

## Human Resource

# Manual

Ganpat Vidyanagar - 384 012, Mehsana-Gandhinagar Highway,  
Dist.: Mehsana, Gujarat, INDIA  
Telefax: +91-2762-286080, 286924  
Web: [www.cars.guni.ac.in](http://www.cars.guni.ac.in)  
Email: [cars@ganpatuniversity.ac.in](mailto:cars@ganpatuniversity.ac.in)

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# About Ganpat University

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## About University

Ganpat University and the township of Ganpat Vidyanagar, a high-tech education campus is a joint initiative, purely philanthropic in nature, by a large number of industrialists and technocrats, noble farmers and affluent businessmen for the mission of “Social Upliftment through Education”. The University was established by the State Government by the enactment of Act No.19/2005 on 12th April 2005. It is approved under section 2(f) by the University Grants Commission (UGC). In consideration of its contribution to the Education in a short period of time, the University has been given Permanent Membership in renowned Academic & Industry Associations, such as the Association of Indian Universities (AIU), Association of Commonwealth Universities (ACU), Federation of Indian Chambers of Commerce and Industry (FICCI), All India Management Association (AIMA), Confederation of Indian Industry (CII), International Association of Universities (IAU), Associated Chambers of Commerce and Industry of India (ASSOCHAM), Association of the Universities of Asia and the Pacific (AUAP), PHD Chamber of Commerce and Industry (PHDCCI) Recognized by Department of Scientific and Industrial Research (DSIR), Govt. of Gujarat appointed Start-up Nodal Institute, Centre for Entrepreneurship Development (CED), Student Start-up & Innovation Policy (SSIP), National Centre for Management of Agricultural Extension (MANAGE).

Ganpat University offers various unique, quality, industry-linked and sector-focused Diploma, Undergraduate, Postgraduate and Research level programs (Professional and Non-professional) in the field of Engineering, Management, Computer Applications, Pharmacy, Sciences, Commerce & Social Science, Architecture, Design & Planning, Maritime Studies, Nursing, & Agriculture, Physiotherapy & Optometry etc.

## Vision

It shall be the constant endeavour of Ganpat University to meet the educational needs of the youth in the areas of professional studies and provide state-of-the-art learning opportunities along with inculcation of values of commitment and uprightness.

## Mission

Seek, search and offer programs that lead to symbiotic emergence of 'academic excellence' and 'industrial relevance' in education and research.

## Quality Statement

It shall be the constant endeavour of the University to deliver global standards of excellence in all its core and allied operations and remaining accountable for national values and objectives of establishment through process of self-evaluation and continuous improvement.



# Introduction

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The objective of this Manual is to compile the HR policies and procedures followed at Ganpat University. It also presents the general rules and regulations that govern the employees of the University and its Constituent Institutes. This Manual has been developed to provide you with basic information pertaining to various policies, guidelines, and procedures related to HR. The University Authority reserves its right to interpret; change; suspend; cancel; or dispute, with or without notice; all or any part of what is contained in the Manual. The updated information regarding any changes in policy will be conveyed from time to time. For any clarification/questions or concerns about the policies outlined here, the employee can write to the Human Resources Department. In the interpretation of any policies and procedures covered in the Manual, the Director General's decision will be final and binding on all employees of the University.

## 04 Recruitment Policy

Recruitment and selection process is centralized at the university. Before initiating the recruitment & selection procedure, an intensive human resource planning is done to ensure that University is able to acquire and retain the optimum number of employees with the requisite skills, expertise and competence. Assist in optimum resources allocation so that potential human resource surplus or shortage can be anticipated and alleviated as much as possible. Recruitment is carried in accordance with the bases of operational needs and approved manpower requirements.

### 4.1 Manpower Requisition

1. Planning for manpower requirements is initiated by the Principal / Head of concerned institute along with required data and documents justifying manpower requirement.
2. A proposal duly approved by the concerned Board of the Governing Council.
3. Concerned Principal / Head will send the duly approved requirement to the HR Department.
4. The proposal would have a brief description of the job to be assigned to the position. It should also include a justification for the creation of the position.
5. The HR Dept. will discuss the proposal with the concerned department head or principal and obtain the approval of the Director General for filling up the position.
6. Once the approval is granted, the HR department will initiate the recruitment process.

### 4.2 Advertisement

Advertisement for notifying vacancies will be released in newspapers. Wherever necessary, the advertisement copy will be shared with the concerned HoD for comments/inputs before the release of the advertisement.

As and when needed the HR Department also outsources the recruitment to HR Consultancy to invite the applications from suitable candidates. We also share manpower requirements with all the staff members to invite the application from their references.

### 4.3 Processing of Application

1. Applications from eligible candidates shall be invited online or offline against the requirement published along with required documents and information in prescribed application.
2. The HR Department will be responsible to accumulate the details of the candidates.
3. Applications shall be scrutinized based on the eligibility criteria.
4. The HR Department invites eligible candidates for interview.

### 4.4 Composition of Selection Committees

#### Composition of Selection Committee for Teaching Staff;

1. Director General or his nominee – Chairman
2. Hon. President's Nominee
3. Dean of the concerned faculty
4. Principal / Head of concern institutions - Member
5. Two External Subject Expert of the Concern Faculty
  - 1) \_\_\_\_\_
  - 2) \_\_\_\_\_
6. Head of the Concerned Dep. Not below the rank of Professor
7. HR – Member Secretary to Committee

#### Local Selection Committee for Non-teaching Staff

1. Hon. Director General or his nominee: \_\_\_\_\_ - Chairman
2. Hon. President's Nominee: \_\_\_\_\_
3. Executive Registrar – Member: \_\_\_\_\_
4. One Internal Principal nominated by the Hon. Director General – Member - \_\_\_\_\_
5. HR – Member Secretary to Committee

### 4.5 Selection Procedure

1. Interview will be fixed as per the convenience of the interview panel members.
2. Eligible candidates for interview will be invited by sending interview call letters through email / courier / phone calls.

3. Verification of all the information submitted by candidates against original documents on the day of the interview.
4. Written test / demo session / other alternative test of measuring potential of the candidate before inviting for personal interview can be done by the recruitment committee, if it feels so.
5. Candidates shall be shortlisted based on their performance in the interview.
6. Minutes of the selection committee shall be done along with all the documents of the appeared candidates be captured for further approval.
7. If required, background verification, reference verification can be done of selected candidates.

#### **4.6 Approval of Selection**

Approval of selection shall be taken from the office of the Director General of the University. Upon receiving approval of selection, selected candidates shall be intimated about their selection. Offer letter / office order shall be sent to selected candidate, once selected candidate confirm acceptance, mutually joining date be decided.

#### **4.7 On Boarding Procedure**

On the day of the joining, newly recruited employee has to undergo onboarding process to register all the required information with the HR section i.e. personal information, qualification, experience, and other required details. After completing joining report and other formalities, ID card, official e-mail id, biometric for attendance shall be issued.

#### **4.8 Employee Probation**

All newly appointed employees will be on probation for two years from the date of their appointment. During this period the performance will be reviewed annually. In the event of unsatisfactory performance, probation period may be extended for maximum further one year.

#### **4.9 Pay Procedure**

The salary will be credited directly to the bank account in a bank designated by the institution. The pay scale and salary of both teaching and non-teaching staff shall be fixed as per UGC / State Government / Ganpat University norms.

#### **4.10 Work Timing**

Hours of Operation and Work Schedule all the employees have to complete stipulated hours of work.

The work timings and schedule for teaching and non- teaching are the same i.e 09:00 am to 04:00 pm minimum. The university observes 6 days' week and 1st and 3rd Saturday is a holiday.

#### **4.11 Guidelines for Visiting Faculty**

The guideline for the appointment of Visiting Faculty on full time basis at Ganpat University:

1. Principals of the respective Institute shall submit the total requirement for the semester or year along with justification over subject matter requirement, load calculation of existing faculties etc. to the university office for the approval of the Director General.
2. The Visiting faculty shall be appointed directly through the office of the principal of the concerned Institute based on the recommendation of the Internal Committee chaired by Executive Dean / Dean / Principal in order. The internal committee shall consist of Executive Dean, Dean, Principal, HoD & one internal subject expert.
3. The Institute shall try to reach out to maximum qualified candidates as per UGC criteria to generate pool of candidates to select best out of them.
4. Engagement letter shall be issued from the principal's office of the concerned Institute. The copy of engagement letter along with other required details of Visiting Faculty shall be immediately send to HR & Accounts Section for onboarding & payroll processing purpose respectively.
5. Enclosed format of engagement letter shall be used to issue engagement letter to the Visiting Faculty shortlisted through this mode.
6. Engaged Visiting Faculty details be recorded in HR module, and they shall be provided official E -mail ID & ID card and their attendance shall also be captured through biometric machine.
7. The payment of the remuneration shall be done directly to their bank account from the Accounts Section of the University on monthly basis based on the fixed amount decided in line with workload assigned by the principal of the concerned Institute.
8. Casual Leave (CL) in line with teaching staff, subject to not more than 1 CL can be availed in a month, be granted to only those Visiting Faculty engaged on all weekdays and benefit of week off plus declared Public Holidays (PH) also be granted. Those who are coming for few fixed days, CL benefits is not applicable.

#### **4.12 Guideline for the Recruitment of Management Trainee**

Ganpat University is celebrating this year as transformational year with courage, dedication and most importantly infusion of new culture which supports transformation in disciplined way. New thoughts and actions have started paying results, for instant this year total admission has crossed 4500 number, new programmes are also started. Considering the initial results

and upcoming opportunities & activities, further developmental planning and initiatives have been on execution which seriously requires more brains and hands to support to accomplish it successfully.

After contemplation, Management Trainee (MT) positions are suitably fine to cope up with increasing amount of works with quality of completion.

- Management Trainees (MTs) shall be appropriate to be trained in accordance with the University's eco system.
- MTs, as name itself suggests they shall be fresher, always have greater degree of learning approach and easy to be trained
- MTs as fresher with professional Master degree holder be able to bring new generation's approach inside with faster learning aptitude.
- MTs, if shown proper career path, shall definitely work longer as per the expectation of the University / Institute.
- MTs are cheaper source of manpower to have Master degree holders in any professional course.
- To prepare manpower for the future requirement of the University on managerial and leadership roles.

The Career Growth for the Management Trainee shall be as under:

| Sr. No. | Position                                     | Total Experience Needed |
|---------|----------------------------------------------|-------------------------|
| 1       | Management Trainee                           | Fresher                 |
| 2       | Executive                                    | two year                |
| 3       | Sr. Executive                                | Four year in total      |
| 4       | Officer                                      | Five year in total      |
| 5       | Sr. Officer                                  | Seven year in total     |
| 6       | Manager (equivalent to Assistant Registrar)* | Nine year in total      |

The later career path of Manager shall be in line with Assistant Registrar.

We may hire MTs in all constituent colleges / institutes / Centers after approval of competent authority at the University.

#### **Eligibility:**

- Fresher with master degree holder from good university / institute
- Possesses enough understanding of job profile
- Possesses proper attitude for work life
- Suitably fit for culture of the University

#### **Recruitment and Selection Process:**

The recruitment and Selection of MTs shall be as per regulation of appointment of Non-teaching staff.

#### **4.13 Selection Process for Teaching Assistant, Research Assistant and Project Assistant**

Recruitment of Teaching Assistant, Research Assistant and Project Assistant with financial assistance. An announcement for the Teaching Assistant, Research Assistant and Project Assistant thorough social media for the students passed with B.Tech / BE degree from recognized Institute.

Work and Load under Teaching Assistant shall be granted as per the Guideline of GNU-Teaching Assistant. They shall be engaged in repeat course teaching, laboratory learning process.

Role of the Research Assistant shall be helping faculty members in pursuing research related work and developing research laboratory under the area of their interest. They shall be helping under Minor / Major Research Project, Consultancy Research Project, Sponsored Research Project under supervision of faculty.

Areas where Project Assistantship can be granted are identified as under:

1. Ongoing projects of Estate department of GNU
2. Ongoing projects / assignments of IT Section of GNU
3. Electrical Department
4. Energy Project
5. Library Development of all institutes
6. Creation of various students clubs

7. Bosch Rexroth (Mechanical)
8. Bosch Rexroth (Electrical)
9. JIM Project
10. Skill Development Program
11. NASSCOM
12. EC Council
13. Incubation/SSIP
14. Sustainable Campus Development Project
15. CEU Coordinator
16. International Student Support
17. Social Media Campaigning
18. GNU-CARS
19. NAAC
20. Automobile Workshop
21. INPOD
22. SWAYAM, MOOC Course
23. Website monitoring and updation work

We may, based on the interest of the students shall assign projects to them. We may assign other projects based on the requirement of University and/or constituent college of the University.

Teaching Assistantship, Research Assistantship and Project Assistantship shall be continuous up to final semester of ceased immediately after completion of final semester examination of student's M.Tech study.

Hon Director General is humbly requested for the approval with request to nominated members of selection committee as mentioned under:

1. Hon Director General or his nominee – Chairman
2. Executive Dean of concern faculty – Member
3. Dean of concern faculty – Member
4. Principal of concern institute – Member
5. Head of the concern department – Member
6. One internal expert – Member
7. Dy. Registrar – HR - MS

#### **4.14 Guideline for Recruitment of Adjunct Faculty and Professor Emeritus**

##### **Definition**

Professor Emeritus are highly qualified and experienced, superannuated teachers of recognized universities / colleges / institutions who have been actively engaged in research and teaching programs in preceding years to undertake research and teaching, without any restriction of position or pay scale.

Adjunct Faculty is a full-time, part-time or contingent instructor. The Adjunct Faculty should be an eminent Professional/ Scientist/ Engineer having recognition at regional / national/international level and preferences be given whom having outstanding published work.

##### **Roles and Responsibilities**

Professor Emeritus/ Adjunct Faculty shall teach Courses directly related to his/ her specific expertise and professional experience or the areas of his/ her specialization. He / she ardently extend expertise into the areas like extensive research, mentoring & guiding faculty members & students, advising on academic excellence, introducing & implementation of innovative teaching pedagogy, advising & mentoring for funded projects, quest for good consultancy works, guiding for new industry interface opportunities & linkages as well as in all other areas wherein his/her expertise leads towards excellency. He/ She shall also contribute to the Institution's activities like counselling of students, developing new Course(s) and pedagogical improvements.

He/she is also expected to actively participate in service-related activities, such as sitting on departmental Committees, helping students network and active collaboration with the industry/employer providing internship and job opportunities.

**Eligibility**

Professor Emeritus: Highly qualified and experienced superannuated teachers/professionals/researchers of Institute of recognized.

Adjunct Faculty: Any Individual having 10 to 15 years of experience from industry/organization shall satisfy the following norms:

- a. Teaching and research organizations of State/Central government Institutions/Universities and reputed private / deemed universities, etc.
- b. Central and State Public Sector Undertakings (PSUs), business corporations, NGOs, and professional associations.
- c. Private reputed Industries
- d. Civil servants (IAS/IPS/officials from Central and Provincial Services) and professionals and officials from professional Councils and statutory bodies like UGC and AICTE, both serving and retired.
- e. NRIs and PIOs working with reputed overseas academic, research and industrial organizations or having a demonstrated interest in Indian issues.
- f. Skilled professionals working in organized and unorganized sectors known for their hands-on skilling techniques and expertise.

Individuals from non-academic and non-industry backgrounds with exceptional knowledge and expertise over their own field shall also be eligible.

**Period of Engagement**

It will be initially for the period of one year and it can be extended on need basis after review of the performance and recommendation of the Dean and Principal (wherein the posts are separately held), through Ganpat University Review committee as per laid regulation.

**Remuneration**

He/She may be provided with mutually agreed honorarium and facilities (e.g. residential accommodation) on discretion of Director General.

**No. of Professor Emeritus/Adjunct Faculty**

The strength shall not exceed 20% of the sanctioned strength of faculty by the University at any time. Professor emeritus shall not be taken into account while calculating Cadre ratio (the cadre ratio should be calculated for the 80% faculty only).

**Terms & Conditions**

The honorarium and facilities may be discontinued at any time for any kind of Professional misconduct by him/her.

The mode and procedure of payment of Assistance to the candidates shall be governed by the policy decision of the Ganpat University as may be notified from time to time.

The University may impose any other conditions as deemed necessary from time to time and the decision of the Ganpat University shall be final and binding upon the recipient.

**Recruitment Process**

Professor Emeritus/Adjunct Faculty shall be appointed by Director General either by inviting eminent person external or on the basis of interest/application received from eligible person based on the recommendation of the committee comprising of following members constituted by him.

Constitution of the Committee:

- Director General or his nominee - Chairman
- Dean of Faculty Concerned
- Principal of Concerned Institute
- One member from the HR Committee nominated by Director General
- One Senior Professor/Dean/Principal from other constituent faculty/Institute of GNU nominated by Director General
- H.R. Officer- Member Secretary

**4.16 Green Corridor Recruitment Policy (FastTrack Recruitment Policy)****Objective of the policy:**

1. To support important projects / Centers of Excellence of the University to move faster to achieve its objectives.
2. To provide FastTrack recruitment process to the important projects / Centers of Excellence of the University.
3. To empower to the head of important Projects / Centers of Excellence of the University to recruit skilled and critical manpower with speed of decision.

**Projects to be considered under Green Corridor Recruitment Policy:**

Those projects / centers which are strategically important for the University wherein demand-supply of the manpower is skewed except Academic Institute / Center of GUNI.

**Process:**

1. Project head shall have to table requirement of critical manpower to the University Strategic Team (UST) / Advisory Committee for approval along with qualification, eligibility criteria and pay packages.
2. Once approved from UST / Advisory Committee, the head of the project / center shall initiate the process of recruitment on his/her own with the help of project / center admin.
3. Pool of candidates can be generated through any preferable source i.e reference, job portal, linkedin, advertisement etc on continuous basis.
4. Scrutinization of the applications shall be done by the head of the project / center
5. Interview of scrutinized competent candidates shall be done on the convenience of the candidates on continuous basis.

**Formation of the Green Corridor Recruitment Committee:**

At least three members of committee based on expertise and candidate profile shall interact with candidate. Project head shall decide to invite at least three members for interaction out of which one shall be from Advisory Committee, Project Head and an expert from inside or outside of the organization. In case of expert from outside TA / DA and sitting fees shall be as per University's existing norms.

**KRA and Deployment Plan:**

Project head shall prepare Key Result Area (KRA) and placement of the identified personnel and table it to the University Strategic Team (UST) / Advisory Committee

**All administrative and coordination support to conduct the recruitment process:**

Admin of the project / center shall be responsible to provide all the administrative support required to conduct recruitment process for instant i.e. sending call letter, collecting documents & profiles, support on the day of interview, preparing Minutes of Meeting etc.

**Turn Around Time:**

The turnaround time shall be max 15 days to close the manpower requirement.

**Submission of Minutes of Meeting and all relevant documents at the University:**

1. MoM of the recruitment process and all the required documents shall be immediately submitted at the University
2. University upon receiving all documents shall immediately initiate the process of releasing Offer Letter and Appointment Letter to the selected candidates after taking approval of the Director General of the University.
3. Anything which is not covered under this policy, the decision of the Director General shall remain final.

