To ensure compliance of statutory obligations by adopting the principles stipulated in the Waste Management Rules 2016 and its amendment.
7. This Policy Document should act as a document for communicating with Faculty members, staff, students, commercial partners, contractors, and visitors so that all are aware about the policy on waste management and comply with the same

E- GOVERNANCE POLICY

adustan College of Science & Technology believes in efficiency and transparency in functioning of the institution. The Institution understands the importance of integration of ICT to enhance the overall administration. E- Governance is not only participatory but also accountable and transparently for smooth functioning of the administration. E- Governance facilitateⁱⁿ speedy information, distribution, improving administrative efficiency and public service in all the aspects of education. The Institution is using webSIM/ERP for E-governance.

Objectives:

1. Implementation of E- Governance in various aspects/ areas of the institution.
2. Improving the efficiency of our operations.
3. Promoting transparency and accountability, improving operation efficiency of institute.
4. Effective online internal and external communications among the institute's various features.
5. Visibility of institute^{VA} information globally.
6. Easy access of Staff/ student information can be retrieved easily.

The Implementation of the E- Governance policy will help the Institution to achieve above objective through following ways:

In order to provide an efficient and smooth governance system within the Institution.

e- Governance is used in the following areas:

The strategy is divided into different area of service for ease of use.

Website:

The institute website need to be up-to date of reflect the recent amendments as and when amended.

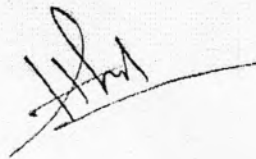
The Institution website shall always reflect the ^{vision of} college with all the required information with a simple click. All the latest information shall be available to visitors when accessing.

Admission Details:

The admission details, including student admit card, year of joining and completion of the college, branch and permanent registration details can be easily maintained through E- governance. The student data can be easily accessible.

Administration and Accounts:

The web sim allows for easy ^{of} entering the records and maintenance of details like preparing of academic calendar, section/division, creation of E- certificates, maintaining of diary, fee type creating user login for students, faculty etc. Web sim is integrated with the college website and it can be accessed ^{from} anywhere, anytime and with any device.



his department preserves the records viz., fee payments details, cash in hand , expenditure tracking the payment records in addition to these we can easily access the fee record. and details/ , records, salary details of the staff and also miscellaneous records.

Academics:

Through E- Governance the data, details and records of each and every one regarding academic is visible easily, viz., theory/ practical time tables, assigning the task to faculty, maintaining attendance and lesson plan, feedback form students/faculty posting of study material/ project work and so on.

Examinations:

Through E- Governance simplifications of Examinations procedures, this saves time, and improves the cost cutting.

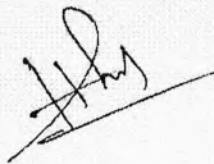
Many type of records can be simplified viz., Name of student, Internal / External individual subject score cards. Result analysis is easily done.

Library:

Through E- governance simplification of procedures and data in maintenance of Library records, viz., renewal of intendments, rules for issue and renewals of data pertaining to a particular subject / with an effective time limit.

Transportation:

Through E- Governance we can easily access the college bus routes, halts, insurance premiums and other helps compiling the details of buses used a student driver detail.



Principal
Fairplay

HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

Meeting Circular

HCST/IQAC/2017-2018/ 13

Date:-24/05/2018

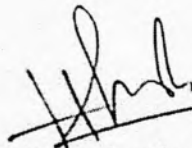
All The IQAC members and invitee members are here by informed that IQAC meeting will be held on May 26, 2018 in the Chairman Conference room at 01:30 PM. All committee members are requested to present in meeting.

Agenda of the Meeting

- 1) Endorsement of previously meeting
- 2) Academic planning for session 2018-19
- 3) Internal Assessment Policy

Following members are requested to present in the meeting

1	All IQAC committee members	
2	T&D/T&P representative	Invitee member


Dr. Harendra Singh

(Director, IQAC)
Director
Internal Quality Assurance Cell
Hindustan College of Science & Technology
Farah, Mathura

HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

Meeting Notes

HCST/IQAC/2018/ 13

Date:-26/5/2018

Venue: - Chairman office, HCST

Agenda of the Meeting

- 1) Endorsement of previously meeting
- 2) Academic planning for session 2018-19
- 3) Internal Assessment policy

Members of Committee present in the meeting

1	Dr. Rajeev Kumar Upadhyay	Chairperson, IQAC
2	Dr. Harendra Singh	(Director, IQAC)
3	Dr. M.S. Gaur	(Member)
4	Dr. Mamta Sharma	(Member)
5	Mr. Vijay Katta	(Secretary)
6	Mr. Kapil Gupta	(Member)
7	Dr. Sandeep Agrawal	(Member)
8	Dr. Suruchi	(Member)
8	Dr. Priya Pandey	(invitee member)

The meeting was held at 01:30 PM on 26/05/2018 in the Chairman Conference room, HCST. Following points has been discussed.

