

# **SERVICE RULES**

(Updated Year 2016)

**for Constituent Colleges/Institutions/Units**



**SWAMI VIVEKANAND  
SUBHARTI UNIVERSITY  
MEERUT**

# SWAMI VIVEKANAND SUBHARTI UNIVERSITY

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# SWAMI VIVEKANAND SUBHARTI UNIVERSITY

## SERVICE RULES (For Constituent Colleges/Institutions/Units)

### CHAPTER:I

#### 1.0 TITLE AND COMMENCEMENT:

- 1.1 These rules may be called as the Service Rules of the employees working in the Swami Vivekanand Subharti University.
- 1.2 These rules shall come into force with immediate effect.
- 1.3 The University reserves the right to amend, alter and add to any of these Rules and to bring any such amendment, alteration into effect from such date as it may fix.

### CHAPTER – II

#### 2.0 DEFINITIONS:

- 2.1 **University** means the Swami Vivekanand Subharti University
- 2.2 **Vice Chancellor** means the Vice Chancellor of Swami Vivekanand Subharti University
- 2.3 **“Competent Authority”** in relation to the exercise of any power, means the authority empowered to exercise any such power
- 2.4 **“Institution”** means the Institutions run by the University.
- 2.5 **“Head of the Institution”** means the Principal of the College/Institution.
- 2.6 **“Employee ”** means a person in the employment of the University.
- 2.7 **“Family”** means an employee’s wife or husband, legitimate children and parents of employee, who are residing with and wholly dependent on the employee.
- 2.8 **“Ministerial Staff”** means an employee whose duties are mainly clerical in nature.
- 2.9 **“Permanent Employee”** means an employee who upon expiry of the period of probation has been confirmed in writing in his / her appointment.
- 2.10 **“Probationer”** means an employee appointed on probation in or against substantive vacancy in any cadre with an intention to continue on permanent basis.

The employee appointed on probation will continue on probation till he/she is confirmed in writing. In computing the period of probation extra -ordinary Leave (Leave Without Pay) granted to a probationer shall be excluded.

- 2.11 **“Part-time employee”** means an employee appointed for limited period on a consolidated monthly salary, who may be employed else-where also.  
**Note:** Part-time employees are not ordinarily entitled to the benefits provided to full time employees. They shall be entitled to such benefits as are determined by the University.
- 2.12 **“Temporary employee”** means an employee who has been employed for a limited period or for a specific work of temporary nature.
- 2.13 A **“Casual Employee”** means one who is employed on day-to-day basis for specific work of casual nature.  
**Note:** A casual employee shall not be entitled to benefits provided to other classes of employees.
- 2.14 A **“Contract Employee”** means a person appointed on Contractual appointment for a fixed period.

- 2.15 **"Trainee"** is one to whom facilities are extended for training of learning work in a designated field in the Institutions/Hospital/College/School with or without allowances or stipend and without any obligation or employment on the part of the management.
- 2.16 **"Stipendiary"** employee is an employee who performs certain types of work for a limited and fixed tenure for which he is paid a periodical stipend.
- 2.17 **"Continuous Service "** means the service of an employee from the beginning of his/her service, without any break.
- 2.18 **"Honorarium"** means a recurring or non-recurring payment to an employee payable as remuneration for work done in respect of affairs of the Institutions, as may be determined by the competent authority from time to time.
- 2.19 **"Holiday"** means a holiday prescribed or notified by Competent Authority of the University.
- 2.20 **"Muster Roll"** means all registers wherein the attendance of the employees, is marked and maintained under any laws or enactment and also includes the computer print outs from the computerized attendance system which may be required to be maintain for the purpose of payroll from time to time.
- 2.21 **"Medical Certificate"** means a certificate issued by the Registered Medical Practitioner having a degree not less than MBBS.

**Note:** In these Rules what is said to be applicable to male members will also be applicable to female members of the staff unless repugnant of or inconsistent with the test or contest.

## CHAPTER – III

### 3.0 APPOINTMENT, TERMINATION & SUPPERANNUATION

#### 3.1 General Rules

- 3.1.1 All appointments of all categories shall be approved by the Vice Chancellor.
- 3.1.2 A candidate appointed by direct recruitment shall assume charge of the post for which he/she was appointed within the period specified in the appointment order.
- 3.1.3 At the time of joining the candidate shall complete the following formalities:
  - 3.1.3.1 Submission of Joining Report.
  - 3.1.3.2 Submission of self attested copies of Educational Certificates along with originals for verification.
  - 3.1.3.3 Submission of Relieving Letter from the previous employer.
  - 3.1.3.4 Submission of evidence of date of birth / proof of age.
  - 3.1.3.5 Recent coloured passport size photographs
  - 3.1.3.6 Submission of experience certificates
- 3.1.4 The age of employee verified with reference to any of the above shall be the sole evidence of the age of the employee for all purposes concerning his/her employment including retirement.
- 3.1.5 The Institution may verify the antecedents of the candidate either directly or through Agency by referring to the previous organization in which the candidate was working. In the event, it is found that the candidate had suppressed material information or furnished wrong information, the employee is liable for summary termination from employment.
- 3.1.6 All appointments shall be subject to the candidate being medically Fit. However, if appointed having found medically Fit, the employee harbours any disease or find later to be suffering from any infectious disease or complaint that is or medically objectionable and detrimental to the healthy functioning of the Institution or to the health of the other

employees, students and staff, the Institute may send him/her on leave without pay or terminate his/her services.

