



**GURU NANAK  
UNIVERSITY**

Hyderabad **EMPOWERING YOUTH**



# HUMAN RESOURCES POLICY

2024

(Version-1.0)

# HUMAN RESOURCES POLICY

2024

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## **HR POLICY**

We believe that the physical, mental, and emotional wellbeing of all our members is a prerequisite for assured positivity and performance.

The Guru Nanak University HR Policy has been designed keeping one's Professional Development in mind. It is designed to bring in the inspiration, drive and productivity to the workplace!

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## **1. PREAMBLE**

Guru Nanak University (GNU) is a Private University established under Telangana State Private Universities (Establishment and Regulation), Act 11 of 2018 and Amendment to the State Private Universities (Establishment and Regulation) through Gazette Notification of Telangana State Private Universities (Establishment and Regulation) Act, 2018 (Act No.11 of 2024) bearing No. R.N.I. TELMUL/2016/73158 HSE No. 1051/2023-2025 dated July 30, 2024.

GNU has incubated out of the educational entrepreneurship legacy of Guru Nanak Educational Society in response to the expectations and requirements of the industry, the aspirations of the Telangana state as well as global education needs of the 21<sup>st</sup> century. Sensing the need for contribution in spreading higher education of premier quality to cater to societal and industrial needs under the support of the Policy Framework of the Telangana State Government, GNES strengthened its academic endeavour by establishing Academic Coenobium –Guru Nanak University (GNU).

University shall contribute to GER targets in higher education at State as well as National level, and endeavours to meet the expectations through excellence in teaching - learning, research, entrepreneurship, and leadership.

## 2. DECLARATION

The objective of this manual is to compile the Human Resource policies and procedures followed at Guru Nanak University, Hyderabad. It also presents the general rules and regulations that govern the employees of the University.

This manual is published and maintained as a guide for the HR department of the University so that the issues related to human resources can be handled more consistently and equitably throughout the University Institutes/ Departments. However, the contents of this handbook are not intended to create a contract or agreement between the organization and the employees.

The policies stated in this handbook are subject to change at any time and at the sole discretion of the University authorities. The updated information regarding any changes in policy will be conveyed from time to time and employees must keep themselves abreast with changes.

### 2.1 GENERAL DEFINITIONS:

In these Regulations, unless there is anything repugnant in the subject or context:

**I. Employee** means any person duly appointed through the appointment process and issued an appointment letter (teaching/non-teaching); he/she may be employed by the university on regular, contractual, or part-time bases, and is on the roll of the university.

**II. Faculty/Teacher** means Professors, Associate Professors, Assistant Professors, and such other persons as may be appointed for imparting education/instructions or conducting research in the University and are designated as teachers by the Ordinances.

**III. Financial year** means a period of 12 months from the first of April of a year to the 31<sup>st</sup> March of next year.

**IV. UGC** means the University Grants Commission established under the University Grants Commission Act, 1956.

**V. University** means Guru Nanak University.

**VI. Chancellor, Vice-Chancellor, Rector, and Registrar** means the Chancellor, the Vice-Chancellor, the Rector, and the Registrar of the Guru Nanak University.

**VII. Department** means a Department of Studies and includes a Center of Studies and Research.

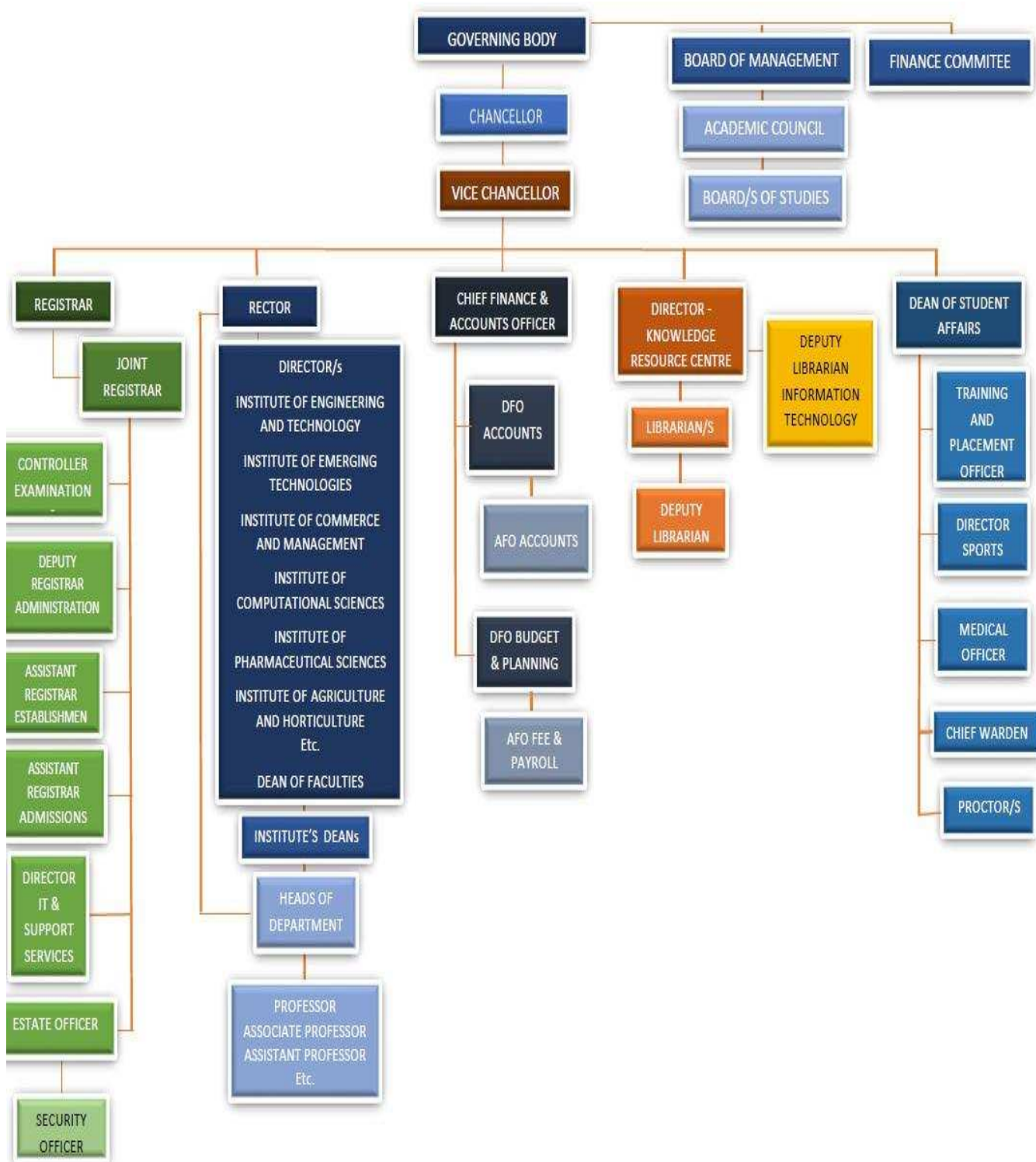
**VIII. Dean, Director, Principal, Head of Department** means a Dean of the University Faculty, the Director of the University Institute, the Principal of a constituent college,

Head of a University department /centre or the person appointed for the purpose to act as such in his/her absence, respectively.

**IX. Statutes and Ordinances** means respectively, the Statutes and the Ordinances of the Guru Nanak University in force at any time.

**X. Authorities** means the Authorities of the University as specified in the Statutes.

### 3. ORGANISATION CHART OF GURU NANAK UNIVERSITY:



#### **4. HUMAN RESOURCE PHILOSOPHY:**

HR philosophy in any organisation revolves around management's beliefs and assumptions about people their nature, needs, values, capabilities, and their approach to work. These beliefs and assumptions, then determine how people should be treated. GNU's HR Policy is based on the cherished values of secularism, equal opportunity, gender equality, woman empowerment, logical rationale, and a humanistic approach wherein a person is treated as a human being.

We recognize the importance of the contributions of employees and treat each employee fairly and consistently in all matters, with a uniform application of the following values:

- Human Resources are the most important assets to an organization
- Human Resources can be developed to a great extent as they have creative energy which is to be utilised fully.
- Human Resources are committed to their role in the organization if they develop belongingness to it.
- It is the responsibility of the organization to create a healthy and motivating work climate characterized by openness, enthusiasm, trust, mutuality, and collaboration.
- Two-way communications between employees and the management promote building mutual understanding and trust.
- At GNU, Employees are always encouraged to groom and well-equip themselves for the present job and future requirements.

#### **5. EQUAL OPPORTUNITY EMPLOYMENT POLICY:**

It is the policy of Guru Nanak University (GNU) to recruit the best-qualified faculty/staff and to maintain a pool of human resources, creating employment opportunities according to the manpower requirement and future planning.

Guru Nanak University provides equal opportunity to all qualified persons and does not discriminate against any employee or applicant for employment because of cast, colour, creed, gender, age, origin, veteran status, disability, or any other protected status.

This policy ensures impartiality and applies to recruitment, promotion, training, transfer, retention, and rate of pay/perks and conditions of employment. The policy of transfer or promotion of deserving and capable employees provides them with enough opportunities so as to widen their exposure and further their career prospects within the organization.

All employees are responsible for maintaining a work culture and environment free from discrimination and unlawful harassment, by treating others with dignity and respect as comprehended in UGC norms or as specified by the concerned regulatory authorities.



## **6. Work Culture/ Environment:**

GNU strives to build a strong work culture by bringing the employees together on a common platform and to motivate them to deliver to the best of their capabilities. It is essential for the employees to enjoy their work and to develop a sense of responsibility. GNU offers a positive ambiance to the employees so as to enable them to focus on their work and follow the rules and regulations.

Special emphasis is laid on various team-building activities to bring employees from diversified cultures together so as to build stronger and more effective teams. The employees are motivated to participate in activities that help them to understand each other's viewpoint, culture and approach in analysing various situations.

The various activities performed at GNU towards the fulfilment of the above-said motive are:

- Independence Day
- Republic day
- Telangana formation day
- Festival Celebrations
- Motivating and value-based lecture series

The university aims at improving efficiency, productivity, growth, and corporate ethical standards. The employees are encouraged to ask questions, discuss, and give suggestions, and converse about problems and concerns with the authorities concerned.

## **7. CLASSIFICATION OF EMPLOYEES:**

### **7.1 Employees are classified into four categories-based employment status:**

#### **7.1.1 PROBATIONER**

A Probationer is an employee who is provisionally employed on a regular post and is required to complete the probationary period to the satisfaction of the management before regularizing his/her service. Services of a probationer can be terminated with one month's notice on either side or one month's salary in lieu of that.

#### **7.1.2 REGULAR**

A regular Employee is one who is employed against a regular post for a tenure (unless or otherwise mentioned in the appointment letter) and includes an employee initially appointed on probation and has satisfactorily completed the period of probation. Services of a Regular Employee can be terminated with three months' notice on either side or three-month salary in lieu of that.