- 1) In previous meeting IQAC has discussed about the PDP classes and other issues. T&D dept. has started to use ICT for teaching PDP in computer science and IT dept. and from next semester they will follow same model in other depts.
- 2) University has not uploaded the academic calendar for 2018-19. But still, it is advised to dean Academics to prepare the tentative calendar for odd semester of academic year 2018-19 and submit it to IQAC in next meeting.
- 3) Sport department must prepare its activity calendar for next academic year and also advised for organizing any national level events in college.
- 4) Regular updation of website is a required. It is suggested that placement and other activities data must be uploaded on college website.
- 5) Student must get book bank within first week of start of academic semester.

6) Mr. Vijay Katta and Dr. Suruchi have presented the Internal Assessment policy documents. After Discussion document has been approved by IQAC



Dr. Harendra Singh
Director
Internal Quality Assurance Cell
Hindustan College of Science & Technology (Director) IQAC
Farah, Mathura

HINDUSTAN COLLEGE OF SCIENCE & TECHNOLOGY, Farah Mathura

Policy for Internal Assessment

The college provides quality education to students. The college believes that assessment is integral and vital touchstone of the teaching-learning process and linked to the learning objectives. The assessment should foster and be instrumental to judge the inherent as well as the acquired skills of every learner. Besides it should stimulate creative and critical thinking amongst learners and inspire independent thinking and concurrently encourage the student to accomplish the measurable goals in their fascinating journey of education. Further, the college considers that the main objective of internal assessment is to facilitate planning and enhance the processes of student learning, and not just focus on grades. Internal assessment is a strategy implemented to gauge the knowledge, understanding, and skills attained by learners.

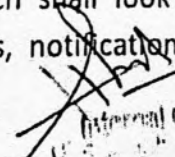
Aims of the policy:

- The aims of the internal assessment policy are to ensure that:
- The internal assessment is robust and transparent to nurture the inherent as well as the acquired skills of the learners.
- The internal assessment process in the institution comprises a variety of modes viz. formal and informal assessment methods to assess individual potential of the learners.
- The frequency of formal and informal internal assessment methods is adequate
- The internal assessment process supports objectives of prescribed syllabus and to encourage appropriate student learning.
- The internal assessment is impersonal, fair and executed effectively to gauge the knowledge, understanding, and skills of the students.

Planning and organization:

The college is aware of the need for catering learners from diverse background and requirements of individual learners. Therefore, formal and informal assessment methods in this regard must be executed. The formal assessments methods comprise class tests, assignments quizzes and viva voice. The internal assessment include informal assessment methods like attendance of a student, response to tutorials, learner's involvement while doing practical, interest in field projects, participation while doing research projects, participation in seminars and oral presentations, active participation in classroom teaching, and timely submission of assignments.

There shall be a committee, which shall look after the examination related aspects and responsible for circulation of rules, notification, circulars and other documents related to


Director
Internal Quality Assurance Cell
Hindustan College of Science & Technology

internal assessments received from affiliating university. The head of the departments and faculty members shall assure that schedule of class tests, home assignments is made known to the students well in advance through notices and the Academic Calendar. The internal assessment shall be conducted in the manner of university examinations with invigilation by teachers of all departments.

Responsibilities of Teachers:

1. The teachers shall follow the rules and regulations verbalized by the affiliating university and college administration during the conduct of internal assessment.
2. It is the responsibility of the head of the department and faculty members to inform students about when an assessment is going to take place. It is important that clear, accurate information is provided within an appropriate timescale in order to be able to organize it without any issue. That is, the teachers will apprise all students about the rules and regulations of the examination.
3. The students need to know precise dates and unit/chapter on which a faculty member is planning to conduct internal assessment. Any change must be brought to notice of students immediately.
4. All faculty members involved in the process of internal assessment must be provided details of the internal assessment like schedule, etc.
5. Individual subject teachers are responsible for implementation of the assessment policy, smooth conduction of internal assessment and periodic assessment of students. The subject teachers must maintain regularity, periodicity and use of ICT tools for internal assessment to assure the fulfillment of this policy.

Taking of internal assessments:

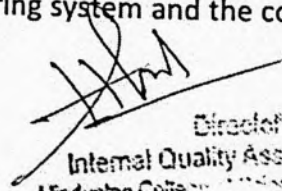
1. The in-house examinations must be conducted as per the pattern of university examination to provide first-hand experience to the students of the entry year. The head of the department shall appoint any invigilators other than the regular teacher during conduct of class test to assure transparency during assessment.
2. The student should be given enough time and opportunities to interact with the teacher to resolve their grievances, if any, regarding the assessment.
3. Students grievance related to internal assessment must be redressed in a timely manner with transparency.
4. The performance levels of the slow and advance learners should be particularly evaluated to know the effect of special assistance provided to them.
5. If suspected for using Unfair Means appropriate action must be executed.
6. Attendance requirement as per the university norms should be maintained by the student to appear in the class test.

Post internal assessment process:

Merely conduction of internal assessments is not sufficient to achieve the purpose unless effective measures are executed to augment the performance of the students. After the evaluation, the answer book is to be shown to the students to enhance self-evaluation and for their self satisfaction.

The model answers must be discussed in the class room to enable the learners to understand their mistakes and to bring required changes in their approach while answering the questions. In addition, all class test marks within stipulated time after unit tests must be displaced and brought to notice of students.

