

CONDUCT AND DISCIPLINE OF EMPLOYEES OF THE
UNIVERSITY

JOINING REPORT
PERSONAL DATA FORM

NAME :.....
(In Capital Letters)
Father's/Husband Name :.....

Date Of Birth :.....

Present Address :.....

Permanent Address :.....

Contact Numbers :.....

PAN :.....

Educational Qualification:.....

Experience :.....

Date of Joining :.....

Designation :.....

Department :.....

Salary :.....

Reference : 1.....2.....



(A Unit of Vocational Education Foundation)
PLOT NO 7&10, ATAL SHIKSHA KUNJ, BADDI, DISTT- SOLAN (H.P)
JOINING REPORT

**The Chairman,
 IEC UNIVERSITY,
 Greater Noida (U.P.)**

**I _____ hereby report for duty
 as per the terms and conditions given below:-**

1. Date of Joining _____ (Fore-Noon/ After Noon)
2. Designation _____
3. Starting Salary Rs. _____ (Gross)
4. I shall be ready to work as per the timings of your organization fix from time to time.
5. I shall be ready and willing to work at **IEC UNIVERSITY**.
6. I agree to work for a minimum period of _____ from the date of joining. You will remain on probation till the same is confirmed in writing.
7. In case I have to leave the job, I agree to give minimum 30 days notice or salary in lieu thereof.
8. I will be governed by all the terms and conditions of employment or as may be prevailing at present or in future in your organization from time to time.
9. As a part of my duty, in case I receive or an entrusted with any cash, cheques, documents or any valuables belonging to your organization, I shall keep proper custody of the same and render account of the same. I shall be fully responsible to make good any loss or damage caused to any cash or valuables entrusted to me.
10. That all the information given by me at the time of joining are true and correct and nothing has been concealed .In case it is found incorrect in full or part, may be treated as “**MISCONDUCT**” or may be liable for termination without any notice.

Signature of the employee

Date: _____

Full Name: _____

(In Block Letters)

Father's Name: _____

Address:

Permanent _____

Postal _____

Phone No. if any Res _____

Mobile _____

Date of birth _____

Educational Qualification _____

 (Manager Admin

(A Unit of Vocational Education Foundation)
**PERSONAL DATA FORM
 (FOR EMPLOYEERS)**

PHOTO



NAME: Shri /Smt. Ms. _____
(In capital letters)

FATHER'S/HUSBAND'S NAME _____

COMPLETE PRESENT ADDRESS _____

COMPLETE PERMANENT ADDRESS _____

TELEPHONE NO. _____

EDUCATIONAL QUALIFICATION _____

(Attach Certificate)

EXPERIENCE _____

REFERENCE (If any) 1. _____

DATE _____

PLACE _____

(SIGNATURE)

FOR OFFICE USE ONLY

INTERVIEWED BY _____ ON _____

SELECTED BY _____ ON _____

DESIGNATION _____

TIMINGS _____ NAME _____

DATE OF JOINING _____

STARTING SALARY Rs. _____

DATE OF ISSUE OF OFFER LETTER _____ BOND (YES /NO)

SIGNATURE OF HEAD OF THE DEPTT.

CHIEF ADMINISTRATIVE OFFICER.

(CHAIRMAN)

OATH OF SECRECY

I, _____ Son/Daughter/Wife of Shri _____ R/o

_____ and having permanent address

_____ do hereby solemnly take the Oath of Secrecy as under:

1. That during my employment with IEC UNIVERSITY, Plot No.4, Institutional Area, Surajpur Kasna Road, Greater Noida (U.P) I shall keep full and complete secrecy about the affairs of the institute such as the business policies, strategies, developmental schemes and will not divulge any information about any happenings of the institute to any body, directly or indirectly, during or after my employment.
2. That in case of any default, on my part, I hereby undertake to indemnify IEC UNIVERSITY to the extent of any loss (Financial or Loss of reputation) damage that may be caused on account of my default.
3. That in case I don't keep the secrecy of the institution, that shall be considered as "MISCONDUCT" and I will be liable to be terminated/removed from service without any notice.

EXECUTANT

WITNESS:

- 1.
- 2.

