



Ref. No.: KRMU/Admin./O.O./2018-19/ 1156

Dated: 10.04.2019

OFFICE ORDER

Subject: University Service Rules – Edition 2019, K.R. Mangalam University.

This is to inform all concerned that the K.R. Mangalam University Service Rules – Edition 2019 have been duly approved and are hereby notified for implementation with immediate effect.

All employees of the University are directed to adhere to the provisions and guidelines as prescribed in the said Service Rules. Copies of the approved document are available in the Office of the Registrar for reference.

This issues with the approval of the competent authority.


Registrar
K.R. Mangalam University
Sohna Road, Gurugram (Haryana)

Registrar

Copy to:

- Vice Chancellor : For kind information
- Finance Officer
- Dean (Academics Affairs)
- Dean-Research
- Director- IQAC
- Director/ Deputy Director- Admission
- All Deans/ School Coordinators
- All faculty and staff members
- Website Developer
- Office Copy
- Notice File

**SERVICE REGULATIONS
FOR
KRMU TEACHING EMPLOYEES**

1. SHORT TITLE , APPLICATION AND COMMENCEMENT

a) Short Title

These regulations shall be called the K.R. Mangalam University Services Regulations for KRMU Teaching Employees.

b) Application

These regulations shall apply to all the teaching staff on regular rolls of the university (other than those engaged on contract or part time basis). Such employees will be governed by these service regulations including the administrative orders, which are presently applicable to the employees of their status at the place of posting; and which may be added, modified, altered, changed or replaced by the management, from time to time, in addition to statutory requirements. These will form an integral part of all teaching employment contracts with the university.

c) Commencement

These regulations shall come into force from immediate effect.

2. CLASSIFICATION OF TEACHING EMPLOYEES

Employees shall be classified into any of the following categories:

a) Regular/ Confirmed

Regular employee is one who is employed against a regular post for an indefinite period, and includes an employee initially appointed on probation who has satisfactorily completed the period of probation.

b) Probation

Probation is an employee who is provisionally employed on regular post and is required to complete the probation period to the satisfaction of the management before regularization of his/her appointment.

c) Temporary

A temporary employee includes a person who is appointed for a limited period mentioned in the appointment letter for work.

d) Casual/ Ad-Hoc

Casual/Ad-Hoc means the employee who is engaged to fulfill unexpected requirement due to unusual or seasonal work, or for work of an occasional or casual nature.

e) Part-time

Part-time employee means a person who is engaged for work for less than the normal hours. Part-time employees are ordinarily not entitled to the benefits provided to full time employees. They are allowed such benefits as are specifically determined by the management.

f) On Contract

The tenure of employment of an employee on contract is for a specified period of time and he/she is entitled to only the benefits specified in the contract of appointment. Such an employee shall have no right to claim regularization of his employment after expiry of the specified period. Unless terminated earlier by one month's notice or compensation given in lieu thereof as per discussions, such appointment will automatically come to an end at the expiry of the specified tenure/period and no notice or compensation will be payable.

3. ADHERENCE TO MANAGEMENT PHILOSOPHY

The management expects employee at all levels to maintain absolute integrity and devotion to duty, and to work with a high standard of initiative, efficiency and economy; and conduct themselves in an exemplary manner so as to enhance the image of the University for its growth into a most sought after organization to work for. An employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control/authority.

All employees are expected to ensure that they comply with tax, exchange control and other legal requirements applicable to them at all times. As employees of the organization of outstanding integrity, they should take care that their actions do not reflect adversely on the reputation of the organization and the highest ethical standards are followed, always. They are also expected to comply with all laws and regulations concerning environmental protection and actively engage in educational activities related to environmental protection and efficient use of resources and energy.

4. CREATION OF POSTS AND PAY SCALES

The requisite posts shall be created by the Governing Body in accordance with the provisions contained in the Act and Statutes. The eligibility criteria, qualifications, pay scales, experience etc for various categories of the post will be such as may be fixed by the management from time to time, in accordance with the guidelines laid down by UGC or any other relevant statutory body, or as changed by the university as per the requirement.

5. MODE OF RECRUITMENT

The appointment of every teacher shall be made by the Management, on the recommendations of the selection committee in the manner hereinafter provided.

a) Direct Recruitment

Direct recruitment will imply issue of an open advertisement through leading newspapers and/or inviting applications through website, or other means, followed by interviews conducted by selection committees, on the basis of whose recommendations all appointments will be made; provided that whenever necessary, preliminary selection can also be made through campus placement of the students passing out from leading higher education institutions in the relevant areas, followed by interviews conducted by Selection Committees. In exceptional cases, appointment may also be made by the Vice Chancellor or on the recommendation of the selection Committee for a particular post by considering the candidature in absentia. However, if there is a vacancy for Senior Position, existing faculty can apply.

b) Internal Recruitment

Promotion of teachers from their existing level to the next higher position whether on regular basis or in an officiating capacity – shall be as per the promotion policy at relevant level on the recommendation of the Selection Committee.

