



Ordinance No. : G-6

Rules & Regulations

Under Section 35 of U.P. Private Universities Act No. 12 of 2019

Address- Amausi, Lucknow 226009

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EXTENT OF APPLICATION

1. These rules shall be called Rules and Regulations.
2. These rules have been incorporated under the Uttar Pradesh Private University Act, 2019 (U.P. Act No. 12 of 2019) and The Statutes of T. S. Mishra University.
3. These rules shall apply to all Employees of T. S. Mishra University including its Constituent Institutions/Centers wherever applicable.
4. These rules shall come into force with immediate effect.
5. The definitions are as been mentioned in the Statutes.

PART – I: ADMINISTRATIVE

CHAPTER – I

GENERAL RULES

1. Broad Terms & Conditions of Service

- 1) In the University there shall be following categories of teachers:
 - a. Professor, Associate Professor (Grade-I/Grade-II), and Assistant Professor (Grade-I/ Grade-II).
 - b. A teacher may also be designated as Director/ Deputy Director/Assistant Director for specific assignments like research, marketing & business development, foreign assignment, outreach etc. wherever required.
 - c. Lecturer / Tutor / Demonstrator
- 2) The qualifications shall be such as may be approved by the Executive Council in the light of guidelines issued by the respective Regulatory Authority from time to time as applicable.
- 3) The scales of pay of teachers, insofar as they take part in teaching activities, shall be such as may be decided by the Executive Council from time to time
- 4) The Executive Council shall approve the sanctioned strength of the teaching and non-teaching staff. The validity of such sanctioned strength shall be as per the requirement of positions. The Academic Year in general, shall start from July to June. The validity may be extended/reduced by the Vice Chancellor as per requirement. Services of employees engaged temporarily if any and their services are liable to be terminated at any time without assigning any reason.
- 5) The Registrar shall maintain the records of the number of vacancies in accordance with the requirement and exigencies of the University and its institutions.

The same should be intimated to the concerned department after approval of the Executive Council.

- 6) In addition to regular employees against the sanctioned strength and those kept on ad-hoc basis, the University may, if need arises, also engage contractual employees for the specific project / assignments. The service of the contractual employees shall automatically stand terminated on the conclusion of the project / assignment. However, the contractual services can be terminated even before the expiry of the contract and in accordance with the exigency of service or the performance of the employee. Such employee shall not have any financial claim over the remaining contract period. Such contractual employees shall not have any right or claim over continuity of his/her contract in the University.
- 7) In case of closure of any department or considerable fall in the strength of students, the excess staff as reported by the Faculty Board will be put up to the Executive Council for decision on retrenchment.
- 8) When a person is appointed to a post in the University, his/her seniority shall be determined according to his/her length of continuous service in his/her grade but it does not entitle him/her for senior scale or promotion.
- 9) Records of each class of employee, to whom the provisions of these rules apply shall be prepared and maintained by the office of the Registrar.
- 10) Notwithstanding anything contained in the terms and conditions of service of a teacher or any other employee or in the order of his/her appointment, the Executive Council may remove a teacher or any other employee should it so decide.
- 11) For reviewing the Annual Performance and Routine Appraisals an Appraisal Committee shall be constituted by the Vice Chancellor which may also include an external expert / academician.
- 12) A permanent teacher or any other permanent employee may resign by giving three months notice in writing to the Executive Council or on payment to the University of three months' salary in lieu thereof.
- 13) Notwithstanding anything contained in the terms and conditions in the contract of service or in the order of appointment of a teacher or any other employee may be removed by the authority competent to appoint him / her if he/ she:-
 - a. becomes of unsound mind,
 - b. is an undischarged insolvent,
 - c. has been convicted by a court of law of an offence involving moral turpitude and sentenced in respect thereof to imprisonment.

- d. is otherwise guilty of misconduct/indiscipline/any other charge proved against him with the decision of removal.

2. Posts, Recruitment, Appointments & Promotion

A. Categorization of Posts

Categorization of posts; cadres and the posts under the University shall be specified as per the General Ordinances (Rules & Regulations) or as prescribed from time to time.

A person whose age is less than 18 years shall not be appointed to any post in the University.

B. Qualifications for Appointments of posts

The qualifications and experience for appointments to the posts in various cadres in the University shall be such as may be finalized and approved by the Executive Council of the University and in accordance with the concerned regulatory authority.

- a. Apart from the prescribed qualifications and experience, the appointment of persons by direct recruitment shall be subject to their being found medically fit by the Medical Examination Committee constituted for this purpose by the Vice Chancellor.
- b. No person shall be appointed to any post unless the appointing authority is satisfied that he / she possesses good character and antecedents.

C. Sanctioned Strength of Staff

The sanctioned strength i.e. number of staff members in various teaching and non-teaching cadres as required by the University and its constituents Institutions shall be such as may be determined by the Executive Council from time to time in view of the strength of the students, exigencies, connected workload factors and the manpower requirements thereof.

D. Categorization and Process for filling of posts

Recruitment may be made as per following classifications:

- a. **Adhoc / Contractual** – Person appointed, on full workload and for full-time, on a fixed salary through the recommendation of an internal selection committee and subsequent to the approval of the Vice Chancellor. Such appointment shall be **need based and purely temporary** in nature and time bound. The person shall not be eligible for annual increment.

- b. **Permanent**– Person appointed, initially on probation for two/three years, in the prescribed pay scale through the recommendation of the duly constituted selection committee and subsequent to the approval of the Executive Council. Such appointment will be confirmed only after satisfactory completion of the probation period.
- c. The age, educational and other qualifications for appointment to the post and the methods of recruitment shall be as approved by Executive Council. Provided that if the Executive Council disagrees with the recommendation of the selection committee the matter shall be referred to the Chancellor for final decision.
- d. The joining period shall be as per terms and conditions mentioned in the appointment letter.

E. Promotion

- a. Promotion if any shall be made on the recommendation of the appraisal committee constituted for the purpose by the Vice Chancellor. Such promotions shall be based on appraisals based on Rules and Regulations (Appendix Nos I, II and III), record of service, confidential report and seniority etc. These will be given due weightage by the appraisal (**Screening-Cum-Evaluation**) committee. The recommendation of the appraisal committee is to be approved by the Executive Council.