**4.17 Procedure of re-joining for resigned employee of Ganpat University**

In pursuance of the ongoing cases of employees resigning from GNU and seeking re-joining shortly, we may frame the guideline for such cases for the optimum utilization of GNU alumni under mutual benefit.

If any employee of GNU resigns on his/her personal reason/s and later on seeks to rejoin with GNU following description as procedure may be considered,

- a) An employee who has served at any level for more than six months in Ganpat University and left the University for any other assignment/s and later on seeks to rejoin at same level of his prior appointment; he/she may be allowed to rejoin with the conditions as it was laid down in his/her prior original appointment order without any change. However the date of joining will be the date of rejoining for all future service requirements, subject to seeking rejoining within 60 days of relieving of such an employee.
- b) Procedure for rejoining will be initiated only after the concerned Head/ Reporting Authority recommends the said rejoining of such employee subject to availability of the post/s as still fully vacant.
- c) Management reserves the rights to consider exceptional cases.

## 05 Service Rules

### 5.1 Teacher to be a full- time employee:

A teacher of the University shall be a full-time salaried employee of the University and shall devote his full-time to the University. No full-time salaried teacher of the University shall without the permission of the Board of Governors engage directly or indirectly in any trade or business whatsoever or any private tuition or other work to which any emoluments or honorarium are attached.

Provided that nothing contained in this Regulation shall apply to the work under taken in connection with the examination of Universities or academic bodies or to any literary work or publication or extension lectures or, with the permission of the Director to any other similar work.

#### **Explanation:**

For purpose of this Regulation, "teacher" means a full-time salaried teacher of the University and does not include guest/visiting faculty and part-time teachers.

### 5.2 Nature of Duties:

Every teacher shall undertake to take such part in the activities of the University and perform such duties in the University as may be required by and in accordance with the Act and Regulations framed there under, for the time being in force, whether the same relate to organisation of instruction, teaching or research or the examination of students or their discipline or their welfare, and generally to act under the direction of the authorities of the University.

### 5.3 Probation:

Teachers shall be appointed on probation ordinarily for a period of two years but in no case shall the total period of probation exceed three years.

### 5.4 Confirmation:

The case of Confirmation of a teacher on probation shall be placed before the Board of Governors, not later than one month before the end of the period of probation.

The Board of Governors may then either confirm the teacher or decide not to confirm him, or extend the period of probation so as not to exceed three years in all. In case the Board of Governors decides not to confirm the teacher, whether before the end of the two years' period of his probation, or before the end of the extended period of probation, as the case may be, shall be informed in writing to that effect, not later than one month before the expiration of that period for which no reason shall be assigned.

### 5.4 Increment:

Every teacher shall draw annual increment in his scale of pay, unless it is withheld or postponed by a resolution of the Board of Governors on a reference by the Director and after the teacher has been given sufficient opportunity to make his written representation.

### 5.5. Age of retirement:

- i) Every teacher confirmed in the service of the University, shall continue in such service until he attains the age of 62 years and there after no further extension of service shall be given.

Provided further that if the date of superannuation of a teacher falls between 15th June and 31st October shall retire on 31st October and whose date of superannuation falls between 1st November and 14th June shall retire on 14th June.

- ii) In special cases, a teacher on his attaining the age of sixty two years, may be re-appointed on a contract for a period up to the age of sixty five years.

#### **Goal of Higher Education in our Country:**

The basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilisation, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism. and peace, and the principles enunciated in the preamble to our constitution.

Higher education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals.

Higher education should strive for academic excellence, and progress of arts and science, Education, research and extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make befitting contributions to international endeavour on societal needs.

The character, conduct, discipline and attitude of a teacher are expected to be such as to be useful in achieving the above goal through his contribution as a teacher.

### 5.6 Resignation

A teacher may, at any time, resign from his post by giving three months' notice in writing or on payment of three months emoluments in lieu thereof:

Provided that the Director may waive on the merit of individual case, the requirement of notice at his discretion.

#### **5.7 Fixation of initial pay of teachers**

A direct recruited teacher shall, on his appointment to a post on a time scale of pay draw pay at the minimum of the time scale unless the appointing authority decides that he shall draw pay at any higher stage.

Provided that when a teacher holding a post in the University is promoted to another post carrying duties and responsibilities of greater importance than those attaching to the post held by him, his pay will first be increased by one increment and then fixed in the higher scale at the stage next above. The teacher shall, however, have the option to be exercised in writing within a period of three months of his promotion either to have his pay fixed in the higher scale of pay from the date of promotion or from the date on which his next annual increment falls due. The option once exercised shall be final.

## 06 Leave Rules:

### 6.1 Leave Rules for Teachers

#### 6.1.1 Definition of Leave Rules

- (i) Leave includes "earned leave", "half-pay leave", "commuted leave", "extraordinary leave" and "maternity leave" but does not include period of unauthorized absence.
- (ii) "Earned leave" means leave earned on the basis of actual service rendered including the vacations.
- (iii) "Half pay leave" means leave earned in respect of completed years of service calculated according to the rules hereinafter contained.
- (iv) "Commutated leave" means leave commuted as provided for in regulations hereafter.
- (v) "Authority competent to grant leave" means the Director or any subordinate authority to which the Director may delegate the power. And mentioned in Rule-17 below.
- (vi) "Completed years of service" means continuous service of a specific duration under the University and leave including extra-ordinary leave, unless otherwise specified.

#### 6.1.2. Right to leave

- (i) Leave of any kind or description cannot be claimed as a matter of right.
- (ii) When the exigencies of service, in the opinion of the leave sanctioning authority, so demand, leave of any kind or description, may be refused or revoked by the leave sanctioning authority at any time.
- (iii) In case a teacher is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases.
- (iv) No leave shall be granted beyond the date on which the teacher is to retire.

#### 6.1.3 Earning of Leave

Except as provided in these rules, leave of a teacher shall be earned only by the period spent on duty by the teacher.

#### 6.1.4. Commencement and Termination of Leave

- (i) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the day on which duty is resumed.
- (ii) Sundays or other public holidays (except vacations) may be prefixed as well as suffixed to leave of any kind.

#### 6.1.5. Return to duty from Leave

Except with the prior permission of the authority which sanctioned him leave, no person on leave shall return to duty before the expiry of the period of leave granted to him.

#### 6.1.6. Combination of Leave

Except as otherwise provided in these rules, any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave at the sole discretion of the leave sanctioning authority.

#### 6.1.7 Commutation of one kind of Leave into another kind

- (i) At the request of a teacher, the authority, which granted him leave, may commute any kind of leave retrospectively into leave of another kind which was due and admissible to him at the time the leave was granted.

Provided that such commutation shall be at the sole discretion of the leave sanctioning authority and shall not be claimed by a teacher as a matter of right.

- (ii) The commutation of one kind of leave into another shall be subject to adjustment of the leave salary on the basis of leave finally granted to the teacher, that is to say, any amount paid to him in excess shall be recovered or any arrears due to him shall be paid.

Note:- Extraordinary leave granted on medical certificate or otherwise may be commuted retrospectively into leave not due subject to the provisions of sub-rule 9 of rule-14 (leave not due)

#### 6.1.8. Grant of Leave on Medical Certificate

- (i) An application for leave made by a teacher on medical grounds, shall be accompanied by a medical certificate in such manner and from such person as may be prescribed, defining as clearly as possible the nature and probable duration of the illness and rest, whenever applicable.
- (ii) The authority competent to grant leave may, at its discretion, secure a second medical opinion by requesting a medical officer not below the rank of a Civil Surgeon to have the applicant medically examined on an earliest possible date and the teacher concerned shall present himself for re-examination before the medical officer specified by the University.

- (iii) The grant of medical certificate under this rule does not by itself confer upon the teacher concerned any right to leave and the medical certificate shall be forwarded to the authority competent to grant leave and orders of that authority awaited.
- (vi) The authority competent to grant leave may, at its discretion, waive the production of medical certificate in case of an application for leave on medical grounds for a period not exceeding three days at a time. Such leave shall not, however, be treated as leave on medical certificate and shall be debited against a kind of leave other than leave on medical grounds at the sole discretion of the leave sanctioning authority.

#### 6.1.9. Re-joining Duty from Leave on Medical Grounds

A teacher who has been granted leave on medical certificate will be required to produce medical certificate of fitness before resuming duty in such manner and from such person as may be prescribed.

#### 6.1.10. Procedure to apply Leave

Leave should always be applied for and sanctioned before it is availed of except in case of emergency and on providing satisfactory reasons therefore.

#### 6.1.11. Leave Account

- (i) The leave account shall be maintained for each teacher in the Constituent College/ University Department.
- (ii) The order sanctioning earned leave or half pay leave to a teacher shall thereafter indicate the balance of such leave at his credit.

#### 6.1.12. Leave Year

The leave year shall run from 1st January of every year to 31st December of that year.

#### 6.1.13. Computation of Leave

Continuous temporary service put in by a teacher followed by permanent service without any break shall be included in the permanent service of the teacher for the purpose of computation of leave

### 6.2 Leave admissible to permanent teachers

#### 6.2.1 Admissible Leave

- (a) The following kinds of leave shall be admissible to permanent teacher
  - i. Leave treated as duty viz:- Casual leave, Special Casual Leave; and Duty Leave
  - ii. Leave earned by duty; viz:- Earned leave; Half pay leave; and Commuted leave.
  - iii. Leave not earned by duty; viz:- Extraordinary leave; and Leave not due Leave not debited to leave account:- Leave for academic pursuits; viz :- Study leave; and Sabbatical leave or Academic leave
- (b) The Board of Governance may, in exceptional cases, grant for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

#### 6.2.2. Casual leave

- i. A whole time teacher shall be eligible for eight days casual leave in a year for domestic and private affairs.
- ii. Casual leave cannot be combined with any other kind of leave except with special casual leave. It may be combined with holidays including Sundays.
- iii. Holidays or Sundays falling in between the period of casual leave or prefixing or suffixing casual leave shall not be counted as part of casual leave.
- iv. Casual leave cannot be carried over to the next leave year.
- v. A teacher on casual leave shall not be treated as absent from duty and his pay shall not be intermittent on this account.

#### 6.2.3 Special Casual Leave

Special Casual Leave, not exceeding ten days in a leave year, may be granted to teacher:

- (a) to conduct examination of a university, Public Service Commissions, boards of examination or other similar bodies or institutions;
- (b) to inspect academic institutions attached to statutory boards, etc.
- (c) to participate in literary, scientific or educational conferences, symposia, or seminar or cultural or athletic activities conducted by bodies recognised by the University; or
- (d) to do such other work as may be approved by the Director as academic work.

NOTE:-

- (i) In computing the ten days' leave admissible, the days of actual journey, if any to and from the places where activities specified above, take place, shall be excluded
- (ii) In addition, special casual leave to the extent mentioned below may also be granted;
  - (a) to undergo sterilization operation under family welfare programme in which case leave will be restricted to six working days; and
  - (b) to a female teacher who undergoes non-puerperal sterilization in which case leave this case will be restricted to fourteen days.
- (iii) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may, however, be granted in combination with holidays or vacations.

#### 6.2.4 Duty Leave

- i. Duty leave may be granted for performing any duty assigned by the University.
- ii. The duration of leave shall be such as may be considered necessary by the sanctioning authority on each occasion;
- iii. The leave may be granted on full pay:
- iv. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he may be sanctioned duty leave on reduced pay and allowances; and
- v. Duty leave may be combined with earned leave, half-pay leave or extraordinary leave at the discretion of the leave sanctioning authority.

#### 6.2.5. Earned Leave

- (i) Earned leave admissible to a teacher shall be:-
  - (a) 1/3 0th of actual service including vacation; plus
  - (b) 1/3rd of the period, if any, during which he/she is required to perform duty during vacation

NOTE:

- (i) For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.
- (ii) Earned leave at the credit of a teacher shall be limited to 300days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher studies, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India:
- (iii) Prefixing and suffixing holidays to leave, other than leave on medical certificate, shall be allowed automatically except in cases where for administrative reasons, permission for suffixing or prefixing holidays to leave is specifically withheld. In the case of leave on medical certificate, if the day on which a teacher is certified medically fit for rejoining duty happens to be holiday, he/she shall be automatically allowed to suffix such holidays to his medical leave and such day(s) shall not be counted as leave.

NOTE-1.

When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

NOTE-2

In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of leave spent in India shall not in the aggregate exceed 120 days.

#### 6.2.6 Half Pay Leave

Half pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on the basis of a medical certificate from a registered medical practitioner, or for private affairs or for academic purposes.

NOTE: A "completed year of service" means continuous service of specified duration under the University and includes periods spent on duty as well as period of leave including extraordinary leave.

#### 6.2.7 Commuted Leave

- (1) Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of a

medical certificate to a permanent teacher subject to the following conditions:-

- (i) Commuted leave during the entire service shall be limited to a maximum of 24 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time:

Provided that no commuted leave shall be granted under the provision of these rules unless the authority competent to sanction leave has reasons to believe that the teacher will return to duty on its expiry.

- (2) Half-pay leave up to a maximum of 180 days may be allowed to be commuted during the entire service (without production of a medical certificate) where such leave is utilized for an approved course of study certified to be in the university interest by the leave sanctioning authority.
- (3) Where a teacher who has been granted commuted leave resigns from service or, at his request, is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered:

Provided that no such recovery shall be made if the retirement is by reason of ill health in incapacitating the teacher for further service or in the event of his death.

NOTE : Commuted leave may be granted at the request of the teacher even when earned leave is due to him.

#### 6.2.8. Extraordinary Leave:-

- (i) A permanent teacher may be granted extraordinary leave for good and sufficient reasons:
  - (a) when no other leave is admissible; or
  - (b) when other leave is admissible, but the teacher applies for the grant of extraordinary leave.
- (ii) Extraordinary leave shall always be without pay and allowances.
- (iii) Extraordinary leave shall not count for increment except in the following cases:
  - (a) Leave taken on the basis of medical certificate;  
Cases where the Leave Sanctioning authority, as the case may be, is satisfied that the leave was taken due to causes beyond the control of the teacher, such a inability to join or rejoin duty due to civil commotion or a natural calamity provided that the teacher has no other kind of leave at his credit.  
Leave taken for prosecuting higher studies; or
  - (d) Leave granted to accept an invitation to a teaching assignment or a fellowship or research-cum-teaching assignment or an assignment for technical or academic work of importance.
- (iv) Extraordinary leave may be combined with any other leave except casual leave and special casual leave provided that the total period of continuous absence from duty of leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate.
- (v) The total period of absence from duty shall in no case exceed five years in all during the entire period of service.
- (vi) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave at its sole discretion for reasons to be recorded in writing.

#### 6.2.9 Leave Not Due

- (i) 'Leave not due', may, at the discretion of the Director, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him subsequently.
- (ii) 'Leave not due' shall not be granted unless the Director is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (iii) A teacher to whom 'Leave not due' is granted, shall not be permitted to tender his resignation from service so long as the debit balance in his leave account is not wiped off by active service, or he refunds the amount paid to him as pay and allowances for the period for which it was not earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating a teacher for further service, refund of leave salary to the teacher for the period of leave still to be earned may be waived by the Board of Governors.

Provided further that the Board of Governors may, in any other exceptions case waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

#### 6.2.10 Study Leave

- (i) Study leave may be granted to a permanent whole-time teacher after a minimum of 3 years of continuous service, to pursue a special course of study or research directly related to his work in the University or to make a special study of the various aspects of university organisation and methods of education. The paid period of study leave may be for three years, but two years may be given in the first instance, extendable by one more year if there is adequate progress as reported by the research guide:

Provided that the Board of Governors, may, in the special circumstances of case, waive the condition of three years' service being continuous.

EXPLANATION: In computing the length of service, the duration for which a person was on probation or engaged as a research assistant may be reckoned provided -

- (a) the person is a teacher on the date of the application; and there is no break in service.
- (ii) Study leave shall be granted by the Board of Governors on the recommendations of the Director. Study leave shall not be granted for more than three years in one spell, save in very exceptional cases where the Board of Governors is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.
- (iii) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he is expected to return to duty after the expiry of study leave.
- (iv) Study leave may be granted not more than twice during one's career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.
- (v) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research originally agreed to by the Board of Governors without the permission of the Board of Governors. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Board of Governors to treat the period of short fall as extraordinary leave has been obtained.
- (vi) Grant of study leave shall be subject to the provisions of sub-clauses (vii) and (viii) below.
- (vii) The amount of scholarship, fellowship or other financial assistance that a teacher who is granted study leave has been awarded, will not preclude his being granted study leave with pay and allowances but the scholarship etc; so received shall be taken into account in determining the pay and allowances on which the study leave may be granted. The foreign scholarship or the fellowship would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living of a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited
- (viii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run up to the expiry of the vacation. A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- (ix) A teacher granted study leave shall on his return and re-joining the service of the University may be eligible to the benefit of the annual increments) which he would have earned in the course of time if he had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.

Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within twelve months of its sanction.

Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

- (xi) A teacher availing himself of study leave shall undertake in the bond to be executed by him that he shall serve the University for a continuous period of at least three years to be calculated from the date of his resuming duty after the expiry of the study leave.
- (xii) A teacher :-

- (a) who fails to rejoin his service in the University on the expiry of his study leave ;or  
who rejoins the service of the University but leaves the service without completing the prescribed period of service after rejoining the service, or  
who, within the said period, is dismissed or removed from the service of the University, shall be liable to refund to the University, the amount of leave salary and allowances air other expenses, incurred on the teacher or paid to him or on his behalf in connection with the course of study approved by the Board of Governors.

Provided that if a teacher had served in the University for a period of not less than half the period of service prescribed for the purpose, on return from study leave, he shall refund to the University half of the amount calculated as above. In case the teacher has been granted study leave without pay and allowances, he shall be liable to pay the University an amount equivalent to his four months pay and allowances calculated on the basis of pay and allowances last drawn as well as other expenses incurred by the University in connection with the course of study.

EXPLANATION:

- (a) If a teacher asks for extension of Study Leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he shall be deemed to have failed to rejoin the service on the expiry on his leave for the purpose of recovery of dues under these rules.
- (b) Notwithstanding the above, the Board of Governors may order that nothing in these rules shall apply to a teacher who within three years of return to duty from study leave is permitted to retire from service on medical grounds. Provided that the Board of Governors may, in any other exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher under these rules.
- (xiii) (a) After leave has been sanctioned, the teacher shall, before availing himself of leave, execute a bond in favour of the University in the prescribed form binding himself to service in the University for not less than double the period of study leave sanctioned to him on full, half or no pay, as the case may be, subject to a maximum period of three years.
- (b) In addition to executing a bond as aforesaid, the teacher shall furnish security of two permanent teachers and give security of immovable property to the satisfaction of the University or a fidelity bond of an insurance company or guarantee by a scheduled bank for the amount which might become refundable to the University in accordance with sub-clause (xiii) above.

The Sureties furnished should be acceptable to the University. Where the two sureties provided by the teacher are those who are permanent teachers of the institution to which the teacher belongs, the University, may, at its discretion, waive the additional requirement of getting security of immovable property or a fidelity bond of an insurant company or a guarantee by a scheduled bank. The surety clause shall form part of the study leave bond and the persons giving surety shall be liable to pay to the University the amount recoverable from the teacher concerned on his failure to fulfil the obligations contained in the bond.

