

# SWAMI VIVEKANAND SUBHARTI UNIVERSITY MEERUT



## HR Manual

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## I - General Information & Introduction

### 1.1 About the University: About us, Vision, Mission, Values

#### a) Who we are / About Us

The University has been established under the aegis of Mahayana Thervada Vajrayana Buddhist Religious and Charitable trust (formerly known as Subharti K.K.B. Charitable Trust) Meerut, which has acquired a commendable record of service in the field of Education, Religion, Health care and Social Welfare.

The main campus of the University is in the National Capital Region and is strategically situated on National Highway-58, Delhi-Haridwar bypass road, Meerut. The campus aptly called 'Subhartipuram', is spread over a sprawling area of about 250 acres of land comprising magnificent buildings, lush green lawns, and vibrant surroundings with over 5000 people, determined to make this a 'Jewel in the Crown' of the Nation.

The University boasts of highly qualified, dedicated and competent faculty from all walks of life, world class infrastructure, fully equipped laboratories with latest state-of-the-art equipment and a huge library with the most updated physical and e-resources.

The Uniqueness of Subharti University lies in providing an environment conducive to the overall development of students, thus maintaining a balance between academic excellence and moral perfection.

- The University has been awarded the membership of Association of Indian Universities.
- The University has more than 58 MOUS and has won numerous National and International awards.
- The University has also started a number of courses through the "Centre for Distance and Online Education (CDOE)" approved by Distance Education Bureau of UGC (Formerly by Joint committee of UGC-AICTE-DEC).

#### b) Vision

To be an Internationally Acclaimed Multidisciplinary Research Intensive University that provides a holistic and transformative education to create educatedness and wellbeing of all the dimensions of human life.

#### c) Mission

- To develop good, thoughtful, well rounded and creative individuals by ensuring inclusive and equitable quality education and promote lifelong learning opportunities for all.
- To Promote multidisciplinary learning through National & International collaboration and integration of technology, innovation and research
- To Realizing sustainable development goals through strengthening global partnership.

#### d) Core Values

Our university is guided by four core values:

"Shiksha Seva Sanskar and Rastriyata"

"शिक्षा सेवा संस्कार एवं राष्ट्रियता"

### **Education**

We value the transformative power of education, fostering a culture of academic excellence and lifelong learning.

### **Service**

We are committed to serving our community, encouraging engagement and outreach to enhance the well-being of others.

### **Values**

Integrity, respect, and inclusion are fundamental to our ethos, promoting a collaborative and ethical environment.

### **Nationalism**

We take pride in our national heritage, instilling a sense of responsibility in our students to contribute positively to society.

## **1.2 University Structure & Organization Chart (As per U P Umbrella act 2019)**

The following university's structure, illustrating the hierarchy and relationships between different roles as per the Uttar Pradesh State Umbrella Act of 2019.

### **Key Roles**

The university's organizational structure, defined by the Uttar Pradesh State University Act, includes several key roles, each with distinct responsibilities that contribute to our mission:

**Chancellor:** The ceremonial head, responsible for overall governance and strategic direction as mandated by the Act.

**Pro-Chancellor:** Assists the Chancellor with administrative functions and ensures alignment of university policies with institutional goals.

**Vice-Chancellor:** The principal academic officer, managing academic and operational activities while fostering a culture of excellence in education and research.

**Pro-Vice Chancellor:** Supports the Vice-Chancellor in academic leadership and strategic initiatives across departments.

**Registrar:** Oversees student registration, maintains records, and ensures compliance with university policies and statutory requirements. The registrar's office provides a variety of services and supports for prospective students, current students, faculty, and staff related to: Marketing and recruitment. Admissions.

**Controller of Examinations:** Manages the examination process, ensuring fairness and integrity while adhering to academic standards specified in the Act.

**Finance Officer:** Oversees the university's financial resources, including budgeting, accounting, and financial reporting in compliance with regulations.

**Dean of Student Welfare:** Enhances student life by providing essential support services and resources to promote well-being and engagement.

**Director of Research:** Facilitates and promotes research initiatives aligned with the university's academic objectives and broader educational framework.

**Head of Institution:** Manages specific academic institutes or colleges, ensuring effective administration and adherence to academic integrity.

**Director of Marketing & Communication:** Manages the university's branding and outreach strategies to enhance visibility and community engagement.

**Director of Admissions:** Oversees the admissions process, ensuring a smooth and efficient experience for prospective students.

**Chief Security Officer:** Responsible for campus safety, implementing policies to protect students and staff.

**Training & Placement Officer:** Facilitates career development opportunities and job placements for students, connecting them with potential employers.

### 1.3 Key Policies & Regulations

#### a. Overview of Policies

##### 1. [Admission Policy](#) :



- **Purpose and Scope:** Outlines the framework for admitting students to the university.
- **Eligibility Criteria:** Specifies the requirements for prospective students.
- **Application Process:** Details the steps for submitting an application.
- **Selection Procedure:** Describes how candidates are evaluated and selected.

##### 2. [Biohazardous Waste Policy](#) :



- **Definition of Biohazardous Waste:** Identifies what constitutes biohazardous waste.
- **Waste Segregation Guidelines:** Provides instructions for proper waste separation.
- **Disposal Procedures:** Outlines safe methods for disposing of biohazardous materials.
- **Compliance and Safety Measures:** Ensures adherence to safety regulations.

##### 3. [Code of Conduct](#):



- **Expectations of Behavior:** Sets standards for professional and ethical behavior.
- **Professional Etiquette:** Encourages respectful interaction within the university community.
- **Disciplinary Actions:** Lists potential consequences for violations.
- **Reporting Violations:** Explains how to report breaches of the code.