#### **7.1.3 PART-TIME**

Part-time employee means a person who is engaged to work for a duration less than normal working hours. Part-time employees are restricted to a maximum number of work hours per week and earn at a flat rate. Part-time employees are ordinarily not

entitled to the benefits provided to regular employees. They are entitled to such benefits as specifically decided by the university at the time of engagement.

#### **7.1.4 FIXED TERM EMPLOYMENT**

The tenure of employment of an employee on contract is for a specified period of time and he/she is entitled to only the benefits specified in the contract of appointment. Such an employee shall have no right to claim regularization of his/her employment after the expiry of the specified period. Unless terminated earlier by one month's notice or salary in lieu thereof, such appointment will automatically come to an end at the expiry of the specified tenure/period and no notice or compensation will be payable.

#### **7.1.5 OUT SOURCED STAFF**

An outsourced employee is a contract employee who has training and expertise on a certain work-related task or role. Such employees are typically hired through some agency to complete short-term projects or ongoing assignments that other employees may lack the skills or take more time to finish the task. They are not University employees and University is not bound to provide any benefit to such employees as provided to any of the above-mentioned categories.

### **7.2 CLASSIFICATION OF TEACHING & NON- TEACHING STAFF:**

Employees are further classified into the following categories based on their roles:

#### **7.2.1. TEACHING**

##### **I. REGULAR FACULTY**

The faculty appointed by the University on regular basis for teaching one or more courses with a teaching workload as per UGC Guidelines and as amended by UGC from time to time. These employees may be given additional responsibilities as per the requirement of the University the employees under this category are initially appointed on probation period of 24 months. Such employees are entitled to avail all the benefits of a regular employee.

##### **II. VISITING FACULTY**

The employee appointed by the University on part-time basis for a fixed number of courses per semester or on the basis of number of hours per week as applicable with a teaching workload prescribed. He/ she will also be responsible for contribution towards the activities related to their subjects and academic activities such as setting up of question papers and evaluation of the answer scripts, uploading the attendance, etc. as and when required by the concerned department head. They are appointed for one semester at a time on a fixed amount per hour basis decided and revised as per the

University policy. The existing visiting faculty can continue teaching in the next semester only if there is any requirement and with prior approval from the competent authority of the University. They are not entitled to avail any benefits of a regular employee.

### **III. ADJUNCT FACULTY:**

Adjunct Faculty/Instructors are appointed by the University on part-time basis as a Retainer for teaching the assigned credit hours workload as and when required/ as per their availability, and at the discretion of the University. They are paid by the number of credit hours they teach; they shall ensure to abide by the rules and regulations thus stated by the University for them.

#### **7.2.2. NON-TEACHING**

##### **I.REGULAR**

A regular employee is a full-time employee who works as per the directions and responsibilities as stated in the appointment letter or in the agreement and also maintains a minimum work timing and schedule (as decided by the university). They are also entitled to various benefits as regular employee.

##### **II.PART TIME**

A part-time employee means a person who is engaged for work for less than normal working hours. Part-time employees are ordinarily not entitled to the benefits provided to full-time employees. They are entitled to such benefits as are specifically determined by the University and as per the employment agreement.

#### **8. SELECTION PROCESS/RECRUITMENT PROCEDURE:**

##### **8.1 MANPOWER REQUISITION:**

- I. Planning for manpower requirement is initiated by the concerned department by filling the Manpower Requisition Form (Annexure-1) with complete justification. A proposal duly approved by the concerned Director/ Dean, wherever applicable has to be sent to the HR department.
- II. The proposal would have a brief description of the job to be assigned to the position. It should also include a justification for the creation of the position.
- III. Sr. Manager - HR / Registrar will discuss the proposal with the concerned head of the faculty/ institute/Head of the department and obtain the approval of the Vice Chancellor for the creation/filling of the position.
- IV. Once the approval is granted, the HR department will initiate the recruitment process following the process as per the University policy and the requirements of UGC/regulatory authority.

## **8.2 ADVERTISEMENT:**

Advertisement inviting applications will be released in the relevant newspapers identified for the purpose and over social media platforms, the University website, etc., and also mailed/e-mailed to leading institutions. Wherever necessary, the draft advertisement copy will be shared with the concerned head of the departments/institutes/faculties for comments/inputs before the release of the advertisement. Detailed proformas for CV (annexure 2a and 2b) and API scorecard (annexure-3) shall be made available on the University website.

## **8.3 PROCESSING OF APPLICATIONS:**

- I. The HR Department will be responsible for segregating the resumes received against the advertisement.
- II. The compiled statement showing the details of the applicants along with their resumes will be sent to the concerned department for short listing.
- III. The Scrutiny committee, duly approved by the Vice Chancellor, shall shortlist the resumes as per eligibility criteria mentioned by UGC under “UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2018” and amendments made for time to time; in specific cases the recommendations of the respective regulatory authority shall apply.
- IV. The API Score shall be calculated as applicable and mentioned in UGC norms.

## **8.4 SELECTION COMMITTEE:**

The selection committee will be constituted by the Registrar after due approval from the Vice Chancellor (Annexure-5a); the Government / UGC norms on the inclusion of members belonging to the minority community and SC / ST on the selection committee will be taken into consideration. The constitution of the selection committee shall be as per the Statutes of the University and UGC regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges, and measures for the maintenance of standards in higher education - 2018.

## **8.5 INTERVIEW & SELECTION PROCESS:**

- I. Personal Interviews (Online or Offline) will be fixed as per the convenience of the selection committee members.
- II. Candidates shortlisted for test/interview will be notified about it by email along with phone and through a notification on the university website, and followed by a detailed call letter (from the office of Registrar).

- III. The candidates will be directed to the venue for the test/interview. Formalities such as additional forms to be filled, and qualification details / API score verifications will be done at this stage.
- IV. The interview structure may involve a skill test, personal interview, and/or group discussion/debate/quiz.
- V. The selection committee shall submit recommendations based on the candidate's performance as per approved proforma duly signed by committee members (Annexure-4a and 4b) along with dissent if any and final signed selection committee proceedings (Annexure-5b) for approval of the Vice Chancellor.
- VI. HR branch will also play an active role in salary negotiation & pay fixation, ensuring that salary fixation aligns with the University framework/UGC guidelines.
- VII. The HR Department will collect feedback from the references.

#### **8.6 FINAL SELECTION:**

Final selection is made upon approval of the selection committee's recommendations by the Vice Chancellor. The selected candidates are issued the offer letters and must submit the acceptance of offer by the specified date.

#### **9. JOINING FORMALITIES:**

- I. On the day of joining, the employee is requested to fill the requisite forms (Annexure-6) as part of the on boarding process. The checklist as to what documents are to be submitted while joining the University will be provided to the employee at the office of the Registrar/respective institute's Director/ Dean or may be directed to HR office. The hard copy of the joining report (Annexure-6) has to be forwarded to the HR Department on the same date for official documentation purposes.
- II. Faculty members, deans and other officials must join in the office of the registrar and complete the necessary formalities.
- III. Every person joining must submit a medical certificate issued by Guru Nanak Homeopathic College and Hospital along with copies of Aadhar card, PAN card etc.
- IV. They must also submit a character certificate and relieving letter (if applicable) issued by the last employer or suitable authority as applicable.
- V. Once the details are sent to the HR Department, the other formalities including the Appointment Letter, ID card, email ID and other logins (wherever applicable) will be generated and sent to the office of the Director/ Dean of the institute concerned within 48 hours of submission of joining report.
- VI. The HR Department will ensure the Biometric enrolment of the employee within 24 Hrs.

### **9.1 MEDICAL FITNESS FOR EFFICIENT DISCHARGE OF DUTIES:**

The continuance of the appointment is subject to the employee being found and remaining medically (physically and mentally) fit. The University reserves the right to get any employee medically examined at any time during the course of employment by a registered medical practitioner nominated by the University to evaluate the employee's physical or mental fitness necessary for the efficient discharge of the duties at his/her position; and a report of medical examination will be submitted to the Vice Chancellor, whose decision in this regard will be final and binding. In case the employee is found medically unfit to perform the assigned job satisfactorily, he/she will be liable to be relieved from his / her duties.

In case an employee is found suffering from an infectious disease or protracted illness and/or, the vice chancellor shall have the right to terminate his/her services without any notice.

### **9.2 INCAPACITATION:**

In Case an employee is incapacitated by the reason of illness, accident or any other cause and cannot perform his/her duties, the University may, at its sole discretion, grant leave for a reasonable period on full pay/ half pay or without pay, or terminate his/her services after serving a due notice.

### **9.3 DATE OF BIRTH:**

Every employee will indicate his/her exact date of birth at the time of entering into service of the University. The age mentioned in the Matriculation/Higher secondary Certificate/School Leaving Certificate will be the conclusive proof of the date of birth. Where the date of birth is not available but the year of birth is only established, 1st July of the said year shall be taken as the date of birth. After the declaration of age and acceptance of the same by the University it shall be legally binding on the employee and no revision of age shall be allowed to be made, at a later date for any reason or purpose whatsoever.

### **9.4 RESIDENTIAL ADDRESS:**

Every employee must indicate his/her residential address at the time of entry and thereafter promptly communicate any change in the said residential address. Accordingly, for service of any notice or communication, he/she will be informed by ordinary post or through courier at the latest residential address available in the service record. A copy of the letter may also be posted on the Notice Board which shall be considered to be sufficient for the service to the employee. No employee will refuse to accept personal delivery of any communication addressed to him/her by the University.

### **9.5 VERIFICATION OF EMPLOYEE PARTICULARS:**

An employee is offered an appointment on the belief that the particulars furnished in his/her application/personal data form and otherwise are factually correct and nothing has been concealed. In case, it is subsequently found that material information furnished therein is false, or

that some relevant facts have been concealed, suppressed or withheld, the appointment may be cancelled and will be considered null and void. In that eventuality, the University may terminate the employee's service, after following the statutory norms. In case of any certificate found to be fake, it should be at the discretion of the Vice-Chancellor to terminate the services of the employee with or without notice period.

#### **9.6 TERMS AND CONDITIONS OF SERVICE:**

Every employee of the University shall be bound by the Statutes, Ordinances and service regulations in force at any given time. It is the duty of the employee to keep himself / herself abreast with prevailing rules at any given time. Any claim of ignorance will not be accepted.

#### **10. PERSONAL FILE MANAGEMENT:**

The HR branch maintains a record of all the employees of the university institutes. The personal file of the employee shall include information such as Joining Report, appointment orders, proceedings of the selection committee, Section Committee, educational qualifications/academic background, work/teaching/research experience, annual self-appraisal/ACR, salary/increments gained, performance, and any further improvement in qualification/awards, etc. These records are carefully reviewed at the time of promotion, increment in salary, or transfer.

In accordance with the UGC policy and applicable laws, all employee records including but not necessarily limited to application forms and other records pertaining to recruitment, promotion, demotion, transfer, work schedule, layoff, termination, rates of pay or other terms of compensation, performance appraisal, and selection for training) kept by the university will be preserved for at least three years even after the date of relieving. This does not apply to records of the employees for positions known to be of temporary nature.

A personnel file may contain personal data as well as employment information. The establishment branch regards this information as confidential and will release it only with the written permission of the employee.

