



ST. ANDREWS INSTITUTE OF TECHNOLOGY & MANAGEMENT

Gurgaon-Delhi(NCR)



SAITM SERVICES RULES

&

REGULATIONS

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1. General Information

1.1 About us

St. Andrews Institute of Technology & Management is located in the Industrial hub of India, Gurgaon, Delhi (NCR). It is spread across 22 acres of lush green campus with a globally acknowledged infrastructure. The Classrooms are centrally air-conditioned and equipped with modern technology for teaching.

Good Education encompasses instilling Moral, Aesthetic, Athletic, and Intellectual values in the citizens of tomorrow. St. Andrews is the best place to achieve this kind of education. Affiliated to Maharshi Dayanand University, Rohtak (MDU) and approved by the All India Council for Technical Education (AICTE), the college has lush green surroundings which provide a conducive environment for the students to grow not only as good Engineers / Managers but as world-class citizens too.

The Teaching and Non-Teaching Staff of the Institute is a blend of Senior, Experienced, and Young, Dynamic faculty members devoted to the noble cause of education. We at St. Andrews look towards creating a workforce that lives and breathes the same spirit. We give importance to Practical Training and self-learning, Coupled with Discipline, which attracts students from India.

VISION:

To become a renowned institution recognized for excellence in outcome-based education through Research and Innovation, producing globally competent technocrats and managers with ethical values.”

MISSION:

M1: To develop a quality-based education system that builds competent professionals with high learning standards and human values.

M2: To build an industrial school that provides an interface for promoting innovative education and research.

M3: To Cultivate technocrats and managers, empower staff, and drive infrastructure innovation, fostering a dynamic community dedicated to excellence in technical fields and the betterment of society.



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1.2 Goals

- Improving the quality of technical education will create better and more employable human resources to match the changing business environment.
- Sharing the resources (Infrastructure and Academic Experience) with other institutions and helping them develop.
- Creating the environment for developing entrepreneurship in society.
- Developing and maintaining a high degree of ethical and professional standards in imparting management education and ensuring the growth and development of all stakeholders.

1.3 Quality Policy

The Policy of the college is to :

- Facilitate high-quality and excellent learning experiences for a diverse range of learners that will support lifelong learning and provide skills expected of graduates
- Value, support, and recognize excellence in teaching
- Meet the needs and expectations of our stakeholders
- Facilitate learning by providing the academic support infrastructure and environment conducive to the provision of the highest standards in teaching and learning
- Provide equitable access and broaden participation in higher education, which are fundamental to "knowledge societies."
- Provide quality of opportunity, i.e., the provision of opportunity to progress to higher qualifications or to secure employment commensurate with the qualification acquired at the college
- Aim at continuous improvement in the quality and service provided
- Obtain the commitment of all employees in the organization to quality as a collective responsibility.

The features of excellence are :

- Student focus
- Result orientation
- Public responsibility
- Leadership and constancy of purpose
- Management by processes and facts
- Personnel development and involvement
- Development of partnerships
- Continuous learning, innovation and improvement

1.4 Address of the SAITM:

Khurrampur, Farrukhnagar, Haily Mandi Road, Gurugram, Haryana 122506


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2. Code of Conduct

a) Working Hours

Sr. No	Days	Time	Weekly Off
1	Monday to Saturday	9:00 am to 5:00 pm	2nd and 4th Saturday & All Sundays

The working days and time can be changed as per the direction of the College Administration

b) I-card:

All employees should compulsorily follow the formal dress code on all working days. ID cards should be worn by all employees within the campus, and the card must be produced at any time when requested by the authorities.

c) Reporting on duty upon arrival:

On every working day, sign the staff attendance register in the registrar's office, and do the biometric metric punch at the time of arrival and the time of leaving the Institute located at the reception area and be ready at least five minutes before the commencement of classes.

d) Late Reporting:

Staff coming late to the office by more than 20 minutes will be considered late entry and eligible for loss of pay. Only 5 late entries are allowed in a month. Half day salary will be deducted for late coming between 6th to 7th occasions of late entry. From the 8th onwards till the 10th, late entry full-day salary will be deducted. Beyond the 10th late entry in a month, 2-day salary for each late entry will be deducted

e) Leaving the campus before time:

Employees are not allowed to leave the campus before the official working hours. The only exception to this rule is permission from the concerned authority to sign the gate pass or take on-duty leave. If irregularities are found in this process, they will be reported to the disciplinary committee for further necessary action.

f) On-Duty leave:

Employees should complete the ON-DUTY form, get pre-approval from the Head of the Department/Dean's signature, and submit it to the Registrar for record. The On-Duty form must be accompanied by suitable proof. In cases where proof is unavailable, it is the responsibility of the sanctioning authority to judge the genuineness of the case.

g) Drug and Alcohol-Free Workplace:

The unlawful distribution, dispensation, possession, or use of illegal drugs by employees of the University is prohibited. All employees as a condition of employment:

* Abide by the University's norms

* When reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job, the employee is required to undergo a medical test. Smoking on campus is strictly prohibited.


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h) Nonsmoking, non-alcohol and no-tobacco chewing:

No tolerance is observed regarding smoking, drinking, and tobacco chewing on campus. It is viewed as a serious issue, and strict action will be initiated against the employee members and students found indulging in smoking, drinking, and tobacco chewing

i) Equal Employment Opportunity:

It is the policy of the University to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, color, sex, disability, and age. However, the University follows the No Reservation Policy as per the decision taken in the Executive Council meeting held on and as per clause

j) Sexual Harassment:

Sexual harassment of employees or students at the University is prohibited, and the offender is dismissed, or other disciplinary action is taken based on the process of the Internal Complaints Committee and as per the Provision of the Act.

k) Dress Code:

All the employees must adhere to the proper dress code during all working days. Faculty members must not wear Casual clothes like jeans during any working day. All employees must maintain the dressing etiquette at all times.

l) Vehicle Parking:

All employees must park preferably at the designated parking slots for proper University Administration.



