

HR Policy **(Service Rules)**

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RNB GLOBAL UNIVERSITY

RNB Global City, Ganganagar Road,
Bikaner, Rajasthan 334601

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RNB GLOBAL UNIVERSITY

SERVICE RULES

Purpose

To elaborate and clarify policies and detailed terms and conditions applicable to all the employees of RNB Global University. All the employees should be thoroughly familiar with the policies of the organization as given. Policies and practices could be changed without notice primarily to ensure implementation of globally accepted best practices.

Introduction

Under the Umbrella of Education, RNB Global University is one of the philanthropic initiatives taken by Ram Bajaj Foundation Society, formed for the purpose of making deep, large scale and institutionalized impact on the quality and equity of education in India, along with related development areas. Set in the hinter heartlands of the royal city of Bikaner, the University is a perfect backdrop for the pursuit of quality education. Our focus shall be on the development of long term careers of the students that does not terminate with mere job-seeking but also providing the students with proper guidance and hands-on training. We plan to make the young graduates as the leaders of tomorrow who carry the girth and brittle to wage the final assault. The HR policy represents specific guidelines to HR managers various matters concerning employments. It states the intent of the organization about different aspects of Human Resource management such as recruitment, promotion, compensation, training, selections etc.

HR Vision and Mission

Vision - Demonstrating and maintaining a healthy work environment, both physically and mentally.

Mission - Human resources will take a leadership role and provide service in support of RNB Global University's vision with the concept that our employees are our most valuable resource and should be treated as.

We will do this by:

- Ensuring that human resources department staff are given proper tools, training and motivation to operate in the most efficient and effective manner.
- Promoting and recruiting the best-qualified people
- Providing a competitive salary and benefits package
- Encouraging staff to develop the full potential by providing training and development for career enhancement.
- Providing safe, healthy and secure work atmosphere.

Equal Employment Policy & Transparency

RNB Global University follows equal employment policy which results in a vigorous and prolific work place. Everyone should feel supported and valued to work in a discrimination free environment.

There is no discrimination because of race, color, religion, sex, any disability or ethnic or national origins.

This policy of equality applies to recruitment, selection, promotion, training, retention, pay scale including compensation, benefits, transfers etc.

RNB Global University promotes fair and prudent atmosphere and conduct all dealings with complete transparency.

Work Culture

We strongly encourage our employees to share thoughts, suggestions, and concerns, seek information, provide inputs and resolve problems/issues through your immediate seniors. Seniors are expected to listen to employees' concern, to encourage their inputs and to seek resolutions to their problems.

Employees and managers are encouraged to contact the HR department who will always be ready to assist in any problem resolution

Pay-scale

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

Work Practices

Working Hours

The University operates on a 6 days a week from Monday to Saturday. Standard working hours are as follows:

	Day	Time
Working hours	Monday to Saturday	9.00am to 5:00pm (timing would be 9:00am-6:00pm at the time of admissions or any such event)

Timings Flexibility

Timings Flexibility	Details
9:00am - 9:15am (Flexible reporting time)	Flexibility for 15 minutes in morning hours
9:15am - 9:30am (Late comings)	More than 2 times will be marked as 0.25 days leave, more than 4 times will be marked as 0.5 days leave and from 5th time every late coming will be marked as half day.

- Attendance will be considered based on the **Bio metric device**, in case attendance not marked in Bio metric device it will be considered as absent of that day. **Bio metric device attendance** is the final one.
- Faculties are given flexibility to incorporate factors not under individual control. However employees are advised that the same should not be made a habit. It is flexibility and should be enjoyed in the same spirit. If found that employees are misusing the same, it may lead to strict action.
- Flexibility of 15 minutes is provided for office in timings. This time window is known as Flexible reporting time i.e. 9:00am-9:15am
- Flexibility of 15 minutes is provided beyond flexible reporting time i.e. 9:15 am till 9:30am which is known as late comings, two late comings are allowed in between 9:15 am-9:30 am, coming late for the third will be marked as 0.25 days leave.
- With third late coming Faculty gets the grant of availing two more late comings and coming late for the fifth time will be marked as half day leave, beyond fifth late coming each late coming will be marked as half day.
- If any faculty reports beyond 9:30am, it will be marked as half day.
- Flexibility is only provided keeping in mind the factors not under individual control. It may be noted that there might be a thought within faculties that since half day would be marked because of reaching late after 9:30am hence they might come more late which is not acceptable. It has to be ensured that no classes are rescheduled.
- For taking half day faculty has to cover total of 4.5 hours in a day and in case of half day no late

comings are allowed.

- The maximum time for faculty to reach in half day is at 1:30pm, if reaching late then 1:30pm it will be marked as full day absent.
- Flexibility of 60 minutes per day is given to those who is the In charge of bus and covers 80% of the students route while picking up the students from their stoppages also rebate of Rs.500 to be given to the bus in charge every month from transport deduction

Note: •

- Please note that Dean and above level are exempted from above mentioned timing flexibility. •
- In case two faculties who would like to take charge of bus then it would be done on rotational basis.

Important Attendance Points

- It is important for every faculty to Punch in while coming to the university and punch out while leaving from the university. Attendance will be marked on Attendance Register also.
- Bio metric is very sensitive device and being a computer aided device it even counts for milliseconds, hence faculties are advised to keep a provision of 2-3 minutes for in and out time so that no unnecessary deduction happens. For example you have punched at 9:15am exact as per time in bio metric device and it may be 9:15am and one second in machine in that case it will be marked as late coming. It will be marked late coming or half day if the time increases by one second.
- Faculties, who are required to travel outside for official work, need to take approval from their sanctioning authority and miss punch approval to be sent immediately after joining back. Miss Punch approval format is attached in (Annexure-III).
- Faculties working on dual roles, those taking care of admin responsibilities and also taking classes, category for such faculties will be decided by management on case to case basis and would be eligible for leaves accordingly.
- Out timings are according to university closing hours, flexibility is not provided on out timings, not even a second would be considered for the same.

Dress Code:

Formal dress code shall be followed at RNBGU. Staff members are expected to dress in a manner that respects their position in an educational institution. Formal dress is expected during the working in weekdays, there might be some relaxation over the weekends as appropriate/as per the working schedule. In general, jeans, shorts, T-shirt, sneakers, and slipper/chappals are not considered formal business attire.

- **For Male:** - Plain or striped shirts, formal trousers, RNBGU tie, socks and leather formal shoes. In winters, blazers, suits, may be appropriate.
- **For Female:** - Sarees, formal salwar suits, formal western outfits, and leather sandals or shoes.

ID Cards:

All the staff shall be issued ID cards immediately after his/her joining. Staff has to compulsory wear the ID cards within the campus premises.

Discipline:

All the staff shall be bound by the University's Code of Conduct and all other rules, regulations, policies and orders issued by the university from time to time in relation to the conduct, discipline and service condition such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies etc. were part of this contract of appointment.

Without prejudice to the generality of the foregoing, employees shall at all times comply with the University's policies and procedures (as may be intimated from time to time on the university's internal home page or through university newsletters and web casts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

Security System

The entire campus is under constant surveillance at all times with CP Plus CCTV Cameras and the futuristic Point Tilt Zoom (PTZ) cameras. The high resolution footage from all the cameras are monitored through the high ended Video Management System (VMS).

Internet

As a general guideline, use of the internet during business hours should be related to work. Additionally, when using the internet, employees should ensure that no unauthorized commitment or contract is made on behalf of the University – e.g. signing up to a service provider. Care should be taken when downloading any files – either from the internet or from emails – in order to avoid contracting any viruses, never open an attachment from an unknown sender.

Non- Compete

No any employees of RNBGU shall be under any contractual, fiduciary, professional or other obligation or commitment at the time of joining.

During the employment with the university, employees will devote full time to work of the RNB Global University. Further they will not take up any other employment, tuitions or assignment or any other office, honorary, or for any consideration, in cash or in kind or otherwise, without the prior written permission from RNBGU.

During the employment if any employee found associated with any other institutions/taking any other employment, disciplinary action will be taken against them, also he/she would be required to pay the entire remuneration and benefits to the university. Any remuneration earned during your employment would be the property of university as per rules and regulations.

Any employee will not engage as a guide to any Research scholar other than assigned by University.

Non-Smoking premises

Smoking is a considerable irritant to many people, in addition to being a serious health risk to both the smoker and to those nearby. Moreover, Smoking in closed public areas has been banned by the Government of India. For these reasons and in the interest of health and safety, employees are therefore not permitted to smoke inside the University premises at any time.

Parking Zone

RNBGU campus follows a no vehicle policy inside the campus. Vehicles of students & visitors are to be parked outside the campus at the designated parking zone. A separate parking facility is provided for faculty. Faculty is expected to park their vehicles at the designated parking zone only.

Transport

The University has acquired a fleet of acquired buses and also hired the services of a transport agency to ferry faculties from different parts of Bikaner. The buses are for the comfortable travel to ensure utmost safety during the travel.

Refundable Security Deposit

The University will keep salary of 1 month as interest free refundable Security Deposit. The said amount would be deducted from employees first month's salary (OR equally from first two month's salary). On separation the said amount would be refunded to without interest, only if the employee gives proper notice period of 60 days (2 months) and provide proper handover of responsibilities in notice period up to the satisfaction of Management.