F. Re-employment in Service beyond Superannuation

Nothing in these rules shall be construed to limit or abridge the power of the Executive Council to re-employ persons in the service of the University who have reached superannuation prescribed by the Executive Council provided that:

- a. such re-employment is in the interest of the University,
- b. it would be at the discretion of Vice Chancellor / Chancellor to avail of the service of Advisors, Consultants, Experts and Contractual Employees, in the interest of the University at appropriate remunerations exclusively based on the expertise/services rendered by the persons for the specified period on such terms and conditions as may be decided.

G. Employees Absent from Duty

The unauthorized absence of the employee from the University for a period as decided by the Executive Council will be valid and sufficient ground for termination of the services.

3. Tenure

A. Termination of Service

1. The services of a temporary / adhoc basis / contractual basis employee may be terminated by the competent authority without any advance notice being issued.
2. If the appointment is Regular, at any time by a notice of one month in writing given by the appointing authority to the employee or forthwith by payment to him/her of a sum equivalent to the amount of his pay plus allowances for one month at the same rates at which he/she was drawing them immediately before the termination of his/her service.
3. The services of a permanent employee may be terminated by a notice of three months or on payment of pay plus allowances drawn by him/her immediately before the termination of his/her service for such period as the notice falls short of three months or without notice on payment of three months pay plus allowances drawn by him/her immediately before the termination of his/her service.

B. Retirement

- a. The age of retirement of the member of the teaching staff shall be on the completion of the age of 65 years whereas for the administrative and other staff of the University shall be on the completion of the age of 62 years. However, in the case of teachers governed by NMC, INC, PCI, BCI and other regulatory bodies their age of superannuation shall be as per the norms and guidelines of said Regulatory Bodies.
- b. The Executive Council may, on the recommendation of the Vice Chancellor, in exceptional cases and in the interest of the University, reemploy any person beyond the prescribed age limit.
- c. The age of retirement for the Vice Chancellor is 70 years and the retirement age of Registrar is 65 years.
- d. Notwithstanding the provisions of sub-clause (a) above, an employee shall be retired.
 - i. On his being declared medically unfit for service by a Medical Board to be appointed by the Executive Council on its behalf. In such cases his/her pending dues will be payable.

C. Resignation

Subject to the acceptance of resignation by the Competent Authority, a permanent employee may, by notice of three months and temporary employee by notice of one month in writing addressed to the competent authority resign from the service of the University, or by payment of a sum equivalent to the amount of his/her pay plus allowances for the period of the notice at the same rates at which he/she was drawing them immediately before the acceptance of his/her resignation.

Provided the appointing authority may if it deems proper in any case permit a permanent / temporary employee to resign from service on a notice of less than three months / one month.

CHAPTER – II

4. Conditions of Service: Appointments

- 1) Subject to the provisions of the Act and The First Statutes, the Appointment of the Pro Chancellor, Vice Chancellor, Registrar, Finance Officer, Controller of Examination shall require the approval of the Chancellor. All other appointments shall require the approval of the Vice Chancellor. The Vice Chancellor, with the approval of the Chancellor may delegate such powers of approval to such other Officer/Officers in respect of such posts as may be specified in the Order of Delegation.
- 2) Provided that the Appointment Orders for the Pro Chancellor and the Vice Chancellor shall be issued with the seal and signature of the Chancellor. The Appointment Orders for the Registrar shall be issued the with the seal and signature of the Vice Chancellor. All other orders of appointments shall be issued by the Registrar or such other Officer/Officers as may prescribed for the purpose by the Vice Chancellor.
- 3) The forms of written contracts for teachers and other employees are in Appendix V and VI respectively.
- 4) The form of Contract for Superannuated persons to be appointed on contractual basis, with fixed salaries is required to be duly filled.
- 5) The Code of Conduct of teachers and other employees is set out in Appendix VII & VIII as well as Chapter – XI.

5. Power to Relax/ Amend the terms and Conditions of Service.

Notwithstanding anything contained in these Rules and Regulations, the Executive Council may relax any of the provisions of these Rules and Regulations under special circumstances and also modify or amend the written contracts and code of conduct as referred herein above in Paragraph 4 of Chapter II with the approval of the Chancellor.

6. Removal of Doubts

Where a doubt arises as to the interpretation or application of any of the provisions of these rules, the matter shall be referred to the Executive Council for decision, which shall be final.

CHAPTER – III

7. Salary & Pay

A. Scales of Pay

The scales of pay for various posts in the University services shall be as specified from time to time by the University and shall consider the guidelines of Regulatory Authorities (excluding DA & other Allowances etc.).

B. Initial Pay

Any employee shall, on his appointment to a post draw his/her pay at the minimum of the pay-scale unless the appointing authority decides that he/ she shall draw the pay at any higher stage.

C. Increment

In accordance with the prevailing norms / appraisal system, if the conduct and performance of an employee is found satisfactory, annual increment @ 3% of basic pay shall be granted to him / her.

D. Service Counting for Increment

The following service shall count for increment:

1. Duty at that post or at any other post of the same or higher grade,
2. Duty at an equivalent or higher post or deputation.
3. Duty on a temporary post and on probation; and
4. Leave other than extra-ordinary leave.

Provided that the sanctioning authority may direct that extraordinary leave shall also count for increments, if it is satisfied that such leave was taken on account of illness or for any other cause beyond the control of the employee.

E. Honorarium /Special Pay / Personal Pay / Fee

The University may sanction to any employee or eminent person an honorarium or special pay or personal pay or fee on such conditions as it may deem fit.

F. Drawl of Pay

1. An employee shall be entitled to draw the pay for the post to which he/she is appointed from the date on which he/she assumed charge of the post.
2. Pay in respect of any month shall become payable on or after the first week of the following month.
3. An employee resigning from the service of the University without the notice prescribed shall not be paid salary unless no dues certificate from all concerned is submitted and the Vice Chancellor allows to release his/her salary.