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3. APPOINTMENTS AND TERMS & CONDITIONS

There are various categories of employees at the Institute. Their salary scales, qualifications, experience, etc., are required for appointments. Normally, regular appointments, particularly as faculty, will be made by direct selection by inviting applications through public advertisement.

3.1 Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority

3.2 Every employee appointed regularly against a substantive post.

3.3 Every staff member shall employ himself/ herself honestly, efficiently, and diligently under the orders and instructions of the Director/ Designated Authority under whom he/she shall be placed from time to time. He/she shall discharge all duties about the office and perform in such a manner that may be required of him/her, or that is necessary to be done in his /her capacity as aforesaid.

3.4 An employee must serve a probationary period of 1 year, after which the service will be confirmed subject to satisfactory performance. The probationary period may be extended or shortened at the absolute discretion of the head of the Institution. During the probationary period, the appointment may be terminated.

3.5 Selection and compensation of employees shall be made without distinction as to race, sex, or religion, and the same shall be made on a competitive basis.

3.6 a) The terms of appointment provide for termination by a notice on either side of one month for the employee. Suppose anyone desires to be relieved before the notice period. In that case, he/she will be required to pay the Institute an amount equal to his / her salary and allowances for the deficient notice period. However, the head of the Institution will have the right to waive the notice period.

b) Unless waived in part or in full by the appointing authority, there will be a probationary period of one year. At the end of the probationary period, it may be extended by the appointing authority. The services of an employee on probation can be terminated without notice and without assigning any reason.

c) The retirement age from the Institute's service will be as per AICTE Norm for the faculty and others.

Other service conditions will be subject to such norms and executive instructions of the Maharshi Dayanand University and the Institute as may be in force occasionally.

3.7 An employee shall not, without the previous permission of the Governing Body in the case of the Director and in case of teaching and other staff of the Director, respectively, be engaged


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directly or indirectly in any trade, business, or occupation or any other remunerative or non-remunerative work.

3.8 Acceptance of gifts: An employee shall not solicit or accept any gift from a constituent of the College or any subordinate employee, provided that such gifts, grants, and donations shall be received by an employee in the official discharge of his duties of the College.

3.9 The competent authority may suspend an employee when disciplinary proceedings against him are contemplated or are pending or a case against him regarding any criminal offense is under investigation, inquiry, or trial.

3.10 Besides appointments on a regular scale, the appointments of the faculty and staff may be made on fixed terms on an ad-hoc or contract basis. These appointments will carry a lump sum salary or salary in the scale. Fixed-term appointees are eligible for vacation, which is admissible to one who has completed a minimum service of one semester. Suppose a fixed-term appointment is converted into a regular one for various terminal purposes. In that case, the continuity of service will be reckoned from the date of the commencement of the term of appointment.



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4. GUIDELINES FOR FACULTY MEMBERS

4.1 Faculty Members are expected to update their knowledge by attending seminars/workshops/conferences after obtaining necessary permission from the Director/competent authority.

4.2 Faculty Members should attempt to publish textbooks and research papers in reputed International / Indian Journals / Conferences. The faculty members are awarded incentives for the same in the following categories:

R&D Incentive Policies

Sr. No	Category	Level	Incentive
1	Research Paper Published in Journal	Scopus/ABDC/ WoS Indexed Journal	1. For First Author Position: Rs. 6,000/- 2. Other Position: Rs. 3,500/-
		SCI/ SCIE/ SSCI Indexed Journal	1. For First Author Position: Rs. 9,000/- 2. Other Position: Rs. 5,000/-
2	Conference	Must be on International Level and Scopus Indexed	1. For Fee (Rs. 1 to Rs. 2,000): 100% of Fee will be reimbursed 2. For Fee (more than Rs. 2,000): 50% of Fee will be reimbursed. (With a maximum Limit of Rs. 5,000 per paper) 3. Special cases must be taken prior approval before submission
3	Patent	National - Individual	Rs. 8,000 (for each Granted Patent)
		National/International - Institutional	Rs. 15,000 + Applicable fees (for each Granted Patent)
		International - Individual	Rs. 12,000 (for each Granted Patent)
4	Authored Book (Text Book/ Technical Book)	National	Rs. 5,000 /-
		International	Rs. 8,000 /-


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4.3 The Faculty Member must strive to prepare himself/herself academically to meet all the challenges and requirements in the teaching methodology so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students, and he/she should associate himself/herself actively with such extracurricular activities which he/she is interested in or assigned to him/her from time to time.

