

AJAY KUMAR GARG ENGINEERING COLLEGE

Kar Stage, Delhi Gurgaon Bypass Road, Adityapur, Gurgaon, Post Box No. 116, Gurgaon
 Pin - 0120-2762841-51, Fax - 0120-2761844, 2761845, 2762170

AKGEC/D.O./Notice/2014-15/06

3rd November 2014

INTRODUCTION OF GRATUITY FOR
FACULTY MEMBERS

I am pleased to announce the introduction of gratuity scheme for the college faculty members. This is in line with the college philosophy and policy for providing best remuneration and loyalty benefits for long service. Under this scheme, members who render more than five year of continuous service will get 15 days salary (Basic + Grade Pay + DA) as gratuity for each year of service in the college.

The CPF scheme started as a voluntary welfare scheme by the college for all its employees will now be discontinued. It is noteworthy that the benefit under gratuity scheme is significantly higher than that under the provident fund scheme.

Dr R. K. Agarwal
 Director

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

Circulation Folder for inf
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 Director
 Ajay Kumar Garg Engg. College
 Gurgaon

AJAY KUMAR GARG ENGINEERING COLLEGE, GHAZIABAD

LEAVES: FACULTY & STAFF

S.No.	Type of Leave	Teaching	Non-Teaching
1.	EL	10	15
2.	SL	10	10
3.	CL	12	12
4.	RH	02	02
5.	Short Leaves	12	12
6.	Summer Break	15	-
7.	Maternity Leaves (for regular female employee)	84	84

M


Director
Ajay Kumar Garg Engg. College
Ghaziabad

**AJAY KUMAR GARG ENGINEERING COLLEGE,
GHAZIABAD**

AKGEC/D.O./LEAVE NORMS/2007
1st August, 2007

NORMS FOR SANCTION OF LEAVE

There is provision for availing different kinds of leave for the employees of AKGEC. All types of leave require prior approval / permission of the Director. The revised leave norms, applicable with effect from 1st August, 2007, are as follows:-

CASUAL LEAVE (CL)

- 12 casual leave will be granted to an employee in a year.
- CL will become admissible proportionately in a year. CL accrued upto the following month can only be available upto that particular month.
- Not more than 2 CL can be availed in any calendar month except during the vacation period (for faculty only). More than two casual leave at a stretch are not permissible.
- Sundays & Holiday falling during the casual leave period are not to be taken into account.
- In case of emergency, an employee can take half day Casual Leave. However, ½ day Casual Leave can be taken only as a stand alone leave and cannot be added to any other leave / casual leave.
- ½ day Casual Leave is permissible only if there is no class / academic commitment during the period of leave.
- Casual leave cannot be combined with any other kind of leave.
- No CL is permissible during the first month of service
- Casual leave cannot be carried over beyond a year.


Director2/-
Ajay Kumar Garg Engg. College
Ghaziabad

EARNED LEAVE (EL) / PRIVILEGE LEAVE (PL)

- Earned leave shall be on full pay for a period of 10 days in a year for teaching staff and 15 days for non-teaching staff, as they are not eligible for summer break. Class IV employees will be given 15 days salary as "Ex Gratia" in lieu of earned leave.
- Earned leave can not be availed more than thrice in a year and not less than three days at a stretch.
- Earned Leave is to be applied at least one week in advance. Proceedings on Earned Leave without prior sanction / approval will amount to severe misconduct liable for disciplinary action.
- Earned Leave can be accumulated upto 60 days. Accumulated EL, if more than 10 days, can be encashed at any time, either fully or in part. Encashment will be at 50% of one's average basic pay and DA, excluding HRA or any other kind of allowances and monetary benefits.
- Earned Leave can be prefixed or suffixed with holidays and the summer vacation leave. However, holidays falling within the leave period will be counted as leave.

MEDICAL LEAVE / SICK LEAVE (SL)

- An employee is eligible for 10 days Sick Leave in a year
- Sick leave will be granted only in cases of serious sickness / hospitalization.
- Sick leave cannot be availed more than thrice in a year and not less than four days at a stretch.
- A certificate of admission / discharge and fitness from the doctor / hospital is to be furnished at the time of joining.
- Sick leave can be accumulated upto 30 days. Accumulated SL, if more than 10 days, can be encashed at any time, either fully or in part. Encashment will be at 50% of one's average basic pay and DA excluding HRA or any other kind of allowances and monetary benefits.

MATERNITY LEAVE

- All regular female employees will be eligible for 12 weeks Maternity Leave (6 weeks Pre natal and 6 weeks post Natal). This facility can be availed only on two occasions in the total service period of employment.