G. Special Allowances (If any)

Employees will be eligible to special allowances (if any) according to the University notification from time to time.

CHAPTER – IV

8. Conduct of the Employees

A. General

1. Every employee is required to abide by all official instructions issued to him/her by a competent authority. Every employee shall at all times maintain absolute integrity, show devotion to duty and do nothing which is unbecoming of an employee of the University otherwise it may be treated as Misconduct and Disobedience.
2. No employee shall, in the performance of his/her official duties or in the exercise of powers conferred on him/her, act otherwise than in his/her best judgment except when he/she is acting under the direction of his/her official superior.
3. Unless otherwise stated specifically in the terms of appointment, every employee may be called upon to perform such duties as may be assigned to him/her by the competent authority, beyond scheduled working hours and on closed holidays, Saturdays and Sundays.
4. Every employee, holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his/her control and authority.
5. An employee shall observe the scheduled hours of working during which he/she must be present at the place of his/her duty.
6. Except for unforeseen contingencies, no employee shall be absent from duty without prior permission. Where an employee absents himself/herself from duty without prior permission for a continuous period of 30 days, he/she shall be treated as absconding from duty and his services be deemed as terminated.

B. Joining of Association by Employees

No employee shall join or continue to be a member of an association/union, the objects or activities of which are prejudicial to the interests of the University or public order, decency or morality.

C. Crowding, Demonstration and Strikes

No employee shall engage himself or participate in any crowding demonstration which involves defamation of the university/ incitement to an offence, or strikes which is prejudicial to the interest of the University or public order, decency or morality, or which involves contempt of court. An employee shall not spread misinformation amongst other employees, neither incite opinion against the decisions of the University to the advantage of furthering his / her interests in the University and as a means to seek redressal of his / her grievance.

D. Connection with Press / Electronic Media / Social Media

1. No employee shall, except with the previous sanction of the University, own wholly or in part, or conduct, or participate in the editing or management of, any media/newspaper/channel and periodical publication.

2. No employee shall, except with the previous sanction of the University, or the prescribed authority or in the bonafide discharge of his/her duties, participate in a radio broadcast, TV telecast or contribute any article or write any letter or a book on behalf of University.

Provided that no such sanction shall be required if such broadcast or such contribution or writing is not against the interest of the university and is of a purely literary, artistic or scientific character.

3. No employee shall, except with the previous sanction of the University, use social media to share messages / posts that disclose confidential information or bring disrepute to the University or to its officials. Social media shall never be used as a means to seek redressal of grievances.

E. Representation

Whenever an employee wishes to put forth any claim or seek redress of any grievance or any wrong done to him/her, he/she must forward his/her case through proper channel and shall not forward such advance copies of his/her application to any higher authority in the University, unless the lower authority has rejected the claim, or refused relief, or that the disposal of the matter is delayed considerably. Representation may be considered individually and a joint representation is not desirable.

F. Evidence Before a Committee or any other Authority

1. No employee shall, except with the previous sanction of the University, give evidence in connection with any enquiry conducted by any person, committee or authority.
2. While giving such evidence no employee shall criticize the policy or any action of the University.

G. Unauthorized Communication of Information

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

H. Subscription

No employee shall except with the previous sanction of the University or of the prescribed authority ask for or accept contributions to, or otherwise associate himself/herself 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 staff or his/her family in distress.

I. Private Trade or Employment

No employee shall, except with the previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment Provided that an employee may, without such sanction undertake honorary work of a social or charitable nature or occasional work for a literary, artistic or scientific character, subject to the condition that his/her official duties do not thereby suffer; but he/she shall not undertake and shall discontinue such work if so directed by the University.

No employee may accept any fee for any work done by him/her for any public body or any private person without the sanction of the prescribed authority of the University.

J. Insolvency & Habitual Indebtedness

An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. An employee against whom any legal proceeding is instituted for the recovery of any debt due from him/her or for adjudging him/her as an insolvent shall forthwith report the full facts of the legal proceeding to the University.

K. Vindication of Acts & Character of Employees

No employee shall except with the prior sanction of the University, have recourse to any court or to the press/media for the vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.

L. Canvassing of non-Official or other Influence

No employee shall bring or attempt to bring any political/bureaucratic or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his/her service under the University.

M. Interpretation related to Rules

If any question arises relating to the interpretation of these rules, it shall be referred to the Executive Council which shall decide the same after approval of the Chancellor.

N. Delegation of Power

The Executive Council may, by a general or a special order, direct that any power exercisable by it under these rules subject to such conditions, if any, as may be specified in the order be exercisable also by such officer or authority as may be specified in the order.

CHAPTER – V

9. General Conditions of Leave

A. Interpretation

Under the rules in this chapter unless the context otherwise requires:

1. Casual leave, Medical Leave, Maternity Leave, Extraordinary Leave etc. mean the leave as provided in these rules.

B. Right to Leave

Leave cannot be claimed as a right and when the exigencies of service so demand, leave on any occasion may be refused or revoked by the authority empowered to sanction such leave.

However, in case of certified sickness this clause will not be applicable. In case an employee is recalled to duty before the expiry of his / her sanctioned leave, such recall to duty shall be treated as compulsory in all cases.

Except, otherwise provided under these rules any kind of leave under these provisions may be granted in combination in continuation of any other kind of leave except in the case of casual leave.

C. Commencement & Termination of Leave

- a. Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the previous day that one resumes his / her duty.
- b. Saturdays, Sundays and other holidays may be prefixed or suffixed to leave and shall be counted as part of the leave.

D. Conversion of one kind of Leave to another

At the request of an employee, the Sanctioning Authority may convert any kind of leave retrospectively into leave of a different kind provided it was due and admissible to the employee at the time the leave was granted. But such conversion of leave cannot be claimed by the employee as a matter of right.

E. Rejoining of Duty before expiry of Leave

An employee may join his/her duty subject to the permission of competent authority even before the expiry of the period of leave sanctioned to him/her.

