

## **1.0 Preamble**

### **1.1 Message from Vice Chancellor**

Our growing reputation as a premier institution of learning and a frontrunner in crucial fields of research and academics saw an upward surge during these years. The University was ranked 2<sup>nd</sup> amongst India's private biotech institutions by Bio Spectrum 2012 & 2013, a prestigious national magazine on biotechnology; thus improving upon our earlier fourth ranking. Our Business School has been acknowledged as the Best Emerging Private Business School in India by ASSOCHAM and has earned A<sup>+++</sup> rating by Go Education.

With these successes behind us, we have laid a roadmap for 'Building Shoolini University' into a top 200 global university by 2022. To achieve this vision, we face challenges of creating a research-focused institute to maintain international standards and accreditations and boosting the university's visibility while creating a strong bond with industry. I am proud to state that we have been able to generate more than Rs 15 crore of research and skill development grants from DST, DBT, DAE, DRDO, etc.

Shoolini University recognizes the importance of international, industrial and corporate exposure for the students. With this in mind, we have developed strategic partnerships with reputed national and international organizations in academia and industry.

We realize our commitment towards students and impart industry relevant education making them immediately employable in high salary corporate jobs. The curricula have been modified to meet the needs of the highly competitive industry.

We have in place a unique partnership with GENPACT, the industry and thought leader in business process and knowledge management, for training of faculty on the latest trends in corporate world and for the placement and internship of MBA students.

Anand Automotive Group, leading manufacturer of automotive components and systems in India, has tied up with Shoolini for imparting B.Tech in Mechanical Engineering for enhancing the knowledge and educational qualifications of its diploma holder employees. We are vigorously pursuing many more such strategic partnerships with industry and corporate sector.

For academia, we have strategic alliances with six reputed global universities, namely Seoul National University, Gachon University, The University of Suwon and Gwangju Institute of Science and Technology in South Korea, Chung Yuan Christian University in Taiwan, University of Ulster in United Kingdom and Bukovina State Medical University in Ukraine for transfer of knowledge and

expertise through student and faculty exchange, joint researches, training programmes, conferences and many more.

We have initiated a unique training programme ‘SPRINT’ for grooming our students into able corporate managers and executives; under which students get regular inputs from corporate leaders and industry professionals. Our endeavor is to provide holistic education and practical insight to the students to acclimate them with real corporate world.

We have continued to improve the campus environment for students and staff, with new teaching and research facilities, expanded student accommodation and new study spaces. The most dramatic addition to the campus is the state-of-the-art and aesthetically designed ‘Yogananda Library’. The fully computerized library houses thousands of books and journals, and opens the world of learning to the students. The eco-friendly building with an open atrium in the centre provides natural light creating an excellent ambience for study. We have developed high-quality sporting amenities like the indoor sports complex cum auditorium with badminton and table tennis facilities for improving students’ stay at the university, indoor gym facility, Cineplex, aerobics room etc.

The five faculties of the university: Biotechnology, Management Sciences and Liberal Arts, Engineering and Technology, Pharmaceutical and Basic Sciences are unified by a research-driven model to develop high quality human capital to suit the requirements of the industry and community. The university offers programmes and courses in a wide variety of subjects and disciplines, which provide the potential for cross-disciplinary collaborations that would be necessary to meet global challenges and social problems. The five faculties of this university run 72 under graduate and post graduate programmes i.e. 29 Bachelor, 28 Master and 15 Doctoral.

The First Convocation of the university on April 18, 2013 at its newly constructed indoor sports complex cum auditorium would be long remembered as a red letter day in the history of Shoolini University. Late Prof Abdul Kalam, former President of India, delivered the Convocation Address.

Keeping in mind our vision to be amongst top 200 global universities by 2022, the present HR manual has been compiled. The benchmarks for these rules are the Act and statutes of the university, UGC rules and regulations and also of government given from time to time.

**Prof PK Khosla**

Vice Chancellor

## **1.2 About Shoolini University**

Shoolini University was established on October 16, 2009 with the aim of working in areas of higher education and research, and helping set up entrepreneurial ventures in biotechnology and related fields.

This HR Manual is a representation of the approved human resources policies and practices of the University Grants Commission, which is the chief policy formulation agency for higher education in the country.

### **Mandate of the University**

The University is committed to UGC regulations (2003) for Private Universities and will also follow the guidelines of different regulatory bodies (AICTE, PCI, ICMR, ICAR, CSIR, etc.). Partnerships with industry, academia and the Government shall be the special focus of the University. These linkages will help in customizing education to the needs of the industry, leveraging the best available teaching resources and participating in the quest for a better quality of life for the people in the region.

### **The Objectives of the University**

1. To provide instructions, teaching and training in higher education with a view to create a higher levels of intellectual abilities;
2. To establish facilities for education and training;
3. To carry out teaching, research and offer continuing education programmes;
4. To create centers of excellence for research and development relevant to the needs of the state and for sharing knowledge and its application;
5. To institute degrees, diplomas, certificates and other academic distinctions on the basis of examination or any such other method; while doing so, the University shall ensure that the standards of degrees, diplomas, certificates and other academic distinctions are as per the standards laid down by regulating bodies;
6. To set – up off campus Centre's, subject to applicable rules and regulations.
7. To engage in areas of specialization with proven ability to make distinctive contributions to the higher education system through academic engagement in clearly distinguishable programmes.
8. To establish broad-based and viable undergraduate, post graduate and research programmes in several disciplines with firm interdisciplinary orientation and linkages.

## **Vision**

‘To be a top 200 global university by the year 2022’

Our vision behind Shoolini University of Biotechnology and Management Sciences is to provide students with an opportunity to learn from and interact with top-most experts in their field of expertise. We also endeavor to develop Shoolini University into an internationally recognized center of research and education. The University’s model is to blend expertise in biosciences with the principles and practices of engineering and business management to create exceptionally skilled human resource for future leadership positions in academia and industry. I say with pride that some of India’s and the world’s most renowned academicians, scientists and business managers are already collaborating with us to make this vision a reality.

## **eUniv**

In a step toward fulfilling the vision of being amongst the top 200 universities by the year 2022; Shoolini University has ventured into the field of online education. The initiative has been given the name ‘eUniv’ and was inaugurated by the most respected contemporary Indian in the world, former president of India Late Dr APJ Abdul Kalam on 18<sup>th</sup> April 2013. It has been gaining momentum ever since and is fully functional in Management and Computer Science Schools. This initiative is the first of its kind in the field of biotechnology and other sciences, where the culture of online education is not so prevalent due to the technicalities and complexities of these subjects. A two day workshop ‘The importance of online education’ was conducted by Dr Florence Martin, Department of Instructional Training, and University of North Carolina, USA, who is well known international authority in the said field. She also took two high- skill sessions with the eUniv team.

In the current phase of ‘eUniv’ we are providing a unique login ID to all our students through which they gain access to all the courses they are taking in that particular semester. The online courses serve as supplement to classroom teaching where students get free access to the study material, PPTs, audio-visuals, video lectures etc. It also serves as one point solution for a student to know his/her current standing in various internal assessments, quizzes, surprise tests, sessionals etc, most of which are on eUniv platform supported by a Learning Management System( L.M.S.) called Moodle.

## **Online Lectures**

Online education allows flexible and self-paced learning; easy and timely access to learning material at any point before/after class; enables more emphasis on application and problem solving; and ensures a very structured approach to curriculum design. More than 400 video lectures have

been prepared so far. Two state-of art soundproof studios recording in the newly constructed Yogananda Library. Though initially, the availability would be limited to the university students only; we do intend to start fulltime online courses in due course of time. The University carries the vision of being a frontrunner in the field of providing high value education through brick and click. This is just another of our drives towards value addition to the cause of humanity through quality education.

### **Employability Skills**

Shoolini University's 'Sprint' module is inspired by Stanford's mini-MBA programme-designed to significantly upgrade soft skills and capabilities of students, and enhance their employability.

The 'Sprint' is structured around four key modules;

1. Foundation Setting: Usages of MS- Excel and IT in management
2. Curriculum Enrichment: Industry related topics, new developments and advancements, and subject related FAQs
3. Industry Exposure: Guest lecturers by industry experts and industry /plant visits
4. Workshop on communication skills: Written and verbal communication, body language, spoken English, and GD and mock interviews.
5. Till date 45 sprint programmes have been conducted and approximately 2200 internal and 300 external students have been trained. More than 100 faculty from the different industries have interacted with our students
6. We encourage our students to engage in extra –curricular activities such as social service, volunteering, sports and work experience, and at the same time helping them to recognize personal attributes and transferable skills they are developing.

### **Mission Statement**

1. To provide the ideal environment for higher learning with a serene & beautiful campus, state-of-the-art facilities & a creative atmosphere conducive to excellence in pursuit of knowledge.
2. Be a knowledge leader in our selected specialties in the academia; and provide outsourcing and consultancy services to industrial/ organizational setups in this domain
3. Encourage our students to be "balanced specialists", who excel in their own field, while being well-rounded through personality- development & extra-curricular activities.

4. Develop students who will be recruited by the best employers, and who will contribute to the economic vitality of the state & country.
5. Create an environment to attract top faculty; and build a pool of academic leaders by providing the right ambience and resources.
6. Yoga: A meditation centre providing an environment of serenity and mental relaxation forms an important part of the institute's infrastructure.

### **University's Charter**

The charter of the University is to promote Life Sciences in general and Biotechnology in particular. The core business of the University (teaching, research and transfer of technology) is promoted by strengthening five pillars of strength – Good Governance, Distinguished Faculty, Good Infrastructure, Strong Alliances with Industry, Corporate sector and Academia, and converting students into Employable Graduates – for producing bio products through confluence of biological, physical, engineering, mathematical sciences, etc. The application of management sciences and liberal arts are also included in the charter for promotion of marketing.

Shoolini University's campus spreading over 20 acres is located in a thick grove of pine trees in the mid Himalayan Mountains. It has been constructed to include modern pedagogical amenities. Well-equipped laboratories, replete with advanced equipment and facilities, aid and stimulate research. Enabled by information technology tools, the University is fully networked and has an online presence. The five Faculties of Biotechnology, Engineering and Technology, Management Sciences and Liberal Arts, Pharmaceutical Sciences and Basic Sciences are unified by a research driven model to develop high quality workforce to suit the requirements of the industry and the community. Shoolini's research focus is centered on economics, biodiversity, and sustainability of the Himalayas

### **1.3 Faculty at Shoolini University**

The faculties of the university embody the following ten schools (equivalent to departments):

#### **Faculty of Biotechnology**

1. School of Biotechnology
2. School of Bioengineering & Technology

### **Faculty of Engineering and Technology**

3. School of Electrical and Computer Engineering
4. School of Mechanical and Civil Engineering

### **Faculty of Management Sciences and Liberal Arts**

5. School of Business Management

### **Faculty of Pharmaceutical Sciences**

6. School of Pharmaceutical Sciences

### **Faculty of Basic Sciences**

7. School of Biological & Environmental Sciences
8. School of Chemistry
9. School of Physics & Materials Science

### **Achievements at a Glance:**

1. All India 2<sup>nd</sup> Rank in Biotechnology by Bio Spectrum 2012 & 2013
2. A+++ All India Best Business School by Go Education 2013
3. Best Private Upcoming Business School in Hilly Regions by ASSOCHAM 2013 Alliances with International Academia, namely Seoul National University, The University of Suwon, Gachon University and Gwangju Institute of Science and Technology South Korea; University of Ulster, Northern Ireland; Chung Yuan Christian University, Taiwan; Bukovinian State Medical University, Ukraine, for students exchange and joint research
4. Alliance with SIERRA Bio Life, Australia for collaborative research projects on biotechnology and other biosciences
5. Unique partnership with GENPACT for training of faculty on the latest trends in corporate world, and for the placement and internship of MBA students
6. Alliance with Anand Automotive Group for automotive engineering

7. Alliance with Institute of Transgene Life Sciences & National Bureau of Fish
8. International student and faculty exchange programme
9. Alliance with SantLongowal Institute of Engineering & Technology (SLIET), Punjab - Deemed-to-be-University
10. IIT Mumbai supported R&D remote centre for 'Aakash Tablet' in Himachal Pradesh
11. A dozen alliances with Pharmaceutical Industries
12. 100% Placements for MBA with leading MNCs and Indian Corporate; Salary up to Rs 11 Lakh (2013)
13. All paid summer placements for MBA with maximum stipend of Rs 30,000 pm (2013)
14. 5000+ students trained at GOI sponsored INSPIRE Science Camp
15. Over Rs 80 million research and training grants from various government bodies like DST, DBT, DAE, DRDO, ICMR, MNRE, etc.
16. e-Univ for on line lectures for students
17. State of the art indoor games facilities and indoor stadium-cum-auditorium is a unique facility; a mini 100 seated Cineplex for the entertainment of the students.

#### **1.4 Corporate Social Responsibility**

##### **1.4.1 Adopt-a-School Initiative**

Shoolini University is committed to playing an active role in enhancing the lives of deserving members of the community around its campus. This commitment influenced us to adopt a Government Primary School at village Manjholi which is about 500 meters away from the University Campus. Majority of the students in the school are from the economically weaker section of the society.

The students of School of Business Management support this venture by providing books and upgrading the furniture. They are actively involved in organizing various activities like Children's Day, Teacher's Day, painting competition, etc. in the school. The school students also get a chance to visit the University campus to have an exposure to science experiments and IT experience.

### **1.4.2 Inspire Science Camps for Class X Toppers**

Shoolini University is in the forefront in organizing regular training camps in science for top Senior Secondary School students from Himachal Pradesh under Innovation in Science Pursuits for Inspired Research (INSPIRE) programme of the Department of Science and Technology, Government of India. The basic objective of INSPIRE is to communicate to the youth of the country the excitements of creative pursuits of science, attract talent to the study of science at an early age and thus build the required critical human resource pool for strengthening and expanding the Science and Technology system and R&D base. The University has, till now, trained 5000 students in 24 camps.

For these students, Shoolini has introduced a unique five year integrated B.Sc. (Hons) and M.Sc course which is a fully free education programme that includes free lodging and boarding and it is to be supported through INSPIRE scholarships and from the University's own coffers.

### **1.4.3 Mock Tests**

University conduct Mock Test for AIPMT//JEE, CETHPTU aspirants with an aim to assess the level of preparation time management and to make them familiar with the filling of OMR sheet in every year. Two thousand fifty seven students 1820(AIEEE) and (650) PMT appeared in the mock test conducted in 17 centers spread over 7 District of Himachal Pradesh.

First and second position hold are we Himachali Bonafide students are awarded one time scholarship of Rs 25,000 and Rs 15,000 for their professional studies anywhere in the county. Besides this, student falling in the top ten in the merit list are awarded 25 percent of fee waiver in case they take admission in the University.

### **1.4.4 Biz Quiz**

School of Management Sciences organize an event "BIZ QUIZ" ever year October/November with a view to create awareness about the global business activities among 10+2 students. This regular feature of the school is becoming an attraction for the neighboring schools.

### **1.4.5 Sprint**

School of Management Sciences has designed SPRINT MBA programme to upgrade the business skills as well as decision making abilities of post graduate students. The training programme is a miniature of Stanford mini MBA programme. The first programme was from 4<sup>th</sup> January to 7<sup>th</sup> January 2012. The trainers were from the top corporate world: Mr Parijit Banerjee. Sr. Consultant

Oliver Wyman, Mr. Kamlesh Vyas - Director – First India School of Business, Mr Atul Khosla- Country Head Oliver Wyman, Mr Gaurav Mehta - Senior Consultant Oliver Wyman, Mr Vishal Anand - Managing Partner- Anand Enterprises and Col Retired Bhinder–(Retd Col. Indian Army)

#### **1.4.6 BBA Skill Enhancement Workshop**

This concept has been devised for the BBA students in Solan town. It combines pedagogy and practice in a way which is involving yet fun. During the workshop the young managers are given an insight into the corporate work culture apart from imbuing in them skills like team work, meeting deadlines, leadership etc. Lectures on personality development and a dash of fun is a bonus for the young minds.

#### **1.4.7 Support to Marginal Farmers**

The Shoolini University has always been concerned about the economic plight of marginal hill farmers. In partnership with the Yognanda Satsanga Society of India and University of Horticulture and Forestry, Nauni-Solan, the University has adopted the Panthi Village in Shimla district, HP for plantation of fruit trees – with the objective of creating ecological conservation as well as creating a secondary source of income for farmers in this dry and arid region. The programme was launched in Panthi Village on January 31, 2010 and up till now more than five thousand saplings have been distributed free of cost to the farmers. The survival of these plants and after care is monitored.

#### **1.4.8 Blood Donation Camps**

Students and faculty of Shoolini University donate more than 120 units of blood every year in the blood donation camps organized by the Faculty of Pharmaceutical Sciences in collaboration with various social organisations.

#### **1.4.9 Knowledge Sharing**

Our faculty members regularly visit selected schools to impart latest knowledge in the field of Science and Management under our Knowledge Sharing Programme.

#### **1.4.10 Swachh Bharat**

We are also firmly committed to protect environment and safeguard the health of our students, employees and community. This is reflecting in our efforts to reduce our collective ‘ecological footprints’ through various initiatives like a 300 KLD sewage treatment plant, recycling of organic waste through vermin composting, tree plantation, ‘Swachh Bharat’ campaign and green buildings.

We have declared Shoolini as a Green Campus aiming to make it paperless and ploythene free. It is also smoke free providing a safe and healthy environment.

#### **1.4.11 Academic and Industrial Linkages**

In today's highly competitive world, Shoolini University recognizes the importance of international, industrial and corporate sector exposure. The University has developed meaningful alliances with the following organizations:

**International Academic Alliances:** For transfer of knowledge, student and faculty exchange, joint researches, conferences and training programmes, we have developed strategic partnerships with:

- Seoul National University, South Korea
- Gachon University, South Korea
- The University of Suwon, South Korea
- .Gwangju Institute of Science and Technology
- Chung Yuan Christian University, Taiwan
- University of Ulster, Northern Ireland, UK
- Bukovinian State Medical University, Ukraine
- Sierra Bio Life, Australia

Partnership with GENPACT, The industry and thought leader in business process and knowledge management for training of faculty on the latest trends in corporate world and for the placement and internship of MBA students.

Anand Automotive group for imparting B Tech in Mechanical Engineering to the group's diploma holder employees for enhancing their knowledge and educational qualification.

Transgenic Life Sciences & National Bureau of Fish Genetic Resources for molecular research other organizations.

Nutrahelix, Alembic, Alkem, Dabur, Venus Remedies Ltd. Zydus Cadilla and US Vitamins and other pharmaceutical and nutraceutical companies to enhance the employability of students of pharmacy through lectures by industry experts, internship and project work.

Joined hand with British Council for honing the communicative skills of students. Membership of

Confederation of India Industry and Association of Commonwealth Universities. IIT Mumbai for organising workshop on 'Aakash'.

## **1.5 The University Establishment and Administrative Structure**

### **The Shoolini University of Biotechnology and Management Sciences (Establishment and Regulation Act, 2009)**

(As Assented by the Governor on 18<sup>th</sup> September, 2009)

#### **The Act**

To provide the establishment, incorporation and regulation of Shoolini University of Biotechnology and Management Sciences in the State of higher education and to regulate its functioning and for matters connected therewith or incidental there to.

BE it enacted by the Legislative Assembly of Himachal Pradesh in the Sixtieth Year of the Republic of India as follows:—

#### **1. Short title and commencement—**

- This Act may be called the Shoolini University of Biotechnology and Management Sciences (Establishment and Regulation) Act, 2009.
- It shall come into force on such date as the State Government may, by notification in the Official Gazette, appoint.

#### **2. Powers and functions of the University—**

The University shall have the following powers and functions, namely—

1. To make provisions and adopt all measures (including adoption and updating of the curricula) in respect of study, teaching and research, relating to the courses through traditional as well as new innovative modes including on-line education mode.
2. To institute and confer degrees, diplomas, certificates, awards, grades, credits and academic distinctions.
3. To conduct and hold examinations.
4. To provide for the degrees, diplomas, certificates, equivalent or corresponding to the degrees, diplomas, certificates of other recognized Universities, Boards or Councils.
5. To take all necessary measures for setting up campuses.
6. To set up central library, departmental libraries, museums and allied matters.

7. To institute and award fellowships, scholarships, studentships as may be specified.
8. To take special measures for spreading educational facilities among the educationally backward strata of the Society.
9. To encourage and promote sports and martial arts.
10. To create technical, administrative, ministerial and other necessary posts and to make appointments there to.
11. The sponsoring body/university shall appoint full time regular employees for the university and the salary of the employees shall be deposited in the bank account of the employees every month;
12. To undertake research projects on mutually acceptable terms and conditions in respect of agriculture, industry and business;
13. To provide consultancy services;
14. To frame statutes, ordinances and regulations for carrying out the objects of the University in accordance with the provisions of this Act;
15. To encourage and promote co-curricular activities for personality development of the teachers, students and employees of the University;
16. To provide for dual degrees, diplomas or certificates vis-a-vis other Universities on reciprocal basis within and outside the country as per instructions of the State Government, Government of India and University Grants Commission;
17. To make such provisions for integrated courses in different disciplines in the educational programmes of the University;
18. To set-up colleges, institutions, off-campus centres, off-shore campus, study centres or to start distance education, after fulfilling the norms and regulations of the Central Government Regulatory Bodies and Central Government, issued from time to time, and after obtaining the specific approval of the State Government,
19. To receive donations, gifts and grants except from parents and students and to acquire, hold, manage and dispose of any property, movable or immovable, including trust or endowed property within and outside Himachal Pradesh for the purpose and objects of the University and to invest funds in such manner as the University thinks fit;
20. To prescribe the fee structure for various courses from time to time as per provisions of this Act;
21. To demand and receive payments of such fees and other charges as may be specified from time to time;
22. To seek collaboration with other institutions on mutually acceptable terms and conditions;

23. To determine salaries, remunerations, honoraria to teachers and employees of the University in accordance with the norms, specified by the University Grants Commission and the other regulatory bodies;
  24. To organize and to undertake extra-mural teaching and extension services;
  25. To establish and maintain Halls and Hostels to recognize, supervise and control Halls and Hostels not maintained by the University and other accommodation for the residence of the students and to withdraw any such recognition; to regulate and enforce discipline among students and employees of the University and to take such disciplinary measures as may be deemed necessary;
  26. To make arrangements for promoting health and general welfare of the students and the employees of the University;
  27. To co-operate with any other University in and outside the country, authority or any public or private body having in view the promotion of purposes and objects similar to those of the University, for such purposes as may be agreed upon, on such terms and conditions as may from time to time, be specified;
  28. To provide for the printing, reproduction and publication of research and other work, including text books, which may be issued by the University; and
  29. To do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the University
3. **University to be self-financed.**—The University shall be self-financed and it shall not be entitled to receive any grant or other financial assistance from the Government.
  4. **Powers of affiliation.**—The University shall have no power to affiliate or otherwise admit to its privileges any other institution
  5. **Endowment Fund.**
    1. The sponsoring body shall establish an Endowment Fund for the University with an amount of three crores rupees which shall be pledged to the Government.
    2. The Endowment Fund shall be kept as security deposit to ensure strict compliance of the provisions of this Act, rules, regulations, statutes or ordinances made there under.
    3. The Government shall have the powers to forfeit, in the prescribed manner, a part or whole of the Endowment Fund in case the University or the sponsoring body contravenes any of the provisions of this Act, rules, statutes, ordinances or regulations made there under.

