

**HUMAN RESOURCE**

**MANUAL**



**Mewar University**

**Gangrar, Chittorgarh,**

**Rajasthan**

## **Staff Policy Document**

The Staff Policy Document is prepared to make all staff working at MEWAR UNIVERSITY, GANGRAR, CHITTORGARH, RAJASTHAN aware of rules and regulations that govern their working in the University. It is expected that staff members strictly adhere to the rules and regulations Prescribed in this document. The Management reserves the right to change/modify the policies as and when necessary and apply their discretion in specific cases.

### **1. Punctuality:**

All the staff members are required to report for duty on all working days as per the office timings in vogue and as amended from time to time. Delay in exigencies of any individual will be acceptable (not more than three days continuously) but habitually coming late will be viewed seriously and suitable action taken as per disciplinary rules mentioned in the following paragraphs.

### **2. Discipline :**

Maintaining proper discipline in the office is expected from every teachers and staff. There should not be any compromise on indiscipline committed by any teachers and staff. Actions to be taken by the office in this respect are enumerated below:

### **3. Teachers and Staff:**

Dean of faculties/Principal/HOD will ensure that proper decorum is maintained by the teachers and other staff in the office. Female staff members and teachers will have to be shown proper courtesy by all sections of the staff. There should not be any behavioral complaints from anyone against anybody else. All deans will deal with such situations under the guidance of VC / PVC / Registrar in this Respect.

### **4. Rules and Regulations for Teaching staff**

All the Dean/Principal/HOD/faculty members will be full time employee of the University in addition of Teaching/ Tutorial/ Practical classes as assigned to them, their job responsibilities shall include-

1. Student's assessment and evaluation, counseling, collection of feedback and its Processing.
2. Assisting in consultancy and R&D services.
3. Developing resource material & laboratory development.
4. Co-curricular activities i.e. conducting sports events, cultural programmers', other functions as per list prescribed by the University.
5. Assisting in Department / Hostel administration.
6. Preparation of study material, editing, processing and its publication.
7. Conducting tutorials presentation, term papers and other categories of self evaluation/ tests of the student.
8. Conducting University examinations, sessional tests, practical exams, and all other duties as per norms.

9. Any other work assigned by the competent authority.
10. In addition to feedback from students about classroom teaching, the performance will be also evaluated on the basis of targets set on each of the items mentioned in the respective work plan and targets for the academic year should be submitted within a week of joining the University.
11. At the end of each examination and when results are declared the faculty will have to give analysis of the results of the students to whom he/ she has taught in the concerned subject for the academic year. A faculty member is also not expected to leave the university during the semester.
12. All the faculty members will be initially appointed on probation for a period of one year from the date of joining of each faculty. The period of probation may be extended by one more year. After satisfactory completion of probation, the faculty will be informed in writing to this effect. During probation period the services are liable to be terminated without giving any reason or notice. After the confirmation, this appointment can be terminated by either party by giving one month notice or salary in lieu thereof.
13. The services of any faculty are liable to be terminated for any Physical/ Mental disability rendering one incapable in performing the duties assigned. Physical/ Mental disability includes continuous illness resulting in prolonged absence from duties.
14. Faculty members are being appointed as full time employee of the University, therefore, no faculty will undertake any assignment either on honorary basis or otherwise without the written consent of the competent authority.
15. Every Faculty will be present in the University during the working hours of the University. One may also be required to attend the office on Sunday/ holiday (s) and late hours on any working day, if required by the controlling authority for curricular/ co-curricular activities or any emergency work for which no additional compensation will be admissible.
16. All the faculty members will be required to compulsory attend official functions, celebration of important days and other official program planned by the University which may fall even on holidays or Sunday. Being absent in these functions without prior permission would amount to violation of discipline and code of conduct. Such act of indiscipline may invite disciplinary action.
17. The leave without pay / duty leave etc. will be sanctioned only when a faculty member applies for the same in accordance with rules and regulations framed for sanctioning of the leave which is available in the office for reference.

18. Any faculty member going out of the station will have to obtain permission for station leaving.
19. If faculty members want to apply for higher / similar positions in any other organization they will have to inform the competent authority of the University and route all applications through the Registrar / Vice Chancellor of the University, not more than twice in an year.
20. All the Faculty members are expected to maintain highest standard of decorum befitting the position held by each one of them. In the event of any inappropriate behavior including acts omissions namely insubordination, riotous behavior, act of moral turpitude, indiscipline, defying the authority of the office of the reporting officer, the services are liable to be terminated without assigning any prior notice.
21. As a part of duty or otherwise members of the faculty will come across many confidential matters. No one will divulge the same to any person, firm or institute or company during the tenure of one's services with the University or thereafter.
22. All the Faculty members will have to be abide by all the rules and regulations framed by and decision taken by the Competent Authority including leave, timing, discipline etc. and any change made therein from time to time.
23. Upon completion of one's tenure or severance of relationship for one reason or other, the concerned faculty will hand over the charge of her / his office to the Registrar or his authorized staff along with all papers, articles, books & documents and any other official information which was in one's possession relating to the affairs of the University and members of the faculty will not retain any copy or extracts thereof.