The learners, who underperform in the internal assessment or are absent, must be provided adequate counselling and support through mentoring system and the concern HOD. If required, parents must be informed telephonically.


Director
Internal Quality Assurance Cell
Hindustan College of Engineering & Technology

Annexure – I

INCENTIVES/FINANCIAL SUPPORT TO FACULTY FOR RESEARCH PUBLICATIONS PATENT RIGHTS ACQUISITIONS, REVENUE SHARING FROM PAID CONSULTANCY OR PAID FDP/MDPs.

Following incentive scheme will be followed from this academic year 2022-23 (beginning 1st April 2022)

Paper publication- Journals

- Scopus/Thomson Reuter/SCI indexed int. = Rs. 10,000/- Payable as incentive being the 1st author
- Refereed International Journal = Rs. 5,000/- Payable as incentive being the 1st author
- Refereed National Journal = Rs. 2,000/- Payable as incentive being the 1st author
- No incentive for paid Journals and local conferences (non-refereed)

For IInd & IIIrd Authorship the amount will be proportionately reduced.

CONFERENCE – PUBLICATION

- Reimbursement of Registration fee, TA, DA as per actuals (as per norms of SGI) for presenting paper in Refereed conference (at IIT/sponsored by IEEE etc. only or of comparable level). Upto a maxm. of two times in an academic year.
- Refereed (IIT/Sponsored by IEEE etc.) or comparable = Rs. 3,000/-

Detail break-up in Annexure- II herewith enclosed.

PATENT-GRANTED (TOTAL FINANCIAL SUPPORT)

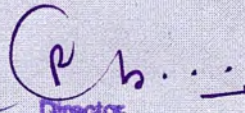
- National Patents = Rs. 20,000/-
- International Patents of reputed Agencies (state approved) only = Rs. 50,000/-

INCENTIVES FOR RESEARCH PROJECT

- Investigators = 30% of Institute overhead

INCENTIVES FOR CONSULTANCY

- Investigators (including technical and other staff)
 - Without use of Institute facilities = 80% of amount left after deducting all expenses, balance 20% payable to College
 - With use of Institute facilities = 60% of amount left after deducting all expenses; balance 40% payable to college for Infrastructure/facilities support etc.


Director
Hindustan College of
Science & Technology
FAKAH (MATHURA)

V.K. Sharma

Page No. 01

INCENTIVES FOR FDP/MDP

- Coordinators/Faculty = 60% of amount to be distributed amongst Coordinator Faculty/resource persons left after deducting all expenses, balance to the college
- Participation of SGI College Faculty/Staff will be free of charges.
- The distribution has to be based on a pre-agreed ratio of say 2:1:1 or as decided by Director/Chief Coordinator.

INCENTIVES FOR SKILL DEVELOPMENT

- Coordinator/Assistant/Accountant
In Skill Development Cell = 20% of amount left (2:1:1)
- Department Coordinator/Faculty/Lab Technician = 40 % (1:2:1 for level 5 & above)
(1:1:2 for level 4 & above)

V. K. Sharma


Director
Hindustan College of
Science & Technology
FAKRAH (MATHURA)

Annexure – II

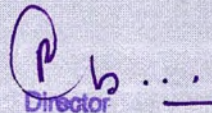
PATENT RIGHTS: BREAKUP OF FINANCIAL SUPPORT

National Level:

- At the time of filing the patent
Patent filing fee as applicable/ prescribed by patent office = Total amount actual (Subject to a Max. 5000/-)
 - Financial Support for expenses incurred by way of consultancy/
Other related expenses to be reimbursed. = Rs. 7,500/- (Max. Amt.)
(as per actual, if the actual expenses is in excess of the same, it is to be borne by the faculty).
 - At the time of Publication or grant of patent
 - Official fee applicable (if any) = Total Amount actual (Subject to a max of Rs. 5000/-)
 - Financial support for expenses incurred by way of
Consultancy/other related expenses, reimbursement = 7500/- (as per actuals, if the actual expenses is in excess of 7500/- the same has to be borne by the Faculty)
- Total cap = Rs. 20,000/-** (Any balance amount can be paid up to 20,000/- upper cap)

International patent obtained from a renowned/established body :

- At the time of filing the patent
Patent filing fee as applicable/ prescribed by patent office = Total Amount actual (Subject to a Max. 10,000/-)
 - Financial Support for expense incurred by way of consultancy/
Other related expenses to be reimbursed. = Rs. 15,000/- (Max. Amt.)
(As per actual, if the actual expense is in excess of the same, it is to be borne by the faculty).
 - At the time of Publication or grant of patent
 - Official fee applicable (if any) = Total amount (Subject to a max of Rs. 10,000/-)
 - Financial support for expenses incurred by way of
Consultancy/other related expenses, reimbursement = 15,000/- (As per actual; if the actual expenses excess of the same, it is to be borne by the faculty)
- Total cap = Rs. 50,000/-**


Director
**Hindustan College of
Science & Technology**
FAKRAH (MATHURA)

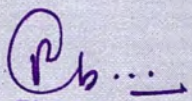
V.K. Sharma

Page 1

NOTE:

1. The financial grant/support is subject to the faculty/staff being the first patent right holder and specifically mentions the designation and name of college in patent application.
For IInd or IIIrd right holders the amount will be progressively reduced. Filing charges remain full, but financial support may be suitably reduced.)
2. In the event of patent rights being commercialized/or monetized, the revenue so earned will be shared between the holder and college in the ration of 75:25; and an undertaking to this effect has to be furnished by the patent holder before claiming financial support as above.

