



MANUAL OF HUMAN RESOURCES POLICIES AND PROCESSES

S.No.	CHAPTERS
1	Introduction
2	Recruitment Policy
3	Code of Conduct And Ethics
4	Leave Rules
5	Performance Appraisal System
6	Promotion Policy (Teaching- Non-Teaching)
7	On-Campus Accommodation Policy
8	Crèche Policy



INTRODUCTION

This HR manual serves as a comprehensive guide for all employees within our organization. It outlines the policies, procedures, and guidelines that govern various aspects of employment and workforce management.

At Shobhit University, we recognize that our employees are our most valuable asset. As such, it is essential to establish clear expectations, provide necessary support, and foster a positive work environment. This manual aims to ensure consistency, fairness, and compliance in all HR-related matters.

1.1 OBJECTIVE

The objective of this HR Manual is to establish a framework that promotes effective human resources management and cultivates a harmonious and productive work environment. It serves as a reference tool for all employees to understand the policies, practices, and procedures that govern the employment relationship within our organization.

THE KEY OBJECTIVES OF THIS HR MANUAL ARE AS FOLLOWS

- ❖ **Communication of Policies and Procedures:** The manual outlines the University's policies and procedures related to employment, recruitment, compensation, benefits, performance management, employee conduct, and other HR-related matters. It ensures that all employees are aware of their rights, responsibilities, and the expected code of conduct.
- ❖ **Consistency and Fairness:** The manual promotes consistency and fairness in the application of HR policies and procedures throughout the organization. By establishing clear guidelines, we aim to treat all employees equitably and minimize potential bias or discrimination.



- ❖ **Compliance:** The manual aligns with relevant laws, regulations, and industry standards to ensure legal compliance in our HR practices. It provides guidance on adhering to labour laws, equal employment opportunities, health and safety regulations, and data protection requirements.
- ❖ **Employee Development and Engagement:** This manual emphasizes the organization's commitment to employee growth and development. It outlines programs and initiatives aimed at fostering a learning culture, recognizing, and rewarding achievements, and promoting employee engagement and satisfaction.
- ❖ **Conflict Resolution:** In cases of workplace conflicts or disputes, the manual provides a framework for resolution and outlines the process for addressing grievances or concerns in a fair and transparent manner.

By adhering to the guidelines set forth in this HR Manual, we aim to create a positive work environment that attracts, retains, and motivates talented individuals while ensuring compliance with legal and ethical standards. It is essential that all employees familiarize themselves with the contents of this manual and refer to it as needed to ensure a harmonious and productive work experience.

1.2 HUMAN RESOURCE PHILOSOPHY

- ❖ **Our People Are Our Investment:** We view our staff at Shobhit University as valuable assets who contribute significantly to our mission in teaching, research, and administration. We are committed to fostering their long-term growth and development.
- ❖ **Performance Matters:** We believe in fair and equitable treatment for all employees. Our policies are based on performance-oriented



assessments that consider competence, commitment, and flexibility
- key drivers of organizational success.

- ❖ **Diversity and Respect:** We value and respect every individual, celebrating the diversity of cultures, thoughts, and behaviors. This freedom thrives within the boundaries of our code of ethics and performance expectations.

1.3 HUMAN RESOURCE POLICY

- ❖ **Seeking the Best:** We actively recruit young, talented, and enthusiastic individuals who share our values and demonstrate a strong commitment to BU's mission.
- ❖ **Passionate Educators:** We seek individuals who are passionate about teaching and fostering the holistic development of students as well-rounded individuals.
- ❖ **Intrinsic Motivation:** We value and appreciate those driven by an intrinsic love of teaching. We believe their passion fuels their dedication.
- ❖ **Lifelong Learners:** We expect all our employees to continuously learn, actively engage in research, and apply their knowledge to enhance the lives of our students and the broader community.

2. RECRUITMENT POLICY

2.1 INTRODUCTION

At Shobhit University, our recruitment policy is crafted to reflect our commitment to shaping future leaders and innovators. Recognizing the critical role that faculty and staff play in our success, we aim to identify and engage individuals who are not only experts in their fields but also passionate about making a meaningful impact on students' lives and the broader community. This policy ensures a systematic, transparent, and merit-based approach to hiring, enabling us to respond swiftly to



our evolving human resource needs while upholding the highest standards of fairness and inclusivity.

2.2 OBJECTIVE

To strategically attract, engage, and secure top-tier talent that aligns with Shobhit University's vision of academic excellence, innovation, and community impact. Our goal is to foster a dynamic and inclusive workforce dedicated to advancing the university's mission through cutting-edge research, exceptional teaching, and transformative educational experiences.

2.3 RECRUITMENT & SELECTION - TEACHING STAFF

2.3.1 MINIMUM QUALIFICATIONS FOR APPOINTMENT TO THE FACULTY POSITIONS:

The minimum qualifications required for the post of Professors, Associate Professors, Assistant Professors, Dean, Director, Deputy Dean/Directors a Deputy Librarians, Librarians, etc. will be those **as prescribed by the University Grants Commission (UGC).**

2.3.2 MANPOWER PLANNING & IDENTIFICATION OF VACANCIES:

The Dean/Director in conjunction with Head HR shall prepare and review the manpower requirement, level wise, program wise and specialization wise for the ensuing academic year based on the sanctioned strength, intake & workload calculation.

2.3.3 JOB DESCRIPTION

A job description is a key document in the recruitment process and must be finalized prior to taking any further steps in the process. In instances of a new role or changes to an existing role, Head HR will draft a job description which outlines the essential and desirable criteria including qualifications, experience, knowledge, skills and expertise



required to perform the job along with the essential and desirable competencies. The detail set out in the job description will provide the criteria and parameters against which a candidate can be assessed throughout the recruitment process.

2.3.4 SOURCING OF CANDIDATES

Sourcing of candidates for filling an approved position may take place either through external or internal sources of recruitment based on the approval of the Vice Chancellor. On receipt of the approved ERF, the Head HR initiates the process of sourcing of candidates. The channels of recruitment comprise the following:

Internal Recruitment	(a)	In-house database
	(b)	Social media and career web page update
External	(c)	Job Portals (Naukri.com, LinkedIn etc.)
	(d)	Press Advertisement

(i) IN-HOUSE DATABASE:

HR department keeps receiving a lot of emails from job seekers all throughout the year. Existing employees also refer many resumes and biodata of their friends, relatives and peers all throughout the year to be considered whenever any suitable opening comes up. This becomes an excellent in-house database. Endeavour is made to search suitable candidate from such abundant in-house database matching the job description, role and experience. Once the resumes are identified for the position to be filled, these are verified for correctness and willingness of the candidates to be considered for the position. Short- listing of candidates is done in consultation with the Dean/Director/Principal or his nominated representative. Short-listed candidates are called for selection panel interview. Communication is made via email/mobile phone number.



(ii) CAREER WEBPAGE AND SOCIAL MEDIA JOB POSTING

If it is decided to fill a vacancy through Career webpage and Social Media Job posting, in the first stage, the position should be advertised by the HR Head. The advertisement will contain details, such as, number of positions, level, department, section, minimum academic qualification and experience required for the position, compensation package and any other requirement. Eligible interested candidates may submit application along with two professional references and necessary certificates to careers@shobhituniversity.ac.in. Employee candidate found eligible in terms of the advertisement will be called for interview and selection will be made purely on merit.

(iii) RECRUITERS/CONSULTANTS

Depending upon the criticality of a position, services of a professional Consultant from out of the approved panel of Placement Consultants can be engaged with mandatory prior approval from the Vice Chancellor.

(iv) JOB PORTALS AND DIRECT SOURCING

Sourcing of candidates may also take place through job portals subscribed from time to time like Naukri.com, LinkedIn, Indeed, etc.

❖ THE PROCESS OF SOURCING CANDIDATES THROUGH JOB PORTALS IS AS FOLLOWS:

Job portals can be used both for posting of jobs and for searching resume database for the position to be filled. The HRD may consider posting a job vacancy in order to invite résumés/ candidature. The HRD shall also update the vacancy on the career page of the website and invite



applications. A seven to fifteen days window period may be considered depending on the type and urgency of the vacancy to be filled. Once the resumes are identified for the position to be filled, these are verified for correctness and willingness of the candidates to be considered for the position. Short-listing of candidates is done in consultation with the Dean or his nominated representative.

Short-listed candidates are called for selection interview telephonically as well as over an email.

(v) PRESS ADVERTISEMENTS

Where sourcing of candidates is decided to be done through press advertisement, the Dean should prepare the text of the advertisement containing the (i) title, level, grade and number of position, (ii) Department/function (iii) prescribed minimum qualification and experience of the position, (iv) special requirement, if any, (v) brief job description (vi) whom and when to apply (vii) particulars required from the candidates and (viii) any other relevant details. The text of the advertisement, so approved by the Head HR and the Vice Chancellor, shall be forwarded to the newspapers/journals in which it is to be published. The Head HR will scrutinize the text of the advertisement and forward the same to the Marketing & Communication Department for preparation of the lay out and obtaining estimates. The Head HR, thereafter, obtains approval from the Accounts Department on the cost of advertisement, the Date of advertisement, etc and subsequently requests the Marketing & Communication Department for publication of the advertisement.

2.3.5 SELECTION PROCESS

Interview Call Letter to the shortlisted candidate(s) will be sent in the prescribed format. Once the candidate reports for interview, pre-interview



formalities, namely, filling of the Candidate Information Form, verification of documents submitted by the candidate (academic qualification & experience, current designation, and salary and one passport size photograph), are completed. Interview panel is constituted as per guidelines vide paragraph 1.8 below and members are informed, sufficiently in advance, about the date, time, mode, and venue of the interview. Candidates reporting for Faculty Research Seminar & Interview are allotted marks on certain attributes and parameters in the prescribed format by each member of the interview panel. A brief discussion about the merit of the candidates may be discussed before allotting scores for an opinion. Thereafter a consolidated assessment sheet duly signed by all panel members shall be prepared along with an interview report recommending the candidates in the order of merit. Candidates found suitable in the interview are issued letter of intent (LOI) and a salary offer in the prescribed format authorized by the Head HR.

2.3.6 SELECTION PANEL

Selection Committee Composition for Assistant Professor, Associate Professor and Professor at School

MEMBERS OF THE UNIVERSITY FACULTY SELECTION COMMITTEE:

1. Vice Chancellor/ VC Nominee - Chairman
2. Dean/Principal - Member
3. External Expert (Subject Expert) nominated by the Vice Chancellor - Member
4. Heads of the Departments – Member
5. Head HR - Member

2.3.7 PAY FIXATION

Once a candidate is finally selected and it is decided to recruit him, the



Head HR shall rationalize the Salary scale to be offered based on salary structure of the university. Once the CTC offered is accepted by the candidate, the selected candidate is issued an Offer Letter in the prescribed format. If a resourceful candidate rejects the commercial offer, the Head HR may understand the gap between the candidate's expectation and school's pay structure and propose a revised offer that may be extended to the candidate. However, it must be noted that any revision in offer must be duly approved by the Vice Chancellor beforehand.

In an exigent situation where recruitment is to be made on an urgent basis a Letter of Appointment instead of a Letter of Intent may be issued in the prescribed format.

2.3.8 LETTER OF INTENT / OFFER LETTER

The Head HR will prepare and issue Offer Letter to the selected candidate. The Offer letter sets out the general contractual obligations which are legally binding on the selected candidate once employed. The selected candidate may read and sign the Offer Letter and send a scanned/photocopy to the office of the Head HR, in case they decide to accept the offer. Any material alterations to the Offer Letter require the signatures of both parties unless otherwise stated.

