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INTEGRAL UNIVERSITY

LUCKNOW - INDIA



INTEGRAL UNIVERSITY RECRUITMENT, APPOINTMENT AND PROMOTION RULES

INTEGRAL UNIVERSITY, LUCKNOW

Recruitment, Appointment, and Promotion Rules

Scope of Application:

- i. These regulations shall be referred to as the "Integral University (Recruitment, Appointment, and Promotion) Rules.
- ii. "These rules are applicable to all teaching and non-teaching employees of Integral University and its affiliated institutions, colleges, polytechnics, and industrial training institutes.
- iii. The rules shall take effect from the date of approval by the Academic Council of Integral University, Lucknow.

The Integral University (Recruitment, Appointment & Promotion) Rules govern the recruitment, appointment, and promotion processes for all staff categories. However, these rules do not apply to personnel sourced from external agencies or those engaged in externally funded research and consultancy projects on a contractual basis.

Definitions:

- "Act" means The Uttar Pradesh Private University Act, 2019 (U. P. Act no. 12 of 2019) .
- "Applicants" mean the candidates who apply against the advertised post(s).
- "Shortlisted applicants" means the applicants shortlisted by the Scrutiny/ Screening Committee of the university.
- "Executive Council" means the Executive Council of Integral University
- "Chancellor" means the Chancellor of Integral University.
- "Vice-Chancellor" means the Vice Chancellor of Integral University.
- "university" means Integral University, Lucknow.
- "Internal Applicants" means employees of Integral University who apply for the post(s).
- "Scrutiny/Screening Committee" means Scrutiny/Screening Committee constituted by the Competent Authority for the Shortlisting of applicants for a particular post(s).
- "Selection Committee" means the Selection Committee constituted by the Competent Authority for Selection from shortlisted applicants for a particular post(s).
- "Statutes" means the Statutes of Integral University, Lucknow.
- "Competent Authority" means the Appointing Authority for the said post.

Categorization of Posts:

The service of Integral University, Lucknow, is divided into four groups: Group A (including teaching staff), Group B, Group C, and Group D. These classifications generally correspond to the rank, status, and degree of responsibility associated with the positions. Group A posts hold higher administrative and executive responsibilities and include senior management positions within the university. The middle and junior levels of Group A, along with Group B, make up the middle management. Group C positions involve supervisory and operative tasks and provide clerical support in university offices. Group D posts are designated for routine duties.

The employees of Integral University, Lucknow, are classified as follows:

- a) Academic Staff
- b) Technical Staff
- c) Administrative Staff and Other Staff

Academic Staff:

This category includes Professors, Associate Professors, Assistant Professors, Lecturers, Principals of University Polytechnics, Librarians, Deputy Librarians, Assistant Librarians, and any other position specified in the Act or Statutes of the university as academic posts.

Technical Staff:

This category encompasses Chief Technical Officers, Principal Technical Officers, Senior Technical Officers, Technical Officers, Superintending Engineers, Executive Engineers/Project Engineers & Estate Officers, Assistant Executive Engineers, Assistant Engineers, Junior Engineers, Technical Assistants, Technical Superintendents, Junior Technical Superintendents, Senior Laboratory Assistants (Tech), Junior Laboratory Assistants (Tech), Senior Library Information Officers, Library Information Officers, Assistant Library Information Officers, Senior Library Information Assistants, Junior Library Information Assistants, Senior Pharmacists, Matrons, Pharmacists, Senior Staff Nurses, Medical Superintendents, Staff Nurses, Junior Medical Superintendents, Senior Laboratory Assistants (Medical), Junior Laboratory Assistants (Medical), and any other position specified in the Act or Statutes of the university as Technical posts.

Administrative and Other Staff:

This category includes Registrars, Deputy Registrars, Finance Officers, Assistant Registrars, Accounts Officers, Section Officers, Senior Superintendents, Superintendents, Junior Superintendents, Personal Secretaries to the Vice-Chancellor, Chancellor, and Pro-Chancellor, Personal Assistants to the Registrar, Senior Executive Assistants, Executive Assistants, Section Officers (Accounts), Superintendents (Accounts), Junior Superintendents (Accounts), Senior Accountants, Junior Accountants, Security Officers, Deputy Security Officers, Chief Sports Officers, Sports Officers, Deputy Sports Officers, Assistant Sports Officers, Physical Training Instructors, Chief Medical Officers, Principal Medical Officers, Medical Officer Grade-I, Medical Officers, Senior Drivers, Drivers, Senior Attendants (Multi-skill) Grade-I, Attendants (Multi-skill), Junior Attendants (Multi-skill), and any other position specified in the Act or Statutes of the university as Administrative posts.

All staff positions listed above, excluding teaching posts, are non-vacation positions, and they are not entitled to any form of vacation.

Qualifications for Appointment:

The qualifications required for appointments to positions in various categories within the University shall be determined by the Executive Council, considering the guidelines issued by the University Grants Commission (UGC), All India Council for Technical Education (AICTE), Pharmacy Council of India (PCI), Medical Council of India (MCI), National Council for Teacher Education (NCTE), Council of Architecture (COA), and other statutory bodies. Direct recruitment for teaching posts such as Assistant Professor, Associate Professor, Professor, and Senior Professor in the University and its allied Colleges will be merit-based through an open all-India advertisement, followed by selection by a duly constituted Selection Committee in accordance with the provisions and guidelines of the UGC. The minimum qualifications required for teaching posts (including Assistant Professor, Associate Professor, Professor, Senior Professor, and other teaching posts, including Library cadres) will be as specified by the UGC.

Similarly, qualifications and experience for various positions at the Integral Institute of Medical Sciences & Research (IIMSR) and Integral Hospital will conform to the "Minimum Qualifications for Teachers in Medical Institutes Regulations, 1998 (Amended from time to time)" prescribed by the Medical Council of India / National Medical Commission.

- a) In addition to the prescribed qualifications and experience, appointments by direct recruitment for periods exceeding 12 months will be subject to medical fitness as determined by the University's Medical Officer or another authorized Medical Officer.
- b) No person shall be appointed to any position unless the appointing authority is satisfied with their character and antecedents.

The qualifications (essential and desirable) and experience required for non-teaching positions will be as approved by the University's Executive Council. The qualifications prescribed for each position will be the minimum requirement.

Sanctioned Strength of Staff:

The sanctioned staff strength, i.e., the number of staff members in various teaching and non-teaching positions required by the University and its Allied Institutions, will be determined by the Executive Council according to the guidelines issued by the UGC and other relevant statutory bodies, as well as the student population, workload factors, and manpower requirements.

Future Maintenance of the Cadre/Posts:

All appointments made through recruitment methods mentioned under these rules in the University after the notification of these rules will be made in accordance with the provision of these rules. The Executive Council may add any other positions and/or cadres as and when any new position/cadre is sanctioned by the UGC or any other appropriate authority. In case of sanctioning new position(s), necessary procedural formalities such as framing recruitment rules for these positions (wherever necessary) must be made, and approval from the Executive Council must be obtained. The Executive Council may abolish/convert any position other than statutory positions, for which consent from the UGC/appropriate authority must be obtained.

Methods of Recruitment:

Recruitment to all regular positions will be made:

(1) by direct recruitment; and/or

(2) by promotion

Assessment of vacancy and advertisement: Upon assessment and receipt of requirements from various university functionaries, the Recruitment Section will initiate the recruitment process to fill positions through various recruitment methods detailed above. Following approval from the Competent Authority, the Recruitment Section will prepare and publish a detailed advertisement containing all recruitment process conditions on the university's official website and in at least two newspapers of nationwide repute. Eligible candidates will be invited to submit online applications through the open advertisement. The university will provide the Application Form format on its official website.

Receipt of applications after the closing date:

The closing date for receipt of applications will typically be 30 days from the date of advertisement release. However, the Vice-Chancellor may, at their discretion, extend the closing date for receipt of applications, considering the situation's exigencies before the closing date is over. Incomplete applications and applications received after the due date will not be entertained.

The Vice-Chancellor may, however, allow acceptance of any application received after the closing date, subject to the production of proof to their satisfaction that the application, along with enclosures and remittance details, if any, was posted by the candidate on or before the closing date.

If the closing date is a holiday, the next working day will be considered the closing date. In case the closing date falls on a holiday, the subsequent working day will be considered the deadline. Incomplete applications or those not submitted in the prescribed format, without the prescribed fee, and lacking self-certified enclosures, will be summarily rejected.

Scrutiny of Applications:

Applications received in response to the advertisement will be scrutinized for eligibility according to the recruitment rules and guidelines specified in the advertisement. A duly constituted Scrutiny/Screening Committee will perform the review. With the approval of the Competent Authority, the committee may formulate additional shortlisting criteria based on applicants' academic performance, years of experience, or trade-based tests/exams. Candidates shortlisted by the Scrutiny Committees will be called for further selection processes.

Recruitment Process:

The Vice Chancellor will decide on conducting written tests, interviews, or both, based on the applications received for advertised positions. However, for teaching and Group-A posts, recruitment will primarily involve interviews and/or presentations. To streamline the Selection Committee's time and limit the number of interviewees, the following guidelines will be observed:

For one post: Up to 12 candidates called for an interview

For 2-3 posts: Up to 24 candidates called for an interview

For 4-6 posts: Up to 36 candidates called for an interview

For 7-9 posts: Up to 48 candidates called for an interview

For 10 or more posts: Up to 50 or more candidates called for an interview (five times the number of posts)

These guidelines serve as a general reference, and decisions will be made on a case-by-case basis by the university's Competent Authority, depending on the situation's merits.