4. Income from Endowment Fund shall be utilised for the development of infrastructure of the University but shall not be utilised to meet out the lecturing expenditure of the University.
6. **General Fund.**—University shall establish a fund, which shall be called the General Fund to which following shall be credited, namely:—
  1. Fees and other charges received by the University.
  2. Any contribution made by the sponsoring body.
  3. Any income received from consultancy and other works undertaken by the University.
  4. Bequests, donations, except from parents and students, endowments and any other grants and
  5. All other sums received by the University.
7. **Application of General Fund.**—The General Fund shall be utilized for the following purposes, namely—
  1. For the payment of salaries and allowances of the employees of the University and members of the teaching and research staff, and for payment of any Provident Fund contributions, gratuity and other benefits to such officers and employees;
  2. For the expenses to be incurred by the University for services availed including services like electricity, telephone etc.;
  3. For the payment of taxes or local levies wherever applicable;
  4. For up keeping of the assets of the University;
  5. For the payment of debts including interest charges thereto incurred by the University;
  6. For the payment of traveling and other allowances to the members of the Governing Body, the Board of Management and the Academic Board of Management etc.;
  7. For the payment of fellowships, freeships, scholarships, assistantships and other awards to students belonging to economically weaker sections of the society or research associates or trainees, as the case may be, or to any student otherwise eligible for such awards under the statutes, ordinances, regulations or rules made under this Act;
  8. For the payment of the cost of audit of the funds created under sections 8 and 9;
  9. For the meeting of expenses of any suit or proceedings to which University is a party;
  10. For the purpose of movable and immovable assets;

11. For the payment of any expenses incurred by the University in carrying out the provisions of this Act or the statutes, ordinances, regulations or rules made there under; and
12. For the payment of any other expenses as approved by the Board of Management to be an expense for the purposes of the University:
  - Provided that no expenditure shall be incurred by the University in excess of the limits for total recurring expenditure and total non-recurring expenditure for the year, as may be fixed by the Board of Management, without its prior approval:
  - Provided further that the General Fund shall, for the purpose specified under sub-clause (e), be applied with the prior approval of the Governing Body.
  - Provided further that no portion of income and property of the University shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise, howsoever, by way of profit to the persons who were at any time or are members of the University or to any of them or any person claiming through them; provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other person as consideration for any service rendered to the University or for travelling or other allowances and such other charges.

## **1.6 Management & Governance**

### **1.6.1 Sponsoring Body**

The Foundation for Life Sciences & Business Management (FLSBM) was established in the year 2003–04, with an aim to harness the frontier areas of bio and management sciences; for socio-economic upliftment of the Himalayan people in general, and Himachal Pradesh in particular. The focus is to generate quality human resource in biotechnology, basic and applied sciences and its integration with management disciplines. The Foundation for Life Sciences and Business Management established Shoolini Institute of Life Sciences and Business Management (SILB), at Solan in 2004.

The seeds of Shoolini University were sown in the first Advisory Committee meeting of the Foundation on February 27, 2005 at National Agriculture Science Centre, New Delhi, chaired by Prof Jeff Burley (Ex Director, Oxford Institute of Forestry, Oxford; and Ex-President, International Union of Forestry Research Organizations, Vienna). The members unanimously decided that biotechnology is a sunrise area in the field of education and research, and therefore, there is a need

for establishment of specialized university to train the future leaders in the field of bio-management so that they can provide a leadership for the growth of bio-based industries.

*Consequently, the project to set up a biotech university was submitted to the Himachal Pradesh Government in May 2005 and it led to establishment of “Shoolini University of Biotechnology and Management Sciences” through the Act in the State Legislative Assembly (notified vide notification No. EDN- A Gha (8) - 10/ 2006 dated 15<sup>th</sup> October, 2009).*

The majority of the executive members of the foundation are reputed professionals, academicians, scientists, business executives and entrepreneurs. Prof PK Khosla, Ex-Vice-Chancellor, Himachal Pradesh Krishi Vishavidalaya, Palampur and Former Sr Advisor Biotechnology, HP Government, is the key person to manage and execute the functioning of the Foundation.

#### **Executive Members of Foundation for Life Sciences and Business Management**

<b>S.No.</b>	<b>Name along with qualification</b>	<b>Designation</b>
1	Mrs Saroj Khosla – MA, B Ed, ICE(Oxford)	President
2	Mr Ashok Anand – B Com	Vice- President
3	Mr Satish Anand – B Com	Member
4	Mr Ashish Khosla – BE(PEC), PGDM(IIM Cal)	Member
5	Mr Atul Khosla – BE (IIT Kanpur), MBA (Jamnalal Bajaj)	Member
6	Mr Ramesh K Mehan – B Sc, BE, MSIE MBA (Dayton Univ)	Member
7	Mrs Manorama Anand	Member
8	Mr Vishal Anand – BA (Hons) Eco, MBA	Treasurer
9	Prof PK Khosla – PhD, Post Doc (Oxford), Vice-Chancellor	Secretary

#### **Authorities of the University**

The flowchart given below depicts the various bodies for policy decision and regulating the academic, financial, planning and administrative functions of the University.

## **Bodies of the University**

### **Governing Body**

Academic Council	Planning Board	Finance Committee	Development Committee	Alumni Committee
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#### **1.6.2 Governing Body**

The Governing Body is the supreme authority of the university. It provides general superintendence and directions and controls its functioning such as to review the decisions of other authorities and to approve the budget, annual report, etc.

#### **Members of the Governing Body**

1. The Governing Body of the University shall consist of the following , namely :-
  - The Chancellor
  - The Vice Chancellor
  - Five/three persons, nominated by the sponsoring body out of whom two shall be eminent educationists
  - One expert of management or information technology from outside the University, nominated by the Chancellor
  - Two persons nominated by the Government
  - Two members of the State Legislative Assembly, to be nominated by the State Legislature.
2. The Government Body shall be the supreme authority of the University.

#### **Governing Body (Powers and Duties)**

1. To provide general superintendence and directions and to control functioning of the University by using all such powers as are provided by this Act or the statutes, ordinances, regulations or rules made there under.
2. To approve the budget and annual report of the University.
3. To lay down the policies to be followed by the University.
4. To recommended to the sponsoring body about the voluntary liquidation of the University if a situation arises when smooth functioning of the University does not remain possible, in spite of all efforts.

5. The Governing Body shall meet at least thrice in a calendar year.
6. The quorum for meeting of the Governing Body shall be five.

S.No.	Name along with qualification	Position
1.	Shri Ramesh K Mehan – B Sc, BE, MSIE(Kansas S State Univ), MBA (Dayton Univ) – Chancellor	Chairman
2.	Dr PK Khosla– PhD, Post Doc (Oxford) -Vice-Chancellor or	Member
3.	Mrs Saroj Khosla – MA B Ed, ICE (Oxford)	Member
4.	Mr Vishal Anand – BA (Hons) Eco, MBA	Member
5.	Mr Ashok Anand – B.Com	Member
6.	Mr Ashish Khosla – BE (PEC), PGDM (IIM Cal)	Member
7.	Two members nominated by Government of Himachal Pradesh	Member
8.	Principal Secretary (Fin) or his nominee	Member
9.	Principal Secretary (Edu) or his nominee	Member
10.	Two members of the State Legislative Assembly	Member
11.	Registrar	Member Secretary

### 1.6.3 Board of Management

1. The Board of Management shall consist of following members, namely

1	Vice Chancellor	Chairman
2	Deans of Faculties not exceeding two	(by rotation based on seniority)
3	Two persons	Nominated by the sponsoring body from amongst eminent educationists or from management field
4	Two eminent academicians	To be nominated by the Government in consultation with the Regulatory Commission
5	Two persons	From amongst the teachers (from Professors, Associate Professors),by rotation based on seniority
6	Registrar of the University	Member secretary.

2. The Vice Chancellor shall be the Chairperson of the Board of Management.
3. The Powers and functions of the Board of Management shall be such as may be specified by the statutes.
4. The Board of Management shall meet at least once in every two months.

5. The quorum of meetings of the Board of Management shall be five.
6. The Board of Management of the University shall be independent of the sponsoring body with full autonomy to perform its academic and administrative functions.

### **Board of Management (Powers and Duties)**

The Board of Management has the power of Management and Administration of revenue and property of the University and the conduct of all Administrative Affairs of the University subject to the approval of the Chancellor, including Creation of Academic and Non-academic post, passing of the annual budget, maintenance of discipline among staff members and approving various decisions of Academic Council and Finance Committee. Approval and Publication of annual reports is also the part of functioning of Board of Management.

The term of the Office of the nominated members is for two years.

1. The Board of Management shall, subject to control of the Chancellor, have the power of Management and administration of the revenue and property of the University and the conduct of all administrative affairs of the University not otherwise provided for.
2. Subject to the provisions of the Act, the subsequent statutes and the ordinances, the Board of Management shall, in addition to the other powers vested in it, have the following powers, namely:-
  - To approve teaching and other academic posts and to define the functions and conditions of service of Professors, Readers, Lectures and other Teachers, and other academic staff employed by the University as recommended by the academic Council.
  - To manage and regulate the finances, accounts, investments, property of the University and to appoint such agents as may be considered fit.
  - To invest any money belonging to the University including any sudden and unforeseen income, in such stocks, funds, shares or securities as it thinks fit or in the purchase of immovable property in India with like power of varying such investment from time to time, provided that no action under this clause shall be taken without consulting the Finance Committee.
  - To create teaching and non-teaching posts after taking into account the recommendations of the Academic Council and Finance Committee and to specify the number of appointments there to:

- To regulate and enforce discipline amongst the employees in accordance with the subsequent statutes and ordinances.
- To transfer or accept transfers of any immovable property on behalf of the University.
- To entertain, adjudicate upon, or redress the grievances of the employees and the students of the University who may, for any reason, feel aggrieved.
- To select the common seal for the University and to provide for the use of such seal.
- To delegate any of its powers to the Vice-Chancellor, the Registrar, the Chief Finance and Accounts Officer or to any other officer, employee or authority or to a committee appointed by it, as it may deem fit.

3. The Board of Management shall publish an annual report containing:-

- A review of the progress made in different spheres of activities of the University.
- The amounts of receipts and disbursements and the purpose for which they were made.
- The number of officers, teachers and other employees and position and remuneration of each, the number of students in the several sections and classes and course of instruction pursued in each: and
- An estimate of the expenses for the next following year.

#### **1.6.4 Academic Council**

This body is the main functionary for maintaining Academic standards, student discipline, and approval of the course curriculum, creation of post of Faculty and non-faculty members for the approval of Board of Management and Governing body. The Academic Council consist of the following members:-

##### **1. Ex- Officio Members**

- The Vice Chancellor- Chairperson
- The Deans of the Faculty
- The Dean Academic Affairs
- The Registrar as Member Secretary
- The Controller of Examination
- The Dean of Student Welfare

- The Heads of Departments
- The Dean of Planning and Placement
- The Librarian
- The Directors of the Institutes established by the university
- Two Representative of Teachers

## **2. Other Member**

- Two persons, not being employees of the University, co-opted by the Academic Council for their special knowledge
- The registrar shall be the Member-Secretary of the Academic Council and shall not have right to vote
- One-third of the members, shall form the quorum
- The members of the Academic Council, other than Ex-officio members, shall hold office for a term of two years
- All decisions at the meeting shall be taken by a majority vote of the members present. The Chairperson at the meeting shall have a second or casting vote in the case of equality
- The undecided matters shall be forwarded to the Chancellor and decision of the Chancellor thereon shall be final.

### **Academic Council (Powers and Duties)**

1. The Academic Council being The Principal Academic Authority shall supervise, direct and control, and be responsible for the maintenance of standards of instructions, education and examinations and other matters connected with the obtaining of degrees and exercise such other powers and perform such other duties as may be specified by the subsequent Statutes.
2. Without prejudice to the generality of the forgoing powers, and subject to the provisions of the Act, rules the subsequent statutes, regulations and the ordinances, the Academic Council shall, in addition to all other powers vested in it, have the following powers and duties :-
  1. To exercise general supervision over the academic policies of the University, and to give directives regarding methods of instructions, overall teaching among Academic Units, evaluation of research or improvements in academic standard.
  2. To bring about inter-disciplinary, inter-faculty co-ordination to establish or appoint committees for taking up projects:
  3. To consider matters of general academic interests either on its own initiative or referred to it

by a Faculty or Board of Management and to take appropriate action thereon:

4. To frame regulations in consonance with the subsequent Statues and ordinances regarding the academic functioning of the University, discipline, residence, admissions, award of fellowships and studentships, fee concessions, attendance, internal assessments etc.
5. To recommend to the Board of Management the draft of new ordinances or draft amendments to the existing ordinances relating to:
  - The qualification of teacher
  - Student participation in Academic Units' affairs and governance
  - Management of Academic Units
6. Degrees, diplomas, certificates , and other academic distinctions to be awarded by the University, qualifications for the same, the duration of the courses of study and other essential features of such courses and the type and nature of examination for such degrees, diplomas or certificates and other academic distinctions:
7. The conduct of examinations, including the terms of office and the manner of appointment and the duties of examining bodies, examiners and moderations:
8. The admission of the students of the University and their enrolment, the maintenance of discipline among the students: the conditions regarding the residence of students:
9. The criteria for award of fellowship, scholarship, medals and prizes:
10. Remunerations to be paid to examiners, moderators and tabulators, etc.
11. Creation, composition and functions of other bodies, committees, or boards necessary or desirable for improving the academic environment of the University.
12. Special arrangements, if any for the residence, discipline and teaching of women students:
13. To recommend to the Chancellor introduction of new subject or opening of new Department or Institutes or Schools or Centres of Studies, Academic Units in a particular Faculty. However, the Academic Council shall evaluate the performance of existing Faculties before finally recommending to the Board of Management in the matter.
14. Provided that if the Board of Management disagrees with the Academic Council, it may adopt the draft in an amended form or reject it by a two- thirds majority of the members present and voting: and if the majority of two –thirds members is not available, the matter shall be referred to the Chancellor, whose decision thereon shall be final.
15. To prescribe number, qualifications and other eligibility conditions for teachers and other academic staff subject to the qualification specified by UGC and other regulatory bodies:

16. To specify the manner of appointment to temporary vacancies of academic staff:
17. To provide for the setting up of Chairs, appointment of visiting Professors, Emeritus Professors, Fellows, Artists, and Writers and determine the terms and conditions of such appointment:
18. To fix remunerations payable to the course writers, counsellors, examiners and invigilators and travelling and other allowances payable, after consulting the Finance Committee: and
19. To institute fellowships, scholarships, distinctions, studentship etc:

### **1.6.5 Finance Committee**

As per the First Statues of the University (section 28) the role of the Finance Committee is to regulate the recurring and non-recurring expenditure of the University based on the Income of the Organization. Finance Committee consists the following:

- Vice Chancellor
- One Person to be appointed by the Board of Management
- Three persons nominated by the Chancellor
- One Nominee of Government
- Chief Finance & Accounts Officer (Mr Vishal Anand)

The Board of Management is the final authority to approve the annual accounts and financial estimates of the University prepared by the Finance Department.

#### **Finance Committee (Powers and Duties)**

In Particular, and without Prejudice to the generality of the foregoing power, the Academic Council shall have power to –

1. The Vice Chancellor shall be the Chairperson of the Finance Committee.
2. The Chief Finance and Accounts Officer shall be the ex-officio Member Secretary of the Finance Committee and he shall have a right to vote
3. Every Member of the Finance Committee, other than the ex-officio Member, shall hold office for a term of three years from the date on which he becomes a member of the Committee.
4. Three members of the Finance Committee shall form a quorum for a meeting of the Committee.
5. The Finance Committee shall meet at least thrice in a year to examine the accounts and scrutinize the Proposals for expenditure :

Provided the period of not exceeding 180 days shall elapse between two consecutive meetings.

6. All proposals relating to grades, up gradation of the pay- scales and those items which are not included in the budget, shall be examined by the Finance Committee before those are considered

by the Board of Management.

7. The Finance Committee shall fix the limits for the total recurring and non-recurring expenditure for the year, based on income and resources of the University, and no expenditure shall be incurred by the University in excess of the limits so fixed, without the approval of the Finance Committee.
8. The Finance Committee shall fix the limits for the total recurring and non-recurring for the year, based on income and resources of the University, and no expenditure shall be incurred by the University in excess of the limits so fixed, without the approval of the Finance Committee.
9. The annual accounts and the financial estimates of the University prepared by the Chief Finance and Accounts Officer shall be laid before the Finance Committee for consideration and commerce and thereafter the overall ceiling fixed by the Committee.

### **1.6.6 Planning Board**

The role of the planning board is to design and formulate appropriate expansion plans for academic and other activities such as adoption of new teaching methodology, automation of labs and classrooms, digitalization and up gradation of library; development of sports and cultural facilities.

It is constituted as follows:

- Vice Chancellor – Chairman
- Six members nominated by the Chancellor.
- All the members of the Planning Board, other than the Vice Chancellor, shall hold office for a term of three years.

#### **The Power and Duties of the Planning Board shall be as under:-**

1. The Planning Board shall design and formulate appropriate plans for development and expansion of the University, and it shall, in addition, have the right to advise the Chancellor, Board of Management and the Academic Council on any matter which it may deem necessary for the fulfilment of the objectives of the University.
2. The Planning Board may constitute such committees as may be necessary for planning and monitoring the programmes of the University.
3. The Planning Board shall meet at such intervals as it may deem expedient, but it shall meet at least twice in a year.

4. The Vice Chancellor shall be the Chairperson of Planning Board.

5. All decisions at the meeting of the Planning Board shall be taken by a majority role

### **1.6.7 University Development Committee**

The role of this Committee is to suggest overall improvement in academic atmosphere of the University and actively involve itself in overall development of eco-friendly infrastructure, landscaping, maintenance of playgrounds and other infrastructure, logistics for transport, water supply, electricity, and other utilities. The following is the constitution of the committee:-

1	Vice Chancellor	Chairman
2	President Foundation for Life Sciences & Business Management	Member
3	Pro Vice Chancellor	Member
4	Chief Finance Officer	Member
5	All the Deans and Directors	Member (s)
6	Registrar	Member Secretary

### **The Following Authorities**

**The University in addition to their regular duties will look into different schools/activities:**

#### **1. Vice Chancellor**

Pharmaceutical Sciences, Bio-engineering, Biotechnology, Basic Sciences, Research, Dean Students Welfare, International Affairs, Registrar, Controller of examination, Admissions, marketing and Planning, Regulatory inter-activities and Health Centre.

#### **2. Pro-Vice Chancellor**

Management, Engineering, Operations, knowledge Centre & Library, CIO- IT Centre, Sprint, Placement, Social media, Corporate relationship and Clubs and Dean Resident students.

#### **3 Chief Finance Officer**

Finance (budget allocation & fund management, Construction, Legal cases and Advertising

#### **4. Registrar**

##### Academics and Alumni and Students Grievances

The distribution of work under different functionaries as enumerated above has been done with a view to see that different activities of the University are carried out smoothly. The Vice Chancellor shall however have overall governance and control over the affairs of the University and ask for any details from any of the mentor's details above.

##### **1.6.8 Alumni Association**

Alumni of any educational organization can play a pivotal role in its development. Their advice can help in improving various academic and non-academic activities in the university. Organization of alumni meets will create a bonding between passed outs and ongoing students. Keeping this in view the University has constituted the following Alumni Association :

##### **Members of the committee:-**

1. Dean of Student Welfare
  2. 16 Alumni (Student) members nominated by Association of Alumni (Body made by passed out Students)
- There shall be an Alumni Association of the University.
  - The objective of the Association shall be to promote the objectives of the University,
  - To maintain contacts and solidarity among the graduates of the University, and to raise funds for the development of the University.
  - The membership of the Association shall be open to all degree holders of the University.
  - The application for membership shall be in a form prescribed by the University.
  - The Executive Committee of the Association shall consist of the (a) President; (b) Vice President; (c) General Secretary; (d) Joint Secretary; and (e) 10 other Members.
  - The Vice-Chancellor shall be the ex-officio Patron. All other office -bearers and members of the Association shall be elected for a term of three years.
  - The funds of the Association shall be managed by the Finance Officer of the University who will maintain a separate Account for the purpose.
  - The elections of the Association and all its meetings shall be conducted in the manner as prescribed by Regulations.
  - In case of any difficulty in operating any clause of the Ordinance the matter shall be referred to the Patron whose decision thereon shall be final.

### **1.6.9 University Administration**

Vice Chancellor is the Chief Executive of the University. Who is assisted by Registrar's Office for day to day administrative decision making Deans of Faculties are responsible for academic and research activities in their respective faculties. Dean Academic Affairs and Dean Academic Auditing are coordinating various academic activities within the frame work of academic rules and getting approvals from the Vice Chancellor. Controller of Examination is responsible for organizing various examinations as per academic rules and regulations. Dean Student Welfare looks after various sports, cultural, hostel activities and is responsible for solving the students' problems. Dean Research and Development is looking after the overall research activities of various faculties and coordinating with National and International Funding Agencies for achieving the research goal of the University. Dean Publication and Planning involved in bringing out various University Publications. Director Operations is overall in-charge for maintenance of infrastructure and various other logistics.

- **Board of Studies**

Each Department shall have a Board of Studies comprising the following members:

1. Head of the School
2. Dean, shall be the chairman nominated by the Vice Chancellor
3. All the Professors / Associate / Assistant of the Department shall be the members
4. All the any Associate /Assistant/ Professors of the Department Nominated by the Vice Chancellor
5. At least three external members.

The constitution, the powers and functions of the Boards of Studies shall be as approved by the Academic Council

### **1.6.10 Recognition by Regulatory Bodies**

UGC Recognition: The University Grant Commission vide its notification No. 8 – 1/2010(CCP)1/PU) dated 7.2.2011 recognized the University as a self-financing private University.

Pharmacy Council of India (PCI): School of Pharmaceutical Sciences of the university is approved by Pharmacy Council of India (Ref .No. 32-917/2010-PC/86-86/, ([www.pci.nic.in](http://www.pci.nic.in))).

AICTE: School of Pharmaceutical Sciences is recognized by AICTE. Shoolini University also figures amongst the recognized Private Universities on the website of AICTE.

## **2 The Directorate of Human Resources (DoHR)**

This Manual has been produced by the Directorate of Human Resources, which was established by the University Board of Management in October 2013, to bring together the Human Resources (HR) functions that had been scattered in different Departments. The mandate of the Directorate is to manage and develop the Human Resources of the University.

*NOTE: Currently, the Registrar of Shoolini University will be playing the role of DoHR till further changes are notified.*

### **2.1 Purpose, Accessibility and Revision of the Manual**

#### **1. Purpose**

The purpose of this Manual is to:

- Consolidate all Human Resource policies, procedures and practices in one document for ease of reference;
- Define the obligations and rights of the University Board of Management as the Employer;
- Define the obligations and rights of the employees of Shoolini University; and,
- Serve as a reference framework for the Management of the Human Resources in the University.
- To work under the regulations of the UGC and the State Act.

#### **2. Accessibility**

The Directorate of Human Resources shall maintain the manual accessible to all employees of the University.

#### **3. Revision**

The Manual shall be reviewed from time to time. An employee or any other member of the University may communicate in writing the need for revision or addition to any part of the Manual. The decision of the Board of Management shall be communicated in writing to all members of staff.

### **2.2 Interpretation**

The interpretation and enforcement of this Manual shall vest in the University Board of Management, whose interpretation shall be final in as far as it does not conflict with the Constitution of Shoolini University Act and first statues issued by Government of Himachal Pradesh and its amendment from time to time.

## **2.3 Provisions**

1. This Manual will be cited as the Shoolini University Human Resources Manual 2014 as approved by the University Board of Management.
- The Human Resources Manual shall constitute the University's Terms and Conditions of Service for all categories of its employees. It shall complement and be read together with the employment contract and other University policies and regulations made there under and all relevant Laws of Himachal Pradesh that may be in force at any given time. In case of a conflict between the Law and this Manual, the Law shall prevail.
- If any matter arises which this Manual does not cover, it shall be brought to the attention of the University Board of Management through the Establishment and Administration Committee for consideration and inclusion in the subsequent editions of the Manual.
- Matters not covered by this Manual but covered by other University policies passed by \Board of Management shall be equally binding to the employee.

## **2. Responsibility**

The overall implementation of this Manual is vested into the Directorate of Human Resources in conjunction with Management, Deans and Head of Departments at all levels.

## **3. Commencement**

This Manual shall come into force with effect from Oct 16<sup>th</sup>, 2014.

### **3. Talent Acquisition**

Shoolini University is an equal opportunity employer and appointment to all positions in the University service is based on the principle of merit. The University Board of Management shall approve all the establishments and shall be responsible for all appointments through the Appointments Board except as provided for otherwise. Shoolini University has adopted a policy to attract outstanding persons to join the faculty, by offering them attractive compensation/packages, upwards of the UGC norms, by offering consultancy avenues and challenging work environment. The University has adopted the recruitment procedure as notified by University Grant Commission New Delhi vide notification number F3-1/2009 date 28-06-2010; as approved by the Board of Management of the (Shoolini ACT – UGC 12b)

#### **Officers of the University**

**The following shall be the officers of the University, Power and Functions.**

1. The Chancellor
2. The Vice-Chancellor
3. The Pro – Chancellor
4. Pro-Vice Chancellor
5. The Registrar
6. The Chief Finance and Accounts Officer
7. The Dean of Research & Development
8. Controller of Examinations
9. The Deans of Faculties
10. The Dean of Student Welfare
11. The Dean of Academic Affairs
12. The Dean of Extension Education
13. The Dean of Planning & Publications
14. The Dean of Placements
15. The Dean of Estate & Operations
16. Librarian

### **3.1 Appointment of the Officers**

#### **3.1.1 The Chancellor**

1. The Chancellor shall be appointed by the sponsoring body for a period of three years, with the approval of the Government in a manner and on such terms and conditions as may be specified by the statutes.
2. The Chancellor shall be the Head of the University.
3. The Chancellor shall preside over at the meetings of the Governing Body and convocation of the University conferring degrees, diploma or other academic distinctions.