The Offer Letter may contain the following information:

1. Date of Interview
2. Expected Date of Joining
3. Compensation Details
4. Designation
5. Terms and Conditions of employment
6. Probation Period Details
7. List of documents to be submitted on the day of joining

2.4 RECRUITMENT & SELECTION- NON-TEACHING STAFF

2.4.1 MANPOWER PLANNING



Manpower requirement can be submitted to the Registrar office.

2.4.2 SUCCESSION PLANNING

This step involves identification of an internal employee as the possible successors to the key or senior position if it is vacant or a will be rendered vacant. In this process Peon may be promoted as Clerk, Laboratory Assistant may be promoted as a Technical Assistant, Clerk may be promoted as Head clerk & office superintendent, etc. The succession can be absolute succession if the identified candidate fulfils all conditions required for appointment. It is mandatory to have completed minimum three years in previous post.

2.4.3 MANAGEMENT APPROVAL TO FILL UP VACANT POSITIONS

Once the vacancies are identified in respective position, the Dean/Principal shall seek Vice Chancellor's Approval to fill in the vacancies by raising an Employee requisition. The Dean shall clearly mention the

1) reason for vacancies - position wise

2.4.4 ADVERTISEMENT OF VACANCIES

On receipt of the approval to fill the vacant positions, the Dean through Head HR shall advertise the vacant post to invite applications. The advertisement shall be published on website. 15 days' time shall be given for the receipt of applications. HR can also explore other channels to source the eligible candidates for various vacancies.

2.4.5 SCREENING OF APPLICATIONS

The applications received from various channels shall be screened by the Dean/Head HR. A statement of candidates shall be prepared indicating their name, age, qualification, experience and other achievements. Eligible candidates shall be shortlisted.



2.4.6 SCRUTINY COMMITTEE

School level Committee can be formed comprising of the Dean, Head HR, HOD, and Management Representative. The Scrutiny Committee shall finalize the date, time and venue of interviews.

2.4.7 SCREENING OF APPLICATIONS

The applications received from various channels shall be screened by the Dean / Head HR. A summary statement of candidates shall be prepared indicating their name, age, qualification, experience and other achievements. Eligible candidates shall be shortlisted.

2.4.8 COMMUNICATION TO THE HEAD HR

The Dean shall send the details of the selected candidates along with the composition of the Selection Committee and proposed date, time and venue of interview to the Vice Chancellor.

2.4.9 CALL LETTER FOR INTERVIEW

The date of the meeting of the Selection Committee shall be fixed so as to allow a notice of at least fifteen clear days of such meeting being given to each candidate. The call letter signed by the Hon Secretary shall be sent to all the eligible candidates clearly indicating the day, date, time and venue of interview.

2.4.10 SELECTION COMMITTEE FOR ALL NON-TEACHING POSITIONS

- (i) Head HR - Chairperson
- (ii) A Nominee of Vice-Chancellor - Member
- (iii) Dean, Principal/ Head of Department- Member

2.4.11 SELECTION PROCEDURE



The Selection Committee shall interview the candidates and adjudge the merit of each candidate on the basis of their age, qualification, experience, computer knowledge and domain knowledge. Eligible candidate who attend interview must produce all necessary documents and Educational testimonials. The Selection Committee shall submit a consolidated final report with recommendations for appointment to the Management on the same day of interview.

2.4.12 APPOINTMENT BY THE HEAD HR

The Head HR shall review the report sent by the Selection Committee and may accord its approval. The Head HR shall issue the appointment letter to the selected candidate(s) with detailed employment terms and conditions. The candidate shall be put on probation as per the applicable rules.

2.4.13 JOINING FORMALITY

Follows on the day of joining

2.5 ONBOARDING & INDUCTION

2.5.1 JOINING REPORT

On the day of joining, the **Joining Report** duly signed by the HOD and Principal, Dean shall be submitted by the Dean to the Head HR. A copy will be maintained in the personnel file

2.5.2 EMPLOYEE INDUCTION

Employee Induction is planned on his/ her Joining Date. The following tasks shall be completed during the Induction.

- ✓ Document Submission
- ✓ Creation of Official Email ID
- ✓ Official Welcome & Employee Orientation
- ✓ Providing Official Laptop/ desktop & Other Equipment and Seating Arrangement



- ✓ Lunch
- ✓ HR Induction & IT System Induction
- ✓ Bank Account Opening for Salary & Induction Feedback

2.5.3 ISSUANCE OF APPOINTMENT LETTER

This letter is issued to the employee within 10 days from the day of joining. It is mandatory for the employee to sign on the letter and keep one copy for self and submit a duplicate copy to the **Head HR's office**. The Letter of appointment shall be annexed with detailed terms and conditions of employment which is binding on the employee throughout the employment tenure. The acknowledged copy of the Appointment letter and the Annexure of Terms and conditions of employment should be kept filed and kept in the personnel records. A digitized copy of the same may be made and kept as well for records and perusal.

2.5.4 DOCUMENT SUBMISSION

When an employee comes to the office on the joining date, he/she should submit a self- attested photocopy of all necessary documents to the HR Dept. as mentioned below:

- i. Office copy of Offer Letter duly signed
- ii. Updated Resume
- iii. All relevant Academic & Professional degrees & certificates
- iv. Proof of date of birth (School leaving certificate/ Birth Certificate)
- v. Appointment letter and experience letters from all previous employers
- vi. Three recent passport-size color photographs
- vii. Identity Proof (Aadhar Card, Voter ID card)
- viii. Address Proof (recent electricity bill or rent agreement)
- ix. Pan Card
- x. Bank Account details

2.5.5 CREATION OF OFFICIAL EMAIL ID



After or alongside the Document Submission, the assigned person in Information Technology (IT) Team will create an official email ID for the employee. Head HR shall coordinate with the IT office for the same.

❖ The Registrar/head HR will also ensure that the employee has clarity about most important information, policies & operating procedures like:

- i. Salary Breakup and Net salary calculations
- ii. Timings, Attendance & Leave Policy
- iii. General Rules & Regulations
- iv. Annual Performance Review

2.5.6 JOINING PROCEDURE

Dean will then help the new recruit complete the following formalities with the help of IT Department

1. Accept all Organizational Policies
2. Fill all necessary details in Employment Form & photograph

2.5.7 PROVIDING OFFICIAL LAPTOP & OTHER EQUIPMENT

The HRD will coordinate with the IT & Procurement department, or any employee designated for the purpose to arrange for an official laptop/desktop for the employee.

2.5.8 SEATING ARRANGEMENT

The employee's seating arrangement will be fixed in consultation with the Dean/Principal. After all official work is completed; the employee can be showed his assigned cabin/place of work.

2.5.9 IT POLICY INDUCTION

The employee will be informed about all rules & procedures defined in the IT Policy regarding the acceptable usage, maintenance, security and



safety of personal computer, peripheral devices, equipment, software, telephone, Internet and other technological assets and services provided by the organization for official purposes. Next, the employee will be explained the procedure of getting IT Team Support for Laptop/ desktop, Internet and other technical queries. The email ID and desk phone number of the concerned person(s) in the IT Team will be informed. A demo of the IT Support Ticket System will be given explaining its purpose.

2.5.10 BANK ACCOUNT OPENING FOR SALARY

The Registrar/HR will coordinate with the Accounts Executive and ensure that the new employee has opened his salary Account with the Bank.

2.5.11 PROVIDENT FUND ACCOUNT

Wherever mandatory and applicable, the Account Office will help the employee to fill the Provident Fund/ESCI declaration forms.

2.5.12 INTRODUCTION TO SUPPORT DEPARTMENTS

The Support Departments include:

- i. Examination Department
- ii. Training & Placement Department
- iii. Finance & Accounts Department
- iv. Procurement Department
- v. Administration Department
- vi. IT – Marketing & Communications Department
- vii. Office of the Registrar
- viii. Admission Department

The employee will be introduced to the Head of each department so that he/she knows who to approach for any work or queries concerned with that department.



2.5.13 INTRODUCTION TO OTHER STAFF

Once the direct team and supporting staff are introduced, the new joiner will also be introduced to all other employees present in the office.

2.6 RECRUITMENT /SELECTION NORMS FACULTY

2.6.1 PROFESSOR- HIGHER ADMINISTRATIVE GRADE (HAG)

- ❖ Minimum Qualification- Ph.D. in concerned/ Allied/ relevant disciplines. Fellow from IIM may also be considered in lieu of Ph.D.
- ❖ All other qualifications for being a professor as below.
- ❖ Six years as Professor in an institute of national importance.
- ❖ Minimum 04 Ph.D.'s guided as sole or principal supervisor plus at least one full time resident student
- ❖ Continuing, (in case of internal candidates). The following during the past six years
 - (i) 04 papers in SCI journals.
 - (ii) 02 high value sponsored or consultancy projects
 - (iii) Demonstrated excellence academic outreach activities at national or International Level
 - (iv) Three experiments or computational projects added to teaching labs
 - (v) Significant contribution to university management.
- ❖ Truly significant contribution in one area - publications, writing of textbooks or reference books, sponsored projects consultancy and support to industry, E-Learning packages, creative contribution to institutes welfare.

2.6.2 PROFESSOR

- ❖ Minimum Qualification- Ph.D. in concerned/ Allied/ relevant disciplines. Fellow from IIM may be considered for Professor in the field of management.



- ❖ First Class @ Bachelors and Masters + Consistently good Academic Record. For Management 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.
- ❖ At least 10 years teaching in university/college, and/or experience in research at the University/ National level institutions/ industries, including experience of guiding candidates for research at doctoral level. Out of above at least 4 years should be at the level of Associate Professor.
- ❖ In case from industry, significant professional work, which is recognized at National/ International level as equivalent to Ph.D. + 12 years' experience in Industry with 5 years at Sr. level, or at least 8 years at a level comparable to Assoc/ Asst prof. Recognition of significant work is valid only, if same is recommended unanimously by 3-member Committee of experts appointed by VC.
- ❖ Contribution to educational innovation, design of new curricula, courses, and technology –mediated teaching learning process. Outstanding professional, with established reputation in the relevant field, who has made significant contribution to the knowledge in concerned/ Allied/ relevant disciplines to be substantiated by credentials.
- ❖ Desirables: Teaching, research, industrial and/or professional experience in a reputed organization, Published work of high quality, with a minimum of 10 publications as books and/or research with evidence of published work/ policy papers., Patents filed/ Demonstrated leadership in planning and organizing academic, research, industrial and/or professional



activities; and v) Capacity to undertake/ lead sponsored R&D consultancy and related activities., Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry/ Good communication skills.

2.6.3 ASSOCIATE PROFESSOR

- ❖ Minimum Qualification- Ph.D. in concerned/ Allied/ relevant disciplines. Fellow from IIM may be considered for Associate Professor in the field of management.
- ❖ First Class @ Bachelors or Masters + Consistently good Academic Record. For Management 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/ First Class graduate and professionally qualified Chartered Accountant/ Cost and Works Accountant/ Company Secretary of the concerned statutory body.
- ❖ A minimum of 8 years of experience of teaching and/or research in an academic/ research position/ equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/ policy.
- ❖ In case from industry, significant professional work, which is recognized at National/ International level as equivalent to Ph.D. + 6 years' experience in Industry as Sr scientific officer/ senior design Engineer/ professional at managerial level. Recognition of significant work is valid only, if same is recommended unanimously by 3 members Committee of experts appointed by VC.
- ❖ Contribution to educational innovation, design of new curricula,



courses, and technology –mediated teaching learning process. Outstanding professional, with established reputation in the relevant field, who has made significant contribution to the knowledge in concerned/Allied/ relevant disciplines to be substantiated by credentials.

- ❖ Desirables: 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; and Experience of guiding the project work/dissertation of PG/ Research Students or supervising R&D projects in industry.

