

I.T.S. The Education Group

46, Knowledge Park - III, Greater Noida

Ref. No.: ITSECGN/ PERS/ 13/ 416

October 3, 2013

To : Accounts Department
From : Personnel Department

OFFICE MEMORANDUM

Subject: **Revision of accommodation charges for 2 BHK flats**

It has been decided to revise the charges for 2 BHK accommodation inside college campuses of I.T.S The Education Group, Greater Noida with effect from 01.10.2013 as under:

2 BHK: HRA + Licence fee (10% of Revised Basic Pay) subject to a minimum of Rs.5,000/- and maximum of Rs.8,000/- per month plus electricity charges as per actual consumption.

Note: Accommodation charges for 1 BHK flats and hostel accommodation shall remains unchanged.


[B. K. Arora]
Secretary

Copy to:

Director, I.T.S Engineering College
Director General, I.T.S Institute of Management
Principi, I.T.S Dental College
Administrator, I.T.S Engineering College
Administrator, I.T.S Dental College
Accounts Department

I.T.S. The Education Group

GREATER NOIDA


Ref. No.: ITSECGN/ PERS/ 13/ 44

January 31, 2013

OFFICE ORDER

It has been decided to revise the accommodation charges for faculty and staff members residing in staff flats and hostels of I.T.S Engineering College, I.T.S Institute of Management and I.T.S Dental College, Hospital & Research Centre, Greater Noida with effect from 01.02.2013 as under:

Type of Accommodation	Charges
2 BHK	HRA + 10% of Revised Basic Pay as licence fee subject to a minimum of Rs.5000/- plus electricity
1 BHK	Rs.3000 plus electricity charges
Hostel accommodation on single sharing basis	Rs.3000 including electricity charges
Hostel accommodation on twin sharing basis	Rs.2000 per head including electricity charges


[B. K. Arora]

Secretary

Copy to:

Accounts Department
Director General, I.T.S Institute of Management
Registrar, I.T.S Engineering College
Administrator, I.T.S Dental College, Hospital & Research Centre

I.T.S Engineering College, Greater Noida

LEAVE RULES

This policy is drawn to ensure work life balance amongst employee to take care of their personal emergencies that may arise in normal course and provide them with an opportunity to rejuvenate by way of planned leave. Before proceeding on leave, the leave application is to be sanctioned by the immediate superior/ HOD and submitted to HR Department. Leave above 3 days will need the approval of Director. Teaching, Admin and Technical staff must then properly hand over the work to their colleague.

1. ELIGIBILITY

These leave rules shall be applicable to all confirmed employees of the college.

2. TYPES OF LEAVE

Types of Leave	Entitlement per year (Teaching)	Entitlement per year (Admin & Technical Staff)
Casual Leave (CL)	12 days	12 days
Sick Leave (SL)	10 days	10 days
Earned Leave (EL)/ Vacation Leave (V)*	30 days vacation*	10 days
Academic Leave (AL) (FDP/MDP/ QIP/ Presentation of Paper/Article/ Case study in the International and/ or National Conference/ Seminar, Ph.D. Research work and conductance of University Viva, UPTU evaluation/practical examination **	15 days	Nil
Maternity Leave (ML)	As per College policy	

* For Teaching staff, vacations are bifurcated as follows: -

1. Summer vacation (SV): 20 days
2. Winter vacation (WV): 10 days

** This leave will be subject to prior approval of Director & college authorities.

Note: Director shall be eligible for leave as per terms of service agreed at the time of appointment.

New Joinees: All new employees (Teaching, Admin and Technical staff) joining during the year will be entitled for CL/ SL on pro-rata basis. EL can be availed only by confirmed employees after completion of one year of service.

Existing employees: Apart from the previous leave balance, current year leave will be calculated on pro-rata basis and will be added to the existing leave balance.

3. LEAVE PERIOD

The effective period of all types of leave except vacation leave for Teaching staff will be on calendar year from January to December.

The vacation leave for Teaching staff shall be considered on calendar year basis as per college Vacation Leave guidelines. To be eligible for vacation, Teaching Staff must have put in 6 months of regular service or semester teaching of regular services.

4. CASUAL LEAVE (CL)

- ❖ **Entitlement:** CL may be granted to an employee upto a maximum of 12 days in a Calendar year. CL cannot be combined with any other type of leave and is not encashable. CL can be availed of in half days (4 Hrs)/full day's units.
- ❖ **Unavailed:** Unavailed CL's will lapse automatically at the end of Calendar year.
- ❖ **Other:** The exigencies of work permit the grant of the leave and no appointment is required to replace the employee on leave.
- ❖ **New Joinee:** CL may be granted to a new joinee on pro-rata basis.