- 3.1.7 All employees other than temporary one shall be on probation for a period of one year or as specified in the appointment letter. The probationary period may be reduced / extended at the absolute discretion of the Vice-Chancellor. Each employee will have to give an application for regularization of his/her services one month before the expiry of the probation period. If no information of regularization of his/her services is received, the notice period will be presumed as has been extended.

On satisfactory completion of probation, the appointing authority shall confirm the employee in service in writing. If the letter is not issued, the probation period shall be considered as has been increased till such time the letter of confirmation is not issued by the University.

- 3.1.8 A regular employee appointed in a different post or promoted to a higher post shall be on probation for a period of one year and is liable at any time during this probationary period to be reverted to the original post at the discretion of the Vice-Chancellor.

- 3.1.9 No person shall be deemed to be in the regular employment of the Institution/Hospital unless and until he has received a letter of appointment from the appointing authority to that effect.

- 3.2 **SERVICE RECORD:** A personal file shall be maintained by the office of appointing authority for every employee showing among other things, his/her permanent address, contact numbers, recent photos, date of appointment, consolidated pay, scale of pay on which he/she was appointed increments given from time to time, leave availed of, transfers, promotions, suspensions, punishments etc. The personal file shall be opened immediately after the employee reports for duty and to be updated periodically.

It shall be incumbent upon every employee to furnish in writing his correct and complete bio- data to the appointing authority, as required by the management for the purpose of record and also thereafter, promptly to notify in writing any subsequent changes in the particulars of his bio- data.

Another personal file, called as personnel file II shall be maintained for day to day activities by the Unithead.

- 3.3 **SPECIAL SERVICE CONTRACT:** The Vice-Chancellor may appoint an employee on contract basis for a fixed period on such terms and conditions which the Vice-Chancellor deems proper and fit as per the requirement of the Institution.

- 3.4 **SENIORITY:** The Seniority in a particular cadre of service or class approved shall be determined in accordance to the concerned Ordinance No. III (2).

### **3.5 RESIGNATION:**

- 3.5.1 The Vice-Chancellor shall be the Competent Authority to accept the resignation of all employees. When an employee tenders resignation to the post held by him/her, the Head of the Institution will forward it to the Vice-Chancellor with the following clarification :

3.5.2 Whether the resignation will affect the work or current academic session.

3.5.3 Whether the employee has given resignation within terms & conditions of his/her appointment letter as regard to notice period.

3.5.4 Whether any disciplinary enquiry is pending against him/her.

3.5.5 The performance and conduct of the employee.

3.5.6 Reason of his/her resignation

3.5.7 If the conditions of 3.5.1 to 3.5.4 are fulfilled, the Head of the Institution shall forward the resignation letter to the Vice-Chancellor with suitable opinion / remarks for orders / acceptance. The Vice-Chancellor has right to reject the resignation in case the resignation is received in the middle of the academic session in the interest of the students.

3.5.8 The Vice-Chancellor may decline to accept resignation of an employee against whom the disciplinary proceedings are pending. However, while processing resignation of such employee, the Vice-Chancellor shall keep in view the nature of charges leveled against the employee for whom the disciplinary proceedings are pending and the likely punishment the employee may be imposed with, in the event charges are established. If the disciplinary proceedings are unlikely to culminate in discharge or dismissal or termination of the employee from service, the Vice-Chancellor may consider accepting the resignation.

3.5.9 In case of rejection of the resignation letter, the same shall be communicated to the employee by Head of the Institution concerned. On receiving the orders / acceptance, the personal file will be sent to Personnel Section and Accounts Section for preparation of settlement of dues.

**3.6 TERMINATION OF SERVICE:** The Vice-Chancellor may terminate the services of an employee-

3.6.1 After giving three months notice or pay in lieu thereof. No such Notice shall be necessary, if the termination is as a result of proved misconduct in the enquiry conducted in accordance with these Rules.

3.6.2 After giving three months notice or pay in lieu thereof, if the employee is found to be unfit to continue in service on medical grounds or other reasons to the satisfaction of the Head of the Institution/Unit. In case of medical unfitness, the opinion of the Medical Board as constituted by the Vice-Chancellor shall be obtained.

3.6.3 The services of a probationer may be terminated by giving one month notice or salary in lieu thereof.

3.6.4 The Vice-Chancellor may curtail or waive off the notice period or payment in lieu thereof in appropriate cases at his discretion on recommendation of the Head of the Institution/Unit.

**3.7 SUPERANNUATION:**

**3.7.1 AGE OF SUPERANNUATION**

All non-teaching employees shall retire on attaining the age of 65 years. The Vice-Chancellor may at his discretion grant extension of service of one year on the recommendation of appropriate committee beyond the superannuation on the merit of each case.

For teaching staff, rules of the concerned statutory body will apply.

**3.7.2 EFFECTIVE DATE OF SUPERANNUATION**

The teachers and officers of the University who attain their age of superannuation on any date in a month will get retirement on the same date.

## CHAPTER – IV

### 4.0 HOURS OF WORK & HOLIDAYS:

#### 4.1 General Rules

- 4.1.1 All employees are required to work for a minimum of six days a week and 8 hours a day.
- 4.1.2 Duty hours in the different Departments and Sections of the Institutions are to be followed as notified from time to time.
- 4.1.3 The duty hours notified may be changed as per the requirement of the Institution from time to time and the employees shall attend duty accordingly.
- 4.1.4 Working hours may vary in different Institutions /Departments and areas like hospital and research center. Because the Hospital must operate on 24 hours a day and seven day week basis, employees may be required to work irregular hours, day and/or work periods. Besides, an employee may be required to work beyond his working hours if the exigencies of work so demand, and such instructions at institutions etc. shall be complied with.
- 4.1.5 All employees shall be required to attend to any emergency or other urgent duties outside their regular hours of work including on Sundays and holidays if required. They shall be entitled to any extra remuneration for such work or compensatory Time off at the management's discretion and convenience or as directed for each post at the time of appointment.
- 4.1.6 Employees on shifts duty shall continue to be on duty until relieved by the employee of the next shift.

