



Centurion
UNIVERSITY

Shaping Lives...
Empowering Communities...

**CENTURION UNIVERSITY OF TECHNOLOGY AND
MANAGEMENT**
ANDHRA PRADESH, INDIA

HR POLICIES AND PRACTICES



Centurion
UNIVERSITY

HUMAN RESOURCE POLICIES AND PRACTICES



Contents

| Topic | Page |
|---|-----------|
| HR POLICIES AND PRACTICES | |
| 1. Appointment | 4 |
| 1.1. Guidelines for a Newly Recruited Faculty and Staff | 4 |
| 1.2. Terms and Conditions of Service | 5 |
| 2. Guidelines to Invite Visiting Faculty | 5 |
| 3. Benefits | 5 |
| 4. Leave of Absences | 8 |
| 5. Review and Evaluation: Performance Appraisal | 8 |
| 5.1. Purpose of Appraisal | 8 |
| 5.2. Performance Appraisal | 9 |
| 6. Faculty Incentive Policy | 9 |
| 7. Norms to qualify for Faculty Promotion | 11 |



HR POLICIES AND PRACTICES

The Organization has predefined HR policies and practices and expects its employees to abide by the below mentioned policies:

1. Appointment

Nothing is more important for a University than the quality of its employees, and this realization has been the guiding philosophy while designing the procedures, guidelines and terms and conditions of service for employees of CUTM. CUTM follows a progressive and non-discriminatory recruitment policy for various openings for faculty and staff positions. The details of the same are available on the University website.

1.1. Guidelines for a Newly Recruited Faculty and Staff

After the appointment of a faculty in the University, he / she has to submit the following documents in the Personnel Section, HR department.

- Joining report to the Dean / Principal / PGP Coordinator / HoD.
- Completed faculty profile, EPF nomination form, CUTM registration form.
- Photo copies of all academic certificates.
- Relieving order from the institute / University where he / she served last.
- Savings Bank Account No. of Oriental Bank of Commerce, Main Branch, Bhubaneswar (if not opened, he / she has to open the account immediately) for the release of salary. Further he / she has to report to the concerned Reporting Head immediately after joining.



1.2. Terms and Conditions of Service

The newly appointed faculty member will have to serve one year of probation period. The confirmation of service will be dependent on successful completion of the probation period.

The faculty can resign unilaterally by giving a 3 months' notice or by surrendering 3 months' salary or as equivalent of the notice period.

The management can terminate the service of the faculty member / staff by giving a notice period of 1 month with or without assigning any reasons thereof.

Each employment order specifies conditions of contract. The conditions given in the employment contract apply to the specific individual. The faculty and staff hand book is an additional document and will be applicable for all such areas of work which are not specifically mentioned in the employment order.

2. Guidelines to Invite Visiting Faculty

A visiting faculty will be invited to offer/engage a course on the basis of recommendation by Head of the Department / Dean UG/ Dean PG/ Area Coordinator, as the case may be, to the Principal / PGP coordinator. After assessing the recommendation, the Principal / PGP coordinator would send a letter to the concerned visiting faculty to engage the particular course on the terms and conditions mentioned in the letter.

3. Benefits

The faculty and staff members of CUTM are entitled to benefits in addition to their pay according to the cadre / grades they are as applicable. The tables given below highlights the benefits available to employees of different cadre:



| Type of Benefits | Description | Eligible Grades / Employees | Benefits |
|--------------------------------|--|--|--|
| Employee Provident Fund | The University provides Provident Fund facilities under Employees' Provident Funds and Miscellaneous Provisions Act, 1952, for all the employees who are coming under attendance roll of the University. | Asst. Professor, Associate Professor, Professor | The University has fixed a maximum wage amount of Rs. 15000/- for such contribution. On the basis of the fixed wage the 12% contribution from employee side and 13.61% from employer side will be contributed EPF. |
| Medical Insurance | A policy that will pay specified sums for medical expenses or treatments during illness of the insured person. | Asst. Professor, Associate Professor, Professor | Yearly Rs. 100,000/- Medical Insurance coverage for Faculty member. |
| Personal Loan Facility | Faculty member can avail loan at a concessional rate of interest from the | Asst. Professor, Associate Professor, | Personal Loan facility can be available from |



