POORNIMA UNIVERSITY, JAIPUR

SERVICE REGULATIONS

1. SHORT TITLE:
These Regulations shall be called the “Poornima University, Jaipur, Staff Service Regulations- 2012”. They shall apply to all employees, whether ad-hoc, temporary, part-time, contractual, visiting or permanent, in the service of Poornima University, Jaipur.

They shall come into force with effect from August 2012. These Regulations Supersede all service rules previously framed or applied to the staff of the University on matters specified herein.

The Board of Management of Poornima University hereinafter called the BOM reserves the exclusive right, at any time hereafter and without notice, to amend, alter, modify, add or delete any provision (s) to all or any of these service rules, from time to time and, to bring such amendments, alterations, modifications, additions, deletions into effect from a date to be notified by the BOM.

The Chairperson shall have the exclusive power to clarify any issue or to remove any doubt relating to these service regulations and/or its implementation.

2. DEFINITIONS:

In these Regulations unless the context otherwise requires:

i. “Appointment” means: appointment made according to the terms and conditions of these Regulations.

ii. “Appointing Authority” means: the authority competent to make appointments to various categories of posts according to the Rules and Regulations.

iii. “Average Monthly Salary” means: the average monthly salary earned during the twelve complete months preceding the month in which the event occurs which necessitates the calculation of average salary.

v. “Employee” means: any person appointed in the University.

vi. “Permanent Post” means: a post carrying a definite rate of pay and sanctioned without limit of time.

vii. “Pay” means: the amount drawn monthly by an employee as the pay.

viii. “Service” means: the whole period of continuous service in the University including the period spent on leave except where specified otherwise in the Regulations.

ix. “Salary” means: the amount of the monthly pay & allowances granted by the University to an employee.

x. “Temporary post” means: a post carrying a definite rate of pay and sanctioned for a limited period.

xi. “Vacation” means: recess for the students between two semesters.

xii. “Vacation staff” means: staff entitled to vacation and permitted to be absent from duty for a specified period during the vacation.

xiii. “Warden” means: Warden of the University Hostel.

3. CATEGORIZATION OF POSTS

The various categories of posts of employees in the University and their pay shall be:

<table>
<thead>
<tr>
<th>Post</th>
<th>Pay Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A  Professor and other similar and equivalent Posts</td>
<td>37400-67000</td>
</tr>
<tr>
<td></td>
<td>(AGP 10000)</td>
</tr>
<tr>
<td>B  Associate Professor and other similar and equivalent Posts</td>
<td>37400-67000</td>
</tr>
<tr>
<td></td>
<td>(AGP 9000)</td>
</tr>
<tr>
<td>C  Assistant Professor and other similar and equivalent Posts</td>
<td>15600-37400</td>
</tr>
<tr>
<td></td>
<td>(AGP 6000)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Pay Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A  Registrar, Controller of Examination, Chief Finance and Accounts Officer, Chief Librarian and equivalent Posts</td>
<td>37400-67000</td>
</tr>
<tr>
<td></td>
<td>(AGP 10000)</td>
</tr>
</tbody>
</table>
4. QUALIFICATIONS & SELECTION PROCESS

i. All appointments against permanent posts will be made by advertisement in newspaper or on internet, but the BOM shall have the power to decide, on the recommendations of the President, that a particular post be filled by invitation.

ii. The minimum qualifications and experience for all posts shall be approved by the BOM.

iii. The applications received in response to the advertisements shall be compiled by the Registrar.

iv. The Screening Committee will recommend the names of the applicants to be called for interview.

v. The Selection Committee shall consider all the candidates called for interview. In addition, the Selection Committee may consider an eminent person for the post of Professor in absentia whose candidature may be brought to its consideration by any member of the Selection Committee.

vi. Selection committee for filling the following posts shall be constituted in the manner laid down below;

a) For the post of Professor and Associate Professor:
1. President or his nominee not below the rank of the Professor  
2. Pro-President  
3. Provost  
4. One member from the members of the BOM nominated by the Chairperson  
5. Dean of the respective School  
6. One expert nominated by the President  
7. Registrar

b) For the Post of Assistant Professor:

