

SHARDA UNIVERSITY

(<http://www.sharda.ac.in>)

MANUAL

OF



HUMAN RESOURCE

ADMINISTRATION

POLICIES AND PROCEDURES

Plot No. 32, 34, Knowledge Park-III,
Greater Noida -201306 (U.P.) India

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1	VISION, MISSION AND CORE VALUES
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1.1 VISION OF SHARDA UNIVERSITY:

To become a Global centre of Learning to promote Professional Excellence, and Innovation.

1.2 MISSION OF SHARDA UNIVERSITY:

Sharda University seeks to realize its vision by:

- Creating a **stimulating and flexible learning environment** for its students as well as faculty
- Leveraging **academic research** to form **strong industry linkages**, and
- Developing a culture that strongly promotes **innovation** and **continued betterment** in all facets of life

1.3 CORE VALUES OF SHARDA UNIVERSITY:

- ***Excellence:*** Commitment to Innovation and continuous learning to ensure we keep striving for the best outcomes in all facets of life
- ***Ethical Conduct:*** Integrity, fairness, honesty and transparency in all actions
- ***Global Outlook:*** The University welcomes and encourages diverse ideas, beliefs, and cultures
- ***Promote Leadership:*** The University believes that leaders create leadership skills in others, thus igniting a virtuous cycle of growth
- ***Collaboration and Inclusiveness:*** Developing a symbiotic community of faculty, students, alumni, industry, government bodies, and other universities/centres of learning

The University is committed to its core values and expects all stakeholders (faculty, students etc.) to embrace them. It has **zero tolerance** towards any deliberate violation of the core values. Strict disciplinary as well as legal actions will be taken against any staff or student in cases of violation such as providing false information, manipulation of facts, financial irregularities etc.

2.1 HUMAN RESOURCE PHILOSOPHY:

- We believe that Human Resources at Sharda is an asset which needs constant grooming and must be catered to for a lifelong commitment in teaching, research and administration.
- We believe that equitable and fair treatment of people at work leads to harmonization and the entire policy should be based on performance oriented assessment of competence, commitment and flexibility which are necessary conditions for organizational effectiveness.
- We value and respect each person as an individual and encourage diversity of cultures, thought and behavior circumscribed only by the code of ethics and performance.

2.2 HUMAN RESOURCE POLICY:

- We view the faculty as core to our being, repository of our vision, competence and values.
- We look forward towards young, talented and vibrant individuals suffused with values and commitment.
- We seek those who are passionate about teaching and overall development of students into good human-beings.
- We value and encourage those who are into teaching because their heart is in it.
- We expect commitment to continuous learning, research and application of knowledge to improve the quality of human existence.

2.3 RECRUITMENT POLICY:

Our recruitment policy aims at ensuring;

- that we select the best among the available candidates through a fair selection process formally laid down and articulated.
- that our job specifications and compensation package conform to or exceed the norms laid down by appropriate regulatory bodies like UGC, MCI & DCI.
- that in addition to academic credentials, we assign appropriate weightage to the experience in industry and research while making faculty selections.
- that aptitude and passion for teaching are taken as preferred attributes together with other competencies as a teacher.

2.3.1 (i) The requirement of teaching, non-teaching positions and all internal promotions due shall be placed before the Executive Council, twice a year, for its approval.

Appointment/Promotion beyond the sanctioned strength may only be made with the approval of the Chairman, Executive Council.

(ii) The recommendation of duly constituted Selection Committees for all positions shall be submitted to Chancellor for his approval.

(iii) The assessment and recommendations for recruitment of **International faculty and the Faculty with International Experience** shall be done by a three member panel of distinguished academicians/people with relevant and rich experience in industry. Members of this panel shall be nominated by Chairman, Executive Council.

2.4 FACULTY DEVELOPMENT POLICY:

Pursuant to our belief that learning is a continuous and life long process, we undertake training and development of faculty members as a formally mandated requirement. The following norms have accordingly been laid down:

- (i) Every faculty member will normally be sponsored to one national and one international conference per year to present a paper on the subject of his/her interest.
- (ii) Every faculty member shall be encouraged to publish at least one paper in a refereed journal of repute.
- (iii) Study leave may be granted to those who wish to pursue higher education in the area of their interest.
- (iv) Faculty members will be encouraged to undertake sponsored Research and Consultancy assignments as a part of their own development and for strengthening interface with the industry.
- (v) Faculty members will be encouraged to guide research as a part of their academic work.
- (vi) Faculty members will be expected to keep a close watch on contemporary societal problems and work towards their resolution as a part of their social responsibility.

2.5 APPOINTMENT TO A FUNCTIONAL POST:

Appointment to the functional positions shall be made on rotation basis for a period of two years. The posts covered under the provision include;

Dean of a Faculty } Statutory Positions
Dean of Students' Welfare }
Head of the department
Chairmen of various Committees

The appointments to the aforesaid positions shall be made by the Vice Chancellor (in consonance with the provisions of Statutes / Ordinances for statutory positions).

2.6 AWARDS:

A faculty member, who may be adjudged the best teacher in terms of the criteria laid down for the purpose, shall be felicitated at an annual function and will be given an award comprising a citation as a public recognition of his/her outstanding contribution to the cause of education.

3	TERMS & CONDITION OF SERVICE OF THE OFFICERS/TEACHERS/OTHER ACADEMIC STAFF AND THE EMPLOYEES OF THE UNIVERSITY:
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3.1 GENERAL:

Sharda University considers it expedient to define with sufficient accuracy and comprehensiveness, the conditions of employment under it and make the said conditions known to its existing and prospective employees. The TERMS & CONDITIONS OF SERVICE as laid down herein under shall be applicable with effect from the date these are approved by the Executive Council..

3.2 DEFINITIONS:

Unless there be something repugnant to the context, the terms used in these rules shall have the meaning as defined hereunder:

- i. Age of Superannuation' means the age on which an employee shall retire from the service of the University.
- ii. Appointing Authority' in relation to a post means an authority to which the power to make appointment to the said post has been delegated by the Executive Council of the University
- iii. Executive Council' means the Executive Council of Sharda University duly constituted in accordance with the University Act and Statutes framed there under.
- iv. Competent Authority' in relation to the exercise of a power means an authority to which said power has been delegated by the Executive Council.
- v. Dean' means the head of the constituent School of the University.
- vi. University' means Sharda University.
- vii. Employee' means a member of Faculty/Officer/Academic staff or a non-teaching employee holding a regular post substantively, or on officiating basis or on probation.
- viii. 'Probationer' means an employee employed on probation against a regular post.
- ix. 'Regular Post' means a post on regular establishment sanctioned by the Executive Council and carrying a definite scale of pay.
- x. 'Salary 'means the monthly emoluments paid by the university and includes the basic pay, dearness allowance, house rent allowance and any other allowance applicable from time to time.
Provided that in respect of employees who have been appointed temporarily for a specified period, the salary shall be equal to the monthly emoluments calculated on the basis of terms and conditions specified in the contract.
- xi 'Substantive appointment' means an appointment made against a regular post by following the process laid down in the university rules.
- xii 'Temporary Position' means a post held on temporary or officiating basis without going through the regular selection process.
- xiii 'Traveling Allowance' means an allowance granted to the member to defray the expenses on out station official journey.

3.3 CLASSIFICATION OF POSTS:

3.3.1 OFFICERS OF THE UNIVERSITY:

- i. Vice-Chancellor
- ii. Pro-Vice-Chancellor
- iii. Registrar
- iv. Controller of Examinations
- v. Dean of Faculties
- vi. Dean of Students' Welfare
- vii. Finance Officer

3.3.2 FACULTY MEMBERS:

- i. Distinguished Professor
- ii. Professor Emeritus
- iii. Professor
- iv. Adjunct Professor
- v. Associate Professor
- vi. Assistant Professor

3.3.3 LIBRARY STAFF:

- i. Librarian
- ii. Dy. Librarian
- iii. Assistant Librarian
- iv. Sr. Executive Assistant (Library)
- v. Executive Assistant (Library)

3.3.4 SPORTS AND PHYSICAL EDUCATION:

- i. Director
- ii. Deputy Director
- iii. Assistant Director

3.3.5 OTHER ACADEMIC STAFF:

- i. Medical Superintendent
- ii. Dy. Medical Superintendent
- iii. Director
- iv. Dy. Director
- v. Research Associate
- vi. Teaching Assistant

3.3.6 LABORATORY STAFF:

- i. Technical Officer
- ii. Sr. Technical Assistant
- iii. Technical Assistant
- iv. Laboratory Assistant

3.3.7 ADMINISTRATIVE STAFF:

- i. Deputy Registrar
- ii. Assistant Registrar
- iii. Administrative Officer
- iv. Senior Executive Assistant
- v. Executive Assistant
- vi. Office Assistant

3.4 MINIMUM QUALIFICATIONS FOR APPOINTMENT TO THE FACULTY POSITIONS:

- i. The minimum qualifications required for the post of Assistant Professors, Associate Professors, Professors, Assistant Directors, Deputy Directors and Director of Physical Education, Assistant Librarians, Deputy Librarians, Librarians will be those as prescribed by the University Grants Commission.
- ii. The minimum requirement for the appointment to the post of Assistant Professor shall be a good academic record, 55% marks (or an equivalent grade in a point scale) at the master's level and qualifying in the National Eligibility Test (NET), or an accredited test (State Level Eligibility Test-SLET/SET).
- iii. NET/SLET/SET shall remain the minimum eligibility condition for recruitment and appointment of Assistant Professors provided, however, that candidates, who are or have been awarded Ph. D. degree in compliance of the "University Grants Commission (minimum standards and procedure for award of Ph.D. Degree), Regulations 2009, shall be exempt from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions.
- iv. NET/SLET/SET shall not be required for such Masters Degree Programmes in disciplines for which NET/SLET/SET/ accredited test is not conducted.
- v. The 55% marks (or an equivalent grade in a point scale) at Master's level should be insisted upon for those recruited as teachers at any level from Industry and Research institutions and at the entry point of Assistant Professors, Assistant Librarians, Assistant Director of Physical Education.
- vi. A relaxation of 5% may be provided at the graduate and master's level for the Scheduled Caste/Scheduled Tribe/Differently-abled (Physically and visually differently-abled) categories for the purpose of eligibility and for assessing good academic record for recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.
- vii. A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. degree holders, who have passed their Master's degree prior to 19th September, 1991.
- viii. Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered eligible.
- ix. The Ph.D. Degree shall be a mandatory qualification for the appointment of Professors and for promotion as Professors.
- x. The Ph.D. Degree shall be a mandatory qualification for all candidates to be appointed as Associate Professor through direct recruitment or through Promotion.

- xi. The period of time taken by candidates to acquire M.Phil. and/or Ph.D shall not be considered as teaching / research experience to be claimed for appointment to the teaching positions.
- xii. In exceptional cases, where a deserving candidate brings extra-ordinary Academic/Corporate credentials (e.g. –international academic experience), any or all of the above mentioned criteria may be waived off, based on the judgment of the selection committee as mentioned in clause 2.3.1(iii) and on merit of each case.

3.4.1 ENGINEERING & TECHNOLOGY DISCIPLINE:

I) ASSISTANT PROFESSOR

- i. **Essential:**
First Class Master's Degree in the appropriate branch of Engineering & Technology.
- ii. Without prejudice to the above, the following conditions may be considered desirable:
 - 1. Teaching, research industrial and / or professional experience in a reputed organization;
 - 2. Papers presented at Conferences and / or in refereed journals.

II) ASSOCIATE PROFESSOR

- i. **Essential:**
A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engineering & Technology, and experience of **eight years** in teaching, research and / or industry at the level of Assistant Professor, excluding period spent on obtaining the research degree.

OR

- ii. In the event the candidate is from industry and the profession, the following shall constitute as essential:
 - 1. First Class Master's Degree in the appropriate branch of Engineering & Technology.
 - 2. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engineering, & Technology, and industrial / professional experience of **eight years** in a position equivalent to the level of Assistant Professor.

Provided that the recognition for significant professional work shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

- iii. Without prejudice to the above, the following conditions may be considered desirable:
1. Teaching, research industrial and / or professional experience in a reputed organization;
 2. Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
 3. Experience of guiding the project work / dissertation of PG / Research students or supervising R&D projects in industry.

III) PROFESSOR

i. **Essential:**

A Ph.D. Degree with First Class at Bachelor's or Master's Level in the appropriate branch of Engineering, & Technology, and experience of ten years in teaching, research and / or industry. **Out of which at least five years at the level of Asst Prof/Reader or equivalent grade.**

OR

- ii. In the event the candidate is from industry and the profession, the following shall constitute as essential:
1. First Class Master's Degree in the appropriate branch of Engineering & Technology.
 2. Significant professional work which can be recognized equivalent to a Ph.D. Degree in appropriate branch of Engineering, & Technology, and industrial / professional experience of ten years. **Out of which at least five years at senior level of Asst Prof/Reader or equivalent grade.**
Provided that the recognition for significant professional work shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.
- iii. Without prejudice to the above, the following conditions may be considered desirable:
1. Teaching, research, industrial and / or professional experience in a reputed organization;
 2. Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
 3. Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;
 4. Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and
 5. Capacity to undertake / lead sponsored R&D, consultancy and related activities.

3.4.2 BIO-TECHNOLOGY (ENGG. & TECHNOLOGY) DISCIPLINE:

I) ASSISTANT PROFESSOR

i. Essential:

1. First Class Master's Degree in the appropriate branch of Engineering & Technology;

OR

2. A Ph.D. Degree in Applied Biological Sciences such as, Micro-Biology, Bio-Chemistry, Genetics, Molecular Biology, Pharmacy and Bio-Physics;

OR

3. Good academic record with at least 55% marks (or an equivalent grade) and at the Master's Degree level, in the relevant subject or an equivalent degree from an Indian / Foreign University.

- ii. Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.

iii. Desirable:

1. Teaching, research industrial and / or professional experience in a reputed organization;
2. Papers presented at Conferences and / or in refereed journals;

II) ASSOCIATE PROFESSOR

i. Essential:

A Ph.D. Degree with First Class at Bachelor's or Master's Level in the appropriate branch of Engineering, & Technology/Applied Biological sciences, and **experience of eight years** in teaching, research and / or industry at the level of Assistant Professor or equivalent grade, excluding period spent on obtaining the research degree;

OR

- ii. In the event the candidate is from industry and the profession, the following shall

Constitute as essential:

1. First Class Master's Degree in the appropriate branch of Engineering and Technology / Applied Biological Sciences;

2. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engineering and Technology, and industrial / professional experience in a position equivalent to the level of Asstt. Professor.

Provided that the recognition for significant professional work shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

iii. **Desirable:**

1. Teaching, research industrial and / or professional experience in a reputed organization;
2. Published work, such as research papers, patents filed / obtained, books, and / or technical reports; and
3. Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry.

III) PROFESSOR

i. **Essential:**

1. A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engineering and Technology / Applied Biological Sciences, and experience of ten years in teaching, research and / or industry. **Out of which at least five years at the level of Asst Prof/Reader or equivalent grade.**

OR

- ii. In the event the candidate is from industry and the profession, the following shall constitute as essential:

1. First Class Master's Degree in the appropriate branch of Engineering & Technology / Applied Biological Sciences;
2. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engineering & Technology / Applied Biological Sciences, and industrial / professional experience of ten years. **Out of which at least five years at a senior level of Asst Prof/Reader or equivalent grade002E**

Provided that the recognition for significant professional work shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

iii. **Desirable:**

1. Teaching, industrial research and / or professional work experience in a reputed organization;
2. Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
3. Experience of guiding the project work, dissertation of post graduate or research students or supervising R&D projects in industry;
4. Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and
5. Capacity to undertake / lead sponsored R&D, consultancy and related activities.

3.4.3 MANAGEMENT/BUSINESS ADMINISTRATION DISCIPLINE:

I) ASSISTANT PROFESSOR

i. Essential:

1. First Class Masters Degree in Business Management / Administration / in a relevant management related discipline or first class in two year full time PGDM declared equivalent by AIU / accredited by the AICTE / UGC;
OR
2. First Class graduate and professionally qualified Chartered Accountant / Cost and Works Accountant / Company Secretary of the concerned statutory bodies.

ii. Desirable:

1. Teaching, research, industrial and / or professional experience in a reputed organization;
2. Paper presented at Conferences and / or published in refereed journal.

II) ASSOCIATE PROFESSOR

- i. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC;

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory body.

- ii. Ph.D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU.
- iii. **A minimum of eight years experience** of teaching / industry / research / professional at managerial level excluding the period spent for obtaining the research degree.

OR

- iv. In the event the candidate is from industry and the profession, the following requirements shall constitute as essential requirements:

1. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIU / recognized by AICTE / UGC,

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and Works Accountant / Company Secretary of the concerned statutory body.

2. **A minimum of ten years** of experience of teaching industry / research / profession **out of which five years must be at the level of Asst Prof or** equivalent excluding the period spent for obtaining research degree. The candidate should have Professional work experience, which is significant and can be recognized at national / international level as equivalent to Ph.D. and **ten years** managerial experience in industry / profession. **Of which at least five years should be at the level comparable to that of Asst Prof/Lecturer.**

v. Without prejudice to the above, the following conditions may be considered desirable:

- a) Teaching, research industrial and / or professional experience in a reputed organization;
- b) Published work, such as research papers, patents filed / obtained, books and / or technical reports; and
- c) Experience of guiding the project work /dissertation of PG / Research Students or supervising R&D projects in industry.

III) PROFESSOR

- i. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant discipline or consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in two year full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC;

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory body.

- ii. Ph. D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU.
- iii. A minimum of ten years' experience of teaching / industry / research / profession **out of which five years must be at the level of Reader or equivalent**, excluding the period spent for obtaining the research degree.

OR

- vi. In the event the candidate is from industry, the possession of the following shall constitute as essential:

- 1. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in two years full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC.

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory body.

2. The candidate should have professional work experience which is significant and can be recognized at national / International level as equivalent to Ph.D. and **twelve** years' managerial experience in industry / profession. **Of which at least eight years at a level comparable to that of Reader/Asst Prof.**
- v. Without prejudice to the above, the following conditions may be considered desirable:
 - i) Teaching, Research, Industrial and / or Professional experience in a reputed organization;
 - ii) Published work, such as research papers, patents filed / obtained, books and / or technical reports;
 - iii) Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;
 - iv) Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and
 - v) Capacity to undertake / lead sponsored R&D consultancy and related activities.

3.4.4 JOURNALISM AND MASS COMMUNICATION:

I) ASSISTANT PROFESSOR

- i. Good academic record as defined with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level.
- ii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- iii. Notwithstanding anything contained in sub-clauses (i) and (ii) above, candidates who are, or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor.
- iv. NET/SLET/SET shall also not be required for such disciplines where NET/SLET/SET is not conducted.

II) ASSOCIATE PROFESSOR

- i. Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- ii. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- iii. **A minimum of eight years of** experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.

- iv. Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.

III) PROFESSOR

- A. (i) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.
- (ii) A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.
- (iii) Contribution to educational innovation, design of new curricula and courses, and ` – mediated teaching learning process.