4.4 A faculty member may be issued a show cause notice or terminated if he/she:

- 1) Knowingly or willfully neglect his / her duties.
- 2) Propagate through his / her teaching lesson or otherwise, a communal or sectarian outlook, or incite or allow any student to indulge in communal or sectarian activities.
- 3) Discriminate against any student or any other person based on caste, creed, sex, language, place of origin, social and cultural background, etc.
- 4) Indulge in or encourage any form of malpractice connected with the examination or any other activity of the Institute.
- 5) Show negligence in correcting terms or assessments or exam work of the students.
- 6) While being present at the Institute, absent himself/herself, except with the prior permission of the Director, from class which he /she is required to attend provided that where such absence without leave or the prior permission of the Director is due to reasons beyond the control of teacher, it shall not be deemed to be a breach of discipline and or the code of conduct, if on return to duty, the teacher has applied for and obtained, ex-post facto, the necessary sanction for the leave availed.
- 7) Accept or give private tuition to any student of the Institute or any other person without the Director's written permission.
- 8) Prepare or publish any book commonly known as guides or assist in their publication other than under the authority of the instate obtained through the chairman.
- 9) Enter into any monetary transaction with any student or parent: nor shall he/she conduct his / her personal matters in such a manner that he/she is to incur a debt beyond his /her means to repay.
- 10) Accept or permit any Member of his / her family or any other person acting on his / her behalf to accept any gift or receive advantage from any student, parent, or any person with whom he/she has come into contact by his / her being in the employment of the Institute.
- 11) Groups of any kind should be absolutely avoided. Faculty members found indulging in such activities will be subject to disciplinary proceedings.



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4.5 Department:

- 1) The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and academic activities.
- 2) After considering the faculty member's interests, the HOD will allot the teaching load.
- 3) In addition to teaching, the Faculty Member should take additional responsibilities as assigned by the HOD/Director in academic, co-curricular, or extracurricular activities.
- 4) Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements for class/lab/invigilation. In an emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
- 5) The Faculty Member should make himself/herself presentable.
- 6) The Faculty Member should show no partiality to any segment / individual student.



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5. RULES AND REGULATIONS FOR THE CONDUCT OF EXAMINATIONS

The following are the procedures for conducting the internal assessment (Mid–Semester, continuous evaluation) and end-semester (University) examinations.

5.1 Conduct Of Theory Examinations:-

- 1) The Head of the Institution or a senior faculty, as recommended by the Head of the Institution, is appointed as the Chief-In-Superintendent (Chief-Supdt.) for smooth conduct of the examinations.
- 2) The attendance sheets, Cutlist, etc., are sent to the Centre Clerk through the concerned Head well in advance for planning and smooth conduct of the examinations.
- 3) Hall / Seating arrangements for conducting theory examinations are prepared and displayed at all vantage points by the Centre Clerk to benefit the students.
- 4) The question papers are handed over to the Center Supdt. (CS) on the day of the Examination.
- 5) CS is responsible for keeping them safe, and they shall be opened on the day of examination in front of the Nodal Center Observers/squads.
- 6) Bar-coded answer sheets sent from the university are only used for end-semester examinations.
- 7) After the examinations, the answer sheets in the sealed covers and Subject Memo are handed over to the Nodal Center Observers for further processing.
- 8) The COE of the University appoints squad members to visit the various examination venues to ensure the smooth conduct of examinations and to check for malpractice. If the squad members notice any malpractice, they will report to the COE through Chief-In-Superintendent (Chief-Supdt.) /CS.
- 9) A student who is suffering from Dyslexia, a physical disability, can be considered exempt from appearing in language papers in his/her End semester University examination as per MD University Rules.
- 10) Students suffering from contagious diseases like chickenpox, mumps, and Madras eye are isolated and allowed to take the examinations in a separate hall with an assistant superintendent.

5.2 Duties of Invigilators:-

- 1) Invigilators should report to duty well in advance, at least 30 minutes before the commencement of Examinations.
- 2) Invigilators shall make frequent announcements to the examiners to check themselves for mobile phones, bit materials, programmable calculators, etc., inside the Examination Hall before the commencement of Examinations.
- 3) Strict silence is to be maintained in the examination hall and Invigilators should not move out to attend any other work.


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- 4) Invigilators should wear the Identity Card and Not Bring Mobile Phones inside the examination hall.
- 5) Invigilators shall check the number of answer books and question papers and their attendance before distribution.
- 6) Invigilators shall check the identity of the students with the help of an Admit Card Identity Card before entering the examination hall.
- 7) Possession of mobile phones, Programming calculators, or electronic gadgets by the student is strictly prohibited inside the examination hall.
- 8) Invigilators should not collect and keep candidates' mobiles during the examination period.
- 9) Invigilators shall encircle the Absentee's Roll No. and write ABSENT in the signature column of the attendance sheet. Also, mark the absences in the seating plan.
- 10) Invigilators shall instruct the candidates to put their signatures on the answer booklet and to write the serial number against their names. Also, check the total attendance mentioned in the seating plan with that of the student writing examination in the hall.
- 11) Candidates should not be admitted to enter the hall after 10 min. of the commencement of the examination.
- 12) Candidates writing the examinations should sit inside the examination hall for the whole duration of the examination.
- 13) During the first half an hour each candidate present in the examination hall should be asked to sign in the attendance sheet and write the serial number of the answer booklet serial number.
- 14) Invigilators should check the correct shading of the Register Number before signing in the answer book.
- 15) Invigilators should instruct the students to write the Register Number in the Question Paper.
- 16) On rare occasions, when a candidate has to leave the examination hall, they should be accompanied by a Teaching staff.
- 17) Invigilators should not answer any inquiries whatsoever relating to the question papers.
- 18) Malpractice should be reported immediately to the Chief Superintendent.
- 19) Invigilators should collect answer books directly from the candidates before leaving the hall. Hall superintendent should not allow the candidates to keep answer books on the desk.
- 20) At the end of the examination, collected answer books will be arranged in the order of Register Number and handed over to the Chief Superintendent.