#### **Powers and Functions**

In addition to the powers conferred upon him, under sub-section (4) of section 12, the Chancellor shall exercise the following powers, namely:-

1. He shall be the chairperson of the Governing Body;
  - To call for any information or record;
  - To appoint the Vice-Chancellor;
  - To remove the Vice-Chancellor in accordance with the provisions of sub section (7) of Section 13; and
  - Such other powers as may be specified by the statutes.
2. He shall have the right to conduct an inspection or cause an inspection to be made, by such officer or officers as he may direct, of the University or any Academic Units, including the buildings, laboratories, records and equipment thereof and also of the examinations, teaching and other work conducted or done by it, or to cause an inquiry to be made in a like manner in respect of any matter connected with the administration and finances of the University, or any Academic Units;
3. In case of its inspection or inquiry relating to any of the affairs of the University or any Academic Units, he shall communicate to the Vice-Chancellor the result of such inspection or inquiry together with his views thereon and advise the Vice Chancellor with regard to the action to be taken thereon and on receipt of the report made by him, the Vice-Chancellor shall communicate the same forth-with to the Board of Management for consideration and the Board of Management shall communicate through the Vice- chancellor to the Chancellor such action, if any, as it proposes to take or has been taken by it upon the results of such inspection or inquiry;
4. Where the Board of Management or the Management of the Faculty or Academic Units, as the

case may be, does not take action to his satisfaction, he may after considering any explanation furnished or representation made by the Board of Management or Management of the Faculty or Academic Units, as the case may be, issue such directions as he may deem fit and the University or the Faculty or Academic Units as the case may be, shall comply with such directions;

5. Without prejudice to the foregoing provisions, he may, by order in writing, annul proceedings of the University or any of its authority or the decision of any officer as the case may be, which is not in conformity with the provisions of the Act or the statutes or the subsequent statutes or ordinances as the case may be;
6. Provided that before issuing such order, he shall call upon the university or faculty or any of its Academic Units as the case may be, to show cause why such an order should not be made and if any cause is shown within the period specified by it or by him in this behalf, he shall consider the same,
7. When the Chancellor is away from the Head quarter or if he is unable to perform his duties due to ill health or for any other reasons, the Vice-Chancellor, and if the office of the Vice-Chancellor is also vacant, such officer, as he may appoint, shall perform his duties, and the Vice-Chancellor or as the case may be, the officer appointed by him shall, at the earliest opportunity, report the action taken by him for his confirmation:
  - a. Provided that if the action taken is not approved by him, his decision thereon shall be final.

### **3.1.2 The Vice-Chancellor.**

1. The Vice-Chancellor shall be appointed by the Chancellor, on such terms and conditions as may be specified by statutes, from a panel of three persons recommended by the Governing Body and shall, subject to the provisions contained in sub-section (7), hold office for a term of three years:

Provided that after the expiry of the term of three years a person shall be eligible for reappointment for another term of three years:

Provided further that Vice-Chancellor shall continue to hold office even after expiry of his term till new Vice-Chancellor joins; however, in any case, this period shall not exceed one year.

### **Powers and Functions**

1. The Vice-Chancellor shall be a whole time salaried officer,
2. The Vice-Chancellor shall be the principal executive and academic officer of the University and shall have the general superintendence and control over the affairs of the University and shall

execute the decisions of various authorities of the University.

3. The Vice-Chancellor shall preside at the convocation of the University in the absence of the Chancellor.
4. If in the opinion of the Vice-Chancellor it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under this Act, he may take such action as he deems necessary and shall, at the earliest opportunity, thereafter, report his action to such officer or authority as would have in the ordinary course dealt with the matter:

Provided that if in the opinion of the concerned officer or authority such action should not have been taken by the Vice-Chancellor, then such case shall be referred to the Chancellor, whose decision thereon shall be final.

5. If, at any time upon representation made or otherwise and after having such inquiry as may be deemed necessary, the situation so warrants and if the continuance of the Vice-Chancellor is not in the interests of the University, the Chancellor may, by an order in writing stating the reasons therein, ask the Vice-Chancellor to relinquish his office from such date as may be specified in the order:

Provided that before taking an action under this sub-section, the Vice-Chancellor shall be given an opportunity of being heard.

In addition to the powers conferred upon him under section 13, the Vice-Chancellor shall exercise and perform the following powers and functions, namely:-

- He shall be entitled to be present at, and to address any meeting of any authority;
- He shall exercise control over the affairs of the University and shall give effect to the decisions of all the authorities in letter and spirit and shall ensure that they are not contradictory in nature and practice;
- He shall have all the powers necessary for the proper maintenance of discipline in the University and he may delegate any such powers to such officer or officers as he may deem fit;
- He shall appointment Deans, Principals, Professors, Associate Professors, Readers, Lecturers, Librarian other teachers and such academic staff of Academic Unit established by the University, as may give be necessary, on the recommendations of the selection committees constituted for the purpose by the Chancellor. He shall be the chairperson of such committee(s):

Provided that the he may short-term appointments, for a period not exceeding one year, to such officers as he may consider necessary for the functioning of the University;

- He shall grant leave of absence to any officer of the University and necessary arrangements for the discharge of the functions of such an officer during the period of his absence;
- He shall grant leave of absence to any employee and if he so decides may delegate such powers to any other officer or officers;
- He shall have the authority to take disciplinary action against any employee for any omissions and commissions, dereliction of duty etc. as may be specified in the subsequent statutes:

Provided that if the decision taken by any authority on his report affects any person in the service of the University, the said person may appeal to the Chancellor within thirty days from the date on which such a decision was communicated to him and the decision of the Chancellor on such appeal shall be final;

- He shall have the power to convene or cause to be convened meetings of the various authorities, except that of the Governing Body;
- If in his opinion it is necessary to take immediate action on any matter for which powers are conferred on any other authority under the Act, he may take such action as he deems necessary and shall, at the earliest opportunity thereafter, report his action to such officer or authority as would have in the ordinary course dealt with the matter:

Provided that if in the opinion of the concerned officer or authority such action should not have been taken by him, then such case shall be referred to the Chancellor, whose decision thereon shall be final;

- He shall act as a vital link with the University Grants Commission or All India Council of Technical Education or National Council of Teacher Education or Council for Architecture or Universities or Pharmacy Council or NAAC or NBA, other National and International agencies and other regulatory authorities as the case may be;
- He shall take steps and bring about NAAC or NBA accreditation for Institutions or Departments, to provide guidance and logistic support for getting the highest possible grade to the institution and to help the Departments and Institution to get maximum amounts of financial grants from various funding agencies including UGC or State and Central Governments;
- He shall take steps to keep abreast with the latest Educational policies of both the State and Central Governments and also the corpus of knowledge and trends in various disciplines and to apprise the Departments or Institution about the same and to guide them in their proper implementation;

- He shall, at the close of each academic year, in the manner specified in the subsequent statutes or ordinances, assess and evaluate the teaching and research works done by the members of the Faculty, and if he deems necessary, he may appoint a committee of experts for the purpose. On such assessment or evaluation, if he is of the opinion that the work and conduct of any member of the Faculty is not satisfactory, he may, in the manner as laid down in the subsequent statutes or ordinances, initiate or cause to be initiated action against such a member;
- He shall exercise such other powers as may be specified in the subsequent statutes; and
- He shall ensure that the provisions of the Act, statutes, ordinances and the regulations are duly observed and implemented and he shall take all necessary steps in this regard.

### **3.1.3 The Pro- Chancellor**

1. The Pro-Chancellor shall be appointed by the Sponsoring body.
2. The Pro- Chancellor in the absence of the Chancellor shall perform all his duties through a written orders of the Chancellor.
3. The terms and conditions of service of the Pro-Chancellor shall be such as may be specified in the subsequent statutes.

### **3.1.4 The Pro-Vice-Chancellor**

1. The Pro-Vice-Chancellor shall be appointed by the Chancellor on the recommendation of the Governing Body.
2. The term of office of the Pro-Vice-Chancellor shall be such as may be decided by the Governing Body but shall not exceed three year.
3. The Pro-Vice-Chancellor whose term of office has expired shall be eligible for re-appointment.
4. The terms and conditions of service of a Pro-Vice-Chancellor shall be such as may be specified in the subsequent statutes.

### **Powers and Functions**

5. Subject to the control and supervision of the Vice-Chancellor, the Pro-Vice-Chancellor shall perform such duties and exercise such powers as may be conferred upon him under the Act or the Statutes or are delegated to him by the Vice-Chancellor or the Executive Council.
6. The Pro-Vice-Chancellor shall be the ex-officio Vice-Chairman of the Executive Council, the Academic Council and the Finance Committee. He shall be entitled to be present at and to address any meeting of any authority or body of the University but shall not be entitled to vote

there at unless he is a member of such authority or body.

7. The Pro-Vice-Chancellor shall exercise such powers and discharge such duties as may be assigned to him by the Chancellor from time to time through official orders in consultation with the Vice-Chancellor.

### **3.1.5 The Registrar**

1. The Registrar shall be appointed by the Chancellor on the recommendations of a Selection Committee constituted for the purpose headed by the Vice-Chancellor on the terms and conditions of service as may be specified in the subsequent statutes or the ordinances.
2. When the office of the Registrar is vacant or when the Registrar by reason of illness or absence for any other cause is unable to perform his official duties, his duties shall be performed by such officer as the Vice-Chancellor may appoint subject to the approval of the Chancellor.
3. The Registrar shall be a whole time salaried officer and work under the control of the Vice-Chancellor.

### **Powers and Functions**

1. To formulate a time schedule for various academic and administrative activities for the annual or semester format including receiving of applications for admission to the University and to keep a permanent record of all syllabi, curricula and information connected therewith;
2. To assist the Controller of Examination for the conduct of examinations in the manner as may be specified in the subsequent statutes;
3. To maintain a register of all degrees, diplomas and academic distinctions conferred by the University;
4. To have the custody of the record, the common seal and other properties of the University as the Chancellor may commit to his charge;
5. To supply to the Chancellor copies of the agenda of meetings of the authorities as soon as they are issued and the minutes of such meetings ordinarily within a month of the holding of the meetings;
6. To represent the University in suits or proceedings by or against the University, sign power of attorney, verify pleadings and depute his representative for this purpose;
7. To enter into agreements, contracts, sign documents and authenticate records on behalf of the University; and
8. To perform such other functions as may from time to time be assigned to him by the Vice-Chancellor and the Chancellor as the case may be.

9. The Registrar shall be the Member-Secretary of the Governing Body, Board of Management and Academic Council, but shall not have the right by the statutes.

### **3.1.6 The Chief Finance and Accounts Officer**

1. The Chief Finance and Accounts Officer shall be appointed by the Chancellor on the recommendations of the Selection Committee constituted for the purpose headed by the Vice-Chancellor on such terms and conditions of services as may be specified in the subsequent statutes or the ordinances.
2. The Chief Finance and Accounts Officer shall be a whole time salaried officer and shall work under the control of the Vice-Chancellor.
3. When the office of the Chief Finance and Accounts Officer falls vacant or when he is by reason of illness or absence for any other cause, unable to perform his official duties, such duties shall be performed by such officer as the Vice-Chancellor may appoint for this purpose. Such appointment shall be for a period of one year or till a permanent incumbent is appointed by the Chancellor, whichever is earlier.

### **Powers and Functions**

1. Exercise general supervision over the funds of the University and shall advise it as regard to its financial policy;
2. Be responsible for the proper maintenance of the accounts of the University; and
3. Perform such other financial functions as may be assigned to him by the Vice-Chancellor as may be specified in the subsequent statutes or the ordinances.
4. Subject to the control of the Vice-Chancellor, the Chief Finance and Accounts Officer shall,-
5. Hold and manage the property and investments including trust and endowed property for the furtherance of the objects of the University.
6. Ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditures for the financial year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted;
7. Be responsible for the preparation of annual accounts and the budget of the University for the next financial year and presentation of the same to the Board of Management, through the Vice-Chancellor and also for ensuring that the financial sanctions are obtained in time;
8. Keep a constant vigil on the state of the cash and bank balances and investments;
9. Watch and progress the collection of revenue and advise on the methods of collection employed

in relation thereto;

10. Keep all money belonging to the University in Scheduled Banks approved by the Vice Chancellor;
11. Ensure that the registers of the properties, buildings, land, furniture and equipment's are maintained up-to-date and that the stock checking of equipment's and other consumable material in all offices and academic units is conducted at regular intervals, or as may be required from time to time;
12. Call from any Academic Unit, any information on returns that he may consider necessary to discharge his financial responsibilities; and
13. To prepare and issue agenda and maintain minutes of the meetings of the Finance Committee, and conduct the correspondence on behalf of the said Committee.
14. The receipt of the Chief Finance and Accounts Officer, or of the officer(s) duly authorized in this behalf by the Chancellor, for any money payable to the University shall be sufficient discharge for the same.

### **3.1.7 The Dean of Academic Affairs**

1. The Dean of Academic Affairs shall be appointed by the Vice-Chancellor, from amongst teachers of the University who shall not be below the rank of Professor, on the recommendations of the Board of Management.
2. The terms and conditions of services of the Dean of Academic Affairs shall be such as may be specified in the subsequent Statutes.

### **Powers and Functions**

1. To create awareness among students and staff about the Academic rules and regulations of by the university. He shall be responsible to implement these rules & regulations in the University;
2. He shall be responsible for the organization and conduct of undergraduate and postgraduate teaching in all the constituent faculties of the University and for that purpose shall pass such orders as may be necessary in consultation with the Deans of the faculties, Dean Research and Development as the case may be;
3. Organize, coordinate and conduct undergraduate and postgraduate teaching and research across Academic Units;
4. To implement syllabi of new academic programmes to be established by various Academic Units;

5. To update syllabi of existing academic programmes of the University in consultation with Dean Faculties;
6. To develop inter-disciplinary and joint degree academic programmes and their syllabus;
7. To recommend to the Vice Chancellor the establishment of new academic programmes and/ or for the elimination of certain existing programmes;
8. To develop academic collaboration for the University with national Institutions of repute.
9. To seek accreditation from the national and international appropriate accrediting / professional agencies.
10. To control and implement the various scholarship schemes of State/Central Government for campus students;
11. To coordinate wherever necessary, the work of the teaching staff of the University Academic Departments but not to directly control the work of the Deans of Faculty and Heads of Departments in their respective departments;
12. To act as an Academic guide, in developing and improving the teaching and research standards in the University.
13. To suggest and propose innovations and new ideas in the working of the various educational processes and system with a view to bring in latest technologies and ideas;
14. He shall in collaboration with the Dean Research and Development be responsible for the co-ordination of research by the Post graduate students and its integration with the general research programme of the University;
15. He shall be responsible for appointment of external examiner for evaluation of projects/ thesis work of Post graduate students;
16. He shall provide, in consultation with the Head of Departments, guidance and leadership in the development and periodic evaluation of curricula and integrate the said curricula into appropriate instructional programmes designed to prepare students for effective careers in research, teaching and extension; and
17. To perform any other duty or function allotted to him by the Vice Chancellor and /or the Chancellor.

### **3.1.8 The Dean of Research & Development (DRD)**

1. The Dean Research and Development (DRD) shall be appointed by the Vice-Chancellor, from amongst teachers of the University who shall not be below the rank of a Professor, on the recommendations of the Board of Management-

2. The terms and conditions of service of the Dean of Research and Development (DRD) shall be such as may be specified in the subsequent statutes.

### **Powers and Functions**

- To act as an Academic guide, in developing and improving the research standards;
  - Act as a vital link with the UGC, AICTE, NCTE, Board of Management for Architecture / Universities / Pharmacy Board of Management of India, NAAC /NBA, other National and International agencies and other regulatory bodies ;
  - Hold workshops for sensitizing the faculty with regard to research and development;
  - Take steps and bring about NAAC/NBA accreditation for Institutions/Departments, to provide guidance and logistic support for getting the highest possible grade for the Institutions;
  - Help the Departments and Institutions of financial grants from various national and international funding agencies;
  - Arrange educational and study trips for the Dean Faculty and faculty members to various other Universities and Colleges across the country with a view to apprise these academic about the latest educational trends prevalent in various parts of the country as also the new education systems available in the diverse educational institutions;
  - Suggest and propose innovations and new ideas in the working of the various educational processes and systems with a view to bring in latest technologies and ideas;
  - Take steps to keep abreast with the latest Educational policies of both the State and Central Governments and also to apprise the Department/Institutions about the same, and guide them in their proper implementation ;
  - Discharge or perform any other duty or function allotted to him by the Vice-Chancellor or Board of Management or Governing body as the case may be, from time to time.
4. The Board of Management may authorize any other officer to exercise any or all of his powers in his absence.

### **3.1.9 The Controller of Examinations**

1. The Controller of Examinations shall be a whole time salaried officer and be appointed by the Chancellor, on the recommendations of the selection committee headed by the Vice-Chancellor.
2. The terms and conditions of service of the Controller of Examinations shall be the same as that of the Registrar and such other officers of the University.

## **Powers and Functions**

- Arrange for and supervise the work of examinations of the University in accordance with the manner specified in regulations and rules of the University;
- Perform such other duties as may be specified in the subsequent statutes, or ordinances, the regulations and rules or as may be required from time to time by the Vice- Chancellor or the Chancellor;
- Conduct all University examinations and make preparatory arrangements for examinations, setting up of the examination centers, appointment of supervisory, invigilation and other staff, the printing and supply of Answer Books ensuring smooth, efficient, fair and transparent conduct of examinations,
- Get the question papers set for all University examinations by the examiners or paper setters by ensuring that the Question Papers set are in accordance with the approved scheme of examinations and as per the prescribed syllabi for a particular course / paper. He shall maintain the confidentiality of the entire process of paper setting at all stages;
- Get the question papers printed from some reputed but confidential Presses. He shall keep the name and address and phone numbers of the Press. The printed Question Papers must be received back from Press well before the start of the examination so that these reach the examination centers well in time. The entire transportation process must also be kept confidential to prevent any kind of leakage of Question Papers;
- Fix the commencement dates of various examinations, to prepare the date sheet and schedule for all examinations to be held during the next one year and publish the same well in time for the information all concerned;
- Get the Answer books for all University examinations evaluated so as to ensure that all examination results are declared and published within the schedule fixed for the purpose and the public widely informed accordingly. Rectification of results and rechecking of Answer Books, wherever permissible;
- Get the Detailed Marks Cards (DMCs), Degrees and other relevant testimonials prepared for all those students passing out from the University and the same be supplied to Academic Units, within the period specified for this purpose;
- Make arrangements for verifications of credentials of the present and passed out students, and when such credentials need to be verified by the University;
- Prepare and maintain accounts for secrecy funds, get the same checked and counter signed from

the concerned authority and keep permanent records for all such confidential transactions or accounts;

- Take steps for continuous examinations reforms so as to keep updating the existing statutes, regulations and rules relating to examinations, to propose new rules and regulations in relation to examinations and get the same approved from the concerned bodies of the University;
- Draw out the lists of examiners, paper setters, evaluators, centre superintendents, centre Inspectors, members of flying squads, observers, Chief coordinators, Coordinators of various examinations, both traditional and Entrance tests Examinations and get the same approved with appropriate revisions, if any, by the competent authority of the University;
- Sign Detailed Marks Cards, Degrees and all other certificates and testimonials, wherever required to do so. The confidential seals, stamps including the ones carrying signatures be got prepared and kept in safe custody for use at the required time. It will be his responsibility to ensure that these confidential seals are not misused or tampered or lost by anyone for any ulterior purpose. The duplicate DMCs" and Degrees shall be issued by him on an application by the candidate on payment of requisite fee;
- Keep liaison with Dean of Academic Units, Heads of Departments with regard to student's enrolments, conduct of examinations and other issues relating to students and teachers;
- Work under the direct superintendence and direction of the Vice-Chancellor;
- Receive the Examination forms and issuance of admit card for university examinations;
- Countersign and sanctioning of various TA/DA bills in respect of staff, examiners, supervisory, invigilation and other staff appointed for the conduct of examinations, Evaluation / Re-evaluation of Answer Books and tabulation / declaration / publication of Examination results; and
- Perform or discharge any other function or duty as assigned to him by the Vice-Chancellor or the Chancellor.
- The Vice-Chancellor may authorise any other officer to exercise any or all of the powers of Controller of Examinations in his absence-

### **3.1.10 The Dean of Faculty**

1. There shall be appointed a Dean of faculty in each faculty by the Vice- Chancellor from amongst the teachers of the University who shall not be below the rank of professor, on the recommendations of the Board of Management.
2. The terms and conditions of service of the Dean of Faculties shall be such as may be specified in the subsequent statutes.

### **Powers and Functions**

1. He shall oversee the functioning and development of academic units and shall co-ordinates with the Dean of Academics in performing such duties
2. He shall advice the Vice Chancellor regarding all academic and administrative matters of Academic Units: and
3. The heads of various academic units, shall report to him on a regular basis.

#### **3.1.11 The Dean of Student Welfares**

1. The Dean of Student Welfare (DSW) shall be appointed by the Vice Chancellor, from amongst teachers of the University or who have been teachers of any other university or other suitable person(s) who shall not be below the rank of Professor, or equivalent in experience, on the recommendation of selection committee headed by the Vice-Chancellor. He shall report to the Vice-Chancellor.
2. The terms and conditions of service of the Dean of Student Welfare (DSW) shall be such as may be specified in the subsequent statutes or the ordinances.

### **Powers and Functions**

1. Make arrangement for the student residences in various University Hostels and to supervise discipline of students, of the University;
2. Plan, organize and supervise the co-curricular and cultural activities of the students in the University campus;
3. Look after the physical welfare, NCC and NSS activities of the students in the University campus;
4. Deal with all matters pertaining to discipline among the University students in the campus, and outside, except those relating to their academic work, which will be dealt with by the Heads of Departments and/or the respective Dean and to recommend penalties as may be deemed necessary, after due enquiry;
5. Devise ways and means for promoting the well-being of the University students which includes inculcating of social, moral, emotional and intellectual values among them, regard for great ideas, like loyalty to country, harmonious co-existence, devotion to duty and pursuit of truth and achieving excellence in studies and other co-curricular activities and sports;
6. Have the overall charge and supervision of the Office of the Dean of Students Welfare; and
7. Perform any other duty or function, which may be allotted to him by the Vice-Chancellor from time to time.

8. To facilities travel for holidays and study tours of students:
9. The Pro Vice-Chancellor may authorise any other person to exercise any or all of the duties of the Dean of Student Welfare in his absence.

### **3.1.12 The Dean of Extension Educations**

1. The Dean of Extension education shall be appointed by the Vice Chancellor, from amongst teachers of the University who shall not be below the rank of Professor, on the recommendation of the Board of Management.
2. The Dean Extension Education shall report directly to the Vice Chancellor.

#### **Powers and Functions**

1. He shall plan and execute all training programme and activities in cooperation with Deans / Directors and Head of the Department.
2. He shall formulate and present training programmes to Academic Council for its consideration.
3. He shall guide and supervise the working of Communication Centre dealing with publications, audiovisuals aids, radio press and other training materials meant for training and university activities
4. He shall be responsible for initiation, organization and conduct of extension education and training programmes of the University particularly for bio-based and agro- based industries and rural development;
5. He shall be responsible for initiating the programmes for Corporate Social Responsibility, particularly in the field of education.
6. Suggest and propose innovations and new ideas in the working of the various educational processes and systems with a view to bring in latest technologies and ideas;
7. To publish in-house magazines and other similar publications as their Chief Editor and Coordinator;
8. To suggest and propose innovations and new ideas in the working of the various educational processes and system with a view to bring in latest technologies and ideas;
9. To perform any other duty or function allotted to him by the Vice Chancellor and /or the Chancellor.

