

**SANSKARAM UNIVERSITY,
KHERI TALUKA, PATAUDA, JHAJJAR
(HARYANA)**



SERVICE RULES & REGULATIONS

[Signature]
Registrar
Sanskaram University
Kheri-Taluka, Patauda
Jhajjar (Haryana) 124108

UNIVERSITY'S EMPLOYEES' SERVICE AND CONDUCT REGULATIONS

Part-I

1. Scope, Short title, Commencement, and Application :

1.1 These regulations will be called University Employees (Conduct) Regulations and shall be applied to all the employees of the University.

Note : *Nothing in these regulations shall apply so far as it is inconsistent with the provisions of the Act, Statutes, and Ordinances of the University.*

1.2 These regulations shall come into force from the date of approval by the Board of Management/Governing Body.

2. Definitions:

2.1 In these regulations unless the context otherwise requires:-

- (a) 'Employee' means any person appointed by the University to any post in the University.
- (b) 'Members of the family' in relation to an employee includes:
 - (i) The spouse of the employee whether residing with the employee or not, but does not include a spouse in the case he/she is separated from the employee by a decree or order of a competent court;
 - (ii) Son or daughter or stepson or stepdaughter of the employee wholly dependent on him, but does not include a child or step-child who is no longer in any way dependent on the employee, or of whose custody the employee has been deprived of by or under any law;
 - (iii) Any other person related, whether by blood or marriage to the employee or to the employee's wife or husband and wholly dependent on the employee;
- (c) "**Authority**" means the Governing Body, Board of Management and the Vice-Chancellor or the authority prescribed by the Governing Body/Board of Management for the purpose of these regulations. And the punishing/disciplinary authority shall be the appointing authority unless otherwise provided in these regulations.

- 2.2 'Honorarium' means recurring or non-recurring payment granted to an employee from the funds of the University as remuneration for special work of an occasional or intermittent nature.
- 2.3 'Joining time' means the time allowed to an employee to join a new post or to travel to or from one station to another to join a post.
- 2.4 'Lien' means the entitlement of an employee to hold substantively either immediately, or on the termination of a period or period of absence from a permanent post, including a tenure post, to which he has been appointed substantively.
- 2.5 'Officiating' means an employee may officiate in a post when he performs the duty of a post on which another person holds lien. An employee may also officiate in a vacant post on which no other employee holds a lien.
- 2.6 'Pay' means the amount drawn monthly by an employee as the pay which has been sanctioned for the post held by him substantively or in an officiating capacity and includes dearness pay, special pay or personal pay if any, but no allowance.
- 2.7 'Permanent employee' means a person confirmed in regular post.
- 2.9 'Permanent Post' means a post carrying definite rate of pay sanctioned without limit of time and included in the cadre of sanctioned posts.
- 2.10 'Personal Pay' means additional pay granted to an employee either:-
- (a) To save him from a loss of substantive pay in respect of permanent post due to revision of pay or to any other reduction of such substantive pay other than as a disciplinary measure, or
 - (b) In exceptional circumstances, on other personal considerations.
- 2.11 'Prescribed Authority', save as otherwise provided, means the Vice Chancellor/Registrar, as the case may be, or the authority prescribed by the Governing Body for the purpose of these rules as a whole or for any specific rule.
- 2.12 'Probation': A person on probation on a post is one appointed (by selection) to a post for determining his fitness for eventual substantive appointment to that post.
- 2.13 'Salary' means the amount of the monthly pay and allowances granted by the University to an employee.

- 2.14 'Service' means the whole period of continuous service, including periods spent on leave other than extraordinary leave.
- 2.15 'Special Pay' means, an addition in the nature of pay to the emoluments of post granted in consideration of (a) special duties or (b) of a specific addition to the work or responsibility.
- 2.16 'Subsistence Allowance' means monthly allowance paid to an employee who is not in receipt of pay or leave salary.
- 2.17 'Temporary post' means a post carrying a definite rate of pay sanctioned for limited time.
- 2.18 'Time scale pay' means pay which rises by periodical increments from minimum to maximum.
- 2.19 'Travelling Allowance' means an allowance granted to an employee to cover the expenses granted to him/ her which he /she incurs while traveling on official duty of the University.
- 2.20 'The Term Experience' means the service rendered in the department after regular appointment on the post.
- 2.21 'Day' means a calendar day.
- 2.22 'Month' means a calendar month.
- 2.23 'Earned Leave' means leave earned on the basis of actual service rendered including vacations.
- 2.24 'Holiday' means a holiday prescribed or notified as such by the competent authority. The term does not include 'local holidays' which may be granted at the discretion of the Vice Chancellor.
- 2.25 'Contractual/Ad-hoc arrangement' means the person contracted for specific work on specific terms for a limited period.

PART – II

3. General

- 3.1 Every employee shall at all times :
- (a) Maintain absolute integrity;
 - (b) Maintain devotion to duty; and

- (c) Do nothing which is unbecoming of an employee of the University.
- (d) Maintaining of Dress Code
 - (i) Any dress deemed inappropriate or unprofessional will be addressed with the individual by his/her HoD/Dean.
 - (iii) Ripped, low-waisted jeans, and skirts will not be allowed. Even employees will not be permitted to wear clothes with slogans and pictures/images printed on it.