When the establishment branch receives a request for information from agencies, stores, banks, or other institutions, only non-confidential information such as date of employment and name of department will be released. Confidential information such as pay rate, past earnings, home address, or phone number will not be released unless authorized in writing by the employee or unless and until required by law enforcement agencies. An employee can also make changes in personal data by informing and submitting the proof for the same to the establishment branch.

An employee may schedule an appointment to review the contents of his/her file with permission from the Registrar.

## **11. ADHERENCE TO THE UNIVERSITY PHILOSOPHY:**

The University expects employees at all levels to maintain absolute integrity and devotion towards their duties, to work with a high level of initiative, efficiency, and economy, and to conduct themselves in an exemplary manner to enhance the image of the University for its growth into the most sought-after University to work for. An employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control/authority.

All employees are expected to ensure that they comply with taxation, foreign exchange control, and other legal requirements as applicable to them at all times. As employees of the Organization of outstanding integrity, they should take care that their actions do not reflect adversely on its reputation and that the highest ethical standards are always maintained. They are also expected to comply with all laws and regulations concerning environmental protection and actively engage in educational activities related to environmental protection and efficient use of resources and energy.

All employees are reminded of certain sensible measures which they should take to ensure that they never breach the confidence placed in them by the University and upon which they are entitled to rely. The nature of the work of the University is not a matter to be discussed generally. All employees should understand that they have access to certain information because the University trusts their discretion. They should indulge in any activity or action to breach this trust. It is also important to communicate ideas, suggestions, personal goals, or problems to the authorities concerned, as they affect the employee's and the University's performance.

The University encourages all employees to bring forward their suggestions and good ideas about making it a better place to work and enhancing service to the community.

An employee who sees an opportunity for improvement is encouraged to talk it over with concerned authorities; all suggestions are valued.

## **12. WORKING HOURS-TIMINGS:**

### **Hours of Operation and Work Schedule**

All the employees have to complete stipulated hours of work scheduled for teaching and non-teaching staff. All of them are expected to be available on the phone as and when required.

Employees can be assigned different work schedules and/or timings beyond the working hours. Full-time professional/administrative positions are expected to be on time; in many cases, however, additional hours may be necessary to satisfactorily fulfill the requirements of the job.

- For occasional late arrival or early departure information and permission/leave has to be taken.
- For Dean/ Director/ Campus Heads - Monday to Saturday 9:00 am to 5:00 pm.



- For Faculty Members – Monday to Saturday 9:00 am to 5:00 pm
- For Marketing/ Counsellors - Monday to Saturday 9:00 am to 5.30 pm
- For Admin Person- Monday to Saturday 9:00 am to 5:00 pm
- All Class IV staff timings are from 8:30 am to 5:00 pm
- Different working hours for certain positions can be implemented as per job requirement.

All Faculty and Staff members including Director/ Dean/ Campus Heads should be present at any events held or as required on any Sunday or on holidays in case of any specific requirement with prior approval from the Vice-Chancellor.

### **13. TEACHING LOAD:**

The workload of Faculty employees in regular full-time mode should be as per the guidelines laid down and revised by UGC from time to time. The full-time regular faculty is also required to participate actively in the execution of other administrative work/activities of the University.

The Head of the university institute has to take a teaching load of a minimum of 8-10 hours or as per UGC guidelines.

However, a relaxation in the workload may be given to the Professors who are actively involved in extension and administration activities as per UGC Guidelines.

### **14. HOLIDAYS AND VACATION:**

The list of National and other holidays will be intimated at the beginning of the year. No other holiday will be sanctioned beyond the list approved by the Vice Chancellor. Any holiday with regards to bandh, elections, etc. can be availed only after the approval. An academic calendar will be approved and circulated at the beginning of the academic year which must be rigorously followed by all academic staff and students.

There shall be a vacation of Three weeks for all teaching staff having their service above 1 Year. Of these three weeks, two weeks will be summer vacation and one week will be winter vacation.

However, these vacations can be denied in case of pending tasks, inspections etc.

### **15. LEAVE POLICY:**

#### **15.1 APPLICABILITY:**

This leave Policy shall be applicable w.e.f. 01.09.2024 onwards.

- This policy shall apply to all regular employees of the Guru Nanak University unless separately specified.
- It shall not be applicable to other appointments like Ad-hoc, Guest faculty, part-time, contract and daily basis, which will be governed by their contract conditions.

#### **15.2 DEFINITIONS:**

- Leave:** Leave is a provision to stay away from work, for genuine reasons, with prior approval of the competent authorities.

**II. Holiday:** It is a provision to stay away from work without prior approval of competent authority unless specifically called through an office order.

**III. Earned Leave:** Except as otherwise stated in these Rules, leave shall be earned by period spent on duty only.

### **15.3 RIGHT OF LEAVE:**

- I. Leave cannot be claimed as a matter of right. When the exigencies of service so demand, leave of any description may be refused or revoked by the leave sanctioning authority.
- II. Leave should always be applied for and got sanctioned before it is availed except, in the case of emergency and for satisfactory reasons.
- III. Heads of University Institutes must ensure that no more than 10% of employees, including those on Loss of Pay, take leave on any given working day during the academic period.
- IV. The leave account shall also be maintained (besides HR Dept.) for each Staff in the concerned department.
- V. The leave year shall run from 1st Jan in every year to 31st December. For a period of less than one year, it shall be run on a pro-rata basis.
- VI. In case Staff is recalled to duty before the expiry of his/her leave, such recall to duty shall be treated as compulsory and the leftover leaves shall be credited to his/her leave account.
- VII. The nature of leave due and applied for by an employee cannot be altered at the option of the sanctioning authority.
- VIII. If employee avails leave for 5 or more consecutive days, the holidays and Sundays intervened in between will also be counted as leave.
- IX. If an employee goes on leave on an LOP basis for a minimum of 5 days in a week, the respective Sunday will also be counted as LOP.

### **15.4 LEAVE RECORDS:**

HR department shall maintain a 'Leave Record File' and 'Leave Account Register' for all the categories of employees of the University. The HR department shall be responsible for prompt leave application processing, regular updating of leave records, applications, attendance, and to develop a congenial environment. The leave application should be filled in the approved format (Annexure -7a, 7b and 7c).

### **15.5 KINDS OF LEAVES**

The following kinds of leaves shall be admissible to employees of the Guru Nanak University:

#### **15.5.1 CASUAL LEAVE:**

- I. Casual leave is not earned by duty. A member of the staff on casual leave shall not be treated as absent from duty and his salary will not be affected due to casual leave. A maximum of 12

casual leaves in a calendar year are permitted on pro-rata basis i.e., one casual leave per month.

II. Sundays and other holidays may be prefixed, inter-fixed, and suffixed with casual leaves.

III. Casual leave cannot be combined with any other kind of leave, except on approvals

At the discretion of the Vice-Chancellor.

IV. Faculty members can avail a maximum of three consecutive casual leaves (CLs) during the academic session.

V. Any number of Casual Leaves (CLs) can be availed during the vacation period, or when an employee is hospitalized / for Ph. D. work, subject to the relevant proofs, as verified.

VI. Balance casual leaves of the current year will be carried forward to next year in the ratio of 2:1 at the discretion of the Vice-Chancellor.

#### **15.5.2 SPECIAL CASUAL LEAVE:**

I. Employees are entitled to utilize each category of special leave once annually, following the completion of one year of service. These leaves can be clubbed with any kind of leave, except vacation.

II. **Marriage Leave:** Special casual leave of six (06) days can be granted to an employee for the marriage of himself/herself subject to the submission of a wedding card as proof. This leave is not applicable for second or subsequent marriages, however, this can be clubbed with the balance CLs/ELs, if the employee has completed one year of his/her service.

III. **Bereavement Leave:** Bereavement Leave of four (04) days in the case of death of his / her direct dependants (parents/spouse/children, subject to the submission of the death certificate, as verified). "This can also be availed in breaks and within 10 days only following the date of the event. These leaves can be clubbed with the balance CLs/ELs available in one's leave account.

IV. **Medical Leave:** Medical Leaves of five (05) days can be availed in sequence only on medical grounds, i.e., hospitalization or serious illness like Accident, Chicken Pox, Typhoid, Malaria, Dengue, Herpes, Mumps, Jaundice, etc., subject to the submission of Discharge Summary Report, Medical Prescription, Medical Reports, Medical / Diagnostic Bills, etc., as verified.

V. The special casual leave shall not accumulate and may be granted in combination with holidays or vacation at the discretion of the Vice-Chancellor.

### **15.5.3 EARNED LEAVE (EL):**

- I. The teaching and non-teaching employees of the University will be eligible for earned leave as per the following details:

Period of service	Number of Leaves (Teaching, Non-Teaching)
Up to 1 year*	Nil
After completion of 1 year & up to 3 years	4
After completion of 3 years	5

- II. Accumulation of earned leave starts after successful completion of probation.
- III. As far as possible the Earned Leave shall be availed during the non-academic period i.e., inter semester breaks or intra-semester breaks.
- IV. The EL can be availed during the academic period as applicable without causing any academic disturbance and should be recommended by HOD.
- V. EL can be clubbed with any other leave, on approvals by the Vice-Chancellor.
- VI. EL can be encashed after accumulation of ELs for 30 days. A balance of 15 ELs has to be maintained at any instant while going for encashment purpose.
- VII. In case the staff member leaves the service causing some financial loss to the University or is having some pending repayment against any advance /loan, he will have to forgo any encashment of leave at the time of exit. If he/she has properly resigned and relieved, his/her EL's shall be paid along with the last salary.
- VIII. Earned leave accumulation at the credit of an Employee shall not go beyond 300 days.
- IX. The maximum period of 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 a medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

### **15.5.4 COMPENSATORY CASUAL LEAVE (CCL)**

- I. Compensatory Casual Leave may be granted to the employees in lieu of working on closed day(s)/holiday(s).
- II. Compensatory Casual Leave can be availed within 30 days of the working day, in lieu of which it is claimed except in exceptional cases with approval from the Vice Chancellor.
- III. Employee shall work for eight (8) hours on a holiday or Sunday to be eligible for CCL. Biometric attendance must be recorded upon both clock-in and clock-out on the day of working.

### **15.5.5 STUDY LEAVE:**

- I. The full-time regular teaching staff at the associate professor and assistant professor level may be granted study leave for advancement of their qualification in India or abroad.
- II. The faculty aspiring for study leave must have completed a minimum of three years of service and will have a lien on employment as per the agreement to be signed.

- III. The faculty who is going on study leave shall be eligible for 50% salary during such leave provided he/she is not getting any fellowship or scholarship from any other source.
- IV. The Management, at its discretion may extend assistance towards higher education fees as interest-free loans or 100% assistance.
- V. Teaching staff members availing facilities for full-time study need to sign an agreement with the management to serve the institution for a minimum period of five years (Ph.D. part-time) or three years (Ph.D. full-time), along with sureties. In case of breach of agreement, the faculty member has to repay the fees and the salary availed along with the existing bank interest rate.
- VI. The maximum permitted duration of the study leave can be up to the stipulated time duration of the higher education program. Higher educational programs need to be completed in the stipulated time.
- VII. A faculty can be sponsored for six months for Ph.D. course work with pay but he/she has to execute a bond for two years to serve the University after completion of Ph.D.
- VIII. Faculty members availing study leave must sign an agreement and surety bond as per the UGC/GNU norms.
- IX. The study leave shall be granted (without salary) for not more than twice during one's entire service at GNU. However, the maximum period of study leave admissible during the entire service shall not exceed five years.
- X. Note: No one is allowed to re-join the service just immediately before vacation.

