

**SERVICE
RULES
OF
GATEWAY HIGHER EDUCATION**

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OF
GATEWAY HIGHER EDUCATION

**GATEWAY INSTITUTE OF
ENGINEERING & TECHNOLOGY (GIET)**

**GATEWAY COLLEGE OF
ARCHITECTURE & DESIGN (GCAD)**

GATEWAY COLLEGE OF PHARMACY (GCP)

Campus Address : Sector-11, Sonipat-131001


16/1/25
Head - Human Resource
Gateway Higher Education
Delhi - NCR, Sonipat (131001)

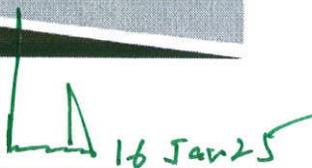


16 Jan 25
Dr. (Col) A Garg
Director General
Gateway Education

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Human Resources Policy

For all Institute under Gateway Higher Education

Policy Name : **HR Policy / Service Rules**
Date Created On :
Last Modified On : 15.01.2021
Revised On : 01st January 2025
Policy No. : GE/HR-Policy/2025/01

In this Policy, unless the context implies otherwise.

- a. "College/Institute" shall mean a Gateway Institute of Engineering and Technology (GIET), Gateway College of Architecture and Design (GCAD) and Gateway College of Pharmacy (GCP) Sonipat, Haryana.
- b. "Year" shall mean a calendar year.
- c. "Employee" shall mean all employees whether permanent, Ad-hoc, Temporary, Contractual etc. in all categories who are somehow associated with GIET, GCAD & GCP, Sonipat, Haryana.
- d. "CL" shall mean the Casual Leave.
- e. "VL" shall mean Vacation Leave.
- f. "ML" shall mean the Maternity Leave.
- g. "SL" shall mean Special Leave.
- h. "HR" shall mean the Human Resource Department.

Every year in the month of December, the HR department shall issue a circular regarding new amendment in the current HR policy and holidays for the next calendar year. This policy is valid up to till 31st December 2025.

- Category 1 Teaching Faculty
Category 2 Non-Teaching Staff
Category 3A Supporting Staff (D Staff)
Category 3B Contractual Staff (3rd Party Vendor)

Cadres of Staff: Teaching Faculty

The Teaching faculty comprises of the following categories.

- Director General
- Directors / Principal
- Professor / Deans
- Associate Professor, Assistant Professor




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- Acquire professional competence and enhance interpersonal competence among faculties.
- Facilitate team work and reinforce the feeling of oneness.
- Cooperate with the administration in complying with the imposed restrictions.
- Behave like a true Academician.

DON'Ts

- Knowingly or willfully neglect duties.
- Propagate communal or sectarian outlook or incite/ allow any student to indulge in communal or sectarian activity.
- Discriminate against any person on the ground of caste, creed, language, place of origin, social and cultural background.
- Indulge in or encourage any form of malpractice, connected with examination or any other activity,
- Leave the campus, while on duty in the institute, without prior permission of the HOI's.
- Remain absent from the institution, without leave or without the prior permission of the HOI's
- Undertake private tuition, either to students of other colleges.
- Enter into any monetary transactions with any student or parent.
- Cause, or incite any other person to cause, any damage to institution property,
- Indulge in any violence or any conduct which involves moral turpitude,
- Organize or attend any meeting without permission.
- Be a member of a political party or shall take part in politics.

An employee who commits an offence or dereliction or does an act detrimental to the interest of the college is liable for consequences.

Grievance Cell

- A Central Grievance Redressal Committee for all the colleges under GHE will be constituted to redress the Grievances of the teaching faculties and non supporting staff.
- The Central Grievance Redressal Committee shall be composed by Chairman in the ranks of HOD's or Professor.
- The Principal shall announce the Constitution of the Committee with the prior permission of the Director General and the names of members at the beginning of every academic year.
- Any teaching / non teaching staff having a grievance shall make a report to the Committee.
- The coordinator of the Grievance Redressal Committee shall include such grievance as an item of the agenda in the next meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
- The grievances shall be redressed timely by the committee and the Director General / Principal shall be informed.
- The coordinator shall record and maintain the minutes of such meetings.



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Policy Name : **Entry Policy** (Recruitment: as per UGC norms only)
Date Created On : 01.01.2020
Last Modified On :
Revised On : 01st January 2025
Policy No. : GE/HR-Policy/2025/02

Modes of Selection

Candidates shall be selected by one of the following methods, as decided by the Executive committee.

- a. Direct Recruitment by open advertisement b. Invitation or referred by faculty
c. Promotions from amongst existing staff

Selection criteria: Selection criteria are done with the following three methods.

1. Written test (if required) 2. Personal Interview 3. Demo Class (if required)

The selection committee interviews the candidates and makes its recommendations in the order of merit. The selection committee may reject all the candidates, if they are found not suitable. Selection committee adopts suitable selection procedure which is not open to questioning. It is the prerogative of the appointing authority either to appoint or reject the selection list.

All appointments are made by the Director General in consultation with the Principals with the approval of the Management or as per the requirement of AICTE/University based on the requirement from various departments. The recommendations of appointment are submitted to the Governing Body for information and approval before issue of orders. In case of urgency, DG issues the Appointment orders and brings Governing Body for ratification.

A Staff Member is required to inform the Director General / Principal about his/her acquiring higher qualification as it may be useful for his/her own promotion. While informing the Principal, the individual should also submit a copy of degree certificate or any other relevant document.

Promotion of supporting staff from the lower category shall be on the basis of merit and ability. Seniority shall be considered only when merit and abilities are equal.

This policy is applicable to all the new employees of the organization. When an employee gets selected as per UGC/AICTE norms, the Head HR or the equivalent need to take care of certain formalities:-

1. Document Submission & verification of the new employee.

- Self-Attested copy of all Educational Qualifications Certificates.
- Self-Attested copy of Experience Certificates.
- Self-Attested copies of Salary Slips & other certificates (if any).
- Self-Attested copies of Bank Details for salary purpose.
- Original copy of Medical Fitness Certificate.
- Self-Attested copies of Police Verification
- Self-Attested copy of Identity Proof (PAN Card, Aadhar Card, Passport etc.)




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2. Issuance of Appointment Letter to the new employee.

After submission of the relevant documents HR Department will issue the same.

3. Allotment of accommodation to new employee (If required).

If a faculty joined in our institution from outside of Sonipat we may offer accommodation in our Gateway Campus according to their requirements with pre approved waived rent list or as per terms discussed during their interview.

Type of Accommodation & monthly rent (Shivalik House, Kaveri House & Staff Quarters)

Type (A)	Kaveri House	Rent Rs. 5000/- pm
Type (B)	Kaveri House	Rent Rs. 3000/- pm
Type (C)	Kaveri House, Shivalik House	Rent Rs. 2500/- pm
Type (D)	Kaveri House	Rent Rs. 1800/- pm
Type (E)	Kaveri House	Rent Rs. 1500/- pm
Type (F)	Staff Quarters	Rent Rs. 7500/- pm

This policy will be reviewed at the end of the every calendar year.

4. Joining Formalities

- Punching / Biometric formalities for daily attendance.
- Updating Roles and Responsibility to him/her.
- Creation of new official email Account.
- The process to avail Library facility.
- Join in college social media group.
- After the joining formalities Head HR will guide him/her further procedure.
- Introduction to organizational chart
- Briefing about institute HR policies.
- Introduction of employees with the group through the mail.
- Introduction with Director General on the first day of joining.

5. Faculty Induction Program (FIP)

- After the joining formalities Head HR will conduct an Induction Program of new employees.
- Faculty Induction Program (FIP) will be conducted in every quarter year i.e March, June, Sept & Dec. and Faculty Induction Program will be covered in one and half day.
- Every quarter end (2nd Half Friday+ full Saturday) will be observed as Induction day.
- FIP will be deemed to be complete when Human Values (AICTE Approved Levels – 1/2/3/4) Five/Eight day workshop will be attended by the faculty member.
- On successful completion of FIP a GE Certificate will be issued to the faculty members.
- Their probation period will be deemed to be completed only when FIP certificate will be in possession of the faculty.



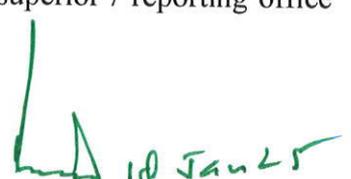
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Policy Name : **Time and Attendance Policy**
Date Created On : 19.12.2020
Last Modified On :
Revised On : 01st January 2025
Policy No. : GE/HR-Policy/2025/03

All Employees have to mark their attendance via biometric system and manual attendance register both maintained at the front desk.

- The records of the biometric attendance monitoring system will be considered for salary calculations and only in exceptional cases the manual attendance will be considered.
- The working days (GIET/GCP) will be from Monday to Friday and the first, third and fifth Saturday will be working while the second and fourth Saturday of every month will be holidays. For GCAD all Saturdays will be holiday.
- Regular office timings (**GIET**) are 08:55am to 05:00 pm for Teaching and Non-Teaching staff. The timings for Support Staff (Category A) will be 8:30 am to 05:00 pm. This includes 45 minutes of lunch break from 01:00 pm to 01:45 pm. During winter timings, the lunch duration can accordingly be shifted as necessary. All employees leaving the campus (Gate No. 1) during the lunch break should mark their exit & entry through their designated bio metric systems. An extension of this lunch period by 15minutes can be permitted with approval of the DG Gateway Education for any reasons as deemed appropriate by the respective Principals/ Functional Heads. After 09:00 am punch will be marked late punch.
- Regular office timings for (**GCAD**) are 09:00 am to 06:00 pm for Teaching and Non-Teaching staff. The timings for Support Staff (Category A) will be 8:30 am to 06:00 pm. This includes 45 minutes of lunch break from 01:00 pm to 01:45 pm and two tea breaks between 10:50 am to 11:10 am & 03:50 pm to 04:10 pm. All employees leaving the campus (Gate No. 1) during the lunch break should mark their exit & entry through their designated bio metric systems. An extension of this lunch period by 15minutes can be permitted with approval of the DG Gateway Education for any reasons as deemed appropriate by the respective Principals/ Functional Heads. After 09:00 am punch will be marked late punch.
- Regular office timings (**GCP**) are 08:55am to 05:00 pm for Teaching and Non-Teaching staff. The timings for Support Staff (Category A) will be 8:30 am to 05:00 pm. This includes 45 minutes of lunch break from 12:15 pm to 01:00 pm. During winter timings, the lunch duration can accordingly be shifted as necessary. All employees leaving the campus (Gate No. 1) during the lunch break should mark their exit & entry through their designated bio metric systems. An extension of this lunch period by 15minutes can be permitted with approval of the DG Gateway Education for any reasons as deemed appropriate by the respective Principals/ Functional Heads. After 09:00 am punch will be marked late punch.
- In case of no punch or single punch in the biometric attendance system at the time of entry/exit due to any reason the same must be communicated to the respective superior / reporting office otherwise that will be treated as half day or absent.




