AGNEL INSTITUTE OF TECHNOLOGY AND DESIGN, ASSAGAO GOA

AGNEL TECHNICAL EDUCATION COMPLEX
AGNEL GANV, VERNA GOA
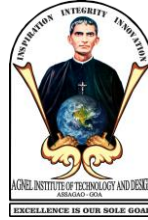
Approved by AICTE New Delhi and Affiliated to Goa University

PHONE: 9975797916

EMAIL: WEBSITE:

www.aitdgoa.edu.in
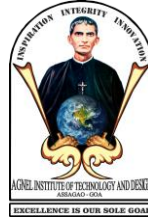
HR POLICY HANDBOOK
2021-2022

VISION

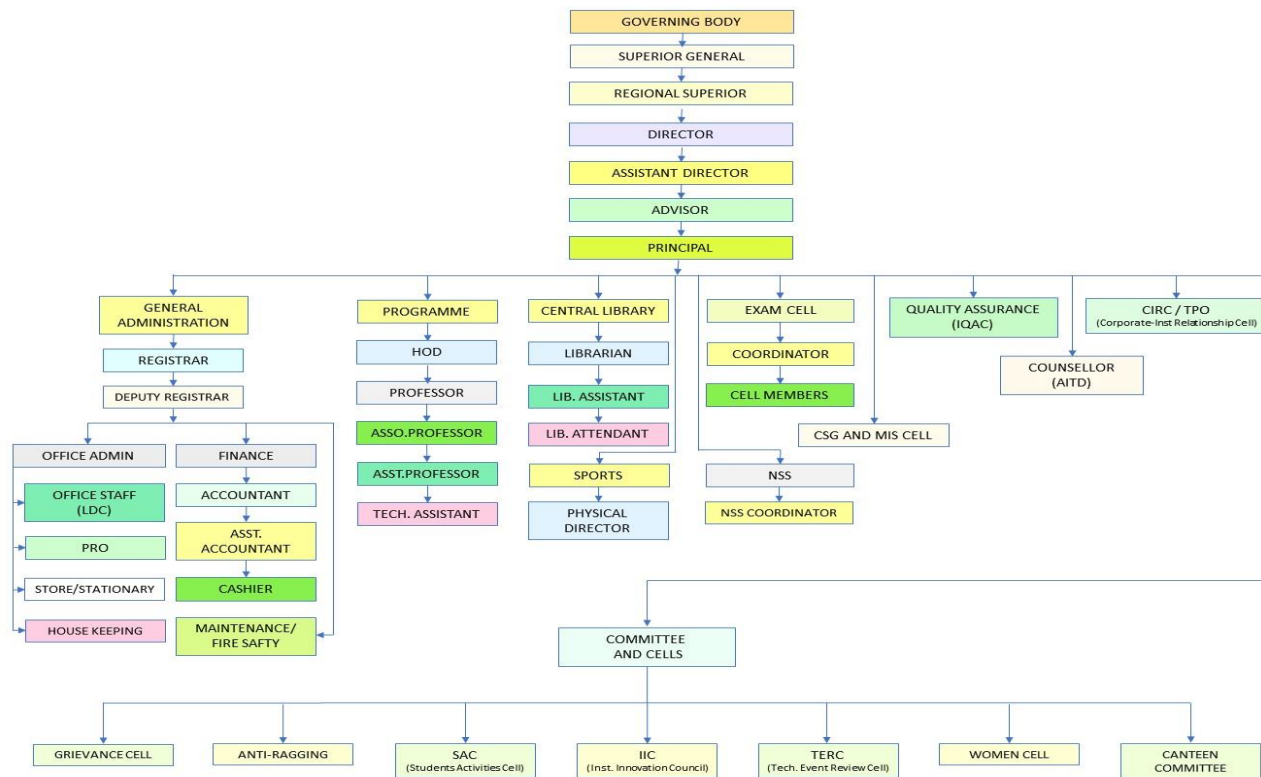**"To establish a sustainable engineering ecosystem."**

To strive towards excellence in Technical Education and Research by facilitating students with modern technology, interdisciplinary approach and problem-solving ability to meet the needs of the industry, society and nation at large.
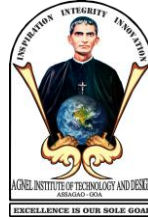
MISSION

- To continuously improve students' educational outcomes through effective teaching learning methodology.
- To provide students and faculty with advanced technology and excellent scholastic ambience for research.
- To provide opportunities for holistic development of students with a focus on self-learning, ethics, leadership, and entrepreneurship skills.
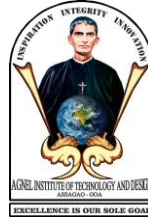- To strengthen the network with alumni and industries.

STAFF STRUCTURE

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GOVERNING BODY
      |
SUPERIOR GENERAL
      |
REGIONAL SUPERIOR
      |
   DIRECTOR
      |
ASSISTANT DIRECTOR
      |
   ADVISOR
      |
  PRINCIPAL
```

GENERAL ADMINISTRATION
- REGISTRAR
- DEPUTY REGISTRAR

OFFICE ADMIN
- OFFICE STAFF (LDC)
- PRO
- STORE/STATIONARY
- HOUSE KEEPING

FINANCE
- ACCOUNTANT
- ASST. ACCOUNTANT
- CASHIER
- MAINTENANCE/ FIRE SAFTY

PROGRAMME
- HOD
- PROFESSOR
- ASSO.PROFESSOR
- ASST.PROFESSOR
- TECH. ASSISTANT

CENTRAL LIBRARY
- LIBRARIAN
- LIB. ASSISTANT
- LIB. ATTENDANT
- SPORTS
- PHYSICAL DIRECTOR

EXAM CELL
- COORDINATOR
- CELL MEMBERS
- CSG AND MIS CELL
- NSS
- NSS COORDINATOR

QUALITY ASSURANCE (IQAC)
- COUNSELLOR (AITD)

CIRC / TPO (Corporate-Inst Relationship Cell)

COMMITTEE AND CELLS
- GRIEVANCE CELL
- ANTI-RAGGING
- SAC (Students Activities Cell)
- IIC (Inst. Innovation Council)
- TERC (Tech. Event Review Cell)
- WOMEN CELL
- CANTEEN COMMITTEE

GENERAL PRINCIPLES

1) Prior approval of HOD, Principal and Management is required for any activity with financial or legal implications or decisions which may have repercussions on academics, administration, or image of the college.

2) No employee or student can act independently on any matter concerning the college.

3) Any grievance or disagreement with respect to rules and regulations of the college should be brought to the notice of HOD / Section Head / Administration and Principal. Under no circumstances will the complainant air his/her grievances publicly on social media, print media etc.