OR

- B. An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

NOTE: *The appointment to the teaching posts in Dental, Medical, Nursing streams shall be governed by the regulations of respective councils issued from time-to-time.*

3.5 PROMOTION UNDER CAREER ADVANCEMENT SCHEME OF INCUMBENTS OF THE POSTS OF ASSISTANT PROFESSORS/ ASSOCIATE PROFESSORS/PROFESSORS:

- 3.5.1 Entry level Assistant Professors (Stage 1) would be eligible for promotion under the Career Advancement Scheme (CAS) through two successive stages (stage 2 and stage 3), provided they are assessed to fulfill the eligibility and performance criteria as laid down.
- 3.5.2. An entry level Assistant Professor, possessing Ph. D. Degree in the relevant discipline shall be eligible, for moving to the next higher grade (stage 2) after completion of four years service as Assistant Professor.
- 3.5.3. An entry level Assistant Professor possessing M.Phil. Degree or post-graduate Degree in professional courses, approved by the relevant statutory body, such as M.Tech, etc. shall be eligible for the next higher grade (stage 2) after completion of five year service as Assistant Professor.
- 3.5.4. An entry level Assistant Professor who does not have Ph.D. or M.Phil, or a Master's Degree in the relevant professional course, shall be eligible for the next higher grade (stage 2) only after completion of six years service as Assistant Professor.
- 3.5.5. The upward movement from the entry level grade (stage 1) to the next higher grade (stage 2) for all Assistant Professors shall be subject to their satisfying the API based PBAS conditions as laid down.

- 3.5.6.** Assistant Professors who have completed five years of service in the second grade (stage 2) shall be eligible, subject to meeting the API based PBAS requirements, to move up to next higher grade (stage 3).
- 3.5.7.** Assistant Professors completing three years of teaching in third grade (stage 3) shall be eligible, subject to the qualifying conditions and the API based PBAS requirement, to move to the next higher grade (stage 4) and to be designated as Associate Professor.
- 3.5.8.** Associate Professor completing three years of service in stage 4 and possessing a Ph.D. Degree in the relevant discipline shall be eligible to be appointed and designated as Professor and be placed in the next higher grade (stage 5), subject to (a) satisfying the required credit points as per API based PBAS methodology, and (b) an assessment by a duly constituted selection committee same as for the direct recruitment of Professor.

Provided that no teacher, other than those with a Ph.D. shall be promoted or appointed as Professor.

- 3.5.9.** Ten percent of the positions of Professors in a university, with a minimum of ten years of teaching and research experience as professor will be eligible for promotion to the higher grade of Professorship (stage 6), on satisfying the required API score, and on the recommendation of a duly constituted Expert Committee, and such teachers promoted to the higher grade shall continue to be designated as 'Professor'. This elevation shall be subject to possessing, additional credentials evidenced by:
- (a) Post-Doctoral Research outputs of high standard;
 - (b) Awards / Honours /and recognitions;
 - (c) Additional research degrees like D.Sc., D.Litt., LID, etc.; patents and IPR on products and processes developed / technology transfer achieved in the case of teachers in science and technology.

The selection is to be conducted by the university by receiving duly filled PBAS proformas from eligible professors based on seniority, three times in number of the available vacancies in each faculty. In case the number of candidates available is less than three times the number of vacancies, the zone of consideration will be limited to the actual number of candidates available. The assessment process shall be through an Expert-Committee evaluation of all credentials submitted. No separate interview need to be conducted for this category.

- 3.5.10.** Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and experience at the appropriate level, shall be based on the recommendations of selection committee and on merit of each case. Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports and to those who are entitled for grant of advance increments for having acquired Ph. D., M. Phil., M.Tech. etc. However, those entering service as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports with post-doctoral teaching/research experience after Ph.D. and proven credentials may be eligible for discretionary award of advance increments to be decided and recorded by the selection committee in its minutes.

3.5.11. Deleted; E.C. 10.9/ 19.09.2015.

3.6 INCENTIVES FOR Ph.D./ M.Phil. AND OTHER HIGHER QUALIFICATION:

- (i) Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degree of Ph.D. awarded in a relevant discipline by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC.
- (ii) M.Phil. Degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to 2 non-compounded advance increments.
- (iii) Those possessing Post-graduate degree in the professional course such as LL.M./M.Tech./M.Arch./M.E./M.V.Sc./M.D., etc. recognized by the relevant statutory body / council, shall also be entitled to 2 non-compounded advance increments at the entry level.
- (iv) Teachers who complete their Ph.D. Degree while in service shall be entitled to 3 non-compounded increments if such Ph.D. is in a relevant discipline of the discipline of employment and has been awarded by a University complying with the process prescribed by the UGC for enrolment, course work, evaluation, etc.
- (v) Teachers in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of 3 non-compounded increments on award of Ph.D., while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- (vi) Teachers who acquire M.Phil. Degree or a post graduate degree in a professional course recognized by the relevant Statutory Body/Council, while in service, shall be entitled to one advance increment.

Note: The incumbents to the post of Librarian/Dy. Librarian/Assistant Librarian as well as Director/Dy. Director/Assistant Director Physical education shall have the same qualification and promotional avenues as laid down by UGC for these categories of employees.

3.7 OTHER TERMS AND CONDITIONS:

3.7.1 INCREMENTS:

- (i) Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable for the respective stage in the Pay Band.
- (ii) Each advance increment shall also be at the rate of 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable and shall be non compoundable.

- (iii) The number of additional increment(s) on placement at each higher stage of AGP shall be as per the existing Schemes / Regulations of increment on promotion from lower Pay Scale to higher Pay Scale; however, in view of the considerable raise in effective pay between the two Pay Bands, there shall be no additional increment on movement from the Pay Band of Rs.15,600 – Rs. 39,100 to the Pay Band of Rs. 37,400 – Rs. 67,000.

3.7.2 PAY FIXATION FORMULA:

The pay 'fixation formula' recommended by 6th Central Pay Commission as accepted by the Central Government shall be applicable.

However, in order to promote Global standards of Education and Talent diversity, the compensation of candidates with exceptional merit (For example: Ivy League qualification / teaching experience, international academic / research credentials), can be benchmarked with international compensation standards.

3.8 COMPOSITION OF SELECTION COMMITTEES:

3.8.1 TEACHING AND OTHER EQUIVALENT POSITIONS:

- | | | | |
|-------|---|---|----------|
| (i) | Vice-Chancellor / Pro-Vice-Chancellor* | - | Chairman |
| (ii) | A Nominee of Vice-Chancellor | - | Member |
| (iii) | Dean of the School | - | Member |
| (iv) | Two Experts One External and the Other Internal appointed by VC | - | Member |

**(While notifying the duties assigned to Pro-Vice-Chancellor, it has been decided that he will chair the Selection Committee meetings for teaching positions)*

3.8.2 SR. TECHNICAL ASSTT./TECHNICAL ASSTT./LABORATORY ASSTT. :

- | | | | |
|-------|--------------------------------------|---|-----------|
| (i) | Dean | - | Chairman |
| (ii) | Head of the concerned department | - | Member |
| (iii) | Expert in the area nominated by V.C. | - | Member |
| (iv) | Dy. Registrar of the School | - | Secretary |

3.8.3 ALL NON-TEACHING POSITIONS:

- | | | | |
|-------|--|---|-----------|
| (i) | Registrar | - | Chairman |
| (ii) | A Nominee of Vice-Chancellor | - | Member |
| (iii) | An expert nominated by Vice-Chancellor | - | Member |
| (iv) | Dy. Registrar (HR) | - | Secretary |

3.8.4 **GENERAL:**

- (i) No act or the proceedings of the Selection Committee shall be called in question merely because of the absence of any of its members.
Provided that at least half of its members are present at the time of the meeting.
- (ii) The Selection Committee shall consider all the candidates called for interview recommended by the screening committee.
Provided that the Selection Committee may consider an eminent person for appointment to the post of professor whose name might have been brought to the notice of the Selection Committee
- (iii) The Selection Committee shall recommend candidates identified as suitable for appointment in the order of their relative merit;

Provided that not more than three candidates will be recommended for each vacancy.
- (iv) Notwithstanding anything contained in these rule, the scales of pay and/or job specifications for any post may be revised from time to time keeping in view the norms prescribed by UGC or any other regulatory authority.

3.9 **QUALIFICATIONS FOR OTHER NON-TEACHING POSTS:**

- i) The minimum qualification for appointment/promotion to the positions at the level of Assistant Registrar and above shall be a Master's degree with a minimum of 55%marks and relevant experience as per the requirement of the post and as may be decided by the University from time to time.
- ii) For the other non-teaching technical, administrative and secretarial positions, the minimum qualification shall be as following:

S. No.	Designations	Scale of Pay	Minimum Qualification
i	Administrative Officer	9300-34800 + GP Rs. 5400	A master's degree with one year experience OR A Bachelor degree with 3 Yrs. experience in relevant field.
	Technical Officer		
ii	Sr. Executive Assistant	9300-34800 + GP Rs. 4200	A Bachelor degree with one year experience in relevant field / Diploma in Engineering with 5 yrs experience in the relevant field after obtaining diploma.
	Sr. Technical Assistant		
iii	Executive Assistant	5200-20200 + GP Rs. 2800	A Bachelor degree with a Certificate Course in Computer Application / A bachelors with 2 yrs exp. In the relevant field OR 3 yrs Diploma in relevant branch of Engineering with 3 years experience.
	Technical assistant		
iv	Office Assistant	5200-20200 + GP Rs. 1800	10+2 with Knowledge of Computer and One year experience / 10+2 with Science and One year experience Desirable: Bachelors Degree with a typing speed of 40 WPM and proficiency in computer word processing / Bachelor degree in relevant branch of Science / Engineering.
	Laboratory Assistant		

3.10 OTHER CONDITIONS OF SERVICE:

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

3.10.1 MEDICAL FITNESS:

All appointments are subject to the condition that the appointee is found medically fit by the medical authority nominated by the university.

Provided that the appointing authority, for good and sufficient reasons to be recorded in writing, may waive off the requirement of medical examination subject to such conditions as the said authority may deem fit to impose.

3.10.2 PROBATION:

- i. Subject to such exceptions as may be specifically made in the appointment order, all appointments will be initially made on probation for a period of one year.
- ii. The appointing authority shall have the discretion of extending the period of probation for such period as may be considered necessary.
- iii. An employee not informed in writing about successful completion of his/her probation period, would be deemed to have continued on probation for a further period of one year and his services will be liable for termination without any notice or pay in lieu thereof.

Provided further that, if no order of confirmation or otherwise is issued even after completion of the extended period, the probation would be deemed to have been completed satisfactorily and the service of the member would be deemed to have been confirmed effective from the date of expiry of the extended period.

3.11 REMOVAL FROM SERVICE:

- i. The appointing authority shall have powers to terminate the services of an employee without assigning any reason or without giving any notice during the original or extended period of probation.
- ii. The appointing authority shall have powers to terminate the services of a confirmed employee by giving him one month's notice or by paying him one months' pay in lieu thereof.
- iii. The University shall have powers to retrench an employee on grounds of economy by giving the said employee a three month notice or three months pay in lieu thereof.
- iv. The appointing authority shall have powers to terminate the services of an employee by giving him three months' notice or paying three months' pay in lieu thereof if the said employee has been declared by the medical authority appointed by the University to be medically unfit to continue in service.

- v. Except in cases where an employee may have signed a bond to serve the University for a specified period, the employee shall have a right to resign from his services by giving one months' notice or by paying one months' pay in lieu of notice :

Provided that the appointing authority may, for good and sufficient reasons to be recorded in writing, waive off or reduce the notice period.

3.12 AGE OF SUPERANNUATION:

- i. The age of superannuation of the members of faculty and the other Statutory Officers other than the Vice-Chancellor and Pro-Vice-Chancellor shall be Sixty five years. The Vice-Chancellor & Pro-Vice-Chancellor shall superannuate at the age of Seventy years.
- ii. The age of superannuation of all other employees shall be sixty years.
- iii. Subject to availability of a vacancy and fitness, an employee after superannuation may be re-employed on contract for a period of two years which may be extended for a further period up to a maximum of three years on year to year basis, if the exigencies of work so demand subject to fitness of the employee.

3.13 COMPENSATION PACKAGE:

3.13.1 PAY SCALES AND ALLOWANCE:

- i. An employee holding a regular post substantively shall be placed in the appropriate scale of pay prescribed by the university from time to time.
- ii. On first substantive appointment, the initial basic pay in the scale shall be fixed at the minimum of the scale;

Provided that the appointing authority may, on the recommendation of the selection committee, grant higher initial basic pay in the scale as a special case.

- iii. On appointment to a post involving assumption of duties and responsibilities of greater importance, the basic pay in the higher scale shall be fixed at a stage next above the notional pay arrived at after adding one increment to the basic pay in the lower scale.
- iv. If an employee is allowed to officiate in a post of higher responsibility, he shall be allowed to draw an officiating allowance at the rate of 10% of his basic pay in the lower scale subject to the condition that officiating allowance will be limited to the pay fixed under iii above. The officiating allowance will continue to be paid till the officiating arrangement lasts.
- v. Annual increment in the scale of pay shall be drawn as a matter of course unless it is withheld by the appointing authority for good and sufficient reasons to be recorded in writing.

- vi. In addition to the basic pay, an employee shall be allowed to draw the following allowances:
- ‘Dearness Allowance’ at the rates and subject to such conditions as the university may prescribe from time to time.
 - ‘House Rent Allowance’ at the rates as may be prescribed by the University from time to time.
 - ‘Conveyance Allowance’ wherever especially provided for in the appointment order.

3.14 PAY FOR PERFORMANCE:

An employee may also be allowed a separate component of pay based on performance to the extent and subject to such conditions as the university may lay down from time to time.

3.15 PROVIDENT FUND:

An employee who has completed one year of service shall be required to contribute to PF as per the scheme laid down under EPF Act.

3.16 GRATUITY:

- (i) An employee who leaves the service of the university on completion of at least five years of continuous service shall be eligible to the payment of gratuity at the rate of half a month of pay last drawn for every completed year of service subject to a maximum of fifteen months’ pay.
- (ii) If an employee dies in service, his nominee will be entitled to gratuity equal to the amount given below:

Less than one year	:	Two times his monthly pay
More than one year but less than five years	:	Six times his monthly pay
More than five years but less than ten years	:	12 times his monthly pay
Twenty years or above	:	Half a months’ pay subject to 33 months’ pay

The amount payable will be subject to a maximum limit of 33 months’ pay.

- (iii) Notwithstanding anything contained in these rules, an employee who is removed or dismissed from service for acts of misconduct will not be eligible to the payment of gratuity.

3.17 VACATION, LEAVE AND HOLIDAYS:

3.17.1 VACATION:

The faculty members (Professors, Associate Professors and assistant professors) who may have completed one year service in the University and who have been involved in class room teaching, shall be eligible for vacation for a period of One month (thirty days). The dates of vacation in each individual case shall be decided by

the Dean of the School depending upon the faculty requirement in the ongoing activities at that time.

Provided that in lieu of two days of work performed by a faculty member during the period of vacation, one day Earned leave shall be credited to the leave account of a faculty member.

*Provided further that if a faculty member has taught for one full term i.e. (from the date of starting till the end of the term), such faculty members will be entitled to 15 days Summer Vacation.

3.17.2 FESTIVAL HOLIDAYS:

The employees shall be entitled to avail the festival holidays as per the list of holidays decided by the University from time to time.

3.18 RIGHT TO AVAIL LEAVE:

Leave even when due and admissible, cannot be claimed as a matter of right and may be refused or curtailed by the competent authority, if the exigencies of work so require.

** Amended/Added vide EC/8.3c/1.7.2014*

3.19 KINDS OF LEAVE:

(a) The following kinds of leave would be admissible to permanent teachers:

- Leave treated as duty, viz. Casual leave and Duty leave;
- Leave earned by duty, viz. Earned leave, Half Pay leave, and Commuted leave;
- Leave not earned by duty, viz. Extraordinary leave; and Leave not due;
- Leave not debited to leave account i.e. Leave for academic pursuits, viz. Study leave and Special Academic leave.
- Leave on grounds of health, viz. Maternity leave.

(b) The Executive Council may grant, in exceptional cases, for the reasons to be recorded, any other kinds of leave, subject to such terms and conditions as it may deem fit.

3.19.1 CASUAL LEAVE:

- (i) *Total casual leave granted to an employee shall not exceed 10 days in a calendar year.
- (ii) Casual leave cannot be combined with any other kind of leave. However, it may be combined with holidays including Sundays. For avoidance of doubt, holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

3.19.2 EARNED LEAVE:

- (i) *Earned leave admissible to a teacher shall be:
 - (a) 15 days in a calendar year; *plus*
 - (b) 1/2 of the period, during which he/she is required to perform duty during vacation.

In case of others employees, two and half day earned leave shall be granted for every completed month of service in the University.

- (ii) Earned leave at the credit of an employee shall not accumulate beyond 240 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

It may be noted that if a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

* *Amended vide EC/6.12/12.10.2012*

3.19.3 HALF-PAY LEAVE:

Half-pay leave admissible to an employee shall be 20 days for each completed year of service. Such leave may be granted on the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes.

Explanation:

A "completed year of service" means continuous service of specified duration under the university and includes periods of absence from duty as well as leave including extraordinary leave.

3.19.4 COMMUTED LEAVE:

Commutated leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to an employee subject to the following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 120 days at a time. *Provided* that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.

3.19.5 EXTRA-ORDINARY LEAVE:

- (i) An employee may be granted extraordinary leave when:
 - (a) No other leave is admissible; or
 - (b) Other leave is admissible and the employee applies in writing for the grant of Extra ordinary leave.
- (ii) Extra Ordinary Leave shall always be without pay and allowances. Extra Ordinary Leave shall not count for increment except in the following cases:
 - (a) Leave taken on the basis of medical certificates;
 - (b) Cases where the Vice Chancellor is satisfied that the leave was taken due to causes beyond the control of the employee, such as inability to join duty due to civil commotion or a natural calamity, provided the employee has no other kind of leave to his credit;
 - (c) Leave taken for pursuing higher studies; and
 - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
- (iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed two years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed three years in the full working life of the individual.
- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

3.19.6 LEAVE NOT DUE:

- (i) Leave not due, may, at the discretion of the Vice Chancellor, be granted to a permanent employee for a period not exceeding 240 days during the entire period of service, out of which not more than 60 days at a time and 120 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- (ii) 'Leave not due' shall not be granted, unless the Vice Chancellor is satisfied that as far as can reasonably be foreseen, the employee will return to duty on the expiry of the leave and earn the leave granted.
- (iii) An employee to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the employee for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.

Provided that the Executive Council may waive off, in exceptional situations, for reasons to be recorded in writing, the refund of leave salary for the period of leave still to be earned.

3.19.7 MATERNITY LEAVE:

- (i) Maternity leave on full pay may be granted to a woman employee for a period not exceeding 90 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman employee in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- (ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

3.19.8 STUDY LEAVE:

- (i) Study leave may be granted for the entry level appointees as Assistant Professor after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the university or to make a special study of the various aspects of university organization and methods of education.
- (ii) The paid period of study leave may be for a period of two years (on Half Pay), extendable by one more year (without pay), if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department. *Provided* that the Executive Council may, in the special circumstances of a case, waive the condition of three years service being continuous.

Explanation: In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided:

- (a) the person is a teacher on the date of the application;
 - (b) there is no break in service; and
 - (c) the leave is requested for undertaking the Ph.D. research work.
- (iii) Study leave shall be granted by the Executive Council on the recommendation of the concerned Dean of the School. The leave shall not be granted for more than two years in one spell, save in very exceptional cases in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university.
 - (iv) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
 - (v) Study leave may be granted not more than twice during one's career. Provided that, under no circumstances, the maximum of study leave admissible during the entire service should not exceed three years.
 - (vi) No teacher, who has been granted study leave, shall be permitted to alter substantially the course of study or the programme of research without the prior permission of the Executive Council. In the event, the course of study falls short of study leave sanctioned, the teacher shall resume duty immediately on the conclusion of such course of study, unless a prior approval

of the Executive Council to treat the period of shortfall as ordinary leave has been obtained.