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- In case an employee having miss Punch (Morning or Evening), First Miss Punch will be exempted with valid reason, Second Miss Punch will be calculated as Short Leave and after that every two-miss punch will be calculated as a half day Casual leave or Half Day Leave Without Pay and the same will be approved by HOD or HOI on the prescribed format Annexure (A).
- In case of late arrival after 08:55am, only two late coming will be exempted with proper valid reason and authorized by HOI, after every two late coming will be calculated as half day casual leave or half day leave without pay. In case of exempted late comings, the employee should serve total 8 hrs duty then he/she will be exempted for late coming.
- If an employee reports for duty 02 hours after the commencement of institution timings i.e. 08:55am & after, it will be treated as half day. If an employee leaves office more than two hours before closing time i.e. 05:00 pm., it will be treated as half day & it should not exceed more than three occasions in a month. Leave application form to be filled while availing such occasions.
- If any employee is out for personal work he/she will require approval from the superior / reporting officer & punch short leave Out/In and need to submit a movement slip.
- Staff faculty members have to make an entry if going out of campus during lunch break or due to any reason (personal / official) in the movement register available at the front office and for Non teaching and D staff they will use Outgoing Movement Slip for the same with signed and approved by HOD and to be deposited at Gate No. 05 for records.
- In case an employee is on leave, he/she should apply for leave within a span of 24 Hrs from the date of leave availed, else it will be considered as LWP.
- More than 03 absences without prior information in a month will be treated with a memo and service of any employee can be terminated without explanation on issuance of 03 memos.
- For employees at other locations, out stations or on tour where biometric attendance system is not available, HONOR system will be considered for monthly attendance, wherein employees need to give declaration for tour & leave which will be verified. Honor system is principally based on the assumption that the right information has been provided by the employees working out-stations. If any information is found to be incorrect later upon verification, then disciplinary action will be initiated against the employee. This disciplinary action could lead up to termination.
- In case an employee is travelling for official work, an overtime in proportion to the working hours will be given to all employees exceeding more than 3 working hours after or pre work timing, in lieu of the same compensatory will be given (in half day/full day).
- Depending upon the requirement, officers and staff may be asked to serve in different shifts, on weekdays, and on holidays as per requirements.
- All kind of acknowledgements i.e. Leaves, short leaves, miss punch, late comings, outdoor duty slip etc, will be submitted in HR department/ Reception by on before the last day of every month, after that no acknowledgement will be entertained in any condition of any employee.

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 18 Jan 25
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Policy Name : **Policy Travelling Allowance (TA) and Daily Allowance (DA)**
Date Created On : 25.05.2013
Last Modified On : **18.12.2020**
Revised On : 01st January 2025
Policy No. : GE/HR-Policy/2025/04

OBJECTIVE:

This policy is intended to categorize employees of Gateway Higher Education in order to define their eligibility for various entitlements & benefits.

APPLICABILITY:

This policy shall be applicable to all Full-Time/Part Time/ Adhoc staff of GHE

A. Grade Structure

- Grade - I Director General, Director, Principals, Professor, Members of Governing Body,
- Grade - II Dean's, Associate Professors, Registrar, Senior Administrative Officers, Librarian, Head HR, Head Admissions, Superintendent, HOD's
- Grade -III Assistant Professors, Account Officer, Dy. Registrar, Dy. Librarian, T.P.O
- Grade - IV Assistant Registrar, Assistant Librarian, Supervisory Staff, Lab. Technicians, Admission Associates, Front Office Executive, Admission Counselor, Dy. Superintendent, Office Assistant, Chief Security & Safety Officer.
- Grade - V Lab Attendants, Assistants, Drivers, Other Supporting Staff,
- Grade - VI Peons, Housekeeping, Gardeners, Conductor etc.

B. Daily Allowance & Lodging

Particulars	Grade					
	I	II	III	IV	V	VI
Daily Allowance (Other than Chandigarh, Delhi NCR & Sonipat city)	Rs. 500/-	Rs. 400/-	Rs. 300/-	Rs. 250/-	Rs. 200/-	Rs. 150/-
Daily Allowance for Chandigarh	Rs. 600/-	Rs. 550/-	Rs. 500/-	Rs. 450/-	Rs. 350/-	Rs. 300/-
Lodging	Rs. 4500/-	Rs. 3500/-	Rs. 2500/-	Rs. 1000/-	Rs. 750/-	Rs. 750/-



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C. Entitlement for Travelling

Mode Of Journey					
Grade	Air	Rail	Bus	Vehicle Type	Local Conveyance
Grade - I	Economy Class	Ac First Class / Ac Chair Car	Ac Bus	Car	Taxi / Own Car
Grade - II	-	Ac -2 Tier / Ac Chair Car	Ac Bus	Car	Taxi / Own Car
Grade - III	-	Ac -3 Tier / Ac Chair Car	Deluxe	Car	Taxi / Own Car
Grade - IV	-	Sleeper	Deluxe	Two Wheeler	Bus / Auto Rickshaw
Grade - V	-	2 nd Class	Normal	Two Wheeler	Bus / Auto Rickshaw
Grade - VI	-	2 nd Class	Normal	Two Wheeler	Bus / Auto Rickshaw

Actual expenses on accommodation will be reimbursed subject to the above ceilings on production of payment receipts. No Lodging charges admissible for stay in your own house or with friends/relatives.

D. GENERAL RULES AND DAILY ALLOWANCE

1. No journey shall be undertaken without the prior permission of the DG / Principals.
2. All journeys should be performed by the shortest route, except when it is not possible to do so for any special reason.
3. The duly approved TA/DA bill must be submitted to the Accounts Department, on the receipt of the form within 03 days from the date of completion of journey.
4. Mileage Allowance for travel by own Vehicle for Official work:

Car : Rs. 10.00 per km

Motorcycle / Scooter : Rs. 05.00 per km



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5. If the exigencies of work or the circumstances are so warrant then the DG / Principals may allow a person to travel by any special means of conveyance over and above his normal entitlement.
6. Accommodation Charges mentioned above are the maximum permissible against the production of supporting vouchers.
7. If supporting vouchers are not submitted along with the TA/DA bill, the DG / Principals may authorize the payment depending upon the merits of each individual case.
8. Under normal circumstances the expenses on out station travel should not exceed ½ day DA. The DG may, at his discretion, sanction expenses on Local travel and / or accommodations in excess of the above entitlements depending upon the particular circumstances.
9. The DA will be admissible outside Sonipat District as under:

Up to 6 hours	: Half DA (Not less than 4 hrs)
From 6 to 12 hours	: Full DA
Above 12 hours	: Full DA
10. The lodging will be booked by Gateway Education only.
11. The extra overtime of Rs. 50/- per hour will be given to the Attendants, Driver and Maintenance team beyond duty hours.

E. OUTSTATION TRAVEL

General Guidelines

1. Travel and accommodation arrangement must be done through the Gateway Education assigned Travel Desk/Portal under arrangements of respective Principals on submission of approval of application. No claim will be admitted if tickets and hotel are not booked through the college assigned Travel Desk/Portal or without prior written or verbal approval from the Principals.
2. Employees should take prior approval for all local travels & outstation travels from DG/Principals / HOD's and should be submitted to the Head F&A through Head HR.
3. In case of local conveyance in outstation tours, employees shall attach original bills.
4. Staying in a hotel should be in the same city and within the minimum possible distance from the place of visit/work to avoid excess local conveyance and for saving time.
5. Employees should claim travel expenses within 07 days of completion of tour and claim should be made in prescribed form with all supporting documents required as per policy. Travel expense claims should be approved by the DG/Principals /HOD. **Annexure (B)**
6. Employees have to submit the signed original bills related to the journey.




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7. All expenses made by the employee needs to be claimed for reimbursement after the completion of travel and if required 50% of the proposed budget can be taken as advance with the prior approval of the Principals.
8. Only in case employees opt for their own arrangements, they may draw the eligible Per Diem amount as an advance prior to the travel. Advance form needs to be approved by the Principals and should be submitted to the accounts section for further processing. The employee needs to settle the advance within 07 days of completion of the travel. The expense settlement form should be supported by the boarding pass along with the original bills.
9. Official work includes attendance of training programs, seminars etc. But where lodging is part of fees of training & seminar, no lodging facility or Per Diem eligibility will be extended in such cases.
10. For the days on which an employee is on leave during tour, no travel component is payable.
11. Official tours in no case shall coincide with leave unless approved in writing by the sanctioning authority.

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Policy Name : **Policy Leaves and Holiday**
Date Created On : 07.08.2013
Last Modified On : **18.12.2020**
Revised On : 01st January 2025
Policy No. : GE/HR-Policy/2025/05

Kind of Leaves in Institute

An Institute employee may be sanctioned leave as per prescribed below. This will be subject to the Condition that leave cannot be claimed as a matter of right and when the exigencies of the institute require, discretion to refuse or revoke leave of any description is reversed to the sanctioning authority. On such recall, the employee shall report for duty forthwith.

GHE Leave Eligibility Chart is as per **Annexure (C)**

Leave application form for Teaching faculty & Non teaching staff as per **Annexure (D)**

1. Casual Leaves : (Max 12 in a Calendar Year)

Casual leave admissible to a Faculty / Non-teaching staff is twelve-day for a calendar year subject to the following conditions:

- Not more than 03 casual leaves may be allowed at any one time and it cannot be taken in advance.
- All 12 casual leave will be distributed in 4 quarter (Max 03 in each quarter)
- Casual leave cannot be combined with leave of any other description like vacations.
- Holidays falling during a period of Casual leave are not counted as part of the Casual Leave.
- Casual leave can be taken for half day too (Max 12).
- Individuals appointed and joining duty during the middle of a year may avail themselves of casual leave proportionately.
- Casual leave cannot be accumulated and leave not availed during any particular calendar year shall lapse at the end of the year.

2. Emergency Short Leave : (1.5 Hrs in a month Total 10 in a year)

Emergency short leave can be taken one or maximum two in a month (Max 10 in a Year) in case of any urgent work or emergency for 1.5 hrs. Such leave will be sanctioned by Head of Institution for which a record will be maintained by the concerned HR Department.

Short Leave Timings are: -

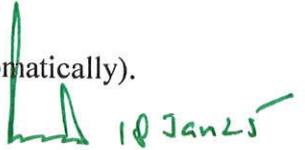
Morning Time : 08:55 a.m. to 10:30 a.m.

(If you punch after 10:30 a.m. the attendance software deduct 1st half day automatically).

Evening Time : 03:30 p.m. to 05:00p.m.

(If you punch before 03:30 p.m. the attendance software deduct 2nd half day automatically).




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3. Summer & Winter Break : (Applicable after 01 year of continue service)

Teaching Faculty (Higher Education Institutions)

- Option (1) Summer vacation of any 14 days in the month of May and June (As approved/directed by the Head of Institution) any deviation can be approved by DG and recommended by HOI's.
- Option (2) Summer vacation of any 07 days and 14 days Faculty Internship Program in any Industries, Higher Education Institutions of National importance like IIT's/NIT's etc.
- Winter vacation of 05 days in the month of December/January. (As approved/directed by the Head of Institution)
- For GCAD Summer vacation of any 15 days in the month of June and winter vacation of 05 days in the month of December/January. (As approved/directed by the Head of Institution)

Non Teaching Staff (Higher Education Institutions)

Non teaching staff members will be entitled to avail a total 13 vacation leaves (Summer vacation 08 and winter vacation 05) as per academic calendar issued by respective institute or as per their requirement in a maximum batch of two slots with the permission of HOI and there is no summer and winter vacation leaves for non teaching staff in GCAD.

4. Maternity Leave

45 days maternity leaves are admissible to female employees, once in a lifetime after completing 4 years continue service in Gateway Education. The salary of 45 days will be given after 03 months of re-joining the institute.

- An employee will get 45 days paid leave and if required she can extend it to another 45 days but that will be not paid.
- An employee will not be eligible for summer/winter break for that year.
- If it is the end of the semester than we will be able to make a member rejoin by starting of the new semester and till that time it will be leave without pay.

5. Medical Leave

There will be a total of 05 paid leaves after 03 years completion of service, which can be taken in under mentioned conditions:

- Medical (In case of a severe medical situation)
- In case any medical urgency/death in blood relation(Husband/ wife/ kids/ mother/ father/ Grandfather/ Grandmother)
- These leave cannot be accumulated and leave not availed during any particular calendar year and shall lapse at the end of the calendar year.
- Necessary documents in all the above 03 cases need to be submitted.