In case of not serving proper notice period of 60 days (2 months) and/or don't provide proper handover of responsibilities and/or are terminated from services on disciplinary grounds, then the refundable security deposit would be forfeited. Even if the employee is in probation period then also he/she is required to serve a proper notice period of 60 days (2 months) as well as a proper handover of responsibilities and in case don't serve proper notice period of 60 days (2 months) and/or don't provide proper handover of responsibilities and/or are terminated from services on disciplinary grounds during/after probation period, then also the refundable security deposit would be forfeited.

Recruitment, Selection, Probation & Confirmation

Recruitment

Sources of Applications for open Positions -

Process of recruitment starts with collection of resumes from various sources:

- Advertisement
- Careers – Applications received over mail id careers@rnbglobal.edu.in
- Webforms - Web applications received through our website.
- Other applications received through different portals and social networking sites.

Scrutiny of Applications-

1. The committee shall scrutinize the applications received by them by filling up the
 - a. **CIF (Candidate Information Form) – Teaching staff ('ANNEXURE – I')**
 - b. **PDAF (Personal Data Application Form) – Non-Teaching staff ('ANNEXURE – II')**
2. Shortlisting/ Final selection shall be strictly as per the eligibility on basis of defined Guidelines of UGC/ Regulatory body

Eligibility Criteria

DEAN:

QUALIFICATION:

- i. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) by a recognized University.
- ii. A Ph.D. Degree in concerned/allied/relevant discipline(s) in the institution concerned with evidence of published work and research guidance.
- iii. Associate Professor/Professor with a total experience of fifteen years of teaching/research//administration in Universities, Colleges and other institutions of higher education.

RESPONSIBILITIES:

A dean is the person with significant authority over a specific academic unit, or over a specific area of concern, or both.

A. PLANNING & DEVELOPMENT:

1. Planning the expansion and diversification of the institutional activities and preparation of all developmental proposals as per the road-map

2. Monitoring the physical targets and utilization of funds with respect to all plans and other developmental schemes, preparation of relevant papers for submission of progress reports thereof
3. Campus development and renovation works
4. Publication of (1)Institute magazine and (2)institute brochure and newsletters
5. Transport facility
6. Commercial establishments (Shops, canteens) and their licensing
7. Implementation and supervision of the CS/ST/OBC at the institute level
8. Addressing to public grievances, complaint lodging and its addressing mechanisms
9. To conduct SWOT analysis of the institute periodically and help the director and the board in identifying the areas of priority
10. Preparation of strategic plan for the institution and fixing priorities of various works.

B. ACADEMIC

1. To ensure adherence to the ordinances as approved by the Senate, and the Board of Governors
2. To prepare the institute academic calendar
3. To advise Board of Governor and Board of Management regarding the academic rules
4. To issue necessary directions for implementation of the ordinances and other decisions
5. Plan expansion of academic programs
6. To work for Internationalization/ National Collaborations in the field of academics
7. To supervise the registration of students
8. To supervise the admission process of students at institutional level
9. To supervise the declaration of results and award of medals and degrees
10. To maintain academic records as per the requirement under rules
11. Creation of more Centers of Excellence
12. Upkeep and up-gradation of library
13. To get the quality of question papers assessed by external peers
14. Other matter as may be referred by the Senate/BOG/Director.

C. INDUSTRIAL RESEARCH, DEVELOPMENT & CONSULTANCY:

1. Various faculty and staff development programs for qualification up-gradation
2. Faculty & Staff development with respect to training needs and arranging the same
3. Industry Institute Linkages, Collaborative Research Entrepreneurship & incubation centers
4. Motivate faculty to write projects
5. To monitor the effective utilization of funds of externally funding projects
6. Facilitate the Consultancy work in the institution
7. Shall maintain and update record of Research Publications
8. To ensure sponsoring of facilities for attending conferences/seminars/workshops as per institute norms
9. To formulate policy for consultancy projects
10. Coordinate Community Development Programs and tribal Development Activities.

D. STUDENTS WELFARE

1. Maintaining a ragging free campus
2. To act as Proctor of the Institute
3. To ensure discipline in and outside the institute
4. Organization of extra-curricular activities
5. Organizing students counselling and other related activities
6. Liaison with parents/ guardians about their progress and problems in consultation with Dean academic
7. Issue conduct certificates to the students
8. Coordinate merit cum means scholarships and other scholarships
9. To monitor the working of Vendors and shops including checking of rates of commodities sold, quality of material related to students and residents in consultation with Dean Planning and Development
10. Managing the Alumni affairs.

PROFESSOR:**QUALIFICATION:**

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

OR

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

RESPONSIBILITIES:

1. Teaching & Learning [including design & development of Course Curricula]
2. Research & Development
3. Students & Staff Counselling
4. People Management & Team work
5. Resource Management
6. Institutional Building

ASSOCIATE PROFESSOR:**QUALIFICATION:**

- i. Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- ii. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- iii. A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.
- iv. Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.

RESPONSIBILITIES:

1. To conduct assigned undergraduate and graduate courses and seminars,
2. to serve as academic advisor to students,
3. engage in scholarly activities,
4. to participate in curriculum development activities,
5. serve on graduate committees,
6. supervise laboratories,
7. independent study activities, and off-campus learning,
8. mentoring students for overall development,
9. Supervise extra/ co-curricular activities,
10. Administrative work [students' attendance, maintaining progress report, tabulating marks of Unit test or Mid Term Examination]
11. Perform such other related tasks and duties as assigned.

ASSISTANT PROFESSOR:**QUALIFICATION:**

Good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.

RESPONSIBILITIES:

1. To conduct assigned undergraduate and graduate courses and seminars,
2. to serve as academic advisor to students,
3. engage in scholarly activities,
4. to participate in curriculum development activities,
5. serve on graduate committees,
6. supervise laboratories,
7. independent study activities, and off-campus learning,
8. mentoring students for overall development,
9. Supervise extra/ co-curricular activities,
10. Administrative work [students' attendance, maintaining progress report, tabulating marks of Unite test or Mid Term Examination]
11. Perform such other related tasks and duties as assigned.

REGISTRAR**QUALIFICATION:**

- i. Master's Degree with at least 55% of the marks or an equivalent grade, along with
- ii. At least 15 years of experience as Assistant Professor or with 8 years of Service and above including as Associate Professor along with experience in educational administration **or**
- iii. Comparable experience in research establishment and / or other Institutions of higher education, or
- iv. 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

RESPONSIBILITIES:

1. Academic and General Administration
2. Planning & organizing all statutory bodies
3. Regulatory compliances
4. Accreditation and Quality assurance
5. Admission and Examination
6. Material management
7. Finance & Audit, Regulatory & Legal matters
8. Public & Media Interaction, Planning & organizing all statutory bodies
9. Record preparation & reformation

DEPUTY REGISTRAR:**QUALIFICATION:**

- i. Master's Degree with at least 55% marks or its equivalent grade, along with;
- ii. Nine years of experience as Assistant Professor with experience in educational administration, or
- iii. Comparable experience in research establishment/ and/or other institutions of higher education, or
- iv. 5 years of administrative experience as Assistant Registrar or in an equivalent post.

RESPONSIBILITIES:

1. Assist the Registrar with services to support the student enrollment process, prepare student records and enforce the college's policies and procedures for admissions.
2. Assists the Registrar with daily office responsibilities.
3. Assists with training, scheduling and delegating work to the support staff.
4. Assists staff in resolving complex residency, admissions and registration issues.
5. Issues transcripts, grades and result.
6. Compiles training materials for new staff members.
7. Submits and maintains files in storage facility.
8. Verifies enrollment for all students to include loan deferments, insurance forms, and background checks.
9. Assists in locating archived files and/or transcripts through researching the microfiche, microfilm, and various reports.

ASSISTANT REGISTRAR:**QUALIFICATION:**

- (i) A Master's Degree from a recognized University with at least 55% marks or its equivalent grade along with good academic record,
- (ii) Relevant work experience of 1-5 years

RESPONSIBILITIES:

1. Educational Administration
2. Examinations
3. General Administration
4. Purchase
5. Establishment
6. Accounts & Finance

CONTROLLER OF EXAMINATION:

QUALIFICATION:

- i. Master's Degree with at least 55% of the marks or an equivalent grade, along with
- ii. At least 15 years of experience as Assistant Professor or with 8 years of Service and above including as Associate Professor along with experience in educational administration or
- iii. Comparable experience in research establishment and / or other Institutions of higher education, or
- iv. 15 years of administrative experience, of which 8 years shall be as Deputy Controller of Examination or an equivalent post.

RESPONSIBILITIES:

1. To prepare and announce in advance the calendar of examinations
2. To arrange for printing of question papers
3. To arrange for the timely publication of result of examinations and other tests
4. To postpone or cancel examinations, in part or in whole in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceeding against any person or a group of persons or a college or an institution alleged to have committed malpractices.
5. To take disciplinary action where necessary against the candidates, paper-setters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractices in relations to the examinations.
6. To review from time to time, the results of University examinations and forward reports thereon to the Academic Council.
7. The Controller shall exercise such the power and perform such other duties as may be prescribed or assigned to him. For time to time by the Board of Examinations.

DEPUTY CONTROLLER OF EXAMINATION:

QUALIFICATION:

- i. Master's Degree with at least 55% marks or its equivalent grade, along with;
- ii. Nine years of experience as Assistant Professor with experience in educational administration, or
- iii. Comparable experience in research establishment/ and/or other institutions of higher education, or
- iv. 5 years of administrative experience as Assistant Controller of Exam or in an equivalent post.