### **3.1.13 The Dean of Planning & Publications**

1. The Dean of Planning and Placement shall be appointment by the Vice-Chancellor, from amongst the teachers of the University or teachers of any other University, who shall not be below the rank

of Professor or has the equivalent research and industrial qualification, on the recommendations of the Board of Management or Selection Committee headed by the Vice-Chancellor and he shall report to the Vice Chancellor.

2. He/she shall be appointed for a term of three years and can be reappointed for another two terms depending on his/her performance.

### **Powers and Functions**

1. He shall be responsible for Planning the Publicity material and its publication in consultation with Vice Chancellor
2. Identify institutions of higher learning and training centers where the students could be placed under co-operative academic education and practical training arrangements with prospective employers; and
3. Under this arrangement a selected number of students shall study a part of a academic year at the University and spend a part of Academic Year at the training site. At the end of the Academic year this co-operative arrangement of academic training and practical training, may lead to placement opportunities.
4. He shall be responsible for initiation, organization and conduct of mock tests and entrance tests of various degree programmes for admission in the University;
5. He shall exercise administrative control over the admission and Publication cell of the University
6. He shall formulate and execute admission programme;
7. He shall assume leadership in the development and maintenance of effective and productive publicity programme;
8. He shall be responsible for preparation of University Annual Report and its publication, research journal, Bulletin and other Education Material approved by Academic Council and Board of Management
9. He shall perform such other duties and functions as may be assigned to him by the Vice-Chancellor.

#### **3.1.14 The Dean of Placement**

1. The Dean Students Placement and Vice-Chancellor, from amongst the teachers of the University or shall be appointment by the teachers of any other University, who shall not be below the rank of Professor or has the equivalent research and industrial qualification, on the recommendations of the Board of Management or Selection Committee headed by the Vice-Chancellor.
2. He/she shall be appointed for a term of three years and can be reappointed for another two terms depending on his/her performance.

3. The incumbent shall be paid UGC scale of the cadre plus honorarium for the additional charge as decided by the Governing body of the University.

### **Powers and Functions**

1. Identify institutions of higher learning and training and Industries where the students could be placed under co-operative academic and practical training arrangements with the prospective employers;
2. Under this arrangement a selected number of students shall study a part of a academic year at the University and spend a part of Academic Year at training site. At the end of the academic year this co-operative arrangement of academic training and practical training, may lead to placement opportunities;
3. He shall be responsible for arranging top Industrial Leaders to deliver lectures on corporate culture and how over graduates could adjust in the new environment
- 4 He shall be responsible for planning and execution of placement activities of different faculties
5. He shall be responsible for Industrial visits of the students as per the requirement of curricula
6. He shall perform such other duties and functions as may be assigned to him by the Vice-chancellor.

#### **3.1.15 The Director of Estate & Operations**

1. The Dean of Estate and Operations of the University shall be appointed by the Chancellor on the recommendation of the Selection Committee constituted by the Vice-Chancellor.

To be eligible for the selection to the post of Director of Operations a person must have the following minimum qualification:

Master's degree in any discipline with ten years' experience in managing various logistics operations in a University or reputed institution or industry.

**OR**

Degree in Civil Engineering or equivalent qualifications with not less than ten years' experience of work as Executive Engineer in a Govt. or Autonomous Organization, preferably in a University or in a reputed institution or industry.

2. The Dean of Estate and Operations shall be a whole time salaried officer of the university and shall be under the administrative control of the Vice-Chancellor.
3. The Dean of Estate and Operations of the University will receive a pay as per the UGC norms and as approved by Governing body on the recommendation of Board of Management from time to time.

### **Powers and Functions**

1. To maintain buildings, roads, fencing, playgrounds, parks and lands (other than the research and instructional farms) and other physical facilities of the University and to provide for protection against thefts, fire and other dangers;
2. To organize and supervise such services as water, electricity, communication and operation and maintenance of the University vehicles;
3. To provide for installation, use and maintenance of the University equipment's and co-operation with other officers of the University and to ensure the proper use of rooms, houses, buildings and grounds, etc.;
4. To maintain records of allotment of buildings of the University for various purposes;
5. To maintain up to date record of all the immovable properties of the University;
6. To procure/dispose of immovable property of the University as decided by the sponsoring body;
7. To perform such other duties and functions as may be assigned to him by the Vice-Chancellor.
8. When the office of the Dean of Estate and Operations falls vacant or when he is by reason of illness or absence for any other cause, unable to perform his official duties, such duties shall be performed by such officer as the Vice-Chancellor may appoint for this purpose.

#### **3.1.16 The Librarian**

1. Subject to the approval of the Chancellor, the Librarian shall be appointed by the Vice-Chancellor on the recommendation of the Selection Committee headed by the Vice-chancellor constituted by the Chancellor for the purpose and he shall be a whole time salaried officer.
2. The Librarian shall work under the control and supervision of the Vice-Chancellor and shall be responsible for the maintenance of all libraries of the University.
3. The Librarian shall have the following functions and duties, namely:-

#### **Power and Function**

1. He shall have general supervision of the University Libraries;  
he shall prepare the Library budget for the University Library including Department collections;
2. He shall have the responsibility of receiving and accessioning all library materials;
3. He shall have the responsibility of initiating the purchase requisition for all library materials;
4. He shall keep a copy of a research papers, thesis, dissertations and publications by faculty and scholars for use by posterity in its repository;
5. He shall have the responsibility of renewing in time subscription to Journals;

6. He shall prepare a library newsletter at monthly intervals which will carry a list of ail library materials received since the last preceding newsletter and other timely library news of interest to students and staff;
7. He shall initiate, participate and co-operate in programme designed to stimulate and encourage the use of the library by the students and faculty;
8. He shall arrange library hours with the approval of Vice-Chancellor so as to permit maximum library use by both students and faculty members; and
9. He shall arrange for departments and Academic Units, small collections of volumes and journals that are in almost constant use by the faculty and students as references or material.

### **3.2 Types of Appointments**

Appointment into the University service shall be on the following terms:

#### **1. Regular Terms**

Appointment on regular terms shall be the type of employment where the period of service is up to the retirement age of 62 years, plus three years of reappointment upon necessary guidelines being met and subject to other provisions contained in this Manual. And in exceptional cases, this tenure can be extended by another 5 years, up to maximum of 70 years of age.

#### **2. Contractual Terms**

Appointment on Contract shall be the type of employment where the terms of employment are as defined in a particular contract of employment between the University and an employee. An employee may change status from permanent terms to contractual terms, and vice-versa through an application, made for approval by the appointing authority.

#### **Eligibility to such contractual appointments shall be as follows:**

1. Professors and Associate Professors who have reached the mandatory retirement age of 62 years and whose services are still needed;
2. Non-citizens;
3. All new appointments at the level of Teaching Assistant not exceeding the age of 30 years;
4. All administrative staff who shall be employed on five year contractual terms which may be renewed upon satisfactory performance following an appraisal;
5. Temporary/administrative appointments authorized by the Vice-Chancellor.
6. Any exceptional cases as may be determined by the University Board of Management.

### **3. Part-time Terms**

Appointment on Part-time Terms shall be the type of employment where the working hours per month by an employee do not exceed 20 hours or as may be reviewed by Board of Management from time to time.

### **4. Casual Terms**

Appointment on Casual Terms shall be the type of employment where an employee is engaged to perform defined tasks on a day to day basis and whose remuneration is on a piece rate basis

### **5. Honorary Terms**

Appointment on Honorary Terms is the type of employment, which attracts no remuneration from the University and is only extended to persons of academic and/ professional distinction as determined by Board of Management

### **6. Adjunct Terms**

Appointment on Adjunct Terms is the type of employment where a member of staff of one organization (from outside of University) may render part-time services to this University on agreed terms.

## **3.3 Categories of Employees**

Employees of the University shall comprise of the following categories:

### **1. Academic Staff**

Academic staff shall be staff engaged in teaching, research and outreach to the community in line with the mission of the University. They shall include the following:

- Dean of Faculty/School/Institute
- Professor
- Associate Professor
- Assistant Professor
- Lecturer
- Adjunct Professor
- Professor of Eminence
- Professor Emeritus

- Teaching Assistant
- Research Fellow
- Honorary Chair

## **2. Administrative Staff**

Administrative staff shall be those engaged to render administrative support to fulfill the mission of the University. They shall include:

1. Heads of administrative departments;
2. Library staff designated as administrative;
  - University Librarian /
  - Deputy University Librarian
  - Other library staff designated as required
3. VC Office Staff
4. All other non-teaching staff serving under terms of service for senior staff.

## **3. Support Staff**

Support staff shall be either senior or junior staff that renders support services to both academic and administrative staff.

- Office Assistants

## **4. Casual Staff**

Casual staff shall be persons employed to perform defined tasks on an ad-hoc basis and remunerated accordingly.

## **5. Volunteers**

- These shall be persons authorized in writing by the Registrar upon application to render services to the University through a specific unit for a specific period of time not exceeding six months.
- A volunteer shall not receive salary from the University but may be paid an allowance subject to availability of funds in the recipient unit.

### Industrial Training/Attachment

- The University may accept students for attachment to any of its units for training purposes. Such students shall apply for attachment to the Registrar through their respective faculties and the

recipient units.

- While on Industrial training, the students shall not be entitled to any remuneration and must fully comply with all regulations as spelt out by the recipient unit.

### **3.4 Job Description and Minimum Qualification for Appointment of Academic, Library, Administrative and Support Staff**

#### **3.4.1 Minimum Qualifications for Appointment of Teaching Faculty in the University - Management/Business Administration:**

##### **1. Assistant Professor:**

###### **Essential:**

- i. First Class Master's Degree in Business Management / Administration / in a relevant management related discipline or first class in two year full time PGDM declared equivalent by AIU / accredited by the AICTE / UGC;

OR

- ii. First Class graduate and professionally qualified Chartered Accountant / Cost and Works Accountant / Company Secretary of the concerned statutory bodies.

###### **Desirable:**

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

Papers presented at Conferences and/or published in refereed journals.

##### **2. Associate Professor:**

- i. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC;

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory body.

- ii. Ph.D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and

declared equivalent by the AIU.

**iii.** A minimum of eight years' experience of teaching / industry / research / professional at managerial level excluding the period spent for obtaining the research degree.

**iv.** In the event the candidate is from industry and the profession, the following requirements shall constitute as essential requirements:

Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIU / recognized by AICTE / UGC,

**OR**

First Class graduate and professionally qualified Chartered Accountant / Cost and Works Accountant / Company Secretary of the concerned statutory body.

A minimum of ten years' experience of teaching industry / research / profession, out of which five years must be at the level of Assistant Professor or equivalent excluding the period spent for obtaining research degree. The candidate should have Professional work experience, which is significant and can be recognized at national / international level as equivalent to Ph.D. and ten years managerial experience in industry / profession of which at least five years should be at the level comparable to that of lecturer / Assistant Professor.

Without prejudice to the above, the following conditions may be considered desirable:

- i.** Teaching, Teaching research, industrial and or professional experience in a reputed organization;
- ii.** Published work, such as research papers, patents filed obtained, books and or technical reports;
- iii.** Experience of guiding the project work dissertation of PG Research Students or supervising R&D projects in industry.

**3. Professor:**

Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant discipline or consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in two year

full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC;

**OR**

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory body.

Ph. D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU.

A minimum of ten years' experience of teaching / industry / research / professional out of which five years must be at the level of Reader or equivalent excluding the period spent for obtaining the research degree.

**OR**

In the event the candidate is from industry and the profession, the following shall constitute as essential:

Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in two years full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC.

**OR**

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory body.

The candidate should have professional work experience which is significant and can be recognized at national / International level as equivalent to Ph. D. and twelve years' managerial experience in industry / profession of which at least eight years should be at least at a level comparable to that of Reader/Assistant Professor.

i. Without prejudice to the above, the following conditions may be considered desirable:

Teaching, Teaching, research, and / or professional experience in a reputed organization;  
Published work, such as research papers, patents filed / obtained, books and / or technical reports;  
Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;

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

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

#### **4. Director / Head of Institution**

Qualification same as those prescribed for the post of professor in the relevant discipline with a minimum of fifteen years' experience of postgraduate teaching / industry / research.

**OR**

For candidates from Industry / Profession:

Qualification same as those prescribed for the post of Professor from industry / profession stream with fifteen years' experience of postgraduate teaching / research out of which five years must be at the level of Professor in the relevant discipline.

Without prejudice to the above, the following conditions may be considered desirable: Administrative experience in senior level responsible position in the Industry / Professional Institution.

#### **5. Selection Committee**

The Selection Committee shall be as per the Act & First Statues of the University.

### **3.5.2 Minimum Qualifications For Appointment of Teaching Faculty In The University- Engineering And Technology Discipline:**

#### **1. Assistant Professor**

##### **Essential**

First Class Master's Degree in the appropriate branch of Engineering (Engg.) & Technology (Tech).

##### **Desirable:**

Without prejudice to the above, the following conditions may be considered desirable:

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

Papers presented at Conferences and or in referred journals.

## **2. Associate Professor**

### **Essential:**

A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg.,& Tech., and experience of eight years in teaching, research and / or industry at the level of Lecturer or equivalent grade, excluding period spent on obtaining the research degree.

**OR**

In the event the candidate is from industry and the profession, the following shall constitute as essential:

First Class Master's Degree in the appropriate branch of Engg.,& Tech.;

Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg.,& Tech., and industrial / professional experience of eight years in a position equivalent to the level of Lecturer,

Provided that the recognition for significant professional shall be valid only if a 3-Member Committee of Experts, appointed by the Vice-Chancellor of the University, recommends the same unanimously.

### **Desirable**

Without prejudice to the above, the following conditions may be considered desirable:

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

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

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

## **3. Professor:**

### **Essential:**

A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg.,& Tech., and experience of ten years in teaching, research and / or industry, out of which at least five years at the level of Assistant Professor Reader or equivalent grade.

**OR**

In the event the candidate is from industry and the profession, the following shall constitute as essential:

First Class Master's Degree in the appropriate branch of Engg. & Tech.;

Significant professional work which can be recognized\* as equivalent to a Ph.D. Degree in appropriate branch of Engg.,& Tech., and industrial / professional experience of ten years, out of which at least five years at a senior level equivalent of Associate Professor / Reader,

Provided that the recognition of the significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

### **Desirable**

Without prejudice to the above, the following conditions may be considered desirable:

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

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

Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;

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

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

### **3.5.3 Bio-Technology (Engg. & Tech.) Discipline:**

#### **1. Assistant Professor:**

##### **Essential:**

First Class Master's Degree in the appropriate branch of Engineering & Technology

**OR**

A Ph.D. Degree in Applied Biological Sciences such as, Micro-Biology, Bio- Chemistry, Genetics, Molecular Biology, Pharmacy and Bio-Physics;

**OR**

Good academic record with at least 55% marks (or an equivalent grade) and at the Master's Degree level, in the relevant subject or an equivalent degree from an Indian / Foreign University.

Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET)

for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.

**Desirable:**

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

Papers presented at Conferences /or in referred journals;

**4. Associate Professor:**

**Essential:**

A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg, & Tech./Applied Biological sciences, and experience of eight years in teaching, research /or industry at the level of Lecturer or equivalent grade, excluding period spent on obtaining the research degree;

**OR**

In the event the candidate is from industry and the profession, the following shall constitute as essential:

First Class Master's Degree in the appropriate branch of Engg,& Tech./Applied Biological Sciences; Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg,& Tech., and industrial / professional experience of eight years in a position equivalent to the level of Lecturer,

Provided that the recognition for significant professional shall be valid only if a 3-Member Committee of Experts, appointed by the Vice-Chancellor of the University, recommends the same unanimously.

**Desirable:**

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

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

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

**5. Professor:**

**Essential:**

A Ph.D. Degree with First Class Master's Degree in the appropriate branch of Engg.,& Tech. Applied Biological Sciences, and experience of ten years in teaching, research / or industry, out of which at least five years at the level of Associate Professor Reader or equivalent grade.

## **OR**

In the event the candidate is from industry and the profession, the following shall constitute as essential:

First Class Master's Degree in the appropriate branch of Engg.,& Tech. / Applied Biological Sciences;

Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg.,& Tech. / Applied Biological Sciences, and industrial / professional experience of ten years, out of which at least five years at a senior level of Associate Professor / Reader,

Provided that the recognition for significant professional shall be valid only if a 3-Member Committee of Experts, appointed by the Vice-Chancellor of the University, recommends the same unanimously.

### **Desirable:**

Teaching, industrial research or professional experience in a reputed organization;

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

Experience of guiding the project work, dissertation of post graduate or research students or supervising R&D projects in industry;

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

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

### **3.5.4 Pharmacy Discipline**

#### **1. Assistant Professor**

##### **Essential:-**

A basic degree in pharmacy (B Pharma)

Registration as a pharmacist under the Pharmacy Act, 1948, as amended from time to time, including any succeeding enactments.

First class Master Degree in appropriate branch of specialization in Pharmacy

**Desirable:-**

Teaching research industrial and /or professional experience in a reputed organization and  
Paper presented at Conferences and or in refereed journals.

**2. Associate Professors**

**Essential:-**

A basic degree in pharmacy (B Pharma)

PhD Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of specialization in Pharmacy and experience of eight years in teaching, research, industry or profession at the level of Lecturer or equivalent grade excluding period spent on obtaining the research degree.

Registration as a pharmacist under the pharmacy Act 1984 as amended from time to time including any succeeding enactments

**OR**

In the event the candidate is from industry and the profession the following shall constitute as essential qualification.

First class Master's Degree in the appropriate branch of specialization in Pharmacy

Significant professional work which can be recongnied as equivalent to a PhD Degree in appropriate branch of specialization in pharmacy and industrial professional experience of eight years in a position equivalent to the level of lecturer

Provided that recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member committee of experts appointed by the Vice Chancellor of the University.

**Desirable:-**

Teaching research, industrial / professional experience in a reputed organization

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

Experience of guiding the project work / dissertation of post graduate or research students or supervising R&D Project in industry

Demonstrated leadership n planning and organizing academic research industrial and or

professional activity, and

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

### **3. Professor:**

A basic degree in pharmacy (B Pharma)

Registration as a pharmacist under the Pharmacy Act 1984 as amended from time to time including any succeeding enactments

PhD Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of specialization in Pharmacy and experience of ten years in teaching research industry or profession at the level of Associate Professors or equivalent grade:

**OR**

In the event the candidate is from industry and the profession the following shall constitute as essential

First class Master's Degree in the appropriate branch of specialization in pharmacy

Significant professional work which can be recognized as equivalent to a PhD Degree in appropriate branch of specialization in pharmacy and industrial professional experience of Five years in a Senior level comparable to Associate Professor/ Reader

Provided that recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of experts appointed by the Vice Chancellor of the University

#### **Desirable:-**

Teaching, industrial research or professional experience in a reputed organization

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

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

Demonstrated leadership in planning organizing academic research industrial or professional activity and

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

### **3.5.5 Minimum Qualifications For Direct Recruitment to the Posts of Librarian, Deputy Librarian and University Assistant Librarian**

#### **3.5.5.1 University Librarian**

A Master's Degree in Library Science /Information Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic records set out in the Regulations.

At least thirteen years' experience as a Deputy Librarian in a university library or eighteen years' experience as a College Librarian.

Evidence of innovative library service and organization of published work.

Desirable: M.Phil. /Ph.D. Degree in Library Science/Information science / documentation/ achieve and manuscript-keeping.

#### **3.5.5.2 Deputy Librarian**

Master's Degree in library science/information science/documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.

Five years' experience as an Assistant University Librarian/College Librarian.

Evidence of innovative library service and organization of published work, professional commitment, and computerization of library.

Desirable: M.Phil./Ph.D. Degree in library science/Information science / Documentation/Archives and manuscript-keeping/computerization of library.

#### **3.5.5.3 University Assistant Librarian**

A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.

Qualified in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.

### **3.5.5.4 Professor Emeritus**

Statement of Policy: A tenured faculty member who has served the university with distinction over a period of years may be awarded the title of Emeritus or Emerita (for females) upon retirement. These individuals will be granted the rights and privileges listed below in recognition of their honored role in the University community and their ongoing potential for contributions to the intellectual and cultural life of the University.

When the university employs an emeritus faculty member, whether as a post-retirement faculty member or in another capacity, the provisions of the appointment following shall prevail. Procedures for nomination and awarding Emeritus status.

#### **I. Eligibility**

The Vice Chancellor may confer the title of Professor Emeritus upon any retiring tenured Professor (after ten years university service in rank), who has given honorable and distinguished full time instruction and research and administrative service to the University.

#### **• Nominations/Recommendations/Appointments**

##### **1. Nominations**

- Retiring Shoolini University faculty/retired faculty may be nominated or nominate themselves to their Faculty Dean.
- A Faculty member may be nominated by Academic Council, Head of School (Dean/Director), or the Board of Management or the Vice Chancellor.
- Previously retired tenured Professors may also apply or be nominated to become Emeritus Professor
- A nomination should be supported by a minimum of three full professors of Shoolini University, comprising representation from at least two different areas of the University.
- All nominations should be forwarded to the Dean of appropriate Faculty
- The Dean is to forward the nomination for emeritus status to Selection Committee and Vice Chancellor for review

### **3.5.5.6 Professor of Eminence**

This position recognized eminence in several fields of study, transcending accomplishments in and contributions to a single discipline.

Further, national and, where appropriate, international recognition in at least one field is required.

The basic performance criteria and expectations for University Professor of Eminence normally is established by the School head and the Dean of the faculty in which the professor holds tenure. By nature of their appointment as University Professor of Eminence, these individuals also are expected to make special contributions to the intellectual advancement of their home departments and schools and to the intellectual advancement of other departments or schools and to the institution as a whole.

University Professor of Eminence are appointed by the Vice Chancellor on the recommendation of the Dean. The availability of such positions is infrequent, determined in individual cases, and dependent solely upon the above expectations and criteria.

### **3.5.5.7 Administrative Staff**

The minimum qualification to be eligible for employment as an administrative staff in the University service shall be a Bachelor's degree from a recognized institution. The other minimum qualifications shall be specified depending on the post in question

#### **Deputy Registrar**

##### **Essential & Qualifications**

Master's degree from a recognized University with a good working knowledge of Hindi & English with a minimum two years not less than five years' experience in an administrative/supervisory capacity in a University or an organization of comparable standard.

**OR**

Bachelor's degree with a good working knowledge of Hindi & English and not less than ten years' experience in administration and financial management in a University or an organization of comparable standard.

#### **Deputy Registrar Selection committee**

i.	Vice Chancellor or his nominee	Chairman
ii.	Pro Vice Chancellor	Member
iii.	Registrar	Member
iv.	Comptroller	Member
v.	Dean/ Director of Research	Member
vi.	One expert to be nominated by the Vice Chancellor from outside the University	Member

## **Duties & Responsibilities of Deputy Registrar**

### **I- Establishment**

1. Look after the service matters, such as appointments, promotions, retirement, disciplinary action, sanction of leave, awarding incentive pertaining to all teaching and non-teaching employees of the University
2. Maintenance of sanctioned scale register and gradation list of both teaching and non-teaching employees
3. Implementation of revision of pay scales to the Non-Teaching employees as per the relevant Orders issued by the University Management from time to time.
4. Implementation of UGC Pay Scales to the Teaching Staff of the University.
5. Appointments on Compassionate grounds
6. Inter-University Transfers
7. Extension of Career Advancement to University teachers as per UGC guidelines
8. Framing of Statute relating to creation of Teaching & Non-Teaching posts.
9. Any other work pertaining to service matters

### **Assistant Registrar**

#### **Essential & Qualifications:**

Master's degree from a recognized University with not less than three years' experience in supervisory capacity in a University or an organization of comparable standard.

**OR**

Bachelor's degree from a recognized University with not less than six years' experience in supervisory capacity in a University or organization of comparable standard.

#### **Assistant Registrar Selection committee**

<b>i.</b>	Vice Chancellor or his nominee	Chairman
<b>ii.</b>	Pro Vice Chancellor	Member
<b>iii.</b>	Registrar	Member
<b>iv.</b>	Comptroller	Member
<b>v.</b>	Dean/ Director of Research	Member
<b>vi.</b>	One expert to be nominated by the Vice Chancellor from outside the University	Member

### **Duties & Responsibilities of Assistant Registrar**

Assistance Registrars have been delegated certain administrative and financial power and they have been made responsible for taking decision to that extent. In addition to supervision of the work Branches Selections placed under their charge. They are to assist the Dy. Registrar / Coordinator (E) / Registrar in the performance of their duties

#### **3.5.5.9 Section Officer**

##### **Essential& Qualifications:**

Master Degrees with at least Seven years' experience in Admin./ Accounts/ secretarial work, preferably in a junior Supervisory post in a University/ Government/ Private Undertaking of repute.