SUMMER VACATION

- All members of the teaching faculty will be eligible for 15 days summer break in an academic year. The exact period of summer vacation will be notified by the Director for that particular year.
- In case a faculty member is not permitted summer break or part thereof, due to college requirement, the period may be converted to EL @ one EL for every three days of summer break.

LONG TERM LEAVE / EXTRA ORDINARY LEAVE / STUDY LEAVE

- For any other absence from duty due to prolonged sickness, for attending urgent legal matters, for acquiring higher education etc., an employee may be granted E.O.L /Study Leave without pay. Such leave will be granted in exceptional circumstances on case-to-case basis.
- Period of leave from the college will not be counted for calculation of increments, gratuity and other monetary benefits relating to the length of the employee's service.

GENERAL

- Leave is to be treated as a privilege and is not a right. The Director can refuse the leave or cancel the leave already sanctioned.
- The academic year (1st August to 31st July) will be taken into consideration for leave.
- Leave, other than CL and SL, will be admissible to an employee only after successful closure of probation and appointment in regular service.
- Prior permission is essential for all kinds of leave.
- In case an employee wants to avail leave other than at the place of his normal residence, prior out-station leave permission will be required. He/she will mention outstation address and the contact telephone number in the leave application.

Rkagm
Dr. R. K. Agarwal

Director
Ajay Kumar Garg Engg. College
Ghaziabad

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.

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.

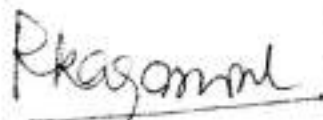
- Reimbursement is limited to one membership per student per calendar year.
- Head of the Department recommendations are mandatory for reimbursement.

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

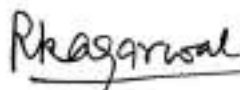
In reference to the previous notice (AKGEC/DO/Notices/2023-24/082), dated 3rd June 2024, regarding the Annual Confidential Report (ACR) submission, kindly note the following updates in response to the recent announcement of the 1st and 2nd year results:

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-1). 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

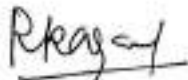
NOTICE

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.

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

*All faculty to please
read and report*


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

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

AKGEC/DG.O./Notices/2023-24/043
28th January 2024

Introduction of Incentives for Research Publications

In our ongoing commitment to fostering a culture of research excellence, incentives for research publications through conferences are also announced to appreciate the dedicated efforts of faculty members in guiding final year projects.

Faculty members guiding final year B.Tech and MCA student projects are eligible for an incentive of Rs. 5,000 for each research paper published under their guidance in Scopus-indexed conferences. This incentive applies to conferences held after the date of this notification and the inclusion of the paper in the Scopus database. While the main supervisor of the project will be awarded the incentive, in the case of a co-supervisor, the incentive amount will be equally shared between the supervisor and co-supervisor of the project.

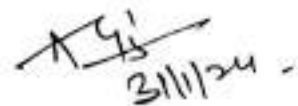
Additionally, this incentive is provided in conjunction with any reimbursement for conference registration fees, as per the conference policy of the college.

This initiative serves as a sincere acknowledgment, appreciating the dedication of faculty members to research and innovation. Faculty members guiding final year projects are expected to encourage their students to publish papers in recognized conferences and refereed journals. It is essential for them to determine the appropriate inclusion of project work, whether as a research paper or a patent. Effective involvement and motivation of faculty members in guiding projects are crucial for ensuring the quality of the projects.

Faculty members are encouraged to persist in the pursuit of scholarly activities, and the impactful outcomes of research contributions are eagerly anticipated.


Dr R.K. Agarwal
Director General

Copy to : All HoDs


AG
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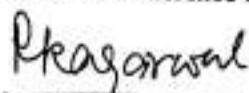
IMPORTANT NOTICE ON RESEARCH ETHICS

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
to get up to
faculty

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]
	Journal Impact Factor as per Clarivate Analytics		
SCI/SCIE/SSCI/AHCI	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

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.

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. ✓

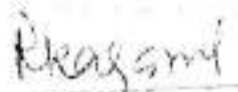
INCENTIVE FOR THE BEST PAPER AWARD

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.

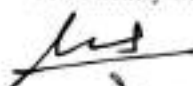
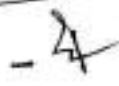



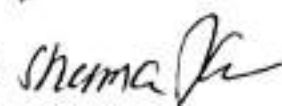
APPLICATION PROCESS



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. ✓

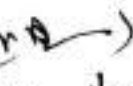




Note: The above policy is just a guiding document and will be effective from its date of issue. The decision of Director General will be binding and supersede all or parts of what is mentioned in this policy.


