

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression




RAJ KUMAR GOEL INSTITUTE OF TECHNOLOGY

5KM Stone Delhi-Meerut Road, Near Raj Nagar Extension
Crossing, Ghaziabad, Uttar Pradesh 201003, India



RKGIT LEAVE RULES

(Effective From 01-07-2016)



MODEL LEAVE RULES

1. SHORT TITLE :

These Leave Rules shall be called the RKGIT Leave Rules.

2. DEFINITIONS :

In these rules, unless the context otherwise requires "Institute Means" Raj Kumar Goel Institute of Technology, Ghaziabad

"UNIVERSITY" means Dr, A.P.J. Abdul Kalam Technical University, Lucknow."

"VICE-CHANCELLOR" means Vice-Chancellor of the University

"STATE GOVERNMENT" means the State Government of U.P.

"MANAGEMENT BOARD" means Governing Board/Council of the RKGIT.

"CHAIRMAN/VICE-CHAIRMAN" means Chairman/Vice-Chairman of Management Board

"DIRECTOR" means the Director of RKGIT.

"HEAD OF DEPARTMENT" means Head of Academic Department of RKGIT

"SECTION IN-CHARGE" means an Officer In-charge of the section duly nominated by the Chairman/ Director.

"EMPLOYEE" means a person serving in RKGIT whether regular or temporary or contract and drawing salary in a month.

"FACULTY MEMBER TEACHER" means an employee who is appointed for teaching students of RKGIT.

"TEACHING SUPPORTING STAFF" an employee serving in a laboratory and assists faculty members for functioning of laboratory

"COMPETENT AUTHORITY" Director will be the Competent Authority for all employees of RKGIT. However, Director on his discretion may delegate sanctioning power to any officer of RKGIT for a particular group of employees. In case of Director, the Competent Authority will be the Chairman /Vice-Chairman of the Management Board

"FORWARDING AUTHORITY" Head of Department/ Section In-charge will be the forwarding authority for employee of his/her Department/ Section respectively. If Head of Department/ Section In-Charge is not existing, the Senior most faculty member/ coordinator will be the forwarding authority present on that day.

"LEAVE" means an authorized absence from the duty.

"LEAVE YEAR" means the academic year of RKGIT commencing from 1st July of present year to 30th June of the successive year.

"CALENDAR YEAR" means a year from 1st January to 31st December.



“MONTH” means a calendar month of the year.

3. GENERAL :

- 3.1. Leave cannot be claimed as a matter of right. It may be sanctioned, refused, curtailed, revoked or postponed according to exigencies of the work.
- 3.2 An employee shall be required to observe scheduled hours of work, during which he/she is supposed to be present at the place of his/her duty.
- 3.3. Except for valid reasons and for unforeseen contingencies, no employee shall be absent from duty without prior permission. In such cases, intimation for absence along with reasons shall be communicated to Competent Authority at the earliest opportunity.
- 3.4. As far as practicable “Link Person Pairs” shall be identified in each unit of work and care will be taken by the Link Pair Employees not to be absent simultaneously. The Head of Department/Section In-charge shall ensure that the Link Pair Employees are not on leave at a time so that the work should not suffer adversely.
- 3.5. No employee shall leave station without prior permission of the Competent Authority even during leave or vacation.
- 3.6. No encashment of any kind(s) of leave is admissible

4. KINDS OF LEAVE ADMISSIBLE TO EMPLOYEES:

The following kinds of leaves shall be admissible to an employee:

- (i) Casual Leave
- (ii) Compensatory Leave
- (iii) Short Leave and half day leave
- (iv) Leave Without Pay
- (v) Duty Leave
- (vi) Earned Leave
- (vii) Medical Leave
- (viii) Maternity Leave
- (ix) Study Leave
- (x) Extra Ordinary Leave
- (xi) Special Disability Leave
- (xii) Vacation (Only for Teaching faculty members).