##### **Duties & Responsibilities of Section Officer**

1. In charge of a Section and Supervise works of the section
2. To take direct responsibility in respect of such important/confidential matters as may be assigned by the supervisor;
3. To ensure that the branch diary is maintained
4. Ensure even distribution of cases (work load) to dispose the same without undue delay;
5. Guide the Staff/in the management and coordination of work in the section;
6. Ensure quick disposal of complicated and intricate case;
7. Keep updated references receipt/case according to indications given by supervisions.
8. To Train the staff in maintenance of books, guard files, precedent books, office order file/statutes/ordinances/ Rules /Regulations, etc
9. Comply with security and that receipt to all his colleagues and supervisions;
10. Perform such other duty as may be assigned to him from time to time

#### **3.5.5.10 Superintendent**

##### **Essential:**

Master's degree from a recognized University with not less than three years' experience as Assistant /Senior Stenographer/Deputy Superintend /Senior Accountant capacity in a University or an organization of comparable standard.

**OR**

Bachelor's degree from a recognized University with not less than five years' experience as Assistant/Senior stenographer/Senior Accountant in a University or Government Institute.

**OR**

Matriculations second class with not less than ten years' experience as Assistant/Senior

Stenographer/Deputy Superintendent/Senior Accountant in University or Government institution.

### **3.5.5.11 Support Staff**

The minimum qualification to be eligible for employment as a support staff in the University service shall be and Bachelor's Degree or its equivalent. The other minimum qualifications shall be specified depending on the post in question.

## **3.6 Recruitment Procedures**

### **1. Vacancies**

Posts shall be deemed to be vacant as a result of the following:

- End of contract;
- Retirement;
- Resignation;
- Dismissal;
- Death;
- Restructuring/establishment
- Rejection of appointment offered; and
- Any other causes, and/or reasons.

### **2. Notification of Vacancies**

The Dean, Head of Academic or Administrative Department or Unit shall immediately notify the Directorate of Human Resources of existing vacancies or positions expected to fall vacant within three (3) months of such occurrence.

**Three Months' notice period is to be applicable in all regular appointments and covered in appointment documents.**

Vacancies not to invalidate the proceeding of any authority or body of the University.—

No act or proceeding of any authority or body of the University shall be invalid merely by reason of any vacancy or defect in the constitution thereof.

Need to be filled by having temporary realignment of role / additional role of some other member.

**Filling of casual vacancies.**—In case there occurs any casual vacancy in any authority or body of the University, due to death, resignation or removal of a member, the same shall be filled, as early

as possible, by the person or body who appoints or nominates the member whose place become vacant and person appointed or nominated to a casual vacancy shall be a member of such authority or body for the residue of the term for which the person whose place he fills would have been the member.

### **3. Methods of Filling Vacancies**

Vacancies shall be filled through any one of the following methods:

#### **a. Promotions**

Where a Dean, Head of Academic or Administrative Department or Unit is satisfied that there is an employee who is competent to fill a vacant post, the responsible Dean, Head of Academic or Administrative Department or unit shall recommend that the vacancy be filled by promotion within the department, provided that no one still serving a period of probation shall be considered for promotion.

Refer Personnel Promotion Policy of UGC for Promotions and Advertisements

#### **a. Advertising**

The advertisement may be internal to tap into internal capacity within the University or external if it is believed that such capacity is lacking within the University.

The job advertisements must contain sufficient details about the positions advertised, the type of person required and other relevant information.

#### **b. Selection**

Selection to be made as per the Act and Statues of the University

### **4. Re-appointment**

- An employee on contractual or temporary terms may be re-appointed where re-appointment and the procedure thereof is specifically provided for in the initial contract.
- For contractual positions, re-appointment shall be based on performance appraisal by the appointing authority and expression of interest to be re-appointed shall be submitted to the appointing authority 3 month prior to the expiry of the running contract to give sufficient time to the appointing authority to conduct the appraisal and take final decision.

### **5. Other Appropriate Methods**

Notwithstanding provision (1) to (4) above, the University may secure eminently suitable candidates through other appropriate methods as approved by Board of Management from time to time.

## **6. Application**

All persons seeking employment with the University shall do so through a written application addressed to the Directorate of Human Resources or as may be advised depending on the type of employment sought.

## **7. Processing Applications and Verification**

Applications are received by the Employment Division of the Directorate of Human Resources and either forwarded to the relevant department for review and assistance with the short listing or processed by the Directorate in consultation with the user unit.

## **8. Verification of Documents**

The Directorate of Human Resources reserves the right to authenticate in such manner as it shall deem necessary a prospective employee's employment and salary history, stated qualifications and references.

## **9. Impersonation or falsification of documents**

Cases of impersonation, falsification of documents or giving false /incomplete information whenever discovered either before appointment or afterwards, shall lead to automatic cancellation of candidature or appointment or dismissal or prosecution in the courts of law.

## **10. Short Listing**

- a.** Short listing of applicants shall be the responsibility of the Registrar, which shall co-ordinate the exercise in close consultation with the user or technical department as the case may be.
- b.** The short-listing shall always be guided by agreed criteria as well as the provisions in the advertisement and/or any other job related factors that may be considered applicable by the screening committee. Meeting the minimum requirements stipulated in the advertisement is not a guarantee for being shortlisted.

Screening Committee shall comprise of:

- Vice Chancellor or his nominee
- Director of HR

- Concerned Dean
- Dean Academic Affairs

c. Short-listing shall be done within a period of not more than two months from the closure of receiving applications.

d. Short-listed applicants shall be given reasonable notice (at least 20 days) for interviews specifying time, and place of interview by a posted or hand delivered letter.

### **11. Interview**

The Board may invite an outsider(s) with technical expertise to assist in the interviewing process as need may arise. The technical persons co-opted shall provide technical guidance and shall also participate in the scoring. Scoring method is to be as per the UGC guidelines and the University Act.

### **3.7 Manner of Appointments**

The manner of appointments and removal of teaching (Academic) posts. –

1. The teachers of the University shall be appointed by the Vice-Chancellor on the recommendation of selection committee with the approval of the Chancellor.
2. The Academic Council may, by a special resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw recognition of a teacher:

Provided that no such resolution shall be passed until a notice in writing has been given to that teacher to show cause, within such time as may be specified in the notice as to why such resolution should not be passed and until his objections, if any, and any evidence he may produce in support of them, have been considered by the Academic Council.

3. No person shall be appointed or recognized as a teacher of the University for the Regular Post except on the recommendations of a Selection Committee constituted for the purpose.
4. The Vice-Chancellor shall be authorized to make need based ad-hoc or contract appointments for a period not exceeding one year.

#### **The manner of appointments of non-teaching (Administrative) posts.-**

1. All Candidates to non-teaching posts shall be appointed by the Chancellor on the recommendations of the Selection committee consisting of -
  - The Vice-Chancellor (Chairperson);

- Two members nominated by the Board of Management; and
  - The Registrar — Member Secretary
2. The Member Secretary of the committee shall keep record of its proceedings and shall perform such other functions as may be assigned to him by the Vice-Chancellor.

### 3.8 Selection Process

1. The Selection Committee either as the Main Board or through its sub-committees shall select or appoint applicants to specific established posts. Selection committee is formed as per State University Act as defined below for both teaching (Academic) Staff and for non-teaching (Administrative Staff). It's clarified that the same Selection Committee will be used for Promotions for respective staff.

#### **Selection Committee for teaching (Academic) posts:**

1. There shall be Selection Committees for making recommendations for appointments to the posts of the Professor, Associate Professor, Assistant Professor, Lecturer, Registrar, Controller of Examinations, Finance Officer and the Librarian.
2. Every Selection Committee under clause (1) shall consist of the Vice-Chancellor who shall be the Chairperson thereof, and person(s) nominated by the Chancellor and, in addition, the Selection Committee for making recommendations for appointment to a post specified below shall have as its members the persons specified in the corresponding entry:

Professor/Associate Professor	<p>(i) The Head of the School concerned if he is Professor.</p> <p>(ii) Two persons not connected with the University, nominated by the Chancellor, out of a panel of the names recommended by the Vice-Chancellor having special knowledge of or in the subject with which the Professor Reader will be concerned.</p>
Assistant Professor/ Lecturer	<p>(i) The Head of the School concerned.</p> <p>(ii) Two persons not connected with the University, nominated by the Chancellor out of a panel of the names recommended by the Vice-Chancellor having special knowledge of or in -the subject with which the Assistant Professor or Lecturer will be concerned.</p>

Registrar /  
Controller of  
Examination/Chief Finance  
Account officer / respectively

(i) Three persons nominated by the Chancellor. One member each shall be an expert in Academic Administration, Management and Finance

Librarian

(i) Two persons connected with the University, who have special knowledge of the subject or Library Science to be nominated by the Chancellor.

(3) The recommendations of the Selection Committee shall be subject to the regulations issued by the University Grants Commission or other regulatory bodies as the case may be, from time to time, with regard to appointment and promotion of Professors, Associate Professors, Lecturers and administrative posts of the University.

**Selection Committee for appointments of non-teaching (Administrative) posts:**

1. The Selection committee for non-teaching (Administrative) shall be consisting of –
  - The Vice-Chancellor (Chairperson);
  - Two members nominated by the Board of Management; and
  - The Registrar — Member Secretary
2. The selection process may take the following forms:
  - By interviewing candidates to get the most suitably qualified.
  - By vetting the credentials of candidates to determine the most suitably qualified; and
  - Through performance appraisal for cases of re-appointment in respect of staff on contract
3. For the post of Office Staff, selection tests shall be administered to verify the competency of the applicant for the post in question. This may be followed by a selection interview.
4. Where the Board of Management feels that a recommendation of the Selection Committee is not satisfactory, the Chairperson of such Selection Committee shall be invited to appear before the Board of Management to explain the recommendation before the Board takes a final decision.

**3.9 Other Types of Appointment**

**1. Temporary/Administrative Appointments (short contracts)**

- All temporary/administrative appointments shall be made by the Vice-Chancellor on the

recommendation of the Appointments and Promotions Committee of the Unit in need through the Registrar, provided that no such appointment shall exceed 12 months.

- At the expiry of the temporary/administrative appointment, the position shall be advertised either internally or externally unless circumstances render it impossible to do so.
- The temporary/administrative appointments of support staff shall be done by the Registrar on behalf of the Vice-Chancellor.
- An employee appointed on a temporary basis shall enjoy such terms and conditions of Service as may be specified in his /her letter of appointment.
- The qualifications of temporary staff shall be comparable to the rank they are appointed against
- The appointments shall be tabled before the Board of Management.

## **2. Other specific categories of administrative appointments**

The following shall comprise specific categories of administrative appointments.

### **Visiting Professors and Lecturers**

- Appointment of Visiting Professor and Lecturers shall be made by the Vice Chancellor on the recommendations of the Heads of School submitted through the respective Dean of Faculty and the Registrar.
- Title/Status

Visiting Professor or Lecturer shall be appointed by the University based on their status from the parent institution as long as the parent institution where he/she is serving is a recognized University or an academic institution of repute.

- Tenure

A Visiting Professor or Lecturer shall be appointed for two years renewable on the recommendation of their respective unit and supported by their parent Institution. Their appointment shall not be subjected to age limits

- Administrative Roles

In units where there may be no eligible staff to, occupy the position of Head or the Dean position, the Visiting Lecturer may be assigned such administrative roles.

- Promotion of Visiting Academic Staff

The Parent Institution shall be responsible for the promotion of Visiting Academic Staff.

- Remuneration

A Visiting Academic Staff shall not be entitled to earn a salary from the University but may receive honorarium as may be recommended by the recipient unit from its internally generated funds.

### **3 Acting Appointments**

1. There shall be two types of acting appointments namely where one is appointed against a vacant post; and where one is appointed in the place of an incumbent who is temporarily out of office.
- All acting appointments except for the Vice-Chancellor shall be authorised in writing by the Vice – Chancellor for formal appointment by the Registrar..

#### **Conditions for an Acting Appointment in a vacant post**

2. An employee shall receive a written letter of appointment to act for a continuous period not exceeding one year.
3. An appointment that has not been terminated shall normally lapse one year from the date of appointment unless it is renewed in writing by the appointing authority for an additional period not exceeding 3 months.
4. An employee in an acting Appointment shall be entitled to all benefits attached to the post and shall be paid an acting allowance, which shall be the difference between the employees' current salary and the bottom of the salary scale where he/she is acting.
5. In order to qualify for an acting allowance, an employee shall have worked for a minimum period of 30 continuous working days.
6. To enable development of the potential of other in-service staff, normally, an employee shall not hold more than one acting position at the same time.
7. Appointment of an acting Vice-Chancellor

When the position of Vice Chancellor falls vacant and before a substantive one is appointed, the University Board of Management shall recommend to the Chancellor to appoint an acting Vice Chancellor whom the Board of Management shall have identified using the agreed upon methods.

#### 4. Special Duty Appointments

A Special Duty Appointment shall be the one where a member of staff is officially required to carry out additional duties and responsibilities of a vacant post. It occurs in circumstances which do not qualify for acting appointment, or when the post to which responsibilities relate is vacant, or the substantive holder is not performing the functions of the office for any reason, or when reorganization/structural changes entail performance of extra duties. The authority to a special duty Appointment is vested in the Vice Chancellor. The conditions for special duty appointment are as follows:

The employee shall be properly appointed in writing by the appointing authority for a continuous period of not less than one calendar month; and shall not exceed three months, renewable once.

1. The appointment that has not been terminated shall automatically lapse 90 days from the date of appointment and may thereafter be renewed for a maximum of 30 days only.
2. An employee appointed on special duty under this provision shall be remunerated at a rate not exceeding 25% of his or her monthly salary.

#### 5. Honorary Appointments

1. This shall be a **non-salaried** appointment of distinguished scholars in their various academic disciplines and/or areas of professional specialization. Age of the appointed candidate can be up to 80 years. A proposal for an honorary position within an Academic Unit should demonstrate a significant contribution to one or more of the following areas:

- Training/Teaching, for example in curriculum development, programme design or delivery with emphasis on practical skills
- Research, for example, of direct contribution to research collaboration.
- Influence where an appointment could significantly benefit the Unit's objectives
- Strategy development, where an appointment contributes significantly to the development of strategy in any of the areas of current or future activity of the University

#### 2. Criteria for Honorary Appointment:

Candidates must demonstrate achievement at a level appropriate to the title in at least one of the following areas:

- Teaching/training
- Research or
- Professional eminence or Entrepreneurship

### **3. Procedure for appointment**

- Nominations for honorary positions should originate from a Faculty/School/Institute;
- The CV or profile of the applicant, together with a full publications list should be submitted to the Vice Chancellor's Office
- Applications should be accompanied by a letter of support from a Head of School familiar with the work of the applicant;
- Applications will be handled following the University guidelines for appointment of academic staff;
- The respective Faculty/School/Institute and Department committee will discuss the applicant's level and nature of the mutual commitment and the same will be communicated to the appointing authority
- Recommendations for appointment will be submitted to the Vice-Chancellor if the appointment is for one or less than one academic year and to the Appointments Board if the appointment is for a period longer than one academic year
- After approval of the appointing authority, letter of appointment shall be issued by the Directorate of Human Resources; and
- If an appointment is not approved, this will be communicated to the applicant and the sponsor by the Registrar.

### **4. Renewal of Honorary Appointments**

- Honorary appointments shall have a limited tenure of three (3) years maximum.
- Renewal shall be subject to satisfactory performance of maximum in the post and will require evidence of continuing positive contribution to the strategic objectives of the host faculty/school/institute;
- Holders of honorary appointments shall be required to provide annual reports of their activities
- Applications for renewal shall be submitted at least three (3) months before expiry of the running appointment

## **5. Appointment Letters**

Honorary academics shall be issued with appointment letters to serve for a period of two years and renewable once on the recommendation of the respective Department and Faculty.

## **6 Ranks**

Honorary academics shall be assessed and ranked based on their credentials/qualifications as follows;

### **7. Appointment Guidelines for Adjunct Professor of Eminence etc.**

#### **1. General requirements**

- Generally a person who has held or is holding the post of Professor and is an eminent scholar in his / her of specialization. The criteria for offering the post of Adjunct Professor and Professor of Eminence etc. shall be as per UGC guidelines for the distinguished Professor maximum up to 70 Years of age.
- He should have made significant and distinctive contribution to the development of Society in general and Shoolini University in particular (directly or indirectly).
- The Vice Chancellor may consider appointment a person beyond 70 years of age on merit basis in each case and report the same to the Board of Management. However, such Professors will not be involved in class room teaching but may guide Ph.D. students.
- He should have preferably served The Shoolini University as Professor expect for appointment Visiting and Adjunct Professor.
- The Appointment of Professor of Eminence Visiting Professor /Adjunct Professor shall be purely honorary. A superannuated Professor may be paid an honorarium to be decided by the Vice Chancellor in consultation with the Board of Management.
- A Professor of Eminence shall be free to do academic work in the Faculty to which he is attached and may supervise PhD students and can be honorary or part time salaried person or regular scale of a Professor.

#### **6. Teaching**

Evidence of a successful contribution to teaching/training, including clinical teaching, in a University:

- Contribution, at an appropriate level, to the development of new modules and pathways in a

University;

- Contribution, at an appropriate level, to curriculum review
- Innovative methodologies/pedagogy;
- Author of a subject text book or chapter;
- Possession of technical/subject expertise;
- Mentoring or potential to mentor junior colleagues in a College or University External examining.

## **7. Research**

1. Evidence of a productive collaboration with a University or clear evidence of intention to collaborate;
2. Significant research output over career;
3. Successful external funding over career, including as lead applicant in grants;
4. Invited speaker at international conferences, workshops and meetings;
5. Leadership of research group(s);
6. Member of international research groups;
7. Successful postgraduate supervision;
8. Referee, editor or member of editorial board for major journals;
9. Invited assessor for major grant awarding bodies office bearer of National/international subject association Executive;
10. Leading expert in subject field; and
11. Member of Research Board of Management sub-committees

## **4. Professional eminence**

1. Outstanding professional achievement;
2. Recognized as leading expert within profession or occupation;
3. Academic qualifications at an appropriate level;
4. Professional contributions;
5. Successful technology transfer;
6. Successful entrepreneurial activity; and
7. Invited assessor for major grant awarding bodies.

## **5. Other considerations**

- Service on local, regional, national or international committees or advisory bodies; and
- Management work of relevance and/or benefit to the University.

## **6. Part-time Appointment**

1. A part-time employee is appointed where a vacancy exists and it has not been possible to fill that vacancy substantively on fulltime basis.
2. The working hours on part-time basis shall be as determined by the University Board of Management from time to time. The current maximum is twenty hours a week.
3. For academic staff, part-time appointments shall be renewable every academic year upon need and mutual consent.
4. Part-time appointments for non-academic staff, shall be made by the Directorate of Human Resources on the recommendation of the recipient unit.
5. Part-time staff who serve for up to six (6) months shall be appointed by Vice-Chancellor on recommendation of the Dean/Director of a particular Faculty/School/Institute.
6. The qualifications of part-time staff shall be comparable to the rank such staff are appointed against

## **7. Joint/Cross Appointment**

1. Joint/Cross Appointment is where an employee from one discipline or School offers service in another and the service offered could be any scholarly activity like teaching or participation in research. and:
2. The Terms and conditions for joint appointment shall be is worked by Dean Academic Affairs in consultation with Vice Chancellor.
3. There shall be a formal agreement signed between the parent and service unit and witnessed by the Directorate of Human Resources or an authorized representative. This agreement shall, among other things, specify the terms of recognition of the service to be rendered and the period to be covered in terms of hours per semester or academic year.
4. The contract for joint appointment shall be discretionary from case to case basis, call for which is to be taken by the Vice Chancellor.
5. The primary (parent) unit shall remain responsible for handling the appointment and promotion of an employee on cross appointment.
6. Joint appointments shall not affect staff establishment (i.e. staff appointment under this

arrangement should not fill existing positions).

7. Joint appointment shall not lead to double salary payment on the pay roll. Payment if any shall be on the basis of hours offered or honorarium as decided by the appointing authority on case to case basis.
8. The academic staff in administration (Deans, Directors and other Administrators etc) may be recommended for promotion or appointment at an appropriate level by secondary unit as long as they continue to engage in scholarly work. This is in recognition of the fact that the administration is not an academic unit.

### **3.9 Offer of Appointment and Acceptance**

1. Offer of Appointment shall be made in writing by the Registrar. Deans and Heads of relevant school shall receive copies of such offers of appointment.
2. The Appointment letter shall embody the following: name of appointee, effective date of appointment, rank appointed to, reporting relationship, terms of appointment, period of appointment, salary scale and allowances, any other entitlements as applicable and the acceptance option.
3. The appointees shall be required to indicate in writing their offer of acceptance, attach three copies of passport size photographs of their current likeness, indicating the earliest time they would be available to take up the post.
4. All new employees shall be required to give the personal data which captures their bio-data and other information required by the University during and after their tenure of employment.
5. It shall be the responsibility of the appointees to provide up-date information about their bio-data to capture significant changes during their tenure of employment.

### **3.10 Period of Probation and Confirmation**

- The minimum period of probation shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance.
- The confirmation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year
- Subject to this clause, it is obligatory on the part of the university / the concerned institution to issue an order of confirmation to the incumbents within 45 days of completion of probationary period after due process of verification of satisfactory performance

- Probation and confirmation rules are applicable at the initial stage of recruitment and further promotions, issued from time to time by the Regulatory Bodies

Remuneration shall be in form of salary and allowances and any other forms of remuneration payable to the various categories of employees as shall be determined by Board of Management from time to time taking into consideration the guidelines of the regulatory body.

### **3.11 Salary**

1. All posts in the University shall be classified by title and salary scale in accordance with the duties and responsibilities of the post as established by the University.
2. For full time employees salary is payable into the employee's salary bank account at the end of every month. (see salary scales at Appendix as per UGC Act).
3. Part time employees shall be paid an hourly rate as determined by Board of Management from time to time to a maximum of 120 hours per month. The salary of a part-time employee and the transport refund shall be paid upon submission of a duly filled and signed claim form through the Head of School.

### **Allowances**

University pays personal pay based on merit and experience of the person

Some allowances shall form part of the consolidated salary for some categories of staff as indicated in their appointment letters or as per university rules adopted from time to time.

#### 4. Teaching Days

The University adopts at least 180 working days i.e. there are minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non- instructional days for co-curricular, sports, university day, etc, 8 week for vacations and 2 weeks may be attributed to the various public holidays. If the university adopts a 5-day week pattern, then the number of weeks should be increased correspondingly to ensure equivalent of 30 weeks of actual teaching with a 6 day week.

The above is summarized as follows:

	No. of Weeks: (6 day a week pattern)	No. of weeks (5 day a week pattern)
Teaching & Learning Process	30 weeks (180 days)	36 weeks (180 days)
Admissions/ Examination preparation for Examination	12	8
Vacation	8	6
Public Holiday (To increase & adjust teaching days orderly )	2	2
TOTAL	52	52

In lieu of curtailment of vacation by 2 weeks, the university teachers may be credited with 1/3<sup>rd</sup> of the period of earned leaves.

##### 4.1 Work Load

The workload of the teaching staff should not be less than 40 hours a week for 30 working weeks (180 days) in an academic year. It should be necessary for the teaching staff to be available for at least 5 hours daily in the university. Direct teaching processes hours should be as follows.

Assistant Professor	16 hours
Associate Processor and Professor	14 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.

#### **4.2 Absence from duty**

1. Absence from duty shall be subject to permission by the supervisor who shall make appropriate arrangements to make up for the employees schedule of duties during the absence.
2. In circumstances where prior permission may not be possible, notification to the supervisor or head of unit must be done within six hours (6) of the absence.
3. Failure to comply with the above regulations shall attract disciplinary action to the discretion of the appointing authority.

#### **5.3 Public holidays (as per the decision of University Board of Management**

## **5. Conduct**

### **Staff and Their Responsibilities**

Whoever adopts teaching as a profession assumes the obligation to conduct himself/ herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his/ her students and society at large. Therefore, teacher should see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/ she should seek to inculcate among students must be his/ her own ideals. The profession further requires that the teacher should be calm, patient and communicative and amiable in disposition.