V.K. Sharma


Director
Hindustan College of
Science & Technology
FAKRAH (MATHURA)



ms gaur <ms.gaur.hcst@sgei.org>

Regarding breakup of Incentive amount for research paper publication

1 message

Executive Vice President SGI evp.sgi <evp.sgi@sgei.org>

Wed, Jan 25, 2023 at 3:50 PM

To: Dr M S Gaur <ms.gaur.hcst@sgei.org>

Cc: Rajeev K Upadhyay Off <director.hcst@sgei.org>, Director AEC <director.aec@sgei.org>, naveen gupta <director.himcs@sgei.org>, director acp <directoracp@sgei.org>, "Dr.Pramod kumar Singh" <directorace@sgei.org>, GYANENDRA SHARMA <gyanendrasharma.acp@sgei.org>, director_et_iqac <director_et_iqac@sgei.org>

To,
Dean (R&D)
HCST,

Dear Dr. Gaur,

Sub:- Regarding the Proportionate distribution of financial incentives amount for the research papers published by the Faculty.

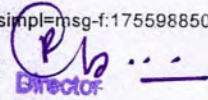
Your enquiry regarding sharing of the amount of the financial incentive for the research paper published by the faculty of the group Colleges is clarified below.

The current policy in force, states that " for second and third authorship the amount will be proportionately reduced".

The proportions are stated as under:-

In the case Rs. 10000/- as incentive being granted for 'Scopus / Thomson Reuters / SCI Indexed' research papers, the following will be the proportional amounts:-

- If there is only one author from the group the whole amount of Rs. 10,000/- payable to the only author.
- If there are two authors then Rs. 6000/- to the first author, Rs. 4000/- to the second author is payable provided both authors are from within the group. If any one of the authors is from outside the group, his/her share will not be payable. Suppose for such a category publication, if there are two authors, the first being from outside and the second being from within the group, only Rs. 4000/- will be paid to the group author being a second author, and the Rs. 6000/- of the first author will not be paid out.
- If there are three authors, then Rs. 5000/- goes to the first author Rs. 3000/- to the second author, and Rs. 2000/- to the third author is payable, provided all the authors are from within the group. If there are any authors from outside the group then their amount stands forfeited and is not payable e.g. if the third author is only from the group, then the first two will not get their share of Rs 5000/- and Rs. 3000/- respectively and only the third author from the group will receive Rs. 2000/- as an incentive.
- In case four authors are there, nothing is payable to the fourth author, and the proportion of 5:3:2, as in the case of three authors, shall be applicable.


Director
Hindustan College of
Science & Technology
FARAH (MATHURA)

23, 2:32 PM

SGI Mail - Regarding breakup of Incentive amount for research paper publication

A similar proportionate amount applies to the other paper publication cases e.g. the two refereed International Journal / National Journal with an impact factor >1 .

You may decide the claims accordingly.

Regards

(Prof. V.K. Sharma)
Executive Vice President, SGI



Director

**Hindustan College of
Science & Technology**
FAK'AH (MATHURA)

Annexure- 'B'

"SHARDA VIDUSHI" Girls Scholarship for Hindustan College of Science & Technology, Farah, Mathura For the Academic Session 2022-23 (newly admitted students)

Ref : SGI/2022-23/Admissions/Scholarship/

Dt.01st April 2022


Sharda Group of Institutions is pleased to announce the "Sharda Vidushi" Girl's Scholarships Scheme for 100 meritorious Girl Students (on the first come first serve basis) with the objective of encouraging girls education in professional domains and recognizing and subsidizing the efforts of the parents in promoting higher education among girls in various professional disciplines, thus providing encouragement to meritorious girl students. The SVGS scheme shall be applicable for Hindustan College of Science & Technology, Farah, Mathura only from the academic session 2022-23 and may be extended to further years, if the response is found encouraging.

Allocation of scholarship: The number of scholarships for 1st year shall be for 100 meritorious Girl Students across various disciplines of B.Tech courses and other U.G. / P.G. Courses on 'first come first serve' basis and shall be awarded to all such Girl Students who have secured percentage of marks/ grades as per criteria defined below; for the first 100 applicants.

Amount :-A fee discount of Rs. 10,000/- per year shall be offered to all girls students of Hindustan College of Science & Technology, Farah, Mathura, who have secured 60% or above marks in the qualifying exam e.g. 12th marks for Graduate courses and Graduation marks for P.G. courses.