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6 Holidays

A. National and Festival Holidays

For GHE National Holidays: (Republic Day, Independence Day and Gandhi Jayanti) will be given to all the employees along with 10 (ten) Festival holidays which can be fix as per their academic calendar 2025 under arrangement of respective Principal's as per **Annexure (E)**.

For GCAD a total 15 (Fifteen) Holiday / Festival leaves will be given to the employee which will be fixed by the institution as per their academic calendar 2025. **Annexure (F)**.

B. Restricted Holiday (RH)

Employees will be eligible to avail 02 (two) Restricted Holidays (as mentioned in the Holiday List)

7. Earned leave for Non-teaching staff.

The following will apply:

- (a) Only Non-teaching, Non-vacation employees are entitled to Max 15 days Earned Leave per year.
- (b) Earned leave may be combined with or in continuation of holidays and leave except CL.
- (c) Earned Leave will be, generally, granted to employees during breaks when students are not present in the campus. Earned Leave may be granted for not more than 03 (three) occasions in a year with minimum two leaves at a time. Single earned leave should not be granted.
- (d) Earned Leave accumulated up to 31 December or on leaving service (whichever is early) may be en-cashed by the employees. However, earned leave cannot be accumulated beyond 31 December. In case of resignation without one month notice period / termination / left the institute without information, the leave encashment will be for half of the number of days earned leave at the credit of the employee concerned.

8. Compensatory Leave (In Lieu of Weekly Off / Holiday)

In case a faculty or staff is put on exam duty in the Institution during whole or part of the weekly off or holiday, he/she will be entitled to the allowance as per consulting organization guidelines, or as per the host of the examination i.e. DCRUST / NATA etc.

No Compensatory Leave will be granted to any Leaders /HOD's / Deans / Faculty Members / Non Teaching staff for their extra working days. The same will be considered during their annual appraisals; however for special cases the Principals have the discretion power to approved compensatory leaves with the prior permission of Director General (GHE). For attendants the compensatory reimbursement will be paid as per the current salary in the same month salary.

Compensatory leaves will be pre approved by the sanctioning authority (as per leave channel) and the same will be registered in HR department with in the 48 hrs of compensatory booked and to avail the same the Principals have the discretion power to approved compensatory leaves with the prior permission of Director General (GHE).



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The un availed compensatory leaves for the year 2024 can be carry forwarded in the calendar year 2025. The maximum time to avail these leaves will be up to April 2025. No Leaves will be carrying forward in the calendar year 2025 to calendar year 2026 or in the upcoming year.

9. Handing over Temporary Charge

- For OD, Vacation or leave more than 02 days.
- Designation the person - Next senior most in the department who will not processed leave during the same slot. –Current action plan to be enclosed in the mail to HOI.

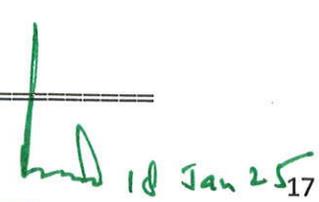
10. On Duty (Study Leave)

Policy on Study Leave for Faculty Members Pursuing PhD Coursework

This policy is designed to support faculty in their professional development while maintaining the integrity of the institution's academic programs.

- Eligibility:** - All faculty members enrolled in an accredited PhD program are eligible to apply for study leave under this policy.
- Total Leave Allocation:** -Eligible faculty members are entitled to a maximum of 12 study leave days per academic year specifically for PhD coursework.
- Monthly Limit:** Faculty members may avail a maximum of 2 study leave days per month. This limit is in place to ensure minimal disruption to academic duties.
- Application Procedure:** Faculty must submit a formal leave application at least one week prior to the intended leave dates.
- Approval:** The application must be approved by the Department Head and principal of college. Approval is contingent upon satisfactory arrangements for covering teaching, research, and administrative responsibilities.
- Documentation:** Applications should include details of the coursework, visit locations, attendance proof from university or academic activities planned during the leave.
- Communication:** Faculty should remain reachable for any urgent departmental matters unless otherwise agreed upon.
- Leave Tracking:** The Human Resources Department will track the number of study leave days taken to ensure compliance with the monthly and annual limits.
- Reporting:** Faculty may be required to provide a brief report on the outcomes of their study leave if requested.
- No Carry forward:** Unused study leave days cannot be carried over to the next academic year. All leave must be used within the academic year it is allocated.




18 Jan 25¹⁷
Dr (Col) A. Garg
Director General
Gateway Education

GENERAL LEAVE RULES

The following rules will apply for availing leave by employees:

- (a) Right of Leave: No leave can be claimed as a matter of right. Leave applied for may be refused, reduced or postponed by the leave sanctioning authority due to exigency of work.
- (b) Leave Recommended / Sanctioning Authority: All kind of leaves should be recommended by HOD and sanction of at the discretion of the leave sanctioning authority. The leave Sanctioning Authorities (Leave Reporting Channel) are follows as per **Annexure (G)**.
- (i) **Director General / H.O.I / HR /** – All categories of Faculties & staff working under them.
- (ii) **Director General** - for Head of Institutions / Director / HR/ Deans.
- (iii) **BOG-** for Director General
- (c) Leave cannot be availed by an employee without applying for it.
- (d) Merely applying for leave will not mean sanction of the same until and unless it is authorized by the leave sanctioning authority with the exception in severe emergency. In the case of a severe emergency, the employee shall apply for leave within 03 (three) days resuming of his/her duty.
- (e) If an employee does not apply for leave of absence within the time specified for the same, the period of unauthorized absence will be treated as 'dies non' if not directed otherwise.
- (f) Leave Application Format/Mode: Barring exceptions, not too frequent, application for availing any kind of leave will have to be made in the prescribed format/ mode in paper form or through mail and sufficiently ahead of availing the leave.
- (g) Commencement and termination of leave. Leave begins from 00.00 hours on the date on which leave as such is actually sanctioned from and ends at 23.59 hours on the day preceding the one on which duty is resumed. Sundays and holidays can be prefixed or suffixed to leave.
- (h) Combination of leaves. Casual leave cannot be combined with any other form of leave. Except as otherwise provided in this schedule, all other kinds of leave under these provisions may be granted in combination or in continuation of any kind of leave, subject to the Management's discretion.
- (i) Conversion of one kind of leave into another kind. One category of leave cannot be converted into other kind of leave.
- (j) The following shall be treated as break-in-service unless it is treated as leave without pay:
- (i) Unauthorized absence;
- (ii) Unauthorized absence in continuation of authorized leave of absence.
- (j) The Sunday or Holiday / Festival will be marked as LWP (if the balance leave is zero or non eligibility) if any employee taken leave on saturday and monday or taken leave between the holiday / festival then the sunday/ holiday will be automatically counted as a LWP.



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Dr (Col) A. Garg
Director General
Gateway Education

(k) Unreported absence may result in loss of pay and allowances and/or disciplinary action. Habitual irregularities, frequent (more than one occasion) absence without leave or willful absence from duty after expiry of sanctioned leave will be considered as gross negligence of duty.

(l) All kinds of leave, except casual leave are inclusive of intervening holidays and vacations as admissible.

(m) Entitlement of earned leave will after one year service in the Institution or after completing minimum 240 days in a calendar year.

(n) If there is any change of address of an employee during enjoyment of leave, the leave sanctioned authority shall be informed within 03 (three) days of such change.

(o) In the event that a staff member desires to extend the originally sanctioned leave, he/she shall make an application in writing to the leave sanctioning authority, specifically stating the reason warranting such extension and submit sufficiently in advance of the expiry of the sanctioned leave. The leave sanctioning authority, shall, on receipt of such application, inform the employee as soon as possible on the address/E-mail Id given by the employee, whether the extension applied for has been sanctioned or refused.

(p) If the employee does not report for duty after the time period requested by him for extension of leave then his service shall automatically stand terminated.

(q) Leave cannot be adjusted against notice period on severance of employer-employee relationship.

(r) No employee on leave may engage himself in any remunerative assignment or undertake any professional work without prior permission in writing from the appropriate authority.

(s) The accounts of all kinds of leave shall be maintained in the HR Department.

(t) Individuals appointed and joining duty during any time of a year may be entitled to leave proportionately or to the full extent at the discretion of the Management.

(u) No employee under suspension or during notice period on submission of resignation shall be granted any leave.

(v) The expression 'Leave without pay for unauthorized absence' is to be treated as 'LWP'

(w) The Leave Reporting Channel (Annexure G) will be revised at the end of calendar year, and will be issued for the next calendar year by HR Department.

Policy On Leave / Duty Move Of HOI/Director General / HR

The duties of Principals/Director/HR are to be handed over to the next designated and duly notified, in-writing, "Officiating Principals/Director/HR" in the Institution/Department, during the absence of the Principals/Director/Registrar on leave/duty. A copy of the notification is to be forwarded to the office of DG for information. This policy is required to be followed at all times for legal and technical reasons. The application for leave/temporary duty leave, in the prescribed form, is to be submitted to the Director General and approval obtained, prior to leaving the Institution/ Office on leave/outstation duty.




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Dr (Col) A. Garg 19
Director General
Gateway Education

As far as possible, the Officiating Principals/Director/HR will be the 'senior most' employee present in the academic/administrative team.

Promulgation of National Holidays/ Festival Holidays and Vacations

A common list of holidays/vacations will be promulgated for GE by the Management. However, deviations due to curriculum/syllabus may be made by the HOI in consultation with the Director General.

Celebration of National Holidays and Festivals

All employees are to be present in the institution on occasions of celebration of National Holiday/ festival holiday which are organized by the institutions and/ or their ancillaries for the students and staff. Non-attendance on the said occasions will be treated as absence from duty.

Note:

1. These leave will be followed as per calendar year (i.e. Jan - Dec). The leave will be lapsed at the end of the calendar year.
2. The Report of FDP attended by the members needs to be submitted in the last week of December by the HOD's of respective departments to the HR department.

=====*****=====




18 Jan 25
Dr (Col) A Garg
Director General
Gateway Education

Policy Name : **Increment Policy**
Created On : 01st October 2024
Last Modified On :
Revised On :
Policy No. : GE/HR-Policy/2025/06

Increment Policy to be effective from Academic Year 2024-25

- Starting from 2025, yearly increments will be implemented from September 1st each year.
- Increments will be determined based on performance assessment criteria include teaching quality, research contributions, department and institute-level involvement and overall ratings, as outlined in the circulated appraisal form.
- The increments will be a fixed percentage of the current salary or a fixed amount, following AICTE or institutional guidelines. However, exceptional performance, as noted in the appraisal form, will lead to a higher increment.
- Staff must have completed at least one year of regular service with Gateway Higher Education to qualify for annual increments. Employees with less than six months of service will not be eligible, while those with six months to one year of service will receive a pro-rata increment on September 1st.
- In addition to the annual increments, the attempt will be made to bridge the gap between existing salary and 30% DA scales as approved by the management.

Promotions under Career Advancement Scheme

- Apart from annual increments, promotions under the CAS scheme (for both Teaching and Non-Teaching staff) that fall between July and December will be considered effective from September 1st.
- Promotions due from October to December will be announced in September and applied from the relevant effective month. Promotions scheduled from July to September will also be announced in September and made effective from the appropriate month, with arrears.
- The second promotion cycle will occur on March 1st each year for cases falling between January and June under the CAS scheme.
- Promotions due from April to June will be declared in March and implemented from the effective month. Promotions scheduled from January to March will also be announced in March and made effective from the appropriate month, with arrears.
- No annual increments will be given on March 1st each year.