- (xiv) The teacher shall submit to the Registrar six monthly reports of progress in his studies from his supervisor or the head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

#### 6.2.11 Sabbatical leave / academic leave

- (i) Permanent full-time teachers of the University who have completed seven years of service as lecturer selection grade/ reader or professor, may be granted sabbatical Leave to undertake study or research or other academic pursuits solely for the object of increasing their proficiency and usefulness to the University and the higher education system.
- (ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- (iii) A teacher who has availed himself of study leave, shall not be entitled to the sabbatical leave.
- (iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowance; (subject to the prescribed conditions being fulfilled) at the rates applicable to him immediately prior to his proceeding on sabbatical leave.
- (v) A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organisation in India or abroad. He may, however, be allowed to accept a fellowship or a research scholarship or ad-hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Board of Governance may, if it so desires, sanction Sabbatical leave on reduced pay any allowances.
- (vi) During the period of sabbatical leave, the teacher shall be allowed to draw his increments on due date. The period of leave shall also count as service for purposes of contributory provident fund, as the case may be, provided that the teacher rejoins the university on the expiry of his leave.

NOTE -I: The programme to be followed by the teacher during the sabbatical leave shall be submitted to the University for approval along with the application for grant of leave.

NOTE -II: On return from leave, the teacher shall report to the University the nature of studies, research or other work undertaken during the period of leave.

#### 6.2.12 Leave Salary

- (i) A teacher on earned leave is entitled to leave salary equivalent to the pay drawn immediately before proceeding on leave.
  - (ii) A teacher on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in sub-rule(1).
  - (iii) A teacher on commuted leave is entitled to leave salary equal to the amount admissible under sub-rule(1).
- (2) A teacher on extraordinary leave is not entitled to any leave salary.

#### 6.13 Teachers appointed on probation:

A teacher, appointed as a probationer against a substantive vacancy and with definite terms of probation, shall during the period of probation, be granted leave which would be admissible to him if he had held his post substantively otherwise than on probation. If for any reason it is proposed to terminate the services of a probationer, any leave granted to him shall not extend beyond the date on which the probationary period expires or any earlier date on which his services are terminated by the orders of the Board of Governors. If a person in the permanent service of the university is appointed 'on probation' to a higher post, he shall not, during probation, be deprived of the benefit of leave rules applicable to his permanent post

#### 6.14 Teachers appointed on contract or adhoc basis:

A teacher appointed on contract or ad-hoc basis will be granted leave in accordance with the terms of contract.

### 6.3. Leave Sanction Authorities Matrix for Teaching As Well As Non-Teaching Staff.

| Sr. No. | Kind of Leave                                                          | Person                                                                                                                                                                                                         | Sanctioning Authority                                                  |
|---------|------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
|         | All other kind of leave ,Casual leave, special cause leave, Duty Leave | 1) Registrar / PVC / Dean<br>2) Principal / Chairperson<br>3) Head of the Department<br>4) Teachers excluding Principal<br>5) Non-teaching staff of the college / department<br>6) All staff of the University | Hon. DG<br>Hon. DG<br>Principal<br>Principal<br>Principal<br>Registrar |

## 07 Pay Policy

### 7.1 Ganpat University Up Gradation under Higher Pay Scale Scheme for Non-Teaching Staff - 12/24 Years of Service

1. Short Title: These rules may be called the “Ganpat University Up Gradation under Higher Pay Scale Scheme for Non-Teaching Staff - 12/24 Years of Service.
2. Extent of Application: Except where it is otherwise expressly or impliedly provided, these rules shall applied to all existing Non-Teaching staff of Ganpat University and its constituent Colleges, Promoting Body, and Institutes run by it, and shall apply to those who shall be recruited hereafter.
3. Eligibility to get benefit under this Policy:
  - 3.1 An employee would be given first up gradation who has completed 12 years of regular service on or after Finance Department, Gujarat Government’s notification no. PGR/102007/615/M dated 02.07.2007 on one pay scale and cadre with 12 annual increments provided an employee should not have more than 1 promotion during the period. Second up gradation would be admissible on completion of 24 years of service, or on completion of 12 years after award of first up gradation under this Scheme subject to prior this an employee should not have more than 1 promotion / up gradation.
  - 3.2 An employee who have completed 9 years of service before Finance Department, Gujarat Government’s notification no. PGR/102007/615/M dated 02.07.2007 shall be given higher pay scale as per Finance Department, Gujarat Government’s notification no. PGR/1194/44/M dated 16.08.1994.
  - 3.3 An employee who has already been awarded higher pay scale as per Finance Department, Gujarat Government’s notification no. PGR/102007/615/M dated 02.07.2007 and PGR/112004/82/M dated 01.04.2004 shall be eligible to get second higher pay scale after the completion of 15 years from the date of awarded first up gradation on 9th years means would be admissible on 24 years.
  - 3.4 An employee who has completed 9 years of service on or after Finance Department, Gujarat Government’s notification no. PGR/102007/615/M dated 02.07.2007 shall be eligible to get first up gradation on 12 years. There is alternative is given under this matter.
  - 3.5 In case of interrupted promotions, if the service period of this kind of promotions is taken for calculation of increment then the service of lower cadre would be taken for eligibility of high pay scale; the service of higher cadre for the calculation of higher pay scale would not be considered.
  - 3.6 Up to 01.07.2007 first, second and third higher pay scale on 9, 18 and 27 years as per Finance Department, Gujarat Government’s notification no. PGR/1194/44/M dated 16.08.1994 would be admissible to employees according this eligibility subject to fulfilment of other conditions of the notification.

From 02.07.2007 as eligibility, first and second higher pay scale would be admissible to employees as per Finance Department, Gujarat Government’s notification no. PGR/102007/615/M dated 02.07.2007 subject to fulfilment of other conditions of the notification.
4. After deliberation over the prevailing practices of awarding benefit under the 12/24 years of service and the integrated instructions given under the Finance Department, Gujarat Government’s Notification No. PGR–102015–605515–M dated 30.09.2015, to have balancing approach, below points are considered as part of this addendum.
  - i. As per paragraph no 5(1) of Finance Department, Gujarat Government’s notification no. PGR–102015–605515–M dated 30.09.2015. Period of Leave without pay is unworthy for increment therefore could not be considered for calculation of higher pay scale.
  - ii. Along with regular service, service on fix employment shall be considered into the account while calculating total service to get eligibility except worked as daily wagers.
  - iii. As per paragraph no 2(2) of Finance Department, Gujarat Government’s notification no. PGR–102015–605515–M dated 30.09.2015 at the time of granting first higher pay scale an employee should have not more than 1 promotion.
  - iv. As per paragraph no 13 of Finance Department, Gujarat Government’s notification no. PGR–102015–605515–M dated 30.09.2015 an employee shall have to give undertaking that he shall not reject benefit under 12/24 years of service as per annexure – 2 of the notification.
  - v. As per paragraph no 17(2) of Finance Department, Gujarat Government’s notification no. PGR–102015–605515–M dated 30.09.2015 an employee shall have to give undertaking with respect to payable arrear amount be remitted to him/herself to head of the department under 12/24 years of service as per annexure – 3 of the notification.
  - vi. Period of service shall simply be reckoned without considering transferred if any given especially due to being surplus in previous organization.
  - vii. An eligible non-teaching employee, for the purpose of granting Up Gradation under 12/24 years of service, shall have to undergo training pertaining to computer literacy, soft skill as well as other components suitably fit to the post held by him/her and shall have to clear assessment at the end of training with appropriate minimum grading,

failing which no increment will be released.

viii. Employees, whom the benefit is already granted earlier, shall have to undergo above said training and clear assessment. Failing which no increment will be released.

5. Other terms and conditions of Ganpat University Up Gradation under Higher Pay Scale Scheme for Non-Teaching Staff - 12/24 Years of Service would be as per The Integrated Notification (Instructions) of Finance Department, Gujarat Government's Notification No. PGR-102015-605515-M dated 30.09.2015.
6. Notwithstanding anything not contained in this addendum and/or original policy of this addendum and/or above mentioned Government notification no. PGR-102015-605515-M dated 30.09.2015, Director is empowered to take appropriate decision.

Annexure – 1

Vide instruction paragraph no 17(1) and 9(2) of Finance Department, Gujarat Government's notification no. PGR-102015-605515-M dated 30.09.2015.

| Sr. No. | Modified pay structure wef 01.01.2006 (Rs.) |           | Admissible higher pay scale against modified structure wef 01.01.2006 (Rs.) |           |
|---------|---------------------------------------------|-----------|-----------------------------------------------------------------------------|-----------|
|         | Pay Band                                    | Grade Pay | Pay Band                                                                    | Grade Pay |
| 1.      | 4440-7440                                   | 1300      | 4440-7440                                                                   | 1400      |
| 2.      | 4440-7440                                   | 1400      | 4440-7440                                                                   | 1650      |
| 3.      | 4440-7440                                   | 1650      | 5200-20200                                                                  | 1800      |
| 4.      | 5200-20200                                  | 1800      | 5200-20200                                                                  | 1900      |
| 5.      | 5200-20200                                  | 1900      | 5200-20200                                                                  | 2000      |
| 6.      | 5200-20200                                  | 2000      | 5200-20200                                                                  | 2400      |
| 7.      | 5200-20200                                  | 2400      | 5200-20200                                                                  | 2800      |
| 8.      | 5200-20200                                  | 2800      | 9300-34800                                                                  | 4200      |
| 9.      | 9300-34800                                  | 4200      | 9300-34800                                                                  | 4400      |
| 10.     | 9300-34800                                  | 4400      | 9300-34800                                                                  | 4600      |

Recommendations of the committee set to review the majority of cases under 12/24 Higher Grade Pay on dated 28th Oct., 2015, the committee members were as under:

Dr. P. H. Shah (Dy. Director, Academic, GNU) as Chairman, Dr. R. K. Patel (Principal, SKPCPER) as member, Dr. K. M. Chudasma (Principal, VMPCMS) as member, Mr. Lalit Patel (Account Officer) as member and Mr. Sandeep Patel (HR Officer) as member secretary

The recommendations for 12/24 Higher Grade Pay are as under:

1. Gujarat Government Regulation on 12/24 years of service states benefit be granted only twice; one on the completion of first 12 years continuous service and second on completion of 15 years from the date of first benefit under 12/24 years of service or on completion of total 24 years of continuous service.
2. It is suggested to release the benefit of 12/24 years of service from the actual date of eligibility with arrears.

## 7.2 Policy regarding AGP rise and Ph.D. Increment under Ganpat University –Career Advancement Scheme for Teaching Staff.

It is hereby notified for information of all concerned that the Hon. Director General in exercise of power conferred upon him under section 19(3) of Ganpat University Act. 2005, has approved the amendment in Ganpat University -Career Advancement Scheme Policy (CAS) awards two additional increments to the existing teaching staff who completes Ph.D. degree as per the guideline laid down by the UGC for obtaining Ph.D. degree.

The University till date has awarded two additional increments if existing teaching staff obtains Ph.D. Degree without any additional conditions. It is the need of hour, to expedite the activities in the field of research in line with the other reputed institutes to infuse the research based real-time learning at the course of faculty members and shall definitely percolate to the students of the University.

Following are the amendments in the existing notification no 88/2014 under the clauses for the provision for Ph.D. Increment.

Existing Clause 1: As a matter of precedence gives two increments to teachers who complete their Ph.D. while in service if such Ph.D. is in relevant discipline of the employment and has been awarded by a University complying with the process prescribed by the UGC for Ph.D enrollment, course work, evaluation, etc.

Revised Clause 1: As a matter of precedence gives two increments to teachers who complete their Ph.D. in service if such Ph.D. is in relevant discipline of the employment and has been awarded by a University complying with the process prescribed by the UGC for Ph.D enrollment, course work, evaluation, etc. Awardee shall comply the following conditions within two years from the date of effect of additional increments or this notification whichever is later.

- 1.1 To complete either a major or a minor research project funded by any reputed organization, be it government or non-government.
- 1.2 To publish at least one quality research paper in reputed journal enlisted with UGC.
- 1.3 To portrait himself/herself as the Researcher of the Ganpat University as and when develops any research paper, article and any such other documents.

Existing Clause 2 : Notwithstanding anything above those who have already availed the benefits of advance increments for possessing Ph.D. / M.Phil. at the entry level shall not be entitled to the benefit of advance increments.

Revised Clause 2: Notwithstanding anything above those who have already availed the benefits of advance increments for possessing Ph.D. / M.Phil. at the entry level shall not be entitled to the benefit of advance increments, however the following conditions are applicable:

The awardee shall have to comply following conditions within two years from the date of effect/ joining:

- 2.1 To complete either a major or a minor research project funded by any reputed organization, be it government or non-government.
- 2.2 To publish at least one quality research paper in reputed journal enlisted with UGC.
- 2.3 To portrait himself/herself as the Researcher of the Ganpat University as and when develops any research paper, article and any such other documents.

Existing Clause 3: Notwithstanding anything above those who have been selected /promoted without having prerequisite minimum qualification for the post as per UGC/AICTE/GNU norms shall not be considered for advance increments for possessing Ph.D.

Revised Clause 3: Notwithstanding anything above those who have been designated on higher post/availed higher cadre financial benefits/promotion as a special case/s shall not be considered for advance increments for possessing Ph.D., however the following conditions are applicable:

The awardee shall have to comply following conditions within two years from the date of effect of Promotion on higher post /availed higher carder financial benefits/additional increments or this notification whichever is later.

- 3.1 The employee shall have to complete either one major or two minor research project funded by any reputed organization, be it government or non-government, and
- 3.2 To publish at least two quality research paper in reputed journal enlisted with UGC with minimum 01 impact factor.
- 3.3 The awardee shall portrait himself / herself as the Researcher of the Ganpat University as and when develops any research paper, article and any such other documents.

The amendment is applicable to as follows:

1. Those teaching staff who has been granted advance increments on completion of Ph.D./M.Phil. on or after 01/10/2011, Revised clause 1 shall be applicable.
2. To all existing Associate professor, revised clause no.3 shall be applicable.
3. To all existing Professors, Revised clause no.3 shall be applicable.

The above mentioned all conditions shall be applicable in the following manner:

1. Candidates shall have to comply with at least one condition within first year from the date of effect of this revised policy to avail the benefits of Annual Increment and all conditions within 2 years from the date of effect of this revised policy to avail the benefits of Annual Increment, AGP Revision, and Promotion etc. as may be applicable.
2. Failing which no financial benefit (Annual Increment, AGP Revision, Promotion etc.) be granted and in such cases as and when conditions are complied, financial benefit shall be granted without retrospective effect.

In case of extended Period of complying the conditions, the benefits will be granted from the next eligible date without retrospective effect.

### **7.3 Ganpat University Career Advancement Policy for Non-Teaching Staff**

Ganpat University as a whole witnessing growth in leaps and bounds at its all most all the constituent institutes. All the employees are being provided equal opportunities to participate in the growth and employees working at all cadres have tried to participate as per their best ability and skill. We the University has always considered our employees as our family members.

Employees working at some cadres work from behind the screen and try to accomplish maximum. Employees belong to Admin staff, Technical staff and support staff are the ones who have been with Ganpat University since long, their loyalty and commitment in terms of longevity is highest among the employees working at all other cadres. We, the Ganpat University

always take care of employees. Long service reward is such recognition which matter a lot for employee and equally requires to keep unconditional loyalty and commitment from employee toward organization.

Hence, this policy for career progression for non-teaching staff is conceived for the employees working at Admin staff, Technical staff and support staff.

Need of Career Progression Policy for Non-Teaching Staff:

1. To provide equal opportunity to the staff working at Class III & IV to evolve further and serve on higher cadre.
2. To motivate staff who have worked longer for the University by striking out anomalies at lower cadre.
3. To reward long service performers.
4. To show confidence in the Class III & IV staff

Minimum Eligibility Criteria for Career Progression:

1. Employee must have completed required number of years of service on adequate cadre.
2. Employee must have consistently performer – weighted through Performance Appraisal Process of the University.
3. Employee should have acquired adequate skill / knowledge through formal training / course required for promotion on higher cadre.
4. There must be availability vacant cadre at respective institute / section.
5. Employee must have good conduct through out the service in accordance with GUNI CoC.

Career Path in Administrative Positions:

| Position                    | No of years of Experience Required |
|-----------------------------|------------------------------------|
| Jr. Clerk                   | Upto initial 6 years               |
| Clerk                       | Upon completion of 6 yrs of exp.   |
| Sr. Clerk                   | Upon completion of 12 yrs of exp.  |
| Asst. Head Clerk            | Upon completion of 18 yrs of exp.  |
| Head Clerk                  | Upon completion of 24 yrs of exp.  |
| Asst. Office Superintendent | Upon completion of 30 yrs of exp.  |
| Office Superintendent       | Upon completion of 36 yrs of exp.  |

Career Path for Technical staff:

| Position                 | No of years of Experience Required |
|--------------------------|------------------------------------|
| Laboratory Assistant     | Up to initial 12 years             |
| Sr. Laboratory Assistant | Upon completion of 12 yrs of exp.  |
| Laboratory In-Charge     | Upon completion of 24 yrs of exp.  |

Monetary benefit under the Career Progression Policy:

Applicability

Clerical staff, technical staff and library staff below the Pay Band of 15600-39100.

Additional increments shall be provided as mentioned under

1. Upon completion 6 yrs of service – 1 additional increment
2. Upon completion 12 yrs of service – 2 additional increments + benefit of 12/24 yrs of service
3. Upon completion 18 yrs of service – 3 additional increments
4. Upon completion 24 yrs of service – benefit of 12/24 yrs of service

Anything which is not covered under this policy, the decision of the Director General shall remain final.

#### 7.4 Policy for Annual Increments

Annual increment shall be entirely based on the evaluation of the performance and conduct of the staff. Annual increment shall be granted in line with the UGC norms / Ganpat University norms to all the staff members and appropriate rise of Dearness Allowance also be granted.

## 08 Performance Based Appraisal System

Performance Appraisal is the most crucial HR function for every organization. The organization's development entirely depends upon the employees' productivity and capabilities that can reflect from employees' performance.

Ganpat University has started the Performance Management System since its inception and updated subsequently from time to time. Individual Performance is always taken on priority for every activity/decision related to employees. To achieve the vision and mission of Ganpat University, contribution of every employee does matter and therefore measuring performance is crucial one to align efforts of all employees in one direction.

The performance shall be assessed every year based on actual work done during the previous academic year.

The objective is not only to evaluate the performance as per established norms but also to identify potentiality and improvement that can eventually lead to further progress and growth of the organization and employee.

The performance of each employee shall be assessed according to the set criteria mentioned in the Performance Appraisal Form. Promotions, Career Advancement Scheme (CAS), and other monetary and non-monetary benefits shall be based on PBAS score. Additional duties and responsibilities assigned by the University also be given appropriate weightage in their overall assessment.

The Revised Criteria for Teaching and Non-Teaching Staff are included in PBAS as mentioned below.