| | | | |
|--|--|--|---|
| | University during financial emergencies. | Professor | different banks through CUTM. |
| Project Related Benefits | Faculty members who are successful in bringing projects for the University are entitled to get project related allowances / benefits for such activities | Asst. Professor, Associate Professor, Professor | Policy exists for allowance; however it differs from project to project. Detailed circulars will be issued from time to time. |
| Faculty Accommodation and Cafeteria | The University provides four types of accommodation facilities to its Faculty members & other Staffs". They are also entitled to get food in the Cafeteria at a concessional rate. | Asst. Professor, Associate Professor, Professor | The University provides A, B, C, & D type quarters. Inside the Campus there is one staff mess and bakery shops for snacks & one Dhaba for evening snacks & dinner purposes. |
| Travel Allowances and Dearness Allowances | All the employees of the University shall be entitled to traveling and daily allowances according to the rules of the University. | Asst. Professor, Associate Professor, Professor | Provides an opportunity to work in other location of CUTM (short term/Long term) |

Table 1 - Faculty and Staff Benefits



4. Leave of Absences

Leave rules will be provided to the concerned individual at the time of joining.

ANNEXURE – 1: Leave Rules

5. Review and Evaluation: Performance Appraisal

5.1. Purpose of Appraisal

The purpose of performance appraisal of employees is:

- To review the performance of the employees over a given period of time.
- To identify the gap between the actual and the desired performance as per the goals of University.
- To help the management in exercising organizational control.
- To diagnose the training needs and development from time to time and meet the future goals by effectively implementing through FDP (Faculty Development Programme).
- Provide information to assist in the HR decisions like promotions, transfers etc.
- Provide clarity of the expectations and responsibilities of the functions to be performed by the employees.
- To monitor the effectiveness of the other human resource functions of the organization such as recruitment, selection, training and development.
- To reduce the grievances of the employees.
- To help strengthen the relationship and communication between student - employee and management - employees.



5.2. Performance Appraisal

The performance appraisal of faculty and staff members is done from time to time. Increment in salary and other benefits will depend on the performance of the faculty and staff member concerned. Increment may have a fixed part and a performance linked part (bonus) depending on the performance. As and when there is a change in the employee performance appraisal system, the same will be notified to the teaching and non-teaching staffs.

ANNEXURE – II: Performance Appraisal

6. Faculty Incentive Policy (Applied to all CUTM Faculty)

| | |
|---|--|
| Certifications | <p>For Incentive:</p> <ol style="list-style-type: none">1. Industry certification such as AWS/ Dassault etc. of at least Associate level -- Incentive of Rs. 5000 per month for a period of one year. OR2. AMCAT Score of $\geq 75\%$ -- Incentive of Rs 2500 per month for a period of one year. Score $\geq 80\%$ -- Incentive of Rs. 5000 per month for a period of one year.3. For CSE Faculty only: a) AUTOMATA score of $\geq 50\%$ and AMCAT Score of $\geq 75\%$ -- Incentive of Rs 2500/- per month for a period of one year b) AUTOMATA score of $\geq 50\%$ and AMCAT Score of $\geq 80\%$ -- Incentive of Rs 5000/- per month for a period of one year <p>Note: IELTS 6.5 is must for all faculty to claim increments (May 2019)</p> |
| Conference/Seminars presented paper (Registration/TA) | Reimbursement of Registration fees for Attending Conference & Seminar for Paper Presentation with Travel Expenses. One foreign trip can be supported once in two years for a faculty. |
| Long service bonus | For faculty served for more than 5 years – incentive bonus was announced (added to salary). Range is from 4,500 to 8000 based on length of service (≥ 5 yrs and ≥ 8 yrs), and performance |
| Performance Increments | Yearly performance incentives are announced based apart from regular increment |
| Seed money for projects | Announced time to time |

