

HUMAN RESOURCES



MANUAL

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University at a Glance

The NorthCap University (Formerly Institute of Technology & Management) was founded in 1996 to promote excellence in technical and management education by the Educate India Society and was affiliated to Maharishi Dayanand University, Rohtak. The Institute gained the status of a University by an act of legislature from Govt of Haryana. under the Haryana Private Universities (Third amendment) Act 25 of 2009. The University is recognised by the University Grants Commission under section 2(f), and has the right to confer degrees under section 22 of the UGC Act of 1956. The University is also recognized by the Bar Council of India. It encourages education that is Interdisciplinary and follows the best educational practices in the country.

The list of recognized Universities is available on the UGC website:

www.ugc.ac.in/inside/privateuniversity.html#haryana.

Nature of University	:	Multidisciplinary, Co-educational University offering Under Graduate, Post Graduate and Doctoral Programmes in Engineering, Management, Law, Applied Sciences and Humanities
Established By	:	1996 Educate India Society
Located	:	In the industrial heartland of Gurugram, Haryana (located 7km from Indira Gandhi International Airport, New Delhi)
Campus Address	:	Sector 23-A, Gurugram, Haryana, India, Tel.: +91-124-2365811-13 Email: ncu@ncuindia.edu
Chancellor	:	Mr. V Daulet Singh
Pro-Chancellor	:	Prof. Prem Vrat
Vice-Chancellor	:	Prof. H B Raghavendra
Registrar	:	Col. Bikram Mohanty (Retd.)
Student Population	:	Under Graduate: 2703, Post Graduate: 119 Doctorate 155
Gender Profile	:	Male - 70%, Female - 30%
Faculty	:	169
Scholarships	:	Merit cum means and Merit based Scholarships awarded

Vision, Mission & Core Values

Vision:

To be known globally for learning innovations, academic excellence and socially relevant research outcomes; strive to become the preferred destination for students, faculty, employers and collaborators & pride of alumni and the community.

Mission:

1. Focus on quality of learning and innovation in all programmes with rigour and relevance.
2. Develop competent professionals - innovative, analytical and independent; committed to excel in all their endeavours.
3. Develop linkages globally with government, industry, academia and alumni for knowledge generation, dissemination and application.
4. Encourage multi-disciplinarity in programmes and projects to explore new frontiers of knowledge.
5. Continuously improve physical, academic and information infrastructure in pursuit of academic excellence.
6. Create a nurturing environment for lifelong learning.
7. Focus on entrepreneurship and socially relevant projects.

Core Values:

1. Integrity in all endeavours.
2. Humility, compassion and concern for all.
3. Passion for quality and excellence.
4. Quest for innovation.
5. Leadership and Team Spirit.
6. Autonomy with Accountability.
7. Perseverance.



Welcome Address

From Pro Chancellor's Desk

Welcome to the NorthCap University family! We proudly call ourselves a family because staff members at NCU, like any family, share a common set of values with a strong commitment to excellence in higher education .

We value our employees and believe in involving them in our mission of transforming the lives of our students and the communities we serve.

To ensure the university's success in accomplishing its mission, this manual has been prepared to provide you with a basic understanding of the university's mission, vision, policies, and your responsibilities as an employee. It is prepared to make you aware of what you can expect from NCU- and what the university will expect from you. The objective of this HR Manual is to offer direction and help you understand and prioritize your role in the University.

We strive to be known and admired for our inclusive culture and believe in involving our employees at every step of our journey. We look forward to your contributions and aspire to achieve our goals together.



*Prof. Prem Vrat
Pro-Chancellor,
Prof. of Eminence & Chief Mentor*



*Prof. H B Raghavendra
Vice-Chancellor,
Prof. (Civil & Env. Engg)*

From Vice Chancellor's Desk

I am immensely pleased to note that the HR Team at NCU has compiled the First Edition of HR Manual 2020. It is a comprehensive guide and instills a greater sense of transparency and accountability amongst our stakeholders.

I am sure the HR Manual 2020 will guide all those who work in the University so as to increase their efficacy and efficiency in the day to day smooth functioning of the University.

LEAVE RULES

1. GENERAL

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra ordinary conditions. Leave rules have been framed in conformity with the existing norms and practices and has the approval of the Governing Body. These rules shall be applicable with effect from 1st Jan 2017 to all employees of the University and supersedes all previous rules and notifications on the subject. The leave rules are subject to alteration / modification / review at the exclusive discretion of the Governing Body either in part or whole, at any time hereafter.

2. APPLICABILITY

These leave rules shall apply to all regular and contractual Faculty, Admin and Technical Staff of the University as per the respective eligibility criteria specified under each category.

3. RIGHT OF LEAVE

Leave cannot be claimed as a matter of right by any employee whatsoever, and whenever academic or administrative exigencies of work so demand, leave of any description may be refused or revoked, postponed or reduced any type of leave can be pre-poned / postponed / curtailed / revoked / denied by the Competent Sanctioning Authority.

Applying / availing leaves in excess of entitlement (even without pay) will be viewed adversely and could affect continuation / confirmation / appraisal / renewal of contract whichever is applicable.

4. SANCTIONING AUTHORITY

a) Below mentioned are the sanctioning authority for the leave application of respective employees:

Sno.	Leave application by	Leave sanctioning authority
1.	Pro Chancellor, Vice Chancellor, Pro Vice Chancellor	Governing Body
2.	DoS, Dean, Registrar	Vice Chancellor
3.	HoD	DoS / Dean
4.	Faculty and Technical staff	HoD
5.	Administrative staff	Registrar

b) Special Casual Leave for Faculty professional development shall be sanctioned by the Vice Chancellor. Due prior approval/permission must be obtained for such leaves and in no case "post facto" approval/sanction will be given.

c) Study Leave shall be sanctioned by the Governing Body on the recommendations of the Vice Chancellor. Before sanctioning study leave, guidelines / Standard Operating Procedures issued by the HR will be complied with.

5. GENERAL RULES

a) Leave should always be applied through proper channel and on the prescribed form and prior sanction taken except in emergency cases. In case of emergency and absence without prior sanction, the sanctioning authority should be notified over the phone and "post facto" sanction should be obtained within 24 hours of date of leave.

- b) Once an employee resigns, he / she will not be entitled to leave of any description whatsoever from the date of resignation. However, EL and CL credited / due till the date of resignation to his / her account may be availed subject to the prior approval of the Governing Body. Further, any leave that was applied and / or approved prior to resignation but yet to be availed in the Notice Period, shall also stand revoked.
- c) In case leave is availed without prior approval, it will tantamount to non-compliance with the Service rules/Leave rules. Appropriate action including termination from service can be initiated under such circumstances.
- d) During the period of leave, an employee shall not take up or accept any employment or work whether on remuneration or without remuneration.
- e) During the period of suspension, an employee may not be granted any kind of leave.
- f) Before proceeding on leave, an employee shall intimate to the sanctioning authority and the person/s responsible for looking after his / her duties during the absence his/ her address including email address while he/ she is on leave and shall keep the said authority informed of any changes in address .
- g) Taking leave or extending leave without sanction will be treated as unauthorized absence from duty and shall render an employee liable to disciplinary action including suspension and/or termination from the services of the University.
- h) An employee on leave may be allowed to return to duty before the expiry of leave provided he/she should notify the administration department in writing giving reasons for resuming work before expiry of leave or for cancellation of leave duly approved by the sanctioning authority.
- i) Besides disciplinary action which could include suspension and/or termination from the services of the University, three late arrivals to work (not exceeding ½ an hour each) and/ or early departure from work before the scheduled time (before ½ an hour of the day end) in a month will be considered as ½ day C L.
- j) Salary of staff member will be withheld if he/she is absent without intimation for more than 3 days. Salary in such cases can be released only after specific approval by the GB.
- k) Any leave availed during the month with pending sanction on the last working day of that month shall be treated as "Leave Without Pay" irrespective of leave balance/entitlement.

6. CATEGORIES OF LEAVE

The following categories of leave shall be admissible to members of the staff.

- A. CASUAL LEAVE (CL)**
- B. EARNED LEAVE (EL)**
- C. SPECIAL CASUAL LEAVE (SCL)**
- D. VACATION LEAVE (VL)**
- E. MATERNITY LEAVE (ML)**
- F. SHORT LEAVE**
- G. STUDY LEAVE**
- H. SABBATICAL LEAVE**

A. CASUAL LEAVE

- (i) All regular and contractual employees are eligible for 10 days of Casual Leave per calendar year. CL will be credited in two halves in advance @ 5 days each on January 1st and July 1st of each year. Employees who are appointed during the course of the year shall be entitled to it on pro - rata basis.
- (ii) Casual leave cannot be combined with any other kind of leave.
- (iii) Causal leave may be granted at the exclusive discretion of the sanctioning authority as and when the occasion arises, provided that the total period of absence from duty does not exceed three days at a time.
- (iv) Unutilized Casual leave in any calendar year will lapse and can neither be carried forward to the next year nor encashed.
- (v) Proportionate deduction/ recovery will be made at the time of separation, if an employee has availed CL in excess

of his/her eligibility.

B. EARNED LEAVE

- (i) Earned Leave of **7** days shall be admissible to confirmed Full Time employees and **3.5** days to confirmed Part Time employees, credited on 1st Jan of every year. Employees who are appointed during the course of the year shall be entitled to it on pro-rata basis.
- (ii) Earned leave cannot be availed for less than one day at a time, unless otherwise specified.
- (iii) Earned leave cannot be combined with Casual leave under any circumstances.
- (iv) Unutilized Earned leave in any calendar year will lapse and can neither be carried forward to the next year nor encashed.

C. SPECIAL CASUAL LEAVE

- i. SCL is introduced for the faculty to outreach academic activities. SCL shall be granted for academic, PhD research work and professional involvement with the outside world subject to satisfaction of the VC that such leave will promote University's interest / academic enrichment of the faculty concerned.
- ii. Whenever the faculty is on SCL, the University shall not be liable for any financial obligations whatsoever incurred by the faculty.
- iii. In case of faculty, SCL shall only be applied when a faculty has no class or once the classes for that day have been taken in advance with prior information to students through Students' Notice Board. Also, faculty must notify Programmer (Server Room) and ERP so that this information can also be put into LMS.
- iv. In order to apply SCL, it is mandatory to append the invitation letter/mail/acceptance letter etc. along with the leave application and have SCL recommended from respective HOD and DOS.
- v. Maximum permissible limit for Special Casual Leave that shall be granted in a calendar year will be 12 i.e. not more than 6 days per semester. An SCL can be taken in half also for ½ day subject to prior approval.
- vi. Faculty must have completed six months with NCU in order to avail Special Casual Leave. Only in case of special recommendation by the HOD and prior approval of Vice Chancellor, faculty with less than six months association with NCU may be granted Special Casual Leave. This will be done as an exception only.

D. VACATION LEAVE

- (i) Vacation leave shall represent the time when no formal teaching and/or internal or external examinations are being held at the University for any of the courses being run by it, either directly or indirectly.
- (ii) Vacation Leave (VL) of **15** days is entitled to all confirmed regular Full Time employees and contractual faculty upto 70 yrs of age, who have completed one year or two teaching semesters and **7** days to confirmed Part Time employees. VL can only be availed in Summer during the non-teaching period announced in the Academic Calendar each year and as per the slots approved by the Competent Authority. In addition, the University shall remain closed for VL in Winters during the non-teaching period, from 25th Dec to 1st Jan i.e. **8** days every year. Accordingly, total Vacation Leave for employees is **23 days /year**.
- (iii) The Competent authority can also authorize the Vacation leave to be taken in one or more installments during the non-teaching period, if necessary. In case leave is denied / revoked for official reasons, the employee will be compensated in lieu thereof as under:

Faculty: Basic + AGP

Admin / Technical: Basic + DA

E. MATERNITY LEAVE

- (i) Maternity leave may be granted to a female member of the staff who has been in the continuous regular service of the University (without a break) for not less than one year prior to the date of application for such leave.
- (ii) Maternity leave can be availed pre or post-delivery, up to a maximum period of 3 months i.e. 90 days in one stretch with prior sanction.
- (iii) Maternity leave may be combined with earned leave, if any, under special circumstances.
- (iv) Immediately after delivering a child, a member of the teaching faculty may apply to the Governing Body, for permission to attend the University on a "part time basis" without any break in service for a period of six months. All the provisions of the "Part Time Faculty" will apply if such conversion is approved by the GB.
- (v) A person on maternity leave cannot engage in any other employment whatsoever
- (vi) Maternity Leave will not be applicable for contractual employees.
- (vii) Maternity Leave is applicable once in two years and cannot be permitted more than twice in an employee's service with the University. However, it must be clearly understood that, this permission is not automatic and, shall be subject to the approval, if at all, by the Governing Body.

F. SHORT LEAVE (for Administration Staff only)

Short leave up to 2 hours in a month may be granted for genuine reasons after obtaining due sanction of the competent authority.

G. STUDY LEAVE

- (i) Faculty members who have completed ten years of continuous service may be considered for study leave, on a case to case basis, to be approved by the Governing Body on the recommendations of the Vice - Chancellor.
- (ii) This duration shall not be counted for calculating the service period. During this period faculty shall not be entitled to any leave credit or increments.
- (iii) Whenever the faculty is on Study Leave, the University shall not be liable for any financial obligations whatsoever incurred by the faculty.

H. SABBATICAL LEAVE

- (i) The objective of Sabbatical Leave facility is to promote and enhance the quality of educational and research activities at NCU through research work or other similar activities directed toward intellectual and professional growth of the faculty. The main emphasis on granting sabbatical leave will be on the basis of undertaking advanced research rather than upgrading one's qualification.
- (ii) All regular faculty members, up to the age of 60 years who have completed six years of regular full time uninterrupted service, may be considered for sabbatical leave on a case to case basis. However, it is a privilege earned by only those faculty who have achieved minimum 2 'Good' and Nil 'Unsatisfactory' ratings in the past 6 appraisals. The application shall be approved by the Governing Body based on the recommendation of the Vice Chancellor. A high quality research publication, project report, funding, research proposal book, etc. is an expected outcome after availing the sabbatical leave. The faculty will submit a report to HoD and VC and deliver lectures on the outcomes, tools, techniques and technology used for the research.
- (iii) A faculty member can apply for sabbatical leave once in his / her tenure. Sanction for a second term will be evaluated on much higher academic standard to be achieved. At a time, sabbatical leave will be considered for discrete period of six months or one year. An eligible faculty member who wishes to be considered for sabbatical leave should submit a formal written application to the Vice Chancellor providing complete information on the duration and nature of the activities planned during the sabbatical period, at least 6 months prior to the leave along with documentary evidence where it is

proposed to be conducted. No further extension is allowed in sabbatical leave once approved. Combining any other leave with sabbatical leave is not permissible.

(iv) During the period of sabbatical leave, the faculty shall be entitled to Basic Pay+ AGP, PF, Gratuity and mediclaim benefits, as drawn by him/her at the time of applying for the leave. This leave duration of a maximum duration of one year, shall not be counted for calculating the service period. No leave credit, increment will be extended to the faculty/family during this period.

(v) Faculty members who are awarded sabbatical leave must commit themselves through a written undertaking in form of a bond to return to NCU for at least two academic years of full-time service upon completion of the sabbatical leave. If they leave prior to two years, they shall be liable to pay the notice pay (i.e. Basic Pay) in lieu thereof for the un-served period i.e. two year. In case of non – joining after sabbatical leave, it will be presumed that the faculty has abandoned his / her services from the University and will tantamount to non-compliance with Service / rules / Leave rules / bond submitted. Appropriate action including termination from services can be initiated under such circumstances.