RESPONSIBILITIES:

1. To assist Chief Controller of Examination on regular basis.
2. To arrange for printing of question papers
3. To arrange for the timely publication of result of examinations and other tests

4. To take disciplinary action where necessary against the candidates, paper-setters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractices in relations to the examinations.
5. To review from time to time, the results of University examinations and forward reports thereon to the Chief Controller.
6. The Deputy Controller shall exercise such the power and perform such other duties as may be prescribed or assigned to him/ her by the Chief Controller.

ASSISTANT CONTROLLER OF EXAMINATION:

QUALIFICATION:

- (i) A Master's Degree from a recognized University with at least 55% marks or its equivalent grade along with good academic record,
- (ii) Relevant work experience of 1-5 years.

LIBRARIAN:

QUALIFICATION:

- i. A Master's Degree in Library Science /Information Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.
- ii. At least thirteen years as a Deputy Librarian in a university library or eighteen years' experience as a College Librarian.
- iii. Evidence of innovative library service and organization of published work.
- iv. Desirable: A. M.Phil./Ph.D. Degree in library science/information science / documentation/achieves and manuscript-keeping.

RESPONSIBILITIES:

- i. Manage the planning, administrative and budgetary functions of library and information services
- ii. Provide effective access to library collections and resources
- iii. Maintain the organization of library materials
- iv. Provide library services in response to the information needs of library users
- v. To align with the Collection Development of the library in the respective areas of teaching i.e procurement
- vi. To enable seamless access to library resources to all the users (staff & students)
- vii. To ensure that the operations of the library are there in place and in accordance with the Library standards

LIBRARY ASSISTANT

QUALIFICATION:

A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.

RESPONSIBILITIES:

- i. Technical Work: Cataloging, Books' Classification, Labelling of books, Bar coding
- ii. Book Circulation : Issue & return of books among end-users
- iii. Operational Work:
- iv. Membership : Prepare membership cards for staff & students
- v. Students' Orientation: Students query, books bibliography, over-dues reminder
- vi. Documentation : Inventory work
- vii. Shelving Books : arrangement of books & rectification time to time
- viii. Book Verification: Cross checking the books/ magazines/ journals after acquisition

Appointment

Appointments to the posts in the service by direct recruitment or by promotion, as the case may be, shall be made by the appointing authority.

Negotiation for the compensation shall be done by the HR.

After final negotiation LOI shall be issued to the selected candidate.

Detailed 'Appointment Letter' shall be issued after 15 days of joining.

Appointment letter shall be signed by the HR

Appointment of candidate is subject to satisfactory completion of his/her reference check and verification of the documents submitted.

Joining Formalities:

As a part of the joining process, employees have to bring the following documents in original and photocopy:

- Education certificates (10th, 12th, Graduation, Post-Graduation/Diploma and PhD, if any)
- ID and Address proof
- Aadhaar Card (Must contain the complete DOB)
- 6 passport sized photographs
- Experience letters/ Relieving letters and Appointment letters of previously worked organizations
- Bank Statement and Salary slips for last three months
- Form 16 (Income Tax) from Previous employer (if applicable)
- Form 12B from previous employer
- Form 11
- PAN (PAN is mandatory for Salary Processing) & 1 Cancelled Cheque

Probation and Confirmation

Probationary Trial Period

- All new employees will be on probation for the period as mentioned in the appointment letter of each employee, from the date of joining.
- During the probationary trial period, the employee will not be eligible for any type of leave except Casual/Sick Leave and Holidays as explained in Leave Policy of this Manual. However, leave apart from Casual/Sick Leave and holidays may be granted under exceptional circumstances with the written approval of the respective Approval Head. Earned Leave will accrue to the employee's account during the probation period which would be credited to Employees leave account once the employee has been confirmed as a permanent employee of University.

Confirmation and Extension of Probation

- On successful completion of probation, the employee will be confirmed as permanent employee after assessing his/ her performance and will be issued letter of confirmation from the HR Department.
- Employees will be confirmed only after the review of their performance during probation period and if found satisfactory they will be issued a confirmation letter from HR for the confirmation of their services, otherwise, their probation period might get extended or any other action can also be taken depending upon management's discretion
- All other Terms and Conditions of employment will remain the same

Payment of Salary:

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

The salary will be credited to bank account of the staff by 10th of every month.

LEAVE POLICY

Applicability

These Leave Rules shall apply to all employees of RNBGU and its constituent units. Persons engaged in teaching/Nonteaching duties, on casual, temporary, part-time, honorary, deputation, or any other basis are entitled only to such leave as may be specified in their letter of appointment/engagement.

All the teaching staff required to provide substitution of their classes in the prescribed format before/ at the time of applying for leave (ANNEXURE – V)

Types of leave

Employees are entitled for the following types of leave:-

- (a) Casual Leave/ Sick Leave.
- (b) Earned Leave.
- (c) Vacation Leave
- (d) Special Academic Leave
- (e) Compensatory Leave
- (f) On Duty Leave
- (g) Maternity Leave
- (h) Leave without Pay (LWP)

(a) Casual Leave

An employee shall be entitled to 12 days casual/sick leave during a calendar year. Employees appointed during the course of the year shall be entitled to casual leave on pro rata basis. Casual leave shall not be combined with any other type of leave. Casual leave may be taken up to maximum of three working days. In case an employee exceeds days, then the whole period of absence shall be treated as earned leave/ Leaves without pay.

Casual leave shall not be carried forward. Casual leave not availed by the employee during the calendar year will lapse at the end of the year. Intervening Sundays and closed holidays will be excluded & not counted towards casual leave.

(b) Earned Leave

- i. Earned Leave entitlement per calendar year shall be 15 Days in case of Teaching and Non-Teaching staff.
- ii. Leaves will be accrued for the new joiners from Day 1 on a pro-rata basis but will be credited to faculty's account on completion of probation period. In case an employee leaving/retiring during the year has availed earned leave more than that entitled on pro rata basis, it will be adjusted (financial adjustment) at the time of relieving. The additional leave availed will be treated as leave on Loss of Pay and financial deduction carried out accordingly from the balance pay due to the employee.
- iii. Faculty members shall be entitled to 15 days of Earned Leave in their first year of service, which shall be credited on pro-rata basis.

- iv. Earned Leave can be carried forward and Unutilized Earned leaves are encashed at the time of separation/retirement.
- v. An employee wishing to avail earned leave must apply for the same at-least 15 days in advance. It should be for a minimum of four days at a time.
- vi. Earned Leave must be applied for a continuous period and not in broken periods/piecemeal. Multiple applications shall not be entertained.
- vii. Application should be made to the appropriate authority through proper channel at least 15 days in advance on the prescribed form (ANNEXURE – IV).
- viii. An employee may proceed on leave pending retirement for a maximum period of up to 60 days provided he/she has that many days EL to his/her credit, on prior approval of competent authority.

(c) Vacation Leave

- i. Faculties are eligible for leaves during summer and winter break in university as per academic calendar and would be mandatory for faculty in case of no work assigned; in case of work assigned they should be available accordingly.
- ii. For taking these leaves approval need to be taken from Sanctioning authority
- ii. These leaves will be considered as Leave without pay.
- iii. For working during vacation or taking leave during vacation for both approvals is required.

(d) Special Academic Leave

- i. Special Academic Leave to be granted for maximum of 30 working days in an academic year for activities on the behalf of university for the following:
- ii. Attending conferences, congresses, symposia and seminars on behalf of the university or within the permission of university.
- iii. Delivering presentation/papers, research on behalf of the university.
- iv. Delivering lectures in the institutions and universities at the invitation of such institutes/ universities received by university and accepted by Hon'ble President.
- v. Special Academic Leave is given for attending meetings in the UGC, DST etc. where a teacher is invited to share expertise with academic bodies, government or NGO.
- v. Special Academic Leave may be granted on full pay, provide that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned special academic leave on reduced pay.
- vi. Undertaking field work related to area of specialization with prior approval of competent authority.
- vii. Travel allowance for the same will be applicable as approved Page 8 of 11
- viii. From 30 special academic leaves, only 5 days of leaves can be used under individual capacity if anyone wants to use, however it will require prior approval from Hon'ble President, please note that allowances would not be applicable for these leaves, but leaves would be with pay

(e) Compensatory Leave

- i. Teaching and Non-teaching staff are entitled for a compensatory off, if they work on a holiday and/or a Sunday due to work exigencies.
- ii. To avail a compensatory off, faculty/ non-teaching staff must have worked at least for 5 hours on the above said days
- a. Employees are required to submit the application for Compensatory Credit through the Head of Department for approval by the Head of Institution.
- iv. Compensatory Leave shall be availed within 4 weeks, against the date the duty was performed on a non- working day. If the employees are not allowed to take the Compensatory Leave within 4 weeks it may be permitted to be availed in the period of the next 4 weeks, subject to approval of Head of the Institution.
- ix. Compensatory Leave shall not be combined with any other form of leave.

(f) On Duty Leave

- i. On Duty Leave is to facilitate an employee to mark his/her attendance if he/she goes out of the campus for official work.
- ii. Employees are required to mention the reasons of On Duty Leave at the time of submission of the application to the Head of the Institution, duly recommended by the HOD (ANNEXURE – III).

(g) Maternity Leave

Maternity Leave to every female employee as per the provisions of Maternity Benefit Act 1961 as amended from time to time may be granted who have completed 1 year of regular service at RNBGU

(i) Leave Without pay

- i. All unapproved leaves will be marked as Leave without pay
- ii. Vacation leave will be considered as Leave without pay
- iii. Causal leave/Earned leave if not applied on time will be considered as without pay
- iv. Availing Leave without Pay might also affect performance appraisal.
- v. Leaves under this category are without pay same however should not be taken without approval and maximum to be taken only during vacation leave.