- (vii) The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be set off against pay only if the fellowship is above a specified amount, to be decided, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
- (viii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- (ix) A teacher granted study leave shall on his/her return and re-joining the service of the university may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- (x) Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the university on the expiry of his/her study leave.
- (xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.

Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

- (xii) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the university for a continuous period of double the leave period to be calculated from the date of his/her resuming duty on expiry of the study leave.
- (xiii) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the university, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause above and give security of immovable property to the satisfaction of the Registrar or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub-clause (xii) above.
- (xiv) The teacher shall submit to the Registrar, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

3.19.9 SPECIAL ACADEMIC LEAVE:

Special Academic Leave not exceeding 16 working days in a year may be granted to a faculty member for:

- a. Attending a Conference/Seminar/Symposiums/any other academic activity on behalf of the University or where invitation has been accepted with prior approval of the competent authority.
- b. Delivering lectures in Institutions/ Universities when deputed by the University or with the prior approval of the competent authority.
- c. Working as a member of a delegation or a committee appointed by the University/UGC/Govt. of U.P. /Govt. of India or any other Academic or Public Body.
- d. Undertaking field work related to the area of specialization with prior approval of the competent authority.

Note 1: The faculty member shall be entitled to transit time, both to and fro, one day each, within the overall ceiling of total Special Academic Leave.

3.19.9.1 The Special Academic Leave may be granted by the Dean of the School if within India and by the Vice-Chancellor/Pro-Vice-Chancellor if outside.

3.19.9.2 The faculty may also avail travel grant, one each within and outside India in a year, for presenting a paper, chairing a session at a seminar or delivering an invited lecture;

Provided that the faculty member has successfully completed his/her probation period and subject to the submission of an undertaking that the faculty member shall serve the University for a period of at least one year.

3.19.9.3 The travel grant shall be restricted to the travel by train in entitled class from the nearest railway station or by air, Economy class in cheapest Airlines.

3.19.9.4 The Vice Chancellor on the merit of each case and on the recommendation of the Dean of the School may sanction Registration fee. However, the faculty members shall not be entitled to the payment of any TA/DA for the purpose.

3.19.9.5 Special Academic Leave may be combined with Earned leave, Half Pay leave, Extra-Ordinary-Leave or the Vacation period.

Note 2: The Journey by train must be undertaken in the entitled class as specified in Travel Policy Document of the University. The reimbursement of claim shall be restricted to entitled class if the journey is undertaken in a higher class or by air.

3.20 POWER TO SANCTION LEAVE:

*Approval Frame-work:

Employee Category	Type of Leave	First Level Approver	Second Level Approver
PVC/Registrar/ Deans/Directors/ COE/FO	All Types	Vice Chancellor	-
Academic Employees	Casual Leave	HoD/Dean/PVC/VC as per reporting of the employee	-
	Earned Leave	HoD/Dean/ PVC/VC as per reporting of the employee	For more than 10 days, all the Earned Leaves will be approved by Pro Vice Chancellor/Vice Chancellor.
	Commuted /Medical Leave	HoD/Dean/ PVC/VC as per reporting of the employee	For more than 10 days, all Commuted Leaves will be approved by Pro Vice Chancellor/Vice Chancellor.
	Vacation Leave	Dean/VC as per reporting of the employee	-
	Compensatory Off	HoD/Dean/VC as per reporting of the employee	-
Non-Academic Employees	Casual Leave	HoD/Dean/ Asst Reg/ Dy.Reg/ OSD/ Registrar as per reporting of the employee	-
	Earned Leave	HoD/Dean/ Asst Reg/ Dy. Reg/ OSD/ Registrar as per reporting of the employee	For more than 10 days, all the Earned Leaves will be approved by Registrar
	Commuted /Medical Leave	HoD/Dean/ Asst Reg/ Dy. Reg/ OSD/ Registrar as per reporting of the employee	For more than 10 days, all commuted Leaves will be approved by Registrar
	Compensatory Off	HoD/Dean/ Asst Reg/ Dy. Reg/ OSD/ Registrar as per reporting of the employee	-

Note:

- (i) The grant of **Study Leave, Special Academic Leave, Extra ordinary leave, Maternity Leave, and Leave not due** will be submitted to the Establishment Branch for further processing.

* Amended/Added vide EC/8.12/1.7.2014

- (ii) Casual Leave at a maximum of 3 days may be sanctioned at a time.
- (iii) Earned Leave less than 3 days may be sanctioned only when no Casual leave is available in the leave account of the employee.
- (iv) The Leave Applications duly recommended by Head of Departments / Deans may be forwarded to the leave sanctioning authority for approval before proceeding on leave.

3.21 GENERAL:

- (i) If an employee remains absent for ten days without sanction of leave or beyond the period of leave originally sanctioned or subsequently extended, he will be deemed to have resigned the service of his own accord and his name will be struck from the rolls of the university without any further reference to him.
- (ii) The sanction of any type of leave will be subject to the procedure as may be decided from time to time.

3.22 TEACHING DAYS:

The University must have at least 180 working days, i.e. there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, annual day, etc and 2 weeks may be attributed to various public holidays. If the University, at any point of time decides to adopt a 5 day week pattern, then the number of weeks would be increased correspondingly to ensure equivalent of 30 weeks of actual teaching with a 6 day week.

3.23. WORK LOAD:

3.23.1. The workload of the teachers in full employment should not be less than 40 Hours a week for 30 Working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 8 Hours daily in the University. The minimum teaching-learning process hours should be as follows:

Assistant Professor	-	24 Hours	} Minimum
Associate Professor and Professor	-	16 Hours	
Professor	-	10 Hours	
Professor & HOD	-	08 hours	

A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration. A minimum of 6 hours per week may have to be allocated for research activities of a teacher.

3.24 DISCIPLINE AND RELATED MATTERS:

3.24.1 SUSPENSION:

The appointing authority may place an employee under suspension:

- (i) Where disciplinary proceedings are either contemplated or are in progress.

- (ii) Where a criminal case against is either under investigation or is in progress in the trial court.

Provided a subsistence allowance of not less than one half and not more than three fourth of his pay is allowed to him during the period of suspension.

3.24.2 PENALTIES

An authority not below the rank of appointing authority may, for good and sufficient reasons to be recorded in writing, impose on an employee any of the following penalties;

- a) Censure
- b) Withholding annual increment without cumulative effect.
- c) Withholding annual increment with cumulative effect.
- d) Withholding promotion.
- e) Reduction to a lower rank or to a lower stage in the time scale of Pay.
- f) Compulsory retirement.
- g) Removal from service without disqualification for future employment.
- h) Dismissal from service with disqualification for future employment in the university.

Provided that no order imposing penalties under sub clauses **2.24.2(c) to 2.24.2(h)** shall be passed unless: -

- i. An independent inquiry conforming to the principles of natural justice has been conducted and the employee has been found guilty.
- ii. A show cause notice has been issued asking the employee to explain as to why the proposed penalty should not be imposed upon him.

Provided further that the procedure given above will not be necessary under the following circumstances:-

- a. Where the dismissal, removal or reduction in rank follows the conviction of an employee in a criminal charge except where the conviction is for a minor offense like violation of traffic rules.
- b. Where the authority competent to impose the aforesaid penalty is satisfied that for reasons to be recorded in writing, it is not reasonably possible to hold an inquiry against the employee.
- c. Where the Vice-Chancellor is satisfied that it would not be expedient in the interest of the security of the state to hold such an inquiry.

3.25 APPEALS:

An employee aggrieved by the order of penalty imposed upon him/her, shall be entitled to prefer an appeal against the order within a period of one month with the appellate authority. The order of the appellate authority shall be final.

3.26 REINSTATEMENT IN SERVICE:

- (i) When an employee is reinstated in service on consideration of his appeal or his suspension order is revoked after the conclusion of the inquiry, the authority competent to do so will pass specific order regarding the pay and allowances to be paid to him for the period of absence from duty.
- (ii) Where the authority passing the order under sub clause (i) is satisfied that the employee is innocent or that the suspension was not justified, the said authority may order that the period of absence from duty be treated as on duty with full pay and allowances.
Provided that the payment of allowances would be subject to the satisfaction of all other eligibility conditions
- (iii) In all other cases where the employee is found guilty of misconduct, the authority passing order under sub clause (i) may order forfeiture of the difference between the full pay and allowances and the subsistence allowance to the University.

3.27 CODE OF CONDUCT:

- 3.27.1** Every employee shall always maintain absolute integrity and devotion to duty and be strictly impartial and objective in his official dealings.
- 3.27.2** Unless otherwise specifically provided in the appointment order, every employee shall be a whole time employee of the university and shall not engage himself directly or indirectly in any trade, business or any other work of whatever nature.
Provided that an employee may undertake honorary work of a charitable nature or occasional work of literary, artistic or scientific nature, that does not interfere or adversely affect his official duties.
Provided further that he shall discontinue such work forthwith, if directed to do so by the competent authority.
- 3.27.3** An employee shall be required to be present at the place of work during the scheduled working hours, save in cases where he is allowed the leave of absence by the competent authority for good and sufficient reasons.
- 3.27.4** An employee shall perform all the duties assigned to him by a competent authority even beyond the scheduled working hours and on Sundays and Holidays, if the exigencies of work so demand.
- 3.27.5** No employee shall leave the station without prior approval of the competent authority.
- 3.27.6** Subject to the general laws on the subject, no employee shall;
 - (a) be under the influence of liquor or drugs;
 - (b) appear in public in a state of intoxication.
 - (c) Participate in demonstration, dharna etc.
- 3.27.6** No employee shall take part or be associated with any political party or organization that subscribes to or assists any movement that tends directly or indirectly to be subversive to the Government established by law.
- 3.27.7** No employee shall participate in any kind of demonstration or resort to any kind of strike, prejudicial to the interest, integrity or security of the State,

Public Order, Decency or which involves Contempt of Court or impinges adversely on the dignity of the University.

3.27.8 No employee shall, except with the permission of the competent authority or in the bonafide discharge of his duties, participate in a Radio or TV broadcast or contribute an article or write a letter to any newspaper or periodical.

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

3.27.9 No employee shall, in any broadcast or communication to the press or in public utterances, make any statement which may amount to adverse or unfair criticism of the decision, policy or action of a superior functionaries of the university.

3.27.10 No employee shall communicate without authorization, any information or documents save in cases where such communication is in the discharge of duty assigned to him.

3.27.11 No employee shall, except with the permission of the competent authority, participate in the registration, promotion or management of any bank or company.

3.27.12 No employee shall lend or borrow money to or from any person having or likely to have official dealing with him.

3.27.13 An employee is expected to manage his personal affairs in a manner that it does not lead to insolvency or habitual indebtedness.

3.27.14 No employee shall contract a bigamous marriage in contravention of the law on the subject.

3.27.15 No employee shall misuse or carelessly use the facilities provided by the University to facilitate the discharge of his official duties.

3.27.16 No employee shall ask or permit his spouse to ask any of his subordinate to purchase anything either on advance payment or otherwise.

3.27.17 Acts of commission enumerated below will be in violation of code of conduct and will constitute serious misconduct:

- Theft, fraud, deliberate falsification of records
- Fighting with/ assault on another person
- Physical violence or bullying
- Deliberate damage to University property
- Serious act of insubordination.
- Unauthorized entry to computer records
- Deliberately accessing internet sites containing pornographic, offensive or obscene material
- Serious breach of health and safety rules
- Remaining absent from duty for 10 days without the information to H.O.D /officer concerned/ superior officer in line.
- Bribery or corruption including taking and giving inducements.
- Manipulation of University documents /records.
- Deliberate failure to comply with statutory or regulatory requirements or the University rules, policies or procedures.

- A criminal activity or offence (Whether committed during or outside normal working hours).
- Inappropriate relationship with student even consensual.
- Violent or abusive or indecent behavior.

3.28 THE CODE OF ETHICS:

The effectiveness of a University in delivering quality education and achieving the targets set by it will substantially depend on the ethical standard that the faculty and employees displays in day to day discharge of their duties. It is in this belief that a code of conduct has been drawn that will provide general framework of ideals and expectations expected of them. The code of ethics is intended to be a self-imposed discipline within which the faculty members and others may exercise academic independence.

3.28.1 CONTENT COMPETENCE

A faculty member should maintain a high level of subject knowledge and must ensures that the content are current, accurate, and appropriate with reference to the requirement of the course of study.

3.28.2 PEDAGOGICAL COMPETENCE

A pedagogically competent faculty member;

- precisely communicates objectives of the course to students;
- is aware of alternative instructional methods and strategies; and
- selects method of instruction that is effective in achieving the objectives.

3.28.3 STUDENT COMPETENCE

A faculty member must understand that his/her responsibility is the intellectual development of students in his area of expertise and to avoid all covert or overt actions and approaches detrimental to student's development.

3.28.4 DUAL RELATIONSHIP WITH STUDENTS

A faculty member must not enter into any dual relationships with the students as it may not only impair his/her objectivity but may also lead to actual or perceived favoritism.

3.28.5 CONFIDENTIALITY

Matters communicated in confidence must not be revealed without the consent of the student. However, an exception to this code may be resorted to only in legitimate academic interest or if there is a reasonable certainty that releasing such information is in overall interest of the university or its students.

3.28.6 RESPECT OF COLLEAGUES

All members of University community are required to uphold the dignity of their colleagues and should perform their duties in coordination and cooperation of their colleagues.

3.28.7 IMPARTIAL ASSESSMENT OF STUDENTS

Assessment of student performance has a very significant impact on their careers and lives and hence due care must be taken to ensure that the assessment is valid, fair and congruent with the course objectives.

3.28.8 RESPECT OF THE INSTITUTION

All the employees of the university must respect the values, the goals and the policies laid down by the University.

3.28.9 SCHOLASTIC INTEGRITY

The controversial issues must always be examined objectively, rather than confining to or emphasizing on the one's own perception and beliefs and the opinion of the students must be given due weightage in deciding their issues.

3.28.10 SOCIAL RESPONSIBILITY

The university employees must be aware that the ultimate purpose of education is the overall development of the civil society.

3.28.11 IPR (Intellectual Property Rights)

There shall be no Intellectual Property Rights with the teachers for the material used to teach the course within the University.

3.29 POWER TO INTERPRET THE RULES:

The decision of the Vice Chancellor on all matters concerning to interpretation of these rules shall be final.

NOTE: FOR SUBJECTS/SITUATIONS NOT COVERED IN THIS POLICY AND PROCEDURE MANUAL SHALL BE DEALT IN ACCORDANCE WITH THE UGC REGULATIONS-2010, ON MINIMUM QUALIFICATIONS ETC. DATED 28TH JUNE 2010.

***Performance Appraisal and Reward Scheme for Faculty (PARS-F)**

Guidelines

1. **Objective:** Objective of the scheme is to promote excellence of all-round performance of faculty through self-appraisal and recognition and rewards.
2. **Process:** Carry out annual appraisal of performance of every faculty member and reward them on the basis of their overall performance.
3. **Applicability:** The scheme will be applicable to full-time faculty members, including those on contract or on a consolidated monthly salary.
4. **Exclusion:** The scheme will not be applicable to visiting faculty, guest faculty, research associates, teaching assistants etc. and persons serving in purely administrative positions.
5. Promotion, extension and continuation of service of faculty members will also be linked to this performance appraisal.
6. **Normal Cycle Period:** The cycle period for performance appraisal and reward will be normally an academic year (July to June).
7. **Administration of Scheme:** Appraisal part will be administered by Dean Academic Affairs, whereas the rewards and other actions will be implemented by Establishment Office on the approval of Vice Chancellor.
8. **Time Frame:** The time frame for submission and processing the Appraisal Form (AF) online will be as under:

From	To	Activity Time
Faculty member submits AF online	Head of Department	June Second week
Head of Department with remarks in Part IV	Establishment Office	June Third week
Establishment Office with remarks in Part IV	Dean of School	June Fourth week
Dean of School with remarks in Part IV	Dean Academic Affairs	July First week

9. **Evaluation:** The AFs will then be evaluated by an Appraisal Committee (AC) to be appointed by the Vice Chancellor on the recommendation of DAA. The records of evaluation will be maintained in DAA's office.

****Amended/Added vide EC/8.3g/1.7.2014***

10. **Appraisal Committee:** The AC will consist of four members as under :

- I. VC's nominee as the Chairman of AC.
- II. Dean of the concerned School as a member
- III. A member from the concerned department*
- IV. A member from any other department of the School*

*Professor or Associate Professor for review of Assistant Professor/ Lecturer,
Professor for review of Professor/Associate Professor

11. AC will award points/score for each activity on the basis of the information provided by the faculty member and guidelines given in the AF. AC will also work out the total score for each part of AF and the overall/final score (FS). Printout of the first and last pages only will be taken and the last page will be signed by all members of AC.
12. Score of the faculty, who are members of AC, will be awarded by a special AC to be constituted by the Vice Chancellor for the purpose on the recommendation of DAA.
13. On the basis of FS, the AC will award following levels/categories:

Level	Performance	Reward/other action
Level 4	Outstanding	100% of one-month salary plus a letter of appreciation
Level 3	Excellent	75% of one-month salary plus a letter of appreciation
Level 2	High	50% of one-month salary plus a letter of appreciation
Level 1	Average	No reward
Marginal	Marginal	Warning letter/extend probation/counseling & training
Unsatisfactory	Unsatisfactory	Warning letter/ notice/counseling & training

14. At the end of the evaluation process, all the records will be maintained by Establishment Office for undertaking the reward process.
15. The number of rewards in each category/level will be decided by the Vice Chancellor's Advisory Committee (VCAC) based on the funds earmarked for the rewards for that year.
16. **Student Feedback:** Feedback of the students will normally be taken towards the end of each semester or trimester, as the case may be. In case such a feedback is not available for a certain semester/trimester, a normative score of 40 will be assumed.

17. **Prescribed Contact Hours of Teaching:** The 'Prescribed Contact Hours' per week for the faculty, inclusive of the contact hours for projects/ seminars/ dissertations/ term paper/ case studies/ workshops etc., will be as under:

Assistant Professor/ Lecturer	20
Associate Professor	16
Professor	10

18. For professors with additional duty of PVC, Dean, CoE, Chief Proctor, HoD, etc., it will be mandatory to teach at least one subject and have at least 8 contact hours per week including projects/ seminars/ dissertations/ term paper/ case studies/ workshops etc.

19. All contact hours shall be reflected in the time table of a faculty member as per following norms:

- (i) Lectures, tutorials and practical as per the subject load.
- (ii) The B Tech students working on end-term project and M tech students working on project/dissertation are expected to have a regular interaction with their guide and the faculty member concerned is expected to be available for such interaction in his/her chamber or laboratory and sign the student's diary every week. Accordingly, time-slot of one hour per week per project or per dissertation will be shown in the time table of the faculty member.
- (iii) A penal of two faculty members is expected to mentor a class/section of students for technical seminar or term paper. So a time-slot of two hours per week for technical seminar and one hour per week for term paper will be shown in the time table of each mentoring faculty member.

Sharda University

*Performance Appraisal and Reward Scheme for Faculty (PARS-F)

Appraisal Form

Name & Designation of the faculty:

Name of the Department & School:

Email :

Date of Joining the University :

Period of Appraisal : _____ (e.g. July 1, 2013 to June 30, 2014)

1. **Note 1:** This appraisal is conducted by an Appraisal Committee (AC), appointed for the purpose every year by the Vice Chancellor, consisting of four members as under :

- I. VC's nominee as the Chairman of AC.
- II. Dean of the concerned School as a member
- III. A member from the concerned department*
- IV. A member from any other department of the School*

*Professor or Associate Professor for appraisal of Assistant Professors/ Lecturers, Professor for appraisal of Professors/ Associate Professors.