4) If the matter remains unresolved, the complainant can take recourse to the grievance redressal system put in place under the directives of AICTE. The complaint can be sent to the Chairman of the Grievance Redressal Committee.

5) The functioning of all the committees constituted in the colleges will come under the purview of the Principal.

6) Faculty, staff and students are expected to wear their identity card at all times while on campus / official duty outside the college campus.

RECRUITMENT RULES

According to the Statutes of the Goa University

RULES FOR PROMOTION – TEACHING STAFF

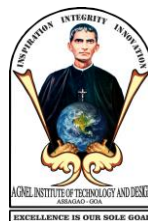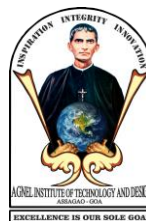**FACULTY RECRUITED WITH QUALIFICATION**

TABLE - II (A)

MINIMUM APIS AS PROVIDED IN SSA-6, TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS, AND WEIGHTAGES FOR EXPERT ASSESSMENT
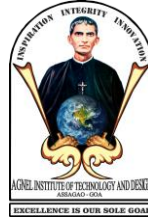
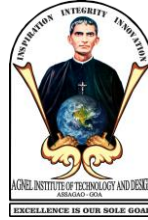|		Assistant Professor/ equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor, equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Associate Professor/ equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor/ equivalent cadres (Stage 5)	Professor (Stage 5) to Professor (Stage 6)
I	Teaching-learning, Evaluation Related Activities (category I)	75 / Year	75 / year	75 / year	75 / year	75 / Year
II	Co-curricular, Extension and Profession related activities (Category II)	15 / Year	15 / Year	15 / Year	15 / Year	15 / Year
III	Minimum total average annual Score under Categories I and II*`	100 / Year	100 / Year	100 / Year	100 / Year	100 / Year
IV	Research and Academic Contribution (Category III)	10 / Year (40/assessment period)	20 / Year (100/assessment Period)	30 / Year (90/assessment period)	40 / Year (120/assessment period)	50 / Year (500/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee	Expert Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Contribution to Research 50% - Assessment of domain knowledge and teaching practices. 20% - interview performance	50% - Contribution to Research. 30% Assessment of domain knowledge and teaching practices. 20% Interview performance	50% - research. 50% Performance evaluation and other credential by referral procedure
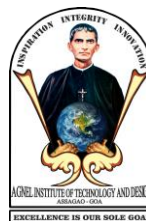
S. No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor/equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil. / PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc., M.D., or six years of service who are without Ph.D/M.Phil/PG Degree in Professional Courses	(i) Minimum API scores using PBAS scoring norms as provided in Table II (A) / II (B) of Schedule SSA-6. (ii) One Orientation and one Refresher/Research Methodology Course of 2 to 3 weeks duration. (iii) Screening cum Verification process for recommending promotion.
2.	Assistant Professor equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	(i)Minimum API scores using the PBAS scoring norms as provided in Table II(A)/ II(B) of Schedule SSA-6 (ii)One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2 to 3 weeks duration. (iii) Screening cum Verification process for recommending promotion.

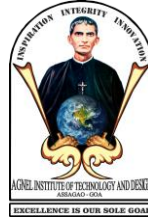|			
3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.*	(i) Minimum API scores using the PBAS scoring norms as provided in Table II (A) /II (B) of Schedule SSA-6. (ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication will be given to M.Phil. holders and an exemption of two publications will be given to Ph. D. holders. (iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning-Evaluation-Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration. (iv) A selection committee process as stipulated in these Statutes and in Tables II (A) and II (B) of Schedule SSA-6
4.	Associate Professor (Stage 4) Professor/equivalent cadres (Stage 5)	Associate Professor with three years of completed service in Stage 4.	(i) Minimum yearly /cumulative API scores using the PBAS scoring norms as provided in Table II (A) /II (B) of Schedule SSA-6. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required. (ii) A minimum of five publications since the period that the teacher is placed in Stage 3. (iii) A selection committee process as stipulated in this regulation and in Tables II (A) and II (B) of Schedule SSA-6.
5.	Professor (Stage 5) to Professor (Stage 6).	Professor with ten years of completed service (university only)	(i) Minimum yearly /cumulative API scores for the assessment period as per the norms provided in Table II(A) of Schedule SSA-6. (ii) Additional credentials are to be evidenced by: (a) post-doctoral research outputs of high standard; (b) awards/honours/ recognitions / patents and IPR on products and processes developed / technology transfer achieved; and (c) Additional research degrees like D.Sc., D.Litt., LL.B., etc., (iii) A review process by an Expert Committee as stipulated in these Statutes and in Tables II (A) of Schedule SSA-6.

Note: * For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification are Assistant Professors in Stage 2, the existing requirement of Ph.D. or equivalent publications will continue to apply. In case, some teachers do not also meet these criteria, the selection committee may give due weightage to criteria mentioned in Schedule SSA-6, Categories I and II. For all others who enter Stage 2, subsequent to this notification, the requirement of three publications, as defined in these regulations, will be applicable. Note: Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and HAG scale respectively.
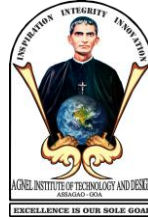
YEARLY INCREMENT

The annual increment shall be granted in the month of July every year to those employees who have completed at least eleven months of service from 1st July of the previous year uptil 30th June of the current year.
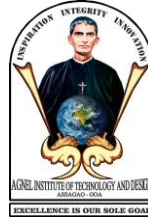
<u>RULES FOR PROMOTION – NON-TEACHING STAFF</u>

- Assured career advancement after 10 years in a particular AGP

- Qualifying service for assured career advancement will be counted from the date of last career advancement (which may even be before 1st January 2006)

- Placement in immediate next higher AGP plus one notional increment in the old scale

- No change in designation

- No additional financial upgradation for senior employees on grounds that a junior employee has got higher grade pay.

- MACP given in the month of April/May will not make one ineligible to get annual increment in July.

- Employees due for career progression prior to date of implementation of MACPS, may be granted career progression with retrospective effect. However, they will start drawing up the new pay w.e.f. date of implementation.

- On completion of 10 years of service, performance appraisal will be conducted. In case performance is unsatisfactory, employee will be given another one year to improve performance.

SENIORITY

- There shall be a seniority list for each category of service – department-wise, cadre-wise.

- Seniority will be decided as per the following rules:

- Direct selection: Seniority of faculty/staff appointed through direct selection will be counted from the date of appointment. Inter-se seniority between faculty/staff selected at the same time will be decided based on the recommendation of the selection committee.

- By promotion: Seniority of promoted faculty/staff will be decided based on his position in the promotion list fixed as per the recommendation of departmental promotion committee.