Hence forth Annual Increments, Promotions & Bridging the gap will be denoted as follows:

- **Annual Increment (Type A)**
(Type A1) Regular increment on completion of one year of service with GE
(Type A2) More than 6 month of service with GE
- **Promotion (Type B)**
- **Bridging the gap (Type C)**




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Dr. (Col) A Garg
Director General
Gateway Education

Policy Name : **Exit Policy**
Created On :
Last Modified On :
Revised On : 01st January 2025
Policy No. : GE/HR-Policy/2025/07

This policy is applicable to all the employees of the organization. This policy will be in force in case an employee resigns or gets terminated:

- An employee needs to fill the Exit form along with resignation. **Annexure (G)**
- An exit interview can be conducted with concerned authority / Board members.
- He / She needs to serve a notice period of at least one month. Even if there is nothing written in the letter of appointment. In case the employee leaves the organization before one month then the employee has to pay an amount equivalent to one month salary for not serving the notice period)
- During the notice period, he/she needs to conduct a smooth handover of his current responsibilities to HOD. The organization reserves the right to extend the notice period if the employee goes on leave in between the notice period.
- He / She needs to submit all the assets provided by the institute (Computer/Laptop, Library Cards, ID card etc.) to the respective departments head, clear all dues pending with the institute and submit No Dues Certificate to the HR department before leaving the organization for further process of his/her leaving/experience certificate & full and final settlement.
- If an employee gets terminated from the job then the organization is liable to either give the notice of one month or salary of one month.

NOTE: The rules & regulations given in this policy are only guidelines. The management reserves the right to modify / change them at any time.




18 Jan 25
Dr. (Col) A Garg
Director General
Gateway Education

परिवहन नीति (2025-2026)

(बस चालक व परिचालक के लिए)

- प्रतिदिन हाजरी लगाने का समय (GIET Campus) में शाम 3.30 बजे से शाम 4.00 बजे तक व सुबह 9.00 बजे से सुबह 9.30 बजे तक रहेगा और ये सभी के लिए अनिवार्य है ।
- बस चालक को हर महीने 150/- रुपये मोबाइल रिचार्ज के लिए मिलेंगे ।
- जितने भी दिन बस संस्था के बाहर खड़ी होगी और बस चालक व परिचालक बस के साथ होंगे तो बस चालक को 150/- रुपये व परिचालक को 100/- रुपये के हिसाब से रात्रि का खर्चा मिलेगा ।
- जो भी बस दिल्ली में खड़ी होती है व जब भी उनके चालक व परिचालक वापस कॉलेज आते हैं तो उन्हें जहाँ बस खड़ी की है वहाँ से कॉलेज तक आने व जाने के लिए (125/- रुपये) दिया जाएगा ।
- कॉलेज की तरफ़ से बस चालक व परिचालक को इयूटी के दौरान पहनने के लिए एक साल में दो ड्रेस दी जाएँगी जो की इयूटी के दौरान पहनना अनिवार्य है बिना ड्रेस के बस चलाने या इयूटी पर आने पर चालक व परिचालक पर जुर्माना भी किया जा सकता है ।
- प्रत्येक रविवार को बस चालक व परिचालक का अवकाश रहेगा और यदि रविवार को बस की आवश्यकता पड़ती है तो इस के लिए दोनों को आना पड़ेगा और इसके लिए उनके वेतन के अनुसार अतिरिक्त भुगतान भी किया जाएगा । इस के अतिरिक्त यदि कॉलेज में किसी कारणवश अवकाश रहता है और बच्चों की छुट्टी रहती है तो चालक व परिचालक की भी छुट्टी रहेगी परंतु अगर कॉलेज में आवश्यकता पड़ती है (जैसे दूसरे व चौथे शनिवार) तो चालक व परिचालक दोनों को आना पड़ेगा और इसके लिए संस्था की तरफ़ से कोई अतिरिक्त भुगतान नहीं किया जाएगा और इसका निर्णय श्री कुलदीप जी (संबंधित अधिकारी) के द्वारा लिया जाएगा व इसके लिए सभी को बारी बारी ही बुलाया जाएगा ।
- अगर कोई भी बस चालक किसी भी दिन अवकाश पे रहता है तो उस दिन के लिए अतिरिक्त चालक का प्रबंध बस चालक को ही करना होगा और उस दिन का भुगतान चालक को अपने वेतन के अनुसार ही करना होगा, संस्था की तरफ़ से कोई अतिरिक्त भुगतान नहीं किया जाएगा ।
- ग्रीष्म अवकाश व शीतकालीन अवकाश के समय विश्वविद्यालय की तरफ से जिस भी समय अवकाश की घोषणा की जाएगी ओर जितने भी दिन कि घोषणा की जाएगी वो अवकाश सभी चालक व परिचालक मे बराबर बराबर व बारी बारी से बाँट दिया जाएगा ।
- यदि कॉलेज में एक सप्ताह या उस से ज़्यादा का कोई अवकाश पड़ता है तो बस चालक व परिचालक को श्री कुलदीप जी (संबंधित अधिकारी) के अनुसार समय समय पर बस के इंजन को स्टार्ट करने के लिए व साफ सफाई के लिए बारी बारी आना पड़ेगा और इसके लिए संस्था की तरफ़ से कोई अतिरिक्त भुगतान नहीं किया जाएगा ।



Dr. (Col) A Garg
Director General
Gateway Education
15 Jan 25

- बस चालक को बस से संबंधित सभी कागजात दिए जाएँगे, उन सभी के सुरक्षित रख रखाव की ज़िम्मेदारी भी बस चालक की ही रहेगी ।
- अगर बस में कोई भी खराबी आती है या कोई भी पार्ट खराब हो जाता है तो इसकी सूचना तुरंत कॉलेज में संबंधित अधिकारी को देंगे अन्यथा विलंब करने पर उसका भुगतान बस चालक व परिचालक से भी किया जा सकता है ।
- किसी भी प्रकार के चालान की ज़िम्मेदारी बस चालक की होगी (पर ये भी देखा जाएगा की चालान किस वज़ह से हुआ है और किस की ग़लती है), समय समय पर अपने बस के कागज़ों को चेक करते रहें और कोई कमी हो तो अपने संबंधित अधिकारी को तुरंत बताएँ व उसका नवीनीकरण कराएँ ।
- बस चालक को निर्देश दिया जाता है की जो भी गति बस के लिए निर्धारित की गई है उसी गति में बस को चलाएँ अन्यथा ऐसा न करने पर या फिर स्पीड का चालान कटने पर बस चालक स्वयं ही इसका ज़िम्मेदार होगा और उसका भुगतान भी उसे स्वयं ही करना होगा ।
- बस चालक व परिचालक को निर्देश दिया जाता है कि किसी भी छात्र या छात्रा के साथ कोई दुर्व्यवहार नहीं करना है अन्यथा ऐसा पाए जाने पर आप को निष्काशित भी किया जा सकता है और यदि कोई छात्र या छात्रा आप के साथ किसी भी प्रकार की बदतमीज़ी करता है तो आप तुरंत उसकी सूचना संबंधित अधिकारी को देंगे ।
- सभी छात्र व छात्राओं को उनके निर्धारित स्थान पर ही उतरना है अगर कोई छात्र या छात्रा अपने निर्धारित स्थान से कहीं ओर उतरना चाहता है तो उसको इसकी पूर्व सूचना संबंधित अधिकारी को देनी होगी या उसको संबंधित अधिकारी से अपने माता या पिता की बात करवानी पड़ेगी वो भी पहले से दिए हुए नंबर पर व इसकी ज़िम्मेदारी बस चालक की ही रहेगी ।
- बस चालक व परिचालक को यह भी सूचित किया जाता है की यदि वह एक साल से पहले बिना बताए नौकरी छोड़ कर जाता है तो उसको आखरी एक महीने का वेतन नहीं मिलेगा । नौकरी छोड़ने के लिए एक महीने पहले बताना होगा और अगर संस्था आपको निकलती है तो आपको भी एक महीने पहले ही बताया जाएगा ।

मैंने उपर लिखे हुए सभी नियम व शर्तों को अच्छी तरह से पढ़ लिया है, मैं सभी नियम व शर्तों का पूरी तरह पालन करूँगा अगर मैं किसी भी नियम व शर्तों की अवहेलना करता पाया जाता हूँ तो मुझ पर संस्था में लागू नियमों के हिसाब से उचित कार्यवाही की जाए ।



13/01/25

13/1/25

15.1.25

मानव संसाधन विभाग / प्रधान प्रशासक / मुख्य सुरक्षा एवं संरक्षा अधिकारी / प्रधानाचार्य / महानिदेशक

15 Jan 25
Dr (Col) A Ga
Director General
Gateway Educa

Annexure (A)

**Gateway Institute of Engineering and Technology
Sonipat**

Miss Punch Information

Name : _____
Date: _____
Timing: _____

I am writing to explain and apologize for a missed punch in the biometric attendance system on the above mentioned date. I understand the importance of punctuality and accurate attendance records in the organization, and I take full responsibility for the oversight that led to this issue. I deeply regret any inconvenience caused due to this and assure you that it was not intentional and this will not happen again in future.

The reason for this was _____

Signature _____

For Office Use Only

Physically present in Campus : Yes / No

Verifying / Authorized Signatory : _____

Remarks: Approved / Not Approved

Principal



**Gateway Institute of Engineering and Technology
Sonipat**

Miss Punch Information

Name : _____
Date: _____
Timing: _____

I am writing to explain and apologize for a missed punch in the biometric attendance system on the above mentioned date. I understand the importance of punctuality and accurate attendance records in the organization, and I take full responsibility for the oversight that led to this issue. I deeply regret any inconvenience caused due to this and assure you that it was not intentional and this will not happen again in future.

The reason for this was _____

Signature _____

For Office Use Only

Physically present in Campus : Yes / No

Verifying / Authorized Signatory : _____

Remarks: Approved / Not Approved

Principal


18 Jan 25
Dr (Col) A Garg
Director General
Gateway Education

Annexure (B)

Payment Bill		Bill No _____
Name of Employee:		Designation:
Department:		Date:
Details of expenditure		Rs. _____
Applicant's Signature	HOD's Signature	Approved By

VOUCHER		
Name of the firm: _____		Dated: _____
DEBIT	AMOUNT	
	(Rs.)	(P)
TOTAL		
CREDIT	AMOUNT	
	(Rs.)	(P)
TOTAL		
RUPEES		
Approved By	Receiver's Signature	



18 Jan 25
Dr (Col) A Garg
Director General
Gateway Education

Annexure (D)

**Gateway Institute of Engineering & Technology
(Leave Application Form)**

Name of Staff

Member.....Designation.....

Deptt.....Leave required from.....to.....

No. of days.....Emergency Contact No.....Mob

Reason for Leave.....Type of Leave

Lectures Adjustment (For teaching staff only)

S.No.	Date	Period	Class	Subject	Alternate Teacher Name	Signature
01						
02						
03						
04						

Alternate Arrangement for Non Teaching Staff (If any).....

Signature of Applicant

Recommended By

Approved By



18 Jan 25
Dr. (Col) A Garg
Director General
Gateway Education

Gateway Higher Education

Gateway Institute of Engineering & Technology

Gateway College of Pharmacy

List of Holidays - 2025

The following holidays are promulgated for 2025

Date / Month	Day	Occasion	No. of Day's
14th January	Tuesday	Makar Sankranti	1
26th February	Wednesday	Maha Shivratri	1
14th & 15th March	Friday & Saturday	Holi	2
09th August	Saturday	Raksha Bandhan	1
15th August	Friday	Independence Day	1
16th August	Saturday	Janmashtmi	1
02nd October	Thursday	Gandhi Jayanti / Dashehra	1
10th October	Friday	Karwa Chouth	1
20th to 23rd October	Mon to Thursday	Diwali Break	4

Restricted Holidays

13th January	Monday	Lohri	1
31st March	Monday	Eid-al-Fitr	1
14th April	Monday	Baisakhi	1 ✓
29th May	Thursday	Maharana Pratap Jayanti	1
22nd September	Monday	Maharaja Agarsain Jayanti	1
05th November	Wednesday	Guru Nanak Jayanti	1 ✓
25th December	Thursday & Friday	Christmas	1
27th December	Saturday	Guru Gobind Singh Jayanti	1

In G.I.E.T, 14th & 05th Nov. will be observed as holiday

Note: As per Service Rules of Gateway Higher Education 2025 above is the eligibility of Holiday's for 2025.