### 4.2 ATTENDANCE:

- 4.2.1 All employees shall mark their attendance by signing in their respective Attendance Register and / or put finger print in Biometric Machine installed in the Unit.
- 4.2.2 On arrival for duty, the employee shall initial their names against the appropriate date. The Attendance Register will not be available for such initialing after lapse of fifteen minutes from the time fixed for the commencement of duty.
- 4.2.3 No employee reporting fifteen minutes later from the time fixed for commencement of duty will be allowed to attend duty unless permission is given by the Head of the Department.
- 4.2.4 All employees are expected to be at their allotted place of work throughout their duty timings.
- 4.2.5 Any employee found absent from his/her place of work during working hours without prior permission of the Head of the Department or section, is liable to be treated as absent for the day and may invite disciplinary action.

### 4.3 HOLIDAYS

Institutions will follow annual holiday list as notified by the University. However, the employee has to be present for celebration of Republic Day on 26<sup>th</sup> January, for the flag hoisting ceremony on 15<sup>th</sup> August compulsorily and the Subharti Azad Hind Day on 21<sup>st</sup> October.



## CHAPTER-V

### 5.0 PAY AND ALLOWANCES

- 5.1 **Regulation of Emoluments:** The pay and allowances admissible to the permanent employees shall be at the rates and scales of pay sanctioned by the Vice-Chancellor from time to time. Appointments shall be made on salary as per the norms of the UGC/Statutory Bodies.

## CHAPTER - VI

### 6.0 DUTIES AND CONDUCT

#### 6.1. Duties of Teacher:

- 6.1.1 Teacher must see that the he / she is careful in giving his/her attention to the students.
- 6.1.2 Teacher is not permitted to inflict physical punishment on a student.
- 6.1.3 Teacher is supposed to do all academic activities which include teaching, research, examining, paper setting for examination, evaluating of examination copies, taking practical examination, invigilation duties etc. He/She may be assigned administrative duties in addition to his/her academic duties and no additional payment will be made except wherever allowed as per University rules.
- 6.1.4 Teacher is expected to record, wherever required by the Regulation, Registers and all Academic marks of their students from time to time in particular at the reopening of the Institutions/Colleges and at the end of the term/semester for Institutions/Colleges. Each year teacher must supply any statistical and other data required by the Head of the Institution.
- 6.1.5 In addition to normal class-room duties, the teacher shall co-operate carefully and faithfully with the Head of the Institution and other Members of the Teaching Staff in promotion of an atmosphere of academic excellence and in the performance of extra duties and devoting extra time which is required for the welfare of the student and/or the Institution in general.
- 6.1.6 Teacher shall not undertake private tuition or any other assignment in any other Institutes /Govt. Departments./NGOs etc. without explicit permission from the Vice-Chancellor on the recommendation of the Head of the Institution.
- 6.1.7 Teacher shall not go for higher education within campus or outside campus without written permission of the Vice-Chancellor on the recommendation of the Head of Institution.
- 6.1.8 Teachers shall follow the duties / workload as prescribed by the Head of the Institution.

## 6.2 Code of Conduct for Teachers:

### No teacher shall ---

- 6.2.1. knowingly or willfully neglect his / her duties ;
- 6.2.2 propagate communal or sectarian outlook or incite or allow any student to indulge in communal or sectarian activity ;
- 6.2.3 discriminate against any student on the ground of caste, creed, language, place or origin, social and cultural back ground or any of them;
- 6.2.4 indulge in or encourage any form of malpractices connected with the examination or other activities of the Institution;
- 6.2.5 make any sustained neglect in correcting class work or home-work done by the students;
- 6.2.6 while being present in the Institution/College absent himself/herself except with the prior permission of the Head of the Institution from the class which is required to attend;
- 6.2.7 remain absent from the Institution/College without leave or prior permission of the Head of Institution/College;  
Provided that where such absence without leave or without the prior permission of the Head of the Institution/College is due to reasons beyond the control of the teacher (serious emergencies), it shall not be deemed to be breach of the Code of conduct, if, on return to duty, the teacher has applied for and obtained, ex post facto, the necessary sanction for the leave.
- 6.2.8 accept any job of a remunerative or any non remunerative character from any source other than the Institution / College or give private tuition to any student or other person or engage himself / herself in any business unless permitted by the Head of Institution.
- 6.2.9 ask for or accept (except with the previous sanction of the management) any contribution, or otherwise associate himself/herself with the raising of any funds or make any other collections, whether in cash or in kind, in pursuance of any object whatsoever, except subscription from the members of any association of teachers.
- 6.2.10 engage himself/herself as a selling agent or canvasser for any other organization.
- 6.2.11 enter into any monetary transactions with any student or his/her parents nor shall he / she exploit his / her influence on them for personal matters.
- 6.2.12 accept or permit any member of his / her family or any other person acting on his/her behalf to accept, any gift from any student, parent of any person with whom he / she come into contact by virtue of his / her position in the Institution/College.