#### **15.5.6 SABBATICAL LEAVE:**

- I. The permanent, full-time teachers of the University who have completed seven years of service as a professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the University and higher education system. The duration of leave shall not exceed six months at a time, and one year in the entire service of the teacher at GNU.
- II. A teacher, who has already availed study leave, will not be entitled for the sabbatical leave, until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of a duration of one year or more.
- III. A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- IV. A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another Organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with an honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Executive Council/Board of Management may,

if it so desires, sanction the sabbatical leave on reduced pay and allowances.

V. During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date.

#### **15.5.7 DUTY LEAVE /ACADEMIC LEAVE:**

- I. A prescribed procedure with proper documentation is to be followed by Employees while applying for Duty Leave / Academic Leave.)
- II. The University can permit on duty to any staff member to take special assignments with other institutions or industrial units for any official purpose.
- III. On duty may also be granted to the faculty to visit as an examiner, observer duty in other institutions/Universities etc.
- IV. For the staff proceeding on a training programme duly sponsored by the University institute, the entire period will be treated as on duty and he/she will be eligible for the salary and perquisites though he is not working in the University during such period.
- V. On-duty leave may also be granted to the staff members who are pursuing their higher studies with a maximum limit of 6 days in a calendar year for their examinations. They will be required to submit a proof of examination for applying for OD leave along with their application. Adjustment of Academic and Administrative works is mandatory before proceeding for such leave.
- VI. Such leave shall not be applicable for appearing in reappear or supplementary examinations.
- VII. A Maximum of 14 Duty leaves may be granted in one academic year.
- VIII. Duty leave/ Academic leave shall be granted under the following cases:
  - IX. Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the university or with the permission of the university;
  - X. Delivering lectures in institutions and Universities at the invitation of such institutions or Universities received by the university, and accepted by the Vice- Chancellor of the University.
  - XI. Working in another Indian or foreign university, any other agency, institution or Organization, when so deputed by the University.
  - XII. Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC or any other similar academic body (like AICTE, NBA, NAAC, etc.).
  - XIII. For performing any other duty assigned to him/her by the University.
  - XIV. Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher is invited to share his/her expertise with an academic body/government agency.
  - XV. Visiting research institutes/industries for data collection, Pre-PhD examination, PhD viva voce, on convocation day for award of PhD Degree.

#### **15.5.8 MATERNITY/ PATERNITY LEAVE:**

- I. Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 90 days and can be availed 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 teacher in her career is not more than 30 days, and the application for leave is supported by a medical certificate.
- II. Maternity leave may be combined with any earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of the maternity leave may be granted if the request is supported by a medical certificate from a qualified doctor (MBBS. / M.D.).
- III. Maternity leave is to be granted to an employee provided she gives a certificate that she has less than two surviving children.
- IV. Maternity leave must be applied at least 3 months in advance.
- V. Male staff members are eligible for 6 days of paid paternity leave.

#### **15.5.9 EXTRAORDINARY LEAVE:**

A permanent teacher may be granted leave under extraordinary circumstances when:

- No other leave is admissible; or
- Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave at the discretion of the Vice-Chancellor.
- The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:
  - Leave taken on the basis of medical certificates;
  - Cases where the leave was taken due to causes beyond the control of the employee, such as inability to join or rejoin duty due to civil commotion or a natural calamity, and the employee has no other kind of leave to his credit;
  - Leave taken for pursuing higher studies; and
  - 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 with approval from the Vice-Chancellor.
- Extraordinary leave may be combined with any other leave except the 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 three years, except in the cases where the leave is taken on medical certificate. The total period of absence from duty shall in no case, exceed five years in the entire service period of the individual.
- The authority empowered to grant leave may commute retrospectively to the periods of absence without the leave into extraordinary leave.

- In all such cases the approval is granted by the Vice Chancellor only in view of the extraordinary circumstances.

#### 15.5.10 LEAVE SANCTIONING AUTHORITY

Table1: LEAVE SANCTIONING AUTHORITY

S. No	Kinds of leave	Category of employees	Authority to sanction
1	Casual leave	Registrar/Deans/Directors	Vice-chancellor
		Controller of Exams. / Deputy Reg./ Finance Officer	Registrar
		Heads of the Department	Director of the Institute
		Teaching staff	
		All categories of non-teaching staff	Registrar/Administrative Heads
2	Earned leave/ Half pay leave/ Medical Leaves	Registrar/Deans/ Director/	Vice Chancellor
		COE/Deputy Reg./ Finance Officer/Jt. Registrar/Asst. Registrar,	Registrar
		Heads of the Department	Director of the Institute
		Teaching staff	
		All categories of non-teaching staff	Registrar/Administrative Heads
3	Maternity/ Paternity leave	All employees (Teaching and Non-teaching)	Vice-Chancellor
4	Extraordinary/ Marriage leaves	All employees (Teaching and Non-teaching)	Vice-Chancellor through Registrar
5	Study leaves	All employees	Vice-Chancellor/ Board of Management through Registrar
6	Special leave	Teaching staff	Vice-Chancellor through Registrar
		Non-Teaching staff	Registrar
7	Commuted, Surrogate, Adoption, Childcare, Sabbatical leaves	Teaching and Non-Teaching	Vice Chancellor through Registrar



## **16. SALARY:**

Every employee is entitled to the salary that is fixed as per the offer letter or appointment letter of the University.

The various heads on which the Gross Salary of each employee is based include basic salary, HRA, Conveyance, Medical allowance, special allowances, PF etc.

### **16.1 ATTENDANCE AND SALARY CYCLE**

The attendance for preparation and release of salary is taken on monthly basis. The salary is prepared monthly with reference to the attendance records of each employee. The attendance may be stopped in-case of unauthorised absence from the University.

#### **I. Full-Time Employees/ Contractual Employees:**

The attendance taken into consideration for the preparation of Salary for a month is from the 1<sup>st</sup> of the present month to the 30<sup>th</sup>/ 31<sup>st</sup> of the same month. The salary is also released on the basis of the attendance cycle.

#### **II. Part Time**

- Adjunct Employees: The attendance taken into consideration for the preparation of Salary for a month is from 1<sup>st</sup> day to the last day of the month. The salary is also released on the basis of the attendance cycle.
- Visiting Faculty: The remuneration which is fixed as per UGC guidelines on the basis of the number of sessions from 1<sup>st</sup> day to the last day of the month or on the same day as the case may be.

### **16.2 CONFIDENTIALITY OF SALARY INFORMATION:**

Salary information is strictly confidential. Only the individual employee, his Head of the Institution or his/her immediate reporting Head, and employees who process salary & other benefits and administration of the University will have access to the employee's salary information. Employees should not disclose their salaries to persons other than the Head of the Institution or his/ her immediate reporting Head. Employees who have access to salary information in the course of their duties must handle the information with extreme care to ensure confidentiality.

## **17. OFFICIAL TOURS & TA/DA:**

Official visit / official work-related travel would be treated as an “official tour”, if the visit is to a place outside the city limit from the respective location and the distance to the place of visit is more than 150 km and/or the duration of the travel is more than 06 hours. It is necessary that every employee before undertaking the journey has to get the tour program approved (annexure- 8a) by the approving authority. For the purpose of the allowances, a day is considered as 24 hours from the time one leaves home, with 12-hour intervals counted as half-day. Where a tour is for

attending a conference or participating in an event, Group booking of the hotel should be done to avail negotiated rates. The same should be coordinated with the rest of the group of people. Where employees travel on tour together, if possible, twin-sharing accommodation shall be utilized. Tours lasting between 2 to 3 days will be approved by the Director of the institute and Tours exceeding three days will be approved by the Vice Chancellor, and all reimbursements/allocations shall be as per cadre entitlement. Permissible daily allowances will be as per city classification given in table-2 and concerned government-approved rates.

Table 2. Classification of Cities/Towns for the purpose of calculating daily allowances

Classification	Cities & Towns
Group – A	Chennai, Delhi, Hyderabad, Kolkata, Bangalore, Mumbai, Pune and other metro cities
Group – B	All other state capitals other than in A-class
Group – C	All District Head Quarters /Major Municipal Corporations other than in “B” class
Group – D	All other places not specified above

#### **17.1 GENERAL GUIDELINES & TA / DA:**

Soon after the journey is completed the Employees shall submit the TA bill in the prescribed form (annexure -8b and 8c). If any advance is left over, the same shall be remitted to the accounts office within 3 days of completing the journey.

The expense statement with bills shall initially be submitted to the reporting authority. After the bills are certified and approved, the Employees shall submit the same to the Accounts Department for adjustment of advance and for necessary accounting.

#### **18. ANNUAL APPRAISAL:**

The annual increment may be granted to each employee in due course from the 1<sup>st</sup> of the month (if the date of joining is on or before the 15<sup>th</sup> else it is applicable from next month onwards) in which it falls due, unless it is with-held or postponed if his/her performance (work and conduct) has not been good/satisfactory, in the opinion of the competent authority. No increment shall, however, be withheld without assigning the specific reasons in writing. An employee shall have the right to appeal to the higher authorities against the decision to withhold his annual grade increment. The increment gets postponed to a subsequent month if the employee is having 15 LOPs. The university rigorously follows the PBAS system (Performance Based Appraisal System) for teaching staff as per UGC guidelines. The Board of Management may grant special pay/allowance or perks based on exceptional performance and appraisal reports of the employee which could be over and above the normal annual increment. The annual self-appraisal by faculty

shall be submitted as per the approved proforma (Annexure-9).

#### **19. PROMOTIONS AND TRANSFERS:**

- At the University, preference is given whenever possible to qualified persons currently employed at GNU, taking into account the factors such as ability, experience, potential for growth, and the affirmative action goals taken into consideration.
- A promotion is a change from one position to another (either in the same office or in some other office). A promotion normally, but is not necessarily, accompanied by an increase in salary.
- All promotions will be made as per eligibility criteria and compatibility of the employee. The University reserves the right to transfer the employee as per the need.
- A transfer is defined as a change from one position to another within the same classification level and salary range and normally does not include an increase in salary.
- To be eligible for a promotion, a person must have completed at least the specified time period.

#### **20. CODE OF CONDUCT:**

The purpose of the code of conduct is to provide a framework within which employees of GNU are expected to conduct themselves with honesty, integrity and respect for fellow employees, students, and parents. This section includes the code of conduct framed for faculty members.

##### **A. Teachers and their Responsibilities:**

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large.

Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient, and communicative by temperament and amiable in disposition.

