



SERVICE RULES
FOR FACULTY & STAFF
(TECHNICAL & NON TECHNICAL)

AJAY KUMAR GARG ENGINEERING COLLEGE
GHAZIABAD

A.K.G.

Director

Ajay Kumar Garg Engg. College
Ghaziabad

MODEL SERVICE RULES

1. GENERAL :

- 1.1 The Governing Council of the College, herein after referred to as the "Management", has framed these rules and regulations to define and regulate the service conditions of the employees of this College.
- 1.2. Service rules shall come into force with effect from 1 August, 2016.
- 1.3. Service rules shall apply to all the employees who are either already in service of the College on the date these rules come into force and or have joined after the date of issue of these orders.
- 1.4. Except where it is otherwise expressed or implied, these Service Rules with such amendments and or additions and or alterations as may be effected by the Management from time to time, shall be applied to all the employees recruited and serving in the college. These rules shall not, however, apply to persons employed on part-time or honorary or ex-officio or casual workers on temporary basis.
- 1.5. The Management may delegate any of its powers under these Service Rules to the Chairman / Secretary / Director / any other functionary of the college or any other nominee to be the Competent Authority. No person, other than those delegated with such powers, are the Competent Authority as prescribed under these rules to exercise such powers.
- 1.6. The Management shall have the right from time to time, to amend or to alter classification of the various cadres of non-teaching staff, their scales of pay, their academic qualifications, their age limit, their experience, mode of recruitment or any other matter governing their recruitment, promotion etc. If any question arising as to the interpretation of the service rules, the decision of the Management shall be final and binding on all such employees.
- 1.7. The cadres of teachers, their academic qualifications, their age limit, their experience, promotion, etc shall be as per regulations and guidelines laid down by All India Council For Technical Education (A.I.C.T.E.), New Delhi from time to time.
- 1.8. Notwithstanding anything contained in these Service Rules, the Management may relax these Service Rules, either generally for any cadre of employee, or at any specific instance at its discretion.
- 1.9. The following general conditions shall apply to all appointments for service in the College.
 - 1.9.1. No person shall be eligible for initial appointment unless he/she has completed the age of 18 years.
 - 1.9.2. An employee shall not, except for reasons approved by the Management, be permitted to alter the date of birth as declared at the time of employee's appointment at the College.

1.9.3. No person shall be initially appointed unless his character and antecedents are such as to qualify him for such appointment. In case at a later date any of the information pertaining to his qualifications, experience, character etc is found to be false, his appointment will automatically stay terminated.

1.9.4. No person shall be eligible for appointment who has previously been dismissed, removed or compulsorily retired from the Service of the College.

2. DEFINITIONS :

2.1. In these rules, unless the context otherwise, require "COLLEGE" means " Ajay Kumar Garg Engineering College " affiliated to the University "UNIVERSITY" means Dr. A.P.J. Abdul Kalam Technical University, Lucknow. "STATE GOVERNMENT" means the State Government of U.P.

"MANAGEMENT" means Governing Council / Board of Governors of the College.

"CHAIRMAN/ VICE- CHAIRMAN /SECRETARY" means Chairman / Vice - Chairman/ Secretary of the Board of Governors / Governing Council

"DIRECTOR" means the Director of the College.

"HEAD OF DEPARTMENT" means Head of Academic Department of the College

"SECTION IN-CHARGE" means an Officer In-charge of the section duly nominated by the Chairman/ Director or any other person authorized by the management.

"EMPLOYEE" means a person serving in the College whether regular or temporary and drawing salary in a month.

"FACULTY MEMBER / TEACHER" means an employee who is appointed for teaching students of the College

"TEACHING SUPPORTING STAFF" an employee serving in a laboratory and assists faculty members for functioning of laboratory

3. CADRES

Executive :

Director General

Executive Director

Chief Executive Officer

Principal/Director

Teaching Cadre : Professor, Associate Professor, Assistant Professor

Other Cadres:

Library: Librarian, Deputy Librarian, Assistant Librarian, Library Assistant, Book Lifter, Library Attendant

Administration: Dean Administration, Senior Administrative Officer, Administrative Officer, HR Manager, Registrar, Deputy Registrar, Assistant Registrar, Personal Assistant, Office Assistant, Office Attendant

Accounts: Chief Accounts Officer Accounts Officer, Accountant, Internal Auditor

Laboratory: Laboratory Assistant, Laboratory Attendant

Workshop: Workshop Superintendent, Assistant Workshop Superintendent, Instructor (machine shop, fitting shop, welding shop, carpentary shop. Forging shop)

Maintenance : Maintenance Officer, Civil Supervisor, Horticulture Supervisor, Carpenter. Plumber, Electrician, Mason

Stores: Stores Officer, Stores Assistant

Games & Sports: Sports Officer

Hostels: Chief Warden, Warden, Non Resident Warden, Assistant Warden, Care Taker, Office Assistant, Security Guard

4. QUALIFICATIONS & PAY SCALES :

Director : As prescribed by A.I.C.T.E.

Other Senior Functionaries : DG, ED, CEO as decided by the Management

Teaching Cadre : As prescribed by A.I.C.T.E.

Other Cadres : As per decided by the Management of the College

5. ALLOWANCES :

5.1. The following allowances may be granted to an employee :

(a) Dearness Allowance(DA)

(b) House Rent Allowance (HRA)

5.2. Dearness Allowance and House Rent Allowance shall be at such rates as the Management lays down from time to time.

5.3. In addition to the above allowances the Management may sanction payment of any other allowances or pay to any employee and or cadre of employees as prescribed by it from time to time.

6. INCREMENT :

6.1. A single increment in the appropriate incremental scale shall normally be granted on completion of satisfactory service of one year on each stage of that scale, except where such increment has been withheld as a result of a penalty imposed by the management.

6.2. The increment in the incremental scale will however be so advanced as to fall due at the commencement of the month corresponding to the employment date or any other date which the Management deems to fit.

6.3. The Management shall have the right to sanction from time to time incentives and advance increment or increments, to any employee or cadres of employees for showing meritorious performance or for acquiring special qualifications, which may be useful in discharging their functions.

- 6.4. The management reserves the right to withhold increments of some or all its cadres / employees in specific circumstances and based on the financial position of the college. Increment can also be withheld for individual employee as a disciplinary measure or penalty for poor performance etc.
- 6.5. On promotion from one cadre of post to another cadre of post, the basic pay of an employee in the higher cadre shall be fixed at the stage next above the pay notionally arrived at by increasing his pay in respect of the lower cadre by one increment at the stage at which such pay has accrued.

7. RECRUITMENT :

7.1.1. Selection Committee for Director/Principal :

The Selection Committee for Director/Principal will be as follows :

- | | |
|--|----------|
| (i) Member of the Management | Chairman |
| (ii) One expert from outside the college | Member |
| (iii) One University nominee | Member |
| (iv) One nominee of the management | Member |

7.1.2. At least three members including one outside experts shall constitute the quorum.

7.2.1 Selection Committee for teaching cadre :

The Selection Committee for direct recruitment/promotion at all levels of teachers namely Assistant Professor, Associate Professor and Professor will be as follows :

- | | |
|---|---------------|
| (i) Member of the Management or his nominee | Chairman |
| (ii) Principal/Director of the College | Vice-Chairman |
| (iii) The Head of the Department if the selection is not of the equivalent post | Member |
| (iv) One experts of the subject from outside the college | Member |
| (v) One University nominee | Member |
| (vi) Any other person(s) nominated by the Management | |

7.2.2 At least three members including one outside experts shall constitute the quorum.

7.2.3 The management may appoint a similar committee for promotions at its discretion. However, there is no requirement for a nominee from university for promotions.

7.3.1 **Selection/Promotion Committee for other than teaching cadre :** The Selection Committee for direct recruitment/promotion of employees other than teaching cadre shall be as follows :

- | | |
|--|---------------|
| (i) Member of the Management or his nominee | Chairman |
| (ii) Director/Principal of the College | Vice-Chairman |
| (iii) Head of the Department/Section -Incharge | Member |

- 7.4. A person authorized by the Management shall be the appointing authority for all employees of the College. The Director shall place the matter in the forthcoming meeting of the Board of Governors / Governing Council for formal approval of the appointment.
- 7.5. Notwithstanding anything contained in rule above, appointments may also be made on any post/category of posts in the College in regular service or on special contracts for specific periods subject to such terms and conditions as the Management may lay down from time to time.

8 JOB RESPONSIBILITIES OF AN EMPLOYEE :

8.1 Teaching Cadre :

The job responsibilities of a teacher shall in general comprise

- 8.1.1 **Academic** : Classroom / laboratory instructions, design and development of new programmes, curriculum development, development of learning source materials and laboratories, students assessment and evaluation, examination work of the College and the University, participation in co-curricular and extra-curricular activities, students guidance and counseling and their development and continuing activities.
- 8.1.2 Research, development and consultancy, students research guidance, project proposals and follow up for funding, executing and monitoring sponsored research, technology development and industrial consultancy.
- 8.1.3 **Administration** : Academic and administrative management of the College, policy planning , promotional activities at departmental, College and University levels, headship, deanship, wardenship and committee work, participation at regional and national levels, etc.
- 8.1.4 **Extension services** : Organizing courses, participating as faculty in courses in continuing education programmes for teachers and persons from industry, organization and participation in community services, promoting entrepreneurship, providing technical support to social development, etc.
- 8.1.5 Any other responsibility or task assigned by the Management
- 8.1.6 **Work Plan** : The work plan of a teacher shall ensure, in modest productive manner, the utilization of stipulated working hours per week with regard to roles, jobs, and targets assigned to him/her by the Department / College / University.
- 8.1.7 **Contact Hours** : The contact hours per week of a teacher shall generally be as prescribed by A.I.C.T.E. from time to time. For the purpose of counting contact hours, two tutorial hours/ two laboratory hours will be counted as equivalent to one teaching hour. However, the Management reserves the right to assign teaching load / contact hours as per the college / department requirement.

8.2 Other Employees :

The job responsibilities for other employees shall be as decided by the Management.

9 APPOINTMENT LETTER :

9.1 The appointment letters to Director, teachers and officer grade employees shall be issued by the Chairman / Secretary of the college. For other employees, the appointment letter may be issued by the nominee of the Management. The appointment letter shall include nature of appointment i.e. permanent or temporary or on contract, designation, pay scale, starting salary along with allowances and terms & conditions. A copy of service rules of the College shall be made available to all employee as and when they want to refer . The employee concerned shall commit his acceptance of all regulations / terms and conditions of the college by signing the appointment letter.

10 PROBATION :

10.1 Every Faculty and Non-teaching staff on first appointment in the College can be appointed on Adhoc Trial basis for a fixed period or on probation for a period as mentioned below excluding the period spent on leave, except casual leave and authorized vacation, from the date of joining the service in the College.