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5.3 Conduct Of Practical/Viva-Voce Examinations:-

- 1) For the Practical Examination, the University has uploaded the panel of Experts on the MDU website; out of them, Experts are called to conduct the External practical Examination
- 2) The University announces the slot for the end-semester practical; accordingly, the Department HOD prepares the date sheet for the smooth conduction of exams, which COE approves.
- 3) The practical external awards have to be prepared, and accordingly, the marks are uploaded on the MDU Website.
- 4) Project final Viva Voce examinations are conducted as per the Regulations. For the conduct of the viva voce examinations, external/internal examiners from other institutions are appointed from the panel of examiners recommended by the M.D University.

5.4 Rules To Be Followed By Staff Members/Faculty Members During Internal Examination:-

- 1) All the staff/faculty members should note that they should not permit any student in the internal examination room if he/she does not have an Admit card and Identity Card.
- 2) No late entries should be entertained during the examination duration.
- 3) All the staff/faculty members are to be strict, and they have to be very sure that in any case, no student should be permitted to appear for the examination after 10 minutes of the commencement of the examination
- 4) A student can be permitted only on that condition if he has obtained a signed application from the examination cell.
- 5) UMC and cases of students carrying mobiles during examinations must be duly reported.
- 6) All the staff/faculty members have to report sharply in the examination cell positively before 15 minutes so that they can reach the examination room on time.



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6. ANNUAL CONFIDENTIAL REPORT:

6.1 All the staff members must submit their Self-Appraisal Report at the end of every academic year in the prescribed format.

6.2 The Head of the institution shall write a confidential report for all staff and submit it to the chairman for approval.



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7. Grievance Redressal Cell

The Grievance Redressal System is a vital part of any administration. The College Administration is responsible for providing a secure and happy environment to all its staff and students. In accordance with UGC standards, the College has established a Grievance Redressal Committee.

7.1 Grievance Redressal Mechanism

- 1) **Submission of Grievances:** Parents, staff, and students submit grievances in writing to the Grievance Redressal Cell via the web portal at <http://grievance.saitm.ac.in>. Grievances can relate to academics, administration, or any aspect of college life.
- 2) **Initial Review:** The Cell reviews the submitted grievances to ensure they are complete and pertain to the college
- 3) **Issue Identification:** The Cell identifies the nature and severity of the grievance, categorizing it as academic, administrative, or personal.
- 4) **Communication with Concerned Parties:** The Cell communicates with the individuals or departments involved in the grievance to gather relevant information and documents.
- 5) **Investigation:** For complex grievances, the Cell may conduct an investigation, which may involve interviews, document analysis, and fact-finding.
- 6) **Resolution Options:** The Cell considers various resolution options, including mediation, arbitration, or direct intervention, depending on the nature of the grievance.
- 7) **Resolving the Grievance:** The Cell works towards resolving the grievance fairly and promptly.
- 8) **Communication with Complainant:** The Cell regularly updates the complainant, informing them about the progress and resolution status.
- 9) **Feedback and Closure:** Once the grievance is resolved, the Cell may seek feedback from the complainant to ensure they are satisfied with the outcome.
- 10) **Documentation:** The Cell records all grievances, resolutions, and any actions taken for future reference.
- 11) **Periodic Reporting:** The Cell submits periodic reports to the college administration summarizing the types of grievances received and their resolutions.
- 12) **Continuous Improvement:** The Cell may use feedback and data analysis to identify areas of improvement in college policies and practices to prevent similar grievances in the future.



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8. RECRUITMENTS

- 1) The appointment is offered on a probationary basis for one year, subject to extension for an additional year at the discretion of the Management. The Management reserves the right to terminate the appointment without providing a reason during the probationary period.
- 2) The position entails full-time employment with the Institute, requiring exclusive dedication to assigned duties. The appointee is strictly prohibited from conducting any private coaching or training and must refrain from activities that could be detrimental to the college's interests.
- 3) Throughout the tenure at the Institute, the appointee is not permitted to engage in any other paid employment, whether part-time or otherwise, or provide advisory services, directly or indirectly, without prior authorization from the competent authority of the Institute. Additionally, seeking membership in any local or public bodies requires specific permission from the Management in advance.
- 4) The decision of the Appointing Authority/Management is considered final.
- 5) An appointment letter is issued based on the information provided by the appointee in their application (including bio-data) and discussions during the interview process. If any document or statement is discovered to be false or has omitted material facts that influenced the appointment decision, the Management reserves the right to take appropriate action, including termination of employment, at its discretion.

8.1 Probation

Each staff member shall remain on probation for a period of 12 months from his / her date of joining, which may further be extended to a maximum of up to 18 months for unsatisfactory performance. Thereafter, their services can be terminated by giving them one month's notice.



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9. CLASSIFICATION OF MEMBERS OF THE STAFF

In general, the employees of SAIMT shall be classified into four categories

1. Teaching Staff
2. Non-Teaching Academic staff
3. Non-Teaching Administrative Staff
4. Non-Teaching Supporting Service Staff

9.1 Teaching Staff - A person who engages in the Teaching Learning Process (TLP) and also performs academic activities in the Institution

9.2 Non-Teaching Academic staff - A person who assists academicians in the academic activities of the Institution

9.3 Non-Teaching Administrative Staff - A person who is not involved in teaching but assists academic activities and performs all Administrative works of the Institution.

9.4 Non- Teaching Supporting Staff - It refers to individuals employed within an educational institution who do not directly engage in teaching activities but provide essential support services for the effective functioning of the institution.