For non-teaching positions under direct recruitment, the university will administer written and/or skill tests for all Group "B" and "C" posts. The written test may cover reasoning ability, basic arithmetic, general knowledge, domain knowledge of the establishment, accounts, examinations, language proficiency in English and Hindi, note-taking and drafting, and/or skill tests or other tests based on job requirements (e.g., technical/laboratory services, engineering, IT services, etc.) as determined by the university. The Vice-Chancellor is the competent authority for framing test syllabi, skill tests, test modalities, evaluations, and so on. The final merit list will be based on the combined scores of written tests, proficiency

tests, computer tests (if conducted), and interviews.

Appointments for Sponsored Research Projects:

Appointments for sponsored research projects will follow the respective sponsoring agencies' directives. If candidates do not meet the sponsoring agency's prescribed norms, and no guidelines or directives are available, the university's rules will apply.

Selection Committee Composition:

The composition of selection committees for various positions is as follows:

Assistant Professor in the University:

- a) The Assistant Professor Selection Committee for the university will include:
 - i. The Vice-Chancellor or their nominee, with at least ten years of experience as a professor, as Committee Chairperson.
 - ii. An academician of at least Professor rank nominated by the Visitor/Chancellor, where applicable.
 - iii. Three subject matter experts nominated by the Vice Chancellor from a panel approved by the university's relevant statutory body.
 - iv. The Dean of the concerned faculty, where applicable.
 - v. The Head/Chairperson of the concerned Department/School.
 - vi. An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, nominated by the Vice Chancellor, if any applicant belongs to these categories and none of the above committee members represent that category.
- b) A quorum requires at least four members, including two outside subject experts

Associate Professor in the University:

- (a) The Selection Committee for the Associate Professor position in the University will have the following composition:
 - i. The Vice-Chancellor or their nominee with at least ten years of experience as a professor will serve as the Committee Chairperson.
 - ii. An academician of at least Professor rank will be nominated by the Visitor/Chancellor, where applicable.

- iii. The Vice Chancellor will nominate three experts in the subject/field concerned from a panel approved by the university's relevant statutory body.
 - iv. The Dean of the faculty, where applicable.
 - v. The Head/Chairperson of the Department/School.
 - vi. If any applicant belongs to SC/ST/OBC/Minority/Women/Differently abled categories and none of the above committee members represent that category, the Vice Chancellor will nominate an academician from that category.
- b) A quorum requires at least four members, including two outside subject experts.

Professor in the University:

- (a) The Selection Committee for the Professor position in the University will consist of:
- i. The Vice Chancellor, who will serve as the Committee Chairperson.
 - ii. An academician of at least Professor rank will be nominated by the Visitor/Chancellor, where applicable.
 - iii. The Vice Chancellor will nominate three experts in the subject/field concerned from a panel approved by the university's relevant statutory body.
 - iv. The Dean of the faculty, where applicable.
 - v. The Head/Chairperson of the Department/School.
 - vi. If any applicant belongs to SC/ST/OBC/Minority/Women/Differently-abled categories and none of the above committee members represent that category, the Vice Chancellor will nominate an academician from that category.
- (b) A quorum requires at least four members, including two outside subject experts.

Senior Professor in the University:

- (a) The Selection Committee for the Senior Professor position in the University will consist of:
- i. The Vice Chancellor, who will serve as the Committee Chairperson.
 - ii. An academician of at least Senior Professor rank or a professor with a minimum of ten years' experience, nominated by the Visitor/Chancellor, where applicable.

- iii. The Vice Chancellor will nominate three experts with at least Senior Professor rank or Professors with a minimum of ten years' experience in the subject/field concerned from a panel approved by the university's relevant statutory body.
- iv. The Dean (with a minimum of Senior Professor rank or Professor with ten years' experience) of the faculty, where applicable.
- v. The Head/Chairperson (with a minimum of Senior Professor rank or Professor with ten years' experience) or the Senior-most Professor (with a minimum of Senior Professor rank or Professor, and at least ten years' experience) of the Department/School.
- vi. If any applicant belongs to SC/ST/OBC/Minority/Women/Differently-abled categories and none of the above committee members represent that category, the Vice Chancellor will nominate an academician (with a minimum of Senior Professor rank or Professor and at least ten years' experience) from that category.

(b) A quorum requires four members, including two outside subject experts.

For all Selection Committees, if any applicant belongs to SC/ST/OBC/Minority/Women/Differently-abled categories and none of the committee members represent that category, the Vice Chancellor of the University will nominate an academician from that category. The nominated academician will be one level above the applicant's cadre level, and they will ensure that the prescribed norms for the mentioned categories are strictly followed during the selection process.

The Selection Committees for the posts of Librarians, Deputy Librarians and Assistant Librarians shall be the same as that of Professor, Associate Professor and Assistant Professor, respectively, except that the subject experts of these committees shall be from Library domain.

Constitution of the Selection Committees for Non-Teaching cadre:

For Group 'A' posts:

1	Vice-Chancellor/Pro Vice-Chancellor* (*in the absence of Vice-Chancellor)	Chairperson
2	Two experts, not in service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Committee.	Member
3	Head of the Unit/Department	Member
4	One member of the Executive Committee nominated	Member
5	A representative of SC/ ST/ OBC/ Minority#/ Women/ PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	Member
6	Registrar	Member

For Group 'C' posts:

1	Registrar	Chairperson
2	Two experts, not in service of the University, nominated by the Vice-Chancellor out of the panel approved by the Executive Committee.	Member
3	Head of the Unit/Department	Member
4	A representative of SC/ ST/ OBC/ Minority/ Women/ PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	Member
5	Joint Registrar/Deputy Registrar	Member

A quorum for the non-teaching staff Selection Committee meeting shall consist of two-thirds of the members present, including the Chairperson, the Vice-Chancellor's nominee (where applicable), at least one external expert out of two, or at least two external experts out of three, and one representative from the respective prescribed category.

Approval for Appointments:

Appointments to the posts shall be made by the University's Executive Council based on the recommendations of Selection Committees constituted for this purpose.

- i. The age, educational qualifications, and other requirements for appointments, as well as recruitment methods, shall be determined by the Executive Council and based on regulations similar to UGC guidelines (for Academic staff).
- ii. Individuals younger than 18 years old shall not be appointed to any post in the University.
- iii. The joining time shall be up to one month from the date of receiving the appointment offer; however, if the candidate is from abroad, the joining time shall be three months. The Vice-Chancellor may grant an extension to the joining time in exceptional cases, considering the genuineness of the request.

The Executive Council must approve the recommendations of the Selection Committee for Academic and Group 'A' posts. If the Executive Council cannot accept the recommendations, it must record its reasons and submit the case to the Chancellor for a final decision, as prescribed under the University Act and Statutes.

The recommendations of the Selection Committee for Group 'B' and 'C' posts shall be considered and approved by the Vice-Chancellor, who is the competent authority for these cadres. If the recommendations are not accepted, the reason(s) for non-acceptance must be recorded and submitted to the Executive Council. The power to reject the Selection Committee's recommendations lies with the Executive Council, and its decision is final.

If the Vice Chancellor authorizes and approves appointments under Clause 17 (6 & 7) of the U. P. Private Universities Act No. 12 of 2019, the appointment offers shall be issued to the selected candidates. These approvals must be presented to the Executive Council in its subsequent meeting for ratification and approval.

Disqualification for an appointment:

The following categories of individuals are ineligible to apply for any position in the University:

- i. Those who have been convicted by a court of law or have pending criminal proceedings against them. Those who have unsound minds, questionable conduct, or are medically unfit to perform their duties;
- ii. Those who have entered into or contracted a marriage with a person who has a living spouse; however, the University's Competent Authority may grant exemptions under certain conditions.
- iii. Non-citizens of India;
- iv. Any other category of individuals disqualified for appointment by the Government of India, State Government, or UGC from time to time.

Promotion (Academic Staff):

Appointment to a post in any grade by promotion shall be made from among regular employees serving in positions in the next lower grade.

Every appointment by promotion shall be based on merit and service record, with due weightage given to seniority.

For Career Advancement, the University has established a transparent promotion policy for teachers, based exclusively on UGC guidelines. The University uses Academic Performance Indicators (APIs) scores for recruitment and Career Advancement Scheme (CAS) promotions for teachers.

An Internal Quality Assurance Cell (IQAC) shall be established in the university, following UGC and National Assessment Accreditation Council (NAAC) guidelines, with the Vice Chancellor as Chairperson. The IQAC will manage documentation and record-keeping, including the development of API criteria for teachers based on the Performance-Based Appraisal System (PBAS). The IQAC may also introduce, when feasible, a student feedback system as per NAAC guidelines on university parameters without incorporating the students' assessment of individual teachers in the Assessment Criteria and Methodology Proforma.

The stages of promotion under the Career Advancement Scheme (CAS) for incumbent and newly appointed Assistant Professors, Associate Professors, and Professors are as follows:

- a. Entry-level Assistant Professors (Stage 1) with a Ph.D. in the relevant discipline are eligible for promotion to the next higher grade (Stage 2) after completing four years of service as an Assistant Professor.
- b. Entry-level Assistant Professors with an M.Phil. degree or a postgraduate degree in professional courses approved by the relevant statutory body are eligible for the next higher grade (Stage 2) after completing five years of service as an Assistant Professor.
- c. Entry-level Assistant Professors without a Ph.D., M.Phil., or a Master's degree in the relevant professional course are eligible for the next higher grade (Stage 2) after completing six years of service as an Assistant Professor.
- d. The upward movement from the entry-level grade (Stage 1) to the next higher grade (Stage 2) for all Assistant Professors is subject to meeting the API-based PBAS requirements established by the University.
- e. Assistant Professors who have completed five years of service in the second grade (Stage 2) are eligible to move up to the next higher grade (Stage 3), subject to meeting the API-based PBAS requirements set by the University.
- f. Assistant Professors who complete three years of teaching in the third grade (Stage 3) are eligible to move to the next higher grade (Stage 4) and be designated as Associate Professors, subject to meeting the qualifying conditions and API-based PBAS requirements prescribed by these rules.
- g. Associate Professors who complete three years of service in Stage 4 and possess a Ph.D. degree in the relevant discipline are eligible for appointment and designation as Professors and be placed in the next higher grade (Stage 5), subject to satisfying the required credit points as per API-based PBAS methodology provided in these rules.