- | | |
|---|-----------|
| (a) Professor, Associate Professor | One year |
| (b) Assistant Professor and Other cadre employees | Two years |

10.2 A letter of confirmation shall be issued to the employee on expiry of his/her probation. In case a letter of confirmation is not issued before the expiry of probation, the probation period shall be deemed to have been extended.

10.3 The period of probation may be extended for specific periods by the Management at its discretion. However, the employee will have the right not to accept the extended probation period and leave the college.

11 SENIORITY OF EMPLOYEE :

11.1 Seniority of employees in the College service shall be determined by the date of joining the appointment in the particular cadre.

11.2 If two or more persons have equal length of service in particular cadre, the relative seniority among such persons shall be determined by age, if both are new entrants ; otherwise by seniority in the previous appointment in other college.

11.3 Seniority as determined above will be applicable only for the period a person holds the appointment in a particular cadre and will start a fresh in case of reappointment after a break.

12 RESIGNATION BY EMPLOYEE :

12.1 An employ may resign from the service of the College giving (a) one month notice or salary in lieu thereof. However, resignation will not be generally accepted in the middle of an academic semester and in such a case the employee's notice period will be upto the end of that semester or salary in lieu thereof for that period.

- 12.2 If notice falls short of the requisite period, the Management / Director may refuse provided the semester is continued or may waive off the short fall in the notice period unconditionally or may waive off the short fall in the notice period on payment by the employee an amount equal to his/her salary and allowances for the short fall in the notice period. In case of resignation during vacation period, the Management / Director reserves the right to relieve the employee immediately without accepting any notice period.
- 12.3 An employee shall tender resignation from his / her post through proper channel to the Director who will forward it to the Chairman / Secretary for acceptance of the resignation. The resignation shall not be accepted if not properly tendered and forwarded by the Director duly endorsed.
- 12.4 The resignation of an employee shall not be effective unless the Competent Authority accepts it. The Competent Authority shall have the right to refuse the resignation of an employee in following circumstances:
- (a) If disciplinary proceedings have been initiated against the employee.
 - (b) If the employee is under an obligation to serve the College for a specified period that has not expired.
 - (c) The employee owes the College any sums of money.
 - (d) Or for any other sufficient grounds

13 DEPUTATION TO OTHER PLACE :

- 13.1 An employee of the College can be sent on deputation to any other institution/organization. He /She will be entitled to all promotions, pay and other protections as per the Service Rules. The College will, however, not be responsible for post retirement benefits or other benefits that are payable/applicable to him/her in that organization and not permissible as per the Service Rules of the College.

14 CONTRACT APPOINTMENT :

- 14.1 A person can be appointed on a particular post on contract basis for a specific period, the conditions of such contract appointment shall not be inconsistent with the conditions as laid down in the Service Rules and shall be clearly mentioned in the appointment letter. On the expiry of the contract, the person may enter in to a further contract by mutual agreement.

15 PROMOTION :

- 15.1 All deserving employees may be promoted under career advancement scheme as and when they become eligible for promotion as per AICTE or the College rules. Internal Screening Committee shall review the confidential report of the employee. If necessary, the employee can be called for interview to present his/her case before the Selection / Promotion Committee. The promotion from one Cadre to a higher one is not to be treated as a 'time promotion' based on length of service and or required qualification. The management reserves the right to promote or not to promote a person based on the vacancy and / or his / her seniority based on the criteria decided by the management.

16 RETIREMENT

- 16.1 All employees except teachers will retire with effect from the afternoon of the last day of the month in which he/she completes the age of 60 years. The management may re-employ such employees on contract on mutually agreed terms.
- 16.2 However, a faculty who has completed 65 years of age may be permitted by the Management to continue and serve up to the age of 70 years provided he / she is considered competent efficient and his / her health permits him to do so. This extended service will be contractual in nature and the contract period will be as decided by the management.
- 16.3 An employee leaving the service of the College as a result of termination, resignation, dismissal, retirement or otherwise shall account for and hand over to the Competent Authority all the property of the College and or documents/books/charts/ correspondence etc., which were entrusted to him or which were in his/her possession. In event of his/her failure to do so, the College shall have the right, without prejudice to its other rights in respects of such failure, to withhold any sums of money that may be due to the employee from the College.

17 TRANSFER :

- 17.1 The Competent Authority shall have the right to transfer an employee from one department to another department or from one post to another equally ranking post or from one office to another office of the College without giving any notice or assigning any reason whatsoever. In case of transfer of faculty, he / she may be transferred to allied departments for which he / she is qualified.

18 APPLICATION FOR HIGHER STUDIES :

- 18.1 An employee who wishes to apply for higher studies shall forward his application through the Competent Authority who has got the discretion either to forward the same or to withhold it because of genuine reasons. The Study Leave will be granted for a period not exceeding two years and will generally be without pay. The management reserves the right to extend the study leave or to terminate his / her service if he / she does not report to college on expiry of study leave.

19 CONDUCT AND DISCIPLINE RULES:

- 19.1 Every employee of the College shall conform to and abide by the Service Rules and comply with and obey all orders and directions which may from time to time be given to him by and person or persons under whose jurisdiction, superintendence or control he/she is placed.
- 19.2 Every employee shall maintain the strictest secrecy regarding the College affairs and the affairs of its constituents. Every employee shall also sign a declaration of fidelity and secrecy in such form as the Management may lay down.
- 19.3 Every employee shall serve the College honestly and faithfully and shall to its utmost endeavors to promote the interest of the College and shall show due courtesy and attention to one and all.
- 19.4 No employee shall take an active part in politics or in any political demonstration or

stand for election to a local body or Legislative Body of the State or Parliament without approval of the Management.

- 19.5 No employee shall contribute to the press, Radio, T.V., Journals or any other publications except technical or literary publications, without the prior approval of the Competent Authority or without such approval make public or publish any document, paper or information which are against the spirit / interest of the College.
- 19.6 No employee shall misuse or carelessly use amenities of the College.
- 19.7 If an employee absents himself/herself from duty without prior permission for leave or overstays his/her sanctioned leave for which he/she must at the earliest, tender a satisfactory explanation, shall not be entitled to draw any pay and allowance during such absence or overstay and this shall be without prejudice to such disciplinary actions as the Competent Authority may take. In case the absence from duty, or overstay from sanctioned leave, without approval exceeds 10 days the management reserves the right to terminate the services of that employee without assigning any other reason. The period of such absence or overstay may, if not followed by termination of service or dismissal under these service rules or otherwise regularized as leave to which he is eligible be treated as break in service.

20 DISCIPLINARY ACTION :

- 20.1 An employee who is detained in custody, whether on criminal charges or otherwise, for a period exceeding 48 hours, shall be deemed to have been suspended with the effect from the date of detention, by an order of the Competent Authority and shall remain under suspension until further orders of the Competent Authority.
- 20.2 An order of suspension made or deemed to have been made under this rule may at any time be revoked by the Competent Authority.
- 20.3 Without prejudice to the provisions of the other rules, an employee who commits breach of these Rules, or who is (1) negligent or (2) inefficient or indolent or (3) knowingly does anything detrimental to the interest of the College in conflict with its instructions or (4) commits a breach of discipline or (5) is guilty of any other act of misconduct, shall be liable to face disciplinary action.
- 20.4 When it appears prima facie that the act of an employee falls under Section 20.3, an enquiry shall be conducted. An enquiry committee consisting of three persons will be constituted by the Competent Authority. If needed, the employee may also be called to appear in person before the enquiry committee to defend his/her case. If the enquiry committee finds that the employee is guilty, the enquiry report shall clearly mention the type of misconduct done by the employee and also give clear recommendations about the punishment to be awarded. The enquiry report shall be submitted in closed envelope to the Competent Authority who will take appropriate decision based on the recommendations. The employee may be awarded any one of the following punishment based on the gravity of the misconduct:
- (a) Delay or stoppage of increment (with / without cumulative effect) or promotion
 - (b) Reduction to a lower stage in his incremental scale
 - (c) Degradation to a lower post / cadre

(d) Termination from service

21 TERMINATION FROM SERVICE :

- 21.1 The service of any employee who is on probation period, can be terminated any time without any notice and without assigning any reason. The faculty will generally not be terminated in the middle of the semester unless it is on grounds of indiscipline.
- 21.2 The services of an employee can be terminated on the basis of and as per the terms & conditions mentioned in the appointment letter issued to him/her without assigning any other reason what so ever.
- 21.3 The Management shall have right to terminate the service of any employee (after the completion of probation period) by giving him one month notice or one month pay in lieu of the notice and without assigning, any reason whatsoever.
- 21.4 The Management shall have the right to terminate the service of an employee without giving him any notice or without paying him any pay whatsoever as compensation if such termination is as a result of a disciplinary proceeding / action.
- 21.5 Services of an employee may be terminated without notice for poor academic performance, any physical / mental disability, inappropriate behaviour, acts / omissions amounting to insubordination, riotous behaviour, public criticism of the college or its policy and for acts against the interest, image or reputation of the college.
- 21.6 An employee who is convicted by a Competent Court of Criminal Offence which, in the opinion of the Competent Authority, involves moral turpitudes or has bearing on any of the affairs of the College, or in the discharge of duties in the College by the employee, the Competent Authority may dismiss such employee without any notice and or assigning any reason.
- 21.7 In case of termination of faculty member, the university shall be duly intimated.

22 PROVIDENT FUND ETC :

- 22.1 The employees will be eligible for EPF, Gratuity, ESI in accordance with the norms laid down by the Government from time to time.

23 DECLARATION :

At the time of joining service, the acceptance signed by the employee on his / her appointment letter will be treated as his / her declaration and acceptance of all rules, regulations, norms and guidelines framed by the college from time to time.

24 MODIFICATIONS / AMENDMENTS TO SERVICE RULES

In addition to these Service Rules, all other rules / regulations / norms / guidelines issued by the management, or a person authorized by it, issued before or after these Service Rules will be equally applicable to all employees


DR R K AGARWAL
DIRECTOR

20th June 2016

AJAY KUMAR GARG ENGINEERING COLLEGE, GHAZIABAD
27th KM Stone, Delhi-Meerut Expressway, Adhyatik Nagar, Ghaziabad – 201009

Ref. No. AKGEC/DG.O./Notices/2023-24/057

Date: 29th February 2024

POLICY ON PROFESSIONAL SOCIETY MEMBERSHIP

INTRODUCTION

The college recognizes the importance of professional societies in promoting educational and informational activities, setting standards, and fostering professional excellence in various fields. This policy aims to provide guidelines and support for faculty members and students in joining professional societies to enhance their knowledge, network, and contribute to their respective disciplines.

OBJECTIVES

1. To encourage faculty members and students to become active members of relevant professional societies.
2. To promote professional development and recognition through participation in professional society activities.
3. To facilitate networking opportunities and collaboration among professionals in the college and beyond.
4. To support student activities and engagement through the establishment of student branches and chapters.
5. To allocate resources effectively for professional society memberships while adhering to budgetary constraints.