(vi) The aim is to reward the high performing faculty members to enhance their professional skills by availing the above leave through proper procedure, as detailed above. Notwithstanding the above, sabbatical leave cannot be claimed as a matter of right and in case of academic or administrative exigencies, it can be post-poned or denied by the competent authority.

Refer attached Leave Application Form.

NOTE: LIST OF PUBLIC HOLIDAYS FOR EACH YEAR IS CIRCULATED BY REGISTRAR OFFICE. SAMPLE ATTACHED FOR YEAR 2020



LIST OF HOLIDAYS FOR 2020				
S. No.	NAME	DATE	DAY	NUMBER OF DAYS
1	Republic Day	January – 26	Sunday	1
2	Maha Shivratri	February – 21	Friday	1
3	Holi	March – 08 to 11	Sunday to Wednesday	4
4	Ram Navami	April – 02	Thursday	1
5	Good Friday	April – 10	Friday	1
6	Idu'l Zuha (Bakrid)	August – 01	Saturday	1
7	Rakshabandhan	August – 03	Monday	1
8	Independence Day	August – 15	Saturday	1
9	Gandhi Jayanti (Mahatma Gandhi's Birthday)	October – 02	Friday	1
10	Vijay Dashami (Dussehra)	October – 25	Sunday	1
11	Diwali (Deepavali)/Bhai Dooj	November – 12 to 16	Thursday to Monday	5
12	Guru Nanak Jayanti (Guru Nanak's Birthday)	November – 30	Monday	1
13	Winter Vacations	December 25 to January 01, 2021	Friday to Friday	8
Total Holidays				27 Days
Effective Holidays during Working days				20 Days

NOTE

1. For Muslim Staff Only: Id-ul-Fitr falling on Monday, 25 May. They can avail holiday on this day.
2. For Female Staff Only: Karva Chauth is falling on Wednesday, November 04. They can avail a half day holiday in the second half.
3. Apart from above mentioned holiday list, there will be Summer Vacations as per NCU leave rules.
4. Clubbing and sandwiching of leaves with any of the above holidays is not permitted.



LEAVE APPLICATION FORM
(Common for all departments)

REVIEW DATE:

SHEET 1 OF 1

TO BE FILLED BY THE APPLICANT (Kindly fill all the required columns)

NAME: _____ **DEPT:** _____ **DESIGNATION:** _____ **DATE OF APPLICATION:** _____

TYPE OF LEAVE TO BE AVAILED:
E.G. CL/EL/ML/SCL/OD/SHORT LEAVE/ANY OTHER

PERIOD OF LEAVE: Mention time in case of Short Leave	FROM	TO	NO. OF DAYS :
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SPECIFY REASON FOR LEAVE. ATTACH NECESSARY DOCUMENTS IN CASE OF SCL AND OD:

CONTACT DETAILS DURING LEAVE (GIVE PH. NO.):

SIGNATURE OF THE APPLICANT.....

TO BE FILLED BY THE RECOMMENDING AUTHORITY : HODs/ FUNCTIONAL HEADS
(To be forwarded to Admin dept. within 24 hours of leave date)

GIVE REMARKS ESP. TO JUSTIFY SCL AND OD :

REASONS, IN CASE LEAVE IS DENIED:

SIGNATURE OF THE RECOMMENDING AUTHORITY.....
DATE.....

TO BE FILLED BY THE ADMIN DEPARTMENT

TYPE OF LEAVE	ENTITLEMENT	ALREADY AVAILED	No OF DAYS APPLIED	TOTAL AVAILED	REMAINING BALANCE
CASUAL LEAVE					
EARNED LEAVE					
SPECIAL CASUAL LEAVE	NA				NA
LEAVE WITHOUT PAY	NA				NA
OFFICIAL DUTY	NA				NA

SIGNATURE OF ADMINISTRATIVE OFFICER..... **DATE.....**

REMARKS, IF ANY:


TO BE FILLED BY THE SANCTIONING AUTHORITY

REASONS, IN CASE LEAVE IS DENIED:

SIGNATURE OF SANCTIONING AUTHORITY..... **DATE.....**

This form is to be submitted by faculty along with leave application to provide details of class rescheduling.

NCU-FRM-04 Rev 01

	CLASS/ DUTIES RESCHEDULING FORM	REVIEW DATE:17.316 SHEET 1 OF 1
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Faculty: Department:
 Reason for rescheduling: EL / CL / OD / Leave Details:
 From: To:
 CLASSES:

Assigned Class							Rescheduled Class		
Date	Time	Class	Subject	L/T/P	Room	Rescheduled	Date	Time	Room

DUTIES:

Assigned Duties				Rescheduled Duties		Remarks
S.No.	Date	Time	Nature of Assigned Duty	Replaced by whom		
1						
2						
3						
4						

Copy to: Deviation Team

Signature of Faculty:

Approved by HOD:

Issued by:	Approved by:
Date:	Date:

FLEXIBILITY IN TIMINGS OF FACULTY & TECHNICAL STAFF

In furtherance of the University's efforts to provide more flexibility to functioning of faculty & technical staff, Faculty / technical staff must:

- (a) Ensure minimum 45 hours per week.
- (b) Ensure a minimum of **5 hours per day** at the University **anytime between 8:30 AM to 5:30 PM.**
- (c) With this additional flexibility provided, it is once again reiterated that at no time the Zero Tolerance towards deliverables shall be violated by anyone. Zero Tolerance to academic and administrative responsibilities are emphasized again as under:
 - Zero Tolerance in non-fulfillment of job deliverables, all academic and administrative responsibilities specific to your department or University.
 - Zero Tolerance on delays in engaging lectures, tutorials and lab / practical classes as per schedules. Any contingency must be planned for in terms of alternatives without any uncertainty.
 - Zero Tolerance for deviation in deliverables like attendance, question paper setting, evaluating answer books, result preparation and submission, project reports, committee reports, audit related reports etc.
 - Zero Tolerance for deviation in academic duties such as invigilation, attending academic meetings at department or University level or elsewhere, indifference in attending students' functions, events, conferences, sports and cultural events.
 - Zero Tolerance in any act of plagiarism which degrades the standards of our academic and research writings/ publications.

This has been approved and implemented w.e.f. 5 Sep 2016.

FREEDOM OF THE HOUSE- CERTIFICATE

Monthly Self Certification

In view of Flexible University Work Culture, we are glad to announce that you have earned the right to avail "**FREEDOM OF THE HOUSE**" which allows flexibility to our star performers. Such flexibility combined with accountability and zero tolerance shall promote employee engagement, empowerment and career development leading to overall growth of The NorthCap University.

However, such freedom entails a pre - requisite of zero deviation on account of academic and (or) administrative responsibilities.

It is imperative to make judicious use of the above freedom by subscribing to zero tolerance in the outlined areas:

- Zero tolerance on delays in engaging lectures, tutorials and lab classes as per schedules. Any contingency must be planned for in terms of alternatives without any uncertainty.
- Zero tolerance for deviation in academic duties such as invigilation, attending academic meetings at department or university level.
- Zero Tolerance for deviation in deliverables- such as question paper, evaluated answer books, project reports, committee reports etc.
- Zero Tolerance for indifference in attending students' functions, events, conferences, seminars, sports and cultural events without prior approval for valid reason.
- Zero Tolerance in fulfilling your job deliverables and responsibilities specific to your department/ domain with no deviations esp. in times of need.

I hereby, declare that I have met my entire academic and (or) administrative responsibilities assigned with zero tolerance on my job deliverables without exception.

SIGN:

DATE:

SALARY DISBURSEMENT CYCLE

Every employee is entitled to the salary that is fixed as per the offer letter or appointment letter of the organization.

The various heads on which the Gross Salary of each employee is based is:

- Basic Pay
- House rent allowance (HRA)
- Discretionary allowance(DA)
- Conveyance Allowance
- PF*
- ESI*
- Special role allowances
- Gratuity*
- Income tax (wherever applicable)

*PF, ESI & Gratuity deductions are done as per the prevailing law

Attendance and Salary Cycle

The attendance for preparation and release of salary is taken on monthly basis. The salary is prepared monthly with reference to the attendance records of each employee and credited in to the Employees account on 10th of subsequent month. Illustration: Salary of July will be credited on 10th of August.

Full Time Employees/ Contractual Employees- The attendance taken into consideration for preparation of Salary for a month is from 1st of present month to 30th or 31st of present month.

Visiting Faculty: The remuneration which is fixed as per lecture/practical/tutorial hours is released on the basis of the number of sessions taken from 1st to last day of the month after submission of self-declaration form by the department.

CONFIDENTIALITY OF SALARY INFORMATION

Salary information is strictly confidential. Only the individual employee, his Head of the Institution or his/her immediate reporting Head and employees who process salary and benefit administration will have access to the employee's salary information. Employees should not disclose their salaries to persons other than their Head of the Institution or his/ her immediate reporting Head. Employees who have access to salary information in the course of their duties handles the information with extreme care to ensure confidentiality.

GROUP GRATUITY SCHEME

Salient features of the scheme are as under:

- 1) All the employees whether on probation or confirmed excepting the employees appointed on contractual service, are eligible for "Group Gratuity Scheme".
- 2) Faculty staff who are upto the age of 65 years are eligible under the scheme. All other Administrative & Technical staff appointed on or after 1st January 2013 will be eligible upto the age of 60 years under "Group Gratuity Scheme".
- 3) The employer will pay premium on 1st of December every year on behalf of the eligible employees for coverage under the scheme.
- 4) The employer will pay 15 days salary (15/26 of a month's wages) for every completed year of regular/ continuous services to each of his eligible employee on their exit/ retirement / resignation after five year of continuous/ regular service.
- 5) In the event of unfortunate death, a sum equal gratuity payable in respect of the entire service (Actual + Anticipated), subject to a maximum of ` 10.00 lacs currently, will be paid, provided the employee has completed five years of continuous/ regular service.
- 6) In the event of unfortunate death the amount of gratuity will be paid to the nominee appointed by the employee.

Definition:

- (i) Salary / wages is defined as Basic Pay + AGP for Faculty staff & Basic Pay only (excluding Grade Pay) for Technical and Administrative staff.
- (ii) For the purpose of the scheme, a period of 6 months and over shall be reckoned/calculated as one year.

GROUP MEDICLAIM HEALTH INSURANCE POLICY (2019-20)

As a major welfare initiative, The NorthCap University has been providing all its Faculty, Technical & Administrative employees and their families with a Group Health Insurance Policy, subject to applicable conditions / exclusions. This year too, the Policy is being extended through ICICI Lombard. Some of the features in the scheme with terms and conditions/ exclusions as approved by the Governing Body from time to time are given here under:-

- 1) The NorthCap University will pay premium on behalf of all eligible employees for coverage under the scheme.
- 2) All the employees except the employees appointed on Contractual Service are eligible for 'Group Mediciclaim Policy Scheme' from their date of confirmation.
- 3) Coverage will include self, spouse and two children up to 18 years.
- 4) Maximum permissible Mediciclaim is as under:-

TEACHING STAFF

- (i) Sr. Professor/Professor Rs. 5.00 lacs
- (ii) Associate Professor/Asst. Prof. Rs. 3.00 lacs

ADMINISTRATIVE AND TECHNICAL STAFF

- (i) Above 5 years of service Rs. 3.00 lacs
- (ii) With 3 to 5 years of service Rs. 2.00 lacs.
- (iii) Up to 3 years of service Rs. 1.00 lac.

5) All faculty / staff members submitting the claim on account of hospitalization will have to pay 10% co-payment contribution at the time of discharge. The balance amount, within the limit shown below will be paid by Insurance Company.

6) Pre Hospitalization for 60 days & Post Hospitalization for 90 days respectively are covered.

7) Disease wise maximum sub limits covered under the policy are given below:

Disease	Amount
Normal Delivery	₹ 50,000
Cesarean Delivery	₹ 50,000
Hydrocele	₹ 18,000
Piles Surgery	₹ 19,200
Appendix	₹ 24,000
Hernia Surgery	₹ 24,000
Gall Bladder	₹ 30,000
Eye Related	₹ 30,000
Hysterectomy	₹ 33,600
Urinary Stone	₹ 40,000
Joint Replacement Including Vertebral Joints	₹ 1,02,000

8) Room rent / ICU charges for regular hospitalization will be 2% / 4% of insurance amount, or ₹ 3,500/- / ₹ 7000/- respectively in case of all faculty/staff members, whichever is less.

9) Maternity Expenses (benefit) under the Group Mediciclaim Health Insurance Policy Scheme shall be available to the employee / spouse up to a maximum of two children.

10) Any Mediciclaim benefit if provided to the faculty/ staff member and his / her dependent under 'Group Mediciclaim Health Policy Scheme' of the University shall not be available during the period of 'LWP' (Leave without pay) availed for more than 30 days at one time and shall only be restored after he/ she rejoins duties subject to approval of the Governing Body.

11) Any Mediciclaim benefit if provided to the faculty and his / her dependent under 'Group Mediciclaim Health Policy Scheme' of the University shall not be available during the Part time status of the faculty and shall only be restored after he/she converts back as regular faculty.

12) An employee or their spouse/dependent children, who are covered by any medical insurance / medical reimbursement scheme by his / her present / past employer, will not be entitled for coverage under the Group Medclaim Insurance of The NorthCap University. To be eligible for the Group Medclaim Insurance scheme of The NorthCap University every employee will swear an affidavit at the time of joining/inclusion confirming that he/ she and his/ her spouse/ dependent children are not covered/ availing medical insurance/ medical reimbursement from any other employer, past or present.

13) Employees up to the maximum age of 80 years or date of retirement / separation, whichever or earlier, is eligible for cover under the scheme, unless otherwise approved by Governing Body.

14) In case of post/prior hospitalization treatment, as applicable in respect of certain diseases, reimbursement claim should be submitted directly to Insurance Company or Alliance Insurance Brokers Pvt. Ltd. (Insurance Brokers) along with the Reports / Certificates / Admission / Discharge slip / Bills related to medicine / Tests / X-ray / Medical reports etc. in original on the following address by registered A.D, with a copy of covering letter to the University.

15) In case of any assistance please contact the following :

- a) Mr. Jayant Singh
 Senior Manager – Employee Benefit
 Alliance Insurance Brokers Pvt. Ltd.
 715, 7th Floor, DLF Tower A,
 DDA District Centre, Jasola,
 New Delhi – 110025

Mobile No. : 9205584673

Also please find below draft email which every employee should put forth before sending their claim documents to Alliance or to TPA for reimbursement:

Email to be sent to : jayant@allianceinsurance.in

With CC : arun@allianceinsurance.in

=====

Draft Email:

Subject: Reimbursement Claim – Employee Name & ID

Dear Team,

Following claim is couriered to you on DD/MM/YYYY. Please acknowledge the receipt of the claim documents once you receive the same.

COMPANY NAME	POLICY NO.	MEMBER ID	EMP ID	NAME OF EMPLOYEE	NAME OF PATIENT	RELATIONSHIP WITH EMPLOYEE	AGE OF PATIENT	DATE OF ADMISSION	DATE OF DISCHARGE	CLAIM AMOUNT	CLAIM TOWARDS

Thanks and Regards,

Employee Name

=====

16) For all further details regarding the coverage in Group Health Insurance, please refer to the policy document held with Mr. Nitin Khanna in Admin Dept., who can also be contacted for any further clarification.