- Inter-se seniority between faculty/staff by direct selection and by promotion will be decided by the date of appointment in a cadre. However, the seniority of candidates selected by direct selection can be fixed above the existing faculty/staff based on qualifications and experience of the candidate and recommendation of Management

LEAVE RULES

1.0 PURPOSE:

Leave rules have been formulated to enable employees to maintain a healthy work life balance. Leave is given to the employees to provide for sickness/emergency/personal work/rest and recreation. This provides for healthy and efficient staff for the institute.

2.0 SCOPE:

This policy shall be applicable to Teaching as well as non-Teaching staff of the Institute.
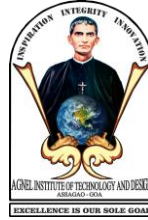
3.0 RESPONSIBILITY:

The policy will be updated and maintained by the Department of General Administration.

4.0 LEAVE YEAR:

Leaves shall be applicable for the calendar year i.e., January to December.

5.0 ABBREVIATIONS:

1. CL: Casual Leave   2. EL: Earned Leave   3. SL: Sick/commuted Leave

4. ML: Maternity Leave   5. LWOP: EOL: Leave without Pay / Extra Ordinary Leave

6. CO: Compensatory Off   7. VA: Vacation Leave

6.0 CATEGORY OF LEAVE, PURPOSE AND ELIGIBILITY:

6.1 CASUAL LEAVE:

The purpose of casual leave is to enable an employee to attend some urgent or unforeseen contingencies and should not be availed for planned leisure.

- All permanent Teaching and non-teaching staff are eligible for casual leave in a calendar year (January to December).
- A minimum of half CL can be used.
- Casual Leaves cannot be clubbed with any other kind of leave. However, CL can be clubbed with vacation only.
- National / Festival / Declared holidays and weekly off days can be prefixed and / or suffixed to CL. Intervening National / Festival / Declared holidays will NOT be counted as part of the leave.
- Request for Casual Leave must be made using the Leave form and recommended by the reporting Head of Department, approved and granted by Principal at least one day in advance to enable workload planning and functioning during the period of absence.
- When leave is taken without prior sanction under certain unavoidable circumstances, the absence should be notified to the respective HOD on the same day by phone before 9:00 am. The employee should then apply for leave within 2 working days of resuming duties.
- Any unutilized leaves in this category will lapse at the end of the calendar year.
- Employees appointed during the middle of the calendar year will be granted casual leave in proportion to the number of months in service i.e., Pro-rata basis.
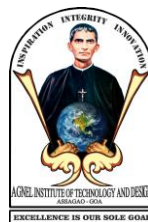
6.2 EARNED LEAVE:

The purpose of Earned leave is to enable employees to take time off their busy schedules to recuperate and rejuvenate.

- Earned Leave, shall be credited in advance, in two installments – 1st installment on the first day of January and 2nd installment on the first day of July of every calendar year as shown below:
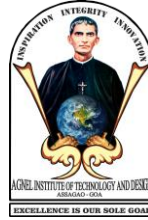
Sr. No	Category of Staff	1st Installment	2nd Installment
1	Regular Faculty/Staff - Vacational	5	5
2	Regular Faculty / Staff - Non-Vacational	15	15
3	Non-Teaching Staff	15	15

- Employees appointed during the middle of the calendar year will be granted earned leave in proportion to the number of months in service i.e. Pro-rata basis.

  Note:

  The following staff is included under Regular Faculty - Non-Vacational category:

  - Principal
  - All Deans
  - All Heads of Departments
  - Training and Placement Officer
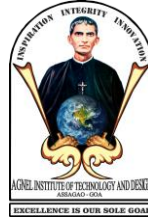 - MIS In-charge

- CSG In-charge
- Exam Cell In-charge
- Librarian
- Any other In-charge

- Earned leave should be planned well in advance in consultation with the reporting HOD and request for EL must be made using the Leave form and recommended by the reporting Head of Department, approved by Principal and granted by Director.

- A minimum of one day EL can be availed. Half day EL cannot be granted.

- Intervening National / declared / festival holidays and weekly off days WILL BE counted as part of the leave.

- Earned leave is cumulative and can be accumulated up to a maximum of 300days. Excess number of days exceeding maximum cap of Earned leave will automatically get lapsed, if not availed before calendar year end.

- At the time of resignation / retirement / termination the balance EL if any can be adjusted against the notice period.

6.3 SICK LEAVE:

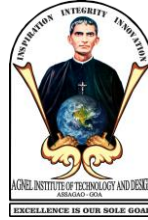The purpose of Sick leave is to enable employees to take rest due to sickness.
- All permanent Non-Vacational teaching and non-teaching staff of the institute are entitled to sick leave.

- Vacational staff is not entitled to sick.

- A minimum of half day SL can be availed.

- This leave can be accumulated and allowed to be commuted on medical grounds without any limit.

- If sick leave extends beyond 3 days, it has to be accompanied with a Doctor's certificate. Any violation on the part of the employee giving false medical certificates of sickness the management will be constrained to take strict disciplinary action against the employee.

- Inability to attend office because of any sickness should be notified to the respective HOD on the same day through phone before 9:00 am. The employee should then apply for the leave within 2 working days of resuming duties.

- In case an adequate number of SL is not available with an employee, he can club EL with it. If EL is also not available, then it will be treated as Leave without Pay.

- Intervening National / Festival / Declared holidays WILL BE counted as part of the leave.

- Balanced SL remaining unutilized as on 31st December will be carried forward to the next year.

- Employees appointed during the middle of the calendar year will be granted sick leave in proportion to the number of months in service i.e. Pro-rata basis.

6.4 MATERNITY LEAVE:

- Admissible to all regular teaching/non-teaching married / unmarried female employees.

- Maternity leave is granted for pre-natal and post-natal health care to all woman employees.

- A female employee can adjust this leave before and after the delivery of child totaling it to a maximum of 135 days. If, because of any complication, leave has to be extended, it will fall under Leave without Pay.

- Before availing this leave, a certificate from the gynecologist has to be submitted to the HOD mentioning the expected date of delivery.

- Intervening National / declared / festival / weekly off days will be counted as part of leave.

- In case of Miscarriage / Abortion (Induced or otherwise) total 45 days may be granted during the entire service supported by Medical certificate by a gynecologist.

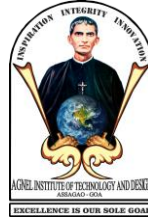- It is granted on full pay. It may be combined with leave of any other kind.

6.5 LEAVE WITHOUT PAY /EXTRA ORDINARY LEAVE:

- EOL is granted when no other leave is admissible or when other leave is admissible, but the employee applies in writing for extra ordinary leave.

- EOL cannot be availed concurrently during the notice period when going on voluntary retirement.