FOR OFFICE USE ONLY

**Joined on _____ (A Unit of Vocational Education Foundation),
PLOT NO 7&10, ATAL SHIKSHA KUNJ, BADDI, DISTT- SOLAN (H.P)**

"CODE OF CONDUCT"

1. The employee will be initially on probation for a period of one year from the date of joining subject to further extension, if necessary. The employee will be deemed on probation till confirmed in writing. During the period of probation or the extended period of probation, the services of the employee can be terminated without any notice or assigning any reasons thereof at any time. After the probationary period, the Management shall have the right to terminate the services of the employee by serving 30 days notice or paying 30 days salary in lieu thereof, if the services are no longer required.

2. Depending upon the exigencies of work, the employee may be required to work on Sunday or other holidays for which he/she will be given compensatory leave.
3. The employee may be employed as full-time or part-time basis.
4. The timings of the employee will be subject to change at any time, depending upon the requirements of the organization.
5. The employee may be transferred to any branch or group concern of the organization (existing and future) from time to time, if so required.
6. The employee will maintain proper dress code decorum and wear dress as may be prescribed from time to time.
7. The employee will be entitled to 12 days causal leave in a year and 15 days privilege leave on completion of one year of service. Leave must be obtained in advance and proper leave application must be submitted. Sick leave for 2 days or more must be supported by a medical certificate. In any case, grant of leave will be subject to exigencies of work and at the discretion of the Management. The employees shall also enjoy such holidays with pay as are declared by the Management from time to time.
8. In case the employee reports for duty late by more than 15 minutes thrice a month, he/she will forfeit one day's salary.
9. The employee either, in the whole time or part time employment of IEC UNIVERSITY, will not engage anywhere in any employment with IEC UNIVERSITY.
10. In case of any change in employee's address during the course of employment, it will be the duty of employee to intimate such change to the Management in writing immediately and have the same recorded with the Management. All communications sent to the employee by the Management at the given address will be deemed to have been received by the employee. The employee will receive any communication as and when delivered to him/her personally and sign the copy of the same.
11. The employee will be responsible for safe custody of the goods, property (or cash if any) entrusted to him/her and in case of any damage or loss the Management shall have the right to deduct the money equivalent of the value of such property or goods from his/her salary besides other appropriate legal action.

12. The employee will not utilize, disclose or divulge to any person organization or institution any trade secret or know-how relating to IEC UNIVERSITY directly or indirectly.

13. The services of the employee will be liable to termination even before expiry of probation period without any notice on any of the following grounds:-
 - i) That the employee is a habitual absentee or irregular or not punctual in attending to his/her duties.
 - ii) That the employee is not discharging his/her duties efficiently or showing dereliction of duty or dis-obedience or disregard to the superiors or causing any kind of indiscipline or doing any other act detrimental to the interest or reputation of the organization.
 - iii) That the employee is involved in any criminal offence punishable under the law.
 - iv) That the employee refuses to receive any communication delivered to him/her by the Management.
 - v) That the employee is engaged in any other employment work or profession.
 - vi) That the employee divulges any secret about the working of IEC UNIVERSITY/Organization directly or indirectly.
 - vii) That the employee has become medically unfit to discharge his/her duties.
 - viii) That the employee violates the rules and regulations of the Management given in this Code of Conduct or as may be enforced from time to time.

14. Absence for a continuous period of 08 days from duty will make the employee lose his/her lien on the job and the employee shall be deemed to have left the job of his/her own accord violating the terms and conditions of the appointment.

15. In case the employee wishes to leave the organization at any time he/she will be required to serve at least 30 days notice or pay 30 days salary in lieu thereof.

16. For Teaching Staff only – The employee will be willing to take the required classes during his/her duty hours and shall be ready to be engaged in such other professional work as may be assigned outside the class hours, from time to time. If required, the employee will be willing to take classes on Sunday and will be entitled for one day Compensatory Leave.

17. Upon leaving employment of IEC UNIVERSITY for any reason whatsoever, the employee will not take up employment or engage in any capacity with any other competitive organization of the same profession at least for a period during which he/she have served the organization and in case of services for more than one year than at least for 06 months.
18. The employee will be bound by rules and regulations existing at present or as may be enforced by the Management from time to time in relation to conduct, discipline leave and holidays or any matter relating to service conditions. The terms and conditions given in this Code of Conduct will be deemed as part and parcel of the Letter of Appointment.
19. I have thoroughly gone through all terms and conditions and have fully understood and then signed this document.
20. That in case of any dispute or misunderstanding between the employee and employer the Delhi Court will have the jurisdiction.