For Teaching Staff:

1. Teaching-Learning Aspects
2. Workshop, Conference, STTP, Symposium etc attended / organized
3. Research, Project, Publication, Consultancy, Patent etc.
4. Co-curricular and extracurricular activity
5. Behavioural Characteristics and Soft Skills
6. And other tangible and intangible aspects

For Non-Teaching Staff:

1. Contribution to Mission, Core Values and Services to others
2. Services to Students, Parents, Staff, Visitors, Vendors
3. Teamwork / Mutual Respect
4. Communication
5. Continuous Development
6. Integrity and Loyalty
7. Behavioural Characteristics and Soft Skills
8. And other tangible and intangible aspects

Objectives:

1. Continuous Improvement in Quality of Teaching-Learning Experience
2. Continuous Improvement in Participation of Faculty in Domain of Research Project, consultancy, etc.
3. Continuous Learning by a staff member through various platforms like Workshop, Conference, STTP etc.
4. Continuous involvement of staff to achieve minimum expectation by the Management
5. To engage staff in Co-Curriculum and Extra Curriculum Activities

Methodology;

1. Appraisee shall have to fill all information with supporting documents as asked in PBAS Form and shall submit to his / her reporting officer duly signed by him/her with a prescribed timeline.
2. Reporting officer upon receiving filled-in Performance Appraisal Form shall evaluate and rate it after careful consideration and submit it to the reviewing officer with his/her recommendation.
3. Reviewing Officer upon receiving filled-in Performance Appraisal Form evaluated by the reporting officer shall sent it to the University after verifying grading and recommendation given by the Reporting Officer along with his own recommendation in clear cut manner.
4. The University shall convene the Performance Appraisal Review Committee to review all the received filled-in Performance Appraisal Forms. The Performance Appraisal Review Committee shall submit its recommendation to the office of Hon. Director General for the final approval.

Outcome of the Performance Based Appraisal System shall have its implications on the all activities and decisions related to the employees along with monetary and non-monetary benefits.

The PABS Form for all teaching staff is attached as annexure – A

The PABS Form for all non-teaching staff (Office Superintendent and above post) is attached as annexure – B

The PABS Form for all non-teaching staff (below Office Superintendent post) is attached as annexure – C

The Criteria of Performance Based Appraisal System may be changed / updated based on the requirement and approval from competent authority.

## 09 Staff Training & Development

### 9.1 Centre for Staff Training

#### 9.1.1 Preamble

To enhance the skills and knowledge of the teaching and non-teaching staff in their core activities and associated soft skills which will contribute immensely towards enhancement of performance and efficacy, of the employee as individual and in group.

To achieve vision and mission of the University and its constitute institutes along with long-term & short-term goals, all the associated individuals should equip with right kinds of skill and knowledge set.

#### 9.1.2 Objectives of the CST

1. Shall help to achieve long-term and short-term objectives of the University / Institute through enhancing the capabilities of the staff members.
2. Survey on regular basis to identify various subjects for training to be provided (Training Need Identification)
3. To Increase productivity and adherence to quality standards
4. Increasing organizational stability and flexibility in all circumstances
5. To bring clarity on role, responsibility and duty of employees
6. Imparting induction training to the newly recruited employees.
7. Development of team of skilled professional
8. To enhance the performance of the staff by bringing clarity to the role and responsibility
9. To promote enhanced learning of new developments in the technical fields, and acquire skills to be more effective resulting in overall development of self as faculty and efficient support contributor.

#### 9.1.3 Functions of CST

1. To organise technical and non-technical training programmes for faculty development fine tune the work ethos and outlook.
2. To develop and introduce the curriculum of training the faculty and support wing members.
3. To conduct training need identification through survey and discussion.
4. To conduct detailed analysis of the training modules and identify the facilitators to impart the training on scheduled basis.
5. To periodically modify/amend the training doctrines in alignment with the need of the day.
6. To conduct feedback immediate after every training from all participants to check effectiveness of training conducted, physical resources used and other aspects of the training.
7. To act as the nodal agency for the faculty and support staff for all types of assistance in enhancing professional and soft skill traits.
8. To act as the approving and recording agency for the various training organised, by maintaining the relevant data of the attendees.
9. To identify qualified and renowned facilitators and co-ordinate the training dates and schedules in a manner to obtain the best outcome in terms of attendance and exposure to the trainees.
10. To advice on the up gradation of participating attendees based on performance and excellence in skills acquired.
11. To prepare annual budget of Centre for Staff Training.

#### 9.1.4 Types of Training

##### 1.1 Technical Training

This will involve training on the technical skills or professional skills for the faculty, in their respective fields, to enhance technical ability to perform their job efficiently and effectively.

##### 1.2 Non Technical Training

This will involve training in development of soft skills of individuals and cohesive group development, to enhance inter personal and intra personal outlook.

#### 9.1.5 Attendees

Technical and non-technical training shall be provided to the teaching and non-teaching staff of all cadres sensing their role and responsibilities and ability to perform their duty.

### 9.1.6 Training Subjects

The Technical training subjects will be work/ subject related enhancement training which would be work place need specific.

Non-Technical Training subjects will be as per the grouping shown below.

#### Executive Group

The following subjects will be included while training the executive group.

- a. Leadership, building trust & Respect
- b. Conflict Management
- c. Motivation and Team Building
- d. Cultural building with Positive Environment
- e. Time Management
- f. Office management
- g. Managing Meetings
- h. Image building of Institute / Centre
- i. Communication and Interpersonal Relations

#### Faculties

The training will be imparted in the following skills

- a. Research and SPSS
- b. Teaching Pedagogy
- c. How to bring best from the students
- d. Computer and particular softwares
- e. Discipline
- f. Time management
- g. Student teacher relationship
- h. Grooming
- i. Communication skills
- j. Cohesiveness

#### Admin

- a. Discipline and Team Building
- b. Time management
- c. Communication skills
- d. Letter writing and documentation
- e. Innovative thinking
- f. Leadership and supervision
- g. Employee retention

#### Support Team

- a. Discipline and Cohesiveness
- b. Time and Space management
- c. Work ethics and attitude at work place
- d. Physical Fitness and Drill
- e. Behaviour based safety and attitude
- f. Dress ethics and personal grooming
- g. Health and Hygiene
- h. Traffic rules and road ethics
- i. Anger Management
- j. Communication skills

### 9.1.7 Organisation

Advisory Committee

Composition of Advisory Committee

- a. Pro-Chancellor and Director General
- b. Pro Vice Chancellor
- c. Pro Vice Chancellor and Executive Registrar
- d. Two Executive Deans nominated by the Director General
- e. Jt. Registrar
- f. OIC – Training
- g. Dy. Registrar – HR

The role of the advisory committee

- a. Policy Framing
- b. Laying down skill and financial targets.
- c. Suggesting measures for training programs
- d. Monitoring progress every quarter
- e. Advice and support the Executive Committee.

Meeting schedule Once every quarter

Executive Committee

Composition

- a. OIC Training
- b. Dy. Registrar – HR
- c. Nodal Training Co-ordinator
- d. Training co-ordinators - one from each institute

Role of Executive committee

To implement the directions of advisory committee

To prepare detailed training plan and schedule

To plan and co-ordinate training resources including facilitators

Identify and co-ordinate establishments, facilities for advanced technical training

To organise talks and seminars to increase awareness.

To create a support base for trainees seeking extra facility for enhancing skills

The committee will meet once every month

Centre for Staff Training (CST)

The CST will function under the guidance and control of the Executive Committee

1.3 The composition of the CST will be as below

- a. Officer In-charge Training - To be nominated by the Director General
- b. Training Co-ordinator: To be deploy from HR Section
- c. Records Clerk: To be deploy from internally
- d. Facilitators: as nominated by the OIC based on the training requirement

Responsibility of CST:

Officer In-charge Training

- a. He will be nominated by the University
- b. He will be responsible for the entire planning, an execution of external training
- c. He will issue the training plan for every quarter in well in advance to facilitate sparing the participants by their respective faculties
- d. He will advice adding or modifying training modules as required
- e. He will link with the Executive Dean / Dean / Principal of the Faculty / Institute and ensure the respective

participants are relieved by their concerned office

- f. He will assess the facilitators for their performance
  - g. He will report to the Advisory Committee and Executive Committee
- Training Co-ordinator
- h. He will be nominated from the HR Branch.
  - i. He will be responsible for co-ordination.
  - j. External training schedule for the university.
  - k. He will detail facilitators for training as directed by the OIC training.
  - l. He will report to the OIC training.
  - m. He will maintain the record of all training schedules in the campus.
  - n. He will coordinate with the facilitators and allot training schedules on the directions of the OIC.
  - o. He will maintain proper records of all the training carried out.

Facilitators:

The OIC will project the requirement of facilitators based on the training requirement and schedule to the executive committee every quarter.

Assistant Clerk:

He will maintain all records of the Training Cell and be the custodian of all stores of training.

## 10 Staff Welfare Activities

### 10.1 25% scholarship to University Employees' children / spouse studying at Ganpat University in any programs.

Scholarship of 25% of net tuition fee paid for entire study of Ganpat University for the child and spouse of employees of Ganpat University and MDEF who are going to take admission in any programme of Ganpat University w.e.f academic year 2015-16.

### 10.2 Residential facility for staff members within Ganpat University Campus at nominal cost on availability basis.

#### Preamble

GNU aims to provide comfortable as well as safe accommodation facility and promote a spirit of community, in which its people can learn, work and interact freely without fear of discrimination, and prejudice. University encourages all its employees irrespective of cadre to live within the campus and contribute towards the development of campus while they stay on the campus. Campus houses all cadres' residence facility and offers them comfortable living environment alongside nature. Campus houses English medium school, Sainik School for girls and Gujarati Medium School, Shopping Centre, Health Care Centre at subsidized rates, Sports Facility, scholarship for kids, cultural programs & festival celebrations etc. which fulfills requirement for the comfortable living on campus and managing work – life balance.

#### Name of the Policy

This policy is called as Ganpat University Campus Residence Policy

#### Objective

To encourage employees of all cadres to stay on campus and contribute towards the strengthening of ecosystem of the campus.

#### Who is Eligible

This policy is applicable to all the employees (all cadres) of the Ganpat University as well as to the individuals whom Ganpat University may from time to time make eligible for availing.

#### Applicability:

This policy shall come in force from April 01, 2023

#### A. For Senior Cadre Officials:

- (A1) The senior Cadre officials includes Pro chancellor, Director General, Joint Director General, Pro Vice chancellors, Executive Registrars, Dy Pro Vice Chancellors and Executive Deans of constituent institutes of the University. A furnished accommodation shall be provided on Campus subject to availability of DG & Pro Chancellor Bungalow (For DG & Pro Chancellor only) and Senior Official Bungalows.
- (A2) Director / Dean / Principal / Head of Institute / Chairperson of Centre / Professor / HoD (engineering) shall be given furnished accommodation in 2 BHK apartment on campus subject to availability of accommodation.

#### B. For the Staff of Health Care Projects

1. Health Care Project staff includes Doctors, Nurses, and important technical staff. They shall be provided residence on availability basis as their services are needed 24 X 7, especially during the emergency situations.
2. Senior doctors shall be provided furnished 2 BHK accommodation on campus subject to availability.

#### C. For the staff of Department of Maritime Studies:

1. Staff of Department of Maritime Studies from the rank of 2nd Engineer to Chief Engineer / Captain rank shall be provided furnished 2BHK accommodation considering they had the privilege to have furnished residential facility throughout their career in their previous jobs.

#### D. Procedure to Avail the Facility:

1. Normally all beneficiaries, by their employment contract have to stay on campus.
2. Eligible employees shall have to apply to office of Registrar for availing the benefits in a prescribed form for the approval of the Director General.
3. University Estate Department on approval of Director General-GUNI will allocate accommodation.
4. On availability of residence and approval of Director General-GUNI, after signing the agreement on availing benefits of accommodation facility; the Estate Department shall handover the possession to tenant.
5. Tenancy agreement shall be executed for either one year or less duration and shall get renewed every year on April 01.
6. Expenditure of executing tenancy agreement shall be borne by the University.

**E. Accommodation type and applicability:**

| Sr. No. | Type of Accommodation                | Applicability                                                                                                                                                |
|---------|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | President Bungalow                   | President -GUNI                                                                                                                                              |
| 2       | DG & Pro Chancellor Bungalow         | Director General & Pro Chancellor – GUNI                                                                                                                     |
| 3       | Senior Official Bungalows            | Senior Cadre officials such as Joint Director General, Pro Vice chancellors, Executive Registrars, Dy. Pro Vice Chancellors and Executive Deans.             |
| 4       | A Type (2 BHK) Furnished             | Principal, Senior Doctors of Healthcare Projects, Engineers from Rank of 2nd to Chief Engineer / Captain of Maritime studies and other equivalent positions. |
| 5       | A Type (2 BHK)                       | Rest of the Employees as per availability basis.                                                                                                             |
| 6       | B Type (Flat no 1 to 44)             |                                                                                                                                                              |
| 7       | B Type (Flat no 45 to 66)            |                                                                                                                                                              |
| 8       | 1 BHK Apt. above Shopping Centre     |                                                                                                                                                              |
| 10      | A Type sharing Basis (Min 4 persons) |                                                                                                                                                              |
| 11      | B Type sharing Basis (Min 3 persons) |                                                                                                                                                              |
| 12      | Marine Hostel 1 person (Non AC)      |                                                                                                                                                              |
| 13      | Marine Hostel sharing basis (Non AC) |                                                                                                                                                              |
| 14      | Marine Hostel 1 person (AC)          |                                                                                                                                                              |
| 15      | Marine Hostel sharing basis (AC)     |                                                                                                                                                              |
| 16      | KVK A type (2 BHK)                   |                                                                                                                                                              |
| 17      | KVK B type (1 BHK) (Flat no 3 to 4)  |                                                                                                                                                              |
| 18      | KVK B type (1 BHK) (Flat no 5 to 6)  |                                                                                                                                                              |

**F. Terms & Conditions for employees of all type of cadres:**

1. Repair & Maintenance to be carried out by the University however University may recover the cost of repair and maintenance for substantial maintenance or damage to the property by the tenant.
2. The House keeping services shall be provided for cleaning of the peripheral area.
3. Property Tax, water tax / bill or any other tax will not be charged on tenant.
4. Electricity expenses shall be incurred by the tenant.
5. Tenant cannot do any renovation/Modification in/out of the residence. If in case of need of such things, tenant shall consult University office. University Estate Department on inspection and upon finding serious need of such renovation/modification, will carry out the work after approval from competent authority.
6. Employee/Tenant cannot initiate any legal and judicial proceeding against the University under this policy.
7. Campus residential facility will be provided based on availability of the facility. A rent shall be charged as per prevailing charges decided by Ganpat University (Annex. 1).
8. Ganpat University shall have the right to revise the rate of rent of the available accommodation and that will be notified from time to time.
9. Under certain negotiated terms of appointment and considering the designation, the university may provide rent free accommodation.

**G. Handing over the Possession**

1. Estate Department – GUNI will take care of all residents and keep all the keys including duplicate as well as master keys and maintain the record of the same.
2. Estate Manager (Senior Most official of Estate Department) shall handover all keys of the resident to the assignee, do a pre-possession inspection along with assignee and ensure everything maintained as per the standard. If anything requires immediate attention or corrective measure, he/she shall take a note of the same and submit to concerned authority for approval to carry out the work and handover the possession with contract to be signed by the assignee.

3. Similarly, at the time of vacating the residence, Estate Manager shall inspect the property, prepare a report and submit it to concerned authority with his/her remarks on recovery, if any; to be initiated against the damage to the property. Tenant has to handover all keys of the resident.

#### **H. Availing Guest House Facility:**

Guest house facility shall be provided to the VVIP, VIP, higher cadre guest of the University / Institutes invited for functions or on visit on free basis on request from the head of the institute to the office of Executive Registrar in prescribed form for the approval of Director General.

For other guest or for request to avail guest house facility, certain amount per day shall be charged as per the prevailing rate including lodging and laundry expenses.

#### **I. Cultural Committee:**

The committee shall organize different cultural programs and festivals celebrations representing all residents' cultural background. The committee shall prepare yearly budget and submit to the office of the Executive Registrar for the approval from the office of the Director General.

1. Cultural committee shall consist of undermentioned members:
2. Representative from each wing – one from each wing
3. Committee shall nominate secretary from all wing coordinators
4. Representative from each wing shall be selected in a manner that it represents all the constituent institutes of the University.
5. At least two female representatives shall be there in the committee.
6. Regular monthly meeting shall be held under mentorship of a designated officer from the university as nominated by the Director General.

#### **J. Disputes & Grievance Redressal Mechanism**

In case of any dispute or grievance, a committee constituted by the Director General – GUNI shall work as arbitrator and resolve the matter. However, claimant or opponent can appeal to the Director General– GUNI to relook the decision of the committee within a month of the decision. In such case, decision of Director General– GUNI shall be final and binding to all.

### **10.3 President Awards for the Staff Excellence under various categories for extraordinary performance with prize money of Rs.1.00 Lac and Rs.1.5 Lac under the category of Institutional Capacity Building.**

#### **1. Purpose of Policy**

The purpose of this policy is to set the norms under which the President of the Ganpat University recognizes and rewards exceptional staff (i.e. Teaching and Non-Teaching) performance and achievements through Awards for Excellence.

#### **2. Application of Policy**

This policy applies to all eligible staff of the Ganpat University (GNU) and its sister organizations.

#### **3. Purposes of the President's Awards for Staff Excellence**

- 3.1 The University's Strategic Plan is ambitious and reaching the goals requires commitment from all employees of the Ganpat University and its sister organizations. The principle purpose of the President's Awards for Staff Excellence is to recognize and reward exceptional performance and achievements that contribute towards achievement of the University's Strategic Plan and goals.
- 3.2 The Awards also aim to:
  - a. Foster the engagement and commitment of staff and encourage staff to take pride in their work.
  - b. Encourage staff to take initiative and consciously contribute to institutional capacity and capability.
  - c. Ensure staff are clear about what the University values in relation to academic and professional work.
  - d. Provide an opportunity to celebrate exceptional staff performance and achievements.

