



**AMITY UNIVERSITY**  
MADHYA PRADESH

# HR POLICY MANUAL

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## INTRODUCTION

Congratulations on joining Amity University Madhya Pradesh. We are pleased to have you on board.

This manual should help orient you to the University's service conditions and regulations of your employment and provides all necessary information and references to AUMP employees. The objective of this document is to set out guidelines and applicable policies, rules and regulations of the University, detailing the nature of employment and working conditions at AUMP. It includes an overview of the University, details of HR policies and benefits and highlights of the resources, services, and activities that are available.

This manual, however, cannot anticipate every developing situation or anticipate and answer every possible question about employment. The personnel procedures and practices stated in this manual are, therefore, subject to review and change. To maintain the desired flexibility in the administration of personnel policies and procedures, the University reserves the right to revise or rescind any provisions of this manual without notice.

The issuance of this Manual is an attempt to bring transparency so that all the efforts are synchronized to achieve the desired results.

However, it is the responsibility of the AUMP employees to stay abreast of the current rules, guidelines, directives, policies, and practices. If required, you are welcome to visit Department of Human Resources for any further clarifications.

**AMANPREET RANDHAWA**  
**DEPUTY DIRECTOR – HR**



**Rajesh Kumar**  
**Registrar**  
**Amity University Madhya Pradesh**  
**Gwalior**



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## 1. SHORT TITLE, APPLICATION AND COMMENCEMENT

### 1.1 SHORT TITLE

These Regulations shall be called the Amity University Madhya Pradesh Service Regulations for employees of Amity University Madhya Pradesh.

### 1.2 APPLICATION:

These Regulations shall apply to all the teaching and management staff on regular rolls of the University (other than those engaged on contract or part-time basis). Teachers of the University include **Dean of Faculty /Principal/Director of the Institution /Head of the Department**, Professor, Associate Professor, Assistant Professor and such other persons as may be appointed for imparting education / instructions or conducting research in the University and are designated as Teachers by the management. They 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 and/or other conditions specified in individual letters or contract of service. These will form an integral part of all employment contracts with the University.

Successful working conditions and relationships depend upon successful communication. It is important that employees stay aware of changes in procedures, policies and general information.

### 1.3 COMMENCEMENT

These Regulations shall come into force from the date of their notification.

## 2. DEFINITIONS

In these Regulations, unless the context requires otherwise:

- (a) **'University'** means Amity University Madhya Pradesh.
- (b) **'Chancellor'** means the Chancellor of the University.
- (c) **'Vice Chancellor'** means, the Vice Chancellor of the University.
- (d) **'Government'** means the Government of Madhya Pradesh.
- (e) **'Foundation'** means the Ritnand Balved Education Foundation registered Under Societies Registration Act, 1860.
- (f) **'Act'** means the Amity University Madhya Pradesh Act, 2007.
- (g) **'Governing Body'** means the Governing Body of the University.
- (h) **'First Statutes'** means the First Statutes of the University.
- (i) **'Ordinances'** means the ordinances of the University.

- (j) 'Dean' means the Dean of Faculty comprising of institutes/ departments / centres assigned to the faculty.
- (k) "**Director**" means, the Head of Institution (HoI) /**Department/ Centre** or the person **nominated** for the purpose to act as such in his / her absence.
- (l) '**Department**' means a university teaching department or a centre of studies and research support established by the university to carryout teaching, research and extension activities.
- (m) '**Faculty**' means a Faculty of the University.
- (n) '**Institution**' means an Academic Institution established or maintained by the University.
- (o) '**Management**' means the Governing Body, or the Vice Chancellor/Chancellor of the University.
- (p) '**Competent Authority**' means the Governing Body or the Vice Chancellor/ Chancellor of the University.
- (q) '**Teachers of the University**' means, **Dean of Faculty, Principal, Director, Professor, Associate Professor, Assistant Professor, and such other persons as may be appointed for imparting education / Instruction or conducting research in the University and are categorized as Teachers.**
- (r) '**Promotion**' means elevation to the next higher level as per Career Advancement Scheme (CAS) / ACP.
- (s) '**Employee/Member**' means a person employed by the University and includes teaching as well as non-teaching staff.
- (t) **He**' includes '**She**' and '**His / Him**' includes **Her**; and singular includes plural, and vice versa.

### 3. CLASSIFICATION OF EMPLOYEES:

Employees shall be classified into any of the following categories:

#### a. REGULAR

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

#### b. PROBATIONER

Probationer is a member who is provisionally employed on a regular post and is required to complete the probationary period to the satisfaction of the competent authority before regularization of his/her appointment.



#### **c. VISITING**

A visiting employee includes a person who is engaged for a limited period, usually one semester or less, and is compensated as per guidelines governing compensation to visiting faculty.

#### **d. PART-TIME**

Part-time employee means a person who is engaged for work for less than the normal working 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.

#### **e. CONTRACT**

The tenure of employment of an employee on contract is for a specified period of time and he 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 salary in lieu thereof, such appointment will automatically come to an end at the expiry of the specified tenure/period and no notice or compensation will be payable.

### **4. ADHERENCE TO FOUNDATION'S PHILOSOPHY**

The foundation expects members 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 the most sought after organization to work for. A member holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all members for the time being under his control/authority.

All members are expected to ensure that they comply with tax, exchange control and other legal requirements applicable to them at all times. As members 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

All members are reminded of certain sensible measures which they should take to ensure that they never breach the confidence placed in them by the foundation/clients and upon which they are entitled to rely. The nature of work of the University is not a matter to be discussed generally. They should remember that they have access to certain information because the competent authority trusts their discretion. They should do nothing to injure this trust.

It is also important to communicate ideas, suggestions, personal goals or problems, as they affect the employees' and the organization's performance.



The University encourages all employees to bring forward their suggestions and good ideas about making the University a better place to work and enhancing service to the community. Any employee who sees an opportunity for improvement is encouraged to talk it over with management. All suggestions are valued.

## **5. CREATION OF POSTS AND PAY SCALES**

The requisite posts shall be created by the university in accordance with provisions contained in the Act, Statutes and Ordinances. The eligibility **criteria**, qualifications, pay scales, experience etc. for various categories of the posts will be such as may be notified by the university from time to time, in accordance with the guidelines laid down by UGC, AICTE or any other statutory body.

## **6. INTEGRATION OF STAFF OF INSTITUTIONS/DEPARTMENTS OF THE FOUNDATION IN THE UNIVERSITY**

The teaching staff members working in such Institutions / Departments of the Foundation as and when are integrated in the University may be absorbed in the University's service, provided their work & conduct have been adjudged satisfactory.

## **7. MODE OF RECRUITMENT**

Appointment of all the teaching and non teaching and staff members shall be made by the university, on the recommendations of the Selection Committee in the manner hereinafter provided.

### **7.1 DIRECT RECRUITMENT**

Subject to the provisions specified in the Recruitment Rules, 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 (as provided in Clause 14 of these Regulations), 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 on the recommendation of Selection Committee for a particular post by considering the candidature in absentia.

### **7.2 PROMOTION**

Promotion of teachers 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 as per clause 14 of these Regulations, in accordance with the criteria





laid down in the the University's Career Advancement Scheme (***Please refer to Annexure-I for details***), and/or guidelines notified by the AICTE or any other statutory body, as the case may be.

### 7.3 Employment of the Research Personnel

The employment of Research personnel (JRF, SRF & RA etc.) shall be governed by the guidelines issued by the Govt. of India, Department of Science and Technology or any other funding agency from time to time.

## 8. AGE OF SUPERANNUATION

Superannuation of the Teachers / Officers shall be as per UGC norms.

- (a) Every faculty-member in the service of the University will superannuate from service in the afternoon of the last day of the month in which he/she attains the age of 65 years.
- (b) Registrar / Finance Officer / CoE or officers working in equivalent grade – will retire from the service in the afternoon of the last day of the month in which he/she attains the age of 65 years.
- (c) All other members of staff will retire from the service in the afternoon of the last day of the month in which he/she attains the age of 62 years.

## 9. PRE-MATURE RETIREMENT:

A teacher 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 university 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; or
- (d) If, on reviewing the service record of the members on their attaining the age of 50, 55, and 58 years or at any time thereafter, the Vice Chancellor makes recommendations to the Governing Body for compulsory retirement of such members whose performance is viewed to be poor or below the minimum acceptable standards of efficiency, and who are unable to discharge the employment terms due to his/her performance being poor or below the minimum acceptable standards of efficiency,

The decision of the university in regard to premature retirement of a member will be final and binding.



## 10. ADVISORS / CONSULTANTS / OsSD / 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 as substantiated by credentials, may also be employed / associated with the University through engagement as teaching faculty, consultants, advisors, Professor Emeritus, Officers on Special Duty (OsSD) as the case may be, on contract basis on mutually acceptable terms and conditions.

Apart from the essential qualifications specified in the 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 filed / 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

## 11. HONORARY PROFESSORS

- (a) Any person who is a distinguished scholar and has been or was a University Professor or Director or Head of a Section in a National/ State Laboratory, or a person who has attained national/ international recognition for his contribution in the field of academics /research and/ or whose association with the University would help furtherance of the academic life and activities of the University, may be considered for appointment as Honorary Professor in the University for such period as may be determined by the Governing Body.
- (b) The Head of the institution concerned, in consultation with his colleagues in the institution and the Dean of the Faculty concerned, may propose to the Vice-Chancellor the appointment as Honorary Professor, of a person and the Vice-Chancellor may, after satisfying himself/ herself, recommend the appointment to the Governing Body. The Governing Body shall be the competent authority to make appointment of an Honorary Professor.
- (c) An Honorary Professor will be expected to associate himself with academic activities of the Institution to which he is attached.

  
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## 12. BY TRANSFER/DEPUTATION

In case of employees borrowed from Government Departments and other Institutions/Organizations, the terms and conditions of the transfer/deputation would be as mutually agreed upon, provided that an employee on deputation could be absorbed in the University against a regular post.

## 13. RE-EMPLOYMENT OF RETIRED TEACHERS:

- (a) In order to meet the situation arising from the serious faculty crunch faced by the Universities in India, the Management may – if it is satisfied that such an appointment is in the interest of the University - re-employ a distinguished superannuated member 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/her duties satisfactorily. Such re-employment would be on annual contract basis for a total period not exceeding five years i.e. up to the age of 70 years, on such terms and conditions as may be specified. As per the UGC guidelines in this regard, the total amount of salary plus the gross amount of pension should not exceed the pay drawn by him/her before retirement.
- (b) Such appointments will be made initially for a period of three years and then for another period of two years purely on the basis of merit, experience, area of specialization and peer group reviewed, and only against available vacant positions without affecting selections or promotions prospects of eligible teachers, and the academic performance of such teacher should be reviewed before renewing his contract for another year, up to the maximum age of 70 years.
- (c) In case the date of superannuation or the expiry of the term of re-employment of a member falls due during the course of a semester, the Vice Chancellor may allow the member to continue in service on re-employment basis till the end of the semester.

## 14. SELECTION COMMITTEE

14.1 In accordance with Statute No. 21 of First Statutes of AUMP, and the UGC Regulations on Minimum Qualification for Appointment of Teachers and Other Academic Staff in Universities, notified in July 2018, committees for promotion/selection of Teaching Staff shall be constituted as follows:-

### (a) Screening cum Evaluation Committee for CAS Promotion of Assistant Professors

S. No.	Name	Designation	Committee Post
i	Lt Gen VK Sharma, AVSM (Retd)	Vice Chancellor	Chairperson
ii	An Academician not below the rank of Professor nominated by the Visitor/Chancellor, wherever applicable	Pro Vice Chancellor	Member

  
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iii	Dean of Faculty Concerned		Member
iv	Head of Institution Concerned		Member
v	Head of Concerned Teaching Dept		Member
vi	One Subject Expert (Nominated by VC)		Member
vii	Mr Amanpreet Randhawa	Dy Director - HR	Member Secretary
Three members shall constitute the forum.			

