



IMAGINATION INSPITARION INNOVATION

HR- Policy

(Policy Document Number SGU/HR-112/001)

SAM Global University has prepared the HR-Policy Document in line with the policy for defining the working with respect to Quality Management in the University

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1. CORE VALUES:

- Excellence: Commitment to Innovation and continuous learning to ensure that we keep striving for the best outcomes in all facets of life.
- Ethical Conduct: Integrity, fairness, honesty and transparency in all actions.
- Global Outlook: The University welcomes and encourages diverse ideas, beliefs, and cultures.
- Promote Leadership: The University believes that leaders create leadership skills in others, thus igniting a virtuous cycle of growth.
- Collaboration and Inclusiveness.

2. HUMAN RESOURCE ADMINISTRATION

2.1 Human Resource Philosophy:

- We believe that Human Resources at SGU are an asset which needs constant grooming and must be catered to for a lifelong commitment in teaching, research and administration.
- We believe that equitable and fair treatment of people at work leads to harmonization and the entire policy is based on performance oriented assessment of competence, commitment and flexibility which is mandatory for organizational effectiveness.
- We value and respect each person as an individual and encourage diversity of cultures, thought and behavior circumscribed only by the code of ethics and performance.

2.2 Human Resource Policy:

- We view the faculty as core to our being, repository of our vision, competence and values.
- We look forward towards young, talented and vibrant individuals suffused with values and commitment.
- We seek those who are passionate about teaching and overall development of students into good human-beings.
- We value and encourage those who are into teaching by choice not by chance.
- We expect commitment to continuous learning, research and application of knowledge to improve the quality of human existence.

2.3 Recruitment Policy:

Our recruitment policy aims at ensuring;

- That we select the best among the available candidates through a fair selection process formally lay down and articulated.
- That our job specifications and salary package conform to or exceed the norms lay down by appropriate regulatory bodies like UGC, AICTE & INC, PCI, NCTE etc.
- That in addition to academic credentials, we assign appropriate weightage to the experience in industry and research while making faculty selections.
- That aptitude and passion for teaching are taken as preferred attributes together with other competencies as a teacher.
- The requirement of teaching, non-teaching positions and all internal promotions due shall be placed before the BOG, twice a year, for its approval. Appointment/Promotion beyond the sanctioned strength may only be made with the approval of the Chairman, BOG.
- The recommendation of duly constituted Selection Committees for all positions shall be submitted to Chancellor for the approval.
- The assessment and recommendations for recruitment of International faculty and the Faculty with International Experience shall be done by a three member panel of distinguished academicians/people with relevant and rich experience in related industry/field. Members of this panel shall be nominated by Chairman, BOG.

2.4 Faculty Development Policy:

Pursuant to our belief that learning is a continuous and lifelong process, we undertake training and development of faculty members as a formally mandated requirement. following norms have been laid down:

- Every faculty member will normally be sponsored to one national and one international conference per year to present a paper on the subject of his/her interest.
- Every faculty member shall be encouraged to publish at least one paper in a refereed journal of repute.
- Study leave may be granted to those who wish to pursue higher education in the area of their interest.
- Faculty members will be encouraged to undertake sponsored Research and Consultancy assignments as a part of their own development and for strengthening interface with the industry.
- Faculty members will be encouraged to guide research students.

3. TERMS & CONDITION OF SERVICE OF THE OFFICERS/TEACHERS/OTHER ACADEMIC STAFF AND THE EMPLOYEES OF THE UNIVERSITY:

3.1 General: SGU considers it expedient to define with sufficient accuracy and comprehensiveness, the conditions of employment under it and make the said conditions known to its existing and prospective employees. The TERMS & CONDITIONS OF SERVICE as laid down herein under shall be applicable with effect from the date these are approved by the BOG.