5. SICK LEAVE (SL)

- ❖ **Entitlement:** Employee can avail maximum of 10 days of SL's in a Calendar year when they are not in a position to attend college on grounds of ill-health.
- ❖ **Maximum:** More than 2 continuous SL's at a time per month will require a medical certificate from any MBBS doctor and duly countersigned by the college's Medical Officer for approval of leave.
- ❖ **Unavailed:** If the entitled number of SLs have not been consumed in a Calendar year, the same will be carried forward to the next year, upto a maximum of 60 days of accumulation.
- ❖ **Other:** SL may be granted to all regular employees as also to full time contract employees on medical grounds and on production of medical certificate to the leave sanctioning authority.
- ❖ **New Joinee:** SL may be granted to a new joinee on pro-rata basis.

6. GENERAL GUIDELINES FOR CL'S & SL'S

- ❖ **Entitlement:** 12 days CL and 10 days SL will be compounded to 22 days of CL + SL per Calendar year.
- ❖ **Unavailed:** Out of the annual entitlement of 22 days of CL/ SL, 10 days SL can be

carried forward to the subsequent years subject to a maximum of 60 days of accumulation. CL cannot be carried forward and will lapse at the end of every Calendar year.

- ❖ **Refilling of leave:** After completion of one year of service, the Teaching, Admin and Technical staff shall be credited with CL/SL on a monthly basis, as per entitlement.
- ❖ **Extension:** Leave can be extended with prior permission. Those who fail to report for duty on completion of leave without prior permission will be deemed to be on leave without pay.
- ❖ **Prefix/Suffix:** Holidays/weekly offs can either be prefixed or suffixed by CL/ SL. Any holiday/ weekly off falling within the CL/SL applied for shall be counted as a part of leave and accordingly debited.
Example: If an employee has applied for leave from (Saturday) to (Monday) then the number of leaves will be calculated as 3 days. But if employee has taken leave on Monday only, then Sunday will not be counted as leave. In that case, only one leave would be counted.
- ❖ **Other:** Leave can only be availed after the same has been credited to the account and leave against future entitlements is not admissible.
- ❖ **New Joinee:** A new joinee will not be entitled for any leave during the first month of service and shall initially be entitled to 1 CL/ SL per month from the second month onwards till confirmation. After confirmation, all entitlement till date, as per the policy, will be credited in their account.

7. EARNED LEAVE (EL) (for Admin and Technical Staff only)

- ❖ **Earned Leave (EL):** Earned Leave as the term suggests is “earned” by an employee as they have worked for this leave.
- ❖ **Entitlement:** EL upto 10 days may be granted to all confirmed employees. Employee will be eligible for EL only after one year of continuous service.
- ❖ **Maximum:** EL can be availed maximum twice in a calendar year for a minimum of 4 days.
- ❖ **Unavailed:** EL, if not availed, can be encashed @ Basic Salary only while keeping a minimum balance of 10 EL. These EL can be accumulated upto a maximum of 30 days.
- ❖ **Exception:** There will be no EL for teaching staff as they are allowed summer and winter vacation
- ❖ **Other:** In case of resignation/termination/retirement, un-availed EL due towards the Employees will be paid to them on their present basic Salary.
- ❖ EL can only be taken in non-academic period (i.e. during no academic activity and when session is closed).
- ❖ Advance intimation shall be given at least 10 days in advance.
- ❖ It cannot be combined with any other type of leave but can be prefixed and suffixed by weekly offs. It can however be combined with long SL.

8. VACATION (V) (For Teaching staff only)

Eligibility: Vacation is applicable only to Teaching Staff who have completed atleast 6 months of continuous service in the college, or have completed one semester teaching of regular service, else vacations proportionate to period of service put in shall be allowed. There is a term vacation in between the academic terms of the academic year usually, there are summer and winter vacations, duration of which as under: -

- Summer Vacation (SV): 20 days
- Winter Vacation (WV): 10 days

Vacation for Teaching Staff shall be considered on calendar year basis as per College Vacation guidelines.

The Teaching staff's Vacation will be sanctioned in two batches as per the teaching requirement of the college. The roster of duties for vacations will be issued by the Director.

Out of these vacations, minimum one day will be common working day for handing over of charge/duties. The college authorities have the discretion not to grant vacations to any or all the Teaching staff. The Teaching staff on vacation can be recalled by the authority for exams, or for any other specific purpose and will be compensated for such duties by granting two days leave for every three days of work during vacations.

9. ACADEMIC LEAVE (for Teaching staff only)

Academic Leave upto **15 working days** shall be allowed on full pay for attending conferences, seminars, Faculty development programmes, meetings of any of the university bodies, ad-hoc committees of which a teacher may be an ex-officio member of to which they may have been nominated by the college or the university and for conducting examination of the university. This leave is also provided for UPTU evaluation/practical examination.