##### 4. [Concession / Scholarship Policy for Non-Teaching Staff in Education](#)



- **Eligibility Criteria:** Defines who qualifies for concessions and scholarships.

- **Application Process:** Details how staff can apply for financial support.
- **Types of Scholarships:** Specifies available scholarships and their benefits.
- **Renewal and Maintenance of Scholarships:** Outlines criteria for scholarship renewal.

#### 5. Consultancy Policy



- **Purpose:** Highlights the role of consultancy in enhancing university reputation.
- **Eligibility and Approval:** Describes who can provide consultancy and how to get approval.
- **Revenue Sharing Guidelines:** Details how income from consultancy is shared.
- **Reporting Requirements:** Specifies documentation needed for consultancy activities.

#### 6. Cultural Event Policy



- **Purpose and Objectives:** Promotes cultural engagement and inclusivity through events.
- **Event Planning Guidelines:** Provides a framework for organizing cultural events.
- **Funding and Budgeting:** Outlines financial support for events.
- **Participation and Inclusivity:** Encourages diverse participation in cultural activities.

#### 7. IT (Information Technology) Policy



- **Acceptable Use of IT Resources:** Defines proper use of university technology.
- **Data Security Measures:** Outlines protocols to protect sensitive information.
- **Software Licensing:** Ensures compliance with software regulations.
- **IT Support and Maintenance:** Provides guidelines for accessing IT services.

#### 8. Intellectual Property Rights Policy



- **Definition of Intellectual Property:** Clarifies what constitutes intellectual property.
- **Ownership and Rights:** Specifies ownership rights for university-created works.
- **Commercialization Procedures:** Outlines steps for commercializing research outputs.
- **Dispute Resolution:** Provides mechanisms for resolving IP disputes.

#### 9. [Internal & External Financial Audit Policy](#)



- **Purpose of Audits:** Ensures financial accountability and transparency.
- **Audit Processes and Frequency:** Describes how and when audits are conducted.
- **Roles and Responsibilities:** Outlines the responsibilities of audit participants.
- **Reporting and Accountability:** Specifies how audit findings are reported.

#### 10. [International Students & Global Relations Policy](#)



- **Support Services for International Students:** Details resources available for international students.
- **Admission and Visa Procedures:** Outlines processes for enrolling international students.
- **Cultural Exchange Programs:** Promotes mutual understanding through exchange initiatives.
- **Global Partnerships and Collaborations:** Encourages international collaborations and partnerships.

#### 11. [Junior Research Fellowship Policy](#)



- **Eligibility Criteria:** Defines who can apply for junior research fellowships.
- **Application and Selection Process:** Details how fellows are chosen.
- **Funding and Duration:** Specifies financial support and fellowship duration.
- **Reporting and Accountability:** Outlines reporting obligations for fellows.

#### 12. [Performance Appraisal Policy - Teaching & Non-Teaching Staff](#)



- **Objectives of Performance Appraisal:** Aims to enhance staff performance and development.
- **Evaluation Criteria:** Specifies metrics for assessing performance. (Copy of APR attached)
- **Feedback Mechanism:** Provides a framework for constructive feedback.
- **Professional Development Opportunities:** Encourages continuous skill enhancement.

### 13. [Placement Policy](#)



- **Placement Services Offered:** Describes support provided for job placements.
- **Eligibility and Registration:** Outlines who can participate in placement services.
- **Employer Engagement Strategies:** Details how the university connects with employers.
- **Feedback and Continuous Improvement:** Incorporates feedback for service enhancement.

### 14. [Plagiarism Policy](#)



- **Definition of Plagiarism:** Clarifies what constitutes plagiarism.
- **Prevention Measures:** Offers strategies to avoid plagiarism.
- **Consequences of Plagiarism:** Outlines potential penalties for violations.
- **Reporting Procedures:** Describes how to report suspected plagiarism.

### 15. [Purchase, Repair & Maintenance Policy](#)



- **Procurement Procedures:** Outlines steps for purchasing university resources.



- **Budgeting and Approval:** Specifies financial oversight for purchases.
- **Maintenance Standards:** Sets standards for maintaining university property.
- **Reporting Issues:** Provides a system for reporting maintenance needs.

16. [Resource Mobilization Policy](#)



- **Strategies for Resource Mobilization:** Describes methods for securing resources.
- **Stakeholder Engagement:** Highlights the importance of engaging stakeholders.
- **Grant Writing and Management:** Provides guidelines for applying for and managing grants.
- **Reporting and Accountability:** Ensures transparency in resource allocation.

17. [Seed Money](#)



- **Eligibility and Application Process:** Defines who can apply for funding.
- **Grant Management Guidelines:** Outlines how to manage awarded funds.
- **Reporting Requirements:** Specifies necessary reporting for grant usage.
- **Renewal and Monitoring:** Details the process for renewing grants.

18. [Sports Promotion Policy](#)



- **Objectives of Sports Promotion:** Aims to enhance sports participation and excellence.
- **Funding and Support for Activities:** Outlines financial support for sports programs.
- **Participation Guidelines:** Encourages inclusive participation in sports.
- **Facilities and Resources:** Details available facilities for sports activities.

19. [Staff Enhancement Policy](#)



- Professional Development Opportunities: Encourages ongoing training for staff.
- Training and Workshops: Provides access to skill-building sessions.
- Performance Review Integration: Links professional development to performance evaluations.
- Career Advancement Support: Outlines resources for career progression.