Assessment Process:

The assessment of university teachers' performance for CAS promotion is based on the following criteria:

- i. **Teaching-Learning and Evaluation:** Commitment to teaching is demonstrated through regular attendance, punctuality, remedial teaching, clarifying doubts within and outside class hours, counseling and mentoring, providing additional teaching support when needed, and participating in examination and evaluation activities.
- ii. **Personal Development Related to Teaching and Research Activities:** Attending orientation, refresher, or methodology courses, developing e-content and MOOCs, organizing seminars, conferences, and workshops, presenting papers, guiding and carrying out research projects, and publishing research output in national and international journals.
- iii. **Administrative Support and Participation in Students' Co-curricular and Extracurricular Activities.**

The following steps are recommended for carrying out assessment for promotion under the CAS at all levels:

Step 1: University teachers shall submit an annual self-appraisal report in the prescribed format at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence to support the claims made in the annual self-appraisal report, which is to be verified by the Head of the Department (HOD) and Dean-in-charge. Submissions should be made through the HOD and Dean-in-charge.

Step 2: Upon completion of the required years of experience for promotion under CAS and fulfillment of other requirements, the teacher shall apply in the prescribed format for promotion under CAS.

For promotion under CAS, the applicant teacher must be actively employed by the University and under consideration by the Selection Committee on the date of assessment. If a candidate fails the first assessment, he/she must wait one year before

being re-assessed. When such a candidate succeeds in the subsequent assessment, their promotion will be deemed effective one year from the date of the initial rejection.

"Screening-cum-Evaluation Committee" for CAS promotion:

The "Screening-cum-Evaluation Committee" for CAS promotion shall consist of:

- i. The Vice-Chancellor or his/her nominee as the Chairperson;
- ii. The Dean of the concerned Faculty;
- iii. The Head of the Department/Chairperson of the School; and One subject expert in the subject concerned, nominated by the Vice-Chancellor from the University panel of experts.
- iv. The quorum for these committees shall be three, including one subject expert or university nominee.

The Screening-cum-Evaluation Committee, upon verifying and evaluating the grades secured by the candidate through the Assessment Criteria and Methodology Proforma designed by the university and as per the minimum requirements specified, shall recommend the candidate's suitability for promotion under CAS.

Selection Committee and selection procedure for CAS promotion:

The constitution of the Selection Committees, Selection Procedure, Assessment Criteria, and Methodology for direct recruitment or Career Advancement Scheme (CAS) promotions shall be the same.

The selection process shall be completed on the last day of the Selection Committee meeting when the minutes are recorded, and recommendations are made based on the candidate's interview performance, duly signed by all members of the duly constituted Selection Committee.

For all Selection Committees, the Head of Department/Dean-in-charge should hold the same or higher rank/position as the rank/position for which the interview is being conducted.

The overall selection procedure shall incorporate a transparent, objective, and credible methodology for analyzing applicants' merits and credentials based on the weightage

given to the candidate's performance in various relevant parameters and their performance on a grading system proforma. To enhance credibility, the University may assess teaching ability and/or research aptitude through a seminar, lecture in a classroom setting, discussion on the capacity to use the latest technology in teaching and research during the interview stage. These procedures may be followed for both direct recruitment and CAS promotions.

As the promotion under CAS is a personal promotion to a teacher holding a substantive, sanctioned post, upon their superannuation, the said post shall revert to its original cadre.

Career Advancement Scheme (CAS) for Librarians: These provisions apply only to those individuals who are not involved in teaching Library Science.

Eligibility:

An Assistant Librarian must have completed four years of service with a Ph.D. degree in Library Science/Information Science/Documentation Science or an equivalent degree, five years of experience with at least an M.Phil. degree, or six years of service without an M.Phil. or Ph.D. degree.

Must have attended at least one Orientation course of 21 days' duration; and Training, Seminar, or Workshop on automation and digitalization, maintenance, and related activities

Promotion Criteria for Assistant Librarian:

Achieves a 'very good' or 'outstanding' grade in the annual performance assessment reports for at least two of the last three years of the assessment period.

Receives a promotion recommendation from a screening-cum-evaluation committee. Completes or develops one MOOCs course in the relevant subject (with e-certification) or completes a Library up-gradation course.

Receives a promotion recommendation from a duly constituted Selection Committee based on interview performance.

Promotion Criteria for Deputy Librarian:

The criteria for promotion under CAS for Deputy Librarian are as follows:

Completion of three years of service in that grade.

Completion of any one of the following within the last three years:

Training/Seminar/Workshop/Course on automation and digitalization,

Maintenance and related activities of at least two weeks' (ten days) duration,

Two courses of at least one week (five days) duration each in lieu of every single course/program of at least two weeks (ten days) duration,

Completion or development of one MOOCs course in the relevant subject (with e-certification), and Library up-gradation course.

Evidence of innovative library services, including the integration of ICT in a library.

A Ph.D. degree in Library Science/Information Science/Documentation/archives and Manuscript Keeping.

Promotion recommendation from both a screening-cum-evaluation committee and a duly constituted Selection Committee based on interview performance.

Promotion for Non-Teaching Employees: The University shall develop a foolproof mechanism for assessing the performance of Non-Teaching and Supporting Staff for considering the promotion of various staff categories. Two promotion paths shall be considered:

- i. Fast promotion, in which assessment is based on past outstanding performance, additional professional qualifications acquired related to job responsibilities, enhanced efficiency in performing duties, disciplinary actions (if any), and exemplary proactive initiatives undertaken.

- ii. Assured promotion, in which the Staff Promotion Committee makes recommendations based on service records and assessment of the APARs for the preceding five years. In case of any adverse entry in the APAR or insufficient prescribed score, promotion will not be considered unless the competent authority expunges such adverse entry. If the competent authority does not expunge the adverse entry or increase the score after a performance review, the employee must wait for the required number of reports carrying the prescribed benchmarks as required for the post under these Rules.

The Assured Promotion Scheme shall be similar to the Government of India's MACP, wherein three upgrades are considered in the entire span of service, i.e., one upgrade every ten years.

Fast Track Promotion:

The following parameters are defined for evaluating Fast Track Promotion applications:

Evaluation of Performance for the Last Five Years: The evaluation takes into account roles and job descriptions, work assigned, units for performance measurement, and associated benchmarks. Performance measurement units can be quantitative, descriptive, or example-based. Similarly, benchmarks for "Good," "Very Good," and "Outstanding" may be quantitative, descriptive, or based on enumerated examples. These are likely to vary for different roles and job descriptions.

Evaluation of Additional Qualification/Training:

- i. Is the additional qualification/training aligned with the employee's job responsibilities? Has the qualification/training been utilized and applied in the execution of duties? If so, has it resulted in performance improvement and/or increased output?
- ii. The status, reputation, and rating of the University/Institute, including Training Institutions.
- iii. Duration of the course/degree and the marks/grades obtained.

Disciplinary Action, if any:

- i. The severity of disciplinary actions should be assessed. Are they major or minor penalties, warnings, or advisories?

- ii. Warnings and advisories issued by the competent disciplinary authority of the Institute shall be considered only as warnings and advisories while evaluating Fast Track Promotion cases.
- iii. Employees who have been awarded major or minor penalties during the period considered for Fast Track Promotion shall not be eligible for Fast Track Promotion for that period.
- iv. All warnings and advisories issued by the Reporting Officer shall be part of the internal performance review for the purpose of writing APARs.
- v. The employee's relationships with fellow workers, subordinates, superiors, and students, as applicable, shall be considered during the evaluation of Fast Track Promotion cases.

Exemplary Proactive Initiatives Undertaken by the Employee:

Exemplary proactive initiatives taken by the employee, which may add extra value to the Section/Department/University/Society as a whole. These efforts should be above and beyond the employee's defined baseline job description. The Evaluation Committee will make recommendations based on the assessment of all the above parameters. It may invite the employee for discussion or request additional information or clarification.

	Grading System and Score in APAR
	Grade "between 8-10" shall be rated as 'outstanding' and shall be given a score of 9 for the purpose of calculating average scores for promotion.
	Grade "between 6 and short of 8" shall be rated as 'very good' and will be given a score of 7 for the purpose of calculating average scores for promotion.
	Grade "between 4 and short of 6" shall be rated as 'good' and shall be given a score of 5 for the purpose of calculating Average scores for promotion.
	Below 4 shall be given a score of 'zero'.

The meeting of the staff Promotion Committee (SPC) shall ordinarily be convened at least once a year, which shall depend upon the availability of vacancy.

All promotions of the non-teaching staff shall take effect from the date of issue of notification.