BENEFITS OF JOINING PROFESSIONAL SOCIETIES

Membership in professional societies offers several advantages, including:

1. **Access to Resources:** Members gain access to exclusive online resources, publications, research journals, and educational materials relevant to their field of expertise.
2. **Networking Opportunities:** Professional societies provide platforms for networking with professionals, experts, and peers, facilitating collaborations, knowledge sharing, and career advancement.


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3. Professional Development: Membership enables participation in conferences, seminars, workshops, and training programs, fostering continuous learning, and enhancing professional skills.
4. Recognition and Awards: Professional societies often offer recognition through certifications, awards, and honors, highlighting individual achievements and contributions.
5. Student Engagement: Membership facilitates the establishment of student branches and chapters, promoting student activities, mentorship, and leadership opportunities.
6. Discounts and Benefits: Members may receive discounts on conference registrations, publications, and other services provided by the professional society.

MEMBERSHIP REQUIREMENTS

Membership requirements vary among professional societies. Faculty members and students are encouraged to join societies relevant to their areas of expertise. The college supports the establishment of student branches and chapters, and requirements for such initiatives is to be assessed by the department heads.

FINANCIAL CONSIDERATIONS

For Faculty members:

- Reimbursement of 50%, capped at Rs. 10,000/- per membership, will be provided by the college.
- Reimbursement is limited to one lifetime and one annual membership per faculty member per calendar year.
- Faculty members on probation, long leave, or notice periods are ineligible for reimbursement.
- Head of the Department recommendations are mandatory for reimbursement.

For Students:

- Meritorious students in their first, second, and third years, ranked among the top ten in their respective section, are eligible for 100% reimbursement, capped at Rs. 5,000/- per membership.
- A maximum of 12 students per department per calendar year are eligible for reimbursement.


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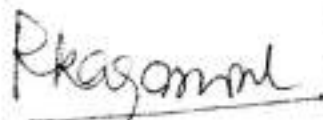
- Reimbursement is limited to one membership per student per calendar year.
- Head of the Department recommendations are mandatory for reimbursement.

PROCESS AND DOCUMENTATION

- Department heads are responsible for reviewing and recommending faculty members and students eligible for membership fee reimbursement, adhering to stipulated criteria.
- Faculty members and students must submit reimbursement requests, along with proof of membership and payment, to the designated authority through the Dean Research and Development.
- Approved reimbursement requests will be processed by the accounts department, ensuring timely reimbursements.

IMPLEMENTATION AND COMPLIANCE

1. The above policy is just a guiding document and will be effective from its date of issue. The decision of undersigned will be binding and supersede all or parts of what is mentioned in this policy.
2. All faculty members and students are expected to comply with the policy guidelines when joining professional societies and seeking membership fee reimbursements.
3. The policy will be reviewed periodically to ensure its effectiveness and relevance.



Dr. R. K. Agarwal
Director General

Addendum - Faculty Appraisal Report Submission

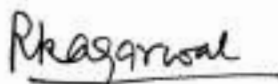
In reference to the previous notice (AKGEC/DO/Notices/2023-24/082), dated 3rd June 2024, regarding the Annual Confidential Report (ACR) submission, kindly note the following updates in response to the recent announcement of the 1st and 2nd year results:

Updated Deadlines and Process Schedule:

Process Step	Process Details	Deadline
ACR filling and internal verification at Department Level	Faculty members are required to fill out their ACR forms and submit them to their respective department heads for internal verification. The department heads are responsible for ensuring verification by the specified date.	16 th July 2024
Central Team Final Verification	The central team will conduct the final verification of ACRs following the internal department verification process.	18 th to 23 rd July 2024
Submission of filled up ACR Forms, Part C and ACR summary to Director's Office	ACR Forms and Part C (To be filled by the Reporting Officer) should be submitted in separate folders to the Director's office, considering the final marks verification by the central team. Additionally, each department must prepare and submit a summary sheet in Excel format (Annexure-I). Soft copy of the Excel sheet to be emailed to the Director.	26 th July 2024

This extended schedule provides ample time for thorough self-reflection, evaluation, and the verification of accurate and comprehensive information.

Also, kindly note that the ACR period will now be considered from 1st August 2023 to 30th June 2024.



Dr. R. K. Agarwal
Director General

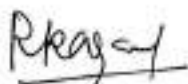
NOTICE

REGARDING FACULTY APPRAISAL REPORT SUBMISSION

The declaration of university results for the current academic year has been made for III and IV year, while the results for I and II year are expected to be announced soon. As we move into the next phase, it is now time to initiate the preparation of the Annual Confidential Report (ACR) covering the period from 1st August 2023 to 15th June 2024.

The ACR holds significant importance as it serves as a means to assess individual performance, identify strengths, and highlight areas for improvement. It also plays a vital role in determining promotions, increments, and other professional development opportunities. Therefore, all faculty members are advised to begin the process of filling up their ACRs as it is an essential component of our annual evaluation. The deadline for submitting the ACRs has been set as 20th June 2024, allowing sufficient time for thorough self-reflection, evaluation, and the provision of accurate and comprehensive information. The results of Even Semester of 2022-23 and Odd Semester of 2023-24 are to be considered while filling up the appraisal report. *results not yet declared*

The appraisal report template has already been shared and should be utilized for completing the reports. Given the significant opportunity that the ACR provides for faculty members to showcase their achievements and contribute to the continuous improvement of the college, it is strongly advised that detailed and objective responses be provided. This will ensure a fair and comprehensive evaluation of each faculty member's performance.


Dr. R. K. Agarwal
Director General



AJAY KUMAR GARG ENGINEERING COLLEGE

27th KM Stone, Delhi-Meerut Expressway, Adhyatmik Nagar, Ghaziabad -- 201015

AKGEC/DG.O./Notices/2023-24/075

1st May 2024


IMPORTANT DIRECTIVE FOR UPHOLDING PROFESSIONALISM AND INTEGRITY


As stewards of academic excellence, we have a shared responsibility to uphold the highest standards of professionalism and ethical conduct, both within our college and beyond. This commitment is fundamental to maintaining our college's integrity and reputation. Addressing practices that could compromise the professionalism of our academic environment and the integrity of our college is therefore crucial.

I would like to emphasize to all faculty members that accepting any form of gifts from students is not permitted. This includes monetary gifts, material goods, and favours. Receiving gifts from students can create an imbalance of power and could be perceived as favouritism or bias in academic matters. Such actions could also raise ethical concerns and undermine our commitment to fairness and impartiality in education.

Additionally, faculty members should refrain from attending social gatherings or parties with students unless these are official events with prior approval from the undersigned. Participating in such gatherings can blur the boundaries between professional and personal relationships, potentially compromising the objectivity and professionalism expected within the college. Each faculty member, while being approachable to students, is expected to maintain a certain level of authority and professionalism, which can be compromised by overly casual interactions with students.

To ensure that we maintain our academic standards, all faculty and staff are to rigorously adhere to these guidelines and consistently uphold unparalleled standards of professionalism and ethical conduct.


Dr R.K. Agarwal
Director General

All faculty to please
read and sign


Copy to : All HoDs & Section Incharges
Faculty / Staff Notice Board


Director
Ajay Kumar Garg Engg. College
Ghaziabad

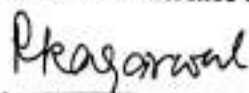
IMPORTANT NOTICE ON RESEARCH ETHICS

The college acknowledges the significant contributions of faculty members and students to all research activities. Several schemes are in place to incentivize faculty and students for their publications in conferences, journals, and the granting of patents. Upholding transparency, fairness, and credibility, the college expects faculty members to adhere to the highest standards of integrity, honesty, and quality in all academic and research endeavors.

In line with these expectations, in collaborative papers involving both faculty and students, it is imperative that the faculty member's name is placed at the end of the list of authors. The sequence should prioritize the acknowledgment of primary contributors, with the faculty member's name at the conclusion of the list. Additionally, faculty members should acknowledge and credit the contributions of students, ensuring that authorship accurately reflects individual contributions. The faculty members should refrain from positioning themselves as primary contributors when substantial contributions are made by students. In such cases, if faculty members mention their names as the first author, they will lose all rights to claim reimbursements or any incentives related to the publication. Clear documentation is necessary when submitting applications for reimbursement or incentives related to publication.

Furthermore, it is crucial to underscore the importance of adhering to broader research ethics considerations. This includes prioritizing publishing in reputable, peer-reviewed journals to uphold research quality and credibility. Caution should be exercised when assessing journals that impose exorbitant fees or lack rigorous peer-review processes. It is essential to maintain the accuracy and integrity of research data, ensuring that results are reported truthfully and transparently. Additionally, proper citation practices should be strictly followed to credit original sources and avoid plagiarism. Intellectual property rights must be respected, with researchers obtaining necessary permissions for copyrighted materials. Cultivating a culture of collaboration and teamwork is vital, where contributions from all team members are acknowledged and valued. Effective communication within research teams / authors is essential to prevent misunderstandings and conflicts.

Your strict adherence to these points is vital in maintaining the integrity and reputation of our college.



Dr. R. K. Agarwal

Director General

AJAY KUMAR GARG ENGINEERING COLLEGE

27th KM Stone, Delhi-Meerut Expressway, Adhyatmik Nagar, Ghaziabad – 201009

AKGEC/DG.O./Notices/2023-24/052

2nd February 2024

Revised policy for the award of incentives to faculty members and students of AKGEC for publication of research papers in Journals, Books, and Book Chapters

OBJECTIVE

This policy aims to encourage faculty members and students of Ajay Kumar Garg Engineering College, Ghaziabad, to undertake high quality research leading to good quality publications in reputed journals and publication of books and book chapters with reputed publishers.

SCOPE OF THE POLICY

In line with the above objective, this policy details the incentives and related steps for faculty members and students of Ajay Kumar Garg Engineering College, Ghaziabad, for research papers published in journals, and publication of books and book chapters.

ELIGIBILITY

Following are the eligibility conditions for the above:

1. Both students and faculty members are eligible for the policy; however, the affiliation "Ajay Kumar Garg Engineering College, Ghaziabad" must have been mentioned against their name in the publication.
2. The online publication process must be completed with the assigned DOI, volume, and page number, etc.
3. A faculty member is eligible if he/she is a full-time employee of AKGEC and is not on notice period.
4. In the case of a student, he/she should have been a bona fide student at the time of paper communication.
5. Papers/books/book chapters published in journals through conferences are not within the scope of this policy.
6. This policy is applicable to the first three authors.