#### **4. The Awards for Excellence**

The President's Awards for Staff Excellence provide opportunities to recognize and reward exceptional performance and achievements in the following categories:

1. Learning and Teaching
2. Research
3. Research – Early Career Researcher (Below the age of 35 yrs)
4. Support Services & Engagement
5. Institutional Capacity Building

- 4.1 Awards for excellence in Learning and Teaching
  - 4.1.1 The President's Awards for Excellence in Learning and Teaching recognizes and rewards significant contributions to the delivery of high quality teaching, learning and graduate outcomes.
  - 4.1.2 For the President's Award for Excellence in Learning and Teaching, key areas are:
 

Innovative teaching practice that impacts students' engagement with learning and/or graduate outcomes; Leadership within and perhaps beyond the University that inspires staff engagement and advancement of teaching shapes students' learning outcomes.
  - 4.1.3 The President Award for Excellence in Learning and Teaching recognizes contribution of excellence teachers:
 

An Excellence teacher demonstrates mastery of the following: command of the subject, an analytical approach to the material, interpretations of the data where appropriate, consideration of current work in the field, and ability to show the relationship between the particular subject and other areas of knowledge. The excellence teacher also clearly explains expectations and subject matter, recognizes the students' level of comprehensive, defines the objectives; summarizes major points, organizes the material logically, and emphasizes crucial ideas; encourages student participation, welcomes interaction with students, and is sensitive to the response of the class; deals ethically with students, and seeks rapport with them; motivates and challenges students, is dedicated to the subject and teaching profession, displays self-confidence, and communicates a sense of excitement for the pursuit of knowledge.
- 4.2 Awards for excellence in Research
  - 4.2.1 Two Awards for Excellence in Research are available—an Award for Excellence in Research and an Award for Excellence in Research—Early Career Researcher.
  - 4.2.2 The President Awards for Excellence in Research recognizes and rewards excellence in performance, achievement and leadership in the area of Research.
  - 4.2.3 Research outputs and outcomes, for example: publications in quality peer-reviewed journals i.e. Scopus, Web of Science, IEEE etc and significant grant received for consultancy, research projects & development of research facilities;
  - 4.2.4 Research leadership and research collaborations that strengthen research capability, influence research practices and/or advance a productive research culture within the University, such that others are guided and supported to achieve significant research outcomes;
  - 4.2.5 Impact of research within the discipline/field and beyond the University, for example overall contribution to the knowledge body of particular domain;
  - 4.2.6 The establishment and maintenance of productive relationships with strategic partners, including international universities through MOUs to enhance the footfalls of research activities.
- 4.3 Award for excellence in Support Services & Engagement
  - 4.3.1 The President's Award for Excellence in Support Services & Engagement recognizes and rewards excellence work in Supports Service & Engagement.
  - 4.3.2 The establishment and maintenance of strategic and productive partnerships, connections and relationships with people, groups and organizations through which social, civic and professional functions are performed;
  - 4.3.3 Community engagement capabilities by working collaboratively with community groups and organizations on projects as well as creation of opportunities for discussion of intellectual, social, economic, Environment and cultural issues of importance that build capacity, improve nature, wellbeing, happiness and produce just and sustainable outcomes in the interests of individuals, communities, society and the University.
  - 4.3.4 Achievement in Support Services means exceptionally originating / improving processes, procedures, policies, guidelines and performance of support services of the University such as Student support, academic activities, examination, administrative services, admission activities, marketing & promotional activities, physical infrastructure, IT & ITES Services, placement support / training & development activities / HR services / incubation & start-up activities, cultural & sports activities, nature & environment protection, library & laboratory development, NSS activities, Extension services, hospitality, housekeeping etc.
- 4.4 Award for excellence in Institutional Capacity Building
  - 4.4.1 An award for Institutional Capacity Building shall bring role model for others to follow and replicate his/her efforts for better performance of the constituent Institute / College / Department / Centre of the University.
  - 4.4.2 Such recognize and rewarding brings enabling environment and suitable culture befitting to the goals and

strategies of the constituent Institute of Ganpat University.

4.4.3 Award for Excellence in Institutional Capacity building shall be given for excellence work on under mentioned criteria:

- A. Have achieved higher standards of institutional capacity building by
  - a. Have participated in improving the quality of staff by the ways of i) Have imparted or arranged proper training/s suitable to the role of teaching and/or non-teaching staff members ii) invited extra ordinary expert/s for the guidance of the staff iii) have personally mentor staff members or established mentor-mentee mechanism at Institute level;
  - b. Ventured new arena/s through association with external world;
  - c. Have played extra ordinary role in establishing relevant infrastructure at Laboratory, Library etc.
  - d. Played role in creating enabling culture and environment for best place for teaching-learning happening;
  - e. Motivated staff to set higher goal & actual achievement;
- B. Excellence in Admission – have played crucial role in enrollment of meritorious students.
- C. Excellence in Placement – have brought reputed industries / agencies for placement and helped in placing of good number of students on good positions with high salary & perks.
- D. Excellence in Program – Have played good role in designing and successfully implementation of futuristic program/s through which improves financial sustainability of the Institute.
- E. Have done innovative initiatives which has benefited the Institute.
- F. Have fetched consultancy, research projects from reputed agency / industry / Govt and successfully completed/ completing.
- G. Has played crucial role in bridging association with good industries / private agencies / government in the form of establishing Centre of Excellence, Certificate Course, Full-time Program, establishing Laboratory, and in any other forms which provides monetary and/or non-monetary benefits to the Institute.

4.4.4 Award for excellence in Institutional Capacity Building is recognition for extraordinary contribution towards Institutional Capacity Building that adds Sustainability, Academic & Teaching Learning, Growth, Venturing in new operations/areas, Image building, Admission & Revenue generation, Fetching good projects, Infrastructure development, Enhancement of culture & eco-system of Institute, Association with reputed industries and developing Centre of Excellence, Training, Executive Education, Student Support Services, Continuous 2nd line guidance & mentoring to other staff members etc.

## 5. Eligibility

- 5.1 An employee who have been continuously working on full-time employment for at least 2 years by the end of the year in which the Award is to be presented shall be eligible to participate.
- 5.2 In addition to above, for the category of Early Career Researcher, an employee must be below 35 years old.
- 5.3 Members of University Executives and the University Senior Staff (i.e. Executive Deans, Deans, Principals and above cadres) are not eligible for Awards for Excellence. Neither are staff acting in any of these positions shall be eligible for nomination for their performance and achievements while acting in the position.
- 5.4 Staff who have received an Award for Excellence are not eligible to receive another Award in the same category within two years of receipt of the last Award.

## 6. Awards:

- 6.1 Prize money of Rs. 1,00,000/- shall be granted for awardees' professional pursuits along with a certificate signed by Hon. President of the Ganpat University as token of appreciation for their excellence achievement and contribution.
- 6.2 Prize money for the category of Institutional Capacity Building shall be Rs. 1,50,000/-.
- 6.3 A team of staff can receive an Award for Excellence where all members of the team have contributed equitably to the success of the team and the achievements for which the Award is presented. If there is more than one winner of any Award, the Award amount shall be shared between the recipients or all members of the team agree on how the Award amount are to be expended.
- 6.4 The Prize Money for President Award for Staff Excellence for professional pursuits shall be granted for following purpose only.
  - 6.4.1 To meet the cost incur in attending workshop / conference / symposium / FDP and other training programs of national and international repute.
  - 6.4.2 To undergo short-term programs / courses for knowledge / skill upgradation.

- 6.4.3 To work upon minor research projects.
- 6.4.4 To purchase substances / chemicals / machines / tools etc. which are actually necessitate for conducting research.
- 6.4.5 To meet financial requirement in getting research paper, book / chapter/s published in hard and e-format.
- 6.4.6 To purchase specific software needed for professional growth.
- 6.4.7 To purchase books / materials related to role and responsibility through that knowledge / skill can be elevated.
- 6.4.8 To subscribe magazine / e-magazine and other online contents which are worthy to upgrade knowledge.
- 6.4.9 To avail the membership for professional body.
- 6.4.10 To meet expenditure to prepare MOOC courses or virtual courses.
- 6.4.11 To upgrade knowledge & skill by attending MOOC courses.
- 6.5. The Prize Money for President Award for Staff Excellence for professional pursuits shall be utilized with one-year timeline from the date of receipt of award.
- 6.6. The awardee shall have to forward an application to the University with relevant documents through the office of concern Principal to avail awarded prize money.
- 6.7. Any equipment purchased with the Prize money shall be the property of the University.

## **7. Call for Nominations for the Award in all the categories:**

- 7.1 On behalf of the President, the Human Resources Department invites the nomination for the Award for Excellence under all categories after consultation with the Director General from the office of concerned Executive Dean / Dean after completion of academic year.
- 7.2 Self-filled nomination under all categories shall be submitted to the office of either Executive Dean or Dean. The office of Executive Dean / Dean shall screen all the received filled in self-nomination forms through a Recommending Committee of concerned constituent faculty consist of Executive Dean, Dean and Principal of concerned Faculty.
- 7.3 The Recommending Committee of concerned constituent faculty can submit confidential nominations in writing for Award to the Human Resources Department. Each nomination outlines the reasons how the nominees' contributions to and achievements have advanced the quality and contributed toward the university strategic plan and are exceptional such that they are deemed worthy of recommendation for the President's Awards for Excellence under particular category.
- 7.4 The received recommendation from concerned Faculty Recommending Committee shall be placed before The Advisory Committee for recommending the Awards for Excellence.
- 7.5 The Advisory Committee shall have undermentioned members:
  - 1. The Pro Chancellor and the Director General (Chair)
  - 2. Pro Vice Chancellor – Member
  - 3. Pro Vice Chancellor & Executive Registrar – Member
  - 4. One Executive Dean nominated by the President – Member
  - 5. Jt. Registrar – Member
  - 6. Dy. Registrar – HR – Member Secretary

The Chair can invite other suitably qualified staff to join the Committee.
- 7.6 To determine recommendations, the Advisory Committee considers nominations received. If the Advisory Committee comes to the conclusion that more information is required to determine the recommendations to the President, the Chair of the Advisory Committee can meet with the Executive Dean/s to seek further information on behalf of the Committee.
- 7.7 The Advisory Committee may also invite nomination directly, if feel appropriate.

## **8. Recommendations to the President:**

- 8.1 An Advisory Committee is established to determine the recommendation to the President for Award for Excellence under each category. For the Awards for Excellence the recommendations are made by the chair of the Advisory Committee.
- 8.2 The President, on receipt of recommendation on Awards from the Chair of the Advisory Committee, shall determine the recipients of the Awards and can approve or not approve any recommendation for an Award.
- 8.3 The President can choose not to present an Award in any category or categories.
- 8.4 The recipients receive an award presented by the President on special occasion of the University.

8.5 The President's decision shall be final.

## **9. Confidentiality**

9.1 All documents, materials and deliberations relating to the President's Awards for Excellence are to be treated with the strictest confidence by all participants of the process. Members of Advisory Committees shall not to discuss nominations, advice, recommendations or deliberations outside of Committee meetings.

## **10. Notification of the President's Awards for Excellence**

10.1 The recipients receive an award presented by the President on special occasion of the University.

10.2 The President announces the Awards for Excellence to the University BoG.

## **11. Privacy Notice**

11.1 By nominating for an Award or providing information in support of a nominee's application, you acknowledge and consent to the University disclosing your personal information to the following persons and organisations: the nominee's institution

- The University
- Persons assessing the nominations
- The peer oversight group

11.2 The University may also publish successful nominees' information (excluding details) in media releases, presentations, conference programs, booklets about the Award recipients and on the University's website.

## **12. Publicity Notice**

12.1 upon receiving awards, awardee, whether individual or team, shall provide consent, authorize and agree (as appropriate) to the following:

12.1.1 The use and disclosure by the University / concerned institute of any photographs, footage, words, images, quotes or other comments which identify awardee (individually or team) and any other personal information about awardee (individual or team), collected in connection with the nomination.

12.1.2 The information being made publically available including publishing it as part of a book, newspaper, article, television program, radio program, and including on the world wide web (which by its nature may involve disclosure to overseas recipients in any country) and any other media at any time. Once the information is published it will be in the public domain and the University is limited in their ability to prevent subsequent use and dissemination of the information even if information has ceased to be true or is otherwise misleading at the time of its use. To the extent (if any) awardee (individual or team) own intellectual property rights in the information or any part of the information, awardee (individual or team) license the University to copy and disseminate them in accordance with this consent.

12.1.3 Awardee (individual or team) shall not be entitled to any remuneration or any other payment in respect of the use of information by the University and/or its constituent institute/s. The University and/or its constituent institute/s shall not be responsible for any royalties or license fees payable with regard to above mentioned information.

## **10.4 President Awards for the Manager of the Year for extraordinary performance at Senior Level of amounting Rs.2.00 Lac.**

Purpose of the President's Award for Manager of the Year:

The purpose of the President's Award for Manager of the Year is to recognize and reward extraordinary performance in line with the vision and mission of the University.

An award for Manager of the Year shall bring role model manager for others to follow and replicate his/her efforts for better performance.

Such recognize and rewarding brings enabling environment and suitable culture befitting to the goals and strategies of the University.

The award shall make Managers to feel sense of accomplishment and part of goal of the University.

### **Eligibility:**

1. Principal and above positions.
2. An employee must have completed at least two years preceding the date of submission of nomination form for the award for any academic year.
3. A recipient of this award shall not be allowed for nomination of successive year.

### **Criteria:**

1. Succession planning of each and every important key positions of the concerned institute / department / cell. (successor should have high integrity & morality toward the role, have caliber to deliver, believe in best to do)

2. Have achieved higher standards of institutional capacity building by
  - a. Quality staff both teaching and non-teaching (imparting / arranging proper training suitable to the roles of individual working at the Institute, inviting extra ordinary guests for mentoring & guiding, internal individual mentor-mentee mechanism etc.)
  - b. venturing new arena through association with external world;
  - c. Relevant infrastructure;
  - d. Enabling culture and environment;
  - e. Motivating staff to set higher goal & actual achievement,
3. Excellence in Admission – through enrollment of meritorious students.
4. Excellence in Placement – Placement of good number of students on good positions with high salary & perks in reputed organization.
5. Excellence in Program – by designing and successfully implementation of futuristic programme through SWOT analysis.
6. innovative initiatives
7. Sustainable financial goals with mitigation of risk, leading to sustainable existence.

**(H) The President's award for Manager of the Year:**

How to invite nomination:

On behalf of the President, the Director General shall call for nominations by not later than 1st June each year.

The Principal / Head / chairperson of the constituent college / institute / center / department nominate himself / herself. All the nominations shall be sent to the HR section of the University.

The nominee shall provide all the data in support of the information filled in the nomination application.

The Director General shall convene Advisory Committee for the award.

**Advisory Committee:**

The composition of an Advisory Committee to recommend name for the President's Award for Manager of the Year shall be as under:

- |    |                  |                             |
|----|------------------|-----------------------------|
| 1. | Director General | - Chairman of the committee |
| 2. | Deputy Director  | - Member                    |
| 3. | Registrar        | - Member                    |
| 4. | HR Officer       | - Member Secretary          |

The Chairman may invite other suitable qualified member/s to join the committee.

Members of the committee cannot recommend themselves for the said award.

Based on the received nominations the committee shall finalize the name for the recommendation.

The committee in absence of information in the nomination form shall invite further information from the nominee/s.

The President shall determine the recipient of the award and can accept or not accept recommendation. The President may seek advice or clarification from the Chairman of the Advisory Committee.

The President decision shall be final decision.

**When to present the award:**

The President's award for Manager for the Year shall be presented annually.

The award shall be presented to the recipient on the occasion of Ganpat University Foundation Day, 12th April, or Convocation.

The President can choose not to present the award during a particular year.

**Prize of the award:**

The award prize shall be Rs. 2,00,000/- and be placed in professional pursuit account. The amount shall be used for the professional development of the recipient. Generally this could include but is not limited to attend & present papers in conference / workshop, participation in training, purchase of resources for professional development etc.

**Confidentiality:**

All documents, materials and deliberations relating to the President's Awards for Manager for the Year shall be treated with the strictest confidence by all nominees and committee members of the process.

**10.5 Extraordinary Indoor and outdoor Sports facilities, which includes Badminton, Squad, volleyball, Table Tennis, Lawn Tennis, Swimming, Basketball, football, cricket, Yoga etc. with minimal membership charge for staff members.**

With a view to develop the all-round personality and stress free environment for the students and staff, the University emphasizes as much on sports as on academics. The University encourages staff and students to attain sporting excellence and delivers all the necessary facilities and equipment for maintaining physical fitness and good health. The University offers an extensive range of sports and fitness classes. Qualified staff and trainers deliver programmes for all ages, tastes and abilities, from Cricket to Yoga to Weight Training and Aerobics. There are separate coaches for all the games. All the games have equipment of International standards which is accessible to all the students and staff. GUNI is a member of Association of Indian Universities (AIU), an organization promoting university activities especially by way of sharing information and co-operation in the field of education, culture, sports and allied areas.

**10.6 Ganpat University Employees' Credit Society governs by employees themselves provides easy access of finance to its members on nominal interest rate.**

The credit society of Ganpat University is a staff welfare society that is created in Ganpat University. It accepts membership of only the employees of Ganpat University only, and all the members are shareholders of the society, hence credit society aims to provide maximum benefits to all the member employees. Presently credit society has more than 450 Members.

The objective of credit society is to support welfare activities, which are financial and non-financial in the nature.

**Financial Welfare Activities:**

- Promote regular savings: The saving amount deducted directly from salary and providing maximum possible interest on the savings.
- Easy and instant loan processing
- Dividend on the shares

**Non-Financial Welfare Activities:**

- Gift to all the members as and when decided.
- Providing the financial support to family members at the time of death of member. (Rs. 1000 contribute by every member)
- Preparation and distribution of hygienic and quality sweets and namkin to the members on the festivities. The credit society may do other activities on cost to cost basis for all the members.

**10.7 Group Medical Insurance for employee and his/her family including parents up to the age of 75 years with family sum insured of Rs.3.00 Lac per annum**

Ganpat University Employees' Group Medical Insurance:

Ganpat University provides Employees' Group Medical Insurance for all staff members and their family. Having such Group Medical Insurance, the University shall remain stand with your side at the time of critical situations of medical emergency and financial need. The Group Medical Insurance shall equally treat all the staff members with the family floater sum insured Rs. 3,00,000/- per annum to the family of individual staff.

The best part of the Group Medical Insurance is it has covered a set of either parents (actual parents or in-laws) upto the age of 75 years and they shall remain insured under the Insurance policy upto 100 years.

Pre-existing diseases and Internal congenital diseases are covered from day one. Maternity benefit is also covered from day one. Addition of newly married spouse and new born baby shall be covered from the date of marriage and date of birth respectively. Homeopathic and Ayurvedic treatment taken in Govt. hospital is covered

The Insurance policy has other unmatched coverages which can hardly be seen in individual insurance policies. The definition of the family under the policy is Employee, his spouse, children and one set of either parents (Actual Parents or In-laws).

Medical Allowance payable in the cases of pay scale employees shall stand forfeited as being insured under this Group Medical Insurance Policy.

The University takes pride here in declaring that it shall contribute the remaining contribution which is much higher than the employee's contribution as a token of its respect towards employees and their family members.

We cherish this initiative as our holistic approach for employee welfare programs and much of such kinds will be unwrapped in upcoming years.

Ganpat University's employees are an invaluable asset; their health and wellbeing is of utmost priority for us.

**10.8 Ganpat University Employees' Group Personal Accident Policy to provide financial support and sense of security**

The purpose of GUNI Employees' Group Personal Accidental Insurance Policy is to promote best practices and to provide our employees a sense of security in an increasingly uncertain world.

GUNI Employees' Group Personal Accidental Insurance Policy which secures the financial need to secure future for their dependents even in their absence. The current base policy of GUNI Employees Group Personal Accidental Insurance Policy

ensures sum insured as 72 times of gross monthly salary maximum capping of Rs. 2 crores.

At the time of renewal of the policy, we shall invite reputed insurance companies to participate into bidding process and the best bidder shall act as insurance company.

Ganpat University has decided to provide Personal Accidental Insurance to all its employees and shall bear the cost for all members covered under the policy in line with the below mentioned terms & conditions.