5. CASUAL LEAVE :

- 5.1. All employees will be eligible for availing 14 days Casual Leave in an academic year.
- 5.2. Casual Leave will not ordinarily be combined with other leaves. It may be combined with holidays and Sundays.
- 5.3. Holidays or Sundays falling within the period of Casual Leave shall not be counted as casual leave.
- 5.4. Casual Leave will lapse after expiry of the academic year.



6. COMPENSATORY LEAVE :

- 6.1. An employee may be called upon to perform such duties as may be assigned to him by the Competent Authority, beyond scheduled working hours and on holidays and Sundays without any extra remuneration. For such whole day assignment Compensatory Leave may be granted at the discretion of the Competent Authority. The Compensatory Leave should preferably be availed within two months. If extra remuneration is paid for such duties then no Compensatory Leave will be allowed.

8. HALF DAY LEAVE:

- 8.1. During the scheduled hours of work an employee must be present at the place of his/ her duty. Coming late or leaving early will be considered an act of indiscipline. For unavoidable circumstances, Half Day leave is permissible. One Casual Leave will be deducted from Casual Leave Account for 2 Half Day Leaves.

8.2. Casual Leave

The Competent Authority shall maintain record of Casual Leaves of their employees and shall be made freely available to employees as and when they want to check their leave record .

9. LEAVE WITHOUT PAY :

- 9.1. If the leave applied for is not due or it has been availed without sanction and /or rejected by the Competent Authority shall be treated as Leave Without Pay.
- 9.2. If the Competent Authority finds that the employee has absented intentionally to avoid duty assigned to him or he/she is in the habit of abstaining himself without due sanction of leave, then, such act shall invite disciplinary action as deemed fit.

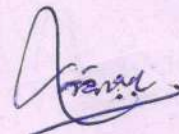
10. DUTY LEAVE :

- 10.1. Duty Leave may be granted for:-

- i. Attending conference/ seminar and workshop.
- ii. Delivering lectures at other colleges or universities on invitation.
- iii. Attending meeting at the University.
- iv. Conducting any examination work or any other duty assigned by the University.
- v. Conducting Examination of M. Tech./ Ph.D. dissertation of other universities/ institutions.
- vi. Taking M.Tech (Modular) classes of the University at other college.
- vii. Official work assigned by the Chairman/ Director in the interest of RKGIT.

- 10.2. The duration of leave will be such as may be considered necessary by the Competent Authority on each occasion. However, Duty Leave up to a maximum period of 15 working days on full pay will normally be admissible in a semester.

- 10.3. Duty Leave can only be availed with prior approval of the Director.



10.4. Duty Leave will be granted subject to the condition that the academic programme of the Institute is not adversely affected by the absence of the concerned person. The Forwarding Authority shall ensure alternative arrangement made before forwarding the application for the duty leave.

11. EARNED LEAVE :

11.1. 10 Days Earned Leave will be provided to the teaching members of the Institute in addition to 24 Saturdays as full offs and 28 Saturdays as half offs in an academic year. 5 days EL will be credited on 1st of July and the remaining 5 days on 1st of January of the academic year.

For the non-teaching members of the institute, in addition to the earned leave in the form of holidays on all the Saturdays as stipulated above i.e 24 Saturdays as full offs and 28 Saturdays as half offs, 12 days EL (6 days Per Semester) will be admissible. 6 days EL will be credited on 1st of July and the remaining 6 days on 1st of January of the academic year.

Earned Leave may be accumulated upto 10 days by both the teaching and non-teaching employees. The leaves credited more than 10 days on the due dates will automatically lapse.

11.2. Earned Leave cannot be availed before 6 (six) month of service.

11.3. The maximum period of Earned Leave that can be granted to an employee at a time shall be 5 days. It can be extended upto 10 days under special circumstances with the approval of the Director.

11.4. An employee, who wishes to avail Earned Leave, will have to apply 10 days in advance and will proceed on leave only after it has been sanctioned. Outstation address and contact numbers must be provided in the application. The employee is required to hand over charge to another employee nominated by the Head of the Department/Section In-charge.