6. AGE OF SUPERANNUATION

a) Every Employee of the University will retire from service in the afternoon of the last day of the month in which he/she attains the age of 65 years which can be extended up to the age of 70 years with the approval of competent authority, duly approved by Board of Management.

b) However, management may relax the age of retirement of an employee and communicate to the employee in advance.

7. PRE-MATURE RETIREMENT

An employee may also be pre-maturely retired:

a) If, due to a physical or mental infirmity, he/she is declared medically unfit for service by a Medical Board/Registered Medical Practitioner nominated by the management in this behalf, or

b) On imposition of the penalty of compulsory retirement, or

c) When the competent authority has occasion to believe that he/she is suffering from a contagious disease; or a physical or mental disability or incapacity to work; which, in its opinion, interferes with the efficient discharge of his duties;

d) For any other reason;

The decision of the board of management in regard to premature retirement of an employee will be final and binding.

8. OTHER APPOINTMENTS

I. ADVISORS/ CONSULTANTS/OSD/PROFESSOR EMERITUS

Eminent scholars with significant contribution to educational innovation research and design of new curricula/courses, etc; and/or outstanding professionals with established reputation in the relevant field who made significant contribution to the knowledge in the concerned/allied/relevant discipline as sustained by credentials, may also be employed/ associated with the University through engagement as teaching faculty, consultants, advisors, Professor Emeritus, Officers on Special Duty (OSDs) as the case may be, on contract basis on mutually acceptable terms and conditions.

Apart from the essential qualifications specified in UGC Regulations, the following conditions may be considered desirable for such appointments:

a) Teaching, research and/or professional experience in a reputed organization;

b) Published work, such as research papers, patents/ obtained, books and /or technical reports;

c) Experience of guiding the project work/ dissertation of PG / research students or supervising R & D projects in industry.

d) Demonstrated leadership in planning and organizing academic, research industrial and/or professional activities;

e) Capacity to undertake/ lead sponsored R & D consultancy and related activities; and

f) Administrative experience in senior level responsible position.

II. HONORARY PROFESSORS

- a) Any person who is a distinguished scholar and has been or was a university professor or a person who has attained national/international recognition for his contribution in the field of academics / research and whose association with the university would help furtherance of the academic life and activities of the university for such period as may be determined by the Board of Management.
- b) The Head of the Institution concerned, in consultation with his colleagues in the institution may propose to the Vice Chancellor the appointment as Honorary Professor of a person and the Vice Chancellor may, after satisfying himself, approve the appointment.
- c) An Honorary Professor will be expected to associate himself with academic activities of the institution to which he is attached.

III. RE-EMPLOYMENT OF RETIRED TEACHERS

- a) In the event of faculty members crunch faced by the university and if the Vice Chancellor is satisfied that such an appointment is in the interest of the University re-employ a distinguished superannuated employee on the post held by him, if he/she is in sound health, has contributed substantially to the proper and efficient functioning of the university and is able to perform his or her duties satisfactorily. The duration of such appointments for a limited duration will be at the discretion of the Vice Chancellor, considering criteria such as merit, experience and area of specialization, only against available vacant positions without affecting selections or promotions prospects of eligible teachers.
- b) In case the date of superannuation or the expiry of the term of re-employment of an employee falls due during the course of a semester, the Vice Chancellor may allow the employee to continue in service on re-employment basis till the end of the semester.

9. MEDICAL FITNESS**a) On First Appointment**

Every person, on his first appointment in the university through direct recruitment on regular basis shall be required to produce a Medical Certificate of Fitness from a registered medical practitioner in a Govt. hospital or a medical practitioner nominated by, or acceptable, to the university.

b) For efficient discharge of duties

The continuance of appointment is subject to the employee being found and remaining medically (physical and mentally) fit. The management reserves the right to have any employee medically examined at any time during the course of employment through a medical practitioner nominated by it to test the employees physical or mental fitness necessary for the efficient discharge of the duties of his post; and a report of medical examination will be submitted to the management, whose decision in this regard will be final and binding. In case the member is found medically unfit to perform the assigned job satisfactorily, he/she will lose lien on the job.

c) Incapacitation: In case an employee is found suffering from an infectious disease or protracted illness and/or remains habitually irregular in attendance, the management shall have the right to terminate his/her services without notice.