Constitution of Staff Promotion Committees:

For **Group 'A'** posts

	Vice-Chancellor/Pro Vice-Chancellor* (*in the absence of Vice Chancellor)	Chairperson
	One expert, not in service of the University, nominated by the Vice-Chancellor	Member
	Head of the concerned Unit/Department	Member
	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	Member
	Registrar (other than the Registrar post)	Member

For **Group 'B'**

	Pro Vice-Chancellor/Registrar* (*in the absence of Pro Vice-Chancellor)	Chairperson
	One expert, not in service of the University, nominated by the Vice-Chancellor	Member
	Head of the concerned Unit/Department	Member
	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not	Member

	belong to the same category.		
	Registrar/Deputy Registrar		Member

For Group ‘C’

	Registrar		Chairperson
	One expert, not in service of the University, nominated by the Vice-Chancellor		Member
	Head of the concerned Unit/Department		Member
	A representative of SC/ST/OBC/Minority#/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.		Member
	Deputy Registrar of the unit concerned		Member

Ad-hoc Appointments:

Notwithstanding anything contained in the above rules, the Executive Council may, through a general or special order and subject to any conditions specified in such order, delegate to the Vice Chancellor the authority to make ad-hoc appointments.

Appointments in Place of Dismissed, Removed, or Reduced Employees:

When an employee has been dismissed, removed, or reduced from any cadre in the service, no vacancy caused thereby or arising subsequently in such cadre shall be substantively filled to the prejudice of such person until the appeal, if any, submitted by them against such dismissal, removal, or reduction is decided. This also applies if the time allowed for submitting an appeal has expired.

Re-employment in Service Beyond the Date of Retirement:

Services of Advisors, OSD, Director, Executive Director, Chief Executive Officer, Incubator Manager, Consultants, and Contractual Employees; Nothing in these rules shall be construed to limit or abridge the power of the Executive Council to re-employ persons in the service of the University who have reached the date of retirement prescribed by the Executive Council, provided that:

- i. such re-employment is in the interest of the University,
- ii. other special circumstances are recorded in writing and sanctioned by the Vice Chancellor,
- iii. the re-employment is broadly in accordance with guidelines from UGC and other statutory bodies.
- iv. it is at the discretion of the University to avail the services of Advisors, Consultants, Experts, and Contractual Employees, in the interest of the University at an appropriate level of remuneration based on the expertise/services rendered by the persons.

Employees Absent from Duty:

An employee's absence from duty, whether on leave, foreign service, deputation, or for any other reason, and regardless of whether their lien in a post borne on the cadre of the service is suspended or not, shall not render them ineligible upon their return, provided they are otherwise fit:

- a. for re-appointment to a permanent or officiating vacancy in the cadre of the post on which they may be on probation.
- b. for promotion from a lower to a higher category in the service, as the case may be, in the same manner as if they had not been absent. They shall be entitled to all privileges concerning appointment, seniority, probation, and confirmation that they would have enjoyed but for their absence, subject to completing the probation period satisfactorily upon their return.

Probation & Regularization:

- i. Every person permanently appointed to a post under the University after the commencement of these rules, whether by promotion or direct recruitment, shall be on probation in such post for a period of two years. The appointing authority may, in any individual case, extend the probation period for a further period not exceeding one year, with reasons recorded in writing.
- ii. If a person appointed to a post under the University on probation is found unsuitable for holding that post or has not completed their probation period satisfactorily during their probation, the appointing authority may:
 - iii. revert the person appointed by promotion to the post held by them immediately before such appointment.
 - a. terminate the service of a person appointed by direct recruitment under the University without notice; or
 - b. extend their probation period as necessary.
- iv. Every person appointed to a permanent post under the University by promotion or direct recruitment shall be eligible for confirmation in that post upon satisfactorily completing their probation period.
- v. No employee shall be confirmed in any post unless:
 - a. the post is permanent (substantive), and no one else holds a lien on the post;
 - b. the employee's service under the University is approved by the appointing authority.
- vi. To avoid any anomalous situations, all cases of probation should be reviewed every six months. If the performance review result is unsatisfactory.
- vii. To avoid any anomalies, probation cases for officials should be reviewed every six months. If an official's performance review is unsatisfactory or below expectations, they should be informed of the consequences of poor performance during the probation period. This appraisal should be issued in advance, after which the official's performance should be continuously monitored.
- viii. If a probationer is suspended during their probation period, the probation period may be extended for as long as the appointing authority deems appropriate under the circumstances.

No probation will be required for an employee appointed to a post on lien, tenure, or re-employment after superannuation.

Seniority: The seniority of employees in a specific grade will be determined following the rules prescribed by the Executive Council from time to time.

Temporary & Regular Service:

- i. An employee will be considered a temporary employee of the University until they are regularized in a permanent (substantive) post under the University.
- ii. An employee regularized in a permanent (substantive) post under the University will be considered a regular employee of the University.

Termination of Service:

The Executive Council may terminate the services of a temporary employee without providing a reason:

- a. During the probation period, at any time without notice; and
 - b. If the appointment is temporary, at any time by providing one month's written notice from the appointing authority to the employee, or immediately by paying the employee a sum equivalent to one month's pay plus allowances at the rate they were receiving them just before the termination of their service.
 - c. The service of a regular employee may be terminated by providing three months' notice or by paying the employee their pay plus allowances for the period that the notice falls short of three months or without notice by paying three months' pay plus allowances that they were receiving just before the termination of their service.
- (iii) An employee given notice of termination of service under clause (b) above may be granted earned leave, as admissible, during the notice period. If the granted leave exceeds three months, their services will be terminated upon the leave's expiry.

Retirement:

- i. The retirement age for teaching staff members will be 70 years, while administrative and other staff members will retire at the age of 65 years. The Executive Council may, based on the Vice Chancellor's recommendation and in exceptional cases or the University's interest, reemploy any person beyond the prescribed age limit. The retirement age for the Vice Chancellor and Pro-Vice Chancellor will also be 70 years. There will be no age limit for the positions of Chancellor and Pro-Chancellor.
- ii. Notwithstanding the provisions of sub-clause (i) above, an employee may be retired:
 - a. If declared medically unfit for service by a Medical Board appointed by the Executive Council, or
 - b. Upon imposition of the penalty of compulsory retirement following disciplinary action or procedures.

Resignation:

Subject to the acceptance of resignation by the Competent Authority, a regular or temporary employee may resign from the University's service by providing three months' / one month's written notice to the appointing authority, or by paying a sum equivalent to their pay plus allowances for the notice period at the same rates they were receiving them just before the acceptance of their resignation.

The appointing authority may, at its discretion, permit a regular or temporary employee to resign from the service on notice of less than three months / one month.

Service Books & Character Rolls:

- i. The University will maintain personal files, service books, computerized profiles, and confidential reports / APARs for each employee in a format prescribed by the Executive Council.
- ii. (ii) A Group-A officer authorized by the Vice Chancellor will authenticate the entries in an employee's computerized profile.

Recruitment of Persons of Indian Origin (PIO):

The university will recruit PIOs according to the norms approved by the Executive Committee.

Amendments:

The Recruitment and Promotions Rules and related provisions will be reviewed periodically to make necessary modifications and amendments. The Executive Council or Vice Chancellor, as the case may be, will issue general or specific directions as needed to address difficulties in implementing any provision of these rules. Any directions issued by the Vice Chancellor will be reported to the Executive Council.

Serving Employees Not Covered by These Rules:

Employees working in the university who were recruited through an approved selection process but have a designation and pay not included or defined in these rules may be given the option to shift to an equivalent designation and pay if it exists and the incumbent fulfills the respective Recruitment Rules' requirements for the position. Otherwise, such positions will remain personal to the employee serving in that position.

Interpretation of Provisions: If any doubt arises concerning the interpretation of any provision of these Rules, the matter will be referred to the Appointing Authority, as defined in the Act or Statutes.

Power to Relax Norms:

Under exceptional circumstances, the Competent Authority may relax the essential qualifications and experience required for a specific post at their discretion for individuals who are otherwise well-qualified. The power to relax norms will be exercised only if the Competent Authority is satisfied that the candidate's contribution is exceptional and that an adequate number of candidates with the requisite experience are not likely to be available to fill a particular post. The Competent Authority will record the rationale for exercising this discretion.

Time Limit for Recruitment Process: The university should ensure that the entire recruitment process, including advertisement, written examinations, or interviews, is completed within six months (Ref: DoPT O.M. No.Misc.14017/15/2015-Estt. (RR) dated 11.01.2016, forwarded by UGC to all universities via letter No.F.74-1/2017 (CU) dated 16th October, 2017).

However, if the Vice-Chancellor believes that circumstances warrant an extension, they may extend the time limit for the recruitment process by a maximum of six months.

**FORM OF AGREEMENT WITH MEMBERS OF TEACHING STAFF OF
THE UNIVERSITY**

Agreement made this day of..... 20 between
Sri..... of first party and the University of
(Hereinafter called "the University") of the second party.

It is hereby agreed as follows:

1. That the University hereby appoints Shri/Shrimati/Km.....to be an employee of the University with effect from the date first party takes charge of the duties of his/her office, and the party of the first part, hereby accepts the engagement, and undertakes to take such part, and perform such duties in the University as may be required of him/her, including the management and protection of the University property of funds, the organization of instruction the teaching formal or informal and the examinations of students, the maintenance of discipline and the promotion of

such extracurricular duties of the University as may be entrusted to him/her and to submit himself/herself to the officers under whom he/she is for the time being placed by the authorities of the University and shall abide by and conform to the Code of Conduct laid down by the University as amended from time to time.
Provided that the employee shall be on probation for a period of two years and the Executive Council may in its discretion extend the period of probation by one year.
2. That the first part shall retire in accordance with the provisions of the Statutes of the University.
3. The scale of pay attached to the post of employee to which the first party is appointed shall be..... the party of the first party shall from the date he/she takes charge of his/her said duties be granted pay at the rate of Rs.....per mensem in the aforesaid scale and shall receive pay in the succeeding stages in the scale unless the annual increment is withheld in pursuance of the provisions of the Statutes:

Provided that where an efficiency bar is prescribed in the time scale, the increment next above the bar shall not be given to the party of the first part without the specific sanction of the authority empowered to withhold increment.