F. Absence after Expiry of Leave

Unless the Authority competent to grant leave extends the leave, a University employee who remains absent after the expiry of leave, shall not be entitled for the leave salary. Willful absence from duty after the expiry of leave renders an employee liable to disciplinary action.

G. Summer & Winter Vacations

Teaching staff is entitled for summer & winter vacations which will be notified from time to time. However for ensuring smooth academic activities they shall avail the vacations before & after suitable preparation as per notification. Summer / Winter vacations will be sanctioned in separate slots to supporting staff so that the development, maintenance and preparation of the labs for next academic session is ensured properly.

Deans, HoDs, Teaching Staff and the Supporting staff involved in academic activities, if called for duties during the Summer / Winter vacations to accomplish certain tasks / exigencies shall be entitled for Earned Leave equivalent to half of the number of days they devoted during such vacations. In such cases the maximum EL earned will be as per existing EL rules.

Deans, HoDs, Teaching Staff and the Supporting staff may be required to perform special tasks such as designing programs / curricula / processes and systems while they avail the vacations. Such tasks performed during vacations and while staying outside office shall not attract any additional consideration in terms of payment or leave.

H. Discretionary Powers

Considering the merit of case the Vice Chancellor can relax any of the leave at his/her sole discretion and in the interest of the University.

I. Types of Leave

The following kinds of leave shall be admissible to the employees of the University:

- 1) Duty Leave
- 2) Casual Leave
- 3) Earned Leave
- 4) Leave on Medical Ground
- 5) Maternity Leave
- 6) Study Leave

Description

1) Duty Leave

- a. Attending Meeting, Conferences, Congresses, Symposia and Seminars on behalf of the University.
- b. Delivering lectures in Institutions etc. in response to the invitations received to the University.
- c. Participating in a delegation or working on a committee appointed by the Central/ State Govt., or any other Academic Body.
- d. For performing any other duty for the University.
- e. The duration of the Duty Leave will be decided by the Vice Chancellor based on the merit of the case.

2) Casual Leave

All the employees are entitled for 12 days of Casual Leave in a calendar year to respond to unforeseen circumstances, casualties and exigencies. However, efforts should be made by the employees concerned to keep his / her HoDs informed about his / her casual absence. Casual Leave may not be granted more than 3 days at a time.

Similarly, it cannot also be combined with any other type of leave. However, Sundays and declared holidays may be prefixed or suffixed to Casual Leave. The entitlement of the Casual Leave shall be on pro-rata basis for those employees who join the services in the middle of the year. Casual Leave shall not be carried forward for the next year.

3) Earned Leave

Earned Leave admissible to an employee shall be $1/30^{\text{th}}$ of actual service i.e. 12 days per calendar year. However, Dean, HODs, all the teaching staff and supporting staff attached to the Academic activities shall not be entitled for Earned Leave. The other conditions for availing dues are as follows:

- a. Application for Earned Leave shall have to be made at least 07 days in advance from the commencement of such leave.
- b. Earned Leave shall not be granted for more than 3 times in a year and the period of leave shall not be less than 4 days at a time.

- c. The credit of Earned Leave shall be given on 1st January every year. In case of an employee joining the services in middle of the year, such credit shall be on pro-rata basis. For the broken period of the year, the Earned Leave shall be credited to the account of the employee at the rate of one day for completed every month.
- d. The Earned Leave shall be accumulated to a maximum of 90 days. Any entitlement after the 90 days of Earned Leave accumulation shall not be credited into the employee's account.
- e. Earned Leave can be combined with any other type of leave except to casual leave. Employees shall be permitted to prefix or suffix Sundays and holidays to Earned Leave. These Sundays / Holidays will not be added to earned leave.
- f. Sundays and holidays falling in between the earned leave period shall be reckoned as Earned Leave.
- g. The Vice Chancellor, at his sole discretion and on the merit of each case, may sanction Leave Encashment in respect of the employee who has 90 days of Earned Leave at his credit and served the University for a minimum period of ten years. The maximum quantum of amount for which the Leave Encashment is considered at a time would be the amount equal to 30 days of basic salary.

4) **Leave on Medical Ground**

The University has constituted a Health Committee to look into the applications submitted by the employees seeking "Leave on Medical Ground". The Health Committee shall decide such cases judiciously.

5) **Maternity Leave**

The maternity leave will be granted for a maximum of two times in the whole career. The entitlement for maternity leave shall be for 90 days per pregnancy for such staff who has completed 1 year of service as per the following details:

- a. First 30 days on full salary
- b. Next 30 days on half salary
- c. Subsequent 30 days on 1/4th of the salary

6) **Study Leave**

The Study Leave for teachers may be granted mainly on the basis of merit cum performance as per the discretion of the Vice Chancellor. Such leave shall be considered only after completion of minimum continuous permanent service of five years after confirmation on the post.

Study Leave may be granted on the merit of the case for a maximum period of two years in a career. Applications for the Study Leave shall be routed through proper channel with appropriate recommendation. An employee shall submit Indemnity Bond in token of his/her commitment to serve the University at least for a period of three years on return from Study Leave. The requests from employees attaining the age of retirement within next five years from the date of application shall not be considered. Study Leave shall be entirely totally without pay.

J. Sanctioning Authorities

For smooth and expeditious sanction of various kinds of leave the following authorities shall be the Sanctioning Authorities:

Sl.	Type of Leaves	Sanctioning Authorities
1.	Any type of leave of Pro-Chancellor & Vice-Chancellor	Chancellor
2.	Duty Leave	Vice Chancellor
3.	Casual Leave	The leave in respect of all the Faculty members and supporting staff thereof shall be sanctioned by the Pro-Vice Chancellor The leave for all the Administrative staff and remaining staff members shall be sanctioned by the Registrar.
4.	Earned Leave	Vice Chancellor and in his absence the Pro-Vice Chancellor.
5.	Leave on Medical Ground	On the recommendations from the Medical/Health Committee, the Vice Chancellor and in his absence the Pro-Vice Chancellor.
6.	Maternity Leave	Vice Chancellor
7.	Study Leave	On approval of the Executive Council, the Vice Chancellor shall sanction the leave.