The grant of permission for these leaves shall be at absolute discretion of the Director & college authorities.

- By reason of the employee having to attend as a delegate a meeting of an Association or other body recognized by the college in this regard.
- By reason of participation in sporting events of International or National importance in case where an employee is selected for such participation by any National sports federation, Association or other body approved by the college in this behalf or as a representative on behalf of a state, zone or circle if the sporting events are held on an inter-state, inter-zonal or inter-circle

basis.

- Donating blood on a working day

10. MATERNITY LEAVE (ML):

- ❖ **Eligibility:** No female employee shall be entitled to maternity benefit unless she has worked in the college for a period of not less than 1 year of service with the college. **Entitlement:** The maximum period for which any employee will be entitled to maternity benefit shall be 90 days of which not more than 42 days shall precede the date of her expected delivery.
- ❖ **Overall entitlement:** The total ML granted to an employee during the entire period of her service shall not exceed six months. The minimum gap between first leave taken for maternity purpose and second leave should be three years.
- ❖ **Maximum:** ML shall be allowed only twice during the service of a female married Employee, and ML will not be admissible if the female married employee has two or more surviving children.
- ❖ **Miscarriage:** Leave for a period of 42 days may also be granted in case of miscarriage or medical termination of pregnancy, if duly supported by medical certificate.
- ❖ **Other:** Leave salary during ML shall be same as admissible under EL provisions.

11. COMPENSATORY OFF (CO)

- **Eligibility for Teaching, Admin and Technical staff:** Any employee, who works on a weekly-off /any other holiday, would be allowed to take a compensatory off on a working day. Such compensatory off should be availed within 3 months, after applying through a sanctioned leave application being submitted to the HR Department. Employee is eligible for one compensatory off at a time.

Note: Travelling time and off time would not be considered for Compensatory leave.

- **Celebration days:** Staff will not be eligible / entitled to avail compensatory off or pay for Mata ki Chowki, Diwali Celebrations, New Year Celebrations, Recruitment drives or any other significant functions.

12. SATURDAY OFF

Teaching staff and technical staff are eligible for 1st and 3rd Saturday Off, every month.

13. SUMMARY OF ALL LEAVES

TEACHING STAFF			
	Entitlement	Unavailed leave status	Other
Casual Leave (CL)	12	Lapse	No appointment is required to replace the employee on leave
Sick Leave (SL)	10	Carried forward to next year*	Can be availed by confirmed and full time contract employees on medical grounds
Academic Leave (AL)	15	Lapse	-
Vacation (V)	30	-	Summer vacation (SV) - 20 days Winter vacation (WV) - 10 days
Maternity Leave (ML)	As per college policy		

ADMIN AND TECHNICAL STAFF			
	Entitlement	Unavailed leave status	Other
Casual Leave (CL)	12	Lapse	No appointment is required to replace the employee on leave
Sick Leave (SL)	10	Carried forward to next year*	Can be availed by confirmed and full time contract employees on medical grounds
Earned Leave (EL)	10	Carried forward to next year**	EL due towards the resigned employees to be paid on their present basic Salary.
Maternity Leave (ML)	As per college policy		

NOTE:

1. * Out of annual entitlement of 22 days of CL/SL, 10 days of SL can be carried forward to the subsequent years subject to a maximum of 90 days of accumulation
2. ** Out of annual entitlement of 10 days of EL, EL can be carried forward to the subsequent year subject to a maximum of 30 days. EL can also be encashed @ Basic Salary, with a minimum balance of 10 EL
3. After one year of service, staff shall be credited with CL/SL on a monthly basis
4. Failure to report after extension of leave will result in Leave Without Pay
5. Weekly Offs can be prefixed/suffixed with CL/SL. Any holiday/weekly off falling within CL/SL will be counted as part of leave
6. To avail EL, intimation to be given 10 days in advance
7. EL cannot be combined with any other type of leave but can be prefixed/ suffixed by weekly offs

14. GENERAL RULES REGARDING LEAVES

- ❖ **Prior Sanction:** The employees should get a prior sanction of leave from their immediate supervisor to ensure smooth functioning in their absence in any communication medium (sms, email) in case the senior is not available face to face.
- ❖ **Power to grant/ reject:** It is to be noted that the sanctioning authority /College authorities reserves the right to grant/reject a leave request, depending upon the operating conditions / departmental functionality. Hence any unapproved leave will be considered as Leave without Pay (LWP).
- ❖ **Unplanned leave:** In the event of any unforeseen circumstances where the prior sanction of leave is not possible, the same should be communicated to the immediate supervisor and inform HR by any possible mode of communication (sms/phone/email etc). The employee should submit a formal leave application / intimation immediately after resuming the duty.
- ❖ **Other:** ITSEC-Greater Noida, being a professional education centre focuses on providing quality education together with a disciplined way of life; proceeding on unplanned leave is consciously discouraged as it severely affects the curriculum delivery pattern and normal functioning of the college. Frequent unplanned absence will therefore, have its reflections on the appraisal and career progression of the individual.
- ❖ **New joinees:** CL/SL, EL's shall be calculated on pro-rata basis for employee joining in between of the calendar year where as EL shall be calculated on pro-rata basis but the entitlement will be applicable only after confirmation.

