



GURU GOBIND SINGH EDUCATIONAL SOCIETY'S TECHNICAL CAMPUS

Approved by AICTE, New Delhi, Ministry of HRD, Govt. of India :: Affiliated to Jharkhand University of Technology, Ranchi

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GGSESTC Policy



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Research Policy

The Research Policy of GGSESTC, Bokaro is designed to promote a robust research culture within the institution by fostering faculty and student engagement in innovative research and development.

Constitution of Research Advisory Committee (RAC):

A Research Advisory Committee will be constituted to oversee and promote research activities within the college.

Encouragement for Research Publications and Patents:

Faculty members are encouraged to publish research papers in reputed, listed journals and file patents. Points for research publications and patents will be awarded in the self-appraisal system.

Support for PhD Pursuits:

Faculty members pursuing PhDs will be supported through No Objection Certificates (NoCs) and academic leaves.

International/National Conferences & Webinars:

GGSESTC will organize International and National-level conferences and webinars in association with JUT, the affiliating university.

Publication of Books:

The institution will encourage the publication of books or conference papers with ISBN numbers.

Procurement of Research Tools:

GGSESTC will purchase plagiarism detection software and Zoom subscriptions to facilitate quality research and virtual collaboration.

Subscription to Research Resources:

The college will subscribe to research journals, e-books, and DELNET to ensure access to a wide array of academic resources.

FDPs on Research Methodology and IPR:

Faculty Development Programs (FDPs) on Research Methodology and Intellectual Property Rights (IPR) will be regularly organized.

Establishment of IIC Cell:

An Institution's Innovation Council (IIC) will be established with support from the Ministry of Education (MoE).

MoUs with Research Institutes:

GGSESTC will actively pursue Memorandums of Understanding (MoUs) with leading research institutes and organizations.



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PhD Research Supervisors and Examiners:

PhD-qualified faculty will be encouraged to become registered research supervisors and external PhD examiners.

Fund Mobilization for Research:

Efforts will be made to generate and mobilize funds for research projects.

Applications for Research Grants:

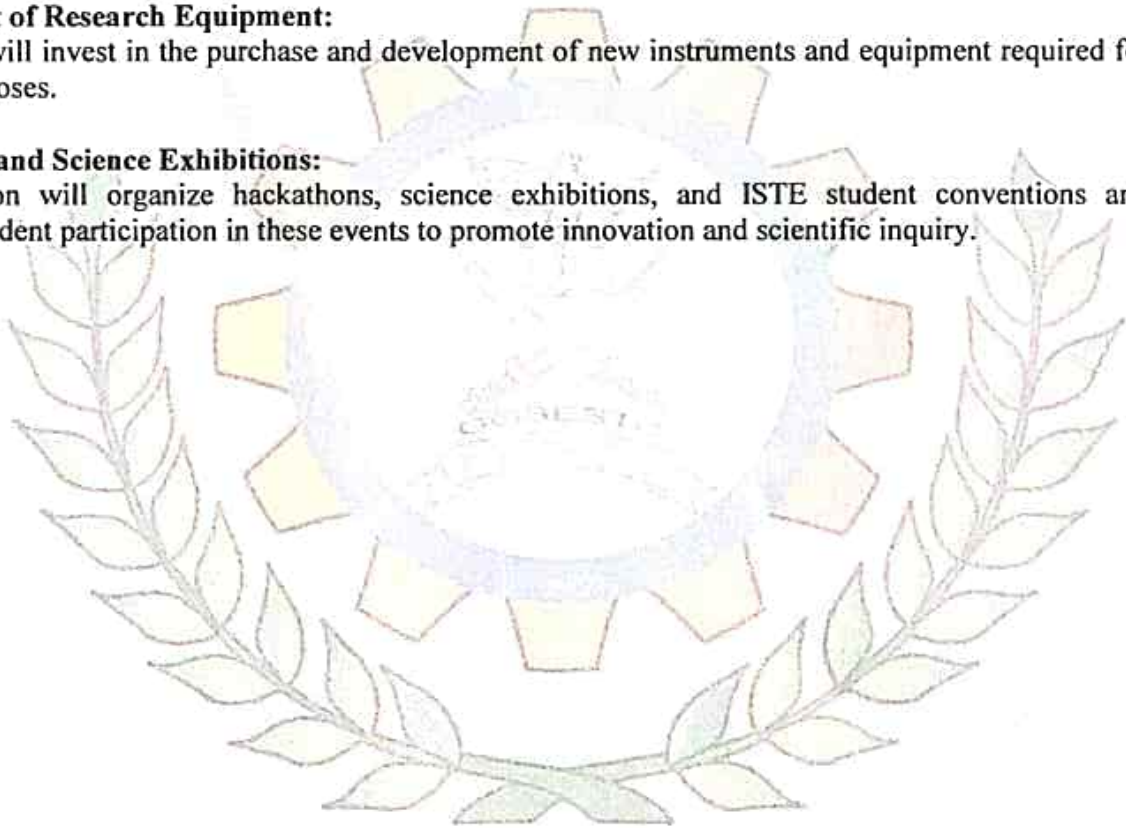
Faculty will be encouraged to apply for research projects and grants from national and international funding bodies.

Procurement of Research Equipment:

The college will invest in the purchase and development of new instruments and equipment required for research purposes.

Hackathons and Science Exhibitions:

The institution will organize hackathons, science exhibitions, and ISTE student conventions and encourage student participation in these events to promote innovation and scientific inquiry.



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Faculty Promotion, Career Advancement, and Encouragement Policy

This policy outlines the guidelines for promoting faculty members at GGSESTC, Bokaro, based on career advancement, performance appraisal, and academic excellence. The institution aims to foster a culture of continuous professional development by recognizing and rewarding faculty contributions to teaching, research, and institutional growth.

Career Advancement Scheme (CAS)

GGSESTC, Bokaro follows the **Career Advancement Scheme (CAS)** as recommended by the **All India Council for Technical Education (AICTE)** and **Jharkhand University of Technology (JUT), Ranchi** to ensure timely career progression of faculty members. Under this scheme, faculty members are promoted based on a systematic appraisal system and their contributions to academic, research, and administrative activities.

The process includes:

- Annual evaluation of all faculty members through the **360-degree self-appraisal system** to monitor and assess their progress.
- Assessment of teaching and research contributions, publications, mentorship, and involvement in institutional activities.
- Encouragement for faculty to participate in **Faculty Development Programs (FDPs)**, workshops, and conferences to enhance their professional skills.
- Prizes, appreciation letters, and awards are given to faculty and staff members in recognition of their exceptional contributions to academic and institutional development.

Eligibility Criteria for Promotion

Faculty members must meet the following eligibility criteria for promotion:

1. **Minimum Years of Service:** Faculty members must have completed a minimum of **6 years of continuous service** in their current designation. The completion of service is calculated from the date of appointment or last promotion, whichever is applicable.
2. **Performance Appraisal:** Faculty members must have received **4 consecutive 'Good' or higher ratings** through the **360-degree self-appraisal system**. The appraisal form considers teaching quality, student feedback, research contributions, and involvement in departmental and institutional activities.
3. **Proven Academic and Research Excellence:** Faculty members must demonstrate continuous involvement in academic and research activities, including the publication of papers in peer-reviewed journals, participation in research projects, and contributions to academic development through seminars, workshops, and professional collaborations.

Performance Appraisal System

The **360-degree self-appraisal system** forms the core of the promotion process at GGSESTC, Bokaro. This system gathers feedback from multiple sources, including peers, students, and department heads, ensuring a comprehensive view of each faculty member's performance. Key performance indicators include:

- **Teaching Excellence:** Based on student feedback, course delivery, innovative teaching methods, curriculum development, and mentorship.

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- **Research Contributions:** Quality and quantity of research publications, participation in research projects funded by national or international agencies, and contributions to knowledge in the faculty's field of expertise.
- **Institutional Development:** Participation in administrative responsibilities such as coordinating departments, organizing seminars/workshops, and contributions to the institution's growth.
- **Professional Development:** Engagement in activities that enhance personal and professional growth, such as attending **Faculty Development Programs (FDPs)**, pursuing additional qualifications, and presenting papers at national and international conferences.

Proven Academic and Research Excellence

To qualify for promotion, faculty members must demonstrate **proven academic and research excellence** through:

- **Peer-Reviewed Publications:** Publishing research papers in reputed national or international journals.
- **Participation in Funded Research Projects:** Faculty members are encouraged to actively participate in or lead funded research projects from reputed bodies such as **AICTE, JUT Ranchi, DST**, etc.
- **Professional Collaboration:** Collaborations with industry, academic institutions, or research organizations to advance knowledge and contribute to society.
- **Innovative Practices:** Faculty members are encouraged to engage in innovation in teaching, including the use of technology for online learning and developing e-learning resources.

Promotion Process

The promotion process at GGSESTC, Bokaro follows these steps:

1. **Annual Self-Appraisal:** All faculty members are required to submit their **360-degree self-appraisal form** annually. This system collects comprehensive feedback on each faculty member's performance.
2. **Review by Promotion Committee:** The Promotion Committee, consisting of senior faculty, HoDs, and administrative officers, reviews the **360-degree self-appraisal reports** annually. The committee evaluates the performance of faculty members based on the institution's promotion criteria.
3. **Final Decision:** The committee's recommendations are forwarded to the **Director** and the governing body for final approval.
4. **Notification of Promotion:** Upon approval, faculty members are informed of their promotion, including any new roles, responsibilities, or additional duties assigned.