##### **Teacher should:**

- I. Manage their private affairs in a manner consistent with the dignity of the profession;
- II. Seek to make professional growth continuous through study and research;
- III. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- IV. Maintain active membership of professional organisations and strive to improve education and profession through them;
- v. Perform their duties in the form of teaching, tutorials, practicals, seminars and research work,

Conscientiously and with dedication;

- vi. Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- vii. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- viii. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of the University and Institute examinations, including supervision, invigilation and evaluation; and
- ix. Participate in extension, co-curricular and extra-curricular activities, including community service.
- x. Must exercise caution on use of mobile phone and social media to avoid any unlawful activity which can tarnish the image of the University.

#### **B. Teachers and Students:**

##### **Teachers should:**

- i. Respect the rights and dignity of the student in expressing his/her opinion;
- ii. Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social, and physical characteristics;
- iii. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- v. Inculcate among students' scientific temper, the spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection, and peace;
- vi. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- vii. Pay attention to only the attainment of the student in the assessment of merit;
- viii. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- ix. Aid students to develop an understanding of our national heritage and national goals; and
- x. Refrain from inciting students against other students, colleagues, or administration.

#### **C. Teachers and Colleagues:**

##### **Teachers should:**

- i. Treat other members of the profession in the same manner as they themselves wish to be treated;

- II. Speak respectfully of other teachers and render assistance for professional betterment;
- III. Refrain from making unsubstantiated allegations against colleagues to higher authorities; and;
- IV. Refrain from allowing considerations of caste, creed, religion, race or gender in their professional endeavour.

#### **D. Teachers and Authorities:**

##### **Teachers should:**

- I. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organisations for change of any such rule detrimental to the professional interest;
- II. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- III. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- IV. Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- V. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- VI. Adhere to the terms of the contract;
- VII. Give and expect due notice before a change of position takes place; and
- VIII. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of the academic schedule.

#### **E. Teachers and Non-Teaching Staff:**

##### **Teachers should:**

- I. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- II. Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

#### **F. Teachers and Guardians:**

##### **Teachers should:**

Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians and their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose of mutual exchange of ideas and for the benefit of the institution.

## **G. Teachers and Society:**

### **Teachers should:**

- I. Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- II. Work to improve education in the community and strengthen the community's moral and intellectual life;
- III. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- IV. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- V. Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

## **21. PROFESSIONAL STANDARDS AND ETHICS:**

It is assumed that those associated with the University will conduct themselves ethically and in accordance with what is generally accepted as "standard practices". Being one of the largest education institutions in the region one is responsible for setting examples and expects every individual associated with the institution to demonstrate and exercise a high degree of personal responsibility, integrity, and sound judgment.

Each employee should be familiar with the policies and procedural guidelines that cover his/her responsibilities. This requirement will vary significantly depending on the employee's position.

It is desired that by clearly setting forth the standards of behaviour that the University expects from its employees, any misunderstandings will be minimized, and any questionable situation can be brought to the attention of the responsible administrator and resolved.

Each employee is supposed to accomplish the reasonable tasks assigned to him by their HOI/ Director/ Dean/ Head/ other superiors which are directly or indirectly related to the academics as well as administrative issues of the University.

Any employee who has a question about these issues, or the policies governing them, that cannot be answered by his/her supervisor is encouraged to direct the question to the concerned higher authority.

### **21.1 Misconduct:**

If during the period of service, the university comes to the conclusion that an employee has committed any misconduct, his/her services are liable to be terminated. Without prejudice to the generality of the term misconduct, the following acts of omission and commission shall be treated as misconduct

- I. Theft, fraud, dishonesty or misappropriation in connection with the business or property of the university or of property of another person in the office premises.
- II. Wilful insubordination or disobedience, whether alone or in group, of any lawful and reasonable order of the superior executive in connection with the university's work.
- III. Habitual absence without leave or overstaying the sanctioned leave without sufficient grounds and intimation to the authority concerned.
- IV. Habitual negligence or neglect of work including slowing down of work.
- V. Habitual late or irregular attendance.
- VI. Interference or tampering with any devices installed in or about the premises of the University, or willful damage to any property of the University.
- VII. Furnishing false information regarding name, age, father's name, qualifications, previous service or any other matter germane to the employment, at the time of employment or during the course of employment.
- VIII. Drunkenness or riotous or disorderly behavior in the University premises or outside such premises where such behavior is related to, or connected with, the employment.
- IX. Gambling within the University premises
- X. Smoking within the University premises where it is prohibited.
- XI. Sleeping or dozing while on duty.
- XII. Commission of any act which amounts to a criminal offence involving moral turpitude.
- XIII. Commission of any act which is generally subversive of discipline or good behaviour.
- XIV. Breach or violation of the rules, regulations, or orders applicable to the employee.
- XV. Commission of any act of sexual harassment of female employees such as physical contact and advances, sexually coloured remarks, showing pornography, sexual demand and any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- XVI. Abetment, or attempt at abetment, of any act which amounts to misconduct.
- XVII. Obtaining or attempting to obtain leave of absence on false pretext.
- XVIII. Refusal to work on holidays or on off-days when required to do so in the exigencies of the Institute's work.
- XIX. Breach of confidentiality or loss of confidence by an act against the interests of the University.
- XX. Absence from the workplace without permission of the HOD or concerned.
- XXI. Interference, tampering with records, attendance register, etc either pertaining to himself or to any other employee.
- XXII. Wilful non-cooperation with fellow employees for the proper discharge of duty at any time.
- XXIII. Not wearing the complete uniform provided by the university, if any. During working hours, or wearing the uniform improperly while on duty.

- XXIV. Eve-teasing or sexual harassment on the university premises, or inside transport provided by the University, if any.
- XXV. Attempting to obtain any benefit under false pretext, or by making false statements.
- XXVI. Refusal to accept any communication/order from the university officials either in person or by post.
- XXVII. Interfering in the work of any other employees and/or the university.
- XXVIII. Going on or participating in an illegal strike or abetting for the same.
- XXIX. Copying or otherwise taking the extracts of official documents without permission.
- XXX. Pilferage or stealing of university property
- XXXI. Any other act of omission, subversion of discipline which is prejudicial to the interest of the university/institute and tarnishes its image

Note: The above instances of misconduct are illustrative in nature and not exhaustive.

#### **21.2 Disciplinary Action:**

- I. Breach of any of the service conditions will be considered as misconduct, for which the competent authority may issue a Show Cause Notice to the employee concerned to explain his/her conduct.
- II. In case the employee's reply is not found to be satisfactory, the competent authority may initiate disciplinary proceedings against the delinquent employee. For this purpose, the vice chancellor would be the competent authority.

#### **21.3 Probationary Period:**

Normally the first 12 months of employment for teaching/non-teaching employees are considered as probationary period, which may be extended to 24 months. During this time, work performance is regularly monitored and assessed in order to determine whether or not continued employment status should be granted. A new employee who does not perform satisfactorily, according to Guru Nanak University standards, and/or does not conform to the terms and conditions of employment at GNU, then either his probation may be extended or he/she may be terminated after he/she has been served with a notice in writing.

#### **21.4 Absences and Late Coming:**

Regular attendance is essential to the GNU efficient operation and is a necessary condition of employment. When employees are absent, schedules and commitments fall behind, and other employees must assume added workloads.

Employees are expected to report to work as scheduled and on time. If it is impossible to report for work as scheduled, employees must call their in-charge before their starting time. If the in-charge is unavailable, a message should be left. If the absence is to continue beyond the first day, the employee must notify their in-charge on a daily basis unless otherwise arranged. Calling



in is the responsibility of every employee who is absent. For the period of absence, he/ she has to apply for the kind of the leave due.

Each head of the university institute is responsible for keeping accurate records of an employee's absences and of sick leave earned and taken. University reserves the right to request a medical examination or doctor's certificate during or following an illness and through examination of the same by the doctors on panel of the University.

The late coming and early going by employees are monitored on day-to-day basis and necessary deductions will be made in the respective salaries in case of any violation. However, a grace period of 15 minutes is allowed for clock-in time. One CL / EL / LOP will be deducted for every third Late Coming and (or) or Early Leaving.

#### **21.5 TELEPHONE AND COMPUTER USE POLICY:**

The employees should limit their personal use of the telephone and computer during office hours. The telephone and official email system has been installed to ensure the smooth working of the Organization. All messages sent by or received on those systems are considered as university documents. The University reserves the right to access and to disclose the messages that are sent or received by e-mail. Employees should also be aware that "deleted" messages from the computer screen may not be deleted from the e-mail system. Employees who abuse this policy are subject to disciplinary procedures up to and including termination.

#### **21.6 Smoking:**

The University maintains a non-smoking policy within its premises.

#### **21.7 Dress Code Policy:**

The University maintains a good working environment. All employees should use discretion in wearing attire that is appropriate for the office and student interaction or the recommended dress code to be maintained.

#### **21.8 Safety Policy:**

The University is sincerely interested in the safety and well-being of our employees. The University will make every effort to keep the office equipment in excellent condition and make sure that all safety devices are working properly. If, despite of all the efforts to ensure safe working conditions, an employee has met an accident or becomes ill, it should be reported to the concerned authority immediately. The concerned authority will see that prompt medical attention is provided.

#### **21.9 Drug and Alcohol Policy**

The University realizes that the misuse of drugs and alcohol impairs employee health and productivity. Drug and alcohol problems result in unsafe working conditions for all employees. The University is committed to maintaining a productive, safe, and healthy work environment,

free of unauthorized drug and alcohol use.

Any employee involved in the unlawful use, sale, manufacturing, dispensing or possession of controlled substances, illicit drugs and alcohol at university premises or work sites, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal and referral for prosecution.

## **21.10 Basic Obligations towards the University:**

### **21.10.1 Personal Conduct:**

From the very first day, every employee is a representative of the University. His personal appearance, actions and the impressions made- both during and after the University hours- are important to his/her advancement and to the continuing development of the University's image and reputation.

While there are no rigid rules for personal behaviour, there exists a standard for personal conduct for every employee connected with the University and it can be maintained by exercising good taste, good judgment and moderation at all times. A suitable dress that is consistent with our profession should be worn during official hours. This again implies good taste and judgment and suggests a dress that is neat and avoids ostentation or garishness.

### **21.10.2 Secrecy Maintenance Agreement:**

Except to his/her direct superior authority, an employee will not give out to any person any of the administrative and/or Organizational matters of confidential/secret nature which it may be his/her personal privilege to know by virtue of being an employee of the University. All books, records and articles belonging to the University shall remain in the office premises and it will be ensured that these are safely kept and maintained at the proper place. No record will be removed from the premises to any other place without the prior permission of the higher authorities.

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

### **21.10.3 Taking Part in Politics and Elections:**

I. No employee shall take active part in politics so as to cause interference in the discharge of his duties nor shall he/she in any manner associate himself with any movement or Organization which is, or tends directly or indirectly, to be subversive of law and order, or the interest of the University education.

II. No employee shall, without prior approval of the honorable Vice Chancellor stand for election or accept nomination to any local body, legislature of the State or Parliament, nor shall he, in any manner force his subordinates or his students against their will for canvassing of his election.