<table>
<thead>
<tr>
<th></th>
<th>President or his nominee not below the rank of the Professor</th>
<th>Chairman</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>President or his nominee not below the rank of the Professor</td>
<td>Chairman</td>
</tr>
<tr>
<td>2</td>
<td>One member from the members of the BOM nominated by the Chairperson</td>
<td>Member</td>
</tr>
<tr>
<td>3</td>
<td>Dean of the respective School</td>
<td>Member</td>
</tr>
<tr>
<td>4</td>
<td>One expert nominated by the President</td>
<td>Member</td>
</tr>
<tr>
<td>5</td>
<td>Registrar</td>
<td>Member Secretary</td>
</tr>
</tbody>
</table>

c) For the Post of Registrar/Controller of Examination/Chief Finance & Accounts officer:

<table>
<thead>
<tr>
<th></th>
<th>President or his nominee not below the rank of the Professor</th>
<th>Chairman</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>President or his nominee not below the rank of the Professor</td>
<td>Chairman</td>
</tr>
<tr>
<td>2</td>
<td>One member from the members of the BOM nominated by the Chairperson</td>
<td>Member</td>
</tr>
<tr>
<td>3</td>
<td>One expert nominated by the President</td>
<td>Member</td>
</tr>
<tr>
<td>4</td>
<td>Provost</td>
<td>Member Secretary</td>
</tr>
</tbody>
</table>

d) For the Post of Assistant Registrar and above:

<table>
<thead>
<tr>
<th></th>
<th>President or his nominee not below the rank of the Professor</th>
<th>Chairman</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>President or his nominee not below the rank of the Professor</td>
<td>Chairman</td>
</tr>
</tbody>
</table>
e) For the technical posts below the rank of Assistant Registrar

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dean of the respective School</td>
<td>Chairman</td>
</tr>
<tr>
<td>2</td>
<td>One member from the members of the BOM nominated by the Chairperson</td>
<td>Member</td>
</tr>
<tr>
<td>3</td>
<td>One expert nominated by the President</td>
<td>Member</td>
</tr>
<tr>
<td>4</td>
<td>Registrar</td>
<td>Member Secretary</td>
</tr>
</tbody>
</table>

f) For the Non-technical post below the rank of Assistant Registrar

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Registrar</td>
<td>Chairman</td>
</tr>
<tr>
<td>2</td>
<td>One member nominated by the Board of Management</td>
<td>Member</td>
</tr>
<tr>
<td>3</td>
<td>Finance officer/ Controller of Examination/ Librarian nominated by the President</td>
<td>Member</td>
</tr>
<tr>
<td>4</td>
<td>Deputy Registrar (in the absence of the Deputy Registrar nominee of the President)</td>
<td>Member Secretary</td>
</tr>
</tbody>
</table>

vii. Two third of the members of the Selection Committee shall constitute a quorum.

viii. No act or proceedings of any Selection Committee shall be called in question on the ground merely of the absence of any member or members of the Selection Committee.

ix. The Selection Committee shall recommend candidates identified as suitable for appointment in the order of merit.
x. Appointments shall be made on regular, ad hoc or contractual basis.

xi. All the recommendations of the Selection Committees for the posts above Associate Professor and equivalent shall be approved by the Board of Management or its Chairperson.

xii. All the recommendations of the Selection Committees for the posts below Associate Professor and equivalent shall be approved by the President.

xiii. All the regular appointments shall be reported to the Board of Management.

5. CODE OF CONDUCT

i. The provision contained in this schedule shall apply, without exceptions, to all the employees of the University, whether ad-hoc, temporary, part-time, contractual, visiting or permanent.

ii. Every employee of the University, whether ad-hoc, temporary, part-time, contractual, visiting or permanent shall be governed by the Code of Conduct, as specified herein and every employee, without exception shall be liable for disciplinary action, including suspension and/or termination, for the breach of any provision(s) of the Code of Conduct.

iii. The President shall initiate disciplinary proceedings for non-compliance by any employee of the Code of Conduct/service rules/leave rules/ordinances/statutes and any other rules and regulations of the University that may come in force from time to time. The President shall have the power to appoint an enquiry officer to conduct an inquiry into the charges against an employee and if he is satisfied with the findings of the inquiry committee may take any administrative/disciplinary action including recommending termination of the employee to the Chairperson.

iv. Every employee shall all time maintain absolute integrity and devotion to the duty, and also be strictly honest and impartial in his/her official dealings and follow all norms and standards of the propriety and ethical behavior.

xiv. An employee should at all times be courteous in his / her dealings with other members of the staff, students and members of the public.
xv. 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 / her by the President or any University Authority, beyond scheduled working hours and on closed holidays and Sundays. These duties inter alia shall include but are not limited to attendance at meetings of committees / examination duties to which he/she may be appointed by the University.