Appeals and Grievances

In case a faculty member is dissatisfied with the decision regarding their promotion, they can appeal to the **Grievance Redressal Committee**, which will review the case and provide feedback.

GGSESTC, Bokaro is committed to providing transparent, fair, and merit-based career progression opportunities for its faculty. The promotion policy aligns with the standards set by **AICTE** and **JUT Ranchi**, ensuring that faculty members are supported in their professional development and are recognized for their contributions to the institution's success.

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Art & Culture Promotion Policy

The Art & Culture Promotion Policy of GGSESTC, Bokaro aims to foster a vibrant and inclusive cultural environment, ensuring the holistic development of students. The institution is committed to promoting arts, culture, and heritage through various initiatives that highlight talent and creativity while embracing the local culture of Jharkhand and inclusivity across communities.

Establishment of Art & Culture Committee:

To streamline cultural activities and promote arts effectively, GGSESTC, Bokaro will appoint a dedicated Coordinator for Art and Culture, along with a Point of Contact (POC) for GGSESTC's Film Division. A committee of faculty and student representatives will be formed to plan, organize, and oversee cultural initiatives throughout the academic year.

Annual Cultural Programs & Documentary Production:

The college will host an annual cultural program in its 700-capacity auditorium. In addition, GGSESTC will encourage the production of documentary films that reflect the institution's cultural diversity and initiatives. These programs will serve as a platform for showcasing students' talents and enhancing their cultural awareness.

Talent Recognition and Encouragement:

The institution will actively identify hidden talents among students in various cultural fields, providing them with opportunities to perform at prominent forums both inside and outside the college. GGSESTC is committed to nurturing these talents and supporting their growth on larger platforms.

Regular Cultural Competitions:

The college will organize competitions for dance, drama, fashion shows, painting, arts & crafts, poetry, and music on a regular basis. These activities are designed to promote cultural engagement and artistic expression among students.

Prizes and Awards for Talent Recognition:

GGSESTC will allocate a specific budget for prizes and awards to recognize outstanding performances by both students and faculty members in cultural activities. This initiative aims to motivate participants and reward their efforts in promoting art and culture.

Media Coverage for Cultural Events:

To ensure widespread recognition and promote the institution's cultural endeavors, GGSESTC will engage with local and national media to provide coverage of its events. This will help highlight the college's commitment to arts and culture on a broader scale.

Participation in State and National Film Festivals:

The college will actively participate in state and national-level film festivals by submitting student-produced films and documentaries. This not only provides exposure to students but also showcases the creative potential within the institution.



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Promotion of Local Art, Music, and Folk Traditions:

GGSESTC will emphasize the importance of local art forms, music, and folk traditions of Jharkhand. Special cultural programs will be organized to showcase local heritage, thereby promoting regional art forms among the student body.

Signing MoUs with Cultural Organizations:

To enhance the cultural ecosystem of the college, GGSESTC will establish Memorandums of Understanding (MoUs) with reputed cultural organizations. These collaborations will provide students with access to professional training and opportunities to engage with larger cultural platforms.

Participation in University and State-Level Cultural Forums:

The college will encourage students to participate in university, state, and national-level cultural forums and competitions. Participation in such events helps students gain exposure, develop confidence, and represent the institution at prestigious forums.

Commitment to Inclusivity through Cultural Programs:

GGSESTC is dedicated to promoting inclusivity by conducting cultural programs that celebrate the diverse festivals and traditions of all religions and communities. These events aim to foster a sense of unity and mutual respect, promoting cultural awareness and inclusivity on campus.

Development of a YouTube Channel:

To further promote cultural activities and reach a wider audience, GGSESTC will develop its own YouTube channel. This platform will showcase the college's cultural events, performances, and documentaries, allowing the broader community to engage with and appreciate the institution's cultural initiatives.

GGSESTC, Bokaro is deeply committed to fostering a rich cultural environment that promotes creativity, inclusivity, and respect for local and national heritage. Through the above initiatives, the institution aims to provide students with numerous opportunities to engage with and contribute to the world of art and culture.



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The Green Campus/ Plastic free campus Policy



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Ref. No. GGSESTC/IS/Amoln/Green Policy/050/2021

Date: 08.03.2021

The Green Campus/Plastic free campus Policy

Title: GGSESTC's Commitment to Environmental Sustainability

GGSESTC is deeply committed to maintaining a clean and green campus environment. Despite being surrounded by lush greenery and forested areas, our college has undertaken various initiatives aimed at preserving and enhancing an ecosystem conducive to the survival of all flora and fauna. GGSESTC is widely recognized not only for its academic excellence but also for its steadfast dedication to environmental protection.

Since 2011, sustainable practices have been at the forefront of all college activities. Thirty percent of the campus is adorned with trees and flowers, while the remainder comprises playgrounds, lawns, and gardens. A significant portion of the campus is left untouched, serving as a natural habitat for biodiversity and a diverse array of grasses, herbs, shrubs, and trees.

Scope of the policy

The Scope of the Policy includes fostering awareness about the importance of maintaining a clean and green campus environment, thereby encouraging students to uphold a balanced ecosystem rich in flora and fauna, free from pollution and hazards. These objectives are pursued through the implementation of various initiatives with the support of stakeholders. Key areas of focus encompass cleanliness and hygiene initiatives, landscaping endeavors, promotion of clean air, ensuring a smoking-free campus, infrastructure enhancements, installation of solar power plants, deployment of energy-efficient equipment, establishment of rainwater harvesting systems for water conservation, effective management of waste (including solid, liquid, and e-waste), conducting awareness programs, backing environment-centric student societies and department activities, and undertaking regular audits to ensure adherence to the policy and bolster sustainability efforts.

Objectives of our Policy

The Green Campus/Plastic free campus policy aim to raise awareness about the importance of maintaining a clean, plastic free and sustainable campus environment. This policy seeks to encourage students to uphold a balanced ecosystem rich in flora and fauna, free from pollution, plastic and hazards. Key focus areas include:

- Clean Campus Initiatives
- Clean Air Initiatives
- Smoking-Free Campus
- Infrastructure Improvements
- Solar Power Plant Installation
- Energy Efficiency Equipment Deployment



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Ref. No.

Date

- Rainwater Harvesting for Water Conservation
- Waste Management Processes
 - Solid Waste Management
 - Liquid Waste Management
 - E-Waste Management
- Awareness Initiatives
- Promotion of Environment-centric Student Societies and Department Activities
- Implementation of Green Audit, Energy Audit, and Plastic-Free Campus measures.
- **Initiatives taken by GGSESTC**

GGSESTC's commitment to environmental responsibility is evident in a series of concrete initiatives aimed at fostering sustainability on campus. GGSESTC proudly boasts of a "Green Army" dedicated to advancing the cause of environmental sustainability, operating under the auspices of the NSS (National Service Scheme). Following are some of the initiatives:

1. Community Engagement Programmes

- Integrating activities under 'Swachh Bharat Abhiyan' into community work conducted by NSS, NCC, and Green Army volunteers.
- Conducting rallies on themes related to 'Swachh Bharat Abhiyan' to create mass awareness.
- Organizing regular cleanliness drives to promote awareness among students and staff.
- Encouraging staff members to participate in campus cleanliness drives.
- Organizing events such as poster competitions, essay writing, and skits on 'Swachh Bharat' to engage the campus community.
- Conducting workshops on the 3Rs (Reduce, Reuse, Recycle) of waste management.

2. Plantation Activities

- On World Earth Day, the Green army planted saplings in the college premises.
- GGSESTC organizes annual tree plantation drives in and around the campus.
- A Tree Plantation programme was held by the Forest Department in our campus on World Tribal Day.

3. Clean Air Initiatives:

- GGSESTC encourages the use of public transportation and carpooling to reduce air pollution.
- Restricting the entry of automobiles onto campus.

4. Tobacco-Free Campus:

- Prohibiting smoking and the use of tobacco products on campus.



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Date

- Organizing seminars and awareness drives
- Formation of Anti-Drugs squad

5. Infrastructural Initiatives:

- Installing renewable sources of energy, such as solar power panels.
- Deploying energy-saving and energy-efficient equipment, including LED lighting.
- Implementing a rainwater harvesting system for water conservation.

6. Waste Management Processes:

- GGSESTC signed MOU with Hulladek for E-waste management.
- GGSESTC maintains a separate e waste collection dustbin
- Adopting practices to mitigate and manage solid waste, liquid waste, and e-waste.
- We have a compost pit for management of biodegradable waste and paper waste is stored in our store room from where it is sent for recycling.
- Notices are sent through WhatsApp groups to reduce paper waste

7. Awareness Initiatives:

- Conducting awareness campaigns, seminars, workshops, and conferences to raise awareness among students and faculties related to e-waste, waste management, tree plantations, and other environmental concerns such as non-usage of tobacco products, etc.
- Supporting student societies to organize events for positive environmental changes.
- Encouraging students to join environmental societies like the Green Army.
- Information Dissemination through WhatsApp groups for students and faculties to serve the two-fold purpose of raising awareness and reducing paper waste.

8. Green Audit:

- Conducting regular Green Audits to assess strengths and weaknesses in sustainability efforts.
- Identifying opportunities for improvement and resource savings.

9. Energy Audit:

- Conducting Energy Audits as required for reducing the carbon footprint.
- Identifying energy wastage and implementing cost-effective solutions for improvement

10. Environmental Audit

Conducting environmental Audit for Promoting good environmental management and exploring improvement opportunities and establishing the performance baseline for developing an Environmental Management System (EMS)



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Date

11. Plastic-Free Campus:

- Implementing a ban on single-use plastics to align with national directives and promote environmental sustainability.