### **Explanation :**

- a) The expression 'gift' shall include free transport, boarding, lodging or any other service or any other pecuniary advantage when provided by any person other than near relation or personal friend having no dealings with him/her in connection with Institution/College.
- b) On occasions, such as, weddings, anniversaries when the making of a gift is in conformity with the prevailing social practice provided directly or indirectly it does not form an act of corruption.

- 6.2.13 Practice, or incite any student to practice caste system, communalism or any discrimination on the base of any other social factor.
- 6.2.14 Cause, or incite any other person to cause, any damage to Institution/College property.
- 6.2.15 Behave, or encourage or incite any student, teacher or other employee to behave, in a rowdy or disorderly manner in the University premises.
- 6.2.16 Be guilty of, or encourage, violence or any conduct which involves moral turpitude.
- 6.2.17 Be guilty of misbehavior or cruelty towards any parents, guardian, student, teacher or other employee of the Institution/College.
- 6.2.18 Organize or attend any meeting during the college hours except where he/she is required, or permitted by the Head of the Institution/College to do so.
- 6.2.19 Indulge himself / herself in any propaganda for any political party.

**6.3. Every teacher shall –**

- 6.3.1 be punctual in attendance and in respect of his/her class -work and also for any other working in connection with the duties assigned to him/her by the Head of the Institution/College/School.
  - 6.3.2 abide by the rules and regulations of the Institution / College / School and also show due respect to the Constituted Authority.
  - 6.3.3 take prior permission from the Vice- Chancellort for contesting / canvassing for any election and obey any direction issued by the Vice- Chancellor.
  - 6.3.4 appear at any examination to improve his/her qualifications with prior written approval of the competent authority.
  - 6.3.5 become, or to continue to be, a member of any literary, scientific or professional organization.
- 6.4** The breach of any condition specified in sub-rules of 6.2 shall be deemed to be a breach of the Code of Conduct.
- 6.5** The Code of conduct specified for teachers shall, apply to all other employees of the Institution wherever deem fit.

**CHAPTER - VII**

**7.0 MISCONDUCT, SUSPENSION AND PENALTIES**

- 7.1 Misconduct :** Without prejudice to the general meaning of the term, amongst other the following acts and omissions shall be treated as misconduct ;
- 7.1.1 Theft, fraud and dishonesty in connection with the property of the Institution.\
  - 7.1.2 Demanding, accepting or offering bribe or any illegal gratification, whatsoever.
  - 7.1.3 Drunkenness, fighting, riotous or disorderly or indecent behavior within the premises of the Institution.
  - 7.1.4 Willful insubordination or disobedience, whether alone or in combination with others to any lawful and reasonable order of a superior.
  - 7.1.5 Sleeping while on duty.
  - 7.1.6 Material mis-statements made on employment in the application for employment.

- 7.1.7 Anywhere within the establishment, causing or threatening to cause mental and / or physical pain or injury to other employees either alone or in collusion with others.
- 7.1.8 Committing any act likely to harm or endanger the Institution's property.
- 7.1.9 Damage of University property
- 7.1.10 Conviction for any criminal offence involving moral turpitude.
- 7.1.11 Refusal to accept any communication or charge sheet from the establishment.
- 7.1.12 Not to be present before any enquiry authority/committee.
- 7.1.13 Not producing any required documents etc. when summoned.
- 7.1.14 Habitual negligence or neglect of work.
- 7.1.15 Smoking, Chewing tobacco / Gutaka / Pan Masala / Chewing gum and any other prohibited material/ within any Institution premises.
- 7.1.16 Habitual indiscipline or loitering in open.
- 7.1.17 Refusal to work on another assignment.
- 7.1.18 Habitual irregularity in attendance for any reason whatsoever.
- 7.1.19 Gambling within the premises of the establishment.
- 7.1.20 Leaving the Institution before time without permission.
- 7.1.21 Engaging or abetting in abusing and causing physical violence with another employee at any time or at any place.
- 7.1.22 Habitual absence without leave or overstaying leave or absence without leave.
- 7.1.23 Holding of unauthorized meetings within the premises of the Institution or Establishment.
- 7.1.24 Discourteous behavior towards anybody.
- 7.1.25 Causing sexual harassment.
- 7.1.26 Wearing objectionable dress and indecent exposure of the body.
- 7.1.27 Attending natures call / spitting in open within the Institute / College/ University premises.
- 7.1.28 Swing money
- 7.1.29 Playing with WhatsApp, Facebook or on any such type of socio-electronic devices or softwares, computer games or viewing any type of picture/videos

## **7.2 Suspension :**

During the period of the event of such action by any employee of the university which calls for the suspension, the following procedure will be adopted:

- 7.2.1 In case of non-teaching employee, the Head of Institution or the Head of the Unit may suspend the employee. The suspension of any employee by the Unit Head shall be accompanied with constitution of an Enquiry Committee. The final action by the Unit Head shall be taken/recommended within a period of 5 days. If final action is not taken/recommended against the employee within 7 days, the suspension shall get revoked automatically.
- 7.2.2 Suspension of any Teaching Staff/Officers as defined in Act/Statute/Ordinance of the University will be done only with the approval of the Vice-Chancellor. An Enquiry Committee will be constituted by Vice-Chancellor for finding facts of the case and the Enquiry Committee will submit report at the earliest and not later than 7 days unless time is extended for reasons specified by the Enquiry

Officer. The decision will be taken by the Vice-Chancellor regarding the final action within 10 days. If no decision is taken within 10 days, the suspension will get revoked automatically.