xvi. An employee shall be required to observe the scheduled hours of work, as may be notified from time to time, during which he/she must be present at the place of his / her duty.

xvii. Except for unforeseen contingencies, no employee shall absent himself / herself from duty without prior permission of the designated authority.

xviii. No employee shall leave station except with the prior permission of the designated authority. Whenever leaving the station, an employee shall inform the designated authority to which he/she is attached, the address where he/she would be available during the period of his/her absence from station.

xix. All employees are expected to behave according to the ideals of national integration showing love, concern, respect to all without any discrimination whatsoever of religion, caste, creed or community. Any act or speech against this rule will be considered as a serious breach of discipline and will invite strict disciplinary action including suspension and / or termination from service.

xx. Every employee shall strive to instill in the students under his/her care, a high sense of values, social conscientiousness and pride in the University and loyalty to the country. It is the sacred duty of all the employees to work for the intellectual, moral and social development of all students and staff under their care.

xxi. Any association or consumption/distribution of alcohol, drugs, cigarettes or any other intoxicant by whatsoever name called, by an employee in and around the University premises including its hostels, is strictly prohibited.

xxii. Association, active or passive, with any unlawful organization including holding and/or participation in demonstrations, inciting violence, displaying notices or circulating hand bills in the University and/or its hostel(s)/mess without proper permission is strictly prohibited.
xxiii. All correspondence written or electronic addressed to/by an employee or accessible to him/her by virtue of his/her employment with the University including press and other such copies of correspondence, all vouchers, books including all note books containing all notes or records or prices or other data and apparatus, samples and/or other goods belonging to the University, circulars and all other papers and documents of any nature whatsoever, relating to the University affairs which shall come into his/her possession in the course of his /her employment, shall be the absolute property of the University and he/she shall, at any time, during service or termination thereof or up on his/her leaving the services of the University for any reason whatsoever deliver up the same to the University on demand and without claiming any lien thereon.

xxiv. No employee of the University shall:
   a) Knowingly or willfully neglect his/her duties.
   b) Propagate through his/her teaching lesson or otherwise, a communal or sectarian outlook, or incite or allow any student to indulge in communal or sectarian activities.
   c) Discriminate against any student or any other person on grounds of religion, caste, creed, sex, language, place of origin, social and cultural background etc.
   d) Indulge or encourage either directly or indirectly in any form of malpractice connected with the examination or any other activity of the University.
   e) Make any sustained neglect in correcting term or assessments or exam work of the students.
   f) Knowingly or willfully neglect to stop or report any act of ragging/eve teasing. No employee shall incite violence.
   g) While being present at the University, absent himself/herself, except with the prior permission of the designated authority from the duty or class which he / she is assigned.
   h) Accept or give private tuition to any student of the University or any other person without the written permission of the President.
   i) Enter into any monetary transactions with any student or parent or any third party which can illegally benefit either party; nor shall he /she conduct his/her
personal matters in such a manner that he/she has to incur a debt beyond his/her means to repay.

j) Accept or permit any member of his/her family or any other person acting on his / her behalf to accept any gift or receive advantage from any student, parent or any person(s) with whom he/she has come into contact by virtue of his/her being in the employment of the University.

k) Hesitate to provide individual attention to student(s), if required. Besides academic problems, teachers are encouraged to solve personal and behavioral problems of student(s) as well. If in any event student(s) does not show any improvement despite counseling/mentoring and, if the teacher is convinced that the student(s) needs special help, he/she must immediately bring this fact to the notice of the President in writing and in his/her absence the concerned student’s Dean of School/Head of Department.

l) Not be unreasonable in his/her demands from student(s) and should avoid favoritism of any kind. Whilst the teacher may be firm and consistent with his /her students(s), every teacher must remember that student(s) have their self-respect and must not be subjected to any threat, ridicule, sarcasm, or unreasonable punishment.

m) Take part in politics or be associated with any party or organization which takes part in any political activity, nor shall he / she subscribe, aid or assist in any manner any political movement or activity.

n) Except with the prior sanction of the President or any other authority empowered by him/her in this behalf, or in the bona fide discharge of his/her duties, participate on a television or a radio broadcast or any form of social media or contribute any article or write any letter either anonymously or in his /her own name or in the name of any other person to any newspaper or periodical.