Through these practical efforts and dedicated work, GGSESTC has made significant strides towards creating a greener and healthier environment.

Dr. Priyadarshi Jaruhar
Director

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Examination Policy

Guru Gobind Singh Educational Society's Technical Campus

Kandra, Chas, Bokaro

Affiliated by AICTE & JHARKHAND UNIVERSITY OF TECHNOLOGY, RANCHI

EXAMINATION POLICY

B.TECH:

The examination office of the Jharkhand University of Technology will conduct the End Semester Examinations (ESE). The end semester examinations will be of 70 marks (3 hours duration). It will comprise of seven questions (answer any five) and carry 14 marks each. Questions will be set from the entire syllabus, at least one question from each module (wherever possible).

Two mid-semester examinations of 20 marks (One and half hours duration) each (out of total internal marks 30) will be conducted by respective institute. The best of the two mid-semester examination marks may be considered. The remaining 10 marks may be Class Test, Quizzes and Assignments.

The first mid-term examination shall be conducted on 50% of the syllabus and the second mid-term examination shall be conducted on the remaining 50% of the syllabus. The mid-semester examinations will comprise seven questions (answer any five) and carry 4 marks each. Questions will be set from the syllabus as mentioned, at least one question from each module (wherever possible) fea

Practical/Viva-Voce examination marks (Total 50 marks)

End semester external viva-voce (Second Year onwards)

• Internal/External examiner viva-voce examination marks 20 Marks

Lab record/lab file maintenance up to the mark 05 Marks

First-year & Second year (Internal Examiner)

* Third-year & Fourth year (External Examiner)

External Examiner list should be approved by Dean (UG), JUT, Ranchi.

TA (Progressive Assessment)

• Practical performed during lab period 20 Marks

Attendance 05 Marks

Marks for Seminar

Minor project in 7th semester

50 marks



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• Major Project in 8th semester

100 Marks

• External examiner evaluation

30 Marks

Internal evaluation by project In-charge & H.O.D

70 Marks

Cases of adoption of unfair means in an examination shall be dealt with by the Examination Disciplinary Committee of Institute/College. If adoption of unfair means is proved, the punishment may be, depending on the quantum of the offence and prior record, reduction of grade, de-registration of a course, expulsion for one or more semesters, or outright expulsion from the Institute.

Assessment of Assignment:

A specific assignment shall be given to each student in every theory course immediately after registration. This may comprise new problems in emerging areas in the subjects/ design methodology/modeling/software development/ collection of new results and discussion/analysis etc. The main objective of the assignment is to improve the self-learning process and exposure to current literature on the subject. The assignment should be an extension of the prescribed syllabus and in no case the repetition of the class work or problems. The assignment should be submitted by the students 'in handwritten form after 50% completion of the syllabus in the concerned semester. The grade/marks may be awarded as per the following norms.

Grade/Marks	Explanation
5	Upto maximum of 30% of the total number of students
4	Upto maximum of 40% of the total number of students
3	Upto maximum of 50% of the total number of students



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BBA & MBA:

(a) Each course of the program has two components of evaluation i.e. Internal Assessment (Component -I) and External Assessment (end semester examination/evaluation Component-II).

(b) The Internal assessments (Component-I) is a continuous process throughout the semester and involves components as attendance, mid semester examinations, home assignments, quizzes, surprise quiz, case analysis, field study & survey, Community Connect, Event participations or Event organizing / management, digital/virtual engagements, seminar or conference participations and the like.

(c) In order to maintain transparency in internal evaluation, the tests and quiz answer sheets will be shown to the students.

For Extra-curricular activities or activities not related to direct teaching like - case study & analysis, field study & survey, Community Connect, Event participations or Event organizing management, digital/virtual engagements, seminar or conference participations and the like - participation certification will do the needful.

But these activities will only be entertained /permitted by the Course Advisor only who is taking the particular subject or Course.

If a student is not convinced with the marks awarded, he/she can request the HoD or concerned authority to get it re-evaluated on request.

(d) The assessment in component-II will be based on the performance in the end semester examination/Viva-voce examination/Presentation as the case may be. The evaluation in theory courses which involves written examination shall be carried out by the external examiner whereas in case of practical, projects, training, etc. it shall be carried out jointly by the course coordinator and external examiner.

(c) For each subject, there is a passing minimum as follows:

(i) For Internal Assessment 50% (20 out of 40 marks)

(ii) For External/end semester major examination 40% (24 out of 60 marks)

(iii) Overall, 45% is required for passing (45 out of 100 marks).

BCA:

The examination of each paper shall have two components- External evaluation (End Semester University Exam) at the end of the semester carrying 70 marks to be conducted by the university and Internal evaluation of 30 marks to be evaluated by Teachers. Internal evaluation shall comprise written exam carry 20 marks of a paper. Seminars/Cultural activities/NSS be 5 marks and 5 marks for assignment. All sessional Examination and fifth/ sixth semester industrial training viva-voce / project viva-voce will carry 50 marks.

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Internal & External Audit Policy

INTERNAL & EXTERNAL AUDIT POLICY

Applicability: This Policy is applicable to Guru Gobind Singh Educational Society's Technical Campus, Kandra, Chas, Bokaro.

Purpose: This policy explains the rules for all financial audits at Guru Gobind Singh Educational Society's Technical Campus, Kandra, Chas, Bokaro to establish accuracy and genuineness of every transaction.

Procedure: The Institute performs audit in two ways:

- i) **Internal audit** ii) **External audit** for smooth conduction of finances.

Different accounts such as Salary, Library, Research and Development and equipment procurement are audited at regular interval. All rectifications are done immediately upon observations without any delay.

Functioning of Internal and External audit:

Internal Audit: It is carried out by internal auditors from professional chartered firms. Internal audit checks all transactions and the compliance level across the hierarchy and accuracy and authentication in terms of accounting and commercial laws of financial transactions. Usually the Institute conducts its Internal Audit on a quarterly for the period of April to June, July to Sept., Oct. to Dec. and Jan. to March.

External Audit: External Audit also carried out by the by professional chartered firms. Statutory audit is done once a year on regular basis after completion of financial year. The external auditors review the status of procedural and transactional compliance in all financial transactions of the Institute.



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General Policy:

- Institute will have in place periodic internal and external audits. Institute will have a full-time internal auditor and also annually appoint external auditors for the external audit of its annual accounts.
- The financial statements for the Institute will be independently audited by a qualified auditor in compliance with the accounting standards of India.
- The internal audit team will thoroughly check all day to day transactions initiated under various departments Purchase, Stores, Cash, Bank, Billing, Maintenance, Capital Works etc.
- Periodical reports will be submitted by the internal audit to the management for corrective steps/ measures required, if any.
- Annual stock verification will be carried out in stores and the internal audit team works as the extended arm of the Finance and Accounts Department.
- External audit includes verification of all statutory commitments and compliance of the same carried out on an elaborate way taking into the reports of the regular internal audit.
- Every Department will propose their requirements which will be checked by the Finance committee and will be finally placed for approval.
- Budget amount by the Departments and the allocated amount for the Departments will be checked by the auditors.
- Apart from this all financial transactions including statutory compliances and filing of such returns in time are all verified and certified.
- The report by the audit team will be corrected immediately by the finance committee and precautionary steps will be taken to avoid any errors in the future, thereby adhering to standard accounting practices.




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Resource Mobilization Policy

RESOURCE MOBILIZATION POLICY

Applicability: This Policy is applicable to GGSESTC

Purpose: This policy helps to identify the resources available for different programs for efficient management of funds and to expand the resource base to achieve the set goals.

General Policy:

- ✓ The important part of cash inflow in budget outlay is the student admission and resulting fees received from them. In order to ensure that maximum seats are filled against approved intake following mobilization plan is implemented for
 - Quality Education beyond the curriculum training
 - Placement and Training
 - Top Infrastructure and Facility Advertisements & Publicity
 - Counseling and Guidance for the students
- ✓ The Governing Body will monitor the optimal utilization of the funds for the smooth functioning of the institution.
- ✓ The Management will be responsible for the utilization of funds by ensuring transparency in the process.
- ✓ The revenue and expenditure of the Institute will be in accordance with the annual budget. The management shall provide financial supports for the seminars/workshops/expert talks/Faculty Development programmes etc.
- ✓ Institute shall provide scholarships for the economically backward students. Institute will generate revenue from the extracurricular activities of the students such as Sports and Cultural and technical activities.
- ✓ Institute may receive funds from AICTE, UGC, DST etc. Based on the Strategic Plan the requirement of equipment & material resources will be decided by respective departments in and will finalized at Institutional level by Academic Council.



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- ✓ Building maintenance and infrastructure up gradation will be achieved through regular monitoring by the Campus Caretaker and devising suitable proposals for implementation.
- ✓ Sufficient support staff to be maintained to upkeep infrastructure including toilets, Water Purifiers to be regularly serviced.
- ✓ Painting, roof maintenance, plumbing maintenance and repairs to be done, including sewer systems as per requirement.
- ✓ Provisions of Classroom Maintenance including furniture, doors and windows.
- ✓ General and emergency repairs to be done with the management or department funds.
- ✓ Maintenance and utilization of library resources to be done by following the library rules.
- ✓ System Administrator will be responsible for maintenance of major equipment instruments and UPS.
- ✓ Calibration and Refurbishing of laboratory equipment would be done regularly.
- ✓ Mechanical/Electrical and lab equipment will be repaired and maintained by the lab assistants and complicated repairs to be done from the allocated departmental fund by the professionals.