III. Demonstrations and Strikes: No employee shall engage himself/herself or participate in any demonstration or strike which is prejudicial to the interest of the University, or to the interest of public order, decency or morality.

IV. Joining of Association by Teacher: No faculty shall join or be an employee of an association, the objects and activities of which are prejudicial to the interest of the University or the sovereignty and integrity of India.

V. Criticism of University, Institute or Government: No employee shall in any electronic broadcast or any document published anonymously or in his name, or in the name of any other person, or in any communication to the press, or in any public utterance, make any statement or express an opinion:

VI. Which is in nature of character assassination, reflection on the personal life of his/her superiors; or Which is in nature of criticism of an individual as distinct from policy decision, provided that nothing in this rule shall apply to any statement made or views expressed by a faculty in his official capacity, or in the due performance of the duties assigned to him, on academic matters.

VII. Articles/talks/Interviews, etc

While all employees are encouraged to write articles, participate in professional forum and give talks on professional subjects, they should discuss the details with their HOD in advance and ensure compliance with the guidelines. In all matters connected with the media, they should first consult their HOD. Unless authorized by the management, no employee is permitted to interact with the media, on behalf of the Organization.

VIII. Damage to Office Property:

Each employee is expected to take proper care of all office property, equipment, papers or files. He/she should not take any office assets, books or working papers away from the office without the approval of the HOD. In such cases proper care should be exercised for their safety and confidentiality. The office is not responsible for any loss of personal effects, including cash, of any employee.

## **22. RETIREMENT AND RE-HIRE:**

I. For employees who attains the age is 65 years, the HR Department will facilitate the information to the respective Dean / Director of the University Institute and the respective authority has to put up the report on the continuation of his/her services and appraise the recommendations to

the Vice-Chancellor.

- II. The age of retirement is decided on the basis of his/her date of birth, as entered in the records of Guru Nanak University and the proof submitted therewith.
- III. Extension of his/her services who has attained the age of retirement shall be at the sole discretion of Guru Nanak University subject to the recommendations of the Head of the University Institute and fulfillment of physical, technical and other conditions as deemed fit until the employee attains the maximum age of 70 years. However, all the benefits and the annual appraisal benefits will be withdrawn, except CLs and Vacations.

## **23. RESIGNATION AND TERMINATION POLICIES:**

### **I. Notice by the Individual**

A staff/employee should submit an advance written notice to his/her Director / Dean of the University Institute/ Head or the authority concerned before voluntarily leaving GNU as per the timeline mentioned in his/her engagement agreement.

Teaching staff whose responsibilities are determined with ongoing sessions are expected to fulfill their commitments before separating from the Organization.

Employees who have not completed one year of service/probation are expected to provide a minimum of one month's notice. Advance notice of higher duration (3 months) is required for teaching staff after completion of probation. However, the University reserves the right to reduce or waive off notice period.

### **II. Notice by the University /Termination:**

The termination of an employee for a cause by GNU is generally the result of an individual's inability to attain the required level of performance in the job, failure to comply with required policies and procedures or standards of professional behaviour applicable to employment, or repeated failure to perform required duties. Any termination must be approved by the Hon'ble Vice Chancellor and must be in accordance with established policies and procedures.

### **III. Abandonment & Automatic Termination:**

- If an employee remains absent from duty without prior permission for a period exceeding eight consecutive working days without any information, the respective authority will draw an irresistible presumption that by remaining absent continuously and unauthorized, he/she has thus abandoned the job. Such abandonment of service shall be treated as resignation from the service and not as termination by the University; and the employee will also be liable to pay the salary/salaries (as the case may be) in lieu of the notice period (if applicable as per the terms & conditions of appointment), which may be deducted from his/her pending salary or other dues and in case there is no pending salary then employee will be required to submit the salary for the duration equal to the notice period as mentioned in his/her engagement agreement. Provided,

however, if the said employee returns within fifteen days and gives proper explanation for his absence to the satisfaction of the authority concerned, the lapse may be condoned and he/she may be permitted to presume his/her post with/without continuity of service, entirely at the discretion of the Board of Management; and the employee shall have no right to any claim, or challenge the discretion of the Board of Management in this regard.

- In the event of an employee remaining absent in excess of the period of leave originally granted or subsequently extended, he will lose his/her lien on appointment, unless he returns within eight days (including holidays/weekly off, etc. as also the period for which leave though applied has not been granted) and gives acceptable explanation of his inability to return immediately after the expiry of the leave period.

#### **IV. Relieving Formalities:**

The employee will hand over the charge together with all the property/ material of the University in his/her possession, custody or charge at the time of cessation of employment, such as identity card, data-bases, files, books, magazines, reports & records, Documents, manual, audio/video tapes, floppies/discs, tools, instruments, etc, before the last payment of outstanding salary is released. The value of all shortages and/or damages to any property shall be recoverable from him, including adjustment against whatever dues are payable to him. The employee will be required to compensate the University, for all losses/damages caused by him to the official promises and all movable property therein.

➤ At the time of leaving services, the employee shall have to obtain a “No Dues Certificate” From the entire concerned department. Accounts department will finally settle his/her account only after submission of this certificate.

➤ Failure to comply with any of the above provisions shall authorise the University to withhold, the employee's due to make appropriate deductions there from, and to take such other action as may be deemed fit, which also includes the initiation of legal proceedings in the court of law.

#### **24. SEXUAL HARASSMENT OF FEMALE EMPLOYEES/ INTERNAL COMPLAINT COMMITTEE (ICC):**

All employees shall strictly refrain from sexual harassment of any female employee and endeavor to prevent and deter the commission of any act of sexual harassment in the workplace. In case any incidence of any such act comes to his/her knowledge, the employee shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action and report the matter to the appropriate authorities.

The University strictly complies with the University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 and the notification thereafter. Adhering to these guidelines "Internal Complaints Committee" (ICC) has been constituted by the University under sub-

Regulation (1) of regulation 4 and is available on the University website.

**25. GRIEVANCE REDRESSAL and GRIEVANCE REDRESSAL COMMITTEE:**

Any complaint arising out of employment including that relating to unfair treatment, or wrongful exaction on the part of the University or its authorized representative, shall be addressed to the appropriate authority/HOD concerned for redressing the grievance through proper channel. The employee shall not forward advance copies of his representation to any higher authority unless the lower authority has rejected the claim, or refused, or disposal of the matter is delayed by more than one month.



Annexure -1

## MANPOWER REQUISITION FORM

Part I-Position Information	
Required Position Title:	
Required Number of Positions:	
Department:	
Institute/ Faculty:	
Programs Offered:	
Student-Teacher Ratio:	
Immediate HoD Name:	
Number of faculty members currently working in:	Professor: _____ Associate Professor: _____ Assistant Professor: _____ Programmer: _____ Lab. Technician: _____ P.A./Clerk/ Sr. Clerk/ Jr. Assistant/ Sr. Assistant/ Superintendent Total: _____
Number of Courses offered in last semester (for Teaching staff only):	(Please also attach the course load summary of each faculty member)
Program(s) offered by the department with registered students' strength:	Bachelors' Program(s): Masters' Program(s): Ph.D. Program(s):
Type of Employment:	Part-Time / Full Time/ Contractual If Contractual, Time Period:
Cadre/ Level:	Professor/ Associate Professor / Assistant Professor/ Lab. Technician/ Programmer: _____ P.A./Clerk/ Sr. Clerk/ Jr. Assistant/ Sr. Assistant/ Superintendent
Any other Part II- Description of Position	
A. Type of Appointment	New/ Replacement: If Replacement, then: Employee Name: Designation: Date of Resignation:
B. Purpose of Position: State briefly, the function or need of the position	



Part III: Knowledge and Skills Requirements (Job Specification)	
I. Minimum	II. Preferred
<b>1. Education</b>	
i.	i.
ii.	ii.
iii.	iii.
<b>2. Specialized or Technical Knowledge (include software, If applicable)</b>	
i.	i.
ii.	ii.
iii.	iii.
<b>3. Type and Duration of Experience</b>	
i.	i.
ii.	ii.
iii.	iii.
Part IV: Approvals	
<b>Approved by HOD:</b> Name: Designation: Signature: Date:	<b>Approved by Dean/ Director:</b> Comments (if Any):  Signature: Date:
<b>Approved by Vice Chancellor:</b> Comments (if Any):  Signature: Date:	
<b>Approved by Chancellor:</b> Name: Signature: Date:	
For Office of Human Resource Department Only	
Receiving Date: _____/_____/_____	
Position _____	
Position Title: _____	
Department/School: _____	
Salary Range: Minimum: _____ Maximum: _____	
Signature (HR Representative): _____	
Date: _____	



Established Under The Telangana State Private Universities Act, 2018 and Section 2(f) of UGC

**Annexure-2a**

**BIO DATA FOR TEACHING POSITION**

Branch \_\_\_\_\_ Post Applied for: \_\_\_\_\_

1. Full Name (In Block Letters) : \_\_\_\_\_

2. Father's Name/Husband's Name : \_\_\_\_\_

3. Religion: \_\_\_\_\_ Category: OC/OBC/BC (A/B/C/D/E) /SC/ST:

4. Date of Birth : \_\_\_\_\_ Age \_\_\_\_\_

5. Address for correspondence : \_\_\_\_\_

Phone No \_\_\_\_\_ E-mail ID \_\_\_\_\_

PAN No. : \_\_\_\_\_ Aadhar No. : \_\_\_\_\_

Affix a recent  
Passport Size  
Photograph

6. Academic Qualifications: (attach copies of certificates):

Course	Specialization/ Branch	College/Board/	University	Year of Passing	% marks
SSC					
Inter/ Diploma					
UG: _____					
GATE Score/ PGCET Score/ CAT/ GRE/ TOFEL					
PG: _____					
Ph. D: (Pursuing)				Year of Registration	
Ph. D: (Completed)				Submitted Dissertation / Awarded	

7. Details of Experience : (attach copies of Experience certificates)  
 Teaching: \_\_\_\_\_ Years: \_\_\_\_\_ Months. Industry: \_\_\_\_\_ Years: \_\_\_\_\_ Months

Particulars of Previous Employment :

S. No.	Designation	Period			Name of the Organization	Pay Scale
		From	To	Total (Yrs)		

8. Salary Particulars: a) Present (attach Proof) \_\_\_\_\_ b) Expected Salary \_\_\_\_\_  
 c) Recommended \_\_\_\_\_

Subjects taught: i) \_\_\_\_\_ ii) \_\_\_\_\_  
 iii) \_\_\_\_\_ iv) \_\_\_\_\_

9. Academic Participation:

List of Research Papers/Publications (if any):	Conferences/Seminars/Workshops attended (if any):

10. Marital Status: Married/Unmarried (If married, please furnish the following information)

a) Name of the spouse \_\_\_\_\_ c) Occupation \_\_\_\_\_  
 b) Designation \_\_\_\_\_ d) Details of Children \_\_\_\_\_

11. Any other information to strengthen your claims as a candidate/ contribution in uplifting education and training.

---

---

12. Name, address and telephone numbers of two reference

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

13. Likely date of joining :

14. How you came to know about the vacancy? : (News Paper/ Reference/ Staff)

15. Reason for seeking a job at GNI :

16. Statement of continuity & stability of service :

17. Do you need accommodation at Campus? :

**Date:**

Signature of the Individual



Established Under The Telangana State Private Universities Act, 2018 and Section 2(f) of UGC

**Annexure-2b**

**Bio Data for Non-Teaching Position**

**DEPARTMENT:**

**Applied for the Post:**

**1. Name:**

**2. Fathers' / Husband's name:**

**3. Date of Birth:**

**4. Religion:** Category: OC/OBC/BC (A/B/C/D/E) /SC/ST:

**5. Address for Communication:**

Affix a recent  
Passport Size  
Photograph

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**4. Educational Qualification:**

Course	Specialization	Board / University	Year of Passing	Class/ Percentage	Award/ Scholarship
SSC					
Intermediate /Diploma					
Graduation					
Post Graduation					
Any Other					

**5. Experience: a) ..... Years: .....Months**

**Details of Position held:**

S. No.	Designation	Period			Name of the Organization	Pay Scale
		From	To	Total (Yrs)		

**6. Computer Specialization or areas of interest.**

## 7. Hobbies/Extra Co-Curricular activities /Sports

**8. Any other information to strengthen your claims as a candidate/contribution uplifting of education and training:**

**9. Family Details: Marital Status: Married / UN –married**

**(If married, please furnish the following information)**

**a) Name of the Spouse:** \_\_\_\_\_ **b) Profession:** \_\_\_\_\_

Date:

**Signature of Candidate:**



**Annexure-3**

**CONSTITUTION OF SELECTION COMMITTEE**

No.