**(b) Selection Committee for Direct Recruitment of Asst Professor/Associate Professor/Professor and CAS Promotion to the rank of Associate Professors/ Professors**

S. No.	Name	Designation	Committee Post
i	Lt Gen VK Sharma, AVSM (Retd)	Vice Chancellor	Chairperson
ii	An Academician not below the rank of Professor nominated by the Visitor/Chancellor, wherever applicable	Pro Vice Chancellor	Member
iii	Dean of Faculty Concerned		Member
iv	Head of Institution Concerned		Member
v	Head of Concerned Teaching Dept		Member
vi	Three External Subject Experts (Nominated by VC)		Members
vii	An Academician Representing SC/ST/OBC/Minority/Women/Differently-abled categories (nominated by VC)		Member
viii	One observer, not connected with the University in any manner, to be nominated by the Chairman, Regulatory Commission		Member
ix	Mr Amanpreet Randhawa	Dy Director – HR	Member Secretary
At least Four members, including two outside subject experts, constitute the forum.			

**(c) Selection Committee for Senior Professor**

S. No.	Name	Designation	Committee Post
i	Lt Gen VK Sharma, AVSM (Retd)	Vice Chancellor	Chairperson
ii	An Academician not below the rank of Professor nominated by the Visitor/Chancellor, wherever applicable	Pro Vice Chancellor	Member
iii	Dean of Faculty Concerned		Member
iv	Head of Institution Concerned		Member
v	Head of Concerned Teaching Dept		Member

vi	Three External Subject Experts not below the rank of Senior Professor/ Professor with a min. 10 yrs experience (Nominated by VC)		Members
vii	An Academician, not below the rank of Senior Professor/ Professor with a min. 10 yrs experience, Representing SC/ST/OBC/Minority/Women/Differently-abled categories (nominated by VC)		Member
viii	One observer, not connected with the University in any manner, to be nominated by the Chairman, Regulatory Commission		Member
ix	Mr Amanpreet Randhawa	Dy Director – HR	Member Secretary
At least Four members, including two outside subject experts, shall constitute the forum.			

**14.2 Committees for selection of Non-Teaching Staff at AUMP shall be constituted as follows:-**

S. No.	Name	Designation	Committee Post
i	Lt Gen VK Sharma, AVSM (Retd)	Vice Chancellor	Chairperson
ii	Prof (Dr) MP Kaushik	Pro Vice Chancellor	Member
iii	Mr Rajesh Jain	Registrar	Member
iv	Head of Department/ Institution Concerned		Member
v	Mr Amanpreet Randhawa	Dy Director – HR	Member Secretary
At least two members, shall constitute the forum.			

**14.3** The constitution of above committees shall be provisional and shall be reviewed periodically at the direction of Hon'ble Vice Chancellor.

## 15. MEDICAL FITNESS

### 15.1 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, and/ or acceptable, to the University.

Provided that in case where a teacher has already been medically examined by a medical authority for his previous appointment and if the required standard of medical fitness for the new post is the same, he may not be required to undergo a fresh medical examination.

  
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## 15.2 FOR EFFICIENT DISCHARGE OF DUTIES:

The continuance of appointment is subject to the member being found and remaining medically (physically and mentally) fit. The management reserves the right to have any member medically examined at any time during the course of employment through a medical practitioner nominated by it to test the member's 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.

In case a member is found suffering from an infectious disease or protracted illness and/or remains habitually irregular in attendance, the competent authority shall have the right to terminate his/her services without notice.

## 15.3 INCAPACITATION

In case a member is incapacitated by reasons of illness, accident or any other cause and cannot perform his/her duties, the university may, at its sole discretion, grant leave for a reasonable period on full pay, or half pay or without pay, or terminate his/her services.

## 16. DATE OF BIRTH

Every member will indicate his/her exact date of birth at the time of entering service of the organization. The age mentioned in the Matriculation/ Higher Secondary Certificate/School Leaving Certificate will be the conclusive proof of the date of birth. Where the date of birth is not available but the year of birth is only established, 1<sup>st</sup> July of the said year shall be taken as the date of birth. After the declaration of age and acceptance of the same by the University, it shall be legally binding on the member and no revision of age shall be allowed to be made, at a later date for any reason or purpose whatsoever.

## 17. RESIDENTIAL ADDRESS:

Every member is required to indicate his/her 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 latest residential address available in the service record. A copy of the letter may also be pasted on the Notice Board and/ or communicated through official e-mail which shall be considered to be sufficient service on the member. No member will refuse to accept personal delivery of any communication addressed to him/her by the University.

## 18. VERIFICATION OF MEMBERS' PARTICULARS

A member is offered appointment on the belief that the particulars furnished in his/her application/Personal Data Form and otherwise are Factually correct and

  
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no material has been concealed. In case it is subsequently found that a material information furnished therein is false, or that some relevant facts have been concealed, suppressed or withheld, the appointment may be considered null and void *ab initio*. In that eventuality, the management may terminate the member's service forthwith without any notice and may recover the payment made towards his/her remuneration during employment.

## 19. TERMS AND CONDITIONS OF SERVICE

Every member of the University shall be bound by the Statutes, Ordinances and Service Regulations for the time being in force in the University.

## 20. WHOLE-TIME EMPLOYEE

Unless otherwise expressly provided for, the whole time of a member shall be at the disposal of the University and he/she shall serve the University in such capacity, in such a manner and at such places as directed by the University from time to time. No member shall, without prior permission of the management, engage directly or indirectly in any trade or business, or any private tuition, or any other work to which an emolument or honorarium is attached:

Provided that nothing contained herein shall apply to the work undertaken by a member in connection with the examination of the Universities/educational institutions, or Public Service Commissions, or to any literary work or publication or radio talk or extension lecturers, or to any other academic work, with the permission of the Vice Chancellor. For this purpose, 'member' means a whole-time salaried employee of the University and does not include honorary, visiting or part-time teachers.

## 21. NATURE OF DUTIES

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

## 22. PROBATION & CONFIRMATION

**22.1** All initial appointments, except where otherwise stipulated, shall be made on probation for a specified period of one year, provided that the appointing authority may extend the period of probation up to a period of another twelve months. A probationer shall continue to be on probation unless he/she satisfactorily completes the period of probation including extended period of probation.

**22.2** During the initial or extended period of probation, if a member 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. A probationer may also quit

the University's service without assigning any reason and without giving any notice.

- 22.3** In case of Promotion on probation, if the probationer's performance (work and conduct) is not found satisfactory, he may be reverted to the post held by him immediately before such appointment on promotion.
- 22.4** On satisfactory completion of the period of probation, a member shall be eligible for confirmation on that post subject to the conditions laid down in the ordinances.

### **23. SENIORITY**

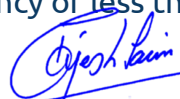
The seniority of a member in a particular discipline shall be determined in accordance with the following principles:-

- (a) Where two or more members are selected at the same time for appointment, seniority shall be based on the ranking given by the selection committee provided that the date of joining in case of a teacher who has been ranked higher is not later than 3 months from the date of issue of the appointment letter to him.
- (b) Where no ranking has been indicated by the selection committee and two or more members join on one and the same date:
- (i) in case where such members are appointed from a lower post according to their inter-se seniority in the lower post, and
- (ii) in any other case, according to the age of the persons - the older person being deemed senior.
- (c) Save in the cases covered by sub-clauses (a) and (b), seniority shall be determined according to the date of joining of the teacher concerned.

### **24. COUNTING OF PAST SERVICE**

Previous service, without any break as a Lecturer/Assistant Professor/Associate Professor or equivalent position, in a university, college, national laboratory, or other scientific organizations, e.g. CSIR, ICAR, DRDO, UGC, ICSSR, ICHR and as a UGC Research Scientist, may be counted for placement of teachers in higher grade provided that:

- (a) The post was in an equivalent grade/scale of pay as the post of an Assistant Professor;
- (b) The qualifications for the post were not lower than the qualifications prescribed by the UGC and other statutory bodies for the post under consideration;
- (c) The appointment was not ad-hoc, or in a leave vacancy of less than one year duration. Ad-hoc service can be counted provided-

  
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- (i) the ad hoc service was of more than one year duration;
- (ii) the incumbent was appointed on the recommendation of a duly constituted Selection Committee; and
- (iii) the incumbent was selected to the regular post in continuation of the ad-hoc service, without any break.

## 25. PAY, ALLOWANCES & PERQUISITES

### 25.1 PAY-SCALES:

The members 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 might 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.

### 25.2 SALARY PAYMENT:

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

### 25.3 ALLOWANCES & PERQUISITES:

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

### 25.4 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.

### 25.5 CONVEYANCE EXPENSES:

All members 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 in excess of their round-trip from home to office, for official purposes, if undertaken by the members 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.	Motor Car – Petrol	Rs.7.50 per km.

  
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2	Motor Car – Diesel	Rs. 7.00 per km.
3	Scooter / Motor-Cycle	Rs. 4.50 per km.

This mileage is not permissible for home-office-home usage on working days.

## 25.6 GRATUITY:

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

## 25.7 MEDICLAIM POLICY AND PERSONAL ACCIDENT INSURANCE:

All members on regular rolls are covered under the Mediclaim and Personal Accident Insurance policies, as under:

S.No.	Level / Status of the Member	Annual Ceiling
a.	Dean and Director Level Appointments	Rs 3.0 Lakh
b.	Faculty-Members	Rs. 1.0 Lakh
c.	Asst Manager level staff and other staff	Rs 0.50 Lakh

**25.8** Financial Support in the form of Paid Duty Leave and/ or reimbursement of registration fee and travel & lodging expenses is provided to faculty members for attending Conference, Seminars in India and abroad.

## 26. INCENTIVE FOR HIGHER QUALIFICATIONS:

A teacher will be eligible for two advance increments as and when he/she acquires a Ph.D. degree in his/her service career.

## 27. CONFIDENTIAL APPRAISAL REPORTS:

Such executives of the University as may be specified by the management to act as Reporting Officer and Reviewing Officer shall report confidentially each year on the work and conduct of the members who had served under them for periods exceeding three months in the preceding year; and forward their assessment reports in the prescribed format (**refer Annexures-II (a) & (b)**) to the Dy Director - HR by a prescribed date. Any adverse comments may be communicated to the employee concerned by the competent authority so that he/she makes concerted efforts for significant improvement of his/her performance in the required direction.

Appraisals for Teaching and Non-Teaching are conducted twice a year.

- Employees who join between 01<sup>st</sup> April- 30<sup>th</sup> September) are appraised in JULY CYCLE.
- Employees who join between 1<sup>st</sup> October- 31<sup>st</sup> March are appraised in JANUARY CYCLE.



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## 28. ANNUAL INCREMENT

Annual increment shall be granted to each member based on PBAS system from the 1<sup>st</sup> of the month in which it falls due, unless it is with-held or postponed if his/her performance (work and conduct) has not been good/satisfactory, in the opinion of the competent authority. No increment shall, however, be with-held without assigning the specific reasons in writing. A teacher shall have the right to appeal to the higher authorities against the decision to withhold his/her annual grade increment.

Provided that, over and above the normal annual increment, competent authority may grant special pay/allowance or perks based on the exceptional performance appraisal report of the member, which shall not be quoted as precedent by his peers/co-members.

## 29. WORKING HOURS, ATTENDANCE, LEAVE & HOLIDAYS:

### 29.1 Working Hours

- (a) All members, irrespective of their status/level, will mark their attendance on the Bio-metric Attendance System installed by the University to record both incoming and outgoing timings; or as may otherwise be directed in case of posting with an Institution/Department.
- (b) The normal working hours are from 9.00 am to 5.15 pm for all members of faculty and staff with half an hour lunch-break, and as per notifications from Dy Director - HR from time to time. The management may regulate/stagger the hours of attendance to suit the duties entrusted to an individual member. All are expected to strictly observe punctuality. During work-hours, each member should ensure that the office knows, at all times, where he/she can be reached.
- (c) On occasions when a member 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 after ten minutes of the commencement of the working hours shall be marked late. Leaving office earlier than the scheduled time of departure and any failure to record the time of arrival and departure may render the employees liable to disciplinary action, apart from debiting their leave account in accordance with the University's Leave Regulations.
- (e) Unless otherwise stated specifically in the terms of appointment, every member 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, Saturdays and Sundays.

### 29.2 Leave:

Regulations governing the kind of leave and other conditions for grant of leave to the teaching and non teaching employees are enclosed at **Annexure- III (a) and (b)**.

### 29.3 HOLIDAYS:

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

### 29.4 TEACHING DAYS:

The University must observe at least 180 actual teaching days in a year, i.e., there should be a minimum of 36 weeks of actual teaching in a 5-day week. Of the remaining period, 10 weeks may be devoted to admission and examination activities, and non-instructional days (e.g. for sports, extra-curricular activities, etc.); 4 weeks for vacation and 2 weeks for various public holidays.

