



Human Resource Policy Handbook

RU HR Policy Handbook



HR POLICY HANDBOOK

A set of policies and procedures designed by Raffles University are included in this handbook which will be applicable to the employees of the university. This handbook sets forth the means through which institutionalization, planned documentation and communication of policy matters will be established. The handbook seeks to articulate a systematic approach towards employee satisfaction.

The basic purpose of the handbook is to provide information and it should not, at any point of time, be construed as an agreement of service. The exclusive right to amend the policy matters mentioned in the handbook is reserved by the university. Future amendments must be approved by the Board of Management and endorsed by the Governing Board of Raffles University.

The Handbook will be available in the campus with the HR Department for purposes of reference by the employees of the University.



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INTRODUCTION

The handbook is meant to provide information to both the teaching and non-teaching employees of Raffles University (RU) regarding working conditions, benefits and HR policies.

The information contained in the handbook is applicable to all employees of RU. The handbook is an outline of the HR policy of RU, which is presented here only for informative purposes.

The handbook has been designed with the objective of providing a congenial working environment to the RU employees for their personal, professional growth.

CONGENIAL WORK ENVIRONMENT

RU is committed to offer equal opportunities to all the employees and to the applicants for employment on the basis of their qualification, experience and competence. Any form of discrimination on the basis of race, colour, religion, sex, sexual orientation, nationality, age and disability will not be given any space. RU vows to foster a working environment that is fair, humane and dignified. RU sets forth the following standards for itself.

The University is committed to:

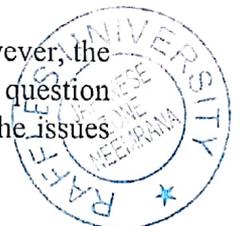
- Employ individuals on the basis of operational needs, professional experience and qualifications, as well as to offer promotional opportunities, compensation and benefits with the assurance of equal opportunity and fair treatment.
- Offer congenial working environment with both challenges and rewards, which is an integral part of the RU's mission.
- Conform to all applicable laws of the land.
- Encourage open dialogue between employees and supervisors to foster an environment of cooperation and to resolve employees' concerns.

OBJECTIVES OF HR POLICY HANDBOOK

This policy handbook is designed to provide accurate and timely information on university policies related to employees and their relationship with the university.

This handbook contains information regarding basic performance expectation for administrators and teaching and non-teaching staff. Departments can set their own norms based on operational needs and these subject to the approval of Board of Management and should communicate to the faculties and employees. All employees are expected to perform their responsibilities with their best professional efforts, sincerity, integrity and punctuality so that it remains consistent with university's identity and reputation. Employees are expected to treat each other respectfully.

The policies and benefits introduced through this handbook will be continued in the future. However, the university reserves the right to amend or repeal these at any time. In case of any conflict or question with reference to the policies of the university, Raffles University will monitor and regulate the issues raised.



CHAPTER 1

BACKGROUND

1.1 IMPLEMENTATION

- These rules will come into force with immediate effect.
- These rules will be applicable to all the teaching, non-teaching and administrative staff of RU.
- These rules will not be applicable to the employees under deputation in the university from government or any other organization, who will be governed by the terms of deputation and to the employees who are appointed on contract basis or outsourced. The exception is obvious as they are outside the purview of the rules set by the Board of Management, duly approved by Board of Management.

1.2 INTERPRETATION

The right to interpret the rules is reserved to the Board of Management of Raffles University.

1.3 DELEGATION

Powers may be exercised or delegated under these rules only after the approval of the Vice Chancellor duly ratified by Board of Management. The powers already delegated by the Board of Management to the different functionaries shall be deemed to have been delegated under these rules.

1.4 AMENDMENT IN POLICY

The right to interpret change and suspend any part or whole of the policies, procedures and benefits with or without notice at any given point of time is reserved with RU Board of Management. Any amendment made will be notified and changes will be effective from the date as will be determined by the university. Any changes in this policy will need prior approval of the Board of Management of the University. Duly approved changes shall be notified through CIRCULARS issued by the Competent Authority.

Individuals with any official designation or authority do not have the right to change any clause of this policy. In case of doubts regarding policies or procedures, the employee may speak to the appropriate authority.

1.5 EXECUTION

The Vice Chancellor with due approval of Board of Management may issue instructions or directions as may be deemed necessary to give effect and carry out the provisions of the rules mentioned in the handbook.



CHAPTER 2 RECRUITMENT

2.1 WHO IS AN EMPLOYEE?

An employee of Raffles University (RU) is a person who works for the university on regular basis for a set salary. Employees may be a permanent, temporary, probationary, contractual and officiating person or any other person employed with the university who are subject to the control and direction of RU with respect to their performance of duties.

2.2 TYPES OF EMPLOYEES

Employees shall be grouped into different categories for purposes of implementation of the provisions contained in the Handbook.

- 1) Permanent
- 2) Temporary
- 3) Probationary
- 4) Contractual
- 5) Officiating

2.3 CATEGORIZATION OF STAFF:

- (i) **Academic:** This terminology is inclusive of the posts like Professor, Associate Professor, Assistant Professor and Workshop Superintendent and such other academic ones as may be decided by the Board.
- (ii) **Technical:** This terminology is inclusive of the posts like Librarian, System Analyst, Programmer, Foreman, Supervisors, Mechanics, Lab Assistants and supervisors, Overseer, Demonstrator, Technical Assistant, Draftsman, Physical Training Instructor and such other technical posts as may be decided by the Board.
- (iii) **Administrative and others:** This term includes Registrar, Chief Administrative officers, Comptroller of Finance, Controller of Examinations, Training and Placement Officer, Assistant Registrar, Accounts Officer, Audit Officer, Purchase Officer, Administrative Officer, Hostel staff, Relationship & Marketing Officers, Front Office Staff, Establishment Officer, Store Officer, Estate Officer, Estate Engineer, Medical Officer, House Surgeon and other Medical Staff, Storekeeper, Caretaker, Security Officer, Office Superintendent and such other Administrative and other staff as may be decided by the Board.

Note: The academic staff will also be considered as 'vacation staff' and thus, they will be able to avail the vacation as set out in the Leave Rules after completion of probation.

The Technical, Administrative and other staff shall be termed as 'non-vacation staff' and thereby will not be entitled to scheduled vacations.



CATEGORIZATION ON THE BASIS OF GRADES OF PAY:

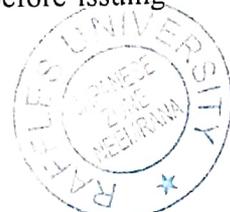
Sr. Mgmt Cadre I	Such staff whose minimum basic salary at the starting of their grade of pay is Rs. 37,400/- p.m. or above
Sr. Mgmt Cadre II	Such staff, whose minimum basic salary at the starting of their grade is Rs. 15,600/- or more but is less than Rs. 37,400/- p.m.
Jr. Mgmt Cadre (Group C)	Such staff, whose minimum basic salary at the starting of their grade is Rs. 8,000/- or more but is less than Rs. 15,600/- p.m.
Staff Cadre (Group D)	Such staff, whose minimum basic salary at the starting of their grade is below Rs. 8,000/- p.m.

2.4 PROCESS OF RECRUITMENT:

- 1) The eligibility criteria for recruitment shall be guided by UGC/AICTE/BCI / PCI / ICAR or State Government norms wherever applicable. Where such norms are not available RU will prescribe its own norms according to the statutes.
- 2) The requirement of faculty will be projected by the respective Deans/HoDs/ Principal in consultation with the President/Vice Chancellor.
- 3) Once approved, an advertisement will be put up for the vacancy on the University website and in print media.
- 4) The resumes obtained in response to the advertisement and are downloaded from the website will be then sorted out based on the requirements by HR Cell.
- 5) Suitable candidates will be contacted by the HR Cell to ensure if they would be interested for the mentioned job profile.
- 6) The list of resumes duly screened by the concerned Deans/ HoDs/Principal, will be sent to the Selection Committee.
- 7) The final list of candidates will be sent to the Selection Committee for approval.
- 8) The process of organizing the actual interview will be planned after obtaining the approval of all the members of selection committee on the date, time and venue for the interview.
- 9) The selection of the external members of the committee will be done by the respective Dean/ Principal of the concerned school, if required.
- 10) The proceedings of the selection committee mentioning the names of the selected candidates on merit bases will be submitted for approval Chancellor / Vice-Chancellor before issuing the appointment letters.

Note: All applications should be submitted in the prescribed format of Raffles University.

For other further details, refer to (Annexure 1)



2.5 SELECTION COMMITTEE:

1) Selection Committees for filling up of posts at RU (other than the posts on contract basis) by advertisement or promotion from amongst the members of staff of the university will be constituted in the following manner:

a) In the case of post of a Professor, the selection committee will be constituted of:

- | | | | |
|------|---|---|----------|
| i. | Vice-Chancellor / President | - | Chairman |
| ii. | Two nominees by the Chancellor | - | Member |
| iii. | Dean of the concerned school | - | Member |
| iv. | Two experts nominated by the Chancellor | - | Member |
| v. | Registrar of RU | - | -Member |

The quorum will be formed by a minimum of four members. All members should be at Professional level.

b) In the case of Associate Professors and Assistant Professors the selection committee will be constituted of:

- | | | | |
|------|---|---|----------|
| i. | Vice-Chancellor / President | - | Chairman |
| ii. | Two nominees by the Chancellor | - | Member |
| iii. | Dean of the concerned school | - | Member |
| iv. | Two experts nominated by the Chancellor | - | Member |
| v. | Concerned Head of the Department | - | Member |
| | (if the post for which selection is made is lower in status than that occupied by the Head of the Department) | - | |

The quorum will be formed by a minimum of four members.

c) In case of posts for the Statutory Officers (Registrar, Comptroller of Finance, Controller of Examinations, Librarian, Training and Placement Officer, Systems Analysts and other Technical and Administrative Officers of Group B and Group C Categories:

- i. The desirable qualifications and experiences for eligibility for consideration shall be fixed from time to time by the Board of Management keeping in view the recommendations of the UGC, if any, in this regard.
- ii. The Selection Committee shall be constituted as per the UGC regulations or as per the discretion of Chancellor/Vice Chancellor according to University Statutes.

d) In the case of other posts not covered by categories (a),(b),(c) and above carrying a scale of pay the maximum of which exceeds Rs.8, 000/- per month, the Selection Committee shall be constituted at the discretion of Chancellor/ Vice Chancellor.

e) In the case of all other posts the President / Vice Chancellor may, at his discretion, constitute such Selection Committees as may be considered appropriate by him, with Registrar as Chairman.

