

Annexure 2.4 Policies for teaching staff, non-teaching staff, students.

ADMISSION POLICY

- Admission to the MBA program with an intake capacity of 60 seats will be granted in accordance with the norms, guidelines, and processes set forth by the Admission Committee for Professional Courses (ACPC), Gujarat, which may be subject to change over time.
- Prospective students must have successfully completed their Graduation with a minimum of 50% marks (45% marks for candidates belonging to reserved categories such as SC/ST/SEBC/EWS).
- The eligibility criteria of 50% marks (45% marks for reserved categories) will be computed based on the percentage of marks awarded for the qualifying degree by the institution/university. In the case of grade points, candidates must provide an equivalence percentage certificate from the University.
- Applicants are expected to have appeared in the Common Management Aptitude Test and must have obtained scores above the designated cut-off marks.
- For ACPC MBA, candidates should have passed the Higher Secondary School Examination or Bachelor's degree with Mathematics or Business Mathematics or Statistics as one of the subjects.
- 5% of the seats are reserved for candidates from outside Gujarat in Government and Grant-in-aid colleges. A separate merit list will be prepared for such candidates based on their CMAT scores.
- Admission to 5% of the seats under the Tuition Fee Waiver Scheme, directed by AICTE, New Delhi, is available. To be eligible for TFW admission, the candidate's family income should not exceed 8 Lakh per annum. Any category of student can apply under this scheme if they fulfill the mentioned criteria.
- Admission to a maximum of 50% of the seats (i.e., 30 seats) under the management quota is carried out as per the norms, guidelines, and processes prescribed by ACPC, Gujarat.
- Admission to 4 to 7 seats under the Economically Weaker Section (EWS) quota is done in accordance with the norms, guidelines, and processes prescribed by ACPC, Gujarat.

ATTENDANCE POLICY

Regarding Staff Attendance:

- We have implemented a biometric attendance system that requires all staff members to register their thumb and face IDs.
- The college timing is from 09:30 am to 04:30 pm, and it is essential for each staff member to ensure their presence before or at 09:30 am.
- It is important to note that arriving after 09:30 am will result in the system marking the staff member as late.
- If any staff member is marked as late on more than two occasions within a week, it will be considered as half-day attendance.
- As per the appointment order, staff members are required to serve for a minimum of 07 hours a day. Therefore, the 09:30 am timing must be adhered to in order to complete 07 hours by 04:30 pm.
- Staff members traveling from outside the city are advised to plan their timing and mode of transportation to ensure compliance with the above guidelines.

COMPUTER LAB USAGE POLICY

Our institute provides a well-equipped computer lab with 60 computers, in line with the norms set by AICTE, New Delhi, for the convenience of our students. The following policy governs the usage of the Computer Lab:

Permissible Activities: Students are allowed to use the lab for various academic and professional purposes, including:

- a. Preparation of Project Reports
- b. Creation of Presentations and Assignments
- c. Filling Application Forms for Competitive Exams, Internships, or Placements
- d. Participating in Online Examinations
- e. Attending Online Interviews, and more.

Lab Access During Free Lectures: Students are permitted to utilize the computer lab during their free lecture periods.

Lab Access During Breaks and Before/After Lecture Timing: The computer lab is accessible to students during breaks and both before and after the scheduled lecture timings.

We encourage students to make the most of these facilities for their academic and professional growth. Please ensure that the lab is utilized responsibly and respectfully to maintain a conducive learning environment for everyone.

DUTY LEAVE POLICY

The institute recognizes the significance of duty leave for its faculty and has established the following policy to facilitate its appropriate utilization:

(i) Eligibility for Duty Leave: Duty leave may be granted for the following purposes:

- Attending conferences, workshops, and seminars on behalf of the institute or with the institute's permission.
- Delivering lectures in institutions and universities upon invitation from such institutions or universities, subject to acceptance by the Director.
- Engaging in assignments in another Indian or foreign university, agency, institution, or organization, when deputed by the university or permitted by the Management.
- Participating in a delegation or serving on a committee appointed by the Government of India, State Government, the University Grants Commission, Gujarat Technological University, or any other academic body.
- Performing any other duty for the Gujarat Technological University.

(ii) Duration of Leave: The duration of duty leave will be determined by the sanctioning authority (i.e., the Director) on each occasion, considering the nature and requirements of the duty.

(iii) Pay and Allowances during Leave: Duty leave may be granted on full pay. However, if the faculty member receives a fellowship, honorarium, or any other financial assistance beyond the amount needed for normal expenses, they may be sanctioned duty leave on reduced pay and allowances.

