

Annexure to office order SGRR/RO/2023/08/16
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SERVICE AND CONDUCT RULES
EDITION: 2023



SHRI GURU RAM RAI UNIVERSITY
DEHRADUN



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Service and Conduct Rules, SGRR University

The Employee Service and Conduct Rules is prepared to make all employees aware of the rules and regulations of SGRR University that governs their working in the SGRR University. The Service and Conduct Rules are effective from January 2023.

It is expected that employee strictly adhere to the rules and regulations spelled out in this document. The management reserves the right to change/modify the policies as and when necessary and apply their discretion in specific cases.



About Us

Shri Guru Ram Rai University was established by a religious and philanthropic leader, Shri Mahant Devendra Dass Ji Maharaj in the year 2017. It is situated in the heart of Dehradun city, Uttarakhand. We are extremely privileged to extend the values and ethos of the Shri Guru Ram Rai Education mission through SGRR University to impart quality education and in successfully placing more than 80% students in various companies across the globe. SGRR University has humongous campus spread over 80 acres of land. Its state-of-art facilities give opportunities to develop leadership skills and to achieve professional excellence. It has 7000+ students from different countries, 28 states and 08 Union Territories and providing cultural mélange and global exposure to our students. One of the biggest boosts from University is its unmatched experience of 70 years of in delivering quality education that helps to develop confidence and will give you more knowledge, industry exposure, building good networking and high self-esteem. This will change overall personality and develop of a candidate into a complete professional to face any challenge.

Vision

Shri Guru Ram Rai University has a strong vision to set a benchmark in providing quality teaching, innovation in research and uniqueness for the overall growth and development of the students into complete professionals.

Mission

To nurture and propagate innovative, high impact, leading-edge research within and across the discipline. To realize our students the integrated vision of education.

We are committed to transforming society by educating, creating knowledge & its application to real-life situations. Revitalizing students through knowledge, interpersonal skills, and problem -solving skills, communication, and leadership. To provide a safe, healthy and sustainable environment to support teaching.

To tie-up with educational Institutions at the National and International levels for exchange and expansion of knowledge.

Values & Strengths

The University always endeavors to attain the objectives of the parent organization, SGRR Education Mission Our strong vision statement says it all – **“Service to Mankind through Education and Healthcare”**

Values:

- Leadership: To create future leaders by developing and practice fundamental competencies
- Learning: To promote both good learning skills and interpersonal skills.
- Liberty: To explore truth and express it.
- Innovation & Technology: Use to expand knowledge and scientific approach.



Strengths:

- Transforming naïve and students into responsible citizens of the Nation
- Centrally located, beautiful and clean campus.
- Students are provided personal attention based on need and desire to be helped.
- Committed Faculty to provide quality education.
- A work culture that promises commitment and responsibility
- Punctuality and adherence to time schedules followed rigorously.
- Best in class Infrastructural facilities to our students
- National and International tie-ups to provide global exposure
- We strive to inculcate the traits of cleanliness by concurring with the Government's "Swachh Bharat Abhiyan".
- Personal attention based on need and desire to be helped.
- Industry exposure and Strong Research culture.



Preamble

The **Service Rules** would proactively contribute towards achieving the overall goals of SGRR University, Dehradun by laying down principles, guidelines, and rules/norms to ensure smooth functioning of the employees. The **Service Rules** would encourage building of a shared vision of the University among all the employees to ensure that their respective jobs are complementing each other. The **Service Rules** would advocate for outcome based performance by all employees which is aligned with the organizational goal. The Policy aims to build a culture of trust, transparency and integrity among all staff. This policy is a strategic framework designed to serve as a guide and shall be executed and administered in all School and departments of SGRR University, Dehradun.

SERVICE AND CONDUCT RULES

1. Commencement:

- a. These rules may be called the Shri Guru Ram Rai University Service and Conduct Rules and shall come into force with effect from the date of issue of notification after the approval of the University Management.
- b. Unless otherwise specifically provided, these rules shall apply to all the Employees (regular & Contractual) of the Shri Guru Ram Rai University.

2. Definitions:

(a) **“Competent Authority” means:-**

- i) Chancellor in the case of Vice Chancellor.
- ii) Vice Chancellor in the case of all the Dean/University Coordinator/Proctor/Teaching Employees etc.
- iii) Registrar in case of all the Administrative and other Non-Teaching Employees etc.

(b) **“Members of the Family” in relation to an employee includes.**

- i) The spouse, child or step-child of such employees residing with and dependent on the employee and
- ii) any other persons related, whether by blood or by marriage to the employee or to such employee's wife or husband and wholly dependent on such employee, but does not include a wife or husband legally separated from the employee or child or step-child who is no longer in any way dependent upon him or her, or whose custody the employee has been deprived of by law.

(c) **UNIVERSITY:** means the Shri Guru Ram Rai University, Dehradun

(d) **SERVICE:** means service under University.

(e) **BOARD:** means the Board of Management and Board of Governors.

(f) **APPOINTING AUTHORITY:** means the authority empowered to appoint any University employee under rules of Delegation of Powers/Act & Statutes.

(g) **EMPLOYEE:** means employees of the University as defined in the regulations related to



conditions of service and includes Administrative, Teaching, Non-teaching and Technical and service staff.

- h) CODE OF CONDUCT:** means the rules guidelines for conduct of all employees' authorities of the University.
- i) Employees and their appointments:** Basically there are two categories of employees Teaching and Non-Teaching.

The University appointments are made normally under the following categories:

- a. Appointments against substantive post-permanent or probation.
- b. Appointments on contractual basis for a limited period.

Based on the qualification, experience and suitability of a candidate for the post-selections are made either through process open to any eligible candidate or through internal promotion to a higher substantive post or on contract for limited period.

General Rules & Regulations:

1. General

- a. Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his/her official dealings.
- b. An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public.
- c. As every employee represents the University as a brand ambassador, it is required that they dress appropriately which includes adhering to a specific dress code for work.
- d. Unless otherwise stated specifically in the terms of appointment, every employee is a whole time employee of the University, and may be called upon to perform such duties, as may be assigned to him/her by competent authority, beyond scheduled working hours and on closed holidays and Sundays and during vacations. These duties shall *inter-alia* include attendance at meeting of committees to which he/she may be appointed by the University.
- e. An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her duty.
- f. Except for valid reasons and/or unforeseen contingencies no employee shall be absent from duty without prior permission.
- g. No employee shall leave station except with the previous permission of proper authority, even during leave or vacation.
- h. Whenever leaving the station, an employee shall inform the Head of the Department/Controlling Officer to which he/she is attached, or Vice Chancellor if he/she is himself/herself the Head of a



Department/Controlling Officer, the address where he/she would be available during the period of his/her absence from station.

- i. No employee should consume any intoxicating drinks or drugs while on duty or not be under influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.

2. Taking part in Politics and Election:

- i. No employee shall take active part in politics in the campus of the University or exploit his/her official position for political ends or permit the use of University facilities for political purposes. In other cases where he/she stands for elections at any level, he/she must take leave of absence from the University.
- ii. No employee shall try to propose his/her religious thoughts to students and others within the campus failing which stern action shall be taken as per law of land.

3. Vindication of acts and character of employees:

No employee shall except with the previous sanction of the competent authority, have recourse to any Court of Law or to the Press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character. Provided nothing in this rule shall be deemed to prohibit an employee from vindicating his/her private character or any act done by him in his/her private capacity.

4. Representations:

Whenever an employee wishes to put forth any claim or seeks redress of any grievance or of any wrong done to him/her, he/she must forward his/her case through proper channel, and shall not forward such advance copies of his/her application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than 10 days as per Grievance Redressal Mechanism.