- An employee on extraordinary leave is not entitled to leave pay and allowances.

- Employees within 1 year of continued service can avail of extraordinary leave up to 18 months for medical treatment and up to 24 months for the purpose of higher studies.

- The period of EOL shall NOT be counted for increment; however, the period of sanctioned EOL will be counted as active service for purpose of normal benefits except retirement benefits like pension and gratuity.

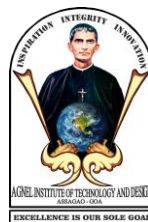- EOL will be solely at the discretion of the management.

6.6 COMPENSATORY OFF:

- ➤ Compensatory off can be availed by Non-Teaching Staff only.

- If an employee is required to work on any important assignment on a National / Festival / Declared / weekly off day, he is eligible for Compensatory off on any other working day.

- Official approval is required from the department head / management to work on such National / Festival / Declared / weekly off days.

- The compensatory off has to be availed within a period of one month from the date worked.

- Compensatory off when not availed within the stipulated time period will lapse.

  Only two days of compensatory offs can be combined and availed at a stretch.

6.7 VACATION:

- Vacation is applicable only to regular (on pay scale) teaching staff as per statutes of the Goa University.

- Vacation can be availed only after completion of 1 year of service.

- Regular teaching staff are eligible for vacation as prescribed by Goa University from time to time. The Principal decides the period of vacation to be allotted.

- The Principal is authorized to detain any faculty during the vacation by a specific order, if his/her services are required during the period of the vacation.

- Any un-availed vacation will be converted into ELs in the ratio of 3:1 (every 3 days of allotted un-availed vacation will be converted into 1 EL).

- Intervening National / declared / festival holidays and weekly off days WILL BE counted as part of the vacation.

- Vacation can be combined with any other kind of leave, including casual leave, with the permission of the sanctioning authority.
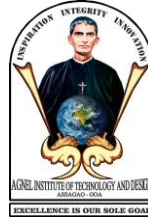
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7.0 LEAVES FOR REGULAR STAFF IN A CALANDER YEAR:

Staff Category	Casual Leave (CL)	Earned Leave (EL)	Sick / Commuted Leave (SL)	Maternity Leave (Female employees)
Regular Staff Teaching-Vacational	10 Days**	10 Days	Nil	135 Days
Regular Staff Teaching- Non-Vacational	10 Days**	30 Days	10 Days	135 Days
Regular Non-teaching staff	10 Days**	30 Days	10 Days	135 Days

7.1 LEAVES FOR CONTRACT STAFF:

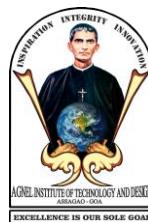| Staff Category	Casual Leave (CL)	Earned Leave (EL)
Staff Teaching- Non-Vacational	10 Days**	30 Days
Regular Non-teaching staff	10 Days**	30 Days

- Employees appointed during the middle of the calendar year will be granted leave in proportion to the number of months in service i.e. Pro-rata basis and depending upon the contractual period.

- Hereafter, Separate Restricted Holiday (RH) is not applicable as they have been accounted as a part of casual leave.

** With reference to the Goa University Notification No. GU/ADM/PH/32/2014/884 dated 10.01.2014, it is hereby informed that, as per Circular No. 9/205/2009/HE/Misc./981 dated 27.04.2012, issued by the Directorate of Higher Education, Government of Goa, The Government of Goa has decided that all Special Holidays listed in annexure II shall be Public Holidays for Goa University and all affiliated colleges from the calendar year 2013 onwards until further orders.

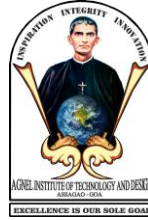In this regard, hereafter Casual leaves for every calendar year will be 10 days until further notice.

CONFERENCES AND WORKSHOPS

Regarding duty leave and financial assistance for workshops/courses and conferences, it was decided that:

- Vacational staff cannot apply for OD leave to attend workshops. However non-vacational staff can avail themselves of 5 days of OD leave per semester to attend workshops.

- Vacational as well as non-vacational staff may attend one conference per semester for a period not exceeding 5 days (including travel).

- As per the management's decision, financial assistance for workshops will not be provided in general.

- Faculty should ensure that they enroll for workshops/courses only during their vacation or break period, and not during the term.

- These benefits can be availed only by permanent faculty.

- HODs can use their discretion to ensure that all faculty members of a department get opportunities to participate in workshops and conferences.

The following incentives will be applicable w.e.f. January 2020 onwards:

a)   Prior approval of management will be required for sponsorship of international conferences within India. The college will sponsor per person 50% of the total actual expenditure (including travel, accommodation and incidental expenses), not to exceed an upper limit of Rs. 4,000/-, subject to sanction of Management.

b)   A sum of Rs. 4,000/- for every Technical Research paper published in an International Technical Journal (only Scopus / Web of Science indexed).

c)   A sum of Rs. 2,000/- for every Technical Research paper appearing in International Conference Proceedings / published in an International Technical Journal other than those mentioned in (b).
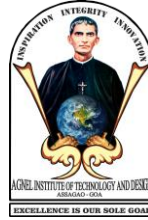
- Applications received from faculty members for the purpose of availing themselves of these benefits should be accompanied by a copy of the paper and will be subject to a process of verification.

- The above incentives shall be applicable for all regular faculty of the college. However, faculty on deputation for higher studies shall not be eligible for the incentive.

- The incentive for publishing a paper in an International Journal other than Scopus / Web of Science indexed / published in International Conference proceedings may be claimed only once per academic year. Similarly, the incentive for sponsorship of international conferences may be claimed only once per academic year.

- For international conferences abroad, the college will reimburse 50% of the registration fees only, subject to a limit of Rs. 10000. Such financial assistance may be provided once in three years. As far as possible faculty members are expected to apply for funding to other agencies.

TRAVELLING ALLOWANCE (T.A.) FOR OFFICIAL TRAVEL WITHIN THE STATE

Currently, staff travelling by their own vehicle for official work within the state are reimbursed as follows:

- Four-Wheeler - Rs. 10.00 per km
- Two-Wheeler - Rs. 5.00 per km
- Traveling by bus / public transport as per actuals

The Principal, HODs and Sectional Heads may request use of the college vehicle for official work, subject to availability.

## TRAVELLING ALLOWANCE (T.A.) FOR OFFICIAL TRAVEL OUTSIDE THE STATE

- Reimbursement for travel outside the state for official work (accompanying students for workshops / conferences, competitions etc.) – as per three tier AC fare

- Accommodation cost to be borne by college up to a limit of Rs. 1000 per day

- Reimbursement for travel and accommodation cost for students will be decided on a case-to-case basis.
