



HR POLICY*

(SERVICE RULES)

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HR POLICY (SERVICE RULES)

1. Introduction

Jagan Nath University, Jaipur has been established with a vision to promote it as a centre of excellence for higher education and research committed towards quality education, skill development, industry integration and holistic eco-system for global competencies among youth and sustainable development of the Nation. The mission statement, among other things, refers to inculcating a culture of excellence among students and faculty and developing a sense of ownership and pride among employees to achieve organizational targets as well as their personal goals. The HR policy covers in detail the human resource philosophy, equal employment opportunity, code of conduct, work culture, planning recruitment and selection process, working times, annual appraisal system, exit policy, staff welfare policy and grievance redressal system.

2. Human Resources Philosophy

- Jagan Nath University recognizes the contributions of the employees and treat each individual employee fairly and consistently in all matters, with a uniform application of the following human resources philosophies:
- Human resources are best allocated to achieve optimum productivity and efficiency.
- Employees are always encouraged to well-equip themselves for the present job and future development.
- Reward is based on merit. High performers are given priority to take up more responsible positions.
- Two-way communications between employees and the management are promoted as a means of building mutual understanding and trust.
- Team Spirit, interpersonal communication and bonding amongst the employees is promoted through birthday celebration, picnics and festival celebration
- Workplace safety is given top priority to protect human health and enable employees to deliver their best performance.

3. Equal Employment Policy

It is the policy of Jagan Nath University to recruit the best qualified people and to maintain a pool of human resources according to the manpower requirement and planning of the organization.

The organization provides equal opportunity for all qualified persons and does not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, veteran status, disability, or any other protected status.

This policy applies to recruitment, selection and placement, promotion, training, transfer, retention, rate of pay and all other details and conditions of employment. The policy is to transfer or promote well performing and capable employees to fill vacancies so that employees are provided with opportunities to widen their exposure and further their career development within the organization.

All other personnel actions including compensation, benefits, transfers, layoffs, recalls from layoffs, training, education, tuition assistance and recreation programs will be administered without regard to race, color, religion, sex, age, national origin, disability, veteran status, or any other protected status, in accordance with appropriate law.

All employees are responsible for maintaining a work atmosphere free from discrimination and unlawful harassment by treating others with dignity and respect.

4. Code of Conduct

4.1 Preamble

The primary purposes of the University are the advancement and application of knowledge and the education of its members; its central activities being teaching, learning and research. These purposes can be achieved only if the members of the University community have mutual trust and confidence and can live and work beside each other in conditions, which permit freedom of thought and expression within a framework of respect for the rights of other persons. All the members of the university must be aware of and comply with the relevant policies, standards, laws and regulations that guide our work culture. Every member is individually accountable for one's own actions and are collectively accountable for upholding these standards of behaviour and for compliance with all applicable laws, regulations and policies.

Hence, the Board of Management at its meeting dated 6.10.2018 decided to evolve a Code of Conduct for all the stakeholders of the university and hereby passed this code called as "Code of Conduct/Ethics of Jagannath University"

4.2 Applicability

The Code applies to members of the University ad under:

- Members of various Statutory Bodies
- President
- Deans/Head of the Departments
- Teaching Faculties
- Non-teaching staffs
- Students.

4.3 Board of Management

The function of the Board of Management is to ensure that the organization fulfills its overall purpose, achieves its intended outcomes and operates in an efficient, effective and ethical manner.

The members would -

1. Work in the best interest of the HEI.
2. Keep the interest of quality education as of highest priority compared to any other priority.
3. Work co-operatively with fellow members in carrying out their responsibilities.
4. Act honestly and in good faith at all times in achieving institute's intended outcomes.

Maintain the confidentiality of information.

4.4 University Level Academic Administration

It would include President, Pro-President, Deans of Various Faculty, Heads of Departments, Proctor, Registrar, Finance Officer, Academic Statutory Bodies, etc.

The authority would -

1. Be responsible, as the principal academic and administrative officer of the Jagannath University, to see that the provisions of Acts/Statutes/Ordinances and Regulations of the

University are duly observed and processes of the university are carried out in strict adherence thereto.

2. Comply with laws, rules, and regulations of the government applicable to the University.
3. Provide inspirational and motivational value-based academic and executive leadership to the University through policy formation, operational management, optimization of human resources and concern for environment and sustainability.
4. Conduct with accountability, transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the University.
5. Act as an agent of social change for national development and, therefore, strive for creating an environment conducive for teaching, learning, research and for development of the potential of the University to the maximum extent.
6. Maintain the confidentiality of the records and other sensitive matters.
7. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
8. Refuse to accept any gift, favour, service, or other items from any person, group, private business, or public agency which may affect the impartial performance of his/her duties.

4.5 Teachers

The education profession is entrusted with the responsibility of moulding the minds of young people. In fulfilment of the obligations to the teaching profession, teachers will strive to demonstrate, inspire and guide, through Jagan Nath University's vision and mission, that learning is a character-building and nation-building noble activity. This code is applicable to all the teaching staff of Jagannath University.

4.5.1 Duties and Responsibilities

1. Discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the University from time to time;
2. Update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her;
3. Conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time;
4. Perform his/her duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
5. Co-operate and assist in carrying out functions relating to the educational responsibilities of the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university examinations, including supervision, invigilation and evaluation;
6. Take prior permission from appropriate authority at any time for leave from duties;
7. Be punctual in attendance and in respect of his/her class-work and also for any other work connected with the duties assigned to him/her by the Head of the department.
8. Refrain from associating with any political party or take part in any other organization actively, which is not in line with the duties and ethics of the teaching profession.

9. Refrain from bringing any political or outside pressure on his/her superior authorities in respect of service matters.
10. Refrain from participating in any strike or demonstration and /or indulge in any criticism of University Management, policy for any reason whatsoever;
11. Refrain from provoking or instigating any students or any other member of the staff into any form of action against the University Management, or that seeks to disrupt the academic activities of the University. A teacher, however, shall have the right to express his/her opinion and express differences on matters of principle in meetings, seminars.

4.5.2 Teachers with Students

Teachers should–

1. Respect the right and dignity of the student in expressing his/her opinion, deal justly and impartially with students regardless of Jagannath University religion, caste, political, economic, social and physical characteristics;
2. Encourage students to improve Jagannath University attainments develop Jagannath University personalities and at the same time encourage them to contribute to community welfare;
3. Inculcate among students’ scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
4. Make themselves available to the students even beyond Jagannath University class hours and help and guide students without any remuneration or reward;
5. Aid students to develop an understanding of our national heritage and national goals and
6. Refrain from inciting students against other students, colleagues or administration.
7. Every teacher in the service of the University shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.

4.6 Administrative and Support Staff

All administrative staff of University are required to comply with the Code of Conduct, including behaving in a respectful way to uphold the University values at all times:

1. Conduct themselves in a manner that upholds the values, integrity and good reputation of the University at all times
2. Treat everyone with respect and courtesy, and refrain from harassment or discrimination
3. Disclose or take reasonable steps to avoid any conflict of interest (real or perceived) in connection with Jagannath University employment
4. Adhere to and maintain privacy principles when collecting or storing records of individuals
5. Remain open to collaboration, open dialogue, and the sharing of ideas, theories and practices with others
6. Comply with University policy and procedure, and follow reasonable directions from the University
7. Comply with the terms and conditions of Jagannath University contract of employment and/or any other agreements they have entered into with the University
8. Use University resources in a responsible manner, and for Jagannath University proper purpose

9. Strive to achieve excellence when executing Jagannath University job requirements or assigned responsibilities

4.7 Staff Disciplinary Rules

The following acts of exclusion and instruction which are illustrative but not exhaustive, shall be deemed to constitute misconduct and will entail disciplinary action. They are:

4.7.1 Minor Misconducts

- Negligence or failure to perform assigned duties;
- Unauthorized absence / Habitual late/irregular attendance;
- Habitual indebtedness, insolvency;
- Smoking within premises
- Disorderly conduct

4.7.2 Major Misconducts

Furnishing false information regarding age, qualifications, marks and previous employment at the time of joining University;

- a. Taking/giving bribe;
 - Dishonesty; theft, fraud or damage concerning any business/documents/property of University
 - Drunkenness, riotous or indecent or disorderly behavior;
 - Gambling within premises of University
 - Willful insubordination, disobedience, negligence or refusal to accept charge sheet/other communication;
 - Commission of any act which amounts to a criminal offence or involving moral depravity;
- b. Unauthorized communication of any official document/information of University, Lending or borrowing money or accepting expensive gifts from person/firm having official dealing with University;
- c. Conviction by court of law; sexual harassment; threatening or intimidating other employees;
- d. Possession of illegal/unauthorized weapons or firearms;
- e. Engaging in business other than that of the organization;
- f. Holding unauthorized meetings, civic, political or union activities/collection of funds during the working hours in premises of University;
- g. Resorting to or abetting illegal strike/slowdown/distribution of handbills and posters or any other act of subversion of discipline;
- h. Being found in possession of or attempting to punch another employee's attendance card;
- i. Deliberately spreading false information or rumors;
- j. Refusal to accept any communication or warning in writing, etc.
- k. Unauthorized absence beyond 03 days.