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Strategic Plan

Guru Gobind Singh Educational Society's Technical Campus (GGSESTC), Bokaro, is on a transformative journey towards becoming a premier institution for technical education. Our Institutional Perspective Plan (IPP) serves as a strategic roadmap for the next five-ten years, outlining our commitment to the following, as stated on our website:

- **Vision:** To provide world class education, training and research opportunities in fields of Technology Management and other disciplines.
- **Mission:** To be centre of academic excellence and an ecosystem vehicle for aspiring technologists and entrepreneurs.
- **Objective:**
 - To be amongst top institutions in Jharkhand in terms of:
 - Engaging with Indian corporates and institutions for knowledge sharing and development of the institute.
 - Dissemination of knowledge through Research & Training.
 - Improving through Rankings and Accreditations.
 - Adoption of Contemporary Technology in Teaching, Learning and other processes.

Strategic Goals

Our IPP is anchored by these key strategic goals, aligned with the college's mission and vision:

- **Academic Eminence:**
 - Develop supplementary learning modules or workshops to bridge the gap between the university curriculum and industry requirements.
 - Implement innovative teaching-learning methodologies to enhance student engagement and learning outcomes.
 - Foster strong industry partnerships for internships, guest lectures, and collaborative projects.
- **Student Centricity:**
 - Promote holistic development through co-curricular activities, personality development workshops, and leadership training programs.
 - Implement a robust mentoring system to provide personalized guidance and support to students.
 - Enhance career services by organizing career fairs, pre- internship talk, mock interviews, and industry mentorship programs.
- **Infrastructure & Technology Advancement:**
 - Expand and modernize laboratories and classrooms with state-of-the-art equipment and technology infrastructure.
 - Establish a dedicated research and development (R&D) center to foster innovation and entrepreneurship within the GGSESTC community.
 - Develop a comprehensive Information and Communication Technology (ICT) infrastructure to support e-learning, online resources, and seamless communication.



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- **Faculty Excellence:**
 - Attract and retain highly qualified and experienced faculty members.
 - Provide faculty development programs to promote continuous learning and adoption of new teaching methods.
 - Encourage faculty participation in research projects, conferences, and publications to enhance scholarly output.
- **Research and Innovation Ecosystem:**
 - Establish a vibrant research culture by providing seed funding and mentorship opportunities for faculty and student research projects.
 - Collaborate with leading research institutions and industries on mutually beneficial research initiatives.
 - Promote intellectual property creation through patents and publications.
 - Set up an Innovation Lab and Incubation Lab, and pursue NABL accreditation for our laboratories to enhance research quality and industry collaboration.
- **Sustainability and Social Responsibility:**
 - Implement green building practices and adopt renewable energy sources to minimize environmental impact.
 - Integrate social responsibility principles into the curriculum and encourage student participation in community outreach programs.
 - Foster a culture of ethical conduct and social awareness among students and staff.

Strategic Initiatives Aligned with Short-Term and Long-Term Plans

The IPP is further supported by specific initiatives aligned with our short-term (1-5 years) and long-term (5-10 years) goals:

Short-Term Initiatives:

- Implement a comprehensive personality development program for students.
- Strengthen research activities by establishing seed funding for faculty and student research projects.
- Enhance alumni engagement through regular interactions, mentorship programs, and career networking opportunities.
- Secure NAAC accreditation by 2024.
- Achieve a NIRF ranking under 200 by 2025.
- Improve the average placement package offered to students.
- Achieve NBA accreditation by 2026.

Long-Term Initiatives:

- Pursue autonomous status to grant degrees independently.
- Establish start-up and incubation facilities to support student entrepreneurship and innovation.



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IPP Implementation and Monitoring

- The IPP will be disseminated widely through the college website, faculty meetings, and student orientation programs.
- Departmental action plans will be aligned with the strategic goals of the IPP, ensuring coordinated efforts across the college.
- A dedicated IPP monitoring committee will regularly review progress, identify areas for improvement, and celebrate milestones.

GGSESTC is committed to continuous improvement and achieving excellence in technical education. The IPP serves as a guiding light on this journey, and we are confident that by harnessing the collective talent and dedication of our faculty, staff, and students, we will achieve our ambitious goals.

We invite stakeholders, including industry partners, alumni, and potential students, to join us in this transformative journey. Together, we can shape a future where GGSESTC empowers its graduates to become leaders who shape a better tomorrow.



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E-Governance Policy

Introduction

This e-governance policy outlines the commitment of Guru Gobind Singh Educational Society's Technical Campus (GGSESTC), Bokaro, to integrate modern information and communication technologies (ICT) to enhance administration, academic processes, and overall institutional management.

This policy applies to the following areas:

- General Administration
- Student Admission and Support
- Accounts and Finance
- Library Management
- Examinations (as applicable)
- ICT Infrastructure

Objectives

- Implement e-governance to streamline and improve institutional governance.
- Foster openness, transparency, and accountability in all college operations.
- Increase operational efficiency.
- Achieve a paperless environment (where feasible).
- Enhance accessibility of information for students, staff, and stakeholders.
- Promote continuous improvement of e-governance systems.

Policy

Website and Social Media

- The official GGSESTC website and social media presence (Facebook, YouTube, Instagram, etc.) will serve as key communication channels.
- The website will provide comprehensive information about the college, including programs, events, news, and admissions procedures. A dedicated section will be available for **Online Admissions**.
- A designated System Administrator will regularly update, maintain, and operate the website.
- Important notices and announcements will be promptly uploaded on the website and social media platforms.

Administration

- Biometric attendance systems will be used for teaching and non-teaching staff.
- Paperless communication will be encouraged through email and secure college-approved messaging platforms (e.g., WhatsApp groups), and Google Forms.
- An Enterprise Resource Planning (ERP) system will be utilized for administrative tasks like transportation, stores, library management, and finance.
- Security camera systems will be installed in strategic locations for enhanced security.
- All administrative tasks will progressively incorporate ICT tools.
- A 24/7 internet facility will ensure smooth operation of e-governance services.



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Student Admission and Support

- The college website will provide regularly updated information and procedures for student admissions, including a clear link to the Jharkhand University of Technology (JUT) website for student registration (<https://jutgvanjyoti.jharkhand.gov.in/>).
- **Online Student Registration:** The college website will offer a user-friendly online registration form for new students. This form will allow students to submit their application details and GGSESTC registration fees electronically through website.
- **JUT fees, such as university registration fee and examination fee, will be paid through the JUT website.**
- The college library provides e-books accessible through the college network without requiring a separate ID and password (<https://search.ebseohost.com/>).

Accounts and Finance

- Student fees related to GGSESTC will be collected electronically through the ERP system.
- Everyday financial tasks will be managed using accounting software.

Library Management

- The library will leverage ICT for efficient management, including:
 - Barcode scanners for book issue and return
 - Subscription to e-learning resources like e-journals and e-books
 - Automation of library processes through the ERP system

Examinations

- **Semester Exam Form Fill-Up:** Students will register for semester exams through the Jharkhand University of Technology (JUT) website (<https://jutgvanjyoti.jharkhand.gov.in/OpenFormFillUp>).
- **Mid-Semester Examinations, Viva, and Meetings:** GGSESTC may conduct online mid-semester examinations, vivas, and meetings related to examinations or by concerned departments. These online sessions may be conducted using platforms like Google Forms, Google Meet, Zoom, or others as deemed appropriate by the department.

ICT Infrastructure

- The college will ensure adequate computer systems for both staff and students.
- Classrooms, laboratories, seminar halls, and auditoriums will be equipped with ICT tools (projectors, smart boards).
- Printers will be available in every department.
- The college will encourage the use of open-source and free software where applicable.

Data Security

GGSESTC is committed to protecting the privacy and security of student and staff data collected electronically. Measures include:

- Access control to restrict unauthorized access to data.
- Data encryption to safeguard sensitive information.
- Regular data backups to ensure information recovery in case of emergencies.

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Review and Sustainability

This e-governance policy will be reviewed periodically to ensure its effectiveness and adapt to evolving technological advancements. The college is committed to the continuous improvement and updation of its e-governance systems for long-term sustainability.



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Policy on Financial Support for Faculty Development

This policy outlines the provisions for financial support to faculty members of GGSESTC, Bokaro, aimed at enhancing their professional skills, fostering research activities, and contributing to academic excellence. It seeks to promote continuous development and facilitate participation in scholarly and professional engagements.

This policy applies to all full-time and part-time faculty members across all departments within the institution. The financial support is designed to aid activities such as academic conferences, research endeavors, professional development, and advanced studies.

The following categories of financial assistance are available:

- **Participation in Conferences, Seminars, and Workshops**
Faculty members may receive financial aid for attending national and international events, covering:
 - Registration fees
 - Travel expenses (as per the institution's travel policy)
 - Accommodation and related costs
- **Research and Development**
Support is provided for:
 - Publication charges in reputable journals
 - Research-related expenditures
 - Subscriptions to academic journals, books, and software
- **Professional Development**
Assistance for short-term courses, certifications, and faculty development programs (FDPs) includes:
 - Full support for institution-organized FDPs
 - Up to 50% support for external programs
- **Advanced Studies**
Support for faculty pursuing higher education (e.g., Ph.D., post-doctoral research).

