



Ref. No.: KRMU/Admin./O.O./2022-23/ 2917(94)


Date: 06.03.2023

**OFFICE ORDER**

**Subject: Revised Human Resource and Employment Policy Manual (2023 Edition), K.R. Mangalam University.**

The revised Human Resource and Employment Policy Manual (2023 Edition), K.R. Mangalam University is hereby notified for implementation with immediate effect as approved in the 52<sup>nd</sup> Board of Management Meeting vide Agenda Item No. 52.16 held on 25.02.2023.

This order is issued with the approval of the Competent Authority.

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

**Copy to:**

- Hon'ble Vice Chancellor – for kind information
- Dean Academic Affairs
- Dean-Research
- Dean Students Welfare
- Director-IQAC
- Finance Officer
- All Deans / Directors / Heads of Schools
- All Faculty and Staff Member
- HR
- Accounts Office
- University Website
- Notice Board
- Office Copy





**Human Resource and  
Employment Policy Manual  
(2023 Edition)**  
**K.R. Mangalam University**



**K.R. MANGALAM UNIVERSITY**

**Sohna Road, Gurugram (Haryana)-122103**

**Email: [registrar@krmangalam.edu.in](mailto:registrar@krmangalam.edu.in), Website: [krmangalam.edu.in](http://krmangalam.edu.in)**



**HUMAN RESOURCE AND EMPLOYMENT POLICY MANUAL**  
**(2023 EDITION)**

**INDEX**

<b>S. No.</b>	<b>Section Title</b>
1	Short Title
2	Application
3	Commencement
4	Classification of Teaching Employees
5	Adherence to Management Philosophy
6	Creation of Posts and Pay Scales
7	Mode of Recruitment
8	Internal Recruitment
9	Age of Superannuation
10	Pre-Mature Retirement
11	Other Appointments (Advisors, Consultants, OSD, Professor Emeritus)
12	Honorary Professors
13	Re-employment of Retired Teachers
14	Medical Fitness
15	Date of Birth
16	Residential Address
17	Verification of Employee Particulars
18	Terms and Conditions of Services
19	Nature of Duties
20	Probation and Confirmation
21	Pay, Allowances and Perquisites
22	Confidential Appraisal Reports
23	Promotion
24	Employment Practice and Equivalent Rights for Outsourced Staff
25	Pay Scale Equity Policy
26	Remote Working Policy
27	Ethical Sourcing Policy
28	Working Hours, Attendance and Holidays
29	Teaching Days and Workload
30	Leave Policy – General Provisions
31	Leave Without Pay (LWP)
32	Academic Leave for Teaching Staff
33	Attendance Record



34	Code of Ethics
35	Separation (Termination / Resignation)
36	Abandonment and Automatic Termination
37	Relieving Formalities
38	Leave Policy – Types and Entitlements
39	Casual Leave (CL)
40	Half Pay Leave (HPL)
41	Earned Leave (EL)
42	Compensatory Leave
43	Short Leave
44	Academic Leave
45	Other Leaves (Study Leave, Maternity, Paternity)
46	Childcare and Crèche Facilities
47	Official Duty (OD)
48	Leave Policy During Examination Days



## **SHORT TITLE**

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

## **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.

## **COMMENCEMENT**

These regulations shall come into force from immediate effect.

## **CLASSIFICATION OF TEACHING EMPLOYEES**

Employees shall be classified into any of the following categories:

### **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.

#### **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.

### **TEMPORARY**

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



### **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.

### **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.

### **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.

### **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.

### **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.

### **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.

#### **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.

### **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.

### **AGE OF SUPERANNUATION**



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.

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

### **PRE-MATURE RETIREMENT**

An employee may also be pre-maturely retired:

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

On imposition of the penalty of compulsory retirement, or 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.

#### **For any other reason;**

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

### **OTHER APPOINTMENTS**

#### **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:

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

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

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

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

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

Administrative experience in senior level responsible position.

### **HONORARY PROFESSORS**

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.

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.

An Honorary Professor will be expected to associate himself with academic activities of the institution to which he is attached.

### **RE-EMPLOYMENT OF RETIRED TEACHERS**

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.

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.

### **MEDICAL FITNESS**

#### **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.

### **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.

**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.

### **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.

### **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.

### **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.

### **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.

### **NATURE OF DUTIES**

Every employee 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 Statutes, 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.