4.7.3 Disciplinary Action

For offences, the punishment shall be imposed by the disciplinary authority after enquiry. Punishment shall be based on findings of enquiry, gravity of misconduct and past record of the staff.

1. Warning

Punishment may be awarded in the following forms:

For offences, censure/warning will be given in writing, fine, stoppage of increment, demotion, suspension, discharges, dismissal from service.

2. Suspension

The Disciplinary Authority has power to suspend any staff member during pending enquiry.

4.8 External Experts as Member of Various Committees

External experts/Invitees would -

1. Support decisions with an approach such that they have no axe to grind.
2. Help to take the right decision through their expertise and impartial views.
3. Help the University to enable attaining highest quality and standards.

4.9 Adherence to the Ethical Standards

Every member of the University shall at all times, conduct his/her activities in accordance with the highest professional ethical standards. Every member of the University is expected to become familiar with those laws, regulations, and University rules, which are applicable to his/her position and duties, and to comply with both in letter and spirit.

4.10 Compliance of Policy

The University will monitor and promote compliance through various methods, including but not limited to, institutional activities and reports, implement programs to further members' awareness, internal and external audits and feedback to Management.

Any exception to this Code of Conduct Policy must be approved by the competent authorities only. All students, teaching or non-teaching staff including the competent authorities are expected to follow the Code of Conduct with uncompromising integrity, honesty and non – discrimination.

All questions and concerns about the legality or propriety of any action or failure to take action by or on behalf of the University should be referred to reporting authority or by the Head of the institution.

The monitoring committee will comprise of the following:

- | | | |
|-------|---|--------------------|
| (i) | Director IQAC | - Convener |
| (ii) | One Dean/HoD of any faculty
(To be nominated by the President) | - Member |
| (iii) | Two Faculty Members
(Nominated by President) | - Member |
| (iv) | Registrar/Nominee | - Member Secretary |

The minutes of the committee will be forwarded to the President for approval.

5. Work Culture

There is a strong work culture in the University helping to bring the employees together on a common platform and motivate them to deliver their best. It is essential for the employees to enjoy at the work place for them to develop the sense of belongingness towards it.

The University offers a positive ambiance to the employees for them to focus on their work and follow the organizational rules and regulations.

To create a healthy work culture:

- An employee must be cordial with each other
- Each employee should be treated as one
- Encourage discussions at the workplace
- Promote team building activities

The University aims at improving efficiency, productivity, growth and corporate ethical standards. The employees are encouraged to feel free to ask questions, discuss, give suggestions, and address problems and concerns with the management.

6. Planning, Recruitment and Selection Process

6.1 HR Planning

Recruitment and selection process is centralized at the university. Before initiating the recruitment selection procedure, an intensive human resource planning is done to ensure that University is able to:

- Acquire and retain the optimum number of employees with the requisite skills, expertise and competence.
- Assist in optimum resources allocation so that potential human resource surplus or shortage can be anticipated and alleviated as much as possible.

In order to optimize human resources utilization and to maintain cost effectiveness, a stringent HR control is exercised. Recruitment is carried in accordance with the bases of operational needs and approved manpower requirements.

6.2 Recruitment & Selection Process

The Recruitment and Selection process in the University is carried out as per the Guidelines of UGC/ Statutory and Regulatory Bodies.

The Recruitment & Selection Process is conducted in following steps –

1. Requirements from the Departments/Dean/HoD
2. Advertisement Published through Newspaper and Website
3. Shortlisting Process by Committee
4. Selection Committee (constituted as per Act.)
5. Interview Conduction (by Selection Committee)
6. Selection Done (Minutes of Selection Committee)
7. Offer Letter Issued
8. Joining of New Faculty / Staff

6.2.1 Categories of Posts for Recruitment & Selection

1. Teaching Staff

- Dean/HoDs
- Professors
- Associate Professor
- Assistant Professor

Classification of Teaching Staff

The University inducts various teaching positions as per UGC Regulations as mentioned below-

- (1) Core Faculty
- (2) Visiting Faculty
- (3) Adjunct Faculty
- (4) Emeritus
- (5) Professor Chair

2. Administrative Staff

- Registrar
- Deputy Registrar
- Assistant Registrar
- Controller of Examinations
- Librarian
- Accounts Officer/Finance Officer
- Training and Placement Officer
- Estate Officer
- Medical Officer/Assistant
- Sports Officer
- Purchase Officer
- Manager House Keeping
- Farm Manager
- Such other officers as may be decided by the Board of Management time to time

3. Technical Staff

- System Administrator
- Lab Assistants
- Web Developer
- Web designer
- Workshop Supervisor
- Gardner
- Electrician
- Plumber
- Carpenter

- Welder
- And such other officers/staff as may be decided by the Board of Management time to time

4. Supporting Staff

- Personal Assistant
- Typist
- Accounts Clerk
- Store Incharge
- Driver
- Peon
- Helper
- House Keeping Staff
- Security Guards
- And such other officers as may be decided by the Board of Management time to time

6.2.2 Recruitment Process

The purpose of recruitment is to acquire the optimum number of high quality employees for the operations and development of the organization. In order to appoint the most appropriate persons for the positions, the potential candidates are drawn from a wide pool and equal opportunities are ensured for all candidates.

- The external sources for recruitment includes: University website, Newspaper advertisements, various job portals, like, Naukari.com etc.
- As a part of internal recruitment - promotions and transfers (from sister concern institutions) are a part of internal recruitment.

Whenever an employee leaves the organization, the replacement is necessary. Where a replacement is required, internal transfer or promotion is considered before pursuing external recruitment.

6.2.3 Eligibility, Selection and Remuneration

1. Selection Committee formed as per the Act/Statute of the University.
2. Shortlisted candidates appear before selection committee for PI by filling up the interview form (ANNEXURE – 1)
3. Short listing and final selection is based on the basis of eligibility as per the Guidelines of UGC/Regulatory Body/Statutory body -

i. For Category (1) Posts and Category (2) Posts

Selections are done on the basis of UGC Guidelines, Respective Regulatory Body Guidelines and Statutory Bodies. Where any of these is not specified by the regulatory body, these shall be adopted and approved as per the University Act/Statute

ii. For category (3) and (4) Posts

These shall be adopted by the University keeping in view the norms laid down by the State Government and where not specified by the State Government, these shall be adopted and approved as per the University Act/Statute.

iii. Background Check

Employees are required to provide reference of at least two people for the purpose of background check. An employee is offered appointment on the belief that the particulars furnished in his/her application/personal data form and otherwise are factually correct and nothing material has been concealed. In case it is subsequently found through reference check that material information furnished therein is false, or that some relevant facts have been concealed, suppressed or withheld, the appointment may be considered null and void.

6.2.4 Terms and Conditions of Service

Every employee of the organization shall be bound by the Statutes, Ordinances and service regulations for the time being in force in the organization.

6.3 Placement and Induction

6.3.1 Joining Formalities

The selected candidates are provided with offer letter, mentioning the check list of documents to be submitted at the time of joining. On the day of joining, the employee has to fill the requisite forms as the part of the joining formalities e.g. Joining report (ANNEXURE -2) and Personal information form (ANNEXURE -3) along with all the requisite documents as mentioned below –

- a. Resume
- b. Mark sheets (10th, 12th, graduation, post-graduation, Ph.D (if required) or any other degree obtained),
- c. Certificate (academic and participation in other activities),
- d. Copy of PAN and Aadhar card,
- e. 3 photographs
- f. Experience/ relieving certificate letter from the previous organization.

The other formalities including the Appointment Letter, ID card, email id and formalities related to the salary account are completed, the details of which are sent to the newly joined employee within one week of their joining.