(iv) Combination with Earned Leave: Duty leave may be combined with earned leave as per the institute's policies.

This policy aims to support faculty members in engaging in valuable academic and professional endeavors, contributing to their growth, and fostering collaboration with other institutions and bodies. Faculty members are encouraged to apply for duty leave through the prescribed procedure to ensure smooth coordination and compliance with this policy.

LEAVE POLICY

At our institute, leave is a crucial aspect of faculty welfare. However, it is important to note that no leave can be claimed as a matter of right. The following categories of leave are admissible to permanent faculty members:

Casual Leave:

- Total casual leave granted to a teacher shall not exceed 12 days in an academic year.
- It may be combined with holidays, including Sundays, but holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

Earned Leave:

- Earned leave admissible to a teacher shall be calculated as 1/30th of actual service, including vacation, plus 1/3rd of the period, if any, during which the teacher is required to perform duty during vacation.
- Earned leave shall not accumulate beyond 300 days, and the maximum sanctioned leave at a time shall not exceed 60 days.
- Exceeding 60 days of earned leave may be granted for higher studies, training, medical reasons, or if a portion of the leave is spent outside India.

Commuted Leave:

- Commuted leave may be granted based on a medical certificate from a registered medical practitioner, with a maximum limit of 240 days during the entire service.
- The total duration of earned leave and commuted leave taken together shall not exceed 240 days at a time.

Extraordinary Leave:

- Extraordinary leave, always without pay and allowances, may be granted when no other leave is admissible or if the teacher applies for it in writing.
- It may count for increments in specific cases such as medical reasons, inability to rejoin due to unforeseen circumstances, pursuing higher studies, or undertaking important academic or technical assignments.
- Extraordinary leave may be combined with other leave types except casual leave and special casual leave, but the total continuous absence from duty on leave shall not exceed three years unless taken on medical grounds. The total period of absence shall

not exceed five years in the full working life of the individual with approval from the Chairman of the Management.

Study Leave:

- Study leave may be granted after a minimum of 3 years of continuous service to pursue specialized study or research related to the teacher's work in the university.
- The paid period of study leave should be for 3 years, extendable by one more year upon adequate progress as reported by the Research Guide.
- Teachers availing themselves of study leave shall serve the institute for a continuous period of at least three years after the leave's expiry.
- They shall submit progress reports every six months, and study leave not availed within 12 months of sanction shall be deemed canceled.

Sabbatical Leave / Academic Leave:

- Permanent whole-time teachers with at least seven years of service as Lecturer Selection Grade / Reader of Professor may be granted sabbatical leave for academic pursuits.
- The duration of sabbatical leave shall not exceed one year at a time and two years throughout the teacher's career.
- Sabbatical leave shall not be granted within five years of the teacher's return from previous study leave or any other kind of training program.

Maternity Leave:

- Female teachers may be granted maternity leave on full pay for a period not exceeding 135 days, which may be availed twice in their entire career.
- Maternity leave may also be granted in case of miscarriage or abortion, provided the total leave granted in respect of these situations does not exceed 45 days, supported by a medical certificate.

Paternity Leave:

- Male teachers may be granted paternity leave of 15 days during the confinement of their wives, limited to up to two children.

Adoption Leave:

- Adoption leave may be provided as per the rules of the State Government.

We aim to support our faculty members in maintaining a healthy work-life balance while ensuring smooth academic and administrative operations. The granting and duration of leave are subject to the Institute's policies and Management's approval.

STUDENT LEAVE POLICY

To ensure a smooth academic environment and compliance with attendance regulations, the following leave policy is in place for our students:

Prior Approval for Planned Leaves:

- Students are urged to obtain prior approval from their respective mentors for any planned leaves they wish to take.
- This step ensures better coordination and helps mentors track the student's academic progress effectively.

Emergency or Medical Leave:

- In case of emergency or medical leave, students must immediately inform their respective mentors via phone call or message to seek approval for their absence.
- Upon rejoining the college, students are required to submit a leave application along with valid proof to support the reason for their absence.

Compliance with Minimum Attendance Rule:

- Students are responsible for ensuring that the number of leaves they take does not violate the minimum attendance rule set by GTU, Ahmedabad, which mandates 75% attendance during the term.
- Maintaining the required attendance is crucial for academic success and eligibility for examinations.