15. PROCEDURE FOR APPLYING FOR LEAVE

Below is the procedure for leave application process which needs to be followed for all cases. No leave will be considered sanctioned outside this process: -

- **Written application:** Application to be made in hard copy (as per format) and given to immediate superior/ reporting manager/HOD.
- **HOD's recommendation:** HOD to recommend the leave application with reasons and send to approval of Director.
- **Approval:** On receipt of leave application, Director will approve/ reject the leave and share a copy of the same with HR department for their records.
- **Exception:** Medical leave, if in an emergency, can be taken with information but needs to be backed by a medical certificate.

16. AUTHORITY, EMPOWERED TO GRANT LEAVE

- **For all employees:** Except as otherwise specifically provided in these regulations, the power to grant leave to all employees except that of Director shall vest in the Director or any senior officer of the college who has been delegated such power. All applications for leave should be routed through Head of the Department and addressed to authority empowered to grant leave.

- **Director:** In case of Director, the power to grant leave shall vest in the person designated by the college authorities for this purpose.

17. POWER TO REFUSE / REVOKE/RECALL LEAVE

- ✚ It is emphasized that leave cannot be availed as a matter of right. Hence, before proceeding on any planned leave, the leave application is to be sanctioned by the concerned authority and it must be ensured that any important pending work/ assignment is shared with their colleague/ Reporting Manager in advance.
- ✚ In case of any work exigencies, if required, the leave can be refused, revoked or recalled (even after the approval) at the discretion of the Approving Authority.

18. COMMENCEMENT & TERMINATION OF LEAVE

- **Eligibility:** The first day of an employee's leave is the working day succeeding that upon which they make over charge or is last on duty; and the last day of an employee's leave is the working day preceding that on, which they have to report on duty.
- **Reporting to duty:** On the expiry of their leave, an employee shall report to their return to duty at the start of the working day successfully the day on which their leave expires.
- **Prefix/ Suffix:** Except CL, for all other kinds of leave, holidays but for prefix or suffix will be counted as leave.

19. LEAVE WITHOUT PAY

- ❖ **Leave beyond entitlement:** In case staff members whose CL/SL/EL has been exhausted or taken in excess of the entitlement or whose has extended leave without informing or sanction from the authorities of the college, those excess leave taken will be treated as **LEAVE WITHOUT PAY (LWP)**.
- ❖ **Violation:** If the leave is not so authorized, it will be considered as violation of conduct rules and dealt accordingly.

20. COMBINATION OF LEAVE

- **CL cannot** be combined with or taken in continuation of any other leave unless a special approval (only on special/emergency circumstances) is obtained from the Granting Authority.

- **All other leaves** can be combined subject to prior approval from granting authority. The granting authority will ensure that the smooth functioning of their department/office is not affected during the long leave of the employee.

21. ABSENT WITHOUT LEAVE – WITHOUT SANCTION OR AFTER EXPIRY OF LEAVE

- **Sanction:** An employee who applies for leave must ensure that the leave applied is sanctioned before proceeding on leave, failing which the period of absence will be treated as “**Absent without Leave**” and salary will be deducted for this duration.
- **Expiry of leave:** Similarly, an employee who remains absent after the expiry of their leave will be treated as **Absent without Leave**". Such kind of absence shall involve disciplinary, financial and legal action as deemed fit and/or forfeiture of appointment and salary will be deducted for this duration.

22. EARLY RETURN FROM LEAVE

An employee on leave may not return to duty before the expiry of the period of leave granted to them unless they are permitted, in writing, to do so by the authority, which granted them leave.

23. LEAVE ENTITLEMENT DURING PROBATION FOR EMPLOYEES

Employees who are on probation shall be entitled to following leaves: -

- Casual Leave** on the same basis as admissible to confirmed employees provided that where an employee joins service during the course of a calendar year, only proportionate amount of CL will be admissible.
- Sick leave** to the extent of 10 days with full pay on pro rata basis depending on the period already served.
- Maternity leave** with half pay to female married employees, on probation, after completion of one year of service.
- Duty Leave** on the same basis as admissible to confirmed Teaching staff.
- No other leaves** are entitled to them during probation, except otherwise mentioned.