4. That the first party shall obey, and to the best of his/her ability carry out the lawful directions of any officer, authority or body of the University, to whose authority he/she may work while this agreement is in force, is subject under the Provisions of the said Act, or under any Statutes, Ordinances or Regulations made there under.
5. That the party of the first part hereby undertakes to abide by and conform to the Code of Conduct laid down for the teachers by the University, as amended from time to time.
6. That on the termination of this agreement from whatever cause, the party of the first part shall deliver up to the University all books, apparatus, record and other articles belonging to the University that may be in his/her possession.
7. In all matters, the mutual rights and obligations of the parties hereto shall be governed by the Statutes and Ordinances of the University, for the time being in force, which shall be deemed to be incorporated herein and shall be as such a part of this agreement as if they were reproduced herein, and by the provisions of U.P. Private Universities Act No. 12 of 2019.

In witness whereof the parties hereto affix their hands and seal on the day year first above written.

Signature of the Teacher

Signature of the Registrar

Witness:

**FORM OF AGREEMENT WITH EMPLOYEES
(OTHER THAN MEMBERS OF TEACHING STAFF) OF THE UNIVERSITY**

Agreement made this day of..... 20 between
Sri..... of first party and the University of
(Hereinafter called "the University") of the second party.

It is hereby agreed as follows:

1. That the University hereby appoints Shri/Shrimati/Km.....to be a teacher of the University with effect from the date first party takes charge of the duties of his/her office, and the party of the first part, hereby accepts the engagement, and undertakes to take such part, and perform such duties in the University as may be required of him/her, including the management and protection of the University property of funds, the organization of instruction the teaching formal or informal and the examination of students, the maintenance of discipline and the promotion of student's welfare in connection with my curricular or residential activities and perform such extracurricular duties of the University as may be entrusted to him/her and to submit himself/herself to the officers under whom he/she is for the time being placed by the authorities of the University and shall abide by and conform to the Code of Conduct for teachers laid down by the University as amended from time to time.
Provided that the teacher shall be on probation for a period of two years and the Executive Council may in its discretion extend the period of probation by one year.
2. That the first part shall retire in accordance with the provisions of the Statutes of the University.
3. The scale of pay attached to the post of teacher to which the first party is appointed shall be..... the party of the first party shall from the date he/she takes charge of his/her said duties be granted pay at the rate of Rs.....per mensem in the aforesaid scale and shall receive pay in the succeeding stages in the scale unless the annual increment is withheld in pursuance of the provisions of the Statutes:

Provided that where an efficiency bar is prescribed in the time scale, the increment next above the bar shall not be given to the party of the first part without the specific sanction of the authority empowered to withhold increment.

4. That the first party shall obey, and to the best of his/her ability carry out the lawful directions of any officer, authority or body of the University, to whose authority he/she may work while this agreement is in force, is subject under the Provisions of the said Act, or under any Statutes, Ordinances or Regulations made there under.
5. That the party of the first part hereby undertakes to abide by and conform to the Code of Conduct laid down for the teachers, by the University, as amended from time to time.
6. That on the termination of this agreement from whatever cause, the party of the first part shall deliver up to the University all books, apparatus, record and other articles belonging to the University that may be in his/her possession.
7. In all matters, the mutual rights and obligations of the parties hereto shall be governed by the Statutes and Ordinances of the University, for the time being in force, which shall be deemed to be incorporated herein and shall be as such a part of this agreement as if they were reproduced herein, and by the provisions of U.P. Private Universities Act No. 12 of 2019.

In witness whereof the parties hereto affix their hands and seal on the day year first above written.

.....

Signature of the employee

Signature of the Registrar

Witness:

1).....

2).....

Receipt of applications after the closing date:

The closing date for receipt of applications shall ordinarily be 30 days from the date of release of advertisement. However, the Vice Chancellor may, at his discretion, decide the extension of the closing date for receipt of applications, keeping in view the exigency of the situation before the closing date is over. Incomplete applications, and the applications received after the due date, shall not be entertained.

The Vice Chancellor may, however, allow the acceptance of any application received after the closing date, subject to production of proof to his/her satisfaction that the application along with the enclosures and the remittance details, if any was posted by the candidate on or before the closing date.

In case the closing date is a holiday, the next working day shall be treated as the closing date. Incomplete applications and applications not submitted in the prescribed format, not with the prescribed fee, self-certified enclosures, etc. shall be summarily rejected.

The application should be addressed to "The Registrar, Integral University, Lucknow in a closed cover super-scribing "Application for the post of".

In order to avoid any anomalous situation, all cases of probation of the officials should be reviewed in every six months. In case, the result of review of performance of an official is found to be unsatisfactory, or not up to the mark, he shall be apprised of the consequences of unsatisfactory performance during the period of probation. Such an appraisal should be issued in advance after which the performance of the official concerned should be continuously kept under observation.

Notwithstanding anything contained in the above-mentioned provision, if a probationer is placed under suspension during the period of probation, the period of probation may be extended till such period as the appointing authority deems fit in the circumstances. There shall be no probation in the case of an employee appointed to a post on deputation, tenure or on re-employment after superannuation



INTEGRAL UNIVERSITY

LUCKNOW - INDIA



POLICY ON PERFORMANCE APPRAISAL OF TEACHERS & NON-TEACHING STAFF

INTEGRAL UNIVERSITY LUCKNOW
Policy Document
On
POLICY ON PERFORMANCE APPRAISAL
OF TEACHERS &
NON-TEACHING STAFF

Background

Integral University is a premier University located in UP-State capital city Lucknow was initially sprouted as a small school named 'Techno Academic School' in the year 1993 by its founder Prof. W Akhtar, a scholar, administrator, and a person with a mission to promote technical education among the common masses. The small school further reared and elevated into an Integral Institute of Technology (IIT) in the year 1998, which eventually transfigure as the first State private minority University incorporated under Integral University Act No. 9, approved by the UP State legislative assembly in the year 2004 run by The Islamic Council for Productive Education, which is a minority society registered under the Societies Registration Act, 1860. The University adheres to the State and Government of India regulations issued from time to time.

The University is duly approved by the University Grants Commission (UGC) under sections 2(f) and 12B of the UGC Act, 1956, and is recognized by the Scientific & Industrial Research Organization (SIRO), Department of Scientific & Industrial Research, Ministry of Science & Technology, Government of India.

Integral University, Lucknow provides its students with a perfect combination of professional and academic excellence. The curriculum has a strong focus on individual growth and the development of essential tools so that students leave an indelible mark in the corporate world and in the field of technology at their workplaces. They are strongly supported by a highly qualified team of accomplished professors and a robust University infrastructure. The University maintains a decent and decorous atmosphere in the campus with a vision to contribute towards Atmanirbhar Bharat.

Integral University is not only an academic institution but also a mission to make the country progressive and prosperous.

Vision

- To lead the teeming millions of the world through the wilderness of ignorance and illiteracy, as "Kindly Light" (Exodus 13:21) with the resounding divine proclamation. "Read: Thy Lord is the most bounteous (Quran 30:96:3)." and to educate them in the most constructive and innovative ways.
- To integrate the ebullience, intellect, and dynamism of youth with decency, decorum, discipline, and dedication through value-based quality education.

Mission

- To make every student a role model of intellectuals and torch bearers for others all over the world through his / her inspiring existence.
- To inculcate a spirit of confidence, self-respect, and firm commitment in students along with farsighted wisdom and understanding.
- To make India a self-reliant and dominant G-1 country recognized for quality education, higher economic growth, and valuable moral practices.

Objectives

- To harness technical education and technology in the service of mankind, as also to enable students to think globally and act nationally.
- To integrate spiritual and moral values with education and to develop human potential to its totality. To develop a sense of self-reliance and to create an awareness of the higher self in the younger generation.
- To ignite the latent potentialities of the young and budding generation through cutting-edge technology and state-of-the-art academic programs.
- To bring about innovation in education by restructuring courses and adopting novel methods of teaching and learning to target multifaceted personality development.
- To identify the excellent heritage of our great and glorious past and to link it with the grand future. To cultivate and disseminate knowledge by providing research and extension facilities.
- To create and promote a congenial ambiance and thereby further help in strengthening the spirit of national integration, secularism, and international understanding to bring all the sections of society into the mainstream for the overall development of India and to provide modern, scientific and moral education for social upliftment.

Performance Appraisal of Teachers and Non - teaching Employees

Integral University has a very effective and well-defined performance appraisal system for its employees both teaching and non-teaching staff.

The performance appraisal is a periodic and systematic process to assess the performance at work as well as the level of productivity of the employees. This encompasses various achievements, accomplishments, weaknesses as well as strengths of the employee so that overall results can be evaluated.

Faculty performance is evaluated annually based on the following quantitative parameters:

- Contributions to the teaching and learning process.
- Students' feedback
- Research/project guidance / Mentoring
- Research output / Extramural funding
- Self-improvement through additional certification/qualification
- Honours and recognitions
- Attending/organizing FDPs, international conferences/workshops/seminars, etc.
- Contribution to Departmental/School/Institutional Activities
- Participation in other extension activities

Similarly, the performance of Non-Teaching Staff is judged annually based on their dedication and commitment to their job responsibilities, sense of belongingness towards the university, and observance of discipline. The criteria for the same are: -

Job-related knowledge, Quality of work, General Intelligence, and Self-motivation.