K. Allowances for Discharge of Official Duties

Allowances for the Chancellor and the Pro Chancellor shall be as approved by the Sponsoring Body.

The Chancellor shall approve the allowances admissible to the Vice Chancellor.

The Vice Chancellor, Pro Vice Chancellor, Registrar, Treasurer and Controller of Examination may be provided residential accommodation on campus depending upon availability and requirement with the approval of the Chancellor / Vice Chancellor and on such conditions as may be decided.

Residential quarters available in the campus may be allotted to the faculty/staff as per prescribed policy.

CHAPTER – VI

10. The Treasurer/Finance Officer

- 1) Qualifications for the Treasurer/Finance Officer shall be a Master's Degree in Commerce/Finance or MBA (specialization in Finance) with a minimum of 5 years experience in a related field.
- 2) The Treasurer/Finance Officer shall oversee timely preparation of Budget and accounts and its presentation to the Executive Council. He/She shall ensure that expenditure does not exceed the budget and is used for budgetary items. If funds are to be used for non-Budgetary items then Executive Council's prior approval shall be necessary.
- 3) The Treasurer/Finance Officer shall be responsible for drawing and disbursing funds on behalf of the University and shall keep constant watch on the state of Cash, Bank balances, state of investments, expenditure and other financial matters and make suggestions to the competent authorities.
- 4) He/She shall be responsible to get timely and regular audit of University's accounts completed.
- 5) He/She shall exercise disciplinary control over all employees in the Accounts Section of the University.
- 6) He/She shall ensure that all registers pertaining to land, building, furniture, stores & equipments etc. are up-to-date and the stock checking of University's property and equipments & other materials is done timely. He/She may call from any office of the University any information required for checking & auditing.
- 7) He/She shall perform such other financial functions as may be assigned to him/her.

11. Finance Committee

The members of the Finance Committee shall be nominated and have a term of three (03) years. Members can also be re-nominated for another terms. The Finance Committee shall be responsible for performing such other Finance functions as may be assigned to it by the Executive Council, the Vice Chancellor or the Planning Board, which are not covered under the Statutes.

12. Service Record & Performance

The University shall maintain personal files and confidential reports of all the employees for consideration of releasing/holding increments, promotion/demotion and continuation/ discontinuation of services.

13. Transfers

- a. With an objective to utilize the manpower judiciously and for official requirements, the services of all the employees are transferable inter-departmentally or inter-institutionally i.e. with the Departments in the University, from the University to its various Institutes at various locations. This would be exclusively in the best interest of the University.

- b. By virtue of such transfers, there shall be no change in the existing status of the employee nor any additional allowance/benefit shall be payable to the transferred employee.

14. Residuary Conditions of Service

Any matter relating to the conditions of service of an employee for which no provision is made in these rules shall be determined by the Executive Council with the approval of the Chancellor.

CHAPTER – VII

15. Definition of Official Tour

All tours ,domestic or abroad, undertaken in the discharge of Official Duties of the University or its Allied Institutions, shall require the prior approval of the Vice Chancellor or ,on authorization, by any other competent authority/officer, shall qualify as an “Official Tour”. The University shall ensure that the permission to official tour is restricted only to absolutely essential official requirements. In the case of Chancellor his tour programme shall be intimated to the sponsoring body by the Vice-Chancellor and in case of Pro-Chancellor, his tour programme shall be submitted for approval to the Chancellor.

16. Approval of Tour Programme

The touring Officer or teacher or employee shall ensure that prior approval of tour in appropriate proforma captioned as “Tour Programme” or “Tour Itinerary” is obtained before commencement of tour.

17. Extension in Approval Tour Period

The tour shall automatically stand terminated on the date as mentioned in the approved tour programme unless the extension is granted by the Vice Chancellor. Similarly, no employee shall commence the tour before the date mentioned in the approved tour programme.

18. Tour Diary / Tour Report

On completion of tour, the touring employee shall submit the Tour Diary / Tour Report giving briefly the tasks undertaken by him / her during the tour period and as to how his / her tour was beneficial to the University / Institute.

19. Follow-Up Action

Consequent upon completion of tour and on return to the place of posting, Officer or teacher or the employee shall ensure that follow-up action is taken for the tasks discussed and emerged during tour as a future course of action.

1. Eligibility & Mode of Travel

A. Mode of Travel & Entitlements - The modes of travel and corresponding entitlements are as follows –

1. Travel Entitlement within the Country.

Sl. No.	Category	Travel Entitlements / Surface / Air	Entitlement of Local Conveyance Charges
1.	Chancellor /Pro Chancellor	Business / Club class by Air or AC-I Class by Train	AC Taxi / AC Bus
2.	Vice Chancellor / Pro Vice Chancellor / Registrar	Executive class/ Economy class by Air or AC-I Class by Train	AC Taxi / AC Bus
3.	Deans, Advisors, Controller of Exam., Finance Officer, Treasurer	Economy Class by Air or AC I by Train	AC Taxi / AC Bus
4.	All other employees assigned on official duty	As per approval	As per approval

Note :

- It would be at the discretion of the Vice Chancellor to upgrade the entitlement in view of prevailing situation and in the interest of the University.
- The entitlement for Consultants, Teachers, Experts etc. shall be decided by the Vice Chancellor in accordance with the nature of assignments allocated to such persons.
- If the employees mentioned in categories 1 to 3 undertake the journey by their own vehicle, the charges would be reimbursed as per approved rate from time to time.

2. International Travel Entitlement:

Sl. No.	Category	Travel Entitlements
1.	Chancellor / Pro Chancellor	Business Class
2.	Vice Chancellor or others officers of the University	Economy Class

B. Entitlement of Daily Allowances (Lodging & Boarding and Transportation)

The entitlement for accommodation and food, broadly known as Daily Allowance

Sl. No.	Category	Lodging (Hotel Accommodation)/ Boarding (Food charges)
1	Chancellor / Pro Chancellor	Actual expenses incurred
2	Vice Chancellor/Pro Vice Chancellor/ Registrar	As per actual
3	Deans, Advisors, Controller of Exam., Finance Officer, Treasurer	As per actual
4	All other employees assigned on official duty	As per approval

Explanation - Per day means every 24 hours reckoned from the commencement of journey and calculated as follows: / per diem, for different categories of employees shall be as follows:

1	Air Journey	Commencing from the Reporting Time of flight and upto actual time of landing on return.
2	Trains	Commencing from scheduled time of departure of the train and up to actual time of arrival at H.Q.
3	Roadways	Commencing from actual departure time and ending on return time of arrival at H.Q.