2.6.4 ASSISTANT PROFESSOR

- ❖ Minimum Qualification- Ph.D. in concerned/Allied/relevant disciplines.
- ❖ First Class @ Bachelors or Masters + Consistently good Academic Record.
- ❖ At least 3 years teaching/research experience- (Research for Ph.D. not included).
- ❖ In case from industry, significant professional work, which is recognized at National/ International level as equivalent to Ph.D. + 3 years' experience in Industry as Sr scientific officer/ senior design Engineer. Recognition of significant work is valid only, if same is recommended unanimously by 3 members Committee of experts appointed by VC.
- ❖ Contribution to educational innovation, design of new curricula, courses, and technology –mediated teaching learning process. Outstanding professional, with established reputation in the relevant field, who has made significant contribution to the knowledge in concerned/ Allied/ relevant disciplines to be substantiated by credentials.
- ❖ Desirables: Teaching Research, published work Paper presented at Conferences and/or published in refereed journal, Patents filed/ obtained, Capacity to undertake lead sponsored/ R&D



Consultancy.

- ❖ Assistant Professors on completion of 3 Years of service may be moved to Pay Band of Associate professors but, however, continue to designate as Assistant Professor.

2.6.5 ASSISTANT PROFESSOR (CONTRACT)

- ❖ Assistant Professors who are in the final stages of their Ph.D. program may be recruited on contractual basis and moved to the Designation of Assistant Professor on completion of eligibility criteria. Appointment at this level will enable bright young Ph.D. scholars to teach and earn experience.
- ❖ Min Qualification- First Class @ Bachelors with MTech/ Masters in concerned/ Allied/ relevant disciplines. + Consistently good Academic Record 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.
- ❖ Ph.D. with less than 3 Years' teaching/research experience /In advanced stages of Ph.D. program.
- ❖ In case from industry, significant professional work, which is recognized at National/ International level as equivalent to Ph.D. or minimum 2 years' experience in Industry as Sr scientific officer/ senior design Engineer. Recognition of significant work is valid only, if same is recommended unanimously by 3 members Committee of experts appointed by VC.
- ❖ Contribution to educational innovation, design of new curricula, courses, and technology mediated teaching learning process. Outstanding professional, with established reputation in the relevant field, who has made significant contribution to the knowledge in concerned/ Allied/ relevant disciplines to be substantiated by credentials.



- ❖ Desirables: Teaching Research, published work, Patents filed/obtained, Capacity to undertake lead sponsored/ R&D Consultancy.

For Ayurveda

THE NATIONAL COMMISSION FOR INDIAN SYSTEM OF MEDICINE NOTIFICATION

New Delhi, the 16th February, 2022

F. No. BOA/Regulation/UG/7-10/2021.—In exercise of the powers conferred by sub-section (2) of section 55 of the **National Commission for Indian System of Medicine Act, 2020 (14 of 2020)**, and in supersession of the Indian Medicine Central Council (Minimum Standards of Education in Indian Medicine) Regulation, 1986 except as respects thing done or omitted to be done before such supersession, the Commission hereby makes the following regulations, namely:-

- 1 **Short title and commencement.**-(1)These regulations may be called **National Commission for Indian System of Medicine (Minimum Standards of Undergraduate Ayurveda Education) Regulations-2022.**
- 2 They shall come into force on the date of their publication in the Official Gazette.

1. Qualifications and experience for teaching staff.-

(a) Essential qualification.-

- (i) a Bachelor Degree in Ayurveda from a university or its equivalent as recognised by the Central Council of Indian Medicine or National Commission for Indian System of Medicine under the Act;
- (ii) a Post-graduate qualification in Ayurveda in the concerned subject or specialty from a university recognised by Central Council of Indian Medicine or National Commission for Indian System of Medicine under the Act;
- (iii) a valid registration with the concerned State Board or



Council where he is employed or a valid Central or National Registration Certificate issued by Central Council of Indian Medicine or National Commission for Indian System of Medicine;

“This is not applicable for teachers of non-medical qualifications,”

- (iv) Qualification for teacher of Sanskrit shall be a post-graduate degree in Sanskrit recognised by the University Grants Commission and a candidate with Bachelor of Ayurvedic Medicine and Surgery qualification at undergraduate level and M.A. (Regular) in Sanskrit shall be given priority.
- (v) The teachers having Bachelor Degree in Ayurveda medicine and having post-graduation in relevant modern science disciplines as referred to clause (h) of section 2 of Act, and as mentioned in section 10 of these regulations and having University Grants Commission/Council of Scientific and Industrial Research/Indian Council of Medical Research National Eligibility Test qualification shall be eligible to appoint without qualifying the National Teachers Eligibility Test.
- (vi) Teacher with the following qualifications obtained from a recognised university or institution may be appointed in respective departments as per following table, namely: -

Table-1
(Qualifications and Departments for Appointment)

Sl.No.	Qualification	Department
1	B.A.M.S. and MSc Anatomy	Rachana Sharira
2	B.A.M.S. and MSc Physiology	Kriya Sharira



3	B.A.M.S. and MPH	Swasthavritta & Yoga
4	B.A.M.S. and MSc Ayurbiology	Samhita & Siddhanta

Teachers with above qualifications shall not be more than one in specified departments.

Experience.-

(i) For post of Professor.-

- (A) Ten years of teaching experience as regular teacher in the concerned subject or five years teaching experience as Associate Professor (Reader) on regular basis in the concerned subject; or
- (B) Ten years research experience as fulltime researcher (after possessing Post-graduate qualification in the concerned subject) in Research Councils of Central Government or State Government or Union territory or University or National Institution or National Accreditation Board for Testing and Calibration Laboratories (NABL) accredited Research Laboratory or ten years of experience in regular service (after possessing Post-graduate qualification in the concerned subject) in Central Government Health Services or State Government Health services, Ministry of Ayush or ten years of experience (after possessing Post-graduate qualification in the concerned subject) as Assistant Registrar or Registrar in Central Council of Indian Medicine having qualified National Teachers Eligibility Test from the date it is operational and with any one of the following three criteria, namely:-
 - (i) Minimum of five research articles published in index journals (UGC-CARE, PubMed, Web of Science, Science Citation Index, SCOPUS); or
 - Minimum of three research articles published in index journals (UGC-CARE, PubMed, Web of Science, Science Citation Index,



SCOPUS) and one Published book or Manual relevant to Ayurveda;
or

- (ii) Investigator for any major research project (duration of the project three years and above as per the sanctioned letter); and
- (iii) Having post-graduate qualification in concerned subject except in the subjects or specialty of Shalya, Shalakya and Stree Rog evam Prasuti tantra: provided that the in-service candidate shall have completed his post-graduation in concerned subject before the completion of forty-five years of his age.

(i) For post of Associate Professor.-

- (A) Five years of teaching experience as regular teacher in the concerned subject; or
- (B) Five years of research experience as fulltime researcher (after possessing Post-graduate qualification in the concerned subject) in Research Councils of Central Government or State Government or Union territory or University or National Institutions or National Accreditation Board for Testing and Calibration Laboratories (NABL) accredited Research Laboratories or five years of experience in regular service (after possessing Post-graduate qualification in the concerned subject) in Central Government Health Services or State Government Health services, Ministry of Ayush or five years of experience (after possessing Post-graduate qualification in the concerned subject) as Assistant Registrar or Registrar in Central Council of Indian Medicine having qualified National Teachers Eligibility Test from the date it is operational and with any one of the following three criteria, namely:-
 - (i) minimum of three research articles published in indexed journals (UGC-CARE, PubMed, Web of Science, Science Citation Index, Scopus); or
 - (ii) Minimum of one research article published in indexed journals (UGC-CARE, PubMed, Web of Science, Science Citation Index, Scopus) and one Published book or Manual relevant to Ayurveda; or



(iii) Investigator for any major research project (duration of the project three years and above as per the sanctioned letter) or minor research project (duration of the project less than three years as per the sanctioned letter); and

(iv) Having post-graduate qualification in concerned subject except in the subjects or specialty of Shalya, Shalakya and Stree Rog evam Prasuti tantra:

Provided that the in-service candidate shall have completed his post-graduation in concerned subject before the completion of forty-five years of his age.

(ii) For post of Assistant Professor.- No teaching experience shall be required but, the age shall not exceed forty-five years at the time of first appointment.

(iii) Qualification for teacher of Research Methodology and Medical Statistics shall be a post-graduate degree in Medical Statistics or Biostatistics or Epidemiology or other relevant discipline of Research Methodology or Medical Statistics:

Provided that the post-graduates of Ayurveda, who have studied Research Methodology or Medical Statistics as one of the subjects in their post-graduation, and the post-graduates of Ayurveda, who have successfully completed the online course in Research Methodology or Medical Statistics conducted by the National Institute of Epidemiology of Indian Council of Medical Research shall also be eligible to teach the subject of Research Methodology and Medical Statistics and shall be given preference at the time of appointment and the teacher of Research Methodology and Medical Statistics can be appointed on part time basis and shall work under the department of Swasthavritta and Yoga and such part time teachers shall not be provided teachers code.

(iv) Qualification for Yoga instructor (full time) shall be minimum



a graduate degree in Yoga and shall work under department of Swasthviritta and Yoga. Post graduate in Swasthviritta shall also be eligible for the same. There shall not be teacher code for the post of instructor.

(v) Teachers appointed with qualifications of MSc Anatomy, MSc Physiology, MPH and MSc Ayurbiology including Sanskrit teacher as Assistant Professors or Lecturers will be eligible for the post of Reader or Associate Professor after seven years of experience and twelve years of teaching experience for the post of Professor and such teachers shall not be eligible for the post of Head of the Department as well as Head of the Institution.

(vi) The research experience of Doctor of Philosophy (PhD).- The actual research duration i.e., the date of joining to the date of submission of thesis and not more than three years shall be considered as teaching experience and PhD seat allotment letter, Proof of joining to full-time PhD programme and proof of submission of thesis to the university shall be considered as evidence in this regard.

(vii) Temporary appointment or temporary promotion of teacher shall not be considered for eligibility.

(viii) In case of deputation of Medical Officer as teacher, it shall be with qualifications, designations and experience as specified in this regulation and the deputation shall not be less than three years and any emergency withdrawal shall be after proper replacement or alternate arrangement.

(ix) The teachers got appointed in allied subjects, if desires to return to parent department, they may return within three years from the date of notification of this regulation and in such case, the allied subject experience of National Commission for Indian System of Medicine approved teachers shall be considered as regular experience in parent department and the National Commission for Indian System



of Medicine approved teachers who remained in allied subjects shall be considered as regular teacher of respective department and eligible for promotion as regular teacher as specified in this regulation.

(c) **Qualification and experience for Post of Head of the Institution.-** The qualification and experience for the post of Head of the Institution (Principal or Dean or Director) shall be the same qualification and experience as specified for the post of Professor with minimum three years of administrative experience (Vice Principal or Head of the Department or Deputy Medical Superintendent or Medical Superintendent etc.)

2.7 RECRUITMENT NORMS: NON-TEACHING STAFF

2.7.1 REGISTRAR

EDUCATION

Masters' degree in any discipline with at least 55% marks or its equivalent grade from a recognized University/ Institute.

EXPERIENCE

- (i) At least 12 years' experience as Assistant Professor and above including as Associate Professor along with experience in educational administration, or
- (ii) Comparable experience in research establishment and/or other institutions of higher education, or
- (iii) 12 years of administrative experience in education field, of which 6 years should preferably be as Deputy Registrar or equivalent.

DESIRABLE

- (i) Qualification in area of Management/ Engineering/ Law.
- (ii) Experience in handling computerized administration/ legal/ financial/ establishment matters.



2.7.2 EXPERIENCE

- (i) 9 years' experience as Assistant Professor with experience in educational administration, or
- (ii) Comparable experience in research establishment and/or other institutions of higher education, or
- (iii) 6 years of administrative experience in education field as Assistant Registrar or equivalent.

DESIRABLE

- (i) Qualification in area of Management/ Engineering/ Law.
- (ii) Experience in handling computerized administration/ legal/ financial/ establishment matters.