Sick Leave Documentation:

- In the case of sick leave, students must submit a valid medical certificate upon their return to college.
- This medical certificate serves as documentation for the period of absence due to illness and assists in managing the leave record efficiently.

We believe that adhering to this leave policy will foster a positive learning environment and facilitate better communication between students and mentors. It is essential for students to recognize the importance of attendance and adhere to the approved leave procedures for a successful academic journey.

LIBRARY POLICY

Our library is a valuable resource for academic enrichment, and we have established the following policies to ensure its smooth functioning and to provide a conducive reading environment:

- The library shall be open on all working days from 9:30 am to 4:30 pm.
- The issue counter will operate from 9:30 am and close 15 minutes before the library's closing time.
- We kindly request all library users to maintain silence and discipline while using the reading room.
- To facilitate a clutter-free environment, students are required to keep their bags and luggage outside the library.
- A signature in the library inward-outward register is mandatory for using the library reading hall.
- Both the I-card and library card are essential for borrowing books from the library.
- Students can refer to issue journals, magazines, CDs, and reference books from the library.
- Mobile phones are not allowed inside the library premises. Strict disciplinary action will be taken against anyone found using a mobile phone.
- The consumption of eatables in the library is strictly prohibited to maintain the cleanliness of the space.
- Students are authorized to borrow a maximum of four books from the library at a time for a period of 10 days.
- Each book will be issued only once to a student. Second reissuance of the same book to the same student will not be permitted if another student has requested the book.
- A fine of Rs. 2/- per day will be imposed for the first week of delay in returning a book after the due date. For the second week after the due date, the fine will be Rs. 5/- per day.
- In case of book returns delayed by more than 30 days, a penalty of three times the value of the book will be charged.
- If a book is reported missing, the student must replace it with the latest edition of the same book or pay a fine of three times the value of the lost book.

By adhering to these library policies, students can enjoy a pleasant and productive experience in the library while maximizing the benefits of its valuable resources.

MID-SEMESTER EXAMINATION POLICY

To ensure fair evaluation and effective preparation for the external examinations, the Mid Semester Examination Policy is designed as follows:

Mid-Semester Marks Component:

The mid-semester marks represent 30 marks in the internal evaluation scheme of GTU.

Conduct of Mid-Semester Exam:

The mid-semester exam will be conducted for 70 marks, with a duration of 3 hours, unless there are exceptional circumstances.

Adherence to GTU Rules:

During the mid-semester examinations, all rules specified by GTU for external examinations will be strictly observed.

Paper Style Alignment:

The paper style for mid-semester examinations will follow GTU's external paper style to enhance student's performance in the external exams.

Conversion of Marks:

The mid-semester marks obtained by students will be converted to 30 marks (i.e., 70 to 30 marks) for the internal evaluation.

Remedial Exams Norms:

Remedial exams, if required, will be conducted as per GTU's norms, allowing students an opportunity to improve their performance.

By implementing this Mid Semester's Examination Policy, we aim to ensure transparency and fairness in evaluation while providing students with the necessary support to excel in their academic pursuits. The policy aligns with GTU's guidelines, creating a conducive learning environment for our students' overall growth and success.

PLACEMENT POLICY

Our placement policy aims to provide a fair and conducive environment for students to secure job opportunities and build successful careers. The policy outlines the following guidelines:

Attendance Requirement:

- Students must maintain a minimum attendance of 60% during placement sessions to be eligible to appear in any campus interviews. Students falling short of this attendance threshold will need to achieve 60% attendance before participating in the placement process.

Backlog Clearance:

- Students with backlogs will be permitted to participate in the placement process only after clearing all backlogs before joining any company.

Offer Rejection Policy:

- If a student rejects two job offers without valid reasons, they will not be allowed to appear for any further interviews.

Resume Template Compliance:

- Students are expected to adhere to the provided resume template, which will be shared with the company.

Formal Dress Code:

- During any interaction with a company, students are required to be formally dressed, as it significantly increases the chances of selection.

Document Preparation:

- Students must keep original and sufficient copies of their resume, passport-sized photographs, mark sheets, certificates, etc., to avoid last-minute rush and rejection (at least 3 copies of each document).

Offer Letter Responsibilities:

- The responsibility of reviewing the offer letter and taking appropriate actions, such as document submission, lies entirely with the student.

- If students receive offers directly from the company, they must immediately inform the College.

Dress Code for Boys & Girls:

- Students are required to wear formal uniforms (full uniform) with proper shoes.