For arriving at the total number of days for Daily Allowance / food charges, the calculation shall be done on the basis of aforementioned formula to know and claim the actual quantum of amount on account of Lodging and Boarding. For any remainder of hours, the claim of Lodging and Boarding shall be as follows:

1	Above 8 hours	One day
2	Upto 8 hours	Half a day
3	Less than 8 hours	Nil

In view of merit of case and preventing situations, it would be at the discretion of the Vice Chancellor to allow the Lodging & Boarding charges at the rates above the entitlement or on “Actual Expenses” basis as a special case.

C. Tours for Skill Up-Gradation / Development

The University may authorize any staff members for some particular refresher courses or skill up-gradation towards its academic development with the prior approval of the competent authority. The funds may be allotted to compensate wholly / partially the expenses incurred by staff members on :

- a. Educational tours
- b. Vocational tours
- c. Trainings
- d. Developmental workshops
- e. Skill up-gradation meets
- f. Seminars for development of academic skills
- g. Any other

D. Sponsored Tours

In case the Tours, Seminars, Symposia, Workshops, Congresses or other meets are sponsored by the Government, Institutes, or other agencies with the facility of lodging or boarding or one of the facilities, the University staff/touring officials shall restrict their tour expenses claims to the extent of actual expenditure incurred on such tours excluding the facilities provided by the sponsoring agency.

E. Other Expenses

The Chancellor, the Pro Chancellor and the Vice Chancellor may incur other incidental expenses in the discharge of Official Duties of the University. Such expenses shall be reimbursed by the University.

Provided that, in the case of the Chancellor, such expenses shall be intimated to the Sponsoring Body; and in the case of the Pro Chancellor and the Vice Chancellor, such expenses shall require approval of the Chancellor.

Rules & Regulations

Appraisal Criteria and Methodology for University Teachers

Name : Designation : Emp. ID :
 DOJ : Faculty : Department :
 Last Promotion : Last Increment : Rating Period :
 From: To:

Table-1

Sl. No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned) x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	<ul style="list-style-type: none"> • 80% & above- Good • Below 80% but 70% & above-Satisfactory • Less than 70% - Not satisfactory
2.	Involvement in the University/ College students related activities/ research activities: a. Administrative responsibilities such as Chairperson/Dean/ Director/Head/ Coordinator/ Warden etc. b. Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. c. Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. d. Organizing seminars/ conferences/ workshops, other college/university activities. e. Evidence of actively involved in guiding Ph.D students. f. Conducting minor or major research project sponsored by national or international agencies. g. At least one single or joint publication in peer-reviewed or UGC list of Journals.	<ul style="list-style-type: none"> • Good - Involved in at least 3 activities • Satisfactory- 1-2 activity • Not-satisfactory - Not involved/ undertaken any of the activity <p>Note - Number of activities can be within or across the broad categories of activities</p>

Overall Grading:

Good: Good in teaching and satisfactory or good in activity at Sl.No.2. Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

Rules & Regulations

Table 2

Methodology for University Teachers for calculating Academic/
Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.)

Sl. No.	Academic/Research Activity	Faculty of Sciences/ Engineering/ Agriculture/ Medical Sciences		Faculty of Languages/ Humanities /Arts/ Social Sciences / Library/ Education/Physical Education/Commerce / Management & other related disciplines	
		Max. Score	Obtain Score	Max. Score	Obtain Score
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper		10 per paper	
2.	Publications (other than Research papers)				
	(a) Books authored which are published by				
	International publishers	12		12	
	National Publishers	10		10	
	Chapter in Edited Book	05		05	
	Editor of Book by International Publisher	10		10	
	Editor of Book by National Publisher	08		08	
	(b) Translation works in Indian and Foreign Languages by qualified Faculties				
	Chapter or Research paper	03		03	
	Book	08		08	
3.	Creation of ICT mediated Teaching learning pedagogy and content and development of new and innovative courses and curricula				
	(a) Development of Innovative pedagogy	05		05	
	(b) Design of new curricula and courses	02 per curricula/course		02 per curricula/course	
	(c) MOOCs				
	Development of complete MOOCs in (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20		20	
	MOOCs (developed in 4 quadrant) per module/lecture	05		05	
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02		02	
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08		08	
	d. E-Content				
	Development of e-Content in 4 quadrants for a complete course/e-book	12		12	
	e-Content (developed in 4 quadrants) per module	05		05	
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02		02	
	Editor of e-content for complete course/paper /e-book	10		10	
4.	(a) Research guidance		Max. Score		Obtain Score
	Ph.D.	10 per degree awarded			
		05 per thesis submitted			
	M. Phil/P.G. dissertation	02 per degree awarded			
	(b) Research Projects Completed				
	More than 10 lakhs	10			

	Less than 10 lakhs	05	
	(c) Consultancy	03	
5.	(a) Patents		
	International	10	
	National	07	
	(b) *Policy Document (Submitted to an International body/ organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	
	National	07	
	State	04	
	(c) Awards / Fellowships		
	International	07	
	National	05	
6.	*Invited lectures/Resource Person/ Paper presentation in Seminars/ Conferences/ full paper in Conference Proceedings (Paper presented in Seminars/ Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	
	International (within country)	05	
	National	03	
	State/University	02	

The Research score for research papers would be augmented as follows :

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

- | | | | |
|------|--|---|-----------|
| i) | Paper in refereed journals without impact factor | - | 5 Points |
| ii) | Paper with impact factor less than 1 | - | 10 Points |
| iii) | Paper with impact factor between 1 and 2 | - | 15 Points |
| iv) | Paper with impact factor between 2 and 5 | - | 20 Points |
| v) | Paper with impact factor between 5 and 10 | - | 25 Points |
| vi) | Paper with impact factor >10 | - | 30 Points |

Two authors: 70% of total value of publication for each author.