ORGANIZATION WORK CULTURE : Celebration of AHA moments

NCU has a strong work culture to bring the employees together on a common platform and motivate them to deliver their best. It is essential for the employees to enjoy at the work place for them to develop the sense of loyalty towards it. The organization offers a positive ambiance to the employees for them to focus on their work and follow the organizations rules and regulations.

To create a healthy work culture:

- An employee must be cordial with each other
- Each employee should be treated as one
- Encourage discussions at the workplace
- Promote team building activities to bind the employees together

We at NCU participate in various fun filled activities to bring together employees and their diversified culture in building strong teams. The activities which help each other understand their view point and nature in analyzing various situations.

- Birthday celebrations
- Funcu events(indoor/ outdoor)
- Festival Celebrations (Independence Day, Republic Day, New Year, Diwali, Holi, Eid, Christmas)
- Teacher's Day/Women's Day/Engineer's Day etc
- Annual Sports Day

The organization aims at improving efficiency, productivity, growth and corporate ethical standards. The employees are encouraged to feel free to ask questions, discuss suggestions, and address problems and concerns with the management.

	<u>INTER OFFICE MEMO</u>	Review Date:
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From : Registrar

To : Faculty, Technical & Admin

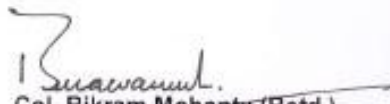
CC : GB, PC, VC & VC Office

14 September 2020**SECR-01/IOM/085/2020****INTERNAL COMPLAINT COMMITTEE**

1. Internal Complaint Committee of the University has been reconstituted as under:

- | | | |
|---|---|-------------|
| (a) Prof. Manjula Batra (Prof. SOL) | - | Chairperson |
| (b) Dr. Anjali Garg (Assoc. Prof. ECE) | - | Member |
| (c) Dr. Akshat Aditya Rao (Asstt. Prof. SOM) | - | Member |
| (d) Dr. Anshu (Asstt. Prof. APS) | - | Member |
| (e) Dr. Yogita Gigras (Asstt. Prof. CSE) | - | Member |
| (f) Ms. Deepika Deswal (Dy. Manager – HR) | - | Member |
| (g) Mr. B. R. Verma (Editor In Chief, Haryana Recorder) | - | Member |

2. Copy of Vishaka Guidelines is enclosed for ready reference.


Col. Bikram Mohanty (Retd.)
 Registrar

TEACHING COMMITMENT NORMS

DESIGNATION	CONTACT HOURS PER WEEK
PROFESSOR / ASSOCIATE PROFESSOR	12-14 HOURS/PERIODS
ASSISTANT PROFESSOR	16-18 HOURS/PERIODS

+/- 10% fluctuation is permissible on account of genuine reasons/load requirements of the course.

Guidelines to be followed:

1. The workload of a regular full-time faculty should not be less than 45 hours a week which includes 5 hours Lunch break. Faculty should be present for minimum 5 hours a day for 6 days a week.
2. Balance 22-24 hours should be utilized for research, academic administration, extensions, outreach, consultancy and other departmental/University level activities.
3. HoDs are requested to distribute academic administrative work exclusively to individuals with accountability and allotment of work should be done evenly in the department.
4. Faculty can take up to three different courses in a semester.
5. A relaxation of two hours in the teaching commitment can be given to all Directors/Deans/Dy-Deans/ HoDs who have been allotted independent administrative load at the University level.
6. This is to be implemented w.e.f. Academic Session commencing from 25 July 2016.

APPOINTMENT OF EMERITUS FACULTY

Faculty who have completed 70 years of age and who are physically fit and desirous of associating with the University can apply and be considered for an Emeritus Faculty position on the following terms and conditions:

DESIGNATION: Emeritus Faculty

APPOINTMENT: At the discretion of the Governing Body subject to lecture/ practical/ tutorial load being available at the UG/PG level.

TENURE: Semester Basis

SCOPE OF WORK:

- Taking lecture, practical, tutorial load of assigned courses.
- LMS upload/Attendance maintenance/Course Booklets.
- Minors and Major: Sectional and Qs paper Setting/Evaluation/ Submission of grades and marks/Paper showing.
- Completing obligations towards PhD scholars, if any.

TEACHING LOAD: Upto two full courses in a semester.

EMERITUS HONORARIUM:

Per Lecture period = Rs 1400/-

Per Tutorial/Practical period = Rs 800 /-

Conveyance per Visit = Rs 600 (Ggn) / Rs 800 (Others)

This has been discussed and approved by Pro Chancellor and Pro Vice Chancellor.

This is implemented with effect from 1 July 2016.

GUIDELINES FOR EMPANELMENT OF ADJUNCT FACULTY/INDUSTRY EXPERT AT THE NORTHCAP UNIVERSITY

1. Objectives:

1.1. To involve academicians, scholars, practitioners, policymakers and skilled professionals in teaching, training, research and related services

1.2. Bring outside" real" world perspective leading to improvement in overall learning processes through curriculum development, course design and pedagogical improvements by aligning it with industry needs

1.3. To enable higher educational institutions to access the eminent teachers and researchers who have completed their formal association with the University/college, to participate in teaching, to collaborate and to stimulate research activities for quality research at M. Phil and Ph. D. levels and to play mentoring and inspirational role;

2. Target Groups:

Professionals, experts, officials and managers having experience of working in Teaching and research organizations supported by bodies like DRDO, Central and State Universities,IITs, Central and state public sector undertakings (PSUs), business corporations, NGOs,Civil servants, and professionals & officials from professional councils and statutory bodies like UGC and AICTE, both serving and retired.

3. Qualifications:

Candidate for adjunct faculty should satisfy the following norms:

i) Should have the minimum qualifications as prescribed in the regulations framed by UGC / respective statutory councils from time to time. OR

ii) Significant professional experience that is considered equivalent to a PhD

4. Selection Criteria:

Adjunct Faculty will be appointed by the Competent Authority based on the recommendations of a Committee. HoD shall identify and forward applications with comments specifying the suitability of such candidate(s) in the department which shall be examined by a Committee comprising of following:

i) Vice Chancellor

ii) Director of the School

iii) Head of the concerned Department.

iv) Dean -Academics

v) One External Expert

Based on the recommendations of the Committee, the same would be forwarded for consideration to the Governing Body for necessary approval.

5. Period of empanelment:

Will vary from 06 months to 03 years as decided by the University on mutually agreed terms and conditions.

6. Strength:

The strength of Adjunct faculty may be 20 % of the sanctioned strength of faculty .

7. Roles and Responsibilities:

The empaneled adjunct faculty is expected to undertake following assignments:

- i) To teach courses directly related to his specific expertise and professional experience or the areas of his specialization.
- ii) Contribute to other academic activities like counseling of students, developing new course(s) and pedagogical improvements.
- iii) To guide and supervise the research students in the area of his specialization or professional proficiency. However, there should be preferably one core faculty member associated as Supervisor / Co supervisor for smooth induction and coordination of academic procedures.
- iv) To facilitate the setting of workshops and labs, providing hands on training in the relevant domain areas, development of soft skills, and focus on ensuring Outcomes Based Education among students.
- v) Advise faculty on their research projects, serving as a liaison between the University and industry or government entities to identify research and/or funding opportunities or by working with faculty to identify research projects that would benefit private industry and/or government entities.
- vi) Help students through networking and outreach by active collaboration with the industry / employer providing internship and job opportunities.

8. Costs and Honorarium:

A consolidated sum for entire course with min. number of lecture/practicals / tutorials per semester can be worked out by HOD and to be communicated to the Adjunct Faculty. For workings refer Annexure 1

The Adjunct Faculty will work at the University for a minimum of two days per week.

9. Monitoring :

At the end of semester, every HoD will submit a 'Performance Report' to be considered for his continuation / renewal of next tenure.

Annex 1: Honorarium Norms

DESIGNATION	ALL COURSES	
	LECTURE RATES PER HR	TUT /PRAC RATES PER HR
ASSTT PROF	1400	800
ASSTT PROF -SEL GRADE	1500	1000
ASSOCIATE PROF	1750	1250
PROFESSOR	2500	1500
SR PROFESSOR	2500	1500

CONVEYANCE= RS 600 PER VISIT (GURGAON) AND RS 800 PER VISIT (OTHERS)

10. CONVERSION FROM REGULAR FACULTY TO ADJUNCT FACULTY :

On the recommendations of the Vice Chancellor and subject to the approval of the Governing Body, regular faculty, who apply for long leave of more than 6 months due to academic or personal commitments, may be converted to Adjunct Faculty on the under mentioned terms and conditions.

- 1. For such appointments to be considered, applications must be received citing cogent reasons for such conversion.
- 2. Such appointments shall be temporary in nature and shall be made for one semester at a time provided there is teaching load /research project load/PhD scholar guidance.
- 3. The University reserves the right at any time to curtail, extend or revoke such appointments in the event of insufficient / non - availability of teaching /research load.
- 4. The period of such appointments will not be considered for any tenure credit and/or financial benefits applicable to regular faculty such as any statutory service / leave benefits /increments/mediclaime/gratuity/PF etc. Such appointees

will only be eligible to receive honorarium payment related to teaching/research assignment as may be applicable from time to time.

5. You are advised to be regularly in touch with the respective Head of the department and perform the roles and responsibilities as covered under SNo. 7.
6. Notwithstanding your visiting status during this period, you are bound to make yourself available at the University campus during important events.
7. These appointments will be governed by the roles/ responsibilities and duties assigned from time to time to visiting faculty/ research guides/project supervisors/coordinators/PhD guides.
8. Current and future rules and policies shall apply as approved from time to time.
9. Part-Time faculty undertaking research projects as Mentors/ PIs at the University should ensure effective research progress and maintain desired level of momentum. However, under exceptional medical exigencies like maternity and /or any other genuine medical condition, the status of Adjunct Faculty may be granted, subject to approval of the Competent Authority.



VISITING FACULTY: MONTHLY SELF DECLARATION FORM

REVIEW DATE: 15.10.15

(To be submitted by dept on last working day of every month)

SHEET 1 OF 1

FACULTY NAME:

DESIGNATION:

DEPT:

PAYMENT RATES : Per Lecture:

Per Prac/Tut:

Conveyance per visit:

ASSIGNED TEACHING LOAD PER WEEK :

ATTENDANCE DETAILS : MONTH.....YR.....

SNO	DATE (dd-mm-yy)	CLASS NAME	COURSE NAME	Lecture hours	Tutorial hours	Practical hours	Total Hours	SIGN
1								
2								
3								
4								
5								
6								
7								

(Attach additional sheets if reqd.)

Details of additional load with approval, if any: _____

I hereby declare that the above details are true to the best of my knowledge.

FACULTY SIGN:

HOD SIGN:

MONTHLY SUMMARY: TO BE FILLED BY ADMIN

DETAILS	NUMBER	RATE	AMOUNT
NO OF LECTURES CONDUCTED			
NO OF TUTORIALS CONDUCTED			
NO OF PRACTICALS CONDUCTED			
NO OF VISITS			

ADMIN SIGN:

GUIDELINES FOR CONVERSION FROM REGULAR TO PART TIME FACULTY W.E.F. 01.12.2014

DEFINITION:

A part time faculty is one who has opted to convert from a regular and full time employment to a part time status.

CONDITIONS:

Request for conversion from a full time to part time status will be considered, if it fulfills one of the following conditions:

- *Post maternity and child birth for female faculty.*
- *Unavoidable personal exigencies with valid reasons.*

Decision of the Governing Body will be based on a case to case basis,

subject to the recommendations of the Vice Chancellor and only if the case is deserving.

PERIOD:

Conversion, if approved, will be for a period of one semester with a maximum duration of six months. Requests for the grant of part time status during the middle of a semester will not be considered.

WHEN TO APPLY:

Faculty desirous of converting from regular to part time for any of the reasons stated above, shall ensure to give adequate time to their respective HOD's to enable them to plan and prepare the distribution of teaching load for the forthcoming semester. For example, if a full

time faculty is planning to convert to part time basis from January of a particular year, they should apply by or before the end of September of the previous year. Similarly, if they plan to convert from July of a particular year, they should apply by or before the end of March of

that year.

STATUS:

The status of the employee will change to faculty on part time employment on approval by Governing Body.

WORKING HOURS:

Minimum of 23 hours per week (6 days a week).

TEACHING LOAD:

Minimum of 10-13 contact hours per week plus other duties, as may be assigned from time to time by the Department/University.

TIMINGS:

As per Time Table. No class should be missed.

SALARY:

50% of the last drawn salary& allowances will be paid to part time faculty.

TERMS/CONDITIONS:

Other terms and conditions for conversion are as follows:

- *HOD's should not recommend more than 15% of the strength of a Department to be converted to part time status.*
- *Leave will be allowed on 'prorate' basis.*
- *Period of part time employment will be considered as only half for purposes of continuity of service and salary benefits.*
- *No yearly increments will be granted to faculty on part time basis.*
- *This facility is not applicable to faculty either on contract basis or on probation.*
- *Part time employees will continue to get PF, Medi-claim benefits and Gratuity.*
- *A faculty can convert to part time status not more than twice during his/ her employment with the University.*
- *Any exception to this rule can be made by the Governing Body on the specific and special recommendations of HOD/Director/Dean, subject to the satisfaction of the Vice Chancellor.*

This Revised Guideline will be effective from 1st December, 2014.

ROTATION POLICY FOR HODs/ DOSs/DEANS

The aim of rotation policy for senior positions is to create a talent pool by recognizing potential leaders and facilitate succession planning by developing more leaders in the system.

Significant advantages can result from periodic change of leadership, including a new vision, mission and objectives for the dept, more opportunities for career progression, taking a fresh view of issues and problems, testing employee skills and competencies, empowerment of the chair and proper delegation of powers.

IMPORTANT POINTS

1. Each Head (HOD/DOS) is to be appointed for tenure of maximum 3 years which can be renewed and notified annually.
2. A formal anonymous feedback should be taken from the dept faculty on various parameters like leadership, research output, number of research publications, employee satisfaction, dept average performance, contribution of the dept to University level activities etc to assess the performance of the head.
3. The seniority of the faculty in NCU will be an important criteria in identifying the new head/ director. Inputs/feedback from faculty will also be considered but they will not be binding in nature therefore VC can appoint from his own team/pool of candidates, based on competence and he shall only confide with the candidate about his/her taking over as the new head.
4. The time of joining of new head will be either 1st June i.e. before the start of the admission process or 1st Sep i.e. after the admission process is over.
5. The change will in no way reflect upon the performance of outgoing head but it is to facilitate the larger goal that is to create and develop multiple levels of leadership within University.

JOINT FACULTY SCHEME

The purpose of this scheme is to replicate good existing practices all across the University by nominating key resource faculty members who can contribute in the development of other departments apart from their parent dept. The faculty will be nominated from Vice Chancellor's Office on the basis of their merit and outstanding contribution in their respective department. The scheme shall be effective for a period of three years, which can be reviewed annually. A certificate will be issued in order to highlight the contribution in such cases. Joint Faculty will also get recognition and due weight age in the annual appraisal process.

All other terms and conditions of employment shall remain unaffected by the above scheme and parent dept. will continue to exercise its control in all administrative matters.