    Provided that no such sanction shall be required if such telecast/broadcast or such contribution is of a purely literary, artistic or scientific character.

xxv. Every employee shall:
a) Be punctual in attendance and in respect of his/her class-work and also for any other work connected with the duties assigned to him/her by the President /Dean of School/Head of Department / Higher Authority.

b) Abide by the rules and regulations of the University in force from time to time and also show due respect to his/her higher authority.

c) On each working day mark attendance at the time of arrival and at the time of leaving the University, located at the department or elsewhere as the case may be, and be ready at least, five minutes before the commencement of classes. Overwriting on the attendance register is a serious violation of the rules.

d) Be responsible for the discipline of students even outside the classrooms. Since supervision during the break or off time is vital for the protection of the property of the University and its students, employees may, from time to time, be allotted such duties to maintain discipline and orderliness at the University.

e) Be responsible for the proper care, operation and maintenance of all equipment and machinery, learning aids, furniture and fixtures and sports equipment etc. under their care. The appropriate authority should immediately be informed of any loss or damage caused or any repairs/replacements that may be required.

f) Train students to make extensive use of the Library facilities and to take care of the property of the University including, books, journals, equipment and machinery, furniture, fixtures and fittings.

In case of damage to any building, furniture or other property of the University, the cost of repairing and/or replacement will be charged from the student(s) known to be immediately responsible, but, if the person(s) causing the damage are not known, the cost shall be covered equally from all the students of the concerned class.

g) Not through any action or omission or any written, verbal or electronic form etc., disturb the functioning of the University or vitiate, in any manner whatsoever, the peace, dignity and harmony of the University.

h) Shall report any incident of ragging brought to his/her notice, to the HOD/Dean/Reporting officer without fail. Any act of non-reporting will lead to disciplinary action including suspension and/or termination from service.
xxvi. Patents: If during the term of his/her employment, an employee shall make any inventions or improvements relating to the manufacture of any materials or products, all rights in respect of such invention or improvement shall belong to the University, and he/she will, if required, at the cost of the University cause such inventions or improvements to be patented in such countries as the University may desire and shall when required to do and concur in all things necessary to cause or procure any patent or patents so obtained, to be vested in the University or as to institutions which may be added in future, and in the meantime hold such patents in trust for the University.

xxvii. Criticism of the University: No employee shall, in any television/radio broadcast, internet, any form of social media or in any document published anonymously or in his/her own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement or opinion:

a) Which has the effect of an adverse criticism of any current or recent policy or action of the University;
or
b) Which is capable of embarrassing the relations between the University and the Central Government or any State Government including any of their agencies or any other Institution or Organization or members of the public.

xxviii. Evidence before committee or any other Authority:

a) No employee shall, except with the previous written sanction of the President, give evidence in connection with any inquiry conducted by any person, committee or authority.

b) Where any sanction has been accorded, no employee giving such evidence shall criticize the policy or any action of the University.

Nothing in this paragraph shall apply to:

(a) Evidence given at any inquiry before any authority appointed by the University, by Parliament or by a State Legislative; or
(b) Evidence given in any judicial enquiry; or
(c) Evidence given in any departmental enquiry ordered by the President of the University.

xxix. Unauthorized communication of Information:

a) No employee shall, except in accordance with any general or special order of the President or in the performance in good faith of the duties assigned to him/
her, communicate, directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or information.

b) During the term of his/her employment with the University, or at any time thereafter, an employee shall not use or disclose to any other society, firm, organization or person any information concerning the secrets, activities or affairs of the University, nor countenance any act prejudicial to the interest of the University.

c) By virtue of his/her assignment with the University, an employee will acquire technical know-how and gain access to secrets relating to the University’s activities. It is therefore, distinctly understood that in the event of his/her relinquishing his/her employment with the University, he/she will under no circumstances divulge the technical know-how and secrets of the University or uses these in any manner detrimental to the University. In the event of an employee violating this condition, the University will be entitled to claim damages at his/her cost and take any action, as it may deem fit against him/her.

xxx. Private trade/Employment:

a) No employee shall, except with the prior written permission of the Chairperson, engage directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his/her official assignments.

b) Provided that the above restrictions shall not apply to any academic work and consultative practice undertaken with the prior permission of the President which may be given subject to as regarding the acceptance of remuneration, such rules as may be laid down by the Board of Management from time to time.