Note 2: Performance will be graded as below, based on points awarded on various parameters.

Performance Levels	Assistant Professor/Lecturer	Associate Professor	Professor
AC shall award the levels 2,3 & 4 based on final score			
Level 4	Above 130	Above 160	Above 180
Level 3			
Level 2			
Level 1	(100-130)	(130-160)	(145-180)
Marginal	(85-99)	(116-129)	(131-144)
Unsatisfactory	Below 85	Below 115	Below 130

1: There is a separate form applicable to purely administrative positions.

2: This is not applicable to Research Associates / Teaching Assistants.

* Amended/Added vide EC/8.12/1.7.2014

Part I: Teaching Evaluation (Normative Score: 100*):

Part IA: Load points

Details to be filled in by the Appraisee									To be filled in by the Committee using People Soft	
Course ID with number of sections taught	L	T	P	L+T+P	No. of Students	Factor "a"	Factor "b"	Load points (Hrs x factor "a" x factor "b")	Ratio of average CA marks to average ESE marks^	Ratio of total marks to average marks of the same set of students for all courses for a particular term^
1st Term during Academic Year										
2nd Term during Academic Year										
3rd Term during Academic Year (Where trimester system is applicable)										
Summer Term / Pre Ph.D courses taught (if any)										
								X		
								X		
								X		
								X		
Total Load Points										

Note 1: While calculating Load Points for a course total contact hours for that course will be taken into account.

Note 2: Factor "a" will be as under:

- I. If class strength is up to 50, "a" = 1.0
- II. If class strength is above 50 but not above 80, "a" = 1.1
- III. If class strength is above 80, "a" = 1.2

Note3: Factor "b" will be as under:

- I. If the ratio of lecture hours to total contact hours is upto 0.5, "b" = 1.0
- II. If the ratio of lecture hours to total contact hours is more than 0.5, "b" = 1.2

Note 4: Prescribed Contact Hours for various faculty positions are as under:

- Assistant Professor/ Lecturer - 20 hours per week per term
- Associate Professor - 16 hours per week per term
- Professors -10 hours per week per term

Note 5: For Professors with additional duty of PVC, Dean, COE, Chief Proctor, HoD etc., it will be mandatory to teach at least one subject and take a load of at least 8 hours per week including term paper/ technical seminar/ case studies/ workshops/ final term project/ dissertations etc.

Note 6: Additional score for summer term and Pre-Ph.D courses to be added at the end of Part 1 by the AC.

Note 7: This system-provided information is for the AC for use in advising the appraisee.

(To be calculated by the appraisee)

$$\text{Teaching Score} = \frac{\text{Total Load Points}}{\text{Sum of Prescribed contact hours per week for each term}} \times 100$$

(To be calculated by the AC)

Modified Teaching Score = Teaching Score (as above) x factor “c”=
 Factor “c” (range 0.8-1.2) will be decided by AC on the basis of the following:
 I. Same course being taught to more than one sections or classes in the same semester/ trimester..
 II. No. of lecture courses being taught.

Part IB: Quality Factor (Normative Value: 1.0)

Part IB-1: Pedagogy and other performance measures (Maximum Score: 70, Normative Score: 50)

Details to be provided by the faculty member		Appraisal by the AC	
Parameter	Details	Points Awarded	Remarks, if any (Feedback to be given to the faculty)
Classes held for students (Normative score = 60)	No. of classes expected (E): _____ No. of classes actually held (A): _____ Give reasons, if A<E: _____		
Innovation in teaching-learning process (range 0 – 20)			

Part IB-2: Student Feedback (Maximum Score: 70; Normative Score: 50)

To be filled by the Appraisee			To be filled in by the AC	
S.No	Courses taught	Feedback (%)	Score awarded*	Remarks, if any (Feedback to be given to the faculty)
1st term during Academic Year				
1				
2				
3				
4				
5				
2nd term during Academic Year				
1				
2				
3				
4				
5				
3rd term during Academic Year (Where trimester system is applicable)				
1				
2				
3				
4				
5				
Average score awarded				

***Note 1: Guidelines for awarding Score**

Students feedback	Scores to be awarded by AC
Up to 20%	10
Above 20%, upto 50%	30
Above 50%, upto 70%	40
Above 70%, upto 80%	50
Above 80%, upto 90%	60
Above 90%	70

Score of Part 1 (AC shall fill this table)

Quality Factor = $\frac{\text{Score 1B-1} + \text{Score 1B-2}}{100}$ = _____

Weighted Score (S1) = Teaching Score* X Quality Factor = _____

Additional Score for Summer Term / Pre PhD Courses (S2)** = _____

Net Score for Part I (S1 + S2) = _____

*From Part 1A

**Add 10 points per course taught by the Appraisee (as per information given by him / her in Table 1A)

(Any person appointed as faculty should have a minimum score of 70 in Part 1)

Part II- Additional Academic / Research Activities

Part II-1: Research Scholar Guidance (Maximum Score: 80)

Note: A PhD Scholar to be counted only once in any one of the categories (a to d) below.

Activity	Details provided by Appraisee	Scores awarded by the AC
a. Number of PhDs awarded during the year (including those for whom defence of thesis is successfully over): (20 points per award)		
b. Number of scholars who have submitted PhD thesis during the year : (40 points per scholar)		
c. Number of scholars who completed PhD synopsis and/or Pre-Submission seminar this year: (20 points per scholar)		
d. Number of PhD scholars currently working with you : (10 points per scholar)		
e. Number of dissertations/ projects etc. guided this year: <ul style="list-style-type: none"> • 10 points per dissertation of 2-semester duration • 5 points per dissertation/ project of 1-semester duration. • 3 points per project of 1-trimester duration <p>Note: No credit will be given here if these engagements are included in the weekly contact hours in Part 1A.</p>	No. of Dissertations guided with duration: _____ No. of Projects guided with duration: _____ No. of contact hours for the above dissertations/ projects shown in Part 1A: _____	
TOTAL II-1		

Part II-2: Sponsored Projects / Consultancy (Maximum Score: 80)

**Outlay will be calculated as (Total outlay) / (No. of faculty member involved in the project).*

Activity	Details to be provided by Appraiser	Scores awarded by the AC
<p><u>Sponsored Projects/ Consultancy received/started this year: with complete details: title, agency/organization, value of project, duration and no. of faculty members involved:</u></p> <ul style="list-style-type: none"> • 40 points for sponsored project of outlay ≥ 40 lakh, or consulting project of outlay ≥ 5 lakh* • 20 points for sponsored project of outlay ≥ 5 lakh, or consulting project of outlay ≥ 2 lakh* • Points to be decided by AC for other outlay amounts. 		
Continuing projects of previous years with full details: (10-20 points)		
TOTAL: II-2		

Part II-3: Publications (Maximum Score: 40)

Activity	Details provided by Appraiser	Scores awarded by the AC
<p>Research papers published this year: Full Title with complete list of authors; journal, date, whether indexed or not</p> <ul style="list-style-type: none"> • Points for Indexed Journal – 10 per paper • Points for Non-Indexed Journal published by professional society – 5 per paper • Others - 2 per paper 		
<p>Books published this year through reputed publishers with complete details</p> <ul style="list-style-type: none"> • 20 points per Book • 10 points per Chapter published in a book • 10 point per monograph published 		
<p>Conference papers presented this year: Full Title with complete list of authors; name of conference, dates, whether presented by self/ any other author, or through mail</p> <ul style="list-style-type: none"> • 5 points per paper for conference organized by a recognized professional society • 2 points per paper for others. 		
<p>Any popular publication in magazines, news papers, trade journals:</p> <ul style="list-style-type: none"> • 2-5 points per publication 		
Editor/ reviewer of a journal/paper and similar activities academic activities (2-10 points)		
TOTAL: II-3		0

Score for Part-II = Part II-1 + Part II-2 + Part II-3	
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Part III: Administrative Work / Student Activities:

Part III-1: Administrative Work (Maximum Score: 120)
(For only those persons who are primarily faculty members)

Type of responsibility	Details provided by the Appraisee. Nature of activity and the initiatives taken by the incumbent.	Score awarded by
Positions of Pro Vice Chancellor, Registrar (if primarily a faculty member), Deans, Directors, Proctor, COE, etc (90 -120 points as awarded by the Vice Chancellor)		Vice Chancellor:
Positions like Associate Dean, Chairman Accreditation Committee, HOD, Professor-in-charge, Deputy COE (if primarily a faculty member), Deputy Registrar (if primarily a faculty member) etc: (20-50 points as awarded by Appraisal Committee)		AC:
Positions like Assistant COE (if primarily a faculty member), Assistant Registrar (if primarily a faculty member), etc (10-30 points as awarded by Appraisal Committee)		AC:
Other Responsibilities in the department/ school (Such as Lab Coordinator, Course Coordinator, member of accreditation/ research/ academic/ examination committee, mentor, evaluation work etc.) (5-15 points for each activity as awarded by the Appraisal Committee with the maximum of 30 points).		AC:
	TOTAL III-1	0

Part III-2: Extension Activities (Maximum Score: 50)

Type of responsibility	Details provided by the Appraisee. Nature of activity and the initiatives taken	Score awarded by the AC
<u>Organization of International / National / Regional Conferences / Seminars</u> <ul style="list-style-type: none"> • 30 points for Convener/ Organizational Secretary of a conference/ seminar with more than 50 external participants. • 10 - 20 points for a conference/ seminar 		

with lower participation. • 2 - 5 points for member of the organizing committee of a conference/ seminar.		
<u>Continuing Education program / FDP for Industry/ External Teachers</u> • 30 points for a 1 week program if it attracts at least 30 external participants. • 5 – 20 points for a shorter program or if no. of external participants is lower. • 5 points per lecture delivered in such programs		
<u>Invited Talk/ Lecture by invitation from other organizations</u> (Maximum score: 30) • 2-10 points per invitation depending upon the level of organization.		
TOTAL III-2		

Part III-3: Student activities (Maximum Score: 30)

Type of Activity	Details along with durations to be provided by Appraiser	Points awarded by the AC
Institutional Co-curricular activities for students such as field studies/ educational tours, industry-inplant training, placement activity and Organizing tech/management events: • 2-10 points		
Coordination of Cultural and Sports Activities: • 2-10 points		
Warden / Asst Warden • 10-20 points		
TOTAL: III-3		

Part III-4: Awards and Contributions during the year (Maximum Score: 50)

Award/ Contribution	Details along with evidence to be provided by Appraiser	Points awarded by the AC
National awards (Padam and others) • 50 points		

Awards / Honours / Fellowships / Recognition (including membership of national committees, task forces, working groups set up by GOI/National organizations). <ul style="list-style-type: none"> • 20 points - National President of a recognized professional society. • 10 points - President of a Regional / Local Chapter of a recognized professional society. • 2-10 points – Other positions 		
New membership of a recognized professional society <ul style="list-style-type: none"> • 1-5 points depending upon the standing of the society 		
Any other significant contribution like community service under University banner (upto 10 points)		
TOTAL: III-4		0

Score for Part-III = Part III-1 + Part III-2 + Part III-3 + Part III-4	0
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Part IV: Feedback

Part IV-1: From the records of concerned HoD's office

	Special remarks if any, otherwise write 'NIL'
Details of any significant contribution to the Department that is not covered in Sections I and II, such as comments on teamwork, attitude, ethics etc.	
Details of any advisory issued and/or warnings given	

Part IV-2: From the records of the Establishment Office

	Special remarks if any, otherwise write 'NIL'
Details of appreciation letter, memos, and warnings etc issued to the appraisee during the year	

Part IV- 3: From the records of the concerned Dean's office

	Special remarks if any, otherwise write 'NIL'
Details of any significant contribution to the School that is not covered in Sections I and II, such as comments on teamwork, attitude, ethics etc.	
Details of any advisory issued and/or warnings given	

Overall Score	
Part I Score	
Part II Score	
Part III Score	
Total Score (Part I + Part II + Part III)	

Member

Member
(Signatures of the members and Chairman of Appraisal Committee)

Member

Chairman

Application for Up-gradation / Promotion from Stage ----- to Stage ----- (please specify)

Name of the Faculty Member: _____
Designation : _____
Department : _____
School : _____
DOJ : _____
Current Stage & AGP : _____ since (specify the month & year): _____

Period for consideration (mm/year to mm/year): _____

The following information should pertain to the above Period for consideration:

Part I-1: Teaching

Subjects Taught:

S.No	Subject Title	Level (UG/PG/Pre-PhD)	Credit/ Non-Credit

Part II-1: Research Activities:

- a. Number of Ph. D theses completed during the period : _____
- b. Number of Ph.D scholars being guided : _____
- c. Number of P.G. students (M.Tech/ M.Sc/MBA) guided during the period : _____

Part II-2: Sponsored Projects / Consultancy:

Sponsored Projects / Consultancy received / started during the period.

S.No	Project Title	Sponsored / Consultancy	Project Outlay	Project Period	Sponsoring Agency

Part II-3: Publications:

- a. List of Research papers published in indexed Journals (Full Title with complete list of authors, Journal, Date, whether indexed or not): _____

- b. List of Books published through reputed publishers with details:

- c. List of Conference Papers presented (Full Title with complete list of authors, name of conference, dates) : _____

- d. List of popular articles in magazines/ news papers/ trade journals etc with details:

- e. Editor / Reviewer of a Journal / Paper and other similar academic activities:

Part III-1: Administrative Activities:

- a. Give details of holding any administrative positions like HOD, Professor-in-charge, Deputy COE, Assistant COE, Deputy Registrar, Assistant Registrar ,etc.: _____

- b. Other responsibilities in the Department / School / University (Lab Coordinator, Course Coordinator, Member of Accreditation, Examination Committee, Mentor, etc): _____

Part III-2: Extension Activities:

- a. Give details of Organizing International / National / Regional Conferences / Seminars:

- b. Give details of Continuing Education Program / FDP for Industry / External Teachers:

- c. Give details of Talks / Lectures by invitation from other organizations: _____

- d. Give details of conferences/workshops/courses (etc.) attended: _____

Part III-3: Student Activities:

- a. Give details of your participation in Institutional co-curricular activities for students such as Field studies / Educational Tours / Industry-in plant training / Placement activity / Cultural activities and Sports:

- b. Give details, if assigned, of additional charge of Wardenship / Other IHA Activities :

Part III-4: Awards:

- a. Give details of Awards / Honours / Fellowships / Recognitions (including membership of National Committees, working groups set-up by GOI/National Organizations):

- b. Give details of any new memberships of recognized professional societies: _____

- c. Give details of any other significant contributions like community service under University banner:

Part IV: Any other information that you would like to give in support of your application for Up-gradation / Promotion: _____

Declaration:

I hereby declare that the information given above is correct to the best of my knowledge. In case of any discrepancy, Sharda University reserves the right to take any disciplinary action against me.

Date:

Applicant's Signature

Place:

I have verified the information provided by the applicant. Forwarded for necessary action.

()
Head of Department

Forwarded, with remarks if any.

()
Dean of School of _____

For Official use by Establishment Office

Based on the above facts and keeping the eligibility for Stage Up-gradation / Promotion into consideration, the request be considered / declined.

Justification: _____

Recommendation of Selection Committee

Member Member Member Chairman

Approval of Competent Authority:

**PROFORMA OF CONFIDENTIAL REPORT
FOR NON-TEACHING EMPLOYEES**

(PERIOD OF REPORT: From..... To.....)

IMPORTANT NOTE:

1. The report must be written and reviewed consciously with a clear understanding that the assessment is important not only for the employee's career prospects but also very crucial from University's point of view as well.
 2. You may indicate your assessment using one of the following grades:
(i)Excellent (ii) Very Good (iii) Good (iv) Average (v) Below Average
 3. As and where indicated, you may provide descriptive assessment.
-

(I)PERSONAL INFORMATION

- a. Name in Full :
- b. Date of Birth :
- c. Educational Qualification :
- d. Professional/Technical Qualification :
- e. Training undergone, if any :
.....
- f. Name of the Branch/Department
where posted / the Officer with whom :
attached.
- g. Designation :
- h. Scale of Pay :

(II) PERFORMANCE OF DUTIES

S. No	Item	*Reporting Officer	*Reviewing Officer	Marks Allotted (H.R Dept.)
a.	Duties and Responsibilities.			
b.	Knowledge of the Branch in which posted.			
c.	Skill in handling the job and accuracy in disposal.			
d.	Promptness in Disposal.			
e.	Care and Maintenance of Lab, Equipments and Office Record.			

(III) GROUP WORK

a.	Attitude towards Students.			
b.	Attitude towards Colleagues.			
c.	Tact in dealing with others.			

(IV) CHARACTER AND DISCIPLINE

a.	Punctuality and regularity.			
b.	Amenity to discipline and decorum.			
c.	Industry and Application.			
d.	Integrity (Specific view on integrity along with appropriate grade may be recorded)			

*Please give an appropriate grade listed at S.No. 2 (I) to (V) on page one.

(V) KNOWLEDGE AND CAPABILITIES

S. No	Item	*Reporting Officer	*Reviewing Officer	Marks Allotted (H.R.Dept.)
a.	Clarity of Thought & independence of Judgment.			
b.	Initiative			
c.	Receptivity			
d.	Expression			

(VI) PERSONAL TRAITS

a.	Presentability and Etiquettes.			
b.	Qualification to handle the assigned Job.			
c.	Capability to handle the assigned Job			
d.	Health of the employee			

(VII) WAS THE EMPLOYEE EVER FOUND INVOLVED IN ANY NEFARIOUS ACTIVITY
 YES/NO :.....

(VIII) WAS THE EMPLOYEE REPRIMANDED FOR IN-DIFFERENT PERFORMANCE
 YES/NO :.....

(XI) WERE ANY DEFECTS BROUGHT TO THE EMPLOYEE NOTICE ?
 YES/NO :.....
 If Yes:

Has the Employee shown any improvement and to what extent. :.....

(X) DETAILS OF OUTSTANDING OR NOTABLE WORK DONE, BY THE EMPLOYEE. :.....

XI. WOULD YOU RECOMMEND

S. No	Item	*Reporting Officer	*Reviewing Officer	Marks Allotted (HR Dept.)
a.	His / Her placement in regular scale.			
b.	Successful completion of Probation Period, if already placed in regular scale.			
c.	Up-Gradation to higher Scale/Post.			
d.	In-service training for the Deficient Skills.			
e.	Any other recommendation for improvement of employee's performance.			

- ▶ It is certified that the employee is not directly or in-directly related to me.
- ▶ It is also certified that the confidential report is a true assessment of the personality and capabilities of the employee and that no favour, prejudice or malice has been shown towards the employee and no information whatsoever has been concealed while writing this report.

▶ Reporting Officer : _____
 Name : _____
 Designation : _____
 Branch : _____

Observations of the Reviewing officer:

.....

Signature : _____
 Name : _____
 Designation : _____

NOTE: THERE WILL BE NO REVIEW OF CONFIDENTIAL REPORTS GIVEN BY STATUTORY OFFICERS.

CRITERION OF ALLOTMENT OF MARKS
AGAINST THE REPORTED GRADES/COMMENTS.