3.2 Classifications of Posts:

3.2.1 Officers of the University:

1. Vice-Chancellor
2. Pro-Vice-Chancellor
3. Registrar
4. Controller of Examinations
5. Finance Officer

3.2.2 Faculty Members:

1. Distinguished Professor
2. Professor Emeritus
3. Professor
4. Associate Professor
5. Assistant Professor

3.2.3 Library Staff:

1. Librarian
2. Dy. Librarian
3. Assistant Librarian

3.2.4 Laboratory Staff:

1. Technical Officer
2. Technical Assistant
3. Laboratory Assistant
4. Lab Attendants

3.2.5 Administrative Staff:

1. Deputy Registrar
2. Assistant Registrar
3. Administrative Officer
4. Executive Assistant
5. Accountants

6. Office Assistant

3.3 Minimum Qualifications for Appointment to the Faculty Positions:

The minimum qualifications required for the post of Assistant Professors, Associate Professors, Professors, Distinguished Professor, Professor Emeritus, Assistant Librarians, Deputy Librarians, Librarians will be those as prescribed by the University Grants Commission or other regulatory body.

3.4 Promotion under Career Advancement Scheme of Incumbents of the Posts of Assistant Professors/ Associate Professors/Professors:

3.4.1 Entry level Assistant Professors (Stage 1) would be eligible for promotion under the Career Advancement Scheme (CAS) through two successive stages (Stage 2 and Stage 3), provided they are assessed to fulfill the eligibility and performance criteria as laid down.

3.4.2. An entry level Assistant Professor, possessing Ph. D. Degree in the relevant discipline shall be eligible, for moving to the next higher grade (Stage 2) after completion of five years service as Assistant Professor. The assessment process shall be through evaluation of all credentials submitted by an Expert-Committee. No separate interview need to be conducted for this category.

3.4.3. Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and experience at the appropriate level, shall be based on the recommendations of Selection Committee and on merit of each case. Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor and to those who are entitled for grant of advance increments for having acquired Ph. D., M. Phil., M. Tech. etc. However, those entering service as Assistant Professor with post-doctoral teaching/research experience after Ph.D. and proven credentials may be eligible for discretionary award of advance increments to be decided and recorded by the Selection Committee in its minutes.

3.4.4. Staff Selection Committee will be comprised as under:

3.4.4.1 Teaching and Other Equivalent Positions:

1. Vice-Chancellor - Chairman
2. Observer nominated by Chairman M.P. Private University Regulatory commission
3. Dean of the School – Member
4. Three Experts appointed by VC - Member
5. HOD of the Concern Department-Member

3.4.4.2 Technical officer/ Technical asst./ Laboratory asstt.

1. Dean – Chairman
2. Head of the concerned department - Member
3. Expert in the area nominated by V.C. – Member
4. Dy. Registrar (Academic) - Secretary

3.4.4.3 All Non-Teaching Positions:

1. Registrar – Chairman
2. A Nominee of Vice-Chancellor - Member
3. An expert nominated by Vice-Chancellor – Member
4. Dy. Registrar (Admin) – Secretary

Note:

1. No act or the proceedings of the Selection Committee shall be called in question merely because of the absence of any of its members, Provided that at least half of its members are present at the time of the meeting.
2. The Selection Committee shall consider all the candidates called for interview recommended by the scrutinizing committee. Provided that the Selection Committee may consider an eminent person for appointment to senior position whose name might have been brought to the notice of the Selection Committee.
3. The Selection Committee shall recommend candidates identified as suitable for appointment in the order of their relative merit; Provided that not more than three candidates will be recommended against each vacancy.
4. Notwithstanding anything contained in these rules, the scales of pay and/or job specifications for any post may be revised from time to time keeping in view the norms prescribed by UGC or any other regulatory authority.

3.5 Qualifications for Other Non-Teaching Posts:

1. The minimum qualification for appointment/promotion to the positions at the level of Assistant Registrar and above shall be a Master's degree with a minimum of 55% marks and relevant experience as per the requirement of the post and as may be decided by the University from time to time.
2. For the other non-teaching technical, administrative and secretarial positions, the minimum qualification shall be as following:
 - a) Administrative Officer: A Master's degree with one year experience OR a Bachelor's degree with 3 Yrs. experience in relevant field.
 - b) Technical Officer: A Bachelor's degree with one year experience in relevant field / Diploma in Engineering with 5 yrs experience in the relevant field after obtaining diploma.
 - c) Technical Assistant: A Bachelor's degree with a Certificate Course / A bachelors with 2 yrs experience in the relevant field OR Diploma in relevant branch with 3 years experience.
 - d) Office Assistant: 10+2 with Knowledge of computer and One year experience / 10+2 with Science and One year experience.