6. LEAVE RULES

i. General Rules of Leave

a) Leave cannot be claimed as a right. Except in an emergency, leave must be applied for, through proper channel in the prescribed form, in advance.

b) Except where otherwise provided for, leave can be availed only after it has been sanctioned by the competent authority.

c) These Leave Rules shall apply to all employees of Poornima University. Persons engaged in teaching/Nonteaching duties, on casual, temporary, part-time, honorary,
deputation, or any other basis are entitled only to such leave as may be specified in their letter of appointment/engagement.

d) Depending on the exigencies of service, the competent authority may:-

e) Refuse, postpone, revoke or reduce leave of any description;

f) Recall any member of staff from leave before it is wholly availed;

g) Permit an employee, if he/she so requests, to rejoin duty before expiry of the leave period.

h) An employee shall not take up or accept any employment with or without remuneration during the period of leave.

i) No leave extension of leave shall be deemed to have been granted or extended unless it is sanctioned and communicated to the employee concerned.

j) Overstay of leave without approval of competent authority shall be treated as absence without pay.

k) Once availed, the leave cannot be converted into any other type of leave.

l) Other than Casual leave, no other leave can be taken as half day leave.

m) If an employee’s resigns, than he/she shall not be entitled to any further leave except causal leave during the notice period.

n) Salary of staff member will be withheld if he/she is absent without intimation for more than three days. Salary in such cases can be released only after specific approval by competent authority.

o) If an employee remains absent beyond the period of leave originally sanctioned or subsequently extended, or remains absent without intimation for ten days, he/ she shall be deemed to have left the service of the University on his/ her own accord and his/ her name shall be struck off from the rolls of the University and intimated accordingly to him/ her at the address provided by the employee by the registered post. However, the condition of terminations of service will apply in such cases.

ii. Leave Year

The leave year shall run from 01 July in every year to the 30 June of the following year.

iii. Types of Leaves

a) Causal Leave

b) Special Causal Leave
c)  Vacation Leave  
d)  Maternity Leave  
e)  Short Leave  
f)  Study Leave  
g)  Compensatory Leave  
h)  On Duty Leave  
i)  Sabbatical Leave  
j)  Leave During Notice Period  
k)  Leave on Loss of Pay (LOP)  

a)  Causal Leave:  
(a)  Total casual leave granted to an employee shall not exceed fifteen days in an academic year.  
(b)  Casual Leave cannot be carried over to the next leave year.  
(c)  Casual leave cannot be combined with any other kind of leave except special casual leave.  
(d)  It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of Casual Leave shall not be counted as Casual Leave.  
(e)  An employee on Casual Leave is not treated as absent from duty and his pay is not intermitted.  
(f)  Casual Leave is intended essentially for short periods of absence due to unexpected contingencies. Such leave should ordinarily be granted for short periods not exceeding 3 days at any one time. The competent authority may however waive this condition in any individual case if he considers that there are exceptional circumstances justifying a relaxation in this regard.  

b)  Special Casual Leave (SCL)  
(a)  Special Casual Leave not exceeding ten days in an academic year may be granted for the faculty to outreach academic activities.  
(b)  SCL shall be granted to attend professional Conferences/Seminars on behalf of University, or with the permission of the University or Performing any other duty of the University and approved by competent authority;
(c) Whenever the faculty is on SCL, the University shall not be liable for any financial obligations whatsoever incurred by the faculty however there is provision under departmental budget but it can be claimed as per University norms.

(d) In order to apply SCL, it is mandatory to append the invitation letter/mail/acceptance letter etc. along with a leave application and have SCL recommendation for respective HOD and Dean.

(e) Special Casual Leave may be availed in parts. Special Casual Leave shall not be carried forward and shall lapse at the end of the leave year.

(f) Special Casual Leave shall not be combined with any other form of leave except Causal Leaves.

c). Vacation:

(a) The exact dates for the Vacations shall be notified to all the concerned via semester wise academic calendar at the commencement of the academic year without compromising the number of teaching days.

(b) Vacation shall be availed by the entitled staff only during the vacation period.

(c) Vacation will be permitted only if an employee has put in a total of 12 months overall physical service. Generally the vacation period for:
   a) Teaching Faculty - 30 days/year
   b) Non-Teaching Staff - 20 days/year

(d) Grant of vacation is subject to the condition than the department will continue to function if necessary, during the vacation.

(e) Vacation may be granted in partly in summer vacations, Diwali vacations and winter vacations.

d) Maternity Leave

(a) Maternity leave may be granted to a female faculty member of the staff who has been in the continuous regular service of the University (without a break) for not less than three years prior to the date of application of such leaves.