Miscellaneous

- i. Employees who proceed on leave must provide their contact details in the leave application Form.
- ii. Leave granted in accordance with these rules, other than leave on loss of pay, shall be treated as if the employee had been on duty during such leave period and shall be included for the purpose of determining the period of service of the employee.

The HR office of the University/Institution is required to maintain an account of leave accrued and/or availed by each employee during a year and the period of leave carried forwarded and accumulated in respect of the previous years.

Where a Sunday or an authorized holiday immediately precedes and/or follows the period of leave granted to an employee, such Sundays or authorized holidays are excluded from the period of leave. But Sundays or authorized holidays within the period of leave shall be treated as leave, except for casual leave

Leave Encashment

All employees can get their accumulated leave encashed (Earned Leaves) at the time of separation/ retirement.

Earned leaves of not more than 45 days would be en-cashed.

Year	Gross Salary p.m.	Earned Leave Entitled (annual)	Earned Leave availed (annual)	Earned Leave Carried Forward (accumulated)	Formula	Encashment
Year 1	30,000	15	2	13		
Year 2	40,000	15	5	10		
Year 3	50,000	15	7	8		
TOTAL		45	14	31	50000/30 *31	51667

General Rules of Leave

- Leave cannot be claimed as a right. Except in an emergency, leave must be applied for, through proper channel in the prescribed form, in advance (ANNEXURE – IV).
- Except where otherwise provided for, leave can be availed only after it has been sanctioned by the competent authority.
- Depending on the exigencies of service, the competent authority may:- Refuse, postpone, revoke or reduce leave of any description;
 - Recall any member of staff from leave before it is wholly availed;
 - Permit an employee, if he/she so requests, to rejoin duty before expiry of the leave period.
- An employee shall not take up or accept any employment with or without remuneration during the period of leave.
- Except in the case of casual leave up to three days, it is obligatory for every employee to furnish to the leave sanctioning authority, the leave address with telephone number, if any, before proceeding on leave.
- If any employee who is on leave seeks extension, thereof, he/she shall make an application in writing to the competent authority giving reasons. Such application shall be made sufficiently in advance so as to enable the office to process the application and communicate the decision to the employee before expiry of the already sanctioned leave.
- No leave extension of leave shall be deemed to have been granted or extended unless it is

sanctioned and communicated to the employee concerned.

- Overstay of leave shall be treated as absence without leave and will be considered “break in service”. However before taking this action the competent authority shall give the concerned employee an opportunity to explain the circumstances and satisfy it that nothing prevented the employee from obtaining prior sanction.
- Employees applying for leave on medical grounds for more than three days should produce a medical certificate from a doctor, nearest government hospital/PHC. Such medical certificate shall be accepted subject to approval by the HOI. The medical certificate issued by a private doctor may be subject to scrutiny by a Medical Board constituted for the purpose. In such an event leave will be granted only if it is approved by the Medical Board. The Medical Board is empowered to make appropriate enquiries or medical examinations of the employee before giving its recommendation. The decision of the Medical Board shall be final and binding. The employee on leave on medical grounds for more than seven days shall produce a medical certificate of fitness while reporting for duty. An employee not submitting himself for medical examination shall be liable for disciplinary action.
- Except in the case of casual Leave, intervening Saturdays/Sundays and Holidays will be counted as part of leave.
- Once availed, the leave cannot be converted into any other type of leave.
- Other than Casual leave, no other leave can be taken as half day leave. For availing half day casual leave, the IN time and OUT time shall be mentioned in the attendance register. Also, a noting sheet/email shall be forwarded to HOD/HR department separately for IN and OUT time.
- For new joiners leave shall be credited after completion of one year of service, except Casual Leave which shall be credited every month.

Holidays

- All faculties will be entitled to 12 days of Holidays in an academic year and the list of these holidays will be declared by the University every year.
- Out of 12 Holidays, 11 are compulsory and 1 is restricted holiday that faculties can choose according to his/her choice.
- For availing Restricted Holiday faculty has to take approval at least 15 days in advance from sanctioning authority.
- During any holiday in case faculties are required to come for celebrations then no compensatory off will be provided

Compensation and Benefits

Salary

The remuneration of the staff is calculated on a Cost to Company (CTC) basis. This is mutually agreed upon at the time of recruitment and subsequently revised as a consequence of annual appraisals or increment process and/or revisions that may be notified by the management. All terms and conditions, particularly compensation, are personal and confidential, a matter between the employee and RNBGU. It is therefore, expected that the employee treat it such. Issues or concerns, if any, maybe discussed with the reporting manager. Any salary related discussions and disclosures with other colleagues will be treated as misconduct.

Salary would be processed latest by 10th of every month.

There would be no cash settlements for salary. While the details of various compensation benefits are provided below, only the ones mentioned in the Appointment letter signed by the employee will be applicable.

Components of Salary:

- Basic
- HRA
- Conveyance Allowance
- Special Allowance

These are the basic components which would be mentioned in everyone's appointment letter; depending upon the salary range.

Tax Deducted at Source (TDS) / Income Tax

Tax is deducted at source as per governing Income tax rules and Income Tax declaration of the employee who falls in the stated tax brackets. Every Employee has to give undertaking for Non/Less deduction of TDS on Salary (Annexure –VI) on account of Investment in Tax Saving Schemes as per the Income Tax Act, 1961 for Financial Year.

Actual Tax would be deducted from Employees Salary every month and refund will be given for exempted amount at the end of financial year after submitting the declaration and proofs of the declaration made.

Form 16 is made available for all eligible employees by the Accounts department. Form 16 is issued by an employer to an employee at the end of every financial year detailing therein, salaries earned by him/her during that year, the savings done by him/her which are permissible deductions under

Section 80C of the Act and the income tax deducted from him during the year and deposited in Government accounts

In order to claim tax exemptions on the investments/expenses, proofs have to be submitted to the Accounts department by 31st January every year.

Please refer to Annexure -VI for the Income Tax declaration form

Entertainment, Gifts and Commercial Bribes

It is RNBGU policy to treat all customers and suppliers fairly and impartially. Our competitive appeal must be based on the quality of our products and services, the prices attached to these services, and the competence and honesty of our employees. Giving or accepting gifts or entertainment can have the appearance of trying to influence the decision of or taking advantage of a relationship with a customer or supplier.

To minimize conflicts of interest and encourage sound business decisions, employees should not accept, either directly or indirectly, any gifts, entertainment, or other favors from any person or entity that has or who seeks a business relationship with the University, where such acceptance may affect or appear to affect his / her integrity.

Similarly, employees should not offer, directly or indirectly, gifts, entertainment or favors to any person or organization in a position to make or influence decisions regarding university's transactions, other than customary gifts or entertainment.

Cash and cash equivalents will never be considered an acceptable gift.

If employees have any concerns or are in doubt about whether a particular item constitutes a customary gift or entertainment, they should contact their immediate supervisor.

This policy is intended to protect all employees and the University from any allegation of favoritism, bias, conflict of interest or other embarrassing situations. Should the organization discover that an employee has accepted a gratuity without approval; the University will treat the matter very seriously under its Disciplinary Procedures.

Bribes, kickbacks or other similar gifts or payments to an individual or organization are prohibited. Likewise, an employee shall not accept any gift or payment in connection with that employee's decisions or actions.

RETIREMENT BENEFITS

Provident Fund

All employees earning 15000 or lesser as basic + DA + RA in an organization with more than 20 employees have to contribute 12% of their basic + DA + RA as their EPF contribution. The same amount is contributed by the University.

Employers 12% contribution is divided into two parts

- a) Employees' Pension Scheme 8.33%
- b) Employees' Provident Fund 3.67%

Exit from Provident Fund

Employee can withdraw total EPF amount after retirement or after 55 years of age. However, one is eligible to withdraw up to 90% of accumulated balance + interest after the age of 54, this is called partial withdrawal.

Employees who have moved out of the organization before reaching their retirement can withdraw EPF if they have stayed unemployed for 60 or more days. There are other exceptions as well to when one can withdraw a part of their PF like, wedding, education, etc.

Gratuity

Gratuity is an award for long and continuous service and is regulated by the Payment of Gratuity Act, 1972. All Regular employees who have completed 5 years of continuous service with the University are entitled to claim benefits under the University's gratuity scheme. Gratuity will be paid to employees who leave the organization after 5 years of continuous service.

TRAVEL POLICY

TRAVEL POLICY

Objectives:

- To define and lay down University's rules on reimbursement of expenses.
- To lay down uniform rules and procedure relating to expenses incurred by the employees on official tours.
- These rules shall be called RNB Global University, Bikaner T.A. Rules 2016.
- These rules shall come into force for travel undertaken with effect from the date of issue of this circular and supersede earlier rules/instructions on the subject.

Scope:

- These rules will cover all employees of the University for journey in India
- These rules will also cover the faculty accompanying the students on educational tours within the country.
- Any other person or class of persons to whom these rules are so extended by specific order of the President/Chairman.
 1. The following are the Controlling Officers for the purpose of these rules: President will be the controlling officer for self and the Deans, Professors, and Registrar
 2. Deans will be the controlling officers for the Faculty Members.
 3. Registrar will be the controlling officer for all non-teaching employees of the university.