2) In the absence of the President/ Vice Chancellor, Pro-Vice Chancellor or any member of the staff of the University, who is appointed to perform the current duties of the Vice-Chancellor shall be the Chairman of the Selection Committees in place of the Vice-Chancellor.

- 3) Where a post is to be filled on contract basis or by invitation, the Chancellor/President / Vice Chancellor may, at his discretion, constitute such ad-hoc Selection Committees, as circumstances for each case may require.
- 4) Where a post is to be filled by promotion from amongst the member of the University or temporarily for a period not exceeding eleven months, the Board shall lay down the procedure to be followed.
- 5) Notwithstanding anything contained in the HR Policy Handbook, the Board of Management with due approval of the Governing Board shall have the power to make appointments of persons trained under 'approved' programmes in such manner, as it may deem appropriate. The Board will maintain a schedule of such 'approved' program.
- 6) If the post is to be filled by advertisement, the terms and conditions of the post shall be advertised by the Registrar and all applications received within the date specified in the advertisement, either by hand, post or electronically, shall be considered by the selection committee. Provided that the selection committee may, for sufficient reasons, consider any application received after the date so specified.
- 7) The selection committee will evaluate the credentials of all persons who have applied and may also consider other suitable names suggested if any, by a member of the selection committee or brought otherwise to the notice of the committee. The selection committee may interview any of the candidates as it suits them.
- 8) The discretionary power will be with the Chairman who would conduct a seminar or written test of the candidates and shall make its recommendations to the Board of Management/Chancellor/President / Vice Chancellor, in order of merit.
- 9) No act or proceeding of any selection committee will be questioned on the ground of the absence of any member or members of the committee. Provided that, if any meeting of the committee is considered important, the Registrar will give notification of the meeting to the members of the committee at least a fortnight before the date of the meeting.
- 10) Unless otherwise stated in the regulations, a selection committee constituted for the purpose of making a recommendation for appointment will be eligible to exercise its functions with respect to the post until the time of appointment.
- 11) All the recommendations of the selection committee will be placed before the Chancellor/Vice Chancellor for approval. The same will be notified to the Board of Management and Governing Board.

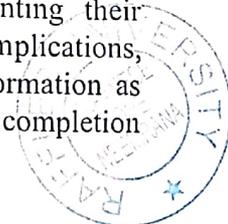
2.6 APPOINTING AUTHORITY

All the appointments at RU will be made by the President/ Vice-Chancellor based on the recommendations of the selection committee, in accordance with order merit, the number of persons required to fill in the post. The format of Offer Letter/ Appointment Order refers Annexure- 2.

2.7 SELECTION PROCESS

1) Guidelines

The University conducts various background checks on applicants for employment to ensure that individuals who join RU are qualified, have the required potential to be productive and successful and have the basic honesty while in presenting their qualifications on the employment application. Because it has implicit legal implications, the Office of Human Resources coordinates the collection of all such information as accurately as possible. All offers of employment are subject to the successful completion of all the required background checks.



2) PROCEDURES

(i) **Proof of Physical Fitness:**

The university requires a pre-employment physical fitness certificate duly approved by a qualified medical practitioner which should be of sound constitution. Physical fitness and free from communicable diseases are the requirement of employment under RU.

(ii) **Checking References:**

Hiring officials are encouraged to contact personal and previous employer references. The selected candidate should therefore produce a conduct certificate and references from two respectable persons with contact details (who know him / her at least since last three years).

2.8 ACCEPTANCE OF TERMS & CONDITIONS OF APPOINTMENT

No person shall be appointed to the service of the University unless he gives in writing that he has accepted the terms and conditions contained in the appointment letter issued to him/her.

2.9 AGE

The age of a person at the time of his/ her first appointment to the service of the University shall not be less than 21 years.

2.10 COMMENCEMENT OF SERVICE:

- 1) Except as otherwise provided by or under these Rules, service of an employee shall be deemed to commence from the working day on which the employee reports for duty in an appointment covered by these Rules at the place intimated to him by the Competent Authority, provided he/ she reports before noon, otherwise his service shall commence from the next day.
- 2) "Service" includes the period during which an employee is on duty as well as on leave duly sanctioned by the Competent Authority, **but does not include any period during which an employee is absent from duty without permission** or overstays leave, unless specifically permitted by the Competent Authority.

2.11 NEW EMPLOYEE ORIENTATION

Orientation is a formal welcoming process that is designed to make the new employee feel comfortable, informed about the University, and is prepared for their position. New employee orientation is conducted by a Human Resources representative, and includes an overview of the history, an explanation of core values, vision, and mission and the University's goals and objectives. In addition, the new employee will be given an overview of the benefits, tax, and legal issues, and complete any necessary paperwork.

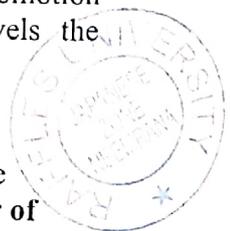
Employees are presented with all codes, keys, and procedures needed to navigate within the workplace. The new employee's supervisor then introduces the new hire throughout the University, reviews their job description and scope of position, explains the evaluation procedures, and helps the new employee to get started on specific functions.

2.12 PROBATION

All persons appointed in the University's Service either by direct recruitment or by promotion shall be on probation. However, in case of talent acquisition at very senior levels the probationary clause may be done away with by the Competent Authority.

1) **Period of probation:**

The period of probation in case of employees shall be one year in accordance with the University statutes. **The period of probation may be extended on count of number of**



working days (after deducting LWPs) and his / her work is not found satisfactory during the period of probation.

2) Discharge/reversion during probation:

During the probationary period an employee may be discharged from services without assigning any reason and without prior notice. No compensation will be paid to employee who has been discontinued during probation.

3) Renewal of appointment:

For all employees appointed on fixed tenure initial appointment will be for a period of two years inclusive of probationary period. Subsequent renewal by either two or four years will depend upon the satisfactory performance during earlier appointment period. The Faculty/Staff evaluation panel will recommend renewal to Competent Authority/ Board of Management. It is also subject to the following.

- (i) There are no adverse remarks noted or reported against the concerned employee. In the event of any such observation, the subsequent renewal will not be continued.
- (ii) The employee under consideration for promotion to next higher grade should have earned over all ratings / API scores in his performance appraisal report as indicated in the **Annexure-3**
- (iii) Promotion will strictly depend upon the performance of the employee considering API score, Number of Years of experience, Number of Publications as prescribed by the UGC updated guideline
- (iv) There should be a clear vacancy in the grade against which the employee is to be considered for promotion.
- (v) The consideration for promotion may include such evaluation process like personal interview / test as deemed appropriate by the Selection Committee / Management.
- (vi) Final decision for promotion rests with the President in consultation with Management. The above conditions may be waived in case of an extraordinarily brilliant performance and expeditious promotion may be considered by the Competent Authority on specific recommendation by the Faculty/Staff Evaluation Committee.



CHAPTER-3 EMPLOYMENT

3.1 BARRING FAVORITISM

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Raffles University will be based on merit, qualifications and abilities.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise concerns and make reports without any fear. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

3.2 CONFIDENTIALITY

The protection of confidential business information and trade secrets is vital to the interests and success of Raffles University. Such confidential information includes, but is not limited to, the following:

- (i) Compensation data,
- (ii) Financial information,
- (iii) Marketing strategies,
- (iv) Pending projects and proposals,
- (v) Personnel/Payroll records, and
- (vi) Conversations between any persons associated with the University.

Employees are required to sign a non-disclosure agreement as a condition of employment as may be decided by Board of Management.

Employees who improperly use or disclose confidential information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

3.3 PERSONAL FILES

Employee personal files include the following: job application, job description, résumé, Aadhar Card, PAN Card, records of participation in -training events, salary history, leave records, records of disciplinary action and documents related to employee performance reviews, coaching, and mentoring.

Personal files are the property of the University, and having access to this information is restricted with limitations. Management personnel of Raffles University who have a legitimate reason to review the file are allowed to do so. Raffles University personal files will be maintained at the HR office. All information contained within the file must be work related and factual.

1) Personal data of employee

Each employee shall fill up a joining report on joining giving the following details:

- (i) Legal name
- (ii) Blood Group
- (iii) Marital status
- (iv) Personal mailing address, current and permanent
- (v) Telephone number
- (vi) Number and name(s) of dependents



- (vii) Individual(s) to contact in case of emergency with contact address and contact number
- (viii) Any other personal information needed for income tax, benefits, or other employment purposes.
- (ix) Any change in the above information shall be notified by the employee within 30 days of change.

2) **Confidentiality**

The University respects individual rights to privacy and, to the extent possible, preserves confidentiality of employment information.

3) **Release of information on current/former employees**

The information contained in personnel records is used to respond to inquiries from third parties about former or current employees (such as credit and prospective employment references).

The Office of Human Resources is responsible for providing responses to these types of requests and will only confirm dates of employment, wage rate, and positions held service related references. Release of more specific information is at the sole discretion of the University and may be provided as required by law or upon receipt of a detailed written release signed by the employee. All such requests for information must be referred to the Office of Human Resources.