Note: The teaching staff still on probation period but having completed 6 months of continuous service in the college, apart from CL/SL's, will also be entitled for a

vacation leave as per its eligibility during summer & winter vacation of the academic year.

24. OBLIGATION TO FURNISH UPDATED ADDRESS/CONTACT DETAILS WHILE APPLYING/ PROCEEDING ON LEAVE

While applying and before proceeding on any leave, employee must furnish the updated address/contact details in the leave application form and shall keep the said authority informed of any change in the address previously furnished.

Note: While on leave, employee **shall not take up any service or accept any other employment** including the setting up of a private professional practice as consultant or as an expert without obtaining the sanction approval, in writing, from the college authorities.

25. LEAVE ENTITLEMENT ON EMPLOYEE SUSPENSION

Leave will not be granted to an employee when they are under suspension and against whom enquiry/proceedings are pending. An employee who resigns/ is discharged/ dismissed or is removed from the employment of the college, cannot, if re-employed/reinstated after an interval, count their former service towards leave unless the authority reinstating them declares that it shall be counted in whole or in part.

26. MAINTENANCE OF LEAVE RECORDS

All leave details of an employee shall be updated and maintained by HR/Admin Department on regular basis. The Leave details consist of various kinds of leave granted and availed of by an employee service.

27. PAY DURING LEAVE

- **All leaves:** Employee who is only on approved leave (CL/SL//DL/ML/VL) is eligible for full pay during their leave period.
- **Duty Leave:** However, payment of these leaves (in case of DL) shall be subject to furnishing of a certificate by the employee to the effect that they are not in receipt of any scholarship, stipend or remuneration for any part time employment.
- **Sick Leave:** In case 2 or more SLs are availed continuously, a proper medical certificate by certified medical practitioner should be furnished.

Note: As a policy, employee who is on extra-ordinary leave shall draw no pay and the period spent on such leave shall not count for any increment for that financial year. The exceptions will be done on following cases:

- In case, where the concerned authority is satisfied that the extra ordinary

leave was taken on account of illness or for any other reason beyond the control of the employee, the authority may permit the period of such extra ordinary leave to count for increments.

- In case, where extra-ordinary leave is forfeited for late attendance, the forfeited leave period shall not be deemed to be a period which does not count for increments or in respect of which no pay and allowances are admissible.

04.06.2013

OFFICE ORDER

(Revision-I, Original Scheme issued on 18.02.2011)

I.T.S -The Education Group is pleased to announce revision in the scheme announced on 18.02.2011 for the members of I.T.S-Parivar as under:

The members of I.T.S-Parivar, who have completed more than 3 years of service at I.T.S and whose gross salary is less than Rs. 15,000/- per month.

- | | |
|--|---|
| - On the occasion of one's own marriage | - Rs. 500 to 1,000/-* per year for every completed year of service. |
| - On the occasion of sister's marriage | - Rs. 500 to 1,000/-* per year for every completed year of service. |
| - On the occasion of daughter's marriage | - Rs. 500 to 1,500/-* per year for every completed year of service. |
| - On the occasion of son's marriage | - Rs. 500 to 1,000/-* per year for every completed year of service. |

* The exact amount to be paid shall be decided by the institute on the basis of performance and contribution made by the member towards the growth of the institute.

The above incentive shall be paid subject to maximum of Rs. 25,000/- per relation.

If, by virtue of employment in I.T.S, two relatives become entitled for the above incentive for the same marriage, then the incentive of higher amount shall be paid to one member only.

Further, if the gross salary of the member crosses Rs. 15,000/- after having served for more than three years at a gross salary of less than Rs. 15,000/-, the above incentive shall be paid for the period for which, the member had served in I.T.S at a gross salary of less than Rs. 15,000/-.

The payment of above amount shall be at the sole discretion of the institute and the same can not be claimed as a right.

The above revision will be effective from 01.06.2013.

(B.K. Arora)

Secretary

Aman,
Pl. send a mail / scan copy
to all concerned.
B.K.
5/6/13.

December 31, 2014

CIRCULAR

Subject: **Regarding "Outstanding Association" scheme for the employees of I.T.S The Education Group**

It is decided that the employees of I.T.S The Education Group who have completed five or more years of service in I.T.S as on 01/01/2015 will be allowed special benefits as under:

S. No.	Salary up to (As on 01/01/2015)	After completion of 5 years of service	After completion of 10 years of service
1	Rs. 15,000 only	10 days salary in cash*	1 month salary in cash*
2	Rs. 15,001 to 30,000	03 days leave and Rs.7,500/- in cash as reimbursement of expenses to go out with family.	05 days leave and Rs.15,000/- in cash as reimbursement of expenses to go out with family.
3	Rs. 30,001 and above	03 days leave and Rs.10,000/- in cash as reimbursement of expenses to go out with family.	05 days leave and Rs.30,000/- in cash as reimbursement of expenses to go out with family.