The aforementioned provision is summarized as follows:

ACTIVITY	NO. OF WEEKS
<b>Teaching</b>	<b>36 weeks (180 days)</b>
<b>Admissions/Examinations/ Preparation for Examinations</b>	<b>10 weeks</b>
<b>Vacation</b>	<b>4 weeks</b>
<b>Public Holidays</b> To increase/adjust teaching days accordingly	<b>2 weeks</b>

### 30. WORK LOAD

The workload of the Faculty-member in regular full-time employment should not be less than 40 hours a week for 36 working weeks (180 teaching days) in an academic year. It shall be necessary for the member to be available for at least 8 hours daily in the University for which necessary space and infrastructure shall be provided by the University.

The direct teaching hours shall be as follows:

Assistant. Professor	...	16 hours
Associate Professor & Professor	...	14 hours

However, a relaxation of two hours in the workload may be given to the Professors who are actively involved in Research, Extension and Administration activities.

### 31. CODE OF PROFESSIONAL ETHICS



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The Code of Professional Ethics as laid down in **Annexure-IV** shall be applicable to all the teaching staff of the University.

## **32. OBLIGATIONS:**

### **32.1 PERSONAL CONDUCT:**

From the very first day, every member is a representative of the University. His personal appearance, actions and the impressions made - both during and after business hours - are important to the his/her advancement and to the continuing development of the University's image and reputation.

While there are no rigid rules for personal behaviour, there exists a standard for personal conduct for every member 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.

### **32.2 HARASSMENT OF EMPLOYEES**

All members shall strictly refrain from sexual harassment of any employee and endeavour to prevent and deter the commission of any act of sexual harassment in the work-place. Individuals, who believe they are victims of Sexual Harassment and those who believe they have observed sexual harassment, are strongly urged to report such incidents promptly. In case any incidence of any such act comes to his/her knowledge, the member shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action and report the matter to the appropriate authorities.

The University has a Committee Against Sexual Harassment (CASH), chaired by a Senior female employee, which is mandated to provide redressal for reported cases of sexual harassment.

### **32.3 SECRECY MAINTENANCE AGREEMENT:**

Except to his/her direct superior authority, a member 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 a member 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. No record will be removed from the premises to any other place without the prior permission of the competent authority.

No member shall, except in accordance with any general or special order of the University or the Institute, 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.

  
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#### 32.4 ACCEPTANCE OF OUTSIDE ASSIGNMENT:

During the period of employment with the University, every member 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 remuneratory – or any further studies, examination or external academic course (including part-time or correspondence) except with prior permission of the competent authority. The members will, in all respects, obey and conform to the management’s orders and put in their best endeavour to promote the interest of the organization.

#### 32.5 TAKING PART IN POLITICS & ELECTIONS

- (a) No member shall take active part in politics so as to cause interference in the discharge of his duties nor shall he in any manner associate himself with any movement or organization which is, or tends directly or indirectly, to be subversive of law and order, or the interest of the University education.
- (b) No member shall, without previous intimation to the Vice Chancellor, stand for election or accept nomination to any local body, legislature of the State or Parliament, nor shall he, in any manner, force his subordinates or his students against their will for the canvassing of his election.

#### 32.6 DEMONSTRATIONS AND STRIKES

No member 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.

#### 32.7 JOINING OF ASSOCIATION BY TEACHER(S)

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

#### 32.8 CRITICISM OF UNIVERSITY, INSTITUTION/ DEPARTMENT OR GOVERNMENT

No member 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:

- (a) Which is in the nature of character assassination, reflection on the personal life of his colleagues, subordinates and superiors.
- (b) Which is in the nature of criticism of an individual as distinct from policy decision.

  
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Provided that nothing in this rule shall apply to any statement made or views expressed by a faculty in his official capacity, or in the due performance of the duties assigned to him, on academic matters.

### **32.9 PRIVATE TRADE EMPLOYMENT OR TUITION**

No member shall:

- (a) Except with the previous sanction of the Vice Chancellor, engage directly or indirectly in any trade or business or under any other employment.
- (b) Borrow money from his subordinates or students.
- (c) Enter into 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.
- (d) Engage himself in any private tuition for which a fee/ remuneration is charged either within or outside the precincts of the University or Institution in which he is working.

### **32.10 MEMBERSHIP OF LOCAL/PUBLIC BODIES/ASSOCIATIONS:**

No member will seek membership of any local or public body/ Association without obtaining prior written permission from the competent authority. Also, no employee shall join or continue to be a member of an organization, the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India, or public order, or morality.

### **32.11 ARTICLES/TALKS/INTERVIEWS, ETC.:**

While all members are encouraged to write articles, participate in professional forum and give talks on professional subjects, they should discuss the details with their HOI/ HOD in advance and ensure compliance with the guidelines.

In all matters connected with the media, they should first consult their HOI/ HOD. Unless authorized by the competent authority, no member is permitted to interact with the media, on behalf of the organization.

### **32.12 CANVASSING OF OUTSIDE INFLUENCE:**

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

### **32.13 OFFICE PROPERTY:**

Each member 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 member.

#### **32.14 TELEPHONE CALLS:**

Personal calls should be kept brief, to free lines for office business. No long distance calls should be made without competent authority's approval.

#### **32.15 OFFICE STATIONERY:**

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

#### **32.16 LIABILITY TO SEARCH:**

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

#### **32.17 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 member is also liable for transfer to any of the organization's offices, department/Institution, associate or affiliate, located anywhere in India or abroad. Competent authority 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 member concerned, without adversely affecting his/her job-status. In such a case, the member concerned will be governed by the terms and conditions of service applicable for the new assignment.

A member 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.

### **33. 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/HOD concerned for redressing the grievance through proper channel. 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 employee shall be signatory to any joint representation addressed to the authorities for redressal of any grievance or for any other matter.

#### 34. MISCONDUCT

If during the period of service, the management comes to the conclusion that a member 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 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 behaviour in the office premises or outside such premises where such behaviour 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 off 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 behaviour.
- (n) Breach or violation of the rules, regulations or orders applicable to the member.



- (o) Commission of any act of sexual harassment of female members such as physical contact and advances, sexually coloured remarks, showing pornography, sexual demand and any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- (p) Abetment, or attempt at abetment, of any act which amounts to misconduct.
- (q) Obtaining or attempting to obtain leave of absence on false pretext.
- (r) Refusal to work on holidays or on off-days when required to do so in the exigencies of the Institute's work.
- (s) Breach of confidentiality or loss of confidence by an act against the interests of the organization.
- (t) Absence from work-place without permission of the HOI/ HOD.
- (u) Interference, tampering with records, attendance register, etc., either pertaining to himself or to any other employee.
- (v) Willful non-cooperation with fellow employees for proper discharge of duty at any time
- (w) Not wearing the complete uniform provided by the university, if any, during working hours, or wearing the uniform improperly while on duty.
- (x) Eve-teasing or sexual harassment in the University's premises, or transport provided by the University, if any.
- (y) Attempting to obtain any benefit under false pretext, or by making false statements.
- (z) Refusal to accept any communication/order from the management either in person, or by post.
- (aa) Interfering in the work of any other employees and/or the management.
- (bb) Willful slowing down the performance of work, or abetment or instigation thereof.
- (cc) Going on, or participating in an illegal strike or abetting for the same.
- (dd) Copying or otherwise taking the extracts of official documents without permission.
- (ee) Having an intimate or coercive or exploitative personal relationship with a student of the University **(Please refer Annexure-V for details)**.
- (ff) Any other act or omission subversive of discipline or prejudicial to the interest of the University/Institute.



**Note: The above instances of misconduct are illustrative in nature and not exhaustive.**

**35. DISCIPLINARY ACTION:**

- (a) Breach of any of the service conditions will be considered as a 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 delinquent employee as per Statutes 31 and 32, as the case may be.

**36. SUSPENSION:**

- (a) If considered necessary, the Vice Chancellor may suspend the employee from service pending enquiry/investigation. The fact of suspension of the employee will be reported to the Governing Body.
- (b) An employee of the University shall be deemed to have been placed under suspension:-
  - (i) With effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding 48 hours, and if he/she is not forthwith dismissed or removed consequent to such conviction;
  - (ii) In any other case, for the duration of his detention, if he is detained in custody, whether the detention is for any criminal charge or otherwise.

*Explanation* – The period of 48 hours referred to in sub-clause (a) of this clause, shall be computed from the commencement of imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall not be taken into account.

- (c) During the period of suspension, the member will be entitled to 50% of salary towards suspension (subsistence) allowance, subject to his marking attendance on the working days at any time during working hours. While claiming suspension allowance, the member will give an undertaking every month in writing that he was neither employed, nor self-employed during such period.

**37. INVESTIGATION / ENQUIRY:**

- 37.1 The Governing Body shall investigate all matters reported to it by the Vice-Chancellor about the misconduct of the member irrespective of whether he has been suspended or not. The Governing Body may appoint a Committee for the purpose. The member shall be notified in writing of the

charges against him and shall be given not less than one week's time to submit his explanation in writing.

- 37.2 The Governing Body or the Committee may hear the member and take such evidence as it may consider necessary. After it has considered the explanation and the evidence, if any, and/or report of the Committee, if one has been appointed, the competent authority shall decide on further course of action. For a minor misconduct, it may issue a warning, or downgrade the salary; and in case of major misconduct, may terminate the services, or impose any other penalty.

### 38. IMPOSITION OF PENALTY

- (a) No order dismissing, removing or terminating the services of a member of the University (except in the case of a conviction for an offence involving moral turpitude, or on abolition of post), shall be passed unless a charge has been framed against the member and communicated to him with a statement of the grounds on which it is proposed to take action, and he has been given adequate opportunity –
- (i) of submitting a written statement of his defence:
  - (ii) of being heard in person, if he so desires; and
  - (iii) of calling and examining such witnesses in his defence as he may desire:

Provided that the management or an officer authorized by it to conduct the enquiry may, for sufficient reasons to be recorded in writing, refuse to call any witness.

- (b) The Board of Management may, at any time ordinarily within two months from the date of the Inquiry Officer's report, pass a resolution dismissing or removing the member concerned from service, or terminating his services mentioning the grounds of such dismissal, removal or termination.
- (c) Where the termination of service on the ground of misconduct is after suspension by the Vice-Chancellor as aforesaid, the termination of service may be from the date of suspension, if the management so directs.
- (d) The resolution shall forthwith be communicated to the member concerned.
- (e) The management may, instead of dismissing, removing or terminating the services of the teacher, impose one or more of the lesser punishments, namely:
- (i) Issue a letter of Warning / Censure, (which will also be kept in the Teacher's personal dossiers);
  - (ii) Reduce pay/salary of the teacher for a specified period not exceeding three years;

- (iii) Stop grant of increments in his pay/salary for a specified period **with or without cumulative effect;**
- (iv) Deprive the teacher of his pay (but not the subsistence allowance during the period of his suspension, if any); and/or.
- (v) Demote him to a lower post.

### 39. APPEAL

An employee of the University aggrieved by an order may prefer an appeal to the Appellate Authority within Forty-five days from the date of service of such order on him.

### 40. APPELLATE AUTHORITY

The Competent Authority in its discretion may appoint Appellate Authority on case to case basis to consider and dispose off the Appeal.

### 41. SEPARATION:

#### 41.1 TERMINATION/RESIGNATION

After regularization following satisfactory completion of probation-period, a member'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 competent authority for misconduct, or due to loss of confidence in the member.

A member 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, at its sole discretion keeping the students' interests in view, may not permit a faculty-member to leave the University/Institute 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.

#### 41.2 ABANDONMENT & AUTOMATIC TERMINATION:

- (a) If a member remains absent from duty without prior permission for a period exceeding thirty consecutive working days, the competent authority will draw an irresistible presumption that by remaining absent continuously and unauthorizedly, he/she has thus abandoned the job. Such abandonment of service shall be treated as resignation from the service



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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 forty five days and gives proper explanation for his absence to the satisfaction of the university authorities, 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 competent authority; and the member shall have no right to any claim, or challenge the discretion of the competent authority in this regard.

- (b) In the event of an member 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 competent authority of his inability to return immediately after expiry of the leave period.