No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

5. Punishment, appeals etc.:

An employee shall be governed by the provisions of the relevant rules as per "Rules of Corrective Measures" regarding imposition of penalties for breach of any of these rules, and preference of appeals against any such action taken against him/her.

6. Criticism of the University:

No employee shall, in any radio broadcast / social networking sites or in any document published anonymously or in his/her own name or in the name of any other person or in any communication



to the Press or in any public utterance, make any statement of fact or opinion in his/her official capacity:-

- i. Which has the effect of an adverse criticism of any policy or action of the University or
- ii. Which is capable of embarrassing the relation between the University and the Central Government or any State Government or any other Institution or organization or members of the public; or
- iii. Which exploits name of the University or his/her position therein

Provided that nothing in this paragraph shall apply to any statements made or views expressed by an employee in his/her official capacity or in the due performance of the duties assigned to him/her.

7. Evidence before Committee or any authority:

- a) Same as provided in sub-paragraph (iii) below, no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any persons committee or authority
- b) Where any sanction has been accorded under sub-paragraph (i) no employee giving such evidence shall criticize the policy or any action of the University or the Central Government or any State Government.
- c) Nothing in this paragraph shall apply to:
 - i) Evidence given at any inquiry before any authority appointed by the University, by Parliament or by a State Legislature; or
 - ii) Evidence given in any judicial inquiry; or
 - iii) Evidence given at any departmental inquiry ordered by the University authorities.

8. Unauthorized communication of information:

No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him/her, communicate, directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or information.

9. Gifts

No employees shall, except with the previous sanction of the competent authority, accept or permit the spouse or any other member of his/her family to accept from any person any gift of more than trifling value. Interpretation of the term "Trifling Value" shall be the same as laid down in Central Government Servants Conduct Rules.

10. Private Trade or Employment:

No employee shall, except with the previous permission of the competent authority, engage directly or indirectly, in any trade or business or undertake any employment outside his/her official assignments. No teaching employee shall offer private tuition in subjects offered by



his/her own department.

11. Insolvency, Habitual Indebtedness and Criminal Proceedings:

- a. An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his/her salary is continuously being attached, he/she may be liable to dismissal. An employee, who become the subject of legal proceedings for insolvency shall forth with report full facts to the University.
- b. An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department/Controlling Officer to which he/she is attached, irrespective of the fact whether he has been released on bail or not.
- c. An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his/her duties in the University unless he/she has obtained written permission to that effect from the Vice Chancellor of the University.

12. National Interest:

No employee shall participate in any activity or act in a manner or communicate or make a statement, which is anti-secular or which tends to create communal disharmony.

13. Interpretation:

The decision of the Board of Governors on all questions relating to the interpretation of these provisions shall be final.

14. Dowry:

No employee shall give or take or abet the giving or taking of dowry; or demand directly or indirectly, from the parent or guardian of a bride or bridegroom, as the case may be, any dowry.

Explanation: For the purpose of this rule, 'dowry' has the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961).



Information Technology (IT) Policy

Objective:

To define the guidelines for the use of IT Tools and Products at the workplace.

Scope:

All Employees of SGRR University, Dehradun Guidelines:

1. The employee is responsible for regular cleanup of unwanted files, virus checks etc.
2. **Email Facility:**
 - a. Employees are allotted an official email id at the time of joining on a need basis.
 - b. Employees are required to use their official id for all official communication only.
 - c. Employees are expected to read their mails and respond to them promptly.
 - d. No explicit/ offensive emails should be sent or forwarded. Any such action will be considered to be misconduct and treated accordingly.
 - e. The email id is withdrawn when a person leaves the University.
3. **Internet Access:**
 - a. Employees are provided access to the Internet on a need basis.
 - b. This facility is provided for work related browsing, research etc.
 - c. Usage of Internet access to browse explicit sites, downloading or forwarding explicit content and gaming is not permitted and amounts to a violation of the Code of conduct.
4. Any instance of violation of these guidelines is to be brought to the notice of the Registrar through concerned Dean/Head/Reporting Officer who will initiate an investigation into the violation and take appropriate action.
5. IT Dept. may allot laptop/data-card/hard disk or any other IT equipment's to employees on the approval of the competent authority.
6. IT employees must get an undertaking signed before issuing any equipment which includes the below terms & conditions:
 - a. The equipment has been issued for solely official purpose.
 - b. The employee shall be fully accountable for theft, loss or damage of the property.
 - c. In case of malfunction, employees are required to report the same to System Administrator.
 - d. Employees may not take equipment for repair to any external agency or vendor at any point of time.
 - e. The equipment should be returned to the System Administrator at the time of leaving the University or if they do not intend to use it for any reason.
 - f. The employee shall be liable to replace or pay an equivalent amount to the University in case of theft, loss or damage to the property. The University retains the right to deduct the same from the salary in case of such an event.



7. Issue of Laptop/Desktop:

- a. All employees will be provided with Laptop/Desktop for use during their employment period.
- b. The desktop/laptop will be provided in proper working condition duly checked by the IT Department and verified by the employees.
- c. On receiving the desktop/laptop the employee needs to sign an undertaken after duly checking the equipment.
- d. During the employment period the issued equipment is the responsibility of the employees. Any physical damage or loss will be recovered by the employee as per the actual market cost. All update and quarterly Maintenance and cleaning will be done by the University free of charge.
*Note: Detailed IT policy is available at IT department & will be updated time to time by the department through notification to REGISTRAR.



2. APPOINTMENT RULES

As per Act Chapter no V point 27 (d) & (e) of SGRR University, Dehradun:

1. For the teaching position in the university namely the Professors, Associate Professor, and Assistant Professor, the Board of Management may recommend to the Governing Body for filling up the vacancies available in the different departments/schools/faculty of the University.
2. The governing Body shall assess the recommendations of the Board of Management and approve filling up of teaching vacancies through an open advertisement and selection process from time to time.
3. Teaching and Non-teaching position shall be advertised in the national daily/Newspapers of wide circulation or on the website of the university clearly mentioning the essential qualifications and pay scale for each advertised post as per norms prescribed by the University Grant Commission (UGC) or any other Regulatory Body.
4. A Screening Committee constituted by the Vice- Chancellor shall screen all the applications on the basis of eligibility criteria and prepare a summary of all the candidates satisfying the essential qualifications and to be called for the interview. Also a list of candidates rejected and not to be called for the interview shall be made separately giving reasons for the rejection. This list may be allowed to be uploaded on the website of the University.
5. Summary of all the screened applications shall be made available to the selection committee at the time of interview.
6. The selection committee for academic/teaching employee as per SGRRU Act 2017, Section 27.1(c) 10.01 (4) shall consist of the following candidates;
 - a. The Vice-Chancellor– Chairman
 - b. The Registrar – Secretary
 - c. A person nominated by the Chancellor
 - d. Dean of the concerned School of Studies.
 - e. Head of the Department provided he/she is a professor
 - f. Two subject experts not below the rank of Associate Professor and who are from outside the University, nominated by the Vice Chancellor.
7. The selection committee for officers and administrative/non-teaching employee as per SGRRU Act 2017, Section 27 1 (c)10.01 (5) shall consist of the following candidates;
 - i) The Registrar – Chairperson
 - ii) Dy. Registrar – Secretary (optional)
 - iii) A person nominated by the Chancellor
 - iv) Area specialized (Two) experts nominated by the Vice-Chancellor.
 - v) Departmental Head
8. The selection committee shall recommend to the Governing Body, names arranged in order of merit, if any, of the persons who it considers suitable for the posts. Provided that no recommendation shall be made unless at least two area experts are present in the selection



committee meeting.