### **PROBATION & CONFIRMATION**

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.

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

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.

### **PAY, ALLOWANCE & PERQUISITES**

#### **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.

#### **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.



## **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:

### **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.

### **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:

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.

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

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.



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.

### **Gratuity**

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

### **CONFIDENTIAL APPRAISAL REPORTS**

The performance review of the faculty members is conducted on annual basis. The faculty members 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.

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

The Faculty Appraisal Scheme of K.R. Mangalam University consists of 15 different criteria of which 11 are quantitative worth 100 points and 4 are qualitative worth 50 points. The appraisal amount shall be decided after compilation of points for all faculties. In all criteria the points will be awarded for one academic year (1st August to 31st July) only.

### **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:-

Faculty who has completed three years of service in that grade.



Ph.D. degree in the concerned subject/allied/relevant disciplines

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.

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

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 research.

The promotion to the higher post is recommended through selection committee constituted by the Board of Management

#### **EMPLOYMENT PRACTICE AND EQUIVALENT RIGHTS FOR OUTSOURCED STAFF**

Purpose: To ensure equality, fairness, and social responsibility in outsourcing practices.

Provisions:

- All outsourced workers shall receive wages not less than those prescribed under the Minimum Wages Act.
- They shall have access to safe working conditions, grievance redressal, and statutory benefits like PF and ESI.
- The University shall ensure contractors adhere to ethical and lawful employment practices.
- Outsourced employees performing similar work as regular employees shall receive equitable pay and respect.

#### **PAY SCALE EQUITY POLICY**

**Purpose:** To ensure fair compensation and prevent pay discrimination across the University.



**Provisions:**

- Pay scales will align with UGC norms and internal equity standards.
- Equal pay shall be provided for equal work irrespective of gender or designation category.
- Annual review of pay parity will be conducted by HR and Finance.
- Discrepancies found will be addressed through transparent adjustments.

**REMOTE WORKING POLICY**

Purpose: To enable flexible work arrangements ensuring continuity of operations during exceptional circumstances.

Scope: Applicable to faculty, administrative, and technical staff subject to approval by reporting authority.

**Provisions:**

- Remote work may be allowed for defined periods based on role suitability and performance.
- Employees must remain available during official working hours and maintain productivity.
- Data security and confidentiality must be maintained at all times.
- University reserves right to withdraw remote work privilege based on operational needs.

**ETHICAL SOURCING POLICY**

Purpose: To ensure that procurement and sourcing decisions promote social and environmental sustainability.

**Provisions:**

- University shall source goods and services from vendors who comply with labour, safety, and environmental laws.
- Preference will be given to local, fair-trade, and socially responsible suppliers.
- Procurement contracts shall include clauses preventing child labour, forced labour, and unethical practices.
- Periodic vendor audits will be conducted to verify compliance.



- Breach of ethical sourcing standards may result in contract termination.

## **WORKING HOURS, ATTENDANCE & HOLIDAYS**

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.

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.

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.

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).

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.

### **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

### **Teaching Days**



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.

### **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.

Leave Rules - Teaching and Non-Teaching staff would be entitled to leaves under various category as per leave policy of university

### **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.

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

Ph.D. thesis Viva-Voice



Research paper presentation / Keynote Speaker / Chief Guest in a Conference / Workshop / Seminar/FDP

Attending Conference / Workshop / Seminar/FDP in a University of repute.

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.

### **ATTENDANCE RECORD –**

All faculty and staff members are required to punch in their attendance by 9.10 a.m. on all working days.

Late attendance will be marked if attendance is punched between 9:10 – 9:30 am. Two late comings (LC) will be treated as half day, 4 late coming (LC) in a month will be treated as one day leave and afterward each late coming (LC) will be treated as half day 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 Head of Dept. and it will be treated as short leave.

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 4:30 pm.

Single Punch will be treated as full day absent and leave will be deducted accordingly.

### **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.

### **SEPARATION**

Termination / Resignation



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.

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.

#### **ABANDONMENT & AUTOMATIC TERMINATION**

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.

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.



## **RELIEVING FORMALITIES**

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.

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.

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.