| | |
|--|--|
| <p align="center">Publication (journal/ book chapters/patents)</p> | <ul style="list-style-type: none"> • For Patent publication <ul style="list-style-type: none"> i) The required fee for it will be paid by Centurion University. ii) While the Patent will be granted in the name of the University, the concerned faculty will receive an incentive of Rs. 25,000 on each such grant. • Publication in Scopus <ul style="list-style-type: none"> i) Faculty pursuing Ph.D. will receive an incentive of Rs. 10,000 on publication of a paper out of his/her research. ii) A faculty, not presently pursuing Ph.D., will receive an incentive of Rs 20,000 on publication of a research paper. • Publication in Web of Science <ul style="list-style-type: none"> i) Faculty pursuing Ph.D. will receive an incentive of Rs 15,000 on publication of a paper out of his/her research. ii) A faculty, not presently pursuing Ph.D., will receive an incentive of Rs 25,000 on publication of a research paper. • Publication in UGC approved Journals <ul style="list-style-type: none"> i) A faculty will receive an incentive of Rs 5000 on publication of a paper out of his/her research. • Book Publication For book publication, a faculty will receive an incentive as below. <ul style="list-style-type: none"> i) International Publication - Rs 30,000 per book ii) National Publication - Rs 15,000 per book • Book Chapter <ul style="list-style-type: none"> i) Book chapter with ISBN number – Rs 5000 |
| <p align="center">PhD enrolment (fee reimbursement)</p> | <p>The Fee paid by the faculty will be refunded annually, for maximum period of 3 years of doctoral work, after successful annual progress defense certified by the Doctoral Progress Review Committee.</p> |
| <p align="center">Research</p> | <p>The faculty/team who has written the proposal, followed up to sanction will get 5% of the project value linked to release of money.</p> |
| <p align="center">Consultancy</p> | <p>The faculty/team that has written/negotiated and bagged the project will be given 10% of the gross value of the project subject to release of the money.</p> |

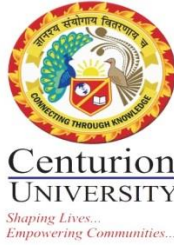


7. Norms to qualify for Faculty Promotion

| Programme/ Discipline | Cadre | Qualification | Criteria |
|--------------------------|------------------------|---|--|
| Humanities & Sciences | Associate Professor | A master degree with 55% marks with good academic record and Ph.D degree in the concerned / allied / relevant discipline. | <ul style="list-style-type: none"> i) A minimum of 8 years of teaching and/or research experience in an academic/research position excluding the period of Ph.D. research. ii) A minimum of 5 publications as books and/or research/policy work. iii) A minimum score (300) as stipulated in the API based Performance Based Appraisal System (PBAS). |
| Humanities & Sciences | Professor | A master degree with 55% marks with good academic record and Ph.D degree in the concerned / allied / relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as book and/or research/policy papers. | <ul style="list-style-type: none"> i) A minimum of 10 years of teaching experience in University/College, and/or experience in research at the University/National Level institution/ industries, including experience of guiding candidates for research at doctoral level; of which at least 5 years should be at the level of Associate Professor. ii) Contribution to educational innovation, design of new curricula and courses and technology – mediated teaching learning process. iii) A minimum score (400) as stipulated in the API based Performance Based Appraisal System (PBAS). |
| Management | Associate Professor | First class degree in MBA or an equivalent management course (02 yrs full time course) accredited by AIU/ AICTE/UGC with consistently good academic record. or Ph.D. or Professional work experience which is equivalent to Ph.D. (minimum 8 yrs of experience) Post Ph.D. publications and guiding Ph.D. students is highly desirable. | <ul style="list-style-type: none"> i) A minimum of 5 years of experience in teaching/ research/ Industrial of which at least 2 yrs post Ph.D. experience is desirable. ii) A minimum score (300) as stipulated in the API based Performance Based Appraisal System (PBAS). |
| Management | Professor | First class degree in MBA or an equivalent management course | <ul style="list-style-type: none"> i) A minimum of 10 years of teaching/ research/ Industrial experience of which |