Dr R. K. Agarwal
Director General

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

1. SLK 
2. BBV - 
3. Dr. Shikhar 
4. Dr. Nitya 
5. Dr. Parul 
6. Dr. Sanjay Sharma 

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

8. Dr. Anshu Kumar 
9. Dr. Kanika 
- ~~10. Dr. Anshu Kumar~~
10. Dr. Tarunjeet Singh 
11. 
12. Ms. Sujanta Singh Gill
13. Dr. Meenakshi 

**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 / incentives and related procedures for faculty, staff members and students of Ajay Kumar Garg Engineering College, Ghaziabad, for filing/grant of an Indian patent/Copyright.

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:

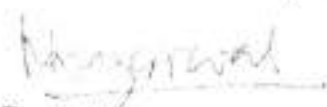
Category	Application Charges (include Government fee and fee of the consultant hired by AKGEC)	Incentive for Inventors
Standard Indian Patent	INR 30000 (Approx.)	INR 40000
Indian Design Patent	INR 15000 (Approx.)	INR 20000
Copyright	INR 15000 (Approx.)	INR 10000

- 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)

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:

AJAY KUMAR GARG ENGINEERING COLLEGE

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

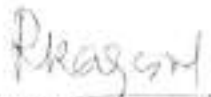
-2-

Event	1 st Prize	2 nd Prize	3 rd Prize
Individual Participation	Rs. 2000	Rs. 1500	Rs. 1000
Team Participation	Rs. 3000	Rs. 2500	Rs. 2000

If there is a tie in any position, then the next prize money will be added and shared between the two teams, i.e., if there is a tie in the first prizes in Individual Event, then the First Prize will be $\text{Rs } 3500/2 = \text{Rs } 1750$ each, and the 2nd Prize of Rs. 1000. There will be no third prize. The same process should be followed for Team Events also.

- Eligibility: The eligibility criteria for participant registration must be clearly defined. Registration should close at least 24 hours before the actual time of the event and a list of participants with necessary permissions for leaving hostel should be forwarded to Dean Hostels through DSW.
- Faculty Coordinator should supervise the event and personally take the responsibility to select the Judges and Faculty advisors from other departments to evaluate and advise during the event. A detailed list of event coordinators along with their responsibilities is to be prepared and supervised by the Faculty Coordinator for future events and action (in case of non-compliance with duties).
- A separate file for documentation for each event should be prepared and should include Event Report, Attendance records, Expenses reports, and evaluations and feedback (if any). The event report should necessarily have the DSW's signature.
- Canceling or postponing events due to unforeseen circumstances are to be coordinated through the Faculty Coordinator and DSW. A communication plan must be in place to notify participants and attendees. The funds collected as advances should be immediately returned to the accounts in case of cancellation of the event.

For special cases/requests, prior approval may be obtained from the undersigned.


Dr R.K. Agarwal
Director General

Copy to : All HoDs
Dean Student Welfare
Dean (Hostel)

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

AKGEC/DG.O./Notices/2023-24/043
28th January 2024

Introduction of Incentives for Research Publications

In our ongoing commitment to fostering a culture of research excellence, incentives for research publications through conferences are also announced to appreciate the dedicated efforts of faculty members in guiding final year projects.

Faculty members guiding final year B.Tech and MCA student projects are eligible for an incentive of Rs. 5,000 for each research paper published under their guidance in Scopus-indexed conferences. This incentive applies to conferences held after the date of this notification and the inclusion of the paper in the Scopus database. While the main supervisor of the project will be awarded the incentive, in the case of a co-supervisor, the incentive amount will be equally shared between the supervisor and co-supervisor of the project.

Additionally, this incentive is provided in conjunction with any reimbursement for conference registration fees, as per the conference policy of the college.

This initiative serves as a sincere acknowledgment, appreciating the dedication of faculty members to research and innovation. Faculty members guiding final year projects are expected to encourage their students to publish papers in recognized conferences and refereed journals. It is essential for them to determine the appropriate inclusion of project work, whether as a research paper or a patent. Effective involvement and motivation of faculty members in guiding projects are crucial for ensuring the quality of the projects.

Faculty members are encouraged to persist in the pursuit of scholarly activities, and the impactful outcomes of research contributions are eagerly anticipated.



Dr R.K. Agarwal
Director General

Please put up in the group

M

Copy to : All HoDs

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

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

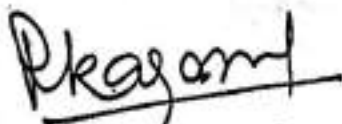
announcements. Content should be shared through the concerned persons handling social media and the website, ensuring both students and faculty/staff are notified.