10. DATE OF BIRTH

Every employee will indicate his/her exact date of birth at the time of entering service of the university. The age mentioned in the Matriculation/ Higher Secondary Certificate/School Leaving Certificate will be the conclusive proof of the date of birth. After the declaration of age and acceptance of the same by the university, it shall be legally binding on the employee and no revision of age be allowed to be made, at a later date for any reason or purpose whatsoever.

11. RESIDENTIAL ADDRESS

Every employee is required to indicate his/her permanent as well as current residential address at the time of entry and thereafter promptly communicate any change in the said residential address. Accordingly, for service of any notice or communication, he/she will be informed by ordinary post or through courier at the last residential address available in the service of the employee. No employee will refuse to accept personal delivery of any communication addressed to him/her by the university.

12. VERIFICATION OF EMPLOYEES PARTICULARS

An employee is offered appointment on the belief that the particulars furnished in his/her application/Personal Data Form/Interview and otherwise are factually correct and nothing material has been concealed. In case it is subsequently found that material information furnished therein false, or that some relevant facts have been concealed, suppressed or withheld, the appointment may be considered null and void from the date of appointment. In that eventuality, the management may terminate the employee's service forthwith without any notice and may recover the payment made towards his/her remuneration during employment.

13. TERMS AND CONDITIONS OF SERVICES

Every employee of the University shall be bound by the Act, Statutes, Ordinances, Service Regulations and other Rules & Regulations for the time being in force in the University.

14. NATURE OF DUTIES

Every employees shall take part in teaching, research programme and administrative activities of the University and perform such duties as may be assigned to him/her from time to time in accordance with Act, the Statues, Ordinances, Regulations and Rules framed there under, for the time being in force, and generally act under the direction of the authorities of the University.

15. PROBATION & CONFIRMATION

- a) All initial appointments, except where otherwise stipulated, shall be made on probation for a specified period of two years. At the end of two years a decision has to be taken and communicated in writing, regarding the regularization of employment or termination thereof.
- b) During the period of probation, if an employee is found unsuitable for holding that post, or has not completed his period of probation satisfactorily, the appointing authority may, in case of a

teacher appointed through direct recruitment, terminate his/her services in the University without assigning any reason and without giving any notice

c) On satisfactory completion of the period of probation, an employee shall be eligible for confirmation on that post subject to the conditions laid down by the University.

16. PAY, ALLOWANCE & PERQUISITES

a) Pay- Scales

The employees appointed by the University shall be in the grades of Professor, Associate Professor, or Assistant Professor in so far as they take part in the teaching in the University and shall, except in the case of re-employed teachers and others whose terms of appointment specify otherwise, be paid salaries on such pay-scales, or at such stage of such pay-scales and allowances, as the university may adopt or decide from time to time, after taking into consideration the UCG guidelines, if any.

b) Salary Payment

Salaries are paid monthly preferably by bank transfer by or before the tenth day of the following month. Each employee should provide complete details along with supporting documentary evidence to ensure that the TDS (tax deducted at source) can be calculated correctly.

c) Allowance & Reimbursements

An employee will be entitled to such allowances and perquisites as may be specified in the letter of appointment and/ or as notified through any subsequent communication in this regard. The following perquisites are admissible to the categories of employees specified hereunder:

i. Reimbursement of Expenses

The University will reimburse any reasonable expenses that are the direct result of the development and operation of the business and consistent with its policies, provided these are authorized by the management in advance.

ii. Conveyance Expenses

All employees are personally responsible for paying the cost of travel for getting to and from the place of work. The University will reimburse approved costs incurred excess of their round-trip for official purposes, if undertaken by the employee using their own vehicle, at the following mileage, rates, or as notified by the management from time to time:

S.No.	Conveyance Used	Mileage Rate per km.
1.	Car	Rs.10 per km
2.	Scooter / Motor- Cycle	Rs.6 per km.

This mileage is not permissible for home-office-home usage on working days. The mileage rate per kilometer may change from time to time and will be approved by the Vice Chancellor.

iii. Domestic Travel –Following travel allowances for different grades of teaching / non teaching staff are applicable for journey performed in connection with University work.