Faculty members must adhere to the following procedure to apply for financial support:

- **Application Submission**
Applications should be submitted at least 30 days prior to the event or activity. The submission must include:
 - Details of the event or activity
 - A budget estimate with justification
 - A recommendation from the Head of Department (HoD)
- **Evaluation and Approval**
Director and senior faculty members, will review applications based on:
 - The alignment of the activity with the faculty member's academic and professional goals
 - The anticipated benefit to the institution
 - Available budgetary provisions



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• Fund Disbursement

Funds will be provided in two stages:

- **Advance Payment:** Up to 50% of the estimated budget before the activity.
- **Final Settlement:** Balance payment upon submission of a detailed expenditure report and completion certificate.

- ❖ Faculty members must submit a report detailing the outcomes and benefits of the activity within 15 days of its completion.
- ❖ Any unused funds must be returned within 30 days.
- ❖ Activities should align with the institution's goals and priorities.
- ❖ Financial support is subject to the availability of funds.

The Financial Support Committee will monitor the usage of funds and assess the impact of supported activities. An annual report on fund utilization will be submitted to the College Management for review.

The institution reserves the right to amend this policy as necessary based on feedback, financial considerations, and institutional priorities.



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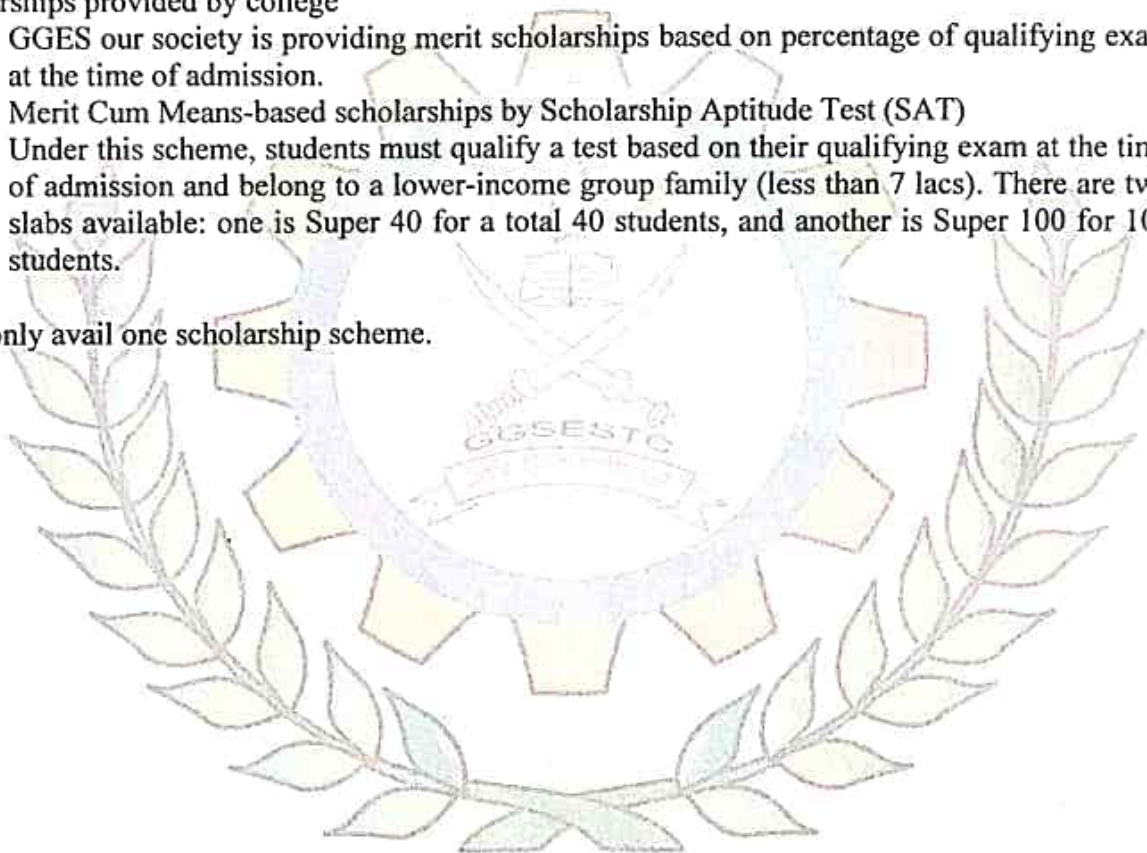
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Scholarship Policy

The Institute has a well-defined scholarship policy to support and encourage students to pursue their technical and professional courses in college.

1. Scholarships provided by Central/Government/Post-matric/E-Kalyan/AICTE/PUC/CSR, etc.
A senior faculty member has been assigned the job of nodal officer for assistance, verification of documents, and issue of bonafide certificates. The common government scholarships available are E-kalyan (for SC/ST/OBC), MoMA for minorities and Manki Munda for economically weak girl students.
2. Scholarships provided by college
 - a. GGES our society is providing merit scholarships based on percentage of qualifying exam at the time of admission.
 - b. Merit Cum Means-based scholarships by Scholarship Aptitude Test (SAT)
Under this scheme, students must qualify a test based on their qualifying exam at the time of admission and belong to a lower-income group family (less than 7 lacs). There are two slabs available: one is Super 40 for a total 40 students, and another is Super 100 for 100 students.

Students can only avail one scholarship scheme.



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Administrative Setup



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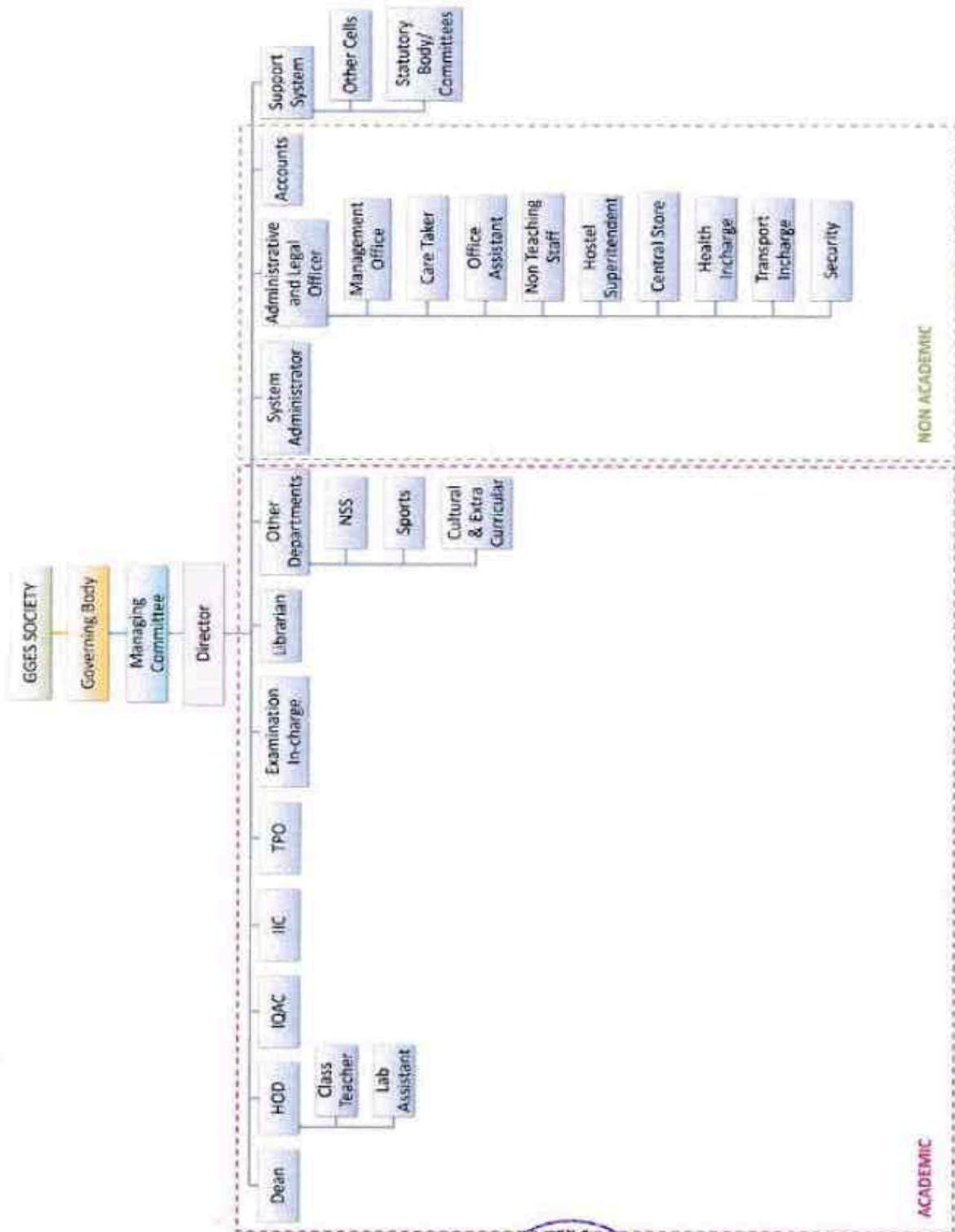

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GGSESTC- ORGANIZATIONAL CHART



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Appointment



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Appointment advertisements as per AICTE and JUT norms



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GURU GOBIND SINGH EDUCATIONAL SOCIETY'S TECHNICAL CAMPUS
COLLEGE OF ENGINEERING AND MANAGEMENT
Kandra, Chas, Bokaro - 827013
APPROVED BY AICTE, NEW DELHI, GOVT OF INDIA, NEW DELHI & AFFILIATED TO JUT, RANCHI

GGSESTC is a premier Engineering and Management College of Jharkhand with residential facilities for students as well as faculty members. GGSESTC promotes Research & Development and Career-growth opportunities with industry-embedded learning experiences and excellent corporate resource support.