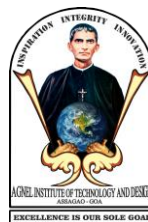
INTERNAL REVENUE GENERATION SCHEME

1. Introduction

- Agnel Institute of Technology and Design (AITD) is the sole engineering institute situated in North Goa, established in 2012 and has been running since then with three bachelor programmes in Engineering viz., Mechanical Engineering, Computer Engineering and Electronics and Communications Engineering with a vision and hence mission of back end industrial induction. As it is known and an unwritten rule that running just three BE programmes will never be optimal in terms of finance and resources. A minimum of four programmes is a must to optimally use the common facilities like library, administration, Computer centre, and other resources as delineated by the All India Council for Technical Education (AICTE) approval process guidelines.

- Hence the management is facing a resource crunch due to various developmental activities and other unavoidable expenditures, which are ultimately result in slowing down the pace of further expansion and development of the institute. Because of this AITD is not able to fulfil the criterion of cadre ratio, allotment of enough funds to research and innovations, offering better extra-curricular facilities to students, implementation of faculty developments like Quality Improvement Programme (QIP) laid down by AICTE, etc. These result in poor morale amongst faculty members, lower satisfaction level of students and stake holders and hence poor admission scenario, that too in the era of engineering education losing its charm.

- There is only one effective way to overcome this situation which is generating revenue internally and plough it back for the institute's development. This needs a scientific policy to be formed and placed, which gave the motivation to frame this policy document. Though AITD has a positive, dedicated, and hardworking team ever since the establishment which has been undertaking this IRG jobs, as scientific policy was not in place it embraces derated effectiveness in terms of volumes and generation.
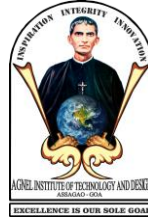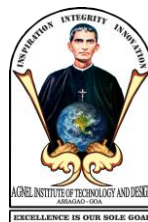
2. Types of IRG

- IRG can be classified into various types depending upon facilities and expertise. Facilities purchased for curriculum requirements can be advantageously used to take up outside industry jobs and certificate training courses as beyond curricula. As our management has invested a significant amount of money in setting up a Hi-Tech lab with high end facilities which fall beyond university curricula, certificate training programmes and industry production can be carried out. As these high-end facilities are not available in the state these activities will be expected to have high demand and enhance the employability of students pursuing as well. These activities no doubt will generate revenue for the institute.

2.1 Production, Fabrication and Training

- As the institute has facilities with expertise for manufacturing and fabrication in order to fulfil the infrastructure requirement laid down by AICTE and affiliating University, they can be utilized during the spare time after meeting with curriculum requirements. This will be in the form of small volume of production using machineries like lathe, milling machine, smithy, welding, casting etc. Along with the production and fabrication, skill training on those facilities can be imparted.

2.2 Production and Training on High End Facilities

- The management, in order to fulfil the vision, has invested a significant amount of fund on procurement of high-end machines like CNC lathe, VMC, 3-D Printers, Artificial Intelligence (AI) and Printed Circuit Board (PCB) facilities. These facilities are all assimilated and is referred as Hi-Tech lab. These facilities primarily go to cover beyond the stipulated university curricula. This will facilitate students to get certified training on such facilities which will enhance the employability of the pursuers. Also, as it is stated in the Vision and Mission it will provide the industrial exposure to the students. Apart from the training, manufacturing with high precision can be performed at our campus. For such
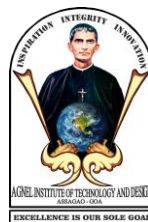
requirements, industries and public of the state have to rely on adjoining states like Karnataka and Maharashtra. Thus, small volume of components demanding high precision, training, and analysis to students on board with us and public in general can be undertaken which will generate good amount of revenue.

2.3 Online Examinations

- All Public Sector Units (PSU), state and central government agency need to conduct various examinations including eligibility tests, entrance exams etc. for their recruitments for which the agencies approach various colleges to hire out the systems and other associated facilities to conduct such examinations and tests which are of highly confidential in nature. Our systems can be effectively spared after meeting with curriculum requirements. At present the statistics says that for the past couple of years consistently we generate revenue in the order of 10-12 lacs per annum. But this also needs a logical policy to account well.

2.4 Testing, Calibration and Consultancy

- Apart from the above-mentioned systems, machineries, and devices we have special machines like Universal Testing Machines (UTM) particularly to test the strength of components manufactured as part of our curriculum requirement. Many of the Goan industries go out to Belgaum to do such tests on the components manufactured by them as they are not aware of the fact that such facilities are available with private institutes. If marketed well upon, these jobs can be taken up at our campus which will generate good revenue as well.
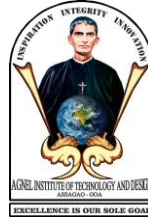
2.5 Expertise of our Faculty as Resource Person

- AITD has trained and well experienced faculty team which can be hired out as resource persons to various industries and institutes within and outside the state after discharging their roles and responsibilities required for the curriculum. The faculty fraternity has vacation and off-term in every semester of 6 months during which period such kind of activities can be carried out/ undertaken. This will enhance the image of the institute, provide good opportunities to go for accreditation and get a placement in National rank as per National Institute Ranking Framework (NIRF).
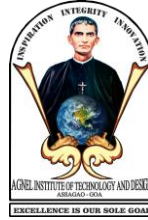
2.6 Renting out Facilities.

- The institute has well established facilities like seminar hall, multipurpose hall and sports ground as per AICTE and UGC requirements for the curriculum which can be rented out after meeting out the students and staff requirements for the coverage of curricular, co-curricular and extra-curricular activities. As the party may need, associated services like canteen, internet, CCTV etc., stipulated guidelines are envisaged to that effect as delineated below:

(a) Half day booking of seminar hall for academic purposes which includes Public Announcement System (PAS) for Rs. 5,000/- + GST. If power supply is interrupted throughout the half day, then an additional amount of Rs. 1,500/- + GST to be charged as fee for running and monitoring the generator set. However, the Wi-Fi facility will be at free of cost to be offered by duly registering with Computer Service Group (CSG) of AITD.

(b) Minor social functions like birthdays, engagement ceremonies, flower blessings which consume full day will be charged Rs 12,500/- + GST. If power supply is interrupted throughout the half day, then an additional amount of Rs. 3000/- + GST to be charged as fee for running and monitoring the generator set.

(c) Minor functions like birthdays, engagement ceremonies, flower blessings which consume half a day will be charged Rs. 5000/- + GST. If power supply is interrupted throughout the half day, then an additional amount of Rs. 1,500/- + GST to be charged as fee for running and monitoring the generator set.