Desirable: Bachelors Degree with a typing speed of 40 WPM and proficiency in computer word processing / Bachelor degree in relevant branch of Science / Engineering.

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

3.6.1 Medical fitness: All appointments are subject to the condition that the appointee is found medically fit by the medical authority nominated by the university. Provided that the appointing authority, for good and sufficient reasons to be recorded in writing, may waive off the requirement of medical examination subject to such conditions as the said authority may deem fit to impose.

3.7. Probation:

1. Subject to such exceptions as may be specifically made in the appointment order, all appointments will be initially made on probation for a period of one year.
2. The appointing authority shall have the discretion of extending the period of probation for such period as may be considered necessary.
3. An employee informed in writing about successfully not completed his/her probation period, would be deemed to have continued on probation for a further period of one year and his services will be liable for termination without given any notice or pay in lieu thereof. Provided further that, if no order of confirmation or otherwise is issued even after completion of the extended period, the probation would be deemed to have been completed satisfactorily and the service of the member would be deemed to have been confirmed effective from the date of expiry of the extended period.

3.8 Removals from service:

1. The appointing authority shall have powers to terminate the service of an employee without assigning any reason or without giving any notice during the original or extended period of probation.
2. The appointing authority shall have powers to terminate the services of a confirmed employee by giving him one month's notice or by paying him one months' pay in lieu thereof.
3. The University shall have powers to retrench an employee on grounds of economy by giving the said employee a three month notice or three months pay in lieu thereof.
4. The employee shall have a right to resign from his services by giving one months' notice or by paying one months' pay in lieu of notice: Provided that the appointing authority may, for good and sufficient reasons to be recorded in writing, waive off or reduce the notice period.

3.9 Age of Superannuation:

1. The age of superannuation of the members of faculty and the other Statutory Officers shall be seventy years.
2. The age of superannuation of all other employees shall be sixty five years.
3. Subject to availability of a vacancy and fitness, an employee after superannuation may be re-employed on contract for a period of two years which may be extended for a further period up to a maximum of five years on year to year basis, if the exigencies of work exist.

3.10 Compensation Package:

3.10.1 Pay Scales and Allowance:

1. An employee holding a regular post substantively shall be placed in the appropriate scale of pay prescribed by the university from time to time.
2. On first substantive appointment, the initial basic pay in the scale shall be fixed at the minimum of the scale; Provided that the appointing authority may, on the recommendation of the selection committee, grant higher initial basic pay in the scale as a special case.
3. On appointment to a post involving assumption of duties and responsibilities of greater importance, the basic pay in the higher scale shall be fixed at a stage next above the notional pay arrived at after adding one increment to the basic pay in the lower scale.
4. If an employee is allowed to officiate in a post of higher responsibility, he shall be allowed to draw an officiating allowance at the rate of 10% of his basic pay in the lower scale. The officiating allowance will continue to be paid till the officiating arrangement lasts.
5. Annual increment in the scale of pay shall be drawn as a matter of course unless it is withheld by the appointing authority for good and sufficient reasons to be recorded in writing.
6. In addition to the basic pay, an employee shall be allowed to draw the following allowances:
 - 'Dearness Allowance' at the rates and subject to such conditions as the university may prescribe from time to time.
 - 'House Rent Allowance' at the rates as may be prescribed by the University from time to time.
 - 'Conveyance Allowance' wherever especially provided for in the appointment order.
7. Faculty member who wants to pursue Ph. D from SAM Global University will be given compensation of 25%, in special cases for the faculty members who have been working with SAM Global University for more than 5 years can avail the compensation of 50%.