#### **42. RELIEVING FORMALITIES**

- (a) The member will hand over the charge together with all the property/material of the organization in his / her possession, custody or charge at the time of cessation of employment, such as identity card, data-bases, files, books, magazines, reports & records, documents , manual, audio/video tapes, floppies/discs, tools, instruments, etc., before the last payment of outstanding wages is released. The value of all shortages and/or damages to any property shall be recoverable from him, including adjustment against whatever dues are payable to him. The employee will be required to compensate the university 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 competent authority to withhold the employee's dues to make appropriate deductions therefrom, and to take such other action as may be deemed fit, which also includes the initiation of legal proceedings in a court of law.

#### **43. RESIDUAL PROVISIONS**

- 43.1 Non-enforcement of a rule shall not prejudice the right of the competent authority to enforce the same at any later date.
- 43.2 In regard to matters not specifically covered by these regulations, the member will be governed by the relevant provisions of the law, the

Ordinance and/or usage or practice, Governing Body decisions, or orders of the Vice Chancellor, as the case may be.

- 43.3 The competent authority reserves the right to amend or alter or update these regulations at any time and in any manner it deems fit.
- 43.4 Interpretation of these regulations, as given by the competent authority , shall be final and binding on all employees.
- 43.5 When the University is of the opinion that it is necessary or expedient to do so for the efficient conduct of its activities, it may, at its discretion, relax any of the provisions of these Regulations with respect to any class or category of posts or person(s).



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**Annexure-I**

**Appendix III: Amity Guidelines for Career Advancement- Existing Faculty/Direct Selection (Prof/Asso Prof)**

S.No.	Cadre Designation	Ph.D (Mandatory)	NET/SLET/Ph.D	Experience	Performance Scores/Research Requirement	Featured Designation	Remarks
A	Associate Professor to <b>PROFESSOR</b>	Yes**	Ph.D (as per UGC Regulation 2009), OR NET/SLET/MLPMB (where NET is exempted) & Ph.D	15Yrs(Teaching-Higher Education), Out of which 5Yrs should be at the level of Asso Prof.	Last 5Yrs of API Scores. Review should be done as per UGC Promotion of teachers under Career Advancement Scheme (CAS). Document attached.	PROFESSOR	Refer Policy Guidelines for Performance Assessment of Faculty & Promotion/Increments
	<b>PROFESSOR</b> (Direct Selection) (For candidates from Academic/Academic Research-Post Ph.D. Research In Academic Institute)	Yes**		12Yrs Teaching-Higher Education, out of which 5Yrs should be at the level of Asso Prof. For candidates involved in Academic Research, 5Yrs should be at the level of Asso Prof or its equivalent in Research in an Academic Institute & 7Yrs at the level of Asst Prof or its equivalent in Research in an Academic Institute. In addition a min of 5 yrs. of full time Teaching experience can be considered.	The candidate should actively engaged in research with evidence of published work with minimum of 10 publications as books and/or research/policy paper. Candidate should possess 10 years of Research/Corporate/Teaching experience post Ph.D.		
	<b>PROFESSOR</b> (Direct Selection) (For candidates from Industry/Corporate/Research Org.)	Yes**		12Yrs (Industry and/or post-doctoral Research), Out of which 5Yrs should be at the level of Asso Prof or its equivalent in Industry/Research Org. & 5Yrs at the level of Asst Prof (Lastline) or its equivalent in Industry/Research Org.			
B	AP2 to <b>ASSOCIATE PROFESSOR</b>	Yes**	Ph.D (as per UGC Regulation 2009), OR NET/SLET/MLPMB (where NET is exempted) & Ph.D	12Yrs(Teaching-Higher Education), Out of which 5Yrs should be at the level of AP2.	Last 5Yrs of API Scores. Review should be done as per UGC Promotion of teachers under Career Advancement Scheme (CAS). Document attached.	ASSOCIATE PROFESSOR	Refer Policy Guidelines for Performance Assessment of Faculty & Promotion/Increments
	<b>ASSOCIATE PROFESSOR</b> (Direct Selection) (For candidates from Academic/Academic Research-Post Ph.D. Research In Academic Institute)	Yes**		10Yrs Teaching-Higher Education, out of which 5Yrs should be at the level of AP2. For candidates involved in Academic Research, 5Yrs should be at the level of AP2 or its equivalent in Research in an Academic Institute & 7Yrs at the level of AP1/AP2 or its equivalent in Research in an Academic Institute. In addition a min of 5 yrs. of full time Teaching experience can be considered.	The candidate should actively engaged in research with evidence of published work with minimum of 5 publications as books and/or research/policy paper. Candidate should possess 8 years of Research/Corporate/Teaching experience post Ph.D.		
	<b>ASSOCIATE PROFESSOR</b> (Direct Selection) (For candidates from Industry/Corporate/Research Org.)	Yes**		12Yrs (Industry and/or post-doctoral Research), Out of which 5Yrs should be at the level of AP2 or its equivalent in Industry/Research Org. & 5Yrs at the level of AP2/AP1 or its equivalent in Industry/Research Org.			
C	AP2 to <b>AP1</b>	No	NET/SLET/MLPMB (where NET is exempted) or Ph.D (as per UGC Regulation 2009)	If NET/SLET or Ph.D (as per regulation 2009), 5Yrs or If MLPMB (if NET is exempted), 10Yrs	Last 5Yrs of API Scores. Review should be done as per UGC Promotion of teachers under Career Advancement Scheme (CAS). Document attached.	AP1	Refer Policy Guidelines for Performance Assessment of Faculty & Promotion/Increments
		No	PG Degree in Technical Courses where NET/SLET is not compulsory as per UGC Guidelines	11Yrs			
D	AP1 to <b>AP2</b>	No	NET/SLET/MLPMB (where NET is exempted) or Ph.D (as per UGC Regulation 2009)	If NET/SLET or Ph.D (as per regulation 2009), 5Yrs or If MLPMB (if NET is exempted), 10Yrs	Last 5Yrs of API Scores. Review should be done as per UGC Promotion of teachers under Career Advancement Scheme (CAS). Document attached.	AP2	Refer Policy Guidelines for Performance Assessment of Faculty & Promotion/Increments
		No	PG Degree in Technical Courses where NET/SLET is not compulsory as per UGC Guidelines	6Yrs			
E	AP1/AP2/AP3 to <b>ASSOCIATE PROFESSOR/PROFESSOR</b>	Faculty having relevant Research (post doctoral) experience or industry experience, working as AP1, AP2, AP3 can be considered for the post of Associate Professor/Professor based on criteria laid down for Asso Prof (Direct Selection)/Prof (Direct Selection).					
F	Removal of <b>Star (*)</b>	If any faculty/candidate qualifies norms of UGC and years of experience are as per Amity Norms (total years on post held/last post) then star(*) may be removed and cases may be sent with clear remarks by campus head for approval of C-VI. Document of Cadre Review is attached for reference.					

\*\* For Architecture discipline, Ph.D. is not mandatory, however it is desirable.  
Note: Internal candidates who are very bright can apply for Direct Selection to Asso Prof/Prof as and when the position is advertised/open and their candidature shall be processed along with other external candidates as per the above guidelines.

  
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**Annexure – II (a)**
**Performance Based Appraisal System (PBAS+) for Academic Year .....**
**ASSESSMENT PERIOD .....**
**GENERAL INFORMATION**

1.	Name (in Block Letters)			
2.	Institute & Department			
3.	Date of Joining			
4.	Current Designation & Academic Grade Pay			
5.	Any Degree or fresh qualifications acquired during the year			
6.	Highest Professional Qualifications			
7.	Fields of Specialisation in Subject/Discipline			
8.	Academic Staff College Orientation/ Refresher Course attended during the year			
	<b>Nature of the Course/ Summer School</b>	<b>Place</b>	<b>Duration</b>	<b>Sponsoring Agency</b>
9.	<b>FUTURE PLANS (in Brief)</b>			
	<b>Teaching:</b>			
	<b>Research:</b>			

  
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### SUMMARY OF API+ SCORES

Academic Year .....

Category	Criteria	API SCORE
I	Teaching, Learning & Evaluation related activities	
II	Co-curricular, Extension, Professional Development, etc.	
	<b>Total (Categories I + II)</b>	
III	Research & Academic Contribution	
IV	Behavioural Skills and Values ( <i>out of 30</i> )	
V	Student Feedback on Quality of Teaching	
	<b>TOTAL (I+II+III+IV+V)</b>	



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**PART - A : ACADEMIC PERFORMANCE INDICATORS**

*(Please see detailed instructions before filling out this proforma)*

**CATEGORY- I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**  
**(Maximum Total Score : 125; Minimum Score required : 75)**

**1.0 Lectures (L), Seminars(S), Tutorials(T), Practicals (P), Contact Hours (C)**  
*(Give semester-wise details, where necessary) Max. Score : 50*

S. No.	Course/Paper	Level	Mode of Teaching*	Hours per week allotted	% of classes taken as per documented record	API Score
<b>A</b>		API Score		(A)		
<b>B</b>		API Score		(B)		
	<b>Total API Score</b>				(A+B) = -	

*Note: (a) please refer the PBAS compendium for score calculation {(i.e. category I, Part I, Serial No. 1, Page-3)}*  
*(b) (Maximum score 50 for 100% performance and Proportionate upto 80% performance; below which no score may be given)*  
*(c) Please fill and enclose Annex-I as a supporting document for this section*

  
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**2.0 Teaching Load in excess of UGC norms (Max score: 10)**

S. No.	No. of hours exceeded as per UGC norms			Remarks
	Course/Paper	Program	Sem	
<b>Total API Score</b>				

**Note:** (a) please refer the PBAS compendium for score calculation (i.e. : category I, Part II, Serial No.2, Page-4)  
 (b) Please fill and enclose Annex-II as a supporting document for this section

**3.0 Result/Academic Performance (Max. score: 10)**

S. No.	Program	Sem.	Course Code	Course Title	Total No. of students	Academic Performance		
						Pass	Fail	Debarred
<b>Total Students</b>								
<b>Total API Score</b>								

**Note:** (a) The total no. of students should match with the no. of students enrolled in the class as per university records.  
 (b) Please refer the PBAS compendium for score calculation {(i.e. Cat-I, Part III, Serial No.3, Page-4)}

**4.0 Additional knowledge resources provided to students (Max. Score: 10)**

S. No.	Course/Paper	Mandatory Resources	Y/N	Additional Resource provided	API Score
		Timely Uploading Session Plan on Amizone			
		Timely Uploading Assessment Plan on Amizone			
		Timely Uploading Course material/Lecture Notes/reading material			
		Timely Uploading of attendance/Leave/OD on Amizone			
		Correction of attendance on Amizone			



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		Timely Uploading of internal Assessment marks on Amizone			
		Correction of Internal Assessment Marks			
		Timely Uploading of Practical examination marks on Amizone			
		Correction of Practical examination marks			
		Timely Upload of NTCC weekly Progress report			
		Upload of NTCC Marks			
		Correction of NTCC marks			
		<b>Total API Score</b>			

Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-I, Part IV, Serial No4, Page-5)}

**5.0 Use of Participatory and innovative Teaching-Learning Methodologies, Updating of subject content, Course Improvement etc. (Max.Score: 20)**

S. No.	Short Description	API Score
1		
<b>Total API Score</b>		

Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-I, Part V, Serial No5, Page-6)}

**6.0 Examination Duties Assigned and Performed (Maximum Score : 25)**

S. No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
<b>Total API Score</b>				

Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-I, Part VI, Serial No. 6, Page-7)}

<b>Total Score Earned for Category-I (1+2+3+4+5+6) :</b>	
<b>Total Max. Score for Category-I (1 to 6): 125</b>	
<b>Minimum score required : 75</b>	

  
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**CATEGORY-II: CO-CURRICULAR, EXTENSION & PROFESSIONAL DEVELOPMENT**  
**(Max. Total Score: 50; Min. Score required: 15)**

**1.0 Extension, Co-curricular & Field based Activities (Maximum Score: 20)**  
 (Mentoring Activities, Club/ Committee activities)

S No.	Type of Activity	Average Hrs/ Week	API Score
<b>Total API Score</b>			

Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-II, Serial No.1.1 to 1.14, Page-9-11)}

**2.0 Contribution to Corporate Life and Management of the Institution (Max. Score : 15)**  
 (QAE, Programme Leader, Course, ,Placement Coordinator, etc.)