Respective Colleges may fix 15 leaves (Holidays / Festivals days) as per there academic calender 2025 under arrangement of respective Principal's

National Holidays	03 Fixed for all Institutes (Republic Day, Independence Day & Gandhi Jayanti)
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Buyal
23.12.24

Abh
25/12/24

Approved By :

Dr. (Col) A. Garg
26 Dec 24.
Dr. (Col) A. Garg
Director General
Gateway Higher Education
Dr. (Col) A. Garg
23/12



Gateway Higher Education (GCAD)

List of Holidays - 2025

The following holidays are promulgated for 2025

Date / Month	Day	Occasion	No. of Day's
13th & 14th March	Thursday & Friday	Holi	2
31st March & 1st April	Monday & Tuesday	Eid-al-Fitr	2
08th August	Friday	Raksha Bandhan	1
15th August	Friday	Independence Day	1
02nd Oct. & 03rd Oct.	Thursday & Friday	Gandhi Jayanti / Dashehra	2
20th Oct. & 21st Oct.	Mon & Tue	Diwali	2
27th Oct. & 28th Oct.	Mon & Tue	Chatt Puja	2
05th November	Wednesday	Guru Nanak Jayanti	1

Restricted Holidays

13th January	Monday	Lohri	1
14th April	Monday	Baisakhi	1
29th May	Thursday	Maharana Pratap Jayanti	1
22nd September	Monday	Maharaja Agarsain Jayanti	1
25th & 26th December	Thursday & Friday	Christmas	2
27th December	Saturday	Guru Gobind Singh Jayanti	1

Note: As per Service Rules of Gateway Higher Education 2025 above is the eligibility of Holiday's for 2025.

Respective Colleges may fix 15 leaves (Holidays / Festivals days) as per there academic calender 2025 under arrangement of respective Principal's

National Holidays	03 Fixed for all Institutes (Republic Day, Independence Day & Gandhi Jayanti)
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In GCAD, 25th & 26th DECEMBER 2025 will be observed as holidays.

Handes
20/12/2024

Approved By :

26 Dec 24
Dr. (Col) A. Garg
Director General
Gateway Higher Education
20/12

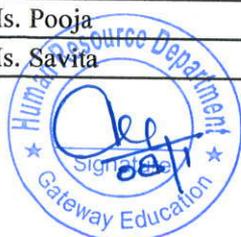


GATEWAY HIGHER EDUCATION

GIET, GCAD, GCP

Leave Reporting Channel

S.No	Name	Designation	Recommended by	Approved by
Director General office				
1	Dr. (Col) A. Garg	Director General	--	
2	Mr. Himanshu Gupta	PA to DG	--	Director General
Gateway Institute of Engineering & Technology (GIET)				
1	Dr. Vinay Kumar Singhal	Principal	Director General	
GIET Miscellaneous Deptt				
1	Mr. Sunny Singla	Assistant Professor & Dean Academics	Director General	Principal (GIET)
2	Mr. Lalit Gureja	Head Administration & EEM Cell	Director General	Principal (GIET)
3	Mr. Ajay Kumar	Assistant Professor & Dean SW	Director General	Principal (GIET)
4	Ms. Manisha Sharma	Assistant Professor (Electronics) & COE	Director General	Principal (GIET)
5	Mr. Jawahar Lal	Store In-charge	--	Head Maintenance
6	Mr. Sandeep Kumar	Technician	Head Administration	Principal (GIET)
Department of Computer Science (DCS)				
1	Mr. Anil Kumar	Assistant Professor & HOD (DCS)	--	Principal (GIET)
2	Ms. Rachna Dhaka	Assistant Professor	HOD (DCS)	Principal (GIET)
3	Ms. Hema Arora	Assistant Professor	HOD (DCS)	Principal (GIET)
4	Mr. Ashish Aggrawal	Assistant Professor	HOD (DCS)	Principal (GIET)
5	Ms. Tamanna	Assistant Professor	HOD (DCS)	Principal (GIET)
6	Ms. Nutan	Assistant Professor	HOD (DCS)	Principal (GIET)
7	Ms. Priya Tyagi	Assistant Professor	HOD (DCS)	Principal (GIET)
8	Mr. Yogesh Khokhar	Head ITS	--	Director General
9	Mr. Yogesh Kumar	Technician	--	Head ITS
10	Mr. Vikas Nain	Asstt. Technician	--	Head ITS
Department of Computer Applications (DCA)				
1	Dr. Amita Gandhi	Associate Professor & HOD (DCA)	--	Principal (GIET)
2	Ms. Namrata Gaur	Assistant Professor	HOD (DCA)	Principal (GIET)
3	Ms. Mandvi Sharma	Assistant Professor	HOD (DCA) & Dean A	Principal (GIET)
4	Mr. Dinesh Kumar Rohilla	Assistant Professor	HOD (DCA)	Principal (GIET)
5	Ms. Aruna Kapoor	Assistant Professor	HOD (DCA)	Principal (GIET)
6	Ms. Neha Kalia	Assistant Professor	HOD (DCA)	Principal (GIET)
7	Ms. Kanika	Assistant Professor	HOD (DCA)	Principal (GIET)
Department of Management Studies (DMS)				
1	Dr. Mamta Arora	Assistant Professor & HOD (DMS)	--	Principal (GIET)
2	Dr. Ajay Goel	Assistant Professor	HOD (DMS)	Principal (GIET)
3	Dr. Shailja Kumari	Assistant Professor	HOD (DMS)	Principal (GIET)
4	Ms. Jagjot Arneja	Assistant Professor	HOD (DMS)	Principal (GIET)
5	Dr. Shishpal	Associate Professor Dean R & D	HOD (DMS) & DG	Principal (GIET)
6	Dr. Renu	Assistant Professor	HOD (DMS)	Principal (GIET)
7	Dr. Sunita Saini	Associate Professor & Head VS	HOD (DMS) & DG	Principal (GIET)
8	Ms. Shakuntla Dangi	Assistant Professor	HOD (DMS)	Principal (GIET)
9	Mr. Deepak Yadav	Assistant Professor & Head IIC	HOD (DMS) & DG	Principal (GIET)
10	Ms. Anju Rani	Assistant Professor	HOD (DMS)	Principal (GIET)
11	Ms. Pooja	Assistant Professor	HOD (DMS)	Principal (GIET)
12	Ms. Savita	Assistant Professor	HOD (DMS)	Principal (GIET)



Dr. (Col) A. Garg
09 Jan 25
Director General
Gateway Education

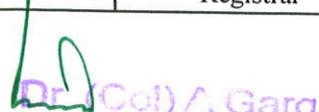
GATEWAY HIGHER EDUCATION

GIET, GCAD, GCP

Leave Reporting Channel

S.No	Name	Designation	Recommended by	Approved by
13	Ms. Simran	Assistant Professor	HOD (DMS)	Principal (GIET)
14	Mr. Ajay Saini	Data Analyst (A & R)	Dean R & D	Principal (GIET)
Gateway College of Architect and Design (GCAD)				
1	Prof. Mona Chandra	Principal	Director General	
2	Mr. Rajesh Jangra	Assistant Professor	--	Principal (GCAD)
3	Dr. Joginder Singh	Assistant Professor	Head Maintenance	Director General
4	Ms. Tanya Panghal	Assistant Professor	--	Principal (GCAD)
5	Mr. Bhavesh Joshi	Associate Professor	--	Principal (GCAD)
6	Mr. Shahzad Ahmed Malik	Associate Professor	--	Principal (GCAD)
7	Ms. Disha Biswas	Assistant Professor	--	Principal (GCAD)
8	Mr. Gurdeep Singh Bagga	Assistant Professor	Dean Academics	Principal (GCAD)
Gateway College of Pharmacy (GCP)				
1	Dr. Rahul Sharma	Principal (GCP)	Director General	
2	Mr. Lalit	Assistant Professor	--	Principal (GCP)
3	Mr. Devender Chauhan	Assistant Professor	--	Principal (GCP)
4	Ms. Reena	Assistant Professor	--	Principal (GCP)
5	Ms. Laxmi Gaur	Office Assistant	--	Principal (GCP)
6	Mr. Amit Jaglan	Lab Attendant	--	Principal (GCP)
7	Mr. Rajender Singh	Lab Technician	--	Principal (GCP)
8	Mr. Rahul Pandey	Store In-charge	--	Principal (GCP)
Applied Science & Humanities Cell (AS & H)				
1	Mr. Mohit Bhatnagar	Assistant Professor Head (AS & H)	Principal (GIET)	Director General
2	Ms. Mohini Ghosh	Co-coordinator Finishing School (CFS)	Director General	Head (AS & H)
3	Ms. Taruna	Assistant Professor (Maths)	CFS & Principal (GIET)	Head (AS & H)
4	Ms. Deepu	Assistant Professor (Chemistry)	CFS & Principal (GIET)	Head (AS & H)
5	Ms. Chetna Kapoor	Assistant Professor	CFS & Principal (GIET)	Head (AS & H)
6	Ms. Prerna Kaushik	Assistant Professor	CFS & Principal (GIET)	Head (AS & H)
7	Dr. Kanika Khurana	Assistant Professor (Physics)	CFS & Principal (GIET)	Head (AS & H)
8	Ms. Shivani	Assistant Professor	CFS & Principal (GIET)	Head (AS & H)
Admissions & Training & Placement Deptt.				
1	Dr. Mohit Bansal	Director A & P	Director General	
2	Ms. Pallavi	Admission Associate	--	Director A & P
3	Ms. Payal Gupta	Admission Counselor	--	Director A & P
4	Ms. Rachna	Admission Associate	--	Director A & P
5	Mr. Himanshu Sapra	Graphic Designer	--	Director A & P
6	Mr. Ankit Verma	Admission Counselor	--	Director A & P
7	Ms. Geeta Kukreja	Training & Placement Officer	--	Director A & P
Human Resource Department				
1	Mr. Mandan Mishra	Head-Human Resource	--	Director General
2	Mr. Aman Relan	HR Executive	--	Head HR
Registrar Office				
1	Mr. Harish Kumar	Registrar	--	Director General
2	Mr. Parveer Sheel	Deputy Superintendent	--	Registrar
3	Mr. Ajay Rohilla	Office Assistant	--	Registrar




 Dr. Col) A. Garg
 09 Jan 25
 General
 Gateway Education

GATEWAY HIGHER EDUCATION

GIET, GCAD, GCP

Leave Reporting Channel

S.No	Name	Designation	Recommended by	Approved by
4	Mr. H.S.Gandhi	Office Superintendent (GCAD)	Principal GCAD	Registrar
5	Mr. Manmeet Singh	Office Assistant (GCAD)	Principal GCAD	Registrar
Library				
1	Ms. Reena Rani	Librarian	--	Dean Academics
2	Mr. Raj Kamal	Restorer	Librarian	Dean Academics
3	Mr. Ashok Gautam	Restorer	Librarian	Dean Academics
4	Mr. Parveen Kumar	Assistant Librarian (GCAD)	Principal GCAD	Dean Academics
Administration				
1	Sub. Major Kuldeep Dhochak	C.S.S.O	Director General	Head Administration
2	Mr. Surender Kumar	Assit. Tech. Officer	--	Head Administration
3	Ms. Manju	Front Desk Executive	Head Administration	Principal (GIET)
4	Mr Manish Kumar Sharma	Office Manager	--	Principal (GCAD)
5	Ms. Pushpa Khatri	Hostel Warden (Girls Hostel)	--	Head Administration*
6	Mr. Harbir Singh	Hostel Warden (Boys Hostel)	--	Head Administration*

*Note: The leave intimation shall be given by Head Administration to all the Principal's.