Definitions:

- "Employee" means persons employed by the university including temporary and probation but does not include part time and contract employees.
- "Shortest Route" between two stations for the purpose of these rules, means the route that is normally used by the traveller by which he can most conveniently reach his destination by the ordinary modes of travelling.

- Competent Authority means the controlling authority. All journeys on tour(including training courses, conferences and seminars) and transfers shall be approved by the Controlling Officer who will be the Competent Authority.
- The Competent Authority may in special circumstances permit: Travelling Allowance to be calculated by a route other than the shortest route, provided the journey is actually performed by such route, and the reasons therefore are recorded.
- Travel by a class of accommodation higher than the normal entitlement.
- “Travelling Allowance” means the allowance granted as per these rules to the employee to meet expenses incurred by the employee on travel in connection with Company’s work.

Classification of Employees:

Grade	Designation
A	Professors/ Deans/ Registrar
B	Associate Professor/ Deputy Registrar
C	Assistant Professor / Assistant Registrar
D	Executives who have completed 5 years of service in the University
E	Employees in executive and lower grades who have not completed 5 years of Service in the University

- An employee will subject to the approval of the Controlling Officer, be eligible for the following payments in respect of the journeys on tour undertaken for the following purposes:
 - a. Tour.
 - b. Participation in training programmes, seminars and conferences as nominated participant/faculty.
 - c. Appearing in Courts and witness (only for University’s work).

- For participation in sports/cultural events representing the University, an employee will be entitled for 2nd class train fare, irrespective of the grade/pay scale.
- 'Entitlement of employees in different groups for TA' is as follows:

S.No.	Category of Employees	Entitlement
1.	E - Employees in executive grades who have not completed 5 years of Service in the university	Sleeper class rail fair or actual bus fare of deluxe or super deluxe bus non- Ac or sleeper class of private buses non-AC Buses
2.	D - Executives who have completed 5 years of service in the University	AC three tier Rail fare or AC Sleeper Coach Buses, Volvo buses actual fare of Bus
3.	C - Assistant Professors/ Assistant Registrar	AC two tier Rail fare or actual bus fare.
4	B - Associate Professor / Deputy Registrar	AC Two tier or I AC rail fare with prior approval from the President/or actual AC taxi fare on prior approval of President
5.	A - Professors/Deans/ Registrar	AC Two tier/First class AC fare or Economy class Air fare only with prior approval of President / or actual AC taxi fare with prior approval of President

- Employees not entitled to travel by air under the existing rules may travel by air, or higher class by train, subject to the following :
 - The reimbursement of fare is to be limited to the fare to the destination by the shortest route in the entitled class by train or actuals, whichever is lower.
 - Such reimbursement will be subject to production of ticket numbers in case of train journeys and air tickets along with the boarding pass in respect of air travel.
 - In case of cancellation of such journey on official grounds, an amount equivalent to cancellation charges of train tickets may be reimbursed and the rest is to be borne by the individual. In case cancellation is on personal grounds, the entire cancellation charges are to be borne by the individual.
 - Experts coming to attend meeting of the statutory bodies will be paid TA DA as per on prior approval of President
 - Examiners coming to conduct of M.Phil/Ph.D Viva voce examinations will be entitled for TA DA as per on prior approval of President.

vi. President of the university shall be empowered to grant TA /DA to any person who is not covered in the above mentioned categories of category five at his/ her discretion.

- Further employees would be entitled to the following on travel:
 - i. Actual fare for journeys from residence/place of stay to railway station/airport and vice-versa, and for journeys undertaken while on tour for official work, subject to the approval of the Controlling Officer.
 - ii. Where the employees use their own Car for official work within the city will be paid @Rs.10/ Motor cycle/ Scooter or will be paid @Rs.5/- per kilometre with the approval of the controlling authority.
 - iii. Reservation charges and other surcharges including bank or agent commission.

NOTE: With a view to redressing the difficulties of the employees undertaking official travel by rail under emergent circumstances, charges towards "Tatkal" services shall be reimbursed subject to approval of the HOD not below the grade of Dean.

- Cancellation charges if the journey is cancelled due to official reasons.
- For rail/air journeys, ticket numbers/ PNR Numbers must be indicated in the T.A. bills. However, the the President or any other competent Authority may waive such stipulation in genuine cases.
- Employees who are entitled to travel by 1st class by rail may travel by air with the prior approval from the President of the university.
- When on Tour, the entitlement of employees for D.A. will be regulated in the following manner:
 - When the entire tour extends for more than 24 hours: (including travel time)
 - Full DA (Food and Incidentals) for every completed period of 24 hours and for each additional period less than 24 hours but more than 12 hours.
 - 50% of the full DA (F&I) for any additional period less than 12 hours.
 - When the entire tour extends for 24 hours or less: (including travel time)
 - (a) Full DA (F&I) if the entire tour extends from 12 to 24 hours.

(b) 50% of the DA (F&I) where the entire tour extends from 6 hours to 12 hours.

RATES OF LODGING (HOTEL) AND DAILY ALLOWANCE

S. No.	Category	LODGING (HOTELS) CHARGES	DAILY ALLOWANCE With Hotel	DAILY ALLOWANCE Without
1	Employees in Junior executive grade	400	200	400
2	Executives grade	500	300	500
3	Assistant Professors/ Asst. Registrar grade	750	500	750
4	Associate Professor / DR and Professors	1500	750	1000
5	Deans/ Registrar	2500	1000	1500

- All employees are entitled to avail single room only in hotels but they may avail single occupancy in double room, as per their eligibility.
- Lodging charges may be reimbursed on production of bills even if the employee has to pay lodging charges for more number of days than for which DA is admissible under the TA Rules, on account of the checking in and checking out timings. Inclusion or exclusion of breakfast in hotel bill will be ignored.
- When during tour, an employee has to pay for hotel accommodation for the same day at two stations, hotel bills for stay in both the hotels may be reimbursed (ANNEXURE – VII)
- The ceilings on lodging (hotel) charges would exclude levies, taxes, service charges etc.

TA/DA for outstation Conferences/ Seminars/ Workshops

The University will pay TA/DA for participation in Seminar, Conferences and workshops only if the employee has been invited to Chair a session or deliver key note address or presenting a paper. The employee shall be entitled for registration fees in addition to his TA/DA

- Employees sponsored by the university to attend outstation programmes shall be treated as on official tour and accordingly TA, DA and other expenses will be regulated.
- If any employee receive any travel expenses or daily allowance from a professional body/institution for attending such programme he shall refund the amount to the company.
- Conveyance charges for local programmes: When any programme is organized locally and the employee is sponsored by the company, local conveyance charges shall be admissible as mentioned in these rules.

ADVANCE FOR TRAVELLING

Advance for travelling and daily allowance including lodging charges

- An employee proceeding on tour may be granted an advance to meet travelling and other expenses. No advance shall be granted unless the previous advance outstanding against the employee is cleared by him.
- When an advance is granted to an employee and the outward journey has not commenced within 30 days of drawal of the advance, the advance should be refunded by the employee in full immediately. If it is not done the amount should be recovered from the following month's salary with interest at the current bank rate for overdraft.

In case of any doubt in regard to interpretation of any of the provisions of these rules, the matter will be referred to the President/ Chairman whose decision shall be final.

The University reserves the right to modify, cancel or amend all or any of the provisions in these rules without previous notice and give effect to such modifications, cancellations or amendments from the date of issue or any other date.

SEPARATION

Notice Period/ Termination

- During Probation period, based on the performance the university shall have the rights to terminate services by giving 7 days' notice or 7 days salary without assigning any reason anytime during the term of your service. However if you would like to leave the university during probation period, you would have to give two months' notice or two months' gross salary in lieu of notice.
- After completion of probation period and confirmation, giving two months' notice in written or two months' gross salary in lieu of notice, either party may terminate your employment. In case, staff leaves the services without giving any notice, university reserves the right to deduct two months' salary from his/ her full and final settlement.
- Notice of resignation cannot be given in non-teaching period. Entire duration of notice period should fall in the teaching period only. "Non-teaching period" is the period when no actual teaching takes place. This period starts immediately after the end of actual teaching in a particular semester/term (six months)/session and ends immediately before the start of actual teaching in a subsequent semester/term (six months)/session.
- Notice period will not be applicable if staff choose to resign in non-teaching period and in such case you will be liable to pay two months' salary in case of probation and two months' salary in case of confirmed as compensation to the University.
- Notice of resignation as prescribed if submitted, the University shall be entitled to relieve you at its discretion at any time within the notice period without compensation. Similarly, in case you being served with the notice of discontinuation of your services by the University, you can also leave at any time within the notice period and in that case you will not be made to pay any compensation.
- You may resign from your services by giving two months' notice as above said subject to the condition that you will complete the respective academic semester/term(six months)/session (as case may be) i.e., upto the last teaching day in a particular semester/term/session, unless otherwise decided by the University.
- In case of unsatisfactory performance or discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms & conditions of this employment, indiscipline, anti-organization behaviour, breach of faith and/or any conduct on your part which is inconsistent with the employer-employee relationship and/or prejudicial to the interest of the University; the University shall be at liberty to discontinue your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
- The Management shall be at liberty to terminate your services without any notice in the event of insubordination, fraud, indiscipline, disorderly behaviour, dishonesty, and negligence on duty or working against the interests of the University.