3.2

- (a) Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion on duty by all University employees for the time under his /her control and authority.
- (b) No employee shall, in the performance of his/her official duties, or in the exercise of powers conferred on him/her, act otherwise than in his/her best judgment, except when he/she is acting under the directions of his/her superior officer and shall, where he/she is acting under such direction, obtain the direction in writing, wherever practicable and where it is not practicable to obtain the direction in writing, he/ she shall obtain written confirmation of direction as soon as the latter is possible.
- (c) Unless otherwise stated specifically in terms of appointment, every whole time employee may be called upon to perform such duties as may be assigned to him/ her by the competent authority, beyond scheduled working hours and on closed holidays, Saturdays, and Sundays.
- (d) An employee shall observe the scheduled hours of working during which he/she must be present at the place of his /her duty.
- (e) Except for valid reason(s) and/or unforeseen contingencies, no employee shall be absent from duty without prior permission.
- (f) No employee shall engage /employ any minor as a domestic help.

Explanation :- Nothing in Clause 3.2(b) of Regulation 3 shall be construed as empowering an employee to evade his/her responsibilities by seeking instructions from or approval of a superior officer or authority when such instructions are not necessary under the delegation of powers and responsibilities.

3.3 Prohibition of sexual harassment of working women/girl students:

- (a) No University employee shall indulge in any act of sexual harassment of woman /girl students at her workplace.

- (b) Every University employee who is in charge of work place shall take appropriate steps to prevent sexual harassment to any female employee of the University.

Explanation : For the purpose of this regulation, "sexual harassment" includes unwelcome sexually determined behaviour, whether directly or otherwise, as :-

- (i) Physical contact and advances;
 - (ii) Demand or request for sexual favors;
 - (iii) Making any sexually colored remarks;
 - (iv) Showing any pornographic material; and
 - (v) Otherwise unwelcome physical, verbal or non-verbal conduct of a sexual nature;
 - (vi) Eve-teasing;
 - (vii) Molestation;
 - (viii) Outraging the modesty of a woman;
 - (ix) Sexually assault and intimidation.
- (c) In terms of Clause 14 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, published in the official Gazette of India an Internal Complaints Committee on Prevention of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) shall be constituted consisting of the following :-
- (i) A Presiding Officer, who shall be a women employed at a senior level at workplace from amongst the employees;
 - (ii) Not less than two members from amongst employee preferably committed to the cause of women or who have had experience in social work or have legal knowledge;
 - (iii) One member from amongst Non-Governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to the sexual harassment; provided that atleast ½ of the total members so nominated shall be female.

Note: In case of any vacancy created/caused, the Registrar is authorized to fill the vacancy keeping in mind the representation of various categories of the committee.

- (d) Procedure for making complaints : Procedure for making and processing complaints shall be as prescribed in the Clause 14 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013,.
- (e) Kinds of disciplinary action:
In the case of university employee (teaching or non-teaching), the disciplinary action may be in the following form:-
- (i) Written apology
 - (ii) Written warning
 - (iii) Censure
 - (iv) Debarring from examination/supervisory duties
 - (v) Denial of membership of statutory bodies
 - (vi) Withholding of promotion
 - (vii) Reduction in rank/ reversion to lower post
 - (viii) Termination/dismissal from service
 - (ix) Any other punishment as deemed appropriate in existing facts and circumstances.
- (f) In case of the students, disciplinary action may be in the following form:-
- (i) Written apology
 - (ii) Written warning
 - (iii) Banning entry into the hostel/ campus
 - (iv) Withholding results of examination.
 - (v) Debarring from appearing in the examination.
 - (vi) Debarring from holding post as member of the concerned or any other committee.

- (vii) Expulsion/rustication from the college/ institute of the university.
- (viii) Denial of admission
- (ix) Declaring the harasser "persona no grata" for a specific period .

Note : Disciplinary action will be taken against the harasser by following due procedure as by law established and complying with rules of natural justice.

Apart from the above, the harasser shall also subject to criminal proceedings as per the nature of crime committed by him under the IPC (Indian Penal Code).

(g) **Redressal/prevention:**

- (i) The complaints committee may recommend to the university authority to suspend the alleged harasser from the administrative/ ministerial post held by him/ classes (in case of students), if his/her presence is likely to interfere with the inquiry.
- (ii) The victim of sexual harassment will have the option to seek transfer of the perpetrator/ harasser or her own transfer wherever applicable.
- (iii) If the alleged harasser is found guilty, the complainant victim will not be forced to work with/under such harasser.
- (iv) The disciplinary action will be commensurate with the gravity of offence/ default on the part of the harasser.
- (v) The university will provide a congenial, safe and sexual harassment/ eve-teasing free environment in the campus.
- (vi) As a preventive measure, suitable boards cautioning such acts of sexual harassment/ eve-teasing will be exhibited at conspicuous places in the precincts of the university.
- (vii) The complaint(s) shall be disposed of /decided, as far as possible within 30 days of its receipt.

(h) **Annual report :**

The Chairperson of the complaints committee will prepare an annual report at the end of each financial year, giving a complete account of the activities of the committee during the preceding year and provide a copy of the report to the Registrar/ Vice-Chancellor of the university with a copy to the State Govt.

4. Demonstration and Strikes:

- 4.1 No employee shall engage himself/herself or participate in any demonstration or strike which is prejudicial to the interest of the university or public order, decency or morality, or which involves competence of the court, defamation, or incitement/ investigation to an offense.
- 4.2 No employee shall resort to or, in any way, abet any form of strike in connection with any matter pertaining to his/her service or the service of any employee.