Grade	Travel Entitlements	Road Travel	Food Allowance@ per day	Boarding & Lodging
I	Air Travel or AC I Class	Rs.16.00 km	Rs.1000/-	Single: 5000 Double: 6000
II	AC II Class	Rs.12.00 km	Rs. 750/-	Single: 4000 Double: 5000
III	AC II Class	Rs. 8.00 km	Rs. 600/-	Single: 3000 Double: 4000
IV	AC III Class	Rs. 6.00 km	Rs. 450/-	Single: 2500 Double: 3000

Employees are classified into the following categories for travel rules:

Grade I – VC/ PVC

Grade II – Dean of all departments/ Director/ Registrar/ Professor/ Librarian/ COE

Grade III – Associate Professor/ Assistant Professor/ Deputy Registrar

Grade IV – Non faculty staff and others

Additional expenses on actual may be allowed with written permission from Vice Chancellor / Chairman in advance.

iv. Foreign Travel – Foreign travel will be on actuals, subject to prior approval of the Vice Chancellor. No allowances or hotel stay is permitted if the boarding and lodging is provided by the host University / organization.

v. Gratuity

All employees are entitled to gratuity under the Payment of Gratuity Act, 1972.

17. CONFIDENTIAL APPRAISAL REPORTS

The performance review of the faculty members is conducted on annual basis. The faculty member are asked to provide details of their teaching, research and service contributions in the academic year covering the review period by filling the information on the appraisal form and by completing the self appraisal section of the performance appraisal form. On each broad parameter of teaching, research, service and other contributions, they will rate their own performance as per the guidelines provided. The concerned Dean will provide his/her evaluation taking into account the performance of the faculty members is conducted periodically.

Increments and performance awards are given based on the final performance ratings attained by the faculty members.

Academic Performance Indicators (API) for Faculty Members

API for faculty members will be primarily in three categories

CATEGORY I - TEACHING, LEARNING & EVALUATION RELATED ACTIVITIES

1. Teaching: (Number of classes taught / Total Classes assigned)
2. Result/Academic Performance

3. Reading/Instructional material consulted and additional knowledge resources provided to students
4. Use of participatory and innovative Teaching-Learning methodologies, updating of subject content, course improvement etc.
5. Examination and evaluation duties assigned and performed

CATEGORY II – CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT

1. Extension, Co-curricular & Field based activities (student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community service)
2. Contribution to Corporate Life and Management of the Institution (QAE, Administrative Responsibilities such as Head, Dean/Director/Coordinator, Warden, Programme Leader, Course, Placement Coordinator etc.)
3. Professional Development Activities such as Membership in profession related committees at state and national level/ Participation in subject associations, conferences, seminars without paper presentation/ Publication of articles in newspapers, magazines or other publications; radio talks; television programmes/ Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance etc.

CATEGORY III – RESEARCH, PUBLICATIONS & ACADEMIC CONTRIBUTION

1. Research Papers published in Peer Reviewed Journals or presented in conferences etc.
2. Full papers in Conference Proceedings
3. Articles/ Chapters published in Books
4. Research Projects and Consultancies (Completed and Ongoing)
5. Patents (International and National)
6. Research Guidance (Ph.D./M.Phil/PG Dissertation)
7. Invited Lectures (including Extension) and Chairmanships at National or international Conference/ Seminars; Office Bearer/Advisor of Registered Professional Bodies
8. Experience as Post Doctoral Fellow / Research Associate Research Guidance.

Faculty who have completed one year will be required to fill the Annual Performance Appraisal Report (APAR) at the end of academic year (June). Information related to above three categories need to be duly filled in the APAR. Increment will be given as per UGC guidelines.

18. Promotion

Promotion of faculty from their existing level to the next higher level – whether on regular basis or in an officiating capacity – shall be based on merit-cum-length of service at the relevant level on the recommendation of the Selection Committee in accordance with the criteria laid down in the UGC's Career Advancement Scheme (CAS).

Eligibility of Faculty for promotion as per CAS is:-

- i) Faculty who have completed three years of service in that grade.
- ii) Ph.D. degree in the concerned subject/allied/relevant disciplines
- iii) Any one of the following during last three years: Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five

days) duration; or taken one MOOCs course (with e-certification); or organized any national international seminar, conference or workshop.

- iv) A minimum of three publications in the peer reviewed/ UGC listed journals out of which three research publications shall be published during the assessment period.

