



# VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

## **SERVICE RULES MANUAL**

This Service Rules Manual is an instrument to ensure that the code of conduct of our Staff reflect the values that stands for its commitment to Excellence in all spheres - Education, Research, Human Resource Management, interaction with society and community.

VMRF – DU reserves the right to add, delete, or modify the rules, policies and procedures in this manual, as it deems appropriate. Any change in the rules, policies and procedures, however, must be approved, in writing, by the Board of Management and promulgated by the Competent Authority.

A copy of this Service Manual will be made available to all Staff on appointment. The Staff will be notified of revisions as rules, policies or procedures change. Notices will be distributed through the campus mail system (including email) and posted on bulletin boards.

This Service Manual provides broad service rules and regulations for Staff. However detailed codes and standard procedures are available with the University for reference.



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<b>Service Rules Manual</b>	<b>Version 1.1</b>
<b>Revision Date</b>	29 <sup>TH</sup> May 2020
<b>Prepared By</b>	HR Department
<b>Reviewed By</b>	Registrar
<b>Approved By</b>	Vice Chancellor



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## 2 PREAMBLE

Vinayaka Missions had its inception in the year 1981 with the establishment of the Thirumuruga Kirupananda Variyar Thavathiru Sundara Swamigal (TKVTSS) Medical Educational and Charitable Trust.

In the year 2001 the "Deemed to be University" status was conferred by The Ministry of Human Resources Development, Government of India, with the recommendations of the UGC Under Section 3 of the UGC Act, 1956 as an acknowledgement of its excellence, satisfaction of the highest level of academic standards and best infrastructural facilities provided to achieve preeminence in education and by virtue of this recognition, Vinayaka Missions transcended to becoming **Vinayaka Missions Research Foundation (VMRF)** as the 48th University in India.

### **3 VISION & MISSION OF THE UNIVERSITY**

#### **3.1 VISION**

To achieve excellence in education and make education as a tool for social change for the betterment of the society.

#### **3.2 MISSION**

To spread education globally in the fields of Medicine, Dental, Paramedical, Homeopathy, Engineering, Management and Basic Sciences.

#### **3.3 QUALITY POLICY**

Vinayaka Mission's Research Foundation (Deemed to be University) Strives to

- Prepare the students with knowledge, skill and competence to stand up to any challenges in the spheres of Medicine and its allied fields, Dentistry, Engineering and Technology, Management, Basic Sciences and Humanities and expose them to the changing global trends of knowledge and technology.
- Grow as an institution of Excellence internationally and improve continually to match the needs of global challenges and trends in all spheres.



## **4 INTRODUCTORY NOTE AND DEFINITIONS**

### **4.1 Short Title and Commencement**

#### **4.1.1 Name**

This document shall be called as Service Rules Manual.

#### **4.1.2 Applicability**

- It shall come into force from the date of its adoption & subsequent revisions of this document by virtue of a resolution passed by the Board of Management of VMRF – DU and will be applicable to all Staff of VMRF - DU.
- In the case of persons appointed on honoraria, or on a part time basis, or on contract, the applicability of this manual shall be subject to such special terms and conditions as may be decided by the Board of Management from time to time.
- It shall not apply to Staff under deputation to the University from the government or any other organization, who shall be governed by the terms of deputation. A Staff, who is appointed on contract basis, is specifically excluded from the purview of this manual by the Board of Management.
- The Code of Conduct shall apply to all without exception.

#### **4.1.3 Interpretation**

In case of contradictory interpretations, the BoM of VMRF – DU shall give the authoritative interpretation, and its decision shall be final.

#### **4.1.4 Delegation**

Powers may be exercised or delegated under this manual after approval by the BoM. The powers already delegated by the BoM to the different functionaries shall be deemed to have been delegated also under this manual.

### **4.2 Definitions**

“Act” means the University Grants Commission Act, 1956 [Act 3 of 1956].

“Academic Council” means the Academic Council of the Vinayaka Mission’s Research Foundation.

“Administrative staff” refers to all staff members categorized as administrative staff vide clause 3.3.1 of the service rules

“Authority” means the statutory authorities and bodies of Vinayaka Mission’s Research Foundation as prescribed in these rules and as may be further declared by the deemed to be university from time to time.

“Board of Management” means the Board of Management of the Vinayaka Mission’s Research Foundation.

“Board of Studies” means the Board of Studies of Vinayaka Mission’s Research Foundation.

“Campus” means premises of the Institution Deemed to be University, wherein its facilities, faculty, staff, students and its Academic Departments are located in a city/town/village in India and/or abroad.

“Chancellor” means the Chancellor of Vinayaka Mission’s Research Foundation.

“Commission” means the University Grants Commission (UGC).

“Category” means the category of Institution Deemed to be University under the University Grants Commission (Categorization of Universities (only) for the Grant of Graded Autonomy) Regulation, 2018 and “Category I” and “Category II” shall be construed accordingly.

“Constituent Institution” means an institution operating under the administrative academic and financial control of the university and declared as such under the notification.

“Constituent Unit” means unit(s) of the Institution declared as an Institution of the Deemed to be University.

“Deemed University” means “Vinayaka Mission’s Research Foundation” as declared by Notification No. F.9-17/93-U-3 dated 12.03.2001 of Ministry of Human Resource Development, Government of India comprising of its constituent units, constituent institutions, faculties, departments, schools, off campuses and off shore campuses.

“Staff” means the Staff of Vinayaka Mission’s Research Foundation -DU.

“Expert Committee” means a Committee consisting of academics or other experts in the relevant fields of knowledge or practice nominated or constituted by the Vinayaka Mission’s Research Foundation or any of its Authority for different purposes.

“Finance Committee” means the Finance Committee of Vinayaka Mission’s Research Foundation.

“Finance Officer” means Finance Officer of Vinayaka Mission’s Research Foundation.

“Government” means, unless the context so specifies, means the Central Government of India.

“Institution” means an institution of higher education engaged in teaching and research at the undergraduate, post-graduate or higher levels.

“Institution Deemed to be University” means an institution of higher education so declared, on the advice of the Commission, by the Government under Section 3 of the Act.

“Managing Trust” means Vinayaka Mission’s Research Foundation.

“NAAC” means National Assessment and Accreditation Council, GOI.

“NBA” means National Board of Accreditation, GOI.

“NIRF” means National Institutional Ranking Framework.

“Necessary Infrastructure” means infrastructure as required under the norms of concerned Statutory Body/Commission.

“Notification” means a notification issued by the Government in the Official Gazette declaring an institution of higher education, as an Institution Deemed to be University under Section 3 of the Act.

“Off-Campus Centre” means a centre of the Institution Deemed to be University, approved by the Government and situated beyond its Campus within India.

“Off-Shore Campus” means a centre of the Institution Deemed to be University approved by the Government and situated beyond its campus outside India.