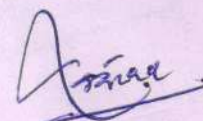
11.5. Earned leave cannot be clubbed with casual leave. However, in special circumstances, it can be availed with Medical Leave, Maternity Leave or Study Leave. Sunday and holidays falling before and after the Earned Leave shall be granted as prefix and suffix holidays.

12. MEDICAL LEAVE :

12.1. An employee shall be eligible for Medical Leave under special circumstances, such as injury in the body or serious disease forcing him/her on bed rest. For short illness Medical Leave usually will not be permissible. However the Competent Authority will examine seriousness of incidence and his/her decision will be final.

12.2. 7 days Medical Leave with full pay shall be admissible to an employee in an academic year on the basis of medical certificate of the District Hospital or famous private hospital.

12.3. The employee will be required to submit his/her fitness certificate at the time he/she resumes his/her duty.



12.4. Sundays, holidays and off days falling before and after the leave shall not be counted as a part of the Medical Leave.

13. MATERNITY LEAVE :

- 13.1. A female employee shall be eligible for 3 months Maternity Leave with full pay in case of delivery on production of certificate from a hospital or registered medical practitioner.
- 13.2. Maternity Leave shall be admissible for only two occasions in total service period.
- 13.3. Maternity Leave facility will be admissible to only those female employees who have completed three years of service in the institute.
- 13.4. A female employee who has been on Maternity Leave shall produce a satisfactory medical certificate of her fitness when she resumes her duty from the concerned hospital or a registered medical practitioner.
- 13.5. A female employee will also have to sign a bond certificate to serve the institute for at least two years after availing such leave.
- 13.6. One and half month pay will be paid on resuming her duty and one and half month pay after two years from the date of resuming duty.

14. STUDY LEAVE

- 14.1. A faculty member shall be eligible for Study Leave for :-
 - (a) Pursuing regular Ph.D. programme
 - (b) Pursuing regular PG programme
 - (c) Pursuing part-time Ph.D. Programme needing leaves to credit pre-Ph.D. courses and to discuss with supervisor or to perform experimentation or other related work for short-time as and when needed.
 - (d) pursuing part-time PG Programme needing leaves to attend classes on working days and also to discuss with Supervisor regarding dissertation work.
- 14.2. Study Leave shall be admissible to a faculty member on completion of three years of service for regular Ph.D. Programme and two years for regular PG programme.
- 14.3. Study Leave for two years can be granted for regular Ph.D. programme and one year for regular PG programme
- 14.4. Full pay Study Leave will be admissible for a faculty member for pursuing part -time Ph.D. Programme up to the extent of 180 days
- 14.5. Full pay Study Leave will be admissible for a faculty member for pursuing part-time PG programme up to the extent of 90 days.
- 14.6. A faculty member shall have to sign a bond on a Rs 100 non-judicial stamp paper to serve the Institute for at least three years to avail Study Leave for regular/part-time Ph.D. programme and two years for regular/part-time PG programme after availing the Study Leave.
- 14.7. A faculty member will be required to send application for admission to higher study through duly recommended by the Head of Department and forwarded by the Director to the University/College where he/she wants to be applicant. On receiving acceptance, he/she will be required to submit application for Study Leave along with relevant documents of admission/sponsorship undertaking on the bond-paper.
- 14.8. Study Leave shall be counted as the duty leave for the purpose of annual increment, promotion and other benefits.



15. EXTRA-ORDINARY LEAVE :

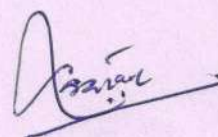
- 15.1. Extra-ordinary Leave will be granted to an employee under exceptional circumstances.
- 15.2. When no other leave is admissible.
- 15.3. When other leave is admissible but the employee concerned applies in writing for the grant of Extra-ordinary Leave, due to prolonged sickness , for attending legal matters or for personal affairs.
- 15.4. Leave needed for higher study
- 15.5. Extra-ordinary Leave initially may be sanctioned up to one year and may be further extended for two years.
- 15.6. Extra-ordinary Leave will be admissible without pay. The annual increment or promotion will be delayed equivalent to duration of Extra-ordinary Leave.