Mandan Mishra
Head-Human Resource

Dr. (Col) A. Garg
Director General
Gateway Education

Annexure (H)

GATEWAY HIGHER EDUCATION
EXIT INTERVIEW FORM

1. Personal Details:

Name of Employee:..... Employee Code:.....

Department:..... Designation:.....

Date of Resignation:..... Last Working Day:.....

Starting Salary: Present Salary:..... Total Tenure:.....

2. Main reason(s) for leaving: (Please tick mark (√) the correct option)

- (a) Moving to a new organisation
- (b) Personal reason(s)
- (c) Relocation to another city
- (d) Dissatisfaction with working conditions
- (e) Dissatisfaction with current salary

3. Please elaborate the tick marked reason(s) for leaving.

.....
.....

4. Please state the difficulty (ties) you have faced while working at Gateway Education.

.....
.....

5. What do you feel about the pay and allowances offered at Gateway Education?

.....
.....

6. What training and development did you find the most helpful and enjoyable?

.....
.....

7. How did you find the employee – employee relationship within Gateway Education?

.....
.....

8. How did you find the employer – employee relationship within Gateway Education?

.....
.....

9. Any suggestion(s) or recommendation(s) you would like to give for betterment of the organization.

.....
.....

Signature:.....

Name:.....

Date:.....



Remarks (for office use only):.....

18 Jan 2024
Dr (Col) A. Garg
Director General
Gateway Education

GATEWAY INSTITUTE OF ENGINEERING & TECHNOLOGY

Faculty 360 Degree Feedback Form

(Self - Appraisal - To be filled by Faculty)

PART I

PERSONAL PARTICULARS			
Name of Employee		Department	
Designation		Date of Joining	
Scale of Pay		AGP	
Highest Qualification		Total Experience	
Research ID's			
Research Gate ID:		Vidvaan ID:	
Google Scholar ID:		Orcid ID:	

CATEGORY - I

(Maximum Marks - 100)

TEACHING, LEARNING & ACADEMIC RELATED ACTIVITIES

A.1. Lectures (including additional skills subjects), Seminars, Tutorials, Practical. Project Guidance (B.Tech-CSE, BCA, BBA, MBA) (Give semester wise details, where necessary)

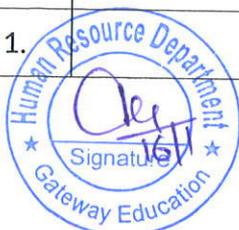
Sr. No.	Course Name	Total no. of lectures as per Academic Year	Total no. of Lectures taken	% of classes taken as Per documented record	Score claimed by the faculty	Score awarded by the HOD
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Note: Classes Taken-Average for the year (Max.10 Marks for 100% performance & proportionate score up to 80% performance, below which no score may be given)

A.2. Percentage of Student's average attendance

(Max. 5 Marks)

Sr. No.	Subject Taught	% of Average Attendance	Score Obtained as per % of Attendance
1.			



18 Jan 25
Dr (Col) A. G.
 Director General
 Gateway Educa

GATEWAY INSTITUTE OF ENGINEERING & TECHNOLOGY

Faculty 360 Degree Feedback Form

(Self - Appraisal - To be filled by Faculty)

2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

A.3. MOOC's (Coursera/edx/Swayam) certification: (Max. of two courses in A.Y.) shall be Considered. (Max. 15 Marks)

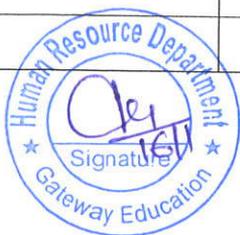
Sr. No.	Particulars of the Certification	Score Claimed	Score Awarded
1.			
2.			
3.			
4.			
5.			
Total Score			

A.4. Examination / Evaluations Duties Assigned and Performed (Max. 5 Marks)

Sr. No.	Type of Duty (Invigilation at university level/institute level /Flying squad internal/any other external exam Conducted by the institute / university)	Faculty (Yes/No)	HOD (Yes/No)
1.			
2.			
3.			
4.			
5.			
6.			

A.5. Academic Result (Entire Academic Year) (Max. 30 Marks)

Branch / Semester / Section	Subject	Result (Pass %)	Result (Ext. Theory Exam Average)	No. of Students With Marks in External Examination			
				Below 40%	40% - 49.9%	50% - 59.9%	60% and above



18 Jan 25
Dr (Col) A. Gan
 Director General
 Gateway Education

GATEWAY INSTITUTE OF ENGINEERING & TECHNOLOGY

Faculty 360 Degree Feedback Form

(Self - Appraisal - To be filled by Faculty)

Total								
Max. Marks 30 Marks (Max. 15 for Clear Pass & Max. 15 for External Exam Average.) Criteria for Max. mark allotment on clear pass% of subject: - 95% & Above = 15 Marks - 95% - 85% = Deduct 1 Mark for every 1% drop in the result - 85% = 5 Marks - Below 85% = 0 Marks							Score Claimed	Score Awarded

A.6. Student's Feedback

Branch	Semester	Section	Subject	Student Feedback	Overall Average %
Max. Marks: 25 - Min. Marks: 5 (upto score of 59.9%) - 1 mark will be added for every 1% between 60 - 79% For the Score of 80% and above = 25 Marks				Marks Claimed	Marks Awarded

A.7. One Week industrial training/ Professional Training, One week refresher program, One week FDP attended/Organized

Max Marks: 05

- Attended other than ICT mode (2 Marks each) - Attended ICT mode (1 Mark each)
- Organized other than ICT mode (3 Marks each) - Organized ICT mode (2 marks each)
- In Case of Training/Refresher Program/ FDP Organized (If more than one Coordinator then marks will be equally divided between them.)

Sr. No.	Title of the Training/Refresher Program/ FDP	Particulars of the Organizing Body	Duration (Days)	Mode	Marks Claimed	Marks Awarded
1						
2						
3						
4						



Dr. (Col) A. Garg

 Director General

 Gateway Education

GATEWAY INSTITUTE OF ENGINEERING & TECHNOLOGY

Faculty 360 Degree Feedback Form
(Self - Appraisal - To be filled by Faculty)

CATEGORY - II (Maximum Marks: 50)
(RESEARCH CONTRIBUTIONS)

A (i) Papers Published in indexed journals- SCI/SCI-E/ SSCI/ ESCI/SCOPUS Max. Marks 25
(25 Marks for single author, 20 Marks for 1st, 2nd author and Supervisor and 15 Marks for others)

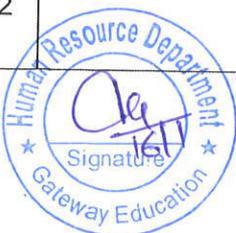
Sr . No.	Full Journal paper (In IEEE reference format)	ISSN/ ISBN No.	SCI/SCI/ SCOPUS/ UGC	Impact factor/ Cite Score (if any)	Score claimed	Score awarded
1						
2						

A (ii) Full Papers published in Conference Proceedings/ Papers presented in Conferences, Seminars, Workshops, Symposia (conference in association with IEEE/ Springer/ Elsevier/ ACM/ Wiley I IPC or organized by reputed Institutions (IIT/IISc/ NIT/IITIJNU/Central Universities) will be considered as International otherwise will be considered as National ([Int. Conf. 15 Marks for single author, 10 Marks for 1st author & Supervisor and 7 Marks for others], [Nat Conf 7 Marks for single author, 5 marks for others] 4 Marks for 1st author & Supervisor and 2 Marks for others]) (Max Marks 10)

S.No	Full Papers in Conference proceedings. (In IEEE reference format)	ISSN/ ISBN No.	Details of Conference International/ National/Regional	Score claimed	Score awarded
1					
2					

B. Books published as author or as editor or Articles/ Chapters or Monographs published in Books (International publisher - 5 Marks/book & 3 Marks/chapter or Monographs in edited book, National - 4 Marks/book & 2 Marks/chapter or Monographs, local publisher-3 Marks) [60% for 1st, 50% for 2nd Author & 40% will be divided among the co-authors]. (Max Marks 5)

S. No.	Books Published/ Articles/Chapters published in Books as single author (In IEEE reference format)	ISSN/ ISBN No.	International / National / Regional	Editor /Author	Score claimed	Score awarded
1						
2						



18 Jan 25
 Dr (Col) A Gar
 Director General
 Gateway Education

GATEWAY INSTITUTE OF ENGINEERING & TECHNOLOGY

Faculty 360 Degree Feedback Form

(Self - Appraisal - To be filled by Faculty)

C. Ongoing / Completed Research projects and consultancies (Projects > 30 Lakhs - 5 Marks, between 5-30 Lakhs 2.5 Marks, between 50,000 - 5 Lakhs - 2 Marks) - [60% for PI & 40% marks will be divided among the CO-PI]. All amounts are in INR

(Max Marks 5)

Sr. No.	Title	Agency	Period	Project Incharge (PI) or Co-PI	Grant/ Amount in (Rs Lakhs)	Score Claimed	Score awarded

D. Recommendation from HOD (YES I NO):

Justification for award of marks to meet minimum eligibility in this category: (HOD at his/her discretion may increase the marks upto the minimum eligibility in this category with due justification.) HOD can recommend upto 15% of the faculty count in this criterion

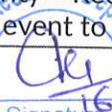
CATEGORY - IIII (Maximum Marks: 50)

CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Please mention your contribution to any of the following:

Extension, Co-curricular, Field based activities, Contribution to corporate life, management of the Institution and Professional Development Activities (* All activities during Academic Year)

	Departmental Activities (Max: 30 Marks) * Activity for Mentor/Class Coordinator or Lab IC, Time Table IIC, Consultancy, etc), Organizing event at departmental level, Monthly/on occurrence uploading of data as individual and Coordinator on GIET ERP, Publicity of different events on social media on regular basis (Mark per event to be divided between all co-coordinators) *Other Activities shall be selected on ERP Portal.	Score claimed	Score awarded
A			
1.			
2.			
3.			
4.			
5.			
6.			
B	Institute Activity (Max: 30 Marks) * (HoD's to take score awarded from respective reporting Heads of Institute level activities assigned to the faculty) Chief Proctor/Additional HoD/Associate Dean (SW) / Assistant Dean (A) / IQAC Coordinator / Chief Rector / NAAC / NBA Coordinator, etc, Activity - Rector / Proctor) , coordinator at institute level) (Per event to be divided between all co-coordinators)	Score claimed	Score awarded


 Signature
 HOD
 Gateway Education


 Dr (Col) A. Gar
 Director General
 Gateway Education

GATEWAY INSTITUTE OF ENGINEERING & TECHNOLOGY

Faculty 360 Degree Feedback Form

(Self - Appraisal - To be filled by Faculty)

1.			
2.			
3.			
4.			
5.			
6.			

*Faculty can score in either or both of these above (Catg. III-A & B) activities and the sum total of these will be counted with a capping of 30 marks.

C	Mentoring of Students (Max: 5 Marks)	Score claimed	Score awarded
1.			
2.			
3.			
4.			
5.			
6.			
D.	Annual confidential report (ACR) (Max:15 Marks) - Extra ordinary: 15, Excellent: 14-13, Very Good: 12-11, Good: 10- 9, Average:S-6, etc.) (addl. marks to be given by HOD to eliminate any aberrations max to 15 marks)		

Q1. Mention your achievements / awards / recognition during the Year .

Q2. What are your training and development needs? Write in brief.

Q3. What are your suggestions to improve GIET as an Institute? Write in brief.