APPLICATIONS ARE INVITED FOR THE FOLLOWING ACADEMIC POSITIONS
PROFESSOR, ASSOCIATE PROFESSOR & ASSISTANT PROFESSOR
in the following branches
**Bachelor of Business Administration (BBA)
& Bachelor of Computer Applications (BCA)**

QUALIFICATIONS: Graduation of three years duration with Mathematics as a compulsory subject & MCA with First Class or equivalent with 2 years of relevant experience after acquiring the degree of MCA
OR
M Tech in CSE with First Class with 2 years of relevant experience
OR
MBA with First Class or equivalent with minimum 2 years of experience.
(Preference will be given to PhD holders from reputed institutions.)

NON-TEACHING STAFFS AND LABORATORY ASSISTANTS
SALARY: As per AICTE/UGC/JUT norms. **QUALIFICATIONS:** As per JUT norms

DOCUMENTS REQUIRED: Complete Resume with self-attested copies of Academic and Experience Certificates, PAN Card, AADHAAR card & Passport sized Colour Photographs.

How to Apply:
Interested candidates are required to apply within 15 days from the date of publication of this advertisement by sending their CV along with attached Photo, PAN card, Aadhaar Card, self attested copies of Academic and Experience Certificates, Marksheet either by speed post to the above mentioned address to the Director, or e-mail at: appointments@ggsestc.ac.in

For more details visit the Institute website: www.ggsestc.ac.in

हिन्दुस्तान
www.livehindustan.com

पृष्ठ संख्या 03
9 जून 2022

GURU GOBIND SINGH EDUCATIONAL SOCIETY'S TECHNICAL CAMPUS
KANDRA, CHAS, BOKARO, JHARKHAND-827013
APPROVED BY AICTE, NEW DELHI, GOVT OF INDIA, NEW DELHI & AFFILIATED TO JUT, RANCHI
Toll Free No. 1800-3455-398 Phone No. 06542-265293

APPLICATIONS ARE INVITED FOR THE FOLLOWING ACADEMIC POSITIONS FOR SESSION 2024-25

1. THE PROPOSED DIPLOMA PROGRAM IN ENGINEERING & TECHNOLOGY
2. THE PROPOSED BACHELOR OF BUSINESS ADMINISTRATION (BBA)
3. THE PROPOSED BACHELOR OF COMPUTER APPLICATION (BCA)

PROFESSOR, ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR, HOD & LECTURER in the following branches
ENGINEERING: Mechanical, Civil, CSE, ECE, EEE, EE, PHYSICS, CHEMISTRY, MATHEMATICS, ENGLISH
TECHNOLOGY: FASHION TECHNOLOGY, PHYSICS, CHEMISTRY, MATHEMATICS, ENGLISH
TECHNICAL SKILLS: COMMUNICATION SKILLS
DIPLOMA: MECHANICAL, CIVIL, EEE
MBA: HR, FINANCE AND MARKETING
BACHELOR OF BUSINESS ADMINISTRATION (BBA)
BACHELOR OF COMPUTER APPLICATION (BCA)
LABORATORY ASSISTANT, DATA ENTRY OPERATOR (BBA/MBA), WORKSHOP ASSISTANT

QUALIFICATIONS: As per AICTE/UGC/JUT norms - GATE/NET Score (Preference will be given to PhD holders from reputed institutions)
SALARY: As per AICTE/UGC/JUT norms
DOCUMENTS REQUIRED: Complete Resume with self-attested copies of Academic and Experience Certificates
PAN card, AADHAAR card & Passport sized colour photographs
How to Apply: Interested candidates are required to apply within 07 days from the date of publication of this advertisement by sending their CV along with attached Photo, PAN card, Aadhaar Card, self attested copies of Academic and Experience Certificates, Marksheet either by speed post to the above mentioned address to the Director, or e-mail at appointments@ggsestc.ac.in
For more details visit the Institute website www.ggsestc.ac.in



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The Times Of India - Kolkata, 7040019

**GURU GOBIND SINGH EDUCATIONAL SOCIETY'S
TECHNICAL CAMPUS**
KANDRA, CHAS, BOKARO, JHARKHAND-827013
(Approved by AICTE New Delhi, Ministry of HRD, Govt. of India,
Affiliated to Jharkhand University of Technology, Ranchi)
Toll Free No. 1800-3455-398 • Mobile: 8737514134

***APPLICATIONS ARE INVITED FOR ACADEMIC POSITIONS:**
DIRECTOR, PROFESSOR, ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR, ADJUNCT PROFESSOR, LAB ASSISTANT in

*** ENGINEERING:**
MECHANICAL, CIVIL, CSE, ECE, EEE, EE, PHYSICS, CHEMISTRY, MATHEMATICS, ENGLISH

*** MBA:**
MARKETING, HR, FINANCE

Educational Qualifications:
As per AICTE / UGC Norms - NET / GATE Score

*** NON-TEACHING POSITION:**
Librarian, T.P.O. Asst. T.P.O, IT Assistant, Sports Teacher, Student Counsellor.

How to Apply: Interested candidates are requested to apply within 21 days with CV with attached Photo and Self-attested Copies of educational certificates and marksheet through speed post and e-mail, at appointments@ggsestc.ac.in

ADDRESS: KANDRA (V), CHAS, BOKARO - 827013, JHARKHAND, INDIA.
PHONE: 06542-265293, FAX: 06542-265346 E-MAIL: info@ggsestc.ac.in Website: www.ggsestc.ac.in



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Service Rules



ADDRESS: KANDRA (V), CHAS, BOKARO - 827013, JHARKHAND, INDIA.

PHONE: 06542-265293, **FAX:** 06542-265346 **E-MAIL:** info@ggsestc.ac.in **Website:** www.ggsestc.ac.in


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SERVICE RULES

(Framed/ updated and approved from BOG w.e.f. 2nd April, 2016)

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1. TITLE AND COMMENCEMENT:

- 1.1 These rules may be called as the Service Rules of the employees working in *Guru Gobind Singh Educational Society's Technical Campus, Bokaro under Guru Gobind Singh Education Society, Bokaro.*
- 1.2 These rules shall come into force from *1st April 2016* and shall apply to all employees working in *Guru Gobind Singh Educational Society's Technical Campus, Bokaro.*



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1.3 The Board of Governors of *Guru Gobind Singh Education Society, Bokaro*, reserves the right to amend, alter and add to any of these Rules and to bring any such amendment, alteration into effect from such date as may fix.

2. DEFINITIONS:

- 2.1 "BOG" means Board of Governors.
 2.2 "Institution" means *Guru Gobind Singh Educational Society's Technical Campus, Bokaro*
 2.3 "JUT" means Jharkhand University of Technology under which the Institution is affiliated
 2.4 "AICTE" means All India Council of Technical Education under which the Institution got approval as a Technical Institute
 2.5 "D.T.E." means The Directorate of Technical Education
 2.6 "AGP" means Academic Grade Pay
 2.7 "HOD" means Head of the Departments in the Institution
 2.8 "LWP" means Leave without pay
 2.9 "Head of the Institute" means Director of the Institution
 2.10 "CL" means Casual Leave
 2.11 "Employee" means a person in the employment of the Institution
 2.12 "Semester Break" means leave which is being given to faculty members between two semesters

3. SELECTION PROCEDURE:

a) APPOINTMENT:

Appointment for all the posts in the Institution shall be made on the basis of requirement published in newspapers/website. Selection will be done through interview conducted in the Institute by a Committee including subject experts. All appointments will be done as per the norms of AICTE and GGSESTC.

b) QUALIFICATION:

Required qualification for all the academic positions shall be on the basis of AICTE norms. The qualification required for administrative positions shall be based on the job description. Management has right to get the qualification verified by the respective Boards/University.

c) SALARY:



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Basic salary and AGP shall be given to different academic positions on the basis of qualifications and experience as per AICTE norms. Difference in basic salary and AGP for the same academic position under AICTE norms may be given for competent and efficient personnel. Salary for administrative positions will be based upon educational qualifications, experience and expertise.

d) INDUCTION PROCESS:

- Induction of newly appointed faculty will be done through Faculty Development Program.

e) PROBATION:

- Probation period for all the posts shall be for one year from the date of appointment. After successful completion of probation period, services of the faculty members shall be made regular on satisfactory performance approved by a high level Committee with one member each from statutory bodies like AICTE, DTE, GGSESTC, etc as per the norms of AICTE. Services of administrative staff shall be made regular on successful completion of the probation period and satisfactory performance approved by the Head of the Institute.

4. SALARY INCREMENT:

- The annual salary increment will be given once in a year after completion of one year of service. Annual salary increment will be given either in the month of July or in the month of January every year for Administrative, Lab staff and Faculty Members. Those who have joined in between 16th October to 15th April, salary increment will be given in the month of January next year and those who have joined between 16th April to 15th October, salary increment will be given in the month of July next year. Those who acquire higher qualification at any time will also be given salary enhancement as per the above cycle.

- This is to be noted that in general about 0 to 15% annual increment based on the price index variation and performance of the employee may be implemented on the satisfactory conduct/behavior of the employee in last one year of service. In case the performance is not satisfactory, the rate of increment will vary.

To reward academic excellence the Institute will provide extra increments to faculty members and staff who complete Ph.D.