Teacher should:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university examinations, including supervision, invigilation and evaluation; and
8. Participate in extension, co-curricular and extra-curricular activities including community service.

### **5.1 General Code of Behavior**

Code of behavior shall refer to the employee's conduct, relationship with others and professional behavior during one's employment. An employee shall be guided (among others) by the following code of behavior breach of which shall constitute sufficient grounds for disciplinary action against such employee.

1. An employee shall act at all times in a reasonable and responsible manner.
2. An employee shall always comply with the laws of Himachal Pradesh as well as the University's prescribed policies, rules, standing instructions and procedures.
3. An employee shall at all times be rated and recognized primarily on the basis of integrity, punctuality, diligence, competency, efficiency, effectiveness and personal conduct.
4. An employee shall at all times exercise courtesy towards other persons, civility, self-control and confidentiality.
5. Being drunk at work, abuse of drugs, quarrelling and assault at work, constitute a breach of conduct, which shall call for disciplinary action against the employee.
6. Each employee shall be individually held responsible and accountable for observing and maintaining the University's safety and security regulations as may be prescribed from time to time.
7. An employee shall not be engaged in any activity involving conflict of interest between the employee and the University.
8. The University shall have zero tolerance towards corruption, fraud, discrimination, Sexual assault and abuse of office.
9. An employee shall not commit the University unless with express authority of the Vice-Chancellor.
10. Neat and decent personal appearance shall be expected of each employee at all times.
11. Managers and supervisors shall exercise restraint and fairness in the treatment of employees under them at all times in all matters.
12. The University shall exercise zero tolerance to insubordination exhibited by any employee.

## **5.2 Representation of Shoolini University**

1. Official representation of the University shall be vested in the Chancellor, Chairperson of Board of Management and the Vice-Chancellor.
2. No employee shall officially represent the University without permission from the Vice-Chancellor and breach of this rule shall attract disciplinary action against such employee.
3. An employee appointed to represent the University shall be required to submit a report to the Vice-Chancellor on the subject matter of representation.

## **5.3 Spousal employment:**

Eligible and well-qualified spouses of the faculty are encouraged to take up employment in the

university.

#### **5.4 Time Management and Execution of Duties**

Each employee shall observe time as a non-renewable resource in the execution of his/her duties. An employee's perpetual failure to manage time i.e. late arrival at work and for meetings, early departures, failure to observe deadlines shall constitute grounds for disciplinary action.

#### **5.5 Management of University Property**

An employee shall keep and maintain University property that comes into his/her possession in the course of his/her employment, in a clean and functional condition; and such property shall be exclusively used for the benefit of the University.

Proven misuse of or damage to University property shall constitute grounds for disciplinary action.

#### **5.6 Hr Rules Regarding The Conduct, Discipline Enquiry, Punishment and Appeal in Respect of Officers, Teachers and Other Employees of The University**

**Conduct Rules.** The Conduct rules are as below:

1. Every employee Shall at all times:
  - (a) Maintain absolute integrity :
  - (b) Show devotion to duty : and
  - (c) Do nothing which is un-becoming of an employee of the University.
2. Every employee shall abide by and comply with the rules of the University and all orders and directions of the superior authority/officer issued from time to time.
3. Every employee shall extend the utmost courtesy and attention to all persons with whom he is to deal in the course of duty.
4. No employee shall be a member of any political organisation or take part in any political activity nor shall be take part in any social or cultural activity or program me organised or conducted by or under the auspices of any political party.
5. No employee shall contest election to the Parliament or the State Legislature or any of the local bodies or authorities other than the Universities.
6. No employee shall participate in any demonstration. Dharna and Gherao or resort to any form of strike in connection with his official duties and conduct.
7. No employee shall continue to be a member of any association of the employees of the University which has not obtained the recognition of the University, or recognition in respect of which has been refused or withdrawn.

8. No employee shall except by general or special orders of the University or in the performance of good faith of the duties assigned to him, communicate directly or indirectly any official document or information to any University employee or any other person to whom he is not authorised to communicate such document or information.
9. No employee shall join or continue to be a member of an association the objects or activities of which are prejudicial to the interest of the University, public order, decency and morality.
10. No employee shall except with the previous permission of the competent authority, own wholly or in part, or participate in the editing, managing and publishing of any newspaper or other periodical publication.
11. No employee shall except with the previous permission of the competent authority or in the benefited discharge of duty, participate in the radio and T.V broadcast or contribute any article or write any letter to any newspaper or periodical or write a book or issue a pamphlet either in his own name or anonymously or pseudonymously.
12. No employee shall except with the previous permission of the competent authority, ask for accept contribution to, or otherwise associate himself with the raising of any funds or other collections in cash or in any other manner in pursuance of any purpose other than religious or charitable.
13. The employee shall manage his private affairs so as to avoid habitual indebtedness or insolvency. Any employee who becomes the subject of a legal proceeding or insolvency shall report the facts of the case to the University.
14. No employee shall bring or attempt to bring any political or other influence to bear upon any higher authority/officer to further his interests in respect of matters pertaining to his service in the University.
15. No employee of the University shall accept or permit any member of his family or any other person acting on his behalf to accept any gift.
16. No employee shall, except with the previous permission of the competent authority, have recourse to any court or the press for vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.  
Nothing in this rule shall be taken to prohibit an employee from vindicating his private character or any act done by him in his private capacity.
17. No employee shall accept fee for any work done by him for any public body or any private person without the sanction of the competent authority.
18. No employee shall, except with the previous permission of the Vice- Chancellor, give evidence

before any public committee.

Nothing in this rule shall apply evidence given before a committee/court which has power to compel the attendance of witness or the production of documents.

**19.** No employee shall approach any member of the Board with a view:-

- (i) To having a question put or resolution of motion moved on the matter connection with his condition of service or any disciplinary action against him:
- (ii) To furthering any object which is capable of embarrassing the University.

Personal interview with any higher authority or any member of Board without the permission of the Vice-Chancellor shall be treated as contravention of the discipline of the University.

**20.** No employee who has wife/husband living shall contract another marriage without first obtaining the permission of the competent authority notwithstanding that such subsequent marriage is permissible under the personal law applicable to him.

No employee shall disregard the order when called upon to perform any work as may be assigned to him at any time and when transferred to any place in the interest of the University.

**21.** No employee shall disregard the order when called upon to perform any work as may be assigned to him at any time and when transferred to any place in the interest of the University.

**22.** No employee shall, disregard the order when called upon to perform any work as may be assigned to him at any time and when transferred to any place in the interest of the University.

Provide that an employee may without permission, under take honorary work of a social or charitable nature or an occasional work of literary or artistic or scientific character subject to the condition that his official duties do not thereby suffer, but he shall not undertake and shall discontinue such work if so directed by the Vice-Chancellor.

**23.** Canvassing by an employee in respect of business insurance agency, commercial agency owned or managed by his wife or any other member of his family shall be deemed to be a breach of the above rule.

**24.** Every employee shall report to the Vice Chancellor if any member of his family is engaged in a trade or business, or owns or manages any insurance agency or commercial agency.

**25.** It shall be the duty of an employee who has been arrested on a criminal charge made or on a proceeding taken against him, to intimate the fact of his arrest and the circumstances connected

therewith to the Vice-Chancellor promptly in writing even though he might have subsequently been released on bail.

26. No employee of the University shall without the previous knowledge of the Vice-Chancellor, acquire or dispose of any movable property in the shape of share, security or debenture, or any immovable property by lease, mortgage, sale, gift or otherwise in his own name or in the name of any member of his family.
27. If so required by the Board at any time by general or special order, the employee shall submit to the Vice-Chancellor, within the period specified in the order, a complete statement of such movable and immovable property held or acquired by him or by any member of his family as may be specified in the order. Such statement shall include the details of the means by which or the source from which such property was acquired.

**5.6.1.** The following shall constitute improper conduct on the part of an employee making himself liable for disciplinary action:

1. The violation of provision of any of these Statutes.
2. Participation in a strike, abetting, instigating or acting in furtherance of the same.
3. Non-compliance of any order or habitual neglect of work.
4. Theft, fraud dishonesty in connection with the University property.
5. Willful damage to the University property.
6. Willful absence from duty after the expiry of leave.
7. Refusal to accept a charge-sheet, order or any other communication.
8. Misbehavior, misconduct or insolence.
9. Gross partiality in assessment of students, deliberate over-making, under marking or attempts at victimisation on any grounds.
10. Inciting students, against other students, colleagues or administration provide that this will not interfere with the rights of a teacher to express his differences on principles in seminars or other places where students are present.
11. Raising question of caste, creed, religion, race or sex in his relationship with his colleagues and trying to use such practice for the improvement of his prospects.

**5.6.2.** Discipline, Inquiry, Punishment, Suspension and Appeal:

- (1) The following penalties may, for a good and sufficient reasons and as hereinafter provide be imposed upon an employee:-

**(a) Minor penalties:**

- (i) Censure:
- (ii) Withholding of increment:
- (iii) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders or any other act of omission or commission.

**(b) Major penalties:**

- (i) Reduction to a lower post or to a lower stage in a time scale or pay:
- (ii) Removal from University service which does not ordinarily disqualify for any other employment in the University:
- (iii) Compulsory retirement:
- (iv) Dismissal from University service which ordinarily disqualifies from further employment in the University and involves ordinarily loss of all accrued benefits.

**(2) The following shall not amount to a penalty within the meaning of this statute, namely:**

- (a)** Stoppage of any employee at the efficiency bar in the time-scale of pay on the ground of his unfitness to cross the bar.
- (b)** Non-promotion of an employee whether in a substantive or officiating capacity, after consideration of his case, to a service, grade or post or on any administrative ground not connected with his conduct
- (c)** Reversion of an employee officiating in a higher services, grade or post, on the ground that he is considered to be unsuitable for such higher services, grade or post on any administrative ground not connected with his conduct.
- (d)** Reversion of an employee appointed on probation to any other service, grade or post to his permanent service, grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the statutes and regulations governing such probation.
- (e)** Compulsory retirement of employee in accordance with the provisions relating to his superannuation or retirement.
- (f)** Termination of the service of:
  - (i)** A person appointed on probation during or the end of period of probation, in accordance with terms of appointment under rules governing the probationary service or:
  - (j)** A temporary employee appointed, otherwise than under contract, on the expiration of the period of appointment or on the abolition of post or before the due time, in accordance with the terms of appointment: or

(k) A person, engaged under a contract in accordance with the terms of his contract.

(3) The appointing authority shall be competent to impose any of the major penalties provided that no orders shall be imposing such penalty or University employee unless he has been given an adequate opportunity of making representation that he may desire to make, and such representation has been duly taken into consideration.

(4) The competent authority may place an employee under suspension pending an enquiry if it is satisfied that there is a prime-facie case against him or in subordination, intemperance or other misconduct, or any breach or non-performance of his duties or non-compliance with any of the provisions of the conduct rules applicable to him.

(5) In case a University employee has been convicted for an offence involving moral turpitude and the orders of conviction has become final, order for dismissal shall be issued forthwith.

**5.6.3** The grounds on which it is proposed to impose any of the major penalties on an employee, shall be communicated in writing to the concerned employee by the competent authority, together with a statement of allegation and of any other circumstances which it proposes to take into consideration, in passing of the case.

(2) The employee shall be, required within a reasonable time, ordinarily not exceeding two weeks, to state in writing:

(i) Whether he admits the truth of all or any of the charges:

**5.6.4** If the competent authority is satisfied that a prima-facie case against the defaulting employee is established an inquiry shall be instituted by appointing an Inquiry Officer in respect of all categories of employees”.

## **5.7 Misconduct**

Offences such as the following when committed shall constitute misconduct, which attracts disciplinary action.

1. Drunkenness on duty;
2. Consumption of illegal drugs;
3. Willful insubordination or disobedience and refusal to take lawful orders;
4. Refusal, negligence or omitting to perform one’s official duties and/or discharge official responsibilities duly assigned;
5. Incompetence or inefficiency in the performance of prescribed duties; Persistent late coming

and/ or absence from duty without permission;

6. Use of abusive or insulting language or behavior or assault;
7. Acts or omissions that are prejudicial to the proper performance of duties or the University's image or status, whether within or outside the University;
8. Misuse of or damage to University property;
9. Slander;
10. Tendencies of discrimination;
11. Forgery, falsifying or presenting false documents and/or records for the purposes of disseminating wrong information, obtaining money or reward or favour;
12. Abscondment from duty;
13. Breaching or contravening the University's prescribed operating rules, regulations and procedures likely to cause financial loss or damage of University property;
14. Persistent failure or negligence of a Head to enforce discipline or follow prescribed University rules, procedures and standing instruction;
15. Theft, fraud, or embezzlement of University's funds and property;
16. Unauthorized access or removal, alteration, mutilation or destruction of University documents, records, or information;
17. Taking part in an illegal strike;
18. Acts likely to endanger the safety or life of or which may result in injury to another person, including gross negligence or misconduct, violence or fighting;
19. Soliciting or accepting bribes; and
20. Plagiarism and;
21. Non adherence to any other University policies

### **5.8 Gross Misconduct**

Any of the above offences may be construed as gross misconduct by the appointing authority depending on the circumstances and gravity of the offence.

### **5.9 Disciplinary Measures**

There shall be four principle forms of disciplinary measures namely: warning, suspension, termination and dismissal depending on the gravity of the offence. The appointing authority shall conduct its evaluation process and decide on the same.

## **5.10 Gender and Sexual Harassment (refer also to Sexual Harassment Policy)**

In line with the Constitution of India that guarantees all citizens equality, dignity and non-discrimination, Shoolini University reaffirms its policy of **zero-tolerance to sexual harassment** and is committed to creating an environment that respects and protects the rights of all its members, male and female.

This policy applies to all students and employees of the University as well as to others who participate in Shoolini programmes, activities and employment in both on-and off-campus settings.

### **Sexual Harassment Policy**

Shoolini University is committed to the principle that no employee, student, or applicant for employment or admission should be subject to sexual harassment. The University strives to provide workplaces and learning environments that promote equal opportunity and are free from illegal discriminatory practices, including sexual harassment.

Sexual harassment is a violation of state laws and University policy, as is retaliation against any individual who in good faith files a complaint of sexual harassment or cooperates in the investigation of such a complaint. Upon receipt of a complaint of sexual harassment or retaliation, the University will undertake a fair and thorough investigation, with due regard for the rights of all parties. Every reasonable effort will be made to protect the confidentiality of the parties during the investigation. After an investigation, any person who is found to have sexually harassed or retaliated against another will be subject to discipline, up to and including termination of employment and, in case of a student, expulsion from the University.

### **Definition of Sexual Harassment**

Sexual harassment is defined as sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature, whether intentional or unintentional, where:

1. An individual's submission to or rejection of the conduct is made, either explicitly or implicitly, a term or condition of employment or of status in a course, program or activity, or is used as a basis for an employment or academic decision; or,
2. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance, academic performance, or educational experience, or of creating an intimidating, hostile, humiliating or offensive working, educational or living environment

### **Examples of Conduct Which May Constitute Sexual Harassment**

1. It is not possible to list all circumstances that might constitute sexual harassment. In general, sexual harassment encompasses any sexually related conduct which causes others discomfort, embarrassment, or humiliation, and any harassing conduct, sexually related or otherwise,

directed toward an individual because of that individual's sex. Such conduct is subject to this policy whenever it occurs in a context related to the employment or academic environments, or if it is imposed upon an individual by virtue of an employment or academic relationship.

2. A determination of whether conduct constitutes sexual harassment is dependent upon the totality of the circumstances, including the pervasiveness or severity of the conduct.

Following are some examples of conduct which may constitute sexual harassment:

- Physical contact and advances;
- A demand or request for sexual favours ;
- Sexually coloured remarks;
- Showing pornography;
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Where any of these acts is committed in circumstances where-under the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or work whether she is drawing salary, or honorarium or voluntary, whether in government, public or private enterprise such conduct can be humiliating and may constitute a health and safety problem, it is discriminatory for instance when the women the women has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.

As a university, Shoolini University, its employees and students also must be aware of the need for freedom of inquiry and openness of discussion in its educational and research programs, and must strive to create and maintain an atmosphere of intellectual seriousness and mutual tolerance in which these essential features of academic life can thrive. No university can or should guarantee that every idea expressed in its classrooms or laboratories will be inoffensive to all; pursued seriously, education and scholarship necessarily entail raising questions about received opinions and conventional interpretations. Shoolini University does guarantee, however, that credible accusations of inappropriate sexual remarks or actions will be investigated promptly, thoroughly, and fairly.

### **3. Preventive Steps**

All employers or persons in charge of work place whether in public or private sector should take appropriate steps to prevent sexual harassment. Without prejudices to the generality of this obligation they should take the following steps:

- Express prohibition of sexual harassment as defined above at the work place should be notified, published and circulated in appropriate ways.
- The Rules/ Regulation of Government and Public Sector bodies relating to conduct and discipline should include rules/regulations prohibiting sexual harassment and provide for appropriate penalties in such rules against the harassment and provide for appropriate penalties in such rules against the offender.
- As regards private employers, steps should be taken to include the aforesaid prohibitions in the standing order under the Industrial Employment (Standing Order) Act, 1946.
- Appropriate work conditions should be provided in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work places and no employee woman should have reasonable grounds to believe that she is disadvantaged in connection with her employment.

#### **4. Criminal Proceedings**

Where such conduct amount to a specific offence under the Indian Penal Code or under any other law, the employer shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.

In particular, it should ensure that victims, or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment. The victims of sexual harassment should have the option to seek transfer of the perpetrator or their own transfer.

#### **5. Disciplinary Action**

Where such conduct amounts to misconduct in employment as defined by the relevant service rules, an appropriate disciplinary action should be initiated by the employer in accordance with those rules.

#### **6. Complaints Mechanism**

Whether or not such conduct constitutes an offence under law or a breach of the service rules, appropriate complaint mechanism should be created in the employer's organization for redress of the complaint made by the victim. Such complaint mechanism should ensure time bound treatment of complaint mechanism should ensure time bound treatment of complaints.

#### **7. Complaints Committee**

The complaint mechanism, referred to in(6) above, should be adequate to provide, where necessary, a Complaints Committee, a special counsellor or other support service, including the maintenance of confidentiality.

The Complaints Committee should be headed by a women and not less than half of its member should be women. Further, to prevent the possibility of any undue pressure or influence from senior levels, such Complaints Committee should involve a third party, either NGO or other body who is familiar with the issue of sexual harassment.

The Complaints Committee must make an annual report to the Government department concerned of the complaints and action taken by them.

The employers and person in charge will also report on the compliance with the aforesaid guidelines including on the reports of the Complaints Committee to the Government department.

### **8. Workers Initiative**

Employees should be allowed to raise issues of sexual harassment at a workers meeting and in other appropriate forum and it should be affirmatively discussed in Employer-Employee Meetings.

### **9. Awareness**

Awareness of the rights of female employers in this regards should be created in particular by prominently notifying the guidelines (and appropriate legislation when enacted on the subject) in a suitable manner.

### **10. Third Party Harassment**

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the employers and person in support and preventive action.

1. The Central/State Governments are requested to consider adopting suitable measures including legislation to ensure that the guidelines laid down by this order are also observed by the employers in Private Sector.
2. These guidelines will not prejudice any available under Protection of Human Rights Act, 1993.

If you have questions or concerns about sexual harassment, or if you wish to file a complaint of sexual harassment, you are strongly encouraged to contact immediately the appropriate person listed below:

1. **Faculty, staff for employment:** contact person/department/numbers to be shared
2. **Students:** contact person/department/numbers to be shared
3. **Applicants for admission:** contact person/department/numbers to be shared

Nothing in this policy is intended to limit the authority of Shoolini University to take appropriate disciplinary action against any individual who violates University rules or policies, whether or not the conduct constitutes sexual harassment under law or University policy.

### **5.11 Discrimination**

Shoolini University does not condone any form of discrimination against any employee or applicant for employment on grounds such as race, colour, sex, religion, status, disability or ethnic origin.

Any form of discrimination shall constitute misconduct and sufficient grounds for disciplinary action against the offender.

## **6. Compensation & Benefits**

Shoolini University follows Pay Scale recommended by UGC for Compensation of employees across the levels. Following are overall guidelines and internal bands guidelines for Academic, Administrative posts:

Band S1: Vice Chancellor / President

Band S2: Pro-Vice-Chancellor

Band S3: Professor / Registrar / Dean

Band S4: Associate Professor / Dy Registrar / OSD / EA

Band S5: Assistant Professor / Asst. Registrar / PRO

Band S6: Section Officer / Superintendent / Accounts Officer

Band S7: Office Assistant

### **6.1. Pay Scales of Pro-Vice Chancellor / Vice-Chancellor of University:**

#### **6.1.1 Pro-Vice-Chancellor:**

The posts of Pro-Vice Chancellor shall be in the Pay Band of Rs. 37,400 -Rs. 67,000 with AGP of Rs.10,000 or Rs.12,000 as the case may be, along with a Special Allowance of Rs. 4,000 per month, subject to the condition that the sum total of pay in the Pay Band, the Academic Grade Pay and the Special Allowance shall not exceed Rs. 80,000.

#### **6.1.2 Vice-Chancellor:**

The posts of Vice-Chancellor shall carry a fixed pay of Rs.75,000 along with a Special pay of Rs.5,000 per month. All other eligibilities and facilities for the Vice Chancellor as provided in the Act/Statute of the university concerned, shall be applicable besides the pay.

### **6.2 For Pay Scales, Designations and Stages of Promotion Undercar of Incumbent and Newly Appointed Assistant Professors/ Associate Professors/ Professors and Other Equivalent Cadres**

**6.2.1** Persons entering the teaching profession in university shall be designated as Assistant Professors and shall be placed in the Pay Band III of Rs.15,600 - Rs. 39,100 with AGP of Rs. 6,000. Lecturers already in service in the pre-revised scale of Rs. 8,000 - Rs. 13,500, shall be re-designated as Assistant Professors with the said AGP of Rs. 6,000. Their CAS promotions would be subject to

the API criteria based PBAS system norms laid out in these regulations.

**6.2.2** An Assistant Professor with completed service of four years, possessing Ph. D. Degree in the relevant discipline shall be eligible, for moving to AGP of Rs.7,000. An Assistant Professors possessing M.Phil. Degree or post-graduate degree in professional courses approved by the relevant Statutory Body, such as LL.M. / M.Tech., etc. shall be eligible for the AGP of Rs. 7,000 after completion of five years' service as Assistant Professor.

**6.2.3** An Assistant Professor who do not have Ph.D. or M.Phil, or a Master degree in the relevant Professional course shall be eligible for the AGP of Rs. 7,000 only after completion of six years' service as Assistant Professor.

**6.2.4** The upward movement from AGP of Rs. 6,000 to AGP of Rs. 7,000 for all Assistant Professors shall be subject to their satisfying the API criteria based PBAS conditions as laid down by the UGC in these Regulations.

**6.2.5** Assistant Professors with completed service of five years at the AGP of Rs. 7,000 shall be eligible, subject to other API requirements laid down by these UGC Regulations, to move up to the AGP of Rs. 8,000.

**6.2.6** Posts of Associate Professor shall be in the Pay Band IV of Rs. 37,400 - Rs. 67,000, with AGP of Rs. 9,000. Directly recruited Associate Professors under these Regulations shall be placed in the Pay Band IV of Rs. 37,400 - Rs. 67,000 with an AGP of Rs. 9,000, at the appropriate stage in the Pay Band in terms of the conditions of appointment.

**6.2.7** Assistant Professors with completed three years' of teaching in the AGP of Rs. 8,000 shall be eligible, subject to the qualifying conditions prescribed by these Regulations, to move to the Pay Band IV of Rs. 37,400 - Rs. 67,000 with AGP of Rs. 9,000 and to be designated as Associate Professor.

**6.2.8** Associate Professor with completed three years' of service in the AGP of Rs. 9,000 and possessing a Ph.D. Degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to satisfying the required credit points as per API based on PBAS methodology provided in Appendix IV, Table 1-111 stipulated in these Regulations and assessment by a duly constituted Selection Committee as suggested for the direct recruitment of Professor. No teacher other than those with a Ph.D. shall be promoted or appointed as Professor. The Pay Band IV for the post of Professors shall be Rs. 37,400 - Rs. 67,000 with AGP of Rs. 10,000.