| | | | |
|--------------------------|---------------------|---|--|
| | | (02 yrs full time course) accredited by AIU/ AICTE/UGC with consistently good academic record. Or Ph.D. or Professional work experience which is equivalent to Ph.D. (Minimum 12 years of experience) Post Ph.D. publications and guiding Ph.D. students is highly desirable. | ii) at least 5 yrs should be at the level of Associate Professor. A minimum score (400) as stipulated in the API based Performance Based Appraisal System (PBAS). |
| Engineering / Technology | Associate Professor | ME/M.Tech in relevant subject with First Class and Ph.D or equivalent, in appropriate discipline, Post PhD publications and guiding Ph.D students is highly desirable. | i) Minimum of 5 years' experience in teaching / research / industry of which at least 2 years shall be post PhD is desirable. ii) A minimum score (300) as stipulated in the API based Performance Based Appraisal System (PBAS). |
| Engineering / Technology | Professor | Qualifications as above that is for the post of Associate Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable | i) Minimum of 10 years teaching / research / industry experience of which at least 5 years should be at the level of Associate Professor. or Minimum of 13 year's experience in teaching and/ or Research and/or Industry. ii) In case of research experience, good academic record and books/research paper publications/ IPR/patents record shall be required as deemed fit by the expert members in selection committee. iii) A minimum score (400) as stipulated in the API based Performance Based Appraisal System (PBAS). |



Annexure - I

CENTURION UNIVERSITY OF TECHNOLOGY & MANAGEMENT

No. CUTM/Reg.Off/Admin./ 2019

Dt. 16/11/2019

LEAVE RULES

1. GENERAL

- 1.1 These rules are applicable to all the employees of the University except to :
 - 1.1.1 Employees, who are engaged part-time, to do certain work, Visiting or part-time faculty, contractual teaching and non-teaching employees and adjunct professors.
 - 1.1.2 Work-Changed staff and persons paid from contingencies.
- 12 Leave is earned by duty only. Duty for this purpose includes holidays, vacation and all types of leave, except extraordinary leave sanctioned by the individual School/University.
- 13 Leave cannot be claimed as a matter of right. When the exigencies of service so require or when the authority empowered to sanction the leave is not convinced of the reasons stated in the application of the employee, discretion to refuse leave or revoke it, is reserved to the authority empowered to grant the leave. Ensuring conduct of scheduled class work and examinations shall be treated as one of such exigencies of service.
- 14 No leave shall be granted to an employee beyond the date on which he/she must compulsorily retire or must be relieved on resignation.
- 15 No leave, other than **Casual Leave**, shall be granted during the **Notice Period** when an employee tenders resignation for his / her post, or given notice of termination of service by the authority to an employee.
- 16 An employee, on leave or on vacation shall not take up any service or accept any employment, including consultancy, with or without remuneration, or draw any scholarship without the prior approval of the appointing authority.
- 17 An employee who remains absent after the expiry of his / her leave is entitled to no salary for the period of such absence.
- 18 Willful absence from duty after the expiry of leave may be treated as dereliction of duty and is subject to appropriate disciplinary action by the sanctioning / appointing authority.
- 19 An employee, intending to leave workplace during the period of leave or vacation must inform the Reporting/Sanctioning authority in writing his / her address for correspondence and phone number/ mobile number etc. for contact, during such periods of absence.
- 1.10 Employees should assign their work and duties, while proceeding on leave, are ordinarily required to make alternate arrangements for their class work and examination duties. Non-compliance to this requirement can be condoned only in exceptional circumstances. Failure to observe this rule may be treated as neglect of duty and may warrant disciplinary action.