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10. PAY SCALES

10.1 For the faculty of St. Andrews Institute of Technology & Management (SAITM). Normally, the pay scales of the faculty will be as per the recommendations of AICTE and as approved by the Affiliating University.

10.2 On completion of one year, the due increment will be released in the salary.

10.3 Increment in Salary will be performance-based and in accordance with the Self-Appraisal Form.



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11. SELECTION PROCEDURE

11.1 All the vacancies for Teaching/ Non-Teaching/ Administrative Staff are advertised in the National level/prominent Newspapers. The selection is based on competitive merits, which shall be judged by a selection committee consisting of (Particularly for faculty) the Management Representative, University Representatives, Concerned Head of Departments, Three subject experts, and the Director of the College.

11.2 Selection Process and Eligibility Criteria of Teaching/Non-Teaching Posts shall be strictly as per AICTE/UGC/Affiliating University norms.



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12. LEAVE RULES

The expression 'leave' means leave of absence, that is, the permission obtained by an employee from his employer, relieving him from the duty of attending the work with or without pay. Leave of absence cannot be granted as a matter of right.

- Leave should always be applied for and sanctioned before it is taken
- If a faculty member cannot attend work in case of illness, emergency, or any other valid reasons, he/she must inform his/her Superior.

Kinds Of Leave Available:

1. Vacation Leave
2. Casual Leave
3. Half-day
4. Medical Leave
5. Maternity Leave
6. Duty Leave

No leave is admissible to faculty on the scheduled day of the class, faculty council meeting, FDP, and other important events at the Institute except with a loss of pay.

Basis of calculation of leave

Calculation of all types of leave shall be concerning the English Calendar only.

1. VACATION LEAVE:

- All Staff will be eligible for 7 days of summer & 3 days of winter vacations during 1st year of service and 14 days of summer vacation & 7 days of winter vacation in the subsequent years.

2. CASUAL LEAVE (CL)

- The Number of Leave Entitlement: faculty shall be entitled to 08 casual leave for a period of 12 months. No leave will accrue in the months of July, October, December & January.
- CL eligibility shall be calculated proportionately in case of a new appointee, resignation/superannuation, dismissal/death, etc., for any faculty & non-teaching staff.
- CL will be credited to the staff's account each month's end. All accumulated casual leave shall lapse at the end of the calendar month.
- CL cannot be combined with any other leave.



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3. HALF DAY

- Half-day leave may be taken after prior sanction from the Head of the department.
- Two half-day leaves will be counted as one casual leave.
- Leaving earlier, coming late by an hour.

4. MEDICAL LEAVE (ML)

- Any Regular Faculty Member/Saff may avail Medical Leaves on request basis.
- An employee must submit a medical certificate from a registered medical practitioner if he takes continuous medical leave for more than 3 days. In the case of pregnant women, a medical practitioner's certificate can be dispensed with till the period of pregnancy. Holidays, including Saturdays & Sundays, falling within the period of ML shall be counted as ML. Holidays can be suffixed or prefixed with ML.
- Medical leave can be granted only when the leave sanctioning authority is satisfied that there is a reasonable prospect of the employee returning to duty on its expiry. So, it cannot be granted as leave preparatory to retirement/resignation, etc.
- To prevent misuse, in case of doubt or for further investigation, the employee may be sent to a medical practitioner appointed by the Institute for inspection and recommendation of the health of the said employee.

5. MATERNITY LEAVE:

Maternity leave is admissible to female employees during Pregnancy, Miscarriage, and abortion.

- **For pregnancy:** 90 days

Conditions:

- In case of maternity leave for pregnancy, an employee should have less than one surviving children.
- Maternity Leave will be granted to only those female employees who have completed 1 year in the Institute when applying for maternity leave.
- In the case of maternity leave a medical certificate should be produced.
- It will not be debited to any other leave account.

6. DUTY LEAVE:

All faculty shall be allowed to avail a maximum 5 days for attending/participating in FDP/Conference/Seminars/Workshops, etc. Proof will need to be submitted, and prior permission must be obtained.

Necessity Of Application:

An employee desirous of availing leave of absence shall, therefore, put in his/her application in the prescribed form in advance to the Admin department after getting it approved by the Director. Leave should be applied for in advance before an employee goes on leave. For a period


Principal/Director

not exceeding 3 days, the application should be put in at least 5 days before the date on which leave is to commence, and for a longer period than that, the application should be submitted at least 3 weeks in advance.

Grant Of Leave

The competent authority shall grant the leave applied for on applications received. The employee shall be entitled to proceed on leave only on such sanction of his / her leave application. The employee must not presume that his / her leave has been sanctioned if no reply is received to the application for leave. However, the competent person must dispose of the leave application before the employee commences his leave.

Extension Of Leave

As a principle, leave shall be taken in advance, and the same is applicable in case of extension of leave. This extension should be applied sufficiently in advance so that leave can be sanctioned before the completion of the earlier leave. If any belated application is received, it is upon the competent authority to sanction leave or not. If available, a written reply intimating grant or refusal of extension of leave shall be sent to the employee at his last known address.

Over Stay

Overstay is also a kind of absence. Suppose an employee remains absent without sanctioned leave for more than 10 consecutive days without explaining reasons for absence. In that case, his/her employment shall be deemed to have ended, and his/her name shall be struck off the rolls of the institute.

Address During Leave

Every employee must record on his/her application for leave the correct address at which he/she could be communicated.