- Functions like weddings and reception ceremony will have 3 different rates as described below:
- Rs. 12,500/- + GST per day - for staff of AITD
- Rs. 21,000/- + GST per day – for residents of Assagao
- Rs. 25,500/- + GST per day – for other party/people
- If power supply is interrupted throughout the half day, then an additional amount of Rs. 3000/- + GST to be charged as fee for running and monitoring the generator set.
- If Pantol (awning) is to be hired it will be Rs 200/- per sq mts for which an advance of 50% is to be paid upfront
- Canteen space will be provided for dining as complementary.
- The party can either outsource catering services or opt for the in-house canteen contractor. If the catering order is given to the college canteen contractor, then the canteen contractor will have to pay Rs. 5,000/- as charges exclusively for using the college facilities for his/her business.
- **It is expected to leave the hall and canteen as clean as it was given however, our internal housekeeping staff will see to the cleaning of the hall post the function. However, canteen cleaning space is at the hand of the party failing which an additional amount of Rs 1500/- may be levied.**
- A caution deposit of Rs. 5,000/- will have to be deposited towards any damage of property and will be refunded on the final settlement.
- Hiring of Sports ground for landing of helicopters will go up to a maximum 3 helicopters for parking with their security personnel. Landing of a helicopter (without parking) Rs. 8,500/- + GST and (with parking) Rs 12,500/- + GST will be charged. In case of any eventualities, college will not be responsible. Obtaining proper NOC from the government and other associated agencies lies at the end of the party and to be submitted on time well before the event, which is utmost essential.
- **Any other hiring facilities not considered in this document will be decided by the management with the party and accordingly will be**
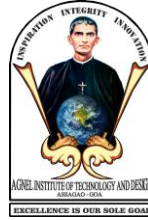
implemented.

- Undertaking is a must to be given by the party who is hiring the facilities where it will be mentioned about the loss, defacing and damage of property. In the event of defaulters, the party will be prosecuted and double the worth of the facility will be levied as penalty.

- Alcohol and drugs are strictly prohibited. The defaulters will be prosecuted.

- Appropriate payment will be through cheque in favour of Agnel Institute of Technology and Design or online.

- The booking shall be done at least a week before the event by paying caution deposit of Rs. 5000/- and 50% of the hiring charges.

3. The Cost and Finances

- In order to motivate, attract and involve competent faculty and staff a rational sharing mechanism on IRG is devised. Institutions should actively encourage and support the faculty in taking up consultancy (and testing) work. Teachers should actively liaise with industry to attract projects, for Internal Revenue Generation for the management which have elements of industrial problem-solving, student involvement and educative value.

- There would not be any limit on the quantum of consultancy work a faculty or staff can take up or the remuneration he/she can earn from there on, so long as this is done with the concurrence of the management and without prejudice to the core duties and responsibilities entrusted on the teacher/staff or to the interest of the institution and the students. While working out the charges for carrying out the consultancy project, suitable methods of estimation should be used. These would include either time and motion study of industrial engineering, or market rates or experience or even Government stipulations.

- Estimates worked out on the basis of required man-hour input at different levels and expenditure to be incurred on purchase of materials, use of outside labour wherein one may consider the salary as the base line by scaling down to per hour, use of outside consultants, computer charges,

etc. Suitable charges for overheads up to 15% should be added to the cost estimated as above, to cover indirect costs such as use of electricity, building space, stationery, etc. This amount should go to the revenue account of the institution.
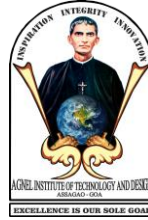
- There are two major types of consultancy assignments generally undertaken by faculty; Type-I involves participation of a teacher or group of teachers who use institutional infrastructural facilities such as workshop, laboratories, computers, etc. for the work while the Type-II involves participation of teacher(s) without using any institutional infrastructure. In both cases, there is generally some direct expenditure involved consisting of purchase of material, use of outside labour/expertise, etc.

- A suggested pattern for the sharing of the net revenue (after meeting all expenses and remitting the 15% overhead to the revenue account of the institution) from IRG work is as given below:

3.1 Sharing the Revenue Generated

- As there are different types of IRG works an appropriate sharing mechanism is to be devised. This section is dedicated to that.

  3.1.1 Production Category

- For the revenue generation through productions mentioned in § 2.1 and § 2.2.

- 50%: to the management out of which 50% to the charities and 50% to the development fund for the institution

- 50%: to be shared by the team involved with the work including the supporting staff in the following ratio:

- Faculty/instructor carryout the job – 50%

- Supporting staff's assistance – 20% (if not present, it is to go under the component, Faculty/instructor)

- Workshop Superintendent – 5%

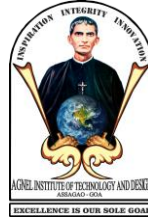- Registrar – 5%

- Principal - 5%

- Accountant – 5%

- Establishment – 5%

- Maintenance cell – 5%

3.1.2 Training/courses Category

- In this category the expertise plays a significant role more share goes to the faculty/instructor. For the revenue generation through training mentioned in § 2.1 and § 2.2.

- 40%: to the management out of which 50% to the charities and 50% to the development fund for the institution

- 60%: to be shared by the team involved with the work including the supporting staff in the following ratio:

- Faculty/instructor carryout the job – 60%

- Supporting staff's assistance – 22% (if not present to go under the component, Faculty/instructor

- Workshop Superintendent/coordinator - 3%

- Registrar – 3%

- Principal - 3%

- Accountant – 3%

- Establishment – 3%

- Maintenance cell - 3%

3.1.3 Online Exams

- For the revenue generation through category mentioned in § 2.3, as this category demands more of supervision and coordination less share is offered to the team. It is required to follow the guidelines provided by the agency hiring our facilities which will ultimately to give the share in the following way:

- 60%: to the management out of which 50% to the charities and 50% to the development fund of the institution
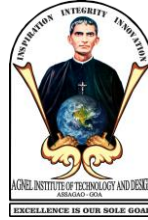
- 25%: on remuneration as prescribed by the hiring agency

- 15%: to be shared amongst Registrar, Principal, Accountant, and establishment, maintenance cell equally.

3.1.4 Testing and Consultancy Category

- In this category the facility plays a significant role more share goes to the management. For the revenue generation through productions mentioned in § 2.4,

- 60%: to the management out of which 50% to the charities and 50% to the development fund for the institution

- 40%: to be shared by the team involved with the work including the supporting staff in the following ratio:

- Faculty/instructor carryout the job – 50%

- Supporting staff's assistance – 26% (if not present to go under Faculty/instructor

- Workshop Superintendent/lab assistant- 4%

- Registrar – 4%

- Principal - 4%

- Accountant – 4%

- Establishment – 4%

- Maintenance cell – 4%

3.1.5 Resource Person Category

- This category does not involve any cost estimation as the hiring establishment will offer a consolidated amount as honorarium/remuneration which will be considered as the net revenue generated for sharing. This category has the whole involvement of the faculty concerned the maximum share of the net revenue generated will be shared by the faculty concerned. For the revenue generation through productions mentioned in § 2.5.