#### **5. Rules & Regulations for Non-Teaching staff:**

1. All the officers and other non-teaching staff members will be initially appointed on probation for a period of 1year from the date of joining. The period of probation may be extended by one more year if considered proper by the competent authority. After satisfactory completion of probation, the staff member will be informed in writing to this effect. During probation period the services are liable to be terminated without giving any reason or notice. After the confirmation, the appointment can be terminated by either party giving one month notice or salary in lieu thereof.
2. The services of any employee can be terminated for any Physical/Mental disability rendering her/him incapable in performing the duties assigned to her/him. Physical/Mental disability includes continuous illness resulting in prolonged absence from duties.

3. All the employees are being appointed as full time employee of the University, therefore, it is advisable not to undertake any assignment either on honorary basis or otherwise without the written consent of the competent authority.
4. All the employees will be present in the University during the working hours of the office of the University, save in case of sanctioned leave including duty leave, attending seminar etc. Non- Teaching Staff may also be required to attend the office on Sunday/holiday(s) and work for late hours on working day or holidays, if required by the controlling authority for any emergency work (academic, non academic, extracurricular, as the case may be; for which no additional compensation will be admissible.
5. All the staff member will be required to compulsorily attend official functions, celebration of important days and other official program planned by the University which may fall even on holidays or Sundays. Being absent in these functions without prior permission would amount to violation of discipline and code of conduct.
6. For all categories of non-teaching staff (full time or part time) the attendance in meetings called by the Vice-Chancellor/Pro-Vice Chancellor/Registrar or any other designated official is compulsory, save in the case of sanctioned leave, or any sudden emergencies.
7. The leave without pay/duty leave etc. will be sanctioned only when one applies for the same in accordance with rules and regulations framed for sanctioning of the leave which is available in the office for reference.
8. In case, any staff member is going out of the station (out of Headquarters) the concerned will have to obtain permission for station leaving.
9. If an employee wants to apply for higher/similar positions in any other organization s/he will have to inform the competent authority of the University and route all applications through the Registrar of the University, not more than twice in an year.
10. All staff members are expected to maintain highest standard of decorum befitting the position held by them. In the event of any inappropriate behavior including acts of omissions namely insubordination, riotous behavior, act of moral turpitude, indiscipline, defying the authority of the reporting officer, the services are liable to be terminated without any prior notice.
11. As a part of one's duty or otherwise staff members will come across many confidential matters. He/ she will not divulge the same to any person, firm or institute or company during the tenure of her /his services with the University or thereafter.

12. Staff members will have to abide by all the rules and regulations framed by and decision taken by the Competent Authority including leave, Office timing, discipline etc. and any change made therein from time to time.
13. Upon completion of tenure or severance of relationship for one reason or another, he/she will hand over the charge to the Registrar or his/her authorized staff along with all papers, articles, books & documents and any other official information which was in possession relating to the affairs of the University and the staff will not retain any copy or extracts thereof.

## **6. Career Development:**

### **a) Annual Appraisal:**

All the employees will be appraised at the end of the academic year by different authorities. The appraisal process will include submission of a self appraisal form by the employees to the Registrar in the end of the academic year. Registrar will then arrange the appraisal meeting accordingly.

After the respective appraisal is done, the individual report on performance, Integrity, punctuality, discipline, scope of improvement, Strengths and weaknesses etc will be sent to the Chancellor by the respective Appraisers with recommendation of annual increment.

### **b) Recruitment:**

The recruitment of teachers and non teaching staff will be as per requirement of the University in the respective departments from time to time. However, Dean of Faculty and other Head of the Departments are expected to submit a minimum manpower Plan for the next three years by the January of each year to enable the authorities to take appropriate decision accordingly.

The vacancies will be advertised in the one leading national newspaper and one state level newspaper for attracting talented teachers/non-teaching staff. After the receipt of applications, they will be suitably screened by a committee and placed before the VC/Registrar for conducting the meeting of the selection committee. VC /Registrar will maintain a list of expert in each subject. In consultation with the Chancellor and subject experts the interviews will be arranged in university Campus. The selection committee will be as per the statutes.

It will be the responsibility of the Registrar to complete all documentation and place the same before the selection committee, maintain the minutes and issue the offer of appointment to the

selected candidate(s). The Chancellor may also induct any other member if he so desires from Board of Management.

### **c) Induction & orientation:**

All the newly appointed teachers and non teaching staff will be provided with a one day Induction program for familiarization with the colleagues and about the University as a whole. Registrar/Dean/Sectional heads will arrange the induction program, as required.