6.3.2 Employee Record and Information

- The employee information including the joining report, all testimonials and any other document as mention above in joining formalities is maintained in the form of a personal file.
- The information of all the employees is regarded as confidential and are maintained in the office of Registrar. However, the information may be obtained by any department with the prior permission of the Registrar.
- The employee record is regularly updated by the Registrar Secretariat with respect to:
 - Academic achievement,
 - Research work,
 - Promotions,
 - Additional assignments etc.

The employees can also make changes in personal data by informing and submitting the proof for the same to Registrar Secretariat.

6.3.3 Medical Fitness

The continuance of appointment is subject to the employee being found and remaining medically (physically and mentally) fit. The management reserves the right to have any employee medically examined at any time during the course of employment through a medical practitioner nominated by it to test the employee's physical or mental fitness necessary for the efficient discharge of the duties of his/her post; and a report of medical examination will be submitted to the management, whose decision in this regard will be final and binding.

In case the employee is found medically unfit or is suffering from an infectious disease or protracted illness and/or remains habitually irregular in attendance, the management shall have the right to terminate his/her services without notice.

6.3.4 Employee Probation - Confirmation

All newly appointed employees (teaching & non-teaching) will be on Probation for one/two years (depending upon experience and interview performance) from the date of their appointment. During this period the performance will be reviewed and on completion of one year, there would be a performance evaluation done through a formal feedback session.

On satisfactory performance the services will be confirmed in writing. In the event of unsatisfactory performance, behavior or attitude, he/she will be either counseled to improve the performance and the probation period would be extended or the services may be terminated depending on the circumstances (as deemed fit by the competent authority).

6.3.5 Payment of Salary

The salary will be credited directly to the bank account in bank designated by the institution by 7th of every month.

The pay scale of both teaching and non-teaching staff shall be as per UGC norms.

7. Work Timings

Hours of Operation and Work Schedule

All the employees have to complete stipulated hours of work. The work timings and schedule for teaching and non-teaching are same. Full-time professional/administrative positions are expected to be on time; in many cases, however, additional hours may be necessary in order to satisfactorily fulfill the requirements of a job. The university observes 6 days' week.

8. Annual Appraisal System

The University has the mechanism of performance appraisal for both teaching and non-teaching staff. The objectives of the appraisal system are -

- To strengthen the Intellectual Asset base of the institution
- To align and harness employee energies towards achieving superior results for our Stakeholders
- To guide employees on the path to strengthening their professional capabilities
- To provide a rational and objective basis for identifying high potential to take on future leadership roles

The components of appraisal system for teaching staff are - (ANNEXURE – 4)

1. Self-Appraisal Form
2. Evaluation by students

3. Performance Appraisal by the final Reviewer and Appraiser

The components of appraisal system for non- teaching staff are - (ANNEXURE – 5)

1. Self-Appraisal Form
2. Performance Appraisal by the final Reviewer and Appraiser

8.1 The Performance Appraisal Cycle

1. The appraisal is conducted once in a year that is in the month of June.
2. The Appraisal is strictly based according to the Regulatory Norms like UGC, AICTE, and NAAC etc.

Thus, the individual performance and contribution will be reviewed on a continuous basis through appropriate monitoring and feedback. In this appraisal the focus will be on review of performance against key deliverables and targets, on capabilities demonstrated during the course of the year. The key outcomes of performance discussions will be:

- a) An agreed set of action to be undertaken by the employee to improve performance.
- b) Identification of development needs & potential for career progression and growth
- c) Basis for deciding performance awards

8.2 Annual Review Process

The Management of the University reviews the performance of faculty members every year and based on this, annual increment, promotion etc. will be given to the faculty. The following are the important provisions:

- i) Every faculty member should submit his/her annual performance report in the appraisal format as mentioned in (ANNEXURE – 4). Detailed instruction issued in this regard has to be followed strictly. As it is a self-introspection of his/her performance, reporting by the faculty member should be factual and accurate, supported by evidence wherever necessary.
- ii) It is incumbent on the part of Dean / HOD, to check the entries and append his/her comments in an unbiased manner taking into account the interest of the department.
- iii) A review committee formed by the University shall review the performance of every faculty member and recommend annual increment; promotion if it is due to him/her and his/her performance is good. In case, a faculty member's performance is consistently unsatisfactory, based on the recommendation of the committee, the Management would take appropriate action including termination of his/her service.

8.3 Promotion Policy for Teaching and Non-Teaching Staff

8.3.1. Promotion

The University has a well-defined promotion policy both for Teaching and Non-Teaching Staff. The promotions to the higher positions are given on the basis of merit and performance subject to fulfilment of eligibility criteria as per the UGC norms.

A. For Teaching Staff

The promotions of teaching staff is based on the eligibility criteria e.g. overall performance, research contribution, and any other significant contribution done for the University as per the following guidelines:

- From Assistant Professor to Associate Professor, a faculty member must have minimum 8 years of teaching experience with Ph.D and from Associate Professor to Professor, eligibility criteria is minimum 10 years of teaching experience with Ph.D.is required.
- He / She must have high level of research contribution in his / her area of specialization.
- Apart from hardcore teaching he / she must have contributed significantly for the all-round development of the University.
- He / She must have good overall performance.

Procedure for Promotion -

The promotion from Assistant Professor to Associate Professor and from Associate Professor to Professor the procedure is as followed:

- The Faculty members eligible as per the above guidelines, may apply to the registrar in a prescribed format along with all the desired documents for the promotion.
- In first instance the application received from the faculty member for the promotion shall be scrutinized by the Registrar Office.
- After successful completion of the scrutiny process, if the faculty member is eligible for the promotion then his / her candidature shall be placed before a selection committee duly constituted by the Vice-Chancellor as follows:

○ Vice-Chancellor	Convener
○ Pro-Vice Chancellor	Member
○ Minimum 2 External Subject Experts	Member
○ Dean of the Faculty	Member
○ Registrar	Member Secretary
- The faculty member has to appear before the selection committee for interview. On the basis of the performance of the faculty member in the selection committee and the desired documents, the selection committee finally recommends his / her candidature for the promotion to the Board of Management for its approval.
- After approval of the Board of Management, an Office-Order regarding the promotion shall be issued to the faculty concerned.
- After promotion, the sanctioned post of the concerned faculty shall be upgraded from Assistant to Associate and Associate Professor to Professor. However, if any vacancy will arise in future the new post will be filled-up against the sanctioned post prior to the promotion. The faculty continues to have lien on the original post.

B. For Non-Teaching Staff

The promotions of a non-teaching staff is based on the eligibility criteria as per UGC / AICTE / Regulatory Body Norms and overall performance and any contribution done for the University.

Procedure for Promotion -

For the promotion of Non-Teaching Staff, the following procedure may be followed:

- The staff members eligible, may apply to the Registrar in a prescribed format along with all the desired documents for the promotion may be annexed.
- In first instance the application received from the staff member for the promotion shall be scrutinized by the registrar office.

- After successful completion of the scrutiny process, if the staff member is eligible for the promotion, then his / her candidature shall be placed before a selection committee duly constituted by the Vice-Chancellor as follows:
 - o Vice-Chancellor Convener
 - o Pro-Vice Chancellor Member
 - o Minimum one External Expert Member
 - o Registrar Member Secretary
- The staff member has to appear before the selection committee. On the basis of the performance of staff member in the selection committee and desired documents, the selection committee recommends his / her candidature for promotion to the Board of Management for its final approval.
- After the approval of the Board of Management, an Office-Order regarding the promotion shall be issued to the concerned staff member.

8.3.2 Increment

Annual Increment determined from time-to time will be awarded based on Annual Assessment of performance as per specified Performa (amended from time-to time). However, management in its absolute discretion may consider for any staff member/s, advance/special increment or one-time award or on pro-rata basis according for an outstanding performance/ potential of an employee at any time.

8.4 Best Teacher Award

1. Best Teacher (s) Award shall be given on Teacher’s Day (5th September). The performance shall be calculated on the basis of past academic year i.e. July to June.
2. Faculty Members must be in service to be eligible for award.
3. A duly constituted Jury shall make final decision.
4. Awards are at the discretion of the Management. The Management reserves the right to alter/delete, revise or modify any part of the award scheme.
5. The faculty members shall be given cash prizes

The first prize winner shall be given a certificate of Best Teacher for the year. The parameters for the same are given in ANNEXURE - E

9. Training and Development

Training, education, and development of human resource refers to organizational efforts to improve employees’ level of performance through the acquisition of specific skills, abilities, and knowledge and/or the change of workplace attitudes. Organizations invest in such programs to have a more capable, knowledgeable, and motivated workforce that will ultimately contribute to their goals at a higher level. A brief overview to the topics of training, education, and development of staff; the benefits of such organizational programs; different types of initiatives, and their setup and guidelines are mentioned further.