5. Unauthorized communication of information:

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

6. Subscription:

- 6.1 No employee shall, except with the previous sanction of the university or of the prescribed authority, ask for or accept contributions to, or otherwise associate himself/herself with the raising of any funds or other collection in cash or in kind in pursuance of any object whatsoever except for bonafide purpose e.g. for reception/farewell or for financial assistance to a member of the university staff or his/her family in distress.

7. Restriction of recourse to Courts and Media (Electronic Media):

- 7.1 No employee shall, except with the previous sanction of the university, have recourse to any court 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.
- 7.2 Nothing in this regulation shall be deemed to prohibit any employee from vindicating his/ her private character or any act done by him/her in his/her private capacity and where any action for vindicating his/her private character or any act did him/her in a private capacity is taken, the employee shall submit a report to the prescribed authority regarding such action.
- 7.3 No employee shall, except with the permission/approval of the prescribed authority or in a bona-fide manner, make any press release.

8. Restriction to exerting illegal political/ back stair influence:

8.1 No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his/ her interests in respect of matters pertaining to his /her services under the university.

9. Prohibition of bigamy:

9.1 No university employee shall enter into, or contract a marriage with a person having a spouse living; and

9.2 No university employee, having a spouse living, shall enter into, or contract a marriage with any person;
Provided that the Governing Body may permit university employee to enter into, or contract, any such marriage as is referred to in Sub-Regulation 9.1 or Sub-Regulation 9.2, if it is satisfied that:

- (a) Such marriage is permissible under the personal law applicable to such university employee and the other party to the marriage; and
- (b) There are other legal/ valid grounds for so doing.

10. Serious misconduct:

10.1 Serious misconduct is conduct so serious that it effectively breaches the contract of employment and so justifies the employer in effecting a summary dismissal. While it is possible to give examples of actions, that may constitute gross misconduct, each case must be considered in the light of its particular circumstances. These may include the nature of the job as well as the details of the offence. The following list of examples of offences normally regarded, as gross misconduct is therefore illustrative and not exhaustive: -

- Theft, fraud, deliberates falsification of records.
- Fighting or assault on another person.
- Deliberate damage to University property.
- Serious incapability through alcohol.
- Being under the influence of illegal drugs or other deliberately misused substances.
- An act or omission at work, that results in unacceptable loss, damage injury.
- Repeated wilful disobedience of a reasonable instruction.
- Offensive behavior of a serious nature, including racial or sexual harassment.
- Serious breach of confidentiality.
- Deliberate disregard of a safety regulation or requirement.
- Improper use of the employee' position for his/her or another's private advantage, or an attempt todo so.

- Criminal activities outside work where, in the reasonable opinion of management, such conduct are incompatible with the individual's employment.
- Bringing the University into disrepute.

10.2 Other reasons for misconduct :

- Disobedience or wilful insubordination.
- Theft, fraud or wilful damage to employers goods or property
- Taking or giving any bribes or illegal gratification
- Habitual absence without leave or unauthorized absence
- Breach of any law applicable to the organization
- Disorderly behavior during work hours at the office
- Sleeping or dosing off during duty hours.
- Refusal to accept a charge sheet, order or communication.
- Interfering or tampering with the records of the University.

10.3 Any act of misconduct/indiscipline shall be reported to the Head of the Establishment Branch in writing, who shall process the case and submit to Committee for necessary advice/ordering an inquiry.

The committee, consisting of a person, nominated by the Sponsoring Body and Vice Chancellor would decide who would carry out the enquiry on the act of misconduct depending of the cadre of staff.

- The punishment should be awarded on the basis of findings of the enquiry, past record of the employee and the gravity of misconduct.
- The decision about the type of punishment shall vest with the Disciplinary Committee.

10.4 Procedure

10.4.1 Preliminary Enquiry

Before framing the charges, disciplinary authorities will make a preliminary investigation or a fact-finding enquiry within three working days, with a view to satisfying themselves whether any disciplinary action against the employee should be taken or not.

10.4.2 Showcause Notice

The domestic enquiry will commence with the serving of the Show cause notice within one week from completion of preliminary enquiry. Before proceedings or holding a domestic enquiry against an offending employee, he/ she is informed clearly of the charges levelled against him/ her. The charge- sheet sets out all the charges against the employee specifically and also states all relevant particulars without which he/ she cannot defend himself/herself. The Show cause will be delivered to the employee through any of the formal communication channels, which

include Emails, WhatsApp, Letters, or any other mode of communication which organization may deem fit for use.

10.5 Punishment

Based on the findings of preliminary enquiry and reply to Show cause by the employee, enquiry committee may award suitable disciplinary action depending on the nature of the offense / misconduct.

The information of disciplinary action will be communicated to the employee through any of the formal communication channels, which include Emails, WhatsApp, Letters, or any other mode of communication which organization may deem fit for use.

11. Indulgence in politics and fighting elections:

11.1 No employee shall take part in, subscribe in aid of, or assist in any way any political environment.

11.2 No employee shall seek election to parliament, state legislature or local body etc., except with the prior permission of the governing body/ BOM on the recommendation of the Vice-Chancellor.