## **LEAVE POLICY**

NOTE: Leave cannot be claimed as a matter of right by any employee whatsoever, and whenever academic or administrative exigencies of work so demand, leave of any description may be refused or revoked, postponed, or reduced any type of leave can be preponed / postponed / curtailed / revoked

/ Denied by the Competent Sanctioning Authority. Applying / availing leaves more than entitlement (even without pay) will be viewed adversely and could affect continuation / confirmation / appraisal whichever is applicable.

## **WORKING HOURS AND ATTENDANCE**

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

The working hours of the University will be 09:00 am to 4:00 pm on all weekdays and on 2nd, 4th, and 5th Saturdays.

Since the scheduled commencement timing of the University is from 9.00 am, a grace period of 10 minutes will be allowed for punch in. However, punch in after 9.10 am will



be counted as late coming. Leaving office earlier than the scheduled 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.

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, always, where he/she can be reached.

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

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 scheduled working hours and on closed holidays, 1st, 3rd Saturdays and Sundays.

#### **HOLIDAY:**

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

#### **ATTENDANCE RULES AND REGULATIONS**

The University timings are from 9.00 am to 4.00 pm from Monday to Saturday (Working Saturdays)

All faculty and staff members are required to punch in their attendance by 9.00 am on all working days.

Late attendance will be marked if attendance is punched between 9:10 – 9:30 am. Two late comings (LC) will be treated as half day, 4 late comings (LC) in a month will be treated as one day leave and afterward, each late comings (LC) will be treated as half day leave.

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

Punching out before the scheduled departure time of 4 pm will be treated as a 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 Head of Dept. and it will be treated as short leave.

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.

Single Punch will be treated as full day absent and leave will be deducted accordingly.

Weekly off would not be permitted if any staff has not worked for at least 50% of the working days in a week.

#### **PREFIX AND SUFFIX:**

To avail Sunday or holiday as Prefix or Suffix, an employee has to present/ work at 50% of the working days in a week. In case of a situation where this condition is not met then Sunday or Holiday will be considered as a leave.

#### **GENERAL RULES TO APPLY LEAVE**

Leave should always be applied through proper channel and on the prescribed form and prior sanction taken 3 days before except in emergency cases. In case of emergency and absence without prior sanction, the sanctioning authority should be notified before 9.00 am of the day of leave and “post facto” sanction should be obtained.

All Leaves must be applied through Serosoft Leave Portal (). Out of total leaves only 8 leaves (CL) can be taken in emergency cases, otherwise leaves will be treated as leave without pay.

Taking leave or extending leave without sanction will be treated as unauthorized absence from duty and shall render an employee liable to disciplinary wherein his/her leave bank will be debited or suspension and/or termination from the services of the University. In case there is no leave of any kind in the credit of employee, he/she will be marked as LWP.

The salary of staff member will be withheld if he/she is absent without intimation. Salary in such cases can be released only after specific approval by the Competent Authority.



## **SANCTIONING AUTHORITY**

Below mentioned is the sanctioning authority for the leave application of respective Staff:

Once an employee resigns, he / she will not be entitled to any kind of leave including Compensatory leave, RH and Vacation, from the date of resignation.

Note: Sanctioning authority should try to ensure that no more than 15% of staff is absent on a particular day in a department or school. If that is not the case, leave should be denied to ensure proper functioning of department of school. Out of total leaves only 8 leaves (CL) can be taken in emergency cases.

## **TYPE OF LEAVE & ENTITLEMENT**

Teaching and non-teaching staff would be entitled to leaves under various category as per the below details:

## **CATEGORIES OF LEAVE**

The following categories of leave shall be admissible to members of the staff.

### **CASUAL LEAVE (CL)**

All employees (Except part-time employees) are eligible for 8 days of Casual Leave per calendar year. CL will be credited monthly. Employees who are appointed during the year shall be entitled to it on pro-rata basis. Leave can be used on an earned and availed basis.

Casual leave cannot be combined with any other kind of leave.

Casual leave may be granted at the exclusive discretion of the sanctioning authority as and when the occasion arises, provided that the total period of absence from duty does not exceed two days at a time.

Unutilized Casual leave in any Calendar year will lapse and cannot be carried forward to the next Calendar year. CL (Casual Leave) can be taken in emergency cases (without prior approval of 3 Days).

Sandwich rule will be applicable in case of CL.