The following conditions apply:-

- If the girl student is in receipt of any other category of scholarship e.g. Merit Scholarship, the amount of 'Sharda Vidushi' shall be adjusted against the same & any one of the scholarships only can be availed.
- The continuation of scholarship in subsequent years will be subject to the student maintaining a minimum of 80% attendance in the preceding year (both of the two semesters) failing which the scholarship will be discontinued.
- The confirmation of scholarship is subject to scoring minimum 60% (Agg.) marks in the previous year (each of two semester); failing which the scholarship will be discontinued.
- Scholarship once discontinued will not be renewed or restored.


Prof. V.K. Sharma
Executive Vice President

- **Hindustan College of Science & Technology**
Farah, Mathura-281 112 (U.P.) Mobile: 9927082612
- **Hindustan Institute of Management & Computer Studies**
Farah, Mathura-281 112 (U.P.) Mobile: 9927000948
- **Anand Engineering College**
Keetham, Agra-282 007 (U.P.) Mobile: 9927082619

- **Anand College of Education**
Keetham, Agra-282007 (U.P.) Mobile: 9568009673, 9837636090
- **Anand College of Pharmacy**
Keetham, Agra-282007 (U.P.) Mobile: 9458557866
- **Anand College of Architecture**
Keetham, Agra-282007 (U.P.) 8449713817, 9927082619

Fee Relaxation Policy (Scholarships/Concessions/Waivers)

Hindustan College of Science & Technology strongly believes in nurturing and encouraging the students to transform into lifelong learners and leaders of their profession. We need commensurate input quality of students. To encourage & attract such high potential academic achievers, the college offers/assists talented students through generous scholarships/fee relaxations covering part/full academic fee for the entire/part duration of the program. This policy has been designed to help effectively administer scholarships, free ships and other financial assistance at the college level under the categories mentioned below to meritorious students:-

1. The eligibility for fee concession is restricted to the students of HCST only.
2. The free concession will be restricted to the extent of tuition fee, exam fee, development fee and others like bus fee, caution Money, College Kit, hostel fee, hostel Security, late registration fine, mess charges, misc./development fee, PDP program fee, registration fee, Tuition fee, book bank scheme etc.as defined and laid down in the guidelines stipulated for the purpose, through appropriate scholarships and one time waivers.
3. If the student is availing fee concession facility at the entry level then eligibility would be decided on the basis of laid down performance criteria in qualifying exam/other recognized/competitive exam as disclosed in the policy paper. If the scholarship once granted has to be continued for the subsequent years, it will depend upon the performance of the student in previous year/ Semester examinations and student has to meet the criteria laid down in the policy paper and economical condition of the parents may also be given weightage.
4. During subsequent years the fee concession facility would be continued subject to the maintaining the academic performance criteria laid down in the policy paper and applicable to the student in the merit category for which fee concession was initially offered, (i.e. meeting the laid down criteria in policy paper, is essential for continuation of scholarship)
5. For newly admitted students the scholarship/fee concession as per laid down norms is administered by the admission counselor.
6. For continuation of the scholarship the student before approaching the college administration for continuation of fee concession/scholarship (of any type) should approach through his counselor/class teacher to HOD and then it is forwarded to DSW/ Director of the College for approval, as per laid down norms.
7. In most of the cases the College Director gives the approval and in some cases the case is forwarded to management for approval, if any cause so arises.
8. The Quantum of concession in the fee in all categories would be based on the various laid down norms of merit. Some scholarships are based on financial background of the parents besides academic performance of the student.

V.K. Sharma

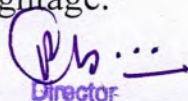
(Prof. V.K. Sharma)
Executive Vice President, SGI

Fee Relaxation Policy

(Scholarships/Concessions/Waivers)

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Director

Hindustan College of
Science & Technology
FAK'AH (MATHURA)

V.K. Sharma

4. During subsequent years the fee concession facility would be continued subject to the maintaining the academic performance criteria laid down in the policy paper and applicable to the student in the merit category for which fee concession was initially offered, (i.e. meeting the laid down criteria in policy paper, is essential for continuation of scholarship)
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Director
Hindustan College of
Science & Technology
FAK'AH (MATHURA)

V.K. Sharma



SHARDA GROUP OF INSTITUTIONS

16 March 2023

INTER-OFFICE COMMUNICATION (Amendments to Leave Policy Added)

In reference to the Leave policy dated January 14, 2015, currently in force, amended clauses are added as given below, for greater clarity:-

Existing Point 4(a): EL has to be approved and sanction must be obtained before proceeding on leave. However the Director can grant EL as casual Leave if the CL balance is zero, as a very special case, in maximum 2 instances for a total not exceeding 4 days in a year. In such case, the leave application shall be for CL but the leave balance shall be adjusted for EL. EL so availed, shall be accounted for when calculating the EL due for the next period.

Added Point 4(b): EL cannot be applied in more than 4 instances in a year. Also EL for Faculty/teaching staff during the semester, when academic classes are being conducted, should be discouraged by the H.O.D's/Directors and allowed/approved only under very special exigencies.

Existing Point 5(a): ML is allowed to be availed for 01 day, provided the CL balance is zero and the limit for maximum CL, is at one instance, for 3 days. ML exceeding 04 days shall require a medical certificate OR prescription specifying the start and end of treatment. This certificate must be issued by a registered allopathic, ayurvedic or homeopathic doctor or by an approved registered physiotherapist.