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5. EMPLOYEE PROVIDENT FUND (EPF):

Institute complies with the Employee Provident Fund Scheme and the employee has to join the scheme with the consent of the Institute.

6. PROMOTION:

Promotion for all the positions shall be based on education, experience, performance and self-appraisal and ACR (Annual Confidential Report).

7. INCENTIVE:

Every year management shall award incentive to approximately three faculty members and staff or none in a particular year based on the performance of the employee. Mode/amount of the incentive shall be decided by the management at the time of declaration of the same. Details are at Annexure – I

8. SERVICE COMMITMENTS:

Every faculty member as well as lab staff and other administrative staff appointed by the Institution has to sign a written commitment at the time of his/her appointment. The service commitments of faculty members and lab staff during their services at the Institution is placed at Annexure – II

The service commitments of administrative staff during their services at the Institution is placed at Annexure - III

9. LEAVES:

Employees of Guru Gobind Singh Educational Society's Technical Campus are entitled for the following leaves provided there is no exam to be conducted by particular teacher/lab staff or important event of the department/Institute to be organized by particular teacher/staff and the detailed provisions for availing the leaves are enumerated in the following sections (A to L).

A. CASUAL LEAVE (CL):

- a. Every staff of the Institute will be entitled to 1 (one) CL in every month provided him/her works at least 50% of the month.
- b. The leave can be enjoyed provided it is accrued. The leave will be credited to the A/c of staff after 15th of each month.
- c. *Maximum 2 advance CL can be sanctioned.*



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- d. Staff has to apply for leave in advance in Leave Application form with the recommendation of HOD and he/she will avail the leave only when it is granted by the Registrar, otherwise it will be treated as LWP. However, in case of Examinations days, these applications have to be routed also through Head of Examination Cell through proper channel onwards.
- e. They may seek leave on phone in case of emergency if lectures/duties are properly engaged by them on personal basis and communicated to the head of Departments. They must submit duly filled up Leave application form and regularize the leave as a part of self-discipline at their own interest on the very day they join the Institute.
- f. Employees may avail maximum up to 3 *days continuous* casual leave. However, in the event an employee takes more than 3 leaves irrespective of the category of leaves, may be granted additional casual leave (CL) in a specific month for the purpose of minimizing the number of leaves without pay (LWP). This shall be authorized by the HOD/Section In-charge and duly approved by the *Director/Registrar*.
- g. If someone enjoys casual leave keeping holiday (s) in between, holiday (s) will not be treated as leave.
- h. $\frac{1}{2}$ CL may be allowed to any staff for more than 2 hrs. Period in the first or 2nd half of the day.
- i. For 3 (three) consecutive late attendance (in a month) of more than 30 minutes and up to 1 hour, 1 short leave will be deducted from the leave account of the concerned faculty member.
- j. For more than 3 days of casual leave or extension of Semester Break by availing CL, prior permission is to be taken from *Director/Registrar*.
- k. In case of leave without pay, intervening holidays will also be counted as leave. However, in case the leave (LWP) has been applied from Monday to Saturday in the form of a written application and the concerned employee resumes duty on Monday, intervening Sunday will not be counted as a leave without pay. In the above case, if the employee could not report on Monday as well, intervening Sunday will also be counted as a leave without pay. This applies to all holidays including Sunday.
- l. Advance CL shall be given to those employees who would have completed 1 year of service in the Institute and grant of advance CL shall be approved by the *Director/Registrar*.

Exception

- i. Following outsourced workers will not be entitled to any CL and shall be governed by the rules & regulations of the outsourcing agency.
 - a) Office Boy/Book Lifter
 - d) Cleaners




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- | | |
|-------------------------------|--------------------------|
| b) Other Administrative Staff | e) Canteen Staff |
| c) Bus and Car Driver | f) Security Guards, etc. |

B. COMMUTED LEAVE:

- On discretion of the *Director/Registrar*, staff may earn ½ (Half) and full Commuted Leave for working 3 hrs. or more and 6 hrs. or more respectively on Non-working days, i.e., Sunday Holiday (s) if duty is assigned by the Head of the Institute only.
- Commuted leave earn should be exhausted in the same month.
- All academic staff may not be entitled for commuted leave applicable in "b."

Exception

Staff will not be entitled to any Commuted Leave if the Institute remains working on Holiday (s), i.e., Sunday & holidays for any Govt./Institute program, such as

- AICTE/GGSESTC/University/DTE Expert Committee visit
- Examinations (Semester/Mid Sem/Internal/External)
- Seminar
- Workshop
- Interview
- Training
- Demonstration of academic program for the staff & students
- Sports & Cultural program of the Institute
- For any other competitive exams conducted by TCS and other Govt. Depts. In which Institute is taken over as exam center, which is remunerative.
- Any social responsibilities assigned by State/Central Govt. to the Institute/staff/faculty members like election duty etc.
- Observance of any special day like Independence Day, Republic Day etc.

The *Director/Registrar* may have discretion to approve the leave for the above on case to case basis.

C. SEMESTER BREAK:

Semester break will be given to faculty members of the Institute as follows:

Faculty Members

- For those faculty member who served the Institute for more than 1 year – 15 days
- For those faculty member who served the Institute for more than 6 months – 10 days
- For those faculty member who served the Institute for more than 3 months – 05 days



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- d. The faculty members when applying for semester break with a suffix/prefix on Sunday/declared holiday in Semester Break, those Sunday/Holidays will be adjusted in their CL. If CL is not available, advance CL as on special case will be granted for those holidays.

Important Note: Period of Semester Break will not be given to above person on their choice but the period will be decided by Institute based on requirement/circumstances and no adjustments will be permitted. If the semester break will not be availed *before December in the same year* as permitted by the Institute, the above person will lose the semester break of this semester and will not be adjusted in next year.

D. SHORT LEAVE:

The short leave rule is as follows:-

Faculties are entitled for two short leaves in a month only after completion of 6 month's services in the Institute, one for their personal work & another preferably for academic work for maximum two hours on any working day except for the Saturday off week provided their own class scheduled on the day will not fall on period of short leave. For this purpose classes cannot be mutually exchanged with any other faculties of the Institute.

HODs are supposed to maintain a short leave register in their departments & get it filled in the prescribed format for each staff on different page & sanction it as per the above norms by signing on the specified column of the format Similar register for short leave is available in the Registrar office which should also be filled and signed by teachers concerned along with short leave slips signed by HODs.

Provision for short leave is only for faculty members. Administrative/lab staff shall obtain permission for brake leave during working hour from the *Director/Registrar* for any emergency situation.

Exception

Female teachers not using their own vehicles may not report back to the Institute after availing short leave only for two hours at the end of working time.

E. EXTERNAL PRACTICAL EXAMINATION:

Teachers of faculty departments teaching in 1st to 8th Sem are entitled for two external practical examinations for each semester exam preferably for the subjects taught currently and for faculty members of Basic Sciences (1st and 2nd Semester) three practical examinations per semester with the prior written permission from the *Director/Registrar* through Head of Departments provided their classes should



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not be affected. Classes cannot be mutually exchanged for this purpose. It is expected that they should be available in either of the 1st half or 2nd half and they should also mention about it in the short leave register. Faculty members must submit the appointment letters of the external examiner ship in the office of *Director/Registrar* before or after conducting exam with feedback form.

HODs should send the short leave register on every first working day of the week to the Director's office at about 03:00 PM for verification.

F. OUTSTATION LEAVE:

All faculty members and staff should apply for outstation leave through their HODs/Section Heads in advance before proceeding for their destination, then only the grant of leave will be approved by *Director/Registrar*. HODs/In-charges/Sr. staffs holding important positions have to directly take permission from *Director/Registrar*.

Only in case of medical problem or any emergency situation in family, they should apply for the leave immediately after availing otherwise in all cases they have to apply in advance subject to verbal information and permission from *Director/Registrar*.

G. MEDICAL LEAVE:

All faculty members, technical & administrative staff will be entitled for medical leave of 10 days per year on full pay leave as per the following terms and conditions; -

1. Medical leave will be entitled to above staff only after one year of continuous Service in *GGSESTC, Bokaro*.
2. Only in case of hospitalization, medical leave may be granted. However, in case of serious medical cases like paralytic, head injury due to accident, coma and life threatening medical cases etc. in which doctor prescribes for rest at home, medical leave may be granted.
3. Medical leave can be accumulated up to 30 days maximum @ 10 days per year, if not availed in previous years.

The *Director/Registrar* may have discretion to approve the leave for the above on case to case basis.




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H. MATERNITY LEAVE:

Female staff/faculty may be granted leave on Maternity period for 90 days along with continuation of service after successful completion of 1 (one) year of service. Application for this leave must accompany Medical Certificate from a competent Medical Practitioner and prior approval of the *Management/Director* has to be taken well in advance three months before proceeding for such leave. Institute's policy for Maternity Leave is governed by the relevant laws of Ministry of Labour and Employment, Government of India and in compliance to the maternity Benefits Act 1961 and it has been specified that the Maternity Leave shall be provided to eligible employees on leave with pay basis. After availing the maternity leave, the concerned female staff/faculty member should submit a joining report with a fitness certificate from a qualified gynecologist or can apply for an extension of maternity leave on leave without pay (LWP) basis with supporting documents/medical certificate.

I. EARNED LEAVE:

1. Administrative Staff may be entitled to Earned Leave by earning 2.5 day leave after one month only after *coming in Grade Pay*.
2. Earned Leave will be accumulated with upper limit of 90 days.
3. Earned Leave should be availed minimum 3 days and maximum 30 days in continuation.