CATEGORIZATION OF JOURNALS

For the purpose of incentives, journals are categorized as follows:

- 1) Web of Science journals as per Clarivate Analytics
 - a. SCI – Science Citation Index
 - b. SCIE - Science Citation Index Expanded
 - c. SSCI – Social Sciences Citation Index
 - d. AHCI – Arts and Humanities Citation Index
 - e. ESCI – Emerging Sources Citation Index
- 2) SCOPUS indexed journals

For All fac
to please
read &
Understand
AHCI, Journal
must be used
Director
Ajay Kumar Garg Engg. College
Ghaziabad
Th

INCENTIVE FOR PUBLICATION IN JOURNALS

The maximum total permissible incentive and distribution of incentive among authors for a journal publication are as follows:

Category		Maximum total incentive for a paper (in Indian Rupees)	Distribution amongst authors [only first three authors (from AKGEC) who have mentioned AKGEC affiliation against their name in the publication are eligible]
SCI/SCIE/SSCI/AHCI	Journal Impact Factor as per Clarivate Analytics		
	Less than 2	20000	- Per author incentive = (Maximum total incentive for a paper) / (Total number of authors eligible for incentive) [I.e. amount will be equally divided among all eligible authors from AKGEC]
	2 to 3	25000	
	3 to 4	30000	
More than 4	35000		
ESCI	NA	15000	- Per author incentive for second or third author cannot exceed 60 % of the "Maximum total incentive" for a paper.
SCOPUS	NA	12000	- Per author incentive calculated here will be rounded up to the nearest multiple of hundred.

INCENTIVES FOR BOOKS/BOOK CHAPTERS

Author of a book eligible for incentive of up to Rs. 40000. Similarly, author of a book chapter is eligible for an incentive of up to Rs. 10000, however, an interim committee consisting of Dean R&D, two professors/associate professors and special invitees (if required) will scrutinize the application and will recommend exact amount to Director General for his approval.

The policy is effective for the incentives awarded with effect from the date of issue of the notice.

The above policy is only a guiding document for decision related to the mentioned scope. The decision of Director General in this regard will be binding and will supersede all or parts of what is mentioned above.


Dr R. K. Agarwal
Director General

Copy to: All HoDs and Dean Academic
All Faculty Members


Director
Ajay Kumar Garg Engg. College
Ghaziabad

AJAY KUMAR GARG ENGINEERING COLLEGE, GHAZIABAD
27th KM Stone, Delhi-Meerut Expressway, Adhyatmik Nagar, Ghaziabad – 201009

Ref. No. AKGEC/D.O./Notices/2022-23/050
Date: 28th January 2023

Policy for the award of financial support / incentives to faculty, staff members and students of AKGEC for attending the conference

PREAMBLE

A conference is a gathering of people with a common interest or background, with the purpose of allowing them to meet one another and to learn about and discuss issues, ideas and work that focus on a topic of mutual concern. The Latin roots of the word "conference" mean, literally, "Bring together." A conference brings together people and ideas. Attending a conference brings many benefits to the attendees in terms of networking, expansion of knowledge and skills, getting insights of the latest trends and learn new tools, meeting experts and also, addition of an article to their publication list.

OBJECTIVE

This policy aims to encourage faculty, staff members and students of Ajay Kumar Garg Engineering College, Ghaziabad, to participate in conferences.

SCOPE OF THE POLICY

In line with the above objective, this policy details the financial support / incentives and related procedures for faculty, staff and students of Ajay Kumar Garg Engineering College, Ghaziabad, for attending the conferences.

ELIGIBILITY

Following are the eligibility conditions for the above:

- ✓ 1. Affiliation of "Ajay Kumar Garg Engineering College, Ghaziabad" must be mentioned on the published conference paper.
- ✓ 2. A faculty or staff member is eligible if he /she is a full-time employee of AKGEC during conference and is not on the notice period. The student should be a bonafide student.
3. Applicable to either (i) first or (ii) second but corresponding Author.
- ✓ 4. Conferences for which papers will be published in Scopus Journal or otherwise indexed in Scopus will only be considered under this policy.

FINANCIAL SUPPORT FOR ATTENDING THE CONFERENCE

1. Maximum total permissible financial support including expenses and incentive for a conference is tabulated below:

Financial Support	International Conference held within India	International Conference held outside India
Registration Fee	Full registration fee with a capping of Rs. 10,000/- per paper	Full registration fee with a capping of Rs. 25,000/- per paper
TA / DA	TA/DA will not be admissible for the conferences held in Delhi/NCR. However, for outside Delhi/NCR, TA/DA will be provided as per college norms: (Refer letter # <u>AKGEC/D.O./Notices/2022-23/18</u> dated 20 th Sept 2022 for Faculty & Staff and Letter # <u>AKGEC/D.O./Notices/2022-23/19</u> dated 20 th Sept 2022 for Students	Max. Rs. 1,00,000/- including registration fee, TA, DA and Visa fee.

- The registration fee will be reimbursed on submission of the registration fee receipt and the presentation certificate. In case of paper published but not presented, the registration fee will not be reimbursed.
- For international conferences held within India, no prior approval for registration fee is required. However, prior approval of the undersigned will be required to claim TA. ✓
- For international conferences held outside India, prior approval of the undersigned, within a week of getting acceptance notification of the conference, will be required to claim the financial support. In such cases, the college will sponsor 75% of the total expenses done on TA, DA and Visa Fee subjected to an amount not exceeding Rs.1,00,000/- including registration fee. Expenses above Rs.1,00,000/- will be borne by the applicant.
- For conferences organized by AKGEC or hosted by AKGEC, the applicant will have to pay the registration fee. The registration fee can be reimbursed by the applicant as per conditions in point # 1 to 3 mentioned above. TA in this case will not be admissible


Director
Ajay Kumar Garg Engg. College
Ghaziabad

6. The applicant who has not published the research paper in conference but wish to attend the conference, then he/she needs to get the prior approval of the undersigned for registration fee as well as for TA/DA. ✓
7. The reimbursement of registration fee and TA will be limited for up to 5 research papers presented in the entire academic year, considered from 1st July to 30th June of every year.
8. Duty Leave, as deemed appropriate by the respective department head, will be provided to attend the Conference. ✓

INCENTIVE FOR THE BEST PAPER AWARD

An incentive amount of Rs. 10000/- will be provided for the Best Paper Award. In case of more than one author from AKGEC, in a single paper, an incentive amount of Rs. 5000/- will be awarded to each author.

APPLICATION PROCESS

Application for financial support or incentive, along with proofs/documents, must be submitted to Dean R&D (forwarded through HoD of the concerned department). After verification, Dean R&D will forward the applications to DG office for further processing and final approval. ✓

Note: The above policy is just a guiding document and will be effective from its date of issue. The decision of Director General will be binding and supersede all or parts of what is mentioned in this policy.

R. K. Agarwal
Dr R. K. Agarwal
Director General

Please obtain signature of all faculty of all dept
Shweta Prakash SP
Niti Maheshwari

Copy to: All HoDs and Deans
 All Faculty Members / Staff members (through email)

1. SLK *[Signature]*
2. BBV *[Signature]*
3. Dr. Shikhar *[Signature]*
4. Dr Nitya *[Signature]*
5. Dr. Parul *[Signature]*
6. Dr. Sanjay Sharma *[Signature]*

8. Dr. Anshu Kumar *[Signature]*
9. Dr. Kanika Kamble *[Signature]*
- ~~10. Dr. Anshu Kumar *[Signature]*~~
10. Dr. Tarunjeet Singh *[Signature]*
11. Ms. Anjana Singh *[Signature]*
12. Ms. Anjana Singh *[Signature]*
13. Dr. me *[Signature]*

AJAY KUMAR GARG ENGINEERING COLLEGE, GHAZIABAD
27th KM Stone, Delhi-Napur Bypass Road, Adhyatmik Nagar, Ghaziabad - 201009

AKGEC/D.O./Notices/2022-23/037
29th November 2022

**Policy for the Award of Financial Support / Incentives to Faculty, Staff
Members and students of AKGEC for filing / grant of Indian
Patents / Copyright**

PREAMBLE

A patent is an exclusive right granted for an invention, which is a product or a process that provides, in general, a new way of doing something, or offers a new technical solution to a problem. To get a patent, technical information about the invention must be disclosed to the public in a patent application. While filing a patent application, two terms 'Inventor' and 'Applicant' should be clearly understood by a patentee. These terms are often used interchangeably and carries equal importance while filing the patent. However, on the legal basis, these terms have different connotations and meanings.

An inventor is the creator of the Intellectual Property. An inventor is an individual who has played a role in conceiving the invention. The contribution of an inventor is evident and therefore included in the patent certificate issued by the patent office after the patent is filed, published or granted (may refer Sample certificate attached as Annexure-I). It is also to be understood that the only person(s) who played a significant role in conceiving the invention has a right to be mentioned as inventor in the patent document.

An applicant, on the other side, is an organization or a person who is seeking the rights of the Patent. It has to be clear that a company cannot be called an inventor. The inventor has to be an honest individual who has played a significant role. The rights however belong to the organization it is working under, and those are not the Inventor but rather the patent holder or applicant.

OBJECTIVE

This policy aims to encourage faculty, staff members and students of Ajay Kumar Garg Engineering College, Ghaziabad, to undertake innovative research, leading to high-quality Indian patents/Copyright.

SCOPE OF THE POLICY

In line with the above objective, this policy details the financial support / incentive related procedures for faculty, staff members and students of Ajay Kumar Garg Engineering College, Ghaziabad, for filing/grant of an Indian patent/Copyright.


Director
Ajay Kumar Garg Engg. College
Ghaziabad

ELIGIBILITY

Following are the eligibility conditions for the above:

1. AKGEC must be the sole applicant.
2. Only Indian patents/Copyrights, filed through AKGEC IPR Cell will be considered for financial support / Incentives.
3. The beneficiary of the financial support/incentive must be one of the inventors.
4. Faculty, staff members and bonafide students of AKGEC are only eligible for financial support/incentive.
5. A faculty or staff member is eligible if he /she is a full-time employee of AKGEC during the patent filing process and is not on the notice period. The patent filing process culminates after the generation of receipt with the patent application number.

FINANCIAL SUPPORT/INCENTIVE

- 1) Maximum total permissible financial support including expenses and incentive for a patent is tabulated below:


Category	Application Charges (include Government fee and fee of the consultant hired by AKGEC)	Incentive for Inventors
Standard Indian Patent	INR 30000 (Approx.)	INR 40000
Indian Design Patent	INR 15000 (Approx.)	INR 20000
Copyright	INR 15000 (Approx.)	INR 10000

- 2) Amount paid by AKGEC, as incentive, to eligible inventors will be distributed equally among all the inventors with AKGEC affiliation, in case of more than one inventor. The incentive amount of each inventor will be rounded up to the nearest multiple of hundred. Incentive amount will be released only after the grant of patent.

APPLICATION PROCESS

Application for incentive (forwarded through HoD of the concerned department) along with proofs/documents, as applicable, must be submitted to Head / Associate Dean IPR cell. After verification, Head / Associate Dean IPR cell will forward the applications to DG office for further processing and approval.