Added Point 5(b): Medical Leave cannot be used as a substitute for CL for a "Single Day" availment when CL balance is not exhausted. However, ML of 02 days or more than 02 days can be availed of as one chunk, even if CL balance exists. However, after CL balance is exhausted, Single Day ML can be availed, as per need.

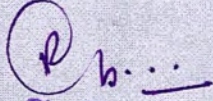
Added Point 5(c): Also during academic session of a semester being on progress the number of total leaves availed by faculty/ teaching staff should not exceed more than 10 days. A Director should only grant excess leave in cases of very special exigencies or emergency and those leaves should be pre-approved, so far as possible (except emergencies).

These clarifications are effective (and deemed to be added with the existing Leave Policy) w.e.f. April 01, 2023.

V.K. Sharma

(Prof. V.K. Sharma)
Executive Vice President

CC: All Directors, Dean
Corporate- HR, College - HR


Director

Hindustan College of
Science & Technology
FAKRAH (MATHURA)

SHARDA GROUP OF INSTITUTIONS

INTER OFFICE COMMUNICATION

March 14, 2015

I continue to get communication from HR executives and other faculty members regarding leave policies and their application.

This is to clarify that within the approved quantum, leaves can be combined and availed with due permission of the Director.

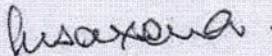
The Directors are empowered to grant accrued leave as well as advance leave including LWP for a maximum period of six months at a stretch.

The communication I sent earlier on Jan 14, 2015 and enclosed herewith, shall clarify the doubts.

Further, ML cannot be denied if applied in continuation with maternity leave with a medical certificate advising rest to the mother.

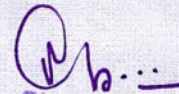
Advance leave of Directors has to be approved by EVP, else leave can be availed with prior intimation to EVP

Medical leave shall now become due and accrue on completion of six months service and can be availed as per proposed rules.



Director HR

Copy: Vice Chairman



Director
Hindustan College of
Science & Technology
FARAH (MATHURA)

SHARDA GROUP OF INSTITUTIONS

INTER OFFICE COMMUNICATION

Jan 14, 2015

With reference to the office memo dated Jan 10th, 2015, the application of leave rules stand amended as per the following with immediate effect.

The application of policy is based on the paradigm that individual needs and performance levels are different due to variation in skills, and other behavioral traits within the acceptable range of job related requirements. Hence application of policies, though within the defined framework, should be flexible to stretch so as to accommodate individual variances and eliminate the possibility of violations, which increases with rigidity. Being the top administrative authority in an institution, Director is in the best position to exercise judgment in each case which requires flexibility in application and hence the effort is to devolve the authority of application of corporate policies to the Director of the institution.

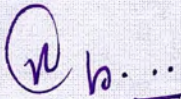
1. Websim leave module shall credit 5 CL at the start on Jan 1 and July 1 as opening balance.
2. CL availed has to be applied on the day of resumption of duty. The Director can approve combination of CL with medical in case when an employee may fall sick after availing CL and is unable to attend the college/office, provided the Director is informed in advance of availing medical leave.
3. Advance EL from next semester has to be pre approved by the director and shall be permitted only when the current term EL and ML balance is zero and shall be at the discretion of the Director.
4. EL has to be pre approved and sanction must be obtained before proceeding on leave. However the Director can grant EL as casual leave if the CL balance is zero, as a special case, on maximum 2 instances for a total not exceeding 4 days. In such case, leave application shall be for CL but leave balance shall be adjusted for EL and EL so availed shall be accounted for when calculating the EL due for next period.
5. The limit for maximum CL at one stance is 3 days and ML is allowed for 1 day also provided CL balance is zero. ML exceeding 4 days shall require a medical certificate OR prescription specifying start and close of treatment, from an approved registered allopathic, ayurvedic or homeopathic doctor or from a registered physiotherapist.
6. ML can be availed in combination with EL or vice versa when EL or ML becomes zero but has to be pre approved.

Sharma

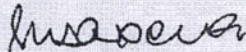

Director
Hindustan College of
Science & Technology
FARAH (MATHURA)