This has the approval of Vice Chancellor and Governing Body.


ANNUAL FACULTY APPRAISAL PROCESS

AIM : In order to motivate employee and acknowledge their performance in a year, a systematic faculty appraisal process is followed at NCU based on which annual increments and allowance are granted. The Annual Faculty Appraisal Form is designed in a manner to make the process **holistic, comprehensive,** and **participative** in nature. The overall weightage of teaching /research and outreach activities have been provided to ensure a **broad coverage of all vital aspects** of faculty development. The assessment factors have been spelt out making it easier for an appraiser to provide **objective rating/score** against each parameter. All stakeholders like faculty, students, administration are involved in the process thereby ensuring a **360 degree feedback**. Grading benchmarks and ratings have also been improved further to make it more achievable and thereby acting as a **motivational tool**.

HODs will also get a platform to provide their scores and descriptive assessment covering both personal and professional growth of each faculty highlighting their strengths and areas of improvement. Each HOD shall sensitize respective faculty in their department about the expectations of the University from a faculty member in terms of multiple attributes of performance relevant to an institute of higher learning. The forms will be made available to each faculty well in advance to keep updating their information as per the format. The individual appraisal meetings should be treated as an opportunity to share meaningful suggestions, ideas and feedback with the Central Appraisal Committee.

Any faculty who wishes to discuss the engagement plans and focus on improvements strategy is welcome to discuss with Pro-Chancellor, Prof. Prem Vrat, who as Chief Mentor would be meeting all faculty in small groups to provide guidance/assistance for improving faculty performance.

FORM NO. NCU-FRM-65-REV 02

	THE NORTHCAP UNIVERSITY, GURUGRAM	REVIEW DATE 15.1.2020
	Faculty Annual Appraisal Form Period: 01 July, 2019 - 30 June , 2020	ALL FACULTY

Applicable only for regular full time faculty who have taught for two consecutive semesters covering the appraisal period. Faculty must fill all columns accurately and carry all supporting documents at the time of appraisal meeting.

PERSONAL DETAILS: TO BE FILLED BY HR BEFORE CIRCULATION

NAME:-	DEPT:-	DESIG:-	
DOB:-	DOJ: -		
QUALIFICATIONS:- For non - PhDs, pl give status & plan for completion			
LAST 3 APPRAISAL SCORE	YR 2019	YR 2018	YR 2017

LEAVE RECORD:.

CL	EL	SCL	ML	VL	LWP	Any Other	Total Leave	Leave lapsed, if any

MENTION REASONS FOR LWP _____

OUTCOME OF SCLs (DATEWISE) _____

ARRANGEMENTS MADE DURING LEAVE _____

TEACHING EFFECTIVENESS: Weightage to be given to class size 30 & above

A1) TEACHING COMMITMENT & RESULT

ODD SEMESTER JUL - DEC							
COURSES TAUGHT	CLASS (Branch, Sem)	STRENGTH	PERIODS TAKEN PER WEEK			GAAP	STUDENT FEEDBACK
			Lecture	Tutorial	Practical		
TOTAL PERIODS/WEEK					TOTAL CREDITS /WEEK		
EVEN SEMESTER JAN - MAY							
COURSES TAUGHT	CLASS (Branch, Sem)	STRENGTH	PERIODS TAKEN PER WEEK			GAAP	STUDENT FEEDBACK
			Lecture	Tutorial	Practical		
TOTAL PERIODS/WEEK					TOTAL CREDITS/WEEK		

NOTE: Expected Contact Hours/Week: Assistant Professor-18-16, Associate Professor-14-12, Professor-14-12
 GAAP = (Sum of total marks of all the students in the taught subject) / (Total no of students)

B) RESEARCH

B1) RESEARCH PUBLICATIONS (12):

1. One must highlight in bold his/her name in the sequence of authors as mentioned in the publication with a * for corresponding author
2. Sole author will get full marks. For multiple authors, marks will be discounted by factor = $1 / \sqrt{n}$, where n is no of authors.
3. Papers published in unpaid peer reviewed journals only shall be considered for appraisal.
4. Journal publications in SCOPUS, WOS ,Google Scholar and ICI will be considered.
5. Conference proceedings in SCOPUS and Web of Sc ,Google Scholar and ICI will only be considered.
6. Only published work is to be considered. Pipeline /accepted work will not be considered.
7. Research Impact: For annual citation increase of 15 and above= 2 marks , 5-14= 1 mark, below 5 = 0
8. Faculty to carry the copy of the published paper along with details of the reviewer's comments

Formula: For multiple authors

No of authors	1	2	3	4	5	6
Discounting fac	1	.7	.57	.50	.45	0.40

DETAILS

SCORE CALCULATIONS: TO BE FILLED BY FACULTY AND TO BE CHECKED BY HOD

Journals		RESEARCH IMPACT	Conf. Proceedings Indexed in Scopus/Web of Sc/Google Scholar/ICI	Conf. Presentations	Books indexed in Scopus/Web of Sc/Google Scholar/ICI		Book Chapters /Case writings indexed in Scopus/Web of Sc/Google Scholar/ICI		Articles/ Blogs/Un indexed Journal etc	Total Score
Web of Science / Scopus indexed	Google scholar , ICI	Cumulative Number of increase in citations annually (excluding self citations)			With ISBN		With ISBN			
					Int.	Nat.	Int.	Nat.		
5	3	2	2	1	5	3	2	1	0.5	12

Mention your* 1) Google Scholar Citation:
(*at the time of filling the form)

2)Scopus Index:

3) ICI Index:

B2) RESEARCH GUIDANCE (8) Note: Sole contribution and SRC ratings shall be given weightage

SNo	SCHOLAR DETAILS (4 marks) Name of PhD Scholars, Date of Registration (Mention FT/PT), Specialized, Area, Name of Univ registered, Co-supervisor, if any	OUTCOMES i) Progress of scholar and SRC ratings ii) Total no of research publications by scholars so far with indexing
PhD synopsis submitted (1 mark per synopsis):		
PhD defended (2 marks per defense):		
APPRAISER SCORE (8)		

B3) SPONSORED RESEARCH PROJECTS (5)

DETAILS	Your role (PI/ Co-PI, Mentor)	Date of sanction	Funding Agency	Amount funded and mention amount received so far	Duration of project & progress
Ongoing Project Progress (3)					
New Project funded (4)					
Proposal submitted (1)					
APPRAISER SCORE (5)					

C1) CONSULTANCY / MDP / EDP/ PATENTS (10)

Note:

1. External consultancy worth **over and above Rs 1 lac** shall only be considered here. 2 marks for each lac generated, Max 5 marks for a consultancy
2. For MDP/FDP/EDPs, external participation is compulsory, otherwise the initiatives shall be considered in Teaching Effectiveness.

SNo	Give details and status, no. of participants, duration	OUTCOMES: Net income generated
APPRAISER SCORE (10)		

C2) OUTREACH INITIATIVES and ACADEMIC MANAGEMENT (15)

Choose from list attached at Annexure 1

Sno	Activity	Outcome
APPRAISER SCORE (15)		

D) CENTRAL APPRAISAL COMMITTEE’S PERCEPTION (5)

FACULTY REMARKS

Suggest if any assistance/support/guidance is needed from the Dept./University for your professional growth.
1
2
3
Suggest any ideas for improving any aspect of the Dept./University
1
2
3

APPRAISER'S REMARKS TO BE GIVEN HOLISTICALLY ON PERSONAL & PROFESSIONAL PROGRESS HIGHLIGHTING STRENGTHS AND AREAS OF IMPROVEMENT (At least 3 each)

STRENGTHS
1
2
3
AREAS OF IMPROVEMENT
1
2
3

MID YEAR ASSESSMENT REMARKS : TO BE FILLED BY APPRAISER

--

ANNEXURE 1: OUTREACH INITIATIVES and ACADEMIC MANAGEMENT

Group	INITIATIVES
1	Project guiding under incubation Centre (details of project & team)
	Any university level interdisciplinary VC Innovation funded projects (details of project, team & objectives)
	Mentoring for tinkering lab (details of expected outcomes)
2	MOUs signed & operationalized with Universities /industry ,Details of MOUs
	Awards and recognitions conferred on you -National /International/Govt funded agencies (Give Details)
	Coordinating International & national conferences / workshops (Details of Conference/ workshop with funding , number of participants and your role)
	Video Recordings and uploading of MOOC courses e.g. QEEE,NPTEL,Swayam etc
3	Industry internships earned for students (Names of industries with number of students)
	Placements earned for students (Name of industry, Number of students , Salary)
4	Academic Management at dept: Highlight sole contribution
	Academic Management at University level : Highlight sole contribution
	Admission related efforts
	Enablers (Skill modules) for slow learners (Value Learning) ,/certification of students

Out of the above list, select a total of 5 activities @ 3 marks each (at least 1 from each Group) for a total of 15 MARKS.

SUMMARY SHEET

AREAS	WTG %	APPRAISER SCORE	COMMITTEE SCORE
A: TEACHING EFFECTIVENESS	45		
B: RESEARCH B1: PUBLICATIONS (12) B2: RESEARCH GUIDANCE (8) B3: SPONSORED PROJECT (5)	25		
C: C1: CONSULTANCY/MDP/EDP/PATENTS (10) C2: OUTREACH, ACADEMIC MANAGEMENT AND OTHER INITIATIVES (15)	25		
D: CENTRAL APPRAISAL COMMITTEE'S PERCEPTION	5	NA	
TOTAL	100		

APPRAISER SCORE: _____ **out of 95**

Note: Faculty to sign only after discussing the score with their Appraiser.

FACULTY SIGN/DATE:

APPRAISER SIGN/DATE:

Note: VC shall review the faculty who score 80 and above (Excellent and Outstanding category).

SCORE RANGE	85 and above	80 – 84	70 – 79	60-69	50-59	49 and below
RATING	OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL

CENTRAL COMMITTEE SCORE & RATING: _____

SIGN & REMARKS:

STUDENT FEEDBACK PROCESS

OBJECTIVE AND SCOPE:

- Student Feedback Process involves capturing feedback from students about the teaching effectiveness and other course related parameters of all faculty members.
- All regular faculty, visiting faculty and University fellows taking UG and PG classes in the respective semester are covered in this process through Nysa ERP online process.
- The feedback format is also attached here for your reference.

FEEDBACK PROCESS:

- The students gave subjective rating (ranging from Marginal to Excellent) against each faculty and all responses including extreme ones were considered.
- The subjective responses are converted to score by assigning values (For e.g. Marginal = Score 1, Satisfactory= Score 2, Good= Score 3, Very Good= Score 4, Excellent = Score 5) and the total score is compiled under 'Score Obtained'.

FEEDBACK SUMMARY SHEET:


- The **average feedback score** for each faculty is prepared
- The **course wise feedback** summary for dept. wise faculty (alphabetically) is also prepared

ACTION TO BE TAKEN

- HODs are requested to have 1 on 1 discussion with faculty while sharing the detailed feedback scores esp. for faculty scoring below 60%
- Detailed parameter specific feedback with descriptive remark is visible to all faculty on their ERP panel. This is to facilitate better analysis of their teaching delivery vis a vis weak areas.

COURSE FEEDBACK BY STUDENTS

Parametrized feedback is available on every faculty member's panel. Apart from teaching effectiveness, course feedback is also given by the students for the respective courses which is shared with all faculty members who take follow up actions .(Refer screenshots)

 <p>NCU THE NORTHCAP UNIVERSITY™</p>	<p>STUDENT FEEDBACK FORM</p>	<p>Review Date:</p>
		<p>Sheet 1 of 1</p>

Faculty Name:	Dept:	School:
Course Title :	Course Code:	Theory / Tut. / Prac.
Class - Semester -Section - Batch :		

A) FACULTY FEEDBACK

(Tick as applicable)

SNo	AREAS	Marginal	Satisfactory	Good	Very good	Excellent
1	ORAL COMMUNICATION AND PRESENTATION					
2	DEPTH OF DISCUSSION AND PROBLEM SOLVING THROUGH EXAMPLES					
3	CLASS INTERACTION AND PARTICIPATION					
4	OUT OF CLASS CONSULTATION					
5	FAIR EVALUATION OF TESTS AND ASSIGNMENTS					
6	CORELATION BETWEEN THEORY AND PRACTICAL APPLICATIONS					
7	OVERALL FEEDBACK ON ATTITUDE, PUNCTUALITY AND INSPIRATION					

B) COURSE & PROGRAM FEEDBACK Give details to support your choice, if any (Tick as applicable)

SNo	Questions	
1	Is the course content adequate in view of the contact hours?	Yes/No/ May Be
2	Is any previous knowledge required to understand the course content?	Yes/No/ May Be
3	Is the course material available in Library, LMS etc?	Yes/No/ May Be
4	Are the practicals / workshops and industrial visits adequate?	Yes/No/ May Be
5	Would you like to take another course given by the same teacher?	Yes/No/ May Be

C) List both positive aspects and areas of improvement for faculty:

POSITIVES AREAS
AREAS OF IMPROVEMENT

FACULTY DEVELOPMENT CENTRE

PREAMBLE

To cater to continued professional development of our faculty, a need has been felt for a long time to establish a centre for faculty development. Lately, this thought has been given further impetus due to the NAAC requirement, as this important requirement is listed in their grading pre requisite.

The Faculty Development Centre at The NorthCap University is accordingly proposed to be established to advance professional competencies, integrate teaching resources, and enhance teaching quality at ITM University. The Centre will also assume the role of coordinating, executing and monitoring the effectiveness of an ongoing initiative of Mentoring of faculty by the eminent academics and industry leaders. It will work towards providing frontline teaching assistance to all faculty members.

The Centre will endeavour to provide an opportunity to the faculty for building competencies in the area of emerging technology, scientific advances and rich exposure to ever evolving businesses and development in the legal services, both within and outside the country, and thus refresh and renovate their teaching abilities and create high productive learning environment in the University. The Centre will also support technical staff training and enable faculty research and career planning by organizing university-wide seminars, training programs and workshops.

FUNCTIONS OF THE FACULTY DEVELOPMENT CENTRE

- (a) To organize refresher courses, covering all faculty members to keep abreast with the latest learning in their specific subjects.
- (b) To conduct the training as per the training calendar and record training effectiveness of each faculty.
- (c) To maintain record of training needs of all faculty from the performance appraisal, or during individuals semester academic review by the HOD and plan the annual training calendar accordingly.
- (d) Provide faculty mobility to selected faculty to teach at various sister universities abroad, where MoUs exist for such exchanges.
- (e) To organize seminars, workshops and guest- lectures at the University level in the area of specific competency needed.
- (f) Promote digital learning and instruction, introduce new methods and innovations in teaching so as to enable them develop their own innovative methods of instruction.
- (g) Develop personality, academic leadership and creativity in faculty.
- (h) Conduct capability enhancement programmes for non-academic staff.
- (i) Coordinate faculty mentoring process.
- (j) Identify resource persons in various fields of specialization for running orientation programmes and refresher courses.
- (k) In the long term, to become a resource centre for offering consultancy in innovative teaching and research as also in processes, such as outcome- based quality process.

ORGANIZATION STRUCTURE

The functionaries of the Faculty Development Centre would be selected by the Vice Chancellor duly approved by the Governing Body. The Head of the Centre would report to the Vice Chancellor of the University. The composition is proposed as under:-

Head – Presently a Professor/ Associate Professor from any School, who will perform these duties in addition to his/ her own teaching load. Later this should be a fulltime assignment.