Declaration

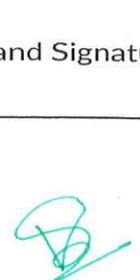
I certify that the information provided is correct as per records available with the University and/or documents enclosed along with this filled in Performa.

Place

Date

Name and Signature of the Faculty




 18 Jan 25
 Dr (Col) A. Garg
 Director General
 Gateway Education

GATEWAY INSTITUTE OF ENGINEERING & TECHNOLOGY

Faculty 360 Degree Feedback Form

(Self - Appraisal - To be filled by Faculty)

PART II

For use by Assessment/Selection and Screening Committee for Annual Increment

Total Max. Score: 200

Category I: Teaching, Learning and Academic related activities				
Sr. No.	Nature of Activity	Max. Score Allowed	Score Claimed	Score Awarded
A1	Allotted Lectures taken (%)	10		
A2	Average Attendance	05		
A3	MOOC's (NPTEL) Certification	15		
A4	Examination duties assigned and performed	05		
A5	Academic Result	30		
A6	Student Feedback Survey	30		
A7	Industrial Training / Refresher / FDP attended or organized	05		
Total Score (Category I)				

Category II Research Contributions

Min. Score per Year: 6 for AP at 6K; 10 for AP at 7K; 15 for AP at 8K; 20 for Associate Professor; 32 for Research Faculty 25 for Professor

Maximum Score allowed: 50

Sr. No.	Nature of Activity	Max. Score Allowed	Score Claimed	Score Awarded
A (i)	Publications in Journals	50		
A (ii)	Publications in Conference Proc.			
B	Publications in Books			
C	Research & Consultancy-Ongoing / Completed			
D	Recommendation from HOD			
Total Score (Category II)				

Category III Co-Curricular, Extension and Professional Development Related Activities

Maximum Score allowed: 50

Sr. No.	Nature of Activity	Max. Score Allowed	Score Claimed	Score Awarded
A	Departmental Level Activity	30 *		
B	Institute Level Activity	30 *		
C	Student Mentoring	5		
D	Annual Confidential Report	15		
Total Score (Category III) (*In A & B Max. capping is 30 marks)		50		
OVERALL SCORE (I + II + III)		200		



Faculty

HoD

HOI

Director-General

10 Jan 25
 Dr. (Col) A. G.
 Director General
 Gateway Education

Faculty Appraisal Form
(Self-Appraisal -To be filled by Faculty)

PERSONAL PARTICULARS			
Name of Employee		Department	
Designation		Date of Joining	
Highest Qualification		Total Experience	
Research ID's			
Research Gate ID:			
Google Scholar ID:			
Vidyaan ID:			
Orcid ID:			

CATEGORY – I

(Maximum Marks – 100)

TEACHING, LEARNING & ACADEMIC RELATED ACTIVITIES**A.1. Lectures (including additional skills subjects), Seminars, Tutorials, Practical. Studio Guidance**

(Give semester wise details, where necessary) (Max. 10 Marks)

Sr. No.	Course/ Paper & Year	Total no. of Teaching Hrs per semester	Total no. of Lectures taken	% of classes Per documented record	Score claimed by the faculty	Score awarded by the Principal
1.						
2.						
3.						
4.						
5.						
	TOTAL					

Note: Classes Taken-Average for the year (Max. 10 Marks for 100% performance & proportionate score up to 80% performance, below which no score may be given)

A.2. Percentage of average attendance of students (Max. 10 Marks)

Sr. No.	Subject Taught	% of Average Attendance	Score Obtained as per % of Attendance
1.			
2.			
3.			
4.			
5.			
	TOTAL		

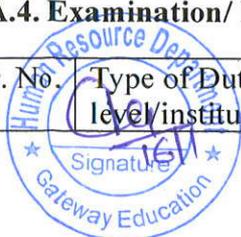
A.3. Innovation of Faculty in Teaching Learning Processes (Max. 10 Marks)

Sr. No	Subject	Particulars	Score claimed by faculty	Score awarded by the Principal
1.				
2.				
3.				
Total Score				

Note: May be attached as an annexure not exceeding 50 words/ subject.

A.4. Examination/ Evaluations Duties Performed (Max. 10 Marks)

Sr. No.	Type of Duty (Invigilation/ evaluation work at university level/institute level /Flying squad internal/any other external)	Score claimed by faculty	Score awarded by the Principal



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	Conducted by the institute/university)		
1.			
2.			
3.			
4.			

A.5. Academic Result (Entire Academic Year) Max. 30 Marks.

Branch/ Semester/ Section	Subject	Result Pass %	Result External Jury & End Term Exam	No. of Students with Marks in External Exam				
				Below 40%	40%-49%	50%-59%	60% and Above	
Total								
Max. Marks 30 Marks (Max. 15 for Clear Pass & Max. 15 for External Exam Average.							Score Claimed	Score Awarded
Criteria for Max. mark allotment on clear pass% of subject:								
<ul style="list-style-type: none"> - 75% & Above = 15 Marks - 65% - 75% = 10 Marks - 55%= 5 Marks - Below 50%= 0 Marks (Excluding medical cases & not reported to campus) 								

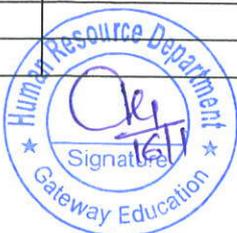
A.6. Student Feedback (Max. 20 Marks)

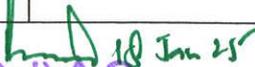
Sr No	Semester	Section	Subject	Student Feedback	Overall Average
Max. Marks: 20				Marks Claimed	Marks Awarded
<ul style="list-style-type: none"> - For the Score of 8.5 and above = 20 Marks - 1 mark to be deducted for every 0.1 point between 1-6 (out of 10) - Min. Marks: 5 					

A.7 FDP, Seminar, Workshop & training program attended/Organized

Max Marks: 10

Sr. No.	Title of the FDP/ Seminar/ Workshop/ Training program	Duration	Particulars of the Organizing Body




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- Organized FDP in collaboration with COA/TRC/ Other Institutes - 10 Marks
- Attended FDP by COA-TRC/ other organizations. - 08 Marks
- Any other seminar, workshops & training program by reputed organization (As per approval of the Principal) - 05 Marks

CATEGORY – II (Maximum Marks: 50)
(RESEARCH CONTRIBUTIONS)

A (i) Papers Published In indexed journals- SCI/SCI-E/SSCI/ ESCI/SCOPUS/ Journals of UGC care list (Max Marks 15)

(15 Marks for single author, 10 Marks for 1st author and Supervisor and 5 Marks for others)

S.No.	Full Journal paper (In APA reference format)	ISSN/ ISBN No.	SCI/SCI/ SCOPUS/ UGC	Impact factor/ CiteScore	Score claimed	Score awarded
1						
2						

A (ii) Full Papers published in Conference Proceedings/ Papers presented in Conferences, Seminars, Workshops, Symposia (conference in association with EEE/ Springer/ Elsevier/ ACM/ Wiley / IPCor organized by reputed Institutions (IIT/IISc/ NIT/IIIT/JNU/IIA/COA/Central Universities) [Int. Conf. 5 Marks for single author, 4 Marks for 1st author & Supervisor and 3 Marks for others], [Nat Conf- 4 Marks for single author, 3 Marks for 1st author & Supervisor and 2 Marks for others] (Max Marks 05)

S.No	Full Papers in Conference proceedings. (In APA reference format)	ISSN/ ISBN No.	Details of Conference International/ National/Regional	Score claimed	Score awarded
1					
2					

B. Books published as author or as editor or Articles/ Chapters or Monographs published in Books (International publisher - 5 Marks/book & 3 Marks/chapter or Monographs in edited book, National publisher- 4 Marks/book & 2 Marks/chapter or Monographs, other publisher-3 Marks) [In case of multiple authors 60% for 1st Author & 40% will be divided among the co-authors]. (Max Marks 5)

S.No.	Books Published/ Articles/Chapters published in Books as single author (In APA reference format)	ISSN/ ISBN No.	International /National /Regional	Editor /Author	Score claimed	Score awarded
1						
2						

C. Ongoing /Completed Research projects and consultancies, documentation, projects/ initiatives in partnership with government organizations such as INTACH, IIA, BMTPC, GRIHA etc. (Max Marks 20)

S.No.	Title	Agency	Period	Principal Investigator or Co-PI	Grant/ Amount in (Rs Lakhs)	Score Claimed	Score Awarded
1							
2							



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D. Research Guidance (Max Marks 5)					
S. No.	Number Enrolled	Thesis Submitted	Degree awarded	Score Claimed	Score Awarded
Ph. D		3 Marks	5 Marks		

CATEGORY – III (Maximum Marks: 50)

CO-CURRICULAR, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Please mention your contribution to any of the following:

Co-curricular, Field based activities, management of the Institution and Professional Development Activities, Mentorship (* All activities during Academic Year) (Max Marks 30)			
A	Departmental Activities (Max: 30 Marks)* Mentorship, Class Coordinator, Timetable in-charge, Consultancy, etc. Organizing event at departmental level, Monthly/on occurrence uploading of data as individual and Coordinator on GCAD ERP, Publicity of different events on social media on regular basis, Any other allotted responsibility. [Max. 5 Marks per activity]	Score claimed	Score Awarded
1.			
2.			
3.			
4.			

3	Institute Activity (Max: 30 Marks)* (A)/IQAC Coordinator/Chief Rector/NAAC/NBA Coordinator, etc), Activity-Rector/Proctor), coordinator at institute level) (Per event to be divided between all co-coordinators)	Score claimed	Score Awarded
1			

*** Faculty can score in either or both of these above (Category III- A & B) activities and the sum total of these will be counted with a capping of 30 marks.**

c.	Mentoring of Students (Max: 5 Marks)	Score claimed	Score Awarded
1			
2			
3			
4			
D.	Annual confidential report (ACR) (Max:15 Marks) – Extra ordinary: 15, Excellent: 14-13, Very Good: 12-11, Good: 10- 9, Average:8-6, etc) [max to 15 marks]		
1			
2			
3			
4			

Declaration

I certify that the information provided is correct as per records available with the institute and/or documents enclosed along with this filled in Performa.

Place 
 Signature

Date

Name and Signature of the Faculty

Dr (Col) A. Garg
 Director General
 Gateway Education



PART - IV

(For use by Assessment/Selection and Screening Committee for Annual Increment)

Total Max. Score: 200

Category I: Teaching, Learning and Academic related activities

S. No.	Nature of Activity	Max. Score Allowed	Score Claimed	Score Awarded by Principal
A1	Allotted Lectures taken (%)	10		
A2	Average Attendance	05		
A3	Innovation of Faculty in Teaching Learning Processes	15		
A4	Examination duties assigned and performed	10		
A5	Academic Result	30		
A6	Student Feedback Survey	20		
A7	FDP, Seminar, Workshop & training program attended/Organized	10		



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Category : Research Contributions				
Min. Score per Year: 6 for AP at 6K; 10 for AP at 7K; 15 for AP at 8K; 20 for Associate Professor; 32 for Research Faculty 25 for Professor				
Maximum Score allowed: 50				
S. No.	Nature of Activity	Max Score allowed	Score Claimed	Score Awarded
I.A(i)	Publications in Journals	50		
I.A (ii)	Publications in Conference Proc.			
B	Publications in Books			
C (i)	Research & Consultancy-Ongoing			
C (ii)	Research & Consultancy-Completed (Quality and Outcomes)			
C(iii)	Research & Consultancy-Completed (Design /Industrial Design)			
D	Research Guidance			
	Total Score			
Category III: Co-Curricular, Extension and Professional Development Related Activities				
S. No.	Nature of Activity	Max Score allowed	Score Claimed	Score Awarded by Principal
A	Departmental Level Activity	30*		
B	Institute Level Activity	30*		
C	Student Mentoring	5		
D	Annual Confidential Report	15	NA	
	Total Score	50 (*in A & B Max capping)		
OVERALL SCORE(I+II)		200		
(Faculty)		(Principal)	(Director General)	



[Handwritten Signature]

Prof. Radhika Nagpal
Principal

Gateway College Of Architecture & Design

[Handwritten Signature]
Dr. (Col) A Garg
Director General
Gateway Education

Distribution: All Academic council members, All faculty & staff (GCAD & GIET)

Copy to: Chairman, Executive Chairman, Executive Directors

Appendix (K)

**GATEWAY EDUCATION
Annual Appraisal Form for Non teaching (Staff)**

Personal Particulars			
Name of the Employee		Department	
Designation		Date Of Joining	
Scale/Consolidated		Gross Salary	
Highest Qualification		Total Experience	

CATEGORY - I

(Professional Performance) to be filled by employee

A.1 What are the Additional Tasks/Assignments done by you apart from regular job responsibilities/duties in the past year?
(These are some specific assignments given to you and those routine or specific jobs/assignments which are not specified in routine job responsibility and the individual feels that these are to be filled.)