9.1 Objectives

The objectives are:

- Integrating and facilitating new employees: “Orientation programs” to reduce the time it

takes recently hired employees to become socially integrated and effective in their role

- Helping human resource develop skills to handle more complex tasks: Programs that support employees' growth in the organization, for instance, by learning more complex technical knowledge or managerial skills required for a new position
- Improving overall levels of efficiency and performance: Programs that focus on improving employee performance in their current role and can include the introduction of new technologies and working methods
- Meeting legislative and ethical standards: Training programs are meant to ensure that employees operate within the legal boundaries and that their actions meet the ethical standards expected by the management and stakeholders

9.2 Importance of Professional Development Program

The Professional Development Programmes shall be designed to promote the professional development and renewal of teaching and non-teaching staff. Therefore, the programmes will be designed to ensure:

- Integration of all aspects of development: personal, instructional, professional, and organizational and finally implying the growth of their respective institutions.
- Sensitization of faculty about new concepts in teaching and assessment techniques which leads to holistic development of students
- Availability of opportunities for faculty to develop an insight into the needs of statutory and accreditation bodies in education.
- Enhancement of the general awareness of faculties on contemporary issues related to their respective field of teaching
- Strengthening of the institutional commitment to quality education by ensuring that all faculties are updated in their fields.

9.3 Training Need Identification

Training need identification for human resources very crucial and important and can be identified by seeking information through various sources:

- i. Training need analysis based on stakeholder feedback
- ii. Training need analysis based on participants of Training programmes organized
- iii. Training need analysis identified through annual performance appraisal
- iv. Training need analysis requested by faculty members on any area or ne development in their field of study.
- v. Training requirements recommended by Head of Department/Deans/Research Coordinator/Head of Institution; based on the faculty strength, weaknesses and career progression and new program/course development
- vi. Training need based on emerging trends in specific domain/area for pedagogical and technological development.
- vii. Any other

9.4 Functions

The functions of Human Resource Development Centre are to plan and organize, induction/orientation and refresher programmes for teaching and non-teaching staff.

- Plan and execute training sessions for teaching and non-teaching human resource for skill up-gradation and induction training
- Identify resource persons in various fields of specialization for running the orientation course and refresher courses, and familiarize such resource persons with the philosophy and guidelines for the courses.
- Produce specially designed material required for effective implementation of the courses.
- Organize, monitor and evaluate courses.

9.5 Mode of Training and Development Programs

Modes of development activities pertaining to staff/ faculty development shall be organized through different kinds of programmes:

- i. Induction Programmes
- ii. Orientation Programmes
- iii. Refresher Courses
- iv. Training Programmes
- v. Workshops
- vi. Knowledge Sharing Sessions
- vii. Briefing Sessions

9.6 Proposal of Training

1. A detailed proposal shall be prepared by the concerned department (Dean/ HOD/ Administrative head) as per the academic calendar/training requirement of the department, one at the beginning of each academic semester.
2. HRDC shall examine the proposal and put up the proposal with their recommendations (if any) for approval.
3. The same shall be put up for approval of the Competent Authority through IQAC.
4. After completion /implementation of the training program, a detailed report of the event should be submitted to the office of HRDC convener. Soft copy of the same (with department seal and signatures) should be emailed to HRDC Convener, Director IQAC and Registrar, Jagannath University, Jaipur.

The proposal should include:

- Brief Concept Note
- Objectives/Learning Outcomes
- Program Schedule
- Profile of the Resource Persons
- Budget
- Brochure
- Details of organizing committee

In case of multiple events being planned in more than one department, the decision of the President/IQAC/Registrar shall be considered final and binding.

10. Exit Policy

This is provide guidelines to be followed when the employee leaves the University either due to Resignation or termination.

10.1 Termination of Service

During probation period and / or extended period of probation, every staff is liable to be terminated at any time without any notice or assigning any reason(s) thereof. On confirmation, services of a staff member can be terminated by giving one month's notice, or by payment of one month's basic pay in lieu thereof. For disciplinary cases, no payment or notice period is required.

10.2 Resignation

- Staff will be required to give compulsorily one month's prior notice in case of separation from the University.
- Faculty, whether confirmed or not, will not resign from the services of the University in the middle of the teaching term once he / she accepts a course for teaching in a particular term.
- In case he / she fail to do so, the faculty will be liable to pay one month's salary, in addition to serving the notice period as per rules of the University.
- For all teaching staff, the resignation must be forwarded to the President through respective Dean/HoD. However, for non-teaching staff the same may be forwarded to the Registrar through the reporting authority.
- Written acceptance of resignation will be given to the employee clearly specifying the date of relieving by the office of President/Registrar.
- During the notice period the employee will help to complete all formalities, pending work, handing over the charge and submitting no dues form (ANNEXURE – 6).
- On receipt of No Dues Certificate the full and final settlement of account would be prepared and cheque issued. Once the duly completed no dues certificate reaches the office it will take upto 30 days to clear the account.
- Failure to comply with any of the above provisions shall entitle the management 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.

10.3 Retirement

Staff shall retire from service of the University on attaining the age of superannuation as per UGC norms. To determine age of retirement, the official record of age available with the University shall be treated as final. However, fresh arrangement can be made to avail the service of the retired employees on consultancy basis on terms fixed by the management, which will be at the sole discretion of the Management.

10.4 Rehire

Employees who leave the University in good standing and later wish to return are eligible for consideration for rehire provided an appropriate position is available. A previous employee who is

rehired will not be given credit for prior service for purposes of leaves, vacation eligibility and other pertinent aspects.

11. Staff Welfare Policy

The staff members are the most vital part of the institution. The welfare measures for teaching and non-teaching staffs are not only for the development of staff but also for the development of institution. Their well-being, satisfaction and motivation can propel the organization to any peak. The welfare measures provided for the staff and the policies are listed below.

11.1 General

- Induction programme to be conducted for the newly joined teaching and non-teaching staff
- Training program to be conducted for both teaching and non-teaching staff as and when required to improve their desired skills.
- Employees Provident Fund (EPF) vide EPFO Gazette notification dated 29.8.2014 is provided for the teaching and non-teaching from the date of joining.
- Provide healthy and recreational environment through Yoga practice and gym facility to the staff.
- Free medical check-up camps are organised in the campus from time to time.
- All the staff members of the university are given special discount on IPD/OPD in couple of renowned multispecialty hospital of Jaipur.
- Organise staff picnic once in a year.

11.2 Leave Policy

11.2.1 Leave Rules for Teaching Staff

The teaching staff is entitled to the following leave:

- | | | |
|-----------------|---|--------------|
| 1. Earned Leave | - | 12 per annum |
| 2. Casual Leave | - | 8 per annum |

Total: 20 Leaves

- 1 CL & 1 EL would be adjusted per month for the faculty members. The faculty members are entitled for 1 CL per two months and 1 EL per month from the joining month but EL can be availed only after completion of 1 year of service with the University.
- CL shall not be combined with any other leave or vacation except for holidays. Provided that total period including the holidays at one time does not exceed 7 days.

3. Summer Vacation - The teaching staff is entitled to 12 days of summer vacation, beginning from Sunday and ending on Sunday in a single block during the months of May and June. Summer vacation can be availed in two installments of equal periodicity beginning with Sunday or he/she may avail 1 week of winter vacation. (Applicable for the employees already completed one year of service with the University) The faculty members have to submit 1-month additional advance cheque to the Accounts Department before proceeding for the leave and serve atleast one semester to the University after the vacation. Under any circumstances, any type of leave can't be clubbed with Summer Vacation.

4. Academic Leave (AL) - All those faculty members who are pursuing higher studies, such as Ph. D, M. Phil, M. Tech, participating in Seminar/FDP/MDP/Paper Presentation etc. are entitled to 7 Academic Leaves from January to December (One per month). The staff member must inform the specific purpose such as visit to the library or meeting with the guide, test/examination while availing this leave. A written proof is required for availing such leave only after completion of one year of service with the University.