Assistant Professor – One from each School (In addition to teaching assignments).

Computer Assistant- May be nominated by name from the existing staff resources.

INFRASTRUCTURE SUPPORT

Location: One Room suitably modified in the new/existing building. The Centre should be provided with multi-media conference facility, a digital teaching material production lab, instructional tools, poster printer, and tel-conference platforms.

CONCLUSION

It is important for the University to establish a Centre for Faculty Development, being an operating necessity and the fill gap due its non-availability so far.

APPOINTMENT OF TEACHERS OF THE UNIVERSITY

STATUTE No. 18

(1) For teaching positions in the University, namely the Professors, Associate Professors and Assistant Professors, the Vice-Chancellor may recommend to the Board of Management, the filling up of the vacancies available in different departments of the University from time to time.

(2) The Board of Management shall assess the recommendations of the Vice chancellor and approve filling up of teaching vacancies through an open advertisement and selection process from time to time. It may also decide to invite a person.

(3) Teaching positions as such Professors, Associate Professors, Assistant Professors shall be advertised in the daily newspapers of wide circulation. The qualifications must be in accordance with the regulations of UGC, AICTE and the State Government as amended from time to time.

(4) A Screening Committee consisting of three members, appointed by the Chancellor/Vice-Chancellor shall screen all the applications and prepare a summary of all the candidates satisfying the essential qualifications to that are be called for the interview. The committee may make a short list to be approved by the Vice Chancellor.

(5) Summary of all the screened applications shall be made available to the Selection Committee at the time of the interview.

(6) (a) Selection Committee for Assistant Professors & Associate Professors in The NorthCap University for regular teachers:-

i	Vice Chancellor	Chairman
ii	Director of School (DOS)	Member
iii	Head of Dept. (HOD) of concerned Dept	Member
iv	Three eminent Subject Experts (not less than Professor level or equivalent) from a panel approved by Board of Management. (At least one Subject Expert should be from outside the University.)	Members
v	A Member of the Governing Body, or its nominee, whose presence at the Selection Committee meeting shall be obligatory)	Member

6 (b) Selection Committee for Professors for regular teachers:-

i	Vice Chancellor	Chairman
ii	Three eminent Subject Experts (not less than Professor level or equivalent) from a panel approved by Board of Management. Out of the three, at least one Subject Expert should be from outside the University.	Members
iii	Director of School (DOS)	Member
iv	Head of Dept. (HOD) of concerned Dept	Member
v	A Member of the Governing Body or its nominee, whose presence at the Selection Committee meeting shall be obligatory.	Member

(Four Members shall form the quorum.)

If there is no consensus, the decision of majority of members present will prevail.

(7) The selection will be made on the basis of the record and interview by the Selection Committee on a date intimated to candidates at least two weeks in advance. The committee can also consider candidates in absentia.

(8) The Selection Committee shall recommend to the Chancellor or a Committee of two Governing Body Members nominated by the Chancellor, the names arranged in order of merit, whom it considers suitable of faculty positions.

(9) After the approval of appointments by the Chancellor, the appointment letters will be issued by the Chancellor or Committee of two Governing Body members nominated by the Chancellor

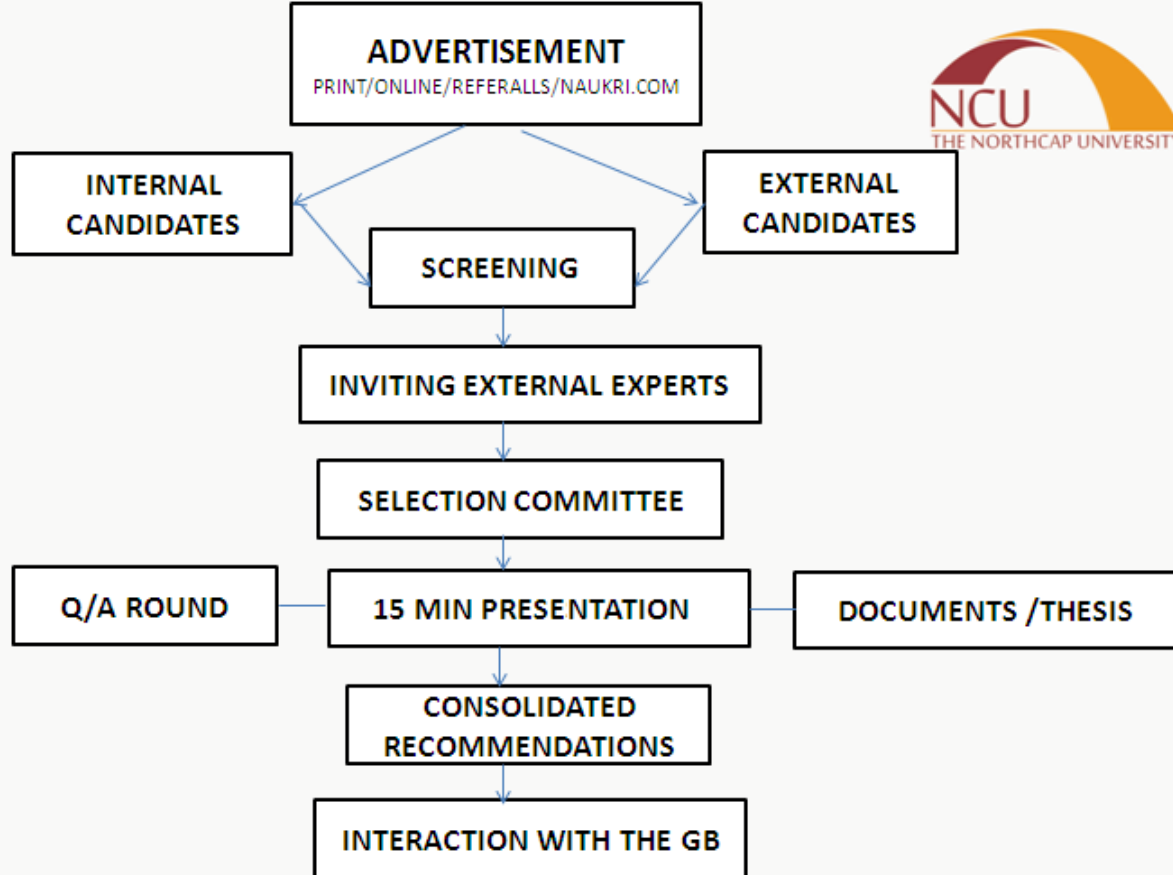
(10) In case of any dispute with regard to selection of candidates or dissenting note by any member of the Selection Committee, the matter will be referred to the Chancellor, whose decision shall be final.

(11) In addition to the regular teachers, the Chancellor may appoint persons of eminence with outstanding academic and research achievements as Professors of Eminence, Professor Emeritus, Distinguished Professors, Adjunct Professors, Advisors/Directors in the University. The honorarium, perks, terms and conditions for these positions shall be decided by the Chancellor.

(12) In addition to regular teachers, the Director of School may decide to engage for a fixed period, part-time, contractual and/or assignment based persons, either through direct recruitment or out-sourcing. All such appointments and the terms and conditions (such as honorarium, TA/DA, conveyance charges etc) or such engagements will be decided by the Chancellor of the University from time to time.

(13) In order to attract good potential faculty at any time, the interviews can be held by an internal Committee chaired by the Vice – Chancellor for making offers provisionally as 'ad hoc' faculty, evolving a suitable methodology for it. The ratification of such appointments shall be done when the next Selection Committee meeting is held.

FACULTY RECRUITMENT FLOWCHART



	The NorthCap University	Review Date:
	EMPLOYMENT APPLICATION FORM	Sheet 1 of 2

Have you appeared earlier for the interview at NC Yes/ No . If yes mention date

Post Applied For	Department
------------------	------------

	First Name	Middle Name	Last Name
1. NAME			
2. Date of Birth(dd/mm/yy)			
2a. GENDER	Status: Single / Married/ Other		
2b Spouse details	Name :	Occupation:	Children: 1/2/3
3a. Present Address			
3b. Contact No.			
3c. Email Id			

4. Present Employment	
Designation	
Organization / Institution	
DOJ	
Pay Scale Rs.	
Basic Pay Rs.	
Total Emoluments (Per Month) Rs.	
5. Areas of specialization :	

6. Academic record starting from Class X or equiv. :						
Class /Degree	Subject / Str	College / University / Institute	Year of Completion	Percentage / Score	Class / Division / Rank	Full Time / Part Time

* For PhD, mention Pre PhD Course work score and date of registration:

NET / GATE	
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7. EXPERIENCE IN (In Years):			
Teaching	Industry	Research	
1. Regular	Admin		

8. Employment (Particulars of your previous work history, starting from Current Employment)

Employer	Position held	DOJ	Date of Leaving

9. TEACHING EXPERIENCE (All Previous assignments including current):

S.No.	Title of courses taught	PG/ UG	Duration

10. Professional Training Received

Year	Nature of Training	Duration	Organization where training

11.(i) Important Conferences / Seminars attended

Year	Conferences / Seminars attended	Title of paper read (if any)

(ii) Journals (National/ International)

S No	Title of Research Paper	Details like journal name, date of publication, Volume, pg no.
1		
2		
3		
4		
5		

(iii) Any other Accomplishments (Books, Book chapters, Commentary, Projects etc.) Give details

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12. Awards, if any, at National / International Level. Give details.

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NOTE: 1. Kindly attach complete list of papers, journals and proceedings, in case of insufficient space.

2. Any additional information, if any, may be appended in a separate sheet with the relevant item number.

I hereby declare that I have carefully read and understood the instructions and particulars supplied to me, and that all entries in this form as well as the attached sheets are true to the best of my

Date :

Place :

(Signature of Applicant)_{2/3}

RECRUITMENT NORMS: Applied Science & Humanities, The NorthCap University: A) DIRECT RECRUITMENT

SNo	DESIGNATION	PAY BAND	BASIC PAY + AGP	BASIC PAY *IOR (2.57)	MINIMUM QUALIFICATION & EXPERIENCE
1	ASSISTANT PROFESSOR	Rs 15600-39100	Rs. 15600 + Rs 6000	Rs 55512	PhD in relevant discipline with first division in preceding degree and NET qualified
	ASSISTANT PROFESSOR (SENIOR SCALE)	Rs 15600-39100	Rs 16278 + Rs 7000	Rs 59824	PhD in relevant discipline with first division in preceding degree and NET qualified, having a minimum of 2 years of regular full-time teaching experience (Post PhD) at a reputed college / University. Minimum 2 publications in reputed refereed journals indexed in Scopus/Web of Science.
	ASSISTANT PROFESSOR (SELECTION GRADE)	Rs 15600-39100	Rs.17016 +Rs 8000	Rs 64291	PhD in relevant discipline with first division in preceding degree and NET qualified, having a minimum of 4 years of regular full-time teaching experience (Post PhD) at a reputed college / University. Minimum 4 publications in reputed refereed journals indexed in Scopus/Web of Science.
2	ASSOCIATE PROFESSOR	Rs 37400-67000	Rs. 37400+ Rs 9000	Rs 119248	PhD in relevant discipline with first division in preceding degree and NET qualified, having a minimum of 8 years of regular full time teaching experience (Post PhD) at a reputed college / University. Minimum 8 publications in reputed refereed journals indexed in Scopus/Web of Science. At least 1 PhD doctoral scholar guided and awarded under his/her supervision. Preferable evidence of completion of at least one sponsored R&D project of value Rs 5 lakhs or more as PI/ Co-PI / Mentor.
3	PROFESSOR	Rs 37400-67000	Rs. 40244+ Rs. 10,000/-	Rs 129127	PhD with Master's (1 st class) in relevant discipline and NET qualified having a minimum of 10 years of regular full time teaching experience (Post PhD) at a reputed college / University, out of which minimum 5 years' experience should be as Associate Professor . Minimum 12 publications in reputed refereed journals indexed in Scopus/Web of Science. At least 2 PhD doctoral scholars guided and awarded under his/her supervision. Academic/Administrative responsibilities demonstrated in career. Preferable evidence of sponsored research project of Rs 10 lakh or more as PI/ Co-PI / Mentor.
4	SENIOR PROFESSOR	Rs 67000-79000	Rs 69010/-	Rs 177355	PhD in relevant discipline and NET qualified in relevant discipline having a minimum 15 years of regular full time teaching experience at the level of Professor or equivalent at a reputed college / University/research establishment

Note:

1. In case of an exceptional candidate at Professor and above level, significant professional experience of more than 10 years with reputed industries/corporate/research in relevant discipline, shall be treated at par with PhD.
2. As per UGC guidelines, candidates registered for PhD or MPhil before 11 July 2009 are exempted from NET.

CAREER ADVANCEMENT AND PROGRESSION SCHEME - FOR INTERNAL CANDIDATES : **Applied Sc & Humanities**

Applicable to existing regular, full time and confirmed employees, provided there is no cognizable adverse remarks or break in service due to unauthorized leave of absence or indiscipline case or any notable violation of the Zero Tolerance policy in their service records. Secondly, all internal non-PhD candidates are encouraged to pursue PhD for their academic growth.

1. Career Advancement Scheme:

a) Assistant Professor – Senior Scale: Assistant Professors are eligible for promotion to Asstt Prof – Senior Scale after completion of 2 years of uninterrupted regular service from date of joining as Assistant Professor at NCU, with minimum one 'Good' rating. Minimum 2 publications in reputed refereed journals indexed in Scopus/Web of Science.

b) Assistant Professor – Selection Grade: Assistant Professors –Sr Scale are eligible for promotion to Asstt Prof – Selection Grade after completing 2 years of uninterrupted regular service as Assistant Prof- Senior Scale at NCU with a minimum of two 'Good' ratings and no 'Unsatisfactory' ratings. Minimum 4 publications in reputed refereed journals indexed in Scopus/Web of Science.

c) Associate Professor and Professor: Promotion to Associate Professor and Professor will not be automatic and is subject to cadre ratio vacancy determined by the actual intake of student strength at the Departmental level, in addition to fulfillment of eligibility criteria defined in Recruitment Norms. In view of limited vacancies, the internal candidates will have to compete with external candidates as available. A Selection Committee as per Statute 18, including two external subject experts will assess the performance of the eligible candidates. The selections will normally occur twice a year before the start of each semester in case vacancies exist. However, faculty must have completed minimum of two years at NCU with two 'Good' ratings and no 'Unsatisfactory' ratings, to qualify for consideration to promotion. Minimum 8/12 publications in reputed refereed journals indexed in Scopus/Web of Science for Associate Prof and Professor respectively. At least 1 /2 PhD doctoral scholar guided and awarded under his/her supervision for Associate Prof and Professor respectively. Preferable completion of at least one sponsored R&D project of value at least Rs 5 lakh /10 lakh or more as PI or Co-PI or Mentor for Associate Prof and Professor respectively.

Other Benefits & Allowance:

- House Rent Allowance= 16% of Total Basic Pay (TBP) including IOR
- Discretionary Allowance (DA)= Range of 0% - 100% of TBP including IOR based on annual appraisal rating
- Cashless Mediclaim Cover to spouse and family, as per NCU rules
- Gratuity Benefits as per NCU rules
- Provident Fund Benefits as per Govt. of India rules

The above rules are subject to review from time to time based on due process of approval by the Governing Body.