Working Hours & Location:

- The working hours and location prescribed by the company upon accepting an offer shall be final. The College does not have the right to alter or change these conditions.

Joining Decision and Rules:

- The decision to join a company before or after university exams solely lies at the discretion of the student and their parents.
- Once students join a company, they must adhere to the rules and regulations of the company.

Responsibility for Early Joining:

- In case of early joining, students must take care of any additional leaves and seek permission for internal and external exams or viva from their respective company superiors.

Minimum Service Period:

- Once a student joins a company, they are required to serve that company for at least one year.

By following this placement policy, we aim to ensure a smooth and successful placement process for our students, leading to promising career opportunities and growth prospects.

UTKARSH EVENT PARTICIPATION POLICY (INTER-CLASS ACTIVITY)

General Policy

- All students must actively participate in a minimum of 3 events during the "Utkarsh" student activity.
- The decision of the judges for each event will be considered final and binding.
- Winners of the events will be honored with certificates or trophies in recognition of their achievements.
- The college reserves the right to modify the rules and regulations of any event based on the prevailing situation.
- Each event will be overseen by two student coordinators responsible for its smooth coordination.
- Additionally, one student will be designated as the event anchor, responsible for hosting and facilitating the respective event.

Events for Participation

Students can choose from the following engaging events for their participation in "Utkarsh":

- Sales Guerrilla
- Business Plan
- Ad Mad Show
- Elocution Competition
- Group Discussion
- Financial IQ
- Debate
- Dalal Street
- Mock Interview

By encouraging active student involvement in diverse activities, the "Utkarsh" policy aims to promote learning, creativity, and healthy competition among our students. We believe that participating in these events will not only enhance students' skills but also contribute to their personal and professional growth.

INTERNSHIP POLICY

- **Internship Duration:** At Naran Lala MBA College, internships are deemed as an essential part of the curriculum. Hence, they are mandatory for all students, scheduled to commence at the end of the second-semester examination. The duration of the internship shall be a period of 6 to 8 weeks, allowing sufficient time for the student to immerse himself in the organizational culture and gather meaningful experience.
- **Organization Selection:** The choice of the organization for the internship is pivotal for the student's learning. It is highly recommended that internships should be pursued with reputed and established organizations. This ensures that the students will gain exposure to the corporate culture, operational processes, and multifaceted departmental functions that will contribute to their professional growth.
- **Assistance in Placement:** To facilitate the process of securing quality internships, the Training & Placement cell of Naran Lala MBA College shall play an active role in assisting students. The cell will provide the necessary guidance, resources, and support to ensure that students are matched with appropriate organizations that align with their academic and career aspirations.
- **Monitoring and Follow-up:** The success of an internship relies on continuous monitoring and assessment. Respective mentors or faculty, as assigned by the Director, will be responsible for reviewing the student's progress throughout the internship period. Regular follow-up actions will ensure that students are achieving the learning objectives set forth at the beginning of the internship.
- **Faculty Interaction:** To ensure a robust connection between the academic and professional realms, the assigned faculty shall visit the Summer Internship Program (SIP) organization at least once. During this visit, they will interact with the student's organizational mentor, strengthening the collaboration between the institute and the organization, and allowing direct insight into the student's performance.
- **Performance Feedback:** To evaluate the student's contributions and growth, formal feedback shall be sought from all SIP organizations. This feedback will provide valuable insights into the student's strengths, areas for improvement, and alignment with professional standards. It is an integral part of the assessment and will reflect in the overall evaluation of the student's internship experience.
- **Presentation and Reporting:** Upon completion of the internship, every student is required to present their work and findings during the SIP at an organized presentation

schedule within the institute. Additionally, a comprehensive summer project report shall be submitted by the student. This practice encourages reflection, articulation of learning, and showcases the practical application of theoretical knowledge.

The policies outlined here are crafted to ensure that the internship experience at Naran Lala MBA College is rigorous, meaningful, and aligned with professional standards. They are designed to facilitate the transformation of students into industry-ready professionals, contributing significantly to their holistic development.