- Communication ability, Ability to get along, Punctuality in attendance.
- Integrity & Character, Sincerity & Trustworthiness, Capacity to put in hard work.
- Behavior towards superiors, colleagues and others.

The University encourages its employees to update their knowledge and skills. Some of the initiatives taken by the University are:

- Induction and orientation programs for new faculty
- Periodic IPR, research methodology, and FDPs. to enhance the quality of publications
- Encouragement to attend short-term courses, conferences, workshops, etc.
- Attending online MOOC courses sponsored by the Government.
- Financial support for attending the conference, workshops, and professional body membership
- Encourage employees to attend PDP and skill training

Confidential Reports

- (i) Such authorities of the University as may be prescribed by the Executive Council shall report confidentially each year in the form prescribed by the University on the work and conduct of the employee who had served under them for periods not less than six months in the calendar year immediately preceding and forward their reports to the Registrar not later than 31st January each year.
- (ii) The Reviewing Officer, the next higher authority, will have the discretion to determine which unfavorable report or portions thereof are weighty enough to be communicated to the officer reported against. All adverse entries should be communicated within two months' period to the officials concerned. Any representation against the adverse remarks will have to be made within one month to the next higher authority than the Reviewing Officer.
- (iii) Writing of confidential reports of subordinate employees of the University is no longer necessary except in respect of those who are engaged in sensitive works;

Appraisal Criteria for University Teachers

Name: _____ **Emp. ID:** _____
Designation: _____ **DOJ:** _____
Faculty: _____ **Department:** _____
Last Promotion: _____ **Last Increment:** _____
Rating Period: From: _____ **To:** _____

S.No.	Activity	Grading Criteria
1	Teaching: (Number of classes taught/total classes assigned) x100% (Classes taught include sessions on tutorials, lab, and other Teaching-related activities)	80% & above - Good - Below 80% but 70% & above-Satisfactory - Less than 70% - Not satisfactory
2	Involvement in the University/ College students related activities/ research activities: a. Administrative responsibilities such as Chairperson/ Dean/ Director/Head/ Coordinator/ Warden etc. b. Examination and evaluation duties assigned by the college/university or attending the examination paper evaluation. c. Student-related co-curricular, extension, and field-based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS, and community services. d. Organizing seminars/ conferences/ workshops, other college/university activities. e. Evidence of actively involved in guiding Ph.D. students. f. Conducting minor or major research projects sponsored by national or international agencies. g. At least one single or joint publication in peer-reviewed or UGC list of Journals.	- Good - Involved in at least 3 activities - Satisfactory - 1-2 activity - Not-satisfactory - Not involved/ undertaken any of the activity Note– The number of activities can be within or across the broad categories of activities

Overall Grading:

Good: Good in teaching and satisfactory or good in activity at Sl. No.2. Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl. No.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

Methodology for University Teachers for Calculating Academic / Research Score

(Assessment must be based on evidence produced by the teacher such as: copies of publications, project sanction letters, utilization and completion certificates issued by the University and acknowledgments for patent filing and approval letters, students' Ph.D. award letters, etc.)

Sl. No.	Academic/Research Activity	Faculty of Sciences/ Engineering/ Agriculture/ Medical Sciences		Faculty of Languages Humanities Arts/ Social Sciences / Library/ Education/Physical Education/Commerce / Management & other related disciplines	
		Max. Score	Obtain Score	Max. Score	Obtain Score
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper		10 per paper	
2.	Publications (other than Research papers)				
	(a) Books authored which are published by				
	International publishers	12		12	
	National Publishers	10		10	
	Chapter in Edited Book	05		05	
	Editor of Book by International Publisher	10		10	
	Editor of Book by National Publisher	08		08	
	(b) Translation works in Indian and Foreign Languages by qualified Faculties				
	Chapter or Research paper	03		03	
	Book	08		08	
3.	Creation of ICT mediated Teaching learning pedagogy and content and development of new and innovative courses and curricula				
	(a) Development of Innovative pedagogy	05		05	

	(b) Design of new curricula and courses	02 per curricula/course		02 per curricula/course	
	(c) MOOCs				
	Development of complete MOOCs in (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20		20	
	MOOCs (developed in 4 quadrant) per module/lecture	05		05	
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02		02	
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08		08	
	d. E-Content				
	Development of e-Content in 4 quadrants for a complete course/e-book	12		12	
	e-Content (developed in 4 quadrants) per module	05		05	
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02		02	
	Editor of e-content for complete course/ paper /e-book	10		10	
4.	(a) Research guidance	Max. Score		Obtain Score	
	Ph.D.	10 per degree awarded			
		05 per thesis submitted			
	M. Phil/P.G. dissertation	02 per degree awarded			

	(b) Research Projects Completed	
	More than 10 lakhs	10
	Less than 10 lakhs	05
	(c) Consultancy	03
5.	(a) Patents	
	International	10
	National	07
	(b) *Policy Document (Submitted to an International body / organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)	
	International	10
	National	07
	State	04
	(c) Awards / Fellowships	
	International	07
	National	05

6.	*Invited lectures/Resource Person/ Paper presentation in Seminars / Conferences / full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published a full paper in Conference Proceedings will be counted only once)	
	International (Abroad)	07
	International (within country)	05
	National	03
	State/University	02

Performance Appraisal / Assessment Report of Teachers on Completion of Probation Period

Part – I: Factual

Name :

Designation :

Department :

Emp. Code :

Date of joining on probation period:

Record of Employee –

a. Record of training attended (if any)

b. No. of Research Paper Published - National International
.....

Part – II : Performance Grade (Please put a tick mark () in the prepared Column)

Sl. No.	Performance Factor	Excellent	Very Good	Satisfactory	Average	Poor
1.	Punctuality (Attendance) of the employee.					
2.	Students' Strength in the Class and efforts made to improve the same.					
3.	Teaching Methodology					
4.	Contribution of the faculty in Student related co-curricular Activities like Seminars, conferences, Cultural, Sports & workshops etc.					
5.	Paper Publication / Conferences attended/ Research Project Sanctioned / Ph.D. Thesis guided					
i	Quality of Publications					
ii	Quality of Conferences attended					
iii	Quality of Research Projects Sanctioned					
iv	Quality of Ph.D. Thesis guided					

The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

i) Paper in refereed journals without impact factor	-	5 Points
ii) Paper with impact factor less than 1	-	10 Points
iii) Paper with impact factor between 1 and 2	-	15 Points
iv) Paper with impact factor between 2 and 5	-	20 Points
v) Paper with impact factor between 5 and 10	-	25 Points
vi) Paper with impact factor >10	-	30 Points

Two authors: 70% of total value of publication for each author.

More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories

v	Performance in Administrative Responsibilities					
6.	Support for Preparation for Competitive Examination and efforts towards Personality Development of Students					
7.	Contribution in Examination / Confidential Work					
8.	Contribution in Student Placement Activities & Admission Support in					
9.	Role as Mentor					

OVERALL GRADING FOR DUTIES

☐

1. Outstanding
 2. Very Good
 3. Good
 4. Satisfactory with some short comings
 5. Not really satisfactory
- (Please put a () mark the appropriate grading box)

Comments & recommendations of HoD/Dean/Director/Registrar

HoD / In charge Signature Name: Date:	Dean / Director Signature Name: Date:	Registrar Signature Name: Date:
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Approval of the Competent Authority:

Vice Chancellor

Annual Performance Appraisal Report (APAR) For Non-Teaching Staff

Report for the year/period ending

PART-I

(To be filled by the Administration Section)

1.	Name	
2.	Employee No.	
3.	Designation	
4.	Date of Birth	
5.	Highest Qualification	
6.	Date of Joining in the University	
7.	Date of Joining on current position	
8.	Regular/Ad-hoc/ Contractual	
	Present Grade of Pay or fixed emoluments	

PART-II

(To be filled by the employee reported upon)

1. Brief description of duties

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2. Targets/Objectives/Goals

Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, in the order of priority and your achievement against each target.

Targets/objectives/Goals	Achievements

3. Shortfalls in achieving the Targets/Objectives/Goals

Please state briefly, the shortfalls with reference to the targets/objectives/goals referred above. Please specify constraints, if any, in achieving the targets.

Targets/objectives/Goals	Shortfall in achieving the Targets/objectives / Goals

4. Significantly higher achievements

Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

--

Signed by employee

PART-III

(Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.)

1. Assessment of work output (weightage to this Section would be 40%)

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
Accomplishment of planned work / work allotted			
Quality of output			
Analytical ability			
Accomplishment of exceptional work / unforeseen tasks performed			
Overall Grading on 'work output'			

2. Assessment of personal attributes (weightage to this Section would be 30%)

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
Attitude towards work			
Sense of responsibility			
Maintenance of Discipline			
Communication skills			
Leadership skills			
Capacity to work in team spirit			
Capacity to adhere to time-schedule			
Inter-personal relations			
Overall bearing and personality			
Overall Grading on 'Personal Attributes'			

3. Assessment of functional competency (weightage to this section would be 30%)

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
Knowledge of Rules / Regulations / Procedures in the area of function and ability to apply them correctly			
Strategic planning ability			
Decision-making ability			
Coordination ability			
Ability to motivate and develop subordinates			
The initiative taken by the employee			
Overall Grading on ' Functional Competency'			

4. General

Relation with the public

(Comment on the employee 's accessibility to the public and responsiveness to their needs)

Training

Recommendations, if any for training with a view to further improving the effectiveness and capabilities of the Officer)

State of Health

Integrity

Pen Picture by Reporting Officer on the overall qualities of the employee including areas of strength / lesser strength, extraordinary achievements, significant failure and attitude.