RECRUITMENT NORMS: SCHOOL OF ENGG & TECHNOLOGY, The NorthCap University
A)DIRECT RECRUITMENT

SNo.	DESIGNATION	PAY BAND	BASIC PAY +AGP	BASIC PAY *IOR (2.57)	MINIMUM QUALIFICATION & EXPERIENCE
1	ASSISTANT PROFESSOR	Rs 15600-39100	Rs. 15600 + Rs 6000	Rs 55512	<i>Master's in Engg / Tech (2 Year, full time in 1st class) with Bachelor's in Engg/Tech (4 Year, full time) in relevant discipline. Pursuing PhD preferred.</i> (7th Pay only applicable to PhD; Non PhDs will receive consolidated 6th Pay scale)
	ASSISTANT PROFESSOR (SENIOR SCALE)	Rs 15600-39100	Rs 16278 +Rs 7000	Rs 59824	<i>Master's in Engg/Tech (2 Year, full time in 1st class) with Bachelor's in Engg/Tech (4 Year, full time) in relevant discipline, having a minimum of 4 years of regular full time teaching experience (Post Master's) at a reputed college / University. Pursuing PhD preferred.</i> (7th Pay only applicable to PhD; Non PhDs will receive consolidated 6th Pay scale)
	ASSISTANT PROFESSOR (SELECTION GRADE)	Rs 15600-39100	Rs.21900+ Rs 8000	Rs 76843	Ph.D (Engg./Tech) with Master's in Engg/Tech (2 Year , full time in 1 st class) and Bachelor's in Engg/Tech (4 Year , full time) in relevant discipline.
2	ASSOCIATE PROFESSOR	Rs 37400-67000	Rs. 37400+ Rs 9000	Rs 119248	Ph.D in Engg./Tech with Master's in Engg/Tech (2 Year , full time in 1 st class) and Bachelor's degree in Engg/Tech (4 Year , full time) in relevant discipline having a minimum of 8 years of regular full time teaching experience (Post Master's) at a reputed college / University
3	PROFESSOR	Rs 37400-67000	Rs.40,244+ Rs 10,000	Rs 129127	Ph.D in Engg./Tech with Master's in Engg/Tech (2 Year , full time in 1 st class) and Bachelor's in Engg/Tech (4 Year , full time) in relevant discipline having a minimum of 10 years of regular full time teaching experience (Post Master's) at a reputed college / University, out of which minimum 5 years' experience should be as Associate Professor
4	SENIOR PROFESSOR	Rs 67000-79000	Rs 69010	Rs 177355	Ph.D in Engg./Tech having a minimum 10 years of regular full time teaching experience at the level of Professor or equivalent at a reputed college / University/research establishment

Note:

- 1. Exceptional candidates having MSc and MCA background can be considered equivalent to M.Tech based on the recommendations of the Selection Committee appointed by the Vice Chancellor which should comprise of two external subject experts.**
- 2. In case of an exceptional candidate at Professor and above level having industry exp. that can be considered at par with a PhD, the condition of PhD can be waived off subject to the recommendations of the Selection Committee.**
- 3. The above conditions can be relaxed on case basis for an exceptional candidate, subject to the recommendations by the Selection Committee.**

B) CAREER ADVANCEMENT AND PROGRESSION SCHEME - FOR INTERNAL CANDIDATES: SOET

Applicable to existing regular, full time and confirmed employees, provided there is no cognizable adverse remarks or break in service due to unauthorized leave of absence or indiscipline case or any notable violation of the Zero Tolerance policy in their service records. Secondly, all internal non-PhD candidates are encouraged to pursue PhD for their academic growth.

- a) Assistant Professor – Senior Scale :** Assistant Professors are eligible for promotion to Asstt Prof – Senior Scale after completion of 4 years of uninterrupted regular service as Assistant Professor, out of which minimum of two years from joining date should be at NCU, with minimum one 'Good' rating.
- b) Assistant Professor – Selection Grade:** Assistant Professors –Sr Scale are eligible for promotion to Asstt Prof – Sel Grade after fulfilling either of the following two conditions:
- i) Should have completed 4 years of uninterrupted regular service as Assistant Prof- Senior Scale at NCU with a minimum of two 'Good' ratings and no 'Unsatisfactory' rating in the last four appraisal records at NCU or
 - ii) Upon successful defense/ award of PhD , subject to successful completion of probation period and min. one 'Good ' rating.
- c) Associate Professor and Professor:** Promotion to Associate Professor and Professor will not be automatic and is subject to cadre ratio vacancy determined by the actual intake of student strength at the Departmental level, in addition to fulfillment of eligibility criteria defined in Recruitment Norms. In view of limited vacancies, the internal candidates will have to compete with external candidates as available. A Selection Committee as per Statute 18, including two external subject experts will assess the performance of the eligible candidates. The selections will normally occur twice a year before the start of each semester in case vacancies exist. However, faculty must have completed minimum of two years at NCU with two 'Good' ratings to qualify for consideration to promotion.

Other Benefits & Allowance:

- House Rent Allowance= 16% of Total Basic Pay (TBP) including IOR
- Discretionary Allowance (DA)= Range of 0% - 100% of TBP including IOR based on annual appraisal rating
- Cashless Mediclaim Cover to spouse and family, as per NCU rules
- Gratuity Benefits as per NCU rules
- Provident Fund Benefits as per Govt. of India rules

The above rules are subject to review from time to time based on due process of approval by the Governing Body.

RECRUITMENT NORMS : School Of Law, The NorthCap University

A) DIRECT RECRUITMENT

SNo.	DESIGNATION	PAY BAND	BASIC PAY +AGP	BASIC PAY *IOR (2.57)	MINIMUM QUALIFICATION & EXPERIENCE
1	ASSISTANT PROFESSOR	Rs 15600-39100	Rs. 15600 + Rs 6000	Rs 55512	LLM (1 st class) and NET in relevant discipline. Pursuing PhD preferred. (7th Pay only applicable to PhD; Non PhDs will receive consolidated 6th Pay scale)
	ASSISTANT PROFESSOR (SENIOR SCALE)	Rs 15600-39100	Rs 16278 +Rs 7000	Rs 59824	LLM (1 st class) and NET in relevant discipline having a minimum of 4 years of regular full time teaching experience (Post LLM) at a reputed college / University . Pursuing PhD preferred (7th Pay only applicable to PhD; Non PhDs will receive consolidated 6th Pay scale)
	ASSISTANT PROFESSOR (SELECTION GRADE)	Rs 15600-39100	Rs.21900 + Rs 8000	Rs 76843	Ph.D in Law with LLM(1 st class) and NET in relevant discipline
2	ASSOCIATE PROFESSOR	Rs 37400-67000	Rs. 37400+ Rs 9000	Rs 119248	Ph.D in Law with LLM (1 st class) and NET in relevant discipline having a minimum of 8 years of regular full time teaching experience (Post LLM) at a reputed college / University
3	PROFESSOR	Rs 37400-67000	Rs.40,244+ Rs 10,000	Rs 129127	Ph.D in Law with LLM (1 st class) and NET in relevant discipline having a minimum of 10 years of regular full time teaching experience (Post LLM) at a reputed college / University, out of which minimum 5 years' experience should be as Associate Professor .
4	SENIOR PROFESSOR	Rs 67000-79000	Rs 69010	Rs 177355	Ph.D in Law with LLM (1 st class) and NET having a minimum 10 years of regular full time teaching experience at the level of Professor or equivalent at a reputed college / University/research establishment

Note:

- In case of an exceptional candidate at Professor and above level having industry exp. that can be considered at par with a PhD, the condition of PhD can be waived off subject to the recommendations of the Selection Committee.
- As per UGC guidelines, PhD candidates registered for PhD or MPhil before 11 July 2009 are exempted from NET.
- The above conditions can be relaxed on case basis for an exceptional candidate, subject to the recommendations by the Selection Committee.

B) CAREER ADVANCEMENT AND PROGRESSION SCHEME - FOR INTERNAL CANDIDATES: SOL

Applicable to existing regular, full time and confirmed employees, provided there is no cognizable adverse remarks or break in service due to unauthorized leave of absence or indiscipline case or any notable violation of the Zero Tolerance policy in their service records. Secondly, all internal non-PhD candidates are encouraged to pursue PhD for their academic growth.

a) Assistant Professor – Senior Scale : Assistant Professors are eligible for promotion to Asstt Prof – Senior Scale after completion of 4 years of uninterrupted regular service from date of joining as Assistant Professor, out of which minimum of two years from joining date should be at NCU, with minimum one 'Good' rating.

b) Assistant Professor – Selection Grade: Assistant Professors–Sr Scale are eligible for promotion to Asstt Prof- Sel Grade after fulfilling either of the following two conditions:

- i) Should have completed 4 years of uninterrupted regular service as Assistant Prof- Senior Scale at NCU with a minimum of two 'Good' ratings and no 'Unsatisfactory' rating in the last four appraisal records at NCU *or*
- ii) Upon successful defense/ award of PhD, subject to successful completion of probation period and min. one 'Good' rating.

c) Associate Professor and Professor: Promotion to Associate Professor and Professor will not be automatic and is subject to cadre ratio vacancy determined by the actual intake of student strength at the Departmental level, in addition to fulfillment of eligibility criteria defined in Recruitment Norms. In view of limited vacancies, the internal candidates will have to compete with external candidates as available. A Selection Committee as per Statute 18, including two external subject experts will assess the performance of the eligible candidates. The selections will normally occur twice a year before the start of each semester in case vacancies exist. However, faculty must have completed minimum of two years at NCU with two 'Good' ratings to qualify for consideration to promotion.

Other Benefits & Allowance:

- House Rent Allowance= 16% of Total Basic Pay (TBP) including IOR
- Discretionary Allowance (DA)= Range of 0% - 100% of TBP including IOR based on annual appraisal rating
- Cashless Mediclaim Cover to spouse and family, as per NCU rules
- Gratuity Benefits as per NCU rules
- Provident Fund Benefits as per Govt. of India rules

The above rules are subject to review from time to time based on due process of approval by the Governing Body.

RECRUITMENT NORMS : School Of Management, The NorthCap University

A) DIRECT RECRUITMENT

SN o	DESIGNATION	PAY BAND	BASIC PAY +AGP	BASIC PAY *IOR (2.57)	MINIMUM QUALIFICATION & EXPERIENCE
1	ASSISTANT PROFESSOR	Rs 15600- 39100	Rs. 15600 + Rs 6000	Rs 55512	MBA or equiv. in 1 st class and NET qualified in relevant discipline (7th Pay only applicable to PhD; Non PhDs will receive consolidated 6th Pay scale)
	ASSISTANT PROFESSOR (SENIOR SCALE)	Rs 15600- 39100	Rs 16278 +Rs 7000	Rs 59824	MBA or equiv. 1 st class and NET qualified in relevant discipline having a minimum of 4 years of regular full time teaching experience (Post Master's) at a reputed college / University. (7th Pay only applicable to PhD; Non PhDs will receive consolidated 6th Pay scale)
	ASSISTANT PROFESSOR (SELECTION GRADE)	Rs 15600- 39100	Rs.21900+ Rs 8000	Rs 76843	PhD in relevant discipline and NET qualified in relevant discipline or MBA or equiv. in 1 st class and NET qualified in relevant discipline having a minimum of 8 years of regular full time teaching experience (Post Master's) or equivalent industry exp. with 4 years of teaching exp. at a reputed college / university preferred.
2	ASSOCIATE PROFESSOR	Rs 37400- 67000	Rs. 37400+ Rs 9000	Rs 119248	PhD in relevant discipline and NET qualified having a minimum of 8 years of teaching and/or equivalent industry experience (Post Master's) with 4 years of teaching exp at a reputed college / University preferred.
3	PROFESSOR	Rs 37400- 67000	Rs.40,244 + Rs 10,000	Rs 129127	PhD in relevant discipline and NET qualified having a minimum of 10 years of regular full time teaching and/or equivalent industry experience (Post Master's) at a reputed college / University, out of which minimum 5 years' experience as Associate Professor preferred .
4	SENIOR PROFESSOR	Rs 67000- 79000	Rs 69010	Rs 177355	PhD in relevant discipline and NET qualified having a minimum 10 years of regular full time teaching and/or equivalent industry experience at the level of Professor or equivalent at a reputed college / University/research establishment

Note:

- In case of an exceptional candidate at Professor and above level having industry exp. that can be considered at par with a PhD, the condition of PhD can be waived off subject to the recommendations of the Selection Committee.
- As per UGC guidelines, PhD candidates registered for PhD or MPhil before 11 July 2009 are exempted from NET.
- 2 Year PGDM courses certified by AIU can be considered equivalent to MBA.
- For non-management specializations like economics/statistics/psychology etc, UG+PG (both 1st class) in relevant areas can be considered equivalent to MBA.

- **Regular Mode education is preferred. However, Distance mode MBA or equiv. certified by UGC and AICTE can be considered.**
- **The above conditions can be relaxed on case basis for an exceptional candidate, subject to the recommendations by the Selection Committee.**

B) CAREER ADVANCEMENT AND PROGRESSION SCHEME - FOR INTERNAL CANDIDATES: SOM

Applicable to existing regular, full time and confirmed employees, provided there is no cognizable adverse remarks or break in service due to unauthorized leave of absence or indiscipline case or any notable violation of the Zero Tolerance policy in their service records. Secondly, all internal non-PhD candidates are encouraged to pursue PhD for their academic growth.

a) Assistant Professor – Senior Scale : Assistant Professors are eligible for promotion to Asstt Prof – Senior Scale after completion of 4 years of uninterrupted regular service as Assistant Professor, out of which minimum of two years from joining date should be at NCU, with minimum one 'Good' rating.

b) Assistant Professor – Selection Grade: Assistant Professors –Sr Scale are eligible for promotion to Asstt Prof – Sel Grade after fulfilling either of the following two conditions:

- Should have completed 4 years of uninterrupted regular service as Assistant Prof- Senior Scale at NCU with a minimum of two 'Good' ratings and no 'Unsatisfactory' rating in the last four years' appraisal records at NCU *or*
- Upon successful defense/ award of PhD, subject to successful completion of probation period and min. one 'Good' rating.

c) Associate Professor and Professor: Promotion to Associate Professor and Professor will not be automatic and is subject to cadre ratio vacancy determined by the actual intake of student strength at the Departmental level, in addition to fulfillment of eligibility criteria defined in Recruitment Norms. In view of limited vacancies, the internal candidates will have to compete with external candidates as available. A Selection Committee as per Statute 18, including two external subject experts will assess the performance of the eligible candidates. The selections will normally occur twice a year before the start of each semester in case vacancies exist. However, faculty must have completed minimum of two years at NCU with two 'Good' ratings to qualify for consideration to promotion.

Other Benefits & Allowance:

- House Rent Allowance= 16% of Total Basic Pay (TBP) including IOR
- Discretionary Allowance (DA)= Range of 0% - 100% of TBP including IOR based on annual appraisal rating
- Cashless Medclaim Cover to spouse and family, as per NCU rules
- Gratuity Benefits as per NCU rules
- Provident Fund Benefits as per Govt. of India rules

The above rules are subject to review from time to time based on due process of approval by the Governing Body.

RECOMMENDATIONS OF TALENT ACQUISITION & RETENTION COMMITTEE

A Talent Acquisition and Retention committee was constituted comprising Members of the Governing Body, Pro Chancellor, Vice Chancellor and Dy. Manager HR.