- The University may terminate / suspend services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal enquiry (to be completed within 30 days of date on which the said allegation has been first notified to your reporting manager save and except delayed due to events beyond control) that you have committed (i) any heinous criminal act or any offence involving moral turpitude (the term "Moral Turpitude" includes Crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general. examples include rape, forgery, Robbery, and solicitation by prostitutes etc.), (ii) sexual harassment (adjudicated guilty as per the firm's policy and local laws) or (iii) other act that threatens or likely to damage university's reputation.(iv) Any major misconduct.
- On Separation of employment, staff would be responsible to cater to Research Scholars (Ph.D. Scholars) under their guidance during the term of employment as per rules of university from time to time.
- Staff, before leaving the service in all cases, shall hand over the charge of all the official documents, information and material in his/her possession to the immediate superior authority or any other person authorized for this purpose and complete the No-Dues Form (ANNEXURE – VIII).
- On Separation of employment, you will be responsible for safe keeping and return in good condition of all University's property/money entrusted in your care and charge and other University materials and property as may have been in employee's possession. The University reserves the right to deduct the money value of such equipment's from your dues, or take such action as may be deemed proper, in the event of failure to account for such property as per rules and regulations of university.
- The decision of the University with regard to the matter(s) related to resignation/discontinuation of your services shall be final and binding on all the concerned

Other Policies

POLICY AGAINST SEXUAL HARASSMENT

RNBGU emphasizes that sexual harassment, like any other form of harassment, will not be tolerated. Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors and / or verbal, visual or physical conduct of a sexual nature where:

- Submission to such conduct is made, implicitly or explicitly, to be a term or condition of employment.
- Submission to or rejection of such conduct is used as a basis for an employment decision which affects the employee.
- The conduct, activities or displays have the effect of unreasonably interfering with the individuals work performance or creating an environment which is intimidating, hostile or offensive to others.
- Personnel actions such as promotions, transfers, compensation, or discipline are determined on the basis of an employee's response to such conduct.

Sexual Harassment is a form of gender discrimination and it occurs in a variety of situations that share a common element: the inappropriate introduction of unwelcome sexual activities into a work situation.

- Specific conduct that can constitute Sexual Harassment includes, but is not limited to:
- Inappropriate mail, e-mail, SMS, MMS messages.
- Explicit screen-savers.
- Physical Contact.
- Demand for sexual favors or persistent demand for out of work social activities.
- Unwelcome or uncalled for sexual remarks or insinuations about a person's sexual activities or the person's private life.
- Demeaning comments, jokes, questions and innuendo or related behavior.
- Possession and / or display of erotic or sexually graphic material including pictures, posters, photos, reading matter, objects, calendars, cartoons, graffiti, messages etc.

Sexual Harassment can be a series of incidents or a one-off occurrence. Sexual Harassment has nothing to do with mutual friendship or attraction, whether sexual or otherwise.

Any employee of the University may report any related issue for self or on behalf of another employee to the HR Committee for appropriate resolution.

HR Committee if feels, that the complaint is relevant, then will investigate the formation of Anti-Harassment Committee and forward the complaint to Anti- Harassment Committee for further proceedings.

INTERNAL COMPLAINT COMMITTEE:

A Committee has been constituted by the Management in order to provide a suitable redressal mechanism to the women aggrieved by the incident of sexual harassment. The Chairman and Members of the Committee is as follows:

The ICC will be composed of the following members: nominated by the Employer namely:

1. Presiding officer who shall be employed at a senior level at workplace from amongst the employees, if not available then nominated from other office/ units/ department/ workplace of the same employer;
2. Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;
3. Outside counsel i.e. member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.

TRANSPORT POLICY

Objectives:

The objective of this policy is to ensure safe, affordable, quick, comfortable, reliable and sustainable access for students to study in RNB Global University.

Realising the Policy Objectives:

Transport Planning

City of Bikaner vary considerably in terms of their population, area, urban form, topography, economic activities, income levels, growth constraints, etc. Accordingly, the design of the transport system will have to depend on these city specific features. As part of this exercise, entire Bikaner has been identified with potential corridors and it has been divided into four main part namely Route 1 – Gangashahar, Route 2 – J. N. Vyas Colony, Route 3 – City 1 and Route 4 – City 2. We collect students from their nearest location which should not be more than 500mtrs. walking distance from their residence and we do not want our students to sit inside the bus for more than 40minutes.

Quality & Pricing

We follow strict quality policy. We prefer modern school bus with individual sitting arrangements for our students. Our pricing is also done in accordance. We run a no profit show in terms of transport.

Technologies

We have introduced an Application for our transport which enables us to track all buses at any given point of time and which is loaded to all bus in-charges mobile.

Legal Issues

We follow strict legal structures. Bus colours, body signalling band, brake verification, alcohol test, no curtain, no loud music, no film on glass, speed control, first aid, drinking water – all are strictly followed.

Safety

We have one bus in-charge from organisation side and two bus in-charge from students side who are always available on mobile. It is their duty to report any untoward incident that takes place once bus reaches the campus. We never allow any girl student to board or depart the bus first or last respectfully. No standing is allowed inside the bus.

Instruction for In-charge Bus

The In charge Bus will have the following duties:-

- To ensure that all the students get in and get down at the designated stop only.
- Ensure that no girl student will get in or get down either at the first stop or at the last stop.
- Proper discipline is maintained inside the bus.
- Speed limit is being adhered to.
- Music allowed in controlled manner.
- The rule of “No smoking” is strictly followed.
- In case of any incident or break down/untoward incident the Dy. Registrar is to be informed through the transportation in charge.
- The In charge has to meet the Dy. Registrar regularly to sort out any issues and ensure smooth operating of the buses.
- The In charge is also requested to inform Dy. Registrar through the transportation In charge the following on reaching the University in the morning:
 - ✓ No. of students
 - ✓ Any route change
 - ✓ Any unnecessary delay
 - ✓ Bus number
 - ✓ Seating capacity of the bus
 - ✓ Driver is in uniform
 - ✓ Any misconduct

Any other issue that requires attention.

Performance Appraisal System

1. Objective

To measure and assess performance of all employees .To reward employees suitably based on their performance in the University with salary revision/ promotion / role change, as applicable.

2. Applicability

All permanent employees having completed probation period with the organization as on are applicable for Annual Appraisal '**Performance Appraisal**'

3. Process

- The appraisal is conducted once in a year
- The appraisal process will begin through a self-assessment by the employee him/herself.
- Performance Appraisal form would be sent to Reporting heads/ Deans/ HOD to get it filled by their teams and submit the same within three working days.
 - a) Self-assessment Form for the Performance Based Appraisal System (PBAS) – Teaching staff (ANNEXURE – IX)
 - b) Performance Appraisal Form – Non-Teaching staff (ANNEXURE – X)
- Formal performance appraisal meetings (or performance conversations) between the individual and their Reporting head / Dean/ HOD will occur once a year, in addition to continuous open feedback on objectives, performance and development.
- The meetings should review and record goals, performance and development needs.
- The self-appraisal score to be given by the applicant based on evidences, would be verified by the Screening cum Evaluation Committee

Aim of Appraisal meetings:

- Assist in the creation of an individual development plan for all employees and to identify any training and development requirements
- Provide a unique, focused and formal two-way communication forum relating to individual career goals and objectives
- Obtain and provide performance feedback
- Clarify performance objectives and responsibilities
- Assist in succession planning.

Increment

- RNB Global University follows the fair increment policy for teaching / non- teaching staff, which is completely based on the Performance, Discipline, Skills and General Behaviour.
- Fair calculations are done at all the levels
- Performance appraisal score will be linked with the final score
- However, management in its absolute discretion may consider for any staff member (s) award/ special increment according to an outstanding performance or attaining any higher qualification/ training program.

Promotions

- Promotions may be given to employees meeting the performance and experience requirements after the appraisal process, subject to open positions. Based on the salary band and pay structure, the compensation and benefits for the employee will be revised.
- Special increments are given to those who are eligible for promotion.

Awards

Awards for the following categories will be given on Founder's Day (3rd September).

1. Best Faculty (Dept. Wise)
 2. Best Employee (Sr. AR & other)
 3. Best Employee (Jr. AR & other)
 4. Best Employee (Support/ Maintenance)
- Awards are at the discretion of the management. The management reserves the right to alter/ delete, revise or modify any part/ category of the award.
 - Faculty/staff members must be in service at the time of announcement of awards
 - Certificates will be given along with award (monetary/non-monetary) to the winners.

ANNEXURE – I
Candidate Information Form

CANDIDATE INFORMATION FORM

Personal & Confidential

Date: ____/____/____

Post Applied for: _____ Subject/ Department: _____

Please affix a
passport size
photograph
here.

PERSONAL DETAILS

Name			
Date of Birth		Email ID	
Husband / Father's Name		Mother's Name	
Religion/ Caste		Category	SC/ST/OBC/Gen./Others
Gender	Male [] Female []	Marital Status	Married [] Unmarried [] Separated { }

CONTACT DETAILS

Present Address		Permanent Address	
Pin Code:		Pin Code:	
Land Line No:		Land Line No:	
Mobile No:		Mobile No:	

ACADEMIC/ PROFESSIONAL QUALIFICATIONS

Certificate	Name of Degree	Mode (Reg/ PT/ Corres/O)*	Institution	Year of Passing	University	Major subject/ Ph.D Topic	%age/ CGPA/ GPA
High school							
Intermedia te							
Graduatio n							

Post - Graduation							
PhD							
Other							

* Reg = Regular, PT = Part- time, Corre = Correspondence, O = Online

ADDITIONAL / TECHNICAL QUALIFICATIONS		
Test	Percentile	Year
GATE		
NET		
UGC- CSIR		
Others		

EXPERIENCE DETAILS (From recent to last organization worked) :						
S. No.	Organization	Nature of Job (Reg / PT)*	Designation	Start Date	End Date	CTC / Take Home
Teaching /Academic Experience						
Industry Experience						
1.						
2.						
3.						
Research Experience/ Guidance						
1.						
2.						