ACCEPTED

Dated _____

(EMPLOYEE)

(A Unit Of Vocational Education Foundation)

UNDERTAKING

I, _____
S/o. _____
R/o. _____

Hereby undertake and give my consent to abide by the Conduct Rules applicable to the employees of the College, referred for all purposes as IEC UNIVERSITY, Greater Noida. I have read and fully understood the contents of the Code of Conduct of the college and hereby gave my irrevocable acceptance of the same by appending my signatures contained there on. This undertaking executed by me will be binding and applicable to me as per the contents contained herein. This undertaking is irrevocable and is being executed by me willfully and after my having fully understood the contents contained herein.

1. It is fully understood by me that the Competent Authority means, “ Director” in case of all employees.
2. Employees mean both the Technical and Non Technical faculty appointed in the service of the College and such posts in connection with the activities of the College.
3. It is fully understood by me that Service means the service under the College.
4. I hereby undertake to maintain at all times absolute integrity and devotion to duty and also be strict, honest and impartial in my official dealings.

5. I hereby undertake at all times, be courteous in my dealings with other members of the staff students and members of public.
6. I hereby undertake unless otherwise stated specifically in the terms of appointment/code of conduct, that I can take part time employment. I will be whole time employee of the College and may be called upon to perform such duties as may be assigned to me by the competent authority beyond scheduled working hours and on closed holidays and Sundays also.
7. I hereby undertake that I will observe the scheduled hours of work, during which I should be present at the place of my duty.
8. I hereby undertake that except for valid reasons and under unforeseen contingencies I shall be absent from duty without prior permission.
9. I hereby undertake that I shall not leave station except with the prior permission of the competent authority even during leave or vacation.
10. I hereby undertake whenever leaving the station, I shall inform the Head of the Department to which I am attached or the Director if he/she himself/herself is the Head of the Department, the address where I should be available during the period of my absence from the station.
11. I hereby undertake that I will accord equal treatment to people irrespective of their cast, sector or religion.
12. I hereby undertake that I shall not be a member of or be otherwise associated with any political party or any organization, which is of dubious nature and indulge in antisocial, communal antinational, anti-caste or illegal and activities of criminal nature.
13. I hereby undertake that I shall not canvass or otherwise interfere or use my influence in connection with, or take part in, an election to legislature or local authority.
14. I hereby undertake that I will not directly or indirectly, if any way, engage myself or participate directly or indirectly in any manner in the demonstration of resume to in any type of strike in connection with any matter pertaining to conditions of my services or concerning to any activities of the College, either directly or indirectly. I also undertake that if I am found involved directly in any form either instigating to other staff members or the college students to participate demonstration or strike the Director of the College will be entitled to take disciplinary action against me including the terminating from services.
15. I hereby undertake that I shall not engage myself or shall participate in any demonstration or reason to any form of strike in connection with any matter pertaining to my conditions of service and concerning the activities of the College. Unless the issue involved pertains to breach fundamental rights or concern human rights.