3.4 **OUTSIDE EMPLOYMENT**

Appointments at RU are full time. Employees should not hold outside jobs in non-related businesses or professions. Unless Raffles University has approved an alternative work schedule, employees will be subject to the University's scheduling demands. The University's office space, equipments, and materials are not to be used for outsiders.

3.5 **CORRECTIVE ACTION**

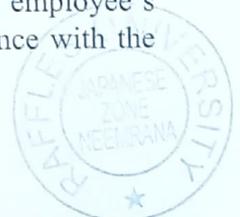
The University expects each of its employees to comply with certain work rules and standards of conduct. When an employee deviates from these rules and standards, the University expects the employee's reporting officer to take corrective action.

Corrective action at the University is progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected.

The usual sequence of corrective actions includes:

- (i) Oral warning
- (ii) Written warning
- (iii) Final written warning
- (iv) Termination of employment.

In deciding which initial corrective action would be appropriate, authorities will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record. All corrective or disciplinary action proposed shall be in accordance with the STATUTES of RU/ HR Policy Handbook.



Though committed to a progressive approach to corrective action, Raffles University considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to:

- (i) theft in any form
- (ii) insubordinate behaviour
- (iii) vandalism or destruction of the University's property
- (iv) being on the University's property during non-business hours without proper authorization
- (v) the use of University equipment and/or vehicles without prior authorization
- (vi) Untruthfulness about personal work history, skills, or training, and misrepresentations of University's Name to a student, client, a prospective customer, the general public, or an employee.



CHAPTER- 4
EMPLOYEE DISCIPLINE

4.1 ATTENDANCE AND PUNCTUALITY

- 1) An employee shall not be absent from his/her duties without having first obtained the permission of the Competent Authority / the President, nor shall absent himself/herself in case of sickness or accident without submitting medical certificate within three days of such absence provided that in the case of temporary indisposition the production of a medical certificate may be dispensed with at the discretion of CA.

- 2)
 - (i) An employee who absents himself from duty without leave or overstays his/her leave except under circumstances beyond his/her control for which he/she must tender a satisfactory explanation, shall not be entitled to draw any pay and allowance for overstay.
 - (ii) All such unauthorized absence would be treated as misconduct and the employee shall further be liable to such penalties for the misconduct as the CA / as the case may be, deem fit.
 - (iii) The period of such absence or overstay, if not followed by termination of service dismissal under the rules, be treated as leave without pay or half-pay-leave as the CA may determine.
 - (iv) An employee who is in charge / custody of stores and designated as 'Store Keeper' or by whatever name, in charge of cash and designated as 'Cashier / Accountant' or by whatever name or who keeps watch over the property of the University designated as 'Watchman/Security Guard' or by whatever name, shall not remain absent from duty without sanction of such leave or prior written permission of the Competent Authority (CA)/ as the case may be, who shall make alternative arrangement before permitting the employee to avail leave or remain absent from duty.

- 3) An employee who is late in attendance shall in addition to such penalties as may be imposed by the CA / as the case may be, forfeit one day's casual leave for every three days of late attendance in a month.
Where such an employee has no casual leave due at his/her credit, the period of such leave may be treated as Earned or Extraordinary Leave as the CA may determine.

- 4) **Hours of attendance:**
The Competent Authority (CA) shall notify the office hours from time to time. Any employee may be required to work beyond office hours if the business of the University so demands. In certain cases Office will be kept open for longer hours and also on weekends.

- 5) **Attendance register:**
On arriving at office every employee is required to note the hour of his / her arrival in the Attendance Register with initials or record his/her digital attendance on the biometric device.

- 6) **Review of attendance:**
At the close of the month the position with regard to normal attendance, late attendance, etc. will be reviewed by an authorized official.



4.2 CODE OF CONDUCT:

- 1) Every employee shall always maintain absolute integrity and devotion to duty and be strictly impartial and objective in his official dealings.
- 2) Unless otherwise specifically provided in the appointment order, every employee shall be a whole time employee of the university and shall not engage himself directly or indirectly in any trade, business or any other work of whatever nature;
- 3) An employee shall be required to be present at the place of work during the scheduled working hours, save in cases where he is allowed the leave of absence by the competent authority for good and sufficient reasons.
- 4) An employee shall perform all the duties assigned to him by a CA beyond the scheduled working hours and on Sundays and Holidays, if required.
- 5) No employee shall leave the station without prior approval of HQ Leaving. permission.

4.3 THE CODE OF ETHICS:

The effectiveness of a University in delivering quality education and achieving the targets set by it will substantially depend on the ethical standard that the academic and employees display in day to day discharge of their duties. With a view to ensuring that the employees behave responsibly, a code of conduct has been drawn that provides a general framework of ideals and expectations from them. The code of ethics is intended to be a self-imposed discipline for all employees, including the teaching members who otherwise may exercise academic independence.

1) **Content Competence:**

A teaching staff should maintain a high level of subject knowledge and must ensure that the content are current, accurate, and appropriate with reference to the requirement of the course of study.

2) **Pedagogical Competence:**

A pedagogically competent teaching staff: precisely communicates objectives of the course to students is aware of alternative instructional methods and strategies; and selects method of instruction that is effective in achieving the objectives.

3) **Student Competence:**

Teaching staff must understand that his/her responsibility is the intellectual development of students in his area of expertise and to avoid all covert or overt actions and approaches detrimental to student's development.

4) **Relationship with Students:**

Teaching staff must not enter into any dual relationships with the students as it may not only impair his/her objectivity but may also lead to actual or perceived favoritism.

5) **Confidentiality:**

Matters communicated in confidence must not be revealed without the consent of the student. However, an exception to this code may be resorted to only in legitimate academic interest or if there is a reasonable certainty that releasing such information is in overall interest of the university or its students.

In order to protect the confidentiality of any official information or data gained by an employee; a Non-Disclosure Agreement (NDA) is incorporated for all employees of such departments or positions dealing with non-disclosable information. A copy of the said NDA is at **Annexure-4** which shall be duly signed by employee.

6) **Respect of Colleagues:**

All members of University community are required to uphold the dignity of their colleagues and should perform their duties in coordination and cooperation of their colleagues.

7) **Impartial Assessment of Students:**

Assessment of student performance has a very significant impact on their careers and lives and hence due care must be taken to ensure that the assessment is valid, fair and congruent with the course objectives.

8) **Respect of the Institution:**

All the employees of the university must respect the values, the goals and the policies laid down by the University

9) **Scholastic Integrity:**

The controversial issues must always be examined objectively, rather than confining to or emphasizing on the one's own perception and beliefs and the opinion of the students must be given due weightage in deciding their issues.

10) **Social Responsibility:**

The university employees must be aware that the ultimate purpose of education is the overall development of the civil society.

11) **IPR (Intellectual Property Rights):**

There shall be no Intellectual Property Rights with the teachers for the material used to teach the course within the University.

The University shall have full right to claim the ownership of any intellectual property generated by the effort of a full time teaching staff of the University.

4.4 **DISCIPLINARY ACTION:**

1) **Teachers of the University:**

The breach of any of the provisions of the Code of Professional Ethics prescribed by the University and/ or University Grants Commission or a regulatory authority/ body shall be deemed to be misconduct and not maintaining the responsibility assigned above are subjected to disciplinary action as follows.

- (i) **willful neglect of duty;**
- (ii) **misconduct;**
- (iii) **breach of any of the terms of contract of service;**
- (iv) **dishonestly connected with University Examination;**
- (v) **scandalous conduct or conviction for an offence involving moral turpitude;**
- (vi) **physical or mental unfitness;**
- (vii) **incompetence;**
- (viii) **abolition of the post;**

- 2) The Vice-Chancellor as the Chairman of the Academic Council may, at any time from the date of receipt of the Inquiry report, pass an order dismissing or removing the teacher concerned from service or terminate his services mentioning the ground of such dismissal, removal or termination. The decision shall forthwith be communicated to the teacher



- concerned.
- 3) The Vice-Chancellor may, instead of Dismissing, Removing or Terminating the services of a teacher, pass an order inflicting a lesser punishment such as reduction in rank and pay scale, reduction of pay for a specified period not exceeding three years and/ or stoppage of increments with cumulative or non-cumulative effect for a specified period or depriving the teacher of his pay during the period of his suspension.
 - 4) The disciplinary action taken by the Vice-Chancellor shall be approved in Board of Management meetings.
 - 5) Non-Teaching Employees of the University:
 - (i) In case of an allegation of misconduct against an employee of the University below the rank of Deputy Registrar, if deemed necessary, the registrar may place the employee under suspension by an order in writing and institute an Inquiry to inquire into the alleged charge(s).
 - (ii) Based on the report of inquiry committee and severity of the misconduct, the Registrar may take disciplinary action, including removal/termination of services of the employee concerned.
 - (iii) The removal or termination of an employee shall take effect from the date on which the order of removal or termination is made.
 - (iv) Before initiating disciplinary action against the employees at the rank of Deputy Registrar and above, such as Directors, OSDs and OSD level Officers, the approval of the Vice-Chancellor will be necessary before taking an action;



CHAPTER- 5 LEAVE RULES

5.1 POLICY GUIDELINES (LEAVE RULES & PROCEDURE)

1) Reference has been made to UGC Guidelines while formulating Leave Rules applicable to RU employees. The Leave Year shall be the calendar year.

2) **Meaning of leave:**

The expression 'Leave' means leave of absence, this is to say, the permission obtained by an employee from his employer relieving him from the duty of attending the work with or without pay.

The dictionary meaning of the word 'Leave' being permission, unless such permission is given or leave sought is granted, it cannot be said that the person seeking leave can absent himself from duty in an unauthorized manner.

