

Policy document on providing financial support to Teachers

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Signed by: Ajay Kumar
Reason: Certified Copy
Location: Delhi
Date: 30-Sep-2024
(11:08 AM)

INCENTIVE TO FACULTY MEMBERS

The Institute gives the following incentives to faculty members:

i) Certificate of Appreciation:

Great teaching is far more than classroom performance per se. In fact, the essence of teaching is not performance, but the effective creation of environment in which learning takes place. The main philosophy that define the best faculty- Education Qualification & Experience; Professional proficiency and Ability and other guiding characteristics and best staff award on the basis of recommendation of Heads. Best Faculty and staff awards shall be given to the Faculty & Staff on Founder's day, i.e. 5th September every year from every department. Based on the scores, the faculty with the highest rating shall be awarded with the best faculty, promising faculty and upcoming faculty award.

ii) Incentive for Academic accomplishments :

- a) Ph.D.:** A Faculty member will get two increments on award of Ph.D. degree. It will be given with effect from the date of declaration of result.
- b) Publications:** Every faculty member is expected to publish at least one Research Paper every year in a UGC approved, peer reviewed journal, which is a pre-requisite for annual increment. For every additional Research Paper published in UGC approved, peer reviewed journal, a cash award of Rs.5000/- will be given.
- c) Book Writing:** A Faculty member is awarded cash prize of Rs5000/- for writing a book on technical subject of his/her area of specialization.
- d) Consultancy and Research Project:** Faculty is expected to bring Consultancy work 90% of the amount received will be given as incentive to the concerned faculty. For Research Projects. 75% of the overhead charges (payable to the Institute) shall be given to the concerned faculty to be used by him/her for professional growth.
- e) Financial assistance for attending Faculty Development programs/Conferences/Seminars:**
To encourage the Faculty to write Research Paper and attend Seminars / Conference /Faculty Development Programs, Financial assistance of 50% of the Registration amount and travel cost limited to @ AC train fare shall be provided by the Institute.

iii) Incentive for non-academic activities:

An award of Rs.3000/- is given to the faculty for extra ordinary performance in fields like Sports, Co- curricular activities, extra-curricular activities etc. on the express approval of the competent authority.

iv) Following facilities are available to all faculty and staff members

- a) Group Insurance of Rs. 1.00 Lakhs on accidental death
- b) Long term meritorious service (15yrs) award
- c) 15 days paid Leave after completing 5 years of service
- d) Rs. 5,100/- is given as Gift on the occasion of the wedding of the staff members and their children.
- e) 50% concession in the tuition fees to the employees studying in Group School and Institutions.

TECNIA INSTITUTE OF ADVANCED STUDIES

Amendments/Revisions in Leave Rules

w.e.f 01/July/2023

Sr. No.	Nature of Leave	Quantum of Leave	Remarks
1	List of Holidays	As per GGSIP University/ DHE	As per the Notification on Holidays by GGSIP University/ DHE
2	Restricted Holiday (RH)	02 Days	As per the Notification on Holidays by GGSIP University/ DHE
3	Casual Leave (CL)	12 Days	a. Casual leave cannot be combined with any other kind of leave. b. It may be combined with holidays including Sundays. c. Full CL if joining before and up to 15 th of the Month otherwise Half. d. Sunday deduction only if leaves of Saturday and Monday are availed.
4	Earned Leave (EL)	15 Days	a. After completion of Probation Period b. Encashment of Maximum 15 accrued EL of Previous year c. Sanction of EL pertaining to any month of previous year only if no Unplanned Leave is taken in that particular month.
5	Medical Leave (ML)	2 Days	a. 1 Day Medical without Certificate. b. 2 Days Medical leave in-continuations may be granted on the basis of Medical Certificate from a Registered Medical Practitioner.
6	Short Leave For 4 Hours Per month	Total 04 Hours Per Month subject to the Maximum 1 Hour in a Day	a. To be sanctioned only in the unavoidable circumstances. b. There should not be any class as per Time Table/ Class Adjustment or urgent assigned work to be discharged
7	Summer Vacation	One Week	After completion of Probation Period
8	Winter Vacation	One Week	After completion of probation period
9	Academic Leave (AL/OD)	6 month without Pay	For Ph.D. Course Work
10	Duty Leave (DL)	2 Days with Pay (1 Days per Semester)	For GGSIP University Paper Evaluation / UR Duty

Instructions/Directions :

- ❖ Leave cannot be claimed as a matter of right. In case of exigencies of service leave may be revoked/refused.
- ❖ Leave must be sanctioned in advance. Leave without prior approval will be treated as LWP and summarily be rejected.
- ❖ Absence from duty without prior sanction will be considered as delinquency in duty amounting to misconduct inviting disciplinary action.
- ❖ Only one leave may be sanctioned in a ratio of 6:1 in department on first come first serve basis on Pro-rata basis.
- ❖ Leave must be applied 01 week before leave applied for ; Applicant must obtain leave approval before proceeding for leave from HR Coordinator.
- ❖ Applicant must get sign of reliever and reliever must be on duty failing which disciplinary action will be taken.

(Dr. M. N. Jha)
Dean TIAS

M.A.
21st July
2023

[Signature]
(Dr. Ajay Kumar)
Director TIAS
Tecnica Institute of Advanced Studies
(Affiliated to GGSIP University Delhi)
Medhesh Chawh, Rohini, Delhi-85

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TECNIA INSTITUTE OF ADVANCED STUDIES
Amendments/Revisions in Service Rules

LEAVE; RULES 4.2 xv GENERAL

Nature of Leave	Quantum of Leave/year	Leave with pay /Without Pay	Remarks
Casual Leave	08 days	With pay	Cannot be combined with any other kind of leave.
*Earned Leave	4+14 days	With pay	4 days Summer Vacation- 01 Week Winter Vacation-01 Week Subjected to completion of 2 years or regular appointment
II Saturday	01 day/month	With pay	
To attend Conferences, seminars, workshops, FDP, Orientation, Fresher programs etc. Paper Evaluation/UR Duty	05 days/year	With pay	Proportionately in each semester
Study Leave	01+01 day for M.Phil/PhD Viva-voce and Convocation Ceremony	With pay	
Duty Leave/OD Leave	As per requirement	With pay	As per requirement for official work
LTC	15 days off	15 days pay	After completing 5 years of service
International Trip	3-6 Days	One month salary	After completing 10 years of service
International Trip with Spouse	6 Days leave	Double of one month salary	After completing 15 years of service
Higher Education			50% reimbursement of tuition fees in sister concern
Paper Publication in National Journal			1,000/- per publication
Paper Publication in Inter National Journal			3,000/- per publication

* Relaxation may be given at the discretion of Management/Director

May kindly be approved wef 01.04.2019


01/04/19
(Dr. A.P. Singh)

Director, TIAS

Dr. S. S. for final Approval please


14/4/19