*Salary means Basic + D. A. + HRA + Other Allowances + Additional Allowances.

The above reimbursement can be ~~taken~~ ^{claimed} any time during the year (01.01.2015 to 31.12.2015). The above leave can also be clubbed with holidays and taken in two parts.

The next eligibility under this scheme shall be announced at the end of the calendar year 2015.

8
3/1/2015

I.T.S-The Education Group

Campus-3 & 4, Greater Noida

16-01-2012

OFFICE ORDER

The E.T.S charges are being revised w.e.f 01-01-2012 as under:

	<u>Present</u>	<u>Revised</u>
<u>Weekday E.T.S Charges</u> (06:00PM to 8:00PM)	: Rs. 100/- per day	Rs. 150/- per day
<u>Holiday E.T.S Charges</u> (Full day)	: Rs. 300/- per day	Rs. 400/- per day

The above payment will be made only for regular duty assigned by the college and not for extra time put in by the staff member to complete any pending work or special assignment etc.


(B.K.Arora)
Secretary

I.T.S-The Education Group

Campus-1, Mohan Nagar, Ghaziabad.

16-01-2012

OFFICE ORDER

The E.T.S charges are being revised w.e.f 01-01-2012 as under:

	<u>Present</u>	<u>Revised</u>
<u>Weekday E.T.S Charges</u> (05:30PM to 8:00PM)	: Rs. 100/- per day	Rs. 150/- per day
<u>Holiday E.T.S Charges</u> (Full day)	: Rs. 300/- per day	Rs. 400/- per day
Other staff	: Rs. 200/- per day	Rs. 300/- per day

The above payment will be made only for regular duty assigned by the college and not for extra time put in by the staff member to complete any pending work or special assignment etc.


(B.K.Arora)
Secretary

I.T.S. Engineering College, Greater Noida

Rules for Faculty regarding Paper Presentation, Journals, attending Conference/ Seminar /MDP/ FDP/ QIP/ Workshop.

I.T.S. - The Education Group encourages academic activities by faculty members in the form of paper presentation, journals (referred), participation in the seminars, conferences, workshops, Faculty Development Programs (FDPs), Quality Improvement Programs (QIPs) etc. The rules for attending such activities are as follows:

1) Publication of Research Papers:

To help the faculty the I.T.S. Engineering College is offering following incentive scheme to its faculty members on publication of research papers etc.

S. No.	Name of Journal/ Category	Proposed Incentive
1	International Journal (Referred) with an impact factor of < 0.5	Nil
2	International Journal (Referred) with an impact factor up to 1.5	Rs. 15000/-
3	International Journal (Referred) with an impact factor of > 1.5	Rs. 25000/-
4	National Journal (Referred) with an impact factor of > 1.5	Rs. 10000/-
5	Conference Proceeding	Nil
6	Paid publications	Nil

First author has to be from I.T.S. Engineering College and he has to submit the hard copy of the paper and proof of publication/ acceptance for publication of the paper for claiming such incentives.

Co-author, if all from I.T.S. then following will be applicable; otherwise first author has to be from I.T.S.

- In case of co-authors amount will be shared in ratio 3:2.
- In case of three authors the amount will be shared in ratio 5:3:2.
- The paper having more than three authors will not be considered.

2) Paper Presentation in National Conference/ Seminar by Faculty

- a) Faculty Member shall inform in writing the Head of the concerned Department & Director of the College about acceptance of their papers/ articles for presentation in an International or a National Conference or Seminar immediately on receiving the same information.
- b) Only first author (from ITS) will be eligible to visit the Conference/ Seminar venue for presentation.
- c) Papers published/ presented as co-author where first author is not from I.T.S, will not be considered.
- d) Registration fee for the program shall be shared by the concerned faculty member and College on equal basis (50% each).
- e) A faculty shall be sponsored for attending maximum three Conferences / Seminars for articles/ paper presentation in a year.
- f) Railway III A.C. fare by the shortest route will be admissible for attending these programs on production of tickets. In addition Travel Contingency expenditure of Rs.250/- per day of travelling is also admissible.
- g) Lodging and board expenditure will be reimbursed on actual basis with a ceiling of Rs.2,000/- per day for Professor and Associate Professor and a ceiling of Rs.1,500/- per day for Assistant Professor and Teaching Associate. Faculty will be required to support expenses by bills.
- h) A copy of the paper has to be submitted to the institute library for claiming reimbursement.