Overall numerical grading on the basis of weightage given in Section A, B, C in Part-3 of the Report.

Signature of the Reporting Officer

Name:

Designation:

Date:

Remarks of the Reviewing Officer

Do you agree with the assessment made by the reporting officer?

Yes	No
-----	----

(In case you do not agree with any of the numerical assessments of attributes please record your assessment on the column provided for you in each section and initial your entries). In case of disagreement, please specify the reasons. is there anything you wish to modify or add?

Signature of the Reviewing Officer
Designation:
Date:

Vice Chancellor

Employee Management System



Module wise - User based Features of EMS



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User Types in EMS

1. Vice Chancellor (VC)
2. Pro Vice Chancellor (PVC)
3. Registrar
4. Director Planning & Research (DPR)
5. Dean
6. Head of Department (HoD) – Teaching
7. Faculty / Staff
8. Account Officer
9. Time Admin
10. Faculty Admin
11. Staff Admin
12. Shift Admin Integral Institute of Medical Sciences & Research (IIMS&R)
13. Report Admin IIMS&R
14. Report Admin Hostel
15. Shift Admin Library
16. Shift Admin Guard
17. Data Admin
18. Block Admin – Pharmacy

Note: Next sections contain features/facilities availed on various users panel.

Vice Chancellor Login

Dashboard

- Alerts of **pending leaves**
- Glimpse of **Top 20 Absentees** with flexibility of changing :
 - Starting date
 - Academic and Administrative Sections wise.
- Glimpse of **Top 15 Late Comers** with flexibility of changing:
 - Starting date
 - Academic and Administrative Sections wise.
- **Quick Links** facilitating direct link to:
 - Official email login
 - University website
 - Student MIS
 - Telephone Directory
 - Microsoft Software List

Leaves

- **Consolidated Leave Report** with flexibility of choosing :
 - o Date range,
 - o Department,
 - o Employees,
 - o Leave type.

Attendance

- **Attendance Report** of Active employees with flexibility of choosing :
 - o Institute(s),
 - o Department(s),
 - o Employee(s),
 - o Type
- **Active / Inactive Report** of employees with flexibility of choosing :
 - o Date range.

Grievances

- A list of **Online Complaints** with status
 - o Close / Open
- **Grievances Report** applied from EMS with flexibility of choosing
 - o From and To Date

Pro Vice-Chancellor Login

Dashboard

- Alerts of **pending leaves**
- Glimpse of **Top 20 Absentees** with flexibility of changing :
 - Starting date
 - Academic and Administrative Sections wise.
- Glimpse of **Top 15 Late Comers** with flexibility of changing:
 - Starting date
 - Academic and Administrative Sections wise.
- List of alert & warning emails
- List of late comers
- **Quick Links** facilitating direct link to:
 - Official email login
 - University website
 - Student MIS
 - Telephone Directory
 - Microsoft Software List

Leaves

- List of Applied leaves by faculties on **Leave Forwarding Form** with option of
 - Multi selection of leaves to approve or reject
 - Changing applied leave type
 - Rejecting applied leave
 - ✓ Can take decision on basis of
 - Head response
 - Admin office response
- **Consolidated Leave Report** with flexibility of choosing:
 - Date range,
 - Department,
 - Employees,
 - Leave type
- **Date wise Arrangement Report** with flexibility of choosing:
 - Date range,
 - Department,
 - Employees

Attendance

- **Attendance Report** of Active employees with flexibility of choosing :
 - o Institute(s),
 - o Department(s),
 - o Employee(s),
 - o Type

Grievances

- A list of **Online Complaints** with status
 - o Close / Open
- **Grievances Report** applied from EMS with flexibility of choosing :
 - o From and To Date

Feedback

- Students' feedback & **Cumulative Feedback Report** with flexibility of choosing :
 - o Session
 - o Semester (Even / Odd)
 - o Department
 - o Teacher

Points carried out for

- o Theory
- o Practical
- o Mentor

Registrar Login

Dashboard

- Alerts of **pending leaves**
- Glimpse of **Top 20 Absentees** with flexibility of changing :
 - Starting date
 - Academic and Administrative Sections wise.
- Glimpse of **Top 15 Late Comers** with flexibility of changing:
 - Starting date
 - Academic and Administrative Sections wise.
- List of alert & warning emails
- List of late comers
- **Quick Links** facilitating direct link to:
 - Official email login
 - University website
 - Student MIS
 - Telephone Directory
 - Microsoft Software List

Leaves

- List of Applied leaves by Staff on **Leave Forwarding Form** with option of
 - Multi selection of leaves to approve or reject
 - Changing applied leave type
 - Rejecting applied leave
 - ✓ Can take decision on basis of
 - Head response and/or
 - Admin office response
- **Consolidated Leave Report** with flexibility of choosing:
 - Date range,
 - Department,
 - Employees,
 - Leave type
- **Date wise Arrangement Report** with flexibility of choosing:
 - Date range,
 - Department,
 - Employees

Attendance

- **Attendance Report** of Active employees with flexibility of choosing:
 - o Institute(s),
 - o Department(s),
 - o Employee(s),
 - o Type

Grievances

- A list of **Online Complaints** with option to close a grievance
- **Grievances Report** applied from EMS with flexibility of choosing:
 - o From and To Date

Director Planning & Research Login

Dashboard

- Alerts of **pending leaves**
- Glimpse of **Top 20 Absentees** with flexibility of changing :
 - Starting date
 - Academic and Administrative Sections wise.
- Glimpse of **Top 15 Late Comers** with flexibility of changing:
 - Starting date
 - Academic and Administrative Sections wise.
- List of alert & warning emails
- List of late comers
- **Quick Links** facilitating direct link to:
 - Official email login
 - University website
 - Student MIS
 - Telephone Directory
 - Microsoft Software List

Leaves

- List of Applied leaves by Staff on **Leave Forwarding Form** with option of
 - o Recommend
 - o Decline
 - o Hold
- **Consolidated Leave Report** with flexibility of choosing:
 - o Date range,
 - o Department,
 - o Employees,
 - o Leave type
- **Date wise Arrangement Report** with flexibility of choosing:
 - o Date range,
 - o Department,
 - o Employees

Attendance

- **Attendance Report** of Active employees with flexibility of choosing:
 - o Institute(s),
 - o Department(s),
 - o Employee(s),

- o Type

Grievances

- A list of **Online Complaints** with status
 - o Close / Open
- **Grievances Report** applied from EMS with flexibility of choosing:
 - o From and To Date

Feedback

- Students' feedback & **Cumulative Feedback Report** with flexibility of choosing:
 - o Session
 - o Semester (Even / Odd)
 - o Department
 - o for Teacher
 - ✓ Theory subjects
 - ✓ Practical subjects
 - ✓ Mentors

Head of Department Login

Dashboard

- Alerts of **pending leaves**
- **Arrangements Required**
- **Notices**
- **Quick Links** facilitating direct link to:
 - Official email login
 - University website
 - Student MIS
 - Telephone Directory
 - Microsoft Software List

Leaves

- List of Applied leaves by Staff on **Leave Forwarding Form** with option of
 - o Recommend
 - o Decline
 - o Hold
- Status of applied leave as per final responses
 - o Pending
 - o Approved
 - o Rejected
 - o All
- Consolidated Faculty Arrangement Report for employee wise count of arrangements taken & arrangements given with flexibility of choosing:
 - o From Date
 - o To Date
- Detailed report of faculty's arrangement with flexibility of choosing:
 - o Individual Faculty / All
 - o From Date
 - o To Date

Attendance

- **Attendance Report** of Active employees with flexibility of choosing:
 - o From Date,
 - o To Date,
 - o Employee(s),
 - o Leave Type

Feedback (Only for teaching departments)

- Students' feedback & **Cumulative Feedback Report** with flexibility of choosing :

- o Session
- o Semester (Even / Odd)
- o Teacher

Points carried out for

- o Theory
- o Practical
- o Mentor

Course Audit (*Only for teaching departments*)

- Option to audit courses (subjects) taught by teachers on different parameters, using the following classification:
 - o Teaching Practices
 - o Examinations
 - o Term Project
 - o Quizzes
 - o Assignments
 - o Good Practices

Print report of the audit on Faculty Login and IQAC Login.