3.10.2 Pay for Performance: An employee may also be allowed a separate component of pay based on performance to the extent and subject to such conditions as the University may lay down from time to time.

3.10.3 Provident Fund: An employee who has completed one year of service shall be required to contribute to PF as per the scheme laid down under EPF Act.

3.10.4 Gratuity: AS per the prevailing act and rules related to payment of gratuity.

3.11 Vacation, Leave and Holidays

3.11.1 Vacation: The faculty members (Professors, Associate Professors and Assistant Professors) who have completed one year service in the University and who have been involved in class room teaching shall be eligible for vacation for a period of 10 days and those who have completed a period of 3 years shall be eligible for 15 days. The dates of vacation in each individual case shall be decided by the Dean of the Faculty with prior approval of Vice Chancellor.

*The facility of availing these leaves solely depends on the management.

3.11.2 Festival Holidays: The employees shall be entitled to avail the festival holidays as per the list of holidays decided by the University from time to time.

3.11.3 Right to Avail Leave: Leave even when due and admissible, cannot be claimed as a matter of right and may be refused or curtailed by the competent authority, if the exigencies of work so require.

3.11.4 Kinds of leave:

The following kinds of leave would be admissible to permanent teachers:

- A. Casual Leave
- B. Earned leave
- C. Leave not earned by duty, viz. Extraordinary Leave.
- D. Extra Ordinary Leave
- E. Leaves for Conferences
- F. Duty Leave
- G. Maternity Leave.
- H. Compensatory off

A. Casual Leave:

- a. Total casual leave granted to an employee shall not exceed 12 days in a academic year.
- b. Casual leave cannot be combined with any other kind of leave. However, it may be combined with holidays including Sundays. For avoidance of doubt, holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

B. Earned Leave: Earned leave admissible to a non teaching shall be:

- a. The staff members (Non Academic) who have completed one year service in the University and who have been involved in class room teaching shall be eligible for earned leave for a period of 5 days and those who have completed a period of 3 years shall be eligible for 10 days.
- b. 10 days in a calendar year; plus Earned leave at the credit of an employee shall not accumulate beyond 180 days.
- c. The maximum earned leave that may be sanctioned at a time shall not exceed 30 days. Earned leave exceeding 30 days.
- d. In case if earned leaves are not availed by any faculty member than he/she can get these encashed 1/3 of the total leaves at a time.

C. Short Leave: $\frac{1}{4}$ day Short leave admissible to an employee shall be 2 in a one month and $\frac{1}{2}$ day leave admissible to an employee shall be 1 day in each month.

D. Extra-Ordinary Leave:

1. An employee may be granted Extraordinary Leave when: (a) No other leave is admissible; or (b) Other leave is admissible and the employee applies in writing for the grant of extra ordinary leave.
2. Extra Ordinary Leave may be granted without pay and allowances/ Full pay or Half Pay subjected to the Approval of Governing Board. Extra Ordinary Leave shall be applied in the following cases:
 - a. Leave taken on the basis of medical certificates;
 - b. Cases where the Vice Chancellor is satisfied that the leave was taken due to causes beyond the control of the employee, such as inability to join duty due to civil commotion or a natural calamity.
 - c. Leave taken for pursuing higher studies; and
 - d. Leave taken for academic visits to foreign countries.
 - e. Leave taken for performing tasks assigned by the Government for Inspection/Visit Purposes.
 - f. Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.

E. Leaves for Conferences:

Faculty member can avail the benefits of leaves for attending conferences 2 times in a year. Faculty member can attend 1 international and 1 national conference in a year, and if faculty member presents the paper in the reputed conference in that case registration charges, TA & DA will be given by the university provided the faculty member seeks prior approval from the management.

F. Duty Leave:

- Duty leaves will be provided only for the purpose of examination up to a maximum of 3 half days in a semester. The Faculty member should apply for duty leave in advance by enclosing letter of appointment as examiner.
- Duty leaves will also be provided for the purpose of delivering invited Expert Talk in FDPs, Training Programme, Workshops, etc. The Faculty member should apply for duty leave in advance by enclosing letter of appointment as examiner.