- 7.2.3 During suspension, the employee will be attached to some office/department of the University where he/she will make his/her attendance everyday while coming and going.
- 7.2.4 If the employee does not record his/her attendance there, he/she will be treated absent.
- 7.2.5 Salary to the employee during suspension period will be payable as per the following policy:
  - 7.2.5.1 After the enquiry, if the suspended employee is not found guilty of the charges for which he/she was suspended, he/she will be entitled to get full salary for the period of suspension.
  - 7.2.5.2 If the employee is found guilty of the charges, which culminate to his/her removal of service by way of termination or asking his/her resignation, no salary for the period of suspension will be given.
  - 7.2.5.3 If an employee is found partially responsible for the charges framed against him/her but does not amount to his/her removal from the service, he/she will be entitled for half of the salary for the suspension period.
  - 7.2.5.4 No subsistence allowance is payable to the employee unless the University Management is satisfied that the employee was not engaged in any other employment, business, profession or vocation during the period of suspension.
  - 7.2.5.5 In a case falling under sub-clause (7.2.5.2 ) the period of absence from duty shall be treated as period spent on duty and in a case falling under sub-clause (7.2.5.3) the period of absence shall not be treated as period spent on duty. But the University Management may in its discretion, grant leave for the period to the extent admissible to the employee under the Rules and any period of absence which has not been treated as period spent on duty or on leave shall not count as service for any purpose and shall constitute a break in the service.

### **7.3 Penalties :**

The following penalties may be imposed on an employee, for sufficient reasons as provided herein below.

- 7.3.1 Censure / Warning.
- 7.3.2 Withholding of increments of pay.
- 7.3.3 Withholding of promotion.
- 7.3.4 Recovery of the whole or part of any pecuniary loss caused by him/her to the Management by his/her misconduct or negligence.
- 7.3.5 Reduction to a lower grade and post or to a lower stage in a time scale.
- 7.3.6 Termination of Service.
- 7.3.7. Financial punishment as permissible under law.

7.3.8 Or as decided by the Vice-Chancellor or the competent authority of the University

**7.4 Procedure for imposition of penalties:**

7.4.1 No order imposing any penalty shall be made except after an enquiry held in accordance with these Rules.

7.4.2 Where it is proposed to hold an inquiry against an employee, the disciplinary authority shall frame charges against such employee and communicate them to him/her together with other material as may be necessary or relevant for the purpose of the enquiry and also inform him/her of the appointment of an inquiring authority for conducting the enquiry.

7.4.3 The proceedings of the enquiry may be recorded either in Hindi or English language as may be convenient to the Enquiry Officer.

7.4.4 On the conclusion of the inquiry, if the disciplinary authority is satisfied after considering the report of the Inquiring Officer and the records of the proceedings and submission of the employee on the findings of the Enquiry Officer that all or any of the charges against the employee have been proved, will award the appropriate punishment.

7.4.5 In awarding any penalty to an employee under this rule, the authority imposing the penalty shall take into account the gravity of the misconduct, the previous record, if any, of the employee and any other circumstances that may exist.

7.4.6 The order imposing penalty shall be communicated to the employee.

7.4.7 After the decision is announced, the employee will be entitled to demand copy of the charges framed against him/her and may give further representation.

7.4.8 An employee who is dismissed or removed from service in accordance with these Rules shall not be entitled to any notice or pay in lieu of such notice.

**7.5 NO WORK NO PAY:**

In all cases of absence from duty without leave or permission or in all, cases of absence from place of work, the principle of “no work no pay” shall apply without prejudice to the other provisions of these rules.

**7.6 PENALTY FOR ABSENCE WITHOUT LEAVE:**

7.6.1 If employees acting individually or in concert and without reasonable cause absent themselves from work or being present at the work spot refuse to work, each one of them shall be liable to a deduction from his/her salary.

7.6.2 Management at its discretion can terminate the services of an employee for habitual absentee. Any punitive action shall be taken only after proper enquiry and employee will be given adequate chance to present his/her case before the enquiry committee set by the Management.

7.6.3 If employee remain absent for more than one week without any intimation/permission from duty, he/she is liable to be taken disciplinary action including termination.

## CHAPTER – VIII

### 8.0 LEAVE

**8.1 Leave for teachers :** As may be announced by the Vice-Chancellor under the powers conferred by the Executive Council.

### 8.2 Leave for Non – Teaching staff

**8.2.1 Casual leaves:** One day per month can be availed and which cannot be combined by any other type of leave. It can be carried forward for 3 months. However, under special circumstances, it can be carried forward to six months. This period can be extended to one year for employees whose permanent address is 1500 Km. or more away from the University. For such cases, the sanction of Vice- Chancellor is mandatory.

**8.2.2 Earned Leave:** Half day leave will be credited in the account of employee on every 30 days of working (excluding L.W.P.) on completion of one year of service. This can be carried forward upto maximum 300 days and is encashable on leaving the service. Maximum 90 days leave at one time may be granted.

### 8.2.3 Maternity leaves:

8.2.3.1 Maternity leave on half pay may be granted to a woman employee for a period not exceeding 90 days provided she has completed one year service in the University. The maternity leave may be permissible only upto two children. Those who have got two or more children will not be given this benefit. Total maternity leave of 180 days may be availed in full service period

8.2.3.2 Leave without pay may be granted during the whole period of pregnancy and up to three months after the date of delivery.

8.2.3.3 Maternity Leave may be granted in case of miscarriage or abortion including abortion induced under the medical termination of pregnancy (M.T.P.) Act 1971 or for tubectomy operation (Maximum up to one week).