S. No.	Type of Activity	Yearly/Semester wise responsibility	API Score
<b>Total API Score</b>			


Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-II, Serial No.2.1 to 2.5, Page-12-14)}

**3.0 Professional Development Activities (Maximum Score: 15)**

S. No.	Type of Activity	Role	Unit (Activities)	Yearly/Semester wise responsibility	API Score
<b>Total API Score</b>					

Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-II, Serial No.3.1 to 3.5, Page-14-17)}

<b>Total Score Earned for Category-II (1+2+3) :</b>
<b>Total Max. Score for Category-II (1+2+3) : 50</b>
<b>Minimum Score required : 15</b>

  
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**CATEGORY-III: RESEARCH, PUBLICATIONS & ACADEMIC CONTRIBUTIONS**

### 1.1: Research Papers published in Journals:

**(only those publications which have been published in SCOPUS, WoS or UGC-CARE listed journals shall be considered. Conference Papers shall not be considered under this category)**

S. No.	Title with page number	Journal	ISSN/ ISBN No.	Whether peer reviewed. Impact factor, if any	No. of Co-authors	Whether you are the main author	API Score
<b>Total API Score</b>							

Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 1.1 page-17-19)}  
 (c) Supporting document for research paper to be enclosed as Annexure-Cat III (1.1)

### 1.2 Full papers in Conference Proceedings

S. No.	Title with page number	Details of conference Publications	ISSN/ISBN No.	No. of Co-authors and Date of publication	Whether you are the main author	API Score
<b>Total API Score</b>						

(a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 1.2 page-19-20)}  
 (b) Supporting document for research paper to be enclosed as Appendix-Cat III (A.B)

### 1.4 Articles/ Chapters published in Books

S. No.	Title with page number	Book Title, editor & publisher	ISSN/ ISBN No.	Whether peer reviewed.	No. of Co-authors and Date of Publication	Whether you are the main author	API Score
<b>Total API Score</b>							

(a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 1.3 page-20)}

### 1.5 Books published as Author or as Editor/Translator

  
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S. No	Title with page no.	Type of Book & Authorship	Publisher & ISSN/ISBN No.	Whether Peer Reviewed	No. of Co-author & Date of Publication	Whether you are the main author	API Score
<b>Total API Score</b>							

**Note:** (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 1.4 page-21)}

## 1.6 Chief Editor/Guest Editor/Editor/Associate Editor; Member, Consultant Member of Editorial/Advisory Board of Journal and Reviewer/Referee of a Journal

S. No.	Refereed Journal with/without ISBN/ISSN Numbers	Status	API score
<b>Total API Score</b>			

**Note:** (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 1.5 page-22)}

## 2.0 Research Projects, Consultancies and Assignments

### 2.1 Sponsored Projects (Carried out/Ongoing)

S. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs Lakhs)	API Score
<b>Total API Score</b>					

**Note:** (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 2.1 page-23)}

### 2.2 - 2.3 Consultancy Projects (Carried Out/Ongoing/Completed)

S. No	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakhs)	Whether Policy Documents/Patents as outcome	API Score
<b>Total API Score</b>						

**Note:** (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 2.2 to 2.3 page-23)}

### 2.4 Filing & Award of Patents/Policy Document/Technology Transfer Process



S. No.	Type of Patent	Filed		Awarded		API Score
		Date	File No.	Date	Patent No.	
<b>Total API Score</b>						

**Note:** (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 2.4 page-23)}

## 2.5 Overseas Assignments

S. No.	Title/Description of Assignment	Agency	Period	Fund Amount (Rs. Lakhs)	Outcome	API Score
<b>Total API Score</b>						

**Note:** (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 2.5 page-24)}

## 3 Research Guidance

S. No.	Degree	Number of Schollar Enrolled	Status	Degree Awarded	API Score
<b>Total API Score</b>					

**Note:** (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 3 page-24)}

## 4.1 & 4.2 Training Courses, Teaching-Learning-Evaluation Technology, Faculty Development Programmes

S. No.	Programme	Duration	Organised by	API Score
<b>Total API Score</b>				

**Note:** (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 4.1 and 4.2 page-25)}



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## 4.3 Papers presented in Conferences, Seminars, Workshops, Symposia/Session Chaired, etc.

S. No.	Title of the paper presented	Title of Conference/Seminar etc.	Date(s) of the event	Organized by	No. of Co-authors	Whether you presented the Paper	Whether International/National/State/Regional/ University or College Level	API Score
<b>Total API Score</b>								

**Note:** (a) If a paper presented in Conference/Seminar is published in the form of Proceedings (Full Paper), the points would accrue for the publication as Category III, (1.2) and not under this heading.  
 (d) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 4.3 page-25)}

#### 4.4 Invited Lectures (including Extension) and Chairmanships at National or international Conference/ Seminars; Office Bearer/Advisor of Registered Professional Bodies

S. No.	Title of Lecture/Academic Session	Title of Conference/Seminar etc.	Date(s) of the event	Organized by	Whether International/National/State	API Score
<b>Total API Score</b>						

(a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 4.4 page 26)}

#### 4.5: Experience as Post Doctoral Fellow / Research Associate/Visiting Professor

S. No.	Research Associate / Post Doctoral Fellow	Institution	Duration	Major Achievements	API Score
<b>Total API Score</b>					

(a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 4.5 page 26)}

<b>Total Score Earned for Category-III</b>	
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**OTHER RELEVANT INFORMATION**

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

S. N o	Details (Mention Year, Value , etc., where relevant)

I certify that the information provided is correct as per records available with the University and/or documents enclosed along with the newly filled PBAS proforma.

**Signature of the Faculty**



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**PART (B)**

**CATEGORY-IV: BEHAVIOURAL SKILLS AND VALUES**

**SUPERIOR FEEDBACK**

*(To be completed by HOD. If no HOD has been appointed, then HOI may complete)*

S. No.	Points	Max Score	Final Score
1.	Commitment	5	
2	Competence	5	
3	Self Motivation	5	
4	Health & Personality	5	
5	Punctuality & Regularity	5	
6	Cross Functional and Team Orientation	5	
7	Behavior towards colleagues	5	
8	Relationship/Attitude towards students	5	
9	Temperament and manners	5	
10	Communication skill	5	
11	Reliability and Dependability	5	
12	Integrity (Financial, Moral and Academic)	5	
<b>Maximum Total Score/Points : 60</b>		<b>60</b>	
<b>Minimum total points to be obtained : 30</b>			
<b>Final Score (Out of 30)</b>		<b>30</b>	

NOTE: Please give ratings on a 5-point scale as follows (please tick as appropriate):

SCORE RANGE	RATING	RATING RECEIVED (tick as appropriate)
27 – 30	Outstanding (D)	
24 – 26	Very Good (D)	
21 – 23	Good (C)	
18 – 20	Average (B)	
17 and below	Below Average (A)	

**Detailed Justification for rating given (please use additional pages, if required)**

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**Shortcoming/Weakness pointed out/warning letters issued during reporting period, if any, and improvement shown:**

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Signature of the Initiating Officer

Full Name \_\_\_\_\_

Designation \_\_\_\_\_

  
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**Report of the First Reviewing Officer (HOI)**

1.0 Do you agree with the assessment of the Reporting Officer? **YES / NO/ NA**

If NO, give reason(s):

2.0 Has anything of adverse nature, or which indicates lack of Integrity, come to your notice, and has been established **YES / NO/ NA**

3.0 Specific Recommendation about qualitative performance of the faculty:  
Overall Assessment :

**OUTSTANDING    VERY GOOD            GOOD            AVERAGE    BELOW AVERAGE**  
-----D-----                            C                            B                            A

4.0 **Detailed Justification for rating given (please use additional pages, if required)**

Signature: \_\_\_\_\_

**First Reviewing Officer (HOI)**

Name \_\_\_\_\_

Designation \_\_\_\_\_

**FINAL RATING OF  
HEAD OF INSTITUTION**

**FINAL REPORT OF THE PRO VICE CHANCELLOR**

- Do you agree with the details given by the reported faculty in Part-A (Cat. Is, II & III) & Part B (Cat. IV & V) **YES / NO**
- If YES, to what extent : \_\_\_\_\_
- If NO, specify the reasons:
- Has the reported faculty been reprimanded during the period of the report: **YES / NO**
- If YES, give details.

\_\_\_\_\_  
**Prof (Dr) MP Kaushik**  
**Pro Vice Chancellor**

**FINAL RATING OF  
PRO VICE CHANCELLOR**

  
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**FINAL OBSERVATIONS OF THE VICE CHANCELLOR**

Observations by the Final Reviewing Authority (*if any*):

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\_\_\_\_\_  
**(FINAL REVIEWING AUTHORITY)**  
**Lt Gen VK Sharma, AVSM (Retd)**  
**Vice Chancellor**

**FINAL RATING OF  
HON'BLE VICE CHANCELLOR**



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## Appendix – A

### Supporting Document to CAT-I (S.No. 1)

S.No.	Teaching Week for Odd Semester	TEACHING LOAD		
		Max No. Load as per UGC/Amity Norms (A)	Load based on no. of Classes Conducted(B)	% Classes taken per week
1	1st Week			B/A*100
2	2nd Week			B/A*100
3	3rd Week			B/A*100
4	4th Week			B/A*100
5	5th Week			B/A*100
6	6th Week			B/A*100
7	7th Week			B/A*100
8	8th Week			B/A*100
9	9th Week			B/A*100
10	10th Week			B/A*100
11	11th Week			B/A*100
12	12th Week			B/A*100
13	13th Week			B/A*100
14	14th Week			B/A*100
15	15th Week			B/A*100
16	16th Week			B/A*100
17	17th Week			B/A*100
18	18th Week			B/A*100
Total				

Average Classes Conducted(Odd Semester):

\* Lecture/Tutorial=1 Load  
 Practical = 1/2 Load

S.No.	Teaching Week for Even Semester	TEACHING LOAD		
		Max No. Load as per UGC/Amity Norms (A)	Load based on no. of Classes Conducted(B)	% Classes taken per week
1	1st Week			B/A*100
2	2nd Week			B/A*100
3	3rd Week			B/A*100
4	4th Week			B/A*100
5	5th Week			B/A*100
6	6th Week			B/A*100
7	7th Week			B/A*100
8	8th Week			B/A*100
9	9th Week			B/A*100
10	10th Week			B/A*100
11	11th Week			B/A*100
12	12th Week			B/A*100
13	13th Week			B/A*100
14	14th Week			B/A*100
15	15th Week			B/A*100
16	16th Week			B/A*100
17	17th Week			B/A*100
18	18th Week			B/A*100
Total				

Average Classes Conducted(Even Semester):

Total Classes Conducted (Academic Year):  
 Average Classes Conducted in % (Academic Year):

Signature of Faculty

Verified by Hol/HoD

## Appendix – B

### Supporting Document to CAT-I (S.No. 2)

- 1) O=Average Teaching Load per Week \* No. of weeks  
 P= Maximum load per week as per UGC/Amity norms\* No. of weeks

O-P = Y (i.e. No. of hours taught in excess of UGC norms)

1 extra hour(Over & above average load per week as per UGC norms) = 2 API Points

Signature of Faculty

Verified by Hol/HoD

  
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**Annexure – II (b)**

**Name:**

**Institution/Department:**

**Designation:**

**ASSESSMENT PERIOD .....**

**Instructions:**

1. Please fill in the hard copy of the format. You may leave out sections which do not apply to you or those you do not wish to complete for any reason.
2. Be brief. Where you feel that you have not been able to achieve an objective please indicate the reasons for the same.
3. Parameters for assessment are as follows:

**Excellent / Distinguished - D**

**Very Good - C**

**Good - B**

**Average - A**



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**To be filled in by the Appraisee:**

1. Has the current year been good/bad/satisfactory or otherwise for you, and why?
2. What do you consider to be your most important achievements during the period under review?
3. What elements of your job do you find most challenging and Why?
4. What are your strengths and weaknesses? What elements of your job interest you the most and least?

  
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5. What initiatives have you taken so far to improve your work efficiency?