G. Maternity Leave:

Maternity leave may be granted for the women after a minimum of three years of continuous service s for a period not exceeding 30 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman employee in her career is not more than 45 days, and the application for leave is supported by a medical certificate.

H. Compensatory off:

Compensatory off is an entitled leave that an employee can take on a working day as a compensation for working at employers request on a holiday or weekend. Information for assigning the duty on holiday may be sent to HR in advance and approval for grant of leave should be submitted after verification of presence and completion of assigned work.

3.11.5. Power to Sanction Leave:

S. No	Employee Category	Type of Leave	First Level Approval	Second Level Approver
1	Registrar/COE/CFO	All Types	Vice Chancellor	-
2	Deans	All Types	Vice-Chancellor	-
3	Academic Employees	Casual Leave	HoD/Dean/ VC as per reporting of the employee	For more than 3 days, all the Casual Leaves will be approved by Vice Chancellor.
		Earned Leave	Dean/ VC as per reporting of the employee	For more than 6 days, all the Earned Leaves will be approved by Vice Chancellor.
		Vacation Leave	Dean/ VC as per reporting of the employee	
		Compensatory Off	Dean/ Registrar /VC as per assignment of Task.	-
		Leave for Conferences	VC after recommendation of dean.	
		Duty Leave	Dean/ Registrar /VC as per reporting of the employee	
		Extra-Ordinary Leave	VC after recommendation of dean.	
		Maternity Leave	VC after recommendation of dean.	
4	Non-Academic Employees	Casual Leave	HoD/Dean/ Asst Reg/ Dy. Reg/ OSD/ Registrar as per reporting of the employee	
		Earned Leave	HoD/Dean/ Asst Reg/ Dy. Reg/ OSD/ Registrar as per reporting of the employee	For more than 6 days, all the Earned Leaves will be approved by Registrar/Vice Chancellor
		Compensatory Off	Dean/ Registrar /VC as per assignment of Task.	-
		Vacation Leave	Dean/ Registrar as per reporting of the employee	
		Extra-Ordinary Leave	Registrar after recommendation of Dean/Deputy Registrar/ COE/CFO	
		Maternity Leave	Registrar after recommendation of Reporting Authority.	

Note:

1. The Leave Applications duly recommended by Head of Departments / Deans may be forwarded to the Leave sanctioning authority for approval before proceeding on leave. All leave applications after due approval shall be sent to the Establishment Section/ HR for further processing.
2. If an employee remains absent for ten days without sanction of leave or beyond the period of leave originally sanctioned or subsequently extended, he will be deemed to have resigned the service of his own accord and his name will be struck from the rolls of the university without any further reference to him.

4. WORK LOAD: It should be necessary for the teacher to be available for at least 7 Hours daily in the University. The minimum teaching-learning process hours should be as follows:

Assistant Professor	-	18 Hours
Associate Professor	-	16 Hours
Professor	-	12 Hours
Professor & HOD	-	10 hours
Dean	-	06 hours

*A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration. A minimum of 6 hours per week may have to be allocated for research activities of a teacher.

5. PROVIDENT FUND:

The deduction of provident fund will be done compulsorily after 1 month of service for all the employees as per the Norms.

6. DISCIPLINE AND RELATED MATTERS:

6.1 Suspension: The appointing authority may place an employee under suspension:

1. Where disciplinary proceedings are either contemplated or are in progress.
2. Where a criminal case against the employee is either under investigation or in progress in the trial court. Provided a subsistence allowance of not less than one half and not more than three fourth of his pay is allowed to him during the period of suspension.
3. PENALTIES: An authority not below the rank of appointing authority may, for good and sufficient reasons to be recorded in writing, impose on an employee any of the following penalties;
 - i. Censure
 - ii. Withholding annual increment without cumulative effect.
 - iii. Withholding annual increment with cumulative effect.
 - iv. Withholding promotion.
 - v. Reduction to a lower rank or to a lower stage in the time scale of Pay.
 - vi. Compulsory retirement.
 - vii. Removal from service without disqualification for future employment.
 - viii. Dismissal from service with disqualification for future employment in the university.