PICNIC POLICY

- **Purpose and Scope:** The picnic is an integral part of fostering camaraderie, teamwork, and holistic growth among the students. It aims to provide a refreshing break from academics and offers an opportunity for faculty and students to interact in an informal setting. This policy applies to all MBA students and faculty involved in organizing and participating in the picnic.
- **Date and Venue Selection:** The date and venue for the picnic must be chosen with consideration to the academic calendar and weather conditions. The selected venue must be safe and appropriate for recreational activities. Consent from all participating members must be sought before finalizing the details.
- **Budgeting and Financing:** The budget for the picnic shall be determined in advance, with a transparent breakdown of expenses. All students are expected to contribute equally unless specific exemptions are granted. Any sponsorships or contributions from external parties must be disclosed and approved by the college administration.
- **Safety and Compliance:** Safety is paramount. All activities conducted during the picnic must adhere to the legal and safety regulations of the jurisdiction. Adequate first aid and emergency response measures must be in place. Any activities deemed hazardous or inappropriate must be avoided.
- **Code of Conduct:** While the picnic is an informal event, the students and faculty must uphold the values and standards of the institution. Any behavior contrary to the dignity, integrity, and respect expected of the college community shall not be tolerated.
- **Transportation and Logistics:** Suitable transportation shall be arranged for all participants, ensuring comfort, safety, and punctuality. Clear communication regarding the itinerary, pickup and drop-off points, and emergency contact numbers must be provided well in advance.
- **Responsibility and Accountability:** The organization and execution of the picnic shall be a collective responsibility, involving students, faculty, and administration. A committee may be formed to oversee the planning, with clear roles and responsibilities defined. Every member is accountable for their conduct during the picnic.
- **Environment and Sustainability:** The picnic must be conducted with an awareness of environmental sustainability. Usage of disposable plastics and harm to the natural surroundings should be minimized. Any littering or damage to the environment shall be strictly avoided.

- **Feedback and Documentation:** Post-picnic feedback shall be collected to assess the success of the event and identify areas for improvement. Proper documentation, including photographs and a summary report, may be maintained for future reference and institutional records.
- **Insurance and Legal Considerations:** Necessary permissions, insurance, and legal clearances must be obtained prior to the picnic. This will include any required permits from local authorities and insurance coverage for transportation and activities, as applicable.

By adhering to this policy, the college ensures that the picnic serves its purpose of recreation, bonding, and personal growth, without compromising on safety, dignity, and institutional values. It fosters a sense of community and shared responsibility, enhancing the overall experience of the students in the MBA program.

INDUSTRIAL VISIT POLICY

Industrial visits are a vital part of an MBA program as they provide students with real-world exposure to industry practices and processes. Below is a brief policy for organizing and conducting industrial visits for MBA college students:

- 1. Objective and Scope:** The industrial visit is designed to bridge the gap between theoretical learning and practical exposure to industry operations. It offers students an insight into corporate culture, manufacturing processes, management practices, and more. This policy applies to all MBA students, faculty, and staff involved in organizing and participating in the industrial visit.
- 2. Selection of Industry:** The industry chosen for the visit must be relevant to the curriculum and offer meaningful learning experiences for the students. Consideration must be given to the reputation of the company, safety standards, and alignment with educational objectives.
- 3. Planning and Scheduling:** The industrial visit must be planned well in advance, considering the academic calendar, availability of the industry, and convenience of the students and faculty. All logistics, including date, time, and duration, must be clearly communicated.
- 4. Budgeting and Financing:** A detailed budget must be prepared, outlining all anticipated costs, including transportation, meals, and entry fees if applicable. Transparent financial arrangements must be made with equitable contributions from students or alternative funding sources.
- 5. Safety and Compliance:** Ensuring the safety of students and faculty is paramount. Compliance with all safety regulations, both of the college and the industry visited, is mandatory. Adequate insurance coverage should be considered, and emergency contact numbers must be provided.
- 6. Code of Conduct:** Students and faculty must adhere to a professional code of conduct during the visit. Proper attire, punctuality, respect for the host organization's rules, and maintaining the dignity of the institution are expected at all times.

- 7. Transportation and Accommodation:** Suitable transportation arrangements must be made to ensure comfort and safety. If the visit involves an overnight stay, appropriate accommodation must be organized in consultation with all participants.
- 8. Preparation and Briefing:** Prior to the visit, students must be briefed on the objective, the industry background, expected behavior, and the academic context. Preparation may include pre-visit assignments or research to enhance learning outcomes.
- 9. Facilitation and Supervision:** Faculty and staff responsible for the visit must facilitate meaningful interaction between the students and industry professionals. Supervision must be provided to ensure adherence to the guidelines and safety protocols.
- 10. Documentation and Reflection:** Detailed documentation, including attendance, observations, photographs, and any materials provided by the industry, must be maintained. Post-visit reflection through discussions, reports, or presentations may be conducted to assess learning outcomes.
- 11. Legal Considerations:** All necessary legal clearances, permissions, and agreements must be obtained in writing from the industry and any other relevant authorities.
- 12. Environmental Considerations:** The visit should be conducted with sensitivity to environmental sustainability, minimizing waste, and adhering to eco-friendly practices.
- 13. Feedback and Continuous Improvement:** Feedback from students, faculty, and the host industry must be collected to evaluate the success of the visit and identify areas for future improvement.