2.7.3 ASSISTANT REGISTRAR EDUCATION

Masters' degree in any discipline with at least 55% marks or its equivalent grade from a recognized University/ institute.

EXPERIENCE

Employees of the institute serving as Sr Coordinator/ Superintendent in the concerned department for at least 6 years with master's degree, and exemplary performance record (no relaxation in educational qualifications)

DESIRABLE

- (i) Qualification in area of Management/ Engineering/ Law.
- (ii) Experience in handling computerized administration/ legal/ financial/ establishment matters.

2.7.4 LIBRARIAN

EDUCATION

Master's Degree in Library Science/ Information Science/ documentation with CGPA of 6.5 or at least 60% marks or its equivalent grade and consistently good academic record.

EXPERIENCE

- (i) At least 9 years as a Deputy Librarian in the library of a technical



university, educational institute of national importance, or any other large Institute.

- (ii) Evidence of innovative library service and organization of published work.

DEPUTY LIBRARIAN EDUCATION

Master's Degree in Library Science/ Information Science/ documentation with at least 60% marks or its equivalent grade and consistently good academic record.

EXPERIENCE

- (iii) 9 years' experience as an Assistant Librarian out of which at least 6 years to be in as Library information officer an equivalent post.
- (iv) Evidence of innovative Library Service and organization of published work and professional commitment, computerization of library.

2.7.5 ASSISTANT LIBRARIAN/LIBRARY

INFORMATION OFFICER EDUCATION

- (i) Master's Degree in Library Science/ Information Science/ documentation with CGPA of 6.5 or at least 60% marks or its equivalent grade and consistently good academic record with superior knowledge of computerized library service.
- (ii) Qualifying in the national level test (NET) conducted for the purpose by the UGC or any other agency approved by the UGC. NET shall be exempt for candidates having Ph.D. degree.

DESIRABLE:

- (i) PG Diploma in Library Automation and Networking or PGDCA or equivalent.

EXPERIENCE

- (i) **Assistant Librarian** Total of 9 Years' experience in Library with min 6 Years' Experience as Library Information officer in a



University library or library of college of repute.

- (ii) **Library Information Officer** Total of Min 6 Years. Years' Experience as Sr Professional officer in a university library or library of college of repute.

2.7.6 PROFESSIONAL ASSISTANT/ ASSISTANT/ JUNIOR ASSISTANT IN LIBRARY

EDUCATION

Bachelor's Degree in Library Science/ Information Science/ documentation with CGPA of 6.5 or at least 60% marks or its equivalent grade and consistently good academic record with superior knowledge of computerized library service.

DESIRABLE:

- (i) Diploma in Library Automation and Networking or PGDCA or equivalent.

EXPERIENCE

- (i) **Post of Professional Assistant.** 6 Years' experience as Assistant or equivalent grade in University Library or college of repute.
- (ii) **Assistant Library.** 3 Years' experience as Junior Assistant or equivalent or Library Trainee in a University library or library of college of repute.
- (iii) **Junior Assistant** 1 years' experience as library trainee shall be preferred.

2.7.7 CHIEF FINANCE OFFICER (CFO)/FINANCE OFFICER (FO)/ASSISTANT FINANCE OFFICER (AFO)

EDUCATION

- (i) First class (Hons) Bachelor's Degree or equivalent grade in Economics/ Commerce/ Accountancy/ Finance/ relevant field



from a recognized University.

Or

Master's Degree from a recognized University with excellent academic record.

- (ii) Knowledge of computer applications viz. word processing, spread sheet.

EXPERIENCE

- (i) **CFO:** 6 years' experience as FO in a University or equivalent educational Institute.
- (ii) **FO:** 6 years' experience as AFO in a University or equivalent educational.
- (iii) **AFO:** 6 years' experience as Superintendent Accounts in a University or equivalent educational Institute.

2.7.8 ACCOUNTANT/JUNIOR COORDINATOR ACCOUNTS / ASSISTANT ACCOUNTS/ JUNIOR ASSISTANT ACCOUNTS

EDUCATION

- (i) First class bachelor's degree in Commerce preferably with Honours in Accountancy/ Finance or equivalent from a recognized University or Institute.

Or

Master's Degree in Commerce/ MBA (Finance) from a recognized University or Institute with excellent academic record (For Accountants).

- (ii) Knowledge of computer applications viz. word processing, spread sheet and computer- based accounting software.

EXPERIENCE

- (i) **Post of Accountant.** 4 years' experience as Junior Accounts coordinator/ 8 Years as accounts Assistant in a University or equivalent educational Institute.
- (ii) **Post of Junior Coordinator.** 4 years' experience as Accounts Assistant / 8 Years as Junior accounts Assistant in a



University or equivalent educational Institute.

- (iii) At entry level the experience of 1 Year in education institute is desirable for post of Junior Assistant accounts

2.7.9 TECHNICAL OFFICER (SERVER/IT SERVICES)

EDUCATION

B.E./ B. Tech in CSE or M.Sc. (CSE)/ MCA Degree with first class or equivalent grade and consistently excellent academic record.

EXPERIENCE

- (i) **Technical officer.** Experience in any education Institute serving as Technical Assistant with relevant work experience in relevant field, e.g. maintenance of scientific equipment, system administration, software development, fabrication and support to research.

2.7.10 TECHNICAL ASSISTANT SERVER-IT/JUNIOR TECHNICAL

ASSISTANT SERVER-IT EDUCATION

BCA/ MCA Degree or equivalent and consistently excellent academic record.

DESIRABLE

Certification Courses for skill enhancement.

EXPERIENCE

2 Years' experience in similar tasks/ assignments in universities/ equivalent institutions/ industrial, research, ICT or other relevant experience

2.7.11 SPORTS OFFICER

EDUCATION

First Class Master's Degree in Physical Education or in Sports



Science with at least 60% marks or equivalent grade with a consistently good Academic record.

EXPERIENCE

- (i) Record of having represented the university/college at the inter-university/inter-collegiate competitions or State and/or national championships.
- (ii) Qualifying in the national-level test conducted for the purpose by the UGC (any other agency approved by the UGC and
- (iii) Passed the physical fitness test conducted in accordance with these regulations.

SENIOR LAB TECHNICIAN, JUNIOR LABORATORY TECHNICIANS, SENIOR LAB ASSISTANTS, JUNIOR LAB ASSISTANTS

EDUCATION

B.Sc. Degree in relevant field from a recognized University/institute/ BCA in case of CSE or Diploma in Engineering of three years' duration from a recognized Polytechnic/ Institute in case of relevant experience as outlined below, the education qualification may be diluted to 10+2 in science from a recognized board with ITI Course of one year or higher duration in appropriate trade.

EXPERIENCE

- (i) **For Senior Lab Technician**-6 Years' Experience as Junior Lab Tech/ 12 Years' experience as Lab Assistant in relevant field in handling laboratory equipment and engineering equipment and carrying out laboratory experiment in any University/ College/ Research Institute/ State Government/ Government/ Government Undertaking/ Institution of national importance/ Reputed Central PSU/ Private Industry/ organization.
- (ii) **For Junior Lab Technician**-6 Years' Experience as Lab Assistant/ 12 Years' experience and carrying out laboratory



experiment in any University/ College / Research Institute/
State Government/ Government/ Government
Undertaking/ Institution of nation importance/Reputed
Central PSU/ Private Industry/ organization.

- (iii) **For Senior Lab Assistant**-2 Years' experience as Junior Lab Assistant in relevant field as Lab Assistant in relevant field in handling laboratory equipment and engineering equipment.

3. CODE OF CONDUCT & ETHICS

For any organization to succeed, it requires the highest standards of behaviour from all of employees. The purpose of Code of Conduct & Ethics is to ensure that all employees work in accordance with the applicable laws, regulations, and rules and with the highest standard of ethics and values. Being employees of premier institute, the members shall always be under public scrutiny. Therefore, all members are expected to always maintain a high degree of decorum and integrity. Clearly, it is not possible to give a complete list of what is acceptable and what is not. This section, therefore, deals only with important issues and the spirit of same is expected to be carried in all dealings.

1. Each and every employee shall be duty-bound to follow the provisions of Code in letter and spirit. Any instance of non-compliance of any of the provisions shall be a breach of ethical conduct and shall be viewed seriously by the University.
2. The University shall conduct its business with honesty, integrity, and openness, and with respect for the human rights and interests of its employees. Accordingly, all the Employees must work in accordance with the highest standards of personal and professional integrity, honesty, and ethical conduct, while working at the University.
3. The University considers honest conduct to be conduct that is free from fraud and/or deception.
4. Some of the issues form part of the code is as below:
 - (a) Every employee shall at all times:



- (i) Maintain absolute integrity,
- (ii) show devotion to duty; and
- (iii) do nothing which is unbecoming of an employee of the University.
- (b) Joining a political party or canvassing in an election is banned.
- (c) Criticism of the University in any mass media must not be done.
- (d) Plagiarism is a taboo and shall be dealt with as per the rules on the subject.
- (e) All employees must devote their full time to the University and not engage in any remunerative work unless specifically sanctioned by the Vice Chancellor.
- (f) Soliciting or accepting or agreeing to accept any gift or benefit from any source by virtue of their holding employment in the University and/or holding certain position, except in cases permitted by the University, shall be deemed as unethical.
- (g) Dealing on behalf of the University with a firm or business entity where the employee has a business interest and/or capital stake is considered an unethical practice.
- (h) Unauthorized Communication of Information: No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or information.
- (i) Private Trade or Employment: No employee shall, except with the previous permission of the competent authority, engage directly or indirectly in any trade or business or any private tuition or undertake any employment outside his official assignments. Provided that the above restrictions shall not apply to academic work and consultative practice undertaken with the prior permission of the competent authority which may be given subject to such conditions as regards acceptance of remuneration as may



be laid down. The same are provided for separately.

- (j) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his salary is continuously being attached, he may be liable to dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the University.
- (k) An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department, irrespective of the fact whether he/she has been released on bail or not.
- (l) An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his/her duties in the University unless he/she has obtained written permission to that effect from the Vice Chancellor.
- (m) Investments, lending and borrowing: No employee shall speculate in any business, nor shall he/she make or permit his wife or any member of his family to make any investment likely to embarrass or influence him/her in the discharge of his official duties. No employee shall lend money at interest to any person, nor shall he/she borrow money from any person with whom he/she is likely to have official dealings.
- (n) Punishment, Appeals, etc: An employee shall be governed by the provisions of the relevant rules regarding imposition of penalties for breach of any of these rules and preference of appeals against any such action taken against him.
- (o) Interpretation: The decision of the Governing body on all questions relating to the interpretation of these provisions shall be final.



- (p) Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his official dealings.
- (q) Unless otherwise stated specifically in the terms of appointment, every employee is a whole- time employee of the University, and may be called upon to perform such duties, as may be assigned to him by competent authority, beyond scheduled working hours and on closed holidays and Sundays. These duties shall inter alia include attendance at meetings of committees to which he may be appointed by the University.
- (r) Except for valid reasons and/or unforeseen contingencies no employee shall be absent from duty without prior permission.
- (s) No employee shall leave station except with the previous permission of proper authority, even during leave or vacation. Whenever leaving the station, an employee shall inform the Head of the Department to which he/she is attached, or Director if he/she is himself/herself the Head of a Department, the address where he/she would be available during the period of his absence from station.

5. Personal Relationships at Workplace

- (a) The University strives to maintain a healthy work environment which is free from any undue influence or harassment, where employees can perform effectively and achieve their full potential. As you and your colleagues spend considerable time together at the workplace, some of you may develop personal, intimate, romantic or physical relationships. When workplace relationships present a conflict of interest with the University's objectives, they evoke deep concern. Any such workplace relationships which may jeopardize efficiency, security, morale, or supervisory frameworks are accordingly strongly discouraged by the University.