Date:

Constitution of Selection Committee for making recommendations to the Board of Management for appointment to the post of \_\_\_\_\_ as per resolutions of Board of Management No. \_\_\_\_\_ Date \_\_\_\_\_

Selection Committee for appointment to the post of \_\_\_\_\_ is constituted as per University Statutes/UGC norms and as follows:

Prof. (Dr.). Harvinder Singh Saini, Vice Chancellor	Chairperson (Ex-officio)
Prof. (Dr.). M.P. Ishar, Former VC MRSPTU, Bathinda Chancellor Nominee	Member

**Subject Experts**

1.	Member
2.	Member
3.	Member

Registrar



## **PROCEEDINGS OF SELECTION COMMITTEE**

Date:

Minutes of the meeting of faculty Selection Committee for appointment to the post of \_\_\_\_\_University Institute of \_\_\_\_\_held on \_\_\_\_\_@ \_\_\_\_\_Guru Nanak University, Hyderabad.

### **Members Present**

<b>Sl. No. Name</b>	<b>Designation</b>
1. Prof. (Dr.). Harvinder Singh Saini, Vice Chancellor	Chairperson (Ex-officio)
2. Prof. (Dr.). Prof. M.P. Ishar	Member
3.	Member
4.	Member
5.	Member

No. of candidates interviewed:

The following candidates are recommended as per the regulations of Guru Nanak University based on performance in interview and academic credentials

### **Selected list of Candidates in the order of merits:**

Sl.No. Name

1.

Signature of the members:

1

2

3

4

5

Honorable Vice Chancellor:

Established Under The Telangana State Private Universities Act, 2018 and Section 2(f) of UGC

Annexure-4a

**INTERVIEW PROFORMA FOR TEACHING POSITIONS**

Dept: \_\_\_\_\_ for the Post of \_\_\_\_\_ Date \_\_\_\_\_

S. No.	Name of the Candidate	Qualification	Experience				Eligibility Score (100)	Overall Evaluation (10)	Communication Skills (10)	Personality (10)	Subject Depth (10)	Class Room Demo (5)	Writing Skills (5)	Total (50)	Recommendation (SR/R/NR) and Rank
			Teaching	Industry	Research	Total									

Senior Professor

Subject Expert / University Nominee

Signature of HOD

Dean/ Director

Registrar

Vice Chancellor



Established Under The Telangana State Private Universities Act, 2018 and Section 2(f) of UGC

Annexure-4b

**INTERVIEW PROFORMA FOR NON-TEACHING POSITIONS**

Dept: \_\_\_\_\_ for the Post of \_\_\_\_\_ Date \_\_\_\_\_

S. No.	Name of the Candidate	Qualification	Overall Evaluation by HOD (10)	Typing Speed (10)	Letter Drafting (10)	Communication Skills (10)	Personality (10)	Total (50)	Recommendation (SR/R/NR) and Rank

Concern Expert

Signature of HOD

Dean/ Director

Registrar

Vice Chancellor

**CONSTITUTION OF SELECTION COMMITTEE**

No.

Date:

Constitution of Selection Committee for making recommendations to the Board of Management for appointment to the post of \_\_\_\_\_ as per resolutions of Board of Management No. \_\_\_\_\_ Date \_\_\_\_\_

Selection Committee for appointment to the post of \_\_\_\_\_ is constituted as per University Statutes/UGC norms and as follows:

Prof. (Dr.). Harvinder Singh Saini, Vice Chancellor

Chairperson (Ex-officio)

Prof. (Dr.). M.P. Ishar, Former VC MRSPTU, Bathinda  
Chancellor Nominee

Member

**Subject Experts**

1.

Member

2.

Member

3.

Member

Registrar

**PROCEEDINGS OF SELECTION COMMITTEE**

Date:

Minutes of the meeting of the faculty Selection Committee for appointment to the post of \_\_\_\_\_University Institute of \_\_\_\_\_held on \_\_\_\_\_@ \_\_\_\_\_Guru Nanak University, Hyderabad.

**Members Present**

<b>Sl. No. Name</b>	<b>Designation</b>
1. Prof. (Dr.). Harvinder Singh Saini, Vice Chancellor	Chairperson (Ex-officio)
2. Prof. (Dr.). Prof. M.P. Ishar	Member
3.	Member
4.	Member
5.	Member

No. of candidates interviewed:

The following candidates are recommended as per the regulations of Guru Nanak University based on performance in interview and academic credentials

**Selected list of Candidates in the order of merits:**

Sl.No. Name

1.

Signature of the members:

1

2

3

4

5

Honorable Vice Chancellor:

**JOINING REPORT**

Employee ID: \_\_\_\_\_

I, Dr. / Mr. / Ms. \_\_\_\_\_ appointed as \_\_\_\_\_ in the Department of \_\_\_\_\_ in University Institute of \_\_\_\_\_, vide Appointment Order No \_\_\_\_\_ dated \_\_\_\_\_ hereby thank the Management for giving me an opportunity to serve the University and offer my services for overall growth of Education.

I am here by submitting my joining report for duty with effect from today, date \_\_\_\_\_ at \_\_\_\_\_ hrs.

I shall be submitting the following documents at the time of my joining:-

- Appointment Letter of last Institution.
- Relieving letter of last Institution.
- Last 3 month's Salary Slips / Bank Statement (regarding Previous Employment)
- Photocopy of all the testimonials as per bio-data and a photocopy of the Appointment Order after signing of each page.
- Proof of applications for government jobs etc. applied and waiting for the result, if any.

I hereby declare and certify that:

- I have read the general instructions, rules and regulations of the University and shall abide by them.
- I will utilize my duty time for the development of the University to the best of my abilities.
- Particulars given in the application form are true and accurate to the best of my knowledge and belief.
- I shall submit the documents as evidence of the above facts and in case any of the facts stated by me is/are found to be false or any of the documents enclosed by me is/are found to be false, I am liable to be disqualified and appropriate action deemed fit by University can be taken against me.
- I am medically fit in all respect to perform the duties and I never had any major sickness. Also, my personal life/ responsibilities/ litigations will not hinder me from performing my duties effectively.
- I understand that my services are liable to be terminated without notice, if three successive feedback from students are found unsatisfactory or if I am involved in financial irregularities.

I am appending my contact address and telephone number as under and changes if any in the address shall be intimated for updating the records.

\_\_\_\_\_  
\_\_\_\_\_

Signature of the Employee:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**Registrar**



**EMPLOYEE INFORMATION FORM**

1. Teaching /Non Teaching :

2. Name of the Staff :

Surname	First Name	Middle Name

Affix a recent  
Passport Size  
Photograph

3. Father's Name :

4. Mother's Name :

5. Date of Birth & Age :

6. Address Line1 : \_\_\_\_\_

Pin code : City/ Village: State :

7. Address Line 2 : \_\_\_\_\_

Pin code: City /Village: State:

8. PAN Number :

9. Aadhar Card No :

10. Voter ID:

11. Mobile .no : Alternate Contact :

12. Email ID :

13. Gender M / F : Blood Group :

14. Religion : Marital Status :

15. Category \* (SC/ST/ OBC/BC (A/B/C/D/E) /OC/PH/Minority/others (for UGC/AICTE/MHRD purpose) :

16. Designation & Department :

17. Date of Appointment :

18. Date of Joining :

19. Type of Appointment :



20. Educational Qualifications (Starting from SSC Onwards):

Sl. No.	Course Studied	Year of Passing	Percentage of Marks	Division	Specialization	Board / University / Place
1.	SSC or equivalent Certificate no.					
2.	Inter / Diploma					
3.	UG					
4.	PG					
5.	M.PHIL / PGCIT					
6.	PH.D.					
7.	POST.DOC					
8.	Other qualifications					

21. Whether Ratified by any University Y/N. If yes, specify Name: \_\_\_\_\_

22. Subjects being taught as per college time – table.

Sl. No.	Class UG/PG	Department	Course Title	No. of Students	Duration of Class as in Time-Table

23. Details of Experience

Teaching \_\_\_\_\_years \_\_\_\_\_Months, Industry \_\_\_\_\_years \_\_\_\_\_Months



24. Previous Work Experience, if any :

Designation	Period			Name of the Institution / University / Organization.
	From	To	Total (Yrs)	

25. Bank Details :

Name of the Bank	Branch	Account No.	IFCS Code

26. PF No :

27. Areas of specialization :

28. International Publications :

29. No. of Books published :

30. Patents :

31. No of Research papers Published:

32. No. of PG Projects :

33. No. of Doctorate :

Signature of the Director/Dean/HoD/Section In-charge

Signature of the Employee

Name:

Designation:



**Annexure -7a**

**LEAVE APPLICATION FOR TEACHING EMPLOYEES**

<b>Institute / Department:</b>			
<b>Name:</b>		<b>Employee ID:</b>	
<b>Designation:</b>		<b>Leave Register No.:</b>	
<b>Nature of Leave:</b>		<b>No. of Days:</b>	<b>From: To:</b>
<b>Contact No.:</b>			
<b>Reason:</b>			

**Lecture / Lab Adjustments (Teaching)**

S. No.	Date/Day	Year & Section	Period	Subject as per Time Table	Subject Changed to	Signature of Staff

**Other Responsibility Adjustments**

S. No.	Date/Day	Responsibility Particulars	Charge handover to	Signature

In Case of Half Day leave time of Arrival/ Time of leaving\_\_\_\_\_.