By adhering to this policy, the college ensures that industrial visits are conducted with a high standard of professionalism, safety, and educational value. These visits contribute to the overall development of MBA students, preparing them for the dynamic challenges of the business world.

TIMETABLE (SUBJECT ALLOCATION POLICY)

Preparing an effective timetable or subject allocation policy is crucial for the smooth functioning of the academic process. Here's a brief policy for the timetable or subject allocation at Naran Lala MBA College:

1. **Objective and Scope:** The timetable policy aims to ensure a well-structured and balanced distribution of subjects, considering the academic needs and faculty availability. This policy applies to all MBA students, faculty, and administrative staff involved in the scheduling and allocation of subjects.
2. **Timetable coordinator:** A dedicated senior faculty, is authorized to oversee the timetable planning. He/she will ensure fairness, transparency, and alignment with the academic objectives of the college.
3. **Subject Allocation Criteria:** Subjects will be allocated based on factors such as faculty expertise, faculty preferences, relevance to the curriculum, and available resources.
4. **Faculty Allocation:** Faculty members will be assigned to subjects based on their qualifications, experience, and specialization. Consideration will be given to workloads, ensuring a fair and manageable distribution across the teaching staff.
5. **Timetable Structure:** The timetable must be designed to provide a balance between lectures, tutorials, self-study periods, and extracurricular activities. Adequate breaks must be included to ensure student well-being.
6. **Accessibility:** The timetable must be made accessible to all students and faculty well in advance of the commencement of the term. Regular updates, if any, must be communicated promptly through official channels.
7. **Compliance with Regulations:** The timetable must comply with all relevant academic regulations, accreditation standards, and legal requirements. This includes adhering to mandatory contact hours, examination schedules, and other statutory obligations.
8. **Review and Continuous Improvement:** Regular review and feedback from students, faculty, and administrative staff will be used to continuously improve the timetable process. Lessons learned and best practices should be documented and applied to future timetable planning.

By adhering to this policy, Naran Lala MBA College ensures a systematic, fair, and efficient timetable process that aligns with the needs of students, faculty, and the institution's academic mission. It fosters an environment conducive to learning and professional development, providing a solid foundation for achieving academic excellence.

RECRUITMENT AND SELECTION POLICY FOR FACULTIES

(AS PER AFFILIATING UNIVERSITY NORMS)

General Instructions

- Walk-in interviews are not allowed.
- Whole interview process must be conducted under CCTV Camera & the recording must be submitted in CD/DVD to university along with file & supportive documents.
- GTU will depute more than one V.C. nominee in case of more than 30 candidates in a day.
- Only those candidates are eligible for interview whose result has been declared and who has secured minimum qualification on or before last date of application, as published in advertisement.
- Last date of receipt of applications must be clearly mentioned in published advertisement for recruitment.
- If university finds any invalid document(s); endorsement shall be withdrawn. Such a person will not be eligible for appointment in any GTU affiliated college. That person will be blacklisted on GTU website and legal action may be initiated against that person by university.
- Endorsement is valid up to 65 Yrs. for any regular post.
- Endorsement is valid for particular institute & post.
- Joining letter must be sent to university for endorsement process.
- Candidate having BE/B. Tech. with Ph. D. degree in relevant branch is also eligible for the post of Principal/Director or any teaching post in Engineering Courses. Bachelor degree must be first class. Experience & other criteria must be fulfilled as mentioned earlier for the post of Principal/Professor/Associate Professor/Assistant Professor.
- Provisional degree certificate shall be valid for endorsement only for the post of Assistant Professor/Lecturer. Notification is acceptable for Ph. D. degree till the submission of final degree certificate.
- GTU will consider no. of post & designation as per published advertisement only. If senior faculties are not found then institute can fill the lower cadre post equal to published advertisement for senior post with permission of V. C. Nominee. It must be mentioned in minutes of meeting with highlighted remarks.