CAS Promotion Criteria: A teacher shall be promoted if

- a) The teacher gets 'good' or 'very good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period and a research.
- b) The promotion to the higher post is recommended through selection committee constituted by the Board of Management

19. WORKING HOURS, ATTENDANCE & HOLIDAYS

a) All employee will record their attendance in the manner provided by the University and would record both incoming and outgoing timings; or as may otherwise be directed in case of posting at a School/Institution/Department.

b) The normal working hours are from 9.00 am to 4:00 pm. The management may regulate the hours of attendance to suit the duties entrusted to an individual employee. All are expected to strictly observe punctuality. During work-hours, each employee should ensure that the office knows, at all times, where he/she can be reached.

c) On occasions when an employee is late for some unavoidable reason, or is away from office for any reason, he/she should inform the office accordingly.

d) An employee coming later than the scheduled commencement (9:10 am) of the working hours shall be marked as late. Leaving office earlier than the schedule time of departure and any failure to record the time of arrival and departure shall render the employees liable to disciplinary action, apart from debiting their leaves account in accordance with the University's Leave Regulations. (Detailed in Section 24).

e) Unless otherwise stated specifically in the terms of appointment, every employee may be called upon to perform such duties as may be assigned to him by the competent authority, beyond schedule working hours and on closed holidays, Saturdays and Sundays.

f) Holidays

The holidays to be observed by the Universities during a calendar year are approved annually in advance by the Vice Chancellor and notified by the Registrar on the University.

g) Teaching Days

Description	Number of weeks : 5 days a week pattern
Teaching and Learning Process	36 (180 days) weeks
Admissions/Examinations/ preparation for Examination	10 (50 days) weeks
Vacation	3 (15 days) weeks
Public Holidays (to increase and adjust teaching days accordingly)	3 (15 days) weeks

Total	52 (260 days) weeks
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The University must observe at least 180 actual teaching days per year. The academic programmers will follow semester system unless otherwise specified by the relevant regulatory body. A semester generally will have 16 to 17 weeks excluding examinations.

20. WORKLOAD

The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 7 hours daily in the University, out of which at least 2 hours for mentoring of students (minimum 15 students per coordinator) for Community Development/Extra Curricular Activities/Library consultation in case of Under Graduate Courses and at least 2 hours for research in case of Post Graduate courses, for which necessary space and infrastructure should be provided by the University. The minimum direct teaching-learning process hours should be as follows:

Assistant Professor	18 hours plus 2 hrs of mentoring of students-20 hrs
Associate Professor	16 hours plus 2 hrs of mentoring of students-18 hrs
Professor & Dean	14 hours plus 2 hrs of mentoring of students-16 hrs

A relaxation of two hours in the workload may, however, be given to Dean who are actively involved in extension activities and administration.

21. Leave Rules - Teaching and Non-Teaching staff would be entitled to leaves under various category as per the below details (detailed leave entitlement as per calendar year and procedures are attached as Annexure)

S.No.	TYPE OF LEAVE	TEACHING STAFF	NON-TEACHING STAFF
1	CASUAL LEAVE	8 days Casual Leave admissible during Calendar Year	8 days Casual Leave admissible during Calendar Year
2	HALF PAY LEAVE	20 days H.P.L. for each completed year of service	20 days H.P.L. for each completed year of service
3	EARNED LEAVE	12 days earned leave are admissible after one year of service.	18 days earned leave are admissible after one year of service to confirmed employees
4	MATERNITY LEAVE	Maximum of 90 days leave to confirmed female employee	Maximum of 90 days leave to confirmed female employee
5	STUDY LEAVE	Study Leave is admissible after completing three years regular service with the University	Not Admissible
6	COMPENSATORY LEAVE	Not applicable	Not applicable

To perform official duty on public holiday, compensatory leave can be granted to Non- Teaching Faculty on the discretion of the Vice Chancellor.

22. LEAVE WITHOUT PAY (LWP) for Teaching Staff

LWP not as a right can be given as per the sanctions of the Vice Chancellor before monthly salary is made. It may also be applied immediately after return from unapproved leave by providing reasons. More than 5 LWPs will not be permitted, per semester, without proper authorization from the Vice Chancellor of the university, based on the merit of the case. In case of long leave or emergency leave, an employee required to take approval from the Vice Chancellor.

23. Academic Leave for Teaching Staff – Faculty members will be entitled to academic leave for the following activities:

- a. Ph.D. thesis Viva-Voice
- b. Research paper presentation / Keynote Speaker / Chief Guest in a Conference / Workshop / Seminar/FDP
- c. Attending Conference / Workshop / Seminar/FDP in a University of repute.
- d. Expert Lecture / Member of BOS / SRC in other universities/ Academic Bodies

Maximum of ten academic leaves can be availed in a year. The concerned faculty must apply a week prior to commencement of academic leave. It is mandatory to submit all the supporting documents for the same.