16. SPECIAL DISABILITY LEAVE :

- 16.1. Special Disability Leave may be granted to an employee under special circumstances when there is no leave due and the disability is such that it is not reasonably possible for the employee to attend his/her duty.
- 16.2. Special Disability Leave can be granted up to a maximum of 180 days with or without pay as the Management Board decides.

17. VACATION :

- 17.1. A teaching faculty member will be entitled for a Vacation of 7 days summer or winter vacation in an academic year.
- 17.2. Employees, other than teaching faculty members are not eligible for Vacation.
- 17.3. A minimum of six month service will be needed in the Institute to avail summer or winter Vacation.
- 17.4. Availing Vacation is not a right of a faculty member. Head of the Department can recommend detention of any faculty member. The Competent Authority may cancel part or whole of the Vacation, already sanctioned in the interest of Institute.
- 17.5. All faculty members in any department will not be allowed to avail Vacation during the same period. Head of Department will recommend period of Vacation to faculty members in batches such that during Vacation adequate faculty members will always be available for Institute/Department work, such as, Time-Table preparation, Lab Development work, ISO/NBA preparation etc.
- 17.6. Faculty members shall be paid full pay for their Vacation period.





Raj Kumar Goel Institute of Technology

5th KM. STONE (OPP. JAIN TUBE CO. LTD), DELHI-MEERUT ROAD,
GHAZIABAD (U.P) - 201003
FAX : (0120) 2788350 TEL. : (0120) 2788273, 2788409, 2788447

Ref. No.RKGIT/Dir.Off./July/2016/03

15th July, 2016

OFFICE ORDER

1. The RKGIT Leave Rules, as approved by the Competent Authority are attached. These rules will remain effective for the Academic year 2016-17 and onwards till further modified.
2. The Earned Leave already credited to the employees upto 30th June 2016 can be availed by the respective beneficiaries by 30th June 2017 during the non- teaching periods in summer and winter following the due process of approval.
3. Scheduled working hours of the institute will be from 09:00 am to 05:00 pm till further notified otherwise.
4. 1st & 3rd Saturday of the months during the Academic year will be observed as full offs & the remaining Saturdays as half off till further notified otherwise.

(Prof. Laxman Prasad)

Director

Copy to:

1. Chairman
2. Advisor
3. Dean (Academic)
4. Dean Student Welfare
5. Principal Pharmacy
6. All HODs
7. All faculty/ staff members
8. Accounts Officer
9. Transportation Incharge
10. Purchase Officer
11. Registrar Office
12. Librarian



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Psychological Counseling



Raj Kumar Goel Institute of Technology

5th KM. STONE (OPP. JAIN TUBE CO. LTD.), DELHI-MEERUT ROAD,
GHAZIABAD (U.P.) - 201003

FAX : (0120) 2788350 TEL. : (0120) 2788273, 2784224

Reference no. RKGIT/HR/Mar-2023/NTS/002

Dated:- March 28, 2023

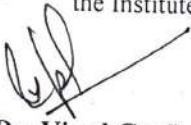
Dr. Vidhi Gupta
B-103, Nirala Eden Park, Ahinsa Khand II,
Indirapuram, Ghaziabad – 201014, U.P.
Mobile No. +91 9818783226

Dear Ma'am,

This has reference to your application dated the **March 28, 2023** in connection with your part-time employment as **Counseling Psychologists** in our institute. We have pleasure to offer you part time job in our institute on the following on following terms & conditions:

Terms and conditions

- Be it clearly understood and agreed that as a part-time employee, you will not have the status of a regular employee nor you will be entitled to the privileges/benefits available to other employees who are employed either on regular or temporary basis.
- You will be paid a consolidated honorarium of Rs.3500/- per days for one counseling of 2 hours and no other allowance will be payable.
- Your duty hours shall be any two days in a week (Monday to Friday) from 2pm to 4pm. If Monday or any other day assigned, falls on holiday you will visit the institute on other working day mutually agreed upon.
- You will be responsible for carrying out your work as assigned to you to the entire satisfaction of the Management.
- Providing counseling or other psychological treatment to students, faculty and staff with mental health/psychological/ emotional/behavior issues.
- You will be punctual and regular in your duties and will not absent yourself without prior permission of the Management.
- The Management shall have every right to discontinue your services at any time without assigning any reasons by giving you one week information notice.
- At the time of joining, please bring all the originals of your documents and testimonials for our verification along with one set of self-attested photocopies of the same to be submitted to the Institute.
- You will be required to submit an undertaking (mandatory) in the prescribed format at the time of joining the Institute.