- Waiting list of selected candidates is valid up to 6 months only from the date of interview.
- Endorsement is not given to Ad-hoc & Pro-term faculties. Ad-hoc/Pro-term experience shall be considered subject to submission of salary slip, IT return, form no. 16 issued by institute, experience letter, relieving order (if applicable) etc.
- GTU gives an endorsement on the basis of Previous University subject to fulfilment of following two conditions :
 - i. It is applicable for particular institute, branch & post only.
 - ii. If any condition(s) is given by other university/selection committee then it must be fulfilled within given time duration. If candidate is unable to fulfil the condition then candidate is not eligible for endorsement.
- Self-employment experience shall not be considered for appointment/endorsement.
- If any faculty resigns/leaves from the institute, then his/her resignation letter must be forwarded to university within a month & institute has to remove his/her name from staff portal immediately.
- In case of various equivalencies, all institutes must refer to latest resolution or GR published by Education Dept., Govt. of Gujarat or any Government higher body or Apex body.
- For Career Advancement Scheme (CAS), all institutes have to follow AICTE or concerned apex body rules/norms & procedures on the day of the interview. University will provide V.C. nominee for the CAS purpose. Institute cannot select Principal / Director under Career Advancement Scheme (CAS) for any discipline.

Selection Committee:

For Director / Principal:

- The selection Committee for the post of College Principal shall have the following composition: -
 - Chairperson of the Governing body as a Chairperson.
 - Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
 - ONE nominee of the Vice Chancellor who shall be a higher education expert.
 - Three external experts consisting of accomplished educationists not below the rank of a professor (to be nominated by the Governing Body of the College) out

of a panel of six experts approved by the relevant statutory body of the university.

- At least five members, including two experts & V.C. nominees should constitute the quorum.
- All the selection procedures of the selection committee shall be completed on the day of the selection committee meeting itself, wherein minutes are recorded along with the scoring Performa and recommendation made on the basis of merit with the list of selected and waitlisted candidates/panel of names in order of merit, duly signed by all members of the selection committee.
- The terms of appointment of the college principal shall be FIVE years with eligibility for reappointment for one more term only after a similar selection committee process.

For Professor/Associate Professor :

- (a) The Selection Committee for the post of Professor/Associate Professor in colleges shall have the following composition:-
- The Chairperson of the Governing Body or his or her nominee, from among the members of the Governing body to be the Chairperson of the Selection Committee.
 - The Principal of the College.
 - The Head of Department of the concerned subject from the college.
 - Two University representatives nominated by the Vice Chancellor, one of whom will be the dean of college development council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified /declared as minority educational institutions, two nominees of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice Chancellor of the affiliating university from the list of expert suggested by the relevant statutory body of the college of whom one should be subject expert.
 - Two subject experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject expert approved by the relevant statutory body of the university concerned. In case of colleges notified /declared as minority educational institutions, two subject experts not connected with the University to be

nominated by the Chairperson of the Governing body of the College out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the College.

- (b) At least five members, including two experts & V.C. nominees should constitute the quorum.

For Assistant Professor/HOD/Lecturer:

- (a) The Selection Committee for the post of Assistant Professor / HOD/Lecturer in colleges shall have the following composition :-

- The Chairperson of the Governing Body or his or her nominee, from among the members of the Governing body to be the Chairperson of the Selection Committee.
- The Principal of the College.
- The Head of Department of the concerned subject from the college.
- Two nominees of the Vice Chancellor of the affiliating University of whom one should be a subject expert. In case of Colleges notified /declared as minority educational institutions, two nominees of the Chairperson of the College from out of the a panel of five names, preferably from minority communities, recommended by the Vice Chancellor of the affiliating university from the list of expert suggested by the relevant statutory body of the college of whom on should be subject expert.
- Two subject experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject expert approved by the relevant statutory body of the university concerned. In case of colleges notified /declared as minority educational institutions, two subject experts not connected with the University to be nominated by the Chairperson of the Governing body of the College out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the College.

- (b) At least five members, including two experts & V.C. nominee should constitute the quorum.

Note:

1) Identified / Invited external subject expert(s) should not below the cadre / post of vacancies and not belongs from the same institute / trust / group).

2) Identified expert cannot be a selection committee member if his/her relative/family member appeared as a candidate.

Qualification Criteria

Director / Principal

[A] Ph. D. with 13 yrs. teaching experience out of which 3 yrs. must be as a Professor OR 8 yrs. as an Associate Professor.

OR

[A] Ph. D. with 13 yrs. experience of teaching and/or industrial and/or research out of which 8 yrs. shall be post Ph. D. experience. Industrial experience shall be at the managerial level, equivalent to professor with active participation in designing, developing, planning, executing, analyzing, quality control, research paper/publications/patents, training etc. deemed fit by selection committee.