5. Study Leave - An employee who has put in at least 5 years' service may be given study leave without pay, subject to maximum 2 years during the whole tenure of service. However, the Vice chancellor may relax the condition of 5 years in exceptional circumstances as he/she deems fit. Benefit of increment may be given at the discretion of Board of Management, if a person improves his/her Technical/Academic Qualification.

6. Sabbatical Leave

- a) Permanent, full time teachers of the University who have completed six years of service may be granted sabbatical leave to undertake research solely for the purpose of increasing their proficiency and usefulness to the University and higher education system.
- b) The duration of leave shall not exceed one year in the entire career of teacher with 10 days for each completed year of service. The leave will be sanctioned at the discretion of the Board of Management.
- c) A teacher, who has availed himself/herself of study leave, will not be entitled to the sabbatical leave. Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any kind of training program of duration of one year or more.
- d) A faculty shall, during the period of sabbatical leave, be paid salary as may be decided by Board of Management time to time.
- e) A faculty 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 adhoc teaching & research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Board of Management may, if it so desires, sanction sabbatical leave on reduced salary or without pay.

7. Extra-Ordinary Leave without Pay

An employee may be granted an extra ordinary leave without pay on any special ground for a period not exceeding 3 years during the whole tenure of service. The period spent on extra ordinary leave shall not count towards increments except when the Board of Management is satisfied that such leave was taken on account of serious illness or for any cause beyond the control of the employee.

8. Maternity Leave Policy

Maternity leave of 45 days may be granted to those who have completed 3 year of service; and 90 days who have completed 5 year of service with the University. However, in extreme circumstances this leave may be extended as leave without pay.

11.2.2 Leave Rules for Non – Teaching Staff

1. Earned Leave - 15 per annum

2. Casual Leave - 12 per annum

- 1 CL & 1 EL would be adjusted per month for the Non-teaching staff. The staff members are entitled for 1 CL and 1 EL per month from the joining month but EL can be availed only after completion of 1 year of service with the University.
- CL shall not be combined with any other leave or vacation except with holidays. Provided that total period including the holidays at one time does not exceed 7 days.

3. Academic Leave - 7 per annum

- Staff Members may avail 7 academic leave in a year only for the purpose of examination and a proof for the same is required for availing such leave only after completion of one year of service with the University. Additional 2 days' leave would be granted over and above 7 days for attending Seminar/ Conferences etc.

4. Maternity Leave Policy

Maternity leave of 45 days may be granted to those who have completed 3 year of service; and 90 days who have completed 5 year of service with the University. However, in extreme circumstances this leave may be extended as leave without pay.

5. Extra-Ordinary Leave without Pay

An employee may be granted an extra ordinary leave without pay on any special ground for a period not exceeding 2 years during the whole tenure of service. The period spent on extra ordinary leave shall not count towards increments except when the board of Management is satisfied that such leave was taken on account of serious illness or for any cause beyond the control of the employee.

11.2.3 Leave Accumulation

1. All staff members who complete at least one year of service are entitled either to carry forward facility of casual leave and earned leave or encash only the accumulated EL
2. An employee can avail such carry forward leave in subsequent years of service. However, there is no provision of accumulation of academic leaves and Compensatory Casual Leave.
3. The accumulation of earned and casual leaves shall be done on the basis of a five year block i.e. in this five years' period, an employee shall either avail his/her entire accumulated leave (casual and earned) or get it encashed.

11.2.4 Leave Encashment

All employees can get their accumulated leave encashed after completing one year of service in the University.

Kindly note that the leave encashment will be only on the basic salary for Teaching Staff and on the gross salary for non-teaching staff as per the year in which this leave got accumulated.

For Example: Suppose an employee avails/ accumulates following leaves during the five year period.

Year	Basic Salary p.m (Rs.)	Leave Entitled annual (EL) (days)	Leave Availed annual (days)	Leave Carried forward (accumulated) annual (days)	Formula (BS*Leave availed/30)	Encashment (Rs.)
Year1	10,000	12	2	10	10000*10/30 (days in number)	3333
Year2	12,000	12	2	10	12000*10/30 (days in number)	4000
Year3	15,000	12	2	10	15000*10/30 (days in number)	5000
Year4	20,000	12	2	10	20000*10/30 (days in number)	6666
Year5	22,000	12	2	10	22000*10/30 (days in number)	7333
TOTAL		60	10	50		26,332

*Leave encashment and leave accumulation rules are applicable for all employees.

NOTE:

1. In case an employee avails more than the entitled quota of leave then the salary deduction shall take place on the gross salary drawn.
2. Compensatory Leave and Absence on account of Official Duty/On Duty.
Compensatory leave and leave of absence on account of official duty shall be granted on the basis of the merit of the case and specific situation by the competent authority. In the normal course of duty, employees are not entitled to any compensatory leave. This may be availed during that calendar year. If an employee is on official duty for 12 hours then ½ day CCL and if on official duty for more than 15 hours in a day then 1 CCL would be granted.

11.2.5 Holidays

All employees are entitled to gazetted holidays (ANNEXURE – 7) and other holidays as declared by the management from time to time. The holiday calendar shall be available before starting of calendar year.

General Note:

- a. All kinds of leave are at the sole discretion of the Management. Leave should always be applied for and sanction obtained through the prescribed leave application format (ANNEXURE – 8) from competent officer, before it is availed, except in case of emergency and for unforeseen eventualities. In such cases the competent officer must be informed by phone/SMS at the earliest and immediate after joining he/she has to submit the leave application otherwise it would be treated as LWP (Leave without Pay).
- b. Casual Leave can be availed in “half-day” units. 2-half-day leave amounts to one-day casual leave. Half-day means either forenoon (i.e. till lunch) or afternoon.
- c. Sundays or other holidays may be prefixed or suffixed to leave, also holidays falling within the period of Casual Leave shall not be counted as leave i.e. if a person is on Casual Leave

on Saturday and Monday, then the Sunday will not be counted as leave. However, this would be merged in case of Earned Leave.

- d. Leave will be calculated on prorata basis w.r.t date of joining.
- e. Allowing any faculty/staff for attending any Seminar/Workshop/FDP/MDP are at the sole discretion of the management.
- f. Late coming up to 10 min. more than 4 times a month will be debited as one day casual leave.
- g. In case of gross negligence of duties, the staff members would be treated as Leave Without Pay (LWP) for that day(s).

11.2.6 Leave Rules For Hostel Wardens/Medical Officer

1. Total 60 days' leaves would be permitted in a year which would be adjusted as 5 leaves per month otherwise this would be encashed on the basis of gross salary in monthly basis.
2. Seven days' additional leave may be granted in a single block during the year

11.3 Guidelines Regarding Reimbursements

(A) For Teaching Staff - Guidelines Regarding Participation in Seminar/ Conference/ Workshop/FDP, Etc.

In order to encourage participation in co-curricular activities, the University offers various facilities to faculty members for participating in Seminar/ Conference/ Workshop/FDP etc.

1. For attending seminars/ conferences/ workshops/ FDPs etc.:

- 1.1. It is mandatory for all faculty members to attend at least one such event per year.
- 1.2. The participation fee up to Rs. 3000 for the event shall be borne by the University.
- 1.3. The participant must submit the detailed proposal to V.C through respective Dean/HOD before proceeding for the event
- 1.4. The faculty members must submit a detailed report of the deliberations, discussions and learning outcome of the event.
- 1.5. For those faculty members who want to attend these events over and above the mandatory requirement, the participation fee and other expenses may be borne by the host institute or by the concerned faculty member.
- 1.6. The faculty members must take prior approval of the Dean/HOD in all cases and should ensure that their classes are not disturbed.

2. For Research Paper / Article publication in any refereed journal:

- 2.1. In case a faculty member's Research Paper/ Article (one or more) is accepted for publication in a refereed journal, the publication fee not exceeding Rs. 5000 per annum shall be paid by the University.
- 2.2. A copy of the published paper must be enclosed with the bill

3. For Travel Entitlement and Reimbursement:

- 3.1. Local (Jaipur Region)
 - 3.1.1 The traveling expense for local participation in Seminar/Conference/Workshop/FDP etc. will be reimbursed subject to a maximum of Rs.300

3.2. Outside Jaipur:

3.2.1. Full reimbursement for attending one event in a year (Seminar/Conference/Workshop/FDP etc) as per the following entitlement:

- a. Associate Professor/Assistant Professors : A.C.-3-tier fare
- b. Directors/ Deans/Professor : A.C.-2-tier fare

4. For Boarding and Lodging:

- 4.1. In case the participation fee includes boarding and lodging, no allowance will be made on this account.
- 4.2. In case the hospitality is extended by the host institution, no allowance will be made
- 4.3. In all other cases, actual reimbursement shall be made (on submission of proper bills) subject to the following upper limit:

Category	Max permissible limit/Day
Associates Professor/Asst. Professor	1000 (1500)
Director/ Dean/Professor	2500 (3000)

*Figures in brackets are for Metro towns – Mumbai, Kolkata, Chennai, Bangalore, Hyderabad.