3) **Objective of leave policy:**

The basic objectives of this policy are to:

- (i) Detail the leave entitlement of employees.
- (ii) Detail procedure for availing leave

5.2 MEANING OF HOLIDAY AND ITS DIFFERENTIATION WITH LEAVE

Holidays are off days granted by the employer to the workmen/workwomen either voluntarily or compulsorily under the force of law.

There is a fundamental distinction between leaves and holidays. Holiday is total closure of work, whereas leave is absence with permission from work, which would otherwise be available.

Hence, for leave, there should be an application by individuals every time and the sanction, whereas for a holiday, no such thing is necessary. This shows that holidays stand on a different footing altogether from leave with wages.

Right of leave:

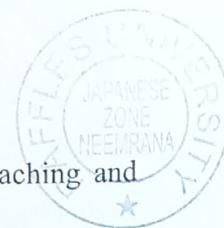
Leave cannot be claimed as a right and when the exigencies so demand leave of any description may be refused or revoked by the authority empowered to sanction the leave.

Applicability:

The provisions contained in this policy shall apply to all employees of the university. These rules may be called "Raffles University, Neemrana (Alwar) Leave Rules" and these shall come into force with effect from the date of Notification. Unless otherwise specifically provided, these Rules shall apply to all the existing employees of the University and to be recruited hereafter.

In these rules, unless the context otherwise requires:

- (i) "University" means Raffles University, Neemrana (Alwar)
- (ii) "Faculty" means the teachers of the University who are imparting teaching and guiding research at different levels.
- (iii) "Non- teaching employee" means a person serving in the University in any capacity other than " Faculty"
- (iv) "Employee" for the purpose of these rules, mean all the persons employed by the University, on its roll other than contractual appointments.



- (v) "Earned Leave" means leave on the basis of actual service rendered
- (vi) "Month" means a Calendar Month.
- (vii) "Leave Salary" means the proportionate amount of monthly salary payable by the University to an employee after sanction of leave.
- (viii) "Officer" means an officer of the Raffles University, Neemrana (Alwar).
- (ix) "Competent authority" means the authority empowered by the Board of Management/President to grant leave.
- (x) "Leave" includes Casual Leave, Academic Leave, Earned Leave and Maternity Leave etc.
- (xi) "Academic year" means from 1st July to 30th June.
- (xii) "Calendar year" means from 1st January to 31st December.
- (xiii) "Holiday" means a holiday prescribed or notified as such by the Competent Authority.
- (xiv) "Willful absence" means overstay after expiry of leave or absence from duty without written information/sanction which shall tantamount to punishment under Conduct and disciplinary rules.

TYPES OF LEAVE FOR EMPLOYEES

Employees are entitled to the following types of leave:

- 1) Casual Leave
- 2) Academic Leave
- 3) Medical Leave
- 4) Earned Leave
- 5) Compensatory Leave
- 6) On Duty Leave
- 7) Maternity Leave
- 8) Vacation
- 9) Leave without pay

1) Causal Leave :

The Employee of the University shall be entitled to 15 days Casual Leave in an Academic Year. The application for the Casual Leave shall, ordinarily be submitted before the date from which Casual Leave is required.

- (i) The employees shall not avail more than 07 days Casual Leave at a time.
- (ii) Those joining in the middle of the year will be entitled to avail Causal Leave at the proportionate rate corresponding to the number of months served.
- (iii) Normally only one day Casual Leave will be sanctioned in a month.
- (iv) Casual Leave can be taken for half a day also.
- (v) Holidays and Sunday falling in between the period of Casual Leave shall not be counted as Casual Leave.
- (vi) **The Casual Leave shall not be prefixed to vacation or any other type of leave.**
- (vii) Unavailed Casual Leave will automatically lapse after the close of academic year.



2) **Academic Leave :**

In an Academic Year, maximum of five days Academic leave can be sanctioned to the faculty members by the President for the following purpose;

- (i) Attending Conference, Congresses, Symposia and Seminars on behalf of the School of the University with the permission of the Competent Authority.
- (ii) Delivering lectures in Institutions and Universities at the invitation of such Institutions or Universities received and accepted by University.
- (iii) Working in another Indian or foreign University, any other agency, Institute or Organization, when so deputed by the University.
- (iv) Any other purpose which is deemed by the President to be of academic nature.
- (v) Academic leave shall be sanctioned only on submission of Invitation letter received from a University or Statutory Bodies.
- (vi) Sundays & University Holidays falling in between period of Academic Leave will not be debitable to the Academic Leave account.
- (vii) Unavailed **Academic Leave shall not be carried forward to the next academic year.**

3) **Medical Leave :**

Medical Leave admissible to an employee shall be 05 days for each completed year of service. Such leave may be granted on the basis of Medical Certificate.

The University employee granted leave on medical ground shall rejoin only after submission of medical **sickness and fitness certificate**. However, the authority competent to grant leave may, at its discretion, waive off the Condition of production of Medical Certificate for an application of leave on medical ground for a period not exceeding **02 days** at a time. Such leave shall not, however, **be treated as leave on medical ground and shall be debited against leave other than medical leave.**

4) **Earned leave :**

Non-vacation employees (employees working in other than Departments/ School) of the University are eligible for the Earned Leave as per the following rules:

- (i) Earned Leave will accrue at the rate of 15 days in a year (1 and ¼ day per month).
- (ii) Earned Leave should be applied on the prescribed form at least six weeks before proceeding on leave. The work arrangement made by the Head of the School should be specified while recommending the leave.
- (iii) Earned Leave may be **refused or curtailed** depending on the **exigencies of work**.

5) **Compensatory Leave :**

An employee of the University may be sanctioned Compensatory Leave for duties performed by him/her under the orders of the President on **Sunday's and Holidays as well as during the vacations**. The total number of extra hours will be commuted into eight hours days to determine the number of days for which compensatory leave on full pay is to be credited to his/her leave account.

Compensatory leave will be subject to the following conditions.

- (i) Prior approval of the President/ Registrar should be obtained by the concerned Dean/Director of the School concerned. The Dean/Director of the School will submit details of the work entrusted to the employee on such occasions, in writing, at least three days before carrying out such work.

- (ii) Compensatory Leave **will not be granted for Special Classes, educational Tours, University Practical Examinations, Accreditation, Inspection of NAAC/ UGC/ BCI/ AICTE/ NCTE or other Bodies, Emergency works and Special working.**

6) **Treating On Duty :**

The Employees may be treated on duty for the following:-

- (i) For attending meetings in the UGC, DST. CSIR, BCI, ICSSR, AICTE, NCTE, etc. where a teacher is invited.
- (ii) For performing any other duty assigned for any other purpose as approved by the President.

7) **Maternity Leave:**

Maternity leave is admissible to permanent female employees during Pregnancy which is subject to the following conditions.

- (i) Should have completed minimum of **3 years of satisfactory service.**
- (ii) The Maternity Leave is limited to a maximum 3 months only.
- (iii) In case of **having two living children, no maternity leave will be allowed for the birth of third child** and in such a case, leave of the kind due will be allowed.
- (iv) Female employee who has already **two living children before her entry into university service, is not entitled to the benefit of Maternity Leave.** In such cases also, the leave of the kind due may be granted.
- (v) Maternity leave shall not be debited to the leave account.
- (vi) The female employee shall give an undertaking that **she will work for two years after re-joining the duty and to forego the vacation to the extent of 0 days (at 30 days/year) in the succeeding vacations.**
- (vii) Non-Teaching Lady employees are also **eligible for 30 days maternity leave only subject to above conditions.**

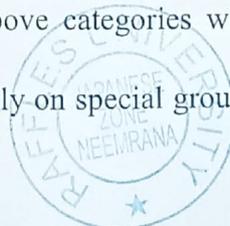
8) **Vacation :**

There shall be 30 days summer vacations to be notified by the University. However Winter vacations will be observed from **31st December to 07th January.** The teachers shall be expected to undertake such work in the University during the vacations as may be assigned to him/her by the competent authority. Provided further that for the period for which he/she is detained during vacations he/she shall earn leave at the rate of one day leave for working of two days of vacations, subject to maximum of ten days in an Academic Year:-

- (i) Only Faculty Members are entitled to avail Vacations.
- (ii) Only such teachers who have served for two complete Semester (one year) in an academic year are entitled to avail the vacations.
- (iii) **Casual Leave and Earned Leave cannot be combined with Vacations.**
- (iv) Vacations may be curtailed or refused depending upon the exigencies of the work.
- (v) Faculty Members joining the University in the middle of the academic year and having worked for a minimum period of six months on the first day of the vacations shall be permitted to avail vacations proportionately.

9) **Leave without Pay :**

- (i) Any leave availed other than the above categories will be considered as Leave without Pay.
- (ii) Leave without Pay will be granted only on special grounds and based on merit and importance of the purpose.



- (iii) The period of leave without **Pay will lead to postponement of yearly increment and extension of Probation Period.**
- (iv) Frequent availing of Leave without Pay during Semester working days will reduce the accountability of the employee which may also adversely **affect his/her continuance in the University service.**

5.3 Expiry of leave:

Over stay is also a kind of absence. If an employee remains absent after the expiry of his sanctioned leave shall not be entitled to any leave salary unless otherwise such has been regularized by the President. Willful absence from duty after the expiry of sanctioned leave shall be liable to punishment under Conduct & Disciplinary Rules.

If any employee or teacher remains on leave without getting the same sanctioned for more than 7 consecutive days without explaining reasons for absence, his/her employment shall be deemed to have ended and his/her name shall be struck off the rolls of the University by treating him/her as willful absent from duty.

5.4 Recall from leave:

Leave once granted can also be cancelled, if the exigencies of the of university work so require. The University reserves the right to cancel the leave & recall the employee before the expiry of his leave. The balance of unavailed leave in this case shall be credited to employee's account.