8.2.3.4 Maternity leave may be availed jointly with Earned leave.

- 8.2.4 Sterilization leave:** A female employee will be entitled to get five days leave with full pay for undergoing sterilization operation whereas male employee may avail three days paid leave on this account.
- 8.2.5 Medical leave:** Having completed five years of service, an employee will be entitled to get paid medical leaves if admitted in Subharti Hospital on submission of proper medical certificate as per the notification which may be issued by the Hon'ble Vice Chancellor separately.
- 8.2.6 Duty Leave:** Duty leave may be granted for performing any duty outside the University with prior permission of competent authority. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion. Full salary during this period is payable.
- 8.3 PROVISION FOR LEAVE FOR HIGHER STUDIES:** No employee shall have right to claim for leave for higher studies. However, if any employee applies for study leave for higher studies, permission at the discretion of the Vice-Chancellor be given for higher studies, subject to the following conditions:
- 8.3.1 The higher studies, shall be voluntary and at his/her own wishes.
  - 8.3.2 No leave with salary shall be granted for the period of study.
  - 8.3.3 No salary is payable by the Institution for the duration of the study.
  - 8.3.4 No guarantee is given for appointment after completion of study leave. Rejoining will depend upon the vacancy position on his/her post.
  - 8.3.5 Such an employee may be taken back on duty after successful completion of higher studies, on the terms and conditions decided by the management.
- 8.4 EXTRAORDINARY LEAVE (LEAVE WITHOUT PAY) :**

Extra ordinary leave (leave without pay) may be granted to an employee in the following circumstances.

- 8.4.1 When no other leave is by rule, admissible or
- 8.4.2 When other leave is admissible, but the employee concerned applies, in writing for grant of extraordinary leave.
- 8.4.3 When an employee is undergoing treatment for serious illnesses like: Malignancy / Mental Illness / Tuberculosis / Leprosy etc. the Vice-Chancellor may at his discretion may sanction any number of extraordinary leaves (Leave without pay) as may be required for the treatment of such illness, if the application is supported by the Medical Certificate issued by the Medical specialist treating the employee.



**8.5 COMPENSATORY LEAVE:**

An Employee is eligible for Compensatory Leave in lieu of working on declared Holidays or Sundays if he/she is detailed for some official work during those days. Compensatory Leave can not be carried forward beyond three months w.e.f. the date of working on Holiday/Sunday.

**8.6 OVER STAYING LEAVE:** An employee who remains absent after the expiry of his/her originally granted or subsequently extended leave is entitled to no salary for the period of such absence. Absence from duty after the expiry of leave will render the employee liable to disciplinary action for misconduct except where the employee establishes to the satisfaction of the leave sanctioning authority that he/she was unable to join duty for reasons beyond his/her control.

**8.7 EMPLOYMENT DURING LEAVE:** An employee who is on leave shall not take service or accept any work profession or employment in any capacity either honorary or otherwise, without obtaining permission in writing from the Vice-Chancellor. Any violation of the Rule attracts disciplinary action against such employees.

**8.8 VISITING FACULTY OR PART – TIME EMPLOYEES:** Visiting or Part – time employees are not entitled to any kind of leave admissible under this chapter.

**8.9 PREFIXING AND SUFFIXING OF HOLIDAYS:** The leave under these rules may be either prefixed or suffixed or both by holidays but the intervening Sundays or holidays shall be included in such leave for the purpose of calculation of number of leaves except for casual leave.

**8.10 Leave for Employees on Contract:** For the members of staff who are appointed on contract basis may avail one casual leave per month and no other leave will be allowed to him/her.

**8.11 Recalling from Leave:** The management may recall any employee who is on sanctioned leave for any exigency of work.

**8.12 Extension of leave:** The application for extension of leave shall be submitted well before the expiry of the leave giving reasons for the extension so that the decision regarding sanction is conveyed to the employee in case the extension of leave is not sanctioned and the employee will be obliged to report for duty on the expiry of the leave originally sanctioned.

**8.13 ABANDONMENT OF SERVICE**

8.13.1 If an employee remains absent for seven consecutive days without prior sanction of leaves or permission he/she shall be served with a recall notice and in the event the notice returns undelivered another notice shall be sent. If he refuses to receive the notice or there is no response to the delivered notice for another seven days, it shall be presumed that he has abandoned / terminated his services on his own and a final order shall be passed accordingly.

8.13.2. If an employee remains absent beyond the period of leave originally granted or subsequently extended, the clause number 8.13.1 shall apply.

**8.14 EXCLUSIVE SERVICE :** No employee of the University can engage himself/herself directly or indirectly in any profession, occupation or avocation outside the University without the prior written permission of the competent authority.

## **CHAPTER: IX**

### **9.0 OBLIGATIONS OF THE EMPLOYEE:**

- 9.1 Every employee shall observe courtesy and politeness.
- 9.2 No employee shall enter into monetary dealing with his/her colleagues, subordinates, students or his/her parents nor shall he/she accept any gif from them.
- 9.3 No employee shall use the Institutions name or properties for his/her own purpose and benefits, except when permitted to do so by the University Management in writing.
- 9.4 Every employee shall present himself/herself in his/her seat/duty place during the prescribed time.

## **CHAPTER: X**

### **10.0 EMPLOYEES PROVIDENT FUND: -**

Those employees who are covered by the Employees Provident Funds and Miscellaneous Provisions Act, 1952 contribute towards PF contribution at the rates prescribed in the Rules and matching share of contribution is being paid by the University and both shares of PF contributions. The payment of contributions shall cease, on the employee quitting from the service either on resignation, dismissal or by retirement. The accumulated PF contributions will be paid to the employees at the time of his/her relieving.