Note: To maintain the records as per laid down guidelines and responding to the queries raised by patent attorney or and other party will be sole responsibility of inventor(s). The above policy is just a guiding document and will be effective from its date of issue. The decision of Director General will be binding and supersede all or parts of what is mentioned in this policy


Dr R. K. Agarwal
Director General

Copy to: All HoDs and Deans
All Faculty Members / Staff members (through email)


Director
Ajay Kumar Garg Engg. College
Ghaziabad

AJAY KUMAR GARG ENGINEERING COLLEGE

27th KM Stone, Delhi-Meerut Expressway, Adhyatmik Nagar, Ghaziabad - 201009


AKGEC/DG.O/Notices/2023-24/046

28th January 2024

CIRCULAR FOR ORGANIZING EXTRA-CURRICULAR EVENTS

The standard guidelines for extra-curricular events organized by the various College Societies are outlined as the main points for proposing, reviewing, and approving events through the Faculty Coordinator of the Society.

- The proposal for the event should be prepared by the student coordinators and forwarded to the Dean Student Welfare (DSW) through the respective Faculty Coordinator, at least 15 days before the date of the planned event.
- A maximum of one event is permitted to be organized in the college premises in a semester for each society.
- The proposal must include the details of (i) Event Planning, covering a step-by-step planning of the event with timelines, emphasizing the strategy, and responsibility chart. (ii) Budgeting, covering the details of optimal budgeting and financial management strategies of the event. The event should preferably be managed with the collected registration fee from the participants. A minimum imprest may be drawn by the Faculty Coordinator to cater to the initial costs, which should be settled within one week after the completion of the event.
- For promotion and communication related to the event, a maximum of two Flexes of 6 ft. x 8 ft. and a maximum of three posters will be allowed. The design and content of posters must be thoroughly reviewed and checked by the Faculty Coordinator, and the softcopies are to be used for promotion through college social media channels and LED Screens.
- No announcements are to be made in the classes. This disturbs academic concentration as well as teaching time. Announcements in the hostels are also prohibited for any event.
- Prizes: The prizes can be both in cash or gifts and should not exceed the amount designated in their category. A minimum of five teams must participate for each prize category. For instance, if there are only 5 teams, only the 1st prize will be awarded. Similarly, for 6-10 teams, the 1st & 2nd prize will be given, and for 11 teams and above, the 1st, 2nd & 3rd prize may be proposed, as per the following amounts:


Director
Ajay Kumar Garg Engg. College
Ghaziabad

Contd.....2/

26th May 2023

Referral Policy: Class IV Employees

OBJECTIVES:

To meet requirement of Office Attendants, Safai Karamcharis, Gardeners, Drivers, Electricians & Plumbers candidates are referred by AKGEC employees. These candidates are employed after due selection process. This policy aims to provide incentive to employees who refer good candidates for Class IV employment.

POLICY:

For candidates selected, employed and retained for minimum 6 months due to good performance, conduct and discipline the employee who has referred will be paid 25% of monthly salary at which candidate is employed

METHODOLOGY:

Requirement of each category of class IV will be notified by Dean Administration. Employees who refer candidates are to sign the proforma for employment of candidate as referring employees. Names of selected candidates and referring employees will be recorded in a register by SAdmO for payment of incentive after 6 months of successful completion of employment of selected candidate.


Dr R K Agarwal
Director General

Copy to : All HoDs, Deans & Section i/cs


Director
Ajay Kumar Garg Engg. College
Ghaziabad

Guest Lecture Policy

Preamble

Conducting Guest lectures are of paramount importance as they provide students with real-world perspectives, bridge the gap between academia and industry, offer networking opportunities, inspire and motivate students, keep them updated on the latest advancements, facilitate interdisciplinary learning, enhance the overall learning experience, and contribute to their professional development. By bringing industry experts and experienced professionals to share their knowledge and experiences, guest lectures prepare students for their future careers, foster industry connections, and provide valuable insights beyond regular coursework, ultimately equipping them with the skills and mind set needed to succeed in the ever-evolving engineering field. Faculty and staff members are also encouraged to attend these lectures to enhance their professional development and stay abreast of industry trends.

Objectives

The purpose of this policy is to establish guidelines and procedure for hosting guest lectures at the college with an aim to provide valuable opportunities for students, faculty and staff members to engage with industry professionals, experts, and renowned speakers. The objectives of the guest lecture program include:

- Exposing students, faculty, and staff to diverse perspectives, knowledge, and experiences beyond the regular curriculum.
- Providing insights into current trends, developments, and best practices in various fields.
- Inspiring and motivating attendees to pursue their academic and career goals.
- Establishing meaningful connections between the college and external professionals, industry leaders, and subject matter experts.

Types of Guest Lectures, Speaker Selection and Honorarium

Guest lectures can be categorized into the following types: academic guest lectures, industry guest lectures, motivational/inspirational guest lectures and Alumni lectures. These lectures are open to students, faculty and staff members to attend. The speaker selection process should

consider the expertise, relevance to the topic, and ability to engage the audience. The Guest Speaker Selection should be as follows:

- The selection of guest speakers should align with the educational objectives of the college and the needs of the students.
- Guest speakers can include industry professionals, subject matter experts, academics, successful Alumni, and renowned personalities.
- The selection process should consider the speaker's expertise, experience, relevance to the topic, and ability to engage and inspire the audience.
- Recommendations from faculty, staff, and students should be encouraged and considered during the selection process.

Remuneration/Honorarium to the guest speaker is to be paid as per Annexure I.

Procedure and Guidelines:

- Invitation and Scheduling:** The concerned department or faculty member should identify potential guest speakers and extend invitations well in advance to both students and faculty/staff. The schedule should be coordinated to avoid conflicts with other academic activities. A prior approval from the Director General for the conduction of the lecture is mandatory.
- The responsible department or faculty member should send a formal invitation to the selected guest speaker, outlining the date, time, duration, venue, and topic of the lecture. Adequate notice should be provided to the guest speaker to allow for scheduling and preparation. The lecture should be recorded (with the guest speaker's consent) for archival purposes and future reference.**
- Topic and Content:** The topic and content of the guest lecture should align with the curriculum and educational objectives of the respective department, providing value to both students and faculty/staff attendees.
- Logistical Support:** The department should ensure necessary logistical support for the lecture, including seminar hall booking, audio-visual requirements, presentation aids, and any other requirements specified by the speaker. Adequate arrangements should be made to accommodate a maximum number of students, faculty, and staff.
- Promotion:** The department should promote the guest lecture through various channels, including the college website, social media platforms, notice boards, and departmental

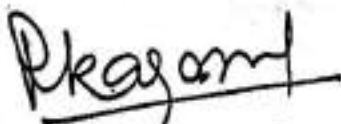
announcements. Content should be shared through the concerned persons handling social media and the website, ensuring both students and faculty/staff are notified.

- f. Attendance and Participation: Students, faculty, and staff should actively attend the lecture, demonstrate respect towards the guest speaker, and engage in constructive discussions or Q&A sessions. Students should be encouraged to actively involve faculty and staff in the discussion.
- g. Feedback and Evaluation: Students, faculty, and staff should be encouraged to provide feedback on the guest lecture, either through surveys or in-person discussions. Feedback should be collected on aspects such as the speaker's knowledge, presentation style, relevance of the topic, and overall impact on the audience. The feedback received should be reviewed and analysed to improve future guest lecture programs.
- h. The concerned department or faculty member should express gratitude and acknowledge the contribution of speaker by providing him a certificate of appreciation or a letter/mail of gratitude. The concerned department should maintain ongoing relationships with guest speakers to explore potential collaborations, mentorship opportunities, or future engagements.

Conclusion

The guest lecture policy aims to provide a framework for hosting impactful and engaging guest lectures at AKGEC. By adhering to these guidelines, we strive to create an enriching learning environment for our students, fostering their growth and development.

Note: The above policy is just a guiding document and will be effective from its date of issue. The decision of the Director General will be binding and supersede all or parts of what is mentioned in the policy.



Dr. R. K. Agarwal
Director General



Director
Ajay Kumar Garg Engg. College
Ghaziabad

Guidelines for Honorarium to the Guest Speaker

Category/ Event	Honorarium	Transportation	Others
Senior officials from Central/State Govt./AICTE	Memento or Honorarium of up to Rs. 8000/-	On Actual basis as per bill Or TA @ Rs. 20 per Km for Delhi-NCR, local Travels or travel by Car for up to 150 kms (both side)	Guest House / Hotel stay with Prior approval
Professors, Associate Professors and Assistant Professors from IISc, IITs, IIITs, IIMs and International Universities/Colleges.			
Professors and Associate Professors from NITs, State Universities, Central Universities and State Engineering Colleges	Rs. 6000/-		
Professors and Associate Professors from Private Universities, Private colleges	Rs. 5,000/-		
Assistant Professor from any University/College (<i>Except from IISc, IITs, IIITs and IIMs and equivalent</i>) and Alumni <i>(In both cases, the speaker should have an experience of more than 5 Years)</i>	Rs. 4,000/-		
Guest speaker from Industry: CEO/ MD/ED/ Director/ GM/ VP/ RM etc. <i>(Guest Speaker should be at/above the Managerial Level in reputed companies)</i>	Memento of up to Rs. 5000/-		

AJAY KUMAR GARG ENGINEERING COLLEGE, GHAZIABAD
27th KM Stone, Delhi-Meerut Expressway, Adhyatmik Nagar, Ghaziabad - 201009

22nd December 2023

STANDARD INSTRUCTIONS - PRE AND POST STs

Pre-STs Procedures:

Attendance Monitoring: Throughout the semester, departments should closely monitor the attendance of students on a regular basis. Students with late registration are prone to falling short on attendance, making it imperative to monitor their attendance regularly.

Letter to Parents of Debarred Students: Send a letter to the parents of students who are debarred from appearing in the STs. This should be sent on the last teaching day before the ST.

Call to Parents with Call Records: Make phone calls to the parents of debarred students and maintain call records in the standard format. Clearly communicate the reasons for debarment and encourage parental involvement, emphasizing the importance of their ward's academic progress and attendance.

Counseling of Student: Provide counseling to the debarred students. During counselling, ask for the application or explanation from students, confirming their commitment to attend classes regularly. This commitment is crucial for their future progress.

Note: It is imperative that the respective HoD meets with students individually and assesses how many days a student will need to complete the attendance if they attend all the remaining classes regularly. The student's attendance will then need to be monitored on a regular basis.

Extra Classes during STs: Organize extra classes for debarred students during the ST period. Ensure that attendance records are maintained and shared with the Dean Academics as part of the ST analysis.

Absentee Report to HODs and Director: During the STs, the exam cell should promptly send an absentee report to all Heads of Departments and the Director each day, enabling timely action on absent students. Subsequently, the respective department should counsel students who were absent during any ST on the same day.


Director
Ajay Kumar Garg Engg. College
Ghaziabad

Post-STs Procedures:

Absent Letters to Parents: Send letters to parents of students who were absent during the STs, informing them of their ward's absence and emphasizing the importance of regular attendance.