12. Deposition before a committee/enquiry committee or any other authority:

12.1 No employee shall without the prior sanction of the prescribed authority, give evidence in connection with any enquiry conducted by any person, committee or authority.

12.2 Where any sanction has been accorded under Sub-Regulation 11.1, no such employee giving such evidence shall criticize the policy or any action of the University,

12.3 Nothing in this regulation shall apply to:

- (a) The evidence given at an enquiry before an authority appointed by the Vice-Chancellor, government and parliament or any state legislature; or
- (b) The evidence given in any judicial enquiry; or
- (c) The evidence given in any departmental enquiry ordered by authorities subordinate to the Vice-Chancellor.

13. Consumption of alcoholic drinks and narcotic drugs :

13.1 An employee shall :

- (a) Strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he/she may happen to be for the time being .

- (b) Take due care that the performance of his/ her duties is not affected in any way by the influence of any intoxicating drinks or drugs.
- (c) Not consume intoxicating drinks or drugs in public.
- (d) Not appear in state of intoxication in a public place.
- (e) Not be present on duty in state of intoxication.
- (f) Not habitually use any intoxicating drinks or drugs in excess.
- (g) Smoke and play cards in the University campus

14. Protection of rights and privileges conferred by agreement:

14.1 Nothing in these regulations shall operate to deprive of any right or privilege to which he/she is entitled by the terms of any agreement subsisting between any such person and the University on the commencement of these regulations

15. Repeal and saving:

15.1 Any rules corresponding to these regulations in force immediately before the commencement of these regulations and applicable to the employees whom these regulations apply are hereby repealed; provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these regulations.

**Part-III
(Regulations Regarding Punishment and Appeal)**

16. Penalties:

16.1 The following penalties, for good and sufficient reasons, may be imposed on a University employee:

(a) Minor Penalties:

- (i) Warning with a copy in the personal file.
- (ii) Censure.
- (iii) Withholding promotion.
- (iv) Recovery from pay of the whole or a part of any monetary loss caused to the University by negligence or breach of orders.

(b) Major Penalties

- (i) Reduction in rank/position/reversion to lower post(s).
- (ii) Compulsory retirement.
- (iii) Removal/termination from service.
- (iv) Dismissal from service.

17. Competent authority to impose punishment:

17.1 The authorities competent to inflict punishment upon the delinquent to whom these regulations apply, shall generally be the appointing authority until and unless specified otherwise in any ordinance /regulations.

18. Procedure for imposing penalties:

18.1 Where there is an allegation of misconduct against an employee, the Chancellor/ Vice-Chancellor, as the case may be, shall constitute a fact-finding committee, and if necessary based on the finding of the committee, may appoint a regular inquiry committee. The Chancellor/Vice-Chancellor may decide the course of action depending on the severity/gravity of the misconduct. However, the due procedure as established by the law shall be followed in imposing penalties with due compliance with the rules of natural justice. The action taken will be reported to the Board of Management. An appeal against any action taken by the Vice-Chancellor can be made to the Chancellor within 30 days from the date of receiving the communication of the action taken.

18.2 Suspension:

The appointing authority or any other authority to which such appointing authority is subordinate or the punishing authority or any other authority empowered in that behalf by the Board of Management by a general or special resolution, may place a University employee under suspension –

- (a) Where a disciplinary proceeding against him/ her is contemplated or is pending, or;
- (b) Where a case against him/her in respect of any criminal offence is under investigation, inquiry or trial.

18.3 A University employee shall be deemed to have been placed under suspension by an order of appointing authority -

- (a) With effect from the date of his/her detention, if he /she is detained in custody whether on a criminal charge or otherwise, for a period exceeding forty-eight hours;
- (b) With effect from the date of his conviction, if, in event of a conviction for an offence, he/she is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent upon such conviction.

18.4 An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so.

19. General conditions of service

19.1 Posts, recruitment and appointments :-

- (a) **Categorization of posts :** The posts and the scales of pay/ consolidated pay as carried by these posts will be as specified by the University authorities from time to time. The Board of Management may revise the same at its discretion from time to time.
- (b) **Qualifications for appointment:** The qualifications and experience for appointing to the posts in various cadres in the University will be as specified by the University authorities from time to time. The Board of Management may revise the same at its discretion from time to time.
- (c) **Fitness :**
- (i) Appointment of persons by direct recruitment shall be subject to their being found medically fit by Medical Board constituted by the by the Vice-Chancellor. The doubtful cases may be referred to the specialist Medical Board constituted for the purpose, whose decision shall be final.
- (ii) No person shall be appointed to any post unless the appointing authority is satisfied that he/she possesses good character and antecedents. However, in case, subsequently, any adverse facts come to the notice regarding his/her character and antecedents, his/her services shall be liable to be terminated without any prior notice.
- (d) Subject to the provisions of statutes and ordinances of the University, the recruitment to the post shall be made:
- (i) By direct recruitment;
- (ii) By promotion;
- (e) Recruitment by promotion:
- (i) Appointment to a post by promotion shall be made, whether in a permanent or officiating capacity from among the employees serving on posts in the next lower grade.
- (ii) Every appointment by promotion shall be on seniority-cum-merit basis. Seniority alone shall not be the sole criterion for promotion. Suitability and efficiency will also be the determining factors in the matter of promotion.

(f) Age for direct recruitment:

(i) No person who has not attained the age of 18 years shall be appointed to any post in the university.