9. The Selection Committee shall also recommend the Pay/remuneration fixed for the Faculty at appropriate level of recruitment. The Amount of Rs. 500/- which was being paid to the entire faculty as research grant with their monthly pay has been revised to Rs. 1000/- P.M. This amount will be paid to the entire faculty over and above their monthly remuneration with the terms and conditions as stipulated in the notification.
10. After the approval of the selection committee's recommendation by the Governing Body, appointment letters will be issued by the Registrar.
11. In addition to full-time teachers, the Board of Management/ Vice-Chancellor may also decide to engage adjunct Professors/Visiting Professors teachers for a fixed period/part time/contractual basis.

The terms and conditions (such as honorarium, TA/DA, conveyance charges etc) of such engagements will be decided by the Governing Body of the university, from time to time.

12. Provisions for the teaching employees (appointed by the sponsoring Body/Institute/College) and already working:
 - i) Teaching Employees (Professors/Associate Professor/Assistant Professor/Readers/Lecture) who are already working and who were appointed on the regular basis, following due procedure in the same institution, before notification of the University, and who have now become constituent unit of the University, shall be examined by a screening committee constituted by the University Authority.
 - ii) Observing the norms laid down by the UGC/NMC/INC/PCI/ICAR/NCTE or any other relevant regulatory Body, the screening committee shall recommend names of suitable teaching employees to the University.
 - iii) The candidate found suitable for appointment in the University may be absorbed as regular teaching employee of the University after approval of the concerned Committee.

3. New Employee Orientation Policy

Objective:

To ensure smooth transition of new entrants into SGRR University, Dehradun and acquaint them with the University, workplace, policies & processes.

Scope: All employees joining SGRR University, Dehradun.

Guidelines:

1. Induction



- a. All new employees who join the University will undergo a structured induction programme within a week in case joining is in the month of January or July and on last Saturday of the month in case of any joining in between the semester.
- b. On the first day of joining, the new employee will meet the HR or the person mentioned in the appointment letter, given an induction SGRRU kit (service rule book to be made), which includes SGRRU brochures, and Service Rules booklet, and taken through the joining formalities.
- c. The employee is introduced by concerned person or HR to his/her HOD, Dean, Registrar, and Hon'ble Vice Chancellor.
- d. The employee is introduced by by concerned person or HR to team members and other colleagues.
- e. Concerned Head or HR shall brief the introduction/overview of the University, Service and Conduct Rules, hierarchy and other rules and regulations.
- f. The HOD/reporting officer discusses the Job Description/KRAs with the candidate and outlines the performance objectives. He/she also guides the employee till such time the employee settles in his/her new role.

2. Joining Procedure

- a. Once the candidate accepts the offer letter and joins, the following documents are issued by the **Office of Registrar** on the first day of joining.
 - i) Appointment Letter/Contract Letter
 - ii) SGRRU joining Kit, which includes:-
 - Joining Form
 - Personal Details Sheet
 - Bank Account Opening Form
 - PF Nomination Form 2 & Form 11
 - Library registration Form
 - Bus registration form (if applicable)
 - Identity Card form
 - E-Mail ID creation/Internet Access Form to be filled up
 - Income Tax declaration Form
 - Undertaking
 - Antecedent verification form
- b. On the day of joining, the candidate will have to submit the following self-attested documents:
 - i) Acknowledged Appointment/Contract Letter
 - ii) All joining forms duly filled in.
 - iii) Date of birth certificate—copy of passport, and license copy can be submitted.
 - iv) Self-Attested copies of Educational qualifications certificates
 - v) Self-Attested copies of Work Experience certificates



- vi) Relieving letter/experience certificate & salary certificate from immediate employer.
- vii) Copy of registration number–(If applicable)
- viii) Copy of photo Identity proof and residential address proof.
- ix) 4 colored passport size photographs
- x) Copy of the Aadhaar Card & PAN Card (mandatory)
- xi) Medical Certificate of Physical Fitness from authorized Medical Practitioner/CMO before joining the University.
- xii) Any other document as advised by university.

In case insufficient documents, appointment will not be treated as valid.

c. The employee will subsequently receive the following:

- i) Employee Identity Card
- ii) Employee Id number
- iii) List of important contact details

d. **Acceptance to join against a post**

The appointing authority will permit the candidate selected for appointment to resume duties after completion of the required joining formalities.

e. **General Conditions of Appointments:**

- a) The Employees will be governed by the rules and regulations of the University.
- b) The Employees will have to devote fulltime to their work.
- c) The Employees will maintain absolute integrity and confidentiality of information about their job.
- d) The Employees will be responsible to contribute/assist in the development of the concerned department.
- e) Each Employee is expected to assist in solving administrative problems, maintain discipline and to encourage the students in all academic matters as well as other extracurricular activities.
- f) The employees will draw salary in accordance with the Terms & Conditions of the appointment.

3. **Probation & Confirmation Policy**

1. **Objective**

To define the guidelines on the probation period for employment and process of confirmation in the services of the University.

2. **Scope**

All the employees of SGRR University, Dehradun

3. **Guidelines**

- All the initial appointment shall be on probation for a period of **one year**.



- During the period of probation, the employee may be required to undergo such training&/or specific assignment as considered necessary for their job roles.
- During this period, an employee will be eligible for casual leaves.
- Employee will be liable to pay provident fund, professional tax, income tax etc. as per statutory guidelines.
- On the completion of the probation period, the employee is assessed on the basis of his performance for being confirmed in the University's employment.
- The period of probation may be extended for maximum of two times by a period of 6 months each in case of unsatisfactory performance.
- During the period of probation, an employee shall be liable to be discharged from the services of the University with one month notice with or without assigning any reason at the sole discretion of the management.
- On confirmation, the employee will be considered to be in service from the date of joining.

4. Process

- It shall be duty of HR Department to place before the Hon'ble Vice Chancellor, the case of confirmation of a employee on probation, not later than 60 days before the end of the period of probation with Annual Performance Report duly scrutinized with recommendation of the concerned Head of Departments, Reporting Officer, Dean and Registrar.
- All the due confirmation cases shall be presented to the Hon'ble Chancellor.
- In case, competent authority decides not to confirm the employee, whether before the end of probation period or extended probation period, as the case may be, he/she shall be informed in writing to that effect, not later than thirty days before the expiration of that period.

5. Confirmation:

A probationer shall be confirmed against the post, on which he/she was appointed, only on satisfactory completion of the period of his/her probation and fulfilling other requirements, i.e. good feedback or passing of a Departmental Examination/Test laid down for confirmation etc. (if any).