6. Do you think your contribution is important for your department? Justify?

  
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**Administrative Responsibilities undertaken during the period under review:**


**Any other Professional Goals:**

S. No	Goal	Remarks

  
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**SELF APPRAISAL (Please rate yourself)**

S. No.	Statements	Rate Yourself	Grading by	
		(A/B/C/D)	HOI/HOD	
1	Professional Skills/ knowledge			
2	Team work/Co-operation/Coordination			
3	Problem Solving			
4	Punctuality			
	Meeting expectations, deadlines and			
5	Commitments			
6	Judgmental abilities			
7	Able to perform under stress			
8	Adaptability			
9	Eye for Detail			
10	Initiative and Commitment			
11	Participation and attendance in institutional events regularly			
12	Proactively seek additional responsibilities			

**Name:**

**Signature:**

**Comments and Signature of HOI/HOD:**

**Comments and Signature of Pro VC:**



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**SECTION – II**

**Comments / Observations, Final Grading and Signature**

**HoD/HOI:**

**Pro Vice Chancellor:**

**Hon'ble Vice Chancellor:**



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## Annexure – III (a)

### LEAVE REGULATIONS FOR REGULAR EMPLOYEES.

#### 1. SHORT TITLE AND COMMENCEMENT:

These Regulations shall be called 'LEAVE REGULATIONS FOR REGULAR EMPLOYEES', and shall come into force from the date of their notification.

#### 2. APPLICABILITY

These Regulations shall apply to all Regular Employees of the University (Including its Campuses), other than the following:

- (2.1) Engaged on daily rates of wages:
- (2.2) Engaged as Apprentices/Trainees; and /or
- (2.3) Whose terms of appointment do not include the benefit of leave.

#### 3. DEFINITIONS

- 3.1 **'University'** means Amity University Madhya Pradesh
- 3.2 **'Competent Authority'** means the Vice Chancellor or any other authority specifically empowered by him to sanction leave to the employees concerned.
- 3.3 **'Year'** means calendar year (1st January to 31st December).
- 3.4 **'Month'** means calendar month, provided that for reducing credit of Earned Leave or Sick Leave on account of Leave Without Pay (LWP) availed by an employee every month shall be deemed to have 30 days.

#### 3 KINDS OF LEAVE ADMISSIBLE

- (4.1) Casual Leave
- (4.2) Earned leave
- (4.3) Sick leave
- (4.4) Duty Leave
- (4.5) Maternity Leave
- (4.6) Study Leave
- (4.7) Sabbatical Leave
- (4.8) Extraordinary Leave
- (4.9) Station Leave
- (4.10) Any other kind of leave, as approved by the Executive Council from time to time.

#### 4 DISCRETION TO GRANT OR REVOKE LEAVE

Leave cannot be claimed as a matter of right. Discretion is reserved with the authority empowered to sanction leave, to refuse or revoke leave at any time according to the exigencies of the University's work.

  
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## 5 GUIDELINES & PROCEDURE IN APPLYING FOR LEAVE

- (6.1) Subject to the terms and conditions of appointment, employees will be eligible for leave in accordance with these Rules, as amended from time to time.
- (6.2) An employee who desires to proceed on leave shall apply on the prescribed form (Annexure-I) to the authority competent to sanction leave *through proper channel*, and must not avail of the leave before it is sanctioned. The said authority shall issue orders on the application and where the leave is refused or postponed, the fact of such refusal or postponement shall be recorded in writing on the leave application.
- (6.3) Leave applications will invariably be submitted to leave sanctioning authority through reporting officers as per channels given below:-

CATEGORY OF EMPLOYEE	CHANNEL OF SUBMISSION	SANCTIONING AUTHORITY	KINDS OF LEAVE
Heads of Institutions/ Independent/ Departments/Centres	Pro-Vice Chancellor (or equivalent)	Vice-Chancellor	All kinds of Leaves
Professors & Heads of Departments in Institutions	Head of Institution/ Department (or equivalent)	<input type="checkbox"/> Upto 5 days - Head of Institution/ Deptt. <input type="checkbox"/> More than 5 days – Vice-Chancellor through Pro-Vice-Chancellor (or equivalent)	CL,SL, EL & Station leaves
Other teaching & non-teaching staff (except class IV/cleaners/casual staff)	Head of Institution/ Department (or equivalent) through the Supervisor/immediate reporting officer	Head of Institution/ Department with a copy to Dy. Pro Vice-Chancellor/Pro Vice-Chancellor (or equivalent) / Vice-Chancellor	CL,SL, EL & Station leaves
Class IV/Cleaners/ Casual staff	Head of Institution/ Department (or equivalent) through the Supervisor/immediate reporting officer	Head of Institution/ Department (or equivalent)	CL,SL, EL & Station leaves
Note: Application for any other kind of leave will be submitted to the Vice-Chancellor, through Pro Vice-Chancellor/Dy. Pro Vice-Chancellor (or equivalent)			

  
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- (6.4) In extraordinary cases where for reasons beyond his/her control, it is not possible to obtain prior sanction, the concerned employee will seek telephonic sanction of leave from the competent authority; and on resumption of duty, submit the application on the prescribed form within 24 hours. In case the application for post-facto sanction is not submitted and/or sanctioned, the salary for the leave period will be deducted even if the employee has sufficient leave balance in his/her credit.
- (6.5) If an employee after proceeding on leave, desires an extension thereof, he/she shall apply to the competent authority, who shall send or cause to be sent a reply either granting or refusing extension of leave to the employee concerned at his last known address. It will be the duty of the employee to obtain approval for extension of leave from the appropriate authority, otherwise he shall be deemed to be on unauthorized absence.
- (6.6) An employee desirous of spending a period of leave at a station other than his place of posting shall indicate the leave address and contact telephone/mobile numbers on the leave application and also notify the University of any change thereafter as soon as it occurs.
- (6.7) Full and up-to-date complete record of all types of leave (showing calendar year-wise entitlement and leave availed) in respect of the employees, will be maintained as per Annexure-II in the respective Institutions/Departments and also by Head (HR/Admin) at the University's Headquarters office. However, such record in respect of Class-IV & Casual workers will also be maintained by Director-Administration and respective Administrative Officers.
- (6.8) The Office of Registrar/Director HR will send a consolidated half-yearly statement (in the prescribed format at Annexure-III) in respect of various kinds of leave availed by the employees and the balance at their credit as on 1<sup>st</sup> January and 1<sup>st</sup> July of the calendar year, to the RBEF Central Team, latest by 20<sup>th</sup> January and 20<sup>th</sup> July respectively.
- (6.9) If an employee remains absent beyond the period of leave originally granted or subsequently extended, he shall lose his lien on his appointment unless he (a) returns within ten days of the expiry of the leave, and (b) explains, to the satisfaction of the University, his inability to return on expiry of his leave. Consequently, when an employee loses his lien on his name may be struck off the rolls of the University.
- (6.10) If an employee remains absent beyond ten days continuously without prior permission, he shall be deemed to have voluntarily abandoned the University's service and the University will notify him accordingly at his last known address. Such unauthorized absence shall be deemed as abandonment of service by the employee and not as termination by the University; and the employee concerned will be liable to pay one month's salary in lieu of notice, which may be deducted from his/her salary or other dues.



- (7.1) Every employee will be eligible for 12 days' CL in a calendar year. Accordingly, on completion of one month's service, one day's CL can be availed.
- (7.2) Maximum of three days' CL can be taken at a time, provided that the leave is due to the individual employee.
- (7.3) In respect of a new joinee who joins the service of the University, the CL entitlement during the first year of his/her employment, will be determined on the pro-rata basis of period of service rendered by him/her from the date of joining.
- (7.4) CL may be granted for the working days involved. Accordingly, any Saturday (where it is not a working day) / Sunday or any other weekly off day applicable to the employee concerned / University's holiday which intervenes, will not be counted towards leave.
- (7.5) CL may be taken in terms of ½ day, for the first or the second half of a day, the first half ending with the conclusion of the lunch Interval and the second half beginning with the commencement of the lunch interval..
- (7.6) CL will not be granted in combination with any other kind of leave with pay; provided that in a case involving the employee's sickness, when no other kind of leave is due, such combination may be permitted with approval of the competent authority.
- (7.7) Unavailed CL cannot be carried forward to the next calendar year. CL not availed upto 31<sup>st</sup> December will lapse.

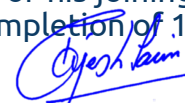
## 8. EARNED LEAVE (EL)

- (8.1) "The EL entitlement in respect of **employees other than those who are allowed to avail of vacations**, will be 30 days in a year to be credited to the leave account on 1<sup>st</sup> January and 1<sup>st</sup> July @15 days for each half-year, subject to other conditions being fulfilled."

In case at any time in future, the management decides to allow vacations, the enabling provision to curtail EL entitlement of such staff-members will be included in the EL Rules as follows:-

"Admissibility of Earned Leave to the Faculty and other staff members (who are allowed to avail of vacations) will be as follows:

- (a) 1/30<sup>th</sup> of actual service including vacation; plus
  - (b) 1/3<sup>rd</sup> of the period, if any, during which he/she is required to perform duty during vacation.
  - (c) For computation of period of actual service **for this purpose**, all periods of leave, except casual leave, duty leave and the period spent on various assignment allocated by the University, shall be excluded."
- (8.2) EL can be availed on full pay and allowances only after the employee has completed 180 days' actual service from the date of his joining. Any leave availed other than the entitlement of CL before completion of 180 days will be sanctioned as 'leave without pay'.



- (8.3) For the purpose of computation of period of actual service, all periods of leave with pay, including Casual Leave as also Duty Leave and the period spent on various assignment allocated by the University should be included for the purpose of calculation of EL entitlement. The exclusion should be for the period of unauthorized absence and leave without pay for any reason whatsoever.
- (8.4) Employees will be entitled to accumulate EL to a maximum of 180 days. The unavailed portion of EL will be allowed to be carried forward, subject to the condition that at the time of cessation of service encashment of EL will be restricted @15 days per year of service (**minus** the period of Leave Without Pay, or unauthorized absence, if any), or the un-availed EL at credit of the employee concerned, whichever is less.
- (8.5) EL will not normally be granted for more than 30 days in one spell and not more than five times in a year. EL exceeding 30 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or portion thereof, is spent outside India.
- (8.6) EL can be taken in combination with any other kind of leave, except CL, provided that in a case involving the employee's sickness, when no other kind of leave is due, its combination with CL may be permitted by the competent authority.
- (8.7) EL will be granted for the calendar days involved, and any Intervening Saturday (where it is not a working day) / Sunday or any other weekly off day applicable to the employee concerned / University's holiday or restricted holiday will be counted towards leave. However, pre-fixing and suffixing of such non-working days to EL would be permissible.
- (8.8) Pay during EL will be equal to pay drawn immediately before proceeding on Leave.

## 9. SICK LEAVE (SL)

- (9.1) SL is the leave that an employee avails when he/she is absent due to illness.
- (9.2) SL can be availed only after completing at least one year actual service from the date of joining, excluding any period of LWP availed of by the employee concerned.
- (9.3) An employee will be entitled to 10 days' SL in a year to be credited to the leave account on 1st January and 1st July @ 5 days for each half-year.
- (9.4) SL not availed during the calendar year cannot be carry forward or encashed. At the end of calendar year any available SL will lapse automatically.
- (9.5) SL may be taken in terms of ½ day, for the first or the second half of day the first half ending with the conclusion of the lunch interval and the second half beginning with the commencement of the lunch interval.
- (9.6) SL application for more than 3 days in one spell, or for EL due to reason of sickness for more than 3 days in one spell, will be accompanied by a medical certificate from a registered medical practitioner, any fee payable for the medical certificate being borne by the employee concerned.



- (9.7) SL can be taken in combination with any other kind of leave, except CL. Provided that in a case involving the employee's sickness, when no other kind of leave with pay is due, its combination with CL may be permitted by the competent authority.
- (9.8) Pay during SL will be equal to the pay drawn immediately before proceeding on Leave.
- (9.9) On return from SL (leave on medical grounds) if an employee is not found medically (physically and mentally) fit, then he/she may not be allowed to resume duty until complete recovery from sickness and on production of certificate of fitness from a certified medical practitioner acceptable to the University.