20. [Start-up Policy](#)



- Support for Faculty and Student Start-ups: Encourages entrepreneurial initiatives.
- Funding Opportunities: Details available financial support for start-ups.
- Mentorship and Resources: Provides guidance and resources for start-ups.
- Evaluation and Reporting: Specifies metrics for assessing start-up success.

21. [Student Welfare Policy](#)



- Overview of Student Support Services: Describes resources available for student well-being.
- Health and Counseling Services: Provides access to mental health and wellness support.
- Academic Support Programs: Offers tutoring and academic assistance.
- Grievance Redressal Mechanism: Ensures students can report issues safely.

## 22. [University Code of Ethics for Research](#)



- Ethical Principles: Sets fundamental ethical standards for research conduct.
- Research Integrity and Accountability: Promotes honesty and responsibility in research.
- Compliance with Regulations: Ensures adherence to relevant laws and guidelines.
- Reporting Misconduct: Provides procedures for reporting unethical behavior.

## 23. [University Research Policy](#)



- Research Priorities and Goals: Defines key areas of focus for university research.
- Resource Allocation: Outlines how resources are distributed for research.
- Collaboration and Partnerships: Encourages interdisciplinary and external research collaborations.
- Dissemination of Research Findings: Details how research results are shared.

## 24. [Welfare Policy](#)



- Overview of Welfare Services: Describes services aimed at enhancing well-being.
- Support for Staff and Students: Provides resources for both staff and student welfare.
- Community Engagement Initiatives: Encourages involvement in community service.
- Feedback and Continuous Improvement: Incorporates input for enhancing welfare services.

## **II. Employment and Service Rule**



The **Service Rule Book** of Swami Vivekanand Subharti University outlines the policies and regulations governing employee conduct, recruitment, working conditions, and responsibilities. It covers aspects like leave policies, promotions, code of conduct, and disciplinary actions, ensuring a structured and professional work environment within the university.

### **2.1 Recruitment Process**

#### **a. Job Posting & Advertisement**

- Positions are advertised on Institutional websites, Academic job boards, Professional associations, Social media platforms and our own university H R registration desk/Walk -In
- Each posting includes detailed job description, responsibilities, required qualifications and application deadlines

#### **b. Application Process**

- Candidates apply via the online recruitment portal.
- Portal allows upload of resumes, cover letters, supplementary documents and clear instructions provided for application submission.

#### **c. Interview & Selection**

The initial screening of applications is conducted to ensure candidates meet the necessary qualifications for the position. This is followed by structured interviews, which are carried out by a panel of experts. During the interview process, candidates are assessed based on their qualifications, interview performance, and how well they align with the institution's core values. Additionally, reference checks are conducted prior to making a final selection to ensure the candidate's suitability for the role.

#### **d. Application & Selection Criteria**

- **Qualifications**
- Minimum qualifications outlined in job postings.
- Teaching positions require relevant degrees, certifications, teaching experience
- Non-teaching roles may require technical skills, administrative experience.
- **Selection Criteria**
- Evaluation based on educational background, relevant experience, interview performance, cultural fit.
- Competencies considered teamwork, communication skills, and leadership potential.

## 2.2 Employment Contracts & Service Agreements

- Different contracts/ Appointments for teaching and non-teaching staff.
- Teaching contracts include Service terms, Academic freedom, Research responsibilities and exit terms.
- Non-teaching contracts focus on Job duties and Performance expectations.
- To resign, provide one month's notice during probation and three months after, or salary in lieu. Resignations may not always be accepted, and unpaid absences do not count as notice.
- Violating University rules may lead to disciplinary action or termination without notice. If terminated for misconduct, you must pay an amount equivalent to three months' salary.

### a. **Key Terms**

Important clauses include period of service regularization, duration of employment, job responsibilities, confidentiality agreements, termination conditions.

## 2.3 On-boarding & Orientation Programs

### a. **On-boarding Process**

- Designed for smooth integration of new employees.
- Includes completion of necessary paperwork, compliance training, introductions to departments and colleagues, on-boarding coordinator available for support.

### b. **Orientation Activities**

- Sessions to familiarize new employees with Institutional policies, Culture, Available resources.
- Materials provided include Employee handbook, Organizational charts, Key personnel contact information

## 2.4 S-Touch



S-Touch is designed to provide seamless access to essential services and information for university employees. Key features include:

- **Notices:** Instant access to all official university notices and updates.
- **Leave Management:** Convenient leave application and tracking system..
- **Attendance:** Attendance management at your fingertips..
- **Services:** Quick access to accommodation, IGL gas, Electricity and other essential services.
- **Employee Benefits:** Explore available benefits like Medical insurance and healthcare.
- **Face Recognition Based Campus Entry:** Employees will have the ability to update their own and their family members' facial data for face recognition-based campus entry, enhancing the security system.
- **Additional Services:** Access a range of other important university updates like events, birthdays, important employee contacts, news etc.

S-Touch ensures a smooth user experience by centralizing everything in one platform.