- 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

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

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

AKGEC/D.O./Notice/2022-23/085

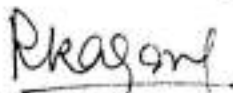
20th June 2023

SUMMER BREAK LEAVE FOR FACULTY MEMBERS

The college has decided to provide one week (6 days) summer break to the faculty members from 1st to 16th July 2023. The following details and guidelines for availing the summer break will be applicable:

- Faculty members who have completed one year or more on probation/fixed tenure appointment, including those whose tenure has been extended, are eligible to avail summer break leave. Additionally, faculty members with less than one year of service in AKGEC will also be granted summer break leaves on a pro-rata basis, with one leave granted for every two months of service.
- Any absence from the college, except for Earned Leave (EL), Casual Leave (CL), and Sick Leave (SL), will not be counted towards the period of service. While applying for summer break, faculty members are required to mention their date of joining and provide details of any leave without pay, study leave, or other special leaves taken during the preceding year.
- The summer break period is divided into two slots, providing flexibility for planning personal activities and relaxation.
 - Slot 1: 1st to 9th July 2023
 - Slot 2: 9th to 16th July 2023
- Faculty members teaching in the I/II year and having their respective subject exam during Slot-1 may avail leave during Slot-2 after submitting the PUT results. Similarly, faculty members with respective course exams during Slot-2 may avail leave during Slot-1.
- Faculty members are required to coordinate with their respective department heads regarding their intended leave period. They should ensure the completion of any pending responsibilities, including evaluation of PUT copies, before commencing their leave to ensure smooth operations during this period.
- Faculty members should be prepared for the possibility of being recalled from leave for evaluation or other important commitments. In case of any unforeseen circumstances or urgent requirements during the break period, faculty members on leave may be contacted as necessary.

Heads of Departments are responsible for recommending summer break leave after ensuring that the guidelines mentioned above are adhered to. Additionally, they should obtain an undertaking from faculty members to be available for recall in case of any requirement.



Dr R.K. Agarwal
Director General

Copy to : All HoDs

AJAY KUMAR GARG ENGINEERING COLLEGE

27 Km Stone, Delhi Meerut Expressway, Ghaziabad

AKGEC/DGO/NOTICES/28/2024/16

January 11, 2024

NOTICE

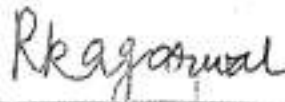
ENGINEERING EDUCATOR CERTIFICATION PROGRAM

With reference to the notice regarding above mentioned subject and subsequent recommendation of interested faculty members for this program from the HODs of various departments, the following faculty members are being nominated to undergo the online / hybrid mode program during spring semester 2024 starting on 18 January, 2024.

1. Prof. B.K. Sharma, MCA
2. Prof. Himani Garg, ECE
3. Prof. Ayushi Prakash, CSE
- ✓ 4. Dr Bandana, AS&H
5. Ms. Gaganpreet Kaur, TIFAC
6. Ms. Swarna Mazumdar, TIFAC

All the above faculty members are to give details of their e-mails / mobile numbers to Dr T.R. Pandey / Prof. Devender Singh for getting them registered for the course.

This being the first pilot program for the college, all selected faculty members are expected to take the course with utmost seriousness and sincerity.



Dr R K Agarwal
Director General

Copy to : Concerned faculty members
Dr T.R. Pandey, Director, AKGIM
Prof. Devender Singh, Professor, ME Deptt.
All HODs

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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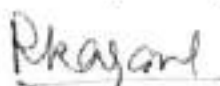
Alumni Engagement:

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.


Dr. R. K. Agarwal
Director General

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

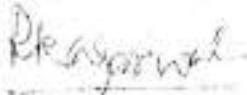
NOTICE

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. B. ...

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

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

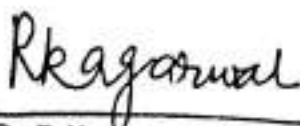
MATERNITY LEAVE

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

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
CSV0

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

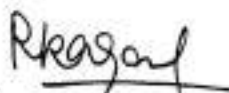
EXCELLENCE AWARDS FOR CLASS IV EMPLOYEES ON 15 AUGUST 2024

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

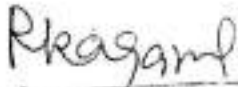
AKGEC/D.O./DA INCREASE/2024
August 14, 2024

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

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

5 September, 2024

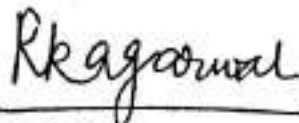
OFFICE ORDER

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

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Accounts

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.

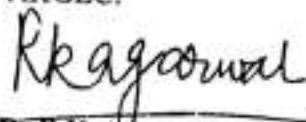
In addition to promoting clean and efficient workspaces, we encourage everyone to discard any unwanted, obsolete, or unserviceable items and documents. The administration will also oversee the cleaning of terraces, unused spaces, and the disposal of accumulated junk to ensure a cleaner campus environment.

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