- (b) You shall not directly or indirectly supervise any colleague if you develop any personal, intimate, romantic, or physical relationship with such colleague - even if it is brief or casual. This requirement shall be applicable even when you are not able to influence such colleague's work profile.
- (c) If you develop any personal, intimate, romantic or physical relationship at the workplace, or have or develop a family relationship with a colleague, you shall immediately disclose such relationships to the HR department of the University through a communication sent to the email personalrelationships@Shobhit.edu.in within 15 days (of forming such a relationship). The matter will be kept confidential and suitable advice / instruction shall be shared with you in accordance with the University's policies.
- (d) Notwithstanding the above, if any complaint is made against a person (making such disclosure) under any of the University's policies - including the policy on Prevention, Deterrence and Redressal of Sexual Harassment at the Workplace - the University may, at its discretion, take suitable and appropriate action in accordance with the applicable policies and provisions of law.

6. Misconduct

Without prejudice to the generality of the term 'misconduct', the following acts of omission shall be treated as misconduct:

- (a) Not being courteous in his dealings with other members of the staff, students and members of the public.
- (b) Failure to perform his/her academic duties such as lecture, demonstrations, assessment, guidance, invigilation etc.



- (c) Gross partiality in assessment of students, deliberately over marking / under-marking or attempts at victimization on any grounds.
- (d) Going on an illegal strike or abetting, inciting, instigating, or acting in furtherance thereof Inciting students against other students, colleagues, or administration. This does not interfere with the right of a teacher to express his difference on principles in seminars or other places where students are present.
- (e) Raising questions of caste, creed, religion, race, or sex in his relationships with his colleagues and trying to use the above considerations for improvement of his prospects.
- (f) Refusal to carry out the decisions by appropriate administrative and academic bodies and or functionaries of the university.
- (g) Not observing the scheduled hours of work, during which he/she must be present at the place of his duty.
- (h) Taking or giving bribes or any illegal gratification
- (i) Furnishing false information regarding name, age, father's name, mother's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
- (j) Acting in a manner prejudicial or likely to be prejudicial to the interest or the reputation of the University.
- (k) Wilful insubordination or disobedience whether or not in combination with others, of any lawful and reasonable order of superior.
- (l) Wilful loss/Damage to any property of the University.



- (m) Failure to observe safety instruction notified or Interference / tampering with any safety devices installed in or about the premises of the University.
- (n) Drunkenness or riotous or disorderly or indecent behaviour in the premises of the University or outside such premises where such behaviour is related to or connected with the employment.
- (o) Gambling /playing cards within the premises of the establishment.
- (p) Smoking /spitting within the premises of the establishment where it is prohibited.
- (q) Commission of any act which amounts to a criminal offence involving moral turpitude.
- (r) Commission of any act subversive of discipline or good behaviour.
- (s) Habitual neglect of work, or gross habitual negligence; habitual absence without prior intimation, or absence without authorized leave or overstaying the sanctioned leave without sufficient grounds or proper or satisfactory explanation.
- (t) Collection of money without the expressed permission and/ or authorization from the management within and/or outside the premises of the University.
- (u) Habitual breach of any rules or instructions for the maintenance and running of any department, or the maintenance of the cleanliness of any portion of the establishment.
- (v) Unauthorized possession of any lethal weapon in the establishment.



- (w) The above instances of misconduct are illustrative in nature and are not exhaustive

7. Miscellaneous

No employee shall:

- (a) Change him/her or participate in any demonstration which is prejudicial to the interest of the University, public order, decency or morality or which involves contempt of court, defamation or incitement to an offence, resort to or, in any way, abet any form of violence in connection with any matter pertaining to his service or the service of any employee.
- (b) Except with the previous sanction of the University own wholly or in part, or conduct, or participate in the editing or management of any newspaper or periodical publication.
- (c) Except with the previous sanction of University or the prescribed authority or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter either in his own name or anonymously pseudonymously in any newspaper or periodical or write a book, provided that no such sanction shall be required if such broadcast or such contribution or writing is of a purely literary, artistic or scientific character.
- (d) Except with the previous written sanction of the University, join any college/school or appear at any examination conducted by the university or any other University or Board.
- (e) Permission to attend classes or taken an examination will be granted only, if it is consistent with University interest and it cannot be claimed as of right.
- (f) In the performance of his official duties, or in the exercise of powers conferred on him, act otherwise than in his best judgment except when he/she is acting under the direction of his official superior.
- (g) In his official dealings with the public or otherwise adopt



dilatory tactics or wilfully cause delays in disposal of the work assigned to him.

- (h) Indulge in any act of sexual harassment of any woman at her workplace; every employee who is in-charge of a workplace shall take appropriate steps to prevent sexual harassment to any woman at such workplace.
- (i) Join or continue to be a member of an association, the objects or activities of which are prejudicial to the interests of the University/College or public order, decency or morality.
- (j) Resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to his service or the service of any other employee.
- (k) Except with the previous sanction of the University/College or of the prescribed authority, ask for or accept contributions to, or otherwise associate himself with the raising of, any funds or other collections in cash or in kind in pursuance of any object whatsoever except for bonafide purpose e.g., for reception/farewell or for financial assistance to a member of the University/College staff or his family in distress.
- (l) Except with the previous sanction of the University, have recourse to any court or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.
- (m) Give or take or abet the giving or taking of dowry; or demand directly or indirectly, from the parent or guardian of a bride or bridegroom, as the case may be, any dowry.

8. Oral Promises/ Commitments

The University believes that mere casual conversations are not commitments. Where such conversations have led to commitments the onus is obviously on the employee to submit proof of such commitments if at all made. In absence of any written commitment, no individual and no University can ever get to the truth of such claims. And therefore, any side talk or commitment unless duly



recorded are unfounded and untenable.

While such claims are generally without any substance, they end up causing needless stress and wastage of time. Oral promises do not constitute a contract between the individual and the University and are by no way binding on the University. Such oral talks even if so held sans contract, do not constitute any enforceable claims. Rewards are at best contextual, linked to obligations or performance or responsibility. A written contract therefore states in black and white the obligations followed by the reward and is therefore acknowledged and enforced by the University as opposed to unfounded promises.

4. LEAVE RULES

General:

- (i) Leave is a privilege and not a matter of right. The University reserves the right to grant or refuse or revoke leave already granted depending upon the exigencies of service/ in the interest of the University. If the leave application is submitted after the applicant proceeds on leave, the concerned Director/Dean shall send the leave application to the Vice-Chancellor for required action.
- (ii) The leave year is reckoned from July, 1 to June 30 across the calendar year. Earned Leave shall be on earned and availed basis.
- (iii) No leave shall be admissible to casual and part-time employees. Ad-hoc/ purely temporary employees shall be entitled to only casual leave.
- (iv) No member of staff will leave University Campus at any time without the prior permission of their concerned reporting authority. The application for leave should be submitted ONLINE in prescribed format and got sanctioned by the concerned authority before proceeding on leave.
- (v) The Registrar's office shall maintain leave records of all employees.
- (vi) No leave except Earned leave is admissible for accumulation above a year.
- (vii) No leave can be prefixed or suffixed with the vacation.



- (viii) No employee, other than the **regular support staff**, is admissible for compensatory leave which can be granted as per policy declared earlier (Copy Enclosed as Annexure III) on a Saturday or during the notified vacations with the written permission/recommendation of the concerned authority with the mention of the work done on the holiday in lieu of which the compensatory leave is sought and granted.
- (ix) Late arrival in office/ place of work for duty and short leave will be treated as ½ day casual leave

Categories of Leave:

- (a) Casual Leave
- (b) Earned Leave
- (c) Medical Leave
- (d) Summer and Winter Vacation (only for the Faculty)
- (e) Duty Leave and Special Duty Leave
- (f) Maternity Leave
- (g) Paternity Leave
- (h) Sabbatical/Study Leave
- (i) Extra-ordinary Leave (Leave without Pay)
- (j) Compensatory leave (applicable only to regular support staff) (k) Leave not due

Casual Leave (CL):

- i) Casual leave is given to an employee to meet a circumstance of a sudden and urgent nature at the personal or family level.
- ii) There will be a total of 8 days CL in a year which cannot be accumulated.
- iii) CL cannot be combined with any other leave.
- iv) Application for casual leave will be ordinarily made at least 1 day in advance except in an emergency situation, in such a case the telephonic granting of leave from the employee's supervisor will be made supplemented by written application on prescribed proforma immediately after the employee comes back.
- v) Half a day's casual leave may be granted in very exceptional cases when an employee remains absent for a part of the day not exceeding half of the working time with the prior permission of the concerned authority (Dean/Director/Vice-Chancellor) as the case may be.



- vi) Late arrival for duty and short leave will be treated as ½ day casual leave.

Earned Leave

- i) An employee is entitled to Earned Leave at the rate of 1/15 of the period in which he has been in active service provided no such leave shall be admissible to the employee who is not in permanent employment. However, earned leave shall be credited to the employees leave account after he has completed ONE year of continuous service in the University. 24 days of earned leave is applicable to a permanent employee in a year.
- ii) The Leave at the credit of an employee shall be carried forward in the leave account of the next year subject to the condition that maximum limit of accumulation of the Earned Leave does not exceed 48 days.
- iii) Maximum Earned Leave that may be granted at a time is 10 days.
- iv) Application for earned leave should ordinarily be made at least 6 days in advance unless it needs to be taken in some emergency situation.

Medical Leave

- i. Maximum of 12 days in a year medical leave on half pay at the rate of one day per month of service convertible to 6 days with full pay is admissible to all regular employees, and is not subjected to accumulation. This leave may be sanctioned subject to the production of medical and fitness certificates from Registered Medical Practitioner.

Compensatory Leave (only for eligible support staff):**

- i. Eligible support staff is admissible for compensatory leave which can be granted on a Saturday or during the notified vacations with the written permission/recommendation of the concerned authority (Director /Dean) with the mention of the work done on a holiday in lieu of which the compensatory leave is sought and granted.
- ii. Only half a day will be compensated for one full day's work done in the interest of the University on a holiday as mentioned in the official Holiday List of the University. However, depending on the nature of work, the Vice Chancellor may consider, in some special case, one full day against one day of holiday work on recommendation of concerned immediate authority.



- iii. Minimum work on a holiday to become eligible for compensation is half a day's work, i.e. four hours.
- iv. Total compensatory leave in a year will be for **Ten days** which cannot be accumulated and can be taken only on a Saturday or during the notified vacations.
- v. The compensatory leave cannot be added with any other leave.

****(Please see annexure III)**

Summer and Winter Vacation (Only for Faculty Members):

- i) Members of the teaching faculty, who have completed one year of regular service, shall be entitled for **16 days of Summer** Vacation and **8 days of Winter** Vacation in a year (Declared by University). In order to ensure uninterrupted functioning of the department, the summer and winter vacation will be granted by the Competent Authority on recommendation of concerned authority in a staggered manner in such a way that not more than 50% of the faculty shall be given leave at any given point of time. This vacation can be granted only during the summer vacation and winter vacation period declared by the University subject to the condition that University work does not suffer.
- ii) The vacations may not be prefixed or suffixed to any other kind of leave including Casual Leave.
- iii) No person on leave shall be permitted to accept a salaried appointment or undertake professional work or engage in trade or businesses during his/her leave period except with the prior written approval of the competent authority.
- iv) Leave in case of vacation employee which is earned by the University employee lapses automatically on completion of academic session or his/ her retirement/resignation or termination of service in any manner, including removal or dismissal from the service.
- v) Leave to employees on contractual appointment/casual employees will be governed by the terms and conditions laid down in the respective contracts.
- vi) Leave, unless otherwise mentioned, will be sanctioned by the Vice-Chancellor, Dean, Director/ Coordinator or by such appropriate authority to whom the necessary powers are delegated by Board of Management.