More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories

Rules & Regulations

• **Table: 3**

- **Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Universities**

Sl. No.	Academic Record	Score			
1.	Graduation	80% & Above = 15	60% to less than 80% = 13	55% to less than 60% = 10	45% to less than 55% = 05
2.	Post – Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC) (Non creamy layer/PWD) to less than 60% = 20	
3.	M.Phil.	60% & Above = 07	55% to less than 60% = 05		
4.	Ph.D.	30			
5.	NET with JRF	07			
	NET	05			
	SLET/SET	03			
6.	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed)	10			
7.	Teaching / Post Doctoral Experience (2 marks for one year each)#	10			
8.	Awards				
	International /National Level (Awards given by International Organisations / Government of India / Government of India recognized National Level Bodies)	03			
	State Level (Awards given by the State Government)	02			

-
- **# However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.**
- **Note:**
- (A) (i) M.Phil + Ph.D Maximum - 30 Marks
- (ii) JRF/NET/SET Maximum - 07 Marks
- (iii) In awards category Maximum - 03 Marks
- (B) Number of candidates to be called for interview shall be decided by the concerned universities.

(C)

Academic Score	-	80
Research Publications	-	10
Teaching Experience	-	10
Total	-	100

-
- (D) Score shall be valid for appointment in respective State SLET/SET Universities/ Colleges/ Institutions only
 - However, if the period of teaching / post – doctoral experience is less than one year then the marks shall be reduced proportionately :
 - (A)
 - (i) M.Phil + Ph.D Maximum - 30 Marks
 - (ii) JRF/NET/SET Maximum - 07 Marks
 - (iii) In awards category Maximum - 03 Marks

Annual Confidential Report – Year

(For Non-Teaching Staff)

1.	Name	
2.	Date of Birth	
3.	Qualification	
4.	Designation	
5.	Date of Joining	

B Nature of Duties Entrusted (in brief)

		Max. Marks	Marks by Reporting Officer	Marks by Reviewing Officer	Marks obtained
Performance in Duties Entrusted					
1.	Job Knowledge	10			
2.	Promptness and Responsiveness	10			
3.	Quality of Work	05			
Ability					
4.	General Intelligence	05			
5.	Self Motivation/Initiative	05			
6.	Communication Ability	05			
7.	Ability to get along	05			
Behaviour and Other Traits					
8.	Punctuality in attendance and general discipline	05			
9.	Integrity and Character	10			

10.	Sincerity and Trustworthiness	10			
11.	Capacity to put in hard work	10			
12.	Behaviour towards superiors	10			
13.	Behaviour towards others	10			
	Total	100			

Signed by

Reporting Officer

Reviewing Officer

Vice Chancellor

Additional sheets may be attached if required

General Ordinances

**FORM OF AGREEMENT WITH MEMBERS OF TEACHING STAFF OF THE
UNIVERSITY**

Agreement made thisday of..... 20 between Sri..... of first party and the University of(hereinafter called “the University”) of the second party.

It is hereby agreed as follows :

1. That the University hereby appoints Shri/Shrimati/Km.....to be a teacher of the University with effect from the date first party takes charge of the duties of his/her office, and the party of the first part, hereby accepts the engagement, and undertakes to take such part, and perform such duties in the University as may be required of him/her, including the management and protection of the University property of funds, the organization of instruction the teaching format or informal and the examinations of students, the maintenance of discipline and the promotion of student’s welfare in connection with any curricular or residential activities and perform such extra curricular duties of the University as may be entrusted to him/her and to submit himself/herself to the officers under whom he/she is for the time being placed by the authorities of the University and shall abide by and conform to the Code of Conduct for teachers as laid down by the University as amended from time to time.

Provided that the teacher shall be on probation for a period of two years and the Executive Council may in its discretion extend the period of probation by one year.

2. That the first part shall retire in accordance with the provisions of the Statutes, ordinance or regulations of the University.
3. The scale of pay attached to the post of teacher to which the first party is appointed shall be.....the party of the first party shall from the date he/she takes charge of his/her said duties be granted pay at the rate of Rs.....per mensem in the aforesaid scale and shall receive pay in the succeeding stages in the scale unless the annual increment is withheld in pursuance of the provisions of the Statutes/ordinances or regulations:

Provided that where an efficiency bar is prescribed in the time scale, the increment next above the bar shall not be given to the party of the first part without the specific sanction of the authority empowered to withhold increment.

4. That the first party shall obey, and to the best of his/her ability carry out the lawful directions of any officer, authority or body of the University, to whose authority he/she may work while this agreement is in force, is subject under the Provisions of the said Act, or under any Statutes, Ordinances or Regulations made there under.
5. That the party of the first part hereby undertakes to abide by and conform to the Code of Conduct laid down for the teachers by the University, as amended from time to time.
6. That on the termination of this agreement from whatever cause, the party of the first part shall deliver up to the University all books, apparatus, record and other articles belonging to the University that may be in his/her possession.
7. In all matters, the mutual rights and obligations of the parties hereto shall be governed by the Statutes and Ordinances of the University, for the time being in force, which shall be deemed

to be incorporated herein and shall be as such a part of this agreement as if they were reproduced herein, and by the provisions of U.P. Private Universities Act No. 12 of 2019.

In witness whereof the parties hereto affix their hands and seal on the day year first above written.

.....

Signature of the Teacher

.....

Signature of the Registrar

Witness:

1).....

2).....

**FORM OF AGREEMENT WITH EMPLOYEES
(OTHER THAN MEMBERS OF TEACHING STAFF) OF THE UNIVERISTY**

Agreement made thisday of..... 20 between Sri..... of first party and the University of(hereinafter called “the University”) of the second party.