**6.2.9** The pay of a directly recruited Professor shall be fixed at a stage not below Rs.43,000 in the Pay Band IV of Rs. 37,400 - Rs. 67,000, with the applicable AGP of Rs.10,000.

**6.2.10** Ten percent of the positions of Professors in a university shall be eligible to be placed in the higher AGP of Rs.12,000. However, teachers promoted to the posts with higher AGP of Rs.12,000-, shall continue to be designated as Professor. Eligibility for elevation as a Professor in the higher Academic Grade Pay of Rs.12,000, shall be a minimum of ten years of teaching and research experience as Professor either in the pre-revised scale of Pay Rs.16,400 - Rs. 22,400 or the revised scale of Pay Band IV of Professor with AGP of Rs.10,000 on satisfying the required API score as per Tables I and II through the PBAS methodology stipulated in these Regulations through a duly constituted Expert Committee.

### **6.3 Librarian (University):**

1. The post of Librarian shall be in the Pay Band of Rs. 37,400 - Rs. 67,000 with the Academic Grade Pay of Rs.10,000.
2. The conditions of eligibility and academic qualifications prescribed by the UGC in these Regulations, shall be adopted for appointment to the post of Librarian (University).
3. Deputy Librarian completing service of three years in the AGP of Rs.9,000 and otherwise eligible as per the API scoring system and PBAS methodology developed in these Regulations, with a Ph.D. qualification shall also be eligible to be considered for appointment to the post of Librarian through open recruitment.

### **6.4 Deputy Librarian / Assistant Librarian**

1. Deputy Librarians who are directly recruited shall be placed in the Pay Band of Rs. 15,600-Rs. 39,100 with AGP of Rs. 8,000
2. On completion of service of five years, Assistant Librarian shall be eligible for the post of Deputy Librarian/ equivalent posts in Pay Band of Rs.15,600 - Rs. 39,100, with Academic Grade Pay of Rs. 8,000, subject to their fulfilling other conditions of eligibility (such as Ph.D. degree, etc. for Deputy Librarian) as per API scoring system based PBAS methodology laid down by the UGC for CAS promotion in these Regulations.
3. After completing three years in the Pay Band of Rs.15,600 - Rs. 39,100 with an AGP of Rs. 8,000, Deputy Librarians /equivalent positions shall move to the Pay Band of Rs. 37,400 - Rs. 67,000 and AGP of Rs. 9,000, subject to fulfilling other conditions of eligibility as per API scoring system and PBAS methodology laid down by the UGC for CAS promotion in these Regulations.
4. Assistant Librarians in universities in the AGP of Rs. 7,000 not possessing Ph.D. in Library Science but who fulfill other criteria prescribed by the UGC for CAS promotion in these Regulations, shall also be eligible for being placed in the AGP of Rs. 8,000.

5. Pay of the directly recruited Deputy Librarians shall be initially fixed in Pay Band Rs.15,600 - Rs. 39,100 with AGP of Rs. 8,000. They shall move to the Pay Band of Rs. 37,400 - Rs. 67,000 with AGP of Rs.9000 after completing three years of service in the AGP of Rs. 8,000.
6. The conditions of eligibility and academic qualifications prescribed by the UGC in these Regulations, shall be adopted for direct recruitment to the post of Deputy Librarian.

**6.5 Incentives For Ph.D/ M.Phil. and Other Higher Qualification to Take Effect From 01-09-2008.**

**6.5.1.**Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degree of Ph.D. awarded in a relevant discipline by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC.

**6.5.2.**M.Phil. Degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to 2 non-compounded advance increments.

**6.5.3.**Those possessing Post-graduate degree in the professional course such as LL.M./M.Tech./M.Arch./M.E./M.V.Sc./M.D., etc. recognized by the relevant statutory body / council, shall also be entitled to 2 non-compounded advance increments at the entry level.

**6.5.4** Teachers who complete their Ph.D. Degree while in service shall be entitled to 3 non-compounded increments if such Ph.D. is in a relevant discipline of the discipline of employment and has been awarded by a University complying with the process prescribed by the UGC forenrolment, coursework. BE valuation, etc.

However, teachers in service who have already been awarded Ph.D. by the time of coming into force of these Regulations or having been enrolled for Ph.D. have already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of 3 non-compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.

**6.5.5.**In respect of every other case, a teacher who is already enrolled for Ph.D. shall avail the benefit of 3 non-compounded increments only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.

**6.5.6.**Teachers in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of 3 non-compounded increments on award of Ph.D., while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the

UGC.

**6.5.7.** Teachers who acquire M.Phil. Degree or a post graduate degree in a professional course recognized by the relevant Statutory Body/Council, while in service, shall be entitled to one advance increment.

**6.5.8.** Five non-compounded advance increments shall be admissible to Assistant Librarian who are recruited at entry level with Ph.D. degree in the discipline of Library Science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Library Science.

**6.5.8.(1)** Assistant Librarian acquiring the degree of Ph.D. at any time while in service, in the discipline of Library Science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to 3 non-compounded advance increments.

**(2)** However, persons in posts of Assistant Librarian or higher positions who have already been awarded Ph.D. in library science at the time of coming into force of these Regulations or having already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of 3 non-compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.

**6.5.8.2** In respect of every other case of persons in the posts of Assistant Librarian / or higher positions who are already enrolled for Ph.D. shall avail the benefit of 3 non-compounded increments only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.

**6.5.8.3.** Assistant Librarian and others in higher Library positions in service who have not yet enrolled for Ph. D. shall therefore derive the benefit of 3 non-compounded increments on award of Ph.D. while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.

**6.5.8.4.** Two non-compounded advance increments shall be admissible for Assistant Librarian with M.Phil. degree in Library Science at the entry level, Assistant Librarian and those in higher positions acquiring M. Phil. degree in Library Science at any time during the course of their service shall be entitled to one advance increment.

**6.5.9.** Notwithstanding anything in the foregoing clauses, those who have already availed the benefits of advance increments for possessing Ph.D. / M.Phil, at the entry level under the earlier

Schemes / Regulations shall not be entitled to the benefit of advance increments under these Regulations.

**6.5.10.** Teachers, Library and Physical Education cadres who have already availed the benefits of increments as per the then existing policy for acquiring Ph.D. / M. Phil while in service, shall not be entitled to advance increments under these Regulations.

**6.5.11.** For posts at the entry level where no such advance increments were admissible for possessing Ph.D./M. Phil under the earlier Schemes / Regulations, the benefit of advance increments for possessing Ph.D./M. Phil shall be available to only those appointments which have been made on or after the coming into force of these Regulations.

## **6.6 Welfare and Benefits**

### **6.6.1. Medical Care**

1. The University shall provide medical care centre in the campus for all staff.

### **6.6.2. Travel Insurance**

1. The University shall provide insurance cover for employees travelling by air on official duty.

### **6.6.3. Risks and Hazards Insurance**

1. The University shall provide insurance cover to employees against risks and hazards in the process of employment.

### **6.6.4. Group Insurance**

1. The University shall introduce group insurance of a nationalized insurance company in which employee will make contributions towards the same

### **6.6.4. Housing**

1. The University upon its discretion, shall give a housing allowance for its full-time employees and where an employee is allocated an University housing unit, such allowance shall be forfeited in lieu.

2. The allocation of housing units to employees shall be done by the Dean Estate & Operations, on the recommendation of the Housing Allocation Committee.

3. An employee allocated a house shall not sub-let the house.

4. An employee absent on approved leave shall only retain the housing unit for the duration of the

approved leave.

5. Where an employee fails to report back for duty at the end of the study leave/ period without permission of extension of study leave, the housing unit shall be withdrawn within four weeks.
6. The University shall endeavor to maintain its houses in a reasonable state of repair and decoration.
7. Tenants shall be held financially responsible for dilapidation beyond fair wear and tear.
8. No alterations to structure or fixtures shall be made without the approval of the Housing Committee.

#### **6.6.5 Salary Loans**

1. The University may assist employees to access salary loans from financial institutions on terms and conditions as agreed upon between the University and the Financial Institutions.
2. The University may recommend employees to obtain loans against their salary from financial institutions on terms and conditions mutually agreed upon between those institutions and in line with other University regulations.
3. An employee who is a student on study leave shall not be eligible for a salary loan since it would amount to a double loan.
4. The University shall only recommend and not act as a guarantor for salary loans.

The University also intends to create a fund for such loans

#### **6.6.6 Recreational Facilities**

The University recognises that the health of its employees is very critical in their efficient and effective delivery of services. Various recreational facilities such as clubs, playgrounds, canteens, etc. are available and employees are encouraged to use them.

#### **6.6.7 Counseling Services**

Counseling services shall be available to employees, their spouses and registered children under 18-years who may need such services at the University Counseling Centre.

#### **6.6.8 Spiritual Services**

The University shall recognise and respect freedom of worship. There are Yoga and Meditation facilities available at the University.

## 7. Leave Policy

### 7.1 Duty Leave

The teachers can avail duty leave in a year as under for attending Workshop/Seminars/Conference and other academic work in other institutions provided the nature of job coincides with the objective of University within India. Documentary proof will be required for availing duty leave

Processor/ Dean Director	= 15 days
Assoc. Professor/ Reader	= 10 days
Assistant Professor/Lecturer	= 07 Days

For attending Workshop / Seminars / Conference / Research Travel / Consultancy / Functions of university Interest / other academic work outside India, the employee can avail duty leave as decided and approved by Hon'ble Vice-Chancellor.

### 7.2 Sabbatical Leave

- (i) Teachers of the University who have completed three years of service as Assistant Professor /Associate Professor or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system.
- (ii) The duration of leave shall not exceed two year.
- (iii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave.
- (iv) Provided further that sabbatical leave shall not be granted until after the expiry of two years from the date of the teacher's return from previous sabbatical leave.
- (v) A teacher shall, during the period of sabbatical leave, will not be paid salary or other benefits (subject to the prescribed conditions being fulfilled)
- (vi) A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organization in India or abroad. He/she 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.

(vii) During the period of sabbatical leave, the period of leave shall be counted for purpose of seniority, provided that the teacher rejoins the university on the expiry of his/her leaves.

**However, Vice Chancellor has the power to decide on case to case basis.**

**NOTE - I:** One teacher from the Department will be granted Sabbatical leave at a time

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

**NOTE – III:** The teacher shall submit its report after every 3 months to the University during the period of leave.

**NOTE – IV:** 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.

### 7.3 Study Leave

- a) Study leave may be granted for the entry level appointees as Assistant Professor/Assistant Librarian after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the university or to make a special study of the various aspects of university organization and methods of education.
- b) Subject to the terms contained in this Clause 7.3, in respect of granting study leave with pay for acquiring Ph.D. in a relevant discipline while in service, the number of years to be put in after entry would be a minimum of two or the years of probation specified in the university statutes concerned, keeping in mind the availability of vacant positions for teachers and other cadres in universities, so that a teacher and other cadres entering service without Ph.D. or higher qualification could be encouraged to acquire these qualifications in the relevant disciplines at the earliest rather than at a later stage of the career.
- c) The paid period of study leave should 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. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department. *Provided* that the Board of Management, in the special circumstances of a case, waive the condition of two years' service being continuous.

**Explanation:** In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided:

- i.** The person is a teacher on the date of the application;
- ii.** There is no break in service; and
- iii.** The leave is requested for undertaking the Ph.D. research work.
- iv.** Study leave shall be granted by the Board of Management on the recommendation of the Academic Council. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Board of Management is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university.
- v.** Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- vi.** Study leave may be granted not more than twice during one's career. Provided that, under no circumstances, the maximum of study leave admissible during the entire service should not exceed five years.
- vii.** No teacher, who has been granted study leave, shall be permitted to alter substantially the course of study or the programme of research without the prior permission of the Board of Management. In the event, the course of study falls short of study leave sanctioned, the teacher shall resume duty immediately on the conclusion of such course of study, unless a prior approval of the Board of Management to treat the period of shortfall as ordinary leave has been obtained.
- viii.** Subject to the provisions of sub-clauses (ix) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university.
- ix.** The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be set off against pay only if the fellowship is above a specified amount, which shall be determined by the University, from time to time, based on the cost of living for 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.
- x.** 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. 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.

- xi.** A teacher granted study leave shall on his/her return and re-joining the service of the university may be eligible to the benefit of the annual increments which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- xii.** Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the university on the expiry of his/her study leave.
- xiii.** Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.
- xiv.** Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- xv.** A teacher availing himself/herself of study leave shall undertake that he/she shall serve the university for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave.
- xvi.** After the leave has been sanctioned, the teacher shall, before availing of the leave, execute a bond in favor of the university, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub-clause (xiv) above.
- xvii.** The teacher shall submit to the Registrar six monthly reports of progress in his/her studies from his/her 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.

#### **7.4 Other Kinds of Leave Rules for Permanent Teachers of the Universities**

- 1.** The following kinds of leave would be admissible to permanent teachers:
  - Leave earned by duty, *viz.* Earned leave, Half Pay leave, and commuted leave;
  - 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/Academic leave;
  - Leave on grounds of health, *viz.* Maternity leave and Quarantine leave.

2. The Board of Management may grant, in exceptional cases, for the reasons to be recorded, any other kinds of leave, subject to such terms and conditions as it may deem fit to impose.

### **7.5 Gazetted Holidays**

The Gazetted Holidays as notified by the University.

### **7.6 Casual leave**

Regular employees of all categories (except daily wages) can avail 12 days casual leave in a calendar year. This leave cannot be combined with any other leave. The total absence during casual leave shall not be more than 10 days inclusive of holidays falling in this period. Except of emergency, prior permission of the competent authority is required to avail casual leave.

### **7.7 Vacations**

The vacations are allowed to all regular employees as under:

- a) Winter Vacation: 15 days
- b) Summer Vacation: 10 days
- c) Diwali Vacation: 10 days

The employees can be assigned duty during vacations also for which they will be entitled for compensatory leave. (Not applicable for Deans/ Professors/ Associate Professors or other Officers)

### **7.8 Medical Leave / Commuted Leave**

All the employees are entitled for medical leave upto 20 days only which will include the period of advised rest in surgical cases on production of medical certificate. The period of Medical Leave exceeding 20 days shall be treated as without pay. This will be awarded only on hospitalization.

*Note: The Medical Leave / Commuted Leave is basically a half pay leave hence 20 days means 10 days in all.*

### **7.9 Maternity leave**

The female employees of this University who have completed 3 years of their service are

allowed to avail Maternity Leave for a period of 90 days with pay and for others it will be without pay. The leave shall be availed again after three years. The maximum period of Maternity leave will be 180 days during entire period of life.

1. All other types of leaves will be considered as leave without pay.
2. The leave cannot be availed as a matter of right.
3. All teachers when proceeding on leave/duty leave/tour, including the Hostel Wardens shall have to make alternate arrangement for the teaching work and other duties assigned to them. The substitute provided should give in writing that he/she agrees to undertake this responsibility on the application made for such purpose by the employee.
4. The Hostel Wardens shall not leave the Head quarters without getting written permission from Dean Resident Students and also inform the leave sanctioning Authority also. He / She should ensure that the Deputy Warden is present in the Hostel in his/her absence.
- 5 All the employees can avail the leave with the prior permission of concerned authority.

#### **7.10 Special Casual Leave**

- Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:
  - To conduct examination of a university/Public Service Commission/board of examination or other similar bodies/institutions; and
  - To inspect academic institutions attached to a statutory board, etc.
  - In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above take place will be excluded.
  - In addition, special casual leave to the extent mentioned below, may also be granted;
  - To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to 6 working days; and
  - To a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to 14 days.
  - To employee (Regular) in the event of death of first blood relation upto 5 working days.
1. Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion;

### **7.11 Extraordinary Leave**

- Cases where the Vice Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;
  - Leave taken for pursuing higher studies; and
  - 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.
1. 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 on 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. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.
  2. The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

### **7.12 General Leave**

1. The authority competent to grant leave shall be as per delegation of powers.
2. The leave account of every employee of the University shall be maintained.
3. Leave cannot be claimed as of right. When the exigency of service so required, discretion to refuse or revoke leave of any description is reserved to the competent authority.
4. Leave salary, wherever payable, shall be paid monthly in the first week of the succeeding month.
5. Employee on leave shall not return to duty before the expiry of leave granted to him unless he is permitted to do so by the authority which grants him leave. If he is on leave preparatory to retirement he cannot return to duty.
6. The Vice Chancellor shall have the authority to change the date of commencement of leave granted to a University employee.
7. No employee may leave his headquarters during Sunday or holidays without the permission of the competent authority.

8. When an employee is recalled to duty before the expiry of his leave, he is entitled to no concession if the recall is optional.
9. When proceeding on or returning from leave, the official concerned will submit a departure or arrival report, as the case may be, to the Head of office/ Institution concerned.
10. If an employee over-stays his leave or otherwise absent himself from duty for more than a week, his post shall be liable to be declared vacant and he shall forfeit his salary for the period, his salary for the period, he so remains absent.
  - (i) In special circumstances, the Vice Chancellor may grant hospital leave to any employee of the University while under medical treatment for illness or injury if such illness or injury is directly due to an accident or to risk incurred in the course of official duty.
  - (ii) Hospital leave may be granted on leave salary equal to either full pay or half pay as the competent authority granting the leave may decide. Period The hospital leave shall be limited to three months on average pay in any period of three years. Hospital leave on half pay will count for the purpose of this limit as half the amount of leave on full pay. This leave shall not be debited against the leave account of the employee and may be combined with any other kind of leave admissible.

## 8. Performance Management

### 8.1 General Provisions

1. Performance Management shall be a continuous process involving an agreement between employee and supervisor on performance targets in every unit for every employee, formulating strategies to achieve the targets, evaluation and review of performance and agreeing on new goals.
2. It shall aim at improving the productivity and development of all University employees. Performance reports shall be the basis for determining performance gaps and training needs, promotion and other forms of rewards, review of job designs, performance improvement plans and disciplinary action.
3. Performance Management shall be very critical to the achievement of the individual targets and
4. University objectives. The performance management cycle is summarized in below.

**Table 8.1.1: The Performance Management Cycle**

Months of the Performance Year	Performance Management Activity
1	Reviewing and Setting targets
2-5	Implementation (Phase I)
6	Mid-term review and adjustment of targets
7-10	Implementation (Phase II)
11	Appraisal
12	Feedback

5. Appraisal Committee is formed as below for Performance Appraisal:

- Vice Chancellor
- President Foundation
- Pro Vice Chancellor
- Chief Finance Officer
- Respective Dean / Head of Department
- Any other to be nominated by Vice Chancellor

### 8.2 Appraisal

1. Appraisal shall be one of the key tools in performance management.

It shall be transparent and participatory involving the employee, supervisor and management of the University.

2. Each employee shall be entitled to feedback of the appraisal from the immediate supervisor.  
All appraisal reports from immediate supervisors shall be submitted through the Heads of Department/Deans to the Directorate of Human Resources.
3. On the basis of the appraisal reports the Appraisal Committee, formed as above mentioned, shall take appropriate action, including but not limited to: promotion, training, retirement, transfer, recognition, special awards, performance improvement plan, disciplinary proceedings, etc.

### **8.3 Appraisal Process**

1. Appraisal Process is conducted between Septembers to December months of every year.
2. Each Year in September month, Registrar shall roll out intimation to all Head of Departments / Deans to start appraisal process of all of their members reporting to them as per performance self-appraisal format and submit filled Self-Appraisal Forms along with remarks/comments/recommendations of Head of Departments / Dean back to Registrar in 3 weeks' time.
3. Deans / Head of Department asks all their reported to do self-appraisal and submit it to their HOD / Dean in 15 days. Post which HOD / Dean puts his/her remarks along with any recommendation in the appraisal form of each of the employee (reportee) and submits it to Registrar
4. Registrar submits the received appraisal forms to Appraisal Committee, which decides 3 days in Month of October / November in which appraisal of each of the employee, covered under Performance Appraisal System, is done by Appraisal Committee
5. Post Appraisal, Appraisal Committee decides on increase or no increase in salary, and if increase then how much based on slab as per pay scale and performance of the employee
6. Written notification is given to Finance upon finalization of appraisal of all employees for necessary action, if any, related to pay processing
7. Written notification is given to each employee with status on their appraisal post the completion of appraisal exercise

### **8.4 Appraisal Instruments**

Appraisal shall be conducted using specifically designed instruments for both teaching and non-

teaching staff (refer to Appendices)

### **8.5 Appraisal Interval**

Periodical appraisal reports shall constitute an essential record on every employee of the University and therefore all members of staff shall be appraised at least once a year but the supervisor may appraise an employee as and when necessary.

### **8.6 Participation**

1. Employees, immediate supervisors, second level supervisors / Head of Departments / Deans and University Management shall be duty bound to participate in the appraisal process at their respective levels.
2. An employee who fails to perform/play their role in the stipulated time shall face disciplinary Measures.
3. An employee with a grievance about the appraisal process shall present it to the Directorate of Human Resources in writing.
4. Where an employee has a grievance about the appraisal process that involves the Registrar, they shall present it in writing to the Vice Chancellor.
5. The Directorate of Human Resources, after consultation with the complainant's Head of Department/Dean shall handle the grievance and conclude it or present it to an ad-hoc Grievance Committee chaired by the Vice-Chancellor with a membership of not less than five.
6. All employees shall provide a copy of PAN card and Adhar Card.

### **8.7 Recognition and Awards**

1. As a means of motivating employees, the University shall encourage units to exercise innovativeness in terms of developing and implementing appropriate schemes of staff recognition and awards.
2. The Registrar shall coordinate the formulation of frameworks for determining excellence deserving recognition and awards across the different occupation categories.

## **9. Employment Records**

### **9.1 Policy**

The University shall have a records policy and all University records both manual and electronic shall be managed within the provisions of that policy.

### **9.2 Bio data Form**

1. All employees shall be required to complete a bio data form capturing basic details about them.
2. The record shall be continuously updated and it is incumbent upon the employee to provide the updated information for example marital status, family members, academic qualifications, etc.
3. The initial records provided shall be taken as the true and authentic record and any changes thereafter shall require proof of authenticity beyond any doubt to the Directorate of Human Resources.
4. The date of birth provided at the time of an employee's first appointment SHALL NOT BE ALTERED under any circumstances in the course of one's employment.
5. All employees shall provide photographs attached to their bio data forms to be updated after every five (5) years.

### **9.3 Personal Files**

1. All records about an employee shall be kept on their personal file.
2. There shall be at least two sets of personal files; one kept and maintained in the Central Registry and the other kept and maintained at the Department/Unit.
3. An employee shall not access their personal file.

### **9.4 Records Management**

All records are confidential and shall only be accessed upon express request to the Head, Records and Information.

### **9.5 Update of Record**

1. All requests for updating records shall be communicated to the Directorate of Human Resources as soon as need arises but in any case all employees shall be required to update their records after every five years.
2. No requests for change of date of birth shall be considered.
3. Falsification of records when discovered at whatever stage shall lead to disciplinary action, to the discretion of the appointing authority.

## 10. Rules Governing Expenses While on Tour

1. All tours must be got approved before departure. Competent authority for approval will be concerned Deans/Directors /Officiating Deans. However all tours by Air and A C Executive Chair car will require the approval of Hon'ble Vice Chancellor.
2. The rules are applicable to all Teaching and Non-Teaching staff other than drivers and conductors.
3. Final bill in respect of tours should be submitted within one month of returning to the University Campus from tour else advance will be recovered from salary.
4. Austerity must be observed in all expenditure while on tour.
5. Entitlement for Mode & Class of travel will be as follows:
  - Assistant Professor/Non-teaching Staff: AC III Class /A.C. Bus/A.C. Chair Car
  - Associate/ Professors /Deans: AC-II Class /A.C Bus/ A.C. Chair Car
6. Entitlement of DA in Rs. Per Day will be as follows:

	A Class	Cities	Other Cities
• Assistant Professor/Non-teaching Staff:	600		500
• Associate /Professors/HODs/ Deans:	700		600

### Note:

1. Bills are not required for claiming daily allowance.
2. The employees who live in their houses with their families during official journey will be entitled to DA at half the normal rates.
3. The upper limit on Lodging expenses in Rs. Per Day will be as follows:-

	A Class	Cities	Other Cities
• Assistant Professor/Non-teaching Staff: :	2,000		1,500
• Associate/ Professors/HODs/Deans:	3,000		2,500
4. Expenses of local travel at the outstation will be reimbursed on actual and should be preferred in the Performa as at Annexure 'A'.
5. Road Mileage in own Car will be reimbursed @Rs. 10 Per KM and should be claimed in appropriate form attached at Annexure 'B'.
6. Vice chancellor has the power to permit journey in a Class/Mode higher than the entitled one/stay in a higher rated hotel.
7. Day will be reckoned as a period of 24 hrs. And will be counted from the time of departure from University/Residence.