Recall From Leave

Leave, once granted, can also be canceled. If the exigencies of the employer's business require, the employer reserves the right to cancel the leave & recall the employee before the expiry of his leave. The balance of unavailed leave, in this case, shall be credited to the employee's account and the employee shall be reimbursed to and fro traveling expenses applicable as per his/her eligibility.

Leave During Disciplinary Proceedings

No leave shall be granted to an employee against whom disciplinary proceedings are being held.

Work Timings And Working Days

Faculty: Working hours for the faculty shall be a minimum of 8.00 daily hours, including a 50-minute lunch break. The Institute Director shall fix each faculty member's work timing, considering his/ her teaching timetable.

All Sundays will be generally observed as weekly off. However, all faculty members would be expected to be present beyond the stipulated hours on working days and/or during the weekends whenever the situation warrants.



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Holidays

Holidays are off days granted by the employer to the employee. A holiday means total closure of work. The Institute will observe holidays as per Affiliating University in a calendar year.



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St. Andrews Institute of Technology & Management
Khurrampur, Farukh Nagar-Haily Mandi Road.
Gurgaon Haryana-122506

13. RULES FOR TRAVEL ALLOWANCES

13.1 All staff members are eligible for travel allowance when deputed On official duty as per the order of the Director.

13.2 The Travel allowance eligible for various categories are indicated below

Grade	Total emoluments	Entitlement
I	Rs.15000/- and above	Flight/A.C.Bus/ Rail II AC
II	Rs.10,000/- and above but less than Rs.15,000/-	Deluxe Bus/ Rail III AC
III	Below Rs.10,000/-	Ordinary Bus/-Rail Sleeper

13.3 Lodging and boarding expenses will be reimbursed at actuals on production of bills/vouchers.

13.4 Higher class of travel or accommodation is permissible only on special sanction.

13.5 Airfare shall be approved only on special occasions and on prior approval.

13.6 Travel shall always be made only by the shortest route.

13.7 If cancellation is made on an order from the sanctioning authority, cancellation charges shall be reimbursed.

13.8 Travel claim/settlement shall be made within 5 days after completion of travel.

13.9 If the staff makes the cancellation, the advance drawn, if any, should be immediately refunded within one day.

13.10 Expenditure towards local travel, telephones, porter charges, etc., if any, shall be reimbursed at actual on the production of the bills/vouchers. (If bills are not available)

13.11 Any other expenditure involved shall be reimbursed subject to eligibility and approval by the Governing Body.



Principal/Director

ANNEXURES - FORMS

Faculty Recruitment Application Form

ST. ANDREWS INSTITUTE OF TECHNOLOGY & MANAGEMENT

Khurrampur, Farrukhnagar - Haily Mandi Road, Gurgaon (Haryana) - 122506

1. Post applied for: - _____ Department:- _____
2. Name: - _____ 3. Father's Name:- _____
- 4 Date of Birth:- _____ 5. Aadhar No. :- _____ 6. PAN No. _____
7. Contact No.:- _____ 8. E-mail ID. _____
9. Category: (Gen./BC/OBC/SC) _____ 10 Married/Unmarried _____
11. Academic & Professional Qualification.



Sr No.	Class/Degree	School / Institution/ University	Year of Passing	Maximum Marks	Marks Obtained	% age	Division	Specialization / Remarks
1	10 th							
2	12 th							
3	UG ()							
4	PG ()							
5.	M. Phil							
6.	N.E.T./GATE							
7	Ph. D							
8	Any other Qualification							

Research Performance/Publication								
No. of Subject Books Published (ISSN/ISBN)	No. of Research Paper in International Journal (ISSN/ISBN)	No. of Research Paper in National Journal (ISSN/ISBN)	No. of National Seminar Attended UGC/STATE GOVT.	No. of International Seminar Attended UGC/STATE GOVT.	No. of National Conference Attended	No. of International Conference Attended	No. of National Workshop Attended	No. of International Workshop Attended

12. Permanent Address:- _____ Pin. _____
13. Temporary Address:- _____ Pin. _____
14. Experience Details:- (Starting From Present Employers)

Sr. No	Employers Details	Duration		Designation	Salary/Scale
		From: D/M/Y	To: D/M/Y		
1					
2					
3					
4					
5					
6					
7					

- a. Total Teaching Exp.:- _____ b. Total Industrial Exp.:- _____ c. Others Exp.:- _____

15. Present Salary:- _____ 16. Expected Salary: _____

17. Contact No (Industry/Org., Resi. & Off.) _____ 18. Time Required For Joining: - _____

I hereby declare that the above information given by me is true to the best of my knowledge & belief and nothing is concealed.

Date: - _____

Place: _____

Signature of Applicant


Principal/Director
 St. Andrews Institute of Technology & Management
 Khurrampur, Farrukh Nagar-Haily Mandi Road,
 Gurgaon Haryana-122506

Faculty Interview Evaluation Scorecard

Evaluation Sheet of Faculty Interview (for SAITM Officials only)

Date: __/__/__

Round 1: Teaching Demonstration		Panel Member 1	Panel Member 2	Panel Member 3	Panel Member 4
	Name →				
	Designation →				
	Department →				
Candidate Score (out of 10) in following listed parameters					
Feedback of Panel Members	Teaching Pedagogy				
	Confidence				
	Subject Knowledge				
	Positive Attitude				
	Lab Exposure				
	Research Knowledge				
	Overall Rating				
Signature					

Round 2: Personal Round		Panel Member 1	Panel Member 2	Panel Head
	Name →			
	Designation →			
	Department →			
Candidate Score (out of 10) in following listed parameters				
Feedback of Panel Members	Communication Skills			
	Leadership Quality			
	Research Knowledge			
	NBA/NAAC / NIRF Exposure			
	Additional Duties (Examinations, Placements, Admissions, Digital Marketing, Cultural, Events, MOUs)			
	Overall Rating			
	Signature			

Conclusive Remarks (must be done by HOD of concerned department)

.....Signature (HOD).....