AND

[B] Minimum qualification as per Professor.

Professor

[A] Minimum qualification as per an Associate Professor.

AND

[B] 10 yrs. teaching and/or industrial and/or research experience of which at least 5 yrs. should be at the level of Associate Professor.

OR

[B] Minimum 13 yrs. experience in teaching and/or research and/or industry. Industrial experience shall be at the managerial level, equivalent to professor with active participation in designing, developing, planning, executing, analyzing, quality control, research paper/publications/patents, training etc. deemed fit by selection committee.

Note : For the post of Director/Principal and Professor in Management, candidate is eligible having the degree with first class : M. Com., M.A. (Economics), M. Sc. (Statistics), Graduate with 1st class and C.A./C.S./ICWA. In addition, Ph. D. degree must be require in relevant field.

Associate Professor:

[A] Ph. D. with 5 yrs. teaching/research/industry experience out of which 2 yrs. shall be post Ph. D. is desirable.

AND

[B] Minimum qualification as per Assistant Professor.

Assistant Professor:

[A] master's degree with First class in Management or equivalent by AIU/UGC.

RESEARCH POLICY

1. Objective and Scope:

The research policy at Naran Lala MBA College encourages faculty members to undertake quality research that leads to publications, conference presentations, socially relevant outcomes, and other scholarly activities. This policy guides research endeavours within the institution, aligning with the broader academic mission.

2. Undertaking Research:

- **Expectation:** Faculty members are expected to conduct research, contribute to reputable publications, present in national and international conferences, and produce socially relevant outcomes.
- **Quality Metrics:** Research quality will be assessed using established yardsticks such as Impact Factor (IF), with revisions made from time to time as appropriate.

3. Recruitment and Promotion:

- **Recruitment Criteria:** The college will recruit faculty and researchers with demonstrated capability in research.
- **Promotion Consideration:** Faculty promotion will depend significantly on research undertaken. Research output quality, especially in publications, will play a vital role in this assessment.

4. Financial Support for Publications and Conferences:

- **Funding Provision:** Financial support can be provided to faculty members for participating in national and international conferences, Faculty Development Programs (FDPs). Duty leave will be provided if academic duties are not getting clashed.

5. Research Management:

- **Coordination:** The overall management of research activities will be coordinated by the Centre for Research, Naran Lala MBA College, under the direct supervision of the Director.

6. Ethics in Research:

- **Ethical Guidelines:** Faculty members and Research Scholars must adhere to the highest ethical standards in conducting research.

By adhering to this research policy, Naran Lala MBA College fosters a culture of research excellence, ethical conduct, collaboration, and social relevance. It underscores the college's commitment to creating an environment that nurtures innovative thinking, scholarly engagement, and contributes to the advancement of knowledge in the field of management studies.

CONSULTANCY POLICY

1. Objective and Scope:

The consultancy policy at Naran Lala MBA College promotes engagement with industry, public sector, and other organizations through consultancy services. It aligns with the academic goals of the institution and fosters a mutually beneficial relationship between the college and external entities.

2. Types of Consultancies:

Consultancy services may include professional advice, project execution, training, workshops, technical support, and research collaboration.

3. Ethical Guidelines and Professionalism:

- Faculty members engaged in consultancy must adhere to the highest ethical standards, maintaining confidentiality, transparency, and integrity.
- Conflicts of interest must be identified and managed to ensure unbiased professional conduct.

4. Approval and Coordination:

- All consultancy activities must be approved by the head of the Institute or appropriate authority.
- Consultancy engagements must not interfere with regular teaching and academic responsibilities.
- Faculty members must report consultancy activities, including duration, nature, and compensation, to the relevant department.

5. Intellectual Property and Confidentiality:

- Intellectual Property (IP) rights related to consultancy must be clearly defined and agreed upon by all parties involved.
- Confidentiality agreements may be required to protect sensitive information.

6. Financial Guidelines:

- Compensation, expenses, and other financial aspects of consultancy must be transparent and in accordance with college guidelines mutually agreed upon as per the nature of project.
- A portion of the consultancy fee will be retained by the college to support administrative costs, research, and development.

7. Collaboration and Partnerships:

- Faculty members are encouraged to seek consultancy opportunities that foster collaboration with industry, government, nonprofits, and other educational institutions.
- Partnerships should align with the college's mission and enhance its reputation.