Duty Leave:

- i) Duty leave may be granted for:
 - a) Attending conferences, symposia and seminars on behalf of the university or with the permission of the university;
 - b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Competent Authority;
 - c) Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the university;
 - d) Participating in a delegation or working on a committee appointed by the Government of India, State Government, a University Grants Commission, a sister University or any other academic body, and
 - e) For performing any other duty for the university.
- ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on such occasion;
- iii) The duty leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances; and
- iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

The Vice-Chancellor can assign duties and grant duty leave on recommendations of concerned authority to an employee in the interest of the University for the tasks like Examination, Training, Conferences, Seminars, Workshops etc. normally **for not more than 6 days in a academic year.**
- v) **6 days Special Duty Leave** shall be allowed Teaching staff(Faculty Members) in an academic year for assignments given to them by NAAC, NBA, AICTE, PCI and other Statutory Bodies.

Extraordinary Leave:

- i) A permanent teacher may be granted extraordinary leave when:
 - a) No other leave is admissible; or
 - b) No other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment in the following cases;
 - a) Leave taken on the basis of medical certificates
 - b) Cases where the competent authority is satisfied that the leave was taken due to causes beyond the control of the



teacher, such as inability to re-join duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;

- c) Leave taken for pursuing higher studies; and
- iii) 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 two years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed three years in the full working life of the individual.
- iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

Leave Not Due:

- i) Leave not due, may be granted to a permanent teacher for a period not exceeding **12 days**. Such leave shall be debited against the half pay leave earned by him/her subsequently.
- ii) 'Leave not due' shall not be granted unless the competent authority is satisfied that as far as can reasonably be foreseen, the teacher will return on duty on the expiry of the leave and earn the leave granted.
- iii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his /her leave account is not wiped out by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still be earned may be waived by the Board of Management.

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

Maternity Leave:

- i. Married women employees who have put up a minimum of three years of regular and continuous service are entitled Maternity Leave as per following:-
 - 30 days with full pay
 - 60 days with half pay
 - 90 days without pay
- ii. An employee can avail herself of the maternity leave not more than twice throughout her service. iii. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a women employee in her career is not more than 15 days, and the application for leave is supported by a



medical certificate.

- iv. Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

Paternity Leave:

- i. In recognition of the crucial role that fathers play in the lives of their children and the importance of family bonding, it is essential to provide provisions for paternity leave. The following are the entitlements for paternity leave, allowing fathers to actively participate in the early stages of their child's life:
- 08 days with full pay
 - 15 days with half pay
 - 30 days without pay

Sabbatical Leave/Study Leave:

- i. The Sabbatical Leave/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/ sabbatical Leave.
- ii. The faculty members sponsored by the University for higher studies will be granted sabbatical/study leave without pay / half pay / full pay depending on the nature and duration of the leave required, provided they sign a bond with the University to serve it at least for double the leave period after completion of the higher study programme, and produce evidence of having completed the study after their leave. The sabbatical/study leave cases will be decided on case-to-case basis by the Board of Management, because of varied nature and duration of requirement of leave.
- iii. Permanent, whole –time teachers of the university who have completed seven years of service as Associate Professor or Professor may be granted sabbatical leave /study 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. The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher both for Sabbatical and Study Leave.
- iv. A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training program of duration one year or more.
- v. A teacher on sabbatical leave/study leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He/she shall may, however, be allowed



to accept a fellowship or a research scholarship or adhoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Executive Council/ Board of Management may, if it so desires, sanction sabbatical leave on reduced pay and allowances.

- vi. During the period of sabbatical leave/ study leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/ contributory provident fund, provided that the teacher re-joins the university on the expiry of his/her leave.

Extra-ordinary Leave (Leave without Pay):

- i. Extra ordinary Leave for a maximum period of 3 months may be granted to Non Teaching Employee by competent authority on recommendation of immediate concerned authority in case of extra-ordinary circumstances when no other kind of leave is due to the employee. The period of leave without pay shall be counted as service rendered by the employee.

LEAVE PROFILE:

- An employee who desires to obtain leave of absence shall have to give specific reasons thereof to the University, and also the address including e-mail and contact number with mobile number (whatsapp) while on leave. The application for leave shall be made on the prescribed form.
- Application form duly filled will be got endorsed from the office of the Registrar through Dean/Director/Coordinator indicating leave due on the proposed date of proceeding on leave, before submitting the same to the Sanctioning Authority.
- Application of leave for less than three days duration shall be submitted to the competent authority as per norms at least 24 hours in advance.
- Application of vacation leave shall be submitted to the competent authority as per norms after declaration of VACATION by the University or at least 6 days in advance from the starting of vacation.
- Application of leave for more than three days duration shall be submitted to the competent authority as per norms at least 6 days in advance.



- Except in emergency, no employee shall proceed on leave unless sanctioned. If any employee proceeds on leave without prior approval, it will be considered as LWP (leave without pay).
- In case of leave for more than 2 days on the grounds of sickness, competent authority may ask for a medical certificate of an registered medical practitioner, Competent Authority may, at its discretion, also direct the employee to report to another registered medical practitioner/ officer to obtain another medical certificate. The cost of such additional medical examination shall be borne by the employee.
- In the event of an employee desiring extension of his/ her leave originally granted, he/she shall submit an application or letter to the University well before the expiry of the period of leave originally granted to him/ her. The competent authority on receipt of his/ her application/ letter shall inform the employee, whether the extension of leave applied for has been sanctioned or rejected.
- An employee who remains absent from duty for a consecutive period of eight days (inclusive of Weekly Holiday, National and Festival holidays) without permission of the competent authority in writing, shall be deemed to have abandoned the employment and his/ her service will stand automatically terminated at the expiry of the period of said eight days.
- In order to maintain smooth teaching schedule; faculty members are requested to avail LWP only in case of extreme emergency and not as regular practice as this disturbs the planned teaching schedule. Therefore, No faculty shall be granted more than 2 days of leave without pay in a month. If a faculty member takes more than two days leave in a month then salary will be deducted accordingly.

EARNED/VACATION LEAVE:

Calculation of Earned Leave for Non- Vacation Employee viz Administrative Officers, Personal Secretary, Office Assistant, Lab Assistant, Power Generating and Maintenance staff etc.:

For Non- vacation Employee, earned leave will be admissible @ 1 day per 15 days of period spent on duty subject to a maximum of 24 days in a year.

Note- Any employee under probation period will not be treated as Non-vacation employee till successfully completion of probation period.

Calculation of Leave for Vacation Employee:

- Teaching Faculty will be the vacation employees.



- The University shall notify the duration of vacation leave (Winter and/or Summer Vacation).
- A vacation employee shall be entitled to the number of vacation leaves announced in an Academic Session of the Year. However, for fresh vacation employee, the vacation leave entitlement shall be calculated on pro-rata basis for the remaining period of entitlement in that academic year.
- A member of teaching faculty entitled to vacation shall not be allowed to proceed on vacation until he/ she completes the examination or academic work assigned to him/her.
- Vacation employee can be retained on duty during vacation period (part or full) and assigned administrative or academic duties by the Vice-Chancellor on recommendation of immediate concerned authority during the period of vacation.
- A vacation employee, who avails vacation as declared in an academic year, does not earn any earned leave during that year.
- For a vacation employee the earned leave shall be calculated as follows:

"Earned leave shall be full period of the retained period during the vacation."

Rules Governing the Earned/Vacation leave:

Salary to be drawn during earned/vacation leave will be the same as the employee was drawing immediately before proceeding on such leave provided the leave is due at the point of time.

To avoid any dislocation of institutional work, earned leave for more than 10 days will not normally be granted at a time unless he/she serves the institute at least for 180 days after availing the last earned leave.

Earned/vacation leave shall not be accumulated for encashment at any point of time. Vacation leave will not be carried forwarded for the next academic year.

Quantum of leave:

SN	Description of Employees	Leave Entitled (Academic Year wise) no. of days				Remarks
		EL	VL	CL	Other	



(a)	Teaching Staff-Member of Faculty	Full Conversion of EL from VL.	To be declared by the University -24 days (summer-16, winter-8)	8	<ol style="list-style-type: none"> 1. Duty Leave/Special Duty Leave-6+6 2. Medical-6 3. EoL -As per rule. 4. Leave not due- 12 5. Maternity leave- 30 6. Paternity Leave- 8 7. Sabbatical Leave/ 8. Study Leave- As per rule 9. Weekly Off. 	
(b)	Non-Teaching Staff Admin Officer, Office Asst. Laboratory Asst., Library, Power Gen./ Maintenance Staff etc.	24 days	NA	8	<ol style="list-style-type: none"> 1. Medical-6 2. Compensatory leave- – 10 (As per rule.) 3. Maternity leave- 30 4. Paternity Leave- 8 5. EOL-As per rule 6. Weekly Off. 	EL will only admissible on completion of probation period. CL will be entitled on pro-rata basis during probation period.
(c)	Hostel Warden(s)	--	--	--	Duty Leave (Only for University work)	



(d)	Casual Employees viz Maintenance staff (Safai Karamchhari, Gardner, Plumber etc.)/Office attendant non vacation employee on probation period	NA	NA	NA	4 days in a month.	The leave should not be accumulated more than 08 days.
(e)	Security Guard & Hostel attendant, Generator Operator and other persons on emergency duties.	NA	NA	NA	2 days in a month.	The leave should not be accumulated more than 04 days.

LEAVE SANCTIONING AUTHORITIES:-

SN	Position of employees	the	Authority		
			Recommendation	Scrutinizing & Approving	Sanctioning
1.	Dean/ Director Registrar	&	--	--	Vice-Chancellor
2.	Faculty		Respective Dean/ Director/ Coordinators	Registrar	Vice-Chancellor
3.	Staff Admin &	all	Concerned Director	Dy.Registrar.	Registrar



	Deptt.			
4.	Maintenance & Staff Office Attendant	Concerned Director	Dy.Registrar.	Registrar

Note:-

- In case of grant of leave to Dean/ Director , Hon'ble Chancellor must be informed.
- Extension of leave or leave without pay shall in all cases be recommended by the Dean/Director/Coordinators of respective Deptt. and sanctioned by the Vice Chancellor or by an officer nominated by the sanctioning authority.
- The leave will be applied on prescribed leave application form as per Annexure I & II to this rule separately for faculty and non teaching staff.

LEAVE PROGRAMME

- It is desirable to work out a leave programme for all key personnel for a year so as to ensure that there is no disruption in work and adequate manning is ensured during academic session. It shall be endeavoured that leave is finished during non-academic period except for unavoidable reasons.
- A faculty or any other staff proceeding on any kind of leave should inform the competent authority in advance and arrange/assign his/her duties properly.
- The leave application duly mention with alternative arrangement for academic/administrative activities shall be countersigned by the concerned faculty/staff and recommended by the concerned Director before forwarding it to the sanctioning authority. Separate office order may be issued assigning duty to other faculty/staff when the faculty/staff is granted leave
- Vice Chancellor is empowered to consider/sanction any other type of leave in consultation with Chancellor.
- **All leave records shall be on the University ERP system. The faculty and staff members shall be advised to apply ONLINE.**



Annexure-I**Shobhit University, Gangoh
(Application for Leave – Faculty)**

Name: Designation:

School/Department

Leave period from to No. of Days

Reason for leave Type of leave-

Contact Address during leave

Telephone/ Mobile No.

Name of the person detailed to perform the duty of the applicant with details of subjects etc.:-

Name of Person	Details of subjects to be taught/ periods	Signature

Signature of the applicant with date

Remarks

Recommended/ Not Recommended

Coordinator/Director/ Controller of Exams

Director

Date

Date

Status of Balance of Leave- VL CL on

Remarks of Dy.Registrar

Signature with Date

Remarks of Registrar

Sanctioned leave w.e.f To

Shri..... Will perform the assignment in absence of



Shri..... (Countersignature of the employee who will perform the assignment in absence of employee proceeding on leave)

Countersignature of the Employee

Signature of the Sanctioning Authority

Name.....