20. Probation:

20.1 Every person appointed on regular basis to a post under the University after the commencement of these rules, whether by promotion or by direct recruitment, shall be on probation on such post for a period of one year, if appointed by the direct recruitment or by promotion; provided that the appointing authority may, in any individual case, extend the period of probation for a further period as deemed suitable.

20.2 Where a person appointed to a post under the University on probation is, during his/her period of probation, found unsuitable for holding that post or has not completed his/her period of probation satisfactorily, the appointing authority may:

(a) In case of a person appointed by promotion, revert him/her to the post held by him/her immediately before such appointment;

(b) In case of a person appointed by direct recruitment, terminate his/her services without notice; and

(c) Extend his/her period of probation to the extent necessary as specified in Sub Rule (20.1) above.

20.3 A person on probation, if reverted or removed from service during or at the end of the period of probation, shall not be entitled to any compensation.

21. Temporary and regular service:

21.1 An employee shall be a temporary employee of the University, till his/her services are regularized by the University.

21.2 An employee whose services are made regular or who is appointed on regular basis shall be a regular employee of the university.

22. Notice of termination of service:

22.1 Subject to the provisions as contained in the First Ordinance of the University, the services of a temporary employee may be terminated by the appointing/component authority without assigning any reason :-

- (a) During the period of probation following the first appointment, at any time without notice; and
- (b) If the appointment is temporary, at any time by a notice of one month in writing given by the appointing authority to the employee or forthwith by payment to him/her a sum equivalent to the amount of his pay plus allowances for the period of the notice at the same rates at which he/she was drawing them immediately before the termination of his/her service, or as the case may be, for the period by which such notice falls short of one month.

22.2 The service of a regular employee may be terminated by a notice of one month or on payment of pay plus allowances drawn by him/her immediately before termination of his/her service for such period as the notice falls short of one month, or without notice on payment of one month pay plus allowances drawn by him/her immediately before the termination of his/her service, if the post in which he was confirmed is abolished.

23. Termination of service :

23.1 The service of an employee shall be liable to be terminated on any of the following grounds :

- (a) Gross negligence in the discharge of duty;
- (b) Serious misconduct;
- (c) Insubordination or any breach of discipline;
- (d) Absence from duty without leave;
- (e) Physical or mental unfitness for the discharge of duty;
- (f) Any act prejudicial to the university or its property.
 - (i) Provided that in the case of a regular employee, an order passed under this Clause except under Sub Clause (e) shall be treated as major penalty and the procedure laid down in this regard shall be followed.
 - (ii) Provided further that where an employee is removed from service for a reason other than specified in Sub Clause(s) (i) & (vi), he/she shall be given one month notice in writing or be paid one month salary in lieu of the notice period.

24 Resignation:

Subject to the acceptance of resignation by the competent authority, a regular/temporary employee may, by notice of one month in writing, addressed to the appointing authority, or by payment of a sum equivalent to the amount of his/her pay plus allowances for the period of the notice at the same rates at which he/she was drawing then immediately before the acceptance of his/her resignation; Provided the appointing authority may, if it deems proper in any case, permit a regular/temporary employee to resign from the service on notice of less than one month.

After submission of the resignation by any employee of the University, no leave shall be granted during notice period in any case other than in extreme emergency with the prior approval of the Vice Chancellor.

25. Maintenance of service books

- 25.1 University shall maintain a service book for each employee in such form as may be prescribed by the Board of Management or by appointing authority. The service book shall be maintained and kept in the custody of the Registrar or any other officer authorized by him/her or Vice-Chancellor.
- 25.2 The entries in the service book of an employee shall be authenticated by the Registrar or any other officer authorized by the Vice-Chancellor.
- 25.3 Every step in an employee's official life, including the temporary or officiating promotions of all kinds, increments, leave etc. shall be recorded in his/her service book and each entry shall be attested under the dated signature of the Head of the Establishment Branch or the Registrar, as the case may be.
- 25.4 The period of suspension and other interruptions in service with full details, warning or other punishment(s), shall be noted in the service book.
- 25.5 It is the duty of every employee, to see that his/her service book is properly maintained. The Officer-in-Charge of service books may permit the employee concerned to examine his/her service book, if he/she desires to do so at any time.

26. Maintenance of personal files:

- 26.1 The University shall maintain a personal file for each employee. Besides, the confidential reports, the work and conduct of an official, copies of documents/communications, specified below shall be placed in the personal files:
 - (a) All orders imposing any of the penalties under the University's Employees (Punishments & Appeal) Regulations.
 - (b) All communications conveying adverse remarks.

- (c) Letters of appreciation for outstanding work or performance or an overall assessment of his/her work and conduct during the year.

27. Provident Fund:

- 27.1 Every employee of the University shall be entitled to social benefits of contributions to the provident fund in accordance with the EPF Act & Rules 1952, as amended from time to time. As per EPF Act, the contributory provident fund will be deducted @ 12% on the Maximum Basic pay of Rs. 18,000/- as "Employee Share" and the University will contribute a similar share @12% as "Employer Share" and deposit the same in RPFC Office.
- 27.2 The subscriber shall, at the time of joining the fund, send to the Registrar/Head of Establishment Branch, a nomination conferring on one or more persons who have the right to receive the amount that may stand to his/her credit in the fund, in the event of his/her death before the amount has become payable or having become payable but has not been paid.
- 27.3 Provided that if, at the time of making the nomination, the subscriber has a family, the nomination shall not be made in favour of any person or persons other than the members of his family.