*Vidhi Gupta
Received*

(Dr. Vipul Goel)
Head HR

Acceptance Letter

I have read received my appointment letter dated _____ . I hereby convey my acceptance to all the terms and conditions specified therein. I shall join my duties on _____.

Signature: *Vidhi Gupta*

Name: _____

Date: 14/06/2023



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Sports Facilities



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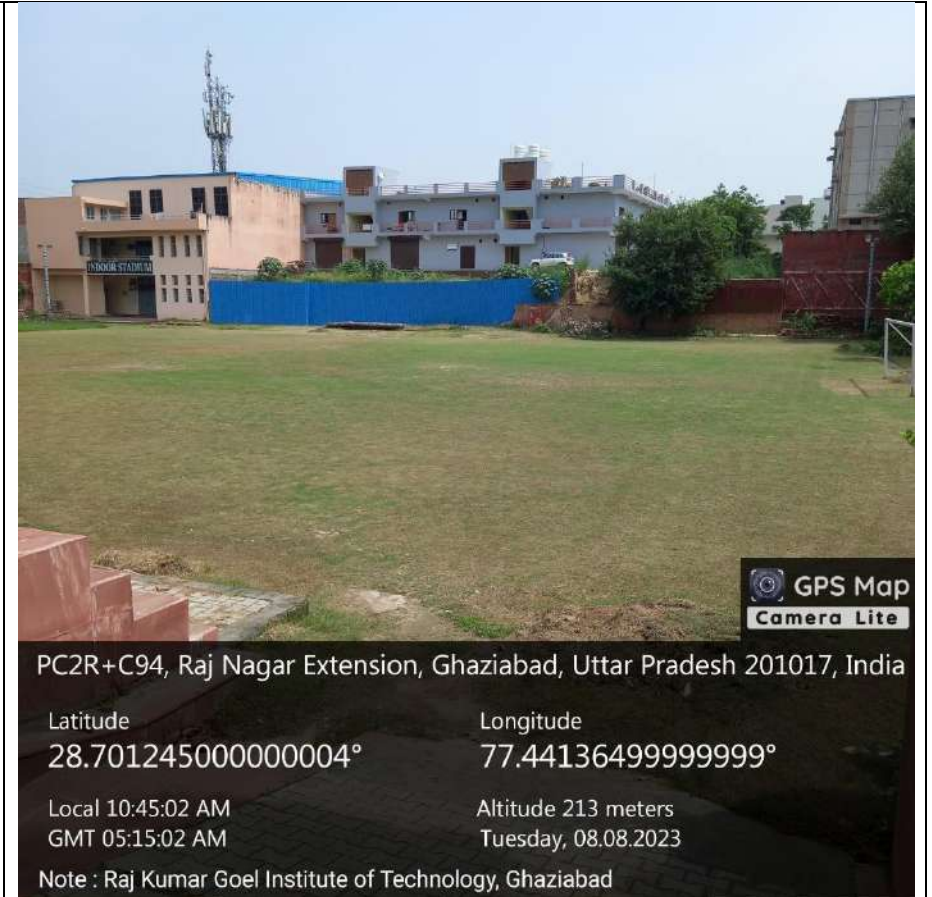
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Football Ground provided as a Infrastructural requirement