- 20%: to the management out of which 50% to the charities and 50% to the development fund for the institution

- 80%: to be shared by the team involved with the work including the supporting staff in the following ratio:

- Faculty/instructor carryout the job – 84%

- Registrar – 4%

- Principal - 4%

- Accountant – 4%

- Establishment – 4%

- The Development Fund share should be placed at the disposal of the management for use towards the development of the institution and its facilities, subject to normal procedures. The disbursement of all the remuneration should be the responsibility of the Head of the Institution. Engaging some part time staff from within or from outside to help the category of IRG. will necessarily have to meet with the expenditure within the generated revenue only.

3.1.6 Hiring out Facility.

- The finance will go as described in §2.6.

- 70%: to the management out of which 80% to the charities and 20% to the development fund for the institution

- 30%: to be shared by the team involved with the work including the supporting staff in the following ratio:

- Housekeeping team – 30% (Rs 2500/- whichever is lesser)

- Maintenance cell – 40%

- Registrar, Principal, Accountant, and Establishment – 30%

4 Guidelines

- Keeping in view the guidelines for consultancy as recommended by AICTE as well as adopted in similar Technical Institutions, the Institute proposes to develop a suitable mechanism exercising all checks & balances on each & every activity of IRG by the Advisory committee. The
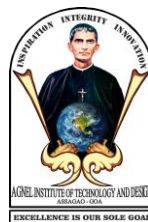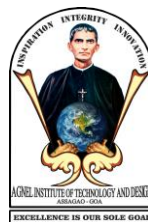
work can only be carried out after the approval of the committee.

4.1 Local Advisory Committee

- A local advisory committee in the name of Industrial Research Development and Consultancy Advisory Committee (IRDCAC) under the chairmanship of Principal can be constituted as given in Table-1 based on the recommendations of AICTE and Technical Education.

- Table-1: Constitution of IRDCAC

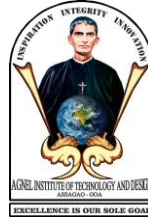| • No.	• Constituents	• Designation
1.	• Principal	• Chairman
2.	• Head of the department/senior faculty	• Member
3.	• One person from Industry with minimum of 10 years' experience at an head of a section level	• Member
4.	• Workshop superintendent/facility coordinator	• Member
5.	• Training and placement officer • (Manager of Corporate Institute Relationship Cell)	• Member secretary
6.	• Registrar	• Member
7.	• Accountant	• Member

4.2 Flow of the IRG Job

- Once the job is approved by the IRDCAC, the work has to flow following the order given in the Table-2.
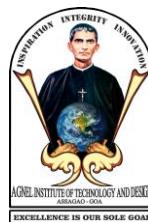
4.2.1 Job Card Format

- Three different formats are required as three distinct types of IRG; one of production and testing, the second of training and online exams and the third is of resource person. The formats are framed and presented at Page-14-19. The formats have the closure components too.

- Table-2: Flow of the IRG category

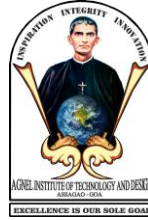| • Sr. No.	• Category	• Flow
1.	• Production	• Discussion with the party • Cost estimation • Approval • Work order from the party • Remittance of 50% advance • Bill raising and settlement • delivery • disbursement and closure

2.	• Training/Courses	• Discussion with the party • Cost estimation • Approval • Work order from the party • Remittance of 50% advance • Bill raising and settlement • Issuance of certificates • disbursement and closure
3.	• Online examination	• Discussion with the party • Approval • Bill raising and settlement • disbursement and closure
4.	• Testing and consultancy	• Discussion with the party • Cost estimation • Approval • Work order from the party • Remittance of 50% advance • Bill raising and settlement • delivery

			• disbursement and closure
5.	• Resource person		• invitation from the institute
			• Approval
			• Remuneration
			• Disbursement and closure
6.	• Hiring out facilities		• Party identification
			• Seeking approval
			• Booking
			• Allotment
			• Bill raising and settlement
			• Disbursement and closure

5. Conclusion

- In the emergence of Seventh Central Pay Commission (CPC) implemented in 2016 nationwide, Managements of self-financing colleges are invariably facing resource crunch to implement seventh pay scale, various developmental activities, and other unavoidable expenditures. This will ultimately result in slowing down the pace of further expansion of Technical Education in the State in general and poor admission to the college in specific. Also, it will result in poor morale amongst faculty members, lower satisfaction level of students and faculty who are the backbone of any institution.

- There is only one effective way to overcome this situation which is generating revenue internally and plough it back for the institute's development. To this effect a policy is envisaged and developed as a document to carry out the IRG activities in an efficient and transparent way.

ACCOUNTS – GENERAL INFORMATION

- Employees have to compulsorily sign the salary statement on receipt of the salary in their respective bank accounts every month.

- Declaration to be submitted by the staff to the accounts section in order to avail tax exemption benefits.

- The proofs of investments done to be submitted on or before 10th January every year.

RECEIPTS

- GST @ 18% to be considered before finalizing the course fee for a particular course.

- Fees collected should be handed over to the accounts section along with the list of participants approved by principal and the registrar.

- Any amount received via cheque /DD/RTGS should be accompanied by a letter or an acknowledgement mentioning the amount and the reason for crediting the amount in our account.

- For sponsorship from any companies or individual, GST is applicable. Please ensure that they deduct GST or else we will have to pay reverse charge.

- The full address is to be mentioned on the letter and PAN Card copy to be attached.
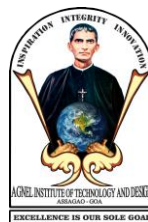
PAYMENTS

- Proper tax invoice to be produced for settlement of advances taken by staff. A PROPER TAX INVOICE CONTAINING GSTIN and bifurcation of GST. The invoice which says inclusive of GST or taxes is not considered to be a proper bill.
- Cash payment are limited to Rs. 900/- per transaction. Any expense above that should be carried out on credit basis for which cheques will be issued.
- Staff collecting cheques on behalf of the party should collect a receipt from the party.
- Staff or students should not make payments from their personal accounts.

When a programme is conducted or project undertaken by staff or students, the staff coordinator is fully responsible for seeing that the proper procedures are followed and ensuring early settlement of the bills.

- Advances to be settled within a month.