## **2.5 Employee Benefits & Compensation**

### **a) Overview of Benefits**

- Comprehensive Benefits Package
- Health Insurance
- Dental Coverage
- Vision Coverage
- Retirement Plans
- Paid Time Off
- Professional Development Funds
- Reserve Funds
- Additional Benefits
- Wellness Programs
- Childcare Support
- Flexible Work Arrangements

### **b) Compensation Structure**

#### Key Aspects of Compensation Structure

- **Competitive Pay:** Aligns with market rates
- **Fairness:** Considers individual qualifications
- **Performance Metrics:** Influences salary adjustments

#### **1. Salary Reviews**

- Conducted annually
- Includes market comparisons

#### **2. Bonus and Merit Increases**

- Based on employee performance
- Tied to institutional success

## **III Teaching Staff**

### **3.1 Faculty Roles & Responsibilities**

- **Teaching:** Deliver lectures, prepare lessons, and guide students.
- **Research:** Engage in academic research and publications.
- **Examinations:** Set question papers, evaluate, and conduct practical exams.
- **Academic Records:** Maintain student attendance, grades, and other records.
- **Collaboration:** Work with department heads and colleagues.
- **Institutional Development:** Contribute to departmental growth and student engagement.
- **Administrative Duties:** Perform additional tasks assigned by the institution.
- **Professional Conduct:** Adhere to the university's code of conduct and avoid conflicts of interest.

#### **a) Teaching Duties**

- Deliver high-quality instruction and engage students.
- Participate in curriculum development.
- Align teaching methods with institutional goals.

#### **b) Administrative Responsibilities**

- Serve on committees and conduct departmental meetings.

- Contribute to institutional governance and maintain academic standards.

### 3.2 Teaching & Curriculum Development

#### Teaching:

- Deliver well-prepared lectures and practical sessions.
- Use interactive teaching methods to engage students.
- Conduct assessments, including exams and assignments.
- Provide academic support and guidance.

#### Curriculum Development:

- Design and update curriculum per academic and industry standards.
- Align course content with current research.
- Collaborate for an interdisciplinary approach.
- Incorporate feedback from students and stakeholders.

### 3.3 Research & Publication Guidelines

#### Research Expectations:

- Engage in ongoing research relevant to faculty's expertise.
- Contribute to academic knowledge and university objectives.

#### Publication:

- Publish findings in reputable journals.
- Adhere to ethical standards in research.
- Collaborate on interdisciplinary research.

#### Funding & Grants:

- Seek internal or external funding for research.
- Document and report research outcomes.

#### University Support:

- Provide support for attending conferences and workshops.

### 3.4 Faculty Evaluation & Promotion

#### Evaluation Criteria:

- **Teaching Effectiveness:** Assessed via student feedback and peer evaluations.
- **Research Contributions:** Includes publications and presentations.
- **Service to the Institution:** Participation in committees and community service.
- **Professional Development:** Ongoing learning and skill enhancement.

#### Promotion Process:

- Submit an annual verified portfolio Annual Confidential Report (ACR), a copy of the same as an annexure.
- Portfolios verified by Heads of Departments (HODs) or Heads of Institutions (HOIs).
- Involvement of peer evaluations for unbiased assessment.
- Recommendations from department chairs and committees.

### 3.5 Professional Development Opportunities

These opportunities support faculty growth and development.

#### a) Training Programs

- **Faculty Development Program/Workshop:** Enhance teaching skills and innovative pedagogies.
- **Seminars:** Discuss advancements in research and education.
- **Conferences:** Present research and network with professionals.

## b) Funding Opportunities

- **Seed Money:** Financial support for initiating research.
- **Conference Allowance:** Funding for attending conferences.
- **Research Allowance:** Assistance for conducting research.
- **Patent Allowance:** Support for filing patents related to research.

## IV. Non-Teaching Staff

### 4.1 Departmental Roles & Responsibilities

#### a) Overview of Departments

Non-teaching staff are integral to the functioning of various departments within the institution. Key departments include:

- **Administration:**
  - Manages overall operations, including scheduling and office management.
  - Facilitates communication between faculty and students.
- **IT (Information Technology):**
  - Provides technical support and manages the institution's IT infrastructure.
  - Ensures data security and oversees the implementation of new technologies to enhance educational delivery.
- **Finance:**
  - Manages budgeting, accounting, payroll, and financial reporting.
  - Ensures effective allocation of financial resources to meet institutional goals.
- **Human Resources:**
  - Handles recruitment, employee relations, and benefits administration.
  - Ensures compliance with labour laws and fosters a positive workplace culture while facilitating employee development.

#### b) Specific Roles

Each department consists of various positions, with specific roles including:

##### Administrative Assistants:

- Provide clerical support and manage schedules.
- Assist with communication between departments.

##### IT Support Specialists:

- Address technical issues and maintain computer systems.
- Involved in software development and maintenance of the EMS & Subharti Touch mobile application.
- Support faculty and staff in using technology effectively.

##### Accountants:

- Oversee financial transactions and prepare financial statements.
- Handle the preparation and disbursement of employee salaries.
- Assist in budget preparation.

##### HR Coordinators:

- Manage recruitment processes and employee on boarding.
- Organize training programs and ensure compliance with policies and regulations.



## 4.2 Job Descriptions & Performance Expectations

### Sample Job Descriptions

- **Purpose:** Job descriptions for various non-teaching roles are provided to outline the responsibilities, required skills, and reporting structures.
- **Use:** Serve as a reference for hiring managers during recruitment and for employees to understand their roles.

### Performance Metrics

- **Assessment:** Performance is evaluated using defined key performance indicators (KPIs) specific to each role.
- **Reviews:** Regular performance reviews provide feedback and support career development for employees.

## 4.3 Training & Development Programs

### a) Training/workshop

- Non-teaching staff have access to various training sessions and workshops designed to enhance their skills and knowledge.
- Topics may include software training, professional development training, and other trainings such as project management, leadership, time management, team building etc.