## **CHAPTER: XI**

### **11.0 MISCELLANEOUS PROVISIONS:-**

11.1 **Transfer:** Every employee shall be liable to be transferred from one place to another and from one department to another or from one Institution to another sister Institution whether located in the same place or elsewhere and whether existing or coming into existence provided that such transfer does not entail reduction in total salary and position. The Vice-Chancellor may depute any employee for outstation duty in connection with the work or business of the Institution.

11.1.1 In the event of refusal to accept a transfer, employee shall be considered absent from work without leave or permission for the period of such refusal and shall not be eligible for any salary for that period. Such an employee shall also be liable for disciplinary action. In such cases, provisions of clause 8.13.1 shall be applicable.

- 11.2 Joining Time:**
- 11.2.1 When an employee is transferred from one Institution to another, he/she should join the Institution to which he/she is transferred at the earliest possible time or as notified.
- 11.2.2 An employee who does not join his/her post within the joining time, is entitled to no salary, after the end of the joining time. Absence from duty after the expiry of joining time will render the employee liable to disciplinary action for misconduct except where the employee establishes to the satisfaction of the Vice-Chancellor that he/she was unable to join duty for reasons beyond control.
- 11.3 Compulsory Deposit Scheme :**
- 11.3.1 Five percent per of the salary of each employee is deducted every month. as Compulsory Deposit. The fund thus raised is called the Reserve Fund. The Reserve Fund earns 11 % interest annually which is paid to the employee in the month of April every year.
- 11.3.2 The Reserve Fund is returned back to the employee on leaving in accordance with the rules of the University and in concurrence with the management. In case of resigning and leaving the job without following the rules of the University, the reserved fund may be forfeited.
- 11.4 Effective Date of Salary Increase :** All increments if declared after first day of the month, irrespective of the date of promotion, annual increment, revision in salary etc., will be effective from first day of the next month.
- 11.5 Relieving Certificate :** Every employee shall be entitled to get a Relieving Certificate at the time of leaving the service of the Institution if one has no dues of the institution pending on him/her or pending enquiry against him/her. Such Certificate shall be valid if it is issued and signed by the Registrar/ Additional Registrar of the University.
- 11.6 Identification Card:** Every employee will be provided with an identification card and he/she shall show it on demand to the authorized person. When an employee ceases to be in the employment of the institutions/hospital, he/she shall surrender his/her identification card to the concerned Institute/Unit before his/her accounts are settled. If an employee loses or damages his/her identification card during his/her service, he/her shall pay a fee as per the university rules.
- 11.7 Liability for Search:** Employees are liable to be searched by any person authorized by the competent authority of the University at any time, and also while entering or leaving the premises of the Institutions/hospital provided that the women employees shall be searched only by women. If, acting without malice, any member of the University reports that a particular employee is in wrongful possession not belonging to him/her, he/she can be detained such an employee for search provided that the search shall not be made except in the presence of at least one person where practicable, and that women employee shall not be searched by or in the presence of men except with their consent.

Quarters, accommodation and such other facilities provided by the Institutions/hospital are also liable to be searched in presence of the employee concerned. Where the employee is absent or refuses to be present at the search, the search may be made in the presence of two witnesses.

**11.8 Unauthorised possession of goods etc.:**

Any employee found in unauthorized possession of any goods, equipment, implants, articles, materials etc., which are in use in the Institutions/hospital or kept in stock in the Institutions/hospital and are not normally carried on the person will be deemed to have come into possession of such goods etc., by improper means. The competent authority may confiscate such goods etc., and such unauthorized possession may attract disciplinary action as well as any other action as deemed fit by the competent authority.

**CHAPTER : XII**

**12.0 SEXUAL HARASSMENT - POLICY : As per the relevant Ordinance**

**CHAPTER – XIII**

**13.0 SERVICE OF NOTICE :**

13.1 Any matter required to be notified under these rules and any notice by the Head of Institution/Unit to the employees in the college shall be displayed on the notice board, such matter or notices shall be deemed to have been communicated to all employees.

13.2 Any notice or letter of communication intended for an employee may be delivered to him/her personally in the premises of the college and the employee is bound to receive and acknowledge the same. Refusal on the part of the employee to accept the letter or communication will render the employee liable for disciplinary action.

13.3 In the case of an employee who is absent, any notice or letter or communication intended for such an employee sent to him/her by registered post with acknowledgement due to the last known address entered in his/her personal file of the employee shall be deemed to have served on him/her.

It is mandatory on the part of the employee to update the change in address. Where such a registered communication or letter or notice is returned undelivered for any reason, a copy thereof shall be displayed on the notice board, and such display shall be deemed to be adequate service of communication, letter or notice on the employee.

13.4 Any matter required to be notified under the rules and any notice of communication by the Management to employees will be in Hindi/English.