5.5 Extension of Leave:

As a principle, leave should be got sanctioned in advanced and the same is applicable in case of extension of leave also. This extension should be applied for well in advanced so that leave could be sanctioned before original leave has lasted. If any belated application is received, it is upon the President or the Registrar to sanction leave or not. A written reply intimating grant or refusal of extension of leave shall be sent to the employee at his last known address, if available.

5.6 Grant of Leave:

The competent authority i.e. President / Registrar shall grant the leave applied for on applications received and employee shall be entitled to proceed on leave only on such sanction of his/ her leave application in the prescribed format. Employee must not presume that his/ her leave has been/will be sanctioned. However, it is the duty of the competent person to dispose off the leave application before the employee is to commence his leave. The appointment authority i.e. the President or the Registrar has a right to grant leave to the employee and it can be delegated to others by the President/ Board of Management.

5.7 Address during Leave:

Every University employee or teacher proceeding on leave must record on his/her application for leave the **correct address at which he/she could be communicated during leave.** Subsequent changes in address during leave, if any, should likewise be intimated to the competent authority along with his/her Contact No. landline No. as well as Mobile. No.

5.8 Leave during disciplinary proceedings:

No leave shall be granted to an employee against whom disciplinary proceedings are on.



5.9 General Guidelines

- (i) Teachers are normally expected to be **present on the first and last working day of each term, however, in special circumstances, any kind of leave except Casual Leave may be prefixed or suffixed** to vacations only with the permission of the president.
- (ii) Avoid taking leave when the Semester Classes are going on.
- (iii) Avoid availing permission / late arrival every month as a routine habit.
- (iv) In the case of long Leave for **more than a week**, a relieving report and a joining report are to be submitted at the time of leaving and at the time of reporting for duty respectively.
- (v) Invigilation duty is a part of academic work and is mandatory for all Faculties.
- (vi) The power of interpretation of the rules lies with President or to which Board of Management authorizes.
- (vii) No leave is admissible to Faculty on the scheduled day of the class, faculty council meetings and other important events at the University except with a loss of pay.
- (viii) **Leave of absence cannot be claimed as a matter of right.**
- (ix) Leave account of every employee will be maintained in the office of the **Registrar.**

Notwithstanding anything contained in the above rules, the Board of Management shall have the power for deletion, addition or alteration of any provisions, or frame new provisions, as it may deem fit, from time to time.



CHAPTER- 6

PERFORMANCE MANAGEMENT

Performance management is a means of getting better results from organization, teams and individuals by understanding and managing performance within an agreed framework of planned goals and standards.

6.1 NEED FOR PERFORMANCE MANAGEMENT at Raffles University

- (i) To motivate employees to achieve the best in their jobs.
- (ii) To satisfy their developmental needs to improve performance and realize their potential.

6.2 PROCESS OF PERFORMANCE MANAGEMENT

1) Teaching Staff

- (i) Every year there will be performance evaluation for all teaching faculty.
- (ii) Performance appraisal form is designed taking into consideration the faculty workload in the areas of teaching, research, extension, institute activities participation and administration such that minimum expected performance is maintained.
- (iii) The appraisee puts forward his own career achievements, hindering factors and areas of development.
- (iv) The reporting authority rates the faculties on the basis of work load achievement on a scale of 1 to 5.
- (v) Student's feedback / Dean feedback form will be fed into the appraisal system to evaluate on the basis of both quality and quantity of contributions.

2) Non- teaching staff

- (i) The employee and supervisor discuss and agree on objectives, action plan, development and training needs.
- (ii) Competencies required to achieve these objectives are put down.
- (iii) The agreement is reviewed periodically and fresh objectives, action plans and development plans are made or they are reviewed in case of changed conditions any time during the year.

For further information, refer to ANNEXURES 6 for Performance Appraisal forms.



CHAPTER- 7

DEVELOPMENT AND TRAINING

The University supports employees in their efforts to grow both professionally and personally. Departments are encouraged to approve employee requests to participate in development programs offered by the University or outside whenever possible. Participation can result in the development or enhancement of skills necessary for success in present or future positions.

Professional development and learning programs are offered throughout the year and at various times of the day. Employee development planning is designed to be a collaborative effort between an employee and supervisor.

7.1 PROFESSIONAL DEVELOPMENT AND LEARNING OPPORTUNITIES :

The Office of Human Resources offers a wide variety of developmental programs through the management development programmes (MDPs).

7.2 DEPARTMENTAL TRAINING :

The Professional Development and Learning programmes are designed to meet specific needs and learning objectives of campus departments. This may involve a wide range of strategies including the development of a department mission statement and goals, specific course content, and instructional strategies to assist departments in achieving success.

7.3 PROFESSIONAL IMAGE:

Each employee represents the University when interacting with students, visitors, and other employees. The University expects employees to report to work clean, neat, and dressed appropriately for their job.

Departments may establish additional appearance standards based on operational needs and should communicate these standards to employees. Factors to consider may include the work location, the physical requirements of the job, and health/safety practices.



CHAPTER- 8
COMPENSATION MANAGEMENT

8.1 PAY & ALLOWANCES :

1) When Accrue & Payable

Subject to the provisions of these Rules, pay and allowances shall accrue from the commencement of the service of an employee and shall become payable in the first week of following month.

2) When Cease

Pay and allowances shall cease to accrue as soon as an employee ceases to be in service. In the case of an employee who is dismissed from the University service, he shall cease from the date of his / her dismissal. In the case of an employee who dies while on service, they shall cease from the day following that on which the death occurs.

3) All Employees to be graded

Every employee after his / her probation period is completed shall have a post in one of the grades referred to in the Section 2.3 considered as his / her substantive grade and to which he/she shall revert when he/she ceases to be:

- (i) Under suspension, or
- (ii) On leave or deputation, or
- (iii) Holding a temporary post or officiating in other grade.

4) Adjustment of pay & allowances on change of charge

An employee shall commence to earn the pay and allowances of a post to which he/she is appointed and from the date on which he/she assumes the duties of the post if the charge is transferred before noon of that date and from the following day if the charge is taken over in the afternoon of that date.

5) Increments

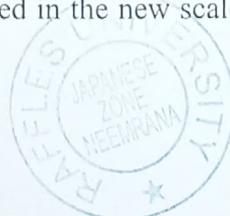
In an incremental scale the increment shall accrue on the completion of each specified period of service on each stage of that scale whether such service is probationary, officiating or substantive.

The increments for employee after completion of probation in service is considered on annual bases. but the period during which an employee is on leave without pay will not count for increment provided that whenever any employee goes on extraordinary leave on account of illness or for any reason beyond his/her control, he/she should be allowed to count that period for increment unless so authorized by the Competent Authority for reasons to be recorded in writing.

For employees on consolidated monthly pay, higher authorities will decide the percent annual increments.

6) Fixation / re fixation of pay

On promotion or otherwise, when the basic pay of an employee shall be required to be fitted in a new scale/higher scale, it shall be fixed just within the slab it first falls in the new scale. If some advance increments have been allowed in the new scale or otherwise, it will also be fixed accordingly.



7) Special pay / extra remuneration:

The Competent Authority can grant special pay / increments / allowances, extra remuneration to an employee on the following grounds:

- (i) Special nature of duties.
- (ii) A special and significant addition to the work or responsibility.
- (iii) Each employee's hourly wage or annual salary will be reviewed at least once each year. The employee's review date will usually be conducted on or about the anniversary date of employment or the date of the previous compensation review. Such reviews may be conducted more frequently for a newly created position, or based on a recent promotion.
- (iv) Increases will be determined on the basis of performance, adherence to University policies and procedures, and ability to meet or exceed duties per job description and achieve performance goals.

8.2 SALARY FOR THE FACULTY AND STAFF OF RAFFLES UNIVERSITY:

The salaries of Faculty members of Raffles University will be as per UGC pay scales. In special circumstances the salaries on consolidated basis will be offered.

VIth U.G.C Pay Committee recommendations shall be followed in respect of Faculty. In addition to the basic pay and AGP the teaching staff will be entitled to Dearness Allowance (DA). The percent DA will be decided by University authorities. In addition other benefits and allowance to be paid as given will be as per existing University Rules.



CHAPTER- 9
BENEFITS AND SERVICES

9.1 CONTRIBUTORY PROVIDENT FUND:

- 1) All employees who are in regular scale and are drawing maximum of Rs. 15000/- per month, shall subscribe every month to Employees Provident Fund, a sum not less than 12% of their pay after completion of probation.
- 2) The University shall subscribe an amount equal to 12% of the pay of the employee. These rules shall be governed by the Employees Provident Fund & Miscellaneous Provisions Act, 1952 that are and will be in force from time to time.
- 3) Only employees covered as per the provisions of Employees' Provident Fund Act, 1952 shall be entitled for P.F. benefit.

9.2 GRATUITY:

1) **Applicability :**

- a) Gratuity rules mandated under the Payment of Gratuity Act, 1972.

2) **Entitlement:**

- a) Gratuity is payable to an employee after rendered continuous service for not less than five years on following conditions: -
 - (i) On superannuation,
 - (ii) On his retirement or resignation,
 - (iii) On his death / disablement due to accident or disease
- b) If an employee dies in service, his nominee will be entitled to gratuity payment as per Gratuity Act
- c) An employee who is removed or dismissed from service for acts of misconduct will not be eligible to the payment of gratuity.

3) **Calculation of Gratuity:**

- a) An employee who leaves the service of the University on completion of at least five years of continuous service shall be eligible to the payment of gratuity at the rate of half a month (15 days) of pay last drawn for every completed year of service subject to a maximum of fifteen month's pay
- b) The monthly wages / salary include means Basic Pay + Dearness Allowance + Non Practicing Allowance (BP+DA+NPA)

Gratuity amount = $\frac{\text{monthly salary} \times 15 \times \text{number of completed years}}{30}$

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9.3 EMPLOYEE STATE INSURANCE CORPORATION SCHEME

The University follows Employees' State Insurance (ESI), which is a social security and health insurance scheme, provided to the mandated employees in accordance to rules and regulations as stipulated in the ESI Act 1948.