### **7. Resignation:**

Any staff member may, in his own volition, submit the resignation to the Vice Chancellor / Registrar respectively. It is expected to the staff members to give their resignation (if required) at the close of the semester /academic year except unavoidable/special circumstances. The resignation will generally be accepted straightway and attempts will be made to relieve the incumbent within one week of submission of the resignation. However, wherever required, the VC may take more time but in any case not more than one month, if the incumbent is engaged in some important function and require to close accounts, refund the advance drawn, if any, return the library books, return other office equipment or engaged in very important research which will necessitate submission of the report before s/he is relieved.

The Vice Chancellor will be the accepting & relieving authority for all teachers and other officers including non teaching staff. For Vice Chancellor, Chancellor will be the accepting & relieving authority or as described in the Acts and Statutes of the University.

### **8. Termination / Dismissal**

Generally if any staff is found to be involved in continuous indiscipline, embezzlement of official funds, commits theft of official items, found to be non transparent in his dealing with the authorities / public / staff, or is imprisoned for any criminal case s/he may be dismissed from service by the Vice Chancellor after conducting proper enquiry by a committee.

As all staff members will be initially appointed on probation for a period of one year from the date of joining. During probation period the services are liable to be terminated without giving any reason or notice. After the confirmation, this appointment can be terminated by either party by giving one month notice or salary in lieu thereof.

However for authorities this will be carried out in accordance with the provisions of Acts and Statutes of the University



## **9. Office Timing:**

The University will observe six days week from Monday to Saturday between 09:00hrs. To 05:00 hrs. Break time is 01:00 to 02:00; Sunday will be a weekly Holiday.

The authorities may review the office timing from time to time depending upon the interest of the University and season its functions and also keeping in view the interest of the employees.

## **10. Holidays:**

A holiday List will be declared in the beginning of the academic year. However on January 26 & August 15 of each year the University will organize celebration of these two National holidays at the premises and all the employees / students will have to participate in the same.

The University may also organize / celebrate any other festival or special days/jayantis as deemed fit and all the employees are expected to join in the program wholeheartedly.

## **11. Allotment of staff quarters:**

Allotment of staff quarters will be done on the basis of seniority of the staff based on their date of joining the office. If someone refuses to accept the quarter, the house identified for her/him can be allotted to the next senior most person in the same category. More detailed criterion will be worked out in due course.

## **12. Hiring of services:**

All the support services like security, transport, housekeeping, canteen etc will be arranged through outsourcing through contractor. No liability will vest on the university about the service conditions of the workers. However for duties they will take instruction from the University authorities.

Annual contract on the basis of quotations (open to all) will be entered with. A committee comprising the Registrar, FO & Dean will take final decision on the same and engage their services.

## **13. Identity Cards:**

All the staff of the University will be issued with photo Identity cards signed by the Registrar, which they will have to carry at all times during the office hours and present to the security or any other authorized official as and when demanded. Loss of identity card should be reported to the Registrar and a duplicate card will be issued. However, for the second time if the card is misplaced,

s/he will have to pay a fine of Rs 50/- (Rupees Fifty only) for issuance of another card. Casual workers will be issued with temporary cards.

The ID card will be deposited to the issuing authority at time of leaving the university. Whether the employee is dismissed/terminated or resigned, as the case may be.

#### **14. Pay Scale:**

The pay scale of teaching and non teaching staff shall be applicable in accordance with the pay scale to be formulated by the University in due course.

#### **15. Special service:**

At the campus office bus or any other vehicle will be arranged for all employees on a subsidized basis to enable them to attend office on all working days. For attending office on holidays also the same arrangements will be made.

#### **16. Vacation:**

The scale of summer vacation / Winter Vacation and other semester breaks will be announced in due course. However, all the staff members will function normally during the vacation and breaks also.

#### **17. Medical Facilities:**

The University will set up proper medical facility in the campus by establishing Health Centre with the availability of Medical officer, Lady Medical Consultant, Nurse, Compounder etc. Primary health Check up and availability of normal medicines will be made available at the centre.

#### **18. Extra Curricular Activities:**

The University will make all possible attempts to promote best sports and cultural activities. One teacher will be assigned the duties of coordinating this activity. There will also be a committee to oversee this activity. The committee will organize Annual Sports Meet, Cultural Fest, National Holidays and Other Festivals like Holi, Diwali, Christmas, Eid, Guru Nank Jayanti and other festivals as notified from time to time. Participation in this programs are compulsory unless otherwise of any emergencies.

## **19. Provident Funds**

Provident fund deduction and deposition shall be applicable as per Government of India norms.

## **20. Miscellaneous**

Any other areas not covered by this document will be incorporated in due course. If there is any matter arising but not covered under the above provisions of the manual, suitable direction may be sought for by the employees from the VC / Registrar / FO /COE / Deans/ Librarian accordingly. The decision so taken may be communicated to the Registrar for future documentation.

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