- 1.11 While availing vacation / leave entitled by the institution, in case of urgency the institution might ask your specific support on the activity / task, it required which is a part of your responsibility.
- 1.12 If an employee of the University, entitled to vacation, does duty during vacation period and is remunerated for it by the University or by any other organization/ university/ Institute, he/ she should not be considered as having been deprived of the vacation.
- 1.13 Employees, seeking leave on medical grounds, should produce a medical certificate, issued by a Registered Medical Practitioner, specifying as clearly as Possible, the nature of illness and probable duration of leave required.

It will be within the powers of the sanctioning authority to call for a second medical opinion in any case by sending the employee to the medical officer of the University or any other Registered Medical Practitioner / Superintendent of Government Hospital. The employee concerned, in such cases, is required to present himself / herself for medical opinion before the designated medical authority at his/her own cost.

- 1.14 Employees, rejoining duty after availing leave on medical grounds, should submit medical certificate of fitness from a Registered Medical Practitioner/Medical authority prescribed in para 1.13, as applicable.
- 1.15 The Director / Deans of Schools shall be the authority to sanction all types of leaves to all categories of respective faculty members / HoDs except to himself/herself. Whereas Deputy Registrar / Dean HRD / Sr.Manager, HR shall be the authority to sanction all types of leaves to all the non-teaching staff except to himself/herself.

VC / Pro-VC shall be the authority to sanction all types of leaves to Registrar/Deans/Director. Whereas Registrar / Director shall be the authority to sanction all types of leaves to Deputy Registrar / Dean HRD / Sr.Manager, HR.

- 1.16 The Governing Board of the University shall have the authority to modify, amend and delete any of these rules, as it deems fit at any time.

2. VACATION

- 21 All employees of the University are eligible for vacation (no. of days being decided from time to time based on the academic calendar and progress of curriculum) during May and June, provided they put up a continuous service of not less than 10 months up to 30th April of the year.
- 22 Employees of the University whose continuous service is less than 10 months, (the service being counted up to 30th April of the year) are eligible for vacation during May and June, on prorata basis at a rate based on the number of days being decided from time to time divided by 10 for every completed month of service.
- 23 The period of summer vacation will be declared by the University every Academic year.
- 24 The Deans of Schools / Pro-VC / Director shall be the competent authority to decide the vacation schedules of the teaching staff, whereas the Deputy Registrar/ Dean HRD / Sr.Manager, HR shall be the competent authority to decide the vacation schedules of the non-teaching staff, based upon the Academic calendar of the University.

- 25 In order to be eligible to draw salary and counting of service during vacation, all the vacation staff should be present on either of last working day or on reopening day compulsorily.
- 26 The employee to be expected teaching / non-teaching is expected to serve the last day of working and to be present on the first day of reporting else the entire duration of vacation at loss of pay and advised to payroll eligibility.

3. KINDS OF LEAVE

An employee shall be entitled to the following kinds of leave subject to the conditions prescribed for each of them.

| Type of leave | Maximum Entitlement | Subject to eligibility of services norms and conditions |
|---------------------------------------|------------------------------------|---|
| 3.1. Casual Leave. | 16days | Clause – 4 |
| 3.2. Earned Leave. | 14days | Clause – 5 |
| 3.3. Maternity Leave. | 180days | Clause - 6 |
| 3.4. Special Casual Leave. | Subject to approval of Authority | Clause – 7 |
| 3.5. Leave on Official Duty. | As requirement by the Institution. | Clause – 8 |
| 3.6. Compensatory Leave. | As per the leave policy | Clause – 9 |
| 3.7. Study Leave. | As per the leave policy | Clause – 10 |
| 3.8. Leave on loss of pay | As per the leave policy | Clause – 11 |
| 3.9. Extraordinary Leave | As per the leave policy | Clause – 12 |
| 3.10. Unauthorized absence from duty. | As per the leave policy | Clause - 13 |
| 3.11. Optional Leave | As per the leave policy | Clause - 14 |

4. CASUAL LEAVE

The grant of casual leave shall be governed as given hereunder.