*Provided that no order imposing penalties shall be passed unless: -

An independent inquiry conforming to the principles of natural justice has been conducted and the employee has been found guilty.

A show cause notice has been issued asking the employee to explain as to why the proposed penalty should not be imposed upon him. Provided further that the procedure given above will not be necessary under the following circumstances:-

- (a) Where the dismissal, removal or reduction in rank follows the conviction of an employee in a criminal charge except where the conviction is for a minor offense like violation of traffic rules.
- (b) Where the authority competent to impose the aforesaid penalty is satisfied that for reasons to be recorded in writing, it is not reasonably possible to hold an inquiry against the employee.
- (c) Where the Vice-Chancellor is satisfied that it would not be expedient in the interest of the security of the state to hold such an inquiry.

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

6.3 Reinstatement in Service:

1. When an employee is reinstated in service on consideration of his appeal or his suspension order is revoked after the conclusion of the inquiry, the authority competent to do so will pass specific order regarding the pay and allowances to be paid to him for the period of absence from duty.
2. Where the authority passing the order is satisfied that the employee is innocent or that the suspension was not justified, the said authority may order that the period of absence from duty be treated as on duty with full

pay and allowances. Provided that the payment of allowances would be subject to the satisfaction of all other eligibility conditions

3. In all other cases where the employee is found guilty of misconduct, the authority passing order forfeiture of the difference between the full pay and allowances and the subsistence allowance to the University.

7. CODE OF CONDUCT:

- Every employee shall always maintain absolute integrity and devotion to duty and be strictly impartial and objective in his official dealings.
- Unless otherwise specifically provided in the appointment order, every employee shall be a whole time employee of the university and shall not engage himself directly or indirectly in any trade, business or any other work of whatever nature. Provided that an employee may undertake honorary work of a charitable nature or occasional work of literary, artistic or scientific nature, that does not interfere or adversely affect his official duties. Provided further that he shall discontinue such work forthwith, if directed to do so by the competent authority.
- An employee shall be required to be present at the place of work during the scheduled working hours, except in cases where he is allowed the leave of absence by the competent authority for good and sufficient reasons.
- An employee shall perform all the duties assigned to him by a competent authority even beyond the scheduled working hours and on Sundays and Holidays, if the exigencies of work so demand.
- No employee shall leave the station without prior approval of the competent authority.
- Subject to the general laws on the subject, no employee shall; (a) be under the influence of liquor or drugs; (b) appear in public in a state of intoxication. (c) Participate in demonstration, dhama etc.
- No employee shall lend or borrow money to or from any person having or likely to have official dealing with him.
- An employee is expected to manage his personal affairs in a manner that it does not lead to insolvency or habitual indebtedness.
- Acts of commission enumerated below will be in violation of code of conduct and will constitute serious misconduct:
 - Theft, fraud, deliberate falsification of records
 - Fighting with/ assault on another person
 - Physical violence or bullying
 - Deliberate damage to University property
 - Serious act of insubordination.
 - Unauthorized entry to computer records
 - Deliberately accessing internet sites containing pornographic, offensive or obscene material
 - Serious breach of health and safety rules
 - Remaining absent from duty for 10 days without the information to H.O.D /officer concerned/ superior officer in line.
 - Bribery or corruption including taking and giving inducements.
 - Manipulation of University documents /records.
 - Deliberate failure to comply with statutory or regulatory requirements or the University rules, policies or procedures. • A criminal activity or offence (Whether committed during or outside normal working hours).
 - Inappropriate relationship with student even consensual.
 - Violent or abusive or indecent behavior.

8. THE CODE OF ETHICS: The effectiveness of a University in delivering quality education and achieving the targets set by it will substantially depend on the ethical standard that the faculty and employees display in day to day discharge of their duties. It is in this belief that a code of conduct has been drawn that will provide general framework of ideals and expectations expected of them. The code of ethics is intended to be a self-imposed discipline within which the faculty members and others may exercise academic independence.