9.4 INCREMENTS

- 1) Annual increment in the scale of pay shall ordinarily be drawn as a matter of course, unless it is withheld by the Appointing Authority for good and sufficient reasons to be recorded in writing.
- 2) The award of annual increments is directly linked with the approved annual budget for increment, keeping in view the overall financial reserves of the University.
- 3) Annual increment is linked with the performance & achievement of employees through a 'paired comparison method' and mostly focuses on their contribution and behavioral skills along with the competency. Based on the performance review of the teaching staff in PARS-F & other essential criteria(s), the increment is awarded. The annual increment is applied for Non-Teaching Staff, based on the KRA-KPI rating.
- 4) Award of Annual Increment* for a year shall be applicable as:
- 5) Equivalent to 3% of sum of the total pay in the relevant Pay Band and the AGP as applicable for respective stage. OR
- 6) Differential increment.
- 7) In special case, as determined by the competent authority, each advance increment shall be non-compoundable, at the rate of 3% of the pay in the relevant Pay Band, and the AGP as applicable.
- 8) The number of additional increment(s) on placement at each higher stage of AGP shall be as per the existing schemes / regulation of increment on promotion from lower Pay Scale to higher Pay Scale;

9.5 INCENTIVES FOR Ph.D. AND OTHER HIGHER QUALIFICATION:

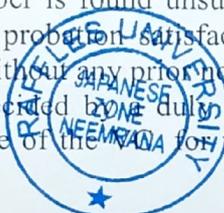
- 1) Teachers who complete their Ph.D. Degree while in service shall be entitled to 3 non-compounded increments if such Ph.D. is in a relevant discipline of employment and has been awarded by a University complying with the due process, as prescribed by the UGC Regulations.
- 2) Provided in cases of considerable raise in effective pay between the two Pay Bands, there shall be no additional increment on movement from the Pay Band of Rs.15,600 – Rs. 39,100 to the Pay Band of Rs. 37,400 – Rs. 67,000;
- 3) Provided further, the annual increment to a teaching staff shall also depend on the minimum publication in the relevant assessment year by the teaching staff.

9.6 OTHER CONDITIONS OF SERVICE:

Without prejudice to any special condition that may be incorporated in the order of appointment, all employees of the university shall be governed by the following terms and conditions:

1) Probation:

- (i) All appointments, except where specifically mentioned in the appointment letter, shall be placed on probation for a period of one year.
- (ii) The appointing authority shall have the discretion of extending the period of probation for such period as may be considered necessary, provided that the period of probation may not extend beyond twelve months.
- (iii) During the 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 terminate his/ her services with any prior notice.
- (iv) Probation confirmation or otherwise is decided by the duly constituted committee chaired by the Vice –Chancellor / nominee of the



the Registrar / nominee of the Registrar for the non- teaching positions, on the basis of an appraisal carried out on the parameters laid down in Annexure-4 and Annexure-5, respectively.

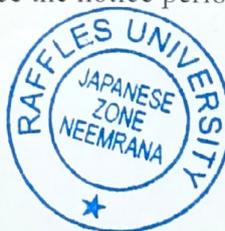
- (v) Provided further that, if no order of confirmation or otherwise is issued even after completion of the extended period, the probation would be deemed to have been completed satisfactorily and the service would be deemed to have been confirmed, effective from the date of expiry of the period of probation.

2) Age of Superannuation:

- (i) The age of superannuation for the regular teaching staff shall be sixty – five years and for non-teaching staff, other than the Vice-Chancellor and Pro- Vice-Chancellor in the University shall be sixty years; the statutory officers such as Registrar and Finance Officer shall, however, retire at an age prescribed in the University Statutes.
- (ii) The Vice-Chancellor & Pro-Vice-Chancellor shall superannuate at the age of Seventy years.
- (iii) Subject to availability of a vacancy and fitness, an employee after superannuation may be re-employed on contract for a period of two years which may be extended, subject to fitness of the employee, for a further period on year to year basis, if the exigencies of the work so demand.

3) Removal from Service:

- (i) The appointing authority shall have powers to terminate the services of an employee without assigning any reason or without giving any notice during the original or extended period of probation.
- (ii) The appointing authority shall have powers to terminate the services of a confirmed employee by giving him one month's notice or by paying him one month's pay in lieu thereof.
- (iii) The University shall have powers to retrench an employee on grounds of economy by giving the said employee a month's notice or one month pay in lieu thereof.
- (iv) The appointing authority shall have powers to terminate the services of an employee by giving him three months' notice or paying three months' pay in lieu thereof if the said employee has been declared by the medical authority appointed by the University to be medically unfit to continue in service.
- (v) Except in cases where an employee may have signed a bond to serve the University for a specified period, the employee shall have a right to resign from his services by giving one month's notice or by paying one month's pay in lieu of notice. But for teaching positions, no request regarding resignation shall be entertained during currency of the Academic Year, relevant to the respective School.
- (vi) Teaching staff absconding during the currency of the Academic Year shall be treated under the 'Extraordinary Leave', besides being liable for disciplinary action as deemed necessary.
- (vii) Provided that the appointing authority may, for good and sufficient reasons to be recorded in writing, waive off or reduce the notice period as provided herein above.



4) **Teaching Days:**

The University must have at least 180 teaching days, i.e. there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non- instructional days for co-curricular (research and outreach activities), sports, annual day, etc. and 2 weeks may be attributed to various public holidays.

Since the University has adopted a 5 days week for teaching, the number of weeks is correspondingly increased to ensure equivalence to 30 weeks of actual teaching with a 6 day week.

5) **Medical Fitness:**

All appointments are subject to the condition that the appointee has submitted an undertaking that he/she is medically fit to serve the university;

provided, the medical fitness test is conducted for an employee, subject to specifications made by the Selection Committee at the time of appointment, wherein the Committee wants the employee to undergo a medical fitness test before appointment



CHAPTER- 10
ALLOWANCES AND ENTITLEMENTS

10.1 DAILY ALLOWANCE:

Ordinary & ceiling rate of daily allowance

The cities were classified as follows before the Sixth Central Pay Commission's recommendation were followed in 2008.

(1) Pay Range	(2) Metros & A-1 Class cities		(3) A-Class cities And Specially expensive localities		(4) B-1 Class cities and expensive localities		(5) Other localities	
	Flat Rate	Hotel	Flat Rate	Hotel	Flat Rate	Hotel	Flat Rate	Hotel
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Rs.37,400 & above.	1000	3500	1000	3000	800	2500	750	1850
Rs.15,600 to Rs.37,400	800	2000	750	1800	600	1300	500	1000
Rs.8,000 to Rs.15,600	600	1100	600	1100	500	1000	400	800
Rs.5,200 to Rs.8,000	500	1000	500	900	400	700	400	600
Below Rs.5,200	400	700	400	600	350	500	300	500

10.2 BASIS FOR DAILY ALLOWANCE CALCULATION:

- 1) Calculation of Daily Allowance is applicable from time of departure till time of arrival.
- 2) For calculation fraction of days over 24 h will be entitled Full day flat rate & below 12h 50% of flat rate.
- 3) Daily Allowance for journey period is only at 50% flat rates as in Column (5) of the Table even if it is through an expensive locality.
- 4) For return to head-quarters on the same day, Daily Allowance is at flat rate irrespective of the fact that the journey was performed to an expensive locality.
- 5) For stay at Hotel Maximum lodging allowance are applicable as per the approved hotel Rates and will be paid on presentation of original bills.
- 6) For mess and miscellaneous expenses the employee will be entitled to food & out of pocket expense rates (Daily Allowance) as mentioned in above tables.
- 7) If the employee does not utilize the hotel stay he/she will be eligible only for flat DA rate mentioned in the above table.
- 8) For enforced halts in route treated as duty, due to break down of communications caused by flood, rain, etc., daily allowance is admissible at flat rates only.
- 9) Daily Allowance is admissible for period of absence at tour station regularized as special casual leave due to disturbances, imposition of curfew, etc.
- 10) Tour ends on return to head-quarters. Tour to the same place again is treated a fresh one and Daily Allowance will be at full rates.



- 11) In case lodging and / or boarding is arranged by or on behalf of the University, the entitlements will be as follows:
- Only lodging arranged - Entitled to food and out-of-pocket expense (Daily Allowance) at flat rate given in the table.
 - Lodging and boarding arranged - Entitled only to out-of-pocket expenses which is 15% of flat rate.

Cities/ areas for daily allowance at a-1, a and b-1 rates

A-1 class city Rates Cities are as Follows	A class city rates Cities are as follows	B-1 class city rate Cities are as follows	
1. Delhi 2. Mumbai 3. Chennai 4. Kolkata 5. Ahmedabad 6. Hyderabad	1. Pune 2. Bangalore 3. Kanpur 4. Bhopal 5. Indore 6. Patna 7. Luknow 8. Jaipur 9. Nagpur	1. Agra 2. Allahabad 3. Coimbatore 4. Dhanbad 5. Jabalpur 6. Jamsedpur 7. Kochi 8. Guwahati	9. Ludhiana 10. Madurai 11. Meerut 12. Thiruvananthapuram 13. Varanasi 14. Vijayawada 15. Visakhapatanam

10.3 HOUSE RENT ALLOWANCE:

HRA of 10% of Basic + AGP or Rs. 5,000 per month whichever is higher will be paid to faculties and staff employed on scale. This is not applicable to those staff/faculty who are employed on consolidated pay or who have been provided campus accommodation.