Provided further that the subscriber shall have the right to change his/her nomination subject to the provisions of rule 28.3 of these regulations.

28. Gratuity :

As per the provisions of the Gratuity Act 1972, all the employees of the University shall be eligible for payment of Gratuity only after completion of regular service.

29. Annual Confidential report for Non-Teaching Staff

- 29.1 The work and conduct of every University employee shall be assessed on the basis of annual confidential reports which shall be written by the Reporting, Reviewing and Accepting Officers in the forms as prescribed from time to time.
- 29.2 Letters of appreciation for outstanding work performance may be issued to the employee in recognition of his/her work and conduct during the year.
- 29.3 The reporting, reviewing and accepting officers for non-teaching staff shall be as follows :

Designation of Employee	Reporting Officer	Reviewing Officer	Accepting Officer
Assistant/DEO/Multi-Tasking Staff	Officer with whom the official is	Registrar	Registrar

	working		
PA/PS	Officer to whom the official is attached	Officer under whom working	Vice-Chancellor in case attached with Vice-Chancellor/ Registrar in all other cases
Superintendent, if any	AR/DR/JR	Registrar	Vice-Chancellor
Assistant Registrar	Registrar	Registrar	Vice-Chancellor
Deputy Registrar	Registrar	Vice-Chancellor	Vice-Chancellor
Joint Registrar	Registrar	Vice-Chancellor	Vice-Chancellor
Chief Finance and Accounts Officer	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
Librarian	Vice-Chancellor	Vice Chancellor	Vice-Chancellor
Controller of Examinations	Vice Chancellor	Vice Chancellor	Vice-Chancellor
Registrar	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
Others	Officer with whom working	Officer with whom working	Registrar/ vice chancellor as the case may be

- 29.4 The authorities of the University listed above shall report confidentially by 30th April of each year in the prescribed form, which may be modified from time to time on the work and conduct of the employee who had served under them for a period not less than three months in the year preceding and forward their reports to the Registrar/other authorized officer by 15th May.
- 29.5 No Reporting Officer shall record his/her remarks in the confidential report unless he/she has seen work and conduct of the official working under him /her at least for 3 months. If the official has served under the Reporting Officer for less than 3 months, the opinion of the officer under whom he has previously served at least for 3 months should be obtained.
- 29.6 The remarks of the higher authority shall supersede the remarks of the subordinate officers and for purpose of communication, the remarks of the highest authority alone shall be taken into consideration. Adverse remarks, if any, shall be communicated to the employee concerned by the Registrar and shall indicate in suitable language the nature of the defects in question. The official concerned shall have the right to make representation through proper channel within a period of 30 days of the communication of the adverse remarks. The appeal so preferred shall lie with the Reviewing Officer and finally with Vice-Chancellor.

The Vice-Chancellor may give a personal hearing to the officer/official concerned, if so desired in the appeal.

30. Assessment of Performance of Teaching Staff:

- 30.1 The performance of every University teacher shall be assessed on the basis of Self Appraisal Report to be submitted by him/her in the prescribed proforma.
- 30.2 Letters of appreciation for outstanding work performance may be issued to the teacher in recognition of his/her performance and conduct during the year.
- 30.3 The teacher shall submit his/her Self Appraisal Report to the authorities of the University listed in rule 30.4 of this regulation by August 31 of each year in the prescribed proforma.
- 30.4 The reporting, reviewing and accepting officers shall be as follows :

Faculty submitting the Self Appraisal Report	Reporting Officer	Reviewing Officer	Accepting Officer
Tutor/Lecturer/Assistant Professor	Professor & Head of Department	Dean of the Faculty/ equivalent	Vice Chancellor
Associate Professor/ Reader/ Professor junior to Head of Department	Professor & Head of Department	Dean of the Faculty/ equivalent	Vice Chancellor
Professor senior to Head of Department	He/she will be assessed by a Committee consisting of the PVC, Dean and the HoD	Dean of the Faculty/ equivalent	Vice Chancellor
Head of Department	Dean of the Faculty	Pro Vice-Chancellor/ if there is no PVC, then Vice-Chancellor	Vice Chancellor
Dean of the Faculty/ equivalent	Pro Vice-Chancellor/ if there is no PVC, then Vice-Chancellor	-	Vice Chancellor

- 30.5 The requisite blank proformas for Self-Appraisal Reports shall be supplied by the Registrar/ Establishment Branch by August 31 each year to the Reporting Officer who shall give his/her remarks by Sept. 15, pass on the reports to the Reviewing Officer who shall give his/her opinion by the September 30 and subsequently, pass on the reports to the Accepting Officer who shall record his remarks by October 15. These reports will then be sent back to the Registrar for record.

- 30.6 No Reporting Officer shall record his/her remarks in the Self Appraisal Report of the teacher unless he/she has seen work and conduct of the teacher for at least 3 months. If the teacher has served under the Reporting Officer for less than 3 months, the opinion of the officer under whom he has previously served for at least 3 months should be obtained.
- 30.7 The remarks of the higher authority shall supersede the remarks of the subordinate officer(s) and for purpose of communication, the remarks of the highest authority alone shall be taken into consideration. Adverse remarks, if any, shall be communicated to the teacher concerned by the Registrar and shall indicate in suitable language the nature of the defects in question. The official concerned shall have the right to make representation through proper channel within a period of 30 days of the communication of the adverse remarks. The appeal so preferred shall lie with the Reviewing Officer and finally with Vice Chancellor.