### b) Career Advancement

- Opportunities for career advancement are tied to participation in training programs.
- Staff are encouraged to pursue additional skills and competencies that align with their career goals.

## 4.4 Employee Recognition & Awards

### a) Recognition Programs

These programs acknowledge outstanding contributions from employees to celebrate achievements and foster motivation. Recognition is aimed at fostering a positive work culture and motivating staff through recognition.

#### Programs Include:

- **Employee of the Month Awards:** Featured in the monthly newsletter.
- **Service Recognition:** Honouring employees reaching milestones (e.g., 5, 10, 15 years of service) to recognize commitment and dedication.
- **Public Commendations:** Recognizing exceptional contributions in a public forum.

### b) Award Criteria

- Based on performance metrics and demonstrated teamwork.
- Support of institutional goals and implementation of new ideas.
- Positive feedback from peers and supervisors.

## V. Employee Relations & Conduct

### 5.1 Code of Conduct & Ethical Guidelines

Code of Conduct & Ethical Guidelines aim to foster a respectful and professional environment across the University.

**For Teachers:**

- Be punctual and dedicated to academic duties.
- Follow institutional rules and respect authority.
- Participate in research, conferences, and university activities.
- Treat all students equally without bias.
- Avoid private tuition and accepting gifts from students or parents.
- Don't propagate communal views or engage in violence.

**For Students:**

- Respect university authorities and display your ID card.
- Maintain 75% attendance to sit for exams.
- Keep the campus clean and follow hostel rules.
- No ragging, anti-national activities, or damage to property.
- Avoid drugs, alcohol, gambling, and weapons.
- No misbehaviour or physical violence.

**For Administrative Officers:**

- Act as role models, maintain decorum, and confidentiality.
- Ensure timely completion of office work.

**For Non-Teaching Staff:**

- a. Be punctual, diligent, and maintain office confidentiality.
- b. Avoid communal activities, misbehaviour, and unauthorized meetings.

**5.2 Workplace Harassment & Discrimination Policy**

Ensure a safe, secure, and harassment-free working environment for women employees and students.

- **Equality and Fair Treatment:** The University emphasizes the right to equality, especially in relation to gender, caste, creed, language, or socioeconomic status. Any form of discrimination based on these factors is not tolerated.
- **Gender-Based Discrimination:** Special focus is given to preventing gender-based discrimination and sexual harassment. The ICC ensures a harassment-free environment, with specific procedures for addressing complaints of sexual misconduct.
- **Prohibition of Bias:** Discrimination in academic or workplace environments, including unfair treatment based on caste, religion, or background, is strictly prohibited.
- **Redressal Mechanism:** The ICC handles complaints related to sexual harassment, which often includes cases of discrimination or bias in workplace or academic settings. Complaints are thoroughly investigated, and actions are taken within the stipulated time.

**Enforcement of Policy:**

Discrimination complaints are handled under the provisions of **service rules, code of conduct, and ICC guidelines**, ensuring that individuals facing discrimination have a formal platform for grievance redressal

- **Who Can Complain:**
  - A. The complainant or their representative (in case of incapacity).
  - B. Complaints must be in writing, detailing the incidents.
- **Complaint Process:**
  - A. Complaints must be submitted within **3 months** of the incident.
  - B. The **Internal Complaints Committee (ICC)** conducts an inquiry within **90 days**.
  - C. ICC submits its report to the employer, and the employer must act within **60 days**.
- **Rights of Complainant:**
  - A. Right to a timely, empathetic, and confidential process.
  - B. Right to appeal if unsatisfied with the outcome.
- **Rights of Respondent:**
  - A. Fair hearing, confidentiality, and the right to appeal.
- **Interim Relief:**
  - A. The complainant may receive interim relief, such as transfer or leave, during the inquiry

### 5.3 Employee Grievance Procedure:

- **Complaint Submission:** Employees can file grievances related to workplace issues with the Head of Department, ICC, or relevant authority.
- **Investigation:** Grievances are handled impartially, ensuring confidentiality.
- **Timeframe:** Grievances are addressed within a specific period (e.g., 90 days for harassment cases)
- **Right to Appeal:** Employees can appeal decisions if unsatisfied with the outcome.

### 5.4 Disciplinary Procedures:

- **Types of Misconduct:** Includes theft, fraud, dishonesty, insubordination, absenteeism, harassment, etc.
- **Investigation:** A disciplinary committee or Enquiry Committee is formed to investigate the issue.
- **Penalties:** Can include warnings, suspension, withholding of increments, demotion, or termination.
- **Suspension:** Employees may be suspended during an investigation. If found not guilty, full salary is reinstated.
- **No Work, No Pay:** Salary deductions for unauthorized absence or refusal to work.
- **Right to Appeal:** Employees can appeal disciplinary actions within 30 days

### 5.5 Employee Assistance Programs (EAP)

These programs are designed to promote a healthy and supportive work environment at the university.

- **Counselling Support:** Employees are provided with counselling services, especially in cases related to workplace harassment or personal issues.
- **Internal Complaints Committee (ICC):** Offers assistance to employees facing sexual harassment by ensuring a safe and supportive environment.
- **Training and Workshops:** Regular sessions are conducted to promote mental health, gender sensitization, and workplace safety.
- **Leave Assistance:** In cases of harassment or workplace issues, interim relief such as transfers or special leave can be granted during investigations.

- **Support for Legal Proceedings:** Assistance is provided to employees who opt for criminal proceedings related to workplace grievances or harassment.