- The sum insured will be 72 times of gross monthly salary subject to maximum capping of rupees 2 crores.
- The policy shall allow to add members who shall join as well as remove who shall resign in between. The cost of sum insured amount for employees who shall join be borne by the University.
- Table A (I) Coverage Sum Insured 1: Accidental Death Cover, Permanent Total Disablement Cover (PTD Cover), Permanent Partial Disablement Cover (PPD Cover), Temporary Total Disablement Cover (TTD Cover) @ 24 times of gross monthly salary not exceeding 20 lacs, whichever is lower.
- Table B(I) Coverage Sum Insured 2: Accidental Death Cover, Permanent Total Disablement Cover (PTD Cover), Permanent Partial Disablement Cover (PPD Cover), sum insured 2 will be total sum insured i.e. 72 times of gross monthly salary less sum insured 1.
- Accidental Death Cover (AD Cover)
- Permanent Total Disablement Cover (PTD Cover)
- Permanent Partial Disablement Cover (PPD Cover)
- Temporary Total Disablement Cover (TTD Cover)
- W.B. - 1% of table. A comprehensive cover or INR 20K per week for 100 weeks.
- Medical Extension Cover 40% of valid claim amount or 10% of capital sum insured whichever is lower.
- On duty / Off duty cover.
- Carriage of dead body expenses cover - 2% of CSI or max. INR 25K whichever is less.
- Child Education Reimbursement Expenses Cover - 10% of CSI or max. INR 25K for one dependent child allowed up to max. 2 dependent children.
- Terrorism & RSMD Cover
- Worldwide Cover
- Snake & Insect bite Cover
- 24 hours cover
- In case of newly joined employee the coverage will be with effect from date of joining subject to 64VB compliance, declaration will be done within 45 days from the date of joining & the premium be charged on pro - rata basis.

#### **10.9 Policy for Welfare of Family of Deceased Employees**

##### **Objective:**

Human resources are an important asset for an organisation. An Employee in the Ganpat University is not mere an employee but is a family member as per the philosophy of University. If A member of family passes away suddenly, it is an irreparable loss for the family and specially when he or she is earning member of the family it brings a situation of deadlock and has crucial impact on the lifestyle of the family. Ganpat University consider the family members of the employee as their family member only and firmly believes in taking care of basic necessities of the family in absence of the loss they suffered.

This policy has been framed keeping in view the above objective of taking care of family members of deceased employee.

##### **Effective Date:**

The policy shall come into effect from 1st April 2020 and shall be reviewed again on 31/03/2022.

##### **Beneficiary under this Policy:**

1. Spouse of the employee and minor child/children of the employee
2. In absence of spouse, non earning dependent parents of the employee
3. In absence of spouse and non earning dependent parents of the employee, non earning dependent major children of employee upto the age of 25 years.

##### **Proposed Support under this Policy:**

1. The last gross salary drawn by the deceased employee will be paid for two years from the date of death of the employee in the following manner:
2. 50 % of the salary will be credited in the beneficiary's bank account for the maintenance expense of the family, in case where the age of the child / children of the deceased employee is more than 21 year 100% of the salary will be credited into beneficiary's bank account.

3. Remaining 50% of the salary will be transferred to deceased employee's child welfare fund to be maintained by the University and be invested in separate fixed Deposit for the purpose. This fund will be utilized towards the educational, medical or any other emergency requirement for the future of the child/children of the deceased employee.

**Proposed Methodology for Utilisation of Fund:**

1. On attaining the age of 21 years, the amount (including interest earned) lying to the credit of escrow account will be transferred to the child/children for the benefit of whom the account is opened.
2. Before the age of 21 years, if family needs any fund for educational or medical emergency in respect of the child/children, the amount will be released as under:
  - a. An application to the effect mentioning the need for withdrawal of the amount from the fund shall be obtained from the beneficiary.
  - b. When such application is received for the withdrawal, the decision for allowing the withdrawal shall be taken by the committee consisting of the following.
 

|                                  |   |                                         |
|----------------------------------|---|-----------------------------------------|
| Director General                 | - | Chairman or nominee of Director General |
| Pro Vice Chancellor (Ex-Officio) | - | Member                                  |
| Executive Registrar              | - | Member                                  |
| Executive Dean                   | - | Nominated by the Director General       |
| CFO                              | - | Member Secretary                        |
| Deputy Registrar – HR            | - | Member                                  |

The committee reserves the right to modify the amount requested or reject the withdrawal considering the future requirement for the benefit of the children.

**Future Provision Under this policy:**

The objective of the above policy is to ensure the financial wellness of the family members of the deceased employees. However, on implementation of the above policy, the financial burden will be very much high on the University. So, there is need of controlling the financial risk on the side of University also. So, It has been decided to cover all the employee's life mandatory to ensure the financial stability of family members of employees. University will take group term insurance of all the employees of the University as under and from the date the term insurance is taken, the above policy of giving 2 years' salary shall come to an end as insurance will be taken to ensure at least 40 months' salary of the employee.

| Salary Slab<br>(In Rs.) | Mandatory Term<br>Insurance Cover (In Rs.) | University Contribution in<br>Insurance Premium (in %) | Employee's Contribution in<br>Insurance Premium(in %) |
|-------------------------|--------------------------------------------|--------------------------------------------------------|-------------------------------------------------------|
| Upto Rs. 25000          | 1000000                                    | 100.00%                                                | 0.00%                                                 |
| 25001 to 50000          | 2000000                                    | 70.00%                                                 | 30.00%                                                |
| 50001 to 75000          | 3000000                                    | 50.00%                                                 | 50.00%                                                |
| 75001 to 100000         | 4000000                                    | 30.00%                                                 | 70.00%                                                |
| Above Rs. 100000        | 5000000                                    | 0.00%                                                  | 100.00%                                               |

**10.10 Ganpat University Employees' Group Term-Life Insurance Policy**

Ganpat University Employees' Group Term-Life Insurance Policy with sum insured amount equal to 24 times of monthly salary subject to minimum Rs. 10 lac and maximum Rs. 50 lac as sum insured.

GUNI Employees' Group Term Life Insurance Policy which secures the financial need to secure future for employees' dependents even in their absence. The current base policy of GUNI Employees Group Term Life Insurance ensures minimum 10 lakhs and maximum 50 lakhs sum insured.

Ganpat University shall bear the cost of term life sum insured of all members as per under mentioned table. The term life policy shall allow to add and remove members in case of joining / resignation during the policy.

| Salary Slab<br>(In Rs.) | Mandatory Term<br>Insurance Cover (In Rs.) | University Contribution in<br>Insurance Premium (in %) | Employee's Contribution in<br>Insurance Premium(in %) |
|-------------------------|--------------------------------------------|--------------------------------------------------------|-------------------------------------------------------|
| Upto Rs. 25000          | 1000000                                    | 100.00%                                                | 0.00%                                                 |
| 25001 to 50000          | 2000000                                    | 70.00%                                                 | 30.00%                                                |
| 50001 to 75000          | 3000000                                    | 50.00%                                                 | 50.00%                                                |
| 75001 to 100000         | 4000000                                    | 30.00%                                                 | 70.00%                                                |
| Above Rs. 100000        | 5000000                                    | 0.00%                                                  | 100.00%                                               |

At the time of renewal of the policy, we shall invite reputed insurance companies to participate into bidding process and the best bidder shall act as insurance company.

**10.11 Ganpat University Employees' Contribution Fund for Student Financial Aid is an initiative taken by all employees by donating their one-day salary of Ganpat University Foundation Day, 12th April.**

Ganpat University Employees' Contribution Fund for Student Financial Aid

Preamble:

The student and employee fraternity at Ganpat University Campus has total members around 15000, wherein there are around 14000 students and around 1000 employees. No individual in the world is exceptional from difficult days to face in life be it either social, emotional, personal or financial issues.

There is always goodness in togetherness, therefore unity serves all possible solutions to individuals participating in maintaining unity even during toughest time of life. To have such huge number i.e 15000 throbbing as campus lives, it would be duly to have them committed to show their solidarity towards other members while going through unwanted time.

Raising corpus through equal employee contribution as Ganpat University employees' contribution fund, financial support can be extended to needy student and employee studying and working at Ganpat University campus respectively.

It has been witnessed throughout the past years that many of the students incomplete their education journey owing to their incapacity to bear cost of academic fee and other associate cost. There are other sources also available, however, they can be administrated only if student fulfils eligibility criteria. Hence there is need of the hours to offer unbiased source for financial aid to remit academic fee of students who have financial crunch due to acceptable reason.

Sensing the above articulated need, it is proposed to create corpus as Ganpat University Employees' Contribution Fund for students and employees welfare.

The Objective of Ganpat University Employees' Contribution Fund shall be undermentioned:

- a. To offer financial help to student facing financial crunch due to acceptable reason/s for remitting fee of program s/he studying in at Ganpat University Campus.
- b. To offer financial help to employee facing financial crunch due to acceptable reason for remitting fee of program s/he and/or his/her close family member studying at Ganpat University.
- c. To create brotherhood and feeling of togetherness among the employees by creating such corpus to support themselves only during tough time wherein financial support is needed.
- d. To have such corpus to support educational cause in the national development though extending financial help surely enhance emotional connect between University and the needy individuals.

Financial Contribution:

- a. All the employees (except class III & IV) shall contribute minimum their one day salary per year (GNU Foundation Day Salary) to create corpus for welfare of the students and employees. The contribution shall be directly deducted from their salary.
- b. Class III & IV employees can voluntarily contribute towards the fund.
- c. Former employee and others who wishes to contribute.

The eligibility to get financial benefit under Ganpat University Employees' Contribution Fund:

- a. A student facing financial crunch to remit his/her academic fee studying at any program being offered by Ganpat University.
- b. A student, being an employee or family member (dependent) of an employee of Ganpat University facing financial crunch, studying at any program being offered by Ganpat University.

What support can be extended under Ganpat University Employees' Contribution Fund:

- a. Whole fee of a semester, at a time, of a student remitted from the Fund directly to the account of the Institute / university through cheque or DD or any other possible electronic means of transaction.
- b. Whole fee of a semester, at a time, of a student, who is an employee or/and dependent of an employee, shall be remitted from the Fund directly to the account of the Institute / university through cheque or DD or any other possible electronic means of transaction.

Pay back of financial aid extended to student and employee:

- a. Financial aid extended to student shall be paid back to the Fund by student latest by within three year timeline extended to maximum five year from the date of commencement of his/her professional career either it be self-employment or service at any kind of organization OR after one year of completion of study.

Procedural aspects:

- a. Prescribed Application Form for financial assistance be furnished with duly information shall have to be sent to the University Student Financial Aid Department through proper channel after having recommendation from one subject

teacher, Principal of the Institute and Dean of concerned faculty.

- b. The furnished described application shall be scrutinized and assessed by Assessment Committee.
- c. The Assessment Committee shall scrutinize and assess based on criteria like purpose / reason for financial assistance, financial condition of family, accessibility of other sources for financial aid, academic credentials, and other relevant substantial aspects.
- d. The Assessment Committee after scrutinizing and assessing as well as available fund shall send its recommend to the competent authority for further decision.

The composition for Assessment Committee shall be as under:

- |                                                      |                    |
|------------------------------------------------------|--------------------|
| 1. The Director General or his nominee               | – Chairman         |
| 2. The President's nominee                           | – Member           |
| 3. The Registrar                                     | – Member           |
| 4. One Principal – nominated by the Director General | – Member           |
| 5. Chief Finance Officer                             | – Member           |
| 6. Associate Dean, Student Services                  | – Member           |
| 7. Deputy Registrar (Aca)                            | – Member Secretary |

To have such benevolent fund for the students and employees, in long run, the beneficiary shall definitely apart from paying back connect emotionally with the University & Institute and protect the interest of their alma matter as and when needed as well as they are approached. It is sure that such activities to promote education even in adverse conditions, shall help to create overall eco-system wherein everyone shall seek opportunity to pay back in any form suitable for the development of the University and its internal & external stakeholders.

#### **10.12 Refresher Tour**

As part of employee engagement activity, Ganpat University is arranging refresher tour every year. The objectivity behind arranging this tour under employee engagement is enhancing team building, growing bonding among employees, reducing stress level, bringing openness between seniors and subordinates, strengthen mental and physical fitness, opportunity to understand internal customers as well as other co-employees to create barrier-free environment at workplace at par to the other good educational institutions and industries.

A Refresher tour of 1-2 days for the staff members of the University shall be allowed once in a year and the cost be borne by the University.

#### **10.13 Health & Medical Facility**

Health Care Centre at Ganpat University

Ganpat University provides 24×7 Medical facilities for all our students and staff members of the University and people of nearby villages. Health care facilities for students and staff are felt to be the basic need and an understanding is made in this connection with Vibrant Hospital, Mehsana and Shankus Medicity, Mehsana for critical and further treatment for needy patients as and when required.

Healthcare facilities are available round the clock at the University Health Care Centre and also in hostels and staff quarters. A fulltime Physician, Resident Doctors, Dentist. Pharmacist and necessary para medical staff have been appointed by the University. The Health Care Centre functions to provide immediate medicinal and first aid to all students and staff members if the situation arises.

The Health Care Centre is well equipped with 15 beds including 2 semi ICU beds respect to the availability of advanced health care related facilities like ventilators, defibrillators, suction unit, patient's monitors, central oxygen supply system, thermometer, sterilizer, auto-clave, dressing drum, weight measuring machine, B. P. Apparatus, stretcher, wheel chairs etc.

Regular free Health Check-up camps are organized with active support from health care team in the nearby region as a part of social responsibility.

In case of complications, the patients are referred to Vibrant Hospital, Mehsana and Shankus Medicity, Mehsana and free transportation is provided to the students and staff members.

Medical services at Health Care Centre

- Free Physician, Dental and Resident Medical Officer Consultancy
- Free Homoeopathy Consultancy
- Free Physiotherapy and Optometry Consultancy
- In Patients facilities up to 15 patients in health care centre
- 24x7 emergency medical services
- Fully equipped ambulance (Advanced Medical Support Vehicle)

- Advanced Dental Treatment
- In patients 25 beds Homoeopathy Hospital
- Homoeopathy medication for admitted patients
- Pathology Laboratory
- X-ray facilities
- Physiotherapy Centre
- Free of cost Optometry Services
- Reliable and safe hand hygiene and waste disposal facilities
- Biomedical Waste Management facilities

#### Free Medical Check-up Camps

Health Care Centre frequently organizes free medical check-up camps in the nearby villages. They are consulted free of cost and free medicines are provided during the medical check-up camps. If required some pathology test or x-rays, their further diagnosis are done at very reasonable rate at University's health care centre.

#### Medial support during Covid-19 pandemic

During pandemic situation, the University has established 100 beds Covid Care Centre for isolation of patients, which approved by the Government of Gujarat. The Covid Care center of university was fully functional with following facilities that to completely free of cost;

- Consultation with Physician, Paediatrician, Medical Officers
- RTPCR and pathology tests
- 24x7 availability of medical and paramedical staff
- Food for admitted patients with Ayurveda treatment
- Transportation facilities
- Tele-consulting facilities for the patients with foreign doctors
- Distribution of kits for preventing covid-19 or Covid-19 infected patients

#### GUNI-Health Card

The health care centre is issuing GUNI- health card for staff members of the university and their family members and people from the nearby region. GUNI- Health cardholder's avails medical facilities promptly and at very reasonable rate. Other benefits are patient's history, medication record and laboratory record can be kept in a software which can be traced anytime when every required. The GUNI- Health cardholders avail cost benefits in the physiotherapy treatment, homoeopathy treatment, pathology reports, dental treatment and others, too.

# 11 Code of Conduct and Grievance Redressal

## 11.1 Regulations for Employees Code of Conduct

**A. Introduction:** These regulations shall be called “The Ganpat University Employees’ Code of Conduct”, and they shall come into force with the date of issue of this notification.

**B. Applicability:** Unless and otherwise specifically provided, these regulations shall apply to all the existing employees of the University and its constituent Colleges, Promoting Body, and Institutes run by it, and shall apply to those who shall be recruited hereafter.

### C. Definition:

In these rules, unless the context otherwise requires

“UNIVERSITY” means The Ganpat University.

“EMPLOYEE” means any employee appointed through directly or indirectly on Regular/Probation/Contractual/Ad-hoc/Temporary basis.

“APPOINTING AUTHORITY” means the authority empowered to appoint under The Ganpat University Act.

“MISCONDUCT” means as define in Regulation No. 9 under this ‘Ganpat University Employees’ Code of Conduct’.

“OATH” means as define in Regulation No. 11 under this ‘Ganpat University Employees’ Code of Conduct’.

### Employees’ Code of Conduct

This Code of Conduct defines the ethical principles that reinforce professional practices. It is through these principles that University wants to act and be perceived as a responsible university in a challenging environment. They serve employees as a basis on which to provide a sustainable and trustworthy performance. The Code of Conduct is a significant pillar of the University development and encourages correct and acceptable behavior in all situations.

Following Code of Conduct safeguards the sustainable success of the University. University and its employees stand for and live by these basic principles.

#### 1 Code of Professional Ethics:

- 1.1 Every employee shall, at all times, maintain absolute integrity, honesty, and impartiality in his/her profession while discharging his/her official dealings.
- 1.2 An employee should, at all times, be courteous while dealing with other staff members, students and members of the public.
- 1.3 Unless otherwise stated specifically in the terms of appointment, every employee is a full time employee of the University, and shall be called upon to perform such duties, as shall be assigned to him/her by the competent authority, beyond scheduled working hours, holidays & Sundays. These duties shall, inter alia, include attendance at meetings of committees to which he may be appointed by the Institute of the University or any of its authorities.
- 1.4 An employee shall be required to observe the scheduled hours of work, during which s/he must be present at the place of his/her duty.
- 1.5 Except for valid reasons and/or unforeseen contingencies, no employee shall be absent from duty without prior permission.
- 1.6 Employees, being in teaching profession, are constantly under the scrutiny of their students and the society at large. Therefore, every employee should see that there is no incompatibility between his/her precepts and practices. The professional further requires that the employees should be calm, patient and communicative by temperament and amicable in disposition.
- 1.7 Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- 1.8 Manage their private affairs in a manner consistent with the dignity of the profession.
- 1.9 Express the free and frank opinion by participation at professional meeting, seminars, conferences etc. towards the contribution of knowledge.
- 1.10 Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- 1.11 All employees, both teaching & non-teaching, in all favourable and unfavourable conditions, shall execute discretion while dealing with their routine and unusual duties in line with the brand and image of the University.
- 1.12 As to avoid being caught unaware about the general/normal information of other constituent institutes/departments, all employees shall be proactive towards the information as to be helpful in case any visitor seeks their help.

## **2. Code of Respect towards students**

- 2.1 Respect the right and dignity of students in expressing his/her opinion.
- 2.2 Deal justly and impartially with students regardless of their religion, cast, political, economic, social and physical characteristics.
- 2.3 Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- 2.4 Be affectionate to the students and not behave in a vindicate manner towards any of them for any reason.
- 2.5 Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- 2.6 Refrain from inciting students against other students, colleagues or administration.

## **3. Dress Code**

- 3.1 All the employees should be decently dressed, befitting the impression of an academic campus. Casual dressing like Jersey, T-Shirts, Jeans, Slippers, etc. is not allowable. The ideal dressing for a male employee is a half/full sleeve formal shirt with light colours, dark/light colour formal trousers and leather shoes. The ideal dressing for a female employee is formal and light coloured full/half sleeve salwar kameez/sari giving decent appearance and decent chappals/sandals.