J. ACADEMIC LEAVE:

Faculty may enjoy academic leave for the following purpose with the approval through proper channel by the *Director/Registrar*:

- i) Presentation of Paper in any other Institute for two days in the Country and seven days for outside country preferable when classes are not going on.
- ii) Attending a meeting of a committee formed by the Government/AICTE/JUJ/other University and other competent authority as a member.
- iii) *Maximum 15 days leave with pay will be granted for attending short term course/workshop/seminar/training program/orientation program in a year with the approval from Director/Registrar.*
- iv) Higher studies



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For pursuing M.Tech.: The maximum limit of this leave will be 12 (twelve) days in a year.

Eligibility: Faculty member applying for academic leave for pursuing M.Tech. degree should have completed 1 year of service in the institute before availing this leave.

For pursuing Ph.D.: The maximum limit of this leave will be 30 (thirty) days in a year during the course work (if any).

Eligibility: Faculty member applying for academic leave for pursuing Ph.D. degree should have completed 3 years of service in the institute before availing this leave.

For the above mentioned higher studies, CL, EL along with LWP as per the eligibility of the concerned employee shall be granted.

For employees who have not completed the required length of service stated above and still require leave to pursue higher education may be granted CL, EL along with LWP as per the approval of the *Director/Registrar*.

Exception

Casual Leave/Earned Leave will be considered in case remuneration/stipend is being paid by the host institute to the faculty for clause J (i) (ii) and (iv).

K. SPECIAL PAID LEAVE TO MEET UN-FORESEEN CIRCUMSTANCES:

President (BOG)/BOG on recommendation from the *Director/Registrar* may allow 10 days excess paid leave depending on the merits of each case, provided staff has exhausted his leave.

10. WOMEN CELL:

“Women Cell” has been constituted by the Institute and headed by Chairman & Coordinator to ensure congenial and safe working environment for the women employees of the Institute. Issues related to gender discrimination and sexual harassment of women can be reported to women cell for investigation and evaluation and strict disciplinary action shall be taken against the guilty. The Chairman, Coordinator and members of the Women Cell can be contacted for:

- Any incident or attempt for mental or physical assault, provocation and misbehavior
- Gender discrimination
- Requirement of essential facilities for female staff and students



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Chairman and Coordinator may be nominated by the institute based on recommendation of staff association.

11. GRIEVANCE CELL:

“Grievance Cell” has been constituted by the Institute and headed by the Coordinator of Grievance Cell to provide a platform to all the employees for reporting of grievances and their redressal in a fair and timely manner. All employees may approach the Coordinator and/or members of the Grievance Cell and shall submit their grievances in writing for evaluation and redressal of the same. Chairman and Coordinator may be nominated by the Institute based on recommendation of staff association.

12. MEDICAL INSURANCE:

A faculty member, Lab. staff or Administrative Staff may be entitled for his/her own medical insurance after successfully completing 4 years in the Institute.

13. ACCOMMODATION:

Faculty/staff can avail subsidized accommodation facility which will be provided by the Institute in the Institute campus or outside.

14. RESEARCH AND CONSULTANCY:

Institute encourages all faculty members to actively engage into research and consultancy activities. Faculty member shall apply for various research grants and can utilize institute infrastructure to execute research projects. Any faculty member acting as a “Principal Investigator (PI)” for a research project shall have autonomy to appropriately utilize the funds under the guidance and supervision of Director. PI shall be responsible for correct utilization of funds which should be done in strict adherence to the guidelines of the funding agency. Also, PI shall complete the research project and shall submit the complete project report along with fund utilization certificated to the funding agency for full and final settlement. PI shall be liable to respond to the queries of the funding agency even in case of separation from the Institute.

Institute allows faculty members to take up consultancy projects relevant to their areas of expertise. Revenue generated from the consultancy project shall be divided amongst the faculty member and the institute in ratio 60:40. However, any consultancy work should in no way affect the academic activities of the Institute.




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15. NON-COMPLIANCE/MISCONDUCT:

Violation of the service rules, misconduct, and unethical practices once reported or discovered shall be investigated and evaluated at proper level (s). A proven discrepancy/lapse on part of the employee will result in disciplinary action, up to and including termination of employment. Criminal misconduct may be referred to appropriate legal authorities for prosecution. Disputes shall be governed as per the laws of India and shall be submitted to jurisdiction of courts of *Bokaro* only.

The above rules and regulations may be modified for case to case by BOG/President (BOG) on the basis of merit of case after the recommendation and discretionary power used by *Director/Registrar* of the Institute to consider for any emergency situation suited to larger interest of the Institute and employee.



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Annexure: I**Incentive Scheme**

Faculty members and staff who feel that they deserve to get the above incentive may inform the Registrar/Director any time they feel to be considered or otherwise Management will decide on its own.

HODs shall send the recommendations for incentive to the *Director* for further evaluation and approval. *Director* may also recommend employees for annual incentive. Final decision shall be taken by the management which will be based on the following parameters:

- a) Number of LWP availed last year
- b) Leave balance at the end of last year (if any)
- c) Main assignment of the employee

Name of the Assignment	Performance Evaluation
1.	
2.	

- d) Additional assignment (if any)

Name of the Assignment	Performance Evaluation
1.	
2.	

- e) Commitment to the work of the Institute – V. Good [], Good[], Average[], Poor[]
- f) Punctuality (arrival & departure) – V. Good [], Good[], Average[], Poor[]
- g) Honesty to the work assigned – V. Good [], Good[], Average[], Poor[]
- h) Number of short leave availed monthly on average basis
- i) Co-ordination among colleagues (superiors/subordinates)
- j) Overall assessment based on points obtained/evaluation

Excellent[], V. Good[], Good[], Average[]

The above will be evaluated and incentive may be given to the deserving staff/faculty member once in a year or to none in case no employee is found suitable for that particular year based on the evaluation as above.



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Annexure: II**A. COMMITMENTS OF THE FACULTY MEMBERS AND LAB STAFF DURING THEIR SERVICES AT THE INSTITUTE**

1. I will arrive in the Institute and depart from the Institute in time and will go to the class/lab 5 minutes before start of the lecture/lab classes assigned to me.
2. I will teach whatever the two different lecture subjects normally according to my interest/Institute need as assigned to me by head of Department.
3. I will perform all the academic related duties assigned by my Head of Departments/*Director* in time.
4. During the period of one year of my probation, I may leave this Institute after one month of my notice given to the Institute or one month salary to be paid by me to the Institute.
5. I may be asked by Institute to leave my employment in the Institute on resignation/termination with one month notice or by paying one month salary to me by the Institute.
6. In case of separation from the Institute whether on my own or in case the Institute has asked me to resign on issue which hinders the progress of the Institute, I will hand over the responsibilities, documents, institute property issued to me to a person designated by the *Director* and will submit a no dues/clearance form prior to the separation, otherwise Institute may take legal action against me.
7. After confirmation of my service, I have to give three months of notice, if I will resign on my own in the month during the semester if the classes are going on
8. I will not take any tuition classes for students of GGSESTC during my services at the GGSESTC. If I will take any private tuition for other than students of GGSESTC that will not affect my teaching and normal working in the Institute and it should be in off working hours at the outside premises of this Institute with the information and permission form the Director.
9. I will remain accountable for the compliance with the ethical code of conduct as well as various rules and regulations of the Institute with respect to the area of work, relationship with students, fellow peers, subordinates, superiors, visitors of Institute and suppliers. If I indulge in any anti-social activity, misconduct, misbehavior, unethical practices and harassment of any individual in any form, I will be liable to accept any disciplinary action decided by the management including expulsion from the service with immediate effect without any advance payment of one month salary by the Institute.




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Annexure: III**A. COMMITMENTS OF THE STAFF MEMBERS (ADMINISTRATIVE AND OTHER STAFF DURING THEIR SERVICES AT THE INSTITUTE**

1. I will arrive in the Institute and leave the Institute in time. I will deliver the assigned duties/tasks assigned to me within the prescribed time.
2. I will deliver the assigned duties with due care and responsibility as per the standards expected by the institute and shall comply with the ethical code of conduct of my profession.
3. I will accept and deliver any additional duty/assignment given to me by my Head of Departments/Head of the Institute in time.
4. Being an employee of the Institute, I will not engage in any other full time or part time employment unless otherwise permitted in writing by the head of the Institute.
5. During the period of one year of my probation, I may leave this Institute after one month of my notice given to the institute or one month salary to be paid by me to the Institute.
6. I may be asked by the Institute to leave my employment in the Institute on resignation/termination on issue which hinders the healthy progress of the Institute with one month notice or by paying one month salary to me by the Institute.
7. After confirmation of my service, I have to give three months of notice prior to be relieved from the services of the Institute.
8. In case of separation from the Institute whether on my own or in case the institute has asked me to resign, I will hand over the responsibilities, documents, institute property issued to me to a person designated by the head of the Institute and will submit a no dues/clearance form prior to the separation, otherwise Institute may take legal action against me.
9. I will remain accountable for the compliance with the ethical code of conduct as well as various rules and regulations of the Institute with respect to the area of work, relationship with students, fellow peers, subordinates, superiors and suppliers. If I indulge in any anti-social activity, misconduct, misbehavior, unethical practices and harassment of any individual in any form, I will be liable to accept any disciplinary action decided by the management including expulsion from the service with immediate effect without any advance payment of one month salary by the Institute.



P. K.
DIRECTOR
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