1. **CONTENT COMPETENCE** : A faculty member should maintain a high level of subject knowledge and must ensure that the content are current, accurate, and appropriate with reference to the requirement of the course of study.
2. **PEDAGOGICAL COMPETENCE**: A pedagogically competent faculty member; • precisely communicates objectives of the course to students; • is aware of alternative instructional methods and strategies; and • selects method of instruction that is effective in achieving the objectives.
3. **STUDENT COMPETENCE**: A faculty member must understand that his/her responsibility is the intellectual development of students in his area of expertise and to avoid all covert or overt actions and approaches detrimental to student's development.
4. **DUAL RELATIONSHIP WITH STUDENTS**: A faculty member must not enter into any dual relationship with the students as it may not only impair his/her objectivity but may also lead to actual or perceived favoritism.
5. **CONFIDENTIALITY**: Matters communicated in confidence must not be revealed without the consent of the student. However, an exception to this code may be resorted to only in legitimate academic interest or if there is a reasonable certainty that releasing such information is in overall interest of the university or its students.
6. **RESPECT OF COLLEAGUES**: All members of University community are required to uphold the dignity of their colleagues and should perform their duties in coordination and cooperation of their colleagues.
IMPARTIAL ASSESSMENT OF STUDENTS: Assessment of student's performance has a very significant impact on their careers and lives and hence due care must be taken to ensure that the assessment is valid, fair and congruent with the course objectives.
7. **RESPECT OF THE INSTITUTION**: All the employees of the university must respect the values, the goals and the policies lay down by the University.
8. **SCHOLASTIC INTEGRITY**: The controversial issues must always be examined objectively, rather than confining to or emphasizing on the one's own perception and beliefs and the opinion of the students must be given due weightage in deciding their issues.
9. **SOCIAL RESPONSIBILITY**: The university employees must be aware that the ultimate purpose of education is the overall development of the civil society.
10. **IPR (Intellectual Property Rights)**: There shall be no Intellectual Property Rights with the teachers for the material used to teach the course within the University.
11. **POWER TO INTERPRET THE RULES**: The decision of the Vice Chancellor on all matters concerning to interpretation of these rules shall be final.

9. PERFORMANCE APPRAISAL AND REWARD SCHEME FOR FACULTY GUIDELINES

1. **Objective**: Objective of the scheme is to promote excellence of all-round performance of faculty through self-appraisal and recognition and rewards.
2. **Process**: Carry out annual appraisal of performance of every faculty member and reward them on the basis of their overall performance.
3. **Applicability**: The scheme will be applicable to full-time faculty members, including that on contract or on a consolidated monthly salary.
4. **Exclusion**: The scheme will not be applicable to visiting faculty, guest faculty, research associates, teaching assistants etc. and persons serving in purely administrative positions.
5. **Promotion, extension and continuation of service of faculty members will also be linked to this performance appraisal.**
6. **Normal Cycle Period**: The cycle period for performance appraisal and reward will be normally an academic year (July to June).
7. **Administration of Scheme**: Appraisal part will be administered by Dean, whereas the rewards and other actions will be implemented by Establishment Office on the approval of Vice Chancellor.
8. **Time Frame**: The time frame for submission and processing the Appraisal Form (AF) online will be June Second week for the faculty members, Head of Department with remarks to Establishment Office/HR by June

Third week, Establishment Office/HR with remarks to Dean of Faculty June Fourth week, Dean of Faculty with remarks to Registrar/VC by July First week.