The Vice-Chancellor may give a personal hearing to the teacher concerned, if so desired in the appeal.

Part – IV
(Leave Regulations)

31. These regulations shall apply to all University employees whether in regular or temporary service other than the following :-
- 31.1 Employees appointed on contract basis : Such employees will be entitled to leave according to the term of contract. Further those who are not attending the work on all the week days shall not be entitled to same leave benefits as available to regular staff. They shall be entitled for leave as applicable to them. Further, more, the staff who avail of leave with permission beyond the leave applicable to them may be treated on Extraordinary Leave Without Pay.
- 31.2 Part time employees, if any.
- 31.3 Employees appointed on work charge basis, if any.
32. **General:**
- 32.1 Leave cannot be claimed as a matter of right. When the exigencies of service so demand, leave of any kind may be refused or revoked by the competent authority.
- 32.2 Leave should always be applied for and sanctioned before it is taken except in cases of emergency and for satisfactory reasons.
- 32.3 No employee who has been granted medical leave will be allowed to return to duty without his/her producing a medical certificate of fitness.

32.4 An employee, who remains absent after expiry of his/her leave, shall not be entitled to any leave salary unless such absence is regularized by the competent authority.

32.5 Willful absence from duty for more than 15 days may lead to forfeiture of appointment following due procedure in this regard. The employee may not be allowed to resume his/her duty during the period his/her case to declare his/her office as vacant is under process, without prior permission of the Vice-Chancellor.

32.6 Leave shall not be granted to an employee who is placed under suspension.

33. Conversion of one kind of leave into another kind :

33.1 At the request of an employee, the sanctioning authority may convert any kind of leave including extraordinary leave retrospectively into the other kind which was due and admissible to him/ her at the time leave was granted, but he/she cannot claim such conversion as a matter of right.

33.2 If one kind of leave is converted into another, the amount of leave salary and allowances admissible shall be recalculated and any amount paid to him/her in excess shall be recovered and any arrears due to him /her shall be paid.

34. Temporary service followed by regular service:

Continuous temporary service followed by regular service without any break shall be treated as regular service for the purpose of computation of leave.

35. Entitlement of leave to probationers:

A person appointed on regular basis will, during the period of probation, be treated, for purpose of leave, as a temporary employee. However, if a person in the regular service of the University is appointed on probation to a higher post, he/she shall not, during the probation, be deprived of the benefit of leave rules applicable to his/ her regular post.

36. Kind of Leave:

36.1 A University employee shall be entitled to the following kind of leave :-

- (a) Casual Leave
- (b) Earned Leave
- (c) Vacation Leave
- (d) Duty/Academic Leave

- (e) Short Leave
- (f) Maternity Leave
- (g) Study Leave
- (h) Sabbatical Leave
- (i) Sick/Medical Leave
- (j) Leave without Pay

37. Casual Leave :

Each employee of the University other than Guest/Visiting Faculties, Consultants/Advisors, will be entitled to **12 days of Casual Leave** in a year from the date of joining itself which will be provided on pro-rata basis. If Casual Leave is not availed in the particular year will be lapsed at the end of the calendar year. Casual Leave can't be combined with any kind of leave. Casual Leave can be availed as half day also. Generally, continuous Casual Leave cannot be granted for more than three days at any time except under special circumstances with the approval of the Vice Chancellor.

38. Earned leave :

Each employee of the University other than Guest/Visiting Faculties, Consultants/Advisors, will be entitled to **12 days Earned Leave** on pro-rata basis, after completion of the probation period which can be carried forward for subsequent years with a ceiling list of 75 days. The Earned Leave may be combined with other types of leaves other than the Casual Leave. If any Holiday falls within the period of the Earned Leave shall be counted as Earned Leave.

39. Maternity Leave :

Maternity leave may be granted to a female member of the staff who has been in the continuous regular service of the University (without break) for not less than one year prior to the date of application for such leave. Maternity Leave can be availed on pre or post-delivery, upto a maximum period of **3 months i.e. 90 days** in one stretch with prior sanction. The member who will be on Maternity Leave can't be engaged in any other employment whatsoever. Maternity Leave cannot be permitted more than twice in an employee's service with the University.

40. Sick/Medical Leave :

Each employee of the University will be entitled for **12 days Sick/Medical Leave** every year from the date of joining itself under special circumstances, such as injury in the

body or serious disease forcing him/her on bed rest, on production of the Medical Certificate. Medical Leave if not availed will be accumulated for three years upto the maximum of 15 days. For availing Medical Leave upto 3 days, the Medical Certificate shall not be required.

41. Duty/Academic Leave :

In general, the Duty/Academic Leave cannot exceed **15 days in a calendar year** which can be granted depending upon the requirement. The Competent Authority may at his/her discretion grant Duty/Academic Leave more than 15 days on the merit of each case.

42. Vacation :

Vacation shall comprise of period as mentioned in notified Academic Calendar. Vacation may be granted, as notified in the Academic Calendar, to all the confirmed regular/Full-time employees, who have regular service of one year atleast or two teaching semesters. In case the faculty is engaged during vacation period, they shall be entitled to @ 18 Earned leave equals period of vacation.