In the event of providing own quarters by the University in its premises to its Faculties/employees, a maintenance fee of 5% of Basic + AGP shall be charged from each occupant. The charges for electricity and gas consumed will be charged on actual. Any other special charges for faculty/staff will be decided by management.

(iii) MEDICAL RULES :

Mediclaim policy coverage for the employee may be extended by the University as decided by the Board from time to time. Provisions of the ESI Act shall be adopted wherever applicable.

(iv) TRAVELLING ENTITLEMENT:

TO BE IMPLEMENTED IN RAFFLES UNIVERSITY BASED ON CURRENT SCENARIO AND EXISTING PRACTICE.

Entitlement of TE for employees (Teaching and Non-Teaching) is given below Travelling Allowance shall be payable only when the journeys are performed in connection with the university work by the shortest route and approved by the higher authority of the University.



1) **Travel entitlements**

(i) **Entitlement for travel by rail:**

Travel by an AC 3-tier permissible in trains not providing AC Chair Car accommodation.

Pay Range	Any Train
Rs.37,400 & above	AC 2-tier
Rs.15,600/- to Rs. 37,400	AC Chair Car/ AC 3-tier
Below Rs.8,000/- to Rs. 15,600	Sleeper Class

2) **Entitlement for travel by road:**

Pay Range	Entitlements
Rs.37,400 & above	AC Taxi
Rs.15,600 to Rs.37,400/-	Taxi
Below Rs.15,600/-	Public Transportation



Mileage Eligibility:

Road Mileage is given only when no facility for travel by train is available. Prior permission for use of personal vehicle is required.

Employees	Journey by	Rate
Faculty/ Sr. employees	Own car/ taxi	Rs. 10/Km.
Jr. employees	Auto/ Own scooter/ Bike	Rs. 5/ Km.

3) **Entitlement of taxi/ auto fare in cities on tour:**

Official journey in cities on tour, taxi/auto fares are reimbursed at following rates.

Employee	Rate
All faculty members , <i>Sr. employees</i> <i>Above 41,000/- pay band</i>	Taxi fare on Actual basis
Jr. Employee	Auto fare on actual basic
Staff Cadre (Below Rs. 5100/-)	Actual fare on Public transport / Bus

4) **Entitlement for travel by air :**

Employee	Rate
Within India	
Chancellor	Executive class
Vice-chancellor / Dean /Professor /Associate Professor / Asst.Professor / Registrar / Finance Officer / Controller of Examination	Economy class
Out of India	
Chancellor	Business Class
Vice-chancellor / Dean /Professor /Associate Professor / Asst.Professor / Registrar / Finance Officer / Controller of Examination	Economy class

5) **Travelling entitlement on local journey :**

Local journey means journey on official duty on any day with 40 km radius from the place of duty at Head-quarters.

6) **Entitlement to reimbursement of expenses on local journey for****ALL CAMPUSES**

Prior permission for use of personal vehicle is required.

Employee	Rate
Faculty & Sr. employee (by own car)	Rs. 10.00/km.
Faculty Sr. & Jr. employee (by scooter/bike)	Rs. 5.00/km.
Staff cadre (below Rs.5100/-)	Actual fare on auto/bus



10.6 CONSULTING RULES:

Until the Board of Management otherwise determine the consulting facility shall be extended to all Members of the University according to the "Consulting Rules" as enumerated. Under such rules the consulting charges so earned shall be shared between the Faculty & the University at mutually agreed sharing ratio.

10.7 HOLIDAYS:

The University will observe public holidays and restricted holidays in a Calendar year affixed by the Competent Authority from year to year in the form academic form.



CHAPTER- 11 SERVICE RULES

11.1 STANDARDS OF CONDUCT

RAFFLES UNIVERSITY maintains a high standard of conduct and work rules and the varsity upholds and regards them seriously. All employees are urged to familiarize themselves with these rules and standards. Employees are expected to follow the rules and standards devotedly in doing their own jobs and carrying on the University's business. Please note that any employee who does not adhere to these rules and standards will be subject to remedial action, up to and including termination of employment.

The following are examples of rule violations or misconduct that may attract disciplinary action, including termination of employment.

- (i) Theft or inappropriate removal or possession of University property;
- (ii) Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace
- (iii) Fighting or abetting violence in the workplace
- (iv) Disruptive or boisterous activity in the workplace
- (v) Falsification of timekeeping records
- (vi) Unauthorized use of telephones, or other University-owned equipment
- (vii) Working under the influence of alcohol or illegal drugs
- (viii) Negligence or improper conduct leading to damage of University-owned or student/visitor owned property
- (ix) Insubordination or other disrespectful conduct
- (x) Violation of safety or health rules
- (xi) Smoking in the workplace
- (xii) Sexual harassment
- (xiii) Unauthorized disclosure of business "secrets" or confidential information
- (xiv) Violation of personnel policies
- (xv) Unsatisfactory performance or conduct.
- (xvi) Excessive absenteeism or any absence without notice
- (xvii) Using University equipment for purposes other than business, playing games on computers or personal Internet usage.
- (xviii) Creating political disturbance/ student agitations etc. on campus.
- (xix) Violating security instruction of the campus or not following the campus rules and regulations.
- (xx) Collaboration with print or tv-media and providing them details about University affairs.



11.2 APPLICATION:

The requirements contained in this Schedule shall apply to all employees of the University.

11.3 DEFINITIONS:

In this Schedule unless the context otherwise requires, "Competent Authority" (CA) also known as Disciplinary Authority means:

- (i) "The Chancellor" in the cases of Pro-Chancellor and Vice Chancellor.
- (ii) "The Vice Chancellor" in the case of Registrar and all other not below the rank of Dean.
- (iii) Dean in the case of teaching and non-teaching employees

"Members of the family" in relation to an employee includes:

- (i) The wife, child or stepchild of such employees dependent on him and in relation to a woman employee, the husband dependant on her, and
 - (ii) Any other person related, whether by blood or by marriage to the employee or to such employee's wife or husband and wholly dependent on such University employee, but does not include a wife or husband legally separated from the employee or child or stepchild who is no longer in any way dependent upon him or her, or whose custody the employee has been deprived of by law.
- "Service" means service under the Raffles University.

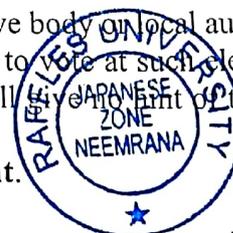
11.4 GENERAL:

- (i) Every employee shall at all times maintain absolute uprightness and commitment to duty, and also be strictly honest and unbiased in his official dealings.
- (ii) An employee should at all times be polite in his dealings with all other members of the staff, students and members of the public.
- (iii) Every employee is a whole time employee of the University, and may be called upon to report for such duties as may be assigned to him by the competent authority, beyond scheduled working hours and on closed holidays and Sundays, unless otherwise stated specifically in the terms of appointment. These duties inter-alia shall include attendance at meetings of committees to which he may be appointed by the University.
- (iv) An employee shall be required to stick to the scheduled hours of work, during which he must be present at the place of duty.
- (v) No employee shall be absent from duty without prior permission, except for valid reasons and/or unforeseen contingencies
- (vi) No employee shall leave station except with the previous permission of proper authority, even during leave or vacation.
- (vii) Whenever leaving the station, an employee shall inform the Dean of the school to which he is attached, or Vice Chancellor if he is himself the Dean, the address where he would be available during the period of his absence from station.

11.5 TAKING PART IN POLITICS AND ELECTION:

- (i) No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall he donate to in aid or support in any manner any political movement or activity.
- (ii) No employee shall campaign or otherwise interfere or use his influence in connection with or take part in any election to legislative body or local authority.
- (iii) Provided that an employee of the University qualified to vote at such election may exercise his right to vote but where he does so, he shall give preference in the manner in which he proposes to vote or has voted.

Violation of above conditions will lead termination of employment.



11.6 CONNECTION WITH PRESS OR RADIO OR PATENTS:

- (i) No employee shall, except with the previous sanction of the competent authority, own wholly or in part, or conduct, or participate in the editing or managing of any newspaper or other periodical publications.
- (ii) No employee shall, except with the previous sanction of the competent authority or any other authority empowered by it in this behalf, or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical or TV Channels.
- (iii) Such articles and their publication or broadcast must be strictly confined to purely scientific subjects and should not touch upon administrative, marketing and public relation matters unless approved by competent authority of the University. They shall be free from all political things.

Violation of above conditions will lead termination of employment.

Note: Subject to the restrictions noted above members of the staff are at liberty without any sanction as contemplated above, to publish their original scientific works in journals of repute in India and abroad. If, however, they wish to indicate their official designations in the articles they want to publish, previous sanction of the competent authority will be necessary.

11.7 CRITICISM OF THE UNIVERSITY:

No employee shall, in any radio or TV broadcast or in 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 of fact or opinion –

- (i) Which has the effect of an undesirable criticism of any current or recent policy or action of the University or
- (ii) Which is capable of embarrassing the relations between the University and the Central Government or any State Government or any other University or organization or members of the public.

Violation of above conditions will lead termination of employment.

11.8 EVIDENCE BEFORE COMMITTEE OR ANY OTHER AUTHORITY

- (i) As provided in sub-paragraph (ii) below, no employee shall except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any person, committee or authority.
- (ii) Where any sanction has been accorded under sub-paragraph (i) no employee giving such evidence shall criticize the policy or any action of the University or the Central Government or any State Government.
- (iii) Nothing in this paragraph shall apply to:
 - a. Evidence given at any inquiry before any authority appointed by the University, by Parliament or by a State Legislature; or
 - b. Evidence given in any judicial enquiry;

Violation of above conditions will lead termination of employment.



11.9 UNAUTHORISED COMMUNICATION OF INFORMATION :

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

11.10 GIFTS:

No employee shall, except with the previous sanction of the competent authority, accept or permit his wife or any other member of his family to accept from any person other than relations any gift of more than trifling value. The interpretation of the term 'trifling value' will be decided by the board of Management.