1.		
•	Excellent	: 10
•	Very Good	: 07
•	Good	: 05
•	Average	: 03
•	Below Average	: 01
2.		
•	Yes to VII, VIII and IX	: -05
•	Reprimand for indifferent work	: -05
•	Defects brought to employees notice	: -05
•	In service training for deficient skills	: -05
•	Any other recommendation for Improvement of performance	: -05
3.	Improvement shown	: 01 to 05
4.	Outstanding/Notable work done	: 03 to 10
	Max. Marks	: 215

4	SPECIAL PROVISIONS
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4.1 GRIEVANCE REDRESSAL MECHANISM FOR THE EMPLOYEES OF THE UNIVERSITY:

The University is committed to creating a work environment free from feelings of unfair and discriminatory treatment in the matter of interpretation and application of policies, rules and procedures laid down by the competent authority. In order to provide stress free work environment to its employees, the University has decided to have a three-tier 'Grievance Redressal Mechanism' for redressal of their grievance.

4.1.1 SCHOOL LEVEL GRIEVANCE REDRESSAL COMMITTEE:

Any grievance at the level of a department, in the first instance will be submitted to Head of Department (HOD) who will try and redress it within a period of 5 days, from the receipt of written representation by the aggrieved employee.

In case the grievance is not resolved within 5 days or the employee is not satisfied with the decision of HOD, the employee may make a representation to the 'School Level Grievance Redressal Committee'. The individual grievances received by University administration directly, will also be referred to School level Committee for their redressal. However, if the School Level Committee feels that redressal lies at HOD level, the same will be forwarded to respective Head of Departments for its redressal.

The composition of the 'School Level Grievance Redressal Committee' shall be as under:

- | | | | |
|----|---|---|-----------|
| 1. | Dean | - | Chairman |
| 2. | A Nominee of Vice-Chancellor | - | Member |
| 3. | A Senior Professor of the School | - | Member |
| 4. | Dy. Registrar/Asst. Registrar of the School | - | Secretary |

The School level committee if deemed necessary may invite the aggrieved employee for personal hearing. The aggrieved employee may also seek personal audience with the committee. The employee may take assistance from any other employee of the University to present his/her case before the committee. The committee will have the powers to summon the relevant record from the concerned officials of the University to facilitate redressal of grievance.

The School level committee shall try to resolve the grievance within a period of 2 weeks.

4.1.2 UNIVERSITY LEVEL GRIEVANCE REDRESSAL COMMITTEES:

The aggrieved individuals not satisfied with the decision of School level Grievance Redressal Committee may prefer an appeal to the University level Grievance Redressal Committee within a period of 2 weeks from the receipt of the decision. The collective grievances of the employees or the individual grievances having University level ramifications shall also be referred to University level committee for their redressal.

The composition of University level Grievance Redressal Committee shall be as under:

4.1.2.1 FOR TEACHING EMPLOYEES:

- | | | | |
|----|---|---|-----------|
| 1. | Pro-Vice-Chancellor | - | Chairman |
| 2. | Two Deans of the Schools of Studies nominated by Vice-Chancellor | - | Members |
| 3. | One Professor/Associate Professor nominated by Vice-Chancellor (from the same School as that of aggrieved employee) | - | Member |
| 4. | Deputy Registrar (HR) | - | Secretary |

4.1.2.2 FOR NON-TEACHING EMPLOYEES:

- | | | | |
|----|---|---|-----------|
| 1. | Registrar | - | Chairman |
| 2. | Two Senior Officers nominated by Vice-Chancellor | - | Members |
| 3. | One Officer nominated by Dean of the School to which aggrieved employee belong. | - | Member |
| 4. | Deputy Registrar (HR) | - | Secretary |

The committee, if felt necessary, may invite the aggrieved employee(s) for a personal hearing. The aggrieved employee(s) may also seek personal audience with the committee. The aggrieved employee may take the assistance of any other University employee for presentation of his/her case.

The committee will hold its meeting from time-to-time as and when be necessary and try resolve the grievance within a period of one month from the receipt of written requests/representations.

4.1.3 REDRESSAL OF GRIEVANCE AT VICE-CHANCELLOR LEVEL:

In case the grievance is not resolved at University level committee or the employee(s) is are not satisfied with the decision of a University level Grievance Redressal Committee, aggrieved employee(s) may prefer an appeal to the Vice-Chancellor within a period of 30 days. The Vice-Chancellor may dispose off the appeal within a period of four to six weeks of the receipt of the request. The decision of the Vice-Chancellor shall be final and there shall be no further appeal in the matter.

Note:

- (i) The Complaints relating to Sexual Harassment shall not be covered under these rules.
- (ii) For any interpretation of rules, Vice-Chancellor decision shall be final and binding.

4.2 *RULES AND PROCEDURES OF THE GENDER SENSITISATION COMMITTEE AGAINST SEXUAL HARASSMENT (GSCASH)

4.2.1. PREAMBLE

These are the Rules and Procedures of the Gender Sensitisation Committee against Sexual Harassment which is the body constituted by Sharda University. The aim of the Gender Sensitisation Committee is to frame rules and procedures at the Sharda University, to provide all employees and students whether Men or Women or **Third Gender**, with equal opportunities and treatment. The guidelines below provide for protection from sexual harassment and basic right to work with dignity and to handle related complaints received or referred by the any employees or students at Sharda University. The Gender Sensitisation Committee is also in accordance with the guidelines laid down by the Hon'ble Supreme Court of India, in its ruling on the Writ Petition (Criminal) *Vishaka Vs State of Rajasthan* on 13 August 1997 on the prevention and deterrence of sexual harassment at workplace. The Hon'ble Supreme Court in a subsequent judgement titled *Apparel Export Promotion Council Vs A. K. Chopra*, on 20th January, 1999 has reiterated that incidents of sexual harassment violate fundamental rights to gender equality and right to life and liberty. It may be pointed out that although these Rules and Procedures follow the spirit of the above mentioned judgements, they cover a wider spectrum of sexual harassment in consonance with the requirements of an institution of higher education.

4.2.2 SEXUAL HARRASSMENT

Sexual harassment in this context, (as is described in the Supreme Court Judgement) includes any unwelcome sexually determined behavior, whether directly or by implication and includes physical contact and advances, a demand or request for sexual favours, sexually coloured remarks, showing pornography, and other unwelcome physical, verbal or non-verbal conduct of a sexual nature. It shall include, but will not be confined to, the following:

- a.** When unwelcome sexual advances, requests for sexual favours and verbal or physical conduct of asexual nature, explicitly or implicitly are made a term of condition of instruction, employment, participation, or evaluation of a person's engagement in any academic or campus activity

- b.** When unwelcome sexual advances and verbal non-verbal or physical conduct such as loaded comments, slander remarks or jokes, letters, phone calls or e-mail, SMS, gestures showing of pornography, lurid stares, physical contact or molestation, stalking, sounds or display of a derogatory nature have the purpose or effect of interfering with an individual's performance or of creating an intimidating, hostile or offensive campus environment or

- c.** Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law.

***Amended/Added vide EC/8.4n/1.7.2014**

4.2.3 OTHER DEFINITIONS

- i. **“Academic staff”** includes any person on the staff of Sharda University who is appointed to a teaching and/or research post, whether full-time, temporary, ad-hoc, part-time, visiting, honorary, or on special duty or deputation, and shall also include employees employed on a casual or project basis.
- ii. **“Appeal Committee”** as defined in Section X (3) herein.
- iii. **“Campus”** includes all places of work and residence in the Greater Noida or any other campus of Sharda University. It also includes all places of instruction, research and administration, as well as hostels, guesthouses, public places and places of residence allotted and administered by Sharda University,
- iv. **“Complaints Screening Committee”** as defined in Section VI.3 (B) herein.
- v. **“Counselor”** includes any woman, empanelled by GSCASH and/or appointed by the University authorities, who has proven expertise in social and personal counseling on matters arising out of incidents of sexual harassment.
- vi. **“Eminent woman academician”** includes a senior woman academician who is not a member of either the academic or the non-Teaching staff of Sharda University, and who has experience in working for gender equality.
- vii. **“Inquiry Committee”** as defined in Section VI.4 herein.
- viii. **“GSCASH”** shall refer to the Gender Sensitisation Committee against Sexual Harassment of Sharda University.
- ix. **“NGO”** includes any Non-Governmental Organisation registered under the Societies’ Registration Act as a public charitable trust recognised under law. Such a society/charitable trust must not be affiliated to any political party, and should have been engaged in work for gender equality, particularly for the amelioration of the status of women, for minimum of three years prior to the date of empanelment. Two thirds of the registered membership of such society or charitable trust shall be outsiders with respect to Sharda University; i.e., at least two-thirds of the membership shall not include any person who is a student, resident, service provider, or a member of the academic staff or non-teaching staff of Sharda University.
- X. **“ Non-teaching staff”** includes any person on the staff of the University who is not appointed to a teaching and/or research post, whether full-time, temporary, ad-hoc, part-time, daily wage, honorary or on special duty or deputation, and shall include employees employed on a casual or project basis, as also persons employed through a contractor.
- xi. **“Outsider”** includes any person who is not a student, resident, or member of the academic or non-teaching staff of Sharda University. It shall also include any person who is a student, employee, service provider, or resident of any autonomous institution that has its premises/residences in the Sharda University campus.
- xii. **“The Policy”** shall refer to the Sharda University Policy against Sexual Harassment.
- xiii. **“Resident”** includes any person who is a temporary or permanent resident of any of the accommodations or premises managed and or allotted by Sharda University, irrespective of whether he/she is the person to whom the accommodation is officially allotted. It shall not include any such person who is in temporary or permanent residence in the campus of an autonomous institution to

which Sharda University is the authority awarding degrees. It shall also not include any person who is in temporary or permanent residence in an autonomous institution that has its premises and/or residences in the Sharda University campus.

- Xiv. **“Service provider”** includes any person who runs or manages commercial enterprises, or provides services, on the campus. It includes but is not limited to, persons working in shops, canteens, hostels and restaurants on the campus, as well as persons working in premises allotted on the campus, such as the shopping complexes and any other such similar services.
- XV. **“Student”** includes any person who is enrolled for any course, whether full time or part time, with Sharda University and includes an undergraduate or Post graduate student, a Research Scholar, a visitor, and a repeater. It also includes a student of another University or college who has been placed or has opted for placement with Sharda University or short-term course at Sharda University.
- Xvi. **“Supreme Court Judgement”** shall refer to the guidelines on the prevention and deterrence of sexual harassment in the workplace laid down by the Supreme Court of India on 13 August 1997 in its ruling on the Writ Petition (Criminal) *Vishaka Vs State of Rajasthan* and the judgement titled *Apparel Export promotion Council Vs A. K. Chopra*, on 20th January 1999.
- xvii. **“Third party”** shall include the NGO representative or the eminent woman academic serving on, or empanelled by GSCASH.
- xviii. **“University authorities”** shall refer to the Vice-Chancellor of Sharda University, as well as any such person to whom such power may be delegated such as the Rector(s), and/or any person who is entrusted with any powers and functions to act on behalf of the University.
- xix. **“University functionaries”** includes any person appointed, designated or nominated by the University authorities to a position of service in Sharda University, and includes, but is not limited only to, the following; Dean of Students, Deans of Schools, Chairpersons of Centres, Proctors, Provosts, Chief Warden/Warden/Assistant Wardens, security personnel, health professionals as well as persons discharging administrative responsibilities such as the Registrar and the Finance Officer.
- xx. **“Vacations”** shall refer to the periods June 1st to July 31st and December 15th to January 5th or as may be decided by Sharda University authorities.
- xxi. **“Vacations Committee”** as defined in Section V. 11 herein.
- xxii. **“Chief Warden/Warden/Assistant Warden”** shall refer to any person, who is nominated, appointed, or designated by the Vice-Chancellor as a Chief Warden/Warden/Assistant Warden of a hostel allotted and/or administered by Sharda University.
- Xxiii. **“Third gender”** as defined in the case of *National Legal Services Authority Vs Union of India*, SC W.P (Civil) No400 of 2012 & No604 of 2013 dated 15/04/2014. Third gender is known as transgender hitherto and it stands applicable where ever there is a provision.

4.2.4 SHORT TITLE AND SCOPE

These Rules and Procedures of the Sharda University Gender Sensitization Committee against Sexual Harassment will be called the Rules and Procedures of GSCASH. The provisions of these Rules and Procedures of GSCASH shall apply to all students academic staff, non-teaching staff on active rolls. Part- time and on ad-hoc basis of the Sharda University as also to residents, service providers and outsider who may be within the territory of Sharda University at the time of commission of the act attracting GSCASH Rules, on the Sharda University campus, to the extent specified in these Rules and Procedures.

These rules and procedures shall be applicable to all complaints of sexual harassment made:

- 4 (i)** By a student against a member of the academic or non-teaching staff or a co-student; or by a member of the academic or non-teaching staff against a student or another member of the academic or non-teaching staff; in either case, if sexual harassment is alleged to have taken place **within the campus**.
- 4 (ii)** By a resident against a student or a member of the academic or non-teaching staff or made by a student or a member of the academic or non-teaching staff against a resident, irrespective of whether sexual harassment is alleged to have taken place **within campus**.
- 4 (iii)** By a service provider or an outsider against 3 students or a member of the academic or non-teaching staff or made by a student or 3 members of the academic or non-teaching staff against an outsider or a service provider, if the sexual harassment is alleged to have taken place within the campus.

4.2.5 COMPOSITION AND PROCEDURES OF GSCASH

4.2.6 Composition

GSCASH shall have a membership of fifteen persons, of which at least half the members shall be women. The composition of these members is given below while the bodies, which shall elect or nominate these members, are given in the next section.

4.2.6 (i) Two faculty members (at least one woman) specially elected or nominated to serve on GSCASH.

4.2.6 (ii) Two students (at least one woman) specially elected or nominated to serve on GSCASH.

4.2.6 (iii) One woman officer and one woman staff member specially elected or nominated to serve on GSCASH.

4.2.6 (iv) Chief Warden/Warden/Assistant Wardens (at least one woman)

4.2.6 (v) One representative each of the Sharda University class representative of each School/Department, Head of Departments (HODS) of each School/Department/Division having the reporting Authority to the Registrar/Deputy Registrar/Assistant Registrar.

4.2.6 (vi) One eminent woman academician from outside the University.

4.2.6 (vii) One woman representative of an NGO.

4.2.6 (viii) One woman counsellor.

4.2.7 The Process for Formation of GSCASH

4.2.7 (i) The election or nomination of the representatives of students, teachers, staff, and officers those referred to in Sections V.1 (i) – (iii) above] shall be conducted by the bodies responsible for conducting the elections or nominations of the Executives of the respective Schools and Departments. The procedure shall be completed by the month of September each year.

4.2.7 (ii) The representatives of the Chief Warden/Warden/Assistant Wardens (those referred to in Section V.1 (iv) above) shall be chosen by the Chief Warden/Warden/Assistant Wardens under Inter-Hostel Administration and will assume office by September each year.

4.2.7 (iii) The representatives of the Sharda University, class representative of each School/Department, Head of Department (HODS) of each School/ Department having the reporting authority as the Registrar/Deputy Registrar/Assistant Registrar shall be nominated by the respective appropriate Committees, and they will assume office by October each year.

4.2.7 (iv) GSCASH shall empanel a pool of counsellors, eminent women academicians, and NGOs, as defined in Section III (v), (vi) and (ix), respectively. However only one NGO representative, one eminent woman academician and one counsellor shall be invited by GSCASH to attend its meeting at one time.

4.2.7 (v) The panel of NGOs, eminent women academicians and counsellors, shall be updated by GSCASH from time to time. GSCASH will strive to maintain continuity in the membership of third party members and counsellors on GSCASH. A decision to remove from the panel a serving or empanelled third party or counsellor shall only be taken by a special meeting defined in Section V.10 (VI).

4.2.8 Term of Office of GSCASH members

Subject to Section V.5 below and barring the third parties and the counsellor the tenure of each member of GSCASH shall be twelve months from the date of assumption of office.

4.2.9 Chairperson/Acting Chairperson of GSCASH

The Chairperson of GSCASH shall be a woman faculty member, and shall be elected by the members of GSCASH from amongst themselves. In the event of the Chairperson of GSCASH being unable to discharge her duties for a period exceeding 21 days (barring the period when the University is on vacation), GSCASH shall designate from amongst its members, a woman faculty member to the post of Acting Chairperson of GSCASH for that period. The Acting Chairperson of GSCASH shall have all the powers and duties of the Chairperson of GSCASH outlined herein. As and when the Chairperson resumes duty, the Acting Chairperson shall cease to hold office.

4.2.10 Disqualification of Chairperson and Members

A person shall be disqualified for being appointed, elected, nominated or designated, for being continued as a member of GSCASH if there is any complaint concerning sexual harassment pending against her/him, or if she/he has been found guilty of sexual harassment/serious misconduct.

4.2.11 Disqualification of an NGO

A person shall be disqualified for being appointed, elected, nominated or designated as, or for being continued as, an NGO representative on GSCASH if such appointment, nomination, designation, election or continuation is inconsistent with the provisions of Section III .ix.

4.2.12 Vacancy, of a Member Owing to Absence without intimation

If a member elected or nominated or designated to GSCASH remains absent without written intimation to the GSCASH from three consecutive meetings, her/his office shall thereupon become vacant.

4.2.13 Resignation of a Member

A member of GSCASH may resign her/his office at any time by tendering her/his resignation in writing to the Chairperson of GSCASH. Such a person shall be deemed to have vacated her/his office as soon as GSCASH has accepted the resignation.

4.2.14 Filling Vacancy in GSCASH

If a vacancy arises in GSCASH, GSCASH shall coordinate with the relevant body to arrange for the filling up of the vacancy in the particular category, in accordance with the procedure outlined in Section V.2 within four weeks, barring the period during which the University is on vacation. If the vacancy remains un-filled after the specified period, the Vice-Chancellor may in consultation with GSCASH fill up the vacant positions by appropriate nominations for the residual period. No act or proceedings of GSCASH shall be invalidated merely by reason of the existence of vacancy or vacancies.

4.2.15 Meetings of GSCASH

4.6.10 (i) GSCASH shall meet at least two times a semester or at such intervals as may be necessary,

4.6.10 (ii) Members shall be intimated of meetings in writing or by electronic communication.

4.6.10 (iii) Minutes of all meetings shall be adopted.

4.6.10 (iv) One-third of the existing members of GSCASH may request the Chairperson to call an Extra Ordinary Meeting. Forty-eight hours notice shall be required for such a meeting to be called. The quorum for an Ordinary Meeting shall be one-third of the existing members of GSCASH. Motions shall be carried by a simple majority of those present and voting.

4.6.10 (v) A Special meeting may be called by the Chairperson of GSCASH with at least twenty-four hours notice. It shall have a quorum of two-thirds of the existing members of GSCASH and the attendance of at least one of the third party members shall be mandatory, Motions shall be carried by a two-thirds majority of the members present and voting.

4.6.10 (vi) If the required quorum is not there at any meeting, such a meeting shall be adjourned for not more than seven working days. For the adjourned Ordinary or Special meetings, the required quorum shall be the same as in a regular Ordinary or Special meeting but for an adjourned Emergency Meeting there shall be no requirement of quorum.

4.6.10 (vii) GSCASH shall hold at least two public meetings every year where it shall report to the University community about its activities. Of these, at least one meeting shall be called specifically for the purpose of the presentation of the Annual Report of GSCASH.

4.2.16 Vacations Committee

“Vacations” shall refer to the period may be decided by Sharda University authorities or applicable to a particular school.

In the period when the University is on vacation GSCASH shall strive to ensure the discharge of its duties and functions in accordance with the procedure outlined herein: During the vacations, the GSCASH would comprise of our existing members present at the Sharda University campus having existing two female members and existing two male members.

In the event of no existing members being present at the Sharda University campus, the Vice Chancellor would be temporarily in charge.

4.2.17 Annual Report of GSCASH

As required by the Supreme Court Judgement, the Annual Report or GSCASH together with a written report on the Action Taken by them on the recommendations of the GSCASH and the Appeals Committee would be forwarded to the suitable University authorities.