9. Evaluation: The AFs will then be evaluated by an Appraisal Committee (AC) to be appointed by the Vice Chancellor. The records of evaluation will be maintained in Dy Registrar (Academic) office. The AC will consist of five members as under:
 - I. VC's nominee as the Chairman of AC.
 - II. Dean of the concerned School as a member
 - III. A member from the concerned department
 - IV. Two members from any other department of the School
10. AC will award points/score for each activity on the basis of the information provided by the faculty member and guidelines given in the AF. AC will also work out the total score for each part of AF and the overall/final score (FS). Printout of the first and last pages only will be taken and the last page will be signed by all members of AC.
11. Score of the faculty, who are members of AC, will be awarded by a special AC to be constituted by the Vice Chancellor.
12. At the end of the evaluation process, all the records will be maintained by Dy. Registrar (Academic) for undertaking the reward process.
13. The number of rewards in each category/level will be decided by the Vice- Chancellor's Advisory Committee (VCAC) based on the funds earmarked for the appraisal for that year.

10. GRIEVANCE REDRESSAL MECHANISM FOR THE EMPLOYEES OF THE UNIVERSITY:

The University is committed to creating a work environment free from feelings of unfair and discriminatory treatment in the matter of interpretation and application of policies, rules and procedures laid down by the competent authority. In order to provide stress free work environment to its employees, the University has decided to have a three-tier 'Grievance Redressal Mechanism' for redressal of their grievance.

10.1 Faulty Level Grievance Redressal Committee:

Any grievance at the level of a department, in the first instance will be submitted to Head of Department (HOD) who will try and redress it within a period of 5 days, from the receipt of written representation by the aggrieved employee. In case the grievance is not resolved within 5 days or the employee is not satisfied with the decision of HOD, the employee may make a representation to the 'Faculty Level Grievance Redressal Committee'. The individual grievances received by University administration directly, will also be referred to Faculty level Committee for their redressal. However, if the Faculty Level Committee feels that redressal lies at HOD level, the same will be forwarded to respective Head of Departments for its redressal. The composition of the 'Faculty Level Grievance Redressal Committee' shall be as under:

1. Dean - Chairman
2. A Nominee of Vice-Chancellor - Member
3. A Senior Professor of the School - Member
4. Dy. Registrar/Asst. Registrar of the Faculty - Secretary

The Faculty level committee if deemed necessary may invite the aggrieved employee for personal hearing. The aggrieved employee may also seek personal audience with the committee. The employee may take assistance from any other employee of the University to present his/her case before the committee. The committee will have the powers to summon the relevant record from the concerned officials of the University to facilitate redressal of grievance. The Faculty level committee shall try to resolve the grievance within a period of 2 weeks.

10.2 University Level Grievance Redressal Committees: The aggrieved individuals not satisfied with the decision of Faculty Level Grievance Redressal Committee may prefer an appeal to the University Level Grievance Redressal Committed within a period of 2 weeks from the receipt of the decision. The collective grievances of the employees or

the individual grievances having University level ramifications shall also be referred to University level committee for their redressal. The composition of University level Grievance Redressal Committee shall be as under:

For teaching employees:

1. Senior Dean - Chairman
2. Two Deans of the Faculty - Members nominated by Vice-Chancellor
3. One Professor/Associate Professor - Member nominated by Vice-Chancellor (from the same Faculty as that of - Member aggrieved employee)
4. Deputy Registrar (HR) - Secretary

For non-teaching employees:

1. Registrar - Chairman
2. Two Senior Officers nominated - Members by Vice-Chancellor
3. One Officer nominated by Dean - Member of the Faculty to which aggrieved employee belong.
4. Deputy Registrar (HR) - Secretary

The committee, if felt necessary, may invite the aggrieved employee(s) for a personal hearing. The aggrieved employee(s) may also seek personal audience with the committee. The aggrieved employee may take the assistance of any other University employee for presentation of his/her case. The committee will hold its meeting from time-to-time as and when be necessary and try resolving the grievance within a period of one month from the receipt of written requests/representations.

10.3 Redressal of Grievance at Vice-Chancellor Level: In case the grievance is not resolved at University Level Committee or the employee(s) is are not satisfied with the decision of a University Level Grievance Redressal Committee, aggrieved employee(s) may prefer an appeal to the Vice-Chancellor within a period of 30 days. The Vice-Chancellor may dispose off the appeal within a period of four to six weeks of the receipt of the request. The decision of the Vice-Chancellor shall be final.