### **HALF PAY LEAVE (HPL)**

All employees (Except Part-time employees) are eligible for 20 days of Half Pay Leave per calendar year. HPL will be credited monthly. Employees who are appointed during the year shall be entitled to it on pro-rata basis. Half-pay leave may be granted to an employee on medical ground, private affairs or academic purposes. Leave can be used on an earned and availed basis.

HPL cannot be availed for less than one day. In order to avail HPL, prior approval of 3 days should be obtained from the sanctioning authority. In case of emergency (Without prior approval of 3 days), Medical report/Certificate from registered medical practitioner to be submitted to HR department, on resumption of work, otherwise leave will be treated as leave without pay (LWP).

More than 10 Half Pay Leave (HPL) cannot be taken in 6 Months. Unutilized HPL in any calendar year will lapse and cannot be carried forward to the next Calendar year.

Sandwich rule is applicable in case of HPL.

### **EARNED LEAVE (EL)**

Minimum one-year service of Teaching staff is required, to be entitled for getting earned leave i.e., in cases where a Teaching staff serves the University for a period less than one year, they will not be entitled for any earned leave.

Earned Leave of 6 days shall be admissible to Regular Teaching Staff, post completion of one year of service. EL will be credited monthly. Employees who are appointed during the year shall be entitled to it on pro-rata basis. Leave can be used on an earned and availed basis.

Earned leave cannot be availed for less than one day at a time.

Every year 6 EL will be credited to the Teaching Staff. In any given year more than 12 EL cannot be taken, provided you have sufficient leave balance.

EL are the leaves earned by an employee during his services, same cannot be requested to be taken in advance. Earned Leave can be carried forward, it can be accumulated up to 180(EL), post which it will lapse.



Sandwich rule is applicable in case of EL.

### **COMPENSATORY LEAVE**

Compensatory off will be given to all staff in lieu of working on Non-Working Days (Holidays and weekly off), prior written permission of the competent Authority is required to be obtained. The Compensatory Leave should be consumed within the Semester. It will not be carried forward to the next semester and in the case of non-availing, will lapse.

The Attendance Record of employees attending the office on holidays/ weekly off days shall be maintained in Serosoft. However, Compensatory leave shall not be sanctioned in case employee is given some sort of remuneration for working on holidays and weekly off days.

### **SHORT LEAVE**

One short leave (SL) up to 1 hour in a month may be granted for genuine reasons after obtaining due sanction of the Competent Authority.

### **ACADEMIC LEAVE**

Minimum six months service of Teaching staff is required to be entitled for getting academic leave i.e., in cases where a Teaching staff serves the University for a period less than six months, they will not be entitled for any Academic leave.

Academic Leave shall be admissible to Regular Teaching Staff. Academic Leave not exceeding 10 working days in a calendar year (or not exceeding 5 in a semester) may be granted (based on the documentary evidence) to a Teaching staff.

Academic Leave may be given to Teaching staff for the following academic activities:

- a) To act as an examiner for Ph.D. Thesis Viva in any Government/ Accredited/ Recognized Academic institutions.
- b) Attending a Conference/ Seminar/ Symposiums/ FDP/STTP conducted by the bodies recognized by the University.
- c) Any other purpose as may be approved by the Vice Chancellor considered to be of academic nature.



- d) To present a Research Paper/Keynote address/Talk in a Conference or Seminar in any reputed recognized institutions.
- e) To inspect Academic Institution attached to a statutory body like UGC, AICTE, NBA, BCI, COA, PCI, NCTE etc.
- f) To attend meetings of any committee/board constituted by Government/ Accredited/ Recognized Academic institutions or Statutory Authorities.

However, the faculty must give proof of attending any of the above activities to the HR office (within one week of resuming the duty) after availing the Academic leave or else the same shall be treated as LWP.

### **HOW TO APPLY/AVAIL THE ACADEMIC LEAVE**

A maximum of 10 days of Academic Leave can be availed in any Academic Year. However, in any month not more than two AL can be availed.

Unutilized Academic leave in any calendar year will lapse and cannot be carried forward to the next Calendar year.

Academic Leave cannot be combined with any other leave. It may be combined with holidays or vacations.

Faculty must submit all relevant documents of Academic leave for approval to the concerned Dean/Head of the School. Papers will be put up to Dean - Academic Affairs who will verify and get approval from the PVC/Vice Chancellor within 10 days. Duly approved file will be sent to Chairman for record.