4.2.18 FUNCTIONS OF GSCASH

GSCASH shall be responsible for the implementation of these rules and procedures of Sexual Harassment and the Supreme Court Judgement GSCASH shall have four functions:

4.2.18.1 Gender Sensitisation and Orientation

4.2.18.1 (i) GSCASH will ensure the publicity of the Policy in all prominent Centres, Schools, Hostels, coffee shops and fast food outlets, offices of administration, as well as in all public places on the campus such as the library, health centre, residential areas, canteens, shopping centres, etc

4.2.18.1 (ii) GSCASH will organize programmes for the gender sensitisation of the University community through workshops, seminars, posters, film shows, debates, skits, etc. It may enlist the help of specialised NGOs and any campus body to carry out these programmes.

4.2.18.1 (iii) GSCASH will conduct at least one major activity per semester involving large sections of University community.

4.2.18.1a (A) Complaints Filing Process

4.2.18.1a (A) (i) Any student, resident, service provider, outsider, or a member of the academic or non-teaching staff may lodge a complaint or sexual harassment against a student, resident, service provider, outsider, or a member of the academic or non-teaching staff. Third party complaints and witness complaints shall be entertained. The GSCASH shall take suo motto notice of grave violations of the basic principles of gender sensitivity and justice on the campus.

4.2.18.1a (A) (ii) Complaints can be lodged directly with any member of GSCASH or through existing channels for lodging grievances such as the University authorities, Chief Warden/Warden/Assistant Wardens, teachers, administrative superior, etc. If the complaint is made through any such channel the person to whom the complaint is made should bring it to the notice of GSCASH within two working days of its receipt by her/him.

4.2.18.1a (A) (iii) upon receipt of the complaint, the GSCASH member to whom the complaint is made shall forward the same to the Complaints Screening Committee.

4.2.18.1a (A) (iv) The complaint may be oral or in writing. If the complaint is oral it shall be reduced in writing by the Complaints Screening Committee or the GSCASH member receiving the complaint, on Form I, prescribed for the purpose, and authenticated by the complainant under his/her dated signature or thumb impression as the case may be

4.2.18.1a (A) (v).Where the man or woman or third gender is unable to make a complaint on account of his/her actual in-capacity, a complaint may be filed by

- a) Her relative or friend or
- b) A special Educator or
- c) A qualified psychiatrist or psychologist or
- d) The guardian or authority under whose care she/he is receiving treatment or care or
- e) Any person who has knowledge of the incident jointly with her relative or friend or a special educator or qualified psychiatrist or psychologist or guardian or authority under whose care she/he is receiving treatment or care.

4.2.18.1b (B) Complaints Screening Committee

4.7.2 (B) (i) Composition

GSCASH shall designate by rotation three persons from amongst its members and at least one member should be a female for a period of one semester to receive and screen complaints, henceforth called the Complaints Screening Committee. The names and contact details of these members shall be given widespread publicity by GSCASH.

4.2.18.1b (B) (ii) Functions

a. The Complaints Screening Committee shall receive and record complaints of sexual harassment on Form I (Schedule I) prescribed for the purpose. It shall carefully study the complaint and may hear the complainant and the defendant as well as other involved parties to determine whether an inquiry by GSCASH is to be instituted. The Complaint Screening Committee shall receive and record complaints of sexual harassment on form

n prescribed for the purpose. The Complaints Screening Committee will issue the orders of restraint as contained in Form No IV to all persons against whom the complaint is lodged and call for examination in Form III.

b. At no time in the complaints receiving and recording procedure shall the defendant(s) and the complainant be placed face to face, or put in a situation where they may be face to face; (e.g. they shall not be called at the same time and be made to wait in the same place), keeping strictly in view the need to protect the complainant from facing any serious health and/or safety problems, in accordance with the guidelines in the Supreme Court Judgement.

c. At no time in the complaints receiving and recording procedure shall the past sexual history of the complainant be probed into, as such information shall be deemed irrelevant to a complaint of sexual harassment.

d. GSCASH may issue an order of restraint to the defendant(s) in accordance with the procedure outlined below.

e. The Complaints Screening Committee shall communicate its recommendations, along with the reasons and documentary evidence if any, thereof, in writing to the Chairperson of GSCASH as soon as possible.

f. The Complaints Screening Committee shall be responsible for making counseling services available to a person requesting for it.

g. In a special provision for physically challenged complainants, or complainants in a serious medical condition, the Complaints Screening Committee may, on determining the complaint to be a prima facie complaint of sexual harassment, recommend the institution of Inquiry proceedings.

4.2.18.1b (B) (iii)

a. The complainant may withdraw his/her complaint in writing at any time during the complaints screening and/or inquiry procedure.

b. The complaints screening/inquiry procedure shall, on such withdrawal, be terminated, save in instances in which the Complaints Screening/Inquiry Committee is informed, knows or has reason to believe, that the reasons for such withdrawal or the consequences or effect of coercion and intimidation exerted by the defendant(s), or any person on her/his behalf, on the complainant. In such an instance, the complaints screening/inquiry proceedings shall continue in accordance with the procedure outlined.

4.2.18.1c (C) Restraint Order

A restraint order in terms of GSCASH Rules shall be provided as on Form IV and the Chairperson of GSCASH and or the Chief Inquiry Officer may summon the defendant(s) in person and issue a verbal and written warning that such behaviour may lead to an adverse inference being drawn against her/him.

4.2.19 Formal Inquiry

Once the Complaints Screening Committee has decided that the complaint merits further investigation, it shall inform the GSCASH. The GSCASH shall conduct formal inquiry, and provide its resources to ensure the complainant's safety on the campus. Forth is purpose, the Chairperson of GSCASH shall convene an Emergency meeting to constitute the Inquiry Committee. GSCASH shall designate from within the members of such committee the Chief Inquiry Officer who shall be a Woman. The Forms for Inquiry Committee would be as per Form VI to IX.

4.2.19a (A) Composition of the Inquiry Committee

The composition of the Inquiry Committee shall conform to the guidelines below:

- a. The Inquiry Committee shall consist of not less than three persons and not more than five persons.
- b. It shall have at least 50% women.
- c. It shall include at least one third-party i.e. the NGO representative or an eminent woman academician.
- d. In-cases involving students/academic staff/non-teaching staff, it shall include a representative of the constituency of the complainant and the defendant (i.e. if the complaint is filed by a student against an academic staff member, then the Inquiry Committee shall include one student and one academic staff member).
- e. No person who is a complainant, witness or defendant in the complaint of sexual harassment shall be a member of a GSCASH Inquiry Committee.
- f. The membership of an Inquiry Committee shall not be changed or in any other way modified during its proceedings, save for the provisions in Sections V.5 - 8.
- g. Members of GSCASH who are representatives of Schools/Departments of which the complainant and/or the defendant are also-members, shall not be eligible to serve on an Inquiry Committee.
- h. GSCASH may, at it's own discretion, co-opt any person(s) with demonstrable sensitivity to gender issues to be a part of an Inquiry Committee provided that the majority of members or the members of GSCASH. Such a person shall not serve as the Chief Inquiry Officer,

4.2.19b (B) Functions of the Inquiry Committee

- a. The Inquiry Committee shall inquire into the complaint of sexual harassment using procedures inconformity with the principles of natural justice and gender sensitivity.
- b. The Inquiry Committee shall act on any violation of the order of restraint issued to the defendant in accordance with the procedure outlined.
- c. The Inquiry Committee shall submit a detailed report to GSCASH in which it shall communicate its findings based on its investigations and its recommendations regarding the nature of disciplinary action, if any.

4.2.19c (C) Procedure to be followed by the Inquiry Committee

Where an Inquiry Officer or Inquiry Committee is appointed, the authorized Officer shall-

- (1) Frame a charge and communicate it to the accused together with statement of the allegations explaining the charge and of any other relevant circumstances which are proposed to be taken into consideration.
- (2)The accused is required within the reasonable time, which shall not be less than seven days or more than fourteen days from the day the charge has been communicated to him, to put in a written defence and to State at the same time whether he desires to be heard in person.
- (3) The Inquiry Officer or the Committee as the case may be, shall inquire into the charge and may examine such oral or documentary evidence in support of the charge or in defence or the accused as maybe considered necessary and the accused shall be entitled to cross-examine the witnesses against him.

(4) The Inquiry Officer or the Committee, as the case may be, shall hear the case from day to day and no adjournment shall be given except for reasons to be recorded in writing. However every adjournment with reasons there for shall be reported forthwith to the authorized officer. Normally no adjournment shall be for more than a week.

(5) Where the Inquiry Officer or the Committee, as the case may be, is satisfied that the accused is hampering, or attempting to hamper, the progress of the enquiry he/she/it shall administer a warning, and if there after he/she/it is satisfied that the accused is acting in disregard of the warning he/she/it shall record a finding to that effect and proceed to complete the inquiry in such manner as he/she/it thinks, best suited to do substantial justice.

(6) The Inquiry Officer or the Committee, as the case may be, shall within ten days of the conclusion of the proceedings or such longer period as may be allowed by the authorized officer, submit his/her or its finding sand the ground thereof to the authorized officer.

4.2.20 Crisis Management and Mediation

(i) GSCASH will assist in the mediation or situations arising out of incidents or sexual harassment and sexual assault on the campus.

(ii) GSCASH will co-ordinate with the campus security services to devise ways and means by which a system of crisis management that is gender-sensitive as well as prompt and effective is put in place. It will maintain regular contact with the campus security services to ensure that in crises arising out of incidents of sexual harassment, GSCASH members, and/or the volunteers identified by it, shall be intimated without delay.

(iii) GSCASH will, through a circular at the beginning of each semester, enlist and activate all adequately representative team of volunteers. GSCASH shall ensure the widespread publicity of the contact details (both official and personal) of all its members and volunteers.

(iv) GSCASH will organize training workshops for members and volunteers to equip them to handle sexual harassment cases (including legal and medical aspects of aid). Volunteers will assist in the gender sensitisation crisis mediation and management duties of GSCASH, but shall not participate in the task of formal redressal of complaints under these Rules and Procedures of GSCASH.

(v) Cases in which sexually motivated conduct against a student, or a member of the academic or a non-teaching staff, or a resident and/or a service provider amounts to a specific offence under the Indian Penal Code or any other Indian law, GSCASH shall assist the affected party in making complaint to the appropriate authority outside the University.

4.2.21 COMMUNICATION OF FINDINGS

4.2.21 (i) within three working days of the receipt of the report and recommendations of the Inquiry Committee, the Chairperson or GSCASH shall convene an Emergency meeting. Each member of GSCASH shall have the right to access the entire inquiry proceedings, or any part thereof, and to participate in GSCASH deliberations on the complaint within two working days of the adoption of there port of the Inquiry Committee,

the Chairperson of GSCASH shall forward the report of the Inquiry Committee, together with a summary of the opinions of the members of GSCASH (including dissenting opinions) to the Registrar/Vice-Chancellor/Chancellor as the case may be.

4.2.21 (ii) Within a reasonable period of time, and not in any case exceeding 30 days from the date of communication of its findings by GSCASH the appropriate University authority shall convene a meeting with GSCASH in which at least two-thirds of the Inquiry Committee shall be present to discuss the findings and recommendations of the Inquiry Committee.

4.2.22 OBLIGATIONS OF UNIVERSITY AUTHORITIES AND FUNCTIONARIES

i. The University authorities shall, through a notification in each academic year notify the names and contact details of the members of GSCASH, and the fact that GSCASH is the University body responsible for gender sensitisation and inquiries into complaints of sexual harassment.

ii. The University authorities will ensure that the Policy is made available on the website and reference included in the Admission Brochure circulated at the time of registration. The University authorities will ensure that recruitment announcements to all academic and non-teaching positions include the following statement, as notification of the Policy: “Sharda University has a Policy against sexual harassment and is committed to providing an environment free from gender discrimination and harassment.”

iii. In order to ensure the permanent placement of the Policy, the University authorities and functionaries shall arrange for several notices to be placed on board, for display in prominent places such as the entrances to the campus, academic and administrative buildings, hostels, etc.

iv. The University authorities and functionaries shall provide legal, medical and counselling assistance to the complainants who have to take recourse to the law.

v. The University authorities and functionaries shall forward all complaints of sexual harassment to GSCASH, save in cases in which the complainant has expressly prohibited such forwarding.

vi. The University authorities shall maintain full confidentiality with respect to matters pertaining to GSCASH inquiries into complaints of sexual harassment. The University authorities shall extend all necessary assistance for ensuring full, effective and speedy implementation of these Rules and Procedures of GSCASH.

vii. As is required by the Supreme Court Judgement, the University authorities and functionaries shall strive to create a workplace in which the functioning of GSCASH and/or the interests of justice are not subjected to undue “pressure from senior levels”.

viii. As required by the Supreme Court Judgement the University authorities shall forward to the government department concerned, the Annual Report of GSCASH together with a written report on Action Taken by them upon the decisions recommendations of the GSCASH and/or the Appeals Committee.

4.2.23 PENALTIES

Any student, service provider, resident, outsider, or member of the academic or non-teaching staff found guilty of sexual harassment shall be liable for disciplinary action.

The penalties listed below are indicative, and shall not constrain the University authorities from considering other penalties in accordance with the rules governing the conduct of employees and students in practice at the time.

Penalties: - (1) The following are the minor and major penalties, namely

(a) Minor Penalties:

(i) Warning, apology (as in Form X), reprimands, or censure

(ii) Withholding, for a specific period promotion or increment, otherwise than for unfitness for promotion **or** financial advancement in accordance with the rules or orders pertaining to the service or post;

(iii) Stoppage for a specific period, at an efficiency bar in the time scale, otherwise than for unfitness to cross such bar;

(iv) Recovery from pay of the whole or part of any pecuniary loss caused to Sharda University by negligence or breach of orders;

(v) Declaration of the campus as out of bounds for him/her.

(b) Major Penalties:

(i) Withholding of one or more increments for a period not exceeding one year.

(ii) Removal from an administrative position at the Centre. School and/or University levels.

(iii) Disqualification from holding an administrative position at the Centre, School and/or University levels.

(iv) Suspension from service for a limited period.

(v) Compulsory retirement

(vi) Dismissal from service.

(vii) Transfer

(viii) Withdrawal of the rights to run/manage work in any commercial enterprise or to provide services on the campus

4.2.24 OTHER FUNCTIONS

4.2.24a (1) False Complaint/Deposition

i. If the Complaints Screening Committee or the Inquiry Committee finds no merit in any complaint/deposition it shall write to the Chairperson of GSCASH giving reasons for its conclusions.

ii. Within four working days of the receipt of this communication, the Chairperson of GSCASH shall call a Special Meeting to discuss the recommendations of the Complaints Screening Committee or Inquiry Committee and to decide whether a show-cause notice shall be issued to the complainant/witness(s).

iii. Upon the decision to issue a show-cause notice, the Chairperson of GSCASH shall issue it to the complainant/witness(es). The show-cause notice shall cite the basis of the Committee's conclusions and require the complainant/witness(es) to explain within seven days (in writing and/or in person), as to why disciplinary action shall not be taken against him/her.

- iv. Within four working days of receipt of any explanation from the complainant/witness(es) to this show cause notice, or after the expiry of the time specified for such explanation, the Chairperson of GSCASH shall convene it Special Meeting to consider the explanation or any lack thereof.
- v. In the event of insufficient or unconvincing explanation, GSCASH shall forward its findings to the appropriate University Authority for further action.

4.2.24b (2)Protection against Victimization

- i. If the complainant is a student and the defendant(s) is a teacher, (during the investigation and inquiry, and even after such an inquiry if the teacher is found guilty) the defendant(s) shall not supervise any academic activity of the student, including but not limited to evaluation and examination, re-examination and supervision of research.
- ii. If a witness named by the complainant is a student and the defendant(s) is a teacher, (during the period of the investigation and inquiry, and even after such an inquiry if the teacher is found guilty), the defendant(s) shall not supervise any academic activity of the student, including but not limited to, evaluation and examination, re-examination, and supervision of research.
- iii. If both the complainant and the defendant(s) are members of the academic and/or non-teaching staff of the University, (during the period of the investigation and inquiry, and even after such an inquiry if the defendant is found guilty) the defendant(s) shall not write the Confidential Reports of the complainant, if she/he is otherwise so authorized.
- iv. If witnesses named by the complainant and the defendant(s) are members of the academic and/or non-teaching staff of the University (during the course of the investigation and inquiry, and even after such an inquiry if the defendant is found guilty), the defendant(s) shall not write the Confidential Reports of the complainant, if she/he is otherwise so authorized.
- v. If the defendant(s) is an outsider, (during the period of the investigation and inquiry, and even after such an inquiry if the defendant is found guilty) the defendant(s) shall not be allowed to enter the campus, except for the purpose of attending the present inquiry.
- vi. If the defendant(s) is a resident/service provider, (during the period of the investigation and inquiry and even after such an inquiry if the defendant is found guilty), the order of restraint issued in accordance with the procedures in Section Vi.3(C) shall be in force at all times.

4.2.24c (3) Provisions for Appeal

There will be two appeal committees, constitution of which will be as under:

Appeal / Committee	Chair	Other Members (2)
Non Teaching Staff	Chancellor	To be nominated by the Registrar
Teaching Staff	Chancellor	To be nominated by the Vice Chancellor

4.2.24 d (4) Amendment to the Rules & Procedures of GSCASH

- i.** Amendments to the Rules and Procedures of GSCASH shall have effect only if they are in consonance with the letter and spirit of the Supreme Court Judgement, the Report of the Working Group on Sexual Harassment headed by Karuna Chanana, the Policy and the Rules and Procedures as laid down in law from time to time.
- ii.** Amendments shall be effected by a decision taken in a Special Meeting of GSCASH called for the purpose.
- iii.** The proposed amendment(s), together with the objectives and reasons thereof, shall be recorded in writing and circulated by the proposer of the amendment (s) at least fifteen working days prior to the Special Meeting called for the purpose.
- iv.** An amendment motion shall be earned by two-thirds of the members present and voting. In the event of a tie on an amendment motion, it shall be put to vote one more time. If a tie recurs, the amendment motion shall be reconsidered by-another Special Meeting to be called after at least fifteen working days.


SHARDA UNIVERSITY

SCHEDULE-I PRESCRIBED FORMS FOR GSCASH INQUIRY AND REDRESSAL PROCEDURE




Form-I

Proforma for Recording complaints of sexual Harassment

I. COMPLAINANT STUDENT/RESIDENT/ACADEMIC STAFF/NON-TEACHING STAFF/OUTSIDER/ SERVICE PROVIDER

- Name Age Sex
Address Dept./College/Office
 Email:

II. ACCUSED (s) STUDENT/RESIDENT/ACADEMIC STAFF/NON-TEACHING/STAFF OUTSIDER/ SERVICE PERSON. IF THE CONTACT DETAILS ARE NOT KNOWN, PLEASE GIVE PHYSICAL DESCRIPTION.

- Name Age Sex
Address Dept.
 Email:
- Name Age Sex
Address Dept.
 Email:
- Name Age Sex
Address Dept.
 Email:

III THE COMPLAINT

1. Is the accused known to the complainant?
2. Is this the first incident of this kind? If yes, skip 3 and 4.
3. Was exactly the same person involved? If no specify further.
4. Was the first incident reported? To whom? When? What action, If any, was taken?
5. Approximate date(s), time(s) and location(s) of incidents (starting from the most recent):

Complaint recorded by

Signature _____

Date: _____

Name: _____

Place: _____

SHARDA UNIVERSITY


Form II
Acknowledgement to the Complainant by the Complaints Screening Committee
To the Complainant

Dear

The GSCASH Complaints Screening Committee is examining the complaint of sexual harassment against _____ [name(s) of accused] that you lodged with the GSCASH on _____(date). The Complaint refers to an incident(s) that allegedly took place on/in _____ (date/period in which the alleged incident took place). In _____(locations).Where the accused(s) allegedly _____. The GSCASH Complaints Screening Committee would like to meet you on _____ at _____ am /pm in theoffice to decide further action on the complaint.