16. I hereby undertake that I shall not join or continue to be a member of any existing Association of employees, which indulge in anti constitutional, antisocial or racial activities and are in existence for the sole purpose of harassing management by highlighting issues under the guise of protection of employee's rights.
17. I hereby undertake that I shall not, except with the previous sanction of the competent authority in writing, own wholly or in part, or conduct or participate in editing or managing of any newspaper or other periodical publication.
18. I hereby undertake that I shall not except with the previous sanction of the competent authority in writing or in bona-fide discharge of my duties, participate in a broadcasted or contribute any article or write any letter, either anonymously or in my own name or in my own name or in the name of any other persons to any news-paper or periodical except if such contribution is of a purely literary, artistic or scientific character.
19. I hereby undertake not to indulge in any broadcast or any documents published anonymously by me in my own name or in the name of any other person, or in any communication to the press or in public utterance, make any statement of fact or opinion.
20. I hereby undertake that except in accordance with any general or special order of the competent authority or in performance in good faith of the duties assigned to me communicate directly in writing or indirectly any official document or information to any person to whom I am the authorised to communicate such a document or information.
21. I hereby undertake with the previous sanction of the competent authority in writing ask for or accept or participate in the raising of subscription or other pecuniary assistance for a charitable purpose connected with medical relief, education or other objects of public utility but it shall not be permissible for me to ask for subscription, etc. for any other purpose whatsoever.
22. I hereby undertake, except with the prior sanction of the competent authority, not to engage directly or indirectly, in any trade or business or undertake any employment. The permission received by me from the competent authority shall be in a written form.
23. Provided that without such sanction, I may undertake honorary work of social or charitable nature or occasional work of literacy, artistic or scientific character, subject to the condition that my official duties do not thereby suffer and that I inform the Director within one month of my undertaking such a work, I undertake to discontinue such work if so directed by the competent authority.
24. I hereby undertake, except with the previous sanction of the competent authority, take part in the registration, promotion or management of any Bank or other company registered under the Indian Companies Act, 1956, or under any other relevant law being in force.

25. I hereby undertake not without the prior approval of the competent authority in writing, act as a legal guardian of the person or property of a minor other than my dependants.
26. I hereby undertake that I shall so manage my private affairs so as to avoid habitual indebtedness or insolvency. If I am found liable to arrest for debts or insolvency or my salary is continuously being attached, I may be liable for dismissal. If I become the subject of legal proceedings for insolvency, shall forthwith report full facts to the competent authority of the College.
27. I hereby undertake that I shall not attempt to seek in a court of law a decision on grievances arising out of my conditions of service, even in cases where such remedy is legally admissible, without first exhausting the normal official & legitimate channels of redress available by addressing and discussing the grievance with the competent authority of the college.
28. I hereby undertake that I shall not bring or attempt to bring any political or other external influence upon any superior authority to further my interests in respect of matters pertaining to my service.
29. I hereby undertake not enter into any pecuniary arrangement with another employee of any other person so as to afford any kind of advantage to either or both of them in any unauthorized manner or against the specific, or implied, provisions of any rule for the time being in force.
30. I hereby undertake not to misuse or carelessly use, amenities provided to me by the College to facilitate the discharge of my duties.
31. I hereby undertake that if I wish to put forth any claim, or seeks redress of any grievance or of any wrong done to me, I shall forward my case through proper channel i.e. through the competent authority of the college and shall not forward any advance copy of my application to any other authority, unless the competent authority has rejected the claim, or refused relief or does not give me a patient hearing or disposal of the matter is delayed by more than three months.
32. I hereby undertake not to be signatory to any joint representation addressed to the legitimate authorities for redress of any grievance or for any other matter.
33. I hereby undertake to be held responsible and liable for any action on my part than causes the College any financial damage, loss of goodwill or any other cause of action that would create a situation damaging to the implementation of the activities and basic objectives of the College. I would be liable to pay such damages that the relevant Authorities deem fit.
34. I undertake that in case I go for short leave, I will make proper application to the HOD I also undertake that in case I am coming late consequently 3 days in a month, the Director will be entitled to deduct my one day salary and in case I take short leave for more than 3 days in a month, similarly, one day salary will be deducted. I further undertake that I will not leave the College before the scheduled time and in case I leave the College before the scheduled time my one day salary may be deducted from my salary and I will have no objection to that.

35. I undertake that I am not involved directly or indirectly in any criminal case in any Court of India. If at any stage, during the tenure of service, it comes within the knowledge of the Management that I am involved directly or indirectly in criminal proceedings, disciplinary action as may be decided by the Director including termination of services, may be taken against me and I will have no objection to that.
36. Initially, my appointment is purely on probationary period and I will remain on probation for a period of one year from the date of joining. However, this period of probation may be extended or reduced, keeping in view the performance in respect of my work. Until and unless, confirmed in writing, I shall continue to be treated as on probation.
37. The period of probation, my services can be dispensed with any time without assigning any reason thereof.
38. I hereby undertake that in case of any dispute or misunderstanding with the competent authority of the college, any staff member or any student, the Director of the college will be the sole arbitrator and I shall refer the matter to him. His decision will be final and binding on me. Until and unless the said arbitrator gives his decision, I undertake not to move any court of law, consumer forum or any other relevant authority. I shall not take any action against the competent authority of the college, any staff member or any student of the college till the time my matter is before the sole arbitrator.
39. I have also read and understood the contents of the Joining Report and the Oath of Secrecy and my acceptance by appending my signatures on the same making me liable to the stipulations contained thereof.