8. A period of 12 hrs. Or more at the end of the tour will be treated as full day and DA will be paid accordingly.
9. Any period less than 12 hrs will be treated as half day & DA will be paid accordingly.
10. Delhi, Chennai, Mumbai, Bangalore, Hyderabad and Ahmadabad are classified as A class cities.
11. All TA/DA bills along with tour approval and necessary vouchers should be submitted to Accounts Depts. after being passed by HOD/Dean.
12. Expenditure bills for other than Stay/ TA/DA should be submitted separately and not with TA/DA bills.
13. The balance of advance remaining after incurring expenditure on tour must be deposited with Accounts Department and a Self-Certified photocopy of the receipt must be enclosed with TA/DA bill.
14. The claim for Stay/TA/ DA must be preferred in the Performa for submission of TA bill as attached at Annexure-C.
15. All deviations from the rules must be got approved from the Vice Chancellor specifically and explicitly.
16. In case of any ambiguity, decision of the VC shall be final.
17. The rules come into force with immediate effect with the approval of Hon'ble Vice Chancellor.

## **11. Employee Safety**

All University employees shall be accorded a safe and secure working environment.

### **11.1 Obligations of the University**

The University shall provide:

1. A safe working environment
2. Systems of work, plant and machinery that are safe and secure
3. Ways to reduce hazards and risks to health
4. Training on employee safety
5. Competent supervision and generally ensure that safe working practices are in place and enforced

### **11.2 Obligations of the Employee**

The employee, while at work, shall:

1. Take maximum precaution regarding their health and safety at work
2. Cooperate with Management in complying with health and safety legal requirements
3. Carry out lawful orders and obey all health and safety rules
4. Report unsafe situations to the Supervisor or Head of Department
5. Report all incidents that result in, or may have resulted in injury to the Supervisor or Head of Department

### **11.3 Compensation**

1. Salient features for purposes of this manual are:
  - If the personal injury by accident arises out of and in the course of a worker's employment, the Injured worker's employer shall be liable to pay compensation in accordance with this Act.
  - The employer shall not be liable in respect of an injury which does not either-
    1. Result in permanent incapacity; or
    2. Incapacitate the worker for at least three consecutive days from earning full wages at the work at which he or she was employed.
  - An act shall be deemed to be done out of and in course of employment when a worker acts to protect any person on the employer's premises whom the worker believes to be injured or

imperiled, or when a worker acts to protect property on the employer's premises.

- Any personal injury by accident arising while the employee is travelling directly to or from his or her place of work for the purpose of employment shall be deemed to be an accident arising out of and in the course of his or her employment.
- For the purposes of this section, it shall be for the employee who suffers injury by accident arising while travelling to or from his or her place of work to show that such travel was direct.
- Compensation shall be payable under this section whether or not the incapacity or death of the worker was due to the recklessness or negligence of the worker or otherwise.
- Any accident arising in the course of employment shall, unless the contrary is proved, be presumed to arise out of employment.
- Compensation in cases of permanent incapacity or death shall, in principle, be paid in the form of periodic payments; otherwise, they may be awarded in lump sums as provided under the State Government rules.

## **12. Termination of Service**

### **12.1 General Provisions**

Services of an employee shall be terminated under any of the following circumstances:

1. Death of an employee
2. Incapacity to continue in employment.
3. Abscondment
4. Resignation
5. Retirement
6. Expiry of Contract
7. Redundancy
8. Persistent Absenteeism from work
9. Professional and or ethical misconduct
10. Gross negligence of duty
11. Gross misconduct
12. Upon conviction and sentence of a criminal case e.g., fraud, murder, rape, corruption, safety, forgery, defilement, malicious damage to property, assault and/or battery, etc.

### **12.2 Voluntary Termination**

#### **a) Resignation**

1. An employee may resign from office by giving a duly written and signed resignation notice.
2. All notices of resignations (other than the Vice-Chancellor and the Pro Vice-Chancellors whose resignation notices shall be addressed to the Chancellor through the Chairperson of Board of Management), shall be addressed to the Directorate of Human Resources through their supervisors and forwarded to the appointing authority for consideration and appropriate decision.
3. An employee shall not resign while under investigation or suspension.
4. The period of notice shall be three (3) months for Professors, Associate Professor, Deans, Directors, or equivalent and substantive heads of Department as well as Administrative and Support Staff, or payment in lieu of notice.
5. The resignation of an employee shall not be accepted under the following circumstances:
  1. where an employee has not served the bonding period;

2. where an employee has not fully handed over all University equipment/ property; or
  3. Where an employee is under investigation.
6. Acceptance/rejection of resignation shall be communicated to the employee before the expiry of the resignation notice.
  7. In the event that resignation is rejected, the grounds for refusal as well as the consequences shall be clearly stated in the letter to the employee.
  8. Any employee who feels aggrieved by the outcome of (vi) may appeal to the University Staff Tribunal
  9. An employee whose resignation has been rejected by the appointing authority for good cause but goes ahead to leave service shall be deemed to have absconded from duty.

**(b) Early retirement**

An employee who is 55 years and above and has been in the University service for at least 10-years, shall be eligible for retirement and entitled to terminal benefits as provided for separately.

**12.3 Termination by the Employer**

**a) Removal of Teachers.-**

1. Where there is an allegation of misconduct against a teacher, the Vice-Chancellor may, if he thinks fit, by order in writing place the teacher under suspension and shall forthwith report to the Board of Management, the circumstances under which the order was made:  
Provided that the Board of Management may, if it is of the opinion that the circumstances of the case do not warrant the suspension of the teacher, revoke that order.
2. Notwithstanding anything contained in terms of his contract of service or of his appointment, the Chancellor shall be entitled to remove a teacher on the ground of misconduct:  
Provided that the Chancellor shall not be entitled to remove a teacher except for a good and sufficient cause and after giving three months' notice in writing or payment of three months' salary in lieu of notice.
3. No teacher shall be removed under clause (2) until he has been given a reasonable opportunity to show cause against the action proposed to be taken with regard to him.
4. The removal of a teacher shall take effect from the date on which the order of removal is made:  
Provided that where a teacher is under suspension at the time of his removal, the removal shall take effect on the date on which he was placed under suspension-
5. Notwithstanding anything contained in these statutes, a teacher shall be entitled to resign by

giving three months' notice in writing to the Vice-Chancellor.

**b)Removal of employees other than a teacher.-**

1.Notwithstanding anything contained in terms of his contract of service or of his appointment, an employee, other than a teacher, may be removed *by* the authority which is competent to appoint the employee if he has incurred any of the following disqualifications, namely;-

- He is of unsound mind and stands so declared by a competent authority;
- He is an un-discharged insolvent;
- He has been convicted by the court of law of any criminal offence or an offence involving moral turpitude; and
- He is otherwise guilty of proven misconduct:

Provided that no employee shall be removed without the approval of the Chancellor.

2. No employee shall be removed from service under clause (1) until he has been given a reasonable opportunity to show cause against the action proposed to be taken with regard to him.

3.Where the removal from service of an employee is for a reason other than that specified in clause(1), he shall be given three months' notice in writing or paid three months salary in lieu of notice, provided the employee is a permanent regular employee. In case of employee who Is on probation only one month notice is required.

4. Notwithstanding anything contained in these Statutes, an employee, other than a teacher, shall not be entitled to resign unless he-

- gives a three months' notice In writing to the appointing authority or pays to the University three months' salary in lieu of notice, if he is a permanent employee; and
- gives one months' notice in writing to the appointing authority or pays to the University one month salary in lieu thereof in any other case.

**c) Dismissal**

The following shall be instances of offences punishable by dismissal from employment.

**1. Abscondment**

Absence from duty by an employee without permission for a continuous period of 10 working days shall amount to abscondment from duty. Such an employee shall be dismissed.

**2.Persistent absenteeism**

An employee who is persistently absent from duty with no justifiable reason may be dismissed from

the University service at the discretion of the appointing authority.

### **3.Conviction in a court of law**

An employee shall be dismissed by the appointing authority upon conviction and sentence in a criminal case e.g. fraud, murder, rape, corruption, forgery, defilement, malicious damage to property, assault, etc.

4. Any other offence considered grave by the appointing authority.

### **d) Retirement**

Employees on regular terms who attain the age of 62 shall be automatically retired. Services of the employees above 62 years of age may be re-engaged on contractual terms as follows:

1. Teaching Staff may be employed on contractual terms up to the age of 70 depending on satisfactory performance and their health;
2. Non-Teaching Staff may be re-employed on contractual terms up to the age of 67 depending on satisfactory performance and good health; and

All retired staff are entitled to retirement benefits as provided

### **e) Expiry of Contract**

1. On expiry of contract of the employee, the University may terminate the employment contract or re-engage the employee based on the initial provisions in the expired contract.
2. In case an employee on contract does not inform the appointing authority in writing of intentions to renew the contract, their contract shall be deemed to have lapsed upon its expiry
3. For contracts of four (4) years and above, application for renewal shall be forwarded to the appointing authority at least six (6) months before the expiry of the contract. For contracts between two (2) to three (3) years, submission of application for renewal shall be at least three (3) months before expiry of the contract and for contracts less than two (2) years submission of application for renewal shall be one (1) month before the expiry of the contract.

### **f) Redundancy**

Termination by reason of redundancy shall be based on the following;

1. When the University has ceased/intends to cease to carry on the activity for the purposes of which the employee was appointed or employed by the University or has ceased or intends to

cease to carry on that activity in the place in which the employee concerned worked.

2. Where the requirements of that activity for the employee to carry out work of a particular kind have ceased/diminished or are expected to cease/diminish.

#### **12.4 Termination due to natural causes**

1. Death
2. Incapacitation

- Incapacity due to illness

If an employee is prevented by illness from carrying out their duties, the University Board of Management may appoint a Medical Board to examine him/her. After considering the Medical Board's report, the Board of Management shall decide whether or not to terminate appointment, on medical grounds.

- Incapacity due to other factors

If an employee is prevented by any other factor from carrying out his/her duties, the Board of Management may decide to terminate the services of such employee, if it deems it fit.

### **13. Promotion**

Promotion of the faculty members is done as per the UGC guidelines, some of which are highlighted below.

Most of the Promotions are rolled out through Advertisement. University released Advertisements for vacant posts, which are open for current staff to also apply for either as transfer within organization and/or promotion.

Employees are guided through the promotion processes through advertisement in same format as it's done for selection from outside, as mentioned above in this manual in Selection / Talent Acquisition

Below are some additional guidelines as per UGC which shall/may be taken into account while considering / processing promotion in the University. DoHR is to be contacted for further clarity on the same.

#### **13.1 Selection Procedures**

The overall selection procedure for promotion shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma, based on the Academic Performance Indicators (API) as provided in in Tables I to III of Appendix III. In order to make the system more credible, universities may assess the ability for teaching and/or research aptitude through a seminar or lecture in a class room situation or discussion on the capacity to use latest technology in teaching and research at the interview stage. These procedures can be followed for both direct recruitment and CAS promotions wherever selection committees are

**13.1.2** The University shall adopt these Regulations for selection committees and selection procedures through their respective statutory bodies incorporating the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) at the institutional level for University Departments to be followed transparently in all the selection processes. An indicative PBAS template proforma for direct recruitment and for Career Advancement Schemes (CAS) based on API based PBAS shall also be sent separately by the UGC to the universities. The universities may adopt the template proforma or may devise their own self-assessment cum performance appraisal forms for teachers in strict adherence to the API criteria based PBAS prescribed in these

Regulations.

**13.1.3** In all the Selection Committees of direct recruitment of teachers and other academic staff in university provided herein, an academician representing Scheduled Caste/Scheduled Tribe/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant and if any of the members of the selection committee do not belong to that category, shall be nominated by the Vice Chancellor or Acting Vice Chancellor of the University. The academician, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the Central Government or concerned State Government, in relation to the categories mentioned above, are strictly followed during the selection process.

**13.1.4 (i)** Besides the indexed publications documented by various discipline-specific databases, the University shall draw through committee(s) of subject experts and ISBN / ISSN experts: (a) a comprehensive list of National /Regional level journals of quality in the concerned subject(s); and (b) a comprehensive list of Indian language journals / periodicals / official publication volumes of language bodies and upload them on the University website which are to be updated periodically.

**(ii)** In respect of Indian language publications, equivalence in quality shall be prescribed for university located in a State by a Co-ordination Committee of experts to be constituted by the Vice Chancellor.

**(iii)** At the time of assessing the quality of publications of the candidates during their appointments/promotions, the selection committees shall have to be provided with the above two lists which could be considered by the selection committees along with the other discipline-specific databases.

**13.1.5** The process of selection of Associate Professor should involve inviting the bio-data with the duly filled Performance Based Appraisal System (PBAS) proforma developed by the university based on the API criteria. Without prejudice, to the requirements provided for selection of Associate Professor under this Regulation, the prescription of research publications for promotion from the post of Assistant Professor to Associate Professor in University shall be as follows:

**(i)** For those who possess a Ph.D. Degree, a minimum of three publications made during the period of service as Assistant Professor;

**(ii)** For those with a M.Phil. Degree, a minimum of three publications made during the period of

service as Assistant Professor; and

- (iii) For those without Ph.D. or M.Phil. degree, at least three publications during the period of service as Assistant Professor.

Provided further that such publications shall be provided to the subject experts for assessment before the interview and the evaluation score of the publications provided by the experts shall be factored into the weightage scores while finalizing the outcome of selection by the selection committee.

**13.1.6** The process of selection of Professor shall involve inviting the bio-data with duly filled Performance Based Appraisal System (PBAS) proforma developed by the university based on the API criteria based PBAS set out in this Regulation and reprints of five major publications of the candidates.

Provided that such publications submitted by the candidate shall have been published subsequent to the period from which the teacher was placed in the Assistant Professor stage-II.

Provided further that such publications shall be provided to the subject experts for assessment before the interview and the evaluation of the publications by the experts shall be factored into the weightage scores while finalizing the outcome of selection.

**13.1.7** In the case of selection of Professors who are from outside the academic stream and are considered under the university's statutory bodies must lay down clear and transparent criteria and procedures so that only outstanding professionals who can contribute substantially to the university knowledge system are selected in any discipline as per the requirements.

**13.1.8** In the selection process for posts involving different nature of responsibilities in certain disciplines/areas, such as Music and Fine Arts, Visual arts and Performing arts, Physical education and Library, greater emphasis may be laid on the nature of deliverables indicated against each of the posts in these Regulations which need to be taken up by the concerned institution while developing API based PBAS proforma for both direct recruitment and CAS promotions.

**13.1.9** The Internal Quality Assurance Cell (IQAC) shall be established in the University as per the UGC/ National Assessment Accreditation Council (NAAC) guidelines with the Vice Chancellor, as Chairperson. The IQAC shall act as the documentation and record-keeping Cell for the institution including assistance in the development of the API criteria based PBAS proforma using the indicative template separately developed by UGC. The IQAC may also introduce, wherever

feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of students' assessment of individual teachers in the PBAS.

**13.1.10** While the API: (a) Tables I and III of Appendix III are applicable to the selection of Professors/Associate Professors /Assistant Professors in university; (c) Tables VII, VIII and IX of Appendix III are applicable to Librarians/ Deputy Librarians and Assistant Librarians for both direct recruitment as well as Career Advancement Promotions,the ratio / percentage of minimum requirement of category-wise API Score to each of the cadres shall vary from those for university teachers, as given in these Tables of Appendix-III.

**13.2** The minimum norms of Selection Committees and Selection Procedures as well as API score requirements for the above cadres, either through direct recruitment or through Career Advancement Schemes Regulations, shall be similar. However, since teachers recruited directly can be from different backgrounds and institutions, Table II(c) of Appendix III provides norms for direct recruitment of teachers to different cadres, while Tables II (a) provide for CAS promotions of teachers in university, which accommodate these differences.

**13.3** The PBAS based on the API scores of categories I and II as mentioned in these tables is to be implemented for one year, initially based on the existing systems in university for one year only with the minimum annual scores as depicted in Table II (a) for university teachers. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is considered for CAS promotion in 2010, one year API scores for 2009-10 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2011, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period. For Category III (research and academic contributions), API scores for this category will be applied for the entire assessment period.

**13.3.1** A teacher who wishes to be considered for promotion under CAS may submit in writing to the university, with three months in advance of the due date, that he/she fulfills all qualifications under CAS and submit to the university the Performance Based Appraisal System proforma as evolved by the concerned university duly supported by all credentials as per the API guidelines set out in these Regulations. In order to avoid delays in holding Selection Committee meetings in various positions under CAS, the University shall immediately initiate the process of screening/selection, and shall complete the process within six months from the date of application.

**13.3.2** Candidates who do not fulfill the minimum score requirement under the API Scoring System proposed in the Regulations as per Tables II (a) of Appendix III or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he/she has successfully got re-assessed.

**13.3.3** The Selection Committee specifications as mentioned earlier are applicable to all direct recruitments of Faculty Positions and Career Advancement promotions of Assistant Professor to Associate Professor and to that of Associate Professor to Professor.

**13.3.4** CAS promotions from a lower grade to a higher grade of Assistant Professor shall be conducted by a “Screening cum Evaluation Committee” adhering to the criteria laid out as API score in PBAS in the Tables of Appendix-III.

**13.3.5** The “Screening cum Evaluation Committee” for CAS promotion of Assistant Professors/equivalent cadres in Librarians/Physical Education from one AGP to the other higher AGP shall consist of:

**13.3.5.1 For University teachers:**

1. The Vice Chancellor as the Chairperson of the Selection Committee;
2. The Dean of the concerned Faculty;
3. The Head of the Department; and
4. One subject expert in the concerned subject nominated by the Vice Chancellor from the University panel of experts.

**13.3.5.2** The quorum for these committees in both categories mentioned above shall be three including the one subject expert/ university nominee need to be present.

**13.3.6** The Screening cum Evaluation Committee on verification/evaluation of API score secured by the candidate through the ‘PBAS’ methodology designed by the respective university based on these Regulations and as per the minimum requirement specified: (a) in Tables II and III for each of the cadre of Assistant Professor; and (c) in Tables VIII and IX for each of the cadre of Librarians shall recommend to the Board of Management of the University about the suitability for the promotion of the candidate(s) under CAS for implementation.

**13.3.7** All the selection procedures outlined above, shall be completed on the day of the selection

committee meeting, wherein the minutes are recorded along with PBAS scoring proforma and recommendation made on the basis of merit and duly signed by all members of the selection committee in the minutes.

**13.3.8** CAS promotions being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.

**13.3.9** The incumbent teacher must be on the role and active service of the University on the date of consideration by the Selection Committee for Selection/CAS Promotion.

**13.3.10** Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in the appropriate API system tables by submitting an application and the required PBAS proforma. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible can also apply at a later date. In any event, the university concerned shall send a general circular twice a year calling for applications for CAS promotions from eligible candidates.

**13.3.11** In the final assessment, if the candidates do not either fulfill the minimum API scores in the criteria as per PBAS proforma or obtain less than 50% in expert assessment, wherever applicable, such candidates will be reassessed only after a minimum period of one year.

**13.3.12 (a)** If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be from that of minimum period of eligibility. **(b)** If, however, the candidates find that he/she fulfills the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from that date of application fulfilling the criteria. **(c)** If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his/her promotion will be deemed to be from the later date of successful assessment.

#### **13.4 Stages of Promotion Under Career Advancement Scheme of Incumbent And Newly Appointed Assistant Professors/ Associate Professors/Professors**

**13.4.1** 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 out below.

**13.4.2** 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 four years' service as Assistant Professor.

**13.4.3**An entry level Assistant Professor possessing M.Phil. Degree or post-graduate Degree in professional courses, approved by the relevant statutory body, such as LL.M. / M. Tech., etc. shall be eligible for the next higher grade (stage 2) after completion of five years' service as Assistant Professor.

**13.4.4** An entry level Assistant Professor who does not have Ph.D. or M.Phil., or a Master's Degree in the relevant professional course, shall be eligible for the next higher grade (stage 2) only after completion of six years' service as Assistant Professor.

**13.4.5**The upward movement from the entry level grade (stage 1) to the next higher grade (stage 2) for all Assistant Professors shall be subject to their satisfying the API based PBAS conditions laid down by the UGC in this Regulation.

**13.4.6**Assistant Professors who have completed five years of service in the second grade (stage 2) shall be eligible, subject to meeting the API based PBAS requirements laid down by these Regulations, to move up to next higher grade (stage 3).

**13.4.7**Assistant Professors completing three years of teaching in third grade (stage 3) shall be eligible, subject to the qualifying conditions and the API based PBAS requirements prescribed by these Regulations, to move to the next higher grade (stage 4) and to be designated as Associate Professor.

**13.4.8** Associate Professor completing three years of service in stage 4 and possessing a Ph.D. Degree in the relevant discipline shall be eligible to be appointed and designated as Professor and be placed in the next higher grade (stage 5), subject to (a) satisfying the required credit points as per API based PBAS methodology provided in Table I-III of Appendix IV stipulated in these Regulations, and (b) an assessment by a duly constituted selection committee as suggested for the direct recruitment of Professor. *Provided* that no teacher, other than those with a Ph.D., shall be promoted or appointed as Professor.

**13.4.9** Ten percent of the positions of Professors in a university, with a minimum of ten years of teaching and research experience as professor either in the pre-revised scale of Professor's pay or the revised scale pay will be eligible for promotion to the higher grade of Professorship (stage 6), on satisfying the required API score as per Tables I and II through the PBAS methodology

stipulated in these Regulations through a duly constituted Expert committee, and such teachers promoted to the higher grade shall continue to be designated as ‘Professor’. As this AGP elevation for Professor is applicable to only university departments, additional credentials are to be evidenced by:

- Post-Doctoral research outputs of high standard;
- Awards / honours /and recognitions;
- Additional research degrees like D.Sc., D.Litt.,LID, etc.; patents and IPR on products and processes developed / technology transfer achieved in the case of teachers in science and technology.

The selection is to be conducted by the university by receiving duly filled PBAS proformas from eligible professors based on seniority, three times in number of the available vacancies in each faculty. In case the number of candidates available is less than three times the number of vacancies, the zone of consideration will be limited to the actual number of candidates available. The assessment process shall be through an Expert-Committee evaluation of all credentials submitted as stipulated in Table-II(A) of Appendix-III for teachers in University departments. No separate interview need to be conducted for this category.

**13.4.10.** 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 within the competence of the appropriate authority of the concerned University or recruiting institution based on the recommendations of selection committee(s) while negotiating with individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other merit- specific factors. Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor/Assistant Librarian 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/Assistant Librarian with post-doctoral teaching/research experience after Ph.D. and proven credentials may be eligible for discretionary award of advanced increments to be decided and recorded by the selection committee in its minutes.

### **13.5 Research Promotion Grant**

The UGC or the respective agency (Central/State Governments) may provide a start-up grant at the

level of Rs. 3.0 lakhs in Social Sciences, Humanities and Languages and Rs. 6.0 lakhs in Sciences and Technology to teachers and other non-vocational academic staff to take up research immediately after their appointments.

### **13.6 Consultancy Assignments**

The consultancy rules, terms, conditions and the model of revenue sharing between institutions and consultant teachers shall be as per the UGC Consultancy Rules to be provided separately.

### **13.7 Counting of Past Services For Direct Recruitment and Promotion Under Cas**

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional Organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT, etc., should be counted for direct recruitment and promotion under CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature these posts are described as per Appendix III-Table No. II provided that:

1. The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor as the case may be.
2. The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
3. The candidate for direct recruitment has applied through proper channel only.
4. The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
5. The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/Central Government/ Concerned Institutions, for such appointments.
6. The previous appointment was not as guest lecturer for any duration, or an ad hoc or in a leave vacancy of less than one year duration. Ad hoc or temporary service of more than one year duration can be counted provided that:
  - The period of service was of more than one year duration;
  - The incumbent was appointed on the recommendation of duly constituted Selection Committee; and
  - The incumbent was selected to the permanent post in continuation to the ad hoc or temporary service, without any break.

- No distinction should be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), was considered for counting past services under this clause.