Overall Result: Selected/ Rejected/ ON-Hold Position offered:

Department: Joining Date: __/__/__ Gross Salary (Monthly):

Prof.(Dr.) Rakesh Rajpal
Director

(File to be forwarded to Registrar/HR office for further compliance)


 Principal/Director
 St. Andrews Institute of Technology & Management
 Khurrampur, Farrukh Nagar-Haily Mandi Road,
 Gurgaon Haryana-122506

Faculty Joining Form

ST. ANDREWS INSTITUTE OF TECHNOLOGY & MANAGEMENT

Khurampur, Farrukhnagar - Haily Mandi Road, Gurgaon (Haryana) - 122506

STAFF PERFORMA

Department: _____ Exact Designation: _____

First Name: _____ Middle Name: _____ Title Surname: _____

Father's Name: _____ Mother's Name: _____

E-mail: _____ Contact No. _____

Date of Birth: _____ Date of Joining: _____ Blood Group _____

UG Degree: _____ PG Degree: _____ Highest Degree: _____

Other Qualification: _____ Experience: Teaching _____ Research _____

Industry _____ PAN No. _____ Aadhar No. _____ Religion: _____

Married/Unmarried _____ Caste: _____ Category: (Gen./BC/OBC/SC) _____

Bank A/C No. if any PNB Branch _____

Bank Branch Name: _____ IFSC Code _____

Present Address: _____ PIN _____

Permanent Address: _____ PIN _____

Contact Nos. 1 _____ 2 _____ 3 _____

SIGNATURE

Documents Required:

1. 2 Passport size colored photographs
2. 10th & 12th Marksheet
3. Marksheet – Bachelors
4. Marksheet – Masters
5. Degree Certificate (UG & PG)
6. Degree / Marksheet – Ph.D
7. Any other Qualification Degree / Marksheet
8. Date of Birth Certificate
9. Experience Certificate
10. Residence Proof
11. Copy of PAN Card
12. Cast Certificate
13. Copy of Aadhar Card
14. Copy PNB Bank Pass Book

Note:- Please provide the hard copy & soft copy (only in JPEG format, size -10KB to 100 KB) of all above Documents (E-mail ID:- registrarsaitm@gmail.com)



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ST. ANDREWS INSTITUTE OF TECHNOLOGY & MANAGEMENT

Khurrampur, Farrukhnagar - Haily Mandi Road, Gurgaon (Haryana) - 122506

For Account Office Purpose only

Employee Details		(Fill in the blanks with block letters)	
1	Employee Name	8	Designation
2	Fathers Name	9	Department
3	Mothers Name	10	Marital Status
4	Date of Birth	11	Bank Account No.
5	Sex	12	Bank Name & Bank Branch Address
6	Spouse Name	13	Institute Group Insurance Policy Nominee Name
7	Spouse Phone No.	14	Nominee Ph. No.
15	Present Address	16	Permanent Address
	Res. No./ H. No.		Res. No./ H. No.
	Res. Name		Res. Name
	Road/Street		Road/Street
	Locality/Area		Locality/Area
	City/District		City/District
	State		State
	Pin code		Pin code
17	E - Mail ID	18	Mobile
19	Phone	20	Date of Joining
21	PAN NO	22	Aadhar No.


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St. Andrews Institute of Technology & Management
Khurrampur, Farrukh Nagar-Haily Mandi Road,
Gurgaon Haryana-122506

Leave Application Form

ST. ANDREWS INSTITUTE OF TECHNOLOGY AND MANAGEMENT

Leave Application for Faculty / Staff members Date

Name.....Designation.....Department.....

Date of Leave From..... To..... Type of Leave.....

Reason for Leave.....

Address & Contact No. During Leave.....

Class Arrangement (By Teachers Taking the Same Classes)

S. No	Date	Class	Subject/Code	Room No.	Time	Name of Arranged Teachers	Class Teacher or Not (Y / N)	Sign of Arranged Teacher
1.								
2.								
3.								
4.								
5.								
6.								

Signature of Applicant

(Director Sign.)

(HOD Sign.)

(HR Head)

Employee Gate Pass

ST. ANDREWS INSTITUTE OF TECH. & MGMT.

FARRUKHNAGAR-HAILY MANDI ROAD, GURGAON, HARYANA

TELEPHONE: 8571801102

EMPLOYEE GATE PASS

DATE.....

NAME.....

DEPARTMENT.....DESIGNATION.....

PURPOSE OF LEAVE.....

TIME OUT..... TIME IN.....

EMPLOYEE PH. NO.....

EMPLOY SIGN.....