7. Maternity leave shall be allowed for a period of 12 weeks of which not more than six weeks shall precede the date of her expected delivery. Maternity leave shall be allowed only on completion of a minimum specified period not less than one year of continuous service excluding internship period if any.
8. No compensatory leave shall be allowed for duty for which monetary compensation exceeding one day's wages is payable except statutory university duties or other regulatory work relating to AICTE, UGC, COA, PCI, ministry or VIP visit. The approval and grant of compensatory leave and equivalent quantum will be at the discretion of the Director and cannot be claimed as a right.
9. Compensatory leave shall be permitted against working on scheduled weekly off on pre approval basis and has to be availed within 21 days of entitlement. However depending on work, Director shall approve compensatory to be aggregated to maximum 3 to be availed within 8 weeks of becoming due, in cases where work may suffer if staff avails compensatory leave in the next 21 days. The approval and grant of compensatory leave and equivalent quantum will be at the discretion of the Director and cannot be claimed as a right.
10. No compensatory leave shall be allowed for working beyond scheduled hours on any day as additional hours working is considered as a normal part of job and is not regular. However, the Director shall permit late coming / early going by 4 hours after two consecutive extra hours working of not less than 2 hours each day.
11. No staff shall be allowed compensatory leave exceeding 8 in a semester.
12. Duty Leave shall be permitted for attending pre approved out station conferences, seminar and workshops not exceeding 6 days at a stretch including journey time and pre authorized by college Director and not more than once during a year to a faculty. However limit for conferences & workshops in Agra shall be 12 working days and as a special case the college Director may sanction a longer duration workshop in Agra or outside if the performance record of the faculty has been consistently high exceeding 70% rating.
13. For conferences and workshops organized in house or in any other group college, the attendance shall be counted as on work. For other college workshop or conference, permission of the college Director shall be required.
14. Leave application for pre approval has to be approved by HOD at least 2 days prior to avail date and sanctioned/rejected by college director at least 1 day before avail date. If no action is taken within the limit then staff shall presume leave to be approved.
15. Duty Leave for fulfilling statutory work related to AICTE, UGC, university, samaj kalyan etc has to be pre approved by college director.




Director
Hindustan College of
Science & Technology
FARAH (MATHURA)

16. DL shall not be permitted for appearing in exams for M tech, PhD viva or any other similar cause that has a personal benefit nature except on prior approval of the course and by prior sanction by college Director.
17. No leave of any kind shall be allowed on days when the college Director has declared a MUST ATTEND period where attendance is compulsorily required for any important event. However the college Director shall sanction leave in extra ordinary situation/emergency/proven medical condition as a very special case.
18. The Director is authorized to grant any leave outside the policies, under very special circumstances, provided he is of the view that there will be no loss to the students and college or department and that the concerned staff has been performing above the good rating level and the situation warrants grant of special benefit to the staff considering his loyalty, sincerity and usefulness to the organization.
19. All leaves have to be applied through the HOD who shall forward the applications to the Director with his remarks.
20. Director can exercise his discretionary authority to sanction LWP to staff for a period not exceeding six months at one instance to enable the staff tide over temporary difficult situation when he has exhausted all leaves and is unable to attend to his duty.
 - **Director, wherever used above shall mean Director of College, Director Finance, HR, Dean ACA, Dean Pharmacy, Dean T&D, Director AEC, ED(T, D &P), EVP**
 - **All information regarding sanction of advance leave, LWP, etc should be sent to corporate HR or input in websim, if possible.**



Director HR

Copy: Vice Chairman

Copy: EVP, ED, All Directors, Advisors, Registrars, HR executives


Director
Hindustan College of
Science & Technology
FAKAH (MATHURA)

SHARDA GROUP OF INSTITUTIONS

INTER OFFICE COMMUNICATION

Jan 2, 2015

Following changes are proposed in the attendance and leave policies wef Jan 15th, 2015. Please revert if you have any suggestions or want to propose modifications.

A. Attendance:

1. Staff attendance will be recorded only through the swipe card, which has to be swiped in the morning as well as evening on entry and exit. A grace time of 30 minutes will be programmed in the card machine for morning entry while 15 minutes shall be programmed for evening exit.
2. Staff reporting after the grace time due to some exigency or buses coming late, will fill up the late coming attendance marking form in the websim. This form will be sent to the HR executive as well as their HOD through backend workflows automatically. This form will remain active only for 2 hours of the scheduled start of the college/shift allocated. Such instances are to be limited to thrice in a month.
3. If the form is not filled within the 2 hour period, staff will be marked half day CL provided his exit time is recorded by the machine.
4. If entry time is recorded but exit time is not swiped, half day CL shall be recorded by the websim.
5. Staff will be able to swipe card only in the allocated college. HO staff shall be able to swipe card only in the HO machine.
6. Staff deputed to another college than their allocated college or the HO staff going to a college will fill up a duty slip in websim one day in advance. The system will transmit the duty slip through linked workflows to the concerned person in the college, HR executive of allocated and visited college and its director. After the visit, the duty slip shall be filled up with in and out times by college HR executive and sent to the HR executive of allocated college/HO electronically.
7. Backend marking of attendance will henceforth stop and only system marked attendance shall be considered for salary computation.
8. Staff attending college on Sundays for official work for which no additional monetary compensation is payable, shall also be filling an off day duty slip in websim which shall be duly authorized by the HOD and director and marked to HR executive, who shall then get the attendance marking slot open for that staff for Sunday.
9. Staff going on official tour/local social service duty shall be filling the duty slip for the days on tour and the same after approval of director shall be marked to HR

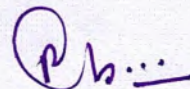

Director
Hindustan College of
Science & Technology
FARAH (MATHURA)

executive. The staff on tour on coming back shall fill a duty completion slip in websim, which on approval of director shall be marked to HR executive. Pending completion of tour duty slip, attendance shall be marked as "approved duty leave" and on completion the status shall change to "sanctioned completed duty leave".