5. Policy of Performance Appraisal

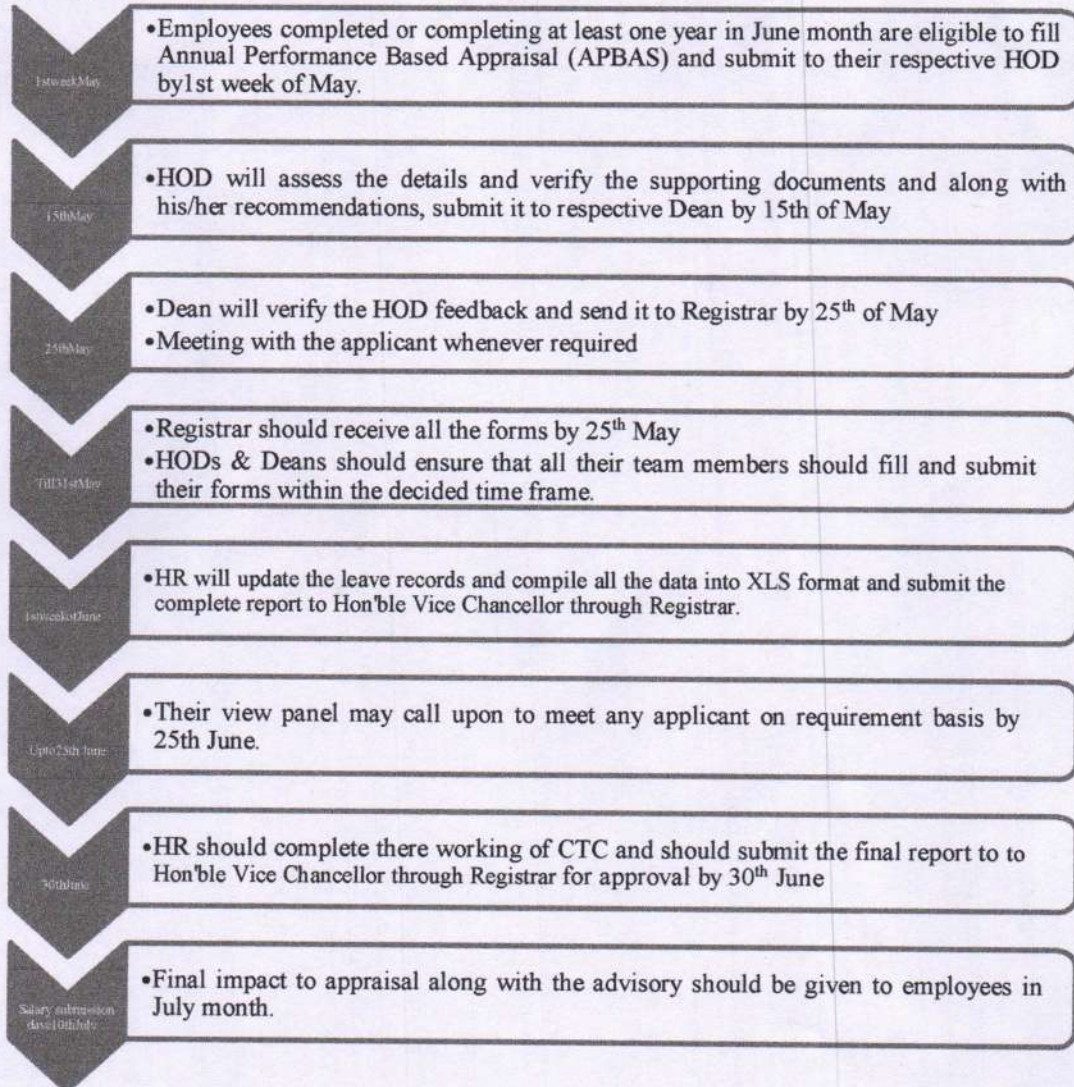
Increments:

On approval of the management the following provisions are made under which the annual increments in the salary in a time-scale are given to an employee:

- On satisfactory performance based on good feedback and annual appraisal, an employee (permanent/temporary) is given annual increment in the salary as per timescale salary.
- The grant of increment(s) to the employee will be subject to their satisfactory performance. It will also depend upon career advancement and getting other higher academic credentials by the employee.



A self-explanatory Annual Performance Appraisal Report Form covering various aspects, role and responsibilities, R&D, Projects, and other important assignments of the faculty members will be processed by the Deans of the Schools for the period as per the specified flow chart. The whole process of the appraisal will be transparent, predictive, scientific and motivational to the above average performers in the SGRR University, Dehradun.



6. Promotion:

Subject to availability of a position, an employee of the University may be promoted to a higher post in substantive/ temporary/ officiating capacity by the appointing authority if he/she fulfills the eligibility criteria required for that post and is found suitable by the higher authorities, based on the seniority, suitability and performance/feedback of the employee concerned.

The promotion may also be made either temporarily for a limited period, against leave vacancy or on contract basis as the case maybe.

A promoted employee shall draw the salary on accordance with the rules of fixation of salary on promotion.

Policy:

Teaching, Administrative and non-teaching employee will get promotion based on University requirement. The management will take its decision time to time and promotion will be given accordingly.

PROMOTION AVENUE:

For approved courses, the following will be levels of Promotion:

1. Assistant Professor (level/grade I, level/grade II, level/grade III)
2. Associate Professor
3. Professor
4. Senior Professor

PROMOTION PROCEDURES:

Promotion of teaching employee will be initiated by the respective departments. Faculty promotion Data Sheet will be submitted by department to the office of Registrar two months prior to the due date of promotion for verification of details. The Dean/Head will clearly give his/her recommendations. The department will be intimated one month in advance the likely date of meeting of Promotion Board. If required, meeting of more than one department may be combined. Promotion will be recommended by the Board for the post mentioned below:

1. Assistant Professor (level/grade I, level/grade II, level/grade III)
2. Associate Professor
3. Professor
4. Senior Professor

Faculty Career Advancement Policy

The faculty career advancement policy of SGRRU is based on achieving Long Term Objective, Academic Excellence and Growth of teaching employee.



The policy and salary structure will be guided by UGC norms with an aim of meeting changing market requirements and funds generated by the respective courses. The added benefits of promotion will serve as an incentive for better work performance, increased responsibility; enhance morale and a sense of individual achievements. While past good performance will be the basis of promotion but not as a sole consideration it will also be guided by the ratio recommended by UGC for the concerned courses, likely future expansion plans and succession plans.

Adjustment of Seniority/Increment

To maintain balance and satisfaction level of internal faculty and the faculty appointed from outside to fill-up open vacancy, seniority will be adjusted based on the following factors.

- a. Seniority of teaching employee appointed on consolidated salary lower than the grade pay in the University may be given cumulative increments based on his/her academic performance.
- b. Teaching employee appointed from outside will get seniority in the scale /designation from the day they join the University irrespective of numbers of increment given to them at the time of joining the University.(Extra increment would not be counted towards seniority for promotion). (discuss)
- c. Management may give additional increment to an employee if his/her performance is outstanding and may also withhold the annual increment of an employee in case performance is not upto the mark.
- d. If an employee goes not on long leave without pay for advancement of his career which would make him/her more valuable to the University after his return and seniority may be maintained. However, he/she has to give an undertaking that they will serve for three equivalent numbers of years of seniority credited. Consequent years after joining.
- e. If an employee leaves the University and after some time rejoins the University, the seniority will be counted from fresh joining.

7. Additional Facilities:

- a. **Advance Loan:** The Management can consider the advance as loan amounting two months' salary (upto Rs 50,000) to the permanent employee of the University, which will be recovered from the salary of the concerned employee in maximum ten (10) equal installments.
- b. **Medical facility:** In case of illness if the employees of the University take medical treatment from Shri Mahant Indiresht Hospital Patel Nagar, Dehradun (a constituent unit of SGRR University) they will get a **concession of at par with CGHS rates** on medical services.

Leaves:

All employees will be eligible to the benefits of University's leave Rule on confirmation in the University's Service. The employees are entitled to leave as per leave rules given as **Appendix-C**.



8. Festival and Holidays:

The list of festival and holidays to be availed in a calendar year is declared well in advance and generally covers all festivals and gazette holidays.