24. ATTENDANCE RECORD – All faculty and staff members are required to punch in their attendance by 9.10 a.m. on all working days. A grace time of 10 minutes may be permitted occasionally but should not be treated as a rule. Habitual late punching of attendance will not be permitted.

Late attendance will be marked if attendance is punched between 9:10 – 9:30 am. Two late comings will be treated as half day, 3-4 late comings in a month will be treated as one day leave and 5-6 late comings will be treated as one and half days leave.

Any attendance punched between 9:30 am – 12:30 am will be treated as half day leave.

In case of an emergency, faculty /staff members can punch in / punch out one hour later / earlier once a month with approval from the Vice Chancellor.

No employee is allowed to avail late punching as a matter of right. Punching out time for all staff and faculty on all working days is 4:00 pm.

25. CODE OF ETHICS

The code of professional conduct as laid down by the University shall be applicable to all the teaching staff of the University

26. OBLIGATIONS**a) Personal Conduct**

From the very first day, every employee is a representative of the University. His personal appearance, action and the impression made both during and after business hours – are important

to his/her advancement and to the continuing development of the University's image and reputation.

While there are no rigid rules for personal behavior, there exists a standard for personal conduct for every employee connected with the university and it can be maintained by exercising good taste, good judgment and moderation at all times. A suitable business dress that is consistent with our profession should be worn during official hours. This again implies good taste and judgment and suggests a dress that is neat and avoids ostentation or garishness.

b) Harassment of Female Employees

All employees shall strictly refrain from sexual harassment of any female employee and endeavor to prevent and deter the commission of any act of sexual harassment in the work place. In case any incidence of any such act comes to his/her knowledge, the employee shall take all steps necessary and reasonable to assist the affected person in terms of support and prevention action and report the matter to the appropriate authorities, for action as per guidelines/ regulations laid down by the University. The same can be reported to Internal Complaint Committee.

c) Secrecy Maintenance Agreement

Except to his/her direct superior authority, an employee will not give out to any person any of the administrative and/or organizational matters of confidential/ secret nature which it may be his/her personal privilege to know by virtue of being an employee of the University. All books, records and articles belonging to the University shall remain in the office premises and it will be ensured that these are safely kept and maintained at the proper place without the prior permission of the competent authority.

No employee shall, except in accordance with any general or special order of the University or in the performance in good faith of duties assigned to him, divulge or communicate directly or indirectly any official document or any part thereof, or other information whatsoever to any other person to whom he is not authorized to divulge or communicate such document or information.

d) Acceptance of Outside Assignment

During the period of employment with the University, every employee will devote his/her entire time, attention and abilities exclusively to the performance of the assigned duties; and will not undertake any other direct/indirect business, work or assignment honorary or on remuneration – or any further studies, examination or external academic course (including part time or correspondence) except with prior permission of the Vice Chancellor. The employee, will, in all respects, obey and conform to the managements order and put in their best endeavor to promote the interest of the University.

e) Consulting Assignments

The university encourages its faculty members to take Consultancy / R&D assignments with other institutions / industries appropriate to the competence of the faculty member. Each of these

members of staff who exhibit initiative and drive by getting substantial grant for R&D work or for strengthening the infrastructure in the university will be suitably encouraged and rewarded. The faculty member will take up the assignment by obtaining prior approval of the vice chancellor / Chairman in writing and the receipts for such consultancy assignments will be distributed between the individual and the university in 60:40 ratio. The staff member may be permitted to make use of the university facilities with prior written permission from Vice Chancellor / Chairman.

f) Demonstrations and Strikes

No employee shall engage himself/herself or participate in any demonstration or strike which is prejudicial to the interest of the University, or to the interest of public order, decency or morality.

e) Joining of Association by Employee

No employee shall join or be an employee of an association, the objects and activities of which are prejudicial to the interest of the University or the sovereignty and integrity of India.

f) Criticism of University, School, Department or Government

No employee shall in any electronic broadcast or any document published anonymously or in his own name, or in the name of any other person, or in any communication to the press, or in any public utterance, make any statement or express an opinion.

g) Private Trade Employment or Tuition

No employees:

- (i) Except with the prior approval of the Vice Chancellor, engage directly or indirectly in any trade of business or under any other employment.
- (ii) Borrow money from his subordinates or students.
- (iii) Enter in to any pecuniary arrangement with any other faculty or student of the University, as the case may be, so as to afford any kind of advantage to either or both of them, in any unauthorized manner, or against the specific or implied provisions of any rule for the time being in force.
- (iv) Engage himself in any private tuition for which a fee/ remuneration is charged either within or outside the precincts of the University.

h) Articles/Talks/Interviews etc.