5. Rules for participation in International Seminars held abroad:

Participation in these events shall be permitted as per the merit of the case. The participant has to manage finances from his/her own resources.

(B) For Non-Teaching Staff

The organization will reimburse employees for expense, which is directly related to include:

Travel receipts expenses, office supplies, and mileage incurred while traveling on work. Employees must submit for all expenses. Employees should consult with their manager prior to business trips to confirm eligible and approved expenses. The expenses will be reimbursed in the following way:

1. Rs. 150 Will be given to Marketing Staffs and Faculty Members for refreshment purpose during canopy activities at Exam centers (MAT, CAT, AIEEE, RPET, CMAT, CLAT etc) & in case of late evening working then Rs. 250/- will be given.
2. Rs. 100 will be given to supporting staffs for refreshment during canopy activities at Exam Centers (MAT, CAT, AIEEE, RPET, CMAT, CLAT etc) & in case of late evening working than Rs. 175/- will be given.
3. Accommodation in Hotel Maximum Rs. 1000 per city (Rs 1500 in State Capitals & Rs. 2000 for Metropolitan cities) per night may be reimbursed (In case of two person, they are required to stay in a double occupancy room. - Bill Required
4. Travelling (TA) : Subject to Producing actual bill (the mode of Journey will be decided by management or by member and it should be in Economical Mode) – Tickets Required.
5. Dearness Allowance (DA) Out of Jaipur Rs 600/- may be given to Marketing Executive / Staff / Faculty Members per day and Rs. 400/- given to Supporting Staff which include Breakfast, lunch, Dinner, Beverages and Mobile.

6. Local Conveyance will be paid Rs. 6/- per K.M. extra other than TA/DA and should not be exceeded Rs. 500/- per person, per day including Consultants and Local Market coverage.
7. Rs. 3 per KM may be issue to Marketing executive as Petrol expenses for outdoor Marketing and Rs. 6/- per KM by Car (With prior approval of the Management)

11.4 Insurance

The Group Insurance Scheme (GIS) is extended to all teaching and non-teaching staff of the university.

11.5 Fee Concession Policy

Fee concessions are granted to staff members, who himself/herself pursue any higher studies in the university or his/her blood relation pursue any program in the university as per the eligibility criteria and guidelines laid down below.

Eligibility:

Concessions may be granted to applicants who satisfy the criteria set out, in order to undertake relevant programmes of study, under the following headings:

- A) staff members who are currently employed and who have completed the probation period;
- B) staff members who held permanent full-time appointments.

Guidelines -

- The concession covers up to 50% to the staff members and 25% to their blood relation on the tuition fee.
- The concession ceases if the staff member leaves employment in Jagannath University.

11.6 Free Transportation

- The staff travelling in the University bus will have fee concession. This is applicable to all teaching and non-teaching staffs.
- The staffs will have to get prior approval from the transport incharge for avail of transport facility.
- The staffs will have to get prior approval from the transport incharge to leave transport facility.

11.7 Accommodation

- Subsidized accommodation shall be provided for the teaching and non-teaching staff in the faculty residence.

NOTE: All these entitlements are at the sole discretion of the management.

12. Grievance Reddressal Policy

Grievance redressal mechanism for Teaching and Non-Teaching Staff

Introduction:

In order to redress individual as well as collective grievances of the staff of the University, a grievance redressal mechanism has been devised.

Staff refers to all academic and non-academic staff members. It includes faculty (full time, part time or visiting), teaching assistants, Deans, HoDs, academic support staff members, full-time or

part time employees and full time consultants who are involved in administrative or nonacademic work.

What is a Grievance?

A grievance may be any kind of discontent or dissatisfaction or negative perception, whether expressed or not, arising out of anything connected with University that a staff thinks, or even feels, is unfair, unjust or inequitable. Any grievance /complaint relating to sexual harassment will not be covered under these rules as there is a separate mechanism for addressing such matters by ICC (Internal Complaint Committee).

Please note: While this platform allows all staff members to voice their concerns in an open manner it is imperative that the complainant exercises due diligence and care in deciding what he/she would qualify as a grievance that is serious enough to deserve the attention of this committee comprising of senior administrators and faculty of the university.

Constitution of the Grievance Redressal Committee (GRC):

1. One of the Senior - most Professors of the University (Chairperson)
2. One Senior Professor
3. Dean, Faculty of Law
4. Accounts Officer
5. Asst. Registrar (HR) - Member Secretary

Procedure for filing the formal complaint/grievance:

1. Any staff of the University may lodge a complaint.
2. Complaint should be made to Grievance Redressal Committee.
3. Complaint may be in writing or by email (grievance@jagannathuniversity.org).
4. Upon receipt of complaint by any member of GRC, the member should forward it to grievance@jagannathuniversity.org.

Procedure for filing a complaint / grievance without revealing identity:

If the complainant would not like to reveal his/her name for any grievance, they can drop the grievance(s) in the drop box placed outside the Registrar Office.

Process for addressing the Grievance:

1. Upon receipt of complaint, the Secretary of the Committee will send a response to the complainant acknowledging the receipt of grievance immediately.
2. At this stage, based on the nature of the complaint and severity of its possible impact, the Secretary may take one of the two options to proceed on addressing the concerns while keeping the Chairperson, GRC copied in all communication:
 - a. Option 1 which can be exercised on matters that could be more routine operation:
 - i. The Secretary of the Committee may address the issue directly with the help of the concerned department.
 - ii. In this case, it is important that the complainant is apprised of the actions taken or the work-in-progress in a timely manner.
 - iii. Once the matter has been resolved the Secretary will send a final update to the complainant on the matter with a copy to all members including the chairperson.

- b. Option 2 which can be exercised in matters of very serious concern, in consultation with the Chairperson:
 - i. The Secretary may also call for a meeting of the GRC. The quorum for the meeting is 3 (three).
 - ii. The Committee, as required, may also call for a deposition by the complainant and the person/representatives from the department against which the complaint has been made.
 - iii. Final decision of the GRC has to be communicated to the staff within 15 days of the receipt of the complaint.
 - iv. The Secretary of the Committee will communicate the decisions to the concerned parties/departments via email and a copy of the case and decision will be sent to the President (Vice Chancellor)
3. The Secretary will maintain an updated record of all complaints, actions taken and closure status.
4. In case the complaint has been made against a member of the GRC or a member of the Appeal Committee for GRC, the concerned member will be barred from participating in any proceedings till the case has been closed.

Re-appeal:

1. Aggrieved parties who are not satisfied with the decision of the committee, may appeal to the Appeal Committee for GRC for a reconsideration and review within 15 working days.
2. The members of the Appeal Committee are follows:
 - a. Pro-President (Chairperson)
 - b. Dean, Academics
 - c. Registrar
3. The decision of the Appeal Committee, in such matters shall be final and there shall be no further appeal in the matter.

Note:

1. The committee will recommend appropriate action against complainant(s), if complaint made are found to be baseless or trivial.
2. Board of Management (BOM) of the University may revise the procedure from time to time.

13. Policy Amendment / Declaration

The regulations and procedures in this policy / annexure are subject to change with / without prior notice, if necessary. The Management reserves the sole discretion to make exceptions, change rules and other requirements as it may deem fit from time to time.

Performa for Interview (TEACHING)

Post Applied for : _____

Date : _____

Name			
Date of Birth		Age on Date	
Category GEN/SC/ST/OBC/PH*			
Nationality			
Marital Status			
Address			
Contact No.			
Mail-ID			
Qualifications	1.		
	2.		
	3.		
	4.		
Experience	Teaching:		
	Corporate:		
Subjects specialization (if any)			
Papers published (if any)			
Salary Drawn			
Salary Expected			
Family details			
Minimum time required for joining			
*Nature of Disability			

Signature

Performa for Interview (NON-TEACHING)

Post Applied for : _____

Date : _____

Name			
Date of Birth		Age on Date	
Category GEN/SC/ST/OBC/PH*			
Nationality			
Marital Status			
Address			
Contact No.			
Mail-ID			
Qualifications	1.		
	2.		
	3.		
	4.		
Experience			
specialization (if any)			
Salary Drawn			
Salary Expected			
Family details			
Minimum time required for joining			
* Nature of Disability			
			Signature

Date:

The Registrar
JaganNath University
Jaipur

Sub: Joining Report

Dear Sir,

I hereby submit my joining report today, i.e. _____ in the forenoon/afternoon for the post of _____.