9. Conduct Rules:

Every employee of the University shall follow the Code of Conduct as given in copy attached. He/She shall:-

- a. Perform his/her duties with absolute integrity and devotion and maintain congenial environment.
- b. Be courteous in his/her dealings with other employees, students and public.
- c. Perform duties assigned to him/her honestly and to the best of his/her ability.
- d. Perform duties during normal office working hours/days as a whole time employee, unless stated otherwise in the terms and conditions of appointment.
- e. Avail leave after its prior approval by the competent authority. Make arrangements with the colleagues to conduct his/her duties during the leave period.
- f. Prevent unlawful activities like ragging /indiscipline / impersonation / any unlawful activity which brings disrepute to the University.
- g. Obey and ensure to the best of his/her ability to carry out the lawful directions of any supervisory officer, authority or body of the University to whom such authority is vested in the Regulations.
- h. Keep a constant watch over the ragging / acts of indiscipline among the students/staff and take immediate steps to check it, if noticed anywhere, and report the same to the appropriate authority for a quick action in the matter.

10. Resignation:

- a. Employees may give resignation on personal grounds or under any circumstances beyond his/her control with prior notice of at least one month/ as applicable to the employee serving on probation period/contractual period and the confirmed employee respectively or payment of the salary in lieu thereof or forfeiting one months' salary deposited with the University.
- b. The appointing authority shall be the competent authority to accept the resignation/termination of services for the above as the case may be.

11. Retirement

The age of superannuation of employee is 60 years. However, extension up to 65 years is granted on the basis of performance. An employee can be asked to retire on the basis of ill health and performance below required standard.



12. Restrictions

- i. The terms and condition of an employee's employment are confidential to be confined between employee and University.
- ii. The disclosure of terms and condition of appointment by an employee to any person concerned/unconcerned is breach of trust.
- iii. No information about the affairs and functioning of the University will be disclosed by an employee to anyone after relinquishing the appointment.

13. Fundamental duties as enshrined in the constitution code of professional ethics (as per UGC regulations 2010) discuss:

The Universities Grants Commission (UGC) has laid down the following "Code of Professional Ethics" for teachers. **The spirit of and principles of these apply to other employee as well, in appropriate situation(s).**

i. Teachers and their responsibilities:

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

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

Teachers should:

- a) Adhere to a responsible pattern of conduct and demean our expected of them by the community.
- b) Manage their private affairs in a manner consistent with the dignity of the profession;
- c) Seek to make professional growth continuous through study and research.
- d) Express free and frank opinion by participation at professional meetings, seminars, conferences etc, towards the contribution of knowledge.
- e) Maintain active membership of professional organizations and strive to improve education and profession through them;
- f) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- g) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as; assisting in appraising application for admission, advising and counseling student as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- h) Participate in extension, co-curricular and extra-curricular activities including community service.



ii. Teachers and the students:

Teachers should:

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

iii. Teachers and colleagues Teachers should:

- i. Treat other members of the profession in the same manner as they themselves wish to be treated;
- ii. Speak respectfully of the other teachers and render assistance for professional betterment;
- iii. Refrain from lodging unsubstantiated delegations against colleagues to higher authorities; and
- iv. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

iv. Teachers and authorities:

Teachers should

- i. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change any such rule detrimental to the professional interest;
- ii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- iii. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- iv. Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession;
- v. Should adhere to the conditions of contact;
- vi. Give and expect due notice before a change of position is made; and
- vii. Refrain from availing themselves of leaves except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of



academic schedule.

v. Teaching and Non-Teaching Employee:

- i) Teaching employee should treat the Non-Teaching employee as colleagues and equal partners in a cooperative undertaking, within the educational institution; and
- ii) Teaching employee should help in the function of joint staff-councils covering both teaching and non-teaching employee.

vi. Teachers and guardians Teachers should:

- i. Try to see through Teachers bodies and organizations, that institution maintains contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

vii. Teachers and Society Teachers should:

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

14. EXIT POLICY

PURPOSE

It is the intention of the University to give employees who are leaving the services of the University, an opportunity to provide feedback regarding his/her employment. Information collected at employee exit may be used to document the reasons why individuals leave the employment, to identify potential problem areas, and to improve personnel practices and the overall work environment. It is also the intention of the University to lay down exit procedures for separation of the employees so as to ensure quick process of exit.

POLICY

Employee shall not be allowed to leave the University before the completion of the academic session. Employee may exercise the clause of resignation either on the completion of the academic year or the



completion of academic work of the session whichever is later.

A faculty who wish to discontinue his/her services with the University should submit resignation latest by November or April month so that the appropriate arrangement of the faculty can be done for the upcoming session. Under no circumstances, a faculty shall be allowed to leave in the mid of the academic session. In such cases, relieving letter and other dues shall be forfeited. Such faculties shall not be considered for rehire.

It is the policy of the University that all exiting employees shall complete an Exit Questionnaire and participate in an exit interview. This policy shall apply to both voluntary and involuntary separations of both regular and contractual employees. Employment may be terminated by the University or by an employee (in accordance with the terms and conditions set for thin the employment rules). Separations include on-renewals of contract, resignations, and retirements.

EXIT PROCEDURES

1. **Resignation:** If an employee decides to leave employment with the University, the employee is responsible for providing written notice for a minimum period as under (or a different notice period if one is specified by contract/appointment letter):
 - a. Key Administrative Roles (Registrar/CFAO/Controller of Examination): 3months
 - b. Professor/Associate Professor/Faculty with Administrative Roles/Librarian: 2months
 - c. Other employees: 1month
2. Employees shall address their resignation letters to **Vice Chancellor** (in case of Registrar, Dean and other Teaching staff)/**Registrar** (in case of administrative and non-teaching staff) who shall forward to Hon'ble Chancellor/Vice Chancellor (as applicable) with their comments on the application. The final decision on acceptance of the resignation will be taken by the Hon'ble Chancellor/Vice Chancellor only.
3. The date of receipt as mentioned by Vice Chancellor/Registrar in the resignation letter shall be the basis for reckoning the notice period.
4. In case, an employee gives no or less notice period due to whatsoever reason has to give salary in lieu thereof as per the appointment rules.
5. Similarly, on the basis of recommendations from Hon'ble Vice-Chancellor, Registrar & concerned Dean/Reporting Officer Hon'ble Chancellor shall have the right to terminate employment services without assigning any reasons and by sending notice of one month or salary in lieu thereof, if employee's work and conduct is found to be unsatisfactory.
6. However, in case employee has been found to breach the terms of contract or the service rules of the university or involve in any kind of misconduct or unethical practice, the Hon'ble Vice Chancellor based on the recommendation of Dean/Registrar have the right to terminate his/her services without assigning any reason at any time during the tenure of probation. In such case, no notice or notice pay in lieu thereof shall be given.
7. The employee must get 'No dues /Clearance Form" filled from all the concerned departments and submit back to the Registrar Office/HR department before the date of relieving of the services.
8. The Employee shall not be allowed to proceed on leave thereafter until the completion of notice period.
9. **Exit Questionnaire:** Exiting employees shall complete an Exit Questionnaire, available with the Registrar Office/HR department. This information will be retained in a confidential file in the Registrar Office/HR department.



10. Employees are encouraged to be candid and to ask any questions they may have regarding their separation. The exit interview is intended to give the employee a chance to speak freely concerning reasons for leaving the University.
11. **Relieving cum Experience Letter:** Exit employee shall receive experience or relieving letter by 15th of the following month of leaving the services.

Exceptions:

Any exceptions shall require approval from the Hon'ble Chancellor.

15. Employee Benefits

1. Gratuity Entitlement:

- a) An employee who leaves the service of the SGRR University, Dehradun on completion of at least five years of continuous/reckonable service shall be eligible to the payment of gratuity.
- b) If an employee dies in service, his nominee (Next of Kin) will be entitled to gratuity as per the Payment of Gratuity Act 1972.
- c) Not with standing anything contained in these rules, an employee who is removed or dismissed (services terminated) from service for acts of misconduct will not be eligible to the payment of gratuity.
- d) The maximum amount of gratuity payable is Rs.20,00,000. No allowances other than dearness allowance will be included for calculating last pay drawn.