Counseling for Absent Students: The respective department should counsel students who were absent during STs and take explanations for their absence.

Retest for Competition or Activity: If a student was absent due to a college-defined competition or activity, seek permission from the Director (on a case-by-case basis) to arrange a retest for the student.

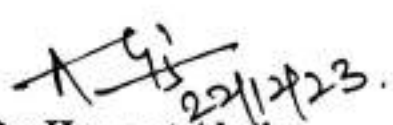
Analysis at Department Level: Conduct an analysis of the ST results at the department level. Identify areas where improvement is needed and take necessary actions.

Counseling for Failed Students: Provide counseling to students who fail STs. Arrange class tests based on the ST question paper, which will not carry any marks but will serve as a performance check.

Letters to Parents of Poor Performing Students: Send letters to parents of students with poor performance in STs, informing them about their ward's academic status and requesting their involvement in improvement efforts.

Faculty Accountability:

Heads of Departments should monitor faculty members, especially in cases where class average attendance falls below 75%, average attendance in STs is less than 95%, or students' performance in their subjects is poor (average marks below 50%). Seek explanations from faculty members and provide advisories as necessary.


Dr. Hemant Ahuja
Director


Director
Ajay Kumar Garg Engg. College
Ghaziabad

22nd December 2023

Addendum to the Guest Lecture Policy

In addition to the existing Guest Lecture Policy, the following guidelines and procedures are introduced to facilitate uniformity and quality in specialized lectures, particularly focusing on challenging subjects and ensuring a balanced distribution across different academic years:

Specialized Lectures for Difficult Subjects:

- Every semester, two difficult subjects shall be identified for which industry or academia experts may be invited. Guest speakers should be from reputed universities or colleges, preferably NITs or IITs. Guest speakers from the industry may also be called, and they should ideally have senior-level expertise. Guest speakers must align with the subjects they are addressing, ensuring relevance to the curriculum.
- Repeated speakers in a semester should be avoided. Exceptional speakers may be considered as adjunct professors. The number of lectures by the same speaker should not exceed twice an academic year.
- For 4th year students, one lecture per semester is recommended. For 2nd and 3rd year students, two lectures each per semester is suggested.
- In the 1st year, guest lectures should focus on a common topic beneficial for all branches. Two difficult subjects shall be chosen, and lectures may be organized for all sections. Telecasted lectures in different classrooms, or an entire day/two-day session with a speaker covering all sections are recommended.

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Alumni Engagement:

Departments may consider organizing up to 4 Alumni lectures per semester. Alumni lectures should include experience sharing, their roles in the industry, recent developments in their fields, and the skills required by students for such roles.

In both cases, Guest lectures and Alumni lectures, prior approval, combined for the entire semester, should be obtained from the undersigned. Departments are required to identify the topics and speakers at the start of the semester and seek approval for the total number of lectures planned for the semester. The total number of guest lectures per department is recommended to be around 10 per year. For CSE and IT Departments, the number of lectures may be counted group-wise, as follows:

Group 1: CSE	}	10+10+10=30 Guest Lectures/year
Group 2: AIML, CS, and CSE(H)		8 Alumni Lectures/year
Group 3: CSE(DS) and CSE(AIML)		
Group 4: IT	}	10+10=20 Guest lectures/year
Group 5: CSIT		8 Alumni lectures/year

Departments are strongly encouraged to implement these guidelines while ensuring flexibility and adaptability based on specific departmental needs.

R. K. Agarwal
Dr. R. K. Agarwal
Director General

A. K. Garg
Director
Ajay Kumar Garg Engg. College
Ghaziabad

AJAY KUMAR GARG ENGINEERING COLLEGE

27th Km. Stone, Delhi-Meerut Expressway, Adiyatmik Nagar, Ghaziabad - 201009

AKGEC/DG.O./Notices/2023-24/038

4th January 2024

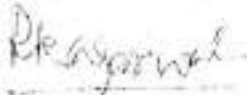
NOTICE

Teaching is the most respectable and noble profession. The future of any country is always created by the teachers through their transforming methodologies applied on their students, who become the leaders to serve their country. Undoubtedly, teaching is not a simple endeavour and the pursuit of effective teaching has been a longstanding and challenging journey for scholars and educators. The nature of effective teaching is not only to teach the subject for passing a course but also transforming the student to a professional having in depth understanding of the course and becoming a good human being. Thus the effective teaching involves a number of factors in addition to curricular knowledge like pedagogical methods, communication skills, adaptability, classroom management, ability to engage, etc. and motivate the learners. The evolving nature of education, diverse learning environments and the individual differences among students contribute to the complexity of this task.

The goal of engineering and management education should extend beyond exam performance to cultivate deep conceptual understanding, critical thinking skills, and a sense of global responsibility among students. Transitional changes in teaching methodologies, combined with focus on the broader goals of education, can contribute to producing well-rounded and effective engineers and managers who can contribute meaningfully to society. It emphasizes the role of professionally trained teachers to transform the students of engineering / management into competitive and sound professional within the deadline of the curriculum.

I am happy to share that the college has signed a MOU with IUCEE (Indo-Universal Collaborative for Engineering Education). IUCEE, from its very inception, has been focused on developing the engineering faculty. IUCEE has started Engineering Educator Certification Program (IIECP) for the faculty members associated with teaching in engineering or management institutes with the assistance of experts from education and industry from around the world. This paid program is being conducted in the online / hybrid mode twice in a year, with one lecture session of 2-3 hours once a week for 15-16 weeks.

The college is also planning to start a new Centre of Excellence for the field of teaching and learning to train the engineering and management faculty. Each department is to immediately forward the names of one or two interested faculty members with 7/8 years of service in the department having a zeal for learning to enhance his/her effective teaching. The faculty should be selected based on maturity and stability in our college for registration in the forthcoming IIECP for Spring Semester '24 starting on 18th Jan '24. This course will be considered as the complete NPTEL course credit for the purpose of ACR of the faculty and the registration fee will be paid by the college as per the norms.


Dr R K Agarwal
Director General

Copy to : All HoDs

D. Bhandari

All fac members to please
read & opt. further course
to dean for final selection
by 1 PM today


Director
Ajay Kumar Garg Engg. College
Ghaziabad

AJAY KUMAR GARG ENGINEERING COLLEGE, GHAZIABAD

27th KM Stone, Delhi-Meerut Expressway, Adhyatmik Nagar, Ghaziabad - 201009

AKGEC/D.O./Notices/2023-24/035

8th December 2023

Urgent: Reinforcement of Punctuality and Discipline Measures

It has come to my attention that, despite my earlier notice in October 2023, there has been a noticeable lapse in the adherence to the stipulated guidelines, particularly regarding student entry, class timings, and faculty responsibilities.

Firstly, it has been observed that students are still being allowed entry after the first 5 minutes of the class, both in theory sessions and laboratories. This practice is highly objectionable and needs immediate rectification. Faculty members are reminded to strictly prohibit entry after the initial 5 minutes of the class.

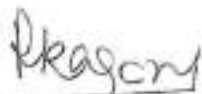
Furthermore, instances of classes and labs being released before the stipulated timings have been noted. Faculty members are expected to ensure that classes run until the scheduled end time. It is unacceptable for students to leave classes before the designated time, and this matter should be addressed promptly.

Equally important is the punctuality of faculty members themselves. Arriving late for classes sets a poor example for students. Faculty members are advised to be present 2 minutes before the commencement of each class to maintain the desired standard of punctuality.

Additionally, faculty members conducting classes on behalf of their colleagues on leave must approach this responsibility with the same commitment as their regular classes. It is imperative that every class, regardless of the faculty, is appropriately engaged and utilized.

Heads of Departments are instructed to ensure the strict enforcement of discipline within their respective departments. This includes monitoring faculty punctuality, late entry of students, addressing early class releases, and overseeing the engagement of substitute classes.

It is essential that these measures are implemented immediately to uphold the integrity and discipline of the college.



Dr. R. K. Agarwal
Director General



Director
Ajay Kumar Garg Engg. College
Ghaziabad

AJAY KUMAR GARG ENGINEERING COLLEGE, GHAZIABAD

27th KM Stone, Delhi-Meerut Expressway, Adhyatmik Nagar, Ghaziabad - 201009

AKGEC/D.O./Notices/2023-24/011

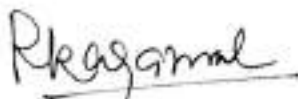
28th Sept, 2023

Need of Strict Enforcement of Punctuality and Attendance Measures

It has come to my attention that there is a growing issue of students arriving late for the first lecture and employing various measures to avoid the consequences. Despite our regular punctuality drive, we have not witnessed a significant improvement in this matter. Some students have resorted to evasive actions, like wandering or hiding on college premises during the morning, to avoid having their ID cards scanned and thus evade late arrival fines. Furthermore, I have received reports that certain faculty members are tolerating latecomers, which is detrimental to our established discipline standards. Another concern is the dwindling attendance in classes including PDP and similar activities such as boot camp.

As you are well aware, discipline is the cornerstone of our institution, and it has always been our top priority. It is imperative that we take proactive steps to uphold our culture of strong discipline and restore to our earlier high average attendance in all classes. All Heads of Departments are therefore need to be vigilant and conduct regular rounds to monitor classroom activities, especially during the morning hours of the day. Departments should maintain records of late-coming students, identifying patterns and trends. HoDs and senior faculty members of the department must counsel the students, guiding them to improve their punctuality and adherence to college regulations. HoDs are empowered to impose fines on students as deemed necessary. They are also authorized to communicate with parents or take any corrective actions to restore discipline and improve attendance in regular as well as in PDP classes. Additionally, it must be ensured that all faculty members take attendance within the first 5 minutes of each class, without exception.

I trust that, through our collective efforts and proactive approach, we can promptly reinforce the necessary discipline standards.



Dr. R. K. Agarwal
Director General



Director
Ajay Kumar Garg Engg. College
Ghaziabad

AJAY KUMAR GARG ENGINEERING COLLEGE, GHAZIABAD

27th Km Stone, Delhi-Meerut Expressway, Adhyatmik Nagar, Ghaziabad – 201009

Ref. No.: AKGEC/DO/2023-24/020

Date: 18th October 2023

Unfair Means (UFM) Policy for Examination Conduct

I. Introduction:

The policy is designed to outline procedures and consequences for addressing Unfair Means (UFM) cases during examinations. UFM cases encompass violations of examination rules, including but not limited to indecent behaviour, cheating, unauthorized material possession, and more. This policy aims to ensure fair and honest examination conduct, providing clear procedures for handling UFM cases and a range of appropriate consequences to uphold academic integrity. It is expected that both students and faculty will adhere to this policy to maintain a fair and just educational environment.