While all employees encouraged writing articles, participating in professional forum and giving talks on professional subjects, they should first consult their HOD. Unless authorized by the management, no employee is permitted to interact with the media, on behalf of the organization.

i) Canvassing of outside influence

No employee shall bring or attempt to bring any political or other influence to bear upon any senior executive to further his/her interests in respect of matters pertaining to service in the organization

j) Office Property

Each employee is expected to take proper care of all office property, equipment, papers or files. He/she should not take any office assets, books or working papers away from the office without approval of HOD. In such cases proper care should be exercised for their safety and confidentiality. The office is not responsible for any loss of personal effects, including cash, of any employee.

k) Office Stationery

As a matter of policy, office letterheads and stationery are not to be used for personal correspondence.

l) Liability to Search

On entering or leaving the office premises, all employees are liable for search by the Administration and Security personnel, provided that the female employees can be searched by female staff, or such other persons as may be nominated in this behalf by the organization.

m) Internal Transfer

As the University practices flexibility and continuous improvement in work processes and practices, the employees' roles, duties and responsibilities may vary from time to time. Every employee is liable to transfer from one post to another, one job to another, from one department to another without, however, affecting the total amount of gross salary payable to him exclusive of incentive, etc. Every employee is also liable to transfer to any of the University's offices, Schools / Department/Institution, associate or affiliate, sister organizations located anywhere in India or abroad presently existing or which may come to existence in future. Management reserves the right to re-designate the posts, and / or to modify the terms and conditions of appointment, if it thinks it prudent to do so in the interests of the organization and / or of the employee concerned, without adversely affecting his/her job-status. In such a case, the employee concerned will be governed by the terms and conditions of service applicable for the new assignment.

An employee may, during the course of his employment, be given any assignment that the University, in its subjective judgment, feels is suited to his/her background qualifications and expertise.

n) REDRESSAL OF GRIEVANCE

a) Any complaint arising out of employment including that relating to unfair treatment, or wrongful exaction on the part of the University or its authorized representative, shall be addressed to the appropriate authority / Deans concerned for redressing the grievance through proper channel and shall be governed by procedure laid down by the University. The employee shall not forward advance copies of his representation to any higher authority, unless the lower authority has rejected the claim, or refused relief, or disposal of the matter is delayed by more than one month.

b) No employees shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

Code of Conduct for Teaching Faculty

Our institution is esteemed for the value it imbues to its students. Therefore the institution drafts code of conduct to each of its staff members, so that they are worthy and honorable to induct discipline and ethical behavior in the minds of students.

1. The male staff members have to wear pants and slack shirts.

2. The male faculty members should wear shoe.
3. The female staff members should wear saree.
4. Faculty members should handle the subjects assigned by the Head of the Departments
5. They should complete the syllabus on time.
6. Tutor system must be effectively implemented. They shall monitor both the academic / the personal activities of the students assigned to them.
7. They should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching- Learning Process is effective and successful.
8. They should maintain the respect the right and dignity of the student in expressing his / her opinion.
9. They should maintain decorum both inside and outside the classroom and set a good example to the students.
10. They should deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
11. They should perfect in carry out the extracurricular, co-curricular and organizational activities to be assigned to them.
12. No faculty shall act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside and outside the college campus.
13. The faculty should report for duty even if they are on vacation if called for to attend to any important duty that may arise.
14. Usage of Cell Phone inside the classroom is strictly prohibited.
15. Faculty should utilize the facilities available in the college efficiently for the improvement of the students as well as for their academic development only.
16. All the faculties are responsible for maintaining discipline among the students and nobody is allowed to interrupt the same in anyway.

Leave (Teaching / Non Teaching)

1. Staff members are expected to log their attendance at the respective timings in a manner prescribed by the college. Bio- metric system is kept in the campus for the recording of attendance, while entering and leaving the college.
2. Casual leave for 15 days for the Calendar year (i.e. January to December) will be allowed.
3. Maternity leave for women faculty is six months.
4. Permission for 2 hours (1+1) per month is allowed. If a person avails a 3rd permission within one month it will be considered as half-a-day leave.
5. Leave On Duty for 15 days is allowed for one Academic year (i.e. June to May)
6. Every Staff member in the service of the college shall at all time strives for academic excellence in the discharge of his/her duties and conduct themselves in a manner becoming a perfect role model for others to emulate.
7. The Staff members in the service of the college can do higher studies only after the consent and knowledge of the college management.
8. The Staff members should be present in the College / Department at least 10 minutes before the college time.