10. Staff coming to college on Sundays for test duty for which additional monetary compensation is payable will also be required to fill up duty slip. However this shall not be counted for compensatory leave entitlement.

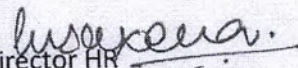
B. Leave Management:

1. Staff shall verify the opening leave balance of EL and ML as on Jan 1, 2015 and notify the HR executive of any anomalies by Jan 20th after which no such amendments shall be entertained. HR after verification shall make the necessary changes and close the leave database on Jan 25th after which no backend amendments shall be allowed in websim database.
2. Websim leave module shall credit only 1.17 CL every month as opening balance.
3. CL availed has to be applied within 3 working days of resumption of duty. System will not accept any leave application after this limit. No backend authorization for change shall be permitted.
4. Advance CL has to be pre approved by the college director and shall be permitted only when the EL and ML balance is zero.
5. EL has to be pre approved and sanction must be obtained before proceeding on leave.
6. The limit for maximum CL at one stance is 3 and ML is allowed for 1 day also provided CL & EL balance is less than 1. ML exceeding 3 shall require a medical certificate.
7. ML can be availed in combination with EL when EL becomes zero but has to be pre approved.
8. No compensatory leave shall be allowed for duty for which monetary compensation is payable except statutory university exam duties or other regulatory work relating to AICTE, UGC, ministry or VIP visit.
9. Compensatory leave shall be permitted against working on scheduled weekly off on pre approval basis and has to be availed within 15 days of entitlement.
10. No compensatory leave shall be allowed for working beyond scheduled hours on any day as additional hours working is considered as a normal part of job and is not regular.
11. No staff shall be allowed compensatory leave exceeding 6 in a semester.



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12. Duty Leave shall be permitted for attending pre approved conferences, seminar and workshops not exceeding 3 days at a stretch and pre authorized by college director.
13. Leave application for pre approval has to be approved by HOD at least 2 days prior to avail date and sanctioned/rejected by college director at least 1 day before avail date.
14. Duty Leave for fulfilling statutory work related to AICTE, UGC, university, samaj kalyan etc has to be pre approved by college director.
15. DL shall not be permitted for appearing in exams for M tech, PhD viva or any other similar cause that has a personal benefit nature.


Director HR

Copy: President & CEO

Copy: All Directors, Advisors, Registrars, HR executives


Director
**Hindustan College of
Science & Technology**
FAK'AH (MATHURA)

SHARDA GROUP OF INSTITUTIONS

13 January 2011

Inter Office Memorandum

There have been grievances of general nature from non-executive employees about inequities in the matter of increments and movement from lower level to higher level within the regular establishment. Most of such grievances arise because of the perception of arbitrariness in following the prescribed process. It is, therefore, considered expedient to lay down guidelines within which decisions can be taken by duly constituted committees.

A. Appointment to the regular cadre

Appointment of employee on the consolidated salary to the regular cadre will be regulated in the following manner.

1. All employees who have completed at least two years of service in the consolidated salary and fully meet the specification for the post will be considered by a duly constituted committee at the college/institute level.
2. The committee will interview the eligible candidate and may give such other tests as it may consider necessary to assess the relative merit of each candidate.
3. Selection committee minutes will thereafter be drawn in order of merit and appointment will be issued only after the minutes are approved by the undersigned.
4. The approving authority may, in his discretion, restrict the number to be appointed during the year with a view to maintaining inter institute parity and ensuring optimal staffing.

B. Release of annual increment

1. Annual increments in respect of employees in the regular scales of pay will be released in accordance with the existing provisions in SGI HR Policy Manual.


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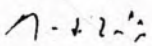
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2. Annual increments in respect of employees on consolidated salary will ordinarily be 5 % of the employee salary and will be effective from first of the month in which the increment falls due.: Provided that for employees adjudged to be of outstanding merit, the quantum of increment will be 8 % of the consolidated salary: provided further that such cases will not exceed 10 % of the total strength in the concerned category.
3. In respect of employees whose performance and conduct during the year have been adjudged as below average but acceptable the quantum of increment will be 3 % of the salary.

C. Promotion to the next higher level

1. Employees in the regular scale of pay will be eligible for consideration subject to the following conditions
 - i. That the employee has been in the existing post for at least three years; provided that the minimum service requirement may be relaxed by one year in case of exceptionally meritorious candidate.
 - ii. That he/she satisfies the requirement of qualification and experience prescribed for the higher post.
2. Cases of all eligible employees will be considered by duly constituted committees in the month of January every year.
3. The committee will assess the relative merit of each candidate on the basis of his/her 'on the job' performance and performance in the interview and test, if any, considered necessary by the committee.
4. The committee will draw a list of candidates recommended for promotion in the order of their inter se merit and orders will be issued in that order limiting the number to the vacancies available against the sanctioned establishment after getting the minutes approved by the undersigned.

Directors may start the process to this effect so that orders are issued within a period of one month. Standard staffing pattern is being separately considered in the light of discussions in the meeting on 4 January 2011.


(M. S. Teotia)
President & CEO


Director
**Mindustan College of
Science & Technology
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