Faculty / Staff Login

Dashboard

- Alerts of **applied leaves**
- **Notices**
- **Quick Links** facilitating direct link to:
 - Official email login
 - University website
 - Student MIS
 - Telephone Directory
 - Microsoft Software List

Leaves

- Leave Application Form
- Applied Leave Status showing
 - o Leave Type
 - o From Date
 - o To Date
 - o Application Date
 - o Remark & Response of Head
 - o Remark & Response of Admin office
 - o Remark & Response of PVC / Registrar

Attendance

- Date wise attendance report with flexibility of choosing
 - o From Date
 - o To Date

Grievances

- Grievance form to submit any complaint related to
 - o Attendance
 - o Leave
 - o Salary
 - o Others

Salary

- Salary slip of Employee Aug, 2015 onwards

Time Admin Login

Dashboard

- Defaulters Alert of the employees who have punched only one time in a day with the flexibility of choosing:
 - o Year
 - o Month
- **Grievance Alert** count
- **Quick Links** facilitating direct link to:
 - Official email login
 - University website
 - Student MIS
 - Telephone Directory
 - Microsoft Software List

Leave

- **Employee Leave Applications** submission panel facilities for those employees
 - o who don't have access to EMS panel
 - o Leave Applied is other than CL
 - o Gap between application date and leave availed dates is more than 3 days, in case of CL
 - ✓ Also this page has facility to view and delete leave entry
- **Consolidated Leave Report** with flexibility of choosing:
 - o Date range,
 - o Department,
 - o Employees,
 - o Leave type
- **Employee wise Leave Report** with flexibility of choosing
 - o **Leave Type**
- **Arrear Deduction Form to enter employee wise arrear /deduction**, In this page Time admin can
 - o **See entered data on basis chosen month**
 - o **Delete Entry**

Attendance

- **Shift Master** allows to create different shifts as per different time schedules
- **Shift Allotment** allows shift allotment to selected employees with flexibility of choosing:
 - o Department
 - o Employees

- o From Date
 - o To Date
 - o Particular day for half day
 - o Weekly off
- **Holiday Master** allows you to create holiday once and it can be reflected in attendance.
- **Edit Timings** facilitates to change In-Time / Out-Time and day status
- **Update Attendance facilitates you to :**
 - o **Update attendance** of a particular date, this will fix all attendance of the date putting lower value as In-Time and higher value as Out-Time
 - o **Update Logs** is provided to mark an auto log of selected departments/employees.
- **Change Day Status** can set Day status of an employee as Present/Absent.
- **Query base Attendance Report of In-Active employees** with flexibility of choosing:
 - o From Date,
 - o To Date,
 - o Employee(s),
 - o Leave Type
- **Query base Attendance Report of Active employees** with flexibility of choosing:
 - o From Date,
 - o To Date,
 - o Employee(s),
 - o Leave Type
- **Defaulter Report** of the employees who have punched only one time in a day with the flexibility of choosing:
 - o Year
 - o Month
- **Salary Days** facilitates you get attendance sheet for salary generation on the basis of choosing:
 - o Salary Month
 - o Salary Year
 - o Report Type

- Attendance Sheet Shows attendance of employees after salary generation to month end on the basis of selected:
 - o Month
 - o Year
- **Consecutive 3 Days Absentees' Report** fetch all the employees who are absent between given date ranges for more than 3 days.

Grievance

- **Grievance** lists all the submitted grievances by employees and can be closed with remark.
- **Grievance Report** show all submitted grievances with taken action with flexibility of choosing:
 - o From Date
 - o To Date

Employee

- **Add Employee** facilitates to add employees' complete information bifurcated in:
 - o Official Info
 - o Personal Info
 - o Contact Info
 - o Leave Info
- **Edit Employee** list all employees' complete information bifurcated in:
 - o Official Info
 - o Personal Info
 - o Contact Info
 - o Leave Info
 - ✓ It can be filtered on basis of Active / In Active Employees
 - ✓ Search option enables searching on
 - Employee Code
 - Employee Name
 - Department
 - Designation
 - Date of Joining
 - Official Email Id
- **Designation Master** provides feature to add new designations.
- **Category Master** provides feature to add new category.
- **Employee Type Master** provides feature to add new Employee Type.
- **Update Employee Type & Category** facilitates to update Employee Type & Category of a particular employee
- **Employee Active / Inactive** report provide list of all employees' who were status was changed in chosen year & month

Telephone Directory

- **Telephone Directory** lists all the entered extension numbers of university, which is visible on website. Only from this login
 - o New Entry is possible
 - o Editing is possible
 - o Deletion is possible

Appraisal

- Award credits as per the performance criterion to faculty staff.

Faculty Admin Login

Dashboard

- Alerts of **pending leaves**
- **Leave Rules**
- **Quick Links** facilitating direct link to:
 - Official email login
 - University website
 - Student MIS
 - Telephone Directory
 - Microsoft Software List

Leaves

- List of Applied leaves by faculties on **Leave Forwarding Form** with option of
 - Multi selection of leaves to approve, delete or reject
 - Changing applied leave type
 - Rejecting applied leave
 - ✓ Can take decision on basis of
 - Head response
 - No of leave left
- **Consolidated Leave Report** with flexibility of choosing:
 - Date range,
 - Department,
 - Employees,
 - Leave type
- **Date wise Arrangement Report** with flexibility of choosing:
 - Date range,
 - Department,
 - Employees

Attendance

- **Attendance Report** of Active employees with flexibility of choosing:
 - Department(s),
 - Employee(s),
 - Type
 - From Date
 - To Date

Staff Admin Login

Dashboard

- Alerts of **pending leaves**
- **Leave Rules**
- **Quick Links** facilitating direct link to:
 - Official email login
 - University website
 - Student MIS
 - Telephone Directory
 - Microsoft Software List

Leaves

- List of Applied leaves by staff on **Leave Forwarding Form** with option of
 - Multi selection of leaves to approve, delete or reject
 - Changing applied leave type
 - Rejecting applied leave
 - ✓ Can take decision on basis of
 - Head response
 - No of leave left
- **Consolidated Leave Report** with flexibility of choosing:
 - Date range,
 - Department,
 - Employees,
 - Leave type
- **Date wise Arrangement Report** with flexibility of choosing:
 - Date range,
 - Department,
 - Employees

Attendance

- **Attendance Report** of Active employees with flexibility of choosing:
 - Department(s),
 - Employee(s),
 - Type
 - From Date
 - To Date

Shift Admin – IIMS&R Login

Home

- **Shift Allotment** allows shift allotment to selected employees of IIMS&R with flexibility of choosing:
 - o Department
 - o Employees
 - o From Date
 - o To Date
 - o Particular day for half day
 - o Weekly off
- **Quick Links** facilitating direct link to:
 - Official email login
 - University website
 - Student MIS
 - Telephone Directory
 - Microsoft Software List

Attendance

- For particular employee **Set Day Off** enables to change day status of as
 - o Duty off - DO
 - o Urban Health Training Centre - UHTC
 - o Rural Health Training Centre - RHTC
 - o Festival Leave - FL
 - o Absent - A

Report Admin – IIMS&R Login

Dashboard

- ✓ **Quick Links** facilitating direct link to:
 - Official email login
 - University website
 - Student MIS
 - Telephone Directory
 - Microsoft Software List

Leave

- **Consolidated Leave Report** of IIMS&R with flexibility of choosing:
 - Date range,
 - Department,
 - Employees,
 - Leave type

Attendance

- **Attendance Report** of Active IIMS&R employees with flexibility of choosing:
 - Department(s),
 - Employee(s),
 - Type
 - From Date
 - To Date

Report Admin – Hostel Login

Attendance

- **Attendance Report** of Active employees of Hostel with flexibility of choosing:
 - o Department(s),
 - o Employee(s),
 - o Type
 - o From Date
 - o To Date

- **Quick Links** facilitating direct link to:
 - Official email login
 - University website
 - Student MIS
 - Telephone Directory
 - Microsoft Software List

Shift Admin – Library Login

Home

- **Shift Allotment** allows shift allotment to selected employees of library with flexibility of choosing:
 - o Department
 - o Employees
 - o From Date
 - o To Date
 - o Particular day for half day
 - o Weekly off
- ✓ **Quick Links** facilitating direct link to:
 - Official email login
 - University website
 - Student MIS
 - Telephone Directory
 - Microsoft Software List

Attendance

- For particular employee **Set Day Off** enables to change day status of as
 - o DO
 - o UHTC
 - o RHTC
 - o FL
 - o A

Shift Admin – Guard Login

Home

- **Shift Allotment** allows shift allotment to selected employees from Security and Guards with flexibility of choosing:
 - Department
 - Employees
 - From Date
 - To Date
 - Particular day for half day
 - Weekly off
- ✓ **Quick Links** facilitating direct link to:
 - Official email login
 - University website
 - Student MIS
 - Telephone Directory
 - Microsoft Software List

Data Admin Login

Employee

- **Employee Qualification** will facilitate employee wise updation of
 - Academic Qualification
 - Academic Achievement
 - ✓ It's Search option enables searching on
 - Employee Code
 - Employee Name
 - Department
 - Designation
 - Date of Joining
 - Official Email Id
- **Quick Links** facilitating direct link to:
 - Official email login
 - University website
 - Student MIS
 - Telephone Directory
 - Microsoft Software List

Notice

- **Notice Circulation** facilitates to send notices on choice of employee selection basis. It provides a number of filter for sending notices. It involves following levels:
 - Institute Type
 - IIAST
 - IIMS&R
 - University
 - Polytechnic - Lucknow
 - User Type
 - VC
 - PVC
 - Registrar
 - Dean
 - Head
 - Staff
 - Faculty
 - Earlier selection shows lists of departments, selection of this will give list of **Notice Receivers**, Here you
 - Will get list of receivers with valid email ids,
 - Subject of Notice
 - Reference ID
 - Upload notice
- **Notice Details** lists all the notices sent till date with facility to

- o Delete notice
- o Filter notice on basis of
 - Subject
 - Reference ID
 - File Name
 - Notice Date
- o You can also see, if the notice is read by individual user or not by clicking on the particular notice

Invitation

- **Invitation Category** provides you to add new category of invitee
- **Invitation Master** lists all the entered invites with facility of:
 - o Editing Existing
 - o Addition of New Invitee
 - o Deletion of Existing Record
- **Print Invitation** will give you an option to print invitation of selected invitees.

Block Admin Login

Attendance

- **Date wise Attendance Report enables to get attendance report of following departments**
 - ✓ Education
 - ✓ IIAST
 - ✓ Pharmacy
 - ✓ Polytechnic
 - ✓ Or All

With the flexibility of choosing

- o Employee(s),
 - o Type
 - o From Date
 - o To Date
- **Quick Links** facilitating direct link to:
 - Official email login
 - University website
 - Student MIS
 - Telephone Directory
 - Microsoft Software List