Football Ground



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GPS Map
Camera Lite

College Road, Raj Nagar Extension, Ghaziabad, Uttar Pradesh 201003,
India

Latitude
28.701725000000003°

Longitude
77.44117166666666°

Local 10:50:31 AM
GMT 05:20:31 AM

Altitude 214 meters
Tuesday, 08.08.2023

Note : Raj Kumar Goel Institute of Technology, Ghaziabad

Gymnasium at RKGIT Campus



GPS Map
Camera Lite

College Road, Raj Nagar Extension, Ghaziabad, Uttar Pradesh 201003,
India

Latitude
28.701556666666667°

Longitude
77.44113333333333°

Local 10:50:36 AM
GMT 05:20:36 AM

Altitude 213 meters
Tuesday, 08.08.2023

Note : Raj Kumar Goel Institute of Technology, Ghaziabad

RKGIT Fitness Gym



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GPS Map
Camera Lite

PC2R+C94, Raj Nagar Extension, Ghaziabad, Uttar Pradesh 201017, India

Latitude
28.701281666666667°

Longitude
77.44127333333333°

Local 10:50:49 AM
GMT 05:20:49 AM

Altitude 213 meters
Tuesday, 08.08.2023

Note : Raj Kumar Goel Institute of Technology, Ghaziabad

Gymnasium at RKGIT Campus



GPS Map
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PC2R+C94, Raj Nagar Extension, Ghaziabad, Uttar Pradesh 201017, India

Latitude
28.70127°

Longitude
77.441255°

Local 10:50:57 AM
GMT 05:20:57 AM

Altitude 213 meters
Tuesday, 08.08.2023

Note : Raj Kumar Goel Institute of Technology, Ghaziabad

RKGIT Fitness Gym



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Sponsorship of faculty for workshop

Date 24/01/2024


To

The Director
RKGIT
Ghaziabad

Subject :- Regarding OD (On Duty) leaves for
AICTE Trainer HPC Program from
5 Feb to 17 Feb.

Respected Sir,
I, Dr. Seema Malik, HOD,
CSE (IoT) Dept., want to inform you
that I am selected for AICTE HPC
Program. Due to this reason, I have
to visit Pune from 5 Feb to 17 Feb. So
I want to request you to provide
'On Duty' leaves during these days.
I will be highly obliged for this.


Thanking you


24/01/24

Dr. Seema Malik
(ASSO. PROF.)
CSE (IoT)



27/1/24

ERP
additionally
OK


Gmail

Dr. Seema Malik <simadahiya@gmail.com>

Confirmation mail for Participation in C-DAC HPC Program

3 messages

ipc.pap@aicte-india.org <ipc.pap@aicte-india.org>
To: simadahiya@gmail.com

Thu, Jan 25, 2024 at 12:12 PM

Dear Seema Malik,
Your participation at HPC Master Trainer Program has been confirmed at C-DAC's Pune centre starting from 5th February 2024. Please confirm positively by end of the day today, by return email that you would be attending the program. The confirmation should be sent to ipc.pap@aicte-india.org and nsm-training@cdac.in
There will be 3 online sessions of 90 minutes each on 29th, 31st January and 2nd February at 5:30 PM, followed by the in-person sessions at Pune or Bangalore at dates mentioned above.
The details about the online sessions and the venue to reach for in-person sessions will be emailed to you by C-DAC before noon of Monday the 29th January.

Regards

Induction Program Cell (IPC)
Training and Learning Bureau
All India Council for Technical Education
Nelson Mandela Road, Vasant Kunj
New Delhi - 110070

Dr. Seema Malik <simadahiya@gmail.com>
To: ipc.pap@aicte-india.org

Thu, Jan 25, 2024 at 2:44 PM

Yes, I confirm.
[Quoted text hidden]

Dr. Seema Malik <simadahiya@gmail.com>
To: ipc.pap@aicte-india.org

Thu, Jan 25, 2024 at 8:12 PM

Dear Sir,

I want to know about TA norms(to and fro) from my workplace(Ghaziabad UP) to C-DAC Pune. Do we have to book Air ticket by ourself or AICTE will provide the same.

What about local taxi fair(to and fro) at both locations i.e. Ghaziabad to Delhi Airport(to and fro) and Pune, Airport to C-DAC, Pune(to and fro).