## **4. Confidentiality**

Any kind of person-related data, University and operating secrets (whether University related or those of third parties), financial data and information that is of sensitive nature shall be considered as confidential information.

- 4.1 No employee shall, publish/discard/ broadcast any information pertaining to the University anonymously, or in his/her name, may be in press or otherwise through public utterance, which will invite adverse criticism of the University.
- 4.2 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/her communicate, directly or indirectly, any official document or information to any person to whom s/he is not authorized to communicate such document or information. Even in the case of an authorized person, s/he shall communicate through appropriate channels only.
- 4.3 Communicate promptly to the immediate authority and consult, if any one seeks such information as well as for any significant concern, or complaint rather than directly taking action on their own.
- 4.4 No employee shall directly, or by other means, approach higher authority of his/her immediate reporting officer/supervisor, in any case without consulting; hereafter all the special orders, authorities, powers or such other permissions in this line shall be overruled and s/he shall abide his/her communication through appropriate channel only.
- 4.5 No employee shall directly, or by other means, approach higher authority of his/her immediate reporting officer/supervisor, in any case without consulting; hereafter all the special orders, authority, power or such other permission shall be overruled and s/he shall abide his/her communication through appropriate channel only.
- 4.6 Employee prepares carefully and stores university/department/institute documents as required by the legal regulations of the University or any regulatory body and in accordance with the customary university practices. This applies in particular how and how long the documents are stored.
- 4.7 The honour and preserve the sanctity of the confidential matter in tangible and intangible form having of intellectual property right related issues (logo, brands, vision and mission and the like).
- 4.8 Give the University high priority, even when faced with time constraints, and to realistically acknowledge that a s/he must sacrifice to promote University goals
- 4.9 Accept responsibility as per the policy guidance of the University and adheres and act strictly in accordance to it.
- 4.10 Act always for the benefit of the University as a whole and never for the benefit of special interests.
- 4.11 Aid in shielding the University from outside/inside pressures that, if yielded to, would be damaging the image and work culture.
- 4.12 Refrain from any form of action or involvement that might prove detrimental or embarrassing to the University, and to resign if such a situation should develop.
- 4.13 Work continually for the advancement of higher education.

## **5. Assignment outside of the University**

- 5.1 No employee shall take part in any political activities of any kind, without prior approval of the Director.
- 5.2 No employee of the University shall, engage, directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his/her official assignments.

## **6. Criminal Proceeding / Recourse to Court of Law**

- 6.1 An employee who gets involved in any criminal proceedings shall immediately inform the competent authority through the Head of the Institution/College, irrespective of the fact whether he/she has been released on bail or not. An employee who is detained in police custody, whether on criminal charges or otherwise, for a period longer than forty-eight hours shall be deemed as suspended, and not join his/her duties in the University or its constituent Colleges/Institutes, unless he/she has obtained written permission to that effect from the Director.
- 6.2 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/her private character or any act done by his/her personal capacity.

## **7. Grievance Redressal**

- 7.1 Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done, he/she must forward his/her case through proper channel, and shall not forward advance copies of the application to any higher authority, unless the immediate authority has rejected/refused to hear the grievance.
- 7.2 No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or of any other matter.

## **8. Gender Sensitivity**

- 8.1 No employee shall indulge in any act of sexual harassment of any kind, which includes unwelcome sexually determined behaviour as described by the IPC(whether directly or indirectly) such as:
  - i. Physical contact and advances;
  - ii. Demand or request for sexual favour;
  - iii. Sexually coloured remarks;
  - iv. Showing and watching pornography;
  - v. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

## **9. Misconduct**

Misconduct means if a University employee does any of the following things:

- 9.1 Willfully disobeys, or willfully omits, for bears or neglects, to execute any lawful orders or instruction or commits a breach of any of the provision of the rules of conduct;
- 9.2 Commits any wilful breach of the trust and duty of his office;
- 9.3 Demands, accepts, or receives, by himself or another, in the discharge of his duties, any gift, reward or remuneration except in accordance with such rules as may be prescribed by the University;
- 9.4 Indulges in any un-lawful activity or in political preaching amongst the students or the employees of the University;
- 9.5 If he does any such thing as under mines or is likely to undermine the prestige of the University, or is detrimental or likely to be detrimental to the interests of the University or disturbs or is likely to disturb the harmony and cohesion of the corporate life of the University;
- 9.6 Gross partiality in assessment of students, deliberately over-marking/under- marking or attempts favouritism at victimization on any ground;
- 9.7 Inciting students against other students, colleagues or administration (This does not interfere with the right of a teacher to express his difference on principles in seminars or other places where students are present);
- 9.8 Indulging in communal activities, or raising questions of caste, creed, religion, race or sex in his relationship with his colleagues and trying to use the above considerations for improvement of his prospects;
- 9.9 Absence without leave, overstay after expiry of leave, leaving the Institution without permission from the Head of Institution during working hours, by the teachers and non-teaching staff;
- 9.10 Theft of University property or the property of the other employees, teaching and non-teaching, and students and any other person within campus;
- 9.11 Damaging the property of the University / Institutions, both moveable and/or immoveable;
- 9.12 Any act which deteriorate the overall atmosphere of the campus or the institute;
- 9.13 Involving in any kind of violence in and outside the campus including instigating the violence;
- 9.14 Involvement in criminal act like using alcoholic beverages, drugs, gambling on or outside the campus including instigating the other students for such action;
- 9.15 Participating, sharing or instigating inappropriate information on any platform of communication, including e-

medium, amounting shame to the University's prestige and image;

- 9.16 Any action by an employee that shall directly influence or cause detriment to the University employment of any other employee who is his/her closed or distant relative.
- 9.17 Any other act which the Head of the Institution feels as gross misconduct, which are not covered under the above category;

#### **10. Promoting and Protecting Whistle-blower**

- 10.1 All employees shall show utmost integrity and honesty while exchanging information, to whomsoever within formal proper communication channel, as to pass on actual and undiluted information against any individual or group of individuals, that in the interest of the University, parental body and its Constituent Colleges/institutes.
- 10.2 It is a violation of University policy to retaliate against an individual because she or he has made, in good faith, a disclosure of noncompliance or has participated in an investigation, proceeding or hearing involving noncompliance of any regulation of any act of Ganpat University/ AICTE/UGC/ State Government.
- 10.3 The University, herewith, assure all employees that it shall provide all kinds of support and protections, whenever an employee or group of employees, stand for the truth and within the compliance of any regulation of any act of the Ganpat University/AICTE/UGC/State Government.

#### **11. Oath**

All the existing employees shall swear in and undertake the following oath to keep their conduct in line with the Code of Conduct under this Regulation,

"I, being the well-wisher of the Ganpat University, swear in this oath, in the presence of the Board of Governors, that I by my act and deed will always adhere to the Code of Conduct, at all times, without any prejudice, as per the Code of Conduct Regulations of the University. In case of breach of Code of Conduct, knowingly or unknowingly, the decision of the authority is binding on me."

Swearing in of the above oath shall be binding to all employees of the University, failing which s/he shall have to suffer the appropriate penalties.

#### **12. Penalty**

- 12.1 Any one or more of the following penalties shall for good and sufficient reasons, such as misconduct, moral turpitude, neglect of duty, violation of any term or condition or service inefficiency, indiscipline criminal conviction, be imposed upon any employee of the University.
- 12.2 Minor Penalties:
  - Censure
  - Fine
  - Withholding of one or more (not exceeding three) annual increments.
  - Recovery from his pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of order.
- 12.3 Major Penalties:
  - Reduction to a lower stage in the time scale of pay for a specified period.
  - Reduction to a lower time scale of pay, grade post or service.
  - Compulsory retirement.
  - Removal from service which shall not be a disqualification for future employment under university.
  - Dismissal from service, which shall ordinarily be a disqualification for future employment under the University.

Note 1.-Penalties should be proportionate to the gravity of misconduct.

Note 2.-Penalties inflicted, excepting censure, with clearance from the Board of Governors shall be recorded in the Service Book of a teacher or non-teaching staff held guilty of misconduct.

- 12.4 Explanation:

Unless imposed as a penalty the following shall not ordinarily amount to a penalty within the meaning of this regulation.

1. Non-promotion whether in a substantive or officiating capacity of a University employee to a service, grade or post for promotion, to which he is in ordinary course eligible, on administrative grounds and not a measure of penalty on the ground of his misconduct.
2. Reversion to a lower service, grade or post of a University employee officiating in higher service grade or post on the ground that he is considered, after trial, to be unsuitable for such higher service, grade, or post or on

purely administrative grounds.

3. Reversion to his permanent service, grade or post of a University employee appointed on probation to another service, grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the rules and orders of University in this behalf for the time being in force.
4. TERMINATION OF SERVICE –
  - Of a University employee appointed on probation; or
  - Of a University employee employed under a contract in accordance with the terms of such contract; or
  - Of a University employee due to unauthorized absence from duty for a period of thirty days.

#### 12.5 Disciplinary Procedure in Minor Penalties

1. In case of minor penalty, the nature of allegation shall be communicated to the employee concerned and he will be given a minimum period of 1 week from the date of the receipt of the communication by him to submit his explanations, if any. Upon receipt of his explanation or on the expiry of the period of 1 week given for submission of explanation, the authority concerned shall after necessary examination of relevant facts and circumstances either drop the case or decide to impose upon the employee concerned any one or more of the minor penalties.

#### 12.6 Disciplinary procedure in Major Penalties

1. In case of a major penalties, the grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges and communicated to the employee concerned together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case. The employee charged shall be required to put in a written statement of his defence within ten days from the date of receipt of the communication by him along with documentary evidence, if any. Upon receipt of the statement of defence, or on the expiry period not exceeding ten days or as may be extended, the authority concerned shall, after examination of relevant facts and circumstances, either drop the case or decide to proceed further. If it is decided to proceed further, a formal enquiry shall be held and asking him to be present at the enquiry, if he so desires, and to produce further evidence, if any, in support of his defence. The authority concerned shall thereafter take decision on the findings of enquiry. If it is decided to impose a penalty, another opportunity will be given to him to submit show cause as to why the particular penalty decided to be imposed by the appointing authority within a week's time. On receipt of the communication in this respect in response to the show cause notice or on expiry of the period of one week or granted period of extension a final decision will be taken by the appointing authority to impose penalty and communicate the same to the employee.

Note: No pleader shall be allowed to appear at the enquiry on behalf of the University or the person charged.

#### 12.7 Disciplinary procedure, whether minor or major penalties, Shall be not applied

1. Where the authority empowered to dismiss or remove or make him to retire prematurely is satisfied that for reasons to be recorded in writing, it is not reasonably practicable to give the person an opportunity of showing cause against the action proposed to be taken in regard to him; or
2. Where the security of the Nation, State or University is involved.

Note: If any question arises, whether it is reasonably practicable to give to any person an opportunity of showing cause under the disciplinary procedures against the particular penalty proposed to be inflicted, the decision of the President shall be final. Vide Clause no. 32, Ganpat University Act.

13. So far as the provisions covered if any specific provision is not covered under the document, then the same will be applicable on the lines of similar rules made applicable to the employees of State Government, will mutatis mutandis be applicable to the University and its Constituent Colleges, Promoting Body and Institutes run by it, subject to the approval of the BoG.

14. Notwithstanding anything contained in these Regulations for Employees' Code of Conduct, the Board of Governors may relax any of the conditions mentioned in these Regulations, but in exceptional cases.

### 11.2 Policy against Sexual Harassment

#### 1. Preamble:

The Policy against Sexual Harassment of women at workplace is framed by the University in accordance with Hon'ble Supreme Court's guidelines with Vishakha vs. State of Rajasthan case. The Supreme Court had held that sexual harassment of women at work-place is against the dignity of women and violates Articles 14, 15(1), 19(1)(g) and 21 of the Constitution of India. The policy seeks to maintain and create an academic and work environment free of sexual harassment for students, academic and non-teaching staff of the University and its constituent institutions. These rules will also apply to outsiders and residents, on the University/College/campus to the extent specified herein.

## 2. Definitions

- (i) "University" means Ganpat University
- (ii) "Constituent Institution means any institution/college owned and managed by the University.
- (iii) "Committee" means the committee to check the menace of sexual harassment & violence against women at their work place.
- (iv) "Student" include regular students as well as ex-students of University/College.
- (v) "Teaching staff includes any person appointed on teaching post in the constitute college/institution of the university. It also includes a person appointed on adhoc, contractual, casual project basis or honorary.
- (vi) "Non-Teaching staff includes any person appointed on any non-teaching post in the constitute college/institution of the university. It also includes a person appointed on adhoc, contractual, casual basis or on daily wages.
- (vii) "Resident" includes any person who is a temporary or permanent resident of any of the accommodations or premises allotted to an employee by the University or its promoter trust Mehsana District Education Foundation,
- (viii) "Outsider" includes any person who is not a member or resident of the University/College/Institute. It also includes, but is not limited to, any private person offering residential, food and other facilities to students, teaching staff or non-teaching staff of the University or any constituent college/institution,
- (ix) "Campus" includes all places of work and residence in the University or any its constituent college/institution. It includes all places of instruction, research and administration, as well as hostel, health centers, sports grounds, staff quarters and public places (including shopping centers, eating places, parks etc.) on the University campus or any other campus maintained by the University.
- (x) "Sexual Harassment" includes any unwelcome sexually determined behaviour, whether directly or by implication and includes physical contact and advances, a demand or request for sexual favors, sexually-coloured remarks, showing pornography or any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Explanation: "Sexual Harassment" shall include, but will not be confined to the following:

- a. When submission to unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature are made, either implicitly or explicitly, a ground for any decision relating to employment, academic performance, extra-curricular activities, or entitlement to services opportunities at the University/Colleges/Institutions.
- b. When unwelcome sexual advances, and verbal, non-verbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mail, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature have the purpose and/or effect of interfering with an individual's performance or of creating and intimidating, hostile, or offensive environment.
- c. When a person uses, with a sexual purpose, the body or any part of it or any object as an extension of the body in relation to another person without the latter's consent or against the person's will, such conduct will amount to sexual assault.
- d. When deprecatory comments, conduct or any such behaviour is based on the gender identity/sexual orientation of the person and/or when the classroom or other public forum of the University/College is used to denigrated/discriminate against a person or create a hostile environment on the basis of a person's gender identity/sexual orientation.

## 3. Scope :-

This policy shall be applicable to all complaints of sexual harassment made:

- (i) by a member of the University/College/Institution against any other member of the University/College/Institution irrespective of whether the harassment is alleged to have taken place within or outside the campus,
- (ii) by a resident against a member of the University/College/Institution or by a member against a resident irrespective of whether the harassment is alleged to have taken place within or outside the campus,
- (iii) by an outsider against a member of the University/College/Institution or by a member of the University/College/Institution against an outsider if the sexual harassment is alleged to have taken place within the campus,
- (iv) by a member of the University/College against an outsider if the sexual harassment is alleged to have taken place outside the campus.

## 4. Establishment of Committee

The Director of the University shall constitute a Committee to check the menace of sexual harassment & violence against women at their workplace. The qualifications, tenure, terms and conditions of the Chairperson and members of the committee shall be determined by the Director. The Chairperson of the committee shall be a woman, preferably the

Chairperson of Women Cell, if any, appointed by the Director.

**5. Composition of the committee:**

The composition of the committee shall be as per the UGC and Ganapt University Norms.

**6. Jurisdiction**

The committee at University and College shall have the jurisdiction to entertain the complaints of Sexual Harassment on the campus.

**7. Limitations**

The complaints may be entertained by the committee within a period of ten days from the day of alleged event of Sexual Harassment.

**8. Manner in which complaints shall be made**

The complaint may be made by any member against any other member in writing before the committee. The complaint shall contain the facts and specific allegations supported by evidence. At college level, the complaint is made to the Principal/Chairperson of the Committee. A copy of the complaint is also to be submitted to the Director of the University.

**9. Procedure**

After receiving the complaint the meeting of the committee shall be convened by the chairperson at the earliest at college/University level. The complaint shall be placed before the committee. After considering the complaint the committee shall follow the procedure as considered just and appropriate to meet the ends of justice. The burden of proving the allegation shall lie on the complainant(s). No decision shall be taken by the committee against any one without giving the opportunity of hearing

**10. Findings**

The committee shall decide the complaints at the earliest and recommend the punishment /action to the Director for approval/decision/ consideration. The punishment /action shall be commensurate with the nature or gravity of incidents.

A. In case of university/college/institution employees, disciplinary action may be in the form of:

- (i) Warning
- (ii) Written apology
- (iii) Bond of good behaviour
- (iv) Adverse remarks in the Confidential Report
- (v) Debarring from supervisory duties
- (vi) Denial of membership of statutory bodies
- (vii) Denial or re-employment
- (viii) Stopping of increments/promotion
- (ix) Reverting, demotion
- (x) Suspension
- (xi) Dismissal
- (xii) Any other punishment as may be warranted by the case.

B. In case of students, disciplinary action may be in the form of:

- (i) Warning
- (ii) Written apology
- (iii) Bond of good behaviour
- (iv) Debarring entry into a hostel/campus
- (v) Suspension for a specified period of time
- (vi) Withholding results
- (vii) Debarring from exams
- (viii) Debarring from holding posts
- (ix) Expulsion
- (x) Denial of admission
- (xi) Declaring the harasser as "persona non gratia" for a stipulated period of time,
- (xii) Any other punishment as may be warranted by the case.

- C. In case of third party harassment, the University authority shall initiate action by making a complaint with the appropriate authority as per law. The recommendation of the committee on punishment /action shall be forwarded to the Director whose decision shall be final.

#### **11. Appeal**

Any person/member, dissatisfied /aggrieved by the decision of the committee (University/College/Institution) may make an appeal to the Director within 15 days from the date of notification or communication of decision to him. The Director may give opportunity to the concerned persons /members and decide the matter accordingly. The decision of Director shall be final.

#### **12. Enforcement of orders**

The enforcement of orders /decisions passed above shall be the responsibility of concerned Principal/Head of the College/Institution. In case of non-teaching employees the orders shall be implemented/enforced by the Registrar.

#### **13. Administrative control**

The Director shall have the supervisory and administrative control over the committee.

#### **14. Removal of difficulties**

If any difficulty arises in giving effect to the provision of this policy the Chairperson of the committee may remove the difficulties.

#### **15. Savings**

No officer /member shall be liable for any legal proceedings for anything done in good faith in discharge of duties under these rules.

### **11.3 Grievance Redressal Mechanism**

In order to redress individual as well as collective grievances of the staff of the University, a three-tier Grievance Redressal Mechanism has been devised as follows:

#### **A) Department Level Grievance Redressal Committee.**

Any grievance at the Institute / Department / Center's level may, in the first instance, be brought to the notice of the Principal / Head of the Institute / Department Or aggrieved staff shall be free to represent his/her grievance in writing directly to the concerned Chairperson or any member of Department Level Grievance Redressal Committee, hereafter be called as Department Level Grievance Redressal Committee,. On receipt of grievance in writing, the recipient shall have to intimate the Department Level Grievance Redressal Committee and call the meeting within three days from the date of receipt.