It was tasked to recommend the principles and structure of a competitive selection process supported by an attractive remuneration package.

After considerable deliberation, the committee concluded that, the reputation of an academic institution is largely dependent on the quality of its faculty. Quality is to be determined on the qualifications of the faculty, their experience, the quality and number of their publications, their research work and their outreach activities.

Hence, it was agreed that whilst selection and promotion should continue to be done through a fair and transparent process upholding the principle of meritocracy, the remuneration package should also be competitive and aligned, as far as possible, with the finest public/private institutions of the country. Accordingly, the Committee has made the following recommendations:

FOR REGULAR, FULL-TIME CONFIRMED FACULTY WHO HAVE A PHD DEGREE

1) **Adoption of the 7th Pay commission scales as under w.e.f. 1st September 2019.**

DESIGNATION	PAY SCALES	BASIC PAY	AGP	TBP
ASSISTANT PROFESSOR-ALL SCHOOLS	15600-39100	15600	6000	55512
ASSISTANT PROFESSOR- SENIOR SCALE- ALL SCHOOLS	15600-39100	16278	7000	59824
ASSISTANT PROFESSOR-SELECTION GRADE (APS/CLL)	15600-39100	17016	8000	64291
ASSISTANT PROFESSOR-SELECTION GRADE (ENGG/LAW/MGMNT)	15600-39100	21900	8000	76843
ASSOCIATE PROFESSOR- ALL SCHOOLS	37400-67000	37400	9000	119248
PROFESSOR- ALL SCHOOLS	37400-67000	40244	10000	129127
SENIOR PROFESSOR- ALL SCHOOLS	67000-79000	69010	0	177355

2) Their remuneration package will also include the following components:

- a) HRA @ 16% of TBP
- b) PF Benefits @ 12% of TBP subject to maximum of Rs 1800 per month
- c) Applicable Gratuity
- d) Medclaim coverage for self, spouse and dependent children (up to 2), as per Group Medclaim Coverage Policy

3) Still further, to recognize and reward performance, D.A. (Discretionary Allowance) will also be paid. DA is a variable compensation pay linked entirely to performance in the previous year. It can range from 0 to 100% and shall be payable based on ratings assessed by the Central Appraisal Committee as provided in the under mentioned scale:

APPRAISAL RATING	D.A. RANGE IN % OF TBP
SATISFACTORY	0
GOOD	3- 6
VERY GOOD	7 - 14
EXCELLENT	15 - 25
OUTSTANDING	26 - 100

- 4) Since the financial implications of implementing these recommendations would be quite substantial for a self-financed unaided university, it is necessary to rationalize the faculty strength and cadre ratio on the basis of student population to avoid burdening the resources of the university.

Presently, in some departments, the number of faculty is much higher than needed due to progressively declining student strength. Similarly, the cadre ratio is also distorted and needs correction. In correcting the present distortions, the principle of meritocracy will be observed. Accordingly, faculty in excess of the requirement, will be adjusted as follows, in order of priority:

- a) Those who have re-skilled making themselves meaningfully relevant in a multi-disciplinary environment will be absorbed in other departments subject to demand. This has already been done in some cases.
- b) Departments will be encouraged to work independently to reclaim their original student strength by proactively reaching out to prospective students and parents. The relevance of their departments in the growth of the nation will have to be properly projected.
- c) If, after such adjustment, faculty is still in excess, they could be converted to Visiting Positions and assigned load as and when it arises.

FOR FACULTY WHO ARE NOT PHD

For all those who are not yet PhD, there shall be no change in their pay scales and overall emoluments as the 7th Pay Commission Pay Scales are only applicable for PhDs. However, their present pay shall stand protected. It is hoped that all non-PhDs will work harder to defend their PhD at the earliest so that, they too become eligible for 7th Pay Commission Pay scales and attendant benefits.

With the implementation of these recommendations, all earlier remuneration schemes stand superseded unless otherwise specified.

CHANGE IN CONFIRMATION CLAUSE

Only such faculty who score 60% and above in the Annual Appraisal, shall be considered for confirmation as per the recommendations of the Central Appraisal Committee. Otherwise, the probation can be extended till further notice.



ADMIN & TECH SELECTION SHEET

Review Date:

Sheet 1 of 1

SOURCE: Direct / Internet / Advertisement (Date.....)/ Reference(Name.....)

Date of interview.....

Name.....**Post**.....

Department.....**DOB**.....

ACADEMIC DETAILS: To be filled by HR

Qualification	Year of	Full time /	Specialization	Institution/ University	Score/Grade
X					
XII					
Graduation					
Post Grad					
Any other(specify)					

Poor **Fair** **Good** **Very Good** **Excellent**
1 **2** **3** **4** **5**

ASSESSMENT PARAMETERS

QUALIFICATION	Academic				
	Experience				
SUBJECT	Knowledge general				
	Word/Excel/PPT				
PRESENTATION	Quality of presentation/ computer test				
	Interest and enthusiasm				
	Ability to answer questions				
PERSONALITY ATTRIBUTES	Neatness, Personality				
OVERALL RATING					

EXPERIENCE:.....

PANEL ASSESSMENT

NAME OF THE MEMBER	REMARKS	SIGN

SALARY (as per norms) To be given by HR

*** VC/ **Registrar / *** HOD Recommendation** (whichever applicable)

.....
.....
.....

Governing Body Decision

.....
.....
.....

* For Registrar Selection

* * For Admin Staff Selection

*** For Technical Staff

TECHNICAL & ADMIN STAFF : CAREER PROGRESSION & PAY SCHEME (CAPS)

Revision / Applicable Date: 1.9.13

BASIC GUIDELINES:

- For all technical positions, basic qualifications should be obtained only through Regular mode (either Full Time or Part Time - except AMIE and IGNOU) from a UGC recognized university, unless otherwise specified with min. 55% marks or equiv. CGPA.
- For Part Time courses, duration should be 1 year more than the equiv full time degree.
- No candidates with distance education qualifications, either in first or second degree will be considered for any technical position after 1.9.2013
- Candidates with distance mode degrees, already employed in technical positions on or before 30.8.13 by the University must pass the module/certification course of 1 year duration designed by the University. The maximum window for satisfactory completion of the module/certification course is three years commencing from 24.8.2012 (cutoff date: 23.8.2015) to align themselves with the minimum qualification prescribed here under.
- Only relevant qualification and post qualifying degree experience in the respective discipline shall be considered.
- Promotion beyond the pay scale 5200-8200-20200 is not automatic and will be decided on the basis of availability of position/requirement in a particular dept.
- Recruitment for higher posts will be done on merit (e.g. Research Engg/ Librarian/Registrar/COE/CFAO) by the GB after inviting applications through advertisement and observing a proper selection process .These positions shall be open only to those external/internal candidates who have graduated through regular mode(Full/Part Time) irrespective of their date of employment with the university. Candidates with distance education degrees are ineligible.
- The position of Research Engineers shall be a fixed tenure appointment for specific research work only. These recruits could be given some teaching/ lab load at the discretion of the HOD.
- Internal candidates can also apply against an advertised position (if eligible) along with external candidates.
- Annual rate of increment=3% of Basic+GP for regular cases. For high achievers the rate of increment will range from 4% - 6%, as may be decided by the Governing Body on a case to case basis.
- Experience increment=1.5% of Basic+GP for every additional one year over and above the minimum requirement.
- An exception can be made to the qualifications/remuneration of any candidate, solely by the GB.

TECHNICAL STAFF

Pay Scale	Grade Pay	Position	Minimum Eligibility Criteria
4440 – 7440	GP : 1600 Min Rs 15,080 Max Rs 21,080	Technical Assistant	<ul style="list-style-type: none"> • ITI/ Diploma in Engg. + 3 yrs relevant exp • Fresh BSc/ BCA
5200-8200-20200	GP :1800 Min Rs 17,000 Max Rs 47,000	Sr Technical Assistant/Lab Superintendent	<ul style="list-style-type: none"> • ITI/ Diploma in Engg. + 8 yrs relevant exp • B.Sc. / BCA + 5 yrs exp
	GP : 2800 Min Rs 25,000 Max Rs 49,000	Lab Engineer	<ul style="list-style-type: none"> • B.E. / B.Tech / AMIE/ MCA /M.Sc
9300-15600-	GP : 4200 / 4800 Min Rs 31000 /Rs 44800	Research Engineer	<ul style="list-style-type: none"> • M.Tech. (1st div or equiv. CGPA)

LIBRARY TECHNICAL STAFF

Pay Scale	Grade Pay	Position	Minimum Eligibility Criteria
4440-7440	GP : 1600 Min Rs 15,080 Max Rs 21,080	Jr Library Asstt	<ul style="list-style-type: none"> B. Lib or equiv degree
5200-8200-20200	GP : 1800 Min Rs 17,000	Library Asstt	<ul style="list-style-type: none"> B. Lib or equiv degree + 5 yrs relevant
	GP : 2800 Min Rs 25,000 Max Rs 49,000	Sr Library Asstt	<ul style="list-style-type: none"> M.Phil
9300-15600-34800	GP : 4200/4800 Min Rs 31000 /Rs44800	Asstt Librarian	<ul style="list-style-type: none"> NET qualified and M.Phil with 5 yrs relevant exp PhD (NET exempted for PhD)
37400-67000	GP : 10000 Min Rs 98,800 Max Rs 1,58,000	Librarian	<ul style="list-style-type: none"> PhD with 10 yrs of post PhD exp as Asstt Librarian MPhil with 15 yrs of relevant exp as Asstt Librarian

Note: Duration of B.Lib =1 yr , M.Lib.= 1 yr, MPhil. =1 yr

ADMINISTRATIVE STAFF

Pay Scale	Grade Pay	Cadre	Minimum Eligibility Criteria
4440-7440	GP :1600 Min Rs 15,080 Max Rs 21,080	<p>Executive Asstt</p> <p>(Admin/Secretarial/Accounts/ Housekeeping/Maintenance/ Front office/ Graphic Design/Proofreading etc),</p> <p>Hostel Matron,</p> <p>Receptionist,</p> <p>Asstt Security Officer,</p>	<ul style="list-style-type: none"> Minimum Graduation + 3 yrs relevant exp

		Asstt Phy Edu & Sports Officer	
5200-8200-20200	GP : 1800/2800 Min Rs 17,000 Max Rs 49,000	Sr. Executive Asstt (Admin/Secretarial/Accounts/ Housekeeping/Maintenance/ Front office/ Graphic Design/Proofreading etc) Security Officer, Administrative Officer, Asstt Mgr	<ul style="list-style-type: none"> • Grad + 5 yrs relevant exp • Post Grad /MBA /PGDM /CA in relevant discipline
9300-15600-34800	GP: 4200/4800 Min Rs 31,000	Deputy Manager	<ul style="list-style-type: none"> • Grad + 10 yrs relevant exp • Post Grad /MBA /PGDM /CA + 5 yrs relevant exp • PhD in relevant discipline
	GP: 5400 Max Rs 84,400	Manager, Senior Manager	
37400-67000	GP :10000 Min Rs 98,800 Max Rs 1,58,000	Registrar, Controller of Examination, Chief Finance & Accounts Officer	<ul style="list-style-type: none"> • Post Grad + 15 yrs of relevant teaching / managerial exp. • PhD + 10 yrs relevant exp


Note: Based on current basic pay and scale, existing staff is placed into above defined cadre /pay scales.

ALLOWANCES AND OTHER BENEFITS:

- **HRA : 30% of (Basic + GP)**
- **DA : 77% - 88% of (Basic + GP)**
- **CA : Rs 3000/- p.m. for (4440-7440) and (5200-8200-20200), Rs 4000/- p.m. for higher scales**
- **PF : 12% of Basic Pay (subject to max. Rs 1800/-)**
- **GRATUITY : As per Gratuity Act**
- **MEDICLAIM : As per provisions of Group Medclaim Insurance Policy**

TOTAL SALARY/ALLOWANCES/OTHER BENEFITS :

BASIC+GP+HRA+DA+CA+PF BENEFIT+GRATUITY BENEFIT+MEDICLAIM BENEFIT

	APPRAISAL FORM - ADMIN & TECH STAFF	Review Date:
		Sheet 1 OF 3

Period:

NAME:	DATE OF JOINING:
DESIGNATION:	DEPARTMENT:
QUALIFICATIONS:	DOB:
Eg B.E. Fulltime 2003 and so on	

Leave Record Leave availed during the appraisal period **(To obtain from Admin Office)**

Casual	Earned	SCL	Maternity	Any Other	LWP	Total

***LWP may be considered adversely**

GUIDELINES TO BE FOLLOWED:

Performance assessment to be filled by the Reporting officer (Appraiser) for the given assessment period.

Give remarks to justify the performance along with areas and suggestions for improvement.

The Reviewer will give final remarks and ratings after careful evaluation of appraiser remarks.

RATINGS DESCRIPTION

- Excellent** **5** Exceeds expectations and exceptionally good in work
- Very Good** **4** Always meets expectations and does a good job
- Good** **3** Meets expectations and performs his duties on time.
- Satisfactory** **2** Able to meet job requirements but needs supervision.
- Unsatisfactory** **1** Fails to perform his job and needs training and counselling.

PERFORMANCE ASSESSMENT BY APPRAISER

(Please tick ✓ for each parameter)

ASSESSMENT PARAMETER	Excellent(5)	Very Good (4)	Good (3)	Satisfactory (2)	Unsatisfactory (1)
1. Subject Knowledge Rate the Procedural knowledge, Technical and Equipment handling skills (wherever applicable).					
2. Quality of work Rate accuracy and efficiency of work output.					
3. Discipline Does the employee exhibit disciplined behaviour and comply by the rules?					
4. Initiative and Problem solving How well does the employee anticipate problem and provides solution?					
5. Dependability How well does the employee follow deadline? Does the employee require constant reminders / follow up?					
6. Inter-personal skills Rate team spirit and ability to work with others to accomplish the tasks.					
7. Communication Rate verbal, written communication, presentation and ability to interpret information.					
8. Attendance Rate on reliability and punctuality.					
9. Attitude Does the employee show positive attitude and takes additional responsibilities?					
10. Creativity Does the employee share innovative thoughts and comes up with new ideas in his/her area of responsibility?					
TOTAL SCORE OBTAINED OUT OF 50					

SCORE CHART REFERENCE

RATINGS	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	UNSATISFACTORY
SCORE RANGE	50-41	40-31	30-21	20-11	10-0

APPRAISER'S OVER ALL REMARKS:
MAJOR CONTRIBUTIONS:
AREAS/SUGGESTIONS FOR IMPROVEMENT:
LIST OF SOFTWARE PROGRAMS OR APPLICATIONS USED IN THE DEPT :
RECOMMEND ADDITIONAL SOFTWARE PROGRAMS ETC FOR BETTER FUNCTIONING OF THE DEPT :

WAS THERE ANY CASE OF INDISCIPLINE AGAINST THE EMPLOYEE? IF YES, GIVE MORE DETAILS

To be filled by the Appraiser

--

WAS THERE ANY NEED FOR MID YEAR COUNSELLING? IF YES, WHEN AND FOR WHAT REASONS

To be filled by the Appraiser

--

EMPLOYEE SIGN

DATE

APPRAISER SIGN

DATE

REVIEWER'S ASSESSMENT:

REVIEWER'S REMARKS:

REVIEWER'S RATING: TICK AS APPLICABLE

REVIEWER SIGN

DATE

EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	UNSATISFACTORY
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SCHEME FOR AWARD OF 'CERTIFICATE OF EQUIVALENCE'

As per the revised Admin and Tech staff CAPS ,candidates with distance mode degrees from well-established government recognized institutes/universities of good repute and academic standard, employed in technical positions on or before 30.8.2013 by the university must pass the module/certification course of one year designed by university to be eligible for promotion to Lab Engineer position as available to regular mode BTECH/BE/MCA/MSC degree holders.