## CHAPTER - XIV

### 14.0 TRAVEL EXPENSE REIMBURSEMENT & DAILY ALLOWANCE :

- 14.1 Reimbursement of travel expenses including accommodation charges & Daily Allowance is granted in accordance with the rules laid down by the University from time to time.
- 14.2 Subject to limits prescribed in the schedules appended below, reimbursement of travel expenses shall include the following:
  - 14.2.1 Actual cost of ticket or fare paid for the journey within the permitted mode of travel.
  - 14.2.2 Accommodation charges, if any, within the prescribed limit.
  - 14.2.3 Daily allowance as applicable.
  - 14.2.4 Local conveyance and incidentals as per rules.
- 14.3 An upgrade in the mode / class of travel is permissible only when authorized by the Vice-Chancellor.
- 14.4 Traveling on official duty must be undertaken by the shortest route.
- 14.5 Airfare/Trainfare will be reimbursed only against production of receipts / used passenger coupons / tickets and not against the bills of travel agents.
- 14.6 When an employee is required to cancel his/her journey, the difference between the fare actually paid by him/her including reservation charges, if any, and the amount refunded by the transport authority on such cancellation may be reimbursed subject to the following conditions:
  - 14.6.1 The cancellation of the journey is due to exigencies of work and the Vice-Chancellor/Head of the Institution has authorized such cancellation.
  - 14.6.2 The claim for reimbursement is restricted to the amount admissible had the journey been made by the shortest route.
  - 14.6.3 The claim for reimbursement shall be in respect of the amount actually paid by the employee for the travel ticket inclusive of reservation charges, if any. Proof of payment and refund shall be enclosed to the claim.
  - 14.6.4 The cancellation has been made by the employee without any loss of time and the advantage of lower rates of cancellation has been availed of.
- 14.7 Once an approval has been obtained by an employee from the Vice-Chancellor/Head of the Institution for a specific travel, the cancellation of the same will not entitle him/her to adjust the same approval towards any other travel, separate approval has to be obtained from the Vice-Chancellor/ Head of the Institution for each travel.
- 14.8 Traveling advances (imprest) may be paid to employees at their request in writing and the advance shall not be more than the approximate expenses likely to be incurred on performing the journey, if claimed. If the advance taken exceeds the claimed amount when the bill is submitted, the balance shall be remitted to the Account Section of the University.
- 14.9 Daily allowance is admissible from the time of commencement of the journey till the time of return to the usual place of work.
- 14.10 Every expenditure must be supported by bills/receipts/tickets.

However, in certain cases if any abnormal expenditure is incurred due to official exigencies under any of the heads, such expenditure can be reimbursed provided that

- such expenditure is claimed separately and is approved by the Vice-Chancellor on recommendation of the Institution.
- 14.11 When cost of meals and refreshments are included in the room rent of the hotel or included in the package (such as registration fee for a conference) or otherwise borne by the Institution, the entitlement to daily allowance will be restricted to 50%.
  - 14.12 Payment for boarding without proper bill will be 50 % of the entitlement.
  - 14.13 No daily allowance is admissible during the period when an employee goes on leave while on official itinerary.
  - 14.14 T.A. & Local conveyance are not permissible if employee is using Subharti vehicle for traveling.
  - 14.15 A claim is settled on the basis of the information available the dates of admitting claim for reimbursement. Revision of a claim for daily allowance once admitted is not permissible. Accordingly, no arrears of daily allowance is payable where an employee is promoted or reverted or is otherwise granted an increase in the basic pay or a change in the scale is made with retrospective effect.
  - 14.16 All T.A/D.A. bills of staff members shall be approved by the Vice-Chancellor on recommendation of the head of the Institution.
  - 14.17 All T.A. / D.A. claims shall be made in writing in the prescribed format within a maximum period of 7 days from the date of return from the journey.

## **CHAPTER – XV**

### **15.0 CHARITY FOR EMPLOYEES**

#### **15.1 In-Campus Accommodation**

- 15.1.1 Rent free In-Campus accommodation is provided to the employee or it may be compulsory as per nature of assignment given to him/her. However, service charges and electricity charges are payable as per the University rules.
- 15.1.2 An employee who leaves the job for whatsoever reason will vacate the flat.
- 15.1.3 Under special circumstances, the Vice-Chancellor may permit the occupant to continue to stay for a limited period of time on the charges notified separately in addition to the service charges & electricity charges.

#### **15.2 Fee Concession Policy:**

##### **15.2.1 Regular Courses**

To encourage the teaching and non teaching employees and their children and blood relatives to get higher degrees/diplomas of education, the University has formulated a scheme of concessions in fee for the following categories of persons:

- (i) Staff members themselves.
- (ii) Children of staff members.
- (iii) Blood relatives of staff members.

The details of the scheme and financial or otherwise encouragements shall be notified by the Registrar from time to time.

- 15.2.1.1 The facility is not a right but a privilege and whether the employee is to be given the privilege or not will be decided by the Hon'ble V.C. on the recommendation of the Unit Head.
- 15.2.1.2 The facility will also be available for those staff members who have retired from the University and are not working anywhere after retirement. The facility is not for those who leave the job before retirement for joining other institute or who are expelled from the institution.
- 15.2.1.3 The non teaching staff may also be allowed to pay fee in installments for persons of category no. (i) and (ii) if permitted by the committee mentioned in clause no. 3. However, full fee will be required to be paid before appearing in the examination.
- 15.2.1.4 The staff member will not be allowed to attend classes while on duty. If he/she has to attend class he/she will have to take leave as per rule for that period of time with prior permission of the Unit Head, where he is working.

## **15.2.2 Distance Education Courses**

Financial and other considerations will also be given in Distance Education Course as per the policy notified by the Registrar of the University / Directorate of Distance Education from time to time.

## **CHAPTER - XVI**

### **16.0 DISPLAY OF RULES**

These Rules may be displayed on the Notice Board or such other places as specified by the Head of the Institution/Unit within the premises of the Institute/Unit.

**NOTE:** The above rules will supersede all previous notifications.

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