43. Short Leave :

Two times Short Leave of upto 2 hours in a month may be granted for genuine reasons after obtaining prior sanction from the Competent Authority of the University.

44. Study Leave :

44.1 The faculty members who have completed five years of continuous service may be considered for Study Leave, on a case-to-case basis, to be approved by the Governing Body on the recommendations of the Vice Chancellor.

44.2 During this period, the faculty member shall not be entitled to any leave credit or increments.

44.3 Whenever the faculty member is on Study Leave, the University shall not be liable for any financial obligations, whatsoever, incurred by the faculty member on the study undertaken.

45. Sabbatical Leave :

45.1 The objective of the Sabbatical Leave facility is to promote and enhance the quality of educational and research activities through research work or other similar activities directed towards the intellectual and professional growth of the faculty.. The main emphasis on granting Sabbatical Leave will be based on undertaking advanced research rather than upgrading one's qualifications.

- 45.2 All regular faculty members, upto the age of 50 years who have completed six years of regular full-time uninterrupted service, may be considered for sabbatical leave on a case-to-case basis. A high-quality research publication, project report, funding, research proposal book, etc. is an expected outcome after taking the sabbatical leave. The faculty member will submit a report to his/her HoD and the Vice Chancellor.
- 45.3 During the period of Sabbatical Leave, the faculty member shall be entitled to salary, as drawn by him/her at the time of applying for the leave.
- 45.4 Faculty members who are awarded Sabbatical Leave must commit themselves through a written undertaking in the form of a bond on return to the University for at least two academic years of full-time service upon completion of the Sabbatical Leave. If they leave before the completion of two year of service, they shall be liable to pay the notice pay in lieu thereof for the un-served period i.e. two years. In case of on-joining after Sabbatical Leave, appropriate action including termination of service can be initiated under such circumstances.

46. Leave without Pay :

The employees of the University may be granted leave without pay, if they are not entitled to any leave or have otherwise exhausted their available leave. The maximum leave on loss of pay that can be granted in a calendar year, to a probationer shall be 15 days and to an employee in confirmed service shall be 30 days on genuine grounds with the approval of the Competent Authority of the University.

**Part – V
(Residential Accommodation)**

47. The rules regarding the residential accommodation will be called "Sanskaram University Residential Accommodation Rules".
- 47.1 These rules shall apply to allotment of residential accommodation of different types as constructed by the University from time to time for various categories of employees.
- 47.2 There will be a House Allotment Committee (HAC) having the power to recommend the allotment of houses to the employees.
- 47.3 The recommendations for allotment of residential accommodation shall not emanate from any other University officer/ body.
- 47.4 The constitution of the House Allotment Committee will be as under:
- | | | | |
|-----|-------------------------------------------------------------|---|-------------|
| (a) | One senior Professor to be nominated by the Sponsoring Body | - | Chairperson |
| (b) | Registrar | - | Member |
| (c) | One Associate Professor to be | | |

- (a) Nominated by the Vice Chancellor - Member
AR/DR (Establishment) - Secretary

Quorum for Meeting : Quorum of the meeting of the House Allotment Committee will be 3.

Term of the Committee : The term of the House Allotment Committee will be of two years.

- 47.5 No University employee will claim the allotment of a residence as a matter of right.
- 47.6 Any other residential accommodation which is not categorized in the above types at present will be categorized by the Vice-Chancellor as and when required.
- 47.7 If a house in the category to which an employee is entitled is not available, he/she may be allotted a house in the lower category i.e. one step below the one to which he/she is entitled.
- 47.8 The rent and other charges for the accommodation shall be charged as per rates prescribed by the University from time to time.
- 47.9 The House Allotment Committee may allot accommodation on priority to those employees falling in the 'essential services category'.
- 47.10 The allottees shall not:
- (a) Sublet or part with the possession of the whole or part of the allotted premises under any circumstances.
 - (b) Construct temporary or unauthorized structures in any part of the allotted premises or make alteration in the building.
 - (c) Use the allotted premises or part thereof for purposes other than for which they were meant.
 - (d) In the event of an allottee violating any of the above conditions, the University shall be in its right to withdraw the allotment or take any other necessary action against the allottee.
 - (e) Use the premises allotted to him /her in a manner so as to be source of annoyance or nuisance to the neighborhood.

48. Travelling expenses:

In case an employee is required to travel on official work, he/she shall be reimbursed travelling expenses in accordance with rules laid down in his respect from time to time by the Board of Management of the University.

49. Superannuation:

All the employees (Teaching and Administrative staff) of the University shall superannuate from service on attaining the age of 65 years. However, the Professors will superannuate from service on attaining the age of 70 years.

The University may re-appoint any staff after his/her superannuation from the University upto the age of 70 years in some special circumstances considering the requirement of the University with due approval from the Board of Management.

50. Interpretation:

Any questions relating to the interpretation of these regulations shall be decided by the Vice Chancellor whose decision shall be final.

51. Residuary powers/ authority:

Any matter relating to the conditions of service of an employee for which no provision is made in these rules shall be determined by the Board of Management.

52. Powers to grant relaxation in rules:

Notwithstanding anything contained in these rules, the Board of Management may, in the case of any employee, relax any of the provisions of these rules to relieve him of any undue hardship arising out of the operation of such provisions or in the interest of the university



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