* Reg = Regular, PT = Part- time

OTHER DETAILS:	
Current CTC	
Expected CTC	
Notice Period	

DETAILS OF PARTICIPATION: Please attach extra sheets of paper, if required:	
Activity	Numbers Attended/ Presented/ Organized
Publications (Books / Papers/ Articles)	
Conferences	
MDP/ FDP/ other Training Courses	
Workshops/ Seminars	
Administrative Responsibilities in Academic Institution (Please describe briefly)	

Subject Details	
List of subjects taught/Can teach	
Name of Programs/ Courses dealt with	

REFERENCES (3 professional references from last or current organization other than friends & family members):				
Name	Designation	Organization	Contact Number	Mail id

FAMILY MEMBER DETAILS:			
Name	Relationship	Date of Birth	Occupation/ Business

Declaration: I declare that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/ distorted. If I am found to have concealed/distorted any material information, my appointment shall be liable to summarily termination without any notice. If offered appointment, I will join on specified date and subsequently take up RNB Global University's assignment anywhere as and when required

Place: _____

Date : _____

Signature of the candidate

ANNEXURE-II

Personal Data Application Form

Please affix a
passport size
photograph here

Personal and Confidential

Post Applied for: _____

Please tell us how you heard about this vacancy: _____

PERSONAL DETAILS			
Name			
Date of Birth		Email ID	
Husband / Father's Name		Mother's Name	
Religion/ Caste		Category	SC/ST/OBC/Gen./Others
Gender	Male [] Female []	Marital Status	Married [] Unmarried [] Separated { }

CONTACT DETAILS	
Present Address	Permanent Address
Pin code:	Pin code:
Land Line No:	Land Line No:
Mobile No:	Mobile No:

EDUCATION DETAILS				
Exam	School/College	Year of Passing	University	%age
10th				
12th				
Graduation				
Post Grad (Please Specify)				
Diploma (Please Specify)				
Others (Please Specify)				

Please specify if any break in continuity in education with reason _____

FAMILY DETAILS			
Father's Name		JOB	
Mother's Name		JOB	
Wife / Husband's Name		JOB	
Brother 1 Name		JOB	
Brother 2 Name		JOB	
Sister 1 Name		JOB	
Sister 2 Name		JOB	

REFERENCES: (Please provide two references of your Reporting Manager's from Current and last worked organization)

Name	Designation	Organization	Contact Number	Email id

Are you related to, or in a close relationship with someone working in this organization?

If yes, what is the nature of the relationship?

EXPERIENCE DETAILS (In reverse chronological order)					
Company Name	Designation	Nature of Job (Reg / PT)*	Start Date	End Date	Last Salary

Please specify if any break in continuity in service with reason_____

Prescreening Questionnaire Sheet

Please answer each of these questions to the best of your ability. Please be aware that your answers may be verified during your interview.

Describe your personality in 5 adjectives?

B. What motivates you the most to perform at your very best?

C. What is your definition of Fun at work

D. Highlight one of your biggest strengths

E. What is your expectation from this job?

F. Why do you think you would fit into this job well?

G. If selected, how soon you can join us?

	Yes	No	Comments
Are you comfortable with the job location			
If required are you willing to work on a Sunday			
If required are you willing to stretch the working hours			
If required are you willing to travel within City			
If the job requires are you willing to travel outside City			
If the job requires are you willing to travel outside of India			

DECLARATION:

I hereby declare that the information given above is true to the best of my knowledge. In case any statement is found to be wrong; the company would have the right to terminate my services at any time without any compensation. I will also abide by all the rules and regulations existing or to be framed by the company, in case I am employed.

Signature: _____ Date: _____

TO BE FILLED BY THE HR DEPARTMENT ONLY

Designation:		Salary Band:	
		Monthly Salary:	
HR Representative Name :		Department:	
Signature:		Location:	
Date:			

ANNEXURE – III
Miss Punch/ OD Approval Form

Miss Punch Approval/Field work approval

To,

The HR Manager

Dear Sir/Ma'am,

Please approve my application for _____ : Miss punch/Field work

Purpose of Application : _____

Reason : _____

Day and date of which application to be submitted : _____

In time (Punched/Actual) : _____

Out time (Punched/Actual) : _____

Approved By:

Name of Employee: _____ Date: _____

Sign _____

ANNEXURE - IV
LEAVE APPLICATION FORM

Leave Application Form					
Name of the Employee		Employee ID			
Department		Reporting Manager's Name:			
Designation		Approval Head's Name			
Type of Leave Requested:(CL, CO, LWP, RH /Any Other, please specify)		No. of Days of leave Requested			
If Comp Off, please specify the date(s) for which Comp off is requested					
Reason for Leave		Please approve my following leave			
		From Date			
		First Half/ Second Half			
		To Date			
		First Half/ Second Half			
While on leave I can be contacted at this address and contact no's					
Duty Handover to					
Leave Balance Available before sanctioning this leave in the type of leave stated:					
CL/SL		EL		RH	
No. of leaves requested :					
CL/SL				EL	
RH				LWP	
Balance Leaves of the Employee					
CL/SL				EL	

ANNEXURE - V
LEAVE SUBSTITUTION FORM

Dear Sir,

I would like to apply for leave as per the below details.

Name of Faculty:

Employee ID:

No. of Days of Leave Requested:

Type of Leave (CL/EL/LWP/any other):

Dates of leaves:

I am conducting below mentioned classes during the period of leave applied for:

S.NO	Program	Subject Name	No. Of Classes
1			
2			
3			

Class substitution details

Class	Date	Time/class	Subject Substitution	Consent received by	substitut ed faculty by email or in hard copy

ANNEXURE – VI
Declaration of TDS

Date:

To,
The Accounts Head, RNB Global University,
RNB House 1, Shivaji Enclave Main Road,
Near Raja Garden, New Delhi-110027.

Sir,

Subject: Undertaking for Non/Less deduction of TDS on Salary on account of Investment in Tax Saving Schemes as per the Income Tax Act, 1961 for Financial Year 2021-2022.

With reference to the above mentioned subject, I <name>, S/O or D/O or W/O Sh.
<Father's/Husband's name>, Resident of <address>.

Hereby undertake as follows:

1. That I am having Income Tax Permanent Account Number (PAN).
2. That my PAN is <Pan number>
3. That I would like to opt for the new income tax regime under Section 115BAC and would give up the exemptions and deductions as per the new Income Tax Regime. <YES/NO>
4. That I am aware that the option of choosing one of the tax regimes can be exercised only once in a year.

For Employees choosing Old Income Tax Regime(To fill attached Form 12BB also):

5. That I would do an investment of <Amount> during the Financial Year 2021-2022.
6. That I would provide the PDF files of the Investments proofs to the company on or before 20th March, 2022.
7. And in case I would not do the same, then the company may deduct TDS for the whole year assuming no investment is made from the March, 2022 salary.
8. That in case I leave the organization before March and do not provide copy of investment to the company, then the company may deduct the TDS for the period I worked in the company from my pending salary payment.
9. That I am aware that TDS, if applicable, is calculated on monthly salary as per normal practices and in case of any excess/less deduction same would be adjusted in the salary of March 2022 and accordingly the certificate would be issued.

For Employees choosing New Income Tax Regime:

5. That I am aware that TDS, if applicable, is calculated on monthly salary as per normal practices and in case of any excess/less deduction same would be adjusted in the salary of March 2022 and accordingly the certificate would be issued.

So, I would request you to kindly deduct the TDS after considering the above declaration as per the prevailing Income Tax Act, 1961.

Seeking your co-operation

Regards

Name
Signature

ANNEXURE - VII
REIMBURSEMENT CLAIM VOUCHER

Date		Period	
Name			
Designation			

Date	Particulars	Amount
TOTAL		
TOTAL (in words)		

Advance paid (if any)	
Deductions	
Net Payable Amount	
Brief description of Payment or special instructions	
Signature	

For Office use only

<input type="checkbox"/> Supporting invoice / Cash Memo / Cash Payment Voucher (in case of bill with revenue stamp) is attached.	
<input type="checkbox"/> In case of conveyance (other than personal vehicle.), travelled according to policy.	
Comments	

CHECKED BY		APPROVED BY	
-------------------	--	--------------------	--

RNBGUF0007800

ANNEXURE – VIII

NO-DUES FORM

Name:		Employee ID:	
Date of joining:		Designation:	
Department:		Salary Band:	
Date of leaving			

No dues certificate

This is to certify that the employee has no dues out standing against the following:

	Details of any dues (If nil, then write 'NO DUES')	Name	Signature	Date
ADMINISTRATION (DR) <ul style="list-style-type: none">• Stationery• ID Card Submitted				
ACADEMICS <ul style="list-style-type: none">• Coordinator				
DEAN <ul style="list-style-type: none">• Making & Submission of all assignments				
<ul style="list-style-type: none">• Upload of all lectures' contents & elements				
<ul style="list-style-type: none">• Submission of question papers along with solutions				
LABS (DR)				

• Computer lab				
Maintenance <ul style="list-style-type: none"> Any other Dues 				
REPORTING MANAGER <ul style="list-style-type: none"> Handing of all documents 				
• Making & Submission of all assignments				
• Upload of all lectures' contents & elements				
• Submission of question papers along with solutions				
CANTEEN (DR) <ul style="list-style-type: none"> Monetary dues 				
• Any other dues				
LIBRARY (DR) <ul style="list-style-type: none"> Books 				
INFORMATION TECHNOLOGY <ul style="list-style-type: none"> Laptop 				
• Pen drive				
• Any other				
HR <ul style="list-style-type: none"> Notice period served as required 				
• Dues regarding salary				
• Documents if any				
• Others				

Registrar declaration

I hereby declare that we have recovered all the company assets from Mr. /Ms.