Designation.....

Annexure-II

Shobhit University, Gangoh (Application for Leave – Non Teaching Staff)

Name: Designation:

School/Department

Leave period from to No. of Days

Reason for leave Type of leave-

Contact Address during leave

Telephone/ Mobile No.

Signature of the applicant with date

Name of the person detailed to perform the duty of the applicant

Signature with Date

Recommended/ Not Recommended

Signature of concerned Head of department Date

Status of Balance of Leave- EL CL on

Remarks of Dy.Registrar

Signature with Date

Remarks of Registrar

Sanctioned leave w.e.f To

Shri..... Will perform the assignment in absence of



Shri.....(Countersignature of the employee who will perform the assignment in absence of employee proceeding on leave)

Countersignature of the Employee

Signature of the Sanctioning Authority

Name.....

Designation.....

5. PERFORMANCE APPRAISAL SYSTEM

5.1 INTRODUCTION

Our appraisal policy outlines the process and guidelines for evaluating and assessing the performance and development of our employees.

5.2 OBJECTIVE

The objective of the appraisal process is to recognize achievements, provide constructive feedback, identify areas for improvement, and align individual goals with organizational objectives.

5.3 APPLICABILITY

This policy is applicable to all employees of Shobhit University

5.4 POLICY PROCESS

5.4.1 PERFORMANCE EVALUATION

Performance evaluations will be conducted on an annual basis, or as determined by the organization. During this process, supervisors or managers will assess the performance of their team members based on predefined performance criteria and objectives.

❖ PERFORMANCE ASSESSMENT:

The performance assessment will be based on a fair and objective



evaluation of an employee's accomplishments, skills, competencies, and behaviours. It may include inputs from multiple sources, such as self-assessments, supervisor evaluations, peer feedback, and customer/client feedback if applicable.

❖ **PERFORMANCE RATING:**

Employees will be assigned a performance rating based on the assessment results. This rating may be numerical, descriptive, or based on a predefined scale. The rating will reflect the employee's overall performance and may influence decisions related to promotions, salary adjustments, and career development opportunities.

❖ **PERFORMANCE DISCUSSIONS:**

Following the performance assessment, supervisors will conduct performance discussions with their employees. These discussions will provide an opportunity to share the evaluation results, discuss strengths and areas for improvement, and set objectives for the upcoming performance period.

❖ **RECOGNITION AND REWARDS:**

Exceptional performance and achievements will be recognized and rewarded through various mechanisms, such as merit-based salary increases, promotions, or other forms of recognition and appreciation.

❖ **APPEALS AND DISPUTE RESOLUTION:**

A mechanism for appeals and dispute resolution will be in place to address any concerns or grievances related to the appraisal process. Employees will have the right to provide feedback, seek clarification, or request a review of their performance assessment if they believe it to



be unfair or inaccurate.

❖ **CONFIDENTIALITY AND DATA PROTECTION:**

All performance-related information will be treated confidentially and in compliance with applicable data protection laws. Access to such information will be limited to authorized individuals involved in the appraisal process.

❖ **POLICY REVIEW:**

This appraisal policy will be periodically reviewed and updated as needed to ensure its effectiveness and alignment with the organization's goals and objectives. By implementing this appraisal policy, we aim to foster a culture of continuous improvement, recognize, and reward high performance, and provide opportunities for employee development and growth.



ANNEXURES FOR APPRAISAL

ANNUAL SELF-ASSESSMENT – FACULTY

ANNEXURE - III

(To be filled in by individual faculty member. Please see guidelines attached separately)

1. Name _____

2. Date of Joining _____

3. Designation _____

4. School/Department _____

5a). Highest Qualification _____

5b). Post Ph.D. Full Time Teaching Experience: __Yr/s_Month/s

6. Teaching and Learning Activities:

S. No	Program	Term/ Semester	Course Title	Type of Course (lecture, Tutorial, practical, project, seminar etc.)	Total Number of Hours handled	Remarks of HOD

6.1 New courses designed and introduced during the year



S. No	Program	Term/ Semester	Title of the Course	Type (Compulsory/ Elective)	Number of Students attended the course

6.2 Instructional material developed during the year

S. No	Course	Type of material Developed	Is registered?	Remarks of HOD

6.3 Project Guidance at UG level:

Number of Projects Guided		
Number of Students Guided		

7. Research Activities

7.1 Publications in Peer-reviewed Journals

Please give full details of publications along with details of co-authors if any. Only publications in peer reviewed journals be included here. Also, indicate the nature of publication, Impact factor and SCIMago ranking of the publication.



S. No.	Names of Authors	Complete reference of Paper with DOI	Type of Journal (N-National, I-International)	Name of the Journal Publisher	SCIMago ranking of Journal	Ranking as per ABDC (only in case of SOM)
1						
2						
3						
HOD Remark						

7.2 Publications of Books/ Book Chapters (Technical reports/ monographs etc. can also be included here)

S. No.	Names of All Authors in Order as in Publication	Title and Complete Reference in IEEE Style	Type of Publication (B-Book C-Chapter)	Name of the Publisher
1				
2				
3				
HOD Remark				



7.3 Presentation in Conferences

S. No.	Name of Authors	Title of Paper	Conference Name, date and Venue	Conference Type (N-National, I-International)	Name of the Organiser	Details of publication in Proceedings
1						
2						
3						
HOD Remark						

7.4 Research Grants and Sponsored Research Projects

S. No.	Title of Research Project/ Grant	Details of Sponsoring Agency	Duration, Sanction Date & Status	Amount Sanctioned	Chief or Co Investigator Specify
1					
2					
3					
HOD Remark					

7.5. Research Guidance:

S. No.	Enrol. No. & Name of the Student	Title of Thesis/ Dissertation/ Project	Names of Joint Supervisors	Level (Ph.D/ M Tech/ M Phil/ MS)	Status (Completed/ On-going)
1					



2					
3					
HOD Remarks					

7.6 Publications in popular media/ non-referred journals

S. No.	Name of the Publications	Title of the paper/ article	Date of Publication with URL to the article
1			
2			
3			
HOD Remarks			

7.7 Participation in Seminars/ Conferences/ Invited Talks etc.

S. No.	Name of the Seminar/ conference/ Event	Type of Participation (participant/Chair/ Invited speaker etc.)	Title of the talk delivered, if any	Date of Event/ Conference with URL of the same
1				
2				
3				

8. University Development Activities (Please use extra sheet, as needed)

8.1 Contribution/ Participation in Students Extra & Co- Curricular activities:



8.2 Contribution/ Participation in Departmental Activities & Development:

8.3 Contribution/ Participation in University Activities & Development:

9. Professional Development Activities

9.1 Membership of Professional Bodies/ National/ International Committees

9.2 Involvement in Social Development Activities, if any

10. Any Other Information:

Certified that the above data is correct, and I shall be responsible for any inaccurate/incorrect data and shall be liable for suitable action for the same, as decided by the authorities.

Name & Signature of Faculty

Date



ANNUAL ASSESMENT: NON-TEACHING

ANNEXURE - IV

1. Name
2. Date of Joining
3. Designation
4. School/Department

5. Additional Qualification Acquired during the year, if any.

(Assessment by the Reporting Head)

Please award marks from 1 to 5 with 1 being minimum and 5 being maximum:

1. Poor	2. Average	3. Good	4. Very Good	5. Excellent
---------	------------	---------	--------------	--------------

(i) **Personal Qualities**

S. No.	Attributes	
1	Drive, Determination, Decisiveness & Dependability	
2	Integrity	
3	Ingenuity	
4	Maturity	
5	Effective Communication Skills	
Overall Performance rating		

(ii) **Demonstrative Performance**

S. No.	Attributes	
1	Foresight and Planning	
2	Job Knowledge and skills	
3	Application (Teamwork, Training of subordinates, communication, relationship with colleagues)	
4	Demonstrated Performance in achievement of objective, (innovation, initiative, cost control and optimal utilization of resources).	



5	Competency for handling higher responsibility	
Overall Performance rating		

For promotion	
For Additional increments	

HOD/Reporting Head:

Name _____ Signature _____ Date _____

To be approved by – Vice Chancellor

Signature _____



6. PROMOTION POLICY (TEACHING)

6.1 PROMOTION POLICY FOR FACULTY MEMBERS

6.1.1 OBJECTIVE

- ❖ To ensure that all positions are manned by employees having the requisite qualifications, exposure, and competence.
- ❖ To integrate the aspirations for growth and development of employees with the present and future requirements of the organization.
- ❖ To ensure equity, fairness and objectivity in matters relating to promotion
- ❖ To recognize and reward meritorious performance

6.1.2 ELIGIBILITY CRITERIA

Promotion scheme for Faculty members shall follow a two-tiered approach. In the first tier, there shall be minimum eligibility criteria as per below mentioned table.

Particulars	Experience
Assistant Professor to Associate Professor	1 year at Shobhit University; 6 years of full-time teaching/research/industry experience
Associate Professor to Professor	1 year at Shobhit University; 10 years of full-time teaching/research/industry experience

***Ph.D. is mandatory for applying for promotion to Professor/ Associate Professor level.**

6.1.3 SELECTION CRITERIA:

The second tier of this process shall be comprised of selection process based on evaluation criteria as described below.

The various components of this stage and their relative weights are as follows:



(i) **Teaching:**

The basic and most important activity of Faculty members will be evaluated based on two important parameters i.e., Academic quality evaluation and Teaching hours. An evaluation on teaching quality and delivery will be done on the basis of course planning and delivery, inviting guest lecturers, industry visits, session plan implementation, assessment of teaching & learning, evaluation of question paper and assessments etc. Teaching quality will carry 40% weight in the overall assessment.

(ii) **Research:**

For faculty members it is important to keep learning and contributing to the pool of knowledge by doing research. It enhances the teaching skills as well. Cases where plagiarism has been detected shall be disqualified. It will carry 25% weight in the overall assessment.

(iii) **Institution Building:**

This is an important contribution that a faculty member makes. This will be measured in terms of the faculty's contribution to MDP, Consulting assignments, Industry/academia tie ups, support in admissions and placements, participation in committees, initiatives like Mentoring, branding activities etc. This will be measured by the self-rating report. This will carry 25% weight in the overall assessment.

(iv) **Appraisal Rating:**

The final appraisal rating that reflects contribution of the faculty member towards overall development of the School and the University. For this factor, the rating for last two years will be considered.

The rating is to be decided by the VC.



6.2 PROMOTION POLICY (NON-TEACHING)

6.2.1 INTRODUCTION

Shobhit University committed to foster excellence in academia, global leader in education, research, and innovation. The contributions of non-teaching staff are integral to the smooth functioning and overall success of the organization. This policy outlines a clear and fair framework for promoting non-teaching staff based on merit, performance, and potential. By establishing transparent criteria and processes, we seek to ensure that all staff members are given equal opportunities to advance their careers, enhance their skills, and contribute more effectively to the institution's mission.

6.2.2 OBJECTIVE

The objective of non-Teaching staff Promotion policy is to foster a supportive and motivating environment that acknowledges their efforts, nurtures their professional growth, and aligns their career progression with institutional goals.

6.2.3 ELIGIBILITY CRITERIA:

A promotion is applicable to non-teaching staff members who have worked at the institution for three continuous years. Promotion is considered for more reasons than just finishing a certain number of services. Each eligible candidate must appear in front of the selection panel, which consists of the Vice Chancellor, Head HR, and the Dean, Principal or Head of School/Department.

6.2.4 SELECTION PROCESS:

- All Eligible candidates will have to appear before the selection panel. The panel shall comprise of the Vice Chancellor, Principal,



respective School Dean or Head of Department, Head- HR.