In order to ensure the safety and confidentiality of the complainant and the impartiality of the GSCASH grievance redressal procedure, the GSCASH has issued an order of restraint to every accused person(s) _____ (name of accused on _____ (date). Any violation of the restraint order must be reported to the GSCASH immediately. For any clarification regarding the GSCASH procedure, or for a change in the time or date of your appointment with the GSCASH Complaints Screening Committee, please contact the undersigned. I enclose a copy of the Rules & Procedure of the GSCASH for your information.

Yours truly,

Complaints Screening Committee  (O) _____ (R) _____

Date:

SHARDA UNIVERSITY

Form III
Order for appearing to the accused before the Complaints Screening Committee
To the Accused

Dear

A complaint of sexual harassment against you has been lodged with the GSCASH by _____ [(name)(s) of complainant(s)] on _____ (date). The complaint refers to an incident(s) that allegedly took place on/in _____ (date/period in which the alleged incident took place) in _____ location/s, where you allegedly _____. The Complaints Screening Committee is at present examining the complaint, and would like to meet you on _____ at _____ a.m. /p.m. in _____ the office to decide further action on the complaint.

In order to ensure the safety and confidentiality of the complainant and the impartiality of the GSCASH formal redressal procedures, the Complaints Screening Committee issues an order of restraint to every accused person(s). You are requested to abide by the conditions laid down in this order. For any clarifications that you may require about the complaint or GSCASH procedures, please contact the undersigned. I enclose a copy of the Rules & Procedures of the GSCASH for your information.

Yours truly,

_____ (O) _____ (R) _____
Complaints Screening Committee

Date:

SHARDA UNIVERSITY

Form IV
Order of restraint to the accused by the Complaints Screening Committee

Issued to _____ on _____ by _____

During the pendency of the GSCASH's investigative and inquiry procedures into the complaint of sexual harassment made by _____ against you, you are enjoined to respect the human rights and the confidentiality of the complainant, his/her family, friends and witnesses.

You shall not commit any act (either directly or by implication) that invades the complainant's privacy, threatens his/her security, violates his/her human rights, or adversely affects his/her living, working, and/or educational environment.

You (or any person on your behalf) shall not make any attempt to contact the complainant, or any person in his/her confidence, with the purpose of influencing, intimidating, or exerting pressure upon the complainant on any matter, specially those that pertain to his/her complaint of sexual harassment against you.

You (or any person on your behalf) shall respect the complainant's right to full confidentiality on all matters, specially those pertaining to his/her complaint of sexual harassment against you. You (or any person on your behalf) shall not publicise, or cause to become publicly known, any fact, conjecture, or speculation about the complainant's personality, character, or motivations in any of his/her actions, including those involved in his/her lodging a complaint of sexual harassment against you.

A violation of this order of restraint may prove prejudicial to your case and it may also induce the GSCASH to recommend immediate disciplinary action against you, in accordance with the provisions of clause 18(D) of the GSCASH Rules & Procedures which state that:

- (i) The complainant or any other person shall intimate in writing any member of the Complaints Screening Committee, the chairperson of GSCASH and/or the Inquiry Committee of a violation of the order of restraint by the accused or any persons acting on his/her behalf.
- (ii) Should the Complaints Screening Committee, the Chairperson of GSCASH, or the Inquiry Committee be convinced of the truth of such allegations, the Chairperson of GSCASH and/or the Chief Enquiry Officer may summon the accused in person and issue a verbal and written warning that such behavior may lead to an adverse inference being drawn against her/him, and/or report the offence to the University authorities recommending appropriate action. The Inquiry Committee or GSCASH shall retain the right to close the inquiry proceedings, and to give an ex-parte decision on the complaint.
- (iii) The Inquiry Committee and GSCASH shall consider all violations of the restraining order when determining the penalties to be awarded to an accused found guilty of sexual harassment.

Please affix your signature in the space provided below to confirm that you have received the above restraint order and are informed of its provisions.

Signature _____

Date _____

Name: _____

Address _____

SHARDA UNIVERSITY

Form V
Order for appearing to the witness before the Complaints Screening Committee
Letter to witness Named by the Complainant/Accused

Dear

A complaint of sexual harassment against _____ [name(s) of accused] has been lodged with the GSCASH by _____ [name(s) of complainant(s)] on _____ (date). The complaint refers to an incident(s) that allegedly took place on/in _____ (date/period in which the alleged incident took place) in _____ (locations), where the accused allegedly _____. The GSCASH Complaints Screening Committee is at present examining the complaint _____ has requested that we solicit your co-operation to corroborate/clarify certain aspects of his/her testimony. We would, therefore, like to meet to you on _____ at _____ a.m./p.m. in the _____ office. We also request you to bring along any documents, or other evidence, that you may feel to be relevant to some aspect of the case.

Please find enclosed a copy of the Rules & Procedures of GSCASH for information.

Yours truly,

_____ (O) _____ (R) _____

Complaints Screening Committee

Date:

SHARDA UNIVERSITY

Form VI
Order to the Complainant for appearing before the Inquiry Committee
Summons to the Complainant

Dear

This is with reference to the complaint of sexual harassment against

_____ [name(s) of accused] that you lodged with the GSCASH on _____ (date). The Complaints Screening Committee has recommended the institution of a formal inquiry proceeding into your complaint. The GSCASH has designated an Inquiry Committee of _____ persons, the contact details of whom are listed at the end of this communication.

Based on your testimony before the Complaints Screening Committee on _____, a charge sheet has been prepared, which you authenticated on _____. A copy of this charge sheet has been made available to the accused, and I enclose a copy for your records.

This is to request you to meet the Inquiry Committee on _____ at _____ a.m. /p.m. in the _____ office. Should you desire to be accompanied during your testimony by a person known to you, and/or to have any witnesses examined, please inform the Chief Inquiry Officer (in writing) the names, postal address, and telephone numbers of such person(s). Requests for a change in time or date of your deposition must also be directed to the Chief Inquiry Officer.

Please find enclosed a copy of the Rules & Procedures of the GSCASH for information.

Yours truly,

Chief Inquiry Officer ☎ (O) _____ (R) _____

Date:

_____ ☎ (O) _____ (R) _____
 ☎ (O) _____ (R) _____
 ☎ (O) _____ (R) _____
 ☎ (O) _____ (R) _____

(Members)

SHARDA UNIVERSITY

Form VII
Order to the Accused for appearing before the Inquiry Committee
Summons to the Accused

Dear

This is with reference to the complaint of sexual harassment lodged against you by _____ [name(s) of complainant(s)] with the GSCASH on _____ (date). The Complaints Screening Committee has recommended the institution of formal inquiry proceedings into your complaint. The GSCASH has designated an Inquiry Committee of _____ persons, the contact details of whom are listed at the end of this communication. Based on complainant's testimony before the Complaints Screening Committee on _____, a charge sheet has been prepared, which is enclosed.

This is to request you to meet the Inquiry Committee on _____ at _____ a.m. /p.m. in the _____ office. Should you desire to be accompanied during your testimony by a person known to you, and/or to have any witnesses examined, please inform the Chief Inquiry Officer (in writing) the names, postal address, and telephone numbers of such person(s). Requests for a change in time or date of your deposition must also be directed to the Chief Inquiry Officer.

Please find enclosed a copy of the Rules & Procedures of the GSCASH for information.

Yours truly,

Chief Inquiry Officer ☎ (O) _____ (R) _____

Date:

_____ ☎ (O) _____ (R) _____
 ☎ (O) _____ (R) _____
 ☎ (O) _____ (R) _____
 ☎ (O) _____ (R) _____

(Members)

SHARDA UNIVERSITY

Form VIII
Order to the witness for appearing before the Inquiry Committee
Summons to Witness Named by the Complainant/Accused

Dear

This is with reference to a complaint of sexual harassment against _____ [name(s) of accused] lodged by _____ [name of the complainant(s)] with the GSCASH on _____ (date). The Complaint refers to an incident(s) that allegedly took place on/in _____ [(date/period) in which the alleged incidents took place]] in _____.(location/s), where the accused allegedly _____

The GSCASH has instituted formal inquiry proceedings into the complaint. The contact details of the members of the Inquiry Committee are listed at the end of this communication.

_____ (name/s) has requested that the Inquiry Committee solicit your co-operation to corroborate/clarify certain aspects of his/her testimony. We would, therefore, like to meet you on _____, at _____ a.m. /p.m. in the _____ office. We also request you to bring along any documents, or other evidence, that you may feel to be relevant to some aspect of the case.

Please find enclosed a copy of the Rules & Procedures of the GSCASH for information.

Yours truly,

_____ ☎ (O) _____ (R) _____

Chief Inquiry Officer

Date:

_____ ☎ (O) _____ (R) _____
_____ ☎ (O) _____ (R) _____
_____ ☎ (O) _____ (R) _____
_____ ☎ (O) _____ (R) _____

(Members)

SHARDA UNIVERSITY

Form IX
Order to a third party for appearing before the Inquiry Committee
Summons to witnesses

Dear

This is with reference to the complaint of sexual harassment against _____

[Name(s) of accused] lodged by _____ [name(s) of complainants] with the GSCASH on _____ (date). The Complaint has alleged that the accused(s) _____.

The GSCASH has instituted formal inquiry proceedings against the accused. In the course of its proceedings, the Inquiry Committee has formed the impression that you may be in possession of information that may prove relevant to the committee's deliberations on the complaint and this is to solicit your co-operation in this regard. In particular, the Inquiry Committee would like to ascertain your information of the following matter(s):

The Inquiry Committee would be appreciative if you could arrange to meet the Committee on _____ at _____ am/pm in the _____ office. We also request you to bring along any documents, or other evidence, that you may feel to be relevant to some aspect of the case.

Please find enclosed a copy of the Rules & Procedures of the GSCASH for information

Yours truly,

Chief Inquiry Officer ☎ (O) _____ (R) _____

Date:

☎ (O) _____ (R) _____
☎ (O) _____ (R) _____
☎ (O) _____ (R) _____
☎ (O) _____ (R) _____

(Members)

SHARDA UNIVERSITY

Form X
Written Apology: Suggested Format
(To be Hand-Written by the Offender)

(Name of the complainant) _____

This is to place on record my understanding that my misbehavior towards you on (date) _____ in (place) _____, constitutes an act of sexual harassment, which is a conduct that violates your right to dignity, equality, and security in the campus. Although I am aware that an apology for my unwelcome and gender insensitive misconduct cannot redress the physical and emotional insecurity that my actions have visited upon you, I wish nevertheless to apologies for my actions.

I, _____ undertake that henceforth, I shall not commit any act (either directly or by implication) that invades your privacy, threatens your security, violates your human rights, the Sharda University policy against sexual harassment, or adversely affects your living, working, and/or educational environment.

I, _____ undertake that henceforth, I (or any person on my behalf) shall not make any attempt to contact you, or any person known to you, with the purpose of influencing, intimidating or exerting pressure upon you on all matters, specially those which pertain to your complaint of sexual harassment against me.

I, _____ undertake that henceforth, I, or any person acting on my behalf, shall respect your right to full confidentiality on all matters pertaining to your complaint of sexual harassment against me. I, or any person on my behalf, shall not publicise, or cause to become publicly known, any fact, conjecture, or speculation about your personality, character, or motivations in any of your actions, including your lodging a complaint of sexual harassment against me.

I, _____ undertake that I shall attend the gender sensitization programmes organized by GSCASH. I shall make every effort to ensure that I shall never again commit an act of sexual harassment, and shall do everything in my powers to deter sexual harassment by others.

Signature _____

Name: _____

Address _____

Place _____

Existing Law on Sexual Harassment

Other legal provisions include filing a **criminal case** under sections of the Indian Penal Code (IPC), the Indecent Representation of Women (Prohibition) Act and/or filing a civil suit.

The sections of the **Indian Penal Code** that can be applicable to sexual harassment (which makes it a criminal case):

Vishaka Guidelines against Sexual Harassment in the Workplace Guidelines and norms laid down by the Hon'ble Supreme Court in Vishaka and Others vs. State of Rajasthan and Others (JT1997(7)SC 384)

1. Section 294

'Whoever, to the annoyance of others, (a) does any obscene act in any public place, or (b) sings, recites and utters any obscene songs, ballads or words, in or near any public space, shall be punished with imprisonment of either description for a term that may extend to three months, or with fine, or with both.' This provision is included in Chapter XVI entitled 'Of Offences Affecting Public Health, Safety, Convenience and Morals' and is cognizable, bailable and triable by any magistrate.

2. Section 354

whoever assaults or uses criminal force on any woman, intending to outrage her modesty or knowing it likely that he will thereby outrage her modesty, shall be punished with imprisonment for a term which may extend to two years, or with fine, or with both.

3. Section 509

(Word, gesture or act intended to insult the modesty of a woman) this is included in Chapter 22 entitled 'Of Criminal Intimidation, Insult and Annoyance', and is cognizable, bailable and triable by any magistrate. It holds: 'Whoever, intending to insult the modesty of a woman, utters any word, makes any sound or gesture, or exhibits any object, intending that such word or sound shall be heard, or that such gesture is seen by such woman, or intrudes upon the privacy of such woman, shall be punished with simple imprisonment for a term which may extend to one year, or with fine, or with both.'

Under the **Indecent Representation of Women (Prohibition) Act** (1987) if an individual harasses another with books, photographs, paintings, films, pamphlets, packages, etc. containing the "indecent representation of women", they are liable for a minimum sentence of 2 years. Section 7 (Offences by Companies) further holds companies where there has been "indecent representation of women" (such as the display of pornography) on the premises, guilty of offenses under this act, with a minimum sentence of 2 years.

Civil case: A civil suit can be filed for damages under tort laws. That is, the basis for filing the case would be mental anguish, physical harassment, loss of income and employment caused by the sexual harassment.

4. Preventive Steps:

All employers or persons in charge of work place whether in public or private sector should take appropriate steps to prevent sexual harassment. Without prejudice to the generality of this obligation they should take the following steps:

- (a) Express prohibition of sexual harassment as defined above at the work place should be notified, published and circulated in appropriate ways.

- (b) The Rules/Regulations of Government and Public Sector bodies relating to conduct and discipline should include rules/regulations prohibiting sexual harassment and provide for appropriate penalties in such rules against the offender.
- (c) As regards private employers, steps should be taken to include the aforesaid prohibitions in the standing orders under the University Employment (Standing Orders) Act, 1946.
- (d) Appropriate work conditions should be provided in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work places and no employee woman should have reasonable grounds to believe that she is disadvantaged in connection with her employment.

5. Criminal Proceedings:

Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the employer shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.

In particular, it should ensure that victims, or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment. The victims of sexual harassment should have the option to seek transfer of the perpetrator or their own transfer.

6. Disciplinary Action:

Where such conduct amounts to misconduct in employment as defined by the relevant service rules, appropriate disciplinary action should be initiated by the employer in accordance with those rules.

7. Complaint Mechanism:

Whether or not such conduct constitutes an offence under law or a breach of the service rules, an appropriate complaint mechanism should be created in the employer's organization for redress of the complaint made by the victim. Such complaint mechanism should ensure time bound treatment of complaints.

8. Complaints Committee:

The complaint mechanism should be adequate to provide, where necessary, a Complaints Committee, a special counselor or other support service, including the maintenance of confidentiality.

The Complaints Committee should be headed by a woman and not less than half of its member should be women. Further, to prevent the possibility of any undue pressure or influence from senior levels, such Complaints Committee should involve a third party, either NGO or other body who is familiar with the issue of sexual harassment.

The Complaints Committee must make an annual report to the Government department concerned of the complaints and action taken by them.

The employers and person in charge will also report on the compliance with the aforesaid guidelines including on the reports of the Complaints Committee to the Government department.

9. Worker's Initiative:

Employees should be allowed to raise issues of sexual harassment at a workers' meeting and in other appropriate forum and it should be affirmatively discussed in Employer-Employee Meetings.

10. Awareness:

Awareness of the rights of female employees in this regard should be created in particular by prominently notifying the guidelines (and appropriate legislation when enacted on the subject) in a suitable manner.

11. Third Party Harassment:

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the employer and person in charge will take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

- 12.** The Central/State Governments are requested to consider adopting suitable measures including legislation to ensure that the guidelines laid down by this order are also observed by the employers in Private Sector.

These guidelines will not prejudice any rights available under the Protection of Human Rights Act, 1993.

Examples of Sexual Harassment

- Unnecessary and unwelcome physical contact
- Unwelcome advances, attention, compliments, invitations or propositions
- Unwelcome or lewd references to a person's physical features, figure or dress
- Suggestive and unwelcome comments, looks, attitudes or jokes
- Sexist graffiti or the display of offensive pin ups, suggestive or pornographic material
- Electronic transmission of pornographic/degrading/indecent material
- Threats of academic failure or promises of promotion/training in exchange for sexual favors
- Indecent assault, sexual assault or rape
- Constantly chipping away at a person's morale and their standing within a working team
- Verbal or physical intimidation
- Sexual innuendo and expletives

4.3 EXIT POLICY & PROCEDURE

Employees are our most important asset. The University seeks to promote effective employees and employer relations by encouraging openness and trust.

While it is essential that employees have a good image of the University during the course of their employment with us, it is also equally important that they maintain that image even when exiting from the University.

An effective exit procedure not only ensures that the matters arising out of an employee's resignation are dealt with efficiently, but also gives them an opportunity to provide a feedback to the employer that may help in enhancing employment practices, help in identifying strengths and the weaknesses, improve the work environment and motivate the workforce.

This document outlines the ways in which a working relationship can be terminated, either by the employer or the employee.

1. The employer may end the relationship due to the conduct or capacity of the employee or the employer's operational requirements;
2. The employee may end the relationship by way of resignation.
3. The employment relationship may come to an end on expiry of the contract or on attainment of the age of superannuation.

4.3.1 CONFIDENTIALITY OF EXIT PROCESS INFORMATION

As a matter of policy, the University will make all reasonable efforts to maintain confidentiality of persons completing the Exit Questionnaire and/or an Exit Interview.

4.3.2 REASON OF EXIT

4.3.2.1 RESIGNATION:

Resignation is the most common means of ceasing employment with the University and is normally accomplished by the employee giving notice in writing of intention to resign. Different notice requirements apply to different types of position and are detailed in the contract agreement / conditions of service.

4.3.2.2 ABSCONDMENT

An employee who absents himself/herself from duty without permission for a period exceeding 10 days will be deemed to have absconded with effect from the date immediately succeeding his/her last day of attendance at his/her place of duty.