II. Types of UFM Cases:

a. Indecent Behaviour with Invigilators or Exam Cell Members:

Any form of improper conduct / indecent behaviour towards invigilators or exam cell members will not be tolerated and will be treated as a UFM case.

b. Carrying Already Written Answer Scripts:

Students found in possession of answer scripts from a previous attempt will face UFM charges.

c. Leaving the Exam Cell Prematurely without Intimation:

Students who leave the exam cell before the examination time ends without prior intimation will be considered in violation of examination rules.

d. Cheating:

Cheating including using mobile phones, chits, or any unauthorized written material, including written portions on the body or desk during the examination will be treated as UFM case.

e. Cheating in the Washroom:

Students caught with cheating material in the washroom will face UFM charges.

f. Talking to or Copying from Other Students:

Talking to or copying from other students' work during the examination will be treated as a UFM case.

g. Writing on the Question Paper:

Writing on the question paper or any other unauthorized activity with it will be considered a UFM case.

Ms Sheeta -
file this in
Director
Ajay Kumar Garg Engg. College
Ghaziabad

III. Process of Handling UFM Cases and Punishment/Action:

a. UFM Reporting:

Upon identifying a UFM case, the invigilator must promptly collect the student's answer script, along with any cheating materials, and issue the student a fresh answer sheet. Subsequently, the faculty member responsible will report the case to the Examination Cell. The Examination Cell will then assess the severity of the UFM and decide whether to consider both or any of the two answer scripts written by the student or cancel them completely.

b. Examination Cell's Response:

After receiving the UFM case, the Examination Cell will initiate an internal investigation and take appropriate actions. These actions may include cancelling the copy, marking deductions depending on the gravity of the offense, or imposing monetary fine ranging from Rs. 500 to Rs. 2000/- with the exact amount determined by the severity of the UFM case.

c. Intimation to Department:

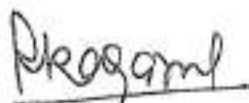
The Examination Cell will notify the relevant academic department, using the enclosed format (*Annexure - I*). The concerned department will then take further actions, which will involve counselling the student, obtaining an undertaking from the student as per *Annexure - II*, and informing the student's parents through post and phone. A sample letter is also enclosed as *Annexure - III*.

Additionally, the department reserves the authority to initiate any other suitable measures as deemed necessary based on the specifics of the case.

d. Action Taken Report Submission:

The department must send an Action Taken Report to the Examination Cell (Same, *Annexure - I*), outlining the actions and sanctions taken against the student within three days of receiving the intimation from the Examination Cell. After collecting the action taken reports from the concerned departments, the Examination Cell will send a copy of the action taken report to the Registrar's Office for inclusion in the student's file.

Students who commit UFM offenses repeatedly will face more severe consequences with each recurrence.



Dr. R. K. Agarwal
Director General



Director
Ajay Kumar Garg Engg. College
Ghaziabad

AJAY KUMAR GARG ENGINEERING COLLEGE

27th Km. Stone, Delhi-Meerut Expressway, Adhyatmik Nagar, Ghaziabad - 201009

AKGEC/D.O./Notice/2023-24/079 (A)

6th June 2023

NOTICE

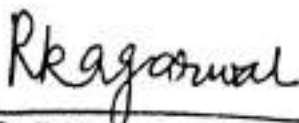
MATERNITY LEAVE

College has clearly defined and regulated leave norms. However, it has been observed that there is some mis-conception / confusion in the minds of some faculty members of the college. To clarify any doubt, the rules for maternity leave and its reimbursement are given here under :

1. Maternity Leave is permitted to regular female faculty members only. No maternity leave is admissible to the faculty members who are on probation.
2. No leave of any type other than casual leave, sick leave and earned leave can be prefixed or suffixed with the maternity leave except as stated in the subsequent sub para.

Motherhood is an important planned event where the expected date is known in advance. Maternity leave should therefore be taken to commence at the end of an academic semester and the faculty should join duty at the beginning of an academic semester. In case when the commencement or termination of the maternity leave falls in the middle of an academic semester, extra LWP may be prefixed or suffixed to maternity leave to ensure this.

3. Salary for maternity leave period will be admissible only to those regular faculty members who serve for the entire period of two semesters (one academic year) after availing maternity leave.



Dr R.K. Agarwal
Director General

Copy to : All HoDs
Faculty / Staff Notice Board


Director
Ajay Kumar Garg Engg. College
Ghaziabad

New

Date: 10.02.2021

Dear Students,

It is a matter of great joy and pride that the students of AKGEC have always dominated the University merit list in terms of securing highest number of medals and merit positions. The highest achievement has been securing the Chancellor's Gold Medal for the 5th consecutive year since its inception 5 years ago.

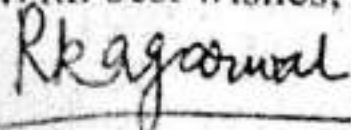
The College has reviewed its Academic Merit Award policy and is pleased to introduce new awards in forms of medals and prize money. The College shall award medals and give prize money to top 3 positions, branch wise and across the branches, at College level based on cumulative performance of first to final year exams.

The revised Academic Merit Awards shall be effective from the session 2019-20, and therefore, applicable on University results for the session 2019-20.

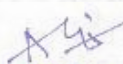
It may also be noted that if a student becomes eligible for more than one award, the one with highest prize money will be given. However, the medals and certificates for all awards obtained by the student shall be conferred.

I sincerely hope that you will maintain the standards set by your seniors, secure highest number of medals and merit positions in University exam and earn laurels to yourself and the College.

With best wishes,



(Dr. R. K. Agarwal)
Director General


Director
Ajay Kumar Garg Engg. College
Ghaziabad

ACADEMIC PERFORMANCE AWARDS FOR STUDENTS

POSITION AT UNIVERSITY LEVEL (Final Year)

Across The Branches

First Position Holder	Rs. 50000/-
Second Position Holder	Rs. 45000/-
Third Position Holder	Rs. 40000/-
Fourth to 10 th Position Holder	Rs. 30000/-

Branch-wise

First Position Holder	Rs. 40000/-
Second Position Holder	Rs. 35000/-
Third Position Holder	Rs. 30000/-
Fourth to 10 th Position Holder	Rs. 20000/-

POSITION AT COLLEGE LEVEL (FINAL YEAR)

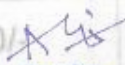
(Position holders at College level based on combined results of first year to final year)

Across The Branches

AKGEC GOLD MEDAL College Topper	Rs. 20000/-
AKGEC SILVER MEDAL Second Rank	Rs. 15000/-
AKGEC BRONZE MEDAL Third Rank	Rs. 10000/-

Branch-wise

AKGEC GOLD MEDAL First Rank	Rs. 15000/-
AKGEC SILVER MEDAL Second Rank	Rs. 12000/-
AKGEC BRONZE MEDAL Third Rank	Rs. 10000/-


Director
Ajay Kumar Garg Engg. College
Ghaziabad

Attendance
New Police

**POSITION AT UNIVERSITY LEVEL
(Other than Final Year)
(Across The Branches / Branch-wise)**

First Position Holder	Rs.25000/-
Second Position Holder	Rs.20000/-
Third Position Holder	Rs.15000/-
Fourth to 10 th Position Holder	Rs.10000/-

**POSITION AT COLLEGE LEVEL
(Other than final year)**

College Topper (Year wise amongst all branches)	Rs.10000/-
---	------------

Branch-wise

First Position	Rs.5000/-
Second Position	Rs.4000/-
Third Position	Rs.3000/-

**Performance in Internal exams
(Section-wise)**

Criteria of Attendance	90% and above Best Student	Rs. 2000/- (Rs. 3000 if 100%)
	90% and above Second Best Student	Rs. 1000/-
Criteria of ST-1	80% and above Best Student	Rs. 1000/-
Criteria of ST-2	80% and above Best Student	Rs. 2000/-
Criteria of PUT	80% and above Best Student	Rs. 3000/-

POSITION AT UNIVERSITY LEVEL (Final Year)

First Position Holder	Rs. 40000/-
Second Position Holder	Rs. 35000/-
Third Position Holder	Rs. 30000/-
Fourth to 10 th Position Holder	Rs. 20000/-

POSITION AT UNIVERSITY LEVEL (Other than Final Year)

First Position Holder	Rs. 25000/-
Second Position Holder	Rs. 20000/-
Third Position Holder	Rs. 15000/-
Fourth to 10 th Position Holder	Rs. 10000/-

POSITION AT COLLEGE LEVEL (Final Year)

AKGEC GOLD MEDAL First Rank	Rs. 15000/-
AKGEC SILVER MEDAL Branch Second	Rs. 12000/-
AKGEC BRONZE MEDAL Branch Third Rank	Rs. 10000/-

POSITION AT COLLEGE LEVEL (Other than final year)

First Position	Rs. 5000/-
Second Position	Rs. 4000/-
Third Position	Rs. 3000/-

Performance in Internal exams (Section-wise)

Criteria of Attendance	90% and above Best Student	Rs. 2000/- (Rs. 3000 if 100%)
	90% and above Second Best Student	Rs. 1000/-
Criteria of ST-1	80% and above Best Student	Rs. 1000/-

6th August 2024

To,
The Vehicle In-charge
AKGEC

Monthly Transport Charges

Following transport charges for faculty, staff and students for Academic Session 2024-25 are approved by Director General.

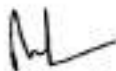
Faculty and Staff

Local	-	Rs. 1100/- per month
Outstation	-	Rs. 1500/- Per month

Students

Local	-	Rs. 16000/- per annum
Outstation	-	Rs. 21000/- per annum

The above bus charges for students are for full academic year of 10 months. The minimum bus charges for 5 months are Rs. 8500/- for local and Rs. 11000/- for outstation.



P Singh
Dean Admin

Copy to : Director AKGIM & All HoDs
Faculty & Staff Notice Boards
Students Notice Boards
Chief Account Officer
Sr. Admin Officer
CSVO



Director
Ajay Kumar Garg Engg. College
Ghaziabad

AJAY KUMAR GARG ENGINEERING COLLEGE

27th Km. Stone, NH-24, Delhi- Hapur Bypass Road, Adhyatmik Nagar, Ghaziabad-201009
Phone: 8744052891 to 94, 7290034976, 7290034978

AKGEC/D.O./NOTICE/2024-25

5th August 2024

NOTICE

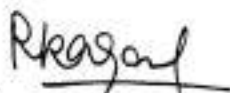
EXCELLENCE AWARDS FOR CLASS IV EMPLOYEES ON 15 AUGUST 2024

The following committee is appointed to recommend names of class IV employees for excellence awards to be given on 15th August 2024.

1. Air Cmde (Retd) P Singh (Dean Admin)
2. Prof I.P. Sharma (Dean Hostel , Dean Library & Dean Quality)
3. Ms. Neelam Chhibber (SO to DG & Mgr. HR)
4. Mr. Satender Singh (Sr. Admin Officer)

The selection for awards is to be based on recommendations of the concerned HoD / Section Incharges, attendance record of the employee and his / her actual performance, which may be assessed by the committee through a visit to the work area allotted.