## 10. GENERAL CONDITIONS FOR EL AND SL

- (10.1) An employee, who is appointed in the middle of a year, will be eligible for EL and SL for the completed calendar months of service he/she renders upto 31 December of that year, any broken month's service being ignored. Entitlement of leave will be pro-rated on the basis of the applicable rate and credited to the leave account accordingly.
- (10.2) An employee whose appointment is terminated in the middle of an year will be eligible for EL and SL for the completed calendar months of service he has rendered in that year, any broken month's service being Ignored. Entitlement of leave will be pro-rated on the basis of the applicable rate and necessary adjustment carried out in the leave account on the date of termination.
- (10.3) Credit of EL or SL will not be admissible for the period of LWP. For this purpose, the total period of LWP availed of during the year will be divided by 30 to arrive at completed months; and any fraction of LWP upto 15 days will be ignored but a fraction of 16 days and above will be treated as a completed month. The employee's CL account may also be debited on this basis (i.e. pro-rated deduction of CL on account of LWP availed may be effected).
- (10.4) For the purpose of affording credit of EL and SL, fraction of a day will be rounded off to the nearest day, i.e.  $\frac{1}{2}$  or above will be taken as 1 day and fractions below  $\frac{1}{2}$  will be ignored.
- (10.5) Any Holiday, Saturday and Sunday falling between EL or SL will be treated as part of EL or SL.
- (10.6) Any LWP sanctioned for more than 15 days in a year shall not be reckoned for the purpose of calculation of EL and SL credit.

## 11. DUTY LEAVE

- (11.1) Duty Leave upto 15 working days in a year may be allowed for:
- Attending conferences, congresses, symposia and seminars on behalf of the university or with the permission of the university.
  - Delivering lectures in institutions / universities at the invitation of such institutions / universities received by the University, and accepted by the Vice Chancellor;

- c. Participating in a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission, a sister university or any other academic body; and
- d. Attending official meetings or conferences to which an individual has been nominated by the University.
- e. e. For performing any other duty for the University as authorized. (11.2) Duty leave may be combined with EL, SL or Extraordinary Leave.

## 12. MATERNITY LEAVE

- (12.1) Confirmed female employees will be eligible for grant of Maternity leave.
- (12.2) Maternity Leave on full pay would be admissible to female employees for a period not exceeding 90 (ninety) days from the date of its commencement, on production of requisite medical certificate. Such leave would, however, be admissible on not more than two occasions in the entire service, provided the number of surviving children does not exceed two.
- (12.3) Maternity benefit is not entitled to a female employee unless she has actually worked for a period of not less than 80 (eighty) day in the immediately preceding twelve months period.
- (12.4) The date of absence from work should not be a date earlier than 45 days from the date of her expected delivery.
- (12.5) Maternity Leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in this respect to a female employee in her career will not be more than 45 days. And the application for leave is supported by a medical certificate.
- (12.6) Maternity Leave may be combined with any other kind of leave except CL, if the request is supported by a medical certificate.
- (12.7) During the period of such leave, the leave salary will be equal to the salary drawn immediately before proceeding on maternity leave.
- (12.8) The eligible female employee shall apply on the prescribed form (Annexure-IV) for grant of maternity leave enclosing therewith the requisite medical certificate; and also give an undertaking that she will not work in any establishment during the period in which she receives maternity benefits. In case the female employee works in any establishment after she has been granted Maternity Leave for any period, she shall forfeit her claim to the maternity benefit.
- (12.9) If the employee is entitled to benefits under the ESI Act, the leave salary will be reduced by the amount payable under the ESI Act.

## 13. STUDY LEAVE

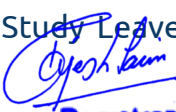
- (13.1) Study leave shall not be granted to a teacher who is due to retire within 3 years of the date on which he/she is expected to return after the expiry of the study leave.
- (13.2) Study leave without pay may be granted to an Asstt. Professor / Asstt. Librarian / Asstt. Director of Physical Education and Sports after a minimum

of two years continuous service in the University, to pursue a special line of study or research directly related to his/her work In the University organization and methods of education, subject to the conditions that:

- ii. the subject has relevance to the sphere of duties of the employee concerned;
  - iii. the proposed course of study / training would be of distinct advantage from the point of view of the University's interest and would significantly enhance the employee's efficiency and
  - iv. the exigencies of the University's work permit release of the employee for the period involved.
- (13.3) The total period of study leave will not normally exceed three years in one spell. However, in the first instance it may be sanctioned for two years, and may be further extended upto one more year, if there is adequate progress as reported by the Research Guide, etc. Care should be taken that the number of teachers given Study Leave does not exceed the stipulated percentage of teachers in any department. Provided that the competent authority may, in special circumstance of a case, waive off the condition of three years' continuous service.
- (13.4) Study leave may be granted not more than twice during the employee's career  
However, the maximum period of study leave admissible during the entire service shall not exceed five years.
- (13.5) A teacher availing himself / herself of Study Leave shall undertake that he/she shall serve that University for a continuous period of at least two years to be calculated from the date his/her resuming duty after expiry of the Study Leave.
- (13.6) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the university, binding himself/herself in the form of affidavit on stamp paper of proper value. A teacher availing himself/herself of Study leave shall undertake that he/she shall serve the University for a continuous period of at least two years to be calculated from the date of his/her resuming duty after the expiry of the Study leave. If an employee fails to qualify in the program for which Study Leave was taken , he/she will be required to pay to the University the financial assistance given to him, if any and salary of the period not completed

#### **14. SABBATICAL LEAVE**

- (14.1) Confirmed teaching staff of the University, who have completed minimum seven years of service as Associate Professor/Professor, may be granted Sabbatical Leave without pay to undertake study or research or, other academic pursuit solely with the object of increasing their proficiency and usefulness to the University and higher education system.
- (14.2) The duration of leave shall not exceed one year at a time, subject to a maximum of two years in the entire career of teacher.
- (14.3) A teacher who has availed himself/herself of Study Leave, would not be entitled to the Sabbatical Leave.

  
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- (14.4) Provided, further, that subsequent sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous sabbatical Leave or any other kind of training programme.

## **15. EXTRAORDINARY LEAVE**

- (15.1) Extraordinary leave shall always be without pay and allowances.
- (15.2) Extraordinary Leave will not be granted if any kind of leave with pay admissible for the purpose is due to the employee.
- (15.3) Extraordinary Leave on any occasion will not normally be granted for more than two months. The competent authority may, at its sole discretion, grant such leave for a period exceeding two months to an employee suffering from a protracted illness.
- (15.4) Where Extraordinary Leave precedes and/or follows Saturday (where it is not working day) / Sunday or any other off-day applicable to the employee concerned, then such Saturday / Sunday / Holiday, etc. will be treated as part of Extraordinary Leave.
- (15.5) Extraordinary Leave will not count towards service qualifying for increment if the total period of such leave availed of during the period between the date of appointment / promotion / last increment and the normal date of annual Increment under consideration, exceeds 90 days. In other words, in a case involving Extraordinary Leave exceeding 90 days, for the purpose of determining the effective date of increment, the period of Extraordinary Leave will be added to the normal date of Increment. Subsequent annual increments(s) would be determined with reference to such deferred date.
- (15.6) Requests for grant of Extraordinary Leave on medical grounds will be supported by a Medical Certificate from the attending Doctor, any fee payable for the Medical Certificate being borne by the employee concerned.

## **15. PROCEEDING OUT OF STATION DURING LEAVE**

Permission of the leave sanctioning Authority will be taken when the employee availing leave wants to go out of station during holidays / weekends. In such cases, the concerned employee will also inform Phone no. and address for contact in emergency.

## **16. ATTENDANCE**

- (17.1) Every member is required:
- To attend office in time;
  - To strictly observe the prescribed lunch time and not to overstay.
  - Not to leave office before the office time
- (17.2) All employees shall use the Biometric attendance system to record their attendance both at the time of arrival and departure. An employee who fails to attend office at the scheduled time is late. However, late coming upto ten minutes of the scheduled time may be permitted by the concerned HOD.



(17.3) When an employee attends office late or leaves office early and the late attendance or early leaving, as the case may be, is not condoned / permitted by the leave sanctioning authority as may be specified in this behalf, for each such occasion of late attendance or early leaving, ½ day's Casual Leave may be debited to the employee's leave account. However, late attendance up to one

hour for not more than two occasions in a month can be condoned by the leave sanctioning authority on request of employee, if convinced that it is due to unavoidable reasons.

## 18. ENCASHMENT OF EARNED LEAVE

(18.1) Encashment is not permissible for any kind of leave, except EL.

(18.2) During service no encashment of EL will be permissible. In other words, encashment of EL will be permissible only at the time of cessation of the University's service, subject to other conditions being fulfilled.

(18.3) EL due to regular employee (who is not on probation) in cases of termination of employment may be allowed to be encashed. In the case of termination as a disciplinary measure, the authority imposing the penalty shall pass orders as to whether such encashment may be allowed.

(18.4) In the case of death of an employee while in the service of the University, the nominee, or the next kin of the deceased employee may be allowed the benefit of encashment of EL that may be admissible to the deceased employee immediately before his death, subject to a maximum of 180 days.

(18.5) When encashment of Earned Leave is allowed to an employee, salary payable for the period of leave encashed will be computed as under:

a. In the case of employee placed in UGC / Govt. scales of pay (5<sup>th</sup> CPC Scales)"

EL Encashment value =  $\frac{\text{Basic Pay} + \text{DP}}{30} \times \text{No. of days of EL encashed}$   
(DP = 50% of BP)

b. In the case of employee placed in UGC / Govt. scales of pay (6<sup>th</sup> CPC Scales)

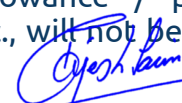
EL Encashment value =  $\frac{\text{Pay Band} + \text{Grade Pay}}{30} \times \text{No. of days of EL encashed}$

c. In the case of employee drawing consolidated / gross salary

EL Encashment value =  $\frac{60\% \text{ of Gross Salary}^* \times \text{No. of days of EL encashed}}{30}$

\*EXPLANATION: For calculation of the gross salary to be reckoned for the purpose of EL encashment, the reimbursement of expenses towards Transport /

Conveyance, Driver's salary, HRA/ House Subsidy, Petrol expenses//subsidy, telephone/mobile expense, Children Education Allowance or Hostel Subsidy and other allowances e.g. special allowance, loyalty allowance, proctor allowance, programme coordinator allowance / programme leadership allowance / placement allowance, -- etc., will not be taken into



account.

- (18.6) Where EL is allowed to be encashed on termination of employment, any amount recoverable from the employee, including salary towards shortfall in the period of notice of termination, may be adjusted from the salary payable for the period of EL encashed.

## **19. RESIDUAL PROVISION**

- (19.1) The University may at its discretion sanction leave on full pay to an employee who has no leave to his credit at the time of sanction of leave, if it is satisfied that the employee would continue in the service of the University; and such leave shall be adjusted against the future accrual of leave to him/her in due course of time.
- (19.2) The University may, at its discretion, allow relaxation of any of these rules in deserving cases.



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**Annexure – III (b)**

**LEAVE AND ATTENDANCE RULES**

**Type of Leaves in a year:**

- |                      |   |    |
|----------------------|---|----|
| 1. Casual Leave (CL) | - | 12 |
| 2. Earned Leave (EL) | - | 30 |
| 3. Sick Leave (SL)   | - | 10 |

**1. Casual Leave (CL)**

- i. One CL is credited after one month of continuous service.
- ii. CL for the month of December is credited in the following January.
- iii. Unused CL balance lapses on December 31<sup>st</sup>.
- iv. CL may be availed as half day leave once a month upto a maximum of 6 instances (03 CLs) in a calendar year.
- v. A maximum of 3 CLs may be availed at one time.
- vi. CL is sanctioned for working days only. Any Saturdays, Sundays or holidays falling between the CL period are not treated as part of leave.
- vii. CL cannot be clubbed with any other leave except in instances of sickness and only when CL balance is not available. Medical documents shall be required for this to be sanctioned.

**2. Earned Leave (EL)**

- i. 15 ELs each will be credited on 1<sup>st</sup> January and 1<sup>st</sup> July each year.
- ii. Employee can avail EL only after six months of continuous service,
- iii. EL may be availed as half day leave.
- iv. All EL MUST be applied atleast 3 days in advance.
- v. **EL may be availed for upto 5 instances only in a calendar year.**
- vi. Any holiday including Saturday and Sunday will be included in the sanctioned EL, if falling in between sanctioned EL periods.
- vii. A maximum of 15 unused ELs can be carried forward to next year.
- viii. Maximum ELs that can be availed in a year is 30

**3. Sick Leave (SL)**

  
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- i. Sick leave can only be availed after one year of continuous service.
- ii. 5 SLs are credited on January 1<sup>st</sup> and July 1<sup>st</sup> each.
- iii. SL can be taken as half-day leave.
- iv. A medical certificate will be mandatory for availing more than 3 days of sick leave in one instance.
- v. SL can only be clubbed with EL.
- vi. Any holiday including Saturday and Sunday will be included in the sanctioned SL, if falling in between sanctioned SL period.
- vii. Any unused SL balance shall lapse on December 31<sup>st</sup>.