The concerned person must apply for Academic Leave at least two weeks before availing it. It is mandatory to submit all the supporting documents for the same.

After availing the Academic Leave, the concerned faculty is required to submit the report/certificate within a week of the event else the Academic Leave will be cancelled.

Duly submitted documents shall be sent to HR Department for Head office audit.



## **OTHER LEAVES**

### **STUDY LEAVE FOR HIGHER STUDIES**

Study Leave may be granted to the Regular Teaching staff for up to 6 months without pay who is pursuing higher studies for professional development and academic development in respect of PhD work/ Project work in final semester.

All the necessary documents are required to be submitted for approval before and after availing leave.

### **MATERNITY POLICY**

**Purpose:** To ensure the health, safety, and employment security of female employees during maternity.

**Scope:** Applicable to all regular and contractual female employees of KRMU.

**Provisions:**

- Female employees are entitled to 26 weeks of paid maternity leave as per Maternity Benefit (Amendment) Act, 2017.
  - Additional leave of up to 4 weeks may be granted in case of medical complications.
  - Employees are entitled to nursing breaks and flexible working hours for six months post return.
  - No employee shall be dismissed or demoted during maternity leave.
- Review: Every two years or as per government regulations.

### **PATERNITY POLICY**

**Purpose:** To promote shared parental responsibility and support fathers at the time of childbirth.

**Scope:** Applicable to all male employees (teaching and non-teaching) of KRMU.

**Provisions:**

- Male employees are entitled to 15 days of paid paternity leave, to be availed within 6 months of childbirth.
- The leave is applicable for up to two surviving children.
- Adoption cases also qualify for paternity leave within the same terms.



## **CHILDCARE AND CRÈCHE FACILITIES**

K.R. Mangalam University is committed to fostering a family-friendly and supportive work environment that enables faculty and staff to balance professional and personal responsibilities effectively. The University provides a crèche facility within the campus, equipped with safe infrastructure and managed by trained childcare staff to ensure the well-being and holistic development of employees' children during working hours. The facility operates in accordance with child safety and hygiene standards and offers age-appropriate care, play, and learning activities. Priority access is extended to University employees. This initiative reflects the University's dedication to employee welfare, inclusivity, and gender equity in the workplace.

## **OFFICIAL DUTY (OD)**

Official Duty shall be granted to the faculty and staff as and when he / she is deputed by the competent Authority in interest of the official work to a location outside the University on working/non-working days. However, before proceeding on OD, the faculty/ staff must get an OD approval in the prescribed format. Immediately after return from OD, the faculty/ staff must show the documentary proof of having attended the duty for the assigned job.

OD can only be granted, after receiving the requisite documents as mentioned below:-

- Class substitution (before proceeding for OD)
- Approval of Dean (before proceeding for OD)
- Approval of Dean Academic (before proceeding for OD)
- Approval of VC (before proceeding for OD)
- GEOTAGGED PHOTO (after coming back)

Note: OD will be converted into LWP in case of non-submission of hard copy of requisite documents as mentioned above.

## **LEAVE POLICY DURING EXAMINATION DAYS**

NOTE: It is observed that many faculties take leave during the End term Examination Period on account of Academic leave and the said leave is recommended by the concerned Deans without consulting Controller of Examinations. Thus, hampering the



functioning of examination cell and allocation of duties during the Examination period. In view of this, the following policy is laid for sanctioning of any kind of leave (including LWP) to the teaching / non-teaching employee during the examination period.

The Department Heads/ School Deans will recommend leave request to COE for the period falling in the prescribed dates (as declared by KRMU) of University Examination. The power to recommend leave during this period shall rest on COE and Vice Chancellor. However, the faculty shall route his/her application through Deans.

After the duty chart is finalized by the examination cell, no leave application will be entertained. Any faculty/staff proceeding for leave without the approval shall be subjected to disciplinary action as per the rule and guideline of the University.

After the duty chart is finalized by the examination cell, no mutual exchange of duties shall be permitted except in genuine cases that to on the recommendation of COE and approval of the Vice Chancellor.

In case any faculty abstains from invigilation duty without any prior approval, he or she shall be issued Memo and disciplinary action as per the rules and guidelines of the University shall be taken against him/her.

In genuine cases maximum of two leaves shall be permitted during the End Term Examination period provided the substitute for said faculty is available / the faculty does have invigilation duties on the said dates.