2. Provident Fund:

PF contribution is deducted monthly as per the Employees Provident Fund and Miscellaneous Provisions Act, 1952.

PF Nomination: Every employee is required to nominate one or more family member. This nomination is made at the time of joining and can be changed subsequently in case the employees of desires, for the reasons specified in the Act.

PF Withdrawal: PF can be withdrawn on cessation of services. In case of resignation member can apply after two months from the date of resignation.

Transfer of PF account: EPF member can transfer PF from previous employer to new employer by online submission of claim on EPFO's Member portal either through his present employer or the previous one.

Universal Account Number: EPFO has launched a Universal Account Number (UAN) based Member Portal to provide a number of facilities to its members through a single window. Employee is required to register their UAN number to avail various facilities such as UAN card download, member passbook, updating of KYC information etc.



3. Employees Family Pension Scheme:

All Employees, who are members of Employees Provident Fund & Miscellaneous Provisions Act, 1952 are also governed by the Employee Family Pension Scheme 1972 and as amended in 1995.

4. Employee Deposit Linked Insurance:

All members of Employees' Provident fund scheme are members of the scheme. Employees' Deposit Linked Insurance scheme provides for a lump sum payment to the insured's nominated beneficiary in the event of death due to natural causes, illness or accident. (Group insurance letter discuss)

5. Employees' State Insurance Corporation (ESIC)

The ESI Act 1948 encompasses certain health related eventualities that the workers are generally exposed to; such as sickness, maternity, temporary or permanent disablement, Occupational disease or death due to employment injury, resulting in loss of wages or earning capacity-total or partial. Social security provision made in the Act to counter balance or negate the resulting physical or financial distress in such contingencies, are thus, It aims to maintain human dignity in times of crises through protection from deprivation, destitution and social degradation while enabling the society the retention and continuity of a socially useful and productive manpower.

6. FEE RELAXATION FOR RELATIVES OF EMPLOYEES

The fee relaxation for the wards of employees of the SGRR University, Dehradun studying in the SGRR University, Dehradun or any other sister institute of SGRR Education Mission, Dehradun will be considered as under:

Wards: 25% relaxation of Tuition Fee in any course of SGRR University, Dehradun and any other sister institute of SGRR Education Mission (Limited to two members).



Job responsibilities of teachers (Degree Level Technical Institutions)

ACADEMICS	RES.& CONSULTANCY	ADMINISTRATION	EXTENTION
Class room Instruction	Research and development activities and research guidance	Academic and administrative management of the institution	Extension Services
Industry Instructions	Industry sponsored projects	Policy Planning ,monitoring & evaluation and promotional activities both at department and Institutional level	Interaction with industry and society
Curriculum Development	Providing consultancy in testing services	Design and development of new programmes	Participation in community Services
Developing learning resource material and Personality development	Promotion of industry, Institution, Interaction and R&D	Preparing project proposals for funding its area of R&D work Laboratory development, modernization expansion etc	Providing R&D Support and consultancy services to industry and other user agencies
Students assessment and evaluation including Examination work of University		Administration both at departmental and institutional levels	Providing non-formal modes of education for the benefit of the community
Participation in the curricular and extra-curricular activities		Development, administration and management of Instructional facilities	Promotion of entrepreneurship and job creation
Guidance & Counseling of students		Monitoring & Evaluation Of academic and research activities	Dissemination of Knowledge
		Participation and policy planning at regional, national level for development of technical Education	Providing technical support in areas of social relevance
Keeping abreast of new knowledge and skills and help generate new knowledge and		Helping mobilization of resources for the institution. Develop, update and	



help dissemination of such knowledge through books, publication, seminars etc.		maintain MIS Plan and implement staff development activities	
Self-development through upgrading qualification, experience and professional services		Maintain accountability Conduct performance appraisal	



Job responsibilities of Administrative staff

General Administration	Maintenance	Personnel	Caretaker
Establish proper control of procedures for purchase and issue of stress	Ensure proper maintenance of all building, Furniture, Equipment and grounds	maintenance service records of all employees	Maintain Inventory Report at the beginning and end of every academic session
Daily Monitoring of inventories and annual physical stock taking	Monitor daily maintenance work executed by maintenance department	University proper service rules for all categories of staff	Maintain Central stock register
Maintenance of fixed assets registers	Ensure continuous water supply and electric power	Sanction leave as per rules for all administrative and class -4 staff and maintain up to date leave records	Supervise the security functioning
Overall supervision of boarding Houses, Academic buildings, gardens and grounds and office	Ensure daily general upkeep of campus	Handle all matters of show cause notices, charge sheets, enquiries etc	Supervise the cleanliness in the campus
Security of Campus		Handle all staff welfare matters and have a properly constituted staff grievance committee for class 4 staff	Maintain the stock and store of the college /university
Arrangements for all the college functions and society meetings			Supervise the class 4 staff
			Security attendance register
			Maintain Petty purchase process/entries made Thereupon
			Photocopy records (Date-wise)
			Keeping previous year's college records



Leave Rules

**Issued for Teaching and Non –Teaching Employees working in Shri Guru Ram Rai University
Patel Nagar, Dehradun**

Regarding leaves:

1. **FESTIVAL HOLIDAYS:** The employees shall be entitled to avail the festival holidays as per the list of holidays decided by the SGRR University, Dehradun from time to time.
2. **WORKING DAYS:** The SGRR University, Dehradun will observe 6 days a week as working days. Last Saturday of the month will be observed as off for both for teaching and non-teaching employees.
3. **HQ LEAVE:** All the personnel of the SGRR University, Dehradun, before leaving the Station, should apply for HQ Leave.
4. **RIGHT TO AVAIL LEAVE:** Leave even when due and admissible, cannot be claimed as a matter of right and may be refused or curtailed by the competent authority, if the exigencies of work so require.

5. KINDS OF LEAVE:

The following kinds of leave would be admissible:

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

The Board of Management may grant, in exceptional cases, for the reasons to be recorded, any other kinds of leave, subject to such terms and conditions as it may deem fit viz. Leave Not Due.

CASUAL LEAVE:

- 6.1.1 Total casual leave granted to an employee shall not exceed 14 days in a calendar year.
- 6.1.2 Casual leave cannot be combined with any other kind of leave. However, it may be combined with holidays including Sundays. For avoidance of doubt, holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.



6.2 EARNED LEAVE:

- 6.2.1** The vacation staff is not entitled for any Earned Leave, however semester break of 30 days during Summer & 10 days during Winter will be availed of during the end of the academic session, by the faculty (except Dean & Head of the Department) who have completed one year of service. The vacations will be given in lean period. In case, the SGRR University, Dehradun by an order retains/restricts its staff member from availing the vacation/portion of the vacation for admission counseling purpose, such vacation will be converted into 30 days as EL which can be availed and/or be accumulated for encashment limited to 120 days during the service period.
- 6.2.2** Dean's & Head of the Departments shall be entitled for 30 days EL on completion of one year of their service.
- 6.2.3** Other non-vacation staff will be entitled to avail 30 days EL on completion of one year of their service.
- 6.2.4** The maximum Earned Leave that may be sanctioned at a time shall not exceed 10 days in normal cases.
- It may be noted that if a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave.
- 6.2.5** Encashment of earned leave shall be allowed on completion of one years of reckonable service. However, the leave in balance can be adjusted against the notice period, if an employee is relieved before completion of one year.

Explanation: No allowances other than dearness allowance will be included for calculating last pay drawn.