Dr. Seema Malik

On Thu, 25 Jan 2024 at 12:13 PM, <ipc.pap@aicte-india.org> wrote:
[Quoted text hidden]



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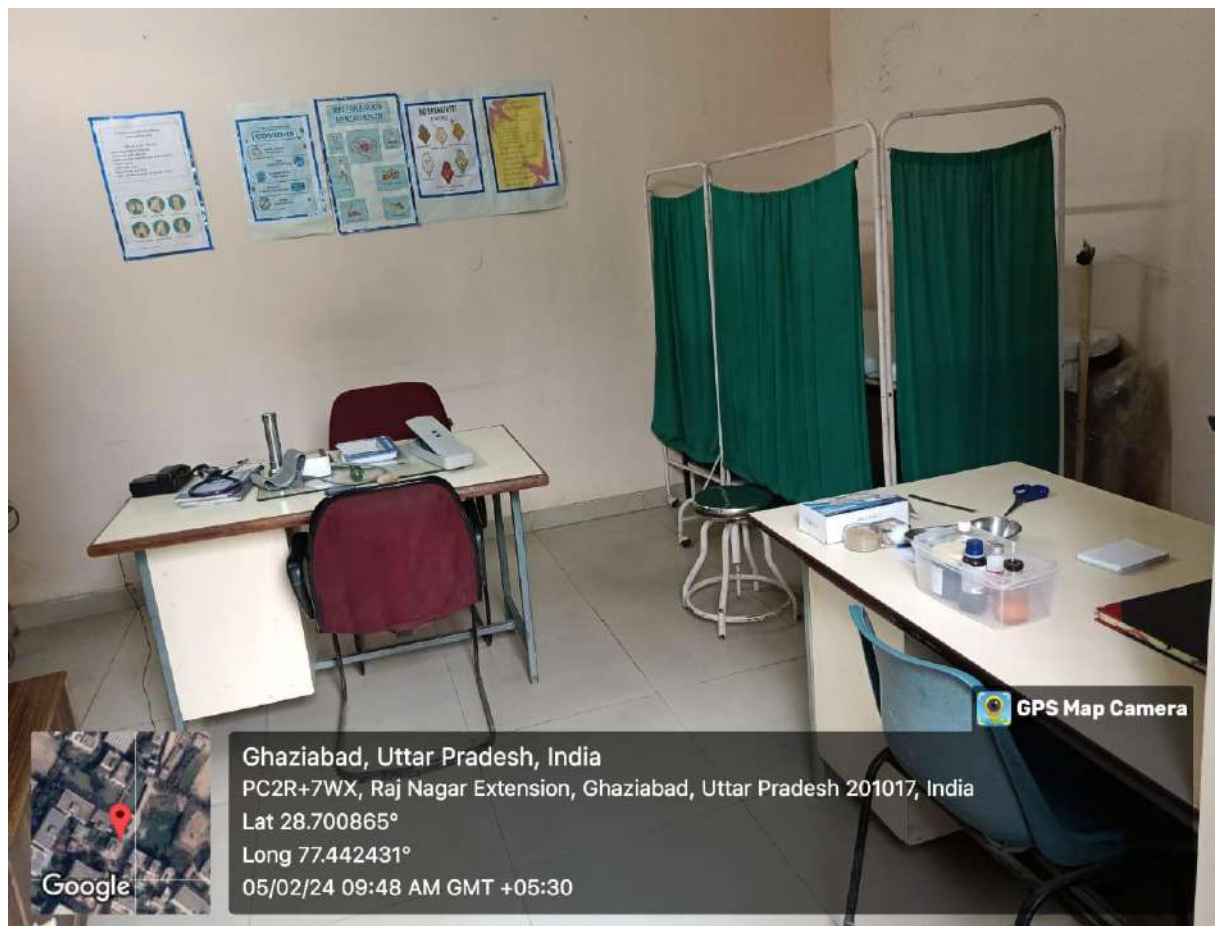


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Ghaziabad | Vaishali | Sikandarabad | Dadri

TPA Patients

- Zero deposit admission for policy.
- On IPD & Surgery Packages -10% Co-payment will be discount
- Other: Providing free Ambulance service for students & staff.