CATEGORY – II

Professional development related activities (to be filled by employee)

B.1 Professional Development Activities/Self Learning **(Instructions)**

Professional development – Participation in the training programs, certification program related to job profile, publication of an article in magazines (internal or external), HR Portal blog writing – Knowledge sharing, getting higher qualification (distance mode/part time etc.) during job related to job profile.

S. No.	Type of Activity



[Handwritten Signature]
18 Jan 2018
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Gateway Education

(RELEVANT INFORMATION) to be filled by employee

Attributes	Self Analysis
1. What are the problems you have faced in normal working and what steps would have helped in removing these problems?	
2. Which other areas would you like to work in & why? (Only one area to be mentioned)	
3. What Training inputs will make you perform better? (Maximum 2 training needs to be identified)	
4. What are your suggestions to improve GIET as an Institute? Write in brief.	

5 Rate your satisfaction level in your present job? Rate from 1 to 5 (1 in lower side and 5 on higher side

S. No.	Attribute	Rating				
		1	2	3	4	5
i.	Job Role	<input type="checkbox"/>				
ii.	Institute's Policies	<input type="checkbox"/>				
iii.	Reporting Head	<input type="checkbox"/>				
iv.	Learning Opportunities	<input type="checkbox"/>				
v.	Career Growth	<input type="checkbox"/>				
vi.	Organizational Culture	<input type="checkbox"/>				
vii.	Organization's Infrastructure (Facilities)	<input type="checkbox"/>				

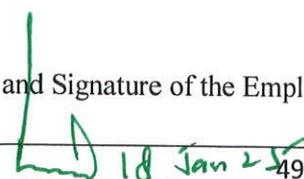
Declaration: I certify that the information provided is correct as per records available

Place

Date

Name and Signature of the Employee




 18 Jan 2019
Dr. (Col) A Garg
 Director General
 Gateway Education

PART – IV

(Eligibility for regular increment is 60% & Marks in decimals or fractions will not be accepted)

To be filled by employee / HOD, FH

Total Max. Score: 100

Total Min. Score: 60 i.e. 60%

S. No.	Parameters	Nature of Activity	Max Score allowed	Score Claimed	Score Awarded – HOD/FH
1.	Category I Professional Performance	Performance in Key Result Areas	30		
		Performance in Additional Tasks/Assignments	20		
		Performance in Interpersonal Relations	10		
2.	Category II Professional development related activities	Professional Development Activities	10		
3.	Category III Individual Competencies (each attribute mentioned is of 5 marks)	Creativity & Initiative	30 (05 No) Each		
		Ability to cope with stress			
		Verbal & Written Communication			
		Ability to learn and implement			
		Ability to promote team work & Belongingness to the organization,			
		Emotional Quotient and Attitude			
Total Score			100		

Strengths / Weaknesses (To be mentioned by HOD/FH)

Special Aptitude & Strength (Write here about functional or behavioral strength the individual possess.)	Areas of Improvement (AOI) (Write here about functional or behavioral AOI of the individual)




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 Director General
 Gateway Education

Remarks

Signature (HOD/FH)

Remarks

Signature (Principal)

Final Remarks

(Director General)



18 Jan 25
Dr. (Col) A Garg
Director General
Gateway Education

Gateway Group of Institutions
Delhi NCR, Sonipat (131001)

Faculty Induction Program (FIP)

Objective: To orient and integrate new faculty into the institution's academic, administrative, and cultural environment, ensuring a smooth transition and alignment with institutional goals.

Time & Duration for Induction Program

1. The Induction Program will be scheduled during every quarter year ending i.e. March, June, September & December of every academic year.
2. The Induction Program will be scheduled on last Friday 2nd half (02:00 pm to 05:00 pm) and Saturday 1st half (10:00 am to 01:00 pm) followed by Lunch in Ekam Mess.
3. Workshop venue will be decided accordingly.

(Phase- I)

Welcome and Orientation

Introduction of the Institution (Responsibility: Head-Human Resource)

- (a) Vision, Mission, and Core Values.
- (b) Brief history and milestones.
- (c) Organizational structure and key personnel introductions.

1. Joining Formalities (Responsibility : HR Department)

- (a) Completion of joining formalities, ID cards, official email setup, biometric punching and other on boarding requirements.
- (b) Annual Appraisal process / procedures.
- (c) *An hour introductory workshop for Service Rules.*

2. Campus Tour (Responsibility : Head Administrator)

- (a) Academic blocks, library, faculty lounges, and other key facilities.
- (b) Student support areas: counseling, health center, sports facilities.

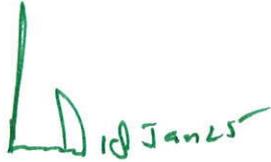
(Phase- II)

Academic Orientation - (Session - 1) Friday 2nd half (02:00 pm to 05:00 pm)

Teaching Techniques (Responsibility: Dean Academics / HOD's)

- (a) Introduction to teaching methodologies suitable for technical education (e.g., project-based learning).
- (b) *A thirty minutes introductory workshop on OBE (CO's / PO's / PEO's)*
- (c) Effective use of technology in teaching: Learning Management Systems (LMS), online tools, and software.
- (d) *A thirty minutes introductory workshop of ERP Digii Campus.*
- (e) Assessment and evaluation techniques




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Director General
Gateway Education

1. **Curriculum Familiarization (Responsibility : Respective HOD's)**
 - (a) Overview of the department's programs, courses, and teaching assignments.
 - (b) Key academic deliverables and timelines.
2. **Laboratory Training (If Required, Responsibility : Respective HOD's)**
 - (a) Hands-on training in labs relevant to their teaching or research areas.
 - (b) Safety protocols and equipment handling.
3. **Academic Policies and Procedures (Responsibility: HOD's)**
 - (a) Academic regulations, grading systems, and examination procedures.
 - (b) Faculty responsibilities: teaching, research, student mentorship, and community engagement.

Research and Development Orientation - (Session - 2) Dean R & D

Saturday 1st half (10:00 am to 11:15 am)

Research Expectations and Opportunities (Responsibility: Dean R & D)

- (a) Overview of the institution's research goals and priorities.
 - (b) Available facilities, funding opportunities, and collaboration platforms.
1. **Grant Writing and Publication Workshop (Responsibility: Dean R & D)**
 - (a) Tips for writing successful research proposals.
 - (b) Guidelines for publishing in reputed journals.
 - (c) *An hour introductory workshop for IPR modules and allied policies.*
 2. **Innovation and Entrepreneurship Support (Responsibility: Head IIC)**
 - (a) Introduction to the institution's incubation center, industry partnerships, and innovation ecosystem.

Administrative and Cultural Integration - (Session - 3) Dean SW

Saturday 1st half (11:30 am to 01:00 pm)

1. **Student-Centric Activities (Responsibility: Dean Student Welfare)**
 - (a) Understanding student diversity and support systems.
 - (b) Engaging in co-curricular and extra-curricular activities.
2. **Cultural and Social Events (Responsibility: Dean Student Welfare)**
 - (a) Attend a faculty-student interaction event or seminar.
 - (b) Participation in institution's clubs or committees.

(Phase- III)

A faculty member must complete AICTE approved (Universal Human Values) UHV workshop levels 1/2/3/4 during the probation period of one year (as per terms of appointment letter) failing which may lead to the extension of probation period till the compliance.



Dr. (Col) A Garg
Dr. (Col) A Garg
Director General
Gateway Education

Gateway Education

File No: GE/HR/2025/01

Date: 01.02.2025

Office Order

Dress Code for Faculty & Staff: Gateway Higher Education

1. **Significance of Proper Attire:** - A formal and professional appearance fosters confidence in the workplace, particularly when interacting with students. It not only enhances an individual's personal image but also upholds the reputation of the institution. To maintain a professional and presentable environment, all faculty and staff members are required to adhere to the prescribed dress code while on campus.
2. **Wearing of ID Cards:-** Faculty and staff are encouraged to wear their ID cards at all times, as certain entry / exit points require identity verification by the security guards.

3. Dress Code Policy (Effective Immediately)

Men's Attire

- (a) Acceptable clothing includes suits, blazers, Nehru jackets and sweaters.
- (b) Formal shirts (both full and half sleeves) must be worn with formal pants or trousers.
- (c) Principals may permit formal jeans based on the institution's cultural and creative requirements under intimation Head HR, Gateway Education with copy to office of the undersigned.
- (d) Formal or semi-formal shoes are required, well-polished footwear is encouraged to enhance self-esteem.
- (e) Hair must be neatly groomed and long hair is not allowed. A short beard may be maintained with prior approval from the College Principals.
- (f) Men are expected to shave daily as it contributes to a professional appearance and positively influences students and parents.

Women's Attire

- (g) Professional outfits such as suits, vest coats and sarees are permitted.
- (h) Other acceptable attire includes formal shirts with pants, trousers or leggings, as well as salwar kameez allowing for some self-expression.
- (i) Only simple and formal sarees are permitted; excessively flashy or gaudy sarees are discouraged.
- (j) Suitable footwear includes formal shoes, boots, ballerinas and semi-formal sandals.
- (k) Deep-neck tops and low-waist bottoms are strictly prohibited.

4. Attire for Formal Events, Seminars, Conferences, and Inspections

A distinctive formal dress code is required for such occasions to establish a professional presence when hosting dignitaries.




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Gateway Education

Men's Attire for Formal Events:

- White or light-colored shirts paired with dark trousers.
- A jacket or suit is mandatory, depending on the season.

Women's Attire for Formal Events:

- A formal saree or suit with appropriate footwear.

5. Additional Guidelines for Clarity

- (a) A personal touch is allowed in accessories such as mufflers, ties, neck covers, and watches for men. Women may wear earrings, necklaces, and watches.
 - (b) Head coverings are not permitted unless worn for religious reasons.
 - (c) Sport shoes, slippers, chappals, and slides are strictly forbidden.
 - (d) Repeated violations of the dress code will result in disciplinary action as deemed appropriate by the concerned authorities.
6. All faculty and staff must strictly comply with these guidelines and encourage students to adhere to the Student Dress Code as well.
 7. All previous instructions on the subject stand superseded with the issue of this office order.

"Let's dress professionally and set an example for our students!"


Dr. (Col) A Garg Jan 25
Director General
Gateway Education
Dr. (Col) A Garg
Director General
Gateway Education



Distribution: Principal GCAD, Principal GIET, Principal GCP, Director A & P, Dean Academics, Dean R&D, Dean SW, Head Admin & EEM Cell, Registrar, Head HR, Head F&A, Accountant (HE), Head Purchase, Head Maintenance & Store, All Faculty & Staff (GCAD, GIET& GCP)

Copy to: Chairman, Executive Chairman, Executive Directors



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