#### 4. Short Leave

- i. Short Leave/permission can be availed once in an attendance cycle (26<sup>th</sup> to 25<sup>th</sup>) month for a maximum of 2 hours.
- ii. It can be availed either for late log-in or early log-out.
- iii. **It cannot be prefixed or suffixed to any kind of leave.**
- iv. Leave of more than 2 hours in a day to be applied as half day.
- v. An employee must apply for Short Leave through TCSiON and get it approved from their respective HoI/ HoD/ Reporting Authority prior to availing the leave (recommended) or the very least within 24 hours of joining back after leave (essential).

#### 5. Leaves During Notice Period.

Only in cases of emergencies (such as health emergency, death of immediate family member etc.) will an employee on notice period be permitted to avail Casual Leave only for a short duration (i.e. not exceeding two days). Such leave shall have to be approved on email by Hon'ble Vice Chancellor (with copies to HR and Accounts), in addition to approval through TCSiON. Employees on notice period shall not be permitted to avail EL under any circumstances whatsoever.

#### 6. Other Salient Aspects.

- i. Each faculty / staff member should maintain a leave record of leaves availed by them.
- ii. Faculty/ Staff members must apply for leave in advance through **TCSiON only**.



- iii. HoI/ HoD will action the application accordingly, i.e. approve/ disapprove leave or recommend it for sanction of competent authority.
- iv. **HoI/ HoD can sanction leave upto a maximum of three days. For more than three days, HoI/ HoD may recommend the application for approval of competent authority.**
- v. **All leave must ideally be pre-sanctioned, i.e. atleast 3 days in advance.**
- vi. In an emergency, leave may be availed by informing respective HoI/ HoD on phone before 0800 hrs on the day that the member of faculty/ staff wants to avail leave. **This facility can be availed only twice in a year.** HoI / HoD to keep a record of the same.
- vii. If someone has availed leave by informing the HoI on phone/ e-mail, he/she has to log an application within 3 days of joining the University after availing the leave, failing which, the application shall not be actioned.
- viii. In case of those availing Weekly offs other than Saturday & Sunday, one should mark their attendance as per official University timings for log-in and log-out.
- ix. The onus of getting one's leaves approved from their competent authority lies with the applicant. Ideally the leaves should be applied and approved on the same day or the very least, with in 07 days of submission of application.



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## Annexure – IV

### CODE OF PROFESSIONAL ETHICS - TEACHING

This Code of Conduct lays down values, principles and practices that establish standards for ethical conduct on the part of faculty members so as to uphold the trust of the general public and all the stakeholders in the higher education.

#### I TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

##### Teachers should:

- (i) Adhere to a responsible pattern of conduct, demeanour and dress expected of them by the profession.
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them,
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and examinations, including supervision, invigilation and evaluation; such other academic responsibilities assigned from time to time and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

#### II TEACHERS AND THE STUDENTS:

##### Teachers should:

- I. Respect the right and dignity of the student in expressing his/her opinion
- II. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;

  
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- III. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- IV. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- V. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace,
- VI. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- VII. Pay attention to only the attainment of the student in the assessment of merit
- VIII. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- IX. Aid students to develop an understanding of our national heritage and national
  - a. goals
- X. Refrain from inciting students against other students, colleagues or administration.

### III TEACHERS AND COLLEAGUES:

#### Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

### IV TEACHERS AND AUTHORITIES:

#### Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate in the formulation of policies of the other institutions

- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

#### **V TEACHERS AND NON-TEACHING STAFF:**

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- (ii) Teachers should extend all help in the functioning of the university and covering both teachers and the non-teaching staff.

#### **VI TEACHERS AND GUARDIANS:**

##### **Teachers should:**

- (i) Try to see that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

#### **VII TEACHERS AND SOCIETY:**

##### **Teachers should:**

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities
- (v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

  
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## Annexure – V

### POLICY GUIDELINES ON EMPLOYEE-STUDENT RELATIONSHIPS

#### 6.1.1 BACKGROUND

Any employee of, or person(s) associated in an official or professional capacity with, Amity University Madhya Pradesh (hereafter referred to as 'the University'), by virtue of his/ her role and proximity to the University's students, may be in a position to wield disproportionate power and influence over a student. In doing so, s/ he might knowingly or unknowingly transgress certain boundaries of professional ethics and University's Code of Conduct for employees and persons associated with the University in a professional or official capacity. In some cases, doing so might also be in violation of the law. This might not only breach the trust of the student, but also have an adverse effect on the student. Furthermore, doing so but might also invite legal proceedings against the person and the University, bringing both entities disrepute.

#### 6.2 AIM

- a) To lay down policy guidelines which govern the dynamics of relationships/ association between students and employees of the University/ persons associated with the University in a professional/ official capacity.
- b) To lay down a procedure for reporting and addressing violations of the policy as mentioned in para 2(a) above.

#### 6.3 SCOPE

- a) All permanent full time and part time employees of the University
- b) All contractual full time and part time employees of the University
- c) All outsourced and temporary employees of the University
- d) All persons engaged by the University in a visiting capacity
- e) All persons associated with the University in an honorary capacity
- f) All persons seconded to the University
- g) All persons visiting the University in an official capacity
- h) All students of the University

All persons listed above at 3(a) – (g) shall hereafter be referred as 'employees'.

#### 4. DEFINITIONS

- a) **Intimate personal relationships.** An intimate personal relationship is a relationship between an employee and a student which, even if consensual, goes beyond the bounds of a platonic or working relationship, regardless of gender. For example romantic or sexual relationships.
- b) **Close personal relationships.** A close personal relationship may involve a friendship, relative or family relationship or financial dependent.
- c) **Coercive personal relationships.** A coercive personal relationship is one which misuses employee's power over a student, or uses force or improper threat to persuade a student to do something. Eg. A faculty member arranges for private one-on-one sessions at their home with a student, indicating that if the student spent more time with them, it would improve their (student's) grade.
- d) **Exploitative personal relationships.** An exploitive personal relationship is one in which an employee makes use of a situation or academic relationship to gain a personal advantage or benefit. Eg. A faculty member asks their student to care for their child, house sit for them whilst they are away or fetch their children/ relatives from school/ market/ railway station/ airport. A



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student being asked to perform secretarial duties when not employed to do so will also be tantamount to exploitation. A tutor making repeated attempts to impose unwanted communication or contact or touching a student inappropriately, or demanding/ accepting favours/ discounts/ hospitality from a student shall also be termed as exploitative. Soliciting or accepting high value gifts/ hospitality and borrowing or accepting money/ monetary benefits from students is also exploitative.

- e) **Conflict of Interest.** A situation where a conflict arises for an employee between their University duties and their own personal interest/s. Conflicts of interest may be reasonably perceived, potential or actual. Conflicts of interest can involve financial or non-financial interests of the employee, or such interests of a business partner or associate, family member, friend or a person who is in or has been in a close personal relationship with the employee.
- f) **Financial Interest.** Any employment, business activity or other right, claim, title or legal share in something that has a monetary or equivalent value including intellectual property. Examples of financial interest include, but are not limited to, shares, share options, dividends, and the right to receive remuneration or other benefits such as salaries, director's fees, consulting fees, allowances and discounts.

## 7. UNIVERSITY'S VIEW ON EMPLOYEE-STUDENT RELATIONSHIPS

- a) All intimate personal relationships, coercive personal relationships and exploitative personal relationships between all employees and students of the University are strictly prohibited.
- b) Any violation of the above will invite strict disciplinary action upto and including termination of employee's services by the University.

## 8. GUIDELINES FOR EMPLOYEES

- a) Maintain an appropriate physical and emotional distance from students and perform your University duties in the best interests of the University without favour towards any individual student.
- b) Only use your University email account for communication with students, avoiding unauthorised use of social media sites (such as Facebook, Snapchat, Instagram or Twitter) and internet chat rooms.
- c) The same guidelines and rules should apply when you and the student are participating in fieldwork, conferences and other University activities away from the University campus.
- d) Where possible, ensure that meetings and discussions about University matters occur on campus or other University approved premises. Where not possible, ensure the meeting occurs in a public venue, such as a library or a café, where practicable.
- e) Refer students with support needs to a relevant University support service and limit your role in providing personal support to a student where this is not part of your employment duties.
- f) Avoid contacting students after office hours. If necessary, however, students may be contacted after University office hours about University matters only.
- g) Do not seek intimate personal information from a student except as relevant to a University process such as mentoring (e.g. medical information for special consideration, or personal circumstances information as part of an academic progress process).
- h) Do not schedule one-on-one meetings with a student about University matters at a private residence or secluded place.
  - o **Do not engage in consensual conduct of a sexual nature with a University student.**
  - o **Do not have an intimate personal relationship with a University student.**
  - o **Do not engage in exploitative or coercive dealings with a University student or use your position relative to a student for some personal advantage. For eg., do not demand or cause to demand that your name be included in student publications. Similarly, do not claim credit for work done by a student.**
- i) Do not discuss details of your own intimate and sensitive personal matters with a student, such as your sexual relationship, mental health or financial position.



- j) Do not borrow or accept money or other gifts from a student or otherwise have a financial interest with a student, except for token gifts (generally those that are lesser than Rs 100/- in value).
- k) Exercise judgment in determining whether the acceptance of any gift could reasonably be interpreted by stakeholders and the community as an inducement which might place them or the University under an obligation or bring the University into disrepute.
- l) Refuse all offers of gifts that are money, items used in a similar way to money, or items easily converted to money, that give rise to an actual, potential or perceived conflict of interest or ones that may adversely affect their standing as a University staff member or which may bring the University into disrepute.
- m) Refuse any bribes or inducements and report inducements and bribery attempts to their HoI or HoD.
- n) Do not indulge in behaviour of a threatening or criminal nature, or which reasonably makes the student feel unsafe, including stalking, repeated attempts to impose unwanted communication or contact that is not the appropriate performance of your University duties, harassment, assault, sexual assault or bullying;
- o) Do not engage in any other conduct towards a student which is unreasonable and unwelcome, and could reasonably be expected to make the student feel offended, humiliated or intimidated.

## 9. REPORTING INSTANCES OF VIOLATION

- a) Anonymous reports/ complaints of violation shall not be entertained.
- b) A student may file a report/ complaint verbally or in writing with his/ her mentor/ faculty member/ HoI who will necessarily escalate all such complaints through e-mail to Dy Director – HR.
- c) An employee may file the report/ complaint against another employee directly with Dy Director – HR or may choose to do so through his/ her HoI or HoD.
- d) All reports/ complaints must be made in writing through e-mail to Dy Director – HR who may recommend to the Vice Chancellor to constitute a committee for investigation of the report.
- e) Name of the person making the report/ complaint shall be kept confidential.
- f) If a report/ complaint is found to be baseless, strict disciplinary action upto and including termination of services shall be taken against the person who had made the report/ complaint.

## 10. TYPES OF DISCIPLINARY ACTIONS WHICH MAY BE INITIATED IN CASES OF VIOLATIONS AND FALSE REPORTING OF VIOLATIONS

- (a) Recordable displeasure of the Vice Chancellor with adverse remark in Annual Appraisal
- (b) Stopping of increments/ promotion for upto two years
- (c) Temporary suspension
- (d) Termination of services
- (e) Reporting to police in case the violation is a criminal offence

## 11. INAPPROPRIATE CONDUCT BY STUDENT TOWARDS EMPLOYEE(S)

- a) Unprofessional or inappropriate conduct towards a employee that is initiated by a student is not acceptable and will be in breach of the Student Discipline Guidelines.
- b) A staff member must report the unprofessional or inappropriate conduct initiated by a student to their HoI or HoD.
- c) The HoI or HoD may recommend further investigation through Office of Chief Proctor who may recommend appropriate action based upon findings of the investigation.

## 12. CONCLUSION

The contents contained herein are only elaborative and not exhaustive, and may be modified, as deemed appropriate, from time to time.