This undertaking is signed by me on _____ at _____ in the presence of the under mentioned witnesses and all conditions contained herein and acceptable to me will be fully binding on me.

Signature of the Employee

Witness: 1)

Full Name _____
(In Block Letters.)

Witness: 2)

SELF EVALUATION PERFORMA

Name:	Designation:
Department:	Date of Birth:
Date of Joining:	Highest Qualifications: Attach certificates

Teaching Experience:

- a) Higher Education (P.z attach the certificate)
- b) Others

Research Experience:
Industry Experience:

1 Papers / courses taught in the year 2012-13:

Odd semester

Courses	Classes Assigned /week	Class taken during the semester L TLab	% result
	Lect. TutLab		

Even Semester

Courses	Classes Assigned /week	Class taken during the semester L T Lab	% result
	Lect. Tut Lab	Lab	

Papers / courses taught in the year 2011-12: Even Semester

Courses	% result
1.	
2.	
3.	

2a) Able to meet the classes allotted:

(a) 90%-100% (b)80 % - 90%(c) 70%-80%.

- 2b) Syllabus Covered:
- 3a) Reading Material prepared (Name of subjects):
- 3b) Details of Course materials consulted for the courses:
- 3c) Details of Teaching Methods
- 4) Projects offered/ guided:
- 5) Seminars Supervised:
- 6) Administrative Responsibilities:
- 7) Participation in Tech fest:
- 8) Participation in Cultural festival:
- 9) Participation in campus life:
- 10) Members of academic/professional bodies:
- 11) Invited talks delivered:
- 12) Technical/general talks delivered :
- 13) Programs Organized /Offered:
- 14) Participation in Examinations:
- 15) Evaluation of Copies:
- 16) Members of colleges committees:
- 17) Publications (Papers/ Books):
- 18) Industry interaction:
- 19) Visiting faculty lectures organized:
- 20) Project undertaken:
- 21) Consultancies offered:
- 22) Participation in departmental activity:
- 23) Participation in Collegeextra curriculum activities:
- 24) Academic sponsorship availed from the college:
- 25) Participation in admission Counseling:
- 26) No. of admissions confirmed:

27) Participation in Short term courses:

28) Training courses offered :

29) Initiatives taken:

30) Motivation to students:

31) Problems and difficulties faced:

32) Any other information :

(Attach additional Sheets if required)

Faculty's Name:

Signatures:

Date:

Note: Information's should be supported by authentic data.

For office use only:

HOD's Evaluation:

Name of the Faculty:

Item	Max. Points	Points Awarded
Teaching abilities	20	
1 ST Semester Results	15	
Professional competency:	15	
Team work ability	10	
Participation in Departmental activities	10	
Sincerity and Punctuality	10	
Managerial abilities	10	
Motivation to Students	10	

TOTAL	100	
-------	-----	--

Remarks

(i) General:

(ii) Student's context:

HOD Signature:Date:

Director Remarks:

Signature:
Date:

Note: To be submitted on or before 31st May 2013 positively.



INTER-OFFICE NOTE

Date: _____

From: _____ _____ _____	To: _____ _____ _____
-------------------------------	-----------------------------



MANAGEMENT INFORMATION SYSTEM

Date:

Information about the Employee

Name of the employee	
Job Title	
Department	
Details of Team Members under Team Head and work assigned to them:	
Attendance:	In time:
	Out time:
Details of work assigned by the C.E.O. :	
Details of any Interdepartmental Activity undertaken:	
Prioritization of work and work excused on account of the same:	
Targets completed in time:	
Overtime stay and work done consequently:	

Any decision taken Independently:
New initiative taken or any new knowledge acquired or any self learning initiative or any new ideology for the growth of the organisation

Notes:

- ⌚ **This report is required to be submitted on daily basis on next day immediately succeeding the day for which this day is being prepared.**

- ⌚ **Use extra sheets wherever necessary.**

By Order: C.E.O.