I will maintain complete discipline and the rules and regulations of the University.

Thanking You.

Yours Faithfully,

(Signature of the candidate)

Name and Contact No. : _____

UNDERTAKING

I _____ S/D/o _____,

hereby undertake that:

1. I have not been dismissed from service by any government / Semi Government or any other Organization.
2. I have not been punished for any act of moral turpitude.
3. If the aforesaid undertaking is found false, the University is entitled to take any action against me as it deem fit, including termination from the job.

Date :

Signature

Name : _____ Designation : _____

Address : _____

NH-12, Chaksu Bypass, Tonk Road, Jaipur-303901 (Raj.)

PERSONAL INFORMATION FORM

1. Name : _____

2. Father's Name : _____

3. Marital Status : _____

4. Spouse Name & Profession (if married) : _____

5. Category (ST / SC / OBC / General / Other) : _____

6. Date of Birth : _____ 7. Age : _____

8. Sex : _____ 9. PAN no. : _____

10. Permanent Address : _____

11. Address for Communication with Tel. & E-mail : _____

12. Family Background (Name & Profession) :

a.Father : _____ b.Mother : _____

c.Brothers : _____ d.Sisters : _____

13. Educational Qualifications : (Starting from Higher Secondary) :

Degree/Diploma	University/ College/ Institution	Year	Major Subjects with Specialization	Grade/Division/ Class(CGPA)/%age

14. Employment Records / Experiences :

A. Industry

Organization / Company	Year		Designation	Salary Grade
	From	To		

B. Academics / Teaching

University/College/ Institution	Year		Designation	Salary Grade	Courses Taught UG/PG
	From	To			

C. Publication / Articles (If any)

- _____
- _____
- _____

15. References : (with contact no. and addresses) :

- a. _____
- b. _____

(Signature of Applicant)

Note : Use extra sheets wherever necessary. Please indicate details of Research and Publications, Conference / Seminars attended, Books authored, Awards / Recognitions received and any other information that you wish to provide on separate A4 size sheet.

Following Documents to be submitted on the date of your joining :

- a. Three passport size photographs.
 - b. Certificate & Marks sheet of 10th and 12th.
 - c. Degree & Marks sheet of Graduation and Post Graduation.
 - d. Degree of Ph.D. (if any)
 - e. Experience Certificate (if any)
 - f. Aadhar Card g. PAN Card h. CV
-

Following BANK DETAILS required :

- a. Name of A/c Holder : _____ (as per Bank A/c.)
 - b. Bank A/c Number : _____
 - c. Bank Name : _____
 - d. Branch : _____
 - e. IFSC Code : _____
-

SELF – APPRAISAL FORM (TEACHERS) (Session: 2019-20)

Note: To be submitted by every teacher and forwarded by the Dean/HOD upto 31st July of the year. Data may be filled up for the period 1st July, 2019 to 30th June, 2020)

A. General Information :

- (i) Name : _____
- (ii) Date of Birth : _____, Gender _____, Marital Status _____
- (iii) Address: _____
- (iv) E-Mail ID : _____ Mobile No. : _____
- (v) Present Designation : _____
- (vi) Department : _____
- (vii) Area of Specialization : _____
- (viii) Whether acquired any degree /academic qualification during the year : _____
Ph.D. _____, PG _____, UG _____, Diploma _____, Certificate _____
- (ix) Date of Appointment _____ (in the Institution) _____ (in the Present Post)
- (x) Honours/ Award, etc. Conferred : _____

B. Teaching :
(i) Classes Taught

	Class	Program	Semester	Course	Periods Taught per week					Steps taken for the teaching of periods missed during absence of leave	Feedback (out of 6)
					L*	P*	T*	S*	Pr*		
	U.G. -										
	P.G. -										
	Any Other										

* L-Lecture

P-Practical

T-Tutorial

S-Seminar

Pr-Project

- (ii) Details of course teaching plan, synopses of lectures and reading lists supplied to students – Attach separate sheet.
- (iii) Details of participation in the following (Give Details):

		Description
i.	University Evaluation	
ii.	Internal Evaluation	
iii.	Paper-Setting	
iv.	Assessment of Home Assignments	
v.	Conduct of Examinations	
vi.	Evaluation of Dissertation/ Internship Project etc.	

C. Details of Innovations / Contribution in Teaching during the year :

S.No.		Description
(i)	Design of Curriculum	
(ii)	Teaching Methods	
(iii)	Laboratory Experiments	
(iv)	Evaluation Methods	
(v)	Preparation of resource material, reading materials, Laboratory manuals etc.	
(vi)	Remedial Teaching/Student Counseling (academic)	
(vii)	Any other	

D. Improvement of Professional Competence :

- (i) Details regarding refresher / orientation courses / MOOCS / ARPIT Course attended / participated in summer schools, workshops, seminars, symposia etc. (Please enclose list/Certificate)
- (ii) Any Other (FDP, MDP, etc.)

E. Research Contributions :

- (i) Number of Students guided (PG / Ph.D) :

	at the beginning of the year	Registered during the year	Completed during the year
Ph.D.			

- (ii) No. of Research Paper and Books Published with details (please enclose proof)

(iii) Research Projects / Consultancy Undertaken :

Title of the Project	Name of the funding agency	Duration

(iv) Details of Seminar, Conferences, Symposia Organized. (Please enclose list)

(v) Patents filed. If any, give a brief description

(vi) Membership of Professional Bodies, Editorship of Journals, etc.

(vii) Research Paper Published, Books Published, Books Reviewed etc.

F. Co-curricular and Professional Development related Activities Extension Works / Community Service :

(a) Participation in Campus /Corporate Life: (if applicable, otherwise mark NA)

Please give a short account of your contribution -

(i) Co-curricular Activities

(ii) Enrichment of Campus Life

(Hostels, sports, games, cultural activities)

(iii) Students Welfare & Discipline

(iv) Memberships / Participation in Bodies / Committees on Education and Academics at the University / State / National Levels

(v) Professional Organization of Teachers.

(b) Extension Activities :

i. Community work such as values of National Integration

ii. Secularism, democracy, socialism, humanism, peace, scientific temper etc.

iii. Professional Development Activities

iv. Member of any statutory body of the University

(c) Any additional responsibilities undertaken.

G. Assessment :

(i) Steps taken by you for the evaluation of the course programme taught.

(ii) Any Other aspect

H. General Date :

State brief assessment of your performance indicating - a. Achievements

b. difficulties faced and

c. suggestion(s) for self-improvement.

Date: _____

Signature of the Teacher

I. Verification of Factual Data :

Any specific recommendations:

BEHAVIOURAL SKILLS AND VALUES

1.	Health & Personality	
2.	Punctuality & Regularity	
3.	Initiate and Drive	
4.	Sense of Responsibility	
5.	Cross Functional and Team Orientation	
6.	Behavior Towards Colleagues	
7.	Relationship/ Attitude Towards Students	
8.	Willingness to learn	
9.	Temperament and Manners	
10.	Communication Skill	
11.	Reliability and Dependability	
12.	Integrity (Financial, Moral and Academic)	

NOTE: Please give ratings on a 5-point scale with:

5-Outstanding,4-Very Good, 3-Good, 2-Average,1-Below Average

J. Shortcoming/Weakness pointed out, if any, and improvement shown:

Date: _____

Signature of the Dean/HoD



**SELF APPRAISAL OF NON-TEACHING STAFF FOR THE PERIOD
FROM 1ST JULY – 2018 TO 30TH JUNE – 2019
PART-I**

1	Name of the Employee	
2	Qualification	
3	Designation	
4	Department	
5	Reporting Authority	
6	Date of Joining Service	
7	Qualification acquired and training under gone, if any, during the period	
8	Duties discharged during the period (Details to be furnished)	
9	Disciplinary Proceedings / Absence without leave (if any) Details to be furnished	
10	Special duties entrusted, if any, during the period. Whether discharged? Details to be furnished	
11	Significant Achievements if any	
12	Would you like to share any areas of Improvements for the Department University as a whole (Details to be furnished)	

NOTE: (1) Column's which are "Not Applicable" may be indicated so by the staff.
(2) Additional reports can be enclosed as Annexures to the Appraisal Form.