- Apart from the above eligibility criteria various other factors such as achievements of goals, feedback, skills and qualification, experience, job performance, contributions to the university, personal attributes like adaptability, professionalism etc.
- The selection panel will submit the final list of selected candidates to the Hon'ble Chancellor for approval.
- Eligible non -teaching staff must submit the duly filled application form to their respective Dean, Principal or Head of Departments.
- Upon receipt of the application Deans/Head of Departments may review them and provide recommendation.
- Deans, Principal/Head of Departments may send completed & Counter signed forms, recommendations, and all supportive documentary evidence to the HR Department.

6.2.5 TERMS AND CONDITIONS:

- Incomplete forms or non-submission of documentary evidence will not be considered.
- Only eligible candidates will be invited to appear before the panel.

7. On CAMPUS ACCOMMODATION POLICY

7.1 INTRODUCTION

The On-Campus Accommodation Policy at Shobhit University is designed to provide guidelines and regulations for full-time employees seeking accommodation within the campus premises.

7.2 OBJECTIVE

The primary objective of this policy is to offer suitable accommodation



options to full-time employees. The policy aims to streamline the process of accommodation allocation and management, ensuring clarity, fairness, and compliance with university regulations for all employees residing on campus.

7.3 CATEGORIZATION

Accommodation can be categorized as below:

- a. Single-room accommodation to full-time employees on chargeable basis.
- b. Guest House accommodation for visitors at no additional charge.

7.4 APPROVING AUTHORITY

Allotment is subject to approval from the Registrar and HR.

7.5 ALLOTMENT CONDITIONS:

7.5.1 INVENTORY AVAILABILITY

On-campus accommodation cannot be claimed as a matter of right. On-campus accommodation is not a guaranteed entitlement but rather a temporary arrangement contingent upon inventory availability, individual need, and administrative discretion.

7.5.2 ALLOTMENT

Allotments will be made on single rooms-single occupancy basis only. These rooms come with attached or shared washrooms and options for air-conditioned or non-air-conditioned rooms, depending on availability. Each room is furnished with basic amenities for the occupant's comfort.

7.6 AMENITIES

Family accommodation/Single room accommodation would consist of a single room with a bed with mattress and pillow, study table with a chair and a cupboard. Electrical fixtures would consist of light fittings, ceiling



fan. Bathroom would be on attached/shared basis. Any additional amenity that the management would want to provide with time.

7.7 BOOKING PROCEDURE

Employees may follow the below procedure for availing the accommodation:

Step 1: Submit a formal request to the Registrar/HR Department specifying reasons for seeking on-campus accommodation.

Step 2: The HR Department will review the request; if deemed reasonable will inquire about the inventory availability with the Admin Department and approve/disapprove accordingly.

Step 3: If a room is available, an allotment letter will be shared.

7.8 OCCUPANCY CHARGES

Accommodation may be free (as decided during the appointment)/HRA will be deducted. Electricity payment **after 20 units** to be paid as per the consumption is.

7.9 COMPLIANCES & RULES:

- **Compliance with Policies:** Employees must adhere to the university's code of conduct and accommodation regulations. Violations may result in disciplinary action and eviction.
- **Maintenance:** The University bears expenses for maintenance, including civil, electrical, and plumbing work. Any problems with facilities or utilities should be reported to the Administration department promptly.
- **Cleanliness:** While housekeeping services would be provided by the University, it will be the responsibility of the employee to ensure proper upkeep of the single room accommodation and to ensure that University provided furniture and fixtures are not damaged/stolen.
- **Security of Valuables:** Employees are advised not to keep valuables



in the accommodation. They will themselves be responsible for the safety of valuable items if kept in the rooms.

- **Noise Levels and Conduct:** Employees are advised to keep noise levels to a minimum, respecting their neighbours. Complaints regarding noise or behavior will be addressed, and action will be taken as necessary.
- **Respectful Living Environment:** Employees from diverse backgrounds are advised to live in campus accommodation with peace, harmony, and respect for each other and neighbours. Any misbehaviour, violence, or quarrel will result in disciplinary action and immediate eviction from the accommodation.
- **Shifting of Rooms:** Rooms can be changed at any point in time without assigning any reasons, the same shall be followed by the employee. The accommodation is revolving in nature i.e. there is a possibility that the employee stays in a room for a semester and then shift to another room in the next semester i.e. there is no guarantee that they will be given the same room every time.
- **Prohibited Activities:** Cooking, smoking, substance use, and illegal activities are strictly prohibited within the accommodation premises. Since our campus is strictly vegetarian, employee will have to give an undertaking not to cook/consume any non-vegetarian food (other than eggs) in the single room accommodation. Any violation of this undertaking would invite immediate eviction from the single room accommodation.
- **Visitors:** Visitors (guests, friends, family, relatives, etc.) are allowed in the accommodation. Visitors does not include students of the university.

7.10 PROCESS:

1. Occupant must inform the Security Desk about the visitors details include occupant's name, email address, mobile & room number along with visitor's name, email address, mobile, room number & relation with occupant.



2. Visitors may have to undergo security check.
3. Visitors are allowed only upto 9 pm.
4. In exceptional/emergency cases, visitors can stay on campus post 9 pm with prior approval from HR & Admin.
5. While visitors are on campus, it is the responsibility of the occupant that the visitor's conduct is moral, ethical and appropriate. Nuisance if any will result into disciplinary action against the visitor and the occupant.

7.11 SUPPORT

1. **Health:** Employees facing any health issues can seek advice from the 24/7 fully equipped wellness centre (Ayurveda Hospital) and physiotherapy centre on campus.
2. **Cafeteria:** Employees can enjoy their breakfast, lunch, evening snacks, and dinner from the university cafeteria.

7.12 GUEST HOUSE ACCOMMODATION FOR VISITORS

- Guest House accommodations can be provided to visitors, guests, corporate staff, new joiners for a maximum of 15 days subject to availability. Extensions if any requires approval from HR and Admin.

7.13 EXCEPTIONS

- **Accommodation to Off-roll Employees:** While visiting staff and guests may be allotted guest house accommodation, as an exception off-roll employees may be allotted single-room accommodation depending upon the nature of job with due approvals from the Registrar and HR.

8. CRECHE POLICY

8.1 INTRODUCTION



Shobhit University is committed to supporting a healthy work-life balance for its employees. To achieve this, we have established an on-campus crèche facility. This policy outlines the guidelines, processes, rules, and regulations for using the crèche.

8.2 ELIGIBILITY

The crèche is available to children of:

- All full-time faculty and staff members (including contractual)
- Part-time employees and adjunct faculty (upon special approval)
- Single female faculty and staff members (with age relaxation for girl children, upon special approval)

Children between the ages of 1 year and 6 years are eligible for enrollment.

8.3 ENROLLMENT AND WITHDRAWAL

- To enroll, complete a form from HR providing details about yourself and your child.
- Attach a copy of your child's birth certificate with the application.
- Admission is offered on a first-come, first-served basis, considering eligibility and seat availability. Priority is given to commuting parents in case of waiting lists.
- Children with communicable diseases cannot be admitted.
- Once a child reaches 6 years old, they will be automatically discharged at the end of that month. Parents are responsible for tracking their child's age.
- Parents can withdraw their child with one week's written notice to HR. Fees are non-refundable, and readmission is not guaranteed.
- BU is committed to providing the best possible care. However, the university is not liable for untoward incidents beyond reasonable control.

8.4 GENERAL RULES



- The crèche operates weekdays from 8:30 AM to 5:30 PM, excluding university holidays and weekends.
- Trained and experienced staff care for the children.
- Parents are responsible for dropping off and picking up their children. Exceptions require written pre-authorization from the parent to the crèche in-charge. A drop-off and pick-up register must be signed by parents upon arrival and departure.
- Parents visiting their child during the day (feeding, medication, etc.) must sign a register with entry and exit times. Visits are limited to 30 minutes per parent (2 visits allowed). In emergencies (child unwell), additional visits can be arranged. Taking leave for crèche visits is the employee's responsibility.
- The crèche is located within walking distance on campus. No transport is provided between the crèche and workplace.
- Parents must adhere to crèche timings for drop-off and pick-up.
- Absences must be communicated to the crèche at least one business day in advance.

8.5 MEALS

- Parents are responsible for providing all meals, snacks, and written feeding instructions for their children. The crèche does not provide food but can heat food and milk. Staff will follow a pre-defined schedule and expect parental cooperation.
- Parents must provide labeled drinking bottles, pre-boiled milk, and lunch boxes. Bottles and containers should be sterilized at home, with enough bottles for all feeds.

8.6 HEALTH AND HYGIENE

- Dress your child in comfortable, weather-appropriate clothes and shoes that are easy to put on and remove. Avoid jewellery, as Shobhit University and crèche staff are not responsible for lost or damaged items.



- For infants, provide enough diapers, wipes, and bibs each day, including spares.
- Parents must administer any medication to their children at the crèche.
- Children with infectious diseases will not be admitted. If a child shows signs of illness at the crèche, the parent will be notified to pick them up immediately. Children cannot return until a doctor certifies them as healthy.

8.7 CHARGES

- This comes under the staff welfare scheme, hence no charges are levied on the staff members.

8.8 EXCEPTIONS

Shobhit University reserves the right to deny admission to a child without providing a specific reason. In cases of ambiguity or for clarification purposes, the decision of the Registrar/Head of HR at Shobhit University will be considered final and binding.

9. SEPARATION POLICY

9.1 INTRODUCTION

Separation refers to the conclusion of an employee's service with Shobhit University in any of the following ways:

- By Resignation: Voluntary separation at the volition and initiative of the employee
- By Completion of the contract
- By Termination of employment due to unsatisfactory performance
- By Termination or dismissal on grounds of misconduct
- By Retirement upon reaching the organization's superannuation age
- On account of Death while in service.



9.2 PROCEDURE

9.2.1 RESIGNATION

- Any employee desiring to leave the services of the University must submit a resignation letter to his/her immediate reporting officer and mark a copy to the HR Department stating the reason for the same and indicating the last day of work.
- Employees resigning from the organization are expected to serve the required notice period as per terms applicable. If they are unable to serve the required period of notice or a portion thereof, they will be required to repay the organization, in lieu thereof, an amount equivalent to their gross salary as applicable, however, the University reserves the right accept or reject the payment in lieu of notice. Any waiver of part or all of the notice period would only be considered in exceptional circumstances based on proper justification and approval by the Vice Chancellor, as applicable.
- The resignation letter should be forwarded to the HR Department within three working days through the Head of the Department with appropriate recommendations and stating the last working day.
- An employee cannot avail any paid leave during the notice period, and any absence from duty will be treated as without pay, except in emergencies which shall be approved by the Dean, Principal / Head of the Department, as applicable. In case of such emergencies, the employee will be required to extend his/her last working day accordingly to complete the full notice period.
- The salary and allowances of the employee for the last month will be stopped upon intimation to HR pending final clearance.

9.2.2 COMPLETION OF THE CONTRACT



An employee on a time-bound contract who is completing the contract tenure will be given notice according to the terms of employment.

9.2.3 TERMINATION DUE TO UNSATISFACTORY PERFORMANCE

An employee whose performance is not satisfactory will be provided an opportunity to improve his/her performance, for which he/she will be given a written Performance Improvement Plan (PIP) with specified timelines. The performance shall be reviewed during this period. In case the employee is able to meet the expectations given in the PIP, he/she will be retained in the University, alternatively, the employee's service may be terminated by giving notice applicable to him/her.

9.2.4 TERMINATION OR DISMISSAL DUE TO MISCONDUCT

An employee's services may be terminated with immediate effect and without the payment of notice period on the grounds of misconduct, such as breach of the code of conduct, absence without leave, harassment, illegal acts, violation of organizational rules and regulations or other disciplinary grounds.