ACCIDENTAL INSURANCE BENEFITS

| ACCIDENTAL DEATH	DIS-MEMBERMENT	PERMANENT TOTAL DISABILITY	PERMANENT PARTIAL DISABILITY	WEEKLY	FIXED ACCIDENTAL MEDICAL EXPENSE (OPD)
RS. 1,00,000/-	RS. 1,00,000/-	RS. 1,00,000/-	RS. 1,00,000/-	RS. 1,000/-	RS. 20,000/-
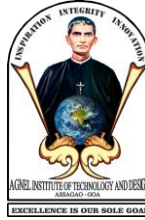
HIGHER EDUCATION SPONSORSHIP/PERMISSION POLICY

- The Sponsorship policy aims to provide a framework to support the Agnel Institute of Technology and Design hereafter it is called Institute for regular Teaching/ Non-teaching faculty in their professional development to gain an Academic Education qualification.
- This policy applies to all Sponsorships throughout the institute, regardless of the financial or other value of the Sponsorship. Does not pertain to Charitable Gifts or Sponsored Projects.
- This policy sets out how the institute will manage internal sponsorship in a consistent and fair manner. Our institute believes everyone's professional development is critical in building and maintaining a high performing academic organization.
- Higher education Sponsorship is the award of a Sponsorship for a teaching and non- teaching faculty to further develop academic/professional advancement.

CONDITIONS FOR SPONSORSHIP/PERMISSION

- The staff must be an employee with AITD for more than two years for the permission to be granted.
- Enrolling in a full-time/part-time learning qualification for career advancement
- The staff should have successfully completed his/her probationary period with the Institute and has had his/her probation review before applying for a permission/sponsorship.
- the program being sought by the individual should result in added value to the Institute's overall skills profile. It should clearly be of value to both the individual and the Institute.
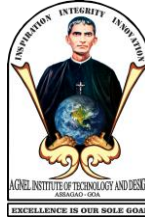
- the academic program being requested should be in line with the individual's professional development plan discussed during appraisal meetings.
- Consideration will also be given to the faculty's past performance and other signs of loyalty towards the Institute
- funds must be available in the budget to cover such expenses.

APPLICATION

A prospective candidate should make a formal request in writing to the management stating full details such as the subject, time schedule and costs, and the following documents:

- Letter of acceptance by the Institute offering the program,

- A letter describing the reasons why the applicant would be a worthy recipient of permission/sponsorship. Details should include the applicant's contribution to AITD, related activities, academic achievements, most important accomplishments, and future goals.

- Two letters of reference from two individuals associated with AITD named in the application.

- An up-to-date official prospectus of the course.

- Copies of any relevant material such as brochures, adverts, etc.
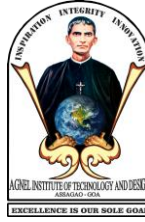
## **RULES GOVERNING THE AWARD OF PERMISSION/SPONSORSHIPS**

The beneficiary will be required:

- Has to sign a letter of undertaking with AITD.

- Requisition for issue of Bonafide Certificate / No Objection Certificate for pursuing Ph.D. (Part – time) shall be submitted to the Management for approval.

- Should ensure that the commitment required by, and duration of the course should only have a minimal impact on his/her work and/or assigned duties.

- Must remain a faculty member of the Institute for the duration of the course, adding the binding period.

- During the study period, the staff must keep his/her superior up to date with progress every year throughout the course of studies. Therefore, an annual report must be submitted and supported by documents/information from the relative program.

- The beneficiary, without reasonable excuse, fails to pass a prescribed examination within the time fixed by the authorities of the institution which he/she is attending must report to the Head of the department.

- The beneficiary engages in any occupation which is detrimental to his/her progress in the course of studies prescribed for him/her or accepts any paid employment without the permission of AITD.
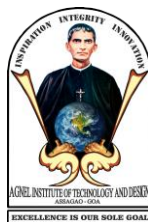
GENERAL RULES FOR FULL TIME/PART TIME PROGRAM

- Principal on behalf of the Management is authorized to accept / reject the proposal submitted by faculty member for the sponsorship for Ph.D. programs at reputed institute like llTs, llSc, NlTs etc. based on the Merit, relevance, requirements and usefulness for the participant and the institute as well.

- At any given instance of time maximum three faculty members preferably one from each distinct Department for fulltime, however there is no limit on the total number of persons sponsored under Part-Time mode from AITD will be permitted to avail this facility based on seniority, performance, time and need basis.

- The faculty members who have served AITD for more than four years are only eligible to submit the proposals for the permission/sponsorship for Full Time Ph.D. Program. However, under special situations, the service period can be waived at the discretion of the Management.

- Leave for a maximum of three years could be granted for completion of full-time Ph.D. Research work. However during Leave Period the faculty members will have to report to college once in three Months on a working Day and will have to submit Progress Report to the Principal at the end of every Semester till the Award of Degree.

- For Part time programs, leave for a maximum of six months for completion of course work could be granted if necessary and needed after which the faculty will have to resume duties at AITD. However, during Leave period the Faculty Member will have to report to college once in every Month on a working Day. He / She will have to submit a Progress Report to the Principal at the end of every Semester till
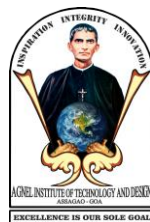
the Award of Degree.

- The faculty has to sign a Bond of THREE Years for full time program and TWO Years for part time program for working with AITD after completion of Ph.D. program.

- The Bond Value will be equal to the three months' salary at the time of leaving the institute, in case of leaving.

- The Faculty Member will have to take the Academic Load with other responsibilities assigned by higher authorities after resuming duties at AITD on completion leave period.

- The faculty will abide by the rules and regulations of AITD during the leave period, in case of any discrepancy, the Management of AITD reserves all rights to take necessary disciplinary action as deemed fit. Under any unforeseen circumstances / Legal issues arising will be handled within the jurisdiction of Goa.

- The Management of AITD reserves all rights to cancel the leave and call back the Faculty Member to resume duties at any point of time in case such an emergency in the interest of the institute arises.

- No ON – Duty (OD) will be given till all formalities for registration of Ph.D. is over. ON – Duty (OD) for 1 (one) day in a week (preferably Saturdays or any other day depending upon the availability of the Research Guide) will be sanctioned during the course work and monthly one day after the course work for a maximum period of 2 years on execution of bond. ON-Duty (OD) will also be granted for attending Doctoral Committee (DC) meetings. OD for 3 days will be sanctioned for attending Viva-Voce examination.
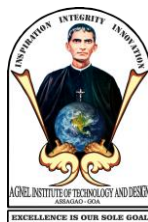
FINANCIAL ASSISTANCE FOR STUDENT PROJECTS

The amount of Rs. 20000 per department per year may be set aside for financial assistance for student projects. Depending on the merit of the project evaluated for the management and committee the financial assistance will be finalized i.e. 50% of the cost the project.