The following module is proposed for the BTECH/BE/MCA/MSC (distance mode) degree holders.

GUIDELINES

- i. Every employee is required to pass 4 subjects from relevant BTech 'Scheme of Studies'. The subjects chosen shall be with lab component and of 5 credits each to be completed in one year to 2 years (maximum 2 subjects per semester) plus 4 credits of project work. Out of these 4 subjects, at least 2 shall be of '400' level.
- ii. Total credits to be cleared for this certificate shall be 20+4=24 credits.
- iii. The employees will register and attend classes for these subjects along with regular BTech students and shall be evaluated along with the class.
- iv. In addition, the employees shall carry out Project work (BTech level major project) of 1 year duration under the guidance of a faculty member. Evaluation shall be as per process for BTech projects. Project work to run concurrently with course work
- v. The subject plan/ project work shall have to be approved by HOD.
- vi. Min passing grade shall be 5.0 CGPA or equivalent.

PLAN AND PROCEDURE

- vii. The employee will have to take their usual lab load 20- 24 hrs/week. He /she shall be permitted & facilitated to attend classes through suitable feasible adjustments in time table.
- viii. During the period of course work, the working hours of the employee will be extended from 8:00 AM to 6:00 PM on (Monday – Friday) & 8:00 AM to 3:00 PM on working Saturdays to compensate for time spent in course work/project work.
- ix. The equivalence certificate awarded after successful completion of this program shall make all such employees eligible for the benefits as permissible to other NCU BTECH/BE/MCA/MSC employees for career advancement purposes.
- x. All employees opting for the certificate shall note and give an undertaking that this certificate is only for internal career progression for The NorthCap University facilitating promotion of existing employees. This certificate has no relevance outside the University.

NOTE

- i) Employees with diplomas/BSc/BCA should be encouraged to do AMIE to become eligible for the position of Lab Engineer.
- ii) For Library, the successful completion of NET exam shall facilitate them for career progression by treating their distance degree at par with regular degree
- iii) Employees eligible for MTech should enroll in part time MTech program at NCU for career progression as per existing procedures.

JOINING ACTIVITY CHECKLIST

S.No.	Activity	Point of Contact	Ph. No. Ext.	Room No	Day
1	Induction Formalities	HR: Deepika	261	GF- 25	DAY 1
	Submission of required self attested photocopies of documents for file, Induction Form, Joining Letter, Personal Information Form, , PF Forms, Joining Checklist, Zero Tolerance Certificate (faculty only), Use of computer N/w and Internet access Form, Creation of Emp Id in Savior. Email to be sent by HR to all concerned offices and Org. announcement to be made.				
2	Generation of Email, Punching Card, Work-Station allotment, LMS Id	Server Room: Mr. Deepak Satyarthi	249	GF- 8	DAY 1
	The new joinee details are sent by Admin office to Server room through email on day of joining. Thereafter, new joinee should contact Server Room/ System Administrator for getting his/her punching card, email id work-station , LMS ID .				
3	Leave rules ,Timings and attendance, Service rules	Admin : Mr Brijesh Dubey	214	GF-25	DAY 1
	All new joinee must punch using Punching card while coming and going out . For details on time/leave rules / Service rules refer HR Manual				
4	Bank account at Syndicate Bank	Syndicate Bank	0124 2460740	Univ premises	DAY 2
	As the salary is credited to the Syndicate bank, NCU Branch, new joinee are required to open a Bank account with the Syndicate bank. The account number should be forwarded to Accounts Department (R K Sharma Rm No 17) along with PAN Card number . Salary is credited on 10th of every month. In case of cheque payment, cheques to be collected from Accounts Dept. on 10th of every month				
5	ERP id	Ms Jaya/Mr Himmat	264	FF-123	DAY 2
	Contact ERP Room for ERP Ids and punch cards				
6	Name Plate and Phone Extension	Estate Manager: Mr. R S Sharma	225	GF-9	DAY 3
	The new joinee will be allotted his name plate, phone extension(if reqd) by the Estate Manager based on information given by HR through email				
7	Visiting Card	Mr Nitin Khanna	226	GF-23	DAY 3
	Email will be sent reg. new joinees by HR to Secretarial for ordering visiting cards.				
8	Library card, ID Card	Library	255	3 Floor	DAY 3
	Collect Forms from Library In Charge. Submit the form with a photograph to the Library for Library card and ID Card.				

DOCUMENTS TO BE SUBMITTED WITHIN TWO DAYS OF JOINING

(SELF ATTESTED)

S.NO.	PARTICULARS	REMARKS
1	DATE OF BIRTH CERTIFICATE	
2	10 TH PASS CERTIFICATE	
3	12 TH PASS CERTIFICATE	
4	GRADUATION CERTIFICATE	
5	POST - GRADUATION / PHD ETC. CERTIFICATE	
6	PASSPORT SIZE PHOTOGRAPHS (2)	
7	COPY OF PAN CARD	
8	AADHAR CARD	
9	RESIDENCE PROOF	
10	LAST SALARY SLIP	
11	EXPERIENCE CERTIFICATE	
12	GATE SCORE CARD/NET/ANY OTHER EXAM CLEARED	

JOINING LETTER

**HEAD OF DEPARTMENT
THE NORTHCAP UNIVERSITY
GURUGRAM, HARYANA**

SUB: JOINING LETTER

With reference to the LOI (Letter of Intent) on, I confirm as my date of joining for the position of in the department of

Please accept my confirmation and acceptance of the job offer.

Thanking you.

Yours sincerely :

Signature (Candidate):

Date:

(HOD SIGNATURE)

 <p>NCU THE NORTHCAP UNIVERSITY™</p>	<p>PERSONAL INFORMATION FORM - FACULTY, TECHNICAL & ADMIN STAFF</p>	<p>Review Date:</p>
		<p>Sheet 1 of 1</p>

Name	
Date of Joining	Designation:
Department	Area of specialization:
Date of Birth	Gender: Male/ Female
Status: Single / Engaged/ Married	Blood Group:
Mobile	Land line :
PAN Card No.	Email Id
Present address:	
Permanent address:	
Car/2 wheeler's Registration No.(if using for commuting to NCU)	

ACADEMICDETAILS

Details	Specialization	Institution/College/University	Year of Passing	Score(Div ./%/CGPA)
Graduation				
Post Grad				
PhD				
Others (NET/GA TE/ ETC)				

International Journal	National Journal	International Conference	National Conference	Books/Book chapter


Total Experience: Teaching:	Research:	Industry:
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Spouse Information

Name	Occupation
Ph. No.	Alternate No.
Children: 1 / 2 / 3	

In case of emergency contact

Name:	Relationship
Ph. No.	Alternate No.

	INDUCTION FORM (Common for all departments)	Review Date:
		Sheet 1 of 1

NAME: _____ **DEPT:** _____

DESIGNATION: _____ **DOJ:** _____

Faculty/ Staff joining THE NORTHCAP UNIVERSITY is advised to meet following officers within two days of joining date. The signed copy should be submitted to the Administration dept.

S. No.	Signing Authority	Room No.	SIGNATURE
1.	Governing Body	-	
2.	Pro Chancellor	N201	
3.	Vice Chancellor	14	
4.	Registrar	26	
5.	Dean RDIL/Dy Dean RDIL	11	
6.	Dean (Academics)	205	
7.	Dy. Dean (Academics)	123	
8.	Dy Dean (Stud affairs)	10	
9.	HOD - SOL	317	
10.	DOS - SPA	N301	
11.	HOD - SOM	N201	
12.	HOD - EECE	219	
13.	HOD - CSE & IT	105	
14.	HOD - ME	235	
15.	HOD - Applied Science	029	
16.	HOD - Civil & Env. Engg.	03	
17.	HOD - CLL	10	
18.	CFAO (Accounts)	17	
19.	Library	Third Floor	
20.	COE	116	
21.	COR	39	
22.	LMS	08	
23.	System Administrator	08	
24.	Security Officer	23	
25.	Asst. Admin Officer	23	
26.	Administration Office	25	

Email ID of concerned employee: _____

Signature of Faculty/Staff: _____

NOMINATION AND DECLARATION FORM FOR UNEXEMPTED/EXEMPTED ESTABLISHMENTS

Declaration and Nomination Form under the Employee Provident Funds and Employees Pension Schemes

(Paragraph 33 and 61 (I) of the Employees Provident Fund Scheme 1952 and Paragraph 18 of the Employees Pension Scheme 1995)

- 1. Name (IN BLOCK LETTERS): _____

Name
Father's/Husband's
Surname
- 2. Date of Birth: _____ 3. Account No. _____
- 4. *Sex : MALE/FEMALE: _____ 5. Marital Status _____
- 6. Address Permanent/Temporary: _____

Part A (EPF)

I hereby nominate the person(s)/cancel the nomination made by me previously and nominate the person(s), mentioned below to receive the amount standing to my credit in the Employees' Provident Fund, in the event of my death:

Name of the nominee/ no minees	Address	Nominee's relationship with the member	Date of Birth	Total amount or share of accumulations in Provident Fund to be paid to each nominee	If the nominee is minor name and address of the guardian who may receive the amount during the minority of the nominee
1	2	3	4	5	6

- 1. *Certified that I have no family as defined in para 2(g) of the Employees' Provident Funds Scheme, 1952 and should I acquire a family hereafter the above nomination should be deemed as cancelled.
- 2. *Certified that my father/mother is / are dependant upon me.

Signature or thumb impression
of the subscriber

*Strike out whichever is not applicable

Part B (EPS)

(Part 18)

I hereby furnish below particulars of the members of my family who would be eligible to receive Widow/Children Pension in the event of my premature death in service.

Sl. No.	Name & Address of the family member	Age	Relationship with the member
(1)	(2)	(3)	(4)

* Certified that I have no family as defined in Para 2 (vii) of the Employees' Pension Scheme, 1995 and should I acquire a family hereafter I shall furnish particulars thereon in the above form.

I hereby nominate the following person of receiving the monthly widow pension (admissible under para 16 2 (a) (i) & (ii) in the event of my death without leaving any eligible family member for receiving pension.

Name and Address of The nominee	Date of Birth	Relationship with member

Dated_____

Signature of thumb impression
of the subscriber

*Strike out whichever is not applicable.

Certificate by employer

Certified that the above declaration and nomination has been signed/thumb impressed before me by Shri/Smt/Miss___ employed in my establishment after he/she has read the entries/the entries have been read over to him/her by me and got confirmed by him/her.

Signature of the employer or other
Authorised officer of the establishment

THE EMPLOYEES' PROVIDENT FUNDS SCHEME, 1952 (Paragraph 34)

THE EMPLOYEES' FAMILY AND PENSION SCHEME, 1971 (Paragraph 19)

Declaration by a person taking up employment in an establishment in which the Employees' Provident Funds & Family Pension Fund Scheme enforce

I.....S/o/W/o/Daughterof.....

(NAME OF EMPLOYEE)do hereby solemnly declare that :-

(a) I was employed in M/s.....and left service onprior to that, I was employed in. from.....to.....

(b) I was member ofProvident Fund and also/but not of the Pension Fund from.....to..... and my account number (s) was/were.....

(c) I have/have not withdrawn the amount of my Provident Fund/Pension Fund.

(d) I have/have not drawn any superannuation benefits in respect of my past service from any employer.

(e) I have/have not never been a member of any Provident Fund and/or Pension Fund.

(f) I am drawing/not drawing Pension under EPS 95.

(g) I am a holder/not holder of scheme Certificate.

(h) Scheme certificate surrendered/not surrendered.

Date.....

Signature or left hand thumb impression of the employee.

(To be filled by the employer only when the person employed had not already been a member of the Employees' Provident Fund)

Shri/Smt.....is appointed as.....

in M/swith effect From

P.F. Account Number

Date.....

Signature of the Employer/Manager or Other Authorized Officer

ZERO TOLERANCE POLICY

(ONE TIME CERTIFICATE BY ALL FACULTY TO RESPECTIVE HODs)

Flexible University Work Culture entails a pre – requisite of zero tolerance on account of academic and administrative obligations/responsibilities. It is imperative to make judicious use of the above freedom by subscribing to zero tolerance policy in the outlined areas:

- Zero tolerance in fulfilling your job deliverables and responsibilities specific for your department.
- Zero tolerance on delays in engaging lectures, tutorials and lab classes as per schedules. Any contingency must be planned for in terms of alternatives without any uncertainty.
- Zero tolerance for deviation in deliverables like question paper setting, evaluating answer books, result preparation and submission, project reports, committee reports, audit related reports etc.
- Zero tolerance for deviation in academic duties such as invigilation, attending academic meetings at department or University level, indifference in attending students’ functions, events, conferences, sports and cultural events.
- Zero tolerance in any act of plagiarism which degrades the standards of our academic and research writings/ publications.

I , hereby, declare that I have understood the above responsibilities regarding zero tolerance on my job deliverables without exception and promise to abide by them .

Faculty Name:

Sign:

Designation:

Dept.:

HOD Sign:

**USE OF COMPUTER NETWORK & INTERNET ACCESS
(TO BE HANDED OVER TO ADMIN DEPARTMENT)**

THE NORTHCAP UNIVERSITY (NCU) is pleased to offer employees and students access to its computer network. The Internet and its IT Policy applies to all NCU employees, students and guests granted network and Internet access. University's IT Policy is based on the principle that the electronic information environment is provided to support University business and its mission of education, research and service.

For the University to continue making network and Internet access available, employees and students must behave appropriately and lawfully while using its IT services. Only upon acceptance of your account information and agreement to follow this policy, you will be granted network and Internet access.

When demand for computing resources may exceed available capacity, priorities for their use will be established and enforced. The priorities for use of University-wide computing resources are:

Highest: Uses that directly support the educational, research and service missions of the University.

Lowest: Other uses that indirectly benefit the education, research and service missions of the University, as well as and including reasonable and limited personal communications.

Forbidden: Recreation, including game playing, social networking, watching or downloading movies and songs, chatting or use of VoIP services (like Skype etc.) unless specifically permitted, use of torrent and p2p software and all activities in violation of the Indian IT Act.

The University shall enforce these priorities by restricting or limiting usages of lower priority in circumstances where their demand and limitations of capacity impact or threaten to impact usages of higher priority.

If you have any questions about the provisions of this Policy, you should contact the Server room. Please read the detailed guidelines on use of IT Services at NCU available on our website www.ncuindia.edu under 'Policies'.

Declaration:

I have noted the contents of the above IT Policy of THE NORTHCAP UNIVERSITY and the same shall be complied by the undersigned both in letter and in spirit.

Name

Designation

Department

Date

(Signature of Faculty/Staff Member)

KEY CONTACT PERSON LIST (UPDATED AS ON 1.9.2020)

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28	MARKETING & COMMUNICATIONS	246	9891756255	hitankshithukral@ncuindia.edu

	LIBRARY (MANISH SHUKLA)	255	9810334927	manishshukla@ncuindia.edu
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