## VI. Compensation & Benefits

### 6.1 Salary and Remuneration

#### a. Overview:

- i. The salaries are paid on a monthly basis on the basis of monthly attendance, incentives and overtime if permitted at the designation.
- ii. It is as per the decided scale for a particular Designation
- iii. The amount paid is after making the declared deductions given herein below
- iv. Salary of employees who are absconding or under other disciplinary processes can be put on hold

#### b. Deductions

##### TDS:

1. Tax Deducted at Source is withheld from your salary for income tax compliance, as mandated by government regulations
2. You are required to submit a detailed list of your investments in January so that necessary corrections can be made in the TDS to be deducted for that financial year.

##### i. Reserve Fund (RF):

1. It is a mandatory investment that the employees have to do
2. It ranges from 3-50% depending on the terms and conditions.
3. Employees may choose to deposit more amount in their RF
4. Interest is paid on the Total RF collection of an employee at more than bank rates
5. The interest is paid on an annual basis and the amount is decided every year as per the interest rates of banks.
6. It is refundable and is returned at the time of relieving
7. For the year 24-25 the payable interest is @ 7% p.a.

##### ii. Staff Welfare Fund:

1. It is a mandatory deduction @ 1% of the salary
2. Use:
3. A certificate for Tax rebate against clause 80G is given against this

##### iii. Staff Emergency Fund:

1. It is a mandatory donation @0.1% of the salary
2. Use:
3. "A portion of your salary is allocated to the Staff Emergency Fund, providing financial assistance to employees in urgent situations.

##### iv. Medical Services:

1. It is a mandatory deduction of 1% of the salary
2. It is used to provide medical services to the employee and their family as per the Health Promotion Policy of the University.
3. Detailed Policy can be found in the MS office of CSSH

- v. **Security amount:** many institutions hold some part of salary as security. No such deductions are made in SVSU

#### c. Professional Charges:

Some consultants qualify for payment of charges under clause 194J

- i. Such professionals can avail the details from the relevant section of the institute.

#### d. Incentives and awards

Many incentive and financial awards are given to University employees on the basis of their performance

**e. Annual Increment:**

Salaries are reviewed annually based on Annual performance report of the employee

- i. This is done with effect from the 1st day of the financial Year.
- ii. For those employees whose 1 year is not completed on the 1st day of the financial year, the increment is given on the 1st day of the next financial year for the complete period

## 6.2 Leave Policies



### a) Types of Leave Entitlements

When an Employee cannot come to his workplace then he has to inform his HOD and take permission for the same. This is called 'leave'. Only leaves that are either permitted by the HOD or those granted by the University are considered leaves, Unauthorised absence or providing information later on in most of the cases are not compensated with leaves. The following leave options are:

#### 1. **Casual Leave (CL):**

- Short-term leave for personal matters, typically not exceeding 4 days at one time in a month.
- Cannot be combined with any other type of leave, except for compensatory leave and restricted holidays, if available in reserve.
- Unused casual leave will not be carried forward. Employees may encash any un-availed casual leave at the end of the calendar year as per the encashment rules.
- Entitlement:
  - Teaching Staff: 8 days per year
  - Non-Teaching Staff: 10 days per year

#### 2. **Earned Leave (EL):**

- Accrued leave based on the length of service, which can be used for any purpose, subject to approval.
- For Faculty Members: 1 earned leave credited after every 30 days of work (excluding leave without pay) after completing one year of service
- **For Non-Teaching Staff:** 1.25 earned leave will be credited under the same conditions.
- These are given after the period of probation or 12 months whichever is later.

#### 3. **Summer/ Winter vacations**

- 7 days leave can be availed in one go or in parts in either summer or winters by teaching staff.
- Will be given only after regularisation
- For those in essential services these can be availed anytime of the calendar year and not limited to summer or winters
- For those in essential services these can be availed anytime of the calendar year and not limited to summer or winters

#### 4. Vacations and Holidays

There are certain periods when the routine working of the University will be closed. Details of working or attending will be released before the day wherever required.

- **National Days**

- a) 26 Jan, 15th Aug, 2nd Oct (Jai Juwan Jai Kisan Day), 21st October,
- b) Attendance on these days will be mandatory,
- c) On these days all the staff and students will come and attend the University to celebrate these National days.
- d) Disciplinary action including marking of 1 absent shall be taken against those who do not come to celebrate these days of National importance
- e) Disciplinary action as described above is exempted on 2<sup>nd</sup> October.

- **Festival holidays**

- a) 10 festival holidays will be notified yearly by the University

- **Kanwar**

- a) It is celebrated yearly before the festival of Shiv Ratri
- b) It is in July- August period

#### 5. Academic Leave

- Specific leave for faculty to engage in research, attend conferences, or pursue further education.
- Governed by university orders, specifically Order No–**U-507/SVSU/2025/1263**, dated 04/01/2025, which specifies the following entitlements:

Professor	:	20 days
Professor (Addl. Post)	:	17 days
Associate Professors	:	15 days
Associate Professors (Addl. Posts)	:	13 days
Assistant Professors	:	06 days
Lecturers	:	04 days
Senior Residents	:	04 days

#### 6. Medical Leave:

- Entitlement: Employees are entitled to paid medical leave for health-related issues as follows:
  - 1 to 4 Days: Full Day Salary
  - 5 to 8 Days: Half Day Salary
  - 9 to 15 Days: 25% Salary
  - 15th Day Onwards: Leave will be treated as Leave without Pay (LWP).
- Documentation: A medical certificate or a doctor's note is required. If admitted to any of the hospitals within the Subharti Group, submission of relevant documents will suffice. The Honorable Vice Chancellor retains the right to accept or deny the requests, based on individual circumstances.
- It is not given in the probation period

7. **Maternity / Paternity Leave:** These leaves can be availed as per government norms and gazette notifications.