- 4.1. Casual leave is a concession given to enable an employee to be absent from duty for short periods in special circumstances and will not be granted on vague and general grounds.
- 4.2. Casual leave shall be 16 days in a Academic year for all employees (teaching / nonteaching).
- 4.3. In case of a newly recruited employee, the casual leave will be effective after one month of his/her service. Any employee is eligible to avail the casual leave on preventive basis (i.e. $\frac{16}{12} = 1.3$) for number of days he/she accrues till that month.
- 4.4. Casual leave shall be credited to the account of an employee in two phases viz. 7 days on the 1st of July and 7 days on the 1st of January.
- 4.5. The total period of absence on casual Leave at any time shall not exceed 5 days. It can be combined with Sundays or other authorized holidays, provided that the resulting period of absence, in total, does not exceed 5 days.
- 4.6. Casual leave cannot be combined with any other leave or vacation.
- 4.7. Casual leave may be reckoned in terms of full day or half day for purposes of debit in the account in respect of all employees.
- 4.8. A record of casual leave taken by the employee during each year shall be maintained in the office of respective Schools and also by the Head of the Department concerned and is subject to ratification by the HRD section of Registrar's office.

- 4.9. The purpose for which leave is required must be applied through ERP leave module and obtain approval before proceeding on Leave. Alternate arrangements for class work and examination duties or any other duties, assigned by the authority to the employee, must be made before proceeding on leave. Failure to comply with this requirement will be treated as neglect of duties and may warrant disciplinary action.
- 4.10. Extension of casual leave is permissible only in cases arising out of an emergency and if such requests are communicated in time to the sanctioning authority. At the time of rejoining, application must be submitted for regularization of leave availed. The total period of absence is however subject to the condition stipulated in para 4.5.
- 4.11. In case an employee does not report for duty at the expiry of casual leave (as stipulated in para 4.5), the entire period of absence shall be accounted for against the Earned Leave Account of the employee. In case the latter falls short of the period of absence, the employee may be granted leave on loss of pay.
- 4.12. The fact that a maximum number of days has been fixed for the amount of casual leave which may be taken within a calendar year does not mean that an employee is entitled to take the full amount of casual leave as a matter of right.
- 4.13. Employees will be encashed within the academic year.

5. EARNED LEAVE

The earned leave admissibility to an employee shall be governed as given hereunder.

- 5.1 All the employees of the University are eligible for 14 days of earned leave, in addition to casual leave, on full pay, provided they have served for 12 months.
- 5.2 While calculating the earned leave eligibility, the period during which the employee is on loss of pay shall be considered and the earned leave due shall be reduced by 1/10th of the period of leave rounded off to the nearest digit.
- 5.3 An employee is eligible to avail earned leave for a minimum of one day to a maximum of 180 days depending upon the balance at his/her credit subject to the discretion of the approving authority. However, the long leaves can be sanctioned based on medical grounds, study purposes & going abroad.
- 5.4 Applications for earned leave shall be submitted through the Head of the Department to the sanctioning authority stating the purpose for leave.
- 5.5 An employee shall apply for earned leave through ERP with valid reason and get its approval from concerned authority before availing the leave.
- 5.6 If the earned leave is requested on medical grounds, the leave application must be supported by a medical certificate from a Registered Medical Practitioner and is subject to the conditions stated in para 1.13 and 1.14.
- 5.7 Any declared holidays may be prefixed or suffixed to the earned leave with prior permission of the sanctioning authority.
- 5.8 Unutilized earned leave is carried over to the next Academic year.
- 5.9 Earned Leave is not encashable and not applicable during notice period.
- 5.10 An employee obtaining earned leave, in between period of leave holiday(s)/Sunday(s) will be counted with earned leave.