6.3 COMMUTED LEAVE (MEDICAL LEAVE)

- 6.3.1** Commuted leave admissible to an employee shall be 7 days for each completed year of service or 14 days half pay leave.
- 6.3.2** Not more than 14 day shall pay leave will be granted in a normal case.
- 6.3.3** Commuted leave not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner duly authorized by the SGRR University, Dehradun Doctor, to an employee subject to the following conditions:
- 6.3.3.1** Commuted leave during the entire service shall be limited to a maximum of 210 days; considering the entire period of service as 30 years. For those having lesser "entire Service" the leave will be calculated accordingly (On accumulation).
- 6.3.3.2** The competent authority will see the limitation of such leave combined with EL the authority



competent to sanction leave has reason to believe that the employee will return to duty on its expiry.

6.3.3.3 This leave is not cashable.

6.3.3.4 An employee shall be allowed to avail 30% of the commuted leave for the care of dependent* on the basis of medical certificate from a registered medical practitioner.

*Dependent includes Spouse, Parents, In-laws, and Children.

6.3.3.5 In case medical certificate submitted by the employee found not valid on any grounds, then the number of leaves applied, will be considered as LWP and liable for appropriate disciplinary action.

Explanation:

A "completed year of service" means continuous service of specified duration under the SGRR University, Dehradun.

6.1 DUTY LEAVE

6.1.1 Absence from the duty for the purpose of fulfilling any task of the SGRR University, Dehradun will be counted as **ON DUTY**. However, the person who remains away will obtain sanction of the competent authority in advance or on arrival back from such task. The applicant will clearly mention the name of the authority authorizing him to be away for any such task.

6.1.2 The Journey by train must be undertaken in the entitled class as specified in TA RULES of the SGRR University, Dehradun. There imbursement of claim shall be restricted to entitled class if the journey is undertaken in a higher class or by air.

6.2 MATERNITY LEAVE:

6.2.1 Maternity leave on full pay may be granted to a woman employee for a period not exceeding 90 days (45 days on full salary and 45 days on Half salary), to be availed twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman employee in her career is not more than 12 days, and the application for leave is supported by a medical certificate.

6.2.2 Maternity leave may be combined with earned leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a proper medical certificate.

6.2.3 The applicant will apply along with **Ante-Natal Card** having all information about expected date of delivery etc.

6.2.4 This leave may be availed (a) 30 days before EDD and (b) 60 days after EDD. Deviation, if any, is supported with sufficient reasons/evidences.



6.2.5 The salary for the period of maternity leave will be credited in the account to disburse in the equal installments after joining back the duty with subsequent monthly salaries.

6.2.6 It may be seen this leave is entitled during entire service of an employee (considering 30 years as entire service).

However, the employee is expected to serve for at least two years after availing Maternity Leaves or 4 years total service whichever is less. Alternatively, the leave will be adjusted accordingly.

6.3 Academic Leave:

Teaching staff is entitled for 12 days academic leave in a calendar year for attending Conferences, Seminars etc. on behalf of the University. (Subject to the production of relevant documents and prior approval of concerned leave sanctioning authority).



Terms and Conditions for Availing Leave:

1. Leave, Vacation and holidays cannot be claimed as a matter of right. The competent Authority is empowered to refuse, curtail or revoke any in interest of the University or mission.
2. The governing Council may change leave rules from time to time and the same will be binding on staff members.
3. All types of leaves are calculated on the basis of calendar year i.e. from 01st January to 31st December.
4. Employee joining the service of the University during the middle of the year, will be allowed proportionate leave only from the period from the date of joining to 31st December. This will apply to the person employed on provisional/contractual basis also.
5. Leave shall not be granted to an employee who has been suspended, charge-sheet or under any enquiry and whom the competent Authority has decided to dismiss, remove or compulsorily retired from the service of the University.
6. Application for leave of more than three days shall be made at least seven days before the commencement of the leave except in case of Emergency.
7. No leave will be carried forward to the next calendar year except for earned leave where ever applicable.
8. Leave record will be maintained by H.R office (**or assigned person**) and perused by Hon'ble Vice-Chancellor/ Registrar on monthly basis.
9. An employee leaving Dehradun on leave/vacation shall give his or her leave address and telephone/mobile number to the recommending and sanctioning Authority.
10. If an employee wishes to join before expiry of leave or vacation, he can do so with prior permission of the Sanctioning Authority.
11. Over staying after leave period for more than 10 days without informing the Sanctioning Authority shall result in termination of service and the employee will be deemed to have voluntarily abandoned the service.
12. Weekly off days and regular holidays occurring during the period of leave shall be treated as a part of leave except in case of casual leave.
13. All employees shall mark their presence through biometric system installed at the gates. Timing of reporting for duty and leaving the University will be monitored by the Registrar Office/H.R office. Habitual late comers, absenting in between without proper permission maybe treated as leave without pay(LWP)
14. An employee who does not mark his/ her presence through biometric system will be treated as absent. The day on which biometric system is not functional due to power failure or otherwise, time of reporting for duty and departure will be entered in the register kept at the entrance gate.
15. Minimum 01 days earned leave can be applied. Leave application duly recommended by Dean/HOD will be forwarded to Sanctioning Authority minimum 01 days in advance.
16. Non-teaching Employee can avail minimum 10 days earned leave during the period of summer vacation of their Department.
17. Office Timing for faculty and staff are from 10:00 am to 5:00 pm or as announced from time to time.

POWER TO SANCTIONLEAVE:

1. All the leave applications of the Registrar, Deans, CFO, COE, University Coordinator, Proctor



and Director HR will be sanctioned by the Hon'ble Vice Chancellor.

2. All the leave applications of the Administrative Employees will be sanctioned by the Registrar.
3. All other Teaching, Technical & Supporting Non-Teaching employees at School Level:
 - a. Casual leaves of up to 5 days will be sanctioned by the concerned Dean through HOD.
 - b. All other leaves except EOL of more than 10 days will be sanctioned by the Hon'ble VC/Registrar through Dean & HoD.



Pay Fixation of Teaching and Non-Teaching employee working in Shri Guru Ram Rai University, Patel Nagar, Dehradun

The pay bands of Teaching/non-teaching employee of the University have been fixed after deducting the Grade Pay from the Gross Salary received till June.

The Salary of the Teaching/other Employees of SGRR University has been categorized below.

Grade	Pay Band	Covered Post
D (Group D/Helper employee)	5200-20200 GP – 1900 to 2000	Class IV
C (Clerical grade employee)	5200-20200 GP – 2100 to 2800	LDC, UDC, Computer Operator, Clerk, Executives etc
Technical Staff	9300-34800 GP-4200 to 4600	IT Assistant, Software Assistant, Hardware Assistant etc
B (Managerial Grade employees)	15600-39100 GP – 5400 to 8700	Assistant Register, Deputy Register, Deputy Librarian, Estate Officer etc
A (Administrative Positions grade employee)	15600-39100 GP – 8000 to 9000	All Administrative Position who is keying the charges of University to shoulder the administrative work. etc
Assistant Professor-I, II & III (Teaching Employee)	15600-39100 GP – 6000 to 8000	
Associate Professor (Teaching Employee)	37400-67000 GP-9000	
Professor	37400-67000 GP-10000	

3. 10% increment is given on Gross Salary of the month of June.
4. If the increments are not given in the month of June the arrear of the same will be included in the consecutive months.
5. The increments will be granted on the basis of Grade Pay + Pay Band. The percentage of Increment as fixed by the Management will be added to the Pay Band which will be known as new Pay Band.
6. The Teachers /Employees who reach the Last Pay Band in D1, C1, B1, A1 Category will be granted D2, C2, B2, A2 grades provided their work and conduct is found satisfactory.
7. The next grades of D2, C2, B2, & A2 will be granted only when the work and conduct of the employees is found satisfactory.