3) Attending MDP,QIPs, FDPs, International & National Conference

- a) Institute may sponsor a faculty for attending maximum two times QIP/ FDP/ MDP. International / National Conference/ Seminar or other such programs held outside National Capital Region(NCR) and maximum three times in NCR in an academic year.
- b) Registration fee for such programs shall be shared by the concerned faculty members and the Institute on equal basis(50% each).
- c) Railway III AC fare by the shortest route will be admissible and actual lodging and board expenses (unless covered under the conference fee) shall be reimbursed with a ceiling of Rs.2,000/-per day for Professor and Associate Professors and Rs. 1,500/- for Assistant Professor and Teaching Associate. Supporting expense documents have to be produced for claiming reimbursement.

A) Duty Leave

The faculty members can avail duty leave for a maximum of 15 days in a calendar year for attending FDP/MDP/ QIP/ Presentation of Paper/Article/ Case study in the International and/ or National Conference/ Seminar, Ph.D. Research work and conductance of University Viva with prior approval of the Director.

The above rules came into effect from January 01, 2012.

[Dr. Sraban Mukherjee]
Director

I.T.S Engineering College, Greater Noida

TRAVEL POLICY

Purpose: To provide reimbursement for the travel and other expenses to the employees for the reasonable and necessary expenses incurred in connection with approved travel on behalf of the college.

1. LOCAL TRAVEL

For local official travel (in the city where employee is based), if an employee is using their own vehicle for official work, it shall be reimbursed as per entitlement below. An employee may find an efficient way to travel and then seek HOD's approval.

Two Wheeler – INR 4 per km

Four Wheeler – INR 8 per km

Metro/auto/bus charges shall be reimbursed as per actual expense.

Guidelines:

- ❖ **Claiming of bill:** For claiming the conveyance, the individual shall be required to fill in the travelling details in the local conveyance reimbursement form, get it approved from the HOD and Director and submit the same in accounts for payment. In addition to the local conveyance, parking and Toll charges shall also be reimbursed on submission of parking/Toll slips along with the local conveyance reimbursement form.
- ❖ **Exception:** Local travelling expenses from college to residence of the employee or from residence to the college shall not be reimbursed. This is not applicable to field staff or any other such category of employees whose nature of work primarily involves travelling. These employees would be paid for each day in varying amounts to be fixed by the college authorities.

Note: The College authorities reserves the right to amend these policy guidelines on time to time basis.

2. DOMESTIC TRAVEL

Travel and tour reimbursements would be made to all employees travelling outstation for official purposes.

The heads covered under this include:

- Travel Expenses (Travel tickets)
- Daily Allowance (Towards food, incidental and out of pocket expenses)

- Lodging (Hotel Accommodation)
- Local Travel (Conveyance)

3. BOARDING & LODGING EXPENSES

These shall be allowed based on the following:

Allowances for Outstation duty – Teaching staff		
S. No.	Details	Entitlement
1	Towards full day meal without lodging	Rs. 300/- (for outstation) Rs. 150/- (for Delhi NCR)
2	Towards meals and lodging for full day for one person to outstation	Rs. 1,700/-
3	Towards meals and lodging for full day for two persons travelling together to outstation	Rs. 2,200/-
4	Local transportation i.e. transportation to and fro at place of residence and at the station of duty (residence to the station and back as well as station to hotel and back)	Rs. 100/- to/ fro from Ghaziabad railway station and Rs. 200/- to/ fro from New Delhi station
5	Transportation cost connected with duty performed at outstation	On actual basis (documents to be attached)

Allowances for Outstation duty – Admission staff		
S. No.	Details	Entitlement
1	Towards full day meal without lodging	Rs. 125/- (for Delhi NCR)
2	Towards meals and lodging for full day for one person to outstation	Rs. 1,500/-
3	Towards meals and lodging for full day for two persons travelling together to outstation	Rs. 1,900/-
4	Local transportation i.e. transportation to and fro at place of residence and at the station of duty (residence to the station and back as well as station to hotel and back)	Rs. 100/- to/ fro from Ghaziabad railway station and Rs. 200/- to/ fro from New Delhi station
5	Transportation cost connected with duty performed at outstation	On actual basis (documents to be attached) – by auto only

Allowances for Outstation duty – Non teaching staff		
S. No.	Details	Entitlement
1	Towards full day meal without lodging	Rs. 200/- (for outstation) Rs. 125/- (for Delhi NCR)

2	Towards meals and lodging for full day for one person to outstation	Rs. 1,200/-
3	Towards meals and lodging for full day for two persons travelling together to outstation	Rs. 1,500/-
4	Local transportation i.e. transportation to and fro at place of residence and at the station of duty (residence to the station and back as well as station to hotel and back)	Rs. 100/- to/ fro from Ghaziabad railway station and Rs. 200/- to/ fro from New Delhi station
5	Transportation cost connected with duty performed at outstation	On actual basis (documents to be attached)

Note:

- ❖ DA includes food and other incidental expenses including Laundry, tips, internet, other amenities etc.
- ❖ Auto/Taxi fare will be paid as per the above mentioned slab (from Residence to station/Airport and vice versa).
- ❖ All employees shall travel as per the guidelines issued by college authorities i.e. 2 AC for HOD/Professor, 3AC/ CC for Teaching, Admin and Technical staff for domestic travel. Lodging expenses should be supported by bills along with the travel tickets.
- ❖ Transportation charges include all charges such as Driver expenses etc. except the toll charges & parking which will be paid on actuals in addition to the taxi charges on submission of bills/toll/parking receipts.
- ❖ The boarding and lodging expenses mentioned above are maximum allowed and have to be supported by actual bills.

Guidelines:

- **Submission of request:** Before undertaking any outstation travel, employees are expected to submit the duly approved travel request to Admin department for making necessary bookings.
- **Booking of tickets:** Based on the travel request, Admin department shall book the tickets and convey the same to concerned employee.
- **Approval:** Leave entitlement while on travel would be applicable as per Leave policy with prior approval of HOD.
- **Cancellation of tour:** In the event of tour cancellation because of unforeseen circumstances, it is the responsibility of the employee to cancel the tickets and inform Admin department.
- **Payment reimbursement:** On completion of tour, statement of expenses in the specified format along with supporting documents and tour report duly approved by HOD shall be submitted to Accounts department within 7 days from the date of return for verification and payment processing.

- ***Travel companions:*** The employees are not allowed to travel with personal companions while travelling for official purpose until the same is approved by college authorities.
- ***Miscellaneous expenses:***
 - Any other expenditure incurred during travel, which is not defined in the policy, shall be claimed as miscellaneous expenses with necessary supporting documents and it should have approval of college authorities.
 - Expenses incurred in client entertainment will be extra and would be subject to approval of college authorities. The supporting documents will be required to claim the same.
 - All other extra expenses incurred would be subject to approval by college authorities.

I.T.S Engineering College, Greater Noida

DISCOUNT ON TREATMENT CHARGES AT DENTAL HOSPITAL

The discount policy for **Dental Treatment Charges** is as follows:

Sl. No.	Eligibility	Procedure	Entitlement/ Benefits
1	I.T.S Teaching, Admin and Technical staff & their immediate dependents* (All campuses)	On submission of Valid I-card	50% Discount for all treatments except Fixed Orthodontics, CBCT, Major Oral Surgeries, Implants and FPD (upto 3 units only) . Copy of the ID- Card to be attached at Registration Counter.

* Dependants - Mother, Father, Wife/ Husband, Son, Daughter and unmarried/ unemployed dependant brother and sisters.

* Fixed Partial Denture (FPD) more than 3 units will be chargeable as per the normal rates for all Discount categories.

Note:

In addition to above Administrator/ Director are also authorized to give discounts to the patients.

All the above benefits shall be given at the sole discretion of the college authorities and cannot be claimed as a right.

I.T.S Engineering College, Greater Noida

CONCESSION ON TREATMENT CHARGES AT SURYA HOSPITAL

Eligibility: This scheme is applicable for all employees at I.T.S - The Education Group. All employees will be given discount on Hospital treatment charges at I.T.S Surya Hospital- Greater Noida

Salary	Discount given
For employees drawing monthly gross salary upto Rs. 20,000/-	100% discount on OPD/ IPD charges except consumable, medicine and fees charged by outside consultants
For employees drawing monthly gross salary of Rs. 20,000/- & above	50% discount on OPD/ IPD charges except diagnostic, consumable, medicines and fees charged by outside consultants

Procedure: The staff members are required to produce their valid identity at the Registration counter to avail concession.

Exception: The above discount is available only for the treatment of employee themselves.

Employee Referral: 50%discount on OPD/ IPD charges except diagnostic, consumable, medicines and fees charged by outside consultants for all patients referred by employees of ITSEC-Greater Noida.

I.T.S The Education Group

Mohan Nagar

Murad Nagar

Greater Noida

April 29, 2016

OFFICE ORDER

Revised Scheme (VI revision) – with effect from 01.04.2016

Employees drawing gross salary up to Rs. 20,000/- per month will be eligible to claim reimbursement of tuition fee up to two children @ Rs. 750/- per month per child from the date of joining or 01.04.2016 whichever is later.

However, while claiming above reimbursement, production of original school fee receipt is must. Only tuition fee will be reimbursed, other charges/ fee levied by the school will not be considered under the scheme.

For the purpose of this scheme tuition fee means "tuition fee paid by the member for the education of his/ her children up to 12th standard only".

Note: In case of Drivers, previous terms shall remain unchanged.



[Dr. R. P. Chadha]

Chairman

I.T.S The Education Group