6. MATERNITY/ PATERNITY LEAVE

- 6.1 Maternity leave is permissible in case of married women employees of the University, who are in continuous service for at least two years.
- 6.2 Maternity leave on full pay may be granted to a married woman employee of the University in case of confinement for a period not exceeding 180 days / 6 months, provided she has less than two surviving children.

- 63 Maternity leave on full pay up to 6 weeks may be granted to a married woman employee of the University in case of miscarriage or abortion, subject to production of a Medical Certificate from a Registered Medical Practitioner it is applicable upto two children..
- 64 Maternity leave, as such, is not debited against the leave account of the employee, but a note to that effect will be recorded in the service record of the concerned employee.
- 65 Paternity leave for fifteen days may be granted to male employees of the University/Institute who are in continuous service for at least two years.
- 66 A declared holiday may be prefixed or suffixed to the Maternity Leave or Paternity Leave with prior permission of the sanctioning authority.
- 67 This Leave is applicable to an employee up to two children.
- 68 This Leave is not applicable during the notice period.
- 69 Paternity leave is applicable only from date of birth of his child in between holiday(s)/ Sunday(s) will be counted along with paternity leave.

7. SPECIAL CASUAL LEAVE

An employee is eligible to avail Special Casual Leave only after completion of his/her 12 months of service in the University/Institute.

7.1 For Academic Duties

An employee of the University is eligible to avail the Special Casual Leave on academic duties for a maximum period of 30 days in an Academic year without detriment to the classwork and examination duties for the following purposes:

- 7.1.1 To pursue Ph.D. programme on part-time basis under other University or Institute.
- 7.1.2 To attend one National and one International conference /seminar in a calendar year as a sponsored candidate of the School/University provided the employee has contributed a paper to the conference /seminar and which has been accepted for presentation at the same.
- 7.1.3 To attend one workshop in a calendar year as a sponsored candidate of the School/University if, in the opinion of the sanctioning authority, the topic of the workshop is relevant to the Department's developmental plans and the candidate's participation in the workshop is beneficial both to the candidate as well as to the School/University. The candidate so sponsored should have been in the service for **at least 2 Years**. However such teachers attending any workshop are required to deliver a talk on that workshop in their respective departments.
- 7.1.4 To attend summer / winter schools and other short-term programmes of continuing education provided the employee is in continuous service for at least 2 years.
- 7.1.5 To attend meetings of Staff Selection Committee Debate of UPSC, State Public Service Commission, Universities and Public sector undertakings on which the employee is nominated as a member.

72 On Medical Grounds

An employee of the University is eligible to avail the Special Casual Leave on medical grounds not exceeding for a period of 30 days after the expiry of all his/her **Earned Leaves** as stated in para 5.1, over and above the maximum of 30 days stipulated in para 7.1 under the following circumstances:

- 72.1 A male employee who undergoes sterilization operation under family welfare programme may be granted special casual leave, not exceeding 6 days, commencing from the date of operation once during the service, subject to the production of a Medical Certificate from the Doctor who performed the operation.
- 72.2 A female employee who undergoes tubectomy operation under the family welfare programme may be granted special casual leave, not exceeding 14 days commencing from the date of operation once during the service subject to the production of a medical certificate from the Doctor who performed the operation.
- 72.3 A male employee whose wife had undergone a tubectomy operation under the family welfare programme may be granted special casual leave, not exceeding 7 days, commencing from the date of operation subject to the production of a Medical Certificate from the Doctor who performed the operation to the effect that the presence of the employee is essential for the period of leave to look after his wife during convalescence after operation.
- 72.4 If an employee undergoes a serious medical treatment, then he may be granted Special Casual Leave as per the decision of the management, subject to producing the Medical Certificate from the Doctor who performed the medical treatment.