o) MISCONDUCT

If during the period of service, the management comes to the conclusion that an employee has committed any misconduct; his / her services are liable to be terminated. Without prejudice to the generality of the term Misconduct, the following acts of omission and commission shall be treated as misconduct:

- a) Theft, fraud, dishonesty or misappropriation in connection with the business or property of the organization or of property of another person within the office premises.
- b) Willful insubordination or disobedience, whether alone or in combination with others, of any lawful and reasonable order of the superior executive in connection with the organization's work.
- c) Habitual absence without leave or overstaying the sanctioned leave without sufficient grounds.
- d) Habitual negligence or neglect of work including slowing down of work.
- e) Habitual late or irregular attendance.
- f) Interference or tampering with any devices installed in or about the premises of the organization, or willful damage to any property of the organization.
- g) Furnishing false information regarding name, age, father's/mother's name, qualifications, previous service or any other matter germane to the employment, at the time of employment or during the course of employment.
- h) Drunkenness or riotous or disorderly behavior in the office premises or outside such premises where such behavior is related to, or connected with the employment.
- i) Gambling within the office premises.
- j) Smoking within the office premises where it is prohibited.
- k) Sleeping or dozing while on duty.
- l) Commission of any act which amounts to a criminal offence involving moral turpitude.
- m) Commission of any act which is generally subversive of discipline or good behavior.
- n) Breach or violation of the rules, regulations or orders applicable to the employee.
- o) Commission of any act of sexual harassment of female employees such as physical contact and advances, sexually colored remarks, showing pornography, sexual demand and any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

p) DISCIPLINARY ACTION

- a) Breach of any of the service conditions will be considered as misconduct, for which the competent authority may issue a Show Cause Notice to the employee concerned to explain his / her conduct.
- b) In case the employee's reply is not found satisfactory, the competent authority may initiate disciplinary proceedings against the employee. For this purpose, the Head of the Institute or a higher authority would be the competent authority.

q) SUSPENSION

If considered necessary, the Vice Chancellor may suspend the employee from service pending enquiry/investigation.

27. SEPARATION**a) Termination / Resignation**

i) After regularization following satisfactory completion of probation-period, an employee's services may be dispensed with by the management after giving one month's notice or such additional period as may coincide with the academic term, or by payment of one month's salary in lieu thereof. However, no notice or salary in lieu of notice shall be necessary if the services are dispensed with by the management for misconduct, or due to loss of confidence in the employee.

ii) An employee may also tender his/ her resignation by giving one month's notice or salary in lieu of the unexpired notice period. However, irrespective of whether it is the period of probation or otherwise, the management / Vice Chancellor, at its sole discretion keeping the students' interests in view, may not permit a faculty-member to leave the University during the ongoing Semester if teaching commitments on his / her part are pending. No leave, even when due, will be availed during the one month's notice period of resignation from the University's service.

b) Abandonment & Automatic Termination

i) If an employee remains absent from duty without prior permission for a period exceeding eight consecutive working days, the management will draw an irresistible presumption that by remaining absent continuously and unauthorized, he/she has thus abandoned the job on his / her own accord. Such abandonment of service shall be treated as resignation from the service and not as termination by the University; and the employee will also be liable to pay one month's salary in lieu of notice (if applicable as per the terms & conditions of appointment), which may be deducted from his / her salary or other dues. Provided, however, the said employee returns within fifteen days and gives proper explanation for his absence to the satisfaction of the management, the lapse may be condoned and he/ she may be re-employed in his post with/without continuity of service, entirely at the discretion of the management; and the employee shall have no right to any claim, or challenge the discretion of the management in this regard.

ii) In the event of an employee remaining absent in excess of the period of leave originally granted or subsequently extended, he will lose his lien on appointment, unless he returns within eight days (including holidays / weekly off, etc. as also the period for which leave though applied has not been granted) and gives acceptable explanation to the management of his inability to return immediately after expiry of the leave period.

28. RELIEVING FORMALITIES

a) The employee will hand over the charge together with all the property / material of the University in his / her possession, custody or charge at the time of cessation of employment. The employee will be required to compensate the management for all losses / damages caused by him to the official promises and all movable property therein.

b) At the time of leaving services, the employee shall have to obtain a "No Dues Certificate" from all the concerned departments. Accounts Department will finally settle his/her account only after submission of this certificate.

c) Failure to comply with any of the above provisions shall entitle the management to withhold the employee's dues to make appropriate deductions there from, and to take such other action as may be deemed fit, which also includes the initiation of legal proceedings in a court of law.