11.11 PRIVATE TRADE EMPLOYMENT:

No employee shall, except with the previous permission of the competent authority, take on directly or indirectly, any trade or business or any private tuition or undertake any employment outside his official assignments.

Provided that the above restrictions shall not apply to academic work and consultative practice undertaken with the prior permission of the competent authority, which may be given subject to as regards acceptance of remuneration as, may be laid down by the Board.

11.12 INVESTMENTS, LENDING & BORROWING:

No employee shall speculate in any business or shall he make or permit his wife or any member of his family to make any investment likely to embarrass or influence him in the discharge of his official duties. No employee shall lend money at interest to any person nor shall he borrow money from any person with whom he is likely to have official dealings.

11.13 INSOLVENCY, HABITUAL INDEBTEDNESS AND CRIMINAL PROCEEDINGS :

An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a majority of his salary is continuously being attached, he may be liable to dismissal. An employee who becomes the subject to legal proceedings for insolvency shall forthwith report full facts to the University.

An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Deans of the school to which he is attached, irrespective of the fact whether he has been released on bail or not.

An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 8 (eight) hours shall not join his duties in the University unless he has obtained written permission to that effect from the Head of the University.

An employee, who is arrested and detained in custody for a period exceeding a continuous period of 48 hours for debt or on criminal charges, shall be considered as under suspension from the date of his / her arrest, and shall be allowed payments admissible to an employee under suspension under these Rules until the termination of the proceedings against him / her. When an adjustment of his / her pay and allowances shall be made according to the circumstances of the case and in the light of the decision as to whether his / her absence is to be accounted for as a period of duty or leave, the full pay and allowances being given only in the event of the employee being acquitted of all blame and treated as on duty during the period of his / her absence less the period spent by the employee in actual detention.

An employee, who is committed to prison for debt or is convicted of any criminal offence shall be liable to dismissal.



11.14 MOVEABLE, IMMOVABLE AND VALUABLE PROPERTY:

Every member of the staff shall, on first appointment in the University service and thereafter at such intervals as may be prescribed by general or special orders of the competent authority submit/return in such form as the University may prescribe in this behalf of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.

11.15 VINDICATION OF ACTS AND CHARACTER OF EMPLOYEES :

No employee shall, except with the previous sanction of the competent authority, have recourse to any court of law or to the press for the vindication of any official act, which has been the subject matter of adverse criticism or an attack of defamatory character.

Provided nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.

11.16 MARRIAGE :

An employee intending to marry a person who holds a citizenship of another foreign country shall seek prior permission of the competent authority. No employee who has wife living shall contract another marriage without first having obtained the permission of the Board notwithstanding that a subsequent marriage is permissible under the personal and religious law for the time being applicable to him and violation of these rules lead to immediate dismissal from the University service.

11.17 PART-TIME WORK FOR OUTSIDE BODIES:

No employee shall undertake any part-time work from any private or public body or a private person or accept fee therefore, without the sanction of the University authority, who may grant sanction only in exceptional cases when he/she is satisfied that the work can be undertaken without detriment to his official duties and responsibilities. The Competent Authority may in a case in which he thinks fit to grant such sanction, stipulate that any fee received by the employee for undertaking the work shall be paid in whole or part to the University.

11.18 DIVULGE OFFICIAL INFORMATION:

No employee of the University in his/her capacity as employee or otherwise must divulge to others any official information or business secrets, which comes in possession of the employee.

11.19 USE OF UNPUBLISHED DOCUMENTS:

No employee shall make use of unpublished documents or letter of the University for communication to the public, press or to unauthorized persons whether official or not without permission of the authorities.

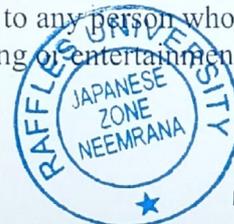
11.20 REMOVAL OF FILES FROM OFFICE:

No files / documents / papers shall be removed outside the office premises by any employee unless permitted by the Competent Authority in writing.

11.21 ACCEPTANCE OF TESTIMONIALS:

Same as otherwise provided in this Rules an employee shall not, except with the previous sanction of the Competent Authority/ as the case may be, receive any complimentary or valedictory address, accept any testimonials presented to him/her or attend any public meeting or entertainment held in his honour, take part in the presentation of a complimentary or valedictory address or of testimonials to any other employee of the University or to any person who has recently quitted the service of the University or attend a public meeting or entertainment held in honour of such employee or person.

Notwithstanding anything contained in Sub-Rule above



- (i) An employee may at the request of any public body sit for a portrait, bust or statue not intended for presentation to him/her;
- (ii) subject to the provision of any general or special order of the Competent Authority / as the case may be, an employee may attend a farewell entertainment of a substantially private and informal character held as a mark of regard to himself/herself or to some other employee of the University, or to a person who has recently quitted the service of the University, on the occasion of the retirement from the services or departure from station or such other employee or persons.

11.22 RESTRICTION IN BORROWING AND INVESTMENT:

- (i) An employee shall not borrow money or in any way place himself /herself under pecuniary obligations to a broker or an employee of the University subordinate to him or any firm or person having dealings with the University.
- (ii) No employee shall make or permit any member of his family to make any investment likely to embarrass or influence him / her in the discharge of his / her official duties.

11.23 EMPLOYEES IN DEBT:

When an employee of the University is adjudged or declared insolvent or when a majority of his / her salary is constantly being attached, or has been continuously under attachment for a period exceeding two years, or is attached for a sum which in ordinary circumstances having regard to his / her personal resources and unavoidable current expenses cannot be repaid within a period of two years, he / she shall be liable to dismissal.



Chapter 12 PENALTIES

The employee shall be liable to be punished on one or more acts of misconduct as stated in chapter 11, shall be liable to any of the following penalties namely-

MAJOR & MINOR PENALTIES

No order imposing any of the minor and major penalties shall be passed except after the employee is informed in writing of the allegations made against him and is given an opportunity to make any representation he/she may wish to make and such representation, if any, is taken into consideration by the disciplinary authority.

1) Major Penalties-

- (i) Withholding or stoppage of increment with cumulative effect,
- (ii) Demotion to a lower grade or reduction in post or to a lower stage in a time scale of pay for a specified period or permanent reduction in rank.
- (iii) Termination, by way of removal, dismissal from service.

2) Minor Penalties-

- (i) Caution, censure or reprimand.
- (ii) Withholding or stoppage of increment without cumulative effect.
- (iii) Withholding promotion for a period not exceeding one year.
- (iv) Recovery from pay of the amount as may be due on account of any pecuniary loss caused to the RU, by negligence or breach of orders.
- (v) Fine, not exceeding an amount equivalent to 15 day's basic salary.

MAJOR & MINOR MISCONDUCT

3) Major Misconducts-

- (i) Disobedient or insubordination of any lawful and reasonable order of the superior.
- (ii) Participation in any strike Dharna or any form of protest.
- (iii) Negligence or failure to discharge duties assigned to him willful and persistent neglect of duty.
- (iv) Tempering with any of the records pertaining to RU.
- (v) Not wearing the uniform if specify while on duty
- (vi) Furnishing false information regarding his/her name, age, father's name, qualifications, caste, ability or previous experience or services or any other matter relevant to the employment at the time of employment or during the course of employment.
- (vii) Acting in a manner prejudicial to the interest of the University.
- (viii) Willful insubordination or disobedience whether or not in combination with others of any lawful and reasonable order of his superior.
- (ix) Damage to any property of the University.
- (x) Interference or tampering with any safety devices installed in the premises of the University.
- (xi) Drunkenness or riotous or disorderly or indecent behavior in the premises of the University or outside such premises where such behavior is related to or connected with the employment.



- (xii) Collection without the permission of the competent authority of any money within the premises of the University except as sanctioned by law of the land for the time being in force or rules of the University.
- (xiii) Commission of any act which amounts to a criminal offence involving moral turpitude.
- (xiv) Commission of any act subversive of discipline or of good behavior.
- (xv) Abetment of or attempt at abetment of any act which amounts to misconduct.
- (xvi) Unauthorized communication of information.
- (xvii) Unauthorized raising of any fund.
- (xviii) Gambling within the premises of the University.
- (xix) Commission of any act which amounts to disobedience of security instruction of the university campus.

4) MINOR MISCONDUCT

- (i) Absence without leave or over-staying the sanctioned leave for more than three consecutive days without sufficient ground or proper/satisfactory explanation.
- (ii) Habitual late or irregular attendance.
- (iii) Negligence of work in performing duty including maligning or slowing down of work.
- (iv) Sleeping while on duty.
- (v) Accepting a gift from a person not related to him or his family.
- (vi) Improper use of amenities supplied to facilitate the discharge of his/her duties.
- (vii) Canvassing or putting outside influence to further his/her interest.

5) AUTHORITY TO UNIVERSITY PROCEEDINGS:

The appointing authority or any other disciplinary authority or any other person subordinate to him /her as may be empowered by him / her, but not below the rank of the delinquent officer and / or not a party to that may-

- (i) University disciplinary proceedings against an employee including a deputation,
- (ii) Direct or suggest to the disciplinary authority to University disciplinary proceedings against an employee.

6) SUSPENSION PENDING ENQUIRY:

An employee may be placed under suspension by the CA / as the case may be

- (i) Where disciplinary proceedings against him / her are contemplated or are pending,
- (ii) Where a case against him in respect of criminal offence is under investigation or trial.

7) SUSPENSION AS A PUNISHMENT:

Suspension meted out as a punishment shall be distinct and different from suspension pending enquiry.

8) APPEAL:

An employee aggrieved by the order of penalty imposed upon him/her, shall be entitled to prefer an appeal against the order within a period of one month with the appellate authority. The order of the appellate authority shall be final.