Date :

Signature of the Employee

PART-II

A score of one is low and score of five is high. NA – Not Applicable

S.No.	STATEMENT	1	2	3	4	5	NA
1	I am helpful to the teachers whenever they approach me for help.						
2	I am patient to the needs of the public (Parents, Business Associates, Vendors, etc.).						
3	I develop a good report with the public especially during admission process.						
4	I respond quickly to the needs of the student, faculty and University.						
5	I get irritated when students, teachers disturb me in the middle of my work.						
6	I carryout the tasks/areas of management assigned to me in a responsible manner.						
7	My absence does not affect the system in the University.						
8	I always give proper information to my Reporting Authority during leave (planned & unplanned).						
9	I voluntarily help my colleagues when they are burdened with work.						
10	I complete the work for the day on time.						
11	If needed I extend my work timings to complete the task assigned.						
12	I positively respond to any instruction, guidance, correction and discipline by my superiors.						
13	I am able to post my views, expressions and suggestions to the management.						
14	I can immediately locate the files (for which I am responsible) when asked for data.						
15	I report on time to work.						

Date :

Signature of the Employee

PART-III

REPORT OF THE REPORTING AUTHORITY

A	Whether the report given in Part II is acceptable? If not, the specific item and the reason therefore.	
B	General remarks	

Date :

Signature of the Reporting Authority

NOTE:

- 1) Information in Part-I should be obtained from the Employee within a week from 1st July of each year.
- 2) Categorization of the various performance factors should be done to the following appraisalment

	<u>Category</u>	<u>Description</u>
1)	A	Very Good
2)	B	Good
3)	C	Average
4)	D	Below Average

- 3) Columns which are “Not Applicable” may be indicated so by the Head of the University concerned.

PART-IV

Final Remarks by the Registrar

Date :

Signature of Registrar



This is a confidential document and will be handled by the Director IQAC only.

STUDENT FEEDBACK FORM

Program:

Semester:

Objective: The purpose of this feedback is to further improve the performance of the faculty with your cooperation. Kindly play the role of a counselor rather than that of a Judge. Your assessment should be unbiased and objective. Please rate the Faculty, Coordinator and other facilities on a 6 point scale, ranging from 6 (very high rating) to 1 (very low rating). Indicate the rating on various attributes* and overall competence.

6	5	4	3	2	1
Excellent	Very Good	Good	Fair	Poor	Very Poor

A. Faculty

Subject	Name of the Faculty	A Knowle dge	B <i>Comm Skill</i>	C Giving Assignments	D Interactive Approach	E Control over the class	F Overall Rating

B. Coordinator

Name of the Coordinator	A Interaction	B Cooperation	C <i>Control of Students</i>	D Query Handling	E Behavior

Any Problem related to Faculty/ Coordinator

C. Overall Facilities (Academic, Infrastructure, Co Curricular of JNU (on 6 point scale) _____

D. Library

- a. Subjects & Books Availability
- b. Reference books availability
- c. Library Timings

E. Computer Lab

- Proper functioning of PCs
- b. Speed of Internet

F. Infrastructure

- a. Cleanliness of the class room
- b. Cleanliness of toilets

G. Canteen

- a. Quality of food at canteen
- b. Variety of food available in the canteen

H. Co-Curricular Activities

- a. Sports
- b. Cultural Activities

I. Complaints/ Suggestions:

Note: *Do not write your Name or Roll No. anywhere on the form.*

Please write suggestions (if any), for improvement overleaf.

BEST TEACHER AWARD (11.4)**CRITERIA:**

Particulars	Marks
Combined Student feedback of an Academic Year	15
Research Output (Publications in refereed journals - National / International/Conference Proceedings; Books Authored/Chapter in Book; Resource Person in Conference/Seminar)	35
Conferences Attended	5
Consultancy Received; MDPs / FDPs Conducted	15
Additional Academic Achievements (Higher Studies / Awards / Prizes received from others)	10
Contribution to Co-Curricular / Extra Curricular Activities of the institute	20

MARKS PARAMETERS

Particulars	Marks
Student Feedback:	
4.50 & above	15
4.25 to 4.50	10
4.00 to 4.25	8
3.75 to 4.00	5
Below 3.75	0
Research Output:	
Publication in Refereed Journals (Non Paid)	15
Publication in Int. Journal (Non Paid)	10
Publication in Int. Journal (Paid)	8
Publication in National Refereed Journals (Non Paid)	10
Other national journals	5
Books Authored (Single)	20
Books Authored (Co-Author)	10
Chapter in Book	5 per chapter
Resource Person Conference / Seminar (Int.)	20
Resource Person Conference / Seminar (National)	15
Paper Published in Conference Proceedings (Int.)	10

Paper Presented in Conferences (Int.)	10
Paper Published in Conference Proceedings (National)	7
Paper Presented in Conferences (National)	7
*Research Work / Publication co-authored with Ph.D supervisor shall be regarded as single author. In all other cases, co-authorship shall get half marks.	
Participation in Academic Events (Conferences, Seminars, FDPs, Workshop etc.)	
International	15
National	10
Consultancy Received; MDPs / FDPs Conducted	On the discretion of Jury
Additional Academic Achievements (Higher Studies / Awards / Prizes received from others)	On the discretion of Jury
Contribution to Co-Curricular / Extra Curricular Activities of the institute	
a) In House during working hours	5
b) Outside Campus during working hours	10
c) Outside Campus after working hours	15



NO DUES CERTIFICATE (Staff Members)

Mr./Ms.S/o / D/o of

Working asin the Department of has applied for No Dues Certificate. The concerned Heads are requested to give their remarks regarding dues, if any.

Registrar

- 1. Library :
- 2. Sports :
- 3. Staff Residence :
- 4. System Administrator :
- 5. Examination Department :
- 6. Mess/Canteen Contractor :
- 7. Maintenance Supervisor :
- 8. Central Store :
- 9. Accounts :
- 10. In Charge Concerned Lab :
- 11. Return of ID Card to Mr. Rahul Sharma :
- (If the ID Card is not returned a fine of Rs. 200 would be charged)*
- 12. H.O.D of concerned Department :

Signature of the Employee

Address: _____

_____, Mobile No. _____

E-Mail Id: _____

.....

(For Office Use Only)

LIST OF HOLIDAYS 2021

Date	Name of the Holiday	Day of the Week	No. of Days
01 st January, 21	New Year	Friday	01
26 th January, 21	Republic Day	Tuesday	01
11 th March, 21	Mahashivratri	Thursday	01
28 th March, 21	Holi	Sunday	01
29 th March, 21	Dhulandi	Monday	01
14 th April, 21	Ambedkar Jayanti	Wednesday	01
21 st April, 21	Ram Navami	Wednesday	01
25 th April, 21	Mahaveer Jayanti	Sunday	01
13 th May, 21	Idul-Fitar*	Thursday	01
20 th July, 21	Idu'l Zuha*	Tuesday	01
15 th August, 21	Independence Day	Sunday	01
19 th August, 21	Moharram*	Thursday	01
22 nd August, 21	Raksha Bandhan	Sunday	01
30 th August, 21	Janmashtmi	Monday	01
02 nd October, 21	Gandhi Jayanti	Saturday	01
07 th October, 21	Navratra Sthapana	Thursday	01
13 th -15 th October, 21	Astami, Navmi & Dussehra	Wednesday-Friday	03
02 nd - 06 th November, 21	Dhan Teras, Deepawali, Goverdhan Puja & Bhai Duj	Tuesday-Saturday	05
19 th November, 21	Guru Nanak Jayanti	Friday	01
25 th December, 21	Christmas Day	Saturday	01

*Subject to sighting of moon

(Total - 26)

Two Paid Holidays to be declared by District Collector.



Registrar



Leave Application

Date :

Name :

Designation : **Deptt. / Section :**

Dates for which Leave is applied :

Types of Leave : **CL / EL / AL / CCL / Half Day / Short Leave / Other**

Reason of Leave :

Contact No. :

Authorized Signatory

Dean/HOD

Sign. of Applicant



On Duty Application Form

Date :

Name :

Designation : **Deptt. / Section :**

Date(s) : **Time to Leave the Campus :**

Purpose of On duty:..... **Contact No. :**

Authorized Signatory

Dean/ HOD

Sign. of Applicant