Name:

Designation:

Signature: _____

HR declaration

I hereby declare that we have recovered all the company assets from Mr. /Ms.

Name:

Designation:

Signature: _____

Instructions:

1. This No dues certificate will be obtained by the University-HR from concerned departments & then will be submitted to Delhi HR; Faculty & other staff members are not required to submit it to the University-HR.
2. In case of dues of any other particular thing University-HR will report to Delhi-HR to get those things from the concerned staff/ex-employee.
3. In case of any discrepancy University-HR will inform to Delhi HR so that Delhi HR will remove the found discrepancy in context of the concerned staff/ex-employee.

ANNEXURE – IX

Self-assessment Form for the Performance Based Appraisal System

1.	<i>Name (in Block Letters)</i>						
2.	<i>Date of joining</i>						
3.	<i>Current designation</i>						
4.	<i>Basic pay</i>						
5.	<i>Date of last appointment/promotion/ Re-designation, if any (attach Office Order)</i>						
6.	<i>Assessment period</i>						
7.	<i>Academic qualifications</i>						
	<i>Degree/Certificate</i>	<i>Board/ University</i>	<i>Year of Passing</i>	<i>% of marks obtained</i>	<i>Division/ Class/ Grade</i>	<i>Subjects</i>	<i>Enclosure No.</i>

8.	Eligibility Test			
		Year of Passing	Subject	Enclosure No.

9.	Appointments held prior to joining University					
Designation		Name of Employer	Date of		Pay Scale	Reason for leaving
			Joining	Leaving		

10.	Post held since joining University				
Sl No	Designation	Department /Centre	Date of actual joining		Pay Band with AGP / level
			From	To	
1.					
2.					
3.					
4.					

11.	Research experience excluding years spent in M. Phil / Ph. D (in years)	
------------	---	--

Table 1

1.	Details of teaching activities (Classes taught includes sessions on tutorial/lab & other teaching related activities):				
Academic Year	Semester	No. of Classes assigned	No. of Classes taught	% of Classes taught	Grade*

* Good: $\geq 80\%$; Satisfactory: $\geq 70\%$ but $< 80\%$; Not Satisfactory: $< 70\%$

	Orientation/Refresher/Research Methodology/MOOC Course (s) attended:		
Course Details	Place	Duration	Sponsoring Agency

2	Details of involvement of other activities (Minimum requirement: Any THREE activities out of seven activities; Good: 3 Activities; Satisfactory: 1-2 Activities; Not Satisfactory: No Activity):			
Names of the Activities	Type of Responsibilities	Duration		Enclosure No.
		From	To	
a. Details of administrative responsibilities such as Head/Dean/Director/Coordinator/Warden etc.				
b. Details of examination duties such as Paper Setting/Moderation/Evaluation of Answer Scripts etc.				
c. Details of student related Activities (Counseling/Study Tour/Student Seminar/Cultural/Sports/NCC/NSS/ Community Services, etc.				
d. No. of Seminar/Conference/Workshop etc. organized.				
e. No. of Ph.D. Scholars guiding.				
f. No. of publications in peer reviewed/UGC listed journals.				
g. No. of Minor/Major Research Projects sponsored by National/International Agencies				

Table 2
Methodology for University and College Teachers
for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

1. Research Papers in Peer-Reviewed or UGC listed Journals

Sl No	Title of the research paper	Journal	Year Vol. Page No.	No.	Impact Factor	Whether you are the First/Corresponding Author	Journal no. as per latest UGC list	API Score	No.

2. Publications (other than Research Papers)

(a) Books authored which are published by

International Publishers

	<i>Title with Page No</i>	<i>Date of Publication</i>	<i>Book Title editor & Publisher</i>	<i>ISSN ISBN No.</i>	<i>Whether Peer Reviewed</i>	<i>Nos. of co- author</i>	<i>ether you are the main author</i>	<i>API Score</i>	<i>Encl No</i>

National Publishers

S. No	Title with Page No	Date of Publication	Book Title editor & Publisher	ISSN ISBN No.	Whether Peer Reviewed	Nos. of co- author	ether you are the main author	API Score	Enc l No

Chapter in Edited Book

	Title with Page No	Date of Publication	Book Title editor & Publisher	ISSN N No.	Whether Peer Reviewe d	Nos. of co- author	ether you are the main author	API Score	E n c l

Editor of Book by International Publisher

Sl No	Title with Page No	Date of Publication	Title editor & Publisher	ISSN ISBN No.	Whether Peer Reviewed	Nos. of co-author	Whether you are the main author	API Score	Encl No

Editor of Book by National Publisher

Sl No	Title with Page No	Date of Publication	Title editor & Publisher	ISSN ISBN No.	Whether Peer Reviewed	Nos. of co-author	Whether you are the main author	API Score	Encl No

(b) Translation works in Indian and Foreign Languages by qualified faculties
Chapter or Research paper

Sl No	Title with Page No	Date of Publication	Title editor & Publisher	ISSN ISBN No.	Whether Peer Reviewed	Nos. of co-author	Whether you are the main author	API Score	Encl No

Book

Sl No	Title with Page No	Date of Publication	Book Title editor & Publisher	ISSN SBN No.	Whether Peer Reviewed	Nos. of co-author	Whether you are the main author	API Score	Encl No

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula:

Sl. No.	Item	Provide details of pedagogy, Content, etc.	API Score	Encl No.
a	Development of innovative pedagogy (5)			
b	Design of new curricula and courses- 2 per curricula/course			
c	MOOCs:			
	i. Development of complete MOOCs in 4 quadrants in 4 credit course-20			
	ii. Development of complete MOOCs in 4 quadrants in less than 4 credit course -5			
	iii. MOOCs developed in 4 quadrants - 5 per module/lecture			
	iv. Content writer/subject matter expert for each module of MOOCs for at least 1 quadrant- 2			
	v. Course Coordinator for MOOCs 4 credits course-8			
	vi. Course Coordinator for MOOCs less than 4 credits course- 2			
d	E-Contents:			
	i. Development of e-content in 4 quadrants for complete course/e-book-12			
	ii. e-content developed in 4 quadrants - 5 per module			
	iii. Contribution to development of e-content module in complete course/paper/e-book, at least with one quadrant -2			
	iv. Editor of e-content for complete course/paper/e-book - 10			
Total Score of Category-III (a+b+c+d)				

4. (a) Research Guidance

Sl No		Title of the Thesis	Degree awarded		API Score	Encl No.
	M.Phil./PG Dissertation					
			Degree awarded	Thesis Submitted		

4. (b) Research Projects Completed

Sl No	Title of the project	Funding Agency	Period	Amount	API Score	Encl No.

4. (c) Research Projects Ongoing

Sl No	Title of the project	Funding Agency	Period	Amount	API Score	Encl No.

4 (d) Consultancy

Sl No	Title of the project	Agency	Period	Amount	API Score	Encl No.

5. Patents/Policy Document/Award/Fellowship:

Type	Details of Patent/Policy Document/Award/Fellowship	API Score	Encl No.
(a) International Patent (10)			
(b) National Patent (7)			
(c) International Policy Document (10)			
(d) National Policy Document (7)			
(e) State Policy Document (4)			
(f) International Award or Fellowship (7)			

(g) National Award or Fellowship (5)			
Total Score of Category-V (a+b+c+d+e+f+g)			

6. Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)

Sl No	c of the Invited Lecture delivered/ Paper presented	Details of Conference / Seminar/ FDP/ Academic Session	Organized by	Category: International (Abroad)/ International (within country)/ National/ State/ University	Please select whether Invited Talk/ Paper Presented	API Score	Encl No.

Note: Enclose all relevant documents for API Verification.

Certified that the above information furnished by me is true to the best of my knowledge and belief and if at any point of time there is any evidence of incorrect information/suppression of facts, I shall solely be liable for the same.

Signature of Applicant

Recommendation by the Head of Department/Centre:

Head of Department/Centre

Recommendation by the Dean of the School:

Dean of the School

Place:

Date:

ANNEXURE – X

Performance Appraisal Form Non-Teaching Staff

1. Name of the Staff : _____
2. Position Title : _____
3. Date of Entry into Service : _____
4. Qualification : _____
5. Details of Current Responsibilities : _____

I. PROFESSIONAL COMPETENCE

S. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure of University					
2	Ability to organize work and carry it out					
3	Ability to learn and perform new duties					
4	Capacity to supervise or team worker					
5	Diligence and sense of responsibility					

II. PERFORMANCE

S. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?					
2	Maintenance of Files/Records					
3	Accuracy & Speed of work					
4	Neatness & tidiness of work					
5	Punctuality in office and task completion					

III. ATTITUDE

S. No.		Excellent	Good	Satisfactor y	Average	Poor
1	Cooperation with your colleagues?					
2	Mutual motivation with your colleagues?					
3	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?					
4	Rapport with the public when interact with them?					
5	Sense of gratitude towards team members and guest?					

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:-

Date:-

Name and Signature of staff