8. Consolidated Pay Scale

- a) The regular/temporary Teachers/employees of the University will get the same salary which they were drawing as per salary rules.



- b) In future the appointment will be on Contractual basis for One year and can be extended. The contractual salary will be as follows:-

D-1 (Group "D" employee)	Rs.10,000
C-1 (Clerical employee)	Rs.15,000
B-1 (Administrative staff)	Rs.20,000
A-1 (Teaching employees)	Rs.25,000

- c) After the completion of contractual period, the employees will be entitled for the above grades. Increments will be granted only after completion of One year.

The Vice Chancellor of the University will be fully responsible for the implementation of the above rules.



Public Relations Officer:

Qualification for Direct Recruitment:

- a. Master's Degree in Mass Communication & Journalism/Mass Media with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale.
- b. 05 years of relevant experience in Journalism/Advertisement/Public Relations in the Central/State Govt./ Autonomous Organisation/ University etc.

Desirable: 1. One year Diploma in Computer Application.

Officer-On-Special-Duty:

Essential Qualification:

- i. A Post Graduate Degree with at least 55% or its equivalent grade.
- ii. 12 years of experience in administration if a Government/Semi-Government/ Public Sector/Autonomous Organization

or

Equivalent grade dealing in personnel management and industrial relation, purchase & store, campus development and management and other aspect of administration.

Desirable: Sound working knowledge of Rules and Regulations of Central Government/ University/R&D Institutions relation to general administration, Academic/ Examination/Finance/Estate Maintenance/ Contact Management/Outsourcing etc. Proven leadership qualities, adaptability, flexibility and ability to work as a team-man.

Promotion Criteria (Non-Teaching Staff)

Deputy Register:

Age limit for direct recruitment not more than 55 years. (Relatable up to 2 years by Vice Chancellor in deserving cases.)

Educational and other qualifications required for direct recruitment for Deputy Registrar:

Essential: Masters' degree in any discipline with at least 55% marks or its equivalent Grade 'B' in the UGC 7 point scale from a recognized University / Institute.

Experience:

- i) 9 years' experience as Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration,



OR

- ii) Comparable experience in research establishment and/or other institutions of higher education, or
- iii) 5 years of administrative experience as Assistant Registrar or equivalent.

OR

- iv) At least 7 years of relevant administrative experience.

Desirable:

1. One year Diploma in Computer Application.
 2. Knowledge of Hindi reading/ writing/ speaking.
 3. Qualification in area of Management / Engineering / Law.
- ii) Experience in handling computerized administration / legal / financial / establishment matters. iii)
A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar (Finance and Accounts) or Deputy Registrar (Internal Audit).

Probation: Two years for direct recruitment only.

Promotion: 25% promotion by seniority.

Qualification & Experience for Promotion:

Assistant Registrar with a regular service at least 10 years, with at least 5 years with GP of Rs.6600/-

Deputation: Officers from the Central / State Government or Institutes of national importance or Universities / University level Institution or PSU / Industry :

- a) i) holding analogous post

OR

- ii) With at least 5 years' service in posts in the GP pay of `6600/- as per Central Pay Commission or its equivalent and having experience in administration, establishment and accounts matters.

- b) Possessing educational qualification as prescribed in required eligibility.

Assistant Registrar:

Qualification for Direct Recruitment:

Essential: Masters' degree in any discipline with at least 55% marks or its equivalent Grade 'B' in the UGC 7 point scale from a recognized University / Institute with excellent academic record.

OR

Employees of the institute serving as Superintendent SGII) or Secretary (Selection Grade II) for at least 6 years at Grade Pay of `4800/- or higher with Master's degree, and exemplary performance record. [Age bar not applicable; no relaxation in educational qualifications.]

Desirable i) Qualification in area of Management / Engineering / Law. ii) Experience in handling



computerized administration / legal / financial / establishment matters. iii) A Chartered or Cost Accountant degree or diploma for the post of Assistant Registrar (Finance and Accounts).

Experience:

05 years' experience in Administration, Establishment, Finance & Accounts, Store & purchase etc. as Section Officer/ Superintendent.

Desirable: 1. One year Diploma in Computer Application. 2. Knowledge of Hindi reading/writing/ speaking.

Qualification & Experience for Promotion:

- From the post of Superintendent (SG-I) or Secretary (SG-I) through prescribed test and interview.
- From combined seniority of Section Officer/ Private Secretary with a minimum of 03 years of regular service.
- Possessing Graduation Degree.

Deputation: Officers from the Central/ State Governments or Institute of national importance or Universities / University level Institution or PSU: a) Holding analogous post, and b) Possessing educational qualification and experience as prescribed in eligibility.

Office Superintendent:

Assistant with 5 years regular service in the grade.

Note:-

- i) For the purpose of computing minimum qualifying service rendered on a regular basis by an officer prior
- ii) Where juniors who have completed their qualifying / eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying / eligibility service by more than half of such qualifying / eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/ eligibility service.

Assistant:

Promotion: Upper Division Clerk with 10 years regular service in the grade.

Note:-

- (i) The eligibility service for promotion to the post prescribed in the existing recruitment rules i.e. Upper Division Clerk with 5 years regular service in the grade, shall continue to be the same for



persons holding the feeder posts on regular basis on the date of notification of these revised rules.

- (ii) Where juniors who have completed their qualifying/ eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/ eligibility service by more than half of such qualifying / eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/ eligibility service.

Upper Division Clerk:

Eligibility: Graduate or equivalent

Probation: Two years' Probation for direct recruits

Promotion :- 25% of vacancies by Direct Recruitment.

Note:

- (i) having 8 years regular service in the grade / in the PB-2 (Rs.9300-34800)+Grade Pay Rs.1900.
- (ii) An Employee shall avail not more than three chances to appear at the said Examination during his entire service period.
- (iii) Where juniors who have completed their qualifying/ eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/ eligibility service by more than half of such qualifying / eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/ eligibility service.

Lower Division Clerk:

Eligibility: (Essential)

- i) 12th Class or equivalent qualification from a recognized Board or University
- ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer. (Time allowed 10 minutes) {35 w.p.m. and 30 w.p.m. correspond to 10500 Key Depressions per Hour (KDPH) / 9000 KDPH on an average of 5 key depressions of each word}.

Note:-

- i) Skill Test in typing shall be conducted only on Computers.

Probation: Two years' Probation.

*The personnel appointed in the post of LDC shall be on probation for a period of two years. The employees are required to acquire the knowledge of Hindi during their probation, in case they do not



have such knowledge. The employees shall be confirmed on successful completion of the period of probation in accordance with the guidelines of the Government of India, in this regard, from time to time.

Promotion:

- a) 10% of the vacancies shall be filled up by promotion (Examination quota) from amongst the staff in the Grade Pay of Rs.1800 and who possess 12th Class pass or equivalent qualification and have rendered 3 years regular service in the grade.

The maximum age limit for eligibility for examination is 45 years and 50 years of age for SC / ST

Note: If more of such employees than the number of vacancies available under 10 % quota qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.

- b) 5% of vacancies shall be filled up by promotion (Seniority quota) on seniority-cum-fitness basis from educationally qualified (12th Class Pass) who have rendered 3 years regular service in the post / in the Grade Pay of Rs.1800.

Note:- The eligibility in qualification for promotion to the post prescribed in the existing recruitment rules i.e.

- i) Matriculation or equivalent and
ii) Typing speed of 30 words per minute in English or 25 words per minute in Hindi.