HoD / Section Incharges are to send recommendation of deserving employees of their department / section, if any by 7th August 2024 to Dean Administration.



Dr R.K. Agarwal
Director General

Cc: All HoDs, Dean & Section Incharges
All members of the committee



AJAY KUMAR GARG ENGINEERING COLLEGE
27 Km Stone, Delhi Meerut Expressway, Ghaziabad

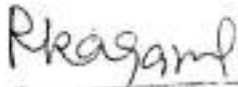
AKGEC/D.O./DA INCREASE/2024
August 14, 2024

OFFICE ORDER

DA INCREASE FROM 107% TO 122%

In keeping with our policy to provide best remunerations to our faculty the college is pleased to increase D.A. from 107% to 122% for all regular faculty members in scale w.e.f. 1st August, 2024.

Regular annual increments will be given on the basis of annual appraisal.



Dr R.K. Agarwal
Director General



Copy to : All HODs
Faculty Notice Board
Accounts



Director
Ajay Kumar Garg Engg. College
Ghaziabad

AJAY KUMAR GARG ENGINEERING COLLEGE
27 Km Stone, Delhi Meerut Expressway, Ghaziabad

5 September, 2024

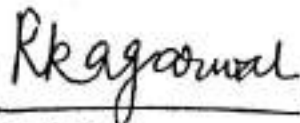
OFFICE ORDER

Delayed Claims / Settlement of Advances and Expenses Incurred

It has been noticed that some of the claims / settlements of advances and other expenses are being put up after a long time of task completion. This causes difficulty in verification and is not acceptable.

TA / DA claims and reimbursements of any other expenses incurred are to be made within one week of completion of the task. Claims made after more than 10 days of the event are to be accompanied with an explanation from the claimant as well as the forwarding HoDs/ Section Incharges, who are responsible for keeping track and following up these with their concerned faculty and staff. Any claim put up more than 20 days after conclusion of the duty/ task will be treated as time barred and will not be actioned.

CAO is to put up a list, with details, of all unsettled advances during a month on the last day of the month for appropriate action.



Dr R.K. Agarwal
Director General

Copy to : All HODs & Section Incharges
Accounts


Director
Ajay Kumar Garg Engg. College
Ghaziabad

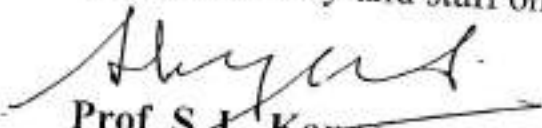
07 Oct 2024

PUNCTUALITY DRIVE

To ensure and motivate students to reach their classes in time the Punctuality Drive in college will restart wef from 09 Oct 2024.

In view of the above all department are requested to forward name of effective faculty members to the undersigned for carrying out above mentioned tasks. While CS, IT, and EC departments are requested to forward name of lady faculty members, other departments are requested to forward names of male faculty. Nominated faculty members are to be kept free of first class. CS & IT department and Central Support Cell are requested to forward name of one Lab Assistant each for operating laptop for the duration of drive (likely to be in the first period only up to 0845 AM.)

Above names may please be forwarded to the undersigned by today i.e. 07 Oct by 3 PM. The Undersigned would brief all detailed faculty and staff on 08 Oct at 3 PM.


Prof. S. L. Kapoor
Proctor

HOD CS, EC, IT, ME, EN, CE and MCA

Dean First Year

Cc : Director

AJAY KUMAR GARG ENGINEERING COLLEGE

27 KM Stone, Delhi-Meerut Expressway, Adhyatmik Nagar, Ghaziabad-201015

Date: 9th October 2024

CLEAN DESK AWARD

At AKGEC, we are committed to maintaining excellence in all our endeavours and upholding the highest ethical standards. We recognize that true excellence goes beyond professional skills; it involves fostering a positive work culture and environment. Cleanliness, both within individual workspaces and across the campus, is a key element in creating such an environment. It plays a crucial role in cultivating positive thoughts and attitudes among all.

In line with this vision, and in celebration of Diwali, a time traditionally dedicated to cleaning our homes and welcoming positivity, we extended this practice to our workplace through the 'Clean Desk' initiative. To support this, we will conduct special visits to faculty cabins, departmental libraries/offices, and labs in the upcoming week. These visits will be part of the 'Clean Desk Award', aimed at recognizing and appreciating those who maintain a clean and organized workspace.

A dedicated team will begin visiting all departments starting from 16th October 2024 to propose recipients for the Clean Desk Award. This team will also assess the upkeep and maintenance of laboratories and offices by lab and office assistants, with awards for the cleanest labs/offices.

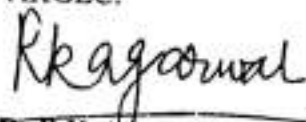
In addition to promoting clean and efficient workspaces, we encourage everyone to discard any unwanted, obsolete, or unserviceable items and documents. The administration will also oversee the cleaning of terraces, unused spaces, and the disposal of accumulated junk to ensure a cleaner campus environment.

Selection Criteria for the Clean Desk Award:

1. Work desks, labs, and offices should be clean, organized, and free from dust, presenting a professional appearance.
2. Files, books, students' assignments, and notices should be neatly arranged.
3. Computers, printers, UPS devices, and furniture should be well-maintained and properly arranged.
4. The overall ambiance should contribute to fostering positive thoughts and attitudes.

The purpose of the visiting team is not only to assess cleanliness but also to encourage everyone to contribute to a cleaner, more positive environment throughout the college campus. After the visits, the team will submit their recommendations for the cleanest cabin, lab, and office to the undersigned.

Let us come together to celebrate Diwali by embracing a culture of cleanliness and excellence at AKGEC.



Dr R.K. Agarwal
Director General

Copy to: All HoDs, Deans & Section Incharges



Director
Ajay Kumar Garg Engg. College
Ghaziabad

AJAY KUMAR GARG ENGINEERING COLLEGE, GHAZIABAD

Date: 14 Oct 24

ANTI RAGGING CAMPAIGN THROUGH KITE FLYING

To spread the message of Anti Ragging among all students, the college will observe the Anti Ragging Campaign by conducting a kite flying event, a seasonal sport on 17 Oct 2024 wef. 2:00 PM at the college football ground. During this period the expert kite fliers along with faculty, staff and students will fly kites of different shapes and sizes. Director General has kindly agreed to participate in the campaign and will be present for flying the kites.

All Heads of Departments, Deans, Section Incharges and Faculty and Staff are requested to be present during the event after lunch at 2:00 PM.

To enable students to fully enjoy the event Director General has approved suspension of all classes for II, III & IV year students after 12:40 PM on 17 Oct 2024. Kites and Charakhi will be issued to students through issue counters at football ground to be maintained by members of Student Discipline Committee. A separate issue counters would be catered for faculty and staff.

All are requested to be part of the Anti-Ragging Campaign to make the event a great success.

Like every year Dean Admin is requested to do following arrangements: -

- a) Pitching of Shamiana.
- b) Adequate sitting arrangements.
- c) Arrangement for drinking water for all and Lemon water for Faculty & Staff.
- d) Placing sufficient numbers of dustbins.
- e) PA System with arrangement to play songs.
- f) Deployment of Safai Karamcharies.

Prof. S. L. Kapoor
Proctor

All Heads of Department and Dir AKGIM
All Deans and Section In charges
Faculty/Staff Notice Board
All Students Notice Boards

Cc : Director General


Director
Ajay Kumar Garg Engg. College
Ghaziabad

AJAY KUMAR GARG ENGINEERING COLLEGE

27th Km. Stone, Dehli-Meerut Expressway, Adhyatmik Nagar, Ghaziabad--201009

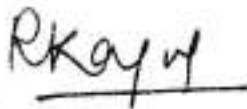
AKGEC/DG.O./Notices/2024-25/021
04th November 2024

NOTICE

The Director General, will address all newly joined faculty members on November 9, 2024 (Saturday), at 10:00 A.M. in the Main Seminar Hall. Please be seated 10 minutes before the meeting begins.

Important Points:

- Attendance is mandatory for all newly joined faculty members.
- Class adjustments should be made as necessary for these faculty members (refer to the enclosed faculty list).
- No leave will be granted for this session.
- The Director, AKGEC, Director, AKGIM, all concerned HoDs and Professor-Incharges are also required to attend.



Dr. R.K. Agarwal
Director General

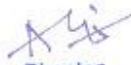
Copy to:

Director, AKGEC & Director, AKGIM

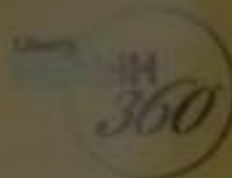
Concerned HoDs for information, circulation among their faculty members and necessary action (faculty list enclosed)

Chief Admin. Officer for necessary arrangements (sound system, seating plan, etc.)

Faculty Notice Board


Director
Ajay Kumar Garg Engg. College
Ghaziabad

Liberty Cashless Health Card



Liberty
General Insurance.

Corporate Name : Ajay Kumar Garg Engineering College

Name/Relationship : DEEPENDRA SHARMA/Self

Age/Gender/Emp id : 17/Male/24154143

Certificate/Member id : 42114723428/A

Policy No. : 4211-200104-24-7000103-00-003

Valid From : 26/09/2024 To 13/08/2025



LG15563-8D-A-1-1 (200104)-367

#Bharose ka vaada!

Director
Ajay Kumar Garg Engg. College
Ghaziabad

Terms and Conditions:

1. Pre-authorization is compulsory from Liberty Health 360⁺ prior to all planned admission and within 24 hours for emergencies. 2. Cashless hospitalization in network hospital can be obtained in conjunction with this card, an identification letter issued by the Liberty Health 360⁺ and photo identification such as voters ID, driving license, passport, or any other ID proof to be presented with this card at the time of availing benefits. 3. In case of Reimbursement of Claim please collect all necessary documents from the hospital for early Claim settlement. 4. All terms and conditions of the Policy would be applicable. 5. Please refer to the Policy terms and conditions for further details. 6. For any Claim related assistance please contact our Liberty Health 360⁺ on the mentioned numbers.

Liberty Health 360⁺

Address & Contact Details: "The Capitol", 4th Floor, New D.P. Road,

Near Ashoka Hotel, Vishal Nagar, Pimple Nilakh, Pune- 411027

Contact Details: +91 20 30856565, Fax : +91 20 67125799

Email: health360@libertyinsurance.in

Website Address: <https://www.libertyinsurance.in>

Liberty



insurance is the subject matter of the solicitation.

IRDA Reg. No: 150, CIN: U66000MH2010PLC209656)

UIN: LIBHLGP22010V032122

Trade Logo displayed above belongs to Liberty Mutual and used by the Liberty General Insurance Limited.

For policy related queries Toll Free Number - 18002665844

A handwritten signature in blue ink, appearing to read "Ajay Kumar Garg".

Director

Ajay Kumar Garg Engg. College
Ghaziabad