It is hereby agreed as follows :

1. That the University hereby appoints Shri/Shrimati/Km.....to be an employee of the University with effect from the date first party takes charge of the duties of his/her office, and the party of the first part, hereby accepts the engagement, and undertakes to take such part, and perform such duties in the University as may be required of him/her, including the management and protection of the University property of funds, the organization of instruction the teaching format or informal and the examination of students, the maintenance of discipline and the promotion of student’s welfare in connection with any curriculum or residential activities and perform such extra curricular duties of the University as may be entrusted to him/her and to submit himself/herself to the officers under whom he/she is for the time being placed by the authorities of the University and shall abide by and conform to the Code of Conduct for employees laid down by the University as amended from time to time.

Provided that the employee shall be on probation for a period of two years and the Executive Council may in its discretion extend the period of probation by one year.

2. That the first part shall retire in accordance with the provisions of the Statutes of the University.
3. The scale of pay attached to the post of employee to which the first party is appointed shall be.....the party of the first party shall from the date he/she takes charge of his/her said duties be granted pay at the rate of Rs.....per mensem in the aforesaid scale and shall receive pay in the succeeding stages in the scale unless the annual increment is withheld in pursuance of the provisions of the Statutes/ordinances or Regulations:

Provided that where an efficiency bar is prescribed in the time scale, the increment next above the bar shall not be given to the party of the first part without the specific sanction of the authority empowered to withhold increment.

4. That the first party shall obey, and to the best of his/her ability carry out the lawful directions of any officer, authority or body of the University, to whose authority he/she may work while this agreement is in force, is subject under the Provisions of the said Act, or under any Statutes, Ordinances or Regulations made there under.
5. That the party of the first part hereby undertakes to abide by and conform to the Code of Conduct laid down for the employees, by the University, as amended from time to time.

6. That on the termination of this agreement from whatever cause, the party of the first part shall deliver up to the University all books, apparatus, record and other articles belonging to the University that may be in his/her possession.
7. In all matters, the mutual rights and obligations of the parties hereto shall be governed by the Statutes and Ordinances of the University, for the time being in force, which shall be deemed to be incorporated herein and shall be as such a part of this agreement as if they were reproduced herein, and by the provisions of U.P. Private Universities Act No. 12 of 2019.

In witness whereof the parties hereto affix their hands and seal on the day year first above written.

.....

Signature of the employee

.....

Signature of the Registrar

Witness:

1).....

2).....

Rules & Regulations

CODE OF CONDUCT FOR TEACHERS

Whereas a teacher, conscious of his responsibilities and trust placed in him, to mould the character of the youth and to advance knowledge, intellectual freedom and social progress, is expected to realize that he can fulfil the role of moral leadership more by example than by precept through a spirit of dedication, moral integrity and purity in thought, word and deed.

Now, therefore, in keeping with the dignity of his calling, this Code of Conduct is hereby laid down to be truly and faithfully observed.

- 1) Every teacher shall perform his/her academic duties with absolute integrity and devotion.
 - 2) No teacher shall show any partiality or bias in the assessment of the students nor shall he/she practice victimization against them.
 - 3) No teacher shall incite one student against another or against his/her colleagues, or the University authorities or for vandalism.
 - 4) No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or language. He shall also discourage such tendencies, amongst his/her colleagues; subordinates and students, and shall not try to use the above consideration for the improvement of his/her own prospects.
 - 5) No teacher shall refuse to carry out the decisions of the appropriate bodies and functionaries of the University as the case may be.
 - 6) No teacher/staff shall divulge any confidential information relating to the affairs of the University to any person not authorized in respect thereof.
 - 7) No teacher shall run or participate in any other business, part-time home teaching (tuition) and coaching classes.
 - 8) The teachers shall remain available to the students for necessary assistance and guidance even after the classes without any remuneration.
 - 9) With a view to complete the teaching assignment, a teacher shall take leave only in unavoidable circumstances and with the prior permission as far as possible.
 - 10) The teacher shall remain engaged in developing his/her academic achievements by a continuous study, research and training.
 - 11) Every teacher shall assist in the University in educational responsibilities e.g. in admission, guiding and counseling to students, conducting examinations, invigilation, supervision, evaluation of answer books, teaching and other co-curricular activities of the University.
 - 12) As per the ideals of democracy, patriotism and peace, a teacher shall create a feeling of respect among students towards scientific temper and dignity of manual labour.
- No teacher of the University shall join any political or any communal party or have any affiliation with them. In case it comes to notice of the authorities of the University that any of the employees has any participation with my antinational or antisocial activities then his/her services will be liable to be terminated.

Rules & Regulations

CODE OF CONDUCT FOR EMPLOYEES

Other than Teaching Staff

Whereas an employee, conscious of his responsibilities and trust placed in him, to assist the University to mould the character of the youth and to advance knowledge, intellectual freedom and social progress, is expected to realize that he/she can fulfill the role of moral leadership more by example than by precept through a spirit of dedication, moral integrity and purity in thought, word and deed.

Now, therefore, in keeping with the dignity of his calling, this Code of Conduct is hereby laid down to be truly and faithfully observed:

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- 4) No employee shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or language. He / She shall also discourage such tendencies, amongst his/her colleagues' subordinates and students, and shall not try to use the above considerations for the improvement of his/her own prospects.
- 5) No employee shall refuse to carry out the decisions of the appropriate bodies and functionaries of the University as the case may be.
- 6) No Staff/Employee shall divulge any confidential information relating to the affairs of the University to any person not authorized in respect thereof.
- 7) No employee shall run or participate in any other business.
- 8) The employee shall remain available to the University even after the office hours without any remuneration.
- 9) With a view to complete the assigned duties, an employee shall take leave only in unavoidable circumstances and with the prior permission as far as possible.
- 10) Every employee shall assist in the University in all educational responsibilities.
- 11) As per the ideals of democracy, patriotism and peace, an employee shall create the feeling of respect among students towards scientific temperament and dignity of manual labour.
- 12) No employee of the University shall join any political or any communal party or have any affiliation with them. In case it comes to notice of the authorities of the University that any of the employees has any participation with any antinational or antisocial activities then his/her services will be liable to be terminated.

-----END OF DOCUMENT-----