(b) Maternity leave can be availed upto a maximum period of 3 months i.e. 90 days in one stretch with prior sanction.
(c) Maternity leave is applicable once in two years and cannot be permitted more than twice in an employee’s service with the University. However, it must be clearly understood that, this permission is not automatic and shall be subject to the approval, if at all, by the competent authority.

e) Short Leave

(a) Short leave upto 2 hours in a month may be granted for genuine reason after obtaining due satisfaction of the competent authority.

(b) Short leave shall not be convert any other form of leave and shall not be carried forward.

f) Study Leave

(a) Study Leave up to a maximum limit of 24 months may be granted to staff members with five years of service who are deputed for higher studies at NIT/IIT/foreign Universities. The higher studies should be such that the knowledge gained by the faculty member is useful to the University.

(b) Study Leave up to a maximum limit of 24 months may be granted to staff members with ten years of service who are deputed for higher studies/training. The higher studies or training involved should be such that the knowledge gained by the faculty member is useful to the University.

g) Compensatory Leave:

Compensatory Leave is entitled for an employees of the University when duty is performed on instructions of competent authority on Sundays or University holidays for full duty hours. For this a record of duty performed shall be kept by the reporting officer.

h) On Duty Leave

(a) On Duty Leave is to facilitate an employee to mark his/her attendance if he/she goes out of the campus for official work.

(b) Employees are required to mention the reasons of On Duty Leave at the time of submission of the application to the Dean/competent authority, duly recommended by the HOD/reporting officer.
i) Sabbatical Leave:

(a) Permanent, whole-time faculty members of the University who have completed five years of service as Reader/Associate Professor or Professor may be granted sabbatical leave to undertake Academic Pursuit/Post-Doctoral work/Research Fellow and such other professional pursuits solely for the purpose of increasing their proficiency and usefulness to the University and higher education.

(b) The duration of sabbatical Leave shall not exceed one year at a time and two years in the entire career of the faculty member.

j) Leave during Notice Period

No Leave other than Casual Leave shall ordinarily be granted during Notice Period. If any leave other than Casual Leave is granted during the Notice Period, then relieving period shall be extended by the same number of days.

k) Leave on Loss of Pay (LOP)

(a) Employees may be granted leave on loss of pay if they are not entitled to any leave or have otherwise exhausted their available leave.

(b) The maximum leave on loss of pay that can be granted in a calendar year to an employee shall be 30 days, on genuine grounds.

(c) Leave on loss of pay shall be excluded for the computation of service of the employee.

The sanction of any type of leave shall be subject to the procedure as may be decided by the Chairperson of the Board of Management through President and notified by the Registrar from time to time.

7. GENERAL CONDITIONS OF SERVICE FOR REGULAR EMPLOYEES:

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

a) Medical Fitness: All appointments are subject to the condition that the appointee is medically fit.
b) Termination of Service: The appointing authority shall have the power to terminate the service of an employee without assigning any reason by giving one month’s notice or one month salary in lieu thereof.

c) Pay Scales and Allowances:

(a) On first substantive appointment to a regular post, the initial basic pay in the scale shall be fixed at the minimum of the scale, however, the appointing authority, on the recommendation of the Selection Committee, may grant a number of suitable increments in the Pay Scale.

(b) Each employee shall be entitled to the annual increment as specified in the scale of pay. It shall be paid automatically unless it is withheld as a penalty for disciplinary or nonperforming reasons by the appointing authority.

(c) In addition to the basic pay in the scale, an employee shall be allowed to draw the following allowances:

- Dearness Allowance at the rates and subject to such conditions as the Board of Management may prescribe from time to time.
- Conveyance Allowance wherever specially provided for in the appointment letter.
- Any other allowance as decided by the BOM.

d) Provident Fund:

(a) Provident Fund established for the benefit of the employees shall be managed according to the plan approved by the Board of Management.

(b) An employee shall be required to subscribe to the fund as per the plan approved by the Board of Management.

8. DISCIPLINE AND RELATED MATTERS

i. Suspension: The appointing authority may place an employee under suspension:

a) Where disciplinary proceedings against him/her are contemplated or are in progress.
b) Where a criminal case against him/her is pending in a trial court.

ii. Penalties: The appointing authority may, for good and sufficient reasons to be recorded in writing after an enquiry in which the employee is given the opportunity to explain his/her conduct/lapse etc. impose on an employee any of the following penalties:

a) Censure
b) Withholding of promotion or annual increment with or without cumulative effect.
c) Reduction to a lower rank or to a lower stage in the time scale of pay
d) Removal from service without disqualification for future employment
e) Dismissal from service with disqualification for future employment in the University.