“Prescribed” or “Specified” or “Authorized” or “Nominated” means prescribed, specified, authorized or nominated under MoA of the Institution Deemed to be University or under the relations or executive instructions of the BoM or the Vice-Chancellor as the case may be.

“Pro-Chancellor/s” means the Pro-Chancellor/s of the Vinayaka Mission’s Research Foundation.

“Registrar” means the Registrar of Vinayaka Mission’s Research Foundation.

“Research Centre” means organization established and maintained by Vinayaka Mission’s Research Foundation for research and/or innovation activities.

“Selection Committee” means Selection Committee of Vinayaka Mission’s Research Foundation.

“Sponsoring body” means “Thirumuruga Kirupananda Variyar Thavathiru Sundara Swamigal Medical Educational and Charitable Trust.

“Statutory Body” means a body constituted under any law for the time being in force for determining or maintaining standards of quality in the relevant areas of higher education such as the All India Council for Technical Education (AICTE), Medical Council of India (MCI)/National Medical Commission (NMC), Dental Council of India (DCI), National Council for Teacher Education (NCTE) Bar Council of India (BCI), Indian Nursing Council (INC), Central Council of Homeopathy (CCH), Rehabilitation Council of India (RCI), Pharmacy Council of India (PCI) or any other such regulatory body established under an Act of Parliament.

“Teacher” means a Staff at the levels of Professor, or Associate Professor or Assistant Professor or Lecturer or Reader and includes adjunct faculty, visiting faculty and/or equivalent positions.

“University” means a University defined by the University Grants Commission Act, 1956.

“Vice Chancellor” means Vice Chancellor of Vinayaka Mission’s Research Foundation – Deemed to Be University.

### **4.3 Staff Category**

All Staff members of Vinayaka Missions University are grouped into two categories viz.



### **4.3.1 Academic Staff:**

- Teaching Staff, can be referred as Faculty hereafter
- Research Staff, can be referred as Research Faculty hereafter

### **4.3.2 Non Academic Staff**

- Administrative Staff, can be referred as Non Teaching Staff hereafter
- Technical Staff, can be referred as Non Teaching Staff hereafter
- Support Staff, can be referred as Non Teaching Staff hereafter

## **4.4 Posts under each category**

### **4.4.1 Teaching Staff**

Professor of Eminence, Senior Professor, Professor, Additional Professor, Associate Professor, Assistant Professor (Selection Grade), Assistant Professor (Senior Grade), Assistant Professor, , Visiting Professor, Visiting Faculty, or other equivalent position.

### **4.4.2 Research Staff**

Director- Research, Deputy Director, Research Scientist, Research Associates or other equivalent position.

### **4.4.3 Administrative Staff**

Registrar, Controller of Examinations, Deputy Registrar, Finance Officer, Assistant Registrar, Superintendent, Accountant, Human Resources Manager, Senior Assistant, Junior Assistant, Typist, Stenographer, Telephone Operator, Record Clerk and others equivalent positions.

Director, Deputy Director and Assistant Director, Librarian, Deputy Librarian, Assistant Librarian, Medical Staff, Placement and Training Officer Student Counsellor and other equivalent staff.

### **4.4.4 Technical staff**

Selection Grade Technician, Senior Technician, Technician, Assistant Technician, Nursing staff, System Analyst cum Operator and Library Assistant, Lab Assistant, Scientific officers, or other equivalent positions.

### **4.4.5 Support staff**

Housekeeping supervisor, Housekeeping assistants, Hospital support Staff, Maintenance staff, Transport Staff or other equivalent positions.

## **4.5 Cadre Strength**

### **4.5.1 Teaching Staff**

The strength of teaching faculty in each Department is fixed taking into account the UGC and other statutory council's guidelines, programs offered and the strength of students in the Department as decided by BoM.

### **4.5.2 Administrative staff**

The strength of administrative staff is as sanctioned by the competent authority, taking into account the administrative workload of the University.

### **4.5.3 Technical staff**

The strength of Technical staff is sanctioned by the competent authority, taking into account the workload of the University.

## **5 RECRUITMENT AND ELIGIBILITY CRITERIA**

At VMRF – DU, we are looking for individuals who are committed to teaching, research and consultancy, who are prepared to share our vision of building VMRF – DU into a centre of Education excellence. We provide equal employment and advancement opportunities to all individuals, employment decisions in VMRF – DU will be based on merit and qualifications.

### **5.1 Academic Staff**

- The University shall normally adopt the designations, minimum qualifications and experience prescribed by the UGC, AICTE, MCI, and other statutory councils, etc. for recruitment/promotion for its teaching staff/academic staff.
- Board of Management shall, from time to time, prescribe the minimum qualifications and experience in respect of such positions, keeping in view the recommendations of the UGC, AICTE and other statutory councils for similar positions if any.

### **5.2 Non Academic Staff**

- The University shall normally adopt the minimum qualification and experience prescribed by UGC for eligibility for consideration for recruitment/promotion for its non-academic posts.
- Board of Management shall, from time to time, prescribe minimum qualification and experience in respect of positions keeping in view the recommendations of the UGC & other bodies for similar positions if any.

## **6 NEW STAFF ORIENTATION**

Orientation is a formal welcoming process that is designed to make the new Staff feel comfortable, make him/her informed about the University and be prepared for their position. New Staff orientation is conducted by Human Resources and includes an overview of the history, an explanation of core values, vision, and mission; goals and objectives of the University.

Staffs are presented with all codes and procedures needed to navigate within the workplace and are expected to complete any necessary paper work. The Head of Department/ Designated Officer then introduces the new Staff's throughout the University, reviews his/her job description and scope of position, explains the evaluation procedures, and helps the new Staff to get started on specific functions. The new Staff will also have an opportunity to chat informally with the Heads of Departments to gain an understanding of what value each of the Departments bring to the table.

## **7 CODE OF CONDUCT**

### **7.1 Introduction**

The work rules and standard of conduct are important, and the University regards them seriously. Effective discharge of duties implies acceptance of a certain standard of conduct by all members of staff. Further, it is important that the staff be aware of the violations which can lead to formal disciplinary proceedings being initiated against them, particularly those violations deemed to be gross misconduct.

#### **7.1.1 General Norms**

- Every Staff shall, at all times, maintain integrity and devotion to duty, and also be honest and impartial in his/her official dealings.
- A Staff shall, at all times, be courteous in his/her dealings with other members of the staff, students and members of the public.
- Unless otherwise stated specifically in the terms of appointment, every Staff is a full-time Staff of the University, and may be called upon to perform such duties as may be assigned to him/her by the Competent Authority, beyond scheduled working hours and on closed holidays and Sundays. These duties inter-alia shall include attendance at meetings of committees, to which he/she may be appointed by the University,
- A Staff shall be required to observe the scheduled hours of work, during which he/she must be present at the place of duty.
- Except for valid reasons and/or unforeseen contingencies no Staff shall be absent from duty without prior permission.
- No Staff shall leave station except with the prior permission of proper authority, even during leave or vacation.
- Whenever leaving the station, a Staff shall inform Competent Authority to which she/he is attached, the address where she/he would be available during the period of her/his absence from station.

#### **7.1.2 Attendance / Timekeeping and Punctuality**

Accurately recording the time worked is the responsibility of every Staff. Time worked is the time actually spent on a job(s) performing assigned duties. Faculty is expected to work and comply with regular hours on working days which are non class days.

Every Staff is expected to record the time of her/his arrival and departure at the work place. Authorized personnel will review time records each week. Any changes in the Staff's time record must be approved by her/his Head of the Department / Designated Supervisor. Questions regarding the timekeeping system should be directed to the appropriate authority.

#### **7.1.3 Absence from Duty**

- A Staff shall not absent herself/himself from her/his duties without having first obtained the permission of the Head of the Department / Designated Officer , nor shall absent herself/himself in case of sickness or accident without submitting medical certificate within three days of such absence. In case of temporary Indisposition the production of a medical certificate may be dispensed, at the discretion of the Designated Officer.



- A Staff who absents herself/himself from duty with leave or overstays her/his leave, except under circumstances beyond her/his control for which she/he must tender satisfactory explanation, shall not be entitled to draw any pay and allowance for overstay.
- All such unauthorized absence would be treated as misconduct and the Staff shall further be liable to such penalties for the misconduct as the Head of the Institution / Designated Officer may deem fit.
- The period of such absence or overstay, if not followed by termination of services or dismissal under the rules, shall be treated as leave with loss of pay or half-pay-leave as the Designated Supervisor or concerned official may determine.
- A Staff who is in charge / custody of stores and designated as 'Store Keeper' or by whatever name, in charge of cash and designated as 'Cashier / Accountant' or by whatever name or who keeps watch over the property of the University designated as 'Watchman/Security Guard' or by whatever name, shall not remain absent from duty without sanction of such leave or prior written permission of the Designated Officer, who shall make alternative arrangement before permitting the Staff to avail of leave or remain absent from duty
- A Staff who is late in attendance, unless she/he has given prior information to the Designated Officer, shall in addition to such penalties as may be imposed by the Designated Officer, forfeit one day casual leave/earned leave for every three days of late attendance in a month.

#### **7.1.4 Hours of Attendance**

The Competent Authority shall notify the office hours from time to time. A Staff may be required to work beyond office hours if the business of the University so demands.

#### **7.1.5 Attendance Register**

Every Staff is required to record the time of arrival at and departure from the place of work in the manner prescribed.

#### **7.1.6 Review of Attendance**

At the close of the month the position with regard to the punctual attendance, late attendance or otherwise will be reviewed by authorized official.

#### **7.1.7 Issue Resolution**

The University values an environment that is open and respectful for all. It is extremely important that Staff are treated fairly and that they receive prompt responses to issues complaints that may arise in the course of their employment. Staff and supervisors are expected to make even reasonable attempt to work together in resolving problems.

When issues arise between a Staff and his / her Head of the Department / Designated Officer , it is ideal if resolution can be reached directly by the parties involved. When this is not possible, the issue may be raised with the next level of authority. When necessary, a final response will be provided by the office of the Vice Chancellor.

### 7.1.8 Staff Communication

- STAFF / FACULTY MEETINGS

Staff/ faculty meetings will be held once a month or as decided by the Competent Authority. These informative meetings allow Staff to be informed on recent activities, changes in the workplace and Staff recognition.

- BULLETIN BOARDS

Bulletin boards placed in designated areas provide Staff access to important information and announcements. The Staff is responsible for keeping himself / herself abreast of necessary information on the bulletin boards

### 7.1.9 Professional Image

- Every Staff represents the University when interacting with students, visitors, and other Staff. The University expects Staff to report to work neatly and dressed appropriately for the job.
- Staffs with concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their Head of the Department / Officer. Staff can raise concerns and make reports without any fear.

### 7.1.10 Non Disclosure

- The protection of confidential information & secrets is vital to the interests and success of the University. Such confidential information includes, but is not limited to, compensation data, financial information, pending projects and proposals, personnel files, on-going research work, details of research/pending patents. All staff shall sign a Non Disclosure Agreement at the time of joining the services of the institution.
- Staff who improperly use or disclose secrets or confidential business information shall be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

### 7.1.11 Confidentiality

The University respects the individual's right to privacy and, to the extent possible, preserves confidentiality of Staff data and employment information.

### 7.1.12 Personnel Data Changes

It is an important responsibility of each Staff to promptly notify the Administrative Office of any changes in personal data such as:

- Legal name
- Change in marital status
- Personal mailing address
- Home telephone / mobile number
- Number and name(s) of dependents

- Individual to contact in case of emergency
- Any other personal information needed for income tax, benefits, or other employment purposes.
- This notification should occur within 30 days following the change.

### **7.1.13 Scope of a Staff's Service**

Unless it is otherwise distinctly provided, a Staff is fulltime at the disposal of the University, and she/he shall serve the University in such capacity and at such places as she/he may, from time to time, as directed.

### **7.1.14 Use of Uniforms and Identity Cards**

The Campus Identity Card (ID) provides access to a variety of resources at the University. It is required for all staff and currently enrolled students at the University. The ID card is the property of the University and must be presented upon the request of an appropriate University official, and may be revoked at any time by the University. Certain categories of Staff may be required to wear uniforms.

### **7.1.15 Misconduct**

Without prejudice to the generality of the term 'misconduct', the following acts of omission and commission shall be treated as misconduct:

### **7.1.16 Major Misconduct**

- Theft, fraud or dishonesty in connection with the business or property of the University or property of another person within the premises of the University. Taking or giving bribes or any illegal gratification.
- Furnishing false information regarding her/his name, age, father's name, qualifications, caste, ability or previous experience or services or any other matter relevant to the employment at the time of employment or during the course of employment. Furnishing confidential business information/ trade secrets to any agency outside the University including print and electronic media. Acting in a manner prejudicial to the interest of the University. Willful insubordination or disobedience whether or not in combination with others of any lawful and reasonable order of his superior. Causing damage to work in progress or to any property of the University either willfully or through negligence. Gambling within the premises of the University.
- Collection without the permission of the competent authority of any money within the premises of the University except as sanctioned by the authorities. Commission of any act which amounts to a criminal offence involving moral turpitude. Commission of any act subversive of discipline or of good behavior
- Abetment or attempt at abetment of any act which amounts to misconduct. Unauthorized communication of information.
- Gross unprofessional conduct with respect to a Staff or student (e.g. sexual harassment). VMRF aims at creating an environment free from sexual harassment and other acts of gender related violence.
- Striking work alone or in combination with other Staff or inciting them to strike work in contravention of the provisions of any law or rules having the force of law. Anyone found to be engaging in unlawful discrimination/ misconduct will be subject to disciplinary action.

### **7.1.17 Minor Misconduct**

- Absence without leave or over-staying the sanctioned leave for more than three consecutive days without sufficient ground or proper/satisfactory explanation.
- Habitual late or irregular attendance.
- Negligence of work in performing duty including maligning or slowing down of work.
- Interference or tampering with any safety devices installed in the premises of the University
- Drunkenness or riotous or disorderly or indecent behavior in the premises of the University or outside such premises where such behavior is related to or connected with the employment
- Improper use of amenities supplied to facilitate the discharge of her/his duties.
- Canvassing or putting outside influence to further her/his interest.
- Smoking or use of drugs within the premises of the University

The above instances of misconduct are illustrative in nature and not exhaustive. The punishment for proved charges of misconduct shall depend upon the gravity of the offence and its consequential effect. The terms and conditions of appointment as contained in the service agreement/letter of appointment/code of conduct of the Staff are supplementary to these norms of conduct and will apply conjointly.

### **7.1.18 Gifts**

With reference to her/his employment in the University, no Staff shall, except with the prior sanction of the Competent Authority, accept or permit her/his spouse or any other member of her/his family to accept from any person other than relations any gift of more than Rupees Five thousand only.

### **7.1.19 Private Trade or Employment**

No Staff shall, except with the prior permission of the Competent Authority, engage directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his/her official assignments.

### **7.1.20 Vindication of Acts and Character of Staff**

- No Staff shall, except with the prior sanction of the Competent Authority, have recourse to any court of law or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.
- Provided nothing in this rule shall be deemed to prohibit a Staff from vindicating his/her private character or any act done in private capacity.

### **7.1.21 Part Time Work for Outside Bodies**

No Staff shall undertake any part-time work from any private or public body or a private person or accept fee thereof, without the sanction of the Competent Authority.

### **7.1.22 Use of Unpublished Documents**

No Staff shall make use of unpublished documents or letter of the University for communication to the public, press or to unauthorized persons whether official or not, without prior sanction of Competent Authority.

### **7.1.23 Removal of Files from Office**

No file / document / paper / software programs/ digital data or any material belonging to the institution shall be removed outside the office premises by any Staff unless permitted by the Competent Authority in writing.

### **7.1.24 Staff arrested for Debt or Criminal Charge**

A Staff who has been in police/judicial custody for 48 hours or more shall be suspended forthwith, and/or dismissed from service, after appropriate enquiry, as approved by Competent authority.

### **7.1.25 Faculty Student Interaction**

Faculty will mentor students in their professional capacity as Teacher, Counselor and Guide. An environment of mutual respect, collegiality, fairness, and trust is essential. Although both faculty and students bear significant responsibility in creating and maintaining this environment, faculty also bears particular responsibility with respect to their evaluative roles pertaining to student work and with respect to modeling appropriate professional behavior, Faculty must be ever mindful of this responsibility in their interactions with students, whose education has been entrusted to them. Any infringement of the sanctity of teacher-student relationship shall be subject to disciplinary action by the Disciplinary Authority

### **7.1.26 Protect VMRF – DU Assets**

All University physical and digital assets in the care of Staff must be protected from loss, damage, misuse or theft. All University physical and digital assets must be used strictly in accordance with administrative norms.

### **7.1.27 Limitations**

This Service Manual does not cover every situation that may arise; however it establishes principles to be followed by all Staff. The Code is designed to give a broad and clear understanding of the conduct expected by VMRF – DU staff.

## **8 BROAD RESPONSIBILITIES OF ACADEMIC & NON ACADEMIC STAFF**

### **8.1 General Guidelines:-**

- The Faculty Member should come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.
- All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
- The work load of all the staff shall be fixed by the institution. .
- The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.
- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Head of the institution. .
- Faculty Members are required to focus on capacity building and should publish text books, research papers in reputed International / Indian Journals / Conferences.
- The Faculty Member must strive to prepare him/ herself academically with internal and external training programs to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.
- Forming Groups of any kind that is detrimental to the work discipline should be absolutely avoided. Faculty Members found indulging in such activities will be subjected to disciplinary proceedings.

### **8.2 In- Department**

- The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
- The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests and area of specialization
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / HOI / University/ Administrator in academic, co-curricular or extracurricular activities.
- Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted everyday in the software as soon as the classes/laboratory hours are over.
- Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance by HOD /HOI and with proper alternate arrangements made for class / lab. In case of emergency, the HOD and tutor must be informed with appropriate alternate arrangements suggested.
- The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.

### 8.3 In Class Room Teaching

- Once the subject is allotted, the Faculty Member should prepare the lecture and hour wise lesson plan.
- The Faculty Member should get the lesson plan and course file - approved by HOD and HoI.
- The course file is an official record, a compilation of the planning and execution of teaching/learning activities, carried out throughout a semester in an academic year for a particular subject .The course file consists of preface, previous year university question papers, notes, hand outs, PPT, test/exam question papers, three model answer scripts for each test/exam (top, middle and bottom), Assignment plan, topics and copy of assignment, feedback analysis report etc. The teaching faculty has to get verified their course file by their HOD at least once in a month and submit it to the concerned HOD within three weeks of the last instruction day of the concerned semester.
- The Faculty Member's Diary must be regularly updated and put up for inspection by HOD/Principal as the case may be.
- The Faculty Member should go to the class at least 5 minutes before and enter the class without delay.
- The Faculty Member should engage the full period and should not leave the class early.
- Attendance must be taken for each lecture/practical/tutorial preferably at the beginning of each lecture/practical/tutorial. Absence shall be indicated by 'A'. For every hour the student is present, attendance is marked cumulatively in the attendance register and at the attendance software.
- The Faculty Member should make use of PPT, Models etc., as teaching aids. The Faculty Member should encourage students asking doubts / questions.
- The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.
- The Faculty Member should take care of academically backward students and pay special attention to their needs in special classes.
- In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least in week in advance of actual class.
- The Faculty Member should interact with the class tutor or counselor and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.
- The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.
- The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.
- The Faculty Member should make himself/ herself available for doubt clearance.
- The Faculty Member should motivate the students and bring out the creativity / originality in the students.

### 8.4 In Laboratory

- The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- Whenever possible, additional experiments to clarify or enlighten the students must be given. The lab observations/records must be corrected then and there or at least by next class.
- Allow the students inside the lab only on submission of the required records written up to date.
- To give crystal clear instructions.
- To attest the readings of the experiment. To let the students know the percentage of error he/she commits for every experiment.
- To sign the manual /rough record before the end of each practical class.
- Faculty conducting practical's / projects shall be responsible for the respective labs during their practical hours.

- Faculty shall follow the guidelines/instructions as prepared by the Lab in- charge. However, faculty can suggest changes in these matters with the consent of the HOD.
- In order to prevent theft, faculty members are advised to take the following action. Before starting the practical's/projects, students shall be asked to check the PCs/equipments etc. and report in case of any missing items/irregularity to the lab In-Charge.
- As far as possible, allot the same PC to the same individual/same group of students (in case of projects).
- Students shall not be permitted to carry bags into the labs.
- In case of any missing/damaged item, the matter shall be immediately reported to the Lab In-Charge.

## 8.5 Student – Faculty Rapport

- The Faculty Member should have a good control of students.
- As soon as the Faculty Member enters the class, He / She should take attendance by calling their Name. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late-comers, the teacher should try to correct the student through personal counseling and if it does not being any change the student must be directed to meet the class in charge and HOD.
- Faculty Member should act with tact and deal with insubordination by students maturely.
- The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of students
- To help students in their pursuit of knowledge and to maintain a close watch and build rapport with students and parents.
- To ensure that every student is well supported to fulfill his/her learning potential
- In order to monitor the progress and quality of students, appraise them and consult their parents.
- To encourage the students to learn beyond the syllabus contents. Give awareness to students about the rules of attendance (general), Industrial Visits, sports, leave etc.
- To maintain student discipline in the class as per the college policies.
- To keep track of students' attendance and to ascertain whether there is any correlation between their attendance and performance.
- Address students queries. Meeting the parents of students, especially defaulters.
- To inform the HOD about making alternative arrangement for lectures and practicals when a faculty is absent.
- To produce and update student handbook, department brochure for placement/consultancy and updating of information on college website pertaining to the Class
- To lead an effective induction program and value added course for students in consultation with HOD.
- Co-operate with the college discipline committee and management in matters affecting general discipline and workplace ethics.
- Arrange PTA meetings and all common functions of the college to represent the class.
- Take charge of any special projects assigned by the management from time to time.
- Make sure students of the department are regularly attending class and coming to the college in time in proper uniform.
- To arrange industrial visits and guest lecturers for students to improve their learning experience in consultation with HOD
- To encourage the students to participate in technical competitions conducted outside the college.
- To maintain the desired academic standards in the assignments and tests administered in the class



## 8.6 Faculty Alumni Relationship

- Faculty should promote interaction amongst the Alumni members and improve engagement between the Alumni and the Institution.
- Faculty shall focus to encourage, promote and facilitate education and research and other activities of the Institution
- Faculty should strive to foster strong bonds between alumni, students and the Institution

## 8.7 Workload Norms

### 8.7.1 Working hours of Academic Staff

All full-time faculty members should perform a minimum of 40 hours of work per week for the University. The University has the right to fix the working hours and days depending upon the exigency.

The 40 hours is only the minimum, but a faculty member is expected to devote more time in connection with execution of sponsored and funded projects, consultancy work, continuing education, summer courses, etc.,

The minimum working hours may vary in the case of part-time and visiting faculty depending upon their condition of employment.

Teaching-contact workload

Of the minimum workload of 40 hours per week, the teaching-contact hours for different categories of faculty members are as follows:

Lecturers	-	22 hours/week
Assistant Professors	-	20 hours/week
Associate Professors	-	16 hours/week
Professors	-	14 hours/week
Deans/Principal/Director/HOD	-	10 hours/week

The above mentioned is only minimum contact hours be assigned by the concerned HOI. However, the faculty member is expected to devote his/her time for research, lesson preparation, valuation of test/assignment etc. He/she shall be present in the department during the working hours of the institution, unless, otherwise he/she goes on other official duties with prior permission from the concerned authority.

A faculty member shall follow detailed instructions issued in this regard from time to time by the Institution and University.

### 8.7.2 Workload of Non- Academic Staff

A full time technical staff should perform a minimum of 40 hours of work per week for the University. The University has the right to fix the working hours and days depending upon the exigency.

The 40 hours is only the minimum, but a technical staff is expected to devote more time to help faculty in connection with the execution of sponsored projects, consultancy work, continuing education, summer courses, etc.,

It is quite likely in some semesters, there may not be much work in a particular laboratory. Therefore, the HOD concerned will redeploy the technical staff depending on the need so that the workload is even out among the staff of the department.

## **8.8 Use of University Resources**

The University resources include, but not limited to, the use of telephone systems, data communication and networking services, university domain for electronic communication forums, computers and peripherals, data files, digital files, stationery, reprographic facilities, vehicle and other equipment, time and effort of staff, students and others.

These resources must be used only for the purposes of the University. They should not be used for personal gain, and for personal purposes, except in a manner that is incidental, and reasonable in the list of Staff's duties.

## **8.9 Faculty and Professional Career**

An unceasing effort for professional development only ensures the dignity of a faculty member. The measures that would be helpful in ensuing professionalism include,

Faculty should continuously update their knowledge through internal and external trainings, webinars. Faculty should have greater involvement in research, industrial interaction, attending of conferences, seminars, etc.

Active participation in professional bodies meant for promoting and disseminating of advances in the knowledge frontiers in the field.

Motto to Attract bright youngsters to the academic profession by making teaching more purposeful through active participation in educational planning such as program design, curriculum and syllabi development, etc.

Strict compliance to professional ethics, standards and values at all times with minimal supervision.

## **8.10 Representation and Grievance Redressal**

A faculty member should make representation of any suspected infringement or violations of applicable rules and regulations through proper channel. If for any reason, it is not appropriate to report suspected violations to the HOD / immediate supervisor (eg. The suspected infringement is by the HOD / Supervisor), the individual may go to a higher level of management within his/her school/department. The ultimate deciding authority in these matters will be the Vice-Chancellor.

Reports/representations shall be made to the grievance redressal committee furnishing factual information/evidence, for necessary redressal.

Faculty member, who is affected, should address his/her problem through proper channel to the grievance committee. If he/she is not satisfied with the committee's outcome, only then, he/she can appeal to higher authorities.

## 8.11 Academic Staff and Society

The activities of a faculty member are not only related to the University but also have a serious impact on common social interests. Therefore, the following aspects merit consideration in this regard.

- Adherence to desirable standards expected of professionals by the University.
- Participation in diverse activities of the community as a good citizen.
- Soliciting public co-operation in the promotion of educational programmes.
- Taking necessary efforts for the enrichment of educational, ethical, spiritual, cultural and intellectual life of the community.

## 8.12 Conflict of Interest/ Commitment

A faculty member owes his/her primary professional allegiance to the University and its mission to engage in the highest level of education, research and scholarship. He/she is committed to devote his/her time fully to academic, research, consultancy, extension and administration related activities. Therefore, doing private business is strictly prohibited; more so related transactions, personal work, etc., during the University working hours is strictly prohibited.

## 8.13 Academic Staff & MEDIA

No Academic staff can directly interact with any kind of Media. (Visual Media, Print media etc.) without the approval of Competent Authority

## 8.14 Whistle Blower Process

This shall apply to, and cover all faculty, staff, students, executive education program participants, and other stakeholders of the Institution. Faculty includes permanent, adjunct, visiting and guest faculty members. Staff includes permanent and contract staff, and outsourced workers. Other stakeholders include, retired faculty and staff, alumni, parents of the students, official visitors, vendors, consultants, donors, and institutional collaborators.

This is specifically meant to govern any disclosure of information which is

- in the public interest and
- in the reasonable belief of the person making the disclosure (ie the Whistle Blower) sufficiently indicates any one or more of the following 'Serious Violation' in relation to the Institution, including its teaching areas, departments, centres, and activities:

- a) Academic or professional malpractice
- b) Criminal activity
- c) Failure to comply with any laws or legal obligations
- d) Failure to comply with Regulations or Ordinances or any other applicable rules of the Institute
- e) Impropriety in official actions or ethical violation
- f) Corruption or bribery and the related seeking/offering special favours
- g) Endangering health and safety
- h) Causing damage to environment
- i) Any attempt to commit, conceal, or misrepresent on any of the above.

## **9 APPOINTMENT TO EXIT - GUIDELINES**

### **9.1 PLACEMENT, PROBATION AND SENIORITY**

#### **9.1.1 Placement of staff**

A staff member selected for appointment is ordinarily attached to the Department to which he/she was selected. Medical fitness certificate may be mandated for staff from approved hospitals.

However the Management/competent authority have the right to redeploy the staff member in any other Department in the interest of the University and depending upon the need and exigency.

#### **9.1.2 Probation**

The appointment to any post in the university shall go through probation for a period of one year. An assessment of the performance during the probation period is done and if found to be satisfactory, the services will be regularized.

In case, the performance of a staff member is not satisfactory during the probationary period, the probation of the staff member may be extended or the services terminated. The decision shall be taken on 'case by case' basis, on merit by appropriate authority

The rule of probation shall not apply to appointments made on temporary or contract or on daily wage basis.

#### **9.1.3 Seniority**

While fixing seniority of staff members in each category of post, the following rules shall be adopted.

If two or more persons are selected for appointment at the same time to a particular category of post, the selection committee shall fix the order of seniority among them according to the merit of the candidate selected and in the absence of such merit list the seniority shall be fixed as per the age of the staff member for duty in the University.

For individuals recruited on contract appointment or on temporary basis for short duration, no seniority shall be fixed.

In the case of staff member recruited on consolidated wages and subsequently absorbed in the regular scale of pay, the seniority shall be fixed only from the date of his/her permanent appointment to the post.

Notwithstanding the above mentioned policy of seniority, the Management /the competent authority can promote a junior to the next cadre, based on his/her performance and merit.

## **9.2 DUTY, PAY, ALLOWANCES, INCREMENT AND PERFORMANCE INCENTIVE**

### **9.2.1 Duty**

A staff member is considered to be on duty as per below guidelines.

- When a member is discharging the duties of the post to which he/she is appointed.
- When the member may be enjoying holidays declared by the University or vacation permitted or availing any leave sanctioned by the authority concerned.
- When the member is attending conferences, seminars, summer and winter schools, workshops, refresher courses, performing a role of examiners, orientation courses etc duly permitted by the competent authority.
- Carrying out any other work assigned to the staff member by the competent authority in the interest of the University.

### **9.2.2 Allowances**

Allowances such as Dearness Allowance (DA), House Rent Allowance (HRA) and other allowances if any shall be as fixed by the Board of Management from time to time for all regular Staff.

## **9.3 TRAVELLING ALLOWANCE (TA)**

### **9.3.1 TA / DA for travel within India**

- TA/DA will be paid to staff members for attending conferences / Seminars / Workshops and other travel for official purposes within India as per the rules given below:
- For conferences / Seminars / Workshops conducted by recognized professional bodies and National / International conferences conducted by higher learning institutes like IITs / IIMs / NITs / reputed Universities as certified by HOD.
- It is applicable for oral and poster presentation.
- Funding support could be given only once in a year for attending National Conferences.
- Faculty should also apply to funding agencies for financial support.

- Economy class airfare for travel, where the train travel is more than 18 hours. This is only for Professors. Others are eligible for train fare only.
- Train fare in AC-3 Tier including reservation subject to production of evidence.

No DA / Local conveyance will be given at either end for travel.

Accommodation has to be arranged in the hostels of the institution, wherever possible. Otherwise allowances may be provided as per existing domestic travel policy.

### **9.3.2 TA / DA for travel abroad**

- The abroad travel to attend Conferences / Seminars and Workshops and other official duties is permitted by the Vice Chancellor on the recommendation of the Registrar.
- The rules applicable for TA/DA to attend conferences and other official duties in overseas are as follows:
  - The conference in which the paper is presented should be a reputed conference, certified by the HOD & HOI concerned.
  - Papers should be for oral presentation and not for poster presentation.
  - The faculty member should apply for funding agencies to get financial assistance. (Registrar may facilitate this by providing a letter stating that the Institution will provide half the airfare and per diem allowances, subject to getting the funds from funding agencies).
  - The foreign travel is permitted, as appropriate to attend Conferences in Overseas. This requires approval from the Vice Chancellor.
  - Fifty percent (50%) of the Airfare in Economy class will be provided.
  - Actual registration fee will be paid subject to production of evidence.
  - Visa charges
- The per diem charges as per the existing domestic travel policy. The per diem charges are restricted to the days of conferences only.

## **9.4 Sanction of Increment**

### **9.4.1 For Academic Staff**

Increment to all teaching staff (faculty members) shall be sanctioned based on the Performance Appraisal inputs and shall be fixed by the Board of Management.

## **9.4.2 For Non-Teaching Staff (Administrative, Technical staff & Support Staff)**

For all staff members other than faculty members, increments will be sanctioned based on satisfactory performance report by the HOD / HoI reporting officer or supervisor. In addition to the performance report, a confidential report on the all round performance of staff members from the officers also may be taken into account for sanction of increment.

## **9.4.3 Annual increment**

The annual increment will be sanctioned once in a year i.e. 1st July or as directed by Board of Management from time to time.

## **9.4.4 Performance Incentive**

- Linking Performance Incentive to Staff's performance.
- Simplification, transparency & consistency in calculation and pay out of performance Incentive compensation
- Timely pay out to all eligible Staff
- Linkage to Individual performance/productivity
- Assessment based on the role performed
- Board of Management decision is final.

## 10 LEAVE RULES

### 10.1 LEAVE RULES

#### 10.1.1 Teaching Staff:-

Leave Type	No of Days per year	Who is eligible & what is the rule?
Casual Leave	12 days	All staff are eligible from the date of joining
Medical Leave	12 days	Should be a confirmed staff on the rolls of the Institution. Can be availed while sick and supported with a valid medical certificate.
Maternity Leave	26 weeks	Should be a confirmed staff on the rolls of the institution. During probationary period no Maternity leave is available and it shall be only on loss of pay. Restricted to two confinements only.
Vacation Leave	Summer – 20 days Winter – 10days	Should be a confirmed staff on the rolls of the institution.
Compensatory Leave in lieu of Vacation Leave	20 days	Should be a confirmed staff on the rolls of the institution. Eligible - Staff from Clinical Departments of Medical, Dental and Homoeopathy up to a maximum of 20 days.





## Other Leaves

Leave Type	No of Days per year	Who is eligible & what is the rule?
Extraordinary Leave on LOP	No limit	Should be confirmed staff on the rolls of the institution A staff member may be granted Extra-ordinary leave on loss of pay (EOL) to the extent required depending upon the circumstances. However, if the University requires the services, the staff member should rejoin duty within 3 months of the letter dispatched from the University.
Study /Sabbatical Leave	36months	Should be a confirmed staff on the rolls of the institution. Should have spent at least 2yrs in service in the institution. Leave without salary for pursuing higher studies during the Sabbatical leave period. He/She has to execute a bond upon resuming their resuming their services for a period of 3 years. Otherwise he/she shall resign from current position to proceed for higher studies without a bond.
Special leave	15days	Special Leave can be availed to attend seminars, workshops, training programs, conferences and examination duty to other universities providing proper documentary proof to the Heads of the institutions. Eligible for all staff from Day one.
Marriage Leave	15days	Should be a confirmed staff on the rolls of the institution. Marriage Leave can be availed only once in service for his/her marriage.



### 10.1.2 Non Teaching Staff

Leave Type	No of Days per year	Who is eligible & what is the rule?
Casual Leave	12 days	<ul style="list-style-type: none"> <li>All staff are eligible from the date of joining</li> </ul>
Medical Leave	12 days	<ul style="list-style-type: none"> <li>Should be a confirmed staff on the rolls of the Institution.</li> <li>Can be availed while sick and supported with a valid medical certificate.</li> </ul>
Earned Leave	15 days	<ul style="list-style-type: none"> <li>Should be a confirmed staff on the rolls of the institution.</li> </ul>
Maternity Leave	26 weeks	<ul style="list-style-type: none"> <li>Should be a confirmed staff on the rolls of the institution.</li> <li>During probationary period no Maternity leave is available and it shall be only on loss of pay.</li> <li>Restricted to two confinements only.</li> </ul>

### Other Leaves

Leave Type	No of Days per year	Who is eligible & what is the rule?
Study /Sabbatical Leave	36months	<ul style="list-style-type: none"> <li>Should be a confirmed staff on the rolls of the institution.</li> <li>Should have spent at least 2yrs in service in the institution.</li> <li>Leave without salary for pursuing higher studies during the Sabbatical leave period.</li> <li>He/She has to execute a bond upon resuming their resuming their services for a period of 3 years. Otherwise he/she shall resign from current position to proceed for higher studies without a bond.</li> </ul>
Marriage Leave	15days	<ul style="list-style-type: none"> <li>Should be a confirmed staff on the rolls of the institution.</li> <li>Marriage Leave can be availed only once in service for his/her marriage.</li> </ul>

#### Note:

- All the leaves mentioned above are not encashable.
- Only Earned Leave can be accumulated to maximum of 24 days at any point of time.
- Unutilized leave within the time limit will be ceased.
- Professor Emeritus, Contract employees & Consultants are not eligible for above leaves.



## **11 EMOLUMENTS, BENEFITS AND COMPENSATION MANAGEMENT**

The salary structure of the University will be governed by the Board of Management. At the time of joining, Staff members are offered remuneration in accordance with the pay structures of the University as decided by the BoM.

### **11.1 DEDUCTION FROM WAGES/SALARIES:**

- The University shall be entitled to make deductions from the wages/salaries of a Staff for all or any of the following purposes:
- Recovery of advances or for adjustment of overpayment.
- Income tax or any other tax levied by the Government to be deducted at source
- Deduction required to be made by law or by orders of a court or other authority competent to make such an order.
- Refund of any advance taken from the Staff Provident Fund.
- Deductions made with the written authorization of a Staff for payment of Life & Medical Insurance Premium, refund of loans of any kind etc.
- Deduction to make Staff unauthorized absence from duty
- Deduction to make good willful damage of University property
- Any other legitimate deductions.

#### **11.1.1 Income Tax Liability**

- According to the Income tax rules that are applicable from time to time, the employer shall deduct Tax at Source from the salary of the Staff after considering any other declared income. The University shall deduct such tax spread over the financial year.
- Each Staff should submit to the Accounts Officer, on or before 30th April of each year, the declaration form giving details of other income and proposed investments so that monthly Tax deductions for the ensuing financial year can be planned.
- All Staff are advised to make their investments on or before 15th January of each financial year and submit copies of these along with the final declaration forms on or before 20th February every year so that final reconciliation of TDS can be made.

### **11.2 COMPENSATION MANAGEMENT**

#### **11.2.1 When Payable**

Subject to the provisions of these Rules, pay and allowances shall accrue from the commencement of the service of a Staff and shall become payable within the first working week of the month following the month in which the services were performed.

### **11.2.2 When It Is Ceased**

Pay and allowances shall cease to accrue as soon as a Staff ceases to be in service. In the case of a Staff dismissed from the University's service, they shall cease from the date of her/his dismissal. In the case of a Staff who dies while in service, they shall cease from the day following that on which death occurs.

### **11.2.3 Special Pay / Extra Remuneration**

The Board of Management may grant special pay increments/allowances, extra remuneration to a Staff on the following grounds:

- Special nature of duties.
- A special and significant addition to the work or responsibility.
- Consultancy services through the University and governed by the Consultancy Policy of the University.
- Share of the revenues on commercial exploitation of Patents and copyrights etc.,

Such payments will be determined on the basis of performance, adherence to University policies and procedures, and ability to meet or exceed duties per job description and achieve performance goals.

## **11.3 SOCIAL SECURITY BENEFITS**

### **11.3.1 Staff Provident Fund Scheme**

All the members of staff (Teaching & Non-Teaching) other than those who joined in this University after completing the age of 58 years are enrolled under the EPF scheme from the date of joining in service. The deduction of EPF contribution from the Staff & employer shall be done at the rate of 12% of their pay (Both Basic + DA put together) with a maximum pay limit of Rs. 15,000/- p.m ie., Rs.1800 from Staff & Employer respectively shall be the maximum deduction towards EPF.

### **11.3.2 Insurance Scheme/ Health Insurance Scheme**

All members of staff (Teaching & Non-Teaching) are covered by a group personal accident cum hospitalization policy. The premium is paid by the University. The benefits of the scheme are,

A sum of Rs.2,00,000/- (Rupees two lakhs only) per person for death & permanent total disablement, only, if arising out of accident.

Coverage of medical expense to the tune of Rs. 50,000/- (Rupees fifty thousand only) per person for hospitalization / medical expenses incurred as inpatient for grievous injuries arising out of accident only.

### **11.3.3 Employees State Insurance (ESI)**

The Government of Tamilnadu in the Gazette Notification dated 29.12.2010 compulsorily brought the educational institutions also under ESI Scheme.

Staff pays 1.75% and employer pays 4.75% of Gross Salary. This is applicable only to those drawing salary up to Rs.21, 000/- per month.



**VINAYAKA MISSION'S  
RESEARCH FOUNDATION**  
(Deemed to be University under section 3 of the UGC Act 1956)

## **12 PERFORMANCE APPRAISAL & MANAGEMENT, CAREER ADVANCEMENT, PROMOTION & SEVERANCE**

### **12.1 PERFORMANCE REVIEW/ APPRAISAL**

#### **12.1.1 Annual Performance Review/Appraisal**

The Authorities of the University reviews the performance of faculty members every year.

Every faculty member should submit his/her annual performance report in the appraisal format prescribed by the University and its constituent colleges. Detailed instruction issued in this regard has to be followed scrupulously. As it is a self-introspection of his/her performance, reporting by the faculty member should be factual and accurate, supported by evidence wherever necessary.

A performance review committee formed by the University and its constituent colleges shall review the performance of every faculty member and recommend an annual increment; career advancement if it is due to him/her and his/her performance is good. In case, a faculty member's performance is consistently unsatisfactory, based on the recommendation of the committee, the University would take appropriate action including termination of his/her service.

### **12.2 Performance Management & Appraisal**

Performance measurement and improvement is a key metric to drive the growth of the institution. Success is measured through performance output and feedback. To become successful, Staff needs to embrace the culture of delivering their key result areas to fulfill their institutional responsibilities.

VMRF believes in nurturing and rewarding talent all the time who have been contributing continuously with their best performance. The performance framework has been designed to appraise the performance of every Teaching & Non Teaching Staff through proper evaluation of various deliverables/attributes that influences the success of an individual they belong to. KRA/KPI's are carefully chosen or derived based on the Job roles (as prescribed by UGC) the Staff belong-to and also to ensure that the Staff's contributions are objectively recorded for what they have been expected to do. To make it more meaningful, we have included evaluating Institutional, Technical and Personal competencies as well. The following are the objectives:-

- To assess Staff performance and provide feedback for Staff development.
- Provide a forum for dialogue between the HOD and his/her colleagues to ratify and understand all constraints and gaps experienced while working.
- Productively analyze the gap between the actual and the desired performance.
- Share the competencies expected to perform for the various roles and to educate the staff members on the expectations and responsibilities of the role to be performed by the Staff.
- Ensure a fair objective assessment of Performance measurement.



### **12.2.1 Performance Management & Appraisal - Process administration**

Every Staff shall complete the self-assessment sheet and submit to the assessor, who is the head of the department/ service. The individual Staff & the assessor (HOD ) shall complete the assessment. Both have to mutually agree on the feedback and gaps identified in the Staff performance. The Reviewer( HoI) shall complete the final assessment and share it to HR

The following Staff shall not be eligible for performance review for the respective performance cycle if;

- Serving Notice Period.
- On Maternity leave (the assessment shall begin on return from maternity leave)
- Performance Improvement Plan (the assessment shall begin based on the evaluated feedback)
- On Long Sick leave (the assessment shall begin on return from leave).

### **12.2.2 Performance Improvement Plan (PIP)**

Performance has to be continuously monitored and evaluated at work situations. Performance measurement is done on an annual basis to review the overall contributions of the Staff for the entire year and not for the latest few months. The concerned HOD takes complete ownership in communicating periodically to his Staff on their performance output and improvement. The HOD's are expected to communicate in written/ send mails to their Staff members if he/she comes across poor performance of their Staff member/s.

A consistently non performing Staff is identified by the HOD & a mail/written communication is sent to the Staff by the HOD stating that he/she will be under Performance Improvement Plan. The Staff will be under continuous assessment based on the role he performs, during the next 8 week period, from the date of the PIP communication. The performance has to be evaluated every two weeks & the evaluation report has to be filled in by the concerned HOD in the template provided.

During any phase of the evaluation, HOD can remove the Staff in PIP if he/she has shown improvement by recording the report positively. In case the Staff has not shown any improvement by the end of 4th week, based on the HOD feedback report he/she will be terminated from Services on the grounds of Non-Performance by the competent authority.

### **12.2.3 Promotion**

Promotion is implemented to foster the advancement of its Staff. This policy enhances the upward mobility of staff members and complements the best practices in the University which allow for personnel development.

Promotions are based on status changes that involve increasing responsibility levels. The added benefits of promotion serve as an incentive for better work performance, enhance morale and create a sense of individual achievement and recognition.

Effective past performance enhances the validity of the promotion, it should not, of itself, be the primary reason for recommending a candidate for promotion. Recognition of the duties and functions of a Staff may change in complexity and responsibility.

Employment opportunities at VMRF may occur because an incumbent has been given expanded duties, responsibilities and authority, progressing, or has moved to a different position vacated as a result of another incumbent having been promoted, transferred, discharged, and retired or to fill the existing vacancy.

The promotion of any Staff at VMRF does not typically involve an additional budget line being added to the promotion department's budget. Along with the increased responsibilities, the promoted person will receive an increase in salary, sufficient direction to begin the new position, and a new job description.

Persons seeking to promote staff members in their respective areas are reminded to particular attention to past annual performance evaluations. These documents indicate prior performance levels and accomplishments in the department, illustrating, for example, how effectively the tasks assigned were completed.

A review committee shall be appointed to monitor the use, effectiveness and institutional impact of the policy.

## **12.3 RETIREMENT AND SEVERANCE**

### **12.3.1 Retirement / Superannuation**

Normally the age of superannuation of a faculty or Teaching staff is 60 years. However, reappointment up to the age of 70 years on contract can be considered depending on the need. Consolidated salary to be fixed based on the qualification and requirement of the department for those retired at the age of 60 years.

Age of superannuation in the categories of Librarians and Directors of Physical Education will be 60 years only.

Normally, the age of superannuation for non-teaching staff is 58 years. However extension on contract basis on consolidated pay can be considered beyond 58 years on merit and depending upon the need.

Any appointment after 58 years in the case of non-teaching staff and 60 years for teaching faculty shall be on contract. After they have been relieved from their regular service with all service benefits they may be reappointed on consolidated pay to be fixed by Management on the recommendation of Vice Chancellor.



### **12.3.2 Resignation:**

If a staff member (Teaching) intends to resign from this university he / she shall give either 3 months notice in advance or pay three months salary to the university in lieu thereof. If a staff member (Non - Teaching) intends to resign from this university he / she shall give either 1 month notice in advance or pay one month's salary to the university in lieu thereof. In case of Teaching staff resignation, the 3 months notice period shall be co-terminus with the semester only. Under any circumstances a staff member shall not be relieved in the middle of a semester.

### **12.3.3 Termination of service:**

The University can relieve any staff member by giving him / her their respective notice period as mentioned in the appointment order, at any time in a semester.