8. LEAVE ON OFFICIAL DUTY

The grant of leave on official duty shall be governed by the provisions given hereunder.

- 8.1. Attend meetings of academic bodies of the University if the employee is nominated as a member.
- 8.2. Attend meetings of committees constituted by Govt. of India, State Government, AICTE, UGC, ISTE, Universities and other Central and State Governments if the employee is nominated as a member.
- 8.3. Carryout supervisory duties and to serve as paper Evaluator (Examiner) of Semester Examinations of the University.
- 8.4. Attend any other duties officially assigned by the University/Institute.

9. COMPENSATORY LEAVE

The grant of compensatory leave shall be governed as given below.

- 9.1 An employee called to attend office on a holiday, except as a punishment, may be granted another day in its place, when opportunity offers.
- 9.2 Compensatory leave shall not be admissible when an employee is called on to perform duties on a holiday in connection with University examination or any other work for which remuneration is paid.

- 93 Compensatory leave shall be availed by the employee only after obtaining the prior permission of the sanctioning authority.
- 94 The compensatory leave, due to an employee, has to be availed within 3 months of having performed the duty on a holiday for which the compensatory leave is due.
- 95 To be encashed by June of the same academic year failing which you will forfeit the entitlement of the leave.
- 96 Unutilized compensatory leave cannot be carried over to the next Academic year.

10. STUDY LEAVE

Study leave may be granted to an employee of the University, who has put in a minimum continuous service of **Three years** at the Institute and shall be governed by the provisions given hereunder.

- 101 Study leave may be granted to all employees for pursue higher studies leading to post graduate or Ph.D at AICTE recognized center or UGC recognized institution located in India or abroad for a period , depending upon the course requirements on **loss of pay**.
- 102 Study leave may be granted to teaching faculty with Ph.D. Degree to pursue post-doctoral research at an Organization / University, located in India or abroad, for which facilities are not available at the University. The period of study leave, in such cases, shall ordinarily not exceed one year. It can however be extended in exceptional cases by the authority. Conditions of pay during the leave period will be decided in each case by the authority. Employees utilizing this type of study leave are required to execute a bond to serve the Institute for a period of 5 years after the expiry of study leave on terms and conditions fixed by the authority.
- 103 Study leave will be granted by the competent authority on the specific recommendation of the Head of the Department and Dean of the respective School. While making such recommendation, the forwarding authorities should ensure that the employee is likely to be benefited by the grant of study leave and it is in the interests of the Department. Further, they should ensure that adequate arrangements will be made for carrying on the tasks assigned to the employee, during the period of his/her absence, without detriment to the interests of the academic work at the Institute.
- 104 Study leave will count as service for promotion and provident fund, but not for counting leave. It shall not affect any leave which may be already in his/her credit.
- 105 No. of employees on study leave at any time cannot exceed **1 out of 10** teachers in each Department / Section. However this may be waived by the VC, looking into the specific requirements and needs of the department.

11. LEAVE ON LOSS OFPAY

An employee who does not have any leave at his/her credit may be sanctioned leave on **loss of pay** at the discretion of the competent authority, not exceeding 30 days for exceptional reasons. Half day loss of Pay can be allowed at the discretion of the competent authority.

12. EXTRAORDINARY LEAVE

The leave which is not mentioned in the above category will be considered as extraordinary leave. Extraordinary leave **without/ with** salary may be granted to an employee. This will be given only in the special circumstances at the discretion of the authority /Management

13. UNAUTHORISED ABSENCE FROM DUTY

Absence of an employee from duty without getting leave sanctioned under any of the above categories of leave shall be treated as unauthorized absence from duty and shall be liable for disciplinary action.

14. OPTIONAL LEAVE

An employee is entitled for availing optional leave after completion of continuous service of one year

**Sd/-
REGISTRAR**