8. **Sterilization Leave:** These leaves can be availed as per government norms and gazette notifications.

**9. Compensatory Leave:**

- Eligibility: An employee is eligible for compensatory leave if detailed for official work on declared holidays or Sundays. These leaves cannot be carried forward beyond one month from the date of work performed; otherwise, they will automatically be counted as overtime or will lapse. The unit head must certify the employee's presence and the work performed on that day.
- For employees working in essential services (e.g., hospital staff, security, maintenance), compensatory leave may be taken before the end of the calendar year.

**Summary table of Leaves**

Leaves	Teaching	Non- Teaching Staff	In probation
Casual Leave (CL)	8	10	Yes
Earned Leave (EL)	12	15	No
<b>Vacation</b>			
Winter & Summer	7	0	No
<b>National and festival holidays</b>			
National holidays	4	4	
Festival holidays	10	10	Yes
Kanwar	7	7	Yes
<b>Academic Leave</b>			
Professor	20	0	No
Professor (Addl. Post)	17	0	No
Associate Professors	15	0	No
Associate Professors (Addl. Post)	13	0	No
Assistant Professors	6	0	No
Lecturers	4	0	No
Senior Residents	4	0	No
<b>Medical Leave</b>			
1 to 4 Days	Full Day Salary		6 months, if not covered under ESIC
5 to 8 Days	Half Day Salary		
9 to 15 days	Quarter Day salary		

**b) Leave Application Process**

Employees must apply for leave through the EMS (Employee Management System)/ S-Touch (Subharti Mobile Application). The process is as follows:

- Log into the EMS/S-Touch.
- Select the type of leave requested.
- Submit the application for approval.
- The request will be routed to the Head of Department (HOD) or Head of Institution (HOI) for review.
- Upon approval, employees may proceed with the approved leave

**Absent**

- No employee should be absent from duty without information.

- In case the sanctioned leaves of an employee are finished but he still wants to avail a leave then he should apply for LWP (Leave without Pay)
- Employees that are absent from duty i.e. on unauthorised leaves may be subjected to disciplinary action, the event will be documented in their performance/ character record and may even lead to termination of services.

**c) Sandwich rule:**

Sandwich rule in a university's leave policy implies that if an employee takes leave before and after a weekend or holiday, the weekend or holiday is also counted as part of the leave. For instance, if an employee takes leave on both Friday and Monday, the intervening Saturday and Sunday are counted as leave days as well.

### 6.3 Health & Medical Insurance

- **Eligibility:** All permanent teaching and non-teaching staff members.
- **Coverage:** Medical expenses for hospitalization, surgeries, and certain outpatient treatments.
- **Sum Insured:** Predefined coverage amount based on the employee's grade or position. The utilized amount and available amount of health insurance is visible to the employee on EMS/S-Touch
- **Dependents Coverage:** Insurance extended to immediate family members (spouse and children), Parent and Parent-in-laws.
- **Network Hospitals:** Cashless treatment in empaneled hospitals (CSSH Meerut, Dr.UCBMSH Dehradun, Beehive Dehradun)
- **Registration:** A Single window system is introduced for ease of availing benefits of health insurance policy

### 6.4 Other Benefits (e.g., Housing, Transportation)

Employees are offered various additional benefits, such as:

1. **Accommodation:**
  - a. Support for employees by providing RENT FREE accommodation inside campus.
  - b. Employee can apply for a Housing Facility on EMS/S-Touch.
  - c. Details are as per Accommodation Policy.
2. **Transportation:**
  - . Subsidized transport facilities are provided at fixed routes
  - a. Personalized Vehicles can also be availed for short periods, subject to availability.
3. **Crèche facility**
  - . University offers a dedicated crèche facility for the children of its female staff, providing a safe and nurturing environment.
4. **Wellness Programs:**
  - . Initiatives aimed at promoting a healthy lifestyle.
  - a. Morning Yoga etc. are included

## **VII. Health, Safety & Security**

### 7.1 Workplace Safety & Health Regulations

- **Safety Practices:** Follow guidelines to maintain a safe and healthy work environment.
- **Emergency Procedures:** Be aware of and adhere to emergency protocols, including evacuation plans.
- **Reporting Incidents:** Report accidents, injuries, and unsafe conditions promptly.
- **Health Standards:** Comply with health regulations and practices to prevent illness and injury.



- **Car-Free Day Policy:** To ensure environmental sustainability, Car-Free day is enforced two days in a week.

## 7.2 Emergency Procedures & Response Plans

- **Emergency Contacts:** Use designated emergency contact numbers and resources.( attached as annexure).
- **Evacuation Plans:** Follow established evacuation routes and procedures in case of emergencies.
- **Response Protocols:** Adhere to specific response plans for various emergencies (e.g., fire, medical, natural disasters).
- **Training:** Participate in regular drills and training sessions to stay prepared for emergencies.
- **Reporting:** Immediately report emergencies and incidents to the appropriate authorities.

## 7.3 Security Measures & Access Control

- **ID card System:** Access to buildings is regulated via ID cards and a visitor check-in process.
- **Security Personnel:** Stationed in key areas to monitor activities, respond to incidents, and assist as needed.
- **Reporting:** Employees should promptly report suspicious behaviour or security concerns to ensure campus safety.
- **Face Recognition Based Campus Entry :** All pedestrian including employees and students can enter through face recognition by biometric machine at gate no.-7

## 7.4 Fire Safety & Evacuation Procedures

- **Routine Inspections:** Regular checks on fire alarms, extinguishers, and emergency lighting.
- **Fire Drills:** Conducted at least twice a year for familiarization with evacuation routes.
- **Clear Signage:** Posted throughout the University for Guidance during emergencies.