Terms & Conditions

- Validity of the agreement shall be for two Year from the date of signing of MOU.
- Agreement shall be renewed basis of mutual discussion.
- These offers can only be availed after producing a valid proof (Student ID / Employee Card/Medical Benefit Card) to avail the discount. Without the valid proof the discount will not be extended.
- Credit payment will be settled every month (Within 30 Days).
- For Treatment and Patients related queries call Mr.Akash Kumar Dubey(7458881979/7669400888).

Account Manager

- For Assistance or any information, please feel free to contact TPADESK / Operation Manager/Administrator.
- Looking forward to your acceptance of the agreement.
- Assuring you of our best services at all times.

Regards

Navin Hospital - Meerut Road
Ghaziabad (UP)

09.05.2023

DR. ANUJ GAUR
MEDICAL SUPERINTENDENT
Navin Hospital-Meerut Road
A-13/1, Meerut Road, Industrial Area,
Ghaziabad, Uttar Pradesh-201003

H. G. GARG
Dean Student Welfare
Raj Kumar Goel Institute of Technology
GHAZIABAD



Authorised Signatory

Raj Kumar Goel Institute of Technology



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Employees Engagement Activities



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Yoga Classes



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NBA Accredited Program (B. Tech- ECE, IT) & B. Pharma





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Employee State Insurance Scheme



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VISIT NOTE

Visited M/S _____

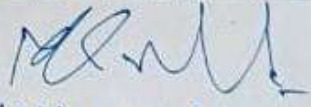
CODE NO. 62-38/4790 On Dated 09,09,09 with reference to

PROJECT 'PEHCHAN' and handed over 70 numbers of Declaration Forms. The new Code No has been guided and advised the person contacted to submit the Declaration Forms to concern Branch Office within 10 Days. The Employers New Code No. of seventeen digits will now be.

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RECEIVED
For Raj Kumar Goel Institute of Technology


President/Secretary
AUTHORIZED SIGNATURE


(MANISH AGGARWAL)
I.E.


(MUKTESH KHANNA)
INSURANCE INSPECTOR



RAJ KUMAR GOEL INSTITUTE OF TECHNOLOGY

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FORM NO-5-A (REVISED)

(For unexemplified Establishments only)

The Employees' provident Fund Scheme, 1952 (Para 36-A) the Employees' Family Pension Scheme, 1971 (Para 16)

The Employees' Deposit Linked Insurance Scheme, 1976 (Para-1) the Employees' Pension Scheme, 1995

RETURN OF OWNERSHIP TO BE SENT TO THE REGIONAL

COMMISSIONER

1 Name and address of the Establishment: RAJ KUMAR GOEL INSTITUTE OF TECHNOLOGY

2 Code No. of the establishment under the Employees' provident Funds and miscellaneous provisions Act 1952: MRMRT0028582000

3 Postal Address of the establishment and its branches / departments if any: 5 KM STONE, DELHI-MEERUT ROAD, GHAZIABAD, UTTAR PRADESH-201003

4 Industry or business in which engaged: UNIVERSITY

5 Date of commencement of business: 01/12/2000

6 Date of closure by previous: N/A

7 Registered under society Act PAN Number AAATR4034P

8 Whether run by owner or lessee: Run by owner

9 Particular of owner:

Serial Number	Name	Date of Birth	Status	Father's Name	Residential Address	Position Date
1	DINESH KUMAR GOEL	01/07/1953	FOUNDER TRUSTEE	LATE RAJ KUMAR GOEL	KD-4, KAVI NAGAR GHAZIABAD, UTTAR PRADESH- 201001	01/12/2000

10 In case of lease particulars of lessee: N/A

Serial Number	Name	Date of Birth	Status	Father's Name	Residential Address	Position Date
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11 If registered under factories Act particulars of Manager: N/A

Serial Number	Name	Date of Birth	Status	Father's Name	Residential Address	Position Date
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