HOD

DIRECTOR



Principal/Director

St. Andrews Institute of Technology & Management
Khurrampur, Farrukh Nagar-Haily Mandi Road.
Gurgaon Haryana-122506

Reimbursement of Expenses in Research Activities Form

	ST. ANDREWS INSTITUTE OF TECHNOLOGY & MANAGEMENT
	Approved by AICTE Govt. of India Affiliated to Maharishi Dayanand University
	Khurrampur, Farrukh Nagar - Haily Mandi Road, Gurugram, Haryana - 122506 Delhi NCR (India)
	Ph. : +91-8505 937 771-5, +91-8671 801 102 Email : standrews@saitm.org Web: www.saitm.ac.in

Research & Development Cell

Reimbursement of Expenses in Research Activities

Date: __/__/____

Faculty Name: _____ Employee Id: _____
Designation: _____ Phone No _____
Department: _____ Email Id: _____

Plz Tick the appropriate category and fill the necessary details

<input type="checkbox"/> Patent
Patent Title _____
Application No. _____ Filing Date _____ Publication Date _____
Total no. of Inventors _____ Total Inventors from SAITM _____ Your Position _____
Level of Patent: <input type="checkbox"/> National <input type="checkbox"/> International Plz. Specify Country _____
Status of Patent: <input type="checkbox"/> Filed <input type="checkbox"/> Published <input type="checkbox"/> Granted. Claimed Amount _____
Justification of Claimed Amount _____

<input type="checkbox"/> Conference
Paper Title _____
Conference Title _____
Conference Venue _____
Total no. of Authors _____ Total Authors from SAITM _____ Your Position _____
Level of Conference: <input type="checkbox"/> National <input type="checkbox"/> International. Date: _____ . Conference Fee: _____
Status of Conference Paper: <input type="checkbox"/> Accepted <input type="checkbox"/> Published. Claimed Amount _____
Scopus Indexing: <input type="checkbox"/> Yes <input type="checkbox"/> No Justification of Claimed Amount _____

<input type="checkbox"/> Faculty Development Program/Workshop/Training/ Short Term Training Program
Event Title _____
Event Venue _____
Level of Event: <input type="checkbox"/> National <input type="checkbox"/> International. Date: (From) _____ (to) _____ .Total Days _____
Mode of Event: <input type="checkbox"/> Online <input type="checkbox"/> Offline Event Fee: _____ Claimed Amount _____
Justification of Claimed Amount _____



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St. Andrews Institute of Technology & Management
Khurrampur, Farrukh Nagar-Haily Mandi Road,
Gurgaon Haryana-122506

Journal Publication

Paper Title _____

Journal Name _____

Total no. of Authors _____ Total Authors from SAITM _____ Your Position _____

Indexing: Scopus WoS/ESCI ABDC SCI/SCIE/SSCI Other _____

Is Journal Paid: Yes No Status of Paper: Accepted Published

Date of Acceptance _____ Date of Publication _____

Claimed Amount _____ Justification of Claimed Amount _____

Kindly mention you account details for fund transfer

Account Holder Name _____

Bank Name _____ Branch _____

Account No. _____ IFSC Code _____

Applicant Signature Yes No Coordinator (R&D)

Recommended/ Not Recommended HOD Signature (with remarks)

Approved by:

Approved Amount _____

Dean (R&D)	Director	Vice-Chairman
------------	----------	---------------

Attachments (Please attach necessary documents with this form):

- | | |
|-------------------------|----------|
| 1. <u>Payment Proof</u> | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

Note: Original Copy of this filled form shall be forwarded to Accounts Section for further Process and duplicate copy shall be stored in R&D Section for Record purposes.


Principal/Director

Faculty Appraisal Form

	ST. ANDREWS INSTITUTE OF TECHNOLOGY & MANAGEMENT Approved by AICTE Govt. of India Affiliated to Maharishi Dayanand University Khurrampur, Farrukh Nagar - Haily Mandi Road, Gurugram, Haryana - 122506 Delhi NCR (India) Ph. : +91-8505 937 771-5, +91-8671 801 102 Email : standrews@saitm.org Web: www.saitm.ac.in
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FACULTY APPRAISAL FORM

Name of the Faculty :		
Qualification :		
Department / Current Designation :		
Academic Year :		

S. No.	Particulars	Marks	Expected	Self-Assessed	HOD	Director
1	Students' Performance	20	90% and above-20 80% to 89%-18 70% to 79%-16 60% to 69%-14 50% to 59%-12 40% to 49%-10			
2	Feedback from Students	20	90% and above-20 80% to 89%-18 70% to 79%-16 60% to 69%-14 50% to 59%-12 40% to 49%-10			
3	Book/ Research paper publication	20	20 per Book (Max. 20) 5 per book chapter (Max. 20) SCI/SCOPUS/WOS/ABDC - 10 per paper (Max. 20) UGC care Group-1 listed-5 per paper (Max. 20)			
4	Innovative methods used in Teaching & Learning process	5	1-Poor 2-Fair 3-Good 4-Very Good 5-Outstanding			
5	FDP conducted/attended	5	>5 days-5 2 to 5 days-3			
6	Participation in institute level events	5	1-Poor 2-Fair 3-Good 4-Very Good 5-Outstanding			


 Principal/Director

7	Online Certification	5	1 per certificate			
8	Other Duties (NAAC, NBA, NIRF, and other assigned if any)	5	1-Poor 2-Fair 3-Good 4-Very Good 5-Outstanding			
9	Conference/Workshop/Seminar/Guest Lecture conducted/attended	5	National/International-3 Scopus-5			
10	Contribution in project undertaken by institute	5	1-Poor 2-Fair 3-Good 4-Very Good 5-Outstanding			
11	Administrative work	5	1-Poor 2-Fair 3-Good 4-Very Good 5-Outstanding			
Total						

Minimum Required Marks
Professor-75/100

Associate Professor-65/100

Assistant Professor-55/100

Signature of Faculty Member

Signature of HOD

Director


Principal/Director

St. Andrews Institute of Technology & Management
Khurrampur, Farukh Nagar-Haily Mandi Road.
Gurgaon Haryana-122506