The individual grievances received by the University directly, shall also be referred to this Department Level Committee for redressal.

The Department Level Grievance Redressal Committee will look into the grievance of the staff and try, to redress it within 30 days from the receipt of written representation, provided the case shall not be referred the concerned Principal / Head back.

However, if the Department Level Grievance Redressal Committee finds that redressal of such a grievance, in the first place, lie with the concerned Principal / Head, the same may be referred to the concerned Principal / Head under intimation to the aggrieved staff. In such cases, the concerned Principal / Head will take action thereon within one month's time. In case of no response or unsatisfactory response from the concerned Principal / Head, the aggrieved staff will be free to represent his/her case again in written to the Department Level Grievance Redressal Committee.

The aggrieved individual staff may take assistance of another staff of the University, while presenting his/her case before Department Level Grievance Redressal Committee.

The Composition of the Department Level Grievance Redressal Committee

- |                                                                                                               |             |
|---------------------------------------------------------------------------------------------------------------|-------------|
| 1. Executive Dean of the concerned Faculty                                                                    | - Chairman  |
| 2. One Executive Dean from other Faculty<br>(to be nominated by the Director General for a term of two years) | - Member    |
| 3. Dean of the concerned Faculty                                                                              | - Member    |
| 4. One Senior Professor from the Faculty<br>(to be nominated by the Director General for a term of two years) | - Member    |
| 5. Asst. Registrar / Administrative Officer of the Institute / Department                                     | - Secretary |

The committee after receipt of a written representation, if considers necessary, may invite, at its discretion, the aggrieved teacher for an oral submission. The committee will be authorized to summon the relevant papers from the concerned officers of the University to facilitate redressal of the grievances referred to it and shall submit its recommendations, to the University within four weeks of receipt of such representation.

The committee may meet as frequently as may be necessary.

In case there is no response within the stipulated period or if the teacher is not satisfied with the recommendations of the Department Level Grievance Redressal Committee, s/he may prefer an appeal to the University level Grievance Committee within 30 days of receipt of decision of Department Level Grievance Redressal Committee.

In case if the aggrieved staff is working at Ganpat University Central Office, the name of committee would be Ganpat University Central Office Level Grievance Redressal Committee instead of Department Level Grievance Redressal Committee and the duty above mentioned for Principal be played by the Executive Registrar of the Ganpat University.

The Composition of the Ganpat University Central Office Level Grievance Redressal Committee would be:

|                                    |                    |
|------------------------------------|--------------------|
| Executive Registrar, GNU           | - Chairman         |
| Joint Registrar                    | - Member           |
| Deputy Registrar (HR)              | - Member           |
| Section of Head of aggrieved staff | - Member Secretary |

University Level Grievance Redressal Committee:

- B) The collective grievances of the staff or the grievances of individual teachers having ramifications at the University level or any staff not being satisfied with the decision of the Department Level Grievance Redressal Committee, will be placed before the University Level Grievance Redressal Committee.

The composition of the University Level Grievance Redressal Committee shall be as under:

1. Nominee of The Director General - Chairman
2. Executive Registrar - Member
3. Two Executive Deans - Member  
(To be nominated by the Director General)
4. Joint Registrar - Member
5. Deputy Registrar (HR) - Member Secretary

On a written request, the Committee may, at its discretion, invite the aggrieved teacher for a personal hearing. The individual teacher may take assistance of another teacher of the University while presenting his/her case before the University Level Grievance Redressal Committee.

The Committee may hold its meeting from time to time as may be necessary. All the representations received by the end of previous month shall be deliberated upon in its meetings. An adjourned meeting shall be held on a date agreed upon in the meeting of the Committee. The Committee shall give its recommendations in the grievances referred to it within one month time. The University, if found necessary, may refer any representation(s) having collective repercussions and received by it directly, to this Committee for redressal.

- C) Grievance Redressal at the Director General Level

In case there is no response within the stipulated period or if the staff is not satisfied with the recommendations of the University Level Grievance Redressal Committee, he/she may prefer an appeal to the Director General within a 30 days' time. The Vice-Chancellor, keeping in view his engagements, may dispose off the appeal within 30 days' time. The decision of the Director General, in such matters shall be final and there shall be no further appeal in the matter."

Note:

1. If any interpretation of rules is involved, the Director General shall be the competent authority and his decision will be final and binding upon the parties.
2. Any grievance /complaint relating to sexual harassment will not be covered under these rules as there is a separate mechanism for addressing such matters under Ganpat University.

#### 11.4 Write to Director General

To promote participation of stakeholders i.e. Staff (current & former), Students (current & former), Parents, Associates, Industry Partners and Extension Communities at all levels, the Hon. Director General (DG) has decided to create an open-to-connect platform so that all the stakeholders can directly write to the Hon. DG about the matters that may require an intervention from the office of the DG.

All the stakeholders may write directly to the Director General office through.

1. An Email on: write2dg@ganpatuniversity.ac.in
2. Use the link (case sensitive): <https://goo.gl/g3YYpQ>

This link will be prominently displayed on the Ganpat University website.

All the Principals/Chairpersons/Heads are requested to bring to the active notice of concerned staff for prompt circulation of this initiative among the stakeholders.

# 12 Leadership Policy

## 12.1 Young Women Leadership Policy

### Women Empowerment through Leadership Role

Female representation among staff and students at Ganpat University is around 40 percentage which is quite promising in terms of leading towards gender balancing within the Campus. To look at their requirements, needs, supports and issues with holistic way, involvement of women in decision making process is inevitable and equally important. Women have natural inherited traits which give them upper hand than their male counterpart because of their social and biological distinctiveness.

Working Women leading in their personal and professional life do smartly manage multitasking and interlink the learning from both the lives well, hence makes working environment less authoritarian and more cooperative and family-like. Women are bestowed with compassion and empathy and have instinct nurturing nature these are the very much components a leaders should possess to create an ecosystem for all to participate at their highest possible level.

Involvement of more women at the frontier role always bring a new perspective on the table with newer insights therefore possibility of exploration of new ways and means may establish.

Ganpat University with this sensitivity and being equal opportunity provider, proposes Ganpat University Women Empowerment through Leadership Role. This policy shall provide opportunity to the female staff members who have proved themselves through their contribution and personal traits to play crucial leading roles.

We may engage such potential female employees on undermentioned areas sensing them as Next Generation Leader OR Young Leader:

- a. New Initiatives and New Programs
- b. Centers of Excellence
- c. Community Development Program or Social Engagement Program
- d. Value Based Programs
- e. Training and Consultancy
- f. Student Support Services
- g. Teaching Learning or Academic Quality Enrichment Program
- h. Admission and Institutional Administration
- i. Research quality and enhancement project
- j. Government liaising
- k. University / Institute Placement Cell
- l. University / Institute Alumni Cell
- m. National and International Admission Cell
- n. And other important assignments

**1. Next Generation Leaders** who has proven track record within Ganpat University as well as at their previous organizations to lead any of the above mentioned projects wherein independent charge to lead the project shall be handed over.

**2. Young Leaders** who is young, newcomer in the Ganpat University system, has potential to perform well if a chance is . y opportunities to face real time challenges and circumstances which surely mechanical way prepare true leaders.

### Applicability

Female staff members having worked for minimum 2 years within Ganpat University shall be provided hand holding through this policy provided the performance and other qualities required for the further higher cadre roles are satisfied by them.

Their commitment to stay for minimum next 5 years shall also be properly checked.

Identification of Projects / Assignments:

The HR Section of the University shall identify role to be assigned to female staff to play after approval from the office of the Pro Chancellor and the Director General.

### Nomination:

Self-nomination shall be invited from the female employees who has demonstrated superior leadership and success over several years while working at Ganpat University or during with her previous organization/s. Self-nominee should have a track record of long-term achievements, community involvement and professional growth. The self-nominee will be a woman who is known for her positive influence and competent abilities. The nomination shall be based on the actual performance, attitude and personal traits of female staff, selection committee shall evaluate each and every nomination received against the role / designation declared as vacant / open for female leadership role.

**Selection Committee:**

- |                                                       |                    |
|-------------------------------------------------------|--------------------|
| 1. The Pro Chancellor and Director General            | – Chairman         |
| 2. The Pro Vice Chancellor                            | – Member           |
| 3. The Executive Registrar                            | – Member           |
| 4. Two Executive Dean nominated by the Pro Chancellor | – Member           |
| 5. Jt. Registrar                                      | – Member           |
| 6. Dy. Registrar (HR)                                 | – Member Secretary |

The Pro Chancellor and the Director General may invite other individual/s as members of the Committee.

The recommendation of the committee shall be sent for the approval.

**Key Result Indicators of the Role Assigned and regular evaluation and assessment:**

Proper Key Result Areas / Indicators shall be provided to the Female Leader whom project / assignments are assigned with clear cut time line.

The above selection committee, on six month interval, shall regularly & critically evaluate the performance and progress of the projects / assignments to decide the continuity of the role assign to the female leader. Based on report of critical evaluation, observations of the committee shall be shared with the female leader for further improvement and success of the project / assignment.

The Female Leader shall be provided minimum two years' time to prove herself worthy for the project / assignment. For projects with shorter span of life, adequate time shall be provided to execute the role.

**Workload of selected Female Leader:**

The Selection Committee shall propose relaxation in workload of selected female employees from her regular role based on the project / assignment handed over, expectation from the role assigned, quantum and quality of the role, time and energy needed to execute the role and other parameters.

**Remuneration, perks, Awards and other benefits on being successful:**

The Selection Committee based on actual performance and success of the project / assignment shall recommend either appropriate salary rise or remuneration / perks, Awards or other benefits befitting valuation created by the female staff.

The Selection Committee considering the contribution and difference created by the female leader shall nominate her for President Staff Excellence Award under any category which are currently there or may propose new / fresh category sensing the quality and quantum achieved by the leader.

Such women who inspire others through her work, ideas and example. The recipient of such leadership role will demonstrate an unwavering passion and commitment for a particular project / assignment. She is a role model who is making a difference in the lives of others. Such policy advocates for positive change helps close the leadership gap and create a more equitable society for all.

**12.2 Next– Gen Leadership Policy****1. PREAMBLE**

Ganpat University is growing at a rapid pace. This speed of growth is complemented by the innovative practices, industry lead programs, Centre of Excellences, students experience and many such other factors leading preparing Ganpat University graduates matching Industry 4.0 skills, knowledge and globally acceptable. Implementation of Education 4.0 strategies is an inevitable to cope up with changes taking place in higher education globally as well as industry skill demands. In view of this numerous new initiatives, innovative activities and projects we need to float along with scaling up existing all initiatives.

**2. Need of the NEXT GEN LEADERSHIP**

Ganpat University is growing at a rapid rate year on year basis. Increasing student enrollment leads to recruitment of new, young faculties to support teaching, learning and student experience. University is adding new programs, new centers, innovative clubs, new initiatives empowering students and making them employable, Social Projects and Innovation Centre, Students support services etc requires to identify and give a leadership role to young and enthusiastic faculties. This will leads to increase involvement of these newly identified leaders and help organization to extend the support to students. At the same time helps organization to prepare next gen leaders who can be mentored and prepare for future leadership.

**3. OBJECTIVE of the LEADERSHIP Scheme**

- 3.1 Providing opportunity to cap able young faculties to lead the project of area of interest/expertise
- 3.2 To support new centers, innovative clubs, new Initiatives with right kind of leadership to ensure students will get best learning and living experience on campus

- 3.3 To encourage fresh ideas and explore new possibilities
- 3.4 To identify second generation leaders, to mentor and to nurture them for future leadership

#### **4. Who can be Given opportunity as Next Gen Leader**

University can engage any potential employee working at any level as Next Generation Leader

- 4.1 NEXT GENERATION LEADER who has proven track record within Ganpat University or at their p r e v i o u s organizations or have a potential to lead projects independently, meet targets and develop a self-sustainable impactful model in line with University's vision. It is the individual who has potential to perform well if a chance is given, may be engaged to get trained for future leadership, through offering opportunity to work on important projects / assignments independently or immediate under a strong leader who lead the particular project / assignment. The whole exercise under this category shall provide abundant learning opportunity to prove young staff to get ready to lead from front on independent charge later on.

This policy shall greatly ready future leaders for the University and its constituent institutes by providing adequate and timely opportunities to face real time challenges and circumstances which surely mechanical way prepare true leaders.

#### **5. Applicability**

Staff members having worked for minimum 2 years within Ganpat University shall be provided hand holding through this policy provided the performance and other qualities required for the further higher cadre roles are satisfied by them.

Their commitment to stay for minimum next 5 years shall also be properly checked.

#### **6. Identification of Projects / Assignments:**

The University Strategic Team (UST), shall identify role to be assigned to identify staff to play after approval from the office of the Pro Chancellor and the Director General.

#### **7. ORGANISATION**

- 7.1 University Strategic Team (UST)

The EDC will function under the guidance and control of University Strategic Team (UST) chaired by Hon. Director General. Its activities will be monitored by an UST.

- 7.2 Composition of UST

1. Hon. Director General – Chairman
2. Pro Vice Chancellor
3. Pro Vice Chancellor & Executive Registrar
4. Executive Dean – Off Campus
5. Two Executive Dean/Dean/Principal Nominate by Hon DG
6. Jt Registrar

- 7.3 Responsibility of UST

1. Designing of Strategic Plan with Measurable Outcomes and Performance Indicators
2. Policy Framing and Implementation
3. Fixing up of physical and financial targets
4. Suggesting measures for training programs, numbers, raising funds, effective utilisation of facilities and expertise available in the University and sourcing of expertise and facilities from other institutions.
5. Suggesting Collaboration Opportunity
6. Monitoring of progress quarterly
7. Any other support/advise managing committee needs

#### **8. PROJECT MANAGEMENT COMMITTEE (EMC)**

Project Management committee is responsible of the Successful functioning of the project assigned. PMC is responsible for Promotion of program/center among all students of the country as well as meeting targets in line with strategic plan, outcomes and performance indicators.

- 8.1 Scope of PMC

1. To scale up the Center/Project/Assignment to Global Standard
2. To Plan, Prepare, Organise and Utilise Optimally Budget and Resources
3. To Prepare Strategic Plan, with Measurable Outcomes and Performance Indicators

4. To Design, plan, and organise activities in line with Strategic Plan and meeting targets
  5. To organize different events and activities supporting program promotion and providing the platform to the student and faculties to learn and demonstrate their capabilities.
  6. To prepare Funding Proposal, Liaison and Raise the fund
  7. Dissemination of information through Blog & Newsletter
- 8.2 Composition of PMC
1. There will be 3-4 members committee who will responsible for successful implementation of Project assigned. Chairman – UTC will nominate the members on committee as per the requirement.
  2. The Chairperson of the Project will be responsible for execution of all activities designed.
  3. Except Chairperson of the Project, the role of other member is to mentor, guide and extend all support needed by Chairperson to execute the project successfully. Members have to extend all support with their Network, Time, People and Resources to all possible extend.
- 8.3 Responsibility of PMC
1. To implement strategic plan to achieve outcomes as defined
  2. To prepare action plan in line with strategic plan, budget and Resources Requirement for approval to UST.
  3. To search and avail funding opportunity of Government or Non-Government Agencies
  4. To organise Awareness Camps, Training programs, Talk Series etc
  5. To prepare and network with experts available regionally, nationally and internationally
  6. To design programs and activities and implement across the courses of the University and outside of University.
  7. To prepare a case/success stories, disseminate through blogs, newsletter etc
  8. To handhold everyone participating by advising and assisting get all expected outcomes.
  9. Create network with Government Agencies, Industries, S&T Centres, STEM organisations, Similar Centres/Projects at other organisations, IPR organisations and Consultants, Incubator Centres, Foreign Universities and organisation.
  10. Create a collaboration of the organisations for exchange of knowhow, mentorship, people and technology.
  11. Create opportunities for internship/externship.
  12. To promote special section programs viz women, tribal etc
  13. Any other as advise by UST in line with objectives of PMC
  14. PMC meets monthly and send MoM along with monthly action report to all members of UST.
- 8.4 Role and Responsibilities of PMC Members
1. Chairperson of the Centre/Project/Assignment assigned shall be responsible for day to day activities of the Project.
  2. Chairperson shall have to ensure all the activities be organised with meaningful outcomes in line with Strategic Plan. Chairperson shall be held accountable for performance of the Project.
  3. Institute level coordinators (If required) will work with Chairperson to organise and implementation of all activates and are Chairman of Project/Cell/Centre at Institute level.
  4. Other members have to advise, mentor and extend all support to Chairperson to roll action agendas.
  5. Other members shall be assigned a specific responsibilities to support the project/centre/cell based on their expertise and strength in line with Strategic Plan and measurable outcomes.

## 9. NOMINATION as a LEADER

1. Self-nomination shall be invited from the employees who have demonstrated superior leadership and success over several years while working at Ganpat University or during with her previous organization/s.
2. Head of Institute can send the nomination of staff considering the strength, passion to work, expertise and leadership quality of candidate.
3. UST members can nominate the members.
4. Hon. Director General can pick and appoint any faculty Directly.

**10. Selection Committee:**

1. The University Strategic Team shall evaluate all nomination received and recommend the project specific names to the Hon. Director General and Pro Chancellor for approval.

**11. Key Result Indicators of the Role Assigned and regular evaluation and assessment:**

1. Proper Key Result Areas / Indicators shall be provided to the Leader whom project / assignments are assigned with clear cut time line of maximum 2 years.
2. Chairperson has to send the monthly report to all members of UST for progress review. UST shall meet on every quarter, to review the progress and performance of the project assigned and for further guidance.
3. The UST shall regularly & critically evaluate the performance and progress of the projects / assignments to decide the continuity of the role assign to the new leader. Based on report of critical evaluation, observations of the committee shall be shared with the leader for further improvement and success of the project / assignment.

The Leader shall be provided maximum two years' time to prove worthy for the project / assignment and demonstrating leadership quality. For projects with shorter span of life, adequate time shall be provided to execute the role.

**12. Deployment and Workload of selected Leader:**

1. The UST shall review and propose the relaxation in workload of selected employees from her regular role based on the project / assignment handed over.
2. However the criticality of current involvement at current institutions or in other project be considered and opinion of Principal/Dean/Executive Dean be invited.
3. The expectation from the role assigned, quantum and quality of the role, time and energy needed to execute the role and other parameters.

**13. Remuneration, Perks, Awards and other benefits, withdrawal of role**

The UST can recommend following to Hon Director General and Pro Chancellor for approval.

1. To offer special financial incentives to the identified leader. In this case, candidate has to meet the performance expectations as decided and to be reviewed quarterly for the continuity.
2. To recommend offering either appropriate salary rise or remuneration/ perks, Awards or other benefits befitting valuation created by the Leader based on actual performance and success of the project / assignment
3. To recommend discontinuing the benefits or role assigned or any other suggestions based on performance parameter.
4. To Recommend considering the contribution and difference created by the leader shall nominate for President Staff Excellence Award under any category which are currently there or may propose new / fresh category sensing the quality and quantum achieved by the leader

14. Anything which is not covered under this policy, UST can recommend to Hon Director General for appropriate decision.