## VIII. Technology & Communication

### 8.1 University IT Policies & Procedures

- **Policy Structure:** Covers ERP Unit, Web Unit, and Hardware & Networking Unit.
- **ERP System:** Manages multiple systems, including:
  - a. Employee Information Management System (EIMS)
  - b. Students Information Management System (SIMS)
  - c. Financial Information Management System (FIMS)
  - d. Examination Management System (EMS)
  - e. Project Information Monitoring System (PIMS)
  - f. Accommodation Information Management System (AIMS)
  - g. Hospital Information System (HIS)
- **Web Unit:** Responsible for maintaining updated and accurate content on the university website, under the supervision of the Chief Technical Officer (CTO).
- **Hardware and Network:** Manages a 1.5 Gbps network, divided among students, faculty, employees, and administrative staff, with firewall protection and server management.
- **Antivirus Software:** All systems must have up-to-date antivirus software, with individual users responsible for maintaining and updating the software.

- **Backup Policy:** Regular data backups are required, with guidelines to partition hard drives for data protection.
- **Complaint Handling:**
  - **Report Issue:** Users report complaints related to ERP, hardware, network, or website to the respective unit (ERP, Hardware & Network, Web Unit).
  - a. **Logging and Tracking:** Complaints are logged in the system for tracking and monitoring.
  - b. **Issue Resolution:** The responsible department (ERP/ IT, or Web Unit) investigates and resolves the issue.
  - c. **Escalation:** If unresolved, the issue is escalated to higher authorities for further action.
  - d. **Final Resolution:** The issue is resolved and documented, ensuring no repeat occurrences.
- **Training and Validation:** Regular training sessions for ERP users and strict validation of ERP login credentials.

## 8.2 Email & Communication Protocols

- **Email Accounts:** Issued to departments for official use.
- **Usage:** For formal and academic communication. No spam or personal ads.
- **Professionalism:** Maintain formal tone, clear subject lines, and timely responses.
- **Security:** Use strong passwords, be cautious of phishing, and ensure sensitive data is protected.
- **Archiving:** Emails are archived according to policy; access may be restricted to authorized personnel.
- **Compliance:** Follow data protection regulations and stay updated on policy changes.

## 8.3 Data Security & Privacy Guidelines

- **Protect and Restrict:** Safeguard sensitive data with access controls and encryption.
- **Compliance and Response:** Follow data protection regulations and have an incident response plan.
- **Training and Audits:** Regularly train staff and conduct audits to ensure adherence to guidelines.

## 8.4 Use of University Resources

- **Authorized Use:** Use university resources (e.g., computers, networks) for academic and official purposes only.
- **Prohibited Activities:** Avoid personal or commercial use, unauthorized access, and misuse of resources.
- **Compliance:** Adhere to university policies and legal regulations regarding resource use.
- **Security:** Protect resources from damage, theft, and unauthorized access.

## IX. Appendix

### A. University Forms

#### • Essential Forms

This section includes essential templates and links to necessary forms. These forms are crucial for employees to formally request time off or address workplace concerns.

#### • Submission Guidelines

Clear instructions are provided on how to fill out and submit these forms effectively. Employees should ensure all required information is included and submit their forms to the appropriate department within specified timelines.

## **B. Relevant Legislation & Regulations**

### **• Summary of Laws**

This section outlines important laws that impact university operations, including labor laws, health and safety regulations, and data protection laws. Understanding these laws is essential for compliance and effective university governance.

### **• Compliance Guidance**

Employees are provided with practical tips for adhering to these regulations, including training opportunities and resources available through the university. Staying informed about legal obligations helps promote a compliant and ethical workplace.

## **C. Exit Management**

All employees must adhere to the exit procedures outlined in their appointment letters.

No dues from any department shall be settled prior to the last working day. A charge handover note must be prepared for office records and duly verified by the Head of Department (HOD) or Head of Institution (HOI) of the concerned employee.

## **D. Contact Information**

### **• HR Contact Details**

For any inquiries regarding policies or procedures, employees can reach the HR department at [HR Phone Number] or [HR Email Address]. The HR team is available to assist with any concerns or questions.

### **• Key Officials**

A list of other important contacts within the university, such as department heads and compliance officers, is provided to facilitate communication. These contacts can assist employees with specific issues related to their roles.

## **E. Application & Jurisdiction**

### **Modification and Amendment**

The management of Swami Vivekanand Subharti University, Meerut reserves the right to modify or amend this policy at any time, at its sole discretion. Any such modifications or amendments will be communicated to employees in a timely and effective manner.

### **Appellate Authority and Jurisdiction**

The Vice Chancellor serves as the competent authority and appellate authority for all matters related to this policy. This policy is governed by the jurisdiction of Swami Vivekanand Subharti University, Meerut.

### **Scope and Jurisdiction of University Policies**

This policy manual applies to all employees of our University, without distinction to category, position, or status. The policies outlined in this manual are intended to be read in conjunction with the university's subsequent policy guidelines

### **F. Annexure**

- Copy of Annual Performance Report format
- Do's & Don'ts for teaching and non-teaching staff
- Form for issuing bus pass
- Form for issuing No Due-Teaching
- Form for issuing No Due-Non-Teaching