4.3.2.3 TERMINATION

a) Early termination of fixed-term employment;

A fixed-term contract may be terminated before its expiry date by the University:

- (i) During the probation period specified in the letter of appointment.
- (ii) On the grounds of unsatisfactory performance or gross misconduct (Refer the disciplinary rules of the University)
- (iii) Where the work is no longer required to be undertaken.
- (iv) Termination on completion of fixed term contract:

The contract of an employee appointed on fixed-term contract will terminate automatically at the end of the contract period. The extension of the contract shall be as per the decision of the University specific to the contracted employee.

b) Termination due to Inefficiency/ Retrenchment:

The termination of services of an employee may be resorted to on account of incapacity or inefficiency. However, the following must be taken into account before initiating the process of termination:

- (i) The University must be able to demonstrate that the employee has consistently failed to perform up to the required standards, notwithstanding all possible remedial measures, including opportunities provided for improvement.
- (ii) The University must be certain that the employee is incapable of improving or unwilling to improve his/her performance.

c) Termination on account of Disciplinary Action:

Employees are required to uphold the highest standard of professional and personal behavior in University. An employee who is guilty of misconduct/ gross misconduct rendering him or her unsuitable for employment in the University is in effect, in breach of her or his contract and may therefore be terminated. (Refer Disciplinary policy)

4.3.3 EXIT PROCEDURE, IN CASE OF RESIGNATION – FOR ACADEMIC STAFF

On receipt of a resignation, The dean of the school/ Branch Officer shall forward the same with their recommendations normally within a period of 3 to the Deputy Registrar, HR department. The deputy Registrar after due approval of competent authority shall issue a notification to all the concerned departments. Any leave applied thereafter/ already sanctioned shall be treated as LWP (leave without Pay).

HR department, at least two week before the employee's last working day, will send the exit interview form and an invitation for the interview, with the request to the employee to fill in the form and bring it along at the time of interview.

The exit interview will be conducted at least one week before the last working day by a representative of HR Branch.

On completion of the interview the HR department will release the No Dues form. The No Dues Form will be given only after the employee surrenders the ID card issued to him/ her. The employee will obtain clearance and submit the No Dues Certificate complete in all respect to HR Branch. The Accounts Branch after making all the recoveries shall arrange the payment of dues in terms of the service bond/ agreement entered into by the employee.

4.3.4 AIMS OF AN EXIT INTERVIEW

- a) To establish the reason/s for leaving.
- b) To analyze any trends in the reasons for leaving.
- c) To elicit honest feedback of the employee's perceptions about the University.
- d) To aggregate the information gathered and utilize it for improving the working procedures and environment if found necessary.
- e) To assess the general state of morale of the employees.
- f) To determine whether the employee is leaving the University with positive feelings or with unresolved concerns.
- g) Exit interviews may be used as a way of developing retention strategies and serve as powerful catalysts for change and are core to good HR practice.

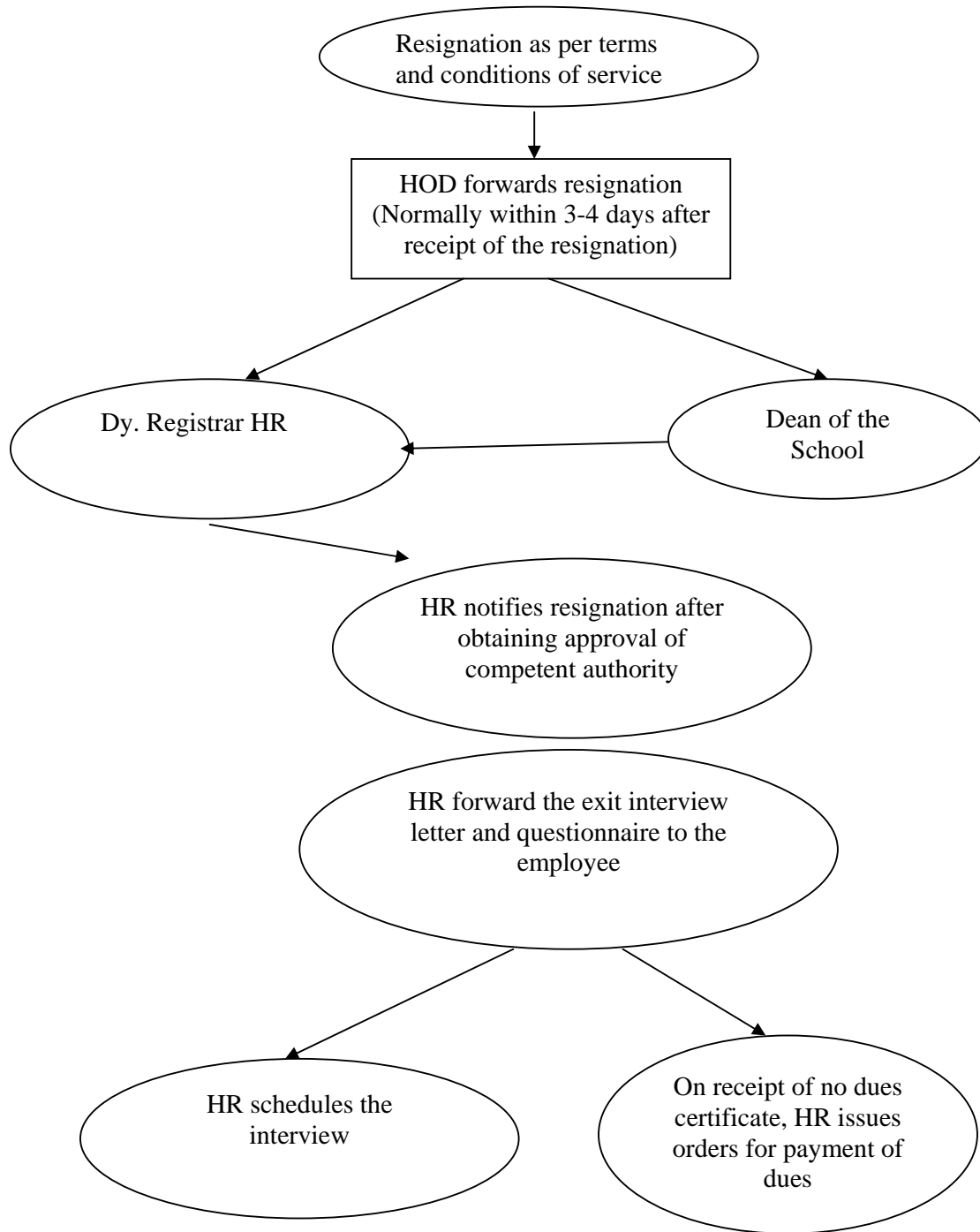
4.3.5 THE EXIT INTERVIEW PROCEDURE

The Exit Interview Questionnaire will be sent directly to the employee. The employee may complete the Exit Interview Questionnaire and return it to the Human Resources Branch, if unable to attend the Exit Interview. If able, the Exit Interview Questionnaire will form the basis of the interview. The aims and objectives of the interview should be explained clearly.

The questionnaire should be used as a framework for discussion, allowing the employee to expand on points and raise other issues, as deemed appropriate. The findings of the meeting should be recorded at the interview meeting. The employee must be given an opportunity to view what has been recorded. Employee may or may not verify the comments recorded. If he/she refuses to sign, it should be noted on the form and the employee may be invited to add any comments that he/ she may wish to make.

EXIT PROCEDURE

(In cases of Resignation)



Exit Procedure in case of Termination:

There shall be no difference in the exit procedure in case of termination except that it will be initiated on conclusion of disciplinary procedure including the outcome of appeal made to the competent authority.

SHARDA UNIVERSITY

32, 34 Knowledge Park-III
Greater Noida, (U.P.)

PERSONAL & CONFIDENTIAL

Dated:.....

Dear Mr. / Ms
Position.....
Department.....

EXIT INTERVIEW

On behalf of Sharda University, may I say how sorry I am to hear that you are leaving the University. We are thankful to you for the invaluable services rendered by you and wish you every success in your future endeavours. As part of the university's commitment towards improving the working conditions and retention, I on behalf of the university invite you to take part in Exit Interview with a member of Human Resources team.

I would be grateful if you would also take a few minutes to complete the enclosed questionnaire and bring it with you at the time of interview. However, if you do not wish to attend the interview, I would be grateful if you could complete the enclosed questionnaire and return to the HR department as soon as possible.

Your views are important to the University and information gathered from exit interviews together with other initiatives will be used to improve the employment practices and the retention of staff.

I look forward to seeing you soon.

Yours sincerely,

Dy. Registrar-HR

SHARDA UNIVERSITY
32, 34, Knowledge Park-III
Greater Noida, (U.P.)

Exit Interview Format

The purpose of this interview besides determining the reasons behind your leaving the University, is also to share your experiences at Sharda University. Your input is vital and we appreciate and value your time and comments. All information provided will be treated with strict confidentiality and will be used for improvement in our system where ever required. Please consider this feedback as a parting gift to us.

Please read the questionnaire carefully before responding.

Name: _____	Position _____
Department _____	Employee ID _____
Permanent Address _____	
Contact No (Landline) _____	Mob.No. _____

1. What is the reason of leaving the Job?

1	Earnings		8	No Promotion	
2	Pressure of Work		9	Job Content	
3	New Job		10	Pregnancy	
4	Working Hours		11	Care for Dependants	
5	Fixed term Contract		12	Travel Problems	
6	Working Relationships		13	Working Conditions	
7	Accommodation		14	Moving Home	

Other reason, please specify: _____

2. What if anything would have made you stay with this university?

1	Increased salary	
2	Role Clarity	
3	Better work/life balance options	
4	Development opportunities	
5	Increased benefits	
6	Recognition	
7	More challenging work	

3. What were the most positive aspects of your time with the university?

1	Job satisfaction	
2	Appraisal & recognition	
3	Co-worker interaction	
4	Community work	
5	Remuneration	
6	Employee development	
7	Flexibility	

_____ _8Others: (please state) _____

4. What are your plans for future?

- a) Another Job Y/N _____ Name of the Organization _____
- b) Returning to Education Y/N _____ Name of Institution _____
- c) Public sector research institution Y/N _____ Name of Institution _____
- d) Private industry / commerce Y/N _____
- e) Self-employed Y/N _____
- f) Other, please specify _____

5. Did you know clearly as to what was expected of you?

- a) Yes
- b) No
- c) Don't Know

6. Did you receive enough training to do your job effectively?

- a) Yes
- b) No
- c) Don't Know

7. Did any issues/concerns contributed to your decision to leave?

- a) Yes
- b) No
- c) Don't Know

8. If yes, did you share them with someone else, prior to making your decision?

- a) Yes
- b) No

Comments:

9. Did you feel you received formal recognition for your achievements/ contributions?

Y / N Comments: _____

10. How do you rate the working atmosphere?

- a) People and colleagues Good to work with Average Difficult
- b) Morale High Average Low
- c) Management culture Helpful Acceptable Unhelpful/ confusing

10. Did you receive informal recognition for your work efforts?

Y / N Comments: _____

11. What measures would you suggest could assist Sharda University retain quality Staff ?

Comments: _____

12. We believe that an employee leaving the university will have an unbiased view of the strengths & shortcomings of the university. Please list three of each.

<i>Strength</i>	Weaknesses
1.	1.
2.	2.
3.	3.

N. B.

I understand this information is confidential; however, I also understand that the information contained in this questionnaire may be revealed on a "need to know" basis.

Employee Signature: _____ Date: _____

Exit Interviewer: _____ Date: _____
(Signature)

Annexure

SHARDA UNIVERSITY

32, 34 Knowledge Park-III
Greater Noida, (U.P.)

School of Business Studies / School of Engineering & Technology

NO DUES FORM

Date...../...../.....

To,
The Dean

Respected Sir/ Madam,
I hereby declare that there are no dues outstanding against me and I am submitting the No Dues Certificate obtained from various departments.

Name:..... Position.....
Department..... Employee Code:.....
Permanent Address.....
E-mail ID..... Contact No.....

S. No	Department		Authorized deptt. Signature with date
1	HR Department		
1.1	ID Card	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
1.2	Permanent Address for annual income tax forms, etc.?	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
2	IT Department		
2.1	Computer/ Laptop	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
2.2	Info Tech Equipment/,Data Card	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
2.3	If any other specify	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
3	Store		
3.1	Telecommunications Equipment, Telephone,	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
3.2	Mobile	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
3.3	SIM card , Data card, Pen drive	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
3.4	Business Card,	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
3.5	Office Keys	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
3.6	If any other specify	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
4	Library (Books/ Library Card etc)	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	

5	Computer Lab	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
6	Transport		
6.1	Car keys	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
6.2	Fuel Card	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
6.3	If any other specify	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
7	Hostel/ Staff Quarter		
7.1	Electricity & Water bill,	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
7.2	Mess /Food Charges if Any	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
7.3	Maintenance Charges If any _____	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
7.4	Furniture if provided	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
8	Accounts Department		
8.1	Salary Clearance	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
8.2	If any Dues Please specify	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
8.3	Any grant / travel support?	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	

9 DEPARTMENT HEAD

It is certified that all the exit requirements for the individual have been satisfied.

Department Head Signature	Dept Head Name	Date

.....
Dean
(Signature with date)

This completed form should be submitted to HR department for the individual's permanent Personnel File.

HR Use ONLY	
--------------------	--

5.1 TRAVEL & DAILY ALLOWANCE RULES**5.1.1 PREAMBLE:**

Travel on official business should be carried out with utmost economy consistent with the basic requirement of dignity, hygiene and security of the staff member on tour. These rules have been laid down to ensure consistency of administrative decisions in sanctioning tours and authorizing reimbursement of travel, boarding & lodging and other incidental expenses. The general principle implicit in the rules has been that allowances are in the nature of reimbursement of actual expenses and should not become a source of income.

5.1.2 ELIGIBILITY:**5.1.2.1 CLASS OF TRAVEL:**

A. The University employees are eligible to the class of travel indicated in the following table:

Category	Category of Staff	Eligibility
I	Vice-Chancellor	First Class AC by train (including Shatabdi Express), Economy Class by Air.
II	Pro-Vice-Chancellor, Registrar, COE, Dean, F.O.	First Class AC by train (including Shatabdi Express), Economy Class by Air.
III	Professor, Associate Professor and equivalent	Second Class AC by train or Chair Car in Shatabdi Express, Economy Class by air for journeys beyond 500 kilometers.
IV	Assistant Professor/ Asstt. Prof. (Sr. Scale) / Administrative Officers and Equivalent	First Class Ordinary, AC (three tier) by train or AC Chair Car in Shatabdi Express
V	Sr. Executive Asstt., Executive Asstt. and equivalent	Sleeper Class by Train or by public Transport
VI	Office Assistants and equivalents	Sleeper Class / Second Class (ordinary) by train or Public Transport Bus
VII	All attendants	Second Class (ordinary) by train or Public Transport Bus

B. JOURNEY BY ROAD

Journey by road in private car is allowed to members in categories I,II and III and the reimbursement is limited to the following rates:

Distance Covered	Petrol Vehicles (Rs. Per kilometer)	Diesel Vehicles (Rs. Per kilometer)
Distance up to 500 kilometers	Rs. 10.00	Rs. 08.00
Distance of more than 500 kilometers	Rs. 08.00	Rs. 06.50

For other categories, the reimbursement is limited to the actual fare charged by public transport buses or Rs. 3/- per kilometer whichever is less.

5.1.3 DAILY ALLOWANCE RULES:

The limits of lodging and boarding allowances shall be as under:

A. Employees in categories I, II, III

Place	Lodging allowance (Rs. per day)	Daily Allowance (Rs. per day)	Composite Allowance (Rs. per day)
Metro Cities	5000	1000	1500
State Capitals other than metros	3500	750	1250
Other places	2500	650	1000

B. Employees in category IV

Place	Lodging allowance (Rs. per day)	Daily Allowance (Rs. per day)	Composite Allowance (Rs. per day)
Metro Cities	3000	700	1000
State Capitals other than metros	2000	500	800
Other places	1000	400	600

C. Employees in other categories

- (i) Daily Allowance : Rs. 400/- per day
- (ii) Lodging Allowance : Rs. 250/- per day
- (i) Composite Allowance : Rs. 500/- per day

Note:

1. Lodging expenses are admissible on the basis of actual, supported by vouchers and are subject to limits prescribed in (A) (B) and (C) above.
2. Daily allowance includes expenses on food and laundry.
3. Composite allowance includes lodging and daily allowances and is in lieu thereof.
4. Lodging allowances do not include taxes. The taxes paid are reimbursed on actual basis.

5.1.4 LOCAL TRAVEL:

Reimbursement of expenditure on local travel while on tour will be limited to the following:

(i)	Category I and II	:	Actual hire charges for a full taxi on daily basis
(ii)	Category III and IV	:	Actual hire charges for point to point taxi
(iii)	Category V	:	Actual expenses for hiring three wheelers
(iv)	Category VI & VII	:	Bus fare/ Shared Taxies / Shared Three Wheelers subject to a limit of Rs. 120/- per day.

5.1.5 GENERAL INSTRUCTIONS:

- (i) The Vice-Chancellor shall be the Controlling Officers for authorizing his own tour programmes. The tour programme of the PVC, Registrar, COE and Deans shall be sanctioned by the Vice-Chancellor. The Registrar shall be the Controlling Officer in all other cases.
- (ii) Tour expenses shall be settled within one week of the return from the Official journeys.
- (iii) The Controlling officer(s) may authorize advance to the extent of 75% of the expected expenditure.
- (iv) Expenses incurred on official telephone calls will be reimbursed on actual basis on certification.
- (v) Tour should be undertaken only after authorization by the controlling officer.
- (vi) Journey should be undertaken by the shortest available route.

5.2 USE OF STAFF CAR BY THE INCUMBENTS OF TOP POSTS:

5.2.1 PREAMBLE:

There is hardly any provision in the University rules on the use of staff car and the designations the incumbents of which shall be provided with a Staff Car. The ambiguity of the language especially with regard to 'what constitutes official use' has spawned practices which make it difficult to regulate and account for the use of the facility. It is in this context that following rules have been laid down for the University.

5.2.2 OPTIONS AVAILABLE:

The Officials Entitled to a Staff Car Shall have the following options:

5.2.2.1 STAFF CAR WITH DRIVER:

The facility under this option will comprise a car of the type mutually agreed upon owned and maintained by the office along with an employee driver. Under this option, the incumbent will be entitled to private use to the extent of 1000 Km. in a month on payment of Rs 500/- per month. Any private journey beyond 1000 Km. per month will be charged at the rate of Rs.5/- per Km.

5.2.2.2 CAR OWNED BY THE INCUMBENT:

Under this option, the incumbent will be entitled to a monthly payment of 2.0 % of the cost price of the car owned and maintained by him as reimbursement of costs on account of depreciation, interest, insurance and routine maintenance. In addition, salary of the driver, cost of fuel, toll tax and parking charges, whenever applicable, shall be paid by the University subject to a ceiling of Rs 20,000/- p.m. Provision relating to private use of car will remain the same as contained in 4.2.2.1 above. The incumbent will have freedom to buy the type of car he likes within the range approved for the position he holds.

5.2.3 EXTENSION OF FACILITY TO INCUMBENTS OF OTHER POSTS:

Notwithstanding the above provisions, the facility of staff car may, by a special order, be extended to incumbents of other posts. In such cases, the facility will be limited to the following.

5.2.3.1 The incumbent will ordinarily use his own car for journey between his residence and office and the University will reimburse actual expenses on fuel limited to ceiling mutually agreed.

5.2.3.2 The ceiling referred to in 4.2.3.1 above will be determined on the basis of distance between the residence and the office.

5.2.3.3 In case the car is used for any other official journey, the incumbent will be entitled to the reimbursement of the actual cost of fuel calculated on the basis of average consumption per km. Toll taxes and parking charges, if any, will also be reimbursed.

5.2.4 MAINTENANCE OF RECORD:

The incumbents covered under Clause 2.0 will ensure that a log book is maintained in which details of journey undertaken by him will be recorded by the driver and duly signed by the incumbent on daily basis. The log book will be subject to audit.

5.2.5 GENERAL:

The staff car shall be driven by the driver detailed for duty or the incumbent himself. No other person shall be authorized to drive the car.

Amended as per 10th EC, 19.09.2015