Leave Aailed : CL:\_\_\_ EL:\_\_\_ LOP:\_\_\_

Balance Leaves: CL:\_\_\_ EL:\_\_\_ LOP:\_\_\_

**Applicant Signature**

Establishment Section

Signature of Controller of Examinations  
(During Exam Period)

Sanctioned/Non-Sanctioned

**HOD**

**Dean /Director**

**Registrar**





**Annexure-7b**

**LEAVE APPLICATION FOR NON-TEACHING EMPLOYEES**

<b>Institute / Department:</b>			
<b>Name:</b>		<b>Employee ID:</b>	
<b>Designation:</b>		<b>Leave Register No.:</b>	
<b>Nature of Leave:</b>		<b>No. of Days:</b>	<b>From: To:</b>
<b>Contact No.:</b>			
<b>Reason:</b>			

**Responsibility Adjustments**

S. No.	Date/Day	Responsibility Particulars	Charge handover to	Signature

Leave Availed : CL:\_\_\_ EL:\_\_\_LOP:\_\_\_

Balance Leaves: CL:\_\_\_ EL:\_\_\_LOP:\_\_\_

**Applicant Signature**

Establishment Section

Signature of Controller of Examinations  
(During Exam Period)

Sanctioned/Non-Sanctioned

**HOD**

**Dean /Director**

**Registrar**



**Annexure-7c**

**ON DUTY FORM**

<b>Institute / Department:</b>	
<b>Name:</b>	<b>Employee ID:</b>
<b>Designation:</b>	<b>Leave Register No.:</b>
<b>Nature of Leave:</b>	<b>No. of Days:      From:      To:</b>
<b>Contact No.:</b>	<b>Prior Approval (Yes/No):</b> If No, mention the reason
<b>Purpose:</b>	

Individual Signature

Recommended/Not Recommended

Sanctioned/Not Sanctioned

Signature of Recommending Authority

Signature of Sanctioning Authority

**(TO BE FILLED & SIGNED AFTER COMPLETION OF OD)**

Date of OD	Visiting Place	Purpose of visit	Work Complete: (Yes/No)	Remarks

Remarks & Signature of the Sanctioning Authority

Signature of the Individual



**GURU NANAK  
UNIVERSITY**  
Hyderabad **EMPOWERING YOUTH**

**Annexure-8a**

**TOUR PROGRAMME**

**Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Basic Pay:** \_\_\_\_\_

Date	Station		Mode of Conveyance	Purpose of Journey
	From	To		

The above tour programme may kindly be approved.

**Signature** \_\_\_\_\_

**Recommended By**

**Approved**

**(CONTROLLING OFFICER)**

Annexure-8b

TA CLAIM FORM

Name \_\_\_\_\_ Institute/ Department \_\_\_\_\_ Designation \_\_\_\_\_ Basic Pay \_\_\_\_\_

Particulars of Journey/ halt						Means of Conveyance	Actual Rail/Bus Fare	Mileage by Rail/ Roadother means			Detail of Local Convenes			Daily Allowance		Total	Purpose of Journey
From			To														
Date	Hours	Station	Station	Date	Hours			No. of K.M	Rate	Amount	No. of K.M	Rate	Amount	Rate	Amount		

(Amount in Words\_\_\_\_\_)

CONTROLLING OFFICER

Attested and certified that

- (1) The amount of Rs. \_\_\_\_\_ has been disbursed to the person mentioned herein.
- (2) The class of Railway accommodation actually. Travelled by has been charged.
- (3) No entertainment of dinner or lunch was served by the host college.
- (4) No payment or part thereof has been received in this respect through any other bill.
- (5) Fix a revenue stamp in each case if the payment exceeds Rs. 5000/-.

Revenue Stamp

Signature

**Annexure-8c**

**CERTIFICATE OF TOUR**

Name of Official: \_\_\_\_\_ Designation: \_\_\_\_\_

- 1) Certified that I was not provided with means at the expense of Government/ Local fund or court of wards estate for journey by road for any journey for which T.A. has been claimed.
- 2) Certified that the journey beyond jurisdiction was performed under proper authority.
- 3) Certified that the number of miles shown in the bill is correct.
- 4) Certified that I was not absent on casual leaves during the period for which daily allowance has been claimed.
- 5) Certified that the actual expenses incurred as cost of transporting personal effects was not less than the sum claimed in the bill.
- 6) Certified that I transported \_\_\_\_\_ Kgs of luggage on my transfer.

**Note:**

1. Strike out whichever is not applicable.
2. Attach
  - (a) Approved Tour Programme
  - (b) receipts of conveyance charges
  - (c) authority letter for Participation in the event.
3. Fix a revenue stamp in each case if the payment exceeds Rs. 5000/-

Dated:

Signature



Annexure-9

**Teaching Appraisal and 360° Feedback Form for the Academic Year \_\_\_\_\_**

Faculty/ Institute: Department: Employee Name: DOJ:  
Designation: Emp ID: Workload (Theory & Labs Count): DOB/Age:

**A. ADDITIONAL RESPONSIBILITIES (UNIVERSITY LEVEL) (Points - 10) (Note: Max. 5 Credit points for each semester)**

Year	Semester	Activity	Criteria	Credit Points (Faculty)	Supporting Document Index No.	Credit Points (Assessed by Reporting Authority)
Average Weightage by Faculty & Head (Out of Max. 10 Points)						

**B. ADDITIONAL RESPONSIBILITIES (INSTITUTE LEVEL) (Points - 10) (Note: Max. 5 Credit points for each semester)**

Year	Semester	Activity	Criteria	Credit Points (Faculty)	Supporting Document Index No.	Credit Points (Assessed by Reporting Authority)
Average Weightage by Faculty & Head (Out of Max. 10 Points)						

**C. ADDITIONAL RESPONSIBILITIES (DEPARTMENT LEVEL) (Points - 10) (Note: Max. 5 Credit points for each semester)**

Year	Semester	Activity	Criteria	Credit Points (Faculty)	Supporting Document Index No.	Credit Points (Assessed by Reporting Authority)
Average Weightage by Faculty and Head (Out of Max. 10 Points)						

**D. TEACHING PROCESS (Points - 16) LMS Google Classroom (Note: Max. 8 Credit points for each semester)**

Year	Semester	Subject Code	Subject Name	No. of scheduled Classes	No. of classes actually held	Credit Points (Faculty)	Supporting Document Index No.	Credit Points (Assessed by Reporting Authority)
Average Weightage by Faculty and Head (Out of Max. 16 Points)								

**E. STUDENTS' FEEDBACK (Points - 20) (Note: Max. 10 Credit points for each sem. & min.70% students' data)**

Year	Semester	Subject Code	Subject Name	Avg. Student Feedback on a scale of 20	Credit Points (Faculty)	Supporting Document Index No.	Credit Points (Assessed by Reporting Authority)
Average Weightage by Faculty and Head (Out of Max. 20 Points)							

**F. Annual Confidential Report (ACR) MAINTAINED AT INSTITUTION LEVEL (Points - 10) (Note: Enclose proofs)**

Extraordinary	Excellent	Very Good	Good	Satisfactory	Poor	Credit Points (Faculty)	Supporting Document Index No.	Credit Points (Assessed by Reporting Authority)
10	9	8	7	5	0			
100-96%	95-90%	89-80%	79-70%	69-55%	< 55%			

**G. RESULTS ANALYSIS (Credit Points 20) (Note: Only Theory Subjects)**

Year	Semester	Subject Code	Subject Name	No. of Students Registered	No. of Students Passed	Result %	Verified by (CoE)
Average Weightage (Out of Max. 20 Points)				By Faculty			
				By Head			

**H. RESEARCH & DEVELOPMENT Summary (Points - 14) (Weightage Period: July to June of every Academic Year)**

S. No	Category	Limit Count (Max.)	Numbers (Count)	Marks (perunit)	Credit Points (Faculty)	Supporting Document Index No.	Credit Points (Verified By Dean-R&D)
1	Research Publication SCI	-		4			
2	Research Publication SCI-Extended	-		3			
3	Research Publication Scopus	-		2			
4	Research Publication Scopus Indexed / WOS	-		1.5			
5	Research Publication (Other)	-		1			
6	Patent	2		5			
7	Funded Project	-		2-8			
8	MOOCs Certification	1		5			
9	Participation in FDP/Workshop / Conference	2		1-2			
10	Book	1		5-8			
11	Books Chapter / Editing	1		2-5			
Average Weightage by Faculty and Dean-R&D (Out of Max. 14 Points)							

**I. CONTRIBUTION TO SOCIETY (Points - 5)**

Year	Semester	Activity	Criteria	Credit Points (Faculty)	Supporting Document Index No.	Credit Points (Assessed by Reporting Authority)
Average Weightage by Faculty and Head (Out of Max. 05 Points)						

Date: \_\_\_\_\_

Signature of Faculty Member



**OVERALL ANNUAL PERFORMANCE**

Average Weightage by Reporting Authority	Academic Year 1	Academic Year 2	Academic Year 3
	FY:	FY:	FY:
A. Institute Activities (Points 10)			
B. Department Activities (Points 10)			
C. Teaching Process (Points 16)			
D. Students' feedback (Points 20)			
E. Annual Confidential Report (ACR) (Points 10)			
F. Results (Points 20)			
G. Research (Points 14)			
H. Contribution to Society (Points 5)			
Total (Max. Credit Points 100)			
Total on 10 Point scale			

**Observations by Reporting Authority:** (In respect of the Weightage of activities claimed):

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**Remedial Measures Suggested by Reporting Authority:**

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**Date:** \_\_\_\_\_

**Name & Signature**

**Recommendations of the Director/ Dean**

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**Date:** \_\_\_\_\_

**Name & Signature**

**Recommendations of the Registrar:**

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**Date:** \_\_\_\_\_

**Name & Signature**

# PROFORMA FOR ANNUAL APPRAISAL

(To be filled by the individual)

Department (Mention Subject Name for H&S): \_\_\_\_\_

Name & Designation	DOJ	Starting Salary	Last Increment		Present Salary	Effective date of Increment	Status of Ratification (Yes / No)	On PF (Yes / No)	Campus Accommodation (Yes / No)	Paying for Transport (Yes / No)
			Date of Increment	Amount of Increment						

Education ( <i>Note: Mention Year of Passing/Awarded and Percentage</i> )							Experience	
SSC:	Inter / Diploma/ITI:	UG ( <i>Specify</i> ):	PG ( <i>Specify</i> ):	Ph.D. ( <i>Specify</i> ):	Others ( <i>Specify</i> ):		At GNI:	Total:

Leaves availed during the appraisal period (To be filled by Dealing Clerk)			List of certificates submitted				Verified By (HR)	
CL:	EL:	LOP (With Reason):					Overall Score ____ /10	

1. Results: \_\_\_\_\_ 2. Research: \_\_\_\_\_ 3. Funding: \_\_\_\_\_

Statement on strengths and significant achievements to claim good increment: \_\_\_\_\_

I hereby declare that the information given above is true and correct to the best of my knowledge. If the information/figures provided are incorrect, the increment will be denied.

Signature of the individual

Recommendations of HoD/ Section Head:

Recommendations of Director /Registrar / GM (